



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

Monday, February 10, 2020, 6:30 PM

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

Retirement Recognition Scroll Presentation

- 1. Call to Order – Chair, Mayor Sayeau**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
- 6. Discussion Items**
- 7. Action/Information Items**
 - a. 4th Quarter Building Report
 - b. 4th Quarter Treasury & Reserve Update Report
 - c. 4th Quarter Budget Variance Report
 - d. Committee/Council Remuneration Report
 - e. Status of Tax Arrears as of December 31, 2019
 - f. Service Delivery Review Update
 - eScribe agenda software
 - Building permit software
 - Fleet management system
 - Fuel management system
 - g. Additional Financial Applications
 - h. Job Site Challenge Application
 - i. Council Expense Reimbursement Policy Review
 - j. Industrial Park Hydro Needs Study

8. Councillor Inquiries/Notices of Motion
9. Mayor's Report
10. Question Period
11. Closed Session
 - a. Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Industrial Land
12. Adjournment

**MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE
MONDAY, JANUARY 13, 2020
SPENCERVILLE MUNICIPAL OFFICE
6:30 PM**

Present: Mayor Sayeau, Chair
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Jack Bradley, Advisory Member
Dave Robertson, Advisory Member

Staff: Dave Grant, CAO
Debra McKinstry, Clerk (left at 9:38pm)
Rebecca Williams, Deputy Clerk
Melanie Stubbs, Treasurer (left at 9:38pm)
Gord Shaw, Director of Operations (left at 9:38pm)
Brian Moore, Fire Chief (left at 9:38pm)

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 pm.

2. Approval of Agenda

Moved by: H. Cameron seconded by: J. Hunter that the agenda **be** approved as presented.

Carried

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

4. Business Arising from Previous Committee of the Whole – **Administration & Finance – None**

5. Delegations and Presentations – **None**

6. Discussion Items

a) Draft Service Delivery Review Committee Priorities

Committee noted that a main priority expressed by the **Committee Members** was the better utilization and updating of IT. Members commented **on the** idea to use some of the modernization funds hire a contract IT professional **to assist** staff in

the transition period. Members requested staff to prepare a report, once the SDR report is finalized, to include what recommendations staff may be able to address, including estimated costs and if additional assistance may be required. It was noted that a report will be prepared for the February Committee meeting.

7. Action/Information Items

a) 4th Quarter Bylaw Report

Committee reviewed the report and asked for clarification with respect to the correlation between the number of parking tickets and the monthly activity log. It was noted that the parking ticket activity does not appear in the monthly activity log as the log only outlines open/closed investigations. There was a brief discussion with respect to the format of the logs and how they are prepared each month. It was noted that staff are working to update information in the Citywide software in order to export a report for the 1st Quarter 2020 report.

There was a general discussion with respect to the number of parking tickets issued and how the revenue is tracked, specifically the number of tickets paid at the Township office versus those sent to Provincial Offences.

Members highlighted that the Committee should determine what information they want to see from the Bylaw report and provide direction to staff so that they are better informed to prepare the next report. Committee debated about how much detail should be produced for the quarterly report, noting that there are internal staff controls and overview to ensure that realistic targets are being achieved in a timely manner.

b) Group Benefit Marketing Survey Report

Committee reviewed the report and discussed possible reasons why the quote received from Great West Life had increased. Members confirmed that the Township broker negotiated the proposed increase with Great West Life from the original 15% down to 8.63%. There was a brief discussion with respect to the other quotes received and if there was an impact to employees. It was noted that the proposed benefit package from Sun Life is very similar to Great West Life and that it would save the Township and Port \$122,245.44 annually.

Moved by: S. Dillabough seconded by: T. Deschamps that Committee recommends that Council approve the change from Great West Life to Sun Life as the Township's Group Benefit Plan provider.

Carried

c) Munisoft Security System Application

Moved by: J. Hunter seconded by: T. Deschamps that Committee recommends that Council authorize the purchase of the security system application from Munisoft and designate the Treasurer as the security administrator.

Carried

d) 2020 Cost of Living Increase

Committee reviewed the report and inquired if the increase will impact future union negotiations. It was noted that the collective agreement outlines specific increased and that the agreement ends December 2020.

Moved by: T. Deschamps seconded by: H. Cameron that Committee recommends that Council approves a cost of living increase for all full-time, non-union staff, as per Bylaw 2015-22, and Council Members as per Bylaw 2019-63, of 1.89% retroactive to January 1, 2020.

Carried

e) 2019 WIP Report

Committee discussed the WIP report, specifically with respect to the amount to be carried forward and how the outstanding successful grant funds of \$15,534 may affect the amount available for 2020 CIP grants. It was noted that Committee may adjust the 2020 budgeted amount to increase or decrease the amount of available CIP funds.

Members asked for clarification with respect to why drawings for the fire station would need to be drafted before the study is completed. It was noted that the study would include the draft drawings/designs to provide Council with various options, including; the option to renovate the current building or build a new fire station. It was noted that Council would be provided the options so they could make an informed decision on the future of the Cardinal fire station.

Moved by: H. Cameron seconded by: S. Dillabough that Committee recommends that Council direct the Treasurer to carry forward the funds for the WIP projects, as identified in the report, in order that the WIP projects continue to be funded in 2020.

Carried

f) Council Response to Auditors

Committee reviewed the auditor's package and members noted that it is Council's responsibility for the financial position of the Township and therefore it is important to understand the administrative processes to prevent, detect, and avoid fraudulent activities.

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council authorizes the Mayor to prepare and sign the response letter to the auditors as a requirement of the annual audit.

Carried

g) Cellphone Policy

Committee reviewed the policy and enquired if Council would be able to receive the \$30.00 per month cellphone allowance to compensate for the use of personal cellphones for Township business, in lieu of the Township issuing a corporate cellphone. Committee debated if the expense could be claimed under the current Council expense reimbursement policy and whether clauses could be added to the policy to allow Members to receive the \$30.00 per month allowance. It was noted that the Council expense policy also addresses \$1000 available per Councillor to purchase an electronic device.

Moved by: J. Hunter seconded by: D. Robertson that Committee recommends that Council adopt the cellphone policy, as attached.

Defeated

Members highlighted concerns with the Council expense policy, specifically that the policy is silent with respect to Councillor cellphone expenses being reimbursed or issued an allowance. Members suggested that the Council expense reimbursement policy should be reviewed at a future meeting to consider the addition of a \$30.00 per month cellphone allowance for Members of Council.

Moved by: J. Hunter seconded by: H. Cameron that Committee reconsider the motion to recommend that Council adopt the cellphone policy.

Carried

Moved by: J. Hunter seconded by: D. Robertson that Committee recommends that Council adopt the cellphone policy, as attached.

Carried

Moved by: T. Deschamps seconded by: H. Cameron that Committee recommends that the Council Expense Reimbursement Policy be reviewed to include additional clause(s) to address the \$30.00 per month cellphone allowance as discussed.

Carried

h) Addition of Clerk's Position to By-law 2015-22

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council amend Schedule B of Personnel Policy Bylaw 2015-22, as amended by Bylaw 2016-83, to reflect the organization's current job classifications.

Committee recessed for a 5 minute break at 8:20p.m.

i) 2020 Draft Capital Budget

Staff provided Committee with a summary of the draft capital budget and briefly discussed the following areas:

- Comparison between the 2019 budget and draft 2020, specifically with respect to total capital projects, grant funding received, difference in total capital funding and difference in taxation supported funding.
- Administration capital:
 - The Townhall stone fence and the need for construction drawings for upstairs Township hall was reviewed.
- Fire Department capital:
 - Discussed the need for Cardinal fire station drawings and cost estimated.
 - Sought clarification with respect to Fire Department vehicle reserve. It was noted that \$36,131.95 would be the balance after the \$70,000 was transferred from the reserve.
- Storm Water Management:
 - Discussed possible flooding issues being mitigated through additional drainage around the Cardinal arena and the location of the drains in Johnstown
- Recreation:
 - Members enquired if the Township would be able to use the old backup dehumidifier for the Cardinal arena, rather than purchasing new equipment. Additionally, Members enquired about the age of the Cardinal pool filtration system. It was noted that staff will follow-up with the Manager of Parks, Recreation & Facilities once he has returned from vacation.
- Public Works
 - It was noted that certain elements on the Ventnor bridge are not repairable and must be replaced, while the Reilly St retaining wall suffered damages due to the recent flooding. It was noted that the retaining wall wood structure will be replaced with concrete.
 - There was a general discussion with respect to the Latimer Rd joint gravel to surface treatment project with North Grenville, specifically speaking to the following: portion of Latimer Rd to be completed, location of work, collaboration with North Grenville, previous experience when tendering projects with the UCLG – specifically contract administration, and affects of heavy farm equipment traffic on the road.
 - Confirmed location and municipal jurisdiction of Safford Rd.
- General Comments & Discussion

- Members confirmed if the government grants and gas tax funding are all guaranteed amounts. It was noted that not all of the funds are guaranteed, and that the line items include OCIF funding.
- There was a discussion with respect to if the unit cost per kilometer of road, as noted in the 2016 Road Management Plan, is accurate. It was noted that the Township has budgeted projects based approximately on the cost break down from the Road Management Plan, and it has resulted in the overall project costs being in line with the budgeted amount.
- Members requested that Committee review the current revenues at the beginning of the next budget meeting before continuing to review the capital budget.
- Committee set the next two budget meetings:
 - January 27 from 2-5pm
 - February 6 from 5-8pm

8. Inquiries/Notices of Motion – None

9. Mayor's Report

Mayor Sayeau reported the following:

- Highlighted high water levels and flooding concerns along the St. Lawrence River
- Provided an update with respect to EOWC delegations at the ROMA conference
- Provided an update with respect to the Township's delegation at the ROMA conference, specifically Fire Department calls on 400 series highways
- Noted that he will be following up with respect to the OEB natural gas expansion letter at the ROMA conference
- Will be making a presentation to the SBCC and Town of Prescott Council with respect to the Ontario Job Site Challenge
- Meeting scheduled with Mr. Plexman while at the ROMA conference to discuss the Edwardsburgh Land Bank
- Working with an engineer to prepare a report with respect to hydro demand in the Industrial Park
- Da-Lee project update
- UCLG Planning Committee recommended that the UCLG County Council approve the Township's Official Plan

10. Question Period

The following questions/comments were raised:

- Windmill project cargo at Port of Johnstown

11. Closed Session

Moved by: J. Hunter seconded by: T. Deschamps that Committee of the Whole proceeds into closed session at 9:38 p.m. in order to address a matter pertaining to:

- Personal matter about an identifiable individual, including municipal or local board employees; Specifically: Building Department and Minutes of Closed Session dated November 11, 2019

Carried

Committee recessed for five minutes to clear the chamber.

Moved by: J. Hunter seconded by: T. Deschamps that the closed session does now adjourn and the open meeting of Committee of the Whole does now resume at 10:16 p.m.

Carried

Moved by: H. Cameron seconded by: S. Dillabough that Committee of the Whole approves the minutes of closed session dated November 11, 2019.

Carried

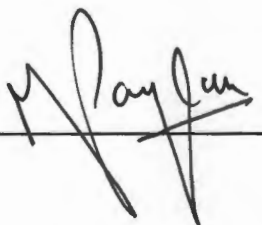
Mayor Sayeau Reported that Committee reviewed the closed session minutes and provided direction to the CAO with respect to the CBO position.

12. Adjournment

Moved by: S. Dillabough seconded by: H. Cameron that Committee does now adjourn at 10:18 pm.

Carried

These minutes were approved in open Council this 27 day of January, 2020.


Chair


Deputy Clerk



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Administration & Finance Committee of the Whole

Date: February 10, 2020

Department: Building

Topic: 4th Quarter Building Report

Total construction value for the year 2019 increased by approximately 4.4 million dollars primarily due to increased new construction in the industrial sector. Although the new housing starts were down by 5 residential dwellings from the previous year residential units total new construct value for new residential construction was up by approximately 1.05 million. Construction values in the commercial sector and industrial also rose significantly.

Building permits for residential construction when compared to 2018 were down by approximately \$5000.00 but the total building permit fees collected in 2019 increased \$16,816.00 over the 2018 fees collected.

By comparison the average home went from \$214,615.00 to \$279,875.00 per residential dwelling.

To date for the year 2020 there have been 5 building permits issued for a total construction value of \$1,058,000.00 which includes a single residential dwelling and a four-plex residential unit.

Submitted by;

Dwane Crawford

Chief Building Official

2019 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	\$ 140,000.00	\$ 1,890.00	\$ -	\$ -	\$ 300,000.00	\$ 2,700.00	\$ -	\$ -	\$ 200.00	\$ 190.00	\$ -	\$ -	\$ 440,200.00	\$ 4,780.00	0	\$ -
Feb	\$ 49,000.00	\$ 1,100.00	\$ -	\$ -	\$ 500,000.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549,000.00	\$ 5,600.00	0	\$ -
Mar	\$ 39,000.00	\$ 765.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,000.00	\$ 765.00	0	\$ -
Q1 Total	\$ 228,000.00	\$ 3,755.00	\$ -	\$ -	\$ 800,000.00	\$ 7,200.00	\$ -	\$ -	\$ 200.00	\$ 190.00	\$ -	\$ -	\$ 1,028,200.00	\$ 11,145.00	0	\$ -
Apr	\$ 115,995.00	\$ 669.00	\$ -	\$ -	\$ 100,000.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,995.00	\$ 1,269.00	0	\$ -
May	\$ 78,200.00	\$ 1,119.00	\$ 700.00	\$ 95.00	\$ -	\$ -	\$ 100,000.00	\$ 1,280.00	\$ -	\$ -	\$ 175,000.00	\$ 1,575.00	\$ 178,900.00	\$ 4,069.00	0	\$ -
Jun	\$ 932,500.00	\$ 10,850.00	\$ -	\$ -	\$ 85,000.00	\$ 2,655.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,017,500.00	\$ 13,505.00	3	\$ 869,000.00
Q2 Total	\$ 1,126,695.00	\$ 12,638.00	\$ 700.00	\$ 95.00	\$ 185,000.00	\$ 3,255.00	\$ 100,000.00	\$ 1,280.00	\$ -	\$ -	\$ 175,000.00	\$ 1,575.00	\$ 1,412,395.00	\$ 18,843.00	3	\$ 869,000.00
Jul	1,253,400.00	13,801.00	-	-	30,000.00	-	80,000.00	512.00	-	-	-	-	\$ 1,363,400.00	\$ 14,313.00	4	970,000.00
Aug	447,500.00	2,960.00	180,000.00	1,810.00	-	-	-	-	15,000.00	95.00	15,000.00	95.00	\$ 642,500.00	\$ 4,960.00	1	400,000.00
Sept	62,900.00	513.00	-	-	2,474,817.00	3,564.00	113,678.00	2,212.00	-	-	-	-	\$ 2,651,395.00	\$ 6,289.00	0	0
Q3 Total	\$ 1,763,800.00	\$ 17,274.00	\$ 180,000.00	\$ 1,810.00	\$ 2,504,817.00	\$ 3,564.00	\$ 193,678.00	\$ 2,724.00	\$ 15,000.00	\$ 95.00	\$ 15,000.00	\$ 95.00	\$ 4,657,295.00	\$ 25,562.00	5	\$ 1,370,000.00
Oct	759,727.00	6,280.00							10,000.00	95.00	2,500.00	95.00	\$ 769,727.00	\$ 6,470.00	2	\$ 320,000.00
Nov	635,000.00	7,110.00	230,720.00	3,014.00			800,000.00	10,146.00					\$ 1,665,720.00	\$ 20,365.00	1	\$ 300,000.00
Dec	685,000.00	7,217.00			1,000,000.00	12,423.00							\$ 1,685,000.00	\$ 19,640.00	2	\$ 600,000.00
Q4 Total	\$ 2,079,727.00	\$ 20,607.00	\$ 230,720.00	\$ 3,014.00	\$ 1,000,000.00	\$ 12,423.00	\$ 800,000.00	\$ 10,146.00	\$ 10,000.00	\$ 95.00	\$ 2,500.00	\$ 190.00	\$ 4,120,447.00	\$ 46,475.00		
YTD Total	\$ 5,198,222.00	\$ 54,274.00	\$ 411,420.00	\$ 4,919.00	\$ 4,489,817.00	\$ 26,442.00	\$ 1,093,678.00	\$ 14,150.00	\$ 25,200.00	\$ 380.00	\$ 192,500.00	\$ 1,860.00	\$ 11,218,337.00	\$ 102,025.00	8	\$ 2,239,000.00

2018 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	\$ 12,000.00	\$ 405.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 95.00	\$ 30,000.00	\$ 95.00	\$ 47,000.00	\$ 595.00	0	\$ -
Feb	\$ 483,500.00	\$ 8,995.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 483,500.00	\$ 8,995.00	2	\$ 445,000.00
Mar	\$ 192,000.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 190.00	\$ -	\$ -	\$ 194,500.00	\$ 640.00	0	\$ -
Q1 Total	\$ 687,500.00	\$ 9,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 285.00	\$ 30,000.00	\$ 95.00	\$ 725,000.00	\$ 10,230.00	2	\$ 445,000.00
Apr	\$ 336,500.00	\$ 6,605.00	\$ 30,000.00	\$ 614.00	\$ -	\$ -	\$ 150,000.00	\$ 1,350.00	\$ 12,000.00	\$ 190.00	\$ 245,000.00	\$ 2,205.00	\$ 773,500.00	\$ 10,964.00	1	\$ 300,000.00
May	\$ 691,000.00	\$ 8,478.00	\$ -	\$ -	\$ 945,000.00	\$ 9,655.00	\$ 150,000.00	\$ 3,200.00	\$ 10,000.00	\$ 95.00	\$ -	\$ -	\$ 1,796,000.00	\$ 21,428.00	3	\$ 630,000.00
Jun	\$ 791,400.00	\$ 11,774.00	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 3,840.00	\$ 1,000.00	\$ 95.00	\$ -	\$ -	\$ 1,292,400.00	\$ 15,709.00	3	\$ 670,000.00
Q2 Total	\$ 1,818,900.00	\$ 26,857.00	\$ 30,000.00	\$ 614.00	\$ 945,000.00	\$ 9,655.00	\$ 800,000.00	\$ 8,390.00	\$ 23,000.00	\$ 380.00	\$ 245,000.00	\$ 2,205.00	\$ 3,861,900.00	\$ 48,101.00	7	\$ 1,600,000.00
Jul	\$ 517,100.00	\$ 6,120.00	\$ 23,000.00	\$ 95.00	\$ -	\$ -	\$ 100,000.00	\$ 900.00	\$ 8,600.00	\$ 285.00	\$ -	\$ -	\$ 648,700.00	\$ 7,400.00	1	\$ 400,000.00
Aug	\$ 117,000.00	\$ 1,265.00	\$ -	\$ -	\$ -	\$ -	\$ 137,838.00	\$ 1,242.00	\$ -	\$ -	\$ -	\$ -	\$ 254,838.00	\$ 2,507.00	0	\$ -
Sept	\$ 325,000.00	\$ 4,047.00	\$ 1,000.00	\$ 95.00	\$ -	\$ -	\$ 300,000.00	\$ 1,280.00	\$ -	\$ -	\$ -	\$ -	\$ 626,000.00	\$ 5,422.00	2	\$ 170,000.00
Q3 Total	\$ 959,100.00	\$ 11,432.00	\$ 24,000.00	\$ 190.00	\$ -	\$ -	\$ 537,838.00	\$ 3,422.00	\$ 8,600.00	\$ 285.00	\$ -	\$ -	\$ 1,529,538.00	\$ 15,329.00	3	\$ 570,000.00
Oct	\$ 496,500.00	\$ 7,792.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 496,500.00	\$ 7,792.00	1	\$ 175,000.00
Nov	\$ 176,800.00	\$ 3,377.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,100.00	\$ 190.00	\$ -	\$ -	\$ 181,900.00	\$ 3,567.00	0	\$ -
Dec	\$ 500.00	\$ 95.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 95.00	\$ -	\$ -	\$ 10,500.00	\$ 190.00	0	\$ -
Q4 Total	\$ 673,800.00	\$ 11,264.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,100.00	\$ 285.00	\$ -	\$ -	\$ 688,900.00	\$ 11,549.00	1	\$ 175,000.00
YTD Total	\$ 4,139,300.00	\$ 59,403.00	\$ 54,000.00	\$ 804.00	\$ 945,000.00	\$ 9,655.00	\$ 1,337,838.00	\$ 11,812.00	\$ 54,200.00	\$ 1,235.00	\$ 275,000.00	\$ 2,300.00	\$ 6,805,338.00	\$ 85,209.00	13	\$ 2,790,000.00

* Occasionally a permit is issued that is not captured within the regular categories. Examples of this include permits for schools and fairs.

Staff have not yet completed the reconciliation on this report.

7b

TOWNSHIP OF EDWARDSBURGH/CARDINAL

Financial Report

As At December 31,2019

	Prior Period Sept 30,2019	Current Year Dec 31,2019	Prior Year Dec 31,2018
Assets			
Cash and Bank Balances	3,707,505	1,706,961	1,604,119
Taxes Receivable	1,380,999	560,882	720,202
Accounts Receivable	320,603	511,635	601,979
Inventory (Including Land for Resale)	185,571	230,704	217,027
Long Term Receivable	346,344	341,300	365,134
Investment In RSL	638,770	638,770	640,035
Investment In Port	34,259,791	34,259,791	31,737,955
	<u>40,839,584</u>	<u>38,250,043</u>	<u>35,886,451</u>
Liabilities			
Accounts Payable	(444,601)	(953,585)	(1,188,103)
Planning & Drainage Accounts	122,257	126,217	101,675
Long Term Debt	(5,863,885)	(5,802,513)	(6,263,153)
Accrued Landfill Closure	(298,454)	(277,110)	(298,454)
	<u>(6,484,683)</u>	<u>(6,906,992)</u>	<u>(7,648,035)</u>
Tangible Capital Assets	<u>35,400,320</u>	<u>35,658,077</u>	<u>35,400,320</u>
Reserve & Reserve Funds	<u>(8,084,466)</u>	<u>(7,629,718)</u>	<u>(6,398,032)</u>

Prepared By:
Melanie Stubbs
Treasurer
5-Feb-20

TOWNSHIP OF EDWARDSBURGH/CARDINAL
SCHEDULE OF LONG TERM DEBT

	Lender	Project	Interest Rate	End Date	Balance Owing Dec 31/18	Balance Owing Mar 31/19	Balance Owing June 30/19	Balance Owing Sept 30/19	Balance Owing Dec 31/19	Annual Payments
1	Infrastructure Ontario	Cardinal Arena	4.59%	Oct-43	4,920,753	4,920,753	4,881,835	4,881,835	4,842,024	303,698
2	United Counties of L & G	Fire Comm. Equip. Front End Loader 2	2.88%	Oct-24	77,207	77,207	71,267	71,267	65,241	14,104
3	Komatsu Financial	lease	0.00%	Jun-19	25,272	14,022	2,772	0	0	
4	Volvo Financial Services	2012 Volvo Excavator Lease	0.00%	Aug-19	130,754	121,163	111,572	0	0	
5	Komatsu Financial	Front End Loader 1 lease	0.00%	Mar-22	115,940	106,787	97,634	88,481	79,328	36,612
6	Scotiabank	2018 Chev Silverado	3.03%	Jan-22	35,301	32,439	29,576	26,714	23,852	11,449
Township Total					5,305,228	5,272,371	5,194,657	5,068,297	5,010,445	365,863
5	Royal Bank of Canada	Low Lift Station	4.30% 3.25%* changed to 3.53% in 2018	May-19	Paid by Greenfield Ethanol	113,249	0	0	0	0
6	Royal Bank of Canada	JRDR Drain		May-23	Paid by Benefiting Owners	65,249	61,820	58,361	54,871	51,351
7	Tile Drain Loans	Farm Tile Drains	6.00%	various	Paid by Benefiting Farmer	40,269	40,269	40,269	33,324	33,324
8	Infrastructure Ontario	EMS Station	2.91%	Jul-36		739,158	723,390	723,390	707,393	707,393
Supported Debt Total					957,925	825,480	822,020	795,588	792,068	78,378
Grand Total					6,263,153	6,097,851	6,016,677	5,863,885	5,802,513	444,242

Prepared by:
Melanie Stubbs
Treasurer

Township of Edwardsburgh/Cardinal
Capital Project Status Report
As of December 31, 2019

Project		Tender No.	Closing	Value of	Awarded To	Status of Project	YTD expense	2019 budget
Administration								
Cardinal Signage	RFP		22-Aug-17	\$50,000.00	Gordon Signs	complete	\$24,622.32	\$30,459.00
Fire Department								
Station # 2 drawings & cost estimates						WIP to 2020- awarded to Colbourne & Kembel, Architects Inc. to be completed Q1 of 2020	\$0.00	\$15,000.00
Replace Hydraulic Spreader	quote				Code 4 Fire Rescue	complete	\$16,785.31	\$17,900.00
Public Works								
Pick up Truck					Riverside Pontiac	purchased instead of finance	\$36,760.21	\$4,860.00
Tandem Axle Snow Plow Truck	tender	EC-PW-19-03	19-Mar-19	\$241,750.00	Tallman Truck Centre	delivered November	\$254,052.07	\$250,000.00
Buy-out Excavator	in house				Volvo Financial	final payment September 18th	\$101,047.68	\$99,000.00
Dust Suppressant	tender	EC-PW-19-01	12-Mar-19	\$49,900.00	Da-Lee Dust	complete	\$39,734.96	\$47,000.00
Gravel Tender	tender	EC-PW-19-02	12-Mar-19	\$89,850.00	G Tackaberry & Sons	complete	\$55,650.73	\$87,000.00
Galop Canal North bridge railings	tender	EC-PW-19-06	2-Apr-19	\$95,783.69	DW Building Restoration	complete	\$110,956.40	\$120,000.00
Walker Street	tender	EC-PW-18-03	15-May-18	\$1,087,943.00	Cornwall Gravel	complete	\$135,175.02	\$144,782.00
Weir Road	tender	EC-PW-19-04	19-Mar-19	\$117,810.00	Coco Paving	complete	\$287,774.57	\$287,000.00
Pittston Road	tender	EC-PW-19-05	19-Mar-19	\$776,749.00	Coco Paving	complete	\$718,398.69	\$649,000.00
Replacement of Sidwalks	tender	EC-PW-19-09	6-Aug-19	\$29,263.00	KE Bush Construction	complete	\$29,985.62	\$40,000.00
Storm Management								
Smith Road Culvert					in house & sub-contractors	complete	\$148,772.22	\$200,000.00
Recreation								
Cardinal Fishing Dock	quote					complete	\$13,490.10	\$10,000.00
Cardinal Pool Stairs	quote			\$14,000.00	Carefree Pools	complete	\$14,634.55	\$17,000.00
Spencerville Arena Chiller	quote			\$99,000.00	Cimcoe Refirgeration	complete	\$109,632.02	\$110,000.00
Spencerville Arena Lighting	quote				Coville Electric	complete	\$19,700.00	\$20,000.00
Cardinal Arena Floor Scrubber	quote					complete	\$6,374.44	\$7,000.00
Cardinal Wastewater								
Adelaide St Pump Station dry well	RFQ				Eastern Welding	complete	\$54,007.35	\$50,685.00
Marjorie Street Relining	tender	EC-ES-19-02	30-Jul-19	\$36,878.00	Clean Water Works	complete	\$33,774.35	\$82,000.00
Cardinal Water								
Berm at Water Treatment Plant	tender	EC-ES-19-01	18-Jun-19	\$47,679.10	Robert Nash	complete	\$52,546.20	\$75,000.00
Water Tower Diffuser	quote			\$18,500.00	Landmark Municipal Services	complete	\$22,543.92	\$30,000.00
Economic Developmnt								
Mainstreet Revitalization projects	RFQ		19-Jul-18		Gordon Signs- signage only	complete	\$30,709.47	\$30,200.00
OP Review	RFP	EC-AD-18-01	10-Apr-18		Novatech	complete	\$15,379.08	\$11,832.18
Service Delivery Review	RFP	ADM-2019-01	6-Aug-19	\$61,421.00	WSCS Consulting	final report approved by council Jan 27	\$58,473.06	\$68,750.00

Township of Edwardsburgh/Cardinal
RESERVE and RESERVE FUNDS
 2019 YTD ACTUALS
 as of December 31, 2019

Last Update: 5-Feb-20					2019	2019	2019	
		Balance	Year End	Balance	Transfers	YTD	Transfers	Balance
		12/31/2018	Adjustments	1/1/2019	In	Interest	Out	12/31/2019
EARMARKED RESERVES								
01-3511	Administration	94,181.06	1,443.67	95,624.73	54,000.00			149,624.73
01-3512	Tax Write Offs	130,000.00		130,000.00				130,000.00
01-3513	Election Reserve	0.00		-	7,100.00			7,100.00
01-3514	Fire Department - Vehicles	246,680.48	17,751.47	264,431.95	120,000.00			384,431.95
01-3515	Fire Department - Buildings	33,000.00		33,000.00	20,000.00			53,000.00
01-3516	Fire Department - Equipment	55,208.34		55,208.34	30,000.00			85,208.34
01-3517	Policing Costs	118,715.00		118,715.00			(8,000.00)	110,715.00
01-3518	Cemeteries	14,000.00		14,000.00	3,500.00			17,500.00
01-3519	Building Dept Reserve	(2,060.34)	-	(2,060.34)			(4,498.12)	(6,558.46)
01-3520	Public Works	403,621.65	116,264.12	519,885.77	88,450.00		(248,175.02)	360,160.75
01-3521	Winter Control	90,000.00		90,000.00				90,000.00
01-3522	Environmental Services - Low Lift	49,423.64	11,963.55	61,387.19				61,387.19
01-3525	Environmental Services - Storm Sewers	46,028.93	8,470.79	54,499.72	15,000.00			69,499.72
01-3526	Landfill Closure Reserve	85,000.00	6,000.00	91,000.00				91,000.00
01-3527	Recreation	127,958.07	10,342.26	138,300.33	25,000.00			163,300.33
01-3528	Planning Reserve	11,832.18	-	11,832.18			(11,832.18)	-
		1,503,589.01	172,235.86	1,675,824.87	363,050.00	-	(272,505.32)	1,766,369.55
01-3540	Working Funds	750,000.00		750,000.00				750,000.00
	Total Reserves	2,253,589.01	172,235.86	2,425,824.87	363,050.00	-	(272,505.32)	2,516,369.55
					2019	2019	2019	
		Balance	Year End	Balance	Transfers	YTD	Transfers	Balance
		12/31/2018	Adjustments	1/1/2019	In	Interest	Out	12/31/2019
RESERVE FUNDS								
98-3816	Industrial Park Investment- HISA account	2,068,268.46		2,068,268.46		50,492.85		2,118,761.31
98-3813	Industrial Park Land	412,796.20		412,796.20	100,000.00	12,521.92		525,318.12
98-3814	Raw Water Supply System	351,299.31	20,000.00	371,299.31	20,000.00	10,345.00		401,644.31
98-3803	Industrial Park Wastewater	19,846.00	2,351.51	22,197.51		618.45		22,815.98
98-3804	Industrial Park Water	80,721.48	3,035.29	83,756.77		2,383.12		86,139.89
98-3805	Johnstown Water Wells	20,205.04	-	20,205.04	5,000.00	613.99		25,819.03
98-3812	Gas Tax Grant	43,701.48	-	43,701.48	440,953.84	4,321.75	(441,650.00)	47,327.07
98-3807	Cardinal Hydro	112,172.47	-	112,172.47	19,077.03	3,273.92	(14,634.55)	119,888.88
98-3806	Spencerville Wastewater	246,955.69	43,150.54	290,106.23		8,082.82		298,189.05
98-3808	Cardinal Wastewater	204,177.20	27,282.92	231,460.12		6,495.72		237,955.83
98-3811	Cardinal Water	555,989.48	(57,358.00)	498,631.48		13,939.54		512,570.99
98-3817	Ontario Modernization Fund				584,335.00	9,419.27	(66,973.06)	526,781.21
98-3818	OCIF Formula Based Fund				188,754.00	1,383.14		190,137.14
	Total Reserve Funds	4,116,132.81	38,462.26	4,154,595.07	1,358,119.87	123,891.49	(523,257.61)	5,113,348.81
GRAND TOTAL		6,369,721.82	210,698.12	6,580,419.94	1,721,169.87	123,891.49	(795,762.93)	7,629,718.36



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Administration and Finance
Date: February 10, 2020
Department: Treasury
Topic: Budget Variance Report as of December 31, 2019

Background: The attached report is a summary of revenue and expenses for the period ending December 31 2019 as of February 4, 2020. The first numeric column is the 2018 Actual that can be used at a glance for year over year comparison with the 2019 Actual. The fourth numeric column identifies any surplus or deficit variance between the 2019 Approved Budget and the 2019 Actual.

The overall pre-audit 2019 surplus/deficit is currently at \$218,830.45 or 2.15% over 2019 budget. This deficit is a result of operating expenses over by \$205,338.09 or 2.65% and capital expenses over by \$13,551.22 or 0.67%. The overall revenues are close to budget with an increase of \$58.86 over 2019 budget.

The following variances are highlighted for Committee's information:

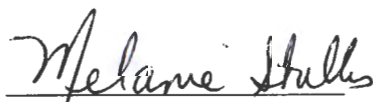
Revenues:

Department	Description	2019 Budget	2019 YTD Actual	Notes
Taxes	Penalty on Taxes	\$155,000.00	\$102,087.58	Lower due to increased collections of tax arrears
Bylaw	Fine Revenue	\$1,000.00	\$4,004.00	Increase in POA fines
Administration	A/R Interest Revenue	\$5,000.00	\$14,311.30	Interest charges related to 730 Holdings account
	Bank Interest	\$40,000.00	\$71,225.90	Increased due to collection of tax arrears
Fire Department	Fire Calls	\$15,000.00	\$28,996.61	Increase in MTO claim revenue

Ec.Development	WIP Unspent Funding	\$53,700.00	\$36,700.00	CIP grant funds not utilized
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Expenses:

Department	Description	2019 Budget	2019 YTD Actual	Notes	Percentage Variance
Public Works	Truck repairs	\$258,059.00	\$338,132.06	License fees paid at the beginning of the year & increase in repairs	(31.03%)
	Fuel	\$80,000.00	\$85,104.39	Price increase and increase in plowing	(6.38%)
	Loose top Maintenance	\$161,000.00	\$150,408.88	Only spot repairs anticipated later in the year	6.58%
	Winter Control	\$263,686.00	\$366,790.66	Increase in winter events, high volume of sand & salt used	(39.1%)
Overall department percentage of budget variance					(12.97%)
Curbside Waste & Recycling	Contract Collection-Roadside	\$313,200.00	\$352,121.46	Staff is reviewing contract and confirming invoicing	(12.4%)
Overall department percentage of budget variance					(13.12%)
Recreation Administration	Vehicle Repairs	\$6,000.00	\$7,287.04	Unanticipated repairs due to breakdowns	(21.45%)
Cardinal Pool	Supplies & Repairs	\$5,500.00	\$23,901.37	Unanticipated repairs to pool pump	(334.57%)
Cardinal Arena	Bldg Repairs	\$20,000.00	\$34,520.57	Boiler repair, additional repairs due to increase use	(72.6%)
	Refrigeration repairs	\$8,000.00	\$13,968.83	Repair to condenser and safety valves	(74.6%)
Overall department percentage of budget variance					(2.15%)


Treasurer

TOWNSHIP OF EDWARDSBURGH/CARDINAL
YTD Budget Variance Report
As of December 31, 2019

	2018 YTD Actual	2019 Budget	2019 YTD Actual	Variance to 2019 Budget	% remainin
REVENUES					
Taxation and Payments-In-Lieu					
Taxation Revenue	5,391,858.43	5,651,198.00	5,644,774.11	(6,423.89)	0.11-
Grant in Lieu	356,635.93	335,667.00	285,419.91	(50,247.09)	14.97-
Ontario Municipal Partnership Fund	851,400.00	850,500.00	850,500.00		
Port of Johnstown	758,340.00	758,340.00	758,340.00		
Total Taxation and Payments-In-Lieu:	7,358,234.36	7,595,705.00	7,539,034.02	(56,670.98)	0.75-
Department Revenues					
Administration	519,385.12	291,601.00	378,982.89	87,381.89	29.97
Fire Department	54,239.55	20,000.00	55,625.61	35,625.61	178.13
Police Services	10,000.00	8,000.00	8,000.00		
Cemetries	51.92	100.00	59.57	(40.43)	40.43-
Protective Services	4,815.00	6,200.00	4,520.00	(1,680.00)	27.10-
Building	115,910.03	119,810.00	108,863.12	(10,946.88)	9.14-
By-Law Enforcement	375.00	11,500.00	19,587.50	8,087.50	70.33
Public Works	29,978.23	29,400.00	40,197.81	10,797.81	36.73
Johnstown Water Wells	3,458.00	9,000.00		(9,000.00)	100.00-
Waste Disposal & Transfer Site	15,775.10	13,000.00	16,650.66	3,650.66	28.08
Curbside Waste & Recycling	297,042.96	330,103.00	314,629.36	(15,473.64)	4.69-
Parks & Recreation					
Recreation Adminsitration	38,785.00	15,590.00	15,795.42	205.42	1.32
Parks	845.80				
Ball Diamonds	1,040.00	1,100.00	1,360.00	260.00	23.64
Cardinal Pool	6,730.00	7,000.00	6,845.00	(155.00)	2.21-
Johnstown Pool/ Summer Day Camp	28,033.47	28,000.00	29,262.99	1,262.99	4.51
Cardinal Arena	443,240.53	440,000.00	441,486.43	1,486.43	0.34
Spencerville Arena	233,457.18	240,000.00	238,552.67	(1,447.33)	0.60-
Canteen	97,364.91	95,000.00	92,624.98	(2,375.02)	2.50-
South Centre	4,756.00	4,000.00	2,933.00	(1,067.00)	26.68-
Sub-total Parks & Recreation:	854,252.89	830,690.00	828,860.49	(1,829.51)	0.22-

Report Date
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TOWNSHIP OF EDWARDSBURGH/CARDINAL
YTD Budget Variance Report
As of December 31, 2019

Page 2

	2018 YTD Actual	2019 Budget	2019 YTD Actual	Variance to 2019 Budget	% remainin
Planning	42,042.82	19,332.00	21,934.18	2,602.18	13.46
Economic Development	254,988.32	53,700.00	36,700.00	(17,000.00)	31.66-
Agricultural Drainage	3,077.90	5,000.00	2,363.76	(2,636.24)	52.72-
Total Department Revenues:	2,205,392.84	1,747,436.00	1,836,974.95	89,538.95	5.12
Capital Revenues					
Administration		30,459.00	24,622.32	(5,836.68)	19.16-
Fire Department		15,000.00		(15,000.00)	100.00-
Public Works	557,809.60	748,432.00	738,825.02	(9,606.98)	1.28-
Storm Water Management	301,199.56				
Recreation	13,108.81	27,000.00	24,634.55	(2,365.45)	8.76-
Total Capital Revenues:	872,117.97	820,891.00	788,081.89	(32,809.11)	4.00-
TOTAL REVENUES:	10,435,745.17	10,164,032.00	10,164,090.86	58.86	0.00

TOWNSHIP OF EDWARDSBURGH/CARDINAL
YTD Budget Variance Report
As of December 31, 2019

	2018 YTD Actual	2019 Budget	2019 YTD Actual	Variance to 2019 Budget	% remainin
OPERATING & CAPITAL EXPENSES					
Department Operating Expenses					
Council	89,855.96	105,300.00	99,321.66	5,978.34	5.68
Adminsitration	1,322,515.40	1,122,471.00	1,183,884.71	(61,413.71)	5.47-
Fire Department	533,585.58	531,274.00	541,708.27	(10,434.27)	1.96-
Police Services	1,163,806.47	1,168,745.00	1,156,976.93	11,768.07	1.01
Conservation Authority	45,441.00	46,872.00	46,871.00	1.00	
Cemeteries	5,830.31	5,000.00	4,339.52	660.48	13.21
Protective Services	19,901.61	22,620.00	20,328.12	2,291.88	10.13
Building	115,910.03	119,810.00	108,863.12	10,946.88	9.14
Bylaw Enforcement	40,993.12	52,300.00	22,325.36	29,974.64	57.31
Public Works					
Overhead Expenses	551,224.86	578,390.00	632,734.89	(54,344.89)	9.40-
Vehicle Expenses	389,662.56	258,059.00	338,132.06	(80,073.06)	31.03-
Shop Expenses & Fuel	146,456.62	132,500.00	138,241.63	(5,741.63)	4.33-
Bridges & Culverts	58,046.25	56,200.00	85,092.35	(28,892.35)	51.41-
Safety Devices	38,158.28	37,500.00	45,798.32	(8,298.32)	22.13-
Roadside Maintenance	96,310.68	92,000.00	77,434.49	14,565.51	15.83
Hardtop Maintenance	111,149.76	108,500.00	85,538.42	22,961.58	21.16
Loosetop Maintenance	153,876.63	161,000.00	150,408.88	10,591.12	6.58
Winter Control	265,374.61	263,686.00	366,790.66	(103,104.66)	39.10-
Street Lighting	71,841.02	76,450.00	72,983.58	3,466.42	4.53
Sub-total Public Works:	1,882,101.27	1,764,285.00	1,993,155.28	(228,870.28)	12.97-
Johnstown Water Wells	10,393.20	16,500.00	7,511.59	8,988.41	54.48
Storm Sewer System	80,033.50	127,720.00	81,570.52	46,149.48	36.13
Waste Disposal & Transfer Site	125,501.71	136,810.00	130,018.29	6,791.71	4.96
Curbside Waste & Recycling	373,143.60	356,700.00	403,508.46	(46,808.46)	13.12-
Parks & Recreation					
Recreation Administration	194,778.70	174,230.00	179,372.20	(5,142.20)	2.95-
Parks	180,960.78	198,825.00	182,413.31	16,411.69	8.25
Ball Diamonds	5,220.91	6,650.00	7,043.09	(393.09)	5.91-
Cardinal Pool	61,653.81	72,430.00	86,555.37	(14,125.37)	19.50-

TOWNSHIP OF EDWARDSBURGH/CARDINAL
YTD Budget Variance Report
As of December 31, 2019

	2018 YTD Actual	2019 Budget	2019 YTD Actual	Variance to 2019 Budget	% remainin
Johnstown Pool/Day Camps	85,005.87	91,555.00	83,035.83	8,519.17	9.30
Cardinal Arena	797,791.17	803,328.00	832,280.79	(28,952.79)	3.60-
Spencerville Arena	331,295.12	321,390.00	339,956.54	(18,566.54)	5.78-
Canteen	107,753.68	104,565.00	102,906.09	1,658.91	1.59
South Centre	21,967.83	20,350.00	18,383.29	1,966.71	9.66
Sub-total Parks & Recreation:	1,786,427.87	1,793,323.00	1,831,946.51	(38,623.51)	2.15-
Libraries	132,981.04	148,950.00	140,601.09	8,348.91	5.61
Planning	57,553.38	50,442.00	46,488.69	3,953.31	7.84
Economic Development	384,636.01	130,700.00	106,277.49	24,422.51	18.69
Agricultural Drainage	36,307.71	39,600.00	19,063.48	20,536.52	51.86
Total Department Operating Expenses:	8,206,918.77	7,739,422.00	7,944,760.09	(205,338.09)	2.65-
Transfers to Reserves					
Administration		50,000.00	50,000.00		
Fire Department	88,751.47	170,000.00	170,000.00		
Public Works	280,312.12	150,000.00	150,000.00		
Storm Water Management	23,470.79	15,000.00	15,000.00		
Recreation Department	35,342.26	25,000.00	25,000.00		
Total Transfers to Reserves:	427,876.64	410,000.00	410,000.00	0.00	0.00
Capital Expenses					
Administration	63,992.52	30,459.00	24,622.32	5,836.68	19.16
Fire Department	30,311.57	32,900.00	16,785.31	16,114.69	48.98
Public Works	1,274,650.07	1,587,251.00	1,674,150.26	(86,899.26)	5.47-
Storm Water Management	353,206.72	200,000.00	148,772.22	51,227.78	25.61
Recreation	78,788.88	164,000.00	163,831.11	168.89	0.10
Total Capital Expenses:	1,800,949.76	2,014,610.00	2,028,161.22	(13,551.22)	0.67-
Total OPERATING & CAPITAL EXPENSES:	10,435,745.17	10,164,032.00	10,382,921.31	(218,889.31)	2.15-
SURPLUS (DEFICIT)	0.00	0.00	(218,830.45)	(218,830.45)	0.00

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**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Administration & Finance
Date: February 10, 2020
Department: Treasury
Topic: 2019 Statement of Remuneration and Expenses

Background:

Section 284 of the Municipal Act requires the Treasurer to provide council, prior to March 31 each year, with a statement on remuneration and expenses paid in the previous year to each member of council and each person appointed by the municipality to serve as a member of any body, including a local board.

The statement for 2019 is attached.

A handwritten signature in cursive script, reading 'Melanie Stubbs', written over a horizontal line.

Treasurer

Township of Edwardsburgh/Cardinal								
Council Remuneration and Expenses								
last updated as of December 31,2019								
								Municipal Act Sec 284
COUNCIL	Council Honourarium	Special Meetings Allowance	Conferences & Conventions	Mileage & Other Expenses	Professional Development	Committee Meetings By-Law 2018-76	Port of Johntown By-Law 2017-02	Total
P. Sayeau	15,000.00	660.00	102.53	2,219.91	30.00	0.00	2,870.76	20,883.20
T Deschamps	12,000.00	660.00	0.00	0.00	71.89	0.00	2,200.00	14,931.89
H Cameron	10,000.00	660.00	4,803.75	1,765.20	98.91	0.00	2,200.00	19,527.86
J Hunter	10,000.00	660.00	867.03	208.54	68.91	0.00	2,400.00	14,204.48
S Dillabough	10,000.00	660.00	1,796.74	1,158.56	30.00	0.00	2,400.00	16,045.30
TOTALS	57,000.00	3,300.00	7,570.05	5,352.21	299.71	0.00	12,070.76	85,592.73
COMMITTEES								
C Cleary						270.00		270.00
G Modler						180.00		180.00
C Oatway						180.00		180.00
S Brown						240.00		240.00
J Bush						30.00		30.00
M Packwood						330.00		330.00
D Robertson						390.00		390.00
J Bradley						390.00		390.00
R Crawford						60.00		60.00
C Ward						270.00		270.00
J Hendriks							2,200.00	2,200.00
F MacAuley							2,200.00	2,200.00
TOTALS						2,340.00	4,400.00	6,740.00
RIDEAU ST. LAWRENCE BOARD								
D Gibson	8,250.00							8,250.00
Grand Totals	65,250.00	3,300.00	7,570.05	5,352.21	299.71	10,590.00	16,470.76	100,582.73



TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM

Committee: Administration and Finance
Date: February 10, 2020
Department: Treasury
Topic: Tax Arrears as of December 31, 2019

Background: This report is provided to Committee to demonstrate the progress made during 2019 on collections.

See attached printout of taxes receivable as of December 31, 2019 which shows that the current balance of tax receivable is \$560,882.49 compared to the balance at the end of 2018 which was \$720,202.19. The Tax Sale Property amount of \$53,071.64 in the total tax receivable is the costs associated with three tax sale properties held for resale. This amount will be collected from the proceeds of sale when the lands are declared surplus and sold.

The reduction of tax receivable decreases the total penalty and interest revenue realized but is slightly offset with an increase in banking interest revenue.

Staff mails out letters annually in September advising property owners that the tax account will be eligible for tax registration if the arrears are not cleared by the end of the year. As of December 31, 2019 a total of 64 properties had a balance of tax arrears over 2 years. This number is down from 93 properties at the end of 2018.

The following is the action taken with these outstanding accounts:

Action Taken	Number of accounts
Set up monthly payment plans during 2019	39
Sent collection letter on January 14 th 2020	18
Sent accounts to RealTax in 2019 & 2020	7
Total properties with tax arrears over 2 years	64


Treasurer

Report Date
2/04/2020 10:24 AM

Township of Edwardsburgh/Cardinal
Taxes Receivable
For the Period Ending December 31, 2019

Page 1

	Prior Year Balance	Current Balance
Taxes Receivable		
Current Taxes Receivable	441,888.99	358,865.26
1yr Taxes Receivable	145,801.81	97,977.57
2 yr Taxes Receivable	34,900.70	13,960.98
3yr Taxes Receivable	20,034.13	1,806.46
Prior Taxes Receivable	20,423.73	4,240.60
Tax Sale Property	7,693.87	53,071.64
Penalty & Interest Receivable	49,458.96	30,959.98
Total Taxes Receivable:	720,202.19	560,882.49



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Administration & Finance
Date: February 10, 2020
Department: Administration
Topic: Service Delivery Review Update

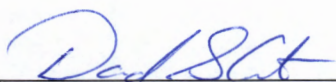
Background: The final report has now been received and will be coming to Council on February 24th for receipt. There are five areas in progress that we anticipate will be completed in the next few months. The first is the additional financial applications through Munisoft before you tonight.

The second is the e-scribe agenda software package which is in phase one of a four phase program rollout. The second phase involves expanded administrative training followed by report writer training and then council training. The objective is to have the system in full operation by June of this year.

The third area is building permit software. The (3) three municipalities have now viewed (3) building software systems (CityWide, CGIS and Evolta) and a meeting is scheduled this week to determine if the municipalities can agree to move forward with the same system. Our preference would be to add the Citywide module versus an additional software system. We will prepare a report with costings and a recommendation for the next Administration and Finance meeting.

The fourth area is the fleet management system. We are in the process of transferring our paper-based system to our current Citywide software. Additional staff training will be required and Citywide will be contacted to provide a cost for the training.

The fifth area is a fuel management system. Staff is awaiting pricing and timeline for installation. We will also be working with Citywide to determine a process of feeding this information into their system. The plan is to have a cost and recommendation for the Public Works, Environmental Services and Facilities meeting on the 18th of February.



 CAO



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Administration and Finance

Date: February 10, 2020

Department: Treasury

Topic: Additional Financial Applications

Purpose: To seek Council's approval to purchase additional financial applications as recommended by the service delivery review and as part of the modernization initiative and to fund these purchases with modernization grant funding.

Background: The service delivery review recommended that the township increase its IT in order to provide improve service levels to the taxpayers and increase productivity.

Staff had previously brought a report to committee over a year ago with respect to e-billing of tax notices. A list of taxpayers has been compiled over the past year which indicates that approximately 366 or 9% of the total tax accounts would be interested in receiving their tax bills by email. Staff provided a report to committee in June 2019 that indicated that approximately 40% of the payments the township receives for taxes are made electronically through pre-authorized, online banking payments and mortgage company payments.

Once the e-notice application is purchased there will be a period of time that will be required to implement the software and on-going maintenance of the data base will be required. A separate email address will need to be setup to send the e-notices and that would result in a minor increase in the IT services contract costs of approximately \$60 per year. It has been confirmed that there are no additional costs to send the e-notices.

Staff recommends that a consent form be used to outline expectations, options and responsibilities between the township and taxpayers before setting anybody up for this billing option.

The SDR also recommended purchasing a reporting module that would allow for more robust reporting of the financial data held in MuniSoft. There are two options that could fulfill this recommendation. Munisoft offers a Custom Report Library module that will

allow staff access to specialized reports from a basic library of reports and to create specialized reports or export data for further analysis and customized reporting.

Public Sector Digest offers an application called CityWide Budgeting Suite which is much more robust than the Munisoft module. The CityWide module is an enterprise budgeting solution that provides tools to develop single or multi-year operating and capital budget plans as well as input into the financial information return (FIR) and preparation of annual financial statements and variance reports.

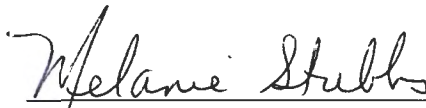
Policy Implications: Council resolution 2019-133 made on April 22, 2019 set up a reserve fund for the modernization funding and states “that funds be removed from this reserve fund only by resolution of Council in payment of invoices directed to these purposes”.

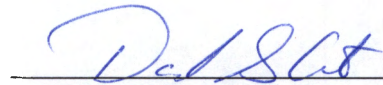
Financial Considerations: Munisoft is offering a 35th anniversary loyalty pricing of 25% discount off the purchase of their applications. There are two applications that staff recommends to purchase at this time- Tax e-notices and custom report library.

The combined cost of these two applications from MuniSoft is \$1,723.00 with annual software support fees of \$345.00. These initial costs can be funded by the modernization fund and then the annual support fees will be included in future operational budgets.

Alternative option: Purchase the e-notice module from MuniSoft for \$1,124.00 + HST and annual support fees of \$225.00 and the CityWide Budgeting Suite from PSD which costs \$50,000.00 + HST and an annual support fee of \$6,000.00. These initial costs can be funded by the modernization fund and then the annual support fees will be included in future operational budgets.

Recommendation: That Council authorize the purchase the tax e-notice and Custom Report Library applications from Munisoft and fund the purchase with modernization funds.


Treasurer


CAO

7h



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole
Administration and Finance

Date: February 10, 2020

Department: Economic Development

Topic: Job Site Challenge Application

Purpose: To recommend engaging the Township's planner of record to assist with the application under the Job Site Challenge.

Background: Council has been discussing nominating the Provincial Land Bank properties, known as the "Cedar Grove Road Site" to the Ontario Job Site Challenge since the program was announced in February of 2019.

The window for applications is open from now until March 31, 2020.

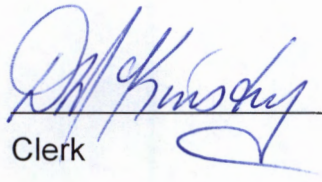
With the significant staffing changes that have taken place over the past three months, it does not appear that there are internal resources available to develop and submit a fulsome application.

Township staff and the Mayor met with the Township's planner of record, Mr. Steve Pentz from Novatech and Mr. Lee Sheets who is an engineer with that firm, on January 23, 2020 and explained the proposal as well as the Township's concept and intended response.

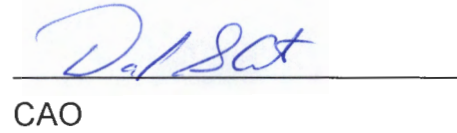
Mr. Pentz and Mr. Sheets have now reviewed the Job Site Challenge RFS and provided the attached proposal to take a lead in preparing the proposal in response to the RFS.

Financial Impact: The consulting firm has estimated \$25,000 plus HST for the project. While the subject lands are not within the Edwardsburgh Industrial Park, if the application is successful it may lead to a significant industrial development within the Township. Therefore, it is reasonable to utilize the Industrial Park Land Reserve as a source for funding this proposal. The current balance in the Industrial Park Land reserve as of December 31, 2019 is \$525,318.12.

Recommendation: That Committee recommends that Council authorizes staff to engage Novatech to take the lead in preparing the Township's submission to the Job Site Challenge in accordance with their proposal dated January 31, 2020, and further directs that the cost of the project be covered from the Industrial Park Land Reserve Fund.



Clerk



CAO

January 31, 2020

BY EMAIL

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

Dear Ms. McKinstry:

**Reference: Novatech Fee Proposal
Job Site Challenge Lands Request for Submission**

We understand that the Township intends to submit a proposal to the Province in relation to the “Job Site Challenge Request for Submission (RFS)”, dated October 2019. It is understood that the Township’s proposal will promote the Cedar Grove Site, which lies northwest of the Highway 401/Highway 416 interchange and is comprised of approximately 2863 acres of land owned by the Province as part of the Edwardsburgh Cardinal land bank assembled by the Province in the 1970s. It is noted that a portion of the site is understood to be privately owned. No services exist at the site, although the site does have access to public roads under the jurisdiction of the Township.

It is understood that the Township has requested Novatech to take a lead role in preparing the proposal in response to the RFS. Our review of the RFS reveals that the submission is due no later than March 31, and at a minimum, must include completion of “Appendix A: Indemnity, Release and Acknowledgement”, and “Appendix B: Response Summary Table”. The Response Summary Table includes a list of thirteen (13) site eligibility criteria that will be reviewed by an internationally recognized site selector.

Completion of the Table could be fairly straightforward, however, we note that there are likely to be various other sites in the Province that offer considerable strength in addressing the 13 site eligibility criteria. Indeed, while the location and size of the site presents considerable strength in terms of meeting the site selection criteria, our preliminary review and assessment has identified a number of constraints that would require some level of analysis and mitigation in order to favourably present the site’s overall strength as a candidate for selection by the evaluator. Accordingly, it is our view that in order to develop a strong proposal in response to the RFS, completion of the Summary Table will require considerable effort in fully addressing each of the criteria. It is recommended that the Township’s submission include a Proposal Summary to highlight any additional information to support the Township’s offering. Novatech will work with Township staff in assembling a professional submission.

In completing each response, the proposal would highlight strengths, and where necessary, provide detailed mitigation and/or approaches that would need to be employed to favourably address the stated criteria. Some of these criteria, as outlined below, may involve considerable review and technical assessment, in order to demonstrate a high overall scoring of the criteria. Some of the criteria will require collaboration with Township staff in developing suitable responses.

1. Site Size and Configuration - The land area of the Cedar Grove Site is impressive and far exceeds the minimum desired land area requirements. The proposal will highlight the considerable potential associated with the holdings. While fragmented to some extent by private

ownership and site topography, we will undertake to position the large tract as having significant potential to locate large scale industrial uses.

2. Location and Transportation - It is considered that the Cedar Grove Site is well situated to score highly with respect to locational criteria and access to transportation networks. In particular, the proposal will focus on its highly desirable location in relation to the 400-series highways, the Johnstown Port, CN rail corridor and bridge to the USA. The proposal will also highlight the benefits associated with leveraging an abandoned railway that potentially could provide a spur line access to the site. Novatech traffic and transportation engineering staff may be called upon to assist in reviewing and positioning the strength of the site with respect to transportation-related considerations.
3. Utilities and Servicing - Novatech will review and highlight the proximity and applicability of the available gas, fibre, hydro, water and sewer services in the area. Discussions with the local utility companies will need to be coordinated through the Township in order to facilitate timely discussions.
4. Site Condition and Previous Land Uses - Our preliminary review indicates that while the Cedar Grove Site lands are devoid of provincially significant wetlands, much of the site is constrained by the presence of wetland areas and potentially other natural heritage considerations and constraints. Our analysis will include a desktop screening analysis to highlight areas that present opportunities for development.
5. Surrounding Property Uses - It is recognized that the desired 1,000 metre separation from residential uses will be almost impossible to achieve. Similar to Criteria #4, our analysis will review existing development around the site with a view towards identifying areas that could provide the greatest separation from existing land uses.
6. Automotive and/or Advanced Manufacturing Footprint - Novatech will research and document the site's proximity to other established clusters.
7. Talent and Training - The proposal will provide an overview of relevant demographics and highlight the proximity to post-secondary institutions including Queen's University, University of Ottawa, Carleton University, Algonquin College and St. Lawrence College campuses, all within 2 hours of the site as being an important locational consideration.
8. Ownership and Title - The land area of the Cedar Grove Site is in large part under Provincial ownership, with the exception of a few privately-owned parcels. Novatech will consider development potential over the entire site, with priority given to lands within the Provincial land bank. The constraints analysis will identify areas that could support large-scale uses, and if necessary, opportunities to assemble additional lands to create larger contiguous areas will be outlined.
9. Policy and Regulatory Framework - In the context of the United Counties of Leeds & Grenville Official Plan, the subject lands do not currently have an appropriate land use designation to accommodate the nature and scale of employment use contemplated by the Province under this RFS. Accordingly, Official Plan amendments are required to the UCLG Official Plan and to recently-approved Township Official Plan. A zoning by-law amendment would also be required.

Discussions with the County will be necessary to identify and collaborate on facilitating timely amendment approvals.

10. Government Approvals - The proposal will outline the various government approvals that would be required. On the basis of constraints identified (e.g. environmental, servicing and infrastructure), timelines will be estimated for obtaining all anticipated government approvals.
11. Engagement with Indigenous Communities - As set out in the RFS, consultation with Indigenous communities may be desirable. Novatech could assist with this initiative.
12. Incentives - Novatech will work with the Township and County to identify economic, social and environmental incentives to attract investment.
13. Community Benefits - Novatech will work with the Township and County to identify potential community benefits.

Estimated Fees

On the basis of the foregoing, our estimated time-based fee for taking a lead role in the preparation of the proposal is approximately **\$25,000**, exclusive of minor expenses and the HST.

Current billing rates for select staff are as follows:

• Lee Sheets, CET, Director,	\$194
• Steve Pentz MCIP RPP, Senior Project Manager	\$156
• Jordan Jackson, Planner	\$97
• Ryan Brault, EIT, Engineering Intern	\$96
• Wendy Sloss, Senior Design Technologist	\$124
• Melissa Dumas, Administration	\$68

We look forward to working with the Township on assembling a detailed response to the Province's Job Site Challenge RFS. Please let us know if you have any questions.

Yours truly,

NOVATECH



Steve Pentz MCIP, RPP
Senior Project Manager

TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM

Committee: Committee of the Whole- Admin & Finance

Date: February 10, 2020

Department: Administration

Topic: Council Expense Reimbursement Policy

Purpose: To revise Schedule A of Bylaw 2019-63 with respect to the Council Expense Reimbursement policy.

Background: Staff was directed at the January 13 Committee of the Whole meeting to bring forward Schedule A (Council Expense Reimbursement) of Bylaw 2019-63 to make amendments and incorporate clauses to incorporate a cellphone allowance for council

The following changes/additions have been incorporated to further clarify the policy:

- Clarified eligible expenses under expense account
- Included options with respect to electronic mobile/tablet/laptop device purchase
- Provisions incorporated for Township issued cellphones
- Provisions incorporated for a cellphone allowance

Staff consulted with the United Counties of Leeds and Grenville and determined that UCLG contributes to the purchase of an electronic device (up to \$400) with the lower-tier municipality which provides an electronic device to its Head of Council.

Policy Implications: An amended policy will need to be adopted by bylaw.


Financial Implications: The current total expense accounts for council is \$19,500.00 and is included in the draft 2020 budget. Any increase in this allotment will have a direct impact on the 2020 budget.

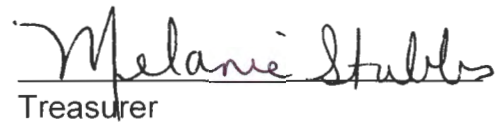
A staff report on the October 15 indicated that providing an electronic/mobile device is expected to add \$5,000 to the budget once in each term of Council. The 2020 draft budget includes \$5,000.00 for electronic devices,

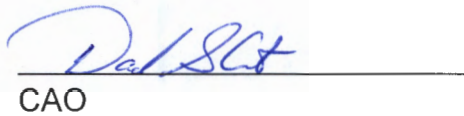
For compliance with CRA regarding personal use of employer supplied cell phones, a taxable benefit of \$10 will be added to each Member of Council's monthly pay and included on their T4. If a Member of Council wishes to use their own personal cell phone then a cell phone allowance of \$30.00 per month may be provided to

compensate for the use of personal cell phones for Township business in lieu of the Council member having a Township issued cell phone. CRA benefit and allowance rules indicates that "an allowance for a cellular phone must be included as income. See attached CRA guideline.

Recommendation: That Committee recommends that Council adopt the revised Schedule A – Council Expense Reimbursement Policy for Bylaw 2019-63, as attached.


Deputy Clerk


Treasurer


CAO



[Home](#) > [Canada Revenue Agency](#) > [Payroll](#) > [Benefits and allowances](#)

Cellular phone and Internet services

If you provide your employee with a cell phone (or other handheld communication device) that you own, to help carry out their employment duties, the fair market value (FMV) of the cell phone or device is not a taxable benefit.

However, if you reimburse your employee for the cost of their own cell phone (or other handheld communication device), the FMV of the cell phone or device is considered a taxable benefit to the employee. This is the case even if the employee used, lost, or damaged the cell phone or device while carrying out their employment duties.

If you pay for, or reimburse the cost of an employee's cell phone service plan, or Internet service at home to help carry out their employment duties, the portion used for employment purposes is not a taxable benefit.

If part of the use of the cell phone or Internet service is personal, you have to include the value of the personal use in your employee's income as a taxable benefit. The value of the benefit is based on the FMV of the service, **minus** any amounts your employee reimburses you. You can only use your cost to calculate the value of the benefit if it reflects the FMV.

For cellular phone service only, we do not consider your employee's personal use of the cellular phone service to be a taxable benefit if **all** of the following apply:

- the plan's cost is reasonable
- the plan is a basic plan with a fixed cost
- your employee's personal use of the service does not result in charges that are more than the basic plan cost

You, as the employer, are responsible for determining the percentage of employment use and the FMV. You have to be prepared to justify your position if we ask you to do so.

Note

If you give your employee an allowance for cellular phone or Internet services, the allowance must be included in the employee's income.

Include any GST/HST that applies in the value of this benefit.

Payroll deductions

If the benefit is **taxable**, it is also pensionable. Deduct income tax and CPP contributions. If the taxable benefit is paid in cash, it is insurable. Deduct EI premiums. If it is a non cash benefit, it is not insurable. Do not deduct EI premiums.

Reporting the benefit

Report the **taxable** benefit in box **14** "Employment income" and in the "Other information" area under code **40** at the bottom of the **T4 slip**. For more information, see [T4 – Information for employers](#).

Date modified:

2018-11-20

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

BY-LAW NO. 2019-63

**“A BY-LAW TO ESTABLISH RULES FOR REIMBURSEMENT OF ELIGIBLE
EXPENSES OF MEMBERS OF COUNCIL AND MUNICIPAL STAFF”**

WHEREAS Section 283(1) and (2) of the Municipal Act, 2001, SO 2001, c. 25 as amended provides that a municipality may pay any part of the remuneration and expenses of the officers and employees of the municipality;

AND WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a policy which established the rules for reimbursement of eligible expenses of members of Council and municipal staff;

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

1. That the Council Reimbursement of Expenses Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is adopted.
2. That the Municipal Staff Reimbursement of Expenses Policy, as described in Schedule “B” attached hereto and forming part of this by-law, is adopted.
3. That all previous by-laws and resolutions to establish rules for reimbursement including By-law 2017-29 are hereby repealed.
4. 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 28th day of October, 2019.

Read a third and final time, passed, signed and sealed in open Council this 28th day of October, 2019.

Mayor

Deputy Clerk

**SCHEDULE A
TO BY-LAW 2019-
COUNCIL EXPENSES**

1. Purpose:

To establish a policy by which members of Council are compensated for eligible expenses incurred in the course of Township business.

2. Scope:

Schedule A of the policy applies to members of Council.

3. Responsibility:

It is the responsibility of each Council member to ensure compliance with this policy.

4. Insurance:

Council members shall be provided insurance while on duty, including errors and omissions insurance as per the terms and conditions specified in the Township's insurance policy, as amended from time to time.

5. Council Remuneration:

As per Council Resolution 2010-188, effective January 1st, 2011, an annual remuneration shall be paid to each member of Council:

Mayor	\$15,000.00 per annum
Deputy Mayor	\$12,000.00 per annum
Councillors	\$10,000.00 per annum

Such remuneration shall be paid monthly on the 1st payroll of each month. Effective January 1, 2020 and annually thereafter, a cost of living increase shall be applied to the honouararium based on the OMERS pension annual inflation increase. In the event of the death of a Council member or upon his/her ceasing to be a member of Council for any reason before the expiration of his/her term of office, the amount payable to him/her or their personal representative, shall be in proporation to the period of his/her service during such time.

6. Expenses:

- a. ~~Each Council member shall be provided with an Expense Account in the following amounts: to be used for conferences, meetings and seminars. Eligible expenses for conferences and seminars shall include registration, transportation, accommodation and meals, if not included in the registration fee.~~

Mayor	\$5,000.00
Deputy Mayor	\$4,000.00
Councillors	\$3,500.00

The following areas may be covered within the Council Member's expense account:

i) Eligible expenses for conferences, Township meetings, seminars, and related business shall include registration, transportation, mileage, accomodate and meals, if not already included in the registration fee.

- ii)
b. -Transportation costs for members of Council shall be based on the most economical fare. Transportation options may include but are not limited to:

- Rail
- Air
- Rental car

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- Use of Township fleet vehicle when practical
- Use of personal vehicle

Page 1 of 3 Council Expenses

- e. iii)** The current mileage rate, as per Council Resolution 2008-570, is 0.465 per kilometer for use of personal vehicle by members of Council. This rate is subject to change from time to time at Council's discretion by resolution of Council and shall not require an amendment to this bylaw. Formatted: Indent: Left: 0.1", Hanging: 0.5", No bullets or numbering
- d. iv)** -Parking, taxi, toll highway charges and public transportation fees are eligible for reimbursement upon provision of a supporting receipt. Formatted: Indent: Left: 0.1", Hanging: 0.5", No bullets or numbering
- e. v)** If an overnight stay is required in connection with attending a function, accommodation may be reimbursed at a rate in accordance with the room rates charged for the function, or at the hotel's rate for a standard room, whichever is less. An original receipt from the hotel, showing the dates of the stay and detailing all expenses must be provided. Charges for parking and internet access may be reimbursed. Credit or debit card receipts or statements are not acceptable as receipts. Formatted: Indent: Left: 0.1", Hanging: 0.5", No bullets or numbering
- f. vi)** -Meals not provided as part of the conference, meeting or seminar fee are eligible for reimbursement to a daily cumulative maximum of \$90.00 with supporting original receipts, but shall not include the purchase of alcohol. Expenses in excess of the \$90.00 per day must be supported by receipts and require the approval of the Mayor for members of Council. The per day meal allowance will be provided on a once per 24 hour period basis and shall be pro-rated by 50% if the travel starts after or concludes before noon. Spouses may accompany a member of Council providing any additional expenses are paid for by the member. Formatted: Indent: Left: 0.1", Hanging: 0.4", No bullets or numbering
- g. vii)** Entertainment expenses are not eligible for reimbursement. Formatted: Indent: Left: 0.1", Hanging: 0.5", No bullets or numbering
- h. viii)** All expenses shall be reimbursed upon submission of a completed and signed Expense claim form accompanied by original invoices, vouchers, or receipts. Credit Card slips or statements, or Interac payment slips are not acceptable as receipts. The form shall be submitted within a reasonable time after the conference or seminar or by the 15th of each month in order to be included in the monthly council cheque run. Formatted: Indent: Left: 0.1", Hanging: 0.5", No bullets or numbering
- i. b.** Council members shall submit/present to the Committee of the Whole a post-conference written or verbal report outlining the highlights of the sessions they attended.
- j.** ~~The Mayor shall have the option of being provided with a Township issued cell phone, as per the Township's corporate phone plan and policy for the conduct of Township related business activities of the Corporation, the cost and maintenance of which will be funded from the Council budget.~~
- k. c.** -Members of Council shall be provided with a Township email address, to be used for all Township related business. The cost of this service will be included in the IT budget for Council. Formatted: Left, Indent: Left: 1.06", First line: 0", Don't add space between paragraphs of the same style, Widow/Orphan control
- l. d.** Members of Council shall be provided with a mobile device/tablet/laptop once at the start of the Council term for their use on Township related business. Alternatively, the Township may provide each Member of Council with an allowance of up to \$1,000 for a mobile device/tablet/laptop, upon providing a copy of a receipt. At the end of the term of Council, for members not returning, all Township related information Formatted: Indent: Left: 0.1", Hanging: 0.5", No bullets or numbering

shall be removed from the device and the device may be purchased by the member for his/her personal use for a nominal sum.

- m- e. Members of Council who do not wish to use a mobile device or tablet/laptop may expense other office supplies to the maximum equivalent expenditure of \$1,000 over the term. Receipts must be provided.

Page 2 of 3 Council Expenses

7. Township Issued Cell Phone:

- a. Members of Council shall have the option of being provided with a Township issued cell phone, as per the Township's corporate phone plan and policy for the conduct of Township related business activities of the Corporation, the cost and maintenance of which will be funded from the Council budget.
- b. Township cell phones must be used primarily for business use. Occasional or incidental personal use of IT Resources is permitted within reasonable limits, provided it does not conflict with business use of time, or on technology resources or otherwise adversely affect a Member of Councils duties and responsibilities. Members of Council are responsible for exercising good judgment regarding the reasonableness of personal use. It is the Member of Councils responsibility to reimburse any extra costs such as personal long-distance charges. For compliance with CRA regarding personal use of cell phones, a taxable benefit of \$10 will be added to each Member of Councils monthly pay and included on their T4.

8. Cell Phone Allowance or Reimbursement:

- a. The Township recognizes that, due to the nature of Council Member positions, it may be more cost-effective and give more flexibility to provide Members of Council a cell phone allowance in exchange for use of their personal cellular device, in lieu of providing the Member with a Township-owned cell phone.
- b. Cell Phone Reimbursement:
- i. Any Member of Council using a personal cell phone for Township business may submit an expense sheet and be reimbursed for any costs associated with such use provided that proper back up documentation is attached in the form of detailed billing. The cost of reimbursement shall not exceed the cost of established plans (\$30) for Township owned equipment, in which case other arrangements shall be made.
- ii. This reimbursement is not considered to be part of the annual expense amount and will be funded by the overall council budget under telephone.
- c. Cell Phone Allowance Amount:
- i. The standard monthly cell phone allowance shall be \$30.00
- ii. The monthly cell phone allowance may be adjusted to compensate any Member of Council whose necessary use of a personal cell phone for Township business justifies a greater need for personal cell phone plan minutes. This is conditional on the recommendation of the CAO and final approval of the majority of Council.
- iii. Members of Council who receive a cell phone allowance are not eligible for reimbursement of further cell phone costs.
- d. Payment of Cell Phone Allowance:
- i. Members of Council cell phone allowance will be paid bi-weekly monthly as part of their paycheck and will be subject to all applicable payroll taxes as per CRA rules as it is considered a taxable benefit income.

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- ii. This allowance does not constitute an increase to base honourarium pay, and will not be included in the calculation of percentage increases to base honourarium pay, cost of living increase, etc.
- e. Members of Council receiving a cell phone allowance must retain an active cell phone contract for their personal cell phone at all times while receiving a cell phone allowance.
- f. Members of Council receiving a cell phone allowance must provide the CAO and Clerk with their current cell phone number and immediately notify the CAO if the number changes.
- g. If a Member of Council receiving a cell phone allowance changes their personal cell phone contract, or if the Township terminates the cell phone allowance for any reason, the Member of Council will bear the cost of any fees associated with said changes or cancellation of the personal cell phone contract.
- h. Publication of Cell Phone Numbers.
 - i. Members of Council receiving a cell phone allowance shall have their cell phone numbers published as a matter of public record to the Township's website.

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9. Reports:

- a. Each year by March 31st, the Treasurer shall provide Council with an itemized statement of Council remuneration and expenses for the prior year as legislated in Section 284 of *The Municipal Act, 2001*. This report will include any person appointed by council to serve as a member of any body, including a local board. This report will be posted on the Township website.
- b. A standardized expense report will be provided by the Treasurer to the Committee of the Whole on a quarterly basis for their review which shall include separate columns tracking conference expenses, mileage, professional development and other expenses. This report will be updated on the Township website.

10. Policy Review:

This policy shall be reviewed in the first year of each term of Council.

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Committee: Committee of the Whole – Administration & Finance

Date: February 10, 2020

Department: Administration

Topic: Industrial Park Electrical Needs Study

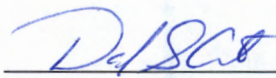
Purpose: To recommend engaging Bioindustrial Innovation Canada (BIC) to assist with the Johnstown Industrial Park Electricity Project.

Background: The Mayor has met with Mr. George, BIC Engineer-in-training to explain that the Township is interested in determining the current and future electrical demand for the Industrial Park, as well as to identify electrical options to feed the Industrial Park and potential future Job Site Challenge area.

A description of the project work is attached.

Financial Considerations: An upset limit for the project should be established. The Industrial Park Land Reserve is the appropriate source for the funds. The current balance as of December 31, 2019 is \$525,318.12.

Recommendation: That Committee recommends that Council authorizes staff to engage Bioindustrial Innovation Canada (BIC) to take the lead in preparing the Industrial Park Electricity Needs Project, with an upset limit of \$12,000.00, and further directs that the cost of the project be covered from the Industrial Park Land Reserve.



CAO



Deputy Clerk

PURCHASE ORDER

Bioindustrial Innovation Canada

1086 Modeland Road, Sarnia, ON
N7S 6L2
Phone: (226) 778-0020

<u>Purchase Order #:</u>	BIC 2020 – 01
<u>Date:</u>	February 1, 2020
<u>Project Name:</u>	Johnstown Industrial Park Electricity Project
<u>Contact:</u>	AJ Marshall Executive Director Bioindustrial Innovation Canada sandym@bincanada.ca
<u>Vendor:</u>	Bioindustrial Innovation Canada
<u>Proposal/Quotation Reference:</u>	

Description of Work

1. Complete an analysis of the current electrical demand for the Johnstown Industrial Park, including the determination of seasonal and annual peak combined demand for the industrial park tenants. The results of this analysis to be provided in graphical form.
2. Interact with Johnstown Industrial Park tenants to determine longer-term (5 – 10 year horizon) projections for electrical demand including seasonal and annual peak demand. Combine the projections to provide an overall Industrial Park projected seasonal and annual peak demand. Provide the longer-term view in graphical form.
3. Identify the various electrical supply lines that feed the Johnstown Industrial Park and the area designated north of the Cedar Grove Road.
4. Provide a summary report in both electronic and hard copies.

Quotation

Technical services to be provided by Ben George, BIC Engineer-in-Training

Billing not to exceed 240 hours @ \$50/hour

Total cost: \$12,000.00 (net of HST)

Approval

Pat Sayeau
Mayor
Township of Edwardsburgh/Cardinal