



AGENDA
SPECIAL MEETING OF MUNICIPAL COUNCIL

Tuesday, April 22, 2025, 8:00 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Discussion Items**
 - a. 2025 Community Grants and Donations Applications**
- 5. Councillor Inquiries or Notices of Motion**
- 6. Member's Report**
- 7. Question Period**
- 8. Closed Session**
- 9. Confirmation By-law**
- 10. Adjournment**



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Special Council Meeting

Date: April 22, 2025

Department: Administration

Topic: 2025 Community Grants and Donations

Background: A summary of the Community Grants and Donations requested for both cash and in-kind support has been developed based on the applications received. The 2023 and 2024 allocations are attached for information only. The 2025 approved budget for the program is \$57,333.00. The budget line was increased from \$50,000 to \$57,333.00 as there is \$27,333.00 in funding allocated for the following requests:

- Sherwood Park Manor - \$12,500.00 for 3 years beginning in 2024
- Maple View Landing - \$7,500.00 for 3 years beginning in 2024
- Prescott Family Health Team - \$7,333.00 for 3 years beginning in 2025

In 2019, Council updated the Community Grants and Donations Policy to recognize the ever-evolving regulations requiring municipalities to become more transparent and financially accountable to the public. To recognize the necessity for increased accountability from the Township Bylaw 2019-76 required the grant recipients that received financial support to submit a satisfactory evaluation report, which includes a financial summary to the Clerk by December 31, or the group will not be eligible for future financial funding. All organizations who have applied for 2025 funding have submitted their evaluations by the December 31, 2024 deadline.

Please refer to the Community Grants and Donations program Bylaw 2019-76 which stipulates the eligibility criteria, which highlights that the applicant must be non-profit, primary focus within the Township, the grant shall not be considered as the primary source of funding and only intended to be supplementary to the main funding sources and the applicant must have a bank account registered in the name of the organization.

The deadline to submit an application for the 2025 program was March 21, 2025. Two organizations submitted their applications after the deadline had passed and are highlighted in yellow in the attachment;

- Cardinal Festival Committee – submitted March 24, 2025
- South Edwardsburgh Recreation Association – submitted April 14, 2025

Council delegated authority to Township staff to review and approve in-kind requests. Consistent with previous years, staff have reviewed the requests and included an

approximated dollar value associated with each. The in-kind support that has been included on a dollar value basis is for the use of municipal facilities, staff time, and equipment that would not otherwise be available or reasonably be expected to be working at that time.

As per previous years, staff did not include the in-kind support value for the South Edwardsburgh Recreation Association (SERA) application, as the Township and SERA partnership is considered as a mutually beneficial endeavour.

The total request for cash donations for 2025 is \$46,234.80 with \$30,000.00 being available, plus in-kind support that is within scope has an approximate value of \$29,671.00.



Interim Clerk



Treasurer



Director of Operations / Deputy CAO

2025 Community Grants & Donations

Community Organization	Grants & Donations Requested	In-Kind Requested with Approximate Value Information only – delegated to staff
South Grenville Bluegrass Festival	\$6,000	\$6,500
South Dundas United Football Club	\$10,000	N/A
BaitFuel Fishing Tour	\$2,500	\$3,250
Spencerville Mill Foundation	\$3,200	\$6,721
Spencerville United Church	\$3,683.80	N/A
Spencerville Business Community Connections	\$3,000	\$1,500
Rural FASD Support Network	\$2,001	\$900
Prescott Family Health Team	\$1,000	N/A
Beth Donovan Hospice	\$2,000	N/A
Food For All Food Bank	\$2,000	\$6,000
Seaway Optimist Club	\$500	\$175
Girls Inc. of Upper Canada	\$2,000	\$875
Spencerville Agricultural Society	\$500	\$1,000
Upper Canada Folkfest	\$1,850	\$175
St. Paul's Anglican Church Cardinal	\$2,000	\$300
Cardinal Festival Committee	\$2,000	\$2,275
South Edwardsburgh Recreation Association	\$2,000	N/A
	Total Requested Grants & Donations with \$30,000 budget	Total Requested In-Kind Value
	\$46,234.80	\$29,671.00

*Organizations that submitted their 2025 application after the deadline are indicated in yellow.

Long Term Care Home Organization	Funding Requested
Maple View Landings	\$7,500 for 3 years (2024-2026)
Sherwood Park Manor	\$12,500 for 3 years (2024-2026)
Prescott Family Health Team	\$7,333 for 3 years (2025-2027)
	Total with \$27,333 budget
	\$27,333 per year

Summary of Grant Requests – 2025

Community Heritage:

Spencerville Mill Foundation - \$3,200.00 + in-kind \$6,721.00

Cash Request:

- To assist in paying for a new modernized website to increase visibility and interactions

In-kind Request:

- Continued recycling pickup into 2026 and beyond (note: outside of scope)
- Lawn maintenance of Spencerville Mill Park
- Garbage pickup in Spencerville Mill Park
- Photocopying and printing as needed

Spencerville Agricultural Society - \$500.00 + in-kind \$1,000.00

Cash Request:

- To purchase six “pole banners”

In-kind Request:

- Installation, take-down and storage of “pole banners” in each of the Settlement Areas
- Installed the first week of August and taken down the third week of September

Economic and Tourism Development/Community Special Events:

South Grenville Bluegrass Festival – \$6,000.00 + in-kind \$6,500.00

Cash Request:

- To pay for major entertainers only

In-kind Request:

- Use of Spencerville Arena showers for campers from Wednesday, August 6 to Sunday, August 10
- Garbage and recycling pick up during festival
- Grass cutting and removal/mulching of Spencerville Fair Grounds
- Use of parking lots around the arena for day visitors
- Official welcome to the community by either the Mayor or Deputy Mayor
- Website promotion
- Use of the arena for a “Vendor’s Hall”

BaitFuel Fishing Tour - \$2,500.00 + in-kind \$3,250.00

Cash Request:

- Assist with production cost of the TV show (crew and airing of the show)

In-kind Request:

- Parking staff (3) and shuttle from 5:30am to 7:00am and from 3:30pm to 5:00pm

Spencerville Business Community Connections - \$3,000.00 + in-kind \$1,500.00

Cash Request:

- \$750.00 for Easter (candy and eggs)
- \$1,000.00 for Summer Fest (bouncy castle rentals, Rib contest)
- \$500.00 for Halloween (candy for up to 250 children)
- \$750.00 for SpencerWhoVille – subsidize signage and market décor, gift bags for children

In-kind Request:

- Assistance with road closures and providing barriers for three events; Market (May 4th, July 20th and SpencerWhoVille November 29th)
- Use of facilities (Spencerville Arena) between 8am and 5pm on May 4th, July 20th

Eastern Ontario Folk Music Project – Upper Canada Folkfest - \$1850.00 + in-kind \$175.00

Cash Request:

- To fund musicians for “Johnstown Porchfest 2025”
- \$1,500.00 to be paid directly to performers
- \$350.00 to pay for signage and advertising

In-kind Request:

- Use of the Johnstown Community Centre on September 20th
- An Alcohol exemption provided

Cardinal Festival Committee - \$2,000.00 + in-kind \$2,275.00 – Submitted March 24

Cash Request:

- To contribute to Canada Day and Labour Day operating costs (insurance, bouncy castles and fireworks)

In-kind Request:

- Cardinal Legion Grounds, Pavillion and facilities
- July 1st – Canada Celebrations
- August 29th to September 1st – LabourFest

SERA - \$2,000.00 + in-kind N/A – Submitted April 14

Cash Request:

- Additional dog exercise equipment within the dog park (\$400.00)
- Purchase a couple benches for the multi-use court (\$750.00)
- Purchase material for the creation of a flower bed near the pool (\$800.00)

In-kind Request:

- Includes but is not limited to printing of the Spring and Fall Community Newsletter, removal of brush, soil for the park at Highway 2 and Highway 16, staff assistance at the dog park when required and when staff are available
- Use of the South Edwardsburgh Community Centre for monthly meetings and community events hosted at the South Hall

Supporting Youth/Seniors:

South Dundas United Football Club - \$10,000.00

Cash Request:

- To purchase, through the Municipality of South Dundas, a pair of Avanti soccer goals that will cost approximately \$12,000 and be placed on municipally-owned soccer field.

Seaway Optimist Club - \$500.00 + in-kind \$175.00

Cash Request:

- To assist with the purchase of easter eggs and supplies for an Easter Egg Hunt and Actitives for Families event at the Johnstown Pool and Community Centre on April 12th or rain date of April 13th

In-kind Request:

- 4 hours of use of the Community Centre for washrooms, shelter, tables and chairs
- Garbage clean up

Girls Inc. of Upper Canada - \$2,000.00 + in-kind \$875.00

Cash Request:

- To offer general support to the year-round programming that is available to schools and families within the municipality, including a week-long summer camp

In-kind Request:

- Spencerville Arena/Town Hall from August 11th to August 15th for Summer Camp
- Opportunity for other in-kind space for other programs that may be planned over the coming year

Relief of Poverty/Health Advancement:

Rural FASD Support Network - \$2,001.00 + in-kind \$900.00

Cash Request:

- Contracting a timing company to time all of the 5K runners

In-kind Request:

- Road Closure for 3 hours
- Use of the Johnstown Community Centre on Saturday, July 5th
- Road barricades
- Flyer distribution

Prescott Family Health Team - \$1,000.00

Cash Request:

- To assist with the annual employee health and wellness event

Beth Donovan Hospice - \$2,000.00

Cash Request:

- To assist in establishing programs like Caregiver Coffee and Grief & Grub, by increasing the frequency of these programs

Food For All Food Bank Serving South Grenville Area Inc - \$2,000.00 + in-kind \$6,000.00

Cash Request:

- To purchase food, when possible, food will be purchased from local businesses

In-kind Request:

- Use of the basement of the Cardinal Library for all of 2025

Requests Not Falling Within Prescribed Categories:

Spencerville United Church - \$3,683.80

Cash Request:

- To upgrade the smoke detectors within the building

St. Paul's Anglican Church Cardinal - \$2,000.00 + in-kind \$300.00

Cash Requested:

- To upgrade the hydro panel in the church hall

In-kind Requested:

- Use of the Transfer Station during regular hours of operation and use of public work garbage bins during working hours for garbage from events

2024 Community Grants & Donations

Organization	Requested	Granted
Food For All Food Bank	\$2,000	\$2,000
Rural FASD Support Network	\$5,000	\$1,000
RNJ Youth Services	\$5,000	\$1,000
Beth Donovan Hospice	\$1,900	\$500
Bluegrass Festival	\$6,000	\$6,000
Friends of the Library	\$0 – in-kind only	\$0 – in-kind only
SBCC	\$5,000	\$3,000
Bait Fuel Fishing Tour	\$2,000	\$2,000
Cardinal Festival Committee	\$2,000	\$2,000
Spencerville Mill Foundation	\$10,000	\$2,500
Big Brother Big Sisters of LG	\$1,200	\$300
Johnstown ATV Club	\$2,000	\$1,000
Spencerville United Church	\$3,959.73	\$2,000
St. Paul's Anglican Church Cardinal	\$1,500	\$1,000
Volunteer Centre of St. Lawrence-Rideau	\$1,000	\$1,000
SERA	\$1,500	\$750
St. John's UC Choir	\$600	\$300
South Grenville DHS OSLC	\$1,000	\$500
Prescott Family Health Team	\$1,000	\$500
	Total Requested (\$30,000 budget)	Total Granted
	\$52,659.73	\$27,350.00

Long Term Care Home Organization	Funding Requested
Maple View Landings	\$7,500 for 3 years
Sherwood Park Manor	\$12,500 for 3 years
	Total with \$20,000 budget
	\$20,000 per year

2023 Requested Vs. Granted

Organization	Requested	Granted
Rural FASD Support Network	\$1000.00	\$500.00
Food For All Food Bank	\$2000.00	\$2000.00
Spencerville Legion	\$4000.00	\$0
Spencerville Mill Foundation	\$500.00	\$250.00
Johnstown ATV Club	\$1500.00	\$0
Grenville County Historical Society	\$500.00	\$250.00
Beacon Bags Ontario	\$2000.00	\$1500.00
Connect Youth	\$3000.00	\$2000.00
South Grenville Bluegrass Festival	\$2500.00	\$2250.00
SERA	\$1500.00	\$750.00
Johnstown Bear Paws Swim Team	\$500.00	\$0
South Grenville High School	\$2000.00 or more	\$1000.00
SBCC	\$4000.00	\$2000.00
South Edwardsburgh Public School Parent Council	\$500.00	\$500.00
Friends of the Library	\$0 – in-kind only	\$0
Girls Inc. of Upper Canada	\$1500.00	\$1000.00
Cardinal Legion	\$1200.00	\$0
Spencerville Agricultural Society	\$2000.00	\$1000.00
Prescott Figure Skating Club	\$0 – in-kind only	\$0
	Total Requested	Total Granted
	\$30,200.00	\$15,000.00

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL
BY-LAW NO. 2019-76**

“A BY-LAW TO ADOPT A GRANTS & DONATIONS POLICY”

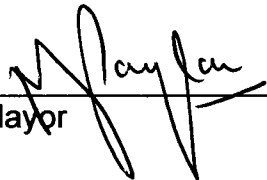
WHEREAS Municipal Council deems it advisable to adopt a policy with respect to community grants and donations;

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

1. The attached hereto as Schedules “A”, “B” and “C” and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.
3. By-law 2015-51 is hereby repealed.

Read a first and second time in open Council this 25th day of November, 2019.

Read a third and final time, passed, signed and sealed in open Council this 25th day of November, 2019.



Mayor



Deputy Clerk



Community Grants & Donations Policy

Purpose

The Township of Edwardsburgh/Cardinal offers a "Community Grant Program" to provide limited financial assistance and in-kind support to community groups and organizations within and directly serving the Township to assist with activities or special events.

This support is in recognition of the value of these groups which contribute to the well-being and growth of the community and to help the Township to retain a strong community focus.

Funding Options

Annually, as part of the budget process, Council will determine the financial commitment to the "Community Grant Program".

- Cash contribution

Financial assistance up to \$2,000 may be requested. Requests for more than \$2,000 require a formal presentation to Council.

Requests for financial assistance may be submitted with or without in kind support requests.

- In kind contribution

In kind contributions may include the use of Township property at reduced or no cost, waiving of permit fees, municipal staff support or the use or loaning of municipally owned equipment or material (e.g. photocopying). The Township may require that volunteers of the organization assist staff when providing in kind support.

In kind contributions may be requested with or without cash contribution requests.

Authority is delegated to Township staff to review and approve eligible in-kind contribution requests.

Eligibility Criteria

- 1.) Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
- 2.) Organizations whose primary focus is not within the Township may not be considered.
- 3.) Grant proceeds shall not be considered as the primary source of funding for the organization and are intended to be supplementary to main funding sources. Organizations will be requested to demonstrate exploration of other financial support and options such as fundraising efforts and volunteer support.
- 4.) Retroactive funding will not be considered.
- 5.) Grant recipients must have a bank account registered in the name of the organization or event. Cheques will not be issued to individuals acting on behalf of the organization or event.
- 6.) Under normal circumstances, only one request per organization is to be considered in a calendar year.
- 7.) Applications received after the deadline date may not be considered for cash contributions.
- 8.) Applicants that have not successfully submitted a satisfactory evaluation report by December 31st will not be eligible for future financial funding.
- 9.) Applications should fit into at least one of the following categories to be considered for funding:
 - Community Heritage
 - Community Special Events
 - Economic and Tourism Development
 - Supporting Youth/Seniors
 - Relief of Poverty/Health Advancement

Guidelines

All grant applications shall be submitted on the "Community Grants & Donations Application Form" and directed to the Municipal Clerk, on or before the third Friday in March each year.

Review & Assessment

- 1.) All requests for cash and in-kind contributions will be considered having regard for the Township's budget.
- 2.) Applications will be reviewed by staff for completeness, accuracy and compliance with this policy. Incomplete applications will be returned to the organization with a list of any additional information required.
- 3.) Grants in any year shall not be regarded as a commitment by the Township to provide guaranteed funding beyond the current year. For example, allocations of assistance in cash or in kind each year over a number of years will be not considered.
- 4.) All applications will be assessed in terms of:
 - Ability of the organization to carry out proposal and achieve desired results
 - Need for project in the community
 - Clear, measurable benefit to the Township and community
 - Ability of the organization to sustain initiative at the end of the funding period
 - Level of community involvement/ response to the organization and/ or their event(s)

Accountability

- 1.) Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be received based on past demonstrated fiscal responsibility of the applicants.
- 2.) Funds bestowed under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purpose outlined in the application.
- 3.) Financial statements of the organization or of the specific event and an accounting of the use of the funds granted by the Township may be requested by Council and/or the Clerk at any time.

- 4.) Successful applicants who receive financial funding from the program must complete the financial evaluation report. Reports must be submitted to the Township by December 31st of the year for which the grant is awarded. If the grant recipient fails to fully complete and submit the evaluation report to the Township within the stated time, that organization/group will not be eligible for future grant funding until such a time that the Township is satisfied that the report has been submitted in full.

Applications Dates

Applications must be received annually on or before the third Friday in March.

Publishing Policy

Notice of application deadlines, application forms and this policy will be posted on the Township's website.



Community Grants & Donations Application Form

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

1.) a) Provide a brief description of your organization including its purpose and goals.

b) Is your organization incorporated? YES NO

c) Is your organization registered as non-profit? YES NO

d) List executives of your organization.

2.) a.) Assistance Requested (check appropriate box(es) and indicate dollar amount):

Financial Contribution \$ _____

(requests for more than \$2,000 require a formal presentation to Council)

In kind Assistance

Staff support

Equipment/Materials

Use of Municipal Property/Facilities

Other: _____

b.) If this application includes request for in kind assistance, please outline details of the request. (i.e. type and estimate hours of staff support, facilities to be used, dates, etc.)

3.) For what specific purpose(s) is the requested financial contribution to be utilized for within your organization? Granted funds must be used for stated purpose(s).

4.) What other steps are being undertaken to provide revenue for your organization? (i.e. admission fees, fundraising etc.)

5.) Indicate which category most closely relates to the activities and goals of your organization.

Community Heritage
Economic and Tourism Development
Community Special Events
Supporting Youth/Senior Events
Relief of Poverty/Health Advancement

Name & Title of Individual Making Application

Signature

Date



Community Grants & Donations Evaluation Form

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

1) Project/Activity/Event Description:

a) What specific results were achieved through the funding of your project/activity/event?

b) How did this grant benefit the community as anticipated or expected?

c) As a result of this grant, did your organization increase or enhance partnerships and collaborations with other groups in the community? Explain,

2) **Assistance Received: Financial Contribution \$ _____**

a) For what specific purpose(s) was the requested financial contribution utilized for within your organization?

b) Please attach a financial report that outlines the project/activity/event income (funding) and expenditures. **Invoices for the program/activity/event may be requested to support the financial report.**

Print Name & Title/Position

Signature

Date

The Project Evaluation Form and any supporting documents are to be submitted within two months of the completion of the program, activity or event or December 31st of the same year for which the grant is awarded.

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

BY-LAW NO. 2025-

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

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

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

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on April 22, 2025 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 22 day of April, 2025.

Mayor

Clerk