



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

**Thursday, February 20, 2020, 6:00 PM  
Corporation of The Township of Edwardsburgh Cardinal  
Council Chambers, Spencerville Ontario**

**Budget Meeting #4**

- 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 & Presentations**
  - a. Public Library Board - CEO Donna Gladstone
- 6. Action/Information Items**
  - a. Review 2020 Draft Capital Budget Revisions - Per Meeting #3
  - b. Review Effect of Tax Rate Change on Residential Bills Updated
  - c. Review Cardinal Ingredion Arena - 2019 Building Supplies & Repair Costs
  - d. Review Public Works Vehicle Repairs
  - e. Review Winter Control
  - f. Public Library Board Budget
  - g. 2020 Capital Projects Update
    - Recreation Vehicle
    - Cedar Grove Road Engineering
    - Waterfront Improvement
  - h. Spring 2020 St. Lawrence River Response Plan Development
- 7. Councillor Inquiries/Notices of Motion**
- 8. Question Period**
- 9. Closed Session**

## 10. Adjournment

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

**Thursday, February 6, 2020, 5:00 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

PRESENT: Mayor Sayeau  
Deputy Mayor Deschamps  
Councillor Cameron  
Councillor Dillabough  
Councillor Hunter  
Jack Bradley, Advisory Member  
  
Dave Robertson, Advisory Member  
  
Dave Grant, CAO  
Debra McKinstry, Clerk  
Rebecca Williams, Deputy Clerk  
Melanie Stubbs, Treasurer  
Gord Shaw, Director of Operations  
Brian Moore, Fire Chief  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Jim Guest, Roads Superintendent

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

Mayor Sayeau called the meeting to order at 5:00pm.

**2. Approval of Agenda**

**Moved by:** H. Cameron

**Seconded by:** S. Dillabough

That the agenda be amended to add item 5f. Date of Next Meeting.

Carried

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

None.

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

There was a brief discussion with respect to previous Committee minutes approval process.

## **5. Action/Information Items**

### **a. 2020 Draft Capital Revisions - Per Budget Meeting #2**

Staff provided the Committee with a detailed summary of the revisions made to the capital budget since Budget Meeting #2 on January 27.

### **b. Effect of Tax Rate Change on Residential Bills**

Committee reviewed the impacts of the proposed tax rates on residential properties with and without change in assessed value. Members noted the reduction of growth related tax revenue scheduled for 2020 and how it impacts the overall tax revenue expected. Members inquired how the growth related tax revenue is determined. It was noted that MPAC prepares an annual report which includes the new assessment growth. It was noted that the Township generally receives supplemental assessment due to the delay in incorporating new assessment. There was a general discussion with respect to why certain residential properties did not see a change in assessed value.

### **c. 2019 Year End Position**

Committee reviewed the report and discussed the contributing areas of concern for the deficit. It was noted that at this time the staff recommendation includes drawing \$150,000 from the public works reserve and \$70,000 from the winter control reserve to offset the deficit. Committee discussed the 2020 winter control budget, specifically with respect to Members concerns that the winter control item is being under budgeted. It was noted that the winter control budget was approximately 91% spent in April 2019 when the 2019 budget was adopted. Committee highlighted factors that have contributed to the winter control being over budget, specifically; increase in materials needed and used, labour hours, and the increased number of winter events that took place on weekends which resulted in additional overtime pay. There was consensus from Committee to withdraw \$70,000 from the winter control reserve to offset the deficit.

Committee briefly discussed the vehicle expenses and the additional purchase of a truck part way through 2019 that was added onto the capital budget rather than the operating budget. Members noted their concerns that if they agree to draw \$150,000 out of the public works reserve then it would negatively impact Councils opportunity to purchase new vehicles for 2020. There was consensus from Committee to withdraw \$150,000 from the public works reserve to offset the deficit. Members confirmed that the withdrawals from the public works and winter control reserves will result in the pre-audit deficit being balanced.

It was noted that during budget meeting 2, there was consensus from Committee to withdraw an additional \$150,000 from the public works reserve to fund the purchase of vehicles/equipment. Members noted that the report recommends that Committee reconsider their previous decision. There was consensus from Committee to reconsider their previous recommendation to transfer out \$150,000 from the public works reserve. There was consensus from Committee that the previous \$150,000 discussed at budget meeting 2 will not be withdrawn from the reserve. There was consensus from Committee that a transfer of \$20,000 be included in the draft budget for winter control.

d. 2020 Proposed Capital Adjustments - Based on 2019 Year End

Committee reviewed the report and discussed the option to remove the gravel to surface program (excluding Latimer Rd) from the capital budget, which has an estimated cost of \$313,750 coming from taxation. There was a general discussion with respect to the joint project with North Grenville for the treatment of Latimer Rd, specifically regarding the new technology and micro surface products being used by North Grenville. Members spoke to the quality and lifespan of the current roads within the Township that have received surface treatment, specifically with respect to the durability of the products. It was noted that staff will be inspecting roads within North Grenville that have received the new micro surface treatment product to determine if it is something the Township wants to consider for future projects. There was consensus from Committee to remove the gravel to surface program (excluding Latimer Rd) from the 2020 budget.

Committee debated if \$150,000 should be set aside to purchase new vehicles/equipment for public works and place the remaining \$160,000 of the \$313,000 for future road improvement project(s). There was discussion with respect to how the remaining \$160,000 may be used. Members suggested the following uses: future road improvement/paving, reduce taxes and place it in a holding account for future discussion and decision. It was noted that if Committee decides to include the \$150,000 plus the \$20,000, Council would need to raise \$113,000 from taxation. There was consensus from Committee to raise \$150,000 from the original \$313,750 to be used for the purchase of public works vehicles/equipment.

Members made further suggestions with respect to how additional taxation money may be utilized; including adding an additional \$40,000 for Cardinal waterfront improvements, adding an additional \$20,000 for road improvements or winter controls, and placing money into reserves. It was noted that without adding the above mentioned Member suggestions, the Township taxation would be 1.97%.

Members suggested that staff prepare a 5 year trend report for Committee to review and gain a better understanding of how staff determine the budgeted amounts. It was noted that staff do prepare the annual budget

based on reviewing trends and determining what the 5 year averages are for each departmental budget. Members confirmed that Committee would like staff to prepare a report outlining the 5 year trends for winter control.

There was consensus from Committee to add an additional \$20,000 for winter control, on top of the original \$20,000 from item 5c.

e. **2020 Operating Budget Review**

Committee reviewed the draft operating budget and discussed the winter control budget. Members noted that the Township must meet and abide by the minimum maintenance standards and suggested that if there is not enough money in the budget then items, such as vehicles and road repairs/maintenance may result in another deficit. There was a general discussion with respect to trending and if staff should provide additional detailed reports to Committee when issues arise throughout the year.

Committee discussed the fire department capital budget, specifically with respect to if the \$20,000 for Fire Station 2 is necessary for 2020. Members debated if Council should move forward with completing the study to determine options for replacement versus renovation for the station. It was noted that Council passed a resolution in January supporting that \$15,000 be carried forward from 2019. It was noted that a report will be coming forward with respect to the Fire Station 2 study with the 1st Quarter report in the spring.

Members suggested that the idea to add an additional \$40,000 for Cardinal waterfront improvement to the capital budget be discussed at a future budget meeting. Members noted that the Township has also earmarked a portion of the budget to address the possible green stream funding project to improve the water/wastewater infrastructure along County Rd 2 in Cardinal. There was a brief discussion with respect to replacing the Recreation vehicle with the Port truck. It was noted that the purchase of a new vehicle for the Port may be discussed during the Port Management Committee meeting.

f. **Date of Next Budget Meeting**

There was consensus from Committee that the following budget meetings are set:

- Budget Meeting #4 - February 20 at 6:00 p.m.
- Budget Meeting #5 - February 27 at 6:00 p.m.

**6. Question Period**

None.

**7. Closed Session**

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That Committee of the Whole proceeds into closed session at 7:23 p.m. in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Staff Levels - Administration and Facilities & Minutes of Closed Session dated January 13, 2020

Carried

- a. Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Staff Levels - Administration and Facilities & Minutes of Closed Session dated January 13, 2020

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That the closed meeting does now adjourn and the open meeting of Committee of the Whole does now resume at 8:25 p.m.

Carried

## **8. Report Out from Closed Session**

Mayor Sayeau reported that Committee had discussed staffing issues and that direction was given with respect to Administration, and that it was agreed that there would be a future discussion with respect to Recreation and Facilities.

**Moved by:** H. Cameron

**Seconded by:** J. Hunter

That Committee of the Whole approves the minutes of closed session dated January 13, 2020.

Carried

## **9. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

That Committee of the Whole does now adjourn at 8:26 p.m.

Carried

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Chair

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Deputy Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
INFORMATION ITEM**

**Committee:** Administration and Finance

**Date:** February 20, 2020

**Department:** Treasury

**Topic:** 2020 Draft Budget Capital Revisions

**Background:** At the February 6<sup>th</sup> Committee of the Whole meeting, several decisions were made by committee which reduced the overall taxation supported capital funding to offset the pre-audit 2019 deficit of \$219,768.71.

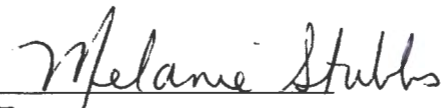
The chart below has been revised and provides a comparison between 2019 and 2020 capital budget:

Year	Total Capital Projects	Less Transfer from Reserves	Less WIP Funds Carried Forward	Less Grants	Total Capital Funding	Taxation Supported Capital
Revised 2020	\$1,901,875	\$170,000	\$15,000	\$593,000	\$778,000	\$1,123,125
2019	\$2,014,610	\$284,782	\$94,459	\$441,650	\$820,891	\$1,193,719
Difference	(\$112,735)	(\$114,782)	(\$79,459)	\$151,350	(\$42,891)	(\$70,594)

Committee decided to reconsider the decision to transfer \$150,000.00 out of Public Works Reserve to fund equipment purchases and use these funds to apply against the pre-audit 2019 deficit. Committee recommended deferring the Gravel to Surface treatment project costs of \$313,750.00.

Committee recommended that \$40,000.00 be included in the 2020 budget to transfer into the Winter Control Reserve as a result of a draw of \$70,000.00 out to fund part of the 2019 deficit.

See attached revised capital funding analysis and reserve fund report with the changes reflected.

  
Treasurer

**2020 Draft Capital Projects**

**Funding Analysis**

**Revised after Budget # 3**

		Expense	Revenue				2020 FROM TAXATION	Deferred Projects
		2020 Draft Budget	Transfer From Reserve	Gov't Grants +Gas Tax	Work In Progress	TOTAL REVENUE		
17-5950	ADMINISTRATION - CAPITAL							
	Drawings plans for upstairs	10,000				0	10,000	
	Townhall stone fence	22,500				0	22,500	
	Subtotal	32,500	0	0	0	0	32,500	
21-5950	FIRE DEPARTMENT-CAPITAL							
	2019 WIP Station #2 drawings & cost estimates	15,000			(15,000)	(15,000)	0	
	Station 2 additional studies	20,000				0	20,000	
	Replace Rescue Truck (1996)	344,630	(170,000)			(170,000)	174,630	
	Replace cutter	16,995				0	16,995	
	Subtotal	396,625	(170,000)	0	(15,000)	(185,000)	0	211,625
57-5950	STORM WATER MANAGEMENT							
	Cardinal drainage around arena	38,000					38,000	
	Johnstown Drainage	75,000				0	75,000	
	Subtotal	113,000	0	0	0	0	0	113,000
59-5900	WASTE DISPOSAL SITE							
						0	0	
			0	0	0	0	0	
	RECREATION - CAPITAL							
81-5950	Replace pickup truck (old Port Truck)	35,000					35,000	
82-5950	Cardinal Docks	30,000					30,000	
75-5950	Cardinal pool- filtration system					0	0	70,000
76-5950	Cardinal arena lighting	36,500				0	36,500	
76-5950	Cardinal Arena- dehumidifier					0	0	15,000
88-5950	South Centre- Stove & Fridge	9,500				0	9,500	
	Subtotal	111,000	0	0	0	0	111,000	85,000
89-5950	LIBRARY							
	Library Capital	0			0	0	0	
	Subtotal	653,125	(170,000)	0	(15,000)	(185,000)	468,125	
39-5950	PUBLIC WORKS							
	Equipment							
	Brush Head for High hoe						0	50000
	Kuota Mower Head	24,000					24,000	
	purchase 2 Electronic Sign Boards					0	0	39000
	replace Ford 1.5 Ton Dump-Plow Truck	95,000				0	95,000	
	Tandem Axle Plow Truck- replace 2005 Int	270,000				0	270,000	
	Subtotal PW Equipment	389,000	0	0	0	0	389,000	89,000
	Bridges & Culverts							
	Ventnor Bridge	53,000		(53,000)		(53,000)	0	
	Reilly Street Retaining Wall	27,500				0	27,500	
		80,500	0	(53,000)	0	(53,000)	27,500	
	Gravel to Surface Treatment Roads							
	Latimer Rd- Joint project w/NG	102,000		(102,000)		(102,000)	0	
	Millar Road West					0	0	93,500
	Chambers Road					0	0	204,000
	Cucman Road					0	0	16,250
	Subtotal Gravel to Surface	102,000	0	(102,000)	0	(102,000)	0	313,750
	Engineering, Survey Costs Etc							
	Rooney, Jordan & Cedar Grove	200,000				0	200,000	200,000
	Resurfacing Roads							
	Blair Rd South	62,500		(62,500)		(62,500)	0	
	Hudson Cresent	54,000		(54,000)		(54,000)	0	
	Judy Place	19,000				0	19,000	
	Ventnor Rd	263,500		(260,000)		(260,000)	3,500	
	Safford Road	77,500		(61,500)		(61,500)	16,000	
		476,500	0	(438,000)	0	(438,000)	38,500	
	Subtotal for Public Works	1,248,000	0	(593,000)	0	(593,000)	655,000	602,750
TOTALS		1,901,125	(170,000)	(593,000)	(15,000)	(778,000)	1,123,125	687,750

Township of Edwardsburgh Cardinal  
Reserve and Reserve Funds 2020 Draft Budget  
Revised after Budget # 3

		Balance	Pre- Audit Year End	Pre- Audit Balance	2020 Draft Budgeted	2020 Draft Budgeted	Projected
		12/31/2019	Adjustments	Dec 31, 2019	Transfers In	Transfers Out	Balance
<b>EARMARKED RESERVES</b>							
01-3511	Administration	149,624.73		149,624.73	44,000.00		193,624.73
01-3512	Tax Write Offs	130,000.00		130,000.00			130,000.00
01-3513	Election Reserve	7,100.00		7,100.00	6,000.00		13,100.00
01-3514	Fire Department - Vehicles	384,431.95		384,431.95	50,000.00	(170,000.00)	264,431.95
01-3515	Fire Department - Buildings	53,000.00		53,000.00	20,000.00		73,000.00
01-3516	Fire Department - Equipment	85,208.34		85,208.34	30,000.00		115,208.34
01-3517	Policing Costs	110,715.00		110,715.00			110,715.00
01-3518	Cemeteries	17,500.00		17,500.00	3,500.00		21,000.00
01-3519	Building Dept Reserve	(2,060.34)	(4,498.12)	(6,558.46)		(21,540.00)	(28,098.46)
01-3520	Public Works	360,160.75	(150,000.00)	210,160.75	88,450.00		298,610.75
01-3521	Winter Control	90,000.00	(70,000.00)	20,000.00	40,000.00		60,000.00
01-3522	Environmental Services - Low Lift	61,387.19		61,387.19			61,387.19
01-3525	Environmental Services - Storm Sewers	69,499.42		69,499.42	15,000.00		84,499.42
01-3526	Landfill Closure Reserve	91,000.00		91,000.00			91,000.00
01-3527	Recreation	163,300.33		163,300.33	55,000.00		218,300.33
01-3528	Planning Reserve	0.00		-	5,000.00		5,000.00
	<b>Subtotal</b>	<b>1,770,867.37</b>	<b>(224,498.12)</b>	<b>1,546,369.25</b>	<b>356,950.00</b>	<b>(191,540.00)</b>	<b>1,711,779.25</b>
01-3540	Working Funds	750,000.00		750,000.00			750,000.00
	<b>Total Reserves</b>	<b>2,520,867.37</b>	<b>(224,498.12)</b>	<b>2,296,369.25</b>	<b>356,950.00</b>	<b>(191,540.00)</b>	<b>2,461,779.25</b>
		Balance	Pre- Audit Year End	Pre- Audit Balance	2020 Draft Budgeted	2020 estimated	Projected
		12/31/2019	Adjustments	Dec 31, 2019	Transfers In	Interest	Balance
<b>RESERVE FUNDS</b>							
98-3816	Industrial Park Investment- HISA account	2,118,761.31		2,118,761.31		50,000.00	2,168,761.31
98-3813	Industrial Park Land	525,318.12		525,318.12	100,000.00	15,000.00	640,318.12
98-3814	Raw Water Supply System	401,644.32		401,644.32	20,000.00	10,000.00	431,644.32
98-3803	Industrial Park Wastewater	22,815.96		22,815.96		700.00	23,515.96
98-3804	Industrial Park Water	86,139.90		86,139.90		2,400.00	88,539.90
98-3805	Johnstown Water Wells	25,819.02		25,819.02	5,000.00	500.00	31,319.02
98-3812	Gas Tax Grant	47,327.07		47,327.07	215,174.91	5,000.00	7,501.98
98-3807	Cardinal Hydro	119,888.87		119,888.87	19,077.03	3,000.00	141,965.90
98-3806	Spencerville Wastewater	298,189.05		298,189.05		8,550.00	292,819.05
98-3808	Cardinal Wastewater	237,955.85		237,955.85		8,000.00	197,898.85
98-3811	Cardinal Water	512,571.03		512,571.03	104,865.00	14,000.00	631,436.03
98-3817	Ontario Modernization Fund	585,254.25	(58,473.06)	526,781.19		15,000.00	541,781.19
98-3818	OCIF Formula Based Fund	190,137.15		190,137.15	191,495.00	5,000.00	5,574.15
	<b>Total Reserve Funds</b>	<b>5,171,821.89</b>	<b>(58,473.06)</b>	<b>5,113,348.83</b>	<b>655,611.94</b>	<b>137,150.00</b>	<b>5,203,075.77</b>
<b>GRAND TOTAL</b>		<b>7,692,689.26</b>	<b>(282,971.18)</b>	<b>7,409,718.08</b>	<b>1,012,561.94</b>	<b>137,150.00</b>	<b>7,664,855.02</b>

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**INFORMATION ITEM**

**Committee:** Administration and Finance

**Date:** February 20, 2020

**Department:** Treasury

**Topic:** 2020 Draft Budget Tax Rate Impacts

**Background:** At the February 6<sup>th</sup> Committee of the Whole meeting, several decisions were made that changed the overall capital and operating expenses and lowered the proposed tax rate increase from 4.47% to 3.33%.

A 1% increase in the tax levy is equal to \$57,552.00. As result of the amendment to the Schedule A of the Council Expense Reimbursement Policy an amount of \$1,800.00 is added to the 2020 Council budget for the reimbursement of a cell phone allowance. Currently the tax revenue will need to increase by \$191,759.00 or 3.33% to balance the 2020 budget.

The current total proposed residential tax rate is 1.1883941 which is a 1.04% increase over the 2019 residential tax rate.

There are 1,026 or 43.7% of single family residential properties that have no change in the CVA for 2020.

<b>Total Tax Rate</b>	<b>2019 tax rate: 1.176163</b>	<b>2020 Proposed Tax Rate:1.1883941</b>	<b>Difference in tax rates: 0.122311</b>	<b>Change in total tax rate: 1.04%</b>
2020 Assessed Value- no change in CVA	2019 Total Annual Tax Payment	2020 Total Annual Tax Payment	Increase in annual tax payment	Increase in tax payment per month
\$100,000	\$1,176.16	\$1,188.39	\$12.23	\$1.02
\$145,000	\$1,705.44	\$1,723.17	\$17.74	\$1.48
\$280,000	\$3,293.26	\$3,327.50	\$34.25	\$2.85
\$575,000	\$6,762.94	\$6,833.27	\$70.33	\$5.86

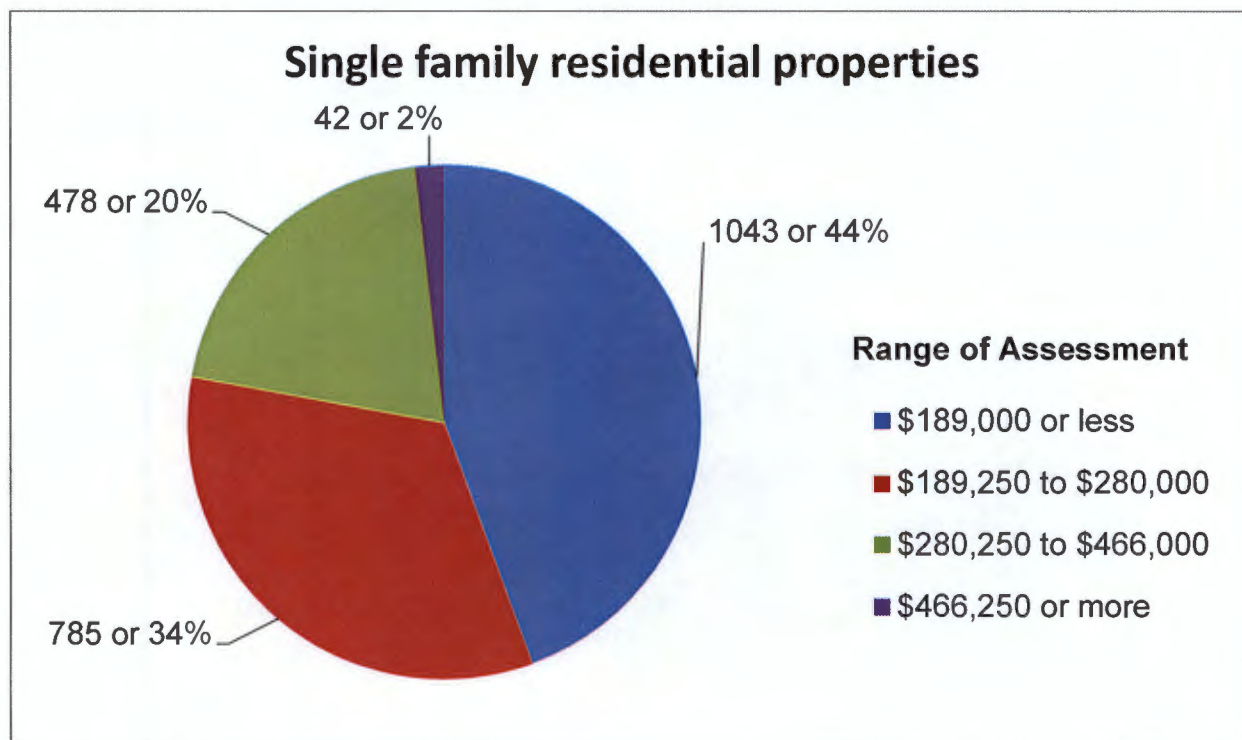


There are 1,322 or 56.3% of single family residential properties that have phased-in assessment. For every \$100,000.00 in assessment the proposed tax rate would add \$12.23 annually to the total tax payment plus for every \$1,000.00 additional phased-in assessment the proposed 2020 tax rate would add \$11.88 annually to their total tax payment.

Example of a sample property with phase-in assessment:

Tax Year	Taxable assessment	Total Annual Tax Payment
2019	\$200,000.00	\$2,352.32
2020	\$202,500.00	\$2,406.48
Difference in annual tax payment		\$54.16 or \$4.51/month

The following chart shows the number and percentage of single family residential properties in each assessed value range.



Melanie Stubb Treasurer

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**2020 Draft Budget Detailed Summary**  
For the Year 2020

	2019 Budget	2019 YTD Actual	Proposed 2020 Budget	Variance to 2019 Budget	Notes
<b>REVENUES</b>					
<b>Taxation and Payments-In-Lieu</b>					
Taxation Revenue	5,651,198.00	5,644,774.11	5,802,390.00	151,192.00	
Grant in Lieu	179,867.00	183,332.33	184,790.00	4,923.00	
Penalty & Interest Revenue	155,800.00	102,087.58	110,000.00	(45,800.00)	
Grants Ontario	850,500.00	850,500.00	740,000.00	(110,500.00)	
Port of Johnstown	758,340.00	758,340.00	758,340.00		
<b>Total Taxation and Payments-In-Lieu:</b>	<b>7,595,705.00</b>	<b>7,539,034.02</b>	<b>7,595,520.00</b>	<b>(185.00)</b>	
<b>Department Revenues</b>					
Administration	291,601.00	378,982.89	190,800.00	(100,801.00)	
Fire Department	20,000.00	55,625.61	20,000.00		
Policing	8,000.00	8,000.00		(8,000.00)	
Cemetries	100.00	59.57	100.00		
Protective Services	6,200.00	4,520.00	6,200.00		
Building	119,810.00	108,863.12	120,340.00	530.00	
By-Law Enforcement	11,500.00	19,587.50	13,000.00	1,500.00	
Public Works	29,400.00	40,197.81	29,400.00		
Johnstown Water Wells	9,000.00		9,000.00		
Waste Disposal & Transfer Site	13,000.00	16,650.66	16,000.00	3,000.00	
Curbside Waste & Recycling	330,103.00	314,629.36	334,268.00	4,165.00	
<b>Parks &amp; Recreation</b>					
Recreation Adminsitration	15,590.00	15,795.42	15,865.00	275.00	
Ball Diamonds	1,100.00	1,360.00	1,100.00		
Cardinal Pool	7,000.00	6,845.00	7,000.00		
Johnstown Pool/ Summer Day Camp	28,000.00	29,262.99	28,000.00		
Cardinal Arena	440,000.00	441,486.43	427,000.00	(13,000.00)	
Spencerville Arena	240,000.00	238,052.67	240,000.00		
Canteen	95,000.00	92,624.98	95,000.00		
South Centre	4,000.00	2,933.00	3,500.00	(500.00)	

Report Date  
2/18/2020 9:52 AM

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**2020 Draft Budget Detailed Summary**  
 For the Year 2020

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	2019 Budget	2019 YTD Actual	Proposed 2020 Budget	Variance to 2019 Budget	Notes
Planning	19,332.00	21,934.18	16,000.00	(3,332.00)	
Economic Development	53,700.00	36,700.00	30,000.00	(23,700.00)	
Agricultural Drainage	5,000.00	2,363.76	5,000.00		
<b>Total Department Revenues:</b>	<b>1,747,436.00</b>	<b>1,836,474.95</b>	<b>1,607,573.00</b>	<b>(139,863.00)</b>	
<b>Capital Revenues</b>					
Administration	30,459.00	24,622.32		(30,459.00)	
Fire Department	15,000.00		185,000.00	170,000.00	
Public Works	748,432.00	738,825.02	593,000.00	(155,432.00)	
Recreation	27,000.00	24,634.55		(27,000.00)	
<b>Total Capital Revenues:</b>	<b>820,891.00</b>	<b>788,081.89</b>	<b>778,000.00</b>	<b>(42,891.00)</b>	
<b>TOTAL REVENUES:</b>	<b>10,164,032.00</b>	<b>10,163,590.86</b>	<b>9,981,093.00</b>	<b>(182,939.00)</b>	



**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**2020 Draft Budget Detailed Summary**  
For the Year 2020

	2019 Budget	2019 YTD Actual	Proposed 2020 Budget	Variance to 2019 Budget	Notes
<b>OPERATING &amp; CAPITAL EXPENSES</b>					
<b>Department Operating Expenses</b>					
Council	105,300.00	99,321.66	114,200.00	8,900.00	
Administration	1,122,471.00	1,183,884.71	1,070,285.00	(52,186.00)	
Fire Department	531,274.00	541,708.27	550,519.00	19,245.00	
Policing	1,168,745.00	1,156,976.93	1,192,291.00	23,546.00	
Conservation Authority	46,872.00	46,871.00	54,351.00	7,479.00	
Cemeteries	5,000.00	4,339.52	5,000.00		
Protective Services	22,620.00	20,328.12	22,110.00	(510.00)	
Building Inspections	119,810.00	108,863.12	120,340.00	530.00	
Bylaw Enforcement	52,300.00	22,325.36	36,530.00	(15,770.00)	
<b>Public Works</b>					
Overhead Expenses	578,390.00	632,734.89	550,610.00	(27,780.00)	
Vehicle Expenses	258,059.00	338,132.06	264,783.00	6,724.00	
Shop Expenses and Fuel	132,500.00	138,241.63	138,800.00	6,300.00	
Bridges & Culverts	56,200.00	85,092.35	73,200.00	17,000.00	
Safety Devices	37,500.00	45,798.32	38,600.00	1,100.00	
Roadside Maintenance	92,000.00	77,434.49	94,600.00	2,600.00	
Hardtop Maintenance	108,500.00	85,538.42	151,000.00	42,500.00	
Loose Top Maintenance	161,000.00	150,408.88	179,800.00	18,800.00	
Winter Control	263,686.00	366,790.66	324,000.00	60,314.00	
Street Lighting	76,450.00	72,983.58	77,920.00	1,470.00	
Johnstown Water	16,500.00	7,511.59	16,500.00		
Storm Water Management	127,720.00	81,570.52	114,395.00	(13,325.00)	
Waste Disposal & Transfer Sites	136,810.00	130,018.29	149,700.00	12,890.00	
Curbside Waste and Recycling	356,700.00	403,508.46	363,500.00	6,800.00	
<b>Recreation Facilities</b>					
Recreation Administration	174,230.00	179,372.20	180,085.00	5,855.00	
Parks	198,825.00	182,413.31	214,705.00	15,880.00	
Ball Diamonds	6,650.00	7,043.09	6,650.00		
Cardinal Pools	72,430.00	86,555.37	75,745.00	3,315.00	
Johnstown Pool/Day Camps	91,555.00	83,035.83	95,460.00	3,905.00	
Cardinal Arena	803,328.00	832,280.79	797,173.00	(6,155.00)	
Spencerville Arena	321,390.00	339,956.54	318,910.00	(2,480.00)	
Canteen	104,565.00	102,906.09	102,975.00	(1,590.00)	

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**2020 Draft Budget Detailed Summary**  
For the Year 2020

	2019 Budget	2019 YTD Actual	Proposed 2020 Budget	Variance to 2019 Budget	Notes
South Centre	20,350.00	18,383.29	18,850.00	(1,500.00)	
Library	148,950.00	140,601.09	146,950.00	(2,000.00)	
Planning	50,442.00	46,488.69	68,820.00	18,378.00	
Economic Development	130,700.00	106,277.49	133,500.00	2,800.00	
Agricultural Drainage	39,600.00	19,063.48	48,870.00	9,270.00	
<b>Total Department Operating Expenses:</b>	<b>7,739,422.00</b>	<b>7,944,760.09</b>	<b>7,911,727.00</b>	<b>172,305.00</b>	
<b>Transfers to Capital Reserves</b>					
Administration	50,000.00	50,000.00	40,000.00	(10,000.00)	
Fire Department	170,000.00	170,000.00	100,000.00	(70,000.00)	
Public Works	150,000.00	150,000.00	150,000.00		
Storm Water Management	15,000.00	15,000.00	15,000.00		
Recreation Facilities	25,000.00	25,000.00	55,000.00	30,000.00	
<b>Total Transfers to Capital Reserves:</b>	<b>410,000.00</b>	<b>410,000.00</b>	<b>360,000.00</b>	<b>(50,000.00)</b>	
<b>Capital Expenditures</b>					
Administration	30,459.00	24,622.32	32,500.00	2,041.00	
Fire Department	32,900.00	16,785.31	396,625.00	363,725.00	
Public Works	1,587,251.00	1,674,150.26	1,248,000.00	(339,251.00)	
Storm Water Management	200,000.00	148,772.22	113,000.00	(87,000.00)	
Recreation	164,000.00	163,831.11	111,000.00	(53,000.00)	
<b>Total Capital Expenditures:</b>	<b>2,014,610.00</b>	<b>2,028,161.22</b>	<b>1,901,125.00</b>	<b>(113,485.00)</b>	
<b>Total OPERATING &amp; CAPITAL EXPENSES:</b>	<b>10,164,032.00</b>	<b>10,382,921.31</b>	<b>10,172,852.00</b>	<b>8,820.00</b>	
<b>SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>(219,330.45)</b>	<b>(191,759.00)</b>	<b>(191,759.00)</b>	

**TOWNSHIP OF EDWARDSBURGH CARDINAL**  
**INFORMATION ITEM**

**Committee:** Administration and Finance- Budget Meeting # 4

**Date:** February 20, 2020

**Department:** Treasury

**Topic:** 2019 Building Supplies & Repair Costs- Ingredion Centre

**Background:** This report is provided to Committee to detail the expenses coded to the Ingredion Centre Building Supplies and Repairs 76-5203.

The 2019 budget for this line item was \$20,000.00 however the 2019 actuals were \$34,520.57. The following items were coded to this expense account:

<b>Description of item/ supplies</b>	<b>Total Costs</b>	
Snow Removal Costs	\$7,169.40	
Electrical Safety Authority annual costs	\$1,013.20	
Ice Paint & Hockey Net Costs	\$2,276.00	
Supplies	\$5,585.59	
Falcon Security monitoring costs	\$406.25	
<b>Total of supplies and other items</b>		<b>\$16,450.44</b>
<b>Description of Repairs</b>		
Plumbing & Heating & Electrical	\$5,502.73	
Boiler Repair	\$6,650.00	
Sprinkler Repairs	\$1,829.40	
Overhead door repairs	\$2,761.70	
Security Camera Replacement	\$1,326.30	
<b>Total Repairs</b>		<b>\$18,070.13</b>
<b>Grand Total of Supplies and Repairs</b>		<b>\$34,520.57</b>

To provide a more comprehensive accounting of these costs the following accounts can be set up in to the chart of accounts:

Change the name of 76-5203 to Building Supplies & Maintenance

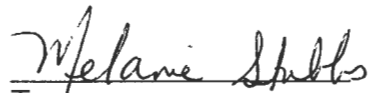
Add 76-5202- Building Repairs & 76-5304- Snow Removal

The 2020 Draft budget will include these additional accounts. The current budget amount of \$20,000.00 will need to be increase to \$ 22,000.00 and divided according to a 5 year trend in the following allocations:

76-5202- Building Repairs - \$8,000.00

76-5203- Building Supplies & Maintenance- \$7,000.00

76-5304- Snow Removal - \$7,000.00

  
Treasurer

  
Facilities Manager

**TOWNSHIP OF EDWARDSBURGH CARDINAL  
INFORMATION ITEM**

**Committee:** Administration and Finance – Budget Meeting # 4

**Date:** February 20, 2020

**Department:** Administration

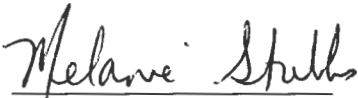
**Topic:** Public Works Vehicle Repairs

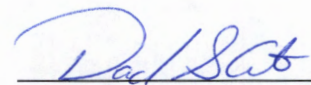
**Background:** At the February 10<sup>th</sup> committee meeting staff was directed to provide a report on public works vehicle repair costs and unit description. The table below compares vehicle and equipment repair costs for the first part of the calendar year in 2019 and 2020. The 2019 values were in the financial system as of February 28<sup>th</sup> and the 2020 values are in the system as of February 12<sup>th</sup>.

<b>Vehicle Description</b>	<b>2019</b>	<b>2020</b>
Truck 1 – 2011 GMC Pickup	\$272.70	\$629.22
Truck 2 – 2006 GMC 1 Ton	\$647.68	
Truck 3 – 2005 International	\$1,577.72	\$5,771.99
Truck 4 – 2001 Peterbilt 330	\$6,414.32	\$1,057.70
Truck 5 – 2010 International	\$18,587.62	\$2,442.64
Truck 6 – 2014 International	\$9,363.87	\$4,970.83
Truck 7 – 2011 International	\$2,875.74	\$549.88
Truck 8 – 2003 Peterbilt	\$3,682.07	\$948.01
Truck 11 – 2007 Ford 1 Ton	\$486.91	\$1,250.72
Truck 19-04 - 2020 International		\$412.28
Sub-Total	\$43,908.63	\$18,033.27
<b>Equipment Description</b>	<b>2019</b>	<b>2020</b>
Grader 1 - 1989 Champion	\$3,958.65	
Grader 2 - 1997 Champion	\$1,417.54	\$12.72
Sidewalk Plow - 2007 Holder	\$1,711.94	
Excavator - 2012 Volvo	\$2,291.82	\$146.28
Sub-Total	\$9,379.95	\$159.00
<b>Total Vehicle &amp; Equipment</b>	<b>\$53,288.58</b>	<b>\$18,192.27</b>

Although way too early to tell if this will continue, the initial snapshot is positive.

Attached is a more detailed description of the public works vehicles and annual repair costs dating back to 2014.

  
\_\_\_\_\_  
Melanie Stubbs  
Treasurer

  
\_\_\_\_\_  
Dave Grant  
CAO

PUBLIC WORKS VEHICLES

Asset ID	Name	In-Service Date	Serial #	Chassis Make	Chassis Model	Licence Plate	Mileage	Service Life Remaining	2014	2015	2016	2017	2018	2019	AVERAGE
464	Truck 4	1/1/2001	2NPNLD0X31M564661	Peterbilt	330	876 5JT	191,302	(6 Years)	\$18,261.59	\$24,300.32	\$14,430.24	\$11,969.58	\$49,862.81	\$22,441.44	\$23,544.33
465	Truck 8	1/1/2002	2NPNHD8X13M802869	Peterbilt	330	AV11366	87,037	(5 Years)	\$12,332.72	\$16,222.01	\$14,572.62	\$3,895.51	\$40,082.06	\$25,113.47	\$18,703.07
466	Truck 3	1/1/2005	1HTWXAHT75J005954	International	7600	BB16304	180,692	(2 Years)	\$11,475.37	\$12,419.64	\$13,309.25	\$19,114.87	\$21,674.80	\$17,244.03	\$15,872.99
467	Truck 2	1/1/2006	1GDJC34D96E152201	GMC	SIE	AF27253	310,037	(6 Years)	\$5,083.88	\$2,472.52	\$4,237.76	\$6,225.74	\$4,495.51	\$4,366.04	\$4,480.24
469	Truck 11	1/1/2009	1FDAF57P57EA79791	Ford	F-550	4953XC	275,115	(3 Years)	\$12,267.02	\$11,407.16	\$10,769.73	\$15,026.51	\$13,904.91	\$8,497.28	\$11,978.77
470	Truck 5	1/1/2009	1HTWXAHT8AJ241765	International	7600	AN16117	180,813	2 Years	\$11,796.58	\$16,567.92	\$23,710.98	\$20,263.23	\$30,037.65	\$38,866.48	\$23,540.47
472	Truck 1	1/1/2011	1GTR2UEA9BZ396888	GMC	Sierra 1500	6861ZY	312,699	(1 Year)	\$1,526.21	\$1,513.12	\$3,511.74	\$7,263.55	\$2,691.76	\$7,771.50	\$4,046.31
473	Truck 7	1/1/2011	1HTWDAAR3CJ079408	International	70S	AA15347	30,578	4 Years	\$3,479.65	\$2,667.24	\$1,489.74	\$4,709.42	\$8,212.21	\$10,640.63	\$5,199.82
497	Truck 6	1/1/2014	1HTGSSNT4EH040990	International	70S	AH32158	90,573	7 Years		\$4,238.04	\$6,214.68	\$14,004.77	\$11,518.37	\$18,523.12	\$10,899.80
2569	Truck 19-04	11/4/2019	3HAEKTAT7LL125915	International	HV607	BB28618	5,961	12 Years 10 Months							
2570	Truck 19-01	7/3/2019	2GTV2LEC2K1203208	GMC	SIE	BA19901	19,321	7 Years 6 Months							
									\$76,223.02	\$91,807.97	\$92,246.74	\$102,473.18	\$182,480.08	\$153,463.99	

**TOWNSHIP OF EDWARDSBURGH CARDINAL  
INFORMATION ITEM**

**Committee:** Administration and Finance – Budget Meeting # 4

**Date:** February 20, 2020

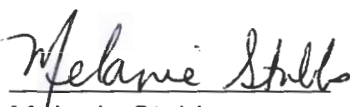
**Department:** Administration

**Topic:** Winter Control

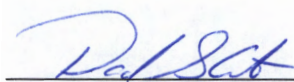
**Background:** At the February 10<sup>th</sup> committee meeting staff was directed to provide a report on winter control. The two highest costs associated with this operation are materials and labour. The table below compares 2019 versus 2020 for materials and labour at the end of January.

Description	2019	Budget %	2020	Budget %
Labour	\$26,265.05	32%	\$23,958.53	27%
Salt/Sand Materials	\$73,845.96	49%	\$62,519.49	39%
Total	\$100,111.01		\$86,478.02	

We are \$13,632.99 lower in 2020 compared to 2019. Attached is the (5) five-year winter control cost analysis used to develop the 2020 draft budget.



Melanie Stubbs  
Treasurer



Dave Grant  
CAO



Winter Control Budget Analysis  
2015-2019

Account	2015	2016	2017	2018	2019 5 year average	2020 Draft Budget	
Labour	84,193.12	74,705.92	60,380.57	67,107.46	94,622.69	76,201.95	90,000.00
Machine Rental-External- Sidewalks	17,730.54	22,916.39	19,736.37	17,978.46	25,924.87	20,857.33	22,000.00
Miscellaneous	19.36	7,842.32	4,991.32	0.00	8,054.95	4,181.59	4,000.00
Sand & Salt Materials	113,859.71	135,853.69	178,232.32	157,146.85	231,351.46	163,288.81	162,000.00
Machine Rental-External	2,102.64	4,825.45	4,579.20	3,141.84	6,836.69	4,297.16	6,000.00
	219,920.37	248,159.77	269,936.78	247,392.61	368,809.66	268,826.84	284,000.00

TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM

**Committee:** Budget Meeting # 4  
**Date:** February 20, 2020  
**Department:** Treasury  
**Topic:** 2020 Municipal Library Grant

**Purpose:** To obtain direction from committee as to the amount of the annual municipal library grant 2020.

**Background:** A copy of the 2020 library budget has been provided to committee that was approved by the Library Board.

The Township budget for libraries includes the municipal grant; custodian costs; building repairs; water testing and utilities. The 2020 draft budget (see attached printout) proposes a \$2,000.00 or 1.34% decrease due to a decrease in the building repairs line which includes repairs to the Cardinal library wheelchair ramp and installation of security cameras at the Cardinal Library.

The Township provides the library with administrative support through the processing of bi-weekly payroll, CRA remittances and maintenance of accounting transactions in the Township's computerized accounting software. The Township charges a nominal fee of \$30.00 per quarter for the administrative support. This amount does not cover the wages and benefits costs associated with administrative support.

The library bank account was included in the Township's banking agreement with RBC during 2018 which has saved the library bank charges and provided a total of \$895.71 in interest in 2019 as an additional source of revenue.

**Policy Implications:** As part of the annual budget process, Council approves the grant amount that is allocated to the Library Board.

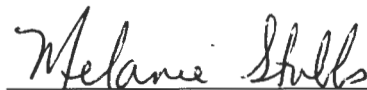
**Financial Considerations:** The library board budget is requesting the same amount of grant as was provided in 2019. The 2019 budget projected a surplus of \$2,130.00 and the pre-audit 2019 actuals indicates a surplus of \$19,202.28. This surplus is a result of additional donations of \$5,538.00 for computer replacements and SOLS grant of \$3,804.00 as well as a decrease in expenses within salaries and benefits of \$5,649.33


due to change in the CEO/Librarian position hours. The library has had surpluses every year from 2016-2018 totalling \$10,527.00. Combined with the 2019 surplus is a total of \$29,729.28 which results in the library's bank account sitting with a bank balance as of December 31, 2019 of \$56,954.20.

The draft 2020 budget is also showing a deficit of \$12,754.00 however if the amount unspent in 2019 was carried forward it would indicate a surplus of funds. In prior years the library board would include the prior year surplus as current year revenue but this practice stopped back in 2018. A decrease of \$15,500.00 would not impact the library financially in 2020.

There are two line items that indicate maintenance at the library and these costs are already included in the Township's budget. These amounts should not be included in the library budget.

**Recommendation:** That Committee recommends to Council that the 2020 municipal library board grant be \$90,000.00.

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
CAO

# E/C Library 2020 budget

			as per Teri	
	2020	2019	2019	2018
	Budget	Budget	Actual	Actual
<b>Revenue</b>				
Grant Prov of Ontaio	\$ 14,447	\$ 14,447	\$14,447.00	\$14,447
Grant SOLS conductivity	\$ 1,200	\$ -	\$3,804.00	\$500
Grant Municipal	\$ 105,500	\$ 105,500	\$105,500.00	\$105,500
Fines		\$ 75	\$0.00	
Printing & photocopies	\$ 875	\$ 800	\$663.95	\$1,476
Membership & Book sales	\$ 40	\$ 40	\$15.00	\$5
Interest	\$ 600	\$ 600	\$895.71	\$609
Donations	\$ 1,000	\$ 1,000	\$5,538.00	\$1,540
Donations - Friends	\$ 1,000	\$ 1,000	\$83.61	\$951
	\$ 124,662	\$ 123,462	\$130,947.27	\$ 125,028

**Township:**  
this grant is related to 2019 exoenses so should be recognized as 2019 revenue

**Township:**  
with the current balance the interest earned each month is \$100 so this line should be \$1200

## Expenditures

Salaries & benefits	\$78,000	\$83,000	\$77,350.67	\$83,801
Collections	\$30,000	\$20,000	\$17,366.47	\$19,064
Board remunerations	\$1,750	\$0	\$0.00	\$0
Audit	\$2,000	\$1,950	\$2,000.00	\$2,000
Insurance	\$3,260	\$3,260	\$3,311.42	\$3,261
Office supplies	\$1,000	\$1,000	\$1,380.47	\$758
Cleaning	\$50	\$50	\$58.78	\$18
Postage	\$300	\$300	\$264.24	\$427
Computer supplies & Mtee	\$2,500	\$4,000	\$4,897.84	\$2,127
Maintenance	\$500	\$500	\$70.56	\$291
Advertising	\$300	\$300	\$0.00	\$287
Bank charges	\$0	\$0	\$0.00	\$12
Phone (both libraries)	\$1,800	\$1,800	\$1,877.33	\$1,899
Internet (both Libraries)	\$1,500	\$1,700	\$1,543.51	\$1,171
Conventions & travel	\$850	\$500	\$743.99	\$686
Memberships	\$72	\$72	\$0.00	\$0
Licenses & copyright	\$2,307	\$1,300	\$487.57	\$1,277
Library programs	\$500	\$500	\$98.81	\$1,118
Computer purchases	\$2,627	\$0	\$0.00	\$0
Workstations, flooring & wiring	\$7,000	\$0	\$0.00	\$0
Staff training	\$1,100	\$1,100	\$293.33	\$792
	\$137,416	\$121,332	\$111,744.99	\$118,989

**Township:**  
not sure what this is for as maintenance costs are the township's responsibility

**Township:**  
why are you adding an additional line for computer purchases?

**Township:**  
flooring & electrical costs are building related and included in the township's budget

Surplus/deficit (\$12,754) \$2,130.00 \$19,202.28 \$6,039

**Township:**  
should be showing the surplus/deficit. In prior years the amount unspent is brought forward as revenue in the current year

**Township:**  
this unspent amount should be carried forward to 2020 as revenue

Report Date  
2/13/2020 11:36 AM

**Township of Edwardsburgh Cardinal**  
**DRAFT LIBRARY BUDGET**  
For the Year 2020

Page 1

	2019 Budget	2019 YTD Actual	Proposed 2020 Budget	Variance to 2019 Budget	Notes
<b>OPERATIONS</b>					
<b>EXPENSES</b>					
89-5201 - Library Utilities	12,000.00	10,334.69	12,000.00		
89-5203 - Library Building Repairs	24,000.00	19,270.52	22,000.00	(2,000.00)	includes cost to repair Cardinal ramp + \$3,000.00 for security cameras
89-5302 - Library Custodian Wages	7,200.00	5,375.00	7,200.00		
89-5335 - Library Water Testing	250.00	120.88	250.00		
89-5350 - Library Board Grant	105,500.00	105,500.00	105,500.00		
<b>Total Expenses</b>	<b>148,950.00</b>	<b>140,601.09</b>	<b>146,950.00</b>	<b>(2,000.00)</b>	
<b>TOTAL LIBRARY OPERATIONS:</b>	<b>148,950.00</b>	<b>140,601.09</b>	<b>146,950.00</b>	<b>(2,000.00)</b>	

TOWNSHIP OF EDWARDSBURGH CARDINAL  
INFORMATION ITEM

**Committee:** Administration and Finance – Budget Meeting # 4

**Date:** February 20, 2020

**Department:** Administration

**Topic:** 2020 Capital Project Update

**Truck Purchase:** At a previous budget meeting committee had discussed about the option of the Port of Johnstown donating a truck instead of a township capital purchase. There are a couple other options that committee may wish to consider.

Option # 1 (Finance): There is 0% interest rate financing available on 2019 models while supplies last. If committee decided to finance for 48months, the monthly payment based on a \$42,192.00 retail is \$879.00. The impact on the 2020 budget would be \$7,911.00 under operational versus \$35,000.00 from capital.

Option # 2 (Lease): A 48month lease on a 2020 model with a retail price of \$48,528.00 would be \$623.00 a month with a residual buyout of \$27,825.12. The impact on the 2020 budget would be \$5,607.00 under operational versus \$35,000.00 from capital.

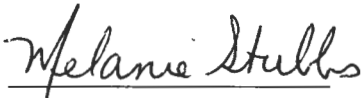
Would committee be interested in taking one of these two approaches instead of outright purchase?

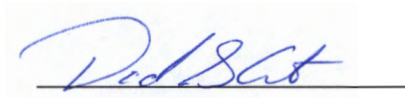
**Jordan, Rooney and Cedar Grove Road design and engineering costs:** At budget meeting # 2, committee reduced the original capital amount from \$400,000.00 to \$200,000.00 and directed staff to focus on the Cedar Grove Rd section. This is anticipated to be a multi-year project. Staff is recommending that \$100,000.00 be set aside to perform topographic survey, geotechnical subsurface investigation, preparation of drawings sufficient for utility circulation and engagement. The dollar value proposed

is based on smaller length projects (Giant Tiger Boulevard/Newport Drive/James Street) that required similar scope of work to reach this stage.

Committee should consider directing the remaining \$100,000.00 toward asphalt patching and/or placed into reserves.

**Waterfront Improvement:** The Waterfront development committee has now received costing for phase # 1 (east of the water treatment plant) based off rendered concept design # 1 presented at the open house on December 16<sup>th</sup>, 2019. The cost estimate is \$500,000.00. The waterfront committee is meeting on Wednesday to redefine the scope of work to a manageable value (\$100,000 to \$125,000) for 2020 and present at budget meeting # 4. There is a regional economic development grant application submission deadline of February 24<sup>th</sup> that we are working to meet that may cover 30% of the cost submitted.

  
Melanie Stubbs  
Treasurer

  
Dave Grant  
CAO



**Committee:** Administration & Finance - Budget Meeting # 4

**Date:** February 20, 2020

**Department:** Administration

**Topic:** Spring 2020 St. Lawrence River Response Plan Development

**Background:** Despite deviations to Plan 2014 and extended and prolonged high volume water flow outputs through the Moses Saunders dam, the latest information indicates water on the majority of the Great Lakes are close to or at record levels for this time of year. So the question is not so much whether high water levels will occur along the St. Lawrence River this Spring, it is more about the higher extent of levels compared to 2017 and 2019 and whether the 2020 response plan requires adjustment.

The 2017 Township response was reactionary in nature, similar to many municipalities and residents on both sides of the border, leading to more questions than answers. Was this a one-off anomaly not to be repeated or a warning of a potential future trend? In 2017 we pulled staff off their normal duties to secure and fill sandbags to assist private residents along the water mainly at Bay Lane, Tuttle Point and Hilltop Rd. Loads of sand and bags were delivered to Tuttle Point and Port of Johnstown for convenient access. Staff also secured fencing and barricades to prohibit and protect public infrastructure at the Waterfront Parks, boat launch and construction of a berm at the Water Treatment Plant (WTP). There were (11) eleven properties identified as adversely impacted through a partnered field analysis conducted by SNC and TWPEC staff during the 2017 event. The (11) properties consisted of the WTP, (6) six seasonal and (4) primary residents.

The 2019 high water level witnessed similar activities performed by Township staff. However, some lessons learned from 2017 were incorporated into a more effective 2019 response plan. This included our staff modifying the conveyor system on the dump box to allow faster, more efficient filling of sandbags. In addition, through combined efforts with South Nation Conservation, funding was secured to conduct LiDar mapping along the St. Lawrence River and to construct a permanent berm at the WTP in the fall of 2019.



The 2020 response plan is under development and endeavours to be more proactive in the following areas to provide support resources to those likely to be impacted by the high water levels this Spring.

### **Improved Communication Strategy**

Communication activities are scheduled to commence during the last week of February. A flood information package will be prepared and delivered specifically to those residents identified in the 2017 field assessment that were affected by high waters flood. Information will include how to properly construct a berm, electrical, septic system and well safety related to flooding. Emergency access concerns should be addressed if access to a road(s) becomes flooded, a basic contact list for pump/generator rental, local contractors and the locations of when and where sand and bags can be accessed. This package will be posted on the Township website and weekly status updates through social media will be posted.

### **Improved Supply Allocation and Tracking**

The past two events, staff delivered material and placed pre-filled sandbags on pallets during normal Monday to Friday business hours. Quantity levels were monitored through the workweek and additional material or bags were replenished as required. One of the obstacles with this method is maintaining stock and tracking the destination of product as most residents accessed these resources during evening and weekends. Staff will begin production of pre-filled sandbags, as time allocates, starting the last week of February to have a base stock available by the middle of March. Loads of sand will be directly delivered by contractors to pre-determined fill locations (TBD). Five hundred empty sand bags will be initially dropped off to the residents identified in the 2017 field assessment.

### **People Helping People Network**

A form could be inserted into the interim tax bill where residents have the option to fill out, sign and return with their contact information to help with flood protection activities. The contact information would be distributed to flood impacted residents for them to coordinate the assistance.

Instituting these additional refinements should free up staff to focus on potential public infrastructure flooding events and our core Spring activities.

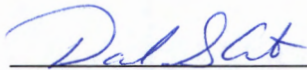
### **Initial Questions for Committee Discussion**

Is committee willing to continue to fund these activities out of general taxation?

Is committee prepared to have frontline staff work overtime hours filling bags and/or tracking product?

Is committee interested in investing in a shared capital purchase of a sandbag filler with neighbouring municipalities along the St. Lawrence?

The 2017 flood expense costs were \$15,192.00, in 2018 \$5052.00 (bulk was LiDAR mapping) and \$4912.00 in 2019 (bulk of expense was labour to construct temporary berm at WTP prior to permanent berm). There is \$2,000 allocated to flood expenses in 2020. How much additional financial support commitment does committee want to make?

  
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CAO/CEMC