



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

**Monday, March 10, 2025, 6:30 PM**

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

**Indigenous Land Acknowledgement:**

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

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

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

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

  - a. 4th Quarter Building Report [See item 8.a]
  - b. 2024 Storm Water Management Annual Report [See item 8.b]
  - c. 2024 Prescott Annual Drinking Water System Report [See item 8.c]
- 7. Discussion Items**
  - a. 2025 Consolidated Budget
- 8. Action/Information Items**
  - a. 4th Quarter Building Report - CONSENT
  - b. 2024 Stormwater Management Annual Report - CONSENT
  - c. 2024 Prescott Annual Drinking Water System Report - CONSENT

- d. Renaming Municipal Asset Application - Cardinal Public Works Garage
- e. Pre-Budget Approval - Johnstown Play Structure
- f. Award Johnstown Pool Piping
- g. Municipal Alcohol Policy Update
- h. Spencerville Arena Update
- i. Award Dust Suppressant Tender
- j. Award Crushed Rock Tender
- k. Award Various Granular Material - RFQ Results
- l. Vendor of Record - Rental Equipment Summary Results
- m. Entranceway Bylaw - Additional Information

- 9. Councillor Inquiries/Notices of Motion**
- 10. Member's Report**
- 11. Question Period**
- 12. Closed Session**
- 13. Adjournment**

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

**Monday, 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 DISCUSSION ITEM

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

**Date:** March 10, 2025

**Department:** Finance

**Topic:** 2025 Consolidated Budget

**Background:** Attached is the 2025 consolidated budget. This budget includes a municipal tax rate increase of 3.0%. With the County tax levy increase for 2025 being 5.11% and no increase in the education levy, the total tax levy increase will be 3.340%. This translates to an increase of \$43.88 for every \$100,000 in assessed value. With the median assessment value in Edwardsburgh Cardinal at \$199,000, this will result in a year-over-year increase of \$87.32.

The changes that have been made to the levy-based capital budget for 2025 since the February 20<sup>th</sup> Committee meeting include:

- Inclusion of an additional \$300,000 for the Spencerville Splash Pad
- Increase to the Johnstown Pool Piping and Decking from \$225,000 to \$277,765 to reflect the tender results

The changes made to the operating budget for 2025 since the February 20<sup>th</sup> Committee meeting include:

- An additional \$7,000 to the beaver control expenses
- A decrease in insurance expenses by 5% as a result of the accepted 2025 renewal rates
- Inclusion of \$6,000 in interest expense for the financing for the tandem axle plow truck
- Inclusion of \$267,194 in one-time item and \$32,000 in service level changes

The revised operating surplus is \$791,732 including one-time items and service level changes.

The total capital projects amount for 2025 is \$4,474,419, which will require a Port Dividend of \$1,654,055 to balance the consolidated budget.

The Township will recommend that a Port Dividend of \$2.2 million be requested at the March 24<sup>th</sup> Port Management Committee meeting to cover overages in 2024 and replenish reserves.



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Treasurer



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CAO

# Consolidated Budget

Proposed 2025 Budget



Tax Based

	Actuals	Actuals	4 Council	Actuals	4 Council Approved	1 Dept	Variance \$	Variance %	
	2022	2023	2023	2024	2024	2025			
	December	December	Total Budget	December	Total Budget	Total Budget			
<b>Operating Revenues</b>									
Taxation Revenue	(6,654,308.09)	(6,894,409.64)	(6,928,607)	(7,210,772.53)	(7,185,670)	(7,467,434)	281,764	(3.92%)	Includes 3% increase & 1.14% growth on current taxes
Operating Grants	(1,531,295.49)	(1,740,119.73)	(1,743,720)	(1,749,095.13)	(1,742,720)	(1,785,411)	42,691	(2.45%)	
User Fees	(1,224,901.95)	(1,305,931.10)	(1,359,100)	(1,301,512.27)	(1,275,960)	(1,244,460)	(31,500)	2.47%	
Donations	(16,711.03)	(16,312.00)	(15,000)	(12,350.00)	(15,000)	(15,800)	800	(5.33%)	
Transfers from Operating Reserves	(66,026.67)	(14,246.40)	(131,417)		(58,342)	(25,000)	(33,342)	57.15%	
Other Revenues	(281,569.04)	(419,513.49)	(276,293)	(460,129.36)	(383,893)	(283,274)	(100,619)	26.21%	\$100,000 lower for decline in interest revenue
<b>Total Operating Revenue</b>	<b>(9,774,812.27)</b>	<b>(10,390,532.36)</b>	<b>(10,454,137)</b>	<b>(10,733,859.29)</b>	<b>(10,661,585)</b>	<b>(10,821,379)</b>	<b>159,794</b>	<b>(1.50%)</b>	
<b>Operating Expenses</b>									
Salaries & Benefits	3,100,403.77	3,446,739.17	3,286,231	3,739,126.74	3,635,933	4,067,522	(431,589)	(11.87%)	Includes one-time increase of compensation review
Professional Development & Mileage	75,076.39	79,744.24	98,900	118,847.08	132,600	165,348	(32,748)	(24.70%)	
Insurance	259,229.06	284,405.15	287,745	267,646.79	299,151	285,276	13,875	4.64%	
Materials & Supplies	1,207,722.08	1,379,752.02	1,383,450	1,502,521.65	1,488,600	1,680,794	(192,194)	(12.91%)	
Vehicle/Fleet Expenses	467,639.32	552,201.63	429,690	629,015.91	458,050	555,412	(97,362)	(21.26%)	
Contract Services	2,070,815.85	2,088,460.95	2,206,434	2,494,813.21	2,361,232	2,399,907	(38,675)	(1.64%)	
Utilities	391,023.00	463,989.25	395,380	409,957.88	376,520	440,870	(64,350)	(17.09%)	
Transfer to Operating Reserves	407,278.71	229,500.00	244,500	134,500.00	133,500	128,500	5,000	3.75%	
Principal and Interest Payments	488,950.44	491,549.36	546,595	431,119.72	429,016	379,217	49,799	11.61%	
Other Expenses	183,272.57	232,050.20	289,050	165,692.75	319,050	440,023	(120,973)	(37.92%)	Includes one-time items, CIP grants & River Route
<b>Total Operating Expenses</b>	<b>8,651,411.19</b>	<b>9,248,391.97</b>	<b>9,167,975</b>	<b>9,893,241.73</b>	<b>9,633,652</b>	<b>10,542,869</b>	<b>(909,217)</b>	<b>(9.44%)</b>	
<b>Capital Revenues</b>									
Grants	(447,460.77)	(2,385,607.34)	(2,832,677)	(640,920.10)	(837,068)	(871,932)	34,864	(4.17%)	Includes grant for tennis/pickle ball courts
Transfer from Capital Reserves	(766,840.68)	(773,158.00)	(1,290,000)	(2,843,174.78)	(2,565,247)	(1,457,722)	(1,107,525)	43.17%	
WIP Funds Carried Forward	(55,000.00)	(314,812.47)	(388,357)	(248,954.00)	(248,954)		(248,954)	100.00%	
Borrowing/Debt	(1,083,709.45)	(810,980.08)	(810,980)			(425,000)	425,000		
Proceeds from Sale of Surplus		(70,762.50)		(293,410.97)	(2,500)	(2,500)			
<b>Total Capital Revenues</b>	<b>(2,353,010.90)</b>	<b>(4,355,320.39)</b>	<b>(5,322,014)</b>	<b>(4,026,459.85)</b>	<b>(3,653,769)</b>	<b>(2,757,154)</b>	<b>(896,615)</b>	<b>24.54%</b>	
<b>Capital Expenses</b>									
Capital Projects	3,206,466.59	4,513,509.52	6,048,689	4,604,107.41	4,264,268	4,474,719	(210,451)	(4.94%)	Pending approval of the 2025 Capital Budget
Transfer to Capital Reserves	269,945.39	942,964.21	559,487	451,660.00	417,434	215,000	202,434	48.49%	
<b>Total Capital Expenses</b>	<b>3,476,411.98</b>	<b>5,456,473.73</b>	<b>6,608,176</b>	<b>5,055,767.41</b>	<b>4,681,702</b>	<b>4,689,719</b>	<b>(8,017)</b>	<b>(0.17%)</b>	
<b>Surplus/(Deficit)</b>	<b>0.00</b>	<b>(40,987.05)</b>	<b>0</b>	<b>188,690.00</b>	<b>0</b>	<b>1,654,055</b>	<b>(1,654,055)</b>	<b>0.00%</b>	
Impact To Reserves	(155,643.25)	385,059.81	(617,430)	(2,257,014.78)	(2,072,655)	(1,139,222)	(933,433)	45.04%	

Prepared by: Jessica Crawford, Treasurer  
3/6/2024

**2025 Final Capital Budget - Levy Based  
Funding Analysis - FINAL**

GL Code	Department	Project	Expense	Funding Type					2025 Tax Levy	Notes
			2025 Budget	Reserves	Grants	WIP	Debt	Total		
21-5950	Fire	Engineering and Design - Fire Station #2	\$ 100,000	\$ (100,000)				\$ (100,000)	\$ -	Fire Department - Building Reserve
17-5950	Administration	Website Revamp	\$ 40,000	\$ (40,000)				\$ (40,000)	\$ -	Admin Reserve
82-5950	Recreation	Picnic Tables/Garbage Cans	\$ 10,000					\$ -	\$ 10,000	Annual replacements
82-5950	Recreation	Splash Pad	\$ 400,000					\$ -	\$ 400,000	RFP September 2025
82-5950	Recreation	Play Structure	\$ 80,000					\$ -	\$ 80,000	Current one not usable
82-5950	Recreation	Holiday Signage	\$ 15,000					\$ -	\$ 15,000	Remembrance Day banners and other signage
82-5950	Recreation	Cardinal Tennis/Pickle Ball Courts	\$ 302,000	\$ (151,000)	\$ (151,000)			\$ (302,000)	\$ -	Contingent on grant funding, option to use Cardinal Hydro Reserve
86-5950	Recreation	Spencerville Arena Dehumidifier	\$ 50,000					\$ -	\$ 50,000	Required for more optimal operations of facility
85-5950	Recreation	Johnstown Pool Piping and Decking	\$ 277,765					\$ -	\$ 277,765	Updated to tender award amount
88-5950	Recreation	South Centre UV Upgrades	\$ 15,000					\$ -	\$ 15,000	Recommendation from Environmental Services
39-5950	Public Works	Tandem Axle Plow Truck	\$ 425,000				\$ (425,000)	\$ (425,000)	\$ -	Project already has pre-budget approval
39-5950	Public Works	Roadside Mower	\$ 25,000					\$ -	\$ 25,000	Option #4
31-5950	Public Works	Building Rehab	\$ 150,000					\$ -	\$ 150,000	Structural wall repair - Option #3, oil/grit separator - Option #2, holding tank - Option #2
39-5950	Public Works	Sidewalk Rehab	\$ 134,000					\$ -	\$ 134,000	Replace an existing asphalt sidewalk
39-5950	Public Works	Pedestrian Crossings	\$ 105,000	\$ (105,000)				\$ (105,000)	\$ -	Project already has pre-budget approval
41-5668	Public Works - Roads	Connell Rd	\$ 44,370	\$ (44,370)				\$ (44,370)	\$ -	Dedicated Capital Reserve
41-5716	Public Works - Roads	Hurley Rd	\$ 59,160	\$ (59,160)				\$ (59,160)	\$ -	Dedicated Capital Reserve
41-5726	Public Works - Roads	Goodin Rd	\$ 29,580	\$ (29,580)				\$ (29,580)	\$ -	Dedicated Capital Reserve
41-5890	Public Works - Roads	Brouseville Rd West	\$ 400,000	\$ (154,210)	\$ (245,790)			\$ (400,000)	\$ -	CCBF/Dedicated Capital Reserve
41-5836	Public Works - Roads	Waddell	\$ 312,000	\$ (11,858)	\$ (300,142)			\$ (312,000)	\$ -	OCIF/Dedicated Capital Reserve
41-5681	Public Works - Roads	Reilly St	\$ 47,400	\$ (47,400)				\$ (47,400)	\$ -	Dedicated Capital Reserve
41-5831	Public Works - Roads	Henderson St.	\$ 46,180	\$ (46,180)				\$ (46,180)	\$ -	Dedicated Capital Reserve
41-5832	Public Works - Roads	South St	\$ 235,050	\$ (118,242)				\$ (118,242)	\$ 116,808	Partially funded through dedicated capital reserve
41-5833	Public Works - Roads	Water St	\$ 125,052					\$ -	\$ 125,052	Partially funded through dedicated capital reserve
41-5763	Public Works - Roads	Cedar Grove (Fraser-Noe)	\$ 662,622						\$ 662,622	Addition from Capital Meeting #1
41-5851	Public Works - Roads	Pittston Rd E	\$ 384,540						\$ 384,540	Addition from Capital Meeting #1
			<b>\$ 4,474,719</b>	<b>\$ (907,000)</b>	<b>\$ (696,932)</b>	<b>\$ -</b>	<b>\$ (425,000)</b>	<b>\$ (2,028,932)</b>	<b>\$ 2,445,787</b>	<b>Total Levy Based Capital</b>
		<b>Roads Program</b>								
		Current Dedicated Capital Reserve	\$ (270,000)						\$ (1,090,926)	Operating Surplus (Estimated)
		2025 Dedicated Capital Reserve	\$ -						\$ 299,194	Operating Budget - One-time Items and Service Level Changes
		CCBF	\$ (245,790)						\$ 1,654,055	Additional Levy, Debt or Port Dividend
		OCIF	\$ (300,142)							
			<b>\$ (815,932)</b>	<b>Allocate to Roads</b>						



# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Taxation				
10 Taxation				
10-4010 Current Taxes	(6,797,166)	(7,078,930)	4.15%	
10-4011 Supplementary Taxes	(100,000)	(100,000)		
10-4012 Current Int Crossing Levy	(665)	(665)		
10-4020 Penalty On Taxes	(90,000)	(90,000)		
10-4050 Federal Grants-In-Lieu	(75,010)	(75,010)		
10-4055 Canada Post Grant-in-lieu	(3,842)	(3,842)		
10-4060 Provincial Grants-In-Lieu	(73,291)	(73,291)		
10-4063 Hydro One GIL	(1,151)	(1,151)		
10-4064 Ont Power Generation GIL	(25,399)	(25,399)		
10-4065 Rid St Lawrence Util GIL	(536)	(536)		
10-4070 Railway Acreage GIL	(18,610)	(18,610)		
10-4110 Ontario Municipal Partnership Fund	(673,300)	(777,800)	15.52%	
10-4250 Port of Johnstown- Admin Fee	(1,000,000)	(1,000,000)		
10-5902 Transfer to Reserve Fund	241,660		(100.00%)	
<b>Total 10 Taxation</b>	<b>(8,617,310)</b>	<b>(9,245,234)</b>	<b>7.29%</b>	
<b>Total Taxation</b>	<b>(8,617,310)</b>	<b>(9,245,234)</b>	<b>7.29%</b>	
<b>Total Taxation</b>	<b>(8,617,310)</b>	<b>(9,245,234)</b>	<b>7.29%</b>	

# Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Council				
16 Council				
16-5101 Honourarium	65,000	97,851	50.54%	
16-5111 Canada Pension Plan	2,400	4,781	99.21%	
16-5112 Employer Health Tax	1,210	1,908	57.69%	
16-5201 Special Meeting Allowance	1,500	1,500		
16-5307 Miscellaneous	750	3,000	300.00%	
16-5309 Council Telephone	1,800	1,800		
16-5324 IT Services	4,500	4,500		
16-5328 Conference & Conventions	9,500	14,500	52.63%	
16-5330 Meeting Expenses	2,500	2,500		
16-5332 Advertising	4,200	4,200		
16-5333 Insurance	5,400	5,130	(5.00%)	
16-5334 Mileage	7,500	2,500	(66.67%)	
16-5336 Community Grants & Donations	50,000	57,333	14.67%	
16-5337 Senior support	600	600		
16-5338 Recognition Awards	3,000	3,000		
<b>Total 16 Council</b>	<b>159,860</b>	<b>205,103</b>	<b>28.30%</b>	
<b>Total Council</b>	<b>159,860</b>	<b>205,103</b>	<b>28.30%</b>	
<b>Total Council</b>	<b>159,860</b>	<b>205,103</b>	<b>28.30%</b>	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Administration / General Government				
17 Administration				
17-4210 Admin Fees & Charges	(5,000)	(5,000)		
17-4211 Lottery Licences	(1,000)	(1,000)		
17-4212 Marriage Licenses	(3,200)	(3,200)		
17-4213 Bank Interest Income	(220,000)	(120,000)	(45.45%)	
17-4218 Long-term Debt Collections	(54,000)	(54,000)		
17-4220 A/R Interest Revenue	(3,000)	(3,000)		
17-4299 Other Revenue - Administration	(50,000)	(50,000)		
17-4715 Transfer from reserve	(319,000)	(40,000)	(87.46%)	
17-5102 Salaries	583,188	741,850	27.21%	
17-5111 Canada Pension Plan	22,986	28,186	22.62%	
17-5112 Employer Health Tax	11,405	14,466	26.84%	
17-5113 Employment Insurance	7,500	10,208	36.11%	
17-5114 Workers Compensation	14,113	20,237	43.39%	
17-5115 Group Insurance	62,317	67,885	8.93%	
17-5116 Omers	62,492	81,294	30.09%	
17-5125 Allocated Labour	1,500	1,500		
17-5201 Heat	14,000	14,000		
17-5202 Hydro	8,000	8,500	6.25%	
17-5203 Building Supplies/Repairs	45,000	25,000	(44.44%)	
17-5205 Custodian	7,800	7,800		
17-5301 Stationery	8,000	8,000		
17-5303 Copying	6,500	6,500		
17-5307 Miscellaneous	2,500	5,000	100.00%	
17-5308 Postage	12,500	12,500		
17-5309 Telephone	11,500	11,500		

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
17-5310 Office Equipment	10,000	10,000		
17-5311 Leased Equipment	2,800	2,800		
17-5320 Consulting	40,000	60,000	50.00%	
17-5321 Legal	75,000	75,000		
17-5322 Auditing	38,000	39,000	2.63%	
17-5324 IT Services	143,800	143,800		
17-5327 Professional Associations	5,500	6,000	9.09%	
17-5329 Professional Development	15,000	25,000	66.67%	
17-5331 Courier Service	3,200	3,200		
17-5332 Advertising	13,000	13,000		
17-5333 Insurance	29,320	27,854	(5.00%)	
17-5334 Mileage	2,000	2,000		
17-5336 Emergency Management	3,500	3,500		
17-5339 Wellness Committee		20,000		
17-5340 Asset Management Costs	10,000	16,740	67.40%	
17-5341 Tax Write Offs	30,000	30,000		
17-5346 Bank Charges	7,500	7,500		
17-5401 Election Costs	6,000	10,000	66.67%	
17-5585 Long Term Debt Payments Principal	36,671	36,671		
17-5586 Long Term Debt Payments Interest	16,374	16,374		
17-5609 Vehicle Warranty		960		
17-5610 Vehicle Payment		15,681		
17-5901 Transfer To Reserves	10,000	10,000		
17-5950 Admin Capital	200,000	40,000	(80.00%)	
<b>Total 17 Administration</b>	<b>923,766</b>	<b>1,403,306</b>	<b>51.91%</b>	
<b>Total Administration / General Government</b>	<b>923,766</b>	<b>1,403,306</b>	<b>51.91%</b>	
<b>Total Administration / General Government</b>	<b>923,766</b>	<b>1,403,306</b>	<b>51.91%</b>	

# Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Protection Services				
21 Fire				
21-4210 Fire Calls	(20,000)	(20,000)		
21-4211 Burn Permit Fees	(11,500)	(14,000)	21.74%	
21-4299 Other Revenue - Fire Dept	(5,000)	(21,461)	329.22%	
21-4310 Fire Department Sale of Assets	(2,500)	(2,500)		
21-4710 From Reserves - Fire Dept	(100,000)	(100,000)		
21-5101 Fire Honourarium & Expense Allowance	189,500	194,446	2.61%	
21-5102 Fire Salaries	158,656	175,599	10.68%	
21-5111 Fire Canada Pension Plan	5,920	6,489	9.61%	
21-5112 Fire Employer Health Tax	3,106	6,299	102.80%	
21-5113 Fire Employment Insurance	1,678	2,350	40.05%	
21-5114 Fire Workers' Compensation	19,715	21,241	7.74%	
21-5115 Fire Group Insurance	16,584	17,020	2.63%	
21-5116 Fire OMERS Pension	16,238	19,437	19.70%	
21-5120 Uniforms	25,000	25,000		
21-5121 PPE Cleaning & Maintenance	4,000	24,755	518.88%	
21-5201 Heat	13,500	14,500	7.41%	
21-5202 Hydro	11,500	11,500		
21-5203 Building Supplies/Repairs	25,000	30,750	23.00%	
21-5301 Stationery & Forms	400	300	(25.00%)	
21-5304 Snow Removal	2,500		(100.00%)	
21-5307 Miscellaneous	4,000	55,000	1,275.00%	
21-5308 Office Equipment	2,500	2,000	(20.00%)	
21-5309 Telephone	3,800	4,400	15.79%	
21-5310 Equipment Repair	22,000	27,000	22.73%	
21-5313 Paypal transaction fees	500	500		

# Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
21-5321 Fire Legal	2,000	2,000		
21-5324 IT Services	3,000	3,000		
21-5327 Professional Associations	1,560	1,275	(18.27%)	
21-5328 Firefighter Relations and Retention	5,500	6,000	9.09%	
21-5330 Professional Development	28,000	25,750	(8.04%)	
21-5331 Postage/Courier	200	150	(25.00%)	
21-5332 Insurance- VFIS	10,027	10,605	5.76%	
21-5333 Insurance	32,945	31,298	(5.00%)	
21-5335 Water Testing	120	150	25.00%	
21-5337 Inspections/Prevention	9,000	15,000	66.67%	
21-5338 Contract Services	4,000	3,770	(5.75%)	
21-5339 Radio Licenses	2,650	2,850	7.55%	
21-5400 Prescott Automatic Aid Agreement	25,000	25,000		
21-5612 Emergency Response Costs	1,000	1,000		
21-5615 Truck Fuel	10,000	10,000		
21-5618 Truck Repairs	30,000	25,000	(16.67%)	
21-5620 Communications Contract- Principle	13,200		(100.00%)	
21-5621 Communications Contract- Interest	900		(100.00%)	
21-5901 Transfer To Reserves	75,000	75,000		
21-5950 Fire Capital Expense	100,000	100,000		
<b>Total 21 Fire</b>	<b>741,199</b>	<b>818,473</b>	<b>10.43%</b>	
22 Police				
22-5326 Police Protection Fees	1,162,650	1,158,559	(0.35%)	
<b>Total 22 Police</b>	<b>1,162,650</b>	<b>1,158,559</b>	<b>(0.35%)</b>	
23 Conservation Authority				
23-5326 Conservation Authority Levy	59,482	65,618	10.32%	
<b>Total 23 Conservation Authority</b>	<b>59,482</b>	<b>65,618</b>	<b>10.32%</b>	

# Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
24 Protective Services				
24-4210 Dog Licences	(4,000)	(4,000)		
24-4211 Kennel Licences	(200)	(200)		
24-4212 Release fees	(100)	(100)		
24-4215 Livestock Recovery Prov	(500)	(500)		
24-5103 Animal Control WSIB	415	415		
24-5112 Miscellaneous	1,000	1,000		
24-5114 Animal Control Officer Contract	17,000	17,000		
24-5124 Livestock Valuer Contract	300	300		
24-5125 Livestock Losses	1,000	1,000		
24-5333 Insurance	2,330	2,214	(4.98%)	
<b>Total 24 Protective Services</b>	<b>17,245</b>	<b>17,129</b>	<b>(0.67%)</b>	
25 Building				
25-4210 Fees & Charges	(2,000)	(2,000)		
25-4211 Building Permit Fees	(100,000)	(168,000)	68.00%	
25-5102 Bldg Salaries	165,000	139,945	(15.18%)	
25-5111 Canada Pension Plan	3,800	7,419	95.24%	
25-5112 Employer Health Tax	3,200	2,729	(14.72%)	
25-5113 Employment Insurance	2,900	2,861	(1.34%)	
25-5114 Workers Compensation	4,200	4,324	2.95%	
25-5115 Group Insurance	14,500	9,507	(34.43%)	
25-5116 Omers	6,000	13,217	120.28%	
25-5120 Uniforms	800	800		
25-5305 Publications	250	250		
25-5307 Miscellaneous	400	400		
25-5309 Telephone	700	700		
25-5310 Office Equipment	2,500	2,500		

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	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
25-5321 Legal	4,000	4,000		
25-5324 IT Services	9,500	9,500		
25-5326 Registered Code Agent	3,000	3,000		
25-5327 Professional Associations	500	750	50.00%	
25-5328 Conference & Conventions		1,500		
25-5329 Professional Development	3,000	5,000	66.67%	
25-5332 Advertising	500	500		
25-5333 Insurance	15,590	14,811	(5.00%)	
25-5334 Mileage	7,200	7,200		
<b>Total 25 Building</b>	<b>145,540</b>	<b>60,913</b>	<b>(58.15%)</b>	
26 Bylaw				
26-4211 Bylaw Enforcement Fines	(3,000)	(3,000)		
26-4212 Hawker/Pedlar Licenses	(500)	(500)		
26-5102 Salaries	9,754	11,482	17.72%	
26-5111 Canada Pension Plan	370	406	9.73%	
26-5112 Employer Health Tax	190	224	17.89%	
26-5113 Employment Insurance	150	147	(2.00%)	
26-5114 Workers Compensation	760	348	(54.21%)	
26-5115 Group Insurance	1,007	1,026	1.89%	
26-5116 Omers	1,057	1,293	22.33%	
26-5307 Miscellaneous	2,000	1,000	(50.00%)	
26-5309 Telephone	650	800	23.08%	
26-5321 Legal	5,000	5,000		
26-5324 IT Services	1,000	1,000		
26-5326 By-law contract fees	21,500	21,500		
26-5329 Professional Development	500	500		
26-5333 Insurance	2,563	2,435	(4.99%)	



<div> <div> <div>Budget Report</div> <div>2025</div> </div> <div> <div>TWP EC - 08</div> <div>EDWARDSBURGH CARDINAL</div> </div> </div>				
	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
26-5335 Mileage	300	300		
<b>Total 26 Bylaw</b>	43,301	43,961	1.52%	
27 911				
27-4210 911 Signage	(2,000)	(2,000)		
27-5616 911 Materials	1,000	1,000		
<b>Total 27 911</b>	(1,000)	(1,000)		
<b>Total Protection Services</b>	2,168,417	2,163,653	(0.22%)	
<b>Total Protection Services</b>	2,168,417	2,163,653	(0.22%)	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Public Works				
31 Public Works				
31-4110 Ontario Grants	(837,068)	(720,932)	(13.87%)	
31-4210 Fees & Charges	(12,000)	(12,000)		
31-4299 PW Aggregate Resources	(45,000)	(27,920)	(37.96%)	
31-4710 PW Transfer from Reserves	(1,622,847)	(815,932)	(49.72%)	
31-4790 WIP Carried Forward	(248,954)		(100.00%)	
31-5102 Salaries	267,890	326,090	21.73%	
31-5111 Canada Pension Plan	29,760	33,360	12.10%	
31-5112 Employer Health Tax	11,110	13,384	20.47%	
31-5113 Employment Insurance	8,535	13,304	55.88%	
31-5114 Workers Compensation	15,673	20,194	28.85%	
31-5115 Group Insurance	64,900	77,884	20.01%	
31-5116 Omers	54,340	67,014	23.32%	
31-5120 Uniforms & Safety Boots	2,800	4,000	42.86%	
31-5201 Heat	19,000	19,000		
31-5202 Hydro	12,000	12,000		
31-5203 PW Building Repairs and Maintenance	23,000	23,000		
31-5204 Water & Sewer Charges	6,000	6,720	12.00%	
31-5301 Stationery	1,200	1,200		
31-5307 Miscellaneous	10,000	10,000		
31-5309 Telephone / GPS	14,500	29,600	104.14%	
31-5310 Equipment - Radios	3,000	1,300	(56.67%)	
31-5311 Patrol/Weather App Fees	12,000	10,100	(15.83%)	
31-5321 Legal	2,000	2,000		
31-5324 IT Services	77,000	4,500	(94.16%)	
31-5326 PW Consulting Costs	20,000	20,000		

# Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
31-5327 Association Memberships	2,200	1,600	(27.27%)	
31-5329 Professional Development	10,000	20,000	100.00%	
31-5332 Advertising	3,000	1,300	(56.67%)	
31-5333 Insurance	97,360	92,492	(5.00%)	
31-5335 Flood Relief Expenses	8,500	3,000	(64.71%)	
31-5901 Transfer To Reserves	100,000	100,000		
31-5950 PW Capital Expense		150,000		
<b>Total 31 Public Works</b>	<b>(1,890,101)</b>	<b>(513,742)</b>	<b>(72.82%)</b>	
32 Public Works				
32-5603 Labour	30,000	39,279	30.93%	
32-5605 Fuel	125,000	125,000		
32-5606 Parts & Supplies	20,000	20,000		
32-5607 Small Tools & Equipment	7,500	12,500	66.67%	
32-5613 Equipment Labour	20,000	23,715	18.58%	
32-5614 T1 - Licence	100	100		
32-5615 T1 - Fuel	5,000	5,000		
32-5618 T1- Repairs & Maintenance	3,000	3,000		
32-5620 T19-01- Fuel	5,000	5,000		
32-5621 T19-01- Repairs & Maintenance	3,000	3,000		
32-5626 T22-01 Fuel	11,000	11,000		
32-5629 T22 -01 Repair & Maintenance	3,500	3,500		
32-5635 T23-01 - Repairs and Maintenance		4,000		
32-5637 T23-01 - Fuel		4,000		
32-5640 T20-03 Licence	2,000	1,920	(4.00%)	
32-5641 T20-03 Repairs & Maintenance	19,000	16,505	(13.13%)	
32-5644 T4 - Licence		1,920		
32-5649 T19-04 - Licence	2,000	2,000		

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	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
32-5650 T19-04 Repairs & Maintenance	7,000	18,455	163.64%	
32-5654 T5 - Licence	2,000	1,850	(7.50%)	
32-5658 T5 - Repairs & Maintenance	25,000	41,300	65.20%	
32-5660 T24-05 Tandem - License		1,860		
32-5662 T24-05 Tandem - Repairs and Maintenance		7,500		
32-5664 T6 - Licence	2,000	1,850	(7.50%)	
32-5668 T6 - Repairs & Maintenance	23,000	31,925	38.80%	
32-5674 T7 - Licence	1,500	1,250	(16.67%)	
32-5678 T7 - Repairs & Maintenance	10,000	46,790	367.90%	
32-5695 T20-08 Licence	800	655	(18.13%)	
32-5696 T20-08 Repairs & Maintenance	7,000	13,470	92.43%	
32-5725 G21-01 Repairs & Maintenance	7,500	7,500		
32-5728 G2 Repairs & Maintenance	15,000	28,000	86.67%	
32-5729 Grader 21-01 Principal Payments	50,880		(100.00%)	
32-5730 Grader 21-01 loan interest	500		(100.00%)	
32-5738 L1 - Repairs & Maintenance	3,000	3,000		
32-5748 L2 - Repairs & Maintenance	3,000	3,000		
32-5758 Tractor - Repairs & Maintenance	6,000	6,000		
32-5768 Trailer - Repairs & Maintenance	1,000	1,000		
32-5778 Mower - Repairs & Maintenance	5,000	3,500	(30.00%)	
32-5786 Backhoe - Repairs & Maintenance	4,000	7,610	90.25%	
32-5797 Sidewalk Plow H2 - Spencerville - R&M	8,000	10,000	25.00%	
32-5798 Sidewalk Plow H1 - Cardinal -R&M	8,000	10,000	25.00%	
32-5808 Chipper - Repairs	100	3,000	2,900.00%	
32-5818 Brush hog - Repairs & Maintenance	50	50		
32-5819 Brush Head- Repairs & Maintenance	11,500	16,100	40.00%	
32-5828 High hoe - Repairs & Maintenance	40,000	40,000		

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
<b>Total 32 Public Works</b>	497,930	587,104	17.91%
33 Bridges & Culverts			
33-5613 Labour	19,000	20,214	6.39%
33-5615 OSIM Bridge Inspections	7,000	2,000	(71.43%)
33-5616 Materials	30,000	30,000	
33-5617 Machine Rental - External	1,000	1,000	
33-5619 Ontario One Call Fees	500	1,440	188.00%
33-5623 Labour	14,000	14,767	5.48%
33-5624 Crossing Maintenance - C.N.R.	8,500	10,250	20.59%
33-5625 Signs & Posts	14,000	14,325	2.32%
<b>Total 33 Bridges &amp; Culverts</b>	94,000	93,996	-
34 Roadside Maintenance			
34-5613 Labour	11,000	12,044	9.49%
34-5617 Machine Rental - External	1,000	1,000	
34-5619 Miscellaneous	1,000	1,000	
34-5621 Labour	60,000	66,514	10.86%
34-5626 Materials	300	12,800	4,166.67%
34-5627 Machine Rental - External	100	100	
34-5632 Weed Control	9,000	10,200	13.33%
34-5666 Tree Removal, Planting	7,000	37,000	428.57%
<b>Total 34 Roadside Maintenance</b>	89,400	140,658	57.34%
35 Hardtop Maintenance			
35-5613 Labour	35,000	42,002	20.01%
35-5616 Patching & Resurfacing Materials	200,000	179,500	(10.25%)
35-5627 Machine Rental - External	17,000	16,120	(5.18%)
35-5650 Sidewalk Improvements	25,000	25,000	
<b>Total 35 Hardtop Maintenance</b>	277,000	262,622	(5.19%)

# Budget Report

## 2025




	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
36 Gravel Roads			
36-5613 Labour	26,000	29,551	13.66%
36-5616 Materials	15,000	15,000	
36-5636 Materials	74,000	70,750	(4.39%)
36-5656 Gravel Resurface Materials	110,000	135,400	23.09%
<b>Total 36 Gravel Roads</b>	<b>225,000</b>	<b>250,701</b>	<b>11.42%</b>
38 Winter Control			
38-5613 Labour	94,000	135,100	43.72%
38-5617 Machine Rental - External	20,000	42,300	111.50%
38-5619 Miscellaneous	2,000	2,000	
38-5626 Sand & Salt Materials	190,000	204,000	7.37%
38-5627 Machine Rental - External	2,000		(100.00%)
38-5901 Transfer to Reserves - Winter Control	10,000		(100.00%)
<b>Total 38 Winter Control</b>	<b>318,000</b>	<b>383,400</b>	<b>20.57%</b>
39 Streetlights			
39-4710 Transfer from Reserves		(105,000)	
39-4715 Line of Credit Financing		(425,000)	
39-5586 Tandem Axle Plow - Principal Payments		6,000	
39-5602 Streetlight Hydro	33,000	36,000	9.09%
39-5604 Streetlight Labour	3,500	4,262	21.77%
39-5606 Streetlight Maintenance	3,500	3,500	
39-5607 Streetlight costs- New Light	6,000	6,000	
39-5930 Transfer From Gas Tax Funds	(495,000)	(245,790)	(50.35%)
39-5950 Equipment	580,414	689,000	18.71%
<b>Total 39 Streetlights</b>	<b>131,414</b>	<b>(31,028)</b>	<b>(123.61%)</b>
41 Construction			
41-5613 Bridges & Culverts	1,182,068		(100.00%)

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
41-5664 Armstrong Road	505,667		(100.00%)	
41-5668 Connell Road		44,370		
41-5675 Keefer Street	27,315		(100.00%)	
41-5680 Riverview Crescent	49,664		(100.00%)	
41-5681 Reilly Street	91,879	47,400	(48.41%)	
41-5682 Hooker Street	34,144		(100.00%)	
41-5716 Hurley Road		59,160		
41-5726 Goodin Road West		29,580		
41-5742 Totem Ranch Road	125,638		(100.00%)	
41-5748 Edison Avenue	103,575		(100.00%)	
41-5763 Cedar Grove Rd	382,541	662,622	73.22%	
41-5790 Sophia Street	146,282		(100.00%)	
41-5792 Sutton Drive	76,835		(100.00%)	
41-5793 Second Street	78,805		(100.00%)	
41-5831 Henderson Street	20,528	46,180	124.96%	
41-5832 South Street	95,604	235,050	145.86%	
41-5833 Water Street	24,832	125,052	403.59%	
41-5834 Reid Street	178,017		(100.00%)	
41-5836 Waddell Street		312,000		
41-5851 Pittston Road East		384,540		
41-5890 Brouseville Road		400,000		
<b>Total 41 Construction</b>	<b>3,123,394</b>	<b>2,345,954</b>	<b>(24.89%)</b>	
57 Storm Water				
57-5102 Salaries & Wages	40,000	46,303	15.76%	
57-5105 Wages - On Call		972		
57-5111 Canada Pension	1,500	1,851	23.40%	
57-5112 Employer Health Tax	800	922	15.25%	

<div> <div>Budget Report</div> <div>2025</div> <div>  <div>EDWARDSBURGH CARDINAL</div> </div> </div>				
	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
57-5113 Employment Insurance	500	681	36.20%	
57-5114 Workers Compensation	1,000	1,367	36.70%	
57-5115 Group Insurance	4,000	4,551	13.78%	
57-5116 Omers	4,000	5,072	26.80%	
57-5125 Allocated labour	2,500	2,500		
57-5310 Maintenance and Repair	20,000	70,000	250.00%	
57-5333 Insurance	1,980	1,881	(5.00%)	
57-5428 Machine Rental - Twp	1,000	1,000		
57-5585 Long Term Debt- Principal	32,502	34,502	6.15%	
57-5586 Long Term Debt- Interest	50,752	49,167	(3.12%)	
57-5901 Transfer To Reserves	25,000	25,000		
<b>Total 57 Storm Water</b>	185,534	245,769	32.47%	
<b>Total Public Works</b>	3,051,571	3,765,434	23.39%	
<b>Total Public Works</b>	3,051,571	3,765,434	23.39%	



# Budget Report 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Waste				
59 Waste Collection				
59-4110 Stewardship Ont Recycling Grant	(66,920)	(5,111)	(92.36%)	
59-4210 Landfill Tipping Fees	(12,500)	(15,500)	24.00%	
59-4211 Bag sales	(295,000)	(292,000)	(1.02%)	
59-4212 Recycling Revenues	(5,000)	(3,000)	(40.00%)	
59-5102 Labour	41,511	50,000	20.45%	
59-5111 Canada Pension Plan	1,860	1,434	(22.90%)	
59-5112 Employer Health Tax	771	1,005	30.35%	
59-5113 Employment Insurance	600	559	(6.83%)	
59-5114 Workers Compensation	1,000	1,006	0.60%	
59-5115 Group Insurance	3,121	2,207	(29.29%)	
59-5116 Omers	2,750	3,875	40.91%	
59-5307 Bags & Miscellaneous Supplies	32,000	32,000		
59-5321 Legal	1,500	1,500		
59-5324 Contract Collection - Bins	25,000	25,000		
59-5326 Contract Collection - Roadside	350,000	373,200	6.63%	
59-5327 Engineering Disposal Sites	52,000	53,000	1.92%	
59-5328 Site Maintenance	28,000	76,920	174.71%	
59-5330 Partnership Program	36,500	5,000	(86.30%)	
59-5333 Advertising	1,000	950	(5.00%)	
59-5334 Insurance	23,826	23,826		
59-5350 Property Tax	250	250		
59-5428 Machine Rental - Twp	1,500	1,500		
59-5603 Labour		14,659		
59-5950 Waste Disposal Capital Expense	22,000		(100.00%)	
<b>Total 59 Waste Collection</b>	<b>245,769</b>	<b>352,280</b>	<b>43.34%</b>	

<div> <div> <div>Budget Report</div> <div>2025</div> </div> <div> <div> <div>TWP</div> <div>EC</div> <div>EDWARDSBURGH CARDINAL</div> </div> </div> </div>				
	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Total Waste	245,769	352,280	43.34%	
Total Waste	245,769	352,280	43.34%	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Recreation and Culture				
65 Cemetery				
65-4299 Cemetery Revenue	(100)	(100)		
65-5101 Cemetery Maintenance	1,500	1,500		
65-5901 Transfer To Reserves	3,500	3,500		
<b>Total 65 Cemetery</b>	<b>4,900</b>	<b>4,900</b>		
75 Cardinal Pool				
75-4250 Donations	(5,000)	(5,000)		
75-5102 Salaries & Wages	10,000	9,991	(0.09%)	
75-5111 Canada Pension Plan	600	556	(7.33%)	
75-5112 Employer Health Tax	200	195	(2.50%)	
75-5113 Employment Insurance	1,050	229	(78.19%)	
75-5114 Workers Compensation	1,230	309	(74.88%)	
75-5115 Group Insurance	500	1,121	124.20%	
75-5116 Omers	800	881	10.13%	
75-5202 Hydro	4,000	4,000		
75-5203 Supplies & Repairs	5,500	5,500		
75-5204 Cleaning Supplies	400	400		
75-5207 Water/ Sewer Charges	6,500	6,500		
75-5309 Telephone	1,000	1,000		
75-5334 Insurance	5,520	5,244	(5.00%)	
<b>Total 75 Cardinal Pool</b>	<b>32,300</b>	<b>30,926</b>	<b>(4.25%)</b>	
76 Cardinal Arena				
76-4211 Ice Rentals	(275,200)	(275,200)		
76-4217 Advertising Signs	(9,500)	(9,500)		
76-4250 Arena Donations		(800)		
76-5102 Salaries & Wages	200,000	174,839	(12.58%)	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
76-5111 Canada Pension	10,504	9,734	(7.33%)
76-5112 Employer Health Tax	4,500	3,408	(24.27%)
76-5113 Employment Insurance	4,500	4,001	(11.09%)
76-5114 Workers Compensation	6,000	5,401	(9.98%)
76-5115 Group Insurance	20,000	19,620	(1.90%)
76-5116 Omers	16,000	15,416	(3.65%)
76-5201 Heat	16,500	30,000	81.82%
76-5202 Building Repairs	8,000	44,000	450.00%
76-5203 Building Supplies & Maintenance	7,000	7,000	
76-5204 Cleaning Supplies	5,500	5,500	
76-5205 Maintenance Agreements	13,000	13,000	
76-5207 Repairs Refrigeration	11,500	11,500	
76-5309 Telephone	2,600	3,000	15.38%
76-5333 Insurance	20,710	19,675	(5.00%)
76-5602 Hydro	95,000	120,000	26.32%
76-5604 Water/Sewer Charges	30,000	35,000	16.67%
76-5612 Olympia - Propane	2,500	3,000	20.00%
76-5618 Olympia - Repairs	3,000	3,000	
76-5650 Loan Principal Payment	98,782	103,368	4.64%
76-5655 Loan Interest Payment	204,916	200,330	(2.24%)
<b>Total 76 Cardinal Arena</b>	<b>495,812</b>	<b>545,292</b>	<b>9.98%</b>
81 Recreation			
81-4710 From Reserves - Parks/Rec	(50,000)		(100.00%)
81-5102 Salaries	160,000	181,381	13.36%
81-5111 Canada Pension Plan	6,760	7,405	9.54%
81-5112 Employer Health Tax	3,200	3,537	10.53%
81-5113 Employment Insurance	2,200	2,856	29.82%

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
81-5114 Workers Compensation	4,400	5,324	21.00%
81-5115 Group Insurance	19,000	18,745	(1.34%)
81-5116 Omers	15,060	18,739	24.43%
81-5120 Miscellaneous Clothing & Safety Boots	5,000	5,000	
81-5307 Miscellaneous	1,000	1,000	
81-5309 Telephone	7,000	7,500	7.14%
81-5324 Computer Expenses	6,000	6,000	
81-5329 Professional Development	15,000	15,000	
81-5334 Insurance	14,340	16,623	15.92%
81-5615 Vehicle Fuel	18,000	20,000	11.11%
81-5618 Vehicle Repairs	8,000	10,000	25.00%
81-9810 Transfers to Reserve	15,000	15,000	
<b>Total 81 Recreation</b>	<b>249,960</b>	<b>334,110</b>	<b>33.67%</b>
82 Parks			
82-4110 Parks Grants		(151,000)	
82-4710 Parks Transfer from Reserve Funds	(63,400)	(151,000)	138.17%
82-4790 WIP Carried Forward	(22,480)	(22,480)	
82-5102 Labour	145,000	154,005	6.21%
82-5111 Canada Pension Plan	7,230	8,250	14.11%
82-5112 Employer Health Tax	2,400	3,002	25.08%
82-5113 Employment Insurance	2,600	3,532	35.85%
82-5114 Workers Compensation	3,400	4,757	39.91%
82-5115 Group Insurance	12,000	14,575	21.46%
82-5116 Omers	10,000	13,623	36.23%
82-5202 Hydro parks	3,800	3,800	
82-5203 Repairs & Maintenance	11,000	11,000	
82-5307 Miscellaneous	9,000	9,000	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
82-5310 Equipment	2,000	2,000		
82-5326 Contract Grass Cutting	17,000	17,000		
82-5334 Insurance	14,340	13,623	(5.00%)	
82-5626 Tractor Expenses	3,000	3,000		
82-5950 Parks - Capital	93,400	807,000	764.03%	
<b>Total 82 Parks</b>	<b>250,290</b>	<b>743,687</b>	<b>197.13%</b>	
83 Ball Diamonds				
83-4211 North Ball Diamond Rentals	(1,500)	(1,500)		
83-5202 Hydro	2,000	2,100	5.00%	
83-5203 Repairs	4,000	4,000		
83-5334 Insurance	940	893	(5.00%)	
83-5950 Ball Diamonds Capital	106,060		(100.00%)	
<b>Total 83 Ball Diamonds</b>	<b>111,500</b>	<b>5,493</b>	<b>(95.07%)</b>	
85 Swimming Pool				
85-4211 Registration Fees	(80,000)	(80,000)		
85-4250 Pool Donations	(10,000)	(10,000)		
85-5102 Labour	160,000	186,634	16.65%	
85-5111 Canada Pension Plan	3,980	7,270	82.66%	
85-5112 Employer Health Tax	3,100	3,639	17.39%	
85-5113 Employment Insurance	3,600	4,327	20.19%	
85-5114 Workers Compensation	4,100	5,767	40.66%	
85-5115 Group Insurance	1,000	1,121	12.10%	
85-5116 Omers	6,500	16,779	158.14%	
85-5202 Hydro	3,750	4,000	6.67%	
85-5203 Building Supplies & Repairs	9,000	9,000		
85-5204 Cleaning Supplies	300	300		
85-5306 Program Supplies	22,000	34,000	54.55%	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
85-5309 Telephone	200	200	
85-5334 Insurance	4,870	4,627	(4.99%)
85-5950 Swimming Pools Capital		277,765	
<b>Total 85 Swimming Pool</b>	132,400	465,429	251.53%
86 Arena			
86-4211 Arena Ice Rentals	(199,260)	(199,260)	
86-4215 Arena Building Rental	(2,000)	(2,000)	
86-4217 Arena Advertising Signs	(8,500)	(8,500)	
86-5102 Labour	160,000	174,839	9.27%
86-5111 Canada Pension Plan	7,800	9,734	24.79%
86-5112 Employer Health Tax	3,200	3,408	6.50%
86-5113 Employment Insurance	3,400	4,001	17.68%
86-5114 Workers Compensation	4,300	5,401	25.60%
86-5115 Group Insurance	13,510	19,620	45.23%
86-5116 Omers	14,000	15,416	10.11%
86-5203 Building Supplies & Repairs	16,500	21,500	30.30%
86-5204 Cleaning Supplies	2,500	2,500	
86-5205 Maintenance Agreements	8,000	8,000	
86-5207 Repairs - Refrigeration	15,000	23,700	58.00%
86-5304 Snow Removal Costs	5,000	5,000	
86-5309 Telephone	3,000	3,200	6.67%
86-5311 Other Equipment Rental	2,000	2,000	
86-5334 Insurance	22,780	21,641	(5.00%)
86-5335 Arena Water Testing	200	200	
86-5602 Hydro	75,000	95,000	26.67%
86-5604 Sewer Charges	4,750		(100.00%)
86-5612 Ice Machine - Propane	1,500	2,500	66.67%

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change
	2024	2025	
86-5618 Ice Machine - Repairs	3,000	3,000	
86-5950 Arena Capital		50,000	
<b>Total 86 Arena</b>	155,680	260,900	67.59%
87 Canteen			
87-4211 Canteen Sales	(110,000)	(110,000)	
87-5102 Labour	50,000	30,324	(39.35%)
87-5111 Canada Pension Plan	2,000	1,260	(37.00%)
87-5112 Employer Health Tax	1,000	591	(40.90%)
87-5113 Employment Insurance	1,200	704	(41.33%)
87-5114 Workers Compensation	1,300	937	(27.92%)
87-5116 Omers	2,000	2,729	36.45%
87-5207 Water / Sewer Charges	350	350	
87-5306 Canteen Purchases	55,000	55,000	
87-5307 Miscellaneous	2,500	2,500	
87-5334 Insurance	810	770	(4.94%)
<b>Total 87 Canteen</b>	6,160	(14,835)	(340.83%)
88 South Centre			
88-4215 South Centre Building Rental	(3,500)	(3,500)	
88-4710 Transfer from Reserves	(39,000)		(100.00%)
88-5201 Heat	2,000	2,000	
88-5202 Hydro	4,000	4,000	
88-5203 Building Supplies & Repairs	9,000	9,000	
88-5204 Cleaning Supplies	500	500	
88-5205 Custodial Services	2,500	2,500	
88-5309 Telephone	2,700	3,000	11.11%
88-5334 Insurance	5,390	5,121	(4.99%)
88-5335 South Cent Water Testing	200	200	



<div> <div> <div>Budget Report</div> <div>2025</div> </div> <div> <div>TWP EC</div> <div>EDWARDSBURGH CARDINAL</div> </div> </div>				
	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
88-5950 South Centre Capital	39,000	15,000	(61.54%)	
<b>Total 88 South Centre</b>	22,790	37,821	65.95%	
89 Library				
89-5201 Library Utilities	11,000	11,000		
89-5203 Library Building Repairs	25,000	25,000		
89-5302 Library Custodian Wages	10,000	10,000		
89-5335 Library Water Testing	350	350		
89-5350 Library Board Grant	125,500	130,300	3.82%	
<b>Total 89 Library</b>	171,850	176,650	2.79%	
<b>Total Recreation and Culture</b>	1,633,642	2,590,373	58.56%	
<b>Total Recreation and Culture</b>	1,633,642	2,590,373	58.56%	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Planning & Development				
91 Planning & Zoning				
91-4210 Planning/Zoning	(9,000)	(9,000)		
91-5102 Salaries	134,306	60,553	(54.91%)	
91-5111 Canada Pension Plan	4,960	3,395	(31.55%)	
91-5112 Employer Health Tax	3,847	1,181	(69.30%)	
91-5113 Employment Insurance	2,154	1,405	(34.77%)	
91-5114 Workers Compensation	3,520	1,871	(46.85%)	
91-5115 Group Insurance	11,385	10,606	(6.84%)	
91-5116 Omers	9,390	5,450	(41.96%)	
91-5307 Miscellaneous	200	7,600	3,700.00%	
91-5321 Legal	3,200	3,500	9.38%	
91-5326 Contract Fee	24,000	16,000	(33.33%)	
91-5327 Professional Associations		5,150		
91-5329 Professional Development	2,500	5,000	100.00%	
91-5332 Mileage		1,200		
91-5333 Advertising	2,000	2,000		
91-5334 Insurance	2,450	2,328	(4.98%)	
91-5336 Planning Policy Review	40,000	12,000	(70.00%)	
91-5338 Committee Of Adjustment Fee	100	1,300	1,200.00%	
91-5901 Transfer to Reserves	5,000	5,000		
<b>Total 91 Planning &amp; Zoning</b>	<b>240,012</b>	<b>136,539</b>	<b>(43.11%)</b>	
92 Economic Development				
92-4715 WIP Unspent Funding-CIP grants	(28,342)	(25,000)	(11.79%)	
92-5321 ED Legal	15,000	15,000		
92-5332 Advertising	5,900	9,849	66.93%	
92-5350 Economic Development Activity	46,500	46,755	0.55%	

# Budget Report

## 2025



	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
92-5360 Township In Bloom	6,500	6,500		
92-5380 CIP Township Projects	45,000	30,500	(32.22%)	
92-5382 CIP Program Grants	30,000	50,000	66.67%	
92-5392 Eco Dev Strategy Programs	40,000	31,000	(22.50%)	
92-5950 Waterfront Regeneration Projects		30,000		
<b>Total 92 Economic Development</b>	<b>160,558</b>	<b>194,604</b>	<b>21.20%</b>	
93 Agriculture				
93-4110 Municipal Drainage Grants	(2,500)	(2,500)		
93-4710 Transfer from Reserves	(30,000)		(100.00%)	
93-5102 Salaries & Benefits	11,215	11,003	(1.89%)	
93-5111 Canada Pension Plan		288		
93-5112 Employer Health Tax		215		
93-5113 Employment Insurance		104		
93-5114 Workers Compensation		247		
93-5115 Group Insurance		768		
93-5116 Omers Pension		1,330		
93-5307 Miscellaneous	500	500		
93-5321 Legal	11,000	10,000	(9.09%)	
93-5324 Twp Municipal Drain Expense	20,000	52,190	160.95%	
93-5325 Drainage Engineer - Consultant	5,000	5,000		
93-5326 Beaver Control Expenses	3,000	10,000	233.33%	
<b>Total 93 Agriculture</b>	<b>18,215</b>	<b>89,145</b>	<b>389.40%</b>	
94 Tile Drainage				
94-4030 Tile Drain Revenue	(6,793)	(6,793)		
94-5585 Tile Drain Loan Paymnt - OMAF	5,703	5,703		
94-5586 Tile drain loan interest	1,090	1,090		
<b>Total 94 Tile Drainage</b>				

<div> <div> <div>Budget Report</div> <div>2025</div> </div> <div> <div> <div>TWP</div> <div>EC</div> <div>EDWARDSBURGH CARDINAL</div> </div> </div> </div>				
	4 Council Approved	1 Dept Submission	Percentage Change	
	2024	2025		
Total Planning & Development	418,785	420,288	0.36%	
Total Planning & Development	418,785	420,288	0.36%	



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

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

**Date:** March 10, 2025

**Department:** Administration/Building

**Topic:** 2024 Fourth Quarter and Year End Building Report

**Background:** There were 18 building permits issued during the final quarter of 2024. The permits were predominantly related to residential uses, there were no new single-family dwellings started this period, but an ARU was issued. However, the vast majority of the value for construction during the quarter was related to commercial enterprises' value.

For the entire year a grand total of 105 building permits were issued, that involved the creation of 13 new single-family dwellings and another 5 dwelling units were constructed either as an ARU or additional apartment units.

The total construction value for the final quarter of 2024 was \$3,007,500.00 compared to \$2,734,000.00 in 2023. The difference in construction values between 2024 and 2023 is relatively neutral but due to the high value of the nonresidential projects building permit fees collected during this final quarter in 2024 was \$35,877.10 versus \$18,383.32 the year prior.

The year 2024 was a robust year for construction within the Township of Edwardsburgh Cardinal with the total number of permits issued being 105 in 2024 versus 120 during 2023. Total construction value for 2024 was \$19,491,400.00 compared to \$17,595,604.00 in 2023.

The last comparison is total building permit fees. The year 2024 ended with \$211,757.43 in revenue versus \$97,106.67 revenue for the year 2023.

2025 appears to be remaining robust with various construction projects reaching the point where a permit may be issued. The department may not have the banner year for fees that occurred in 2024, but the department is comfortable with the budget submitted for the year.

A handwritten signature in cursive script, reading 'Shawn Meneman'.

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Chief Building Official

2024 4th Quarter Building Report																
	Residential		Commercial		Industrial		Agricultural		Demolition		Other *		Total		New Homes	
	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Number	Value
Jan	\$ 55,000.00	\$ 1,037.39											\$ 55,000.00	\$ 1,037.39	1	\$ 600,000.00
Feb	\$ 120,000.00	\$ 700.00											\$ 120,000.00	\$ 700.00	0	\$ -
Mar	\$ 118,300.00	\$ 1,410.00	62,000.00	558.00			\$ 50,000.00	\$ 450.00	\$ 5,000.00	\$ 115.00		\$ 115.00	\$ 235,300.00	\$ 2,648.00	0	\$ -
Q1 Total												\$ 115.00	\$ 410,300.00	\$ 4,385.39	1	\$ 600,000.00
Apr	\$ 2,360,500.00	\$ 16,172.00					\$ 25,000.00	\$ 1,036.00					\$ 2,385,500.00	\$ 17,208.00	4	\$ 2,195,000.00
May	\$ 436,500.00	\$ 3,597.00	\$ 5,700,000.00	\$ 51,415.00			\$ 15,000.00	\$ 1,069.00	\$ 4,500.00	\$ 230.00	\$ 1,200.00	\$ 230.00	\$ 6,157,200.00	\$ 56,541.00	0	\$ -
Jun	\$ 1,582,000.00	\$ 9,789.00	\$ 2,000,000.00	\$ 18,000.00					\$ 120,000.00	\$ 170.00	\$ 1,300,000.00	\$ 11,700.00	\$ 3,002,000.00	\$ 39,659.00	3	\$ 1,400,000.00
Q2 Total												\$ 11,930.00	\$ 11,544,700.00	\$ 113,408.00	7	\$ 3,595,000.00
Jul	1,482,400.00	22,181.29	\$ 100,000.00	900.00			50,000.00	2,700.00					\$ 1,632,400.00	\$ 25,781.29	3	1,700,000.00
Aug	763,500.00	6,404.00	18,000.00	739.20									\$ 781,500.00	\$ 7,143.20	1	705,000.00
Sept	2,050,000.00	15,831.20	65,000.00	495.00			800,000.00	8,836.25					\$ 2,115,000.00	\$ 25,162.45	1	799,000.00
Q3 Total												\$ -	\$ 4,528,900.00	\$ 58,086.94	5	\$ 3,204,000.00
Oct	150,000.00	4,662.50	2,367,000.00	22,680.00					10,000.00	115.00			\$ 2,517,000.00	\$ 27,457.50	0	
Nov	72,000.00	1,661.60	400,000.00	3,600.00									\$ 72,000.00	\$ 5,261.60	0	
Dec	408,500.00	2,953.00	10,000.00	205.00									\$ 418,500.00	\$ 3,158.00	0	
Q4 Total	\$ 630,500.00	\$ 9,277.10	\$ 2,777,000.00	\$ 26,485.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 115.00	\$ -	\$ -	\$ 3,007,500.00	\$ 35,877.10	0	\$ -
YTD Tot	\$ 630,500.00	\$ 9,277.10	\$ 2,777,000.00	\$ 26,485.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 115.00	\$ -	\$ 12,045.00	\$ 19,491,400.00	\$ 211,757.43	13	\$ 7,399,000.00
2023 Building Report																
	Residential		Commercial		Industrial		Agricultural		Demolition		Other *		Total		New Homes	
	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Project Value	Permit Fee	Number	Value
Jan													\$ -	\$ -		
Feb	\$ 100,700.00	\$ 681.00							\$ 20,000.00	\$ 190.00			\$ 120,700.00	\$ 871.00		
Mar	\$ 1,661,000.00	\$ 8,047.15					\$ 275,000.00	\$ 2,005.00	\$ 10,000.00	\$ 95.00			\$ 1,946,000.00	\$ 10,147.15	2	\$ 1,550,000.00
Q1 Total	\$ 1,761,700.00	\$ 8,728.15	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00	\$ 2,005.00	\$ 30,000.00	\$ 285.00	\$ -	\$ -	\$ 2,066,700.00	\$ 11,018.15	2	\$ 1,550,000.00
Apr	\$ 1,447,362.00	\$ 5,282.60	2000.00	95.00			\$ 15,000.00	\$ 300.00	\$ 5,000.00	\$ 95.00			\$ 1,469,362.00	\$ 5,772.60	2	\$ 1,283,862.00
May	\$ 3,169,542.00	\$ 11,036.90	\$ 200,000.00	\$ 1,800.00			\$ 145,000.00	\$ 822.00					\$ 3,514,542.00	\$ 13,658.90	3	\$ 2,640,000.00
Jun	\$ 3,775,000.00	\$ 18,152.60							\$ 20,000.00	\$ 230.00			\$ 3,795,000.00	\$ 18,382.60	4	\$ 1,850,000.00
Q2 Total	\$ 8,391,904.00	\$ 34,472.10	\$ 202,000.00	\$ 1,895.00	\$ -	\$ -	\$ 160,000.00	\$ 1,122.00	\$ 25,000.00	\$ 325.00	\$ -	\$ -	\$ 8,778,904.00	\$ 37,814.10	9	\$ 5,773,862.00
Jul	1,514,000.00	9,932.40	\$ 12,000.00	230.00			50,000.00	1,036.00	65,000.00	655.00			\$ 1,641,000.00	\$ 11,853.40	3	1,050,000.00
Aug	800,000.00	6,409.00	20,000.00	230.00					600,000.00	4,350.00			\$ 1,420,000.00	\$ 10,989.00	2	700,000.00
Sept	950,000.00	5,408.70	5,000.00	115.00							75,000.00	1,525.00	\$ 1,030,000.00	\$ 7,048.70	2	900,000.00
Q3 Total	\$ 3,264,000.00	\$ 21,750.10	\$ 37,000.00	\$ 575.00	\$ -	\$ -	\$ 50,000.00	\$ 1,036.00	\$ 665,000.00	\$ 5,005.00	\$ 75,000.00	\$ 1,525.00	\$ 4,016,000.00	\$ 29,891.10	7	\$ 2,650,000.00
Oct	1,806,000.00	10,294.42	140,000.00	1,260.00									\$ 1,946,000.00	\$ 11,554.42	2	\$ 1,450,000.00
Nov	385,000.00	3,641.50											\$ 385,000.00	\$ 3,641.50	0	
Dec	153,000.00	2,093.00	250,000.00	1,094.40									\$ 403,000.00	\$ 3,187.40	0	
Q4 Total	\$ 2,344,000.00	\$ 16,028.92	\$ 390,000.00	\$ 2,354.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,734,000.00	\$ 18,383.32	0	\$ 1,450,000.00
YTD Tot	\$ 15,761,604.00	\$ 80,979.27	\$ 629,000.00	\$ 4,824.40	\$ -	\$ -	\$ 485,000.00	\$ 4,163.00	\$ 720,000.00	\$ 5,615.00	\$ 75,000.00	\$ 1,525.00	\$ 17,595,604.00	\$ 97,106.67	18	\$ 11,423,862.00
* Occasionally a permit is issued that is not captured within the regular categories. Examples of this include permits for schools and fairs.																



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole- Administration & Operations

**Date:** March 10, 2025

**Department:** Environmental Services

**Topic:** 2024 Stormwater Management Annual Report

**Purpose:** To review and receive the 2024 Stormwater Management Annual Report and provide direction to submit to MECP and post on website.

**Background:** Under Environmental Compliance Approval Linear (ECA) # 155-S701, issued by the Ministry of Environment, Conservation and Parks (MECP), Edwardsburgh/Cardinal is required to prepare and submit an annual performance report for the Stormwater Management System by April 30<sup>th</sup> of the following year. The performance report covers the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2024 and is submitted to Municipal Council and MECP. The report must be available for public viewing on the Township website by June 1<sup>st</sup>.

**Policy Implications:** A requirement under Linear ECA # 155-S701.

**Strategic Plan Implications:** None

**Financial Considerations:** None

**Recommendation:** That Committee recommends that Council:

- 1) Receive the 2024 Stormwater Management Annual Report; and
- 2) Direct staff to submit the report to MECP prior to the April 30<sup>th</sup> deadline; and
- 3) Make report available on Township website by June 1<sup>st</sup> as required under Linear ECA # 155-S701.

A handwritten signature in cursive script, reading 'Eric Wenevman'.

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Chief Water/Sewer Operator

A handwritten signature in cursive script, reading 'D. Scott'.

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Director of Operations

**2024**

# **2024 Edwardsburgh-Cardinal Storm Water System Annual Report.docx**



**Prepared by: Eric Wemerman  
For: CAO and Council  
2/13/2025**



## Introduction

Under the Environmental Compliance Approval Linear (ECA) # 155-S701 issued by the Ministry of Environment, Conservation and Parks (MECP), the Township of Edwardsburgh/Cardinal is required to prepare and submit an annual performance report regarding the Stormwater Management System by April 30th of the subsequent year. This performance report will encompass the timeframe from January 1st to December 31st, 2024, and is submitted Municipal Council and the MECP. Additionally, the report will be accessible for public viewing on the Township's website by June 1st.

The Cardinal Stormwater Management System is composed of storm mains, culverts, ditches, and outlets that direct water into the St. Lawrence River. The storm mains are constructed from materials such as concrete, clay, PVC, and steel. There are no stormwater treatment facilities in Cardinal.

The Spencerville Stormwater Management System consists of PVC and steel mains, catch basins and culverts. A stormwater improvement project was commissioned in 2022 that serves Cedar, David, Charles, Cook and Cherry Streets. An enhanced grass swale system located south of Cherry Street treats stormwater before discharging into the South Nation River.

The Johnstown Stormwater Management System currently consists of ditches, culverts, swales and PVC main that drain surface water from the Hamlet of Johnstown to 4 outlets. Three outlets discharge to the St. Lawrence River and one to a marsh north of the hamlet. A stormwater improvement project was completed on Mary and Sophia Streets from Second Street to County Road 2, which was completed in 2023.

[Executive Summary](#)

The annual performance report summarizes sampling data, inspection and maintenance activities for storm outfalls, mains and catch basins within the Edwardsburgh/Cardinal Stormwater Management System. Unplanned maintenance activities, operating problems and corrective actions are summarized for the 2024 review period.

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[System Approvals](#)

<u>System</u>	<u>Linear ECA</u>	<u>Renewal Date</u>
Edwardsburgh/Cardinal Stormwater Management System	155-S701	June 15, 2026

[Monitoring Data](#)

During the reporting year one set of grab samples were collected to compare stormwater discharge effluent with the 2012 Schedule B Stormwater discharge bylaw limit.

<u>Parameter</u>	<u>Sophia Storm Outfall 2024 (mg/L)</u>	<u>Sophia Storm Outfall 2023 (mg/L)</u>	<u>2012 Schedule B Storm Sewer Discharge Bylaw limit (mg/L)</u>
	March 18, 2024	May 3, 2023	
Total Suspended Solids	3	3	15
Chromium	<0.001	<0.001	0.08
Arsenic	0.0003	0.0003	0.02
Copper	0.0021	0.0017	0.04
Lead	0.00004	0.00016	0.12
Mercury	<0.00002	<0.00002	0.0004
Nitrate & Nitrite	<0.05	1.95	N/A
Oil & Grease	7.4	<1.0	N/A
Total Phosphorus	0.03	0.04	0.4
PHC F1 (C6-10)	<25 ug/L	<25 ug/L	N/A
PHC F2(>C10-C16)	<50 ug/L	<50 ug/L	N/A
PHC F3 (>C16-C34)	<400 ug/L	<400 ug/L	N/A
PHC F4 (>C34-C50)	<400 ug/L	<400 ug/L	N/A

Grab sample results are lower than parameters outlined in the 2012 Schedule B Storm Sewer discharge bylaw.

Monitoring Data Trending Review 5-year review

There is insufficient data to develop trending and analyses of monitoring data over 5 years. Results from grab samples collected in 2023 and 2024 from the Sophia storm outfall remain consistent and are below the 2012 Schedule B Stormwater discharge bylaw. The MECPS monitoring plan, once released, will provide guidance and direction on sampling requirements, data collection and review.

Operational Problems

**August 21, 2024-** On call operator received a complaint of water pooling on roadway after torrential rains on Dundas/Lower Street. Operator was able to pump down catch basin and clear blockages. Follow up flushing and CCTV inspection of mains occurred on August 24, 2024.

Inspection, Maintenance & Repair

The following is a summary of inspection and maintenance activities within the Edwardsburgh/Cardinal Stormwater Management System.

Outfall Inspection Program

CARDINAL			
<u>Date</u>	<u>Outfall</u>	<u>Asset ID</u>	<u>Inspection Findings</u>
March 7, 2024	939 Reid Street	2625	Extension piece disconnected at bell but not impacting flow and operations. Cleared dead vegetation.
March 7, 2024	Henry Street	2628	Outfall in fair condition. Cement pipework disconnected at bell. Not impacting operations or flow.
March 7, 2024	Dundas Street	2631-2632	Removed dead vegetation and sediment build up by hand in catch basins.
March 7, 2024	Gill Street	2627	Outfall clear and in good condition.
March 7, 2024	Flett Street	2627	Inspected from top of embankment. PVC pipework appears in good condition.

CARDINAL			
Date	Outfall	Asset ID	Inspection Findings
March 7, 2024	Walter Street	2629	Outfall extends down canal embankment. No issues identified.
SPENCERVILLE			
Date	Outfall	Asset ID	Inspection Findings
April 30, 2024	South Street	2633	Pipework in good condition.
April 30, 2024	Swale System	2634	No issues identified. Pipework and ditching clear.
JOHNSTOWN			
Date	Outfall	Asset ID	Inspection Findings
March 14, 2024	Sophia Street Oil-Water Separator	2678	Inspected oil-water separator. Measurements taken of sediment levels.
March 18, 2024	Sophia Street	2678	Removed dead vegetation from outfall. Collected samples for chemical analyses.
March 18, 2024	Mary Street	2544	Outfall clear, free flowing. No issues identified.
June 13, 2024	Sophia Street Oil-Water Separator	2678	Aqua drain vacuumed and cleaned separator. No oil observed, debris and sediment removed.

CAPITAL PROJECTS & MAINTENANCE		
Location	Date	Maintenance/Repair
Cardinal Outfalls	March 7, 2024	Cleared dead vegetation from outfalls.
Oil-Water Separator-Sophia Street	June 13, 2024	High pressure cleaned and removed sediment buildup.
Reid Street	October 8, 2024	Tackaberry Construction extended storm cover to surface.

STORM MAIN & CATCH BASIN FLUSHING-INSPECTION PROGRAM		
Date	Location	Maintenance
April 10, 2024	Cardinal	High pressure cleaned and CCTV inspected storm mains on Reid Street.
May 17, 2024	Spencerville	High pressure cleaned and CCTV inspected storm mains on South Street.
June 13, 2024	Johnstown	High pressure cleaned storm catch basins and mains on Sophia/Mary Streets.
August 24, 2024	Cardinal	High pressure cleaned and CCTV'd storm mains on Dundas-Lower Streets.

[Summary of Calibration and Equipment Maintenance](#)

Not Applicable

**Summary of Complaints**

The following complaints were received during the reporting year.

<b><u>Date</u></b>	<b><u>System</u></b>	<b><u>Complaint</u></b>	<b><u>Corrective Action(s)</u></b>
January 26, 2024	Cardinal	Storm cover shifted out of place.	Plow truck shifted storm cover during snow plowing. Storm cover put back into place.
January 26, 2024	Spencerville David Street	Snowbanks covering storm drains.	Public Works removed snow banks.
August 21, 2024	Cardinal Dundas Street	Water pooling on roadway after intense precipitation.	Pumped down catch basin and removed blockages.

**Alterations to Authorized System**

There were no alterations to the authorized system in 2024.

**Spills and Abnormal Discharge Events**

No Spills or abnormal discharge events occurred or were reported in 2024.

**Summary of Actions taken including timelines, to improve or Correct Performance**

Flushing and CCTV inspection program implemented on annual basis. Storm mains are being assessed prior to commencing roadwork resurfacing and rehabilitation to determine if replacement is required.

**Status of Actions from Previous Reporting Year**

No status or action items from previous reporting year.

**Significant Drinking Water Assessment Report**

A Significant Drinking Water Assessment Report has been prepared for the stormwater and sanitary collection systems in Edwardsburgh/Cardinal. This report utilizes data from the Source Water Protection Plan provided by the South Nation Conservation Authority, along with the Directors Technical Rules concerning potential threats to drinking water, to pinpoint activities that may endanger water quality. The assessment found no existing stormwater projects that could compromise water quality in the Intake or Well Protection zones 1 and 2 for either Cardinal or Spencerville in 2024. Furthermore, the Significant Drinking Water Assessment Report undergoes an annual review and update.

**Operational Plan**

The Linear ECA required an operational plan to be developed and implemented by May 2023. The operational plan encompasses procedures and maintenance schedules for stormwater infrastructure, which includes outfalls, treatment systems, and mains. Additionally, the plan must outline procedures for managing complaints and reporting spills or bypasses. An operational plan was developed and implemented on January 1, 2023.

**Storm Sewer-shed Inventory**

The Linear ECA requires the development of a Storm Sewer-shed inventory that classifies treatment level for each out fall, the estimated catchment area, the receiving stream, the water shed and whether treatment is provided by another municipality. The inventory summary and mapping were submitted to the MECP on January 21<sup>st</sup>, 2025.



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole- Administration & Operations

**Date:** March 10, 2025

**Department:** Environmental Services

**Topic:** 2024 Prescott combined Annual/Summary DWS Report

**Purpose:** To receive the 2024 Prescott Water System Annual/Summary Report

**Background:** Owners of municipal drinking water systems are required to ensure that, not later than February 28<sup>th</sup> of the following year, an annual report is prepared in accordance with Section 11 of O. Reg 170/03. Additionally, by March 31<sup>st</sup> of each year, a Water System Summary Report is prepared in accordance with subsection (2) and (3) of Schedule 22-22 of O. Reg 170/03 for the preceding calendar year.

For drinking water systems that supply water to another municipality, the report is to be made out by the Operating Authority and provided to the receiving jurisdictions Owner. The Town of Prescott's water system supplies water to the Edwardsburgh Distribution system for residents of New Wexford and the Industrial Park.

The report must list a summary of the sample program, the requirements of the Act, the Regulations, the Drinking Water Works Permit, Municipal Drinking Water License and any Provisional Orders that were not satisfied at any point during the reporting period. Where Provincial Standards were not maintained, the report must specify the duration of the failure and the measures that were taken to correct the deficiency. The Town of Prescott combines the Annual and Summary Water reports satisfying both Section 11 and Schedule 22 reporting requirements of O. Reg. 170/03.

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

**Strategic Plan Implications:** Not applicable

**Financial Considerations:** None

**Recommendation:** That Committee recommends that Council receive and review the 2024 Water Annual/Summary Report for the Prescott Water System.

A handwritten signature in cursive script, reading 'Eric Wonerma'.

Chief Water/Sewer Operator

A handwritten signature in cursive script, reading 'David Scott'.

Director of Operations

# Town of Prescott Drinking Water System

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Waterworks # 220001245  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: Town of Prescott

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2024

Issued: February 26, 2025

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

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## Revision History

Date	Revision #	Revision Notes
February 26, 2025	0	Annual report issued

## Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to residents at the Town Hall located at 360 Dibble Street West, Prescott, Ontario, as well as on the Town website. ([www.prescott.ca](http://www.prescott.ca)) Copies are provided free of charge if requested.

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	<ul style="list-style-type: none"> <li>- 1 Ministry Inspection on January 10, 2024</li> <li>- Final Inspection Rating: 96.88%</li> </ul>
Ministry of Labour Inspections	<ul style="list-style-type: none"> <li>- No Ministry of Labour inspections in 2024</li> </ul>
QEMS External Audit	<ul style="list-style-type: none"> <li>- 1 QEMS Audit on September 18, 2024</li> <li>- 1 Opportunity for Improvement</li> </ul>
AWQI's/BWA	<ul style="list-style-type: none"> <li>- No AWQI/BWA in 2024</li> </ul>
Non-Compliance	<ul style="list-style-type: none"> <li>- No Non-compliance in 2024</li> </ul>
Community Complaints	<ul style="list-style-type: none"> <li>- 4 community complaints referenced in report</li> </ul>
Spills	<ul style="list-style-type: none"> <li>- No spills in 2024</li> </ul>
Watermain Breaks	<ul style="list-style-type: none"> <li>- 2 water main breaks repaired in 2024</li> </ul>

## System Process Description

### Raw Source

Water is drawn from the St. Lawrence River into the plant via a 600 mm diameter steel intake pipe equipped with a sodium hypochlorite feed system for zebra mussel control. Raw water passes through a travelling screen unit located in the low lift building. The unit consists of wire mesh screens on a rotating belt. From there it is pumped to the plant for treatment.

### Treatment

Once water enters the plant, an aluminum based coagulant is added and flash mixed. The water then travels to flocculation tanks where the coagulant is allowed time to attract fine particles from the water. From there, the water passes through one of three dual media rapid sand filters. Sodium hypochlorite and hydrofluosilicic acid are added as water enters the clearwell. To maximize contact time, the treated water is diverted to two baffled reservoirs, each with a capacity of 800 m<sup>3</sup>. Four vertical turbine pumps are available for supplying the distribution demand as needed.

*Treatment Chemicals used during the reporting year:*

Chemical Name	Use	Supplier
Aluminum Sulphate	Coagulant	Kemira
Hydrofluosilicic Acid	Fluoridation	Brenntag
Sodium Hypochlorite	Disinfection	LAVO

### Distribution

Watermains in the distribution system are composed of PVC, cast iron and ductile iron. An elevated storage tank is located on Sophia Street and has a storage capacity of 4200 m<sup>3</sup>. The storage facility provides for peak hour demands and fire flows.

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
There were no adverse Water Quality incidents reported during the reporting period.						

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no Non-Compliance incidents reported during the reporting period.				

**Non-Compliance Identified in a Ministry Inspection:**

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no actions identified in the received inspection report.				

**Community Complaints**

Date yyyy/mm/dd	Location	Details of Complaint	Corrective Action Taken
2024/01/19	242 Park East	Milky water colour	Air in lines.
2024/08/19	698 Dibble West	High usage	Valve open to unknown source in basement.
2024/08/27	186 Wood East	Inquired if water was safe to drink	No issues at time of inspection.
2024/11/11	507 Churchill East	Water Odour	River Turnover

\*Community complaints were received by the Town Staff

**Flows**

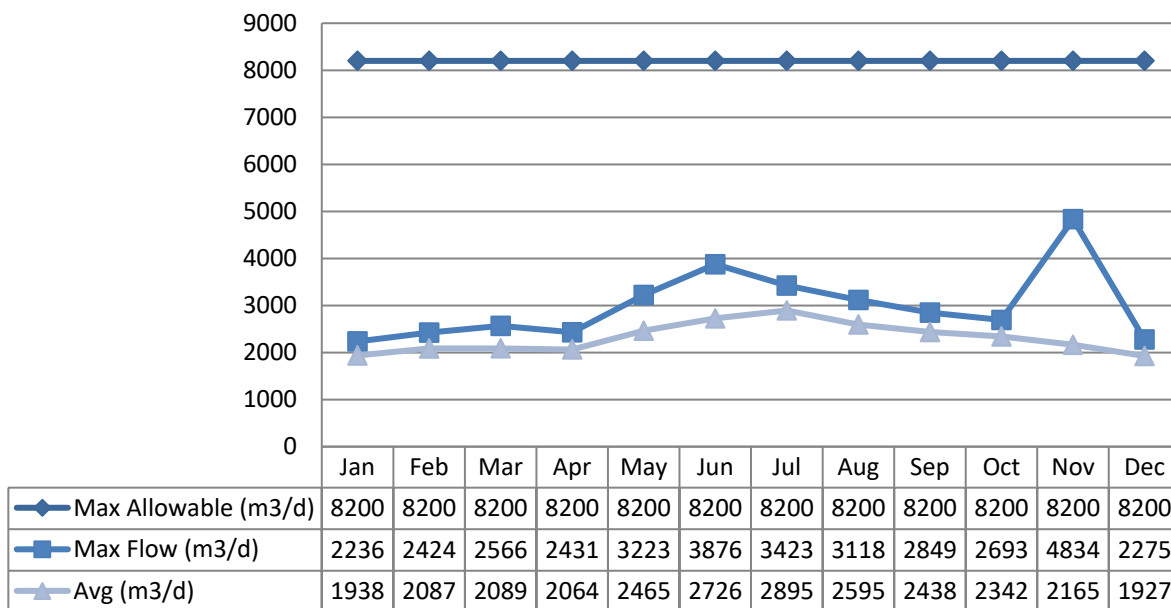
Prescott's drinking water system is operating on average under half the rated capacity.

**Raw Water Flows**

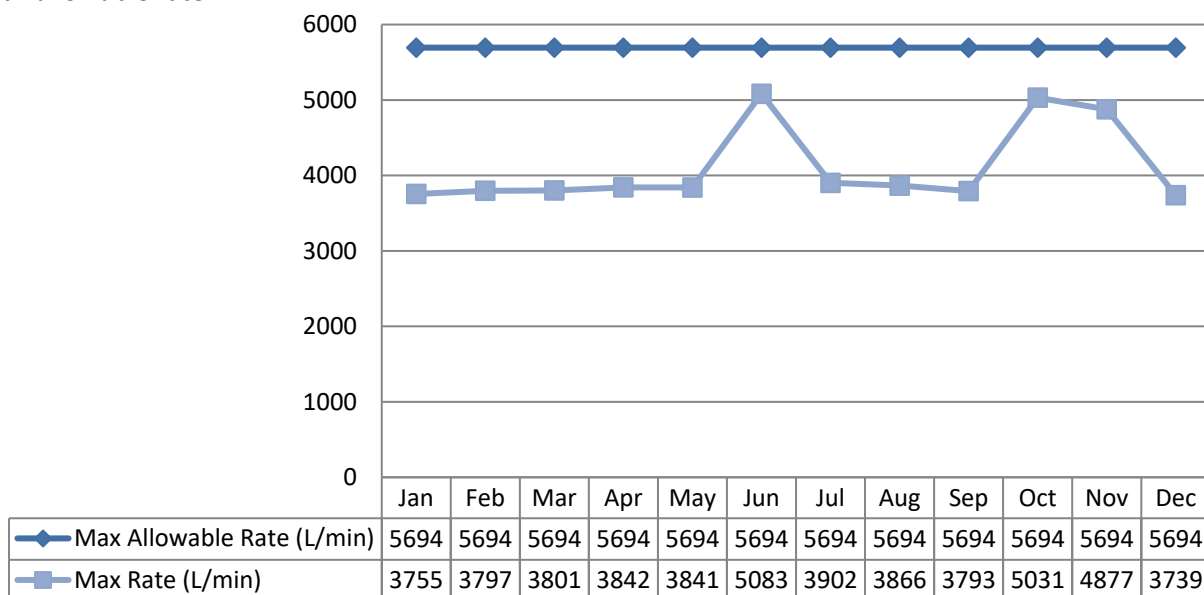
The Raw Water flows are regulated under the Permit to Take Water. 2024 Raw Flow Data was submitted to the Ministry electronically under permit #5506-9RMLKE. The confirmation and a copy of the data that was submitted are attached in Appendix A.

Total Monthly Flows (m3/d)

Max Allowable PTTW

Monthly Rated Flows (L/min)

Max allowable rate - PTTW

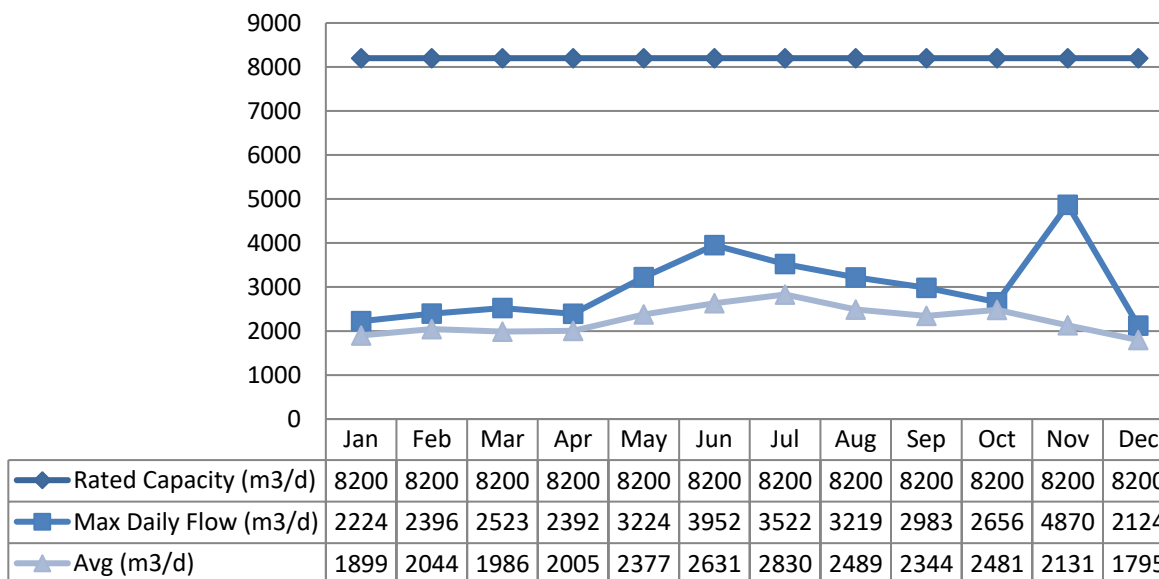


## Treated Water Flows

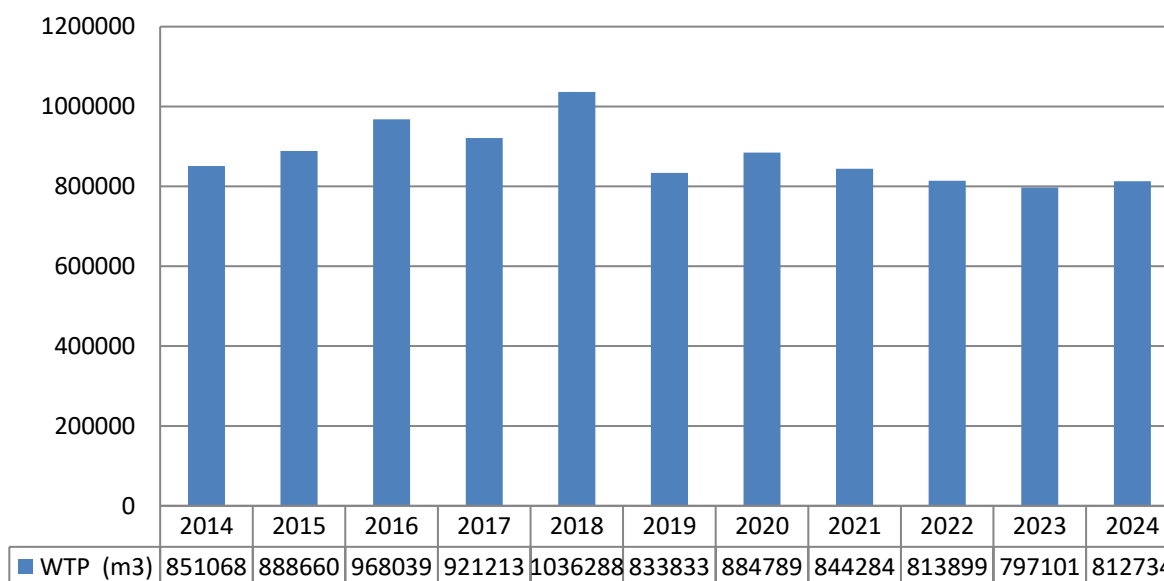
The Treated Water flows are regulated under the Municipal Licence.

### Monthly Rated Flows

Rated Capacity - MDWL



### Annual Total Flow Comparison



## Regulatory Sample Results Summary

### Microbiological Testing

	# of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		# of HPC Samples	Range of HPC Results	
		Minimum #	Maximum #	Minimum #	Maximum #		Minimum #	Maximum #
Raw Water	52	0	20	0	69	0		
Treated Water	53	0	0	0	0	53	10	10
Distribution Water	212	0	0	0	0	53	10	160

### Operational Testing

Parameter & Sample Type	No. of Samples Collected	Range of Results		
		Minimum	Average	Maximum
Turbidity; On-Line (NTU)- Filt1	8760	N/A	0.07	0.33
Turbidity; On-Line (NTU)- Filt2	8760	N/A	0.03	0.22
Turbidity; On-Line (NTU)- Filt3	8760	N/A	0.09	0.22
Turbidity; On-Line (NTU)- RW	8760	N/A	1.22	4.40
Turbidity; On-Line (NTU)- TW	8760	N/A	0.05	3.19
Fluoride Residual On-line (mg/L)- TW	8760	0.03	0.61	1.21
Free Chlorine Residual; In-House (mg/L)- TW	53	0.78	1.79	1.76
Free Chlorine Residual; On-Line (mg/L)- TW	8760	1.10	1.70	4.16
Free Chlorine Residual; In-House (mg/L)- DW	212	0.31	1.42	1.88
Free Chlorine Residual; On-Line (mg/L)- DW	8760	0.39	1.39	2.32

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

### Inorganic Parameters

These parameters are tested as a requirement under 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested annually as required under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- MDL = Method Detection Limit

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW	2024/01/02	0.1	6	No	No
Arsenic: As (ug/L) - TW	2024/01/02	0.3	10	No	No
Barium: Ba (ug/L) - TW	2024/01/02	22	1000	No	No
Boron: B (ug/L) - TW	2024/01/02	18	5000	No	No
Cadmium: Cd (ug/L) - TW	2024/01/02	<MDL 0.015	5	No	No
Chromium: Cr (ug/L) - TW	2024/01/02	<MDL 1	50	No	No
Mercury: Hg (ug/L) - TW	2024/01/02	<MDL 0.02	1	No	No
Selenium: Se (ug/L) - TW	2024/01/02	<MDL 1	50	No	No
Uranium: U (ug/L) - TW	2024/01/02	0.25	20	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2019/01/14	0.4	1.5	No	No
Nitrate : (mg/L) - TW	2024/01/02	0.28	10	No	No
Nitrate : (mg/L) - TW	2024/04/02	0.29	10	No	No
Nitrate : (mg/L) - TW	2024/07/02	0.2	10	No	No
Nitrate : (mg/L) - TW	2024/10/07	0.1	10	No	No
Nitrite : (mg/L) - TW	2024/01/02	0.05	1	No	No
Nitrite : (mg/L) - TW	2024/04/02	<MDL 0.05	1	No	No
Nitrite : (mg/L) - TW	2024/07/02	0.07	1	No	No
Nitrite : (mg/L) - TW	2024/10/07	<MDL 0.05	1	No	No
Sodium / Na (mg/L) - TW	2024/01/02	15.1	20*	No	Yes

\*There is no MAC for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

#### Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under reduced sampling. Lead last sampled January 2023 due to be sampled 2025.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	90	100	N/A	N/A
pH	6	6	7.10	7.6	N/A	N/A
Lead (ug/l)	4	4	0.05	0.15	10	0

### Organic Parameters

These parameters are tested annually as a requirement under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	# of Exceedances	
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L)-TW	2024/01/02	< MDL 0.5	14	No	No
1,1-Dichloroethylene (ug/L)-TW	2024/07/15	< MDL 0.5	14	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/01/02	< MDL 0.5	200	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/07/15	< MDL 0.5	200	No	No
1,2-Dichloroethane (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
1,2-Dichloroethane (ug/L)-TW	2024/07/15	< MDL 0.5	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/07/15	< MDL 0.5	5	No	No
2,3,4,6-Tetrachlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	100	No	No
2,4,6-Trichlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	5	No	No
2,4-Dichlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	900	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)-TW	2024/01/02	< MDL 1	100	No	No
Alachlor (ug/L) -TW	2024/01/02	< MDL 0.3	5	No	No
Atrazine + N-dealkylated metabolites (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
Azinphos-methyl (ug/L)-TW	2024/01/02	< MDL 1	20	No	No
Benzene (ug/L)-TW	2024/01/02	< MDL 0.5	1	No	No
Benzene (ug/L)-TW	2024/07/15	< MDL 0.5	1	No	No
Benzo(a)pyrene (ug/L)-TW	2024/01/02	< MDL 0.006	0.01	No	Yes
Bromoxynil (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
Carbaryl (ug/L)-TW	2024/01/02	< MDL 3	90	No	No
Carbofuran (ug/L) -TW	2024/01/02	< MDL 1	90	No	No
Carbon Tetrachloride (ug/L) -TW	2024/01/02	< MDL 0.2	2	No	No
Carbon Tetrachloride (ug/L) -TW	2024/07/15	< MDL 0.2	2	No	No
Chlorpyrifos (ug/L) -TW	2024/01/02	< MDL 0.5	90	No	No
Diazinon (ug/L)-TW	2024/01/02	< MDL 1	20	No	No
Dicamba (ug/L)-TW	2024/01/02	< MDL 1	120	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/01/02	< MDL 5	50	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/07/15	< MDL 5	50	No	No
Diclofop-methyl (ug/L)-TW	2024/01/02	< MDL 0.9	9	No	No



Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	# of Exceedances	
				MAC	1/2 MAC
Dimethoate (ug/L)-TW	2024/01/02	< MDL 1	20	No	No
Diquat (ug/L)-TW	2024/01/02	< MDL 5	70	No	No
Diuron (ug/L)-TW	2024/01/02	< MDL 5	150	No	No
Glyphosate (ug/L)-TW	2024/01/02	< MDL 25	280	No	No
Malathion (ug/L)-TW	2024/01/02	< MDL 5	190	No	No
Metolachlor (ug/L)-TW	2024/01/02	< MDL 3	50	No	No
Metribuzin (ug/L)-TW	2024/01/02	< MDL 3	80	No	No
Monochlorobenzene (Chlorobenzene) (ug/L)-TW	2024/07/15	< MDL 0.5	80	No	No
Paraquat (ug/L)-TW	2024/01/02	< MDL 1	10	No	No
PCB (ug/L)-TW	2024/01/02	< MDL 0.05	3	No	No
Pentachlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	60	No	No
Phorate (ug/L)-TW	2024/01/02	< MDL 0.3	2	No	No
Picloram (ug/L)-TW	2024/01/02	< MDL 5	190	No	No
Prometryne (ug/L)-TW	2024/01/02	< MDL 0.1	1	No	No
Simazine (ug/L)-TW	2024/01/02	< MDL 0.5	10	No	No
Terbufos (ug/L)-TW	2024/01/02	< MDL 0.5	1	No	No
Tetrachloroethylene (ug/L)-TW	2024/01/02	< MDL 0.5	10	No	No
Tetrachloroethylene (ug/L)-TW	2024/07/15	< MDL 0.5	10	No	No
Triallate (ug/L) -TW	2024/01/02	< MDL 10	230	No	No
Trichloroethylene (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
Trichloroethylene (ug/L)-TW	2024/07/15	< MDL 0.5	5	No	No
Trifluralin (ug/L)-TW	2024/01/02	< MDL 0.5	45	No	No
Vinyl Chloride (ug/L)-TW	2024/01/02	< MDL 0.2	1	No	No
Vinyl Chloride (ug/L)-TW	2024/07/15	< MDL 0.2	1	No	No
HAA Total (ug/L) RAA -DW	2024	13.425	80	No	No
Trihalomethane: Total (ug/L) RAA-DW	2024	31.25	100	No	No

MAC = Maximum Allowable Concentration as per O.Reg 169/03

MDL = Method Detection Limit

RAA = Running Annual Average

**Additional Legislated Samples**

Document	Parameter	Limit (mg/L)	Result (mg/L)
MDWL # 161-101	Filter Backwash Supernatant Suspended Solids	Annual Average < 25	3.42

## Major Maintenance Summary



Work order	Description
3761841	Generator Maintenance.
3761845	Filter media anthracite replacement purchase.
3761846	Control valve and actuator.
3761855	Floc tank mixer.
3761865	Replaced zebra mussel lines from low lift to raw intake.
4095911	Filter preparation for aeration backwash.
4234929	New water tower commissioning.
3761851	Window replacements.
3761862	Treated water discharge flow meter.
3761876	Filter 1 and 2 discharge actuator valves.

## Distribution Maintenance

Date	Description
2024/01/23	Watermain break - Intersection of Henry & Centre St (Circumferential)
2024/01/26	New watermain and Hydrant at the Quality Inn Hotel
2024/11/12	New water tower
2024/12/16	Watermain break - Intersection of Henry & Centre St (Circumferential)

# Appendix A

## WTRS Data and Submission Confirmation



Ministry of the Environment,  
Conservation and Parks

| [WT DATA](#) | [USER PROFILE](#) | [CONTACT US](#) | [HELP](#) | [HOME](#) | [LOGOUT](#) |

Location: [WTRS](#) / [WT DATA](#) / [Edit Submitted WT Records](#)WTRS-WT-008

Water Taking Data submitted successfully.


**Confirmation:**

Thank you for submitting your water taking data online.

Permit Number: 5506-9RMLKE  
Permit Holder: THE CORPORATION OF THE SEPARATED TOWN OF PRESCOTT.  
Received on: Jan 28, 2025 11:55 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Print Confirmation](#)[Return to Main Page](#)



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SELENA SHANE | 2025/01/28  
version: v4.5.0.21 (build#: 22)  
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## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

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

**Date:** March 10, 2025

**Department:** Clerk's

**Topic:** Application to Rename Cardinal Public Works Garage

**Purpose:** To recognize Bill Walter's mentorship to many long-time staff members and to honour him by renaming the Public Works Garage located at 4035 Dishaw Street in Cardinal to the Bill Walter Public Works Garage.

**Background:** The Township of Edwardsburgh Cardinal implemented a Municipal Asset Naming/Renaming Policy in 2017.

Councillor Smail submitted an application form for the naming/renaming of municipal assets to the Clerk's department, requesting the Public Works Garage at 4035 Dishaw Street in Cardinal to be renamed the Bill Walter Public Works Garage. This renaming is to recognize Bill's mentorship to many long-time staff members as Bill shaped many of the Township employee's work ethic and cared deeply about the Public Works department.

Under the suggested naming categories, this would fall under number four (4); *Outstanding Resident/Group: name of a Township of Edwardsburgh Cardinal resident or community group, past or present, who contributed to the Township and/or well-being of its residents.*

Under the naming procedures, the application is to be reviewed by staff and the appropriate Committee to ensure that names are easy to spell and pronounce, spelt correctly, not duplicated and have no affiliation with controversy. The action item is to be presented to the appropriate Committee for review and recommended to Council for endorsement with a resolution if appropriate. Comments on the proposed municipal asset naming/renaming will be received for a minimum of 60 days before final Council endorsement and upon endorsement, the appropriate signage will be ordered and installed.

In order to allow for the minimum 60 day comment period on the proposed asset naming/renaming as outlined within the policy, this would mean that the application would be eligible for Council approval by Friday, May 9, 2025 meaning that it can be approved during the May 26 Regular Council Meeting.

**Policy Implications:** By-law 2017-47 established a Municipal Asset Naming/Renaming Policy in order to establish and provide the Township with a consistent and efficient process and criteria for the naming and renaming of any municipal assets, such as; streets/roads, facilities, parks, buildings, properties, or open spaces, while respecting the need for public notification/consultation.

**Financial Considerations:** If approved, staff will return to Committee with quotes for both signage and installation costs.

**Recommendation:** THAT Committee review and recommend this application to rename the Cardinal Public Works Garage to be the Bill Walter Public Works Garage; and THAT Committee recommends Council approve this application should there be no comments or opposition to the renaming 60 days from this 10<sup>th</sup> day of March 2025.



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Interim Clerk



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CAO

**Schedule "C"**

**By-law 2017-47**

**Application Form for the Naming/Renaming of Municipal Assets**

**Individual/Organization Submitting Name:** Waddy Smail

**Mailing Address:** 924 George Street, Cardinal, ON K0E1E0

**Telephone:** (613) 803-1940

**Email:** wsmail@twpec.ca

**Location of Municipal Asset (street/road/facility/park/building/property/or open space):**  
Public Works Garage at 4035 Dishaw Street, Cardinal, ON

**Suggested Name:** Bill Walter Public Works Garage

**Rationale for Suggested Name:** To recognize Bill's mentorship to many long time staff members. Bill shaped many Township employee's work ethic and cared deeply about the Public Works department.

Where submitting an application which includes any individual or family name, (living or deceased) please attach:

1. Written documentation confirming the consent of the family or estate if the individual is deceased
2. Written history of the contribution(s) made or the historical significance of the name.

Where the suggested name is not an individual or family name, please attached written rational for the name including:

1. Location of the municipal asset
2. Historical significance
3. Geographical or natural/environmental feature

If the application is from an organization, the application must include an official letter of support from that organization.

Please return the completed application to:

Township of Edwardsburgh Cardinal  
18 Centre St, PO Box 129  
Spencerville, ON K0E 1X0  
Phone: 613-658-3055  
Toll-free: 1-866-848-9099



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

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

**Date:** March 10, 2025

**Department:** Parks / Recreation & Facilities

**Topic:** Pre-Budget Approval – Johnstown Play Structure

**Purpose:** To obtain pre budget approval for Johnstown Play Structure

**Background** The 2025 Capital budget for the Parks & Recreation department included an amount to replace the play structure at Johnstown pool. Through our Township Canoe procurement policy agreement we have worked with Playground Planners to secure pricing that meets the amount submitted.

We have worked to produce a structure that will meet the needs of all including adding some climbers that graduate in challenge and build upper body strength, and a ground level sensory area that appeals to a younger audience and anyone with autism

**Policy Implications:** By-law 2023-51 establishes policies with respect to the procurement of goods and services. It states that all expenditures shall be within the current approved budget or within approved estimates, otherwise, prior approval of Council is required. In addition, expenditures above \$75,000 require approval of Council.

**Strategic Plan Implications:** The townships' strategic plan focuses on enhancing the quality of life for residents, fostering community engagement, promoting sustainable development, and providing accessible recreational opportunities. The purchase of a new play structure can directly contribute to these objectives in the following ways: Community Engagement and Inclusivity, Health and Wellness.

**Financial Considerations:** The 2025 Capital Budget included \$ 80,000.00 for this project. The purchase price for the unit comes in at \$ 79,759.50 plus the Non rebated HST of \$ 1,403.75 for a total of \$ 81,163.25.

**Recommendation:** : That Committee recommends that the Council awards the purchase of the Johnstown Play Structure from Playground Planners Inc for the purchase price of \$ 79,759.50 plus the non-rebated HST of \$ 1,403.75 for a total purchase price of \$ 81,163.25.



\_\_\_\_\_  
Facilities Manager



\_\_\_\_\_  
Treasurer





**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

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

**Date:** March 10, 2025

**Department:** Parks / Recreation & Facilities

**Topic:** Johnstown Pool Tender Award EC-REC-01-2025

**Purpose:** To review the results and award the tender for the Johnstown Pool Piping project to Benson Pools.

**Background:** Tender EC-REC-01-2025 for the replacement of the pool piping at the Johnstown pool was issued on February 3<sup>rd</sup> with a closing date of March 4<sup>th</sup> at 2:00 pm. Submissions that met the deadline were opened at that time and the results are listed below in Table1: We had 1 submission that met the deadline and one submission that missed the 4 pm deadline and was not opened.

Company Name	Bid Price	Non Rebated HST	Total Bid
Benson Pools	\$ 272,961.00	\$ 4,804.11	\$ 277,765.11

**Policy Implications:** By-law 2023-51 establishes policies with respect to the procurement of goods and services. It states that all expenditures shall be within the current approved budget or within approved estimates, otherwise, prior approval of Council is required. In addition, expenditures above \$75,000 require approval of Council.

**Strategic Plan Implications:** Upgrading the pool piping system is an investment in the long-term functionality of the Johnstown Pool. By improving the efficiency and durability of the system, the Township can reduce long-term maintenance and repair costs. This supports the Township's financial sustainability goals, ensuring that resources are spent effectively and that the pool remains a viable community asset for many years.

**Financial Considerations:** The 2025 Capital Budget included \$ 225,000.00 for this project based on pricing from November of 2024.

**Recommendation:** That Committee recommends that the Council award tender EC-REC-01-2025 to Benson Pools Ltd. at the bid price of \$ 272,961.00 including non-

rebated HST \$ 4,804.11, and furthermore have a 5% contingency for potential unforeseen issues during the course of the renovations in the amount of \$ 13,500.00 for a total project cost of \$ 291,265.11



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Facilities Manager



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Treasurer

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

**Date:** March 10, 2025

**Department:** Administration & Recreation/Facilities

**Topic:** Municipal Alcohol Policy Update

**Purpose:** To update and expand the scope of the Municipal Alcohol Policy.

**Background:** In 2024 council discussed the municipal alcohol policy and possible need for an exemption process for special occasions/events in the community. Staff have researched and reviewed best practices and discussed updates to the policy with the Alcohol and Gaming Commission of Ontario (AGCO) who issues the licenses and permits, and the local Health Unit (HU). Through research and correspondence, it was identified that the AGCO and HU's in rural Eastern Ontario have created a base template for municipalities to utilize that captures the requirements and regulations for all parties involved to ensure that the municipality, permit holder, event organizer and all others involved are aware of the responsibilities, risks, and consequences when hosting an event on municipal property. Staff have worked to incorporate the suggested template, address the exemption request ability from council and include clear and concise sections for municipal staff and the public when handling events involving alcohol at municipal property/facilities.

The drafted new policy includes:

- Updated definitions for a more clear understanding
- Outline of measures to mitigate risk and areas/problems of concern to be considered by the special occasion permit (SOP) holder to be aware of when hosting events
- Clear outline of municipal properties/facilities that are licensed and suitable for event/SOP and the capacity of those facilities. Also, areas that are not licensed and would require an exemption to be considered by council.
- Outline of types of events and requirements from the AGCO and Liquor License Act (LLA)
- Clear outline of roles and responsibilities by all involved with the property/facility, the SOP holder, event organizer and all event workers that may be involved
- Requirements for proof of insurance, event staffing based on number of guests and age of those guests
- Preventative measures to ensure a safe environment for all involved
- Necessary signage

- Enforcement procedures and consequences if failure to comply is noted by the AGCO, police and/or municipal staff
- Designation of municipal significant event
- Exemption requests and application process
- Clear deadlines both from the AGCO and Township to ensure that the licenses and potential designations and exemptions are completed in time for the AGCO to review all necessary documentation

**Policy Implications:** A bylaw is required to adopt the policy.

**Strategic Plan Implications:** N/A

**Financial Considerations:** There are no proposed fees associated with the application, however, those renting a Township property/facility for events are subject to the rental/use fees that are outline within the recreation fee bylaw.

**Recommendation:** That Committee recommends that Council adopt the proposed updated municipal alcohol policy.



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Clerk



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Manager of Parks, Rec & Facilities

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

**“A BY-LAW TO ADOPT A MUNICIPAL ALCOHOL POLICY”**

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

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

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

**WHEREAS** the Municipal Act 2001, SO 2001, Chapter 25, Section 11(2) provides that a lower-tier municipality may pass bylaws respecting the health, safety and well-being of persons; and

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a municipal alcohol policy;

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

1. That the attached Municipal Alcohol Policy attached hereto as Schedule “A” and all of its Schedules and forming part of this bylaw is hereby adopted.
2. That bylaw 1999-17 and 2013-43 and all other bylaw previously passed that are inconsistent with the provisions of this bylaw are hereby repealed in their entirety.
3. That this bylaw shall come into force and take effect on the date of passing.

Read a first and second time in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

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**Mayor**

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**Clerk**

## **Schedule “A”**

### **Bylaw 2025-**

#### **1. OVERVIEW**

##### **1.1 DEFINITIONS**

The following definitions shall apply for the purposes of this bylaw:

“AGCO” – means the Alcohol and Gaming Commission of Ontario

“Catering Endorsement” – means holders of a valid liquor sales license with a catering endorsement are permitted to sell and serve alcoholic beverages at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement).

A catering endorsement may not be used at a location if:

- the location’s liquor sales license is currently under suspension,
- a liquor sales license for that location has been revoked or refused, or
- a business or individual cannot get a Special Occasion Permit for that location.

“Council” – means the Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal.

“Event” – refers to any licensed event held at a municipal facility at which alcohol will be served and/or sold. The duration of the event encompassed the set-up, operation and clean-up.

“Event Organizer” – means the individual who has/have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol on municipal premises. The Event Organizer and/or designate must be 19 years of age or over and is/are responsible for the safety and sobriety of people attending the event as well as compliance with this MAP and the Liquor License Act and its regulations. They assume responsibility and liability for the entire operation of the event.

“Event Worker” – means a paid/volunteer person(s) appointed by the Event Organizer, who is 19 years of age or over and who has satisfactorily proven to the Event Organizer that they will act in accordance with the MAP. All event workers must not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:

- floor monitor,
- door monitor,
- server/bartender, and/or
- ticket seller

Additional details on the roles and responsibilities for each type of event worker can be found in Section 2.3 of this policy.

“LCBO” – means the Liquor Control Board of Ontario

“Liquor License Act” (LLA) – means the provincial statute that outlines the laws regarding the sale and service of alcohol.

“Licensed Security” – means personnel monitoring entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the Private Security Investigative Services Act, 2005.



“Manager” – means the Manager of Parks, Recreation and Facilities or designate employed by the Corporation of the Township of Edwardsburgh Cardinal.

“MAP” – means the Municipal Alcohol Policy of the Corporation of the Township of Edwardsburgh Cardinal.

“Municipal Properties/Facilities” – means all municipal properties/facilities owned or leased lands, buildings and structures.

“Municipal Representative” – means municipal staff or designate who may attend and monitor the event on behalf of the Township to ensure the MAP is met.

“Occupier” – means a group/individual that owns and/or rents the premises where the event is taking place.

“Operational Plan” – means a coordinated plan of actions to prevent and control potential risks. See the AGCO’s resource, Planning Special Events, Concerts or Festivals.

“Outdoor Event” – means an outdoor event at which any alcohol is consumed in an outdoor space (including pavilions, tents, parks, temporary structures).

“Person” – means any human being, association, firm, corporation or partnership, agent or trustee together with any heirs, executors, successors, assigns or other legal representative of a Person.

“Public Events” – means an event that is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event:

- (a) is being held in or includes a licensed facility; or
- (b) has been deemed of municipal, provincial, national or international significance

“Private Event” – means an event that is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

“Server Training Program: - means a certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served.

“Special Occasion Permit” (SOP)– means a permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) where alcohol will be sold or served.

“Special Occasion Permit Holder” (SOPH) – means the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder’s place. If the permit holder designates a person to attend the event in the permit holder’s place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this MAP and the LLA and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

“Standard Drink” – in Canada is defined as:

- 12 oz or 341 ml. of beer with 5% alcohol OR
- 5 oz or 142 ml. of wine with 12% alcohol OR
- 1 ½ oz or 43 ml. of spirits with 40% alcohol



- Note: the LLA uses 1 ounce as the standard volume for pricing of spirits – to conform with minimum pricing by LLA, direction is given to adjust price up or down, depending on volume or standard volume used.

The Township reserves the right to set a price for each drink sold at events held on municipal properties/facilities ensuring the price does not fall below the minimum price set by the LLA and directed by the AGCO.

“Township” – means the Corporation of the Township of Edwardsburgh Cardinal.

## 1.2 INTRODUCTION

The Township of Edwardsburgh Cardinal owns, operates and manages various facilities where alcohol consumption may be permitted under the authority of a Special Occasion Permit (SOP) issued by the Alcohol and Gaming Commission of Ontario (AGCO). The Township has developed a Municipal Alcohol Policy (MAP) in order to manage the use of alcohol in/on designated facilities owned and operated by the Township in a manner that ensures the health and safety of all participants and the protection of facilities. In conjunction with the Liquor License Act, this MAP will dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in the event might be exposed to danger, the Township may be exposed to unnecessary risk and liability and the person could be responsible. This policy pertains to all events held at Township facilities.

Problems and concerns arising from alcohol consumption can affect not only the drinkers but also other people who use the facilities. Some concerns/problems may include, but are not limited to:

- Vandalism and destruction of Township property/facility
- Policy being called to the location
- Injuries to persons
- Liability action arising from alcohol related injuries, deaths or other incidents
- Increased insurance rates as a result of alcohol related incidents
- Loss of insurability should the insurer's risk assessment escalate
- Charges laid against the Township of SOP holder under the Liquor License Act
- Suspension or loss of alcohol permit privileges by the Liquor License Control Board of Ontario
- Loss of enjoyment by participants
- Complaints lodged by offended parties
- Withdrawal from use of facilities by people concerned about incidents and alcohol consumption practices
- Loss of revenue due to reduced

## 1.3 PURPOSE

The MAP consists of a range of measures designed to prevent alcohol related problems such as:

- Drinking and driving
- Drinking to unsafe levels of intoxication
- Underage drinking
- Drinking in prohibited areas
- Damage to municipal facilities

This can also increase the enjoyment of those who use the facilities by reducing the potential for alcohol related problems, the Township concurrently reduces its risk of liability actions.

## 1.4 RISKS

The LLA is clear in setting standards around alcohol service to the public. If alcohol is served, the LLA and this MAP dictates the rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, persons participating in the event might be exposed to danger, and the SOPH and the Township may be held responsible.

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may be included but not limited to service clubs, private functions, or anyone obtaining a SOP to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event and its attendees.

Rationale: A range of problems can occur due to irresponsible alcohol consumption. These may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the Township. Since the early 1990's municipalities in Ontario have taken a proactive approach to developing alcohol risk management policies and tools, based on incidents that have occurred. These problems may include:

- Injuries or death to intoxicated persons or others as a result of alcohol consumption,
- Liability actions arising from improper serving and monitoring of alcohol consumption,
- LLA charges against the Township and/or SOPH, and/or
- Suspension of SOP being issued

By reducing alcohol intoxication, drinking under the legal age, being limited to specific designated locations, and the possibility of driving a vehicle while impaired, the above problems can decrease.

**1.5 POLICY OBJECTIVES**

To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in Township owned facilities; to encourage and enforce responsible drinking practices and adherence to the AGCO regulations.

1. To promote responsible use of Township facilities to ensure a safe and enjoyable environment for users.
2. To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, the Township and its officials from liability by providing education in prevention and intervention techniques and through effective management procedures.
3. To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
4. To respect the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
5. To provide for a balanced use of alcohol through licensed events so that alcohol becomes a responsible part of a social function rather than the reason for it.

**2. DESIGNATION OF PROPERTIES/FACILITIES, EVENTS AND ROLES**

**2.1 DESIGNATION OF PROPERTIES/FACILITIES**

The following facilities and areas in the Township are designated suitable for the use of alcoholic events under the authorize of a SOP, provided that the renter obtains an SOP or a Liquor License through a caterer's endorsement issued by the AGCO and agrees to conditions set out by the Township. "Bring your own booze/BYOB" is not permitted on any Township owned property/facility/public space.

The following municipal property/facilities are licensed or suitable for an event/SOP involving alcohol:

- Spencerville Arena Community Centre (upstairs) – Capacity: 400
- Township Hall (upstairs) – Capacity: 100
- South Edwardsburgh Community Centre Hall – Capacity: 150
  - Exception: Only the South Edwardsburgh Recreation Association is permitted to host a licensed event at the South Edwardsburgh Community Centre Hall with an SOP.
- South Edwardsburgh Community Centre park area – Capacity: 500
- Cardinal Ingreion Area Community Centre – Capacity: 600
- Edwardsburgh Cardinal Fire Halls – Capacity: 100
  - Exception: Only the Volunteer Firefighter Association of Edwardsburgh Cardinal is permitted to host a licensed event at the fire halls with an SOP.

The following municipal properties/facilities are not licensed or suitable for an event/SOP involving alcohol:

- Ball Diamond – Spencerville & Cardinal
- Galop Canal Park
- Legion Way/Cardinal Waterfront area/Cardinal Pavilion
- Water Street Park
- Township Hall grounds – outside
- All Township Libraries

## 2.2 DESIGNATION OF EVENTS

### Youth Events:

It is not recommended that alcohol be served or sold at events that are primarily youth focused.

- Persons under the legal drinking age cannot be admitted to licensed social events held in Township property/facilities, except for private family functions (e.g., weddings, receptions) or special Township events;
- Underage youth permitted to enter licensed events must be accompanied by an adult;
- Underage youth entering licensed areas must wear a visible hand stamp or bracelet provided by the event organizer or SOPH;
- At youth dances/events, no one who leaves the event will be re-admitted;
- Youth events – age 18 and younger – that youth and minor sports events are not eligible for SOP events.

### High Risk Events:

The Township, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the Township, AGCO and local police. Prevention and control measures may include the use of paid duty police officers, at the expense of the SOPH.

### SOP Private Events:

As per the LLA, the following rules apply to private event SOP's:

- Invited guests only.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper, internet, social media, radio or television.
- No intent for gain or profit from the sale of alcohol at the event.
- No 50/50 draws, raffles, or raffles of alcohol.
- No games of chance, however, games of skill are permitted.
- Silent and/or live auctions are permitted.

## 2.3 ROLES AND RESPONSIBILITIES

### **Municipal Representatives**

Municipal representatives are responsible for ensuring the permit holder, event organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have authority regarding decision-making on the part of the permit holder. Municipal representatives monitoring an event may be certified by a server training program recognized by the AGCO i.e., Smart Serve.

### **SOPH, Event Organizer and Designates**

The SOPH, event organizer and/or designates must be 19 years of age or older. The permit holder signs the application for the SOP to sell and/or serve alcohol. The permit holder may assign a designate. A designate is a person(s) appointed by the permit holder, and acceptable to the Township, has satisfactorily proved to the permit holder that they will act in accordance with the MAP.

The event organizer shall provide a list, at least 2 weeks prior to the event, of all servers and proof of Smart Serve certification (including their certification numbers), and security staff and security license numbers (where applicable).

The permit holder and/or designate, and the event organizer are responsible for the safety and sobriety of people attending the event. They are responsible and liable for the conduct and management of the event, including, but not limited to:

- Complying with the MPA and facility rental agreement, in addition to the LLA and its regulations
- Reading, expressing an understanding of, and signing Schedule B: Checklist for Liquor Licensed Events – Permit Holders and Event Organizers
- Arranging event workers
- Hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security (where applicable)
- In the case of the permit holder and/or event organizer, training their designates, if applicable
- Training other event workers
- Ensuring all event workers including permit holder/designate, abstain from consuming alcohol or other intoxicating substances during the event or while cleaning up after the event (including cannabis)
- Attending the event for the duration – including the post clean up
- Organizing and planning the set-up and clean-up of the event
- Posting the SOP or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies and keeping it in a place where it is readily available for inspection
- Ensuring that at least 35% of the available alcohol consists of low-alcohol beverages
- Ensuring that only standard sized drinks will be served/sold
- Ensuring no one consumes alcohol in unauthorized locations
- Ensuring the safety and sobriety of people attending the event including those persons turned away to control the event
- Organizing safe transportation options
- Responding to emergencies.

The permit holder must provide a copy of the SOP and any updates to the Township prior to the start of the event.

### **Event Staff**

- Server training program certification is required for all event staff
- The permit holder, event organizer, door monitors, floor monitors, and servers shall not consume alcohol during the event, or while cleaning up after the event, nor shall they be under the influence of any alcohol or other substances during the event
- Event workers are to encourage patrons to consume food, non-alcoholic and low alcoholic beverages
- Event workers must wear identifiable clothing and be present on the licensed premises during all hours of alcohol service and at least one hour past the time sale and service of alcohol ceases
- Event workers must ensure all patrons have vacated the premises and ensure that the premises are secured prior to leaving
- Event workers must ensure all signs of the sale and service of alcohol are cleared within 45 minutes of the end of the event

### **Bartenders**

- Current certified (not expired) by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- Checks identification and verifies age
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard sized drinks only
- Serves a maximum of 2 standard sized drinks per patron per visit to the bar
- Monitors for intoxication
- Refuses service when patrons appear to be near intoxication
- Offers non-alcoholic drinks
- Must be 19 years of age or older

### **Ticket Seller**

- Current certified (not expired) by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- Checks identification and verifies age
- Monitors for intoxication
- Only sells a maximum of 5 tickets per patron at one time
- Refuses sale to patrons near intoxication or are intoxicated
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed if tickets are not used
- Must be 19 years of age or older

### **Door Monitor**

- Recommended certified by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises have been secured once the event is over
- Checks identification and verifies
- Checks for signs of intoxication
- Limits entry to venue capacity
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons can be clearly identified, e.g., using wristbands, if there will be youth attending the event
- Monitors individuals showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them

- Recommends safe transportation options
- Must be 19 years of age or older

### **Licensed Security/Paid Duty Police**

- If using a security company – the company must be duly bonded and licensed
- Patrols the licensed area and immediate area outside the licensed area, washrooms and parking area scanning for potential problems
- Ensures alcohol remains within the licensed area
- Notifies event staff, event organizer and permit holder or designate of potential problems
- Helps in handling disturbances
- Assists the permit holder and/or event organizer in vacating the premises
- Summons police when requested by the permit holder, event organizer or designate, municipal representative or as deemed necessary
- Aware of and responsible for fire safety plan
- May be required to check identification

### **Floor Monitor**

- Recommend certified by a server training program recognized by the AGCO (Smart Serve)
- Appointed by the event organizer and has proven that they will act in accordance with this MAP and the LLA
- Monitors patron behaviour and crowd control
- Monitors for intoxication and informs bartenders
- Attempts to identify potential problems
- Reports problems and complaints to security, event organizer and permit holder
- Suggests safe transportation alternatives to patrons
- Must be 19 years of age or older
- Award of and responsible for the fire safety plan

## **3. TOWNSHIP MANAGEMENT PRACTICES**

### **3.1 INSURANCE**

The permit holder and/or event organizer must provide proof of insurance by way or submitted the certificate of insurance to the Township before occupying the Township property/facility for the event. The certificate of insurance must be in effect for dates where the Township property/facility is being user or occupied by the event organizer and permit holder. Failure to provide proof of insurance in accordance with this MAP will void the rental.

Proof of general liability insurance coverage in an amount of not less than \$5 million must be provided to the Township prior to final signing of the rental of the facility. The insurance must be issued by an accredited insurance company that is licensed to carry on business in Ontario and that is satisfactory to the Township. The insurance coverage must, at a minimum, include the following:

- Coverage for bodily injury and property damage liability
- A host liquor liability endorsement
- The Township shown as an additional insured on the policy
- The event organizer and permit holder must be included as additional insured.

Completed insurance certificate, SOP and rental agreement must be provided to the Township at least 30 days prior to the event. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

For outdoor events, the SOPH must provide 30 days' notice to the Township, including police, fire department, building department and health unit) for events

where less than 5000 people are expected, and 60 days if over 5000 people are expected.

3.2 RECOMMENDED MINIMUM STAFFING RATIOS FOR SOP EVENT

The table below provides a suggested ratio of event workers according to the number of expected participants/guests. The Township, AGCO and/or policy involved reserve the right to adjust these requirements as deemed necessary on an event-by-event basis.

For events over 1000 guests, the AGCO requires a security meetings. The permit holder must submit an operational plan for the event which includes a site plan, schedule, and security plan. For events under 1000, the AGCO reserves the right to still request this process.

Number of Event Guests	Minimum Number of Event Workers				Minimum Number of Licensed Security Workers
	Bartenders	Door Monitors*	Floor Supervisors**	Ticket Sellers	
Up to and including 100	1	Monitor at each access point	1	0	
101 to 200	2	Monitor at each access point	2 (+1 for outdoor events)	1	
201 to 300	2	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
301 to 400	3	Monitor at each access point	3 (+1 for outdoor events)	2	(1 for outdoor events)
401 to 500	3	Monitor at each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Monitor at each access point	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Monitor at each access point	6 (+2 for outdoor events)	3	2 *** (+1 for outdoor events)
701 to 800	5	Monitor at each access point	7 (+2 for outdoor events)	3	2 *** (+1 for outdoor events)
801 to 900	5	Monitor at each access point	7 (+2 for outdoor events)	4	3 *** (+1 for outdoor events)
901 to 1,000	6	Monitor at each access point	8 (+2 for outdoor events)	4	3 *** (+1 for outdoor events)
1001 +	6 + 1 for every additional 150 guests over 1,000	Monitor at each access point	6 + 1 for every additional 150 guests over 1,000	6 + 1 for every additional 300 guests over 1,000	6 + 1 For every additional 200 guests over 1,000 an Additional licensed security worker is required.
<p>* All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.</p> <p>** The event organizer or official designate can be a floor supervisor.</p> <p>*** For large events, a portion of security workers must be paid duty officers (required number to be determined by local police)</p> <ul style="list-style-type: none"><li>For any event that allows minors/youth, additional floor monitors may be requires</li></ul>					
<p>If the event includes youth admittance, a tent, pavilion, any other temporary structure, or a fenced area, the ratio of floor/door monitors should be increased by one additional worker.</p>					
<p>It is mandatory that all event workers/staff, bartenders, and ticket sellers are Smart Serve trained and certified (must have the most recent up to ate training, including the cannabis module). The permit holder/event organizer shall provide a list at least 2 weeks prior to the event of:</p> <ul style="list-style-type: none"><li>Proof of Smart Serve certification (including certificate numbers)</li><li>Security staff and license number (if required)</li></ul>					

### **3.3 YOUTH ADMITTANCE FOR ALL AGES EVENTS**

Depending on the level of event risk, minors may not be permitted to attend an event. In any case, no one under the age of 19 shall be served alcoholic drinks at licensed events. When and where the permit allows patrons under the age of 19, all patrons that are of the age of majority and over will be identified with a wrist band or hand stamp, identifying them as eligible to be served. Event staff shall as anyone who appears to be under the age of 30 for ID.

### **3.4 GAMBLING**

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper license has been obtained from the Township or Province of Ontario under the AGCO regulations.

## **4. PREVENTION STRATEGIES**

### **4.1 SAFE TRANSPORTATION**

The permit holder and event organizer are responsible to take necessary steps to reduce the possibility of impaired driving. As a condition, they must have a safe transportation strategy in effect. Elements of a strategy could include:

- Provide non-alcoholic beverages either at no charge or at a cost much lower than those containing alcohol
- Providing alternate means of transportation for those who are suspected to be intoxicated
- Announce/post alternate transportation options available
- Designated drivers provided by the sponsoring group
- Post local cab/taxi service phone numbers
- Calling the police if someone who is suspected of being impaired cannot be convinced to use an alternate method of transportation

### **4.2 SAFE ENVIRONMENT**

- The facility must be adequately lighted, signs must be visible, and stairs and emergency exits must be clear at all times. The Manager shall be contacted if a safe setting cannot be provided.
- There must be sufficient food available for those in attendance. Food should be available throughout the event and must not be removed until the bar closes.
- All bottles and cans must be retained within the bar area.
- High alcohol beers (over 5%) are not permitted. Of the total volume of beverages available for sale, at least 35% must be low alcohol content e.g., a low beer (4% or less); a low alcohol wine has an alcohol content of 11% or less.
- Drinks must be served in soft plastic or paper cups and a different colour shall be used for non-alcoholic drinks. Informal dining settings, glassware may be used for serving/consuming alcohol. Glassware must be removed at the end of the dinner.
- There are no “shooters” allowed including Jell-O or otherwise.
- Homemade alcohol shall not be allowed at any SOP function, with the exception of homemade wine or beer at a religious function listed and identified under a “NO SALE” reception permit, as permitted by the AGCO.
- No persons shall be allowed to bring their own alcohol to the event, or to pour their own alcoholic drinks. Where wine is provided with a meal, a non-alcoholic drink must be provided to ensure that youth/minors and abstainers are included.
- Sale, service and consumption of alcoholic beverages at outdoor public events held by public event SOPH will be confined to clearly defined licensed areas (e.g., beer tent/garden). There must be a defined outdoor beverage area.



- Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited.
- Hours of sale and service of alcohol will be from 11 a.m. to 1 a.m. the next day except on New Year's Eve where hours will be extended to 2 a.m.
- Ticket sales and service shall cease at least 45 minutes prior to the end of the licensed period of the event. There shall be no last call.
- All alcohol and its containers (including empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event.
- The permit holder, event organizer or municipal representative (if present) will be responsible for determining when assistance is needed and requesting it from the appropriate authorities. If an alcohol related violation occurs prompt action is required to restore adherence to the LLA. Whenever the LLA is violated at an event, there is a risk of a charge being laid. Even if no charge is laid, the fact that the LLA has been violated can be used to undermine a defense in any civil suit.
- All outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the Manager.
- All events where costumes are worn patrons shall be required to identify themselves.
- No energy drinks (with or without alcohol in them) shall be sold.
- Alcohol shall not be offered as a prize in a contest. A lottery license is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception.

## 5. SIGNAGE

During events where alcohol is served, the following signage shall be displayed in prominent locations.

### 5.1 REQUIRED SIGNAGE PROVIDED BY TOWNSHIP

**Ticket Sales** (signage posted where tickets are being sold)

- Maximum number of tickets that can be purchased at one time – only 5 tickets allowed at one time.
- There will be no last call.
- Ticket sales end 30 minutes before the bar closes.
- Unused tickets may be refunded while the bar is still open and 30 minutes after closing.

**Bar Area** (posted within the licensed bar area)

- Bartenders reserve the right to refuse service.
- Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented.
- Low or non-alcoholic drink options are available.
- You can only redeem 2 tickets and be served a maximum of 2 alcoholic drinks at any one time.
- The bar will close at 1 a.m. (or earlier time outlined and agreed upon between the permit holder/event organizer and the Manager).
- There will be no last call.
- Servers are not allowed to consume alcohol prior to or during their shift.
- For non-emergency, please call local police at 613-925-4221 or toll free at 1-888-310-1122.
- Sandy's Law – warning sign for pregnant women
- Location information – You are at (name and address of property/facility for emergency response).

## **Restricted Area**

- No alcohol beyond this point.

### **5.2 REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER**

The permit holder/event organizer shall post the SOP (with any updates) in plain view on the premises to which the permit applies so that it is readily available for inspection.

#### **Safe Transportation and Other Recommended Signage**

- List of safe transportation options as required in accordance with section 4.1.
- The R.I.D.E. program is in effect in our community.
- Use of designated drivers.
- Canada's Guidance on Alcohol and Health sign.
- What is a standard drink sign.
- Permit Holders name and contact information at the entrance/exit to the venue in case of emergency.

## **6. ENFORCEMENT**

### **6.1 ENFORCEMENT PROCEDURES**

If drunkenness, intoxication, riotous, quarrelsome, violent and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the permit holder/event organizer and workers shall:

- First ask the offending person to leave, and
- If the individual refuses to leave, call the police.
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

The permit holder/event organizer must notify the police in they observe signs that a situation is getting out of control.

### **6.2 DUTY TO REPORT**

Any person may notify the SOPH, event organizer or security of suspected violations of this MAP.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. Police or on site security shall be alerted.
- A police officer or AGCO Inspector may inform the permit holder or designate that they are in violation of the LLA and/or provincial law. Charges may be laid against the offending individual(s) at the officer's or inspector's discretion.
- The permit holder, event organizer, or designates shall inform the Township when repairs or other actions are required to make Township property/facility secure/safe for use. Based on repair/need, this may be at the cost of the permit holder. If the repair/need is solely for the benefit of the SOP event and no necessary for the property/facility, it is not the responsibility or at the cost of the Township.
- Municipal representatives that may be at the event reserve the right to ensure this MAP is being adhered to at all times.

Violation of this MAP occurs when the permit holder or event organizer fails to comply with all AGCO policies, the LLA and its regulations and/or this MAP.

The permit holder or event organizer has the duty to report to the Township Manager issues with details of any incident that:

- They are aware of or has been made aware of any LLA or MAP violations.
- Where the AGCO Inspector or police as reported any incidents or violations.
- Involved bodily injury or property/facility damage.

During any instance under this section, reports shall be made no later than 2 days after the conclusion of the event, but shall be made immediately when repairs/damage or other action is required to make the property secure and safe for use. Municipal representatives shall report and any infraction of this policy to police and/or AGCO.

### **6.3 FAILURE TO COMPLY, PENALTIES AND CONSEQUENCES**

Where there has been failure to comply with the LLA, the police, or the AGCO inspector may intervene for compliance and/or enforcement purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the permit holder, event organizer and/or designates to manage the vent and to take appropriate actions, including ending the event, vacating the property/facility, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options. The AGCO can deny or suspend the issuing of SOPs to certain premises on the basis of historical violations at that particular location.

The Township may similarly cancel, intervene or terminate the event for violations of the MAP or rental agreement. Regardless of the reason for termination of the event, the Township will not be responsible for any compensation whatsoever to the permit holder or event organizer or any other affected persons for any resulting losses that they may have suffered.

The Township shall subsequently inform the permit holder or event organizer that there has been a violation of the MAP and any imposed consequences or penalties.

Additional short/long term penalties for failure to comply with the MAP may include, but not limited to:

- Loss of privilege to hold an event involving alcohol at the Township property/facility.
- Loss of any future use or rental of any or all Township properties/facilities.
- Individual ban or suspension of persons involved in the infractions from any or all Township property/facility for any term.

## **7. MUNICIPAL SIGNIFICANCE**

A registered charity under the Income Tax Act or non-profit organization may take out a public event SOP, and no municipally significant designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received by the Township at the time of the SOP application.

An individual or business may also apply for a public event SOP if organizing or conducting an event of:

- Provincial or national significance (as agreed to by the Registrar of Alcohol and Gaming Commission); or
- Municipal significance for which a municipal council resolution or letter from the CAO or Municipal Clerk is required and indicates the event is one of municipal significance. Such application to the Township shall be

submitted for consideration no later than 60 days before the planned event.

The Township is under no obligation to provide this designation to an applicant for a public event SOP. Even with the designation of municipal significance, the AGOC Registrar ultimately decides if the necessary criteria have been met in order for a SOP to be issued.

## **8. EXEMPTION REQUESTS**

Notwithstanding anything in this policy, any person may make an application, in a form as approved by the Township, to Municipal Council, to request an exemption to the permitted designation property/facility locations outlined in section 2.1 of this policy. The Township may refuse to grant any such exemption or may grant the exemption applied for or any exemption of less effect, and any exemption granted shall be in the form attached hereto as Schedule C.

Any exemption application requests must be received for an event no less than 60 days prior to the proposed event date to be considered. Applications will be reviewed by the Manager of Parks, Recreation and Facilities in consultation with the CAO and Clerk to ensure completeness.

A breach of any of the terms or conditions of any exemption granted by the Township shall render the exemption null and void.

## **9. VALIDITY AND SEVERABILITY**

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

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

Nothing in this policy takes precedence over any bylaws, resolutions, plans or agreements of the Township or other legislation.

**Schedule “B”**

**Bylaw 2025-**

**CHECKLIST FOR LIQUOR LICENSED EVENTS – PERMIT HOLDERS AND  
EVENT ORGANIZERS**

This checklist must be completed, signed and submitted to the Township Manager of Parks, Recreation and Facilities, with all supporting information, at least 2 weeks before the event. Refer to the MAP for additional information.

**1. Name of Event:** \_\_\_\_\_

**2. Proposed Location of Event:**\_\_\_\_\_

**3. Date & Time of Event:**\_\_\_\_\_

**4. Estimated Number in Attendance:**\_\_\_\_\_

**5. Name of Person and/or Group Hosting Event:**\_\_\_\_\_

\_\_\_\_\_

**6. Will Persons Under 19 Year of Age be Attending the Event? Yes ☐ No ☐**

**7. Name of Event Organizer and their Designate(s):**

Event Organizer:\_\_\_\_\_ Phone #:\_\_\_\_\_

Designate:\_\_\_\_\_ Phone #:\_\_\_\_\_

**8. Name of SOP Holder and their Designate(s):**

SOP Holder:\_\_\_\_\_ Phone #:\_\_\_\_\_

Designate:\_\_\_\_\_ Phone #:\_\_\_\_\_

**9. Has a copy of the SOP been provided? (required at least 30 days before event)**

If yes, date submitted:\_\_\_\_\_

For Office Use – date received:\_\_\_\_\_

**10. Has a copy of insurance been provided? (required at least 30 days before event)**

If yes, date submitted:\_\_\_\_\_

For Office Use – date received:\_\_\_\_\_

**11. Has the property/facility rental agreement been signed?**

If yes, date submitted:\_\_\_\_\_

For Office Use – date received:\_\_\_\_\_

**12. Has a copy of proof of security been provide (if applicable)?**

If yes, date submitted:\_\_\_\_\_

For Office Use – date received:\_\_\_\_\_

13. Proof of Risk Management Plan? Yes ☐ Not required ☐

14. List of workers and copies of certified training program provided for each individual?

If yes, date submitted:\_\_\_\_\_

For Office Use – date received:\_\_\_\_\_

I have received, read and understand the Municipal Alcohol Policy regulations and requirements and I and my event workers will observe and obey all policy regulations and requirements during the event.

_____	_____	_____
Name of SOP Holder	Signature of SOP Holder	Date

_____	_____	_____
Name of Event Organizer	Signature of Event Organizer	Date

**Office Use Only**

Checklist received by (print name):\_\_\_\_\_

Date received:\_\_\_\_\_

Notes/Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Schedule "C"

Bylaw 2025-

EXEMPTION REQUEST APPLICATION

1. Name of Event:\_\_\_\_\_

2. Requested Exemption Location of Event:\_\_\_\_\_

3. Date & Time of Event:\_\_\_\_\_

4. Estimated Number in Attendance:\_\_\_\_\_

5. Name of Person and/or Group Hosting Event:\_\_\_\_\_

\_\_\_\_\_

6. Will Persons Under 19 Year of Age be Attending the Event? Yes ☐ No ☐

7. Name of Event Organizer and their Designate(s):

Event Organizer:\_\_\_\_\_ Phone #:\_\_\_\_\_

Designate:\_\_\_\_\_ Phone #:\_\_\_\_\_

8. Name of SOP Holder and their Designate(s):

SOP Holder:\_\_\_\_\_ Phone #:\_\_\_\_\_

Designate:\_\_\_\_\_ Phone #:\_\_\_\_\_

9. Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10.Reason for Exemption Request to Use Specific Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only

Checklist received by (print name):\_\_\_\_\_

Date received:\_\_\_\_\_

Notes/Comments:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Date:** March 10, 2025

**Department:** Parks / Recreation & Facilities

**Topic:** Spencerville Arena Update

**Background:** The purpose of this report is to provide an overview of the current condition of the Spencerville Arena, including the age of the building, the findings of the latest structural review (conducted in 2022), an assessment of the compressor room and its equipment, and a summary of the current usage of the facility.

The Spencerville Arena is a long-standing facility that has been in operation for several decades. Constructed in [1968], the building is now [67] years old. As a facility that has served the community for many years, it is crucial to assess both the structural integrity and the condition of its essential systems and equipment to ensure its continued viability and safety.

### **Structural Review (2022)**

A structural review was conducted in 2022 by [Field Consultants Limited], and the findings of the review indicate the following: Page 4 of Report

1. Provide maintenance and recoat to the areas of paint peeling or surface rusting on the steel roof structure components. **(Completed Aug 2022)**
2. Ensure that signs prohibiting the gathering of people on the walkway to the second floor are installed and clearly visible. **(Completed Aug 2022)**
3. Consider repainting the rust areas on the exterior sides. **(Completed Aug 2022)**
4. Repair brickwork as noted. **(Completed Aug 2022)**

### **Compressor Room and Equipment Condition**

The compressor room, which is central to the arena's operation for ice maintenance is serviced by Cimco Refrigeration. Below you will find a list of the necessary equipment to keep the ice arena operating. Although the compressors are aging in years, we continue to have them regularly maintained and by doing so extend the life capacity.



FACILITY DATA SHEET						
<b>FACILITY</b>	Spencerville Arena					
<b>BRINE/GLYCOL</b>	BRINE					
<b>Month of Operation</b>	SEPT-MARCH					
<b>Start Up</b>	SEPTEMBER 15TH					
<b>Shut Down</b>	MARCH 15TH					
<b>Comp #1 - Run Hours</b>	Run Hours/Year					
<b>Comp #2 - Run Hours</b>	Run Hours/Year					
<b>EQUIPMENT</b>	<b>CONDITION</b>			<b>MAKE</b>	<b>YEAR</b>	<b>MODEL</b>
	<b>Good</b>	<b>Fair</b>	<b>Poor</b>			
COMP #1		<input checked="" type="checkbox"/>		MYCOM (50Hsp)	1992	N4WA
MOTOR #1		<input checked="" type="checkbox"/>		LEESON/WATTSaver	N/A	N/A
COMP #2		<input checked="" type="checkbox"/>		MYCOM (30 Hsp)	2000	N4B
MOTOR #2		<input checked="" type="checkbox"/>		WEG	N/A	N/A
CONDENSER #1		<input checked="" type="checkbox"/>		EVAPCO	2008	LSCB-120
CHILLER	<input checked="" type="checkbox"/>			CIMCO	2019	CRN: M0953.5
SURGE DRUM	<input checked="" type="checkbox"/>			CIMCO	2019	CRN: M6602.25
COLD PUMP	<input checked="" type="checkbox"/>			CIMCO	2015	6X5X10 4030
COMPRESSOR COOLING PUMP				N/A	N/A	N/A
ELECTRICAL PANEL	<input checked="" type="checkbox"/>			CIMCO	2012	ENCL TYPE: 12
PRIMARY CONTROL	<input checked="" type="checkbox"/>			HONEYWELL	2012	T775B2040
DEHUMIDIFIER #1			<input checked="" type="checkbox"/>	Cimco	1994	N/A
DEHUMIDIFIER #2	<input checked="" type="checkbox"/>			Cimco	2022	N/A
LEAK DETECTOR	<input checked="" type="checkbox"/>			CIMCO	2025	N/A

The Spencerville Arena is a central hub for community activities. The following is an outline of the current usage and the associations that use the arena during the September – March time frame. Prime time is 4 pm – 11 pm Monday – Friday and all day on weekends.

Kemptville Minor Hockey (KMHA) 20.5 hours per week

South Grenville Minor Hockey (SG) 8.5 hours per week

Rideau St. Lawrence Kings (RSK) 11 hours per week

Upper Canada Cyclones (UCC) 1.5 hours per week

Adult Recreational Hockey (A-Rec) 7 hours per week

Spencerville arena is open during the Monday – Friday and we offer adult skating, as well as Parent & Tot skating. Drop-in hockey also takes place throughout the season.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8.00 AM							A-REC
8.30 AM							A-REC
9.00 AM						SG	A-REC
9.30 AM						SG	<b>OPEN</b>
10.00 AM						SG	<b>OPEN</b>
10.30 AM						SG	<b>OPEN</b>
11.00 AM						KMHA	RSK
11.30 AM						KMHA	RSK
12.00 PM						KMHA	RSK
12.30 PM						KMHA	RSK
1.00 PM						KMHA	RSK
1.30 PM						KMHA	RSK
2.00 PM						KMHA	TWPEC
2.30 PM						KMHA	TWPEC
3.00 PM						KMHA	TWPEC
3.30 PM						KMHA	SG
4.00 PM						KMHA	SG
4.30 pm	RSK	UCC	RSK	RSK	RSK	KMHA	SG
5.00 pm	RSK	UCC	RSK	RSK	RSK	KMHA	SG
5.30 pm	RSK	UCC	RSK	RSK	RSK	KMHA	KMHA
6.00 pm	KMHA	KMHA	KMHA	SG	SG	KMHA	KMHA
6.30 pm	KMHA	KMAH	KMHA	SG	SG	KMHA	KMHA
7.00 pm	KMHA	KMHA	KMHA	SG	SG	KMHA	KMHA
7.30 pm	KMHA	RSK	KMHA	RSK	A-REC	KMHA	A-REC
8.00 pm	SG	RSK	KMHA	RSK	A-REC	KMHA	A-REC
8.30 pm	SG	RSK	KMHA	RSK	A-REC	A-REC	A-REC
9.00 pm	SG	RSK	KMHA	KMHA	A-REC	A-REC	<b>OPEN</b>
9.30 pm	<b>OPEN</b>	RSK	KMHA	KMHA	A-REC	<b>OPEN</b>	<b>OPEN</b>
10.00 pm	<b>OPEN</b>	RSK		KMHA	A-REC	<b>OPEN</b>	<b>OPEN</b>
10.30 pm	<b>OPEN</b>	RSK					
TOTAL	5	6.5	5.5	6	6	12.5	13

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\_\_\_\_\_  
Facilities Manager

**EDWARDSBURGH COMMUNITY CENTRE**

**SPENCERVILLE, ONTARIO**

**STRUCTURAL REVIEW**

**OF**

**ARENA BUILDING**

**July 2022**

**Prepared by**

**FIELD CONSULTANTS LIMITED**

**Structural Design Engineers**

**Contents:**

• Introduction	1
• 2022 Structural Review	2
• Existing Conditions & Findings	2
• Summary & Recommendations	4
• Conclusion	4

**Attachment:**

- July 2017 Structural Review (Includes 2012 Review)

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**Field  
Consultants  
Limited**

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*Structural Design Engineers*

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**7171 Harnett Road,  
North Gower, Ont.  
K0A 2T0**

July 20, 2022  
Our File: 12136

Township of Edwardsburgh/Cardinal,  
18 Centre St.,  
P.O. Box 129,  
Spencerville, Ont.  
K0E 1X0

Attn: Mr. Mike Spencer  
Facilities Manager

Re: **Spencerville Arena / Edwardsburgh Community Centre,  
Spencerville, Ont.  
2022 Structural Review**

Introduction:

As requested, we have carried out a review of the structure at the above referenced facility. Two previous structural reviews have been performed by this office, the first in 2012 and the second in 2017. At each time, a further review was recommended within a five year period and consequently, this current review is a follow-up to the previous and is to be read in conjunction with the previous reports. The June 2012 and May 2017 reports are attached hereto for current reference. The purpose of this review is to assess the ongoing adequacy of the structure and to note any changes that may have occurred that now require remedial measures. As our findings are very similar to previous observations, much of this report is a duplication of the previous documentation.

2022 Arena Structural Review:

The undersigned visited the arena site on June 22, 2022 and conducted a review of the structure in the presence of Richard Lahaie and Jeff Hopkins, both members of the Township's recreation staff. A mechanical lift was made available for access to the higher levels of roof structure. The staff reported that no additions or alterations to the facility have been made within the last five years and consequently the building description remains as noted previously, as does the original design configuration of the structure.

Existing Conditions & Findings:

Based on our visual review, our findings with respect to the various areas of the structure are as follows:

Main arena structure:

As an insulating ceiling membrane is in place over the main arena area, it was not possible to review all areas of the structure. However, representative areas above the ceiling membrane were reviewed in order to assess the general condition and adequacy of the structure. In most areas, our findings are similar to our previous observations and, as such, are partially repeated below:

- Roof Deck and Purlins:

The steel roof decking spanning between purlins appears to be in reasonable condition and no indication of structural deficiency was observed.

The roof purlins spanning between the main structural frames are of cold-formed light gauge steel material and appeared to be in reasonably good condition. Our 2017 report noted that some areas of paint peeling were observed, and maintenance of these areas was recommended. The paint peeling from surfaces of the roof purlins now appears to be a general condition (photos 2022-A3 & A4) and, again, maintenance and recoating is recommended. This, however, has not yet had a detrimental effect on the structure.

- Main Arena Frames:

The main arena frames appear to be performing satisfactorily with no indication of deterioration or deficiency. The roof line was observed from the adjacent grandstand structure on the east side, and there appeared to be a slight deflection downwards from a straight line alignment from the east wall to the building centerline. This appeared to

be uniform along the length of the building and is considered to be a normal deflection, within anticipated limits, of the main frames due to the building dead loads.

- Steel Cross Bracing:

The steel cross bracing in the roof and exterior wall planes was found to be in good condition with no indication of deficiency. The wall bracing was found to be tight with no indication of slackness, therefore performing adequately.

- Exterior Walls:

The exterior walls are of steel siding supported on cold-formed steel girts. These are generally in satisfactory condition with no structural deficiency observed. Some minor impact damage was noticed at some locations and some rusting of the exterior siding seams was observed. This does not affect the structural integrity of the wall system, but maintenance of these areas is recommended to ensure longevity of the system.

#### Front Lobby Area:

The structure for the front lobby was reviewed and found to be in good condition with no significant indication of deficiency. Specifically, no cracking, settlement or movement was observed in the concrete block walls thus indicating good performance of the foundation elements. The exterior brickwork is generally in good condition although some aged areas were observed on the front elevation (photo 2022-A5) and one brick has become dislodged at the south-west corner (photo 2022-A6). The damaged areas should be repaired with epoxy mortar fill and the dislodged brick should be appropriately reinstalled.

The second floor areas are accessed via a walkway from the main arena, and, as in previous reports, we stress that the gathering of spectators along the walkway be prohibited. Signage indicating this should be posted.

#### Refrigeration Room, Workshop, Change Rooms and Meeting Room at North End:

The structure at this end of the building remains in reasonably good condition with no indication of any major deficiencies.



**Bleachers:**

The wood framed bleachers are generally in good condition and the previous support upgrades remain satisfactory. The repair and replacement of the concrete slab under the north-west corner of the bleachers was reviewed and no deficiencies were observed.

**Summary of Recommendations:**

1. Provide maintenance and recoating to the areas of paint peeling or surface rusting on steel roof structure components.
2. Ensure that signs prohibiting the gathering of people on the walkway to the second floor are installed and clearly visible.
3. Consider repainting of the rust areas on the exterior siding.
4. Repair brickwork as noted.

**Conclusion:**

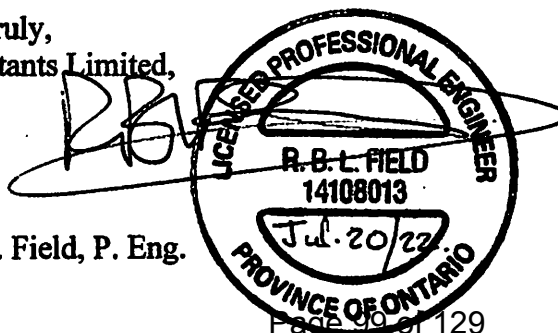
In general, we have found the building structure to be in reasonably good condition and, with the completion of the recommended items noted above, will continue to give satisfactory performance. The previous reports on the structure have assessed its adequacy to perform to the requirements of the 1970 National Building Code of Canada and if all components were in good condition, continued adequacy at this level could be expected.

As noted above, a review of the arena structure should be carried out at a maximum five year period and a further review is therefore required prior to or during the summer of 2027.

We trust this to be satisfactory but would be pleased to respond to any questions arising out of the above.

Yours very truly,  
Field Consultants Limited,

Per: R. B. L. Field, P. Eng.



**EDWARDSBURGH COMMUNITY CENTRE**  
**SPENCERVILLE ARENA**

**STRUCTURAL REVIEW OF ARENA BUILDING**

**July 2022**

**APPENDIX 2022-A**

**Photos**



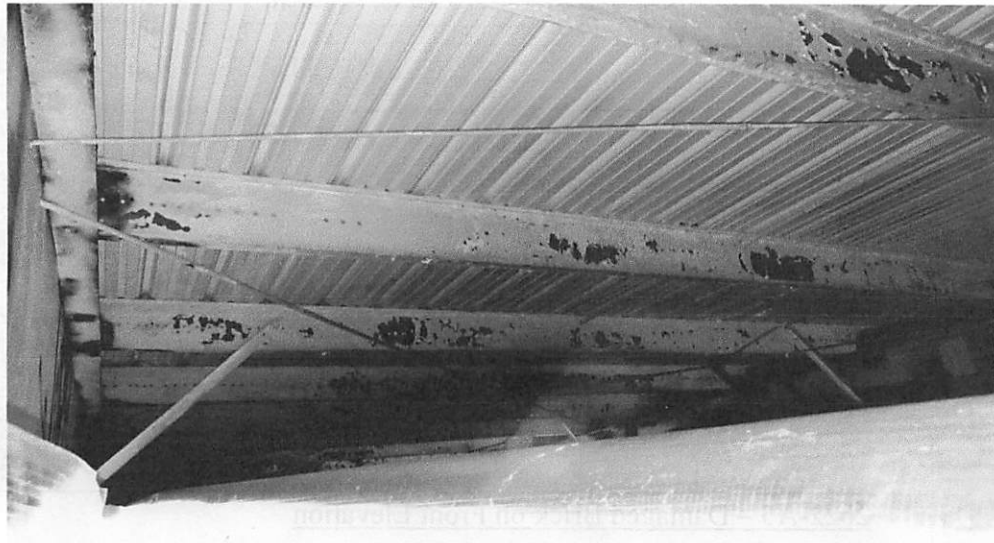
2022-A1 – Front (South) Elevation



2022-A2 – East Elevation

APR 11 / 2022

Photo



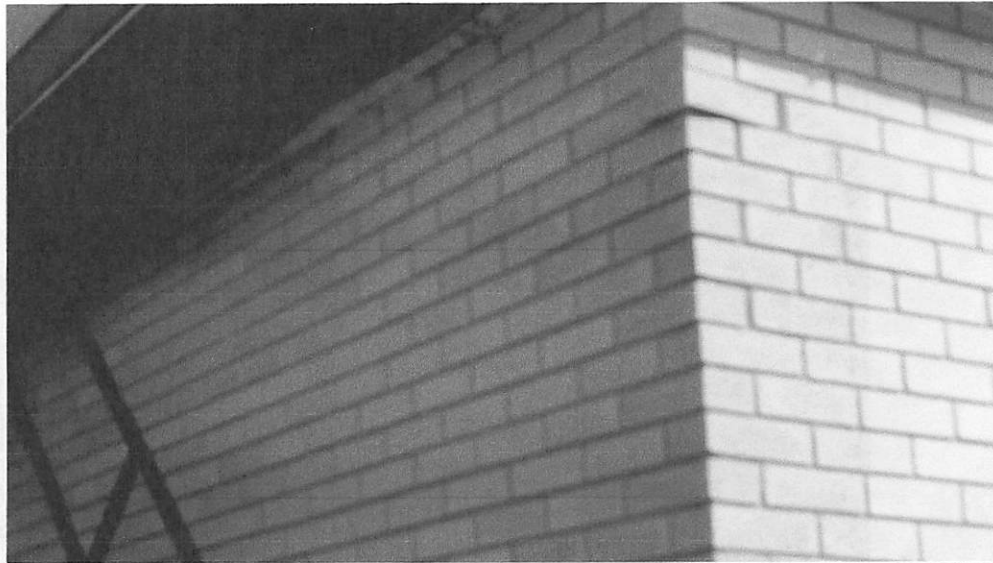
2022-A3 – Paint peeling from Roof Purlins



2022-A4 – Paint peeling from Roof Purlins and Main Girder



2022-A5 – Damaged Brick on Front Elevation



2022-A6 – Dislodged Brick at South-West Corner

**EDWARDSBURGH COMMUNITY CENTRE**  
**SPENCERVILLE ARENA**

**STRUCTURAL REVIEW OF ARENA BUILDING**

**July 2022**

**APPENDIX 2022-B**

**2017 Arena Review Report**  
**(Including 2012 Review Report)**



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

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

**Date:** March 10, 2025

**Department:** Public Works

**Topic:** Dust Suppressant Tender Award EC-PW-25-02

**Purpose:** To review the results and award the dust suppressant tender to Da-Lee Dust Control Ltd.

**Background:** The liquid dust suppressant, either magnesium chloride or calcium chloride, is applied in late Spring to mitigate and control dust on gravel roads.

The tender was issued by invitation and placed on the website on February 12, 2025 for the supply of approximately 210,000 liters of liquid dust suppressant. The successful bidder is required to load, deliver and apply liquid dust suppressant using tanker type equipment on various roads. Locations are coordinated through the Manager of Public Works.

Staff received one submission by the 2:00pm local time closing on Tuesday March 4, 2025. Tenders were opened publicly after closing. The results are listed below:

<b><u>Bidders</u></b>		Unit Price Per Litre	Total Tender
1	Da-Lee Dust Control Ltd.	\$ 0.389	\$ 81,690.00

**Policy Implications:** By-law 2023-51 establishes policies with respect to the procurement of goods and services. It states that all expenditures shall be within the current approved budget or within approved estimates, otherwise, prior approval of Council is required. In addition, expenditures above \$75,000 require approval of Council.

**Financial Considerations:** The 2025 draft budget included \$70,750.00. The value was calculated using the actuals for 2024 (\$65,466.32) and an 8% inflation factor.

**Recommendation:** That Committee recommends that Council award the supply of dust suppressant tender EC-PW-25-02 to Da-Lee Dust Control Ltd. at the unit rate of \$0.389 per liter to an upset limit of \$70,750.00 including non-rebated portion of HST.

A handwritten signature in cursive script, appearing to read "D. Scott", written above a horizontal line.

Director of Operations

A handwritten signature in cursive script, appearing to read "C. L. B.", written above a horizontal line.

Manager of Public Works





## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

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

**Date:** March 10, 2025

**Department:** Public Works

**Topic:** 2025 Crushed Rock Tender Award EC-PW-25-03

**Purpose:** To review the results and award the supply of crushed rock tender to G. Tackaberry & Sons Construction Company Ltd.

**Background:** The annual tender for maintenance gravel on various roads was issued on February 12, 2025 and closed at 2:00pm local time on Tuesday March 4, 2025. The 4 submissions received were opened publicly shortly after closing and the results are listed below:

<b><u>Bidders</u></b>		Unit Price Per Metric Ton	Total Tender
1	G. Tackaberry & Sons Construction Co. Ltd.	\$ 14.14	\$ 113,120.00
2	Willis Kerr Contracting	\$ 14.24	\$ 113,920.00
3	Cornwall Gravel	\$ 16.00	\$ 128,000.00
4	R. W. Tomlinson Ltd.	\$ 17.40	\$ 139,200.00

**Policy Implications:** By-law 2023-51 establishes policies with respect to the procurement of goods and services. It states that all expenditures shall be within the current approved budget or within approved estimates, otherwise, prior approval of Council is required. In addition, expenditures above \$75,000 require approval of Council.

**Strategic Plan Implications: N/A**

**Financial Considerations:** The 2025 budget included \$135,000.00 for maintenance gravel for the annual program and spot repairs.

**Recommendation:** That Committee recommends that Council award the supply of crushed rock tender EC-PW-25-03 to G. Tackaberry & Sons Construction Company Ltd. at the unit rate of \$14.14 per ton to an upset limit of \$113,120.00 including non-rebated portion of HST and approve an \$15,000.00 contingency to be used at the Manager of Public Works discretion for additional gravel road spot repairs.



Director of Operations



Manager of Public Works



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Administration & Finance

**Date:** March 10, 2025

**Department:** Public Works

**Topic:** EC-PW-25-04 Various Granular Pricing Result Summary

**Background:** The annual tender for various granular pricing was issued on February 12, 2025 and closed at 2:00pm local time on Tuesday March 4, 2025. The 4 submissions received were opened publicly shortly after closing and the summary is attached.

The prices are in effect until December 31, 2025 and apply to granular products purchased throughout 2025 by the Township. Unit pricing included costs for pickup and delivery. The Township purchases these products based on price and location of material and on an as needed basis.

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Director of Operations

A handwritten signature in black ink, appearing to read 'C. L. B...', written over a horizontal line.

Manager of Public Works

**TOWNSHIP OF EDWARDSBURGH/CARDINAL**  
**RFQ # EC-PW-25-04**  
**VARIOUS GRANULARS**

<b>Bidder</b>				<b>R.W. Tomlinson Ltd</b>			<b>G. Tackaberry &amp; Sons</b>			<b>Willis Kerr Contracting</b>		
Type of Granular Material**	Location of Product (Name of Pit or Quarry)	\$/tonne* (Picked up)	\$/tonne* (Delivered)	Location of Product (Name of Pit or Quarry)	\$/tonne* (Picked up)	\$/tonne* (Delivered)	Location of Product (Name of Pit or Quarry)	\$/tonne* (Picked up)	\$/tonne* (Delivered)	Location of Product (Name of Pit or Quarry)	\$/tonne* (Picked up)	\$/tonne* (Delivered)
Gran B – 3” minus	Iroquois	\$ 12.25	\$ 17.10	Kemptville*	\$ 11.60	\$ 16.93	Hunter's Quarry	\$ 10.90	\$ 16.30	Mulligan Quarry	\$ 11.55	\$ 17.05
Gran B - 2” minus	Iroquois	\$ 12.40	\$ 17.25	N/A	N/A	N/A	Hunter's Quarry	\$ 11.15	\$ 16.55	Mulligan Quarry	\$ 11.55	\$ 17.05
Gran M – 5/8” minus	Iroquois	\$ 13.00	\$ 17.85	Kemptville*	\$ 12.40	\$ 17.73	Hunter's Quarry	\$ 11.60	\$ 17.00	Mulligan Quarry	\$ 12.50	\$ 18.00
Gran A – 7/8” minus	Iroquois	\$ 12.50	\$ 17.35	Kemptville*	\$ 12.20	\$ 17.53	Hunter's Quarry	\$ 11.40	\$ 16.80	Mulligan Quarry	\$ 12.25	\$ 17.75
7/8” Clear Stone	Iroquois	\$ 18.25	\$ 23.10	Kemptville*	\$ 16.05	\$ 21.38	Hunter's Quarry	\$ 16.50	\$ 22.15	Mulligan Quarry	\$ 14.45	\$ 19.95
5/8” Clear Stone	Iroquois	\$ 18.25	\$ 23.10	N/A	N/A	N/A	N/A	N/A	N/A	Mulligan Quarry	\$ 14.45	\$ 19.95
Gabion Stone	Iroquois	\$ 17.00	\$ 21.85	N/A	N/A	N/A	N/A	N/A	N/A	Mulligan Quarry	\$ 19.85	\$ 25.35
Stone Dust	Iroquois	\$ 14.85	\$ 19.70	Kemptville*	\$ 14.10	\$ 19.43	Hunter's Quarry	\$ 14.40	\$ 19.80	Mulligan Quarry	\$ 14.50	\$ 20.00
Sand Fill	Iroquois	N/A	N/A	Loughlin Pit	\$ 8.15	\$ 13.48	N/A	N/A	N/A	Kerr Pit	\$ 12.94	\$ 18.44

\*4054 Cty Rd 43



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Administration & Finance

**Date:** March 10, 2025

**Department:** Public Works

**Topic:** EC-PW-25-01 Vendor of Record Result Summary

**Background:** This is an addition to our annual tenders in 2025. The request was issued on January 30, 2025 and closed on February 25, 2025. See attached review letter and result summary.

Page 4 is purposefully excluded as it contains contractor contact information.

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Director of Operations

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Manager of Public Works

March 5, 2025

**Township of Edwardsburgh Cardinal**  
**18 Centre St. PO Box 129 Spencerville, ON K0E 1X0**

**Attention: Dave Grant , Director of Operations/ Deputy CAO**

**Re: Tender No. RFQ-EC-PW-25-01 – Vendor of Record for Rented Equipment – RFQ Results**

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Mr. Grant,

The tender Vendor of Record for Rented Equipment - RFQ-EC-PW-25-01 closed on February 25<sup>th</sup> ,2025 at 2:00pm.

A total of 5 contractors submitted bids for various pieces of rental equipment. Greer Galloway has reviewed the submissions and has compiled a 2025 Vendor Rate List with contact information. This document has been appended to this letter for reference.

Greer Galloway has compared the submitted rates with the OPSS 127 Rates. OPSS 127 is the governing specification that provides equipment time and material rates for extra work on existing contracts. It should be noted that the OPSS 127 Rates do not include operator costs, whereas the costs submitted as part of this RFQ do. The submitted costs are generally reasonable and are similar to the OPSS 127 Rate for the corresponding item.

Greer Galloway recommends that the Township utilize the attached Vendor of Record List to support various 2025 Township projects on a time and material basis. It is recommended that the Township contact the lowest bidder first, and these prices have been bolded in the appended table for clarity. For projects where there is potential for overrun, it is recommended that the Township provide an upset limit to the selected contractor that cannot be exceeded without prior approval.

If you have any further questions or concerns regarding the submissions, please do not hesitate to contact us.

Yours truly,

**Greer Galloway, a division of Jp2g Consultants Inc.**



Rob Asselstine, C.Tech, RCCA  
Senior Civil Technologist  
[rob.asselstine@jp2g.com](mailto:rob.asselstine@jp2g.com)

2025 Township of Edwardsburgh Cardinal Vendor of Record for Rented Equipment - Vendor List and Rates					
Description	Lloyd McMillan Cost Per Hour (\$)	G. Tackaberry & Sons Construction Company Limited Cost Per Hour (\$)	Havekes Land Improvement Cost Per Hour (\$)	Gutters to Glory Sweeping Corp. Cost Per Hour (\$)	Willis Kerr Contracting Ltd. Cost Per Hour (\$)
Three Ton Truck with Dump Box	\$100.00	-	-	-	-
Single Axle Truck	\$110.00	-	-	-	-
Tandem Axle Dump Truck	\$110.00	\$126.00	-	-	\$115.00
Tri-Axle Dump Truck	\$120.00	\$143.00	\$120.00	-	\$130.00
Tandem Axle Belly Dump	-	\$170.00	-	-	-
Tri-Axle Belly Dump	-	\$176.00	-	-	\$165.00
Water Truck (with Spray Nozzles)	-	\$166.00	-	\$130/hr 4 hour minimum inc. travel	\$135.00
Float Tractor and Trailer (Approx. 50-Ton)	-	\$205.00	-	-	\$175.00
8-Ton Excavator	\$125.00	-	-	-	-
20-Ton Excavator	\$140.00	\$187.00	\$165.00	-	\$180.00
20-Ton Excavator with Hoe Ram	-	-	-	-	\$300.00
30-Ton Excavator	\$170.00	\$215.00	\$180.00	-	\$210.00
30-Ton Excavator with Hoe Ram	-	\$383.00	-	-	-
Tandem Truck and Float Trailer with Minimum 20- Ton Excavator	-	-	-	-	\$350.00
Tri-Axle Truck and Float Trailer with Minimum 20- Ton Excavator	-	-	-	-	\$350.00
Rubber Tired Excavator with Brush Head	-	\$253.00	-	-	-
D2 Dozer (or equivalent)	-	\$119.00	CAT D3 \$150.00	-	\$135.00
D4 Dozer (or equivalent)	\$150.00	D1/D3 \$133	-	-	-
D6 Dozer (or equivalent)	-	DSG \$213	-	-	-
Small Road Grader	-	\$168.00	-	-	-
Road Grader (minimum 12' blade)	-	\$168.00	-	-	\$165.00
Case 580 Backhoe 4x4 (or equivalent)	\$120.00	\$117.00	-	-	\$125.00
Case 580 Backhoe 4x4 with Hoe Ram (or equivalent)	-	\$227.00	-	-	\$225.00
Wheel Loader with 3 Yard Bucket minimum	\$140.00	-	-	-	-
Street Sweeper	-	-	-	\$153/hr 4 hr minimum inc. travel	-
Mini Excavator	\$115.00	-	\$125.00	-	-
Bobcat with various attachments	-	-	\$125.00	-	-
10-ton Vibratory Roller – Smooth Drum	\$150.00	-	-	-	-

Small Delivery Truck CV515 with Landscape Box	\$100.00	-	-	-	-
International Highway Tractor with 3 Axle Live Bottom Trailer	\$170.00	-	-	-	-
International Highway Tractor with 2 Axle Dump Trailer	\$160.00	-	-	-	-
Service Truck with Labourer	\$130.00	-	-	-	-
Service Truck with 2 Labourers	\$160.00	-	-	-	-
CAT 306 Excavator	\$120.00	-	-	-	-
CAT 323 Excavator	\$160.00	-	-	-	-
CAT 336 Excavator	\$175.00	-	-	-	-
JD 450J Dozer (with 8' Blade)	\$130.00	-	-	-	-
Case IH Farm U 105 Tractor with Bush Hog	\$120.00	-	-	-	-
Bomag Vibratory Roller (with 60" drum)	\$130.00	-	-	-	-
2016 Wacker Diesel Plate Packer	\$300.00/daily + fuel	-	-	-	-
Bomag Small Plat Packer	\$120.00/daily + fuel	-	-	-	-



**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2025-**

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

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

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

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

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

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

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

**1.0 DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **3.0 REGULATIONS AND RESTRICTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **4.0 ENTRANCE PERMITS**

4.1 Entrance permits are required for:

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

#### **5.0 ISSUANCE OF PERMITS**

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

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

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

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

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

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

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

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

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

## **6.0 WORKS**

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

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

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

6.3.1 The Manager of Public Works or their designate shall be informed, in advance, no later than 3 business days, of when the work is to take place;

6.3.2 Work shall not commence until the Township authorizes the start of the work;

6.3.3 The Manager of Public Works or their designate shall be permitted to oversee said work, as desired;

6.3.4 The Manager of Public Works or their designate shall be notified of completion of said work so that an inspection can be carried out.

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

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

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

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

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

## **7.0 MAINTENANCE**

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

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

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

## **8.0 COMPLIANCE**

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

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

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

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

## **9.0 FINAL INSPECTION**

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

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

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

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

## **10.0 OFFENCES AND PENALTIES**

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

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



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

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

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

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

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

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

## **11.0 VALIDITY AND SEVERABILITY**

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

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

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

## **12.0 GENERAL**

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

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

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

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

Read a first and second time in open Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

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**Mayor**

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**Clerk**

Bylaw 2025-  
Schedule "A" – Fee Schedule

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

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

Bylaw 2025 –  
Schedule “B” – Application Form

## Entranceway Permit Application

### ENTRANCEWAY APPLICATION:

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

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

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

I agree ☐

Please complete the following fields.

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

New entrance ☐                      Extension ☐                      Repair/replacement ☐

\*If new entrance please provide the following:

Permit # \_\_\_\_\_ Building permit # \_\_\_\_\_

### Entranceway Location

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

Street address 1 \_\_\_\_\_

Street address 2 \_\_\_\_\_

Road name \_\_\_\_\_

Town \_\_\_\_\_

Postal code \_\_\_\_\_

Lot \_\_\_\_\_

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

Please include a sketch of entranceway location:

Are there any notes you would like to add?

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Please complete the following fields.

### Applicant information

First and last name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

\* Which of the following best describes you? \*

☐ I am the property owner.

☐ I am an authorized agent of the property owner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

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

**Date:** March 10, 2025

**Department:** Public Works

**Topic:** Entranceway Bylaw Additional Information

**Background:** At the February 10<sup>th</sup> committee meeting, staff was directed to obtain additional information on annual quantity of installs and practices of neighbouring municipalities.

Table 1 lists the total number of entranceway culverts installed, by year, over the last three seasons. The number would include both new and replacement culverts

Table 1: Entrance Culverts per Year

Year	Quantity
2024	17
2023	12
2022	22
Total	51

Table 2 on the next page provides a summary of costs and practices from some neighbouring rural municipalities. The information was primarily obtained through their website. The review suggests that our permit fee of \$100.00 is in-line; our proposed installation costs are reasonable; most of the municipalities reviewed stipulate no culvert installs over the winter periods and many have a non-refundable deposit in circumstances where a private contractor is used.

We suggest adjusting the no culvert install window to be November 15 to May 15 aligning with Augusta and installs done as time and resources permit. The applicant would have the ability to use a private contractor should our in-house install timing be unsatisfactory.

Staff will look to incorporate any additional modifications to the 2<sup>nd</sup> draft of the bylaw based on consensus feedback of the committee.

Table 2: Summary of Costs and Practices

Municipality	Permit Fee	Standard Entrance Cost	Install Timing	Private Contractor
<i>Edwardsburgh Cardinal (1<sup>st</sup> draft)</i>	\$100.00	\$1,100.00	<i>Between July 15 and November 15</i>	<i>\$2,000.00 refundable deposit</i>
North Grenville (2021)		\$850.00 (includes gravel, culvert and installation)	No installs during winter season and no guarantee on delivery as when time and resources permit	No mention
Augusta	\$125.00	\$1,802.44	May take up to 3 weeks from completed application and installs only between May 15 and November 15	\$2,000.00 refundable deposit
South Dundas	\$100.00	Inspection only	No permanent entrances are to be installed between December 1 and April 15	Contractor installs
North Dundas	\$100.00	Inspection only	No permanent entranceway will be installed between December 1st and April 15th	Contractor installs
South Stormont	\$170.00	Inspection only		Contractor installs
Leeds and 1000 Islands (2008) Fees (2024)	\$250.00	Full cost of the installation	Unclear.	Residential: \$750.00 refundable deposit Commercial: \$2000.00 refundable deposit



Director of Operations



Manager of Public Works