



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

Tuesday, April 29, 2025, 6:30 PM

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

**1. Call to Order**

**2. Indigenous Land Acknowledgement Statement**

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

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

**3. Approval of Agenda**

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

**5. Delegations & Presentations**

**6. Consent Agenda**

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

- a. Regular Council - March 31, 2025 [See item 7.a]
- b. Port Management Committee - March 24, 2025 [See item 9.a]
- c. Committee of the Whole - Community Development - April 7, 2025 [See item 9.b]
- d. Committee of the Whole - Administration and Operations - April 14, 2025 [See item 9.c]
- e. Award EC-PW-25-06 - Asphalt Pad and Patch Tender [See item 10.a]
- f. Award EC-PW-25-07 - Winter Sand Tender [See item 10.b]

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

- a. Regular Council - March 31, 2025 - CONSENT

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

**9. Committee Minutes**

- a. Port Management Committee - March 24, 2025 CONSENT
- b. Committee of the Whole - Community Development - April 7, 2025 - CONSENT
- c. Committee of the Whole - Administration and Operations - April 14, 2025 - CONSENT

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

- a. Award EC-PW-25-06 - Asphalt Pad and Patch Tender - CONSENT
- b. Award EC-PW-25-07 - Winter Sand Tender - CONSENT
- c. 2025 Capital Road Program Adjustment
- d. Award EC-REC-02-25 Outdoor Tennis/Basketball Courts Lighting and EC-REC-03-25 Cardinal Tennis/Basketball Courts Resurfacing

- e. Award EC-ES-25-02 - Spencerville Pump - Station #1
  - f. Award EC-ES-25-03 - Cardinal Water Treatment Plant UV Replacement
  - g. Request for Support - Ontario Medical Association (OMA) - Doctor's Day Celebrations - May 1, 2025
  - h. 2025 Community Grants and Donations
  - i. Amended Procurement Policy Including Buy Canadian Provisions - Draft
- 11. Correspondence**
- 12. Municipal Disbursements**
- 13. By-laws**
- a. Zoning Bylaw Amendment - Domestic Fowl in Settlement Areas
  - b. 2025 Tax Rate Bylaw
- 14. CAO's Administrative Update**
- 15. Councillor Inquiries or Notices of Motion**
- 16. Member's Report**
- 17. Question Period**
- 18. Closed Session**
- a. 239(2)(d) Labour relations or employee negotiations; Specifically: Union Negotiations Update and approve Closed Session minutes dated February 24, 2025.
- 19. Confirmation By-law**
- 20. Adjournment**

**MINUTES**  
**MUNICIPAL COUNCIL**

**Monday, March 31, 2025**  
**6:30 PM**

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

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

STAFF: Sean Nicholson, CAO  
Jessica Crawford, Treasurer  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Brian Moore, Fire Chief  
Chris LeBlanc, Manager of Public Works  
Candise Newcombe, Deputy Clerk  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

**1. Call to Order**

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

**2. Indigenous Land Acknowledgement Statement**

The Chair read the indigenous land acknowledgement statement.

**3. Approval of Agenda**

**Decision:** 2025-058

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That Municipal Council approves the agenda as presented.

Carried

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

None.

**5. Delegations & Presentations**

- a. South Grenville Bluegrass Festival - 10th Anniversary Edition - Lisa Pigeau - Community Grants & Donations

Ms. Lisa Pigeau introduced herself, acknowledged the Indigenous Land Acknowledgement Statement read by the Mayor, and requested permission to expand upon it by reading her own statement. She provided an overview of the South Grenville Blue Grass Festival's operations, its continued growth, marketing strategies to expand its audience, and the community contributions recognized through the event. Ms. Pigeau also noted positive feedback, while highlighting requests for additional recycling bins and a more conveniently located RV dumping station. In addition to the request through the Township Community Grants and Donations Program, Ms. Pigeau requested assistance with spreading the word about the festival to locals who wish to attend.

Members discussed the festival's value to the Township, community support, volunteer collaboration (including students earning community hours), and identified marketing areas where the Township could offer assistance.

Council thanked Ms. Pigeau for her presentation.

b. South Dundas United Football Club - Phillip Blancher - Community Grants & Donations

Mr. Phillip Blancher of the South Dundas United Football Club introduced himself and provided an overview of the history of the club's operations and an update on the club's fundraising efforts for replacing soccer goals. As a non-profit, the SDUFC imposes no residency restrictions and remains one of the most cost-effective clubs, with a registration fee of only \$50 per season, and offering children of all backgrounds the opportunity to play. Mr. Blancher acknowledged that maintaining the affordable registration fee limits contributions to reserves, thereby restricting capital asset replacement. He also noted that 21% of the club's registration comes from residents of Edwardsburgh Cardinal, which he cited as the basis for the request for assistance.

There was discussion regarding Township resident participation in the program, alternative funding opportunities, and how financial assistance would support the purchase of the goals.

Council thanked Mr. Blancher for his presentation.

c. CIP Virtual Presentation - NPG Planning Solutions

Ms. Denise Horn of NPG Planning Solutions summarized the company, project team, purpose, and timeline of the study. She explained the concept of a Community Improvement Plan (CIP), highlighted the company's experience with CIP implementation, and noted the opportunity to review the Township's existing CIPs to assess their functionality, utilization, and potential for modification.

The presentation aimed to gather feedback and gauge Council's preferred direction for these programs.

Discussion focused on past communities that engaged NPG Planning Solutions for CIP implementation, concerns over Township boundaries limiting CIP eligibility, potential funding sources, and addressing perceived divisions within the Township through the enforcement of a comprehensive CIP.

Council thanked NPG Planning Solutions for their presentation.

d. Potentia Renewables Inc.

Mr. Ben Sol and Mr. Keaton Lever introduced themselves and provided an overview of Potentia Renewables Inc.'s operations. They presented the development plan, required permits, studies and reports obtained, and a system overview of the Skyview 2 BESS project planned in the Township. Additionally, they discussed the system's battery chemistry, its impact on safety, lifespan, and environmental footprint, along with fire risk mitigation measures, safety features, and failure rate statistics. The consultation process with stakeholders and Indigenous communities was also reviewed.

Discussion centered on the timely submission of materials, the open house scheduled for May 1, changes to the proposed development location, and resident feedback. Members inquired about feedback on the Environmental Compliance Approval (ECA) and the aggressive development timeline, noting the reduced Council meeting schedule in July and August. Members inquired about a noise impact study, which has been completed, with future mitigation addressed as needed.

Council thanked Mr. Sol and Mr. Lever for their presentation.

**6. Consent Agenda**

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

- a. Special Council – February 24, 2025
- b. Regular Council – February 24, 2025
- c. Public Library Board – January 28, 2025
- d. Port Management Committee – February 18, 2025
- e. Committee of the Whole – Administration and Operations – Budget Meeting #3 – February 20, 2025.
- f. Public Library Board – February 25, 2025
- g. Committee of the Whole – Community Development – March 3, 2025
- h. Committee of the Whole – Administration and Operations – March 10, 2025
- i. 2024 Stormwater Management Annual Report
- j. 2024 Prescott Annual Drinking Water System Report
- k. Renaming Municipal Asset Application – Cardinal Public Works Garage
- l. Pre-Budget Approval – Johnstown Play Structure
- m. Award Johnstown Pool Piping
- n. Award Dust Suppressant Tender
- o. Award Crushed Rock Tender

Carried

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

- a. Special Council - February 24, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Special Council meeting dated February 24, 2025.

Carried

- b. Regular Council - February 24, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Regular Council meeting dated February 24, 2025.

Carried

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

Regular Council - March 31, 2025

3

None.

**9. Committee Minutes**

- a. Public Library Board - January 28, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the minutes of the Public Library Board meeting dated January 28, 2025.

Carried

- b. Port Management Committee - February 18, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the minutes of the Port Management Committee meeting dated February 18, 2025.

Carried

- c. Committee of the Whole - Administration and Operations - Budget Meeting #3 - February 20, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receives and approve the minutes of the Committee of the Whole - Administration and Operations - Budget Meeting #3 - February 20, 2025.

Carried

- d. Public Library Board - February 25, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive the minutes of the Public Library Board meeting dated February 25, 2025.

Carried

- e. Committee of the Whole - Community Development - March 3, 2025 - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Committee of the Whole - Community Development meeting dated March 3, 2025.

Carried

- f. Committee of the Whole - Administration and Operations - March 10, 2025  
- CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and approve the minutes of the Committee of the Whole - Administration and Operations meeting dated March 10, 2025.

Carried

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

- a. 2024 Stormwater Management Annual Report - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council:

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

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

Carried

- b. 2024 Prescott Annual Drinking Water System Report - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council receive and review the 2024 Water Annual/summary Report for the Prescott Water System, as recommended by the Committee of the Whole - Administrations and Operations.

Carried

- c. Renaming Municipal Asset Application - Cardinal Public Works Garage - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council:

1. Approve the application to rename the Cardinal Public Works Garage to be the Bill Walter Public Works Garage; and
2. Make a one-time exception to reduce the 60-day comment period to 20-days and approve the application should there be no comments or opposition from this 10th day of March 2025.

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

Carried

- d. Pre-Budget Approval - Johnstown Play Structure - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council awards the purchase of the Johnstown Play Structure from Playground Planners Inc. for the purchase price of \$79,759.50 plus non-rebated HST of \$1,403.75 for the total purchase price of \$81,163.25, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- e. Award Johnstown Pool Piping - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council award tender EC-REC-01-2025 to Benson Pools Ltd. as the bid price of \$272,961.00 including non-rebated HST \$4,804.11, and furthermore have a 5% contingency for potential unforeseen issues during the course of the renovations in the amount of \$13,500.00 for a total project cost of \$291,265.11, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- f. Award Dust Suppressant Tender - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council award the supply of dust suppressant tender EC-PW-25-02 to Da-Lee Dust Control Ltd. at the unit rate of \$0.389 per litre to an upset limit of \$70,750.00 including non-rebated portion of HST, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- g. Award Crushed Rock Tender - CONSENT

**Decision:** 2025-059

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT Municipal Council award the supply of crushed rock tender EC-PW-25-03 to G. Tackaberry & Sons Construction Company Ltd. at the unit rate of \$14.14 per ton to an upset limit of \$113,120.00 including non-rebated portion of HST and approve a \$15,000.00 contingency to be used at the Manager of Public Works discretion for additional gravel road spot repairs, as recommended by the Committee of the Whole - Administration and Operations.

Carried

- h. 2025 Port of Johnstown Budget

Members noted concerns with the addition of permanent staffing positions.

**Decision:** 2025-060

**Moved by:** S. Dillabough

**Seconded by:** J. Martelle

THAT Council approves the 2025 Operating and Capital budgets Option One as presented, as recommended by the Port Management Committee.

Carried

i. Township/Port of Johnstown Surplus Sharing Policy

**Decision:** 2025-061

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to establish a surplus sharing policy between the Township of Edwardsburgh Cardinal and the Port of Johnstown and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-062

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to establish a surplus sharing policy between the Township of Edwardsburgh Cardinal and the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-14.

Carried

j. 2025 Township Consolidated Budget

Council commended the aggressive nature of the proposed 2025 budget, noting the Council mandate to close the infrastructure gap.

**Decision:** 2025-063

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT Council approve the 2025 consolidated budget as presented.

Carried

k. Award Dewitt Richter Culvert Replacement

**Decision:** 2025-064

**Moved by:** W. Smail

**Seconded by:** J. Martelle

That Council award tender EC-MD-25-01 Dewit Richter Municipal Drain Culvert replacement to Goldie Mohr Ltd. in the amount of \$26,900.00 plus non-rebated portion of HST.

Carried

l. Rideau St. Lawrence Distribution Shareholder's Agreement

**Decision:** 2025-065

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

THAT Council authorizes the Mayor and Interim Clerk to execute the Amended and Restated Unanimous Shareholders' Agreement with Rideau St. Lawrence Holdings Inc.

Carried

**11. Correspondence**

**Decision:** 2025-066

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

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

- February 27, 2025
- March 5, 2025
- March 12, 2025
- March 19, 2025
- March 26, 2025

Carried

**12. Municipal Disbursements**

**Decision:** 2025-067

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

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

- |                                       |              |
|---------------------------------------|--------------|
| • Report dated February 25 (2025-031) | \$546,639.71 |
| • Report dated February 25 (2025-032) | \$139,666.75 |
| • Report dated March 13 (2025-041)    | \$429,959.86 |
| • Report dated March 18 (2025-042)    | \$199,283.10 |
| • Report dated March 26 (2025-052)    | \$160.00     |
| • Report dated March 26 (2025-053)    | \$17,656.42  |

**TOTAL: \$1,333,365.84**

Carried

**13. By-laws**

- a. Port of Johnstown - Non-Union Personnel Policy and Employee Guide

**Decision:** 2025-068

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

THAT the mover be granted leave to introduce a bylaw to establish a personnel policy and employee guide for non-union employees of the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-069

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to establish a personnel policy and employee guide for non-union employees of the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-15.

Carried

b. Port of Johnstown - Accessibility Plan

**Decision:** 2025-069

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT the mover be granted leave to introduce a bylaw to establish an accessibility plan for the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-070

**Moved by:** W. Smail

**Seconded by:** J. Martelle

THAT a bylaw to establish an accessibility plan for the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-16.

Carried

c. Port of Johnstown - Delegation of Authority Policy

**Decision:** 2025-072

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw with respect to the delegation of authority at the Port of Johnstown, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-073

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT a bylaw to with respect to the delegation of authority at the Port of Johnstown, be now read a third and final time and finally passed, signed, sealed and numbered 2025-17.

Carried

d. Municipal Alcohol Policy

**Decision:** 2025-074

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT the mover be granted leave to introduce a bylaw to adopt a Municipal Alcohol Policy, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-075

**Moved by:** J. Martelle

**Seconded by:** W. Smail

THAT a bylaw to adopt a Municipal Alcohol Policy, be now read a third and final time and finally passed, signed, sealed and numbered 2025-18.

Carried

e. 2025 Budget Bylaw

**Decision:** 2025-076

**Moved by:** C. Ward

**Seconded by:** S. Dillabough

THAT the mover be granted leave to introduce a bylaw to adopt the general government estimates for sums required during the year, and this shall constitute first and second reading thereof.

Carried

**Decision:** 2025-077

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

THAT a bylaw to adopt the general government estimates for sums required during the year, be now read a third and final time and finally passed, signed, sealed and numbered 2025-19.

Carried

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

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

- Confirmed the Spencerville pickleball season from April - August. Noted the Cardinal court is anticipated to be completed by August 1.
- Communications Committee progress to date.
- Confirmed tentative date April 9-10 to open the Johnstown pickleball court, weather dependent.
- Waterfront dock installation confirmed before April 22nd.
- Involvement of the Port of Johnstown at the 2025 Prescott Trade Show.
- Suggested a social media post to recognize the funding received for the new bunker gear wash station.
- Commended the procurement of a full complement of summer staff, noting several returning staff.
- Highlighted the upcoming Firefighter Pancake Breakfast scheduled for April 19th and the Council appreciation dinner for the Fire Department scheduled for May 9th.

**Decision:** 2025-078

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

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

Carried

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

Deputy Mayor Dillabough requested discussion regarding a 2026 submission into the Kraft Hockeyville community contest.

Councillor Ward requested a staff report outlining the proposed development schedule of the Spencerville Splash pad project.

**16. Member's Report**

Members of Council reported on the following:

- Deputy Mayor Dillabough noted his attendance at the Leo Boivin Junior Hockey Tournament and shared condolences on the loss of resident and Councillor Ruth Lockett.
- Deputy Mayor Dillabough mentioned his upcoming visit to Centennial '67 Elementary School to present a scroll to students in recognition of their efforts in raising food for the local food bank through a school cereal drive.
- Deputy Mayor invited everyone to participate in the Earth Day clean-up on April 22nd, noting that lunch will be provided to volunteers.
- Mayor Deschamps noted his attendance at the Augusta Mayors Breakfast on March 28, highlighting discussion topics on transportation, greenhouses, and affordable housing.

**Decision:** 2025-079

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

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

Carried

**17. Question Period**

Questions/comments were raised with respect to the following:

- Confirmed availability of the Council/Committee agendas and meeting recordings online for future access.

**18. Closed Session**

None.

**19. Confirmation By-law**

**Decision:** 2025-080

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

THAT a by-law to adopt, confirm and ratify matters dealt with by resolution be now passed, signed, sealed and numbered 2025-20.

Carried

**20. Adjournment**

**Decision:** 2025-081

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

That Municipal Council does now adjourn at 9:01 p.m.

Carried

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Mayor

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Deputy Clerk

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE  
MONDAY MARCH 24, 2025  
6:30 PM**

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

Regrets: Councillor Joe Martelle

Zoom: Frank McAuley, Advisory Member  
Clint Cameron, Advisory Member

Staff: Sean Nicholson, CAO  
Candise Newcombe, Deputy Clerk  
Natalie Charette, Interim Clerk  
Jessica Crawford, Treasurer  
Leslie Drynan, General Manager  
Rhonda Code, Office Manager  
Jeff Wright, Maintenance Manager  
Shawn Fisher, General Foreman

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:31 p.m.

2. Approval of Agenda

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

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations

- Spencerville Photographer Stewart Curry

Mr. Curry presented a framed photograph to the Port General Manager for display at the Port of Johnstown and offered his services to the Port in future.

- RCMP Delegation

Constable Nathan Morano and Corporal Mike Fortier spoke to their presentation (copy kept on file) which highlighted the scope of the “Safer Country Act”, increased immigration from the USA, the RCMP border integrity mandate, collaboration between the RCMP and the CBSA, border response protocol, the prevalence of human trafficking in the area, and the frequency and direction of various items being smuggled across the border.

Committee thanked the RCMP representatives for their presentation and dedication to public safety and clarified public procedure should they witness suspicious activity, highlighting public safety as the priority.

Members inquired about the replacing the sign located at the Cardinal Boat launch referencing the USA/Canada border.

5. Minutes of the Previous POJ Committee Meeting

- a) Meeting of February 18, 2025

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated February 18, 2025.

Carried

6. Business Arising from Previous PMC Minutes (if any)

- 2025 Operating & Capital Budget

The Port General Manager provided background regarding the deferral of the budget and discussed the following: increases to labour, general wage and benefit increases, staggering the proposed hiring, the reasoning for the retention of additional staff, and covering the federally mandated annual time off provided to staff.

It was noted that without the federally required increases, the additional expenses realized would be approximately \$400,000.00 less.

There was general consensus reached to support option 1.

Recommendation: That the Port Management Committee recommends that Council approve the 2025 Operating and Capital budgets Option 1 as presented.

Moved by: T. Deschamps

Seconded by: C. Ward

Carried

7. Discussion Items – None

8. Action/Information Items

a) Grain Operations & Health and Safety Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, vessels loaded in February, clarified the January learning event, and highlighted the increase to the grain commission rating following the retention of casual employees.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, and the addition of a new full-time electrician.

c) Financial Report

Committee was provided with a summary of the monthly revenue and expenses actuals compared to 2024 and noted the benefits of the year over year breakdown provided.

d) General Manager's Report

Committee was provided an overview of the report and requested that the April meeting be moved to April 22 in recognition of the federal holiday Easter Monday. There was discussion regarding: the new Union and negotiation representatives, staff certifications and addition of a full-time electrician, and the submission of interest to participate in the 2026 Farm Show.

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That the Port Management Committee received and reviewed items 8. a) Grain Operations & Health and Safety Report; b) Maintenance Report; c) Financial Report; and d) General Manager's Report.

Carried

e) Follow-Up on Draft Surplus Sharing Policy

Committee noted clarified language regarding the dividend sharing section within the policy and highlighted the granted flexibility to perform ongoing reviews to ensure the protection of the Port of Johnstown.

**Moved by:** T. Deschamps  
**Seconded by:** C. Ward

That the Port Management Committee recommend that the Council endorses the Surplus Sharing Policy as amended and authorize the transfer of \$2.2M to the Township for 2024; and that the Surplus Sharing Policy be reviewed in Q3-Q4 following completion of the Port's Strategic Plan.

Carried

f) Draft Non-Union Personnel Policy & Employee Guide

The Port General Manager provided a high-level summary of the report and discussed the impacts of the federally required Family Day on non-union staff.

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

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Non-Union Personnel Policy & Employee Guide.

Carried

g) Draft Accessibility Plan

The Port General Manager provided a summary of the report.

**Moved by:** T. Deschamps  
**Seconded by:** W. Smail

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

Carried

h) Draft Updates to Delegation of Authority Policy

The Port General Manager provided a summary of the report and discussed inclusion of the CAO into the delegate list, clarified the intent to provide the Operations Manager with more authority, and aligning current jobs with their current job descriptions.

Members requested copies of the current Port of Johnstown job descriptions.

**Moved by:** T. Deschamps  
**Seconded by:** C. Ward

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Delegation of Authority Policy.

Carried

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Port Management Committee –March 24, 2025

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements and discussed the parameters and intent of the Abel fumigation contract in the annex and the MECP requirement to have 2 licensed employees onsite under the POJ MECP to ensure product integrity and insurance.

**Moved by:** C. Ward

**Seconded by:** T. Deschamps

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

Withdrawals Total:	\$226,884.65	
Batch 5 Cheques	\$110,021.98	
Batch 6 EFT's	\$203,566.81	
Total of Direct Withdrawal & Batch Listings:	\$540,473.44	Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Attended the 2025 Farm Show with the Port of Johnstown Operations Manager.

12. Question Period – None.

13. Closed Session

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That Committee proceeds into closed session at 8:14 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approves Closed Session Minutes from January 23, 2025.
- Section 239(2)(a)(c) The security of the property of the municipality or local board and a proposed or pending acquisition or disposition of

land by the municipality or local board; Specifically: Approve Closed Session Minutes from February 18, 2025.

- Section 239(2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board; Specifically: Business Development & Contract Negotiations.

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:40 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss Business Development Opportunity and provided direction to the Port General Manager and approved the minutes of closed session.

15. Adjournment

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the Committee meeting adjourns at 8:51 p.m.

Carried

These minutes were approved by Port Management Committee this \_\_\_ day of \_\_\_\_\_, 2025.

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**Chair**

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**Deputy Clerk**

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

**Monday, April 7, 2025, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

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

STAFF: Dave Grant, Director of Operations/Deputy CAO  
Tim Fisher, Planner  
Wendy VanKeulen, Community Development Coordinator  
Rachel Porter, Recreation Coordinator  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

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

Councillor Ward called the meeting to order at 6:30pm.

**2. Approval of Agenda**

Councillor Martelle asked the Chair to move 6.c up to 6 a. and move 6.a to 6.b and 6.b to 6.c.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the agenda be approved as amended.

Carried

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

None.

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

None.

**5. Delegations and Presentations**

a. Every Kid in Our Communities Coalition - Jane Hess

Ms. Hess presented the "Start with Hello" campaign on behalf of Every Kid in our Communities in Leeds and Grenville. This campaign is meant to create an environment where children feel safe, included, valued and connected. Developmental Assets Framework was explained, which offers support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies and positive identity. The more assets young people have, the less likely they are to engage in high-risk behaviours. Applications to become an asset builder can be sent to [tawnya.boileau@healthunit.org](mailto:tawnya.boileau@healthunit.org) by May 25, 2025. For more information please visit [www.everykid.on.ca](http://www.everykid.on.ca). Committee thanked Ms. Hess for her presentation.

b. BaitFuel Fishing Tour - Thomas Hooper & Greg Scott - Community Grants & Donations

Mr. Hooper and Mr. Scott presented their 2025 Community Grants and Donations request to Committee, being a \$2,500 cash request plus in-kind support from the municipality. Their request is to assist with the production cost of the TV show as well as staff to assist with parking and an alternate rain date. Participation is anticipated to be just as high as previous years, with most anglers being from Canada. Discussion ensued around involving more youth and the idea of a learn to fish program for future years. Committee thanked them for their presentation.

c. Spencerville Mill Foundation - Tim East - Community Grants & Donations

Mr. East presented the 2025 Community Grants and Donations request to Committee, being \$3,200 to assist in paying for a new modernized website to increase visibility and interactions with the public, including online booking capabilities. The request also included in-kind support of lawn maintenance, continued garbage and recycling pickup and photocopying/printing. Mr. East highlighted the events and private event bookings that the Mill host throughout the year. Their mandate is to maintain and preserve the Mill with a mission to protect the Mills' history and the intent of the foundation is to continue to promote cultural educational programming. Discussed ensued around the cultural and historical significance of the Mill. Committee thanked Mr. East for his presentation.

**6. Action/Information/Discussion Items**

a. Play: Recreation

1. Spring Recreation Update

Committee was provided an overview of the report by staff, discussion ensued around Pitch-In Week.

b. Live: Land Use Planning

1. Consent Review and Recommendation - Applications B-10-25 & B-11-25

Committee was provided with a detailed summary of the application and discussed the Consent Granting Authority and minor variance approval. The idea of moving consent granting authority to the Municipal Planner in the future was discussed.

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

That the Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority:

Application B-10-25: That the Committee recommend in favour of severance application B-10-25 for the purposes of a lot addition from 707 County Road 21 to 709 County Road 21, subject to the recommended conditions to be applied to any provisional approval (Notice of Decision); and

1. That the severed parcel shall be merged with the abutting parcel of land municipally addressed as 709 County Road 21, which is the retained parcel of consent application B-11-25; and

2. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch; and

3. That the owner/applicant obtain a minor variance for the reduced lot area of the retained lot (707 County Road 21), prior to the issuance of the Certificate of Official; and

4. That a copy of any decision notice be provided to the Township for our files.

and;

Application B-11-25: That the Committee recommend in favour of severance application B-11-25 to sever an existing second dwelling and its private individual well and sewage disposal system and road access (711 County Road 21), subject to the recommended conditions to be applied to any provisional approval (Notice of Decision); and

1. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for

our files, and that the plan meets the general intent of the approved consent sketch; and

2. That the owner/applicant obtain a minor variance for the reduced lot area of the severed and retained lots and the reduced road frontage of the retained lot, prior to the issuance of the Certificate of Official; and

3. That a copy of any decision notice be provided to the Township for our files.

Carried

2. Consent Review and Recommendation - Applications B-22-25 & B-23-25

Committee was provided a detailed summary of the application. Discussion around the amount of conditions listed within the recommendation ensued. Clarification was given to Committee from staff on road widening, it is a requirement in the Official Plan and is a best practice. Committee directed staff to look at a way of implementing the road widening requirement into the conditions moving forward. Direction was given from Committee to find a simpler process when listing out conditions for recommendations.

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

That the Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority:

**Application B-22-25:** That the Committee recommends approval of severance application B-22-25 for the purpose of severing a 1-hectare parcel of undeveloped land with approximately 52 metres of road frontage on the south side of Buckwheat Road for future residential development, subject to the recommended conditions

**1. Notice of Decision:** That a copy of any decision notice be provided to the Township for our files.

**2. Survey:** That the owner/ applicant shall provide a paper and digital (PDF) copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch. It may be beneficial to have the draft plan provided to the township for review

prior to registration.

**3. Minimum Distance Separation:** Any new residential development shall be located 314 metres from the closest point of the livestock facility at 2702 Buckwheat Road to the potential residential development on the severed parcel.

**4. Road Widening:** The owner/applicant shall have their surveyor confirm in writing to the Township that the existing width of the road allowance along the severed and retained parcels fronting on Buckwheat Road, is a minimum of 10 metres from centreline of road. If additional lands are required to bring the road allowance up to minimum standards, the additional land shall be shown as part or parts on a draft reference plan for the Townships review.

The owner/applicant shall have their lawyer prepare the required transfer documents and provide a copy to the Township for review and signature to have the lands assumed as a public highway. The preparation and registration of the documents shall be at the owner/applicant's expense.

**5. Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcel of land with the following clauses:

a. That the owner be advised that the subject lot is located in the rural area and may be in proximity to active or future agricultural operations and may experience odours, sounds and vehicle traffic associated with the standard operation of agricultural uses.

b. That the owner be advised that any new or expanding livestock facility or manure storage facility on a lot in the rural area or new residential dwelling is subject to Minimum Distance Separation (MDS) calculation.

c. That the owner be advised that any new or altered entrances require an entrance permit from the Township of Edwardsburgh Cardinal, prior to the commencement of any work.

d. That the owner(s) be advised that the severed and retained parcels are located within or adjacent to a flood plain or natural heritage feature, which is subject to required setbacks in the Township of Edwardsburgh Cardinal Zoning By-Law, as amended. Any proposed development or site alteration within 120 metres of the flood plain or natural heritage feature is subject to the review of the South Nation Conservation Authority and may require

Conservation Development Permit prior to any development or site alteration.

e. That the owner(s) be advised that Township encourages the preservation and enhancement of existing natural vegetation on the site and limit the removal of any vegetation only to the proposed development area. The owner(s) may contact the Township of Edwardsburgh Cardinal or South Nation Conservation Authority for more information.

f. That the recommended mitigation measures provided in Section 4.0 of the Natural Heritage Site Assessment, prepared by Ecological Services dated July 16, 2024 be applied:

i) Development on the severed and the retained parcels shall meet a minimum setback of 30 metres from all the wetland communities, and that development on the proposed lots remain within 60 metres of the road (Figure 5), which will allow development on the proposed lots to meet the setback. Development is not presently proposed on the retained land, but there are opportunities for residential development that meet the 30 m setback.

ii) Woodland clearing should not occur within 30 m of the thicket swamp. Within 30 m of the meadow marsh and adjacent wetland to the east, the field should remain naturally vegetated and no hardened surfaces should be created. A farm lane to access the portion of retained land south of the severances is acceptable, although we do not recommend installing a paved road within 30 m of the wetland (a path of earth or gravel would not create a hardened surface).

iii) No tree removal (of live or dead-standing trees) should be undertaken between April 1 and September 30, to protect nesting birds and prevent harm to roosting bats.

AND;

**Application B-23-25:** That the Committee recommends approval of severance application B-23-25 for the purpose of severing a 1-hectare parcel of undeveloped land with approximately 52 metres of road frontage on the south side of Buckwheat Road for future residential development, subject to the recommended conditions:

**1. Notice of Decision:** That a copy of any decision notice be provided to the Township for our files.

**2. Survey:** That the owner/ applicant shall provide a paper and digital (PDF) copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch. It may be beneficial to have the draft plan provided to the township for review prior to registration.

**3. Road Widening:** The owner/applicant shall have their surveyor confirm in writing to the Township that the existing width of the road allowance along the severed and retained parcels fronting on Buckwheat Road, is a minimum of 10 metres from centreline of road. If additional lands are required to bring the road allowance up to minimum standards, the additional land shall be shown as part or parts on a draft reference plan for the Townships review.

The owner/applicant shall have their lawyer prepare the required transfer documents and provide a copy to the Township for review and signature to have the lands assumed as a public highway. The preparation and registration of the documents shall be at the owner/applicant's expense.

**4. Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcel of land with the following clauses:

a. That the owner be advised that the subject lot is located in the rural area and may be in proximity to active or future agricultural operations and may experience odours, sounds and vehicle traffic associated with the standard operation of agricultural uses.

b. That the owner be advised that any new or expanding livestock facility or manure storage facility on a lot in the rural area or new residential dwelling is subject to Minimum Distance Separation (MDS) calculation.

c. That the owner be advised that any new or altered entrances require an entrance permit from the Township of Edwardsburgh Cardinal, prior to the commencement of any work.

d. That the owner(s) be advised that the severed and retained parcels are located within or adjacent to a flood plain or natural heritage feature, which is subject to required setbacks in the Township of Edwardsburgh Cardinal Zoning By-Law, as amended. Any proposed development or site alteration within 120 metres of the flood plain or natural heritage feature is subject to the review of the South Nation Conservation Authority and may require

Conservation Development Permit prior to any development or site alteration.

e. That the owner(s) be advised that Township encourages the preservation and enhancement of existing natural vegetation on the site and limit the removal of any vegetation only to the proposed development area. The owner(s) may contact the Township of Edwardsburgh Cardinal or South Nation Conservation Authority for more information.

f. That the recommended mitigation measures provided in Section 4.0 of the Natural Heritage Site Assessment, prepared by Ecological Services dated July 16, 2024 be applied:

i) Development on the severed and the retained parcels shall meet a minimum setback of 30 metres from all the wetland communities, and that development on the proposed lots remain within 60 metres of the road (Figure 5), which will allow development on the proposed lots to meet the setback. Development is not presently proposed on the retained land, but there are opportunities for residential development that meet the 30 m setback.

ii) Woodland clearing should not occur within 30 m of the thicket swamp. Within 30 m of the meadow marsh and adjacent wetland to the east, the field should remain naturally vegetated and no hardened surfaces should be created. A farm lane to access the portion of retained land south of the severances is acceptable, although we do not recommend installing a paved road within 30 m of the wetland (a path of earth or gravel would not create a hardened surface).

iii) No tree removal (of live or dead-standing trees) should be undertaken between April 1 and September 30, to protect nesting birds and prevent harm to roosting bats.

Carried

3. Domestic Fowl Supplementary Report

Committee was provided a detailed overview of the report, which focused solely on settlement areas. A future report will be presented at the next Committee of the Whole, Community Development Meeting which will provide an update on the suggested amendments to Hobby Farms and Domestic Fowl in the Rural Area.

Additional information was requested on properties with municipal services with regard to their limitations. A timeline of 2 years was recommended by staff for this pilot project. Clarification was given on future consideration of R-3 lots being included and the possibility of re-zoning. Further recommendations from Committee were; to remove item e. and replace with "that the coop and run shall have a permanent roof structure", and to include side yard, as well as clarifying either 10 sq m or 12 sq m.

Deputy Mayor stepped away from the table at 8:35pm.

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

That Committee recommend to Council to approve the amendments to Section 4.5, Hobby Farms and Keeping of Domestic Fowl in Zoning By-Law Number 2022-37, to include provisions to permit domestic fowl to be located in the settlement area of the Villages of Cardinal, Johnstown and Spencerville with the recommended changes provided by Committee.

Carried

c. Work: Economic Development

1. EC Connects - Update

Committee was provided a detailed overview of the report.

The Deputy Mayor returned to the table at 8:38pm.

At a previous Committee meeting, direction was given to investigate the possibility of utilizing the EC Connects platform to assist with volunteer recruitment. Staff was able to research the request and found that there is a platform within the program that would cost \$7,200 per year.

Discussion ensued around collecting more data ahead of the 2026 budget.

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

It is recommended that Council revisit the platform's performance in six months to assess engagement levels and community impact. Should the initiative show positive traction, EC Connects Volunteers could then be considered for inclusion in the 2026 budget planning process.

Carried

2. Implementation of a Buy Canadian Policy

Committee was provided a brief overview of the report.

**Moved by:** S. Dillabough

**Seconded by:** T. Deschamps

THAT Committee direct staff to draft a “Buy Canadian” policy as outlined in this report; AND THAT the draft policy be brought forward to the next Regular Council Meeting of the Township of Edwardsburgh Cardinal for review.

Carried

7. **Inquiries/Notices of Motion**

Councillor Smail requested staff to look into the safety standards in municipal facilities.

8. **Member's Report**

Member's reported on the following:

- Green Shirt Day Proclamation in memory of Logan Boulet for organ and tissue donors
- Community Pitch-In Week, reminded residents to reach out to Recreation for bags and pickup
- Upcoming Fire Fighter Breakfast in Spencerville on April 19

9. **Question Period**

None.

10. **Closed Session**

None.

11. **Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** T. Deschamps

That Committee does now adjourn at 8:28pm.

Carried

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Chair

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Clerk

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

**Monday, April 14, 2025, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

PRESENT: Deputy Mayor Stephen Dillabough  
Councillor Joe Martelle  
Councillor Waddy Smail  
Councillor Chris Ward  
John Hunter (Advisory Member)  
Karen Roussy (Advisory Member)

REGRETS: Mayor Tory Deschamps

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

**1. Call to Order – Chair, Deputy Mayor Dillabough**

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

**2. Approval of Agenda**

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the agenda be approved as presented.

Carried

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

None.

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

None.

## 5. Delegations and Presentations

- a. Spencerville United Church - Holly Howard - Community Grants & Donations

Ms. Howard introduced herself and Ms. Sandra Lawrence, providing an overview of the United Church's role as a central hub for community groups and events, including its regular use by the South Grenville Food Bank. She explained that the funding request is to support the installation of hardwired smoke detectors in the upper ceiling portions of the building.

There was discussion regarding the age of the existing smoke detectors, which were noted to be at the end of service life.

The Chair thanked Ms. Howard and Ms. Lawrence for their presentation.

- b. Spencerville Business Community Connections - Holly Howard - Community Grants & Donations

Ms. Howard introduced herself and Ms. Krishna Hutchcroft, and provided an overview of the restructuring of the organization's executive board. She emphasized the Spencerville Business Community Connections' (SBCC) commitment to supporting and giving back to the local community. She also outlined the proposed events for the year, including *Hoppin' Spencerville*, *Summer Fest*, a Trunk-or-Treat event, and *Whoville in Spencerville*.

An additional funding request was presented to cover the purchase of ribs for the *Summer Fest* BBQ Battle, bouncy castle rentals, event prizes, and an upgraded public address system. Road closures and waived facility rental fees were identified as in-kind support needs for 2025.

Ms. Howard noted that the SBCC continues to collaborate with community groups, including SERA and the Cardinal Festival Committee, to prevent scheduling conflicts and promote a balanced calendar of events across the Township.

The Chair thanked Ms. Howard and Ms. Hutchcroft for their presentation.

- c. Rural FASD Support Network - Rob More - Community Grants & Donations

Mr. Rob More introduced himself, fellow FASD Support Network board members, and the race director in attendance. He provided an overview of the proposed run routes for the 1K, 3K, and 5K events, as well as details on the registration process, emergency response plan, race schedule, and parking availability. Mr. More also recognized key funding partners, including the Brockville and Area Community Funding Foundation, Brockville Chamber of Commerce, South Grenville District High School, and the Upper Canada District School Board.

He presented a funding request of \$3,000 to offset a portion of the timing company's costs. In-kind support needs identified for 2025 included road closures and waived facility rental fees. Mr. More also inquired about potential introductions to corporate partners and local businesses that may be willing to donate concession items for the canteen.

The potential logistics and revenue benefits of establishing a merchandise store were discussed.

The Chair thanked Mr. More for his presentation.

## **6. Consent Agenda**

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee receives the following consent agenda items as presented:

- a. 2025 Q1 Bylaw Enforcement Report
- b. 2025 Q1 Council Remuneration Report
- c. 2025 Q1 Fire Report
- d. 2025 Q1 Operations Report

Carried

## **7. Discussion Items**

- a. 2025 Road Program - Proposed Conceptual Adjustments

The Committee received a summary of the report, which outlined a potential collaboration with the Municipality of South Dundas and Counties of SD&G on the proposed bridge work and resurfacing of Pittston Road, should the project be deferred to 2026.

There was discussion regarding the implications of the proposed delays, the location of the Township property line, the need to coordinate schedules to minimize additional road closures or disruptions, and the likelihood of project completion in 2026. There was consensus to support Option 1, and members requested a list of alternative road projects to proceed in place of the deferred work.

- b. Curbside Collection Bylaw Review

Committee was provided with a summary of the report and discussed key considerations, including the requirement for clear bags, eligibility for subsidized pricing, potential cost savings with coloured bags, interest in additional waste stream options, maintaining the current collection schedule, alternative bag dimensions, and past challenges with bag tags.

A suggestion was made to standardize curbside collection placement on a designated side of the road to shorten the pickup route.

c. Municipal 911 Addressing Bylaw Update

Committee was provided with an overview of the report and discussed plans to update municipal addressing where it does not align with the proposed numbering scheme. Key topics included improving visibility for emergency response vehicles, the scope and accessibility of the emergency response electronic directory service, offsetting update costs to minimize financial impact on homeowners, and exploring potential grant funding opportunities.

There was consensus to support Option 1.

**8. Action/Information Items**

a. 2025 Q1 Bylaw Enforcement Report - CONSENT

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

That Committee receive the 2025 Q1 Bylaw Enforcement Report as presented.

Carried

b. 2025 Q1 Council Remuneration Report - CONSENT

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

That Committee receive the 2025 Q1 Council Remuneration Report as presented.

Carried

c. 2025 Q1 Fire Report - CONSENT

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

That Committee receive the 2025 Q1 Fire Report as presented.

Carried

d. 2025 Q1 Operations Report - CONSENT

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

That Committee receives the 2025 Q1 Operations Report as presented.

Carried

e. Upcoming Tax Sales

Committee was provided with a detailed overview of the report and discussed the property tax arrears notification process, the advertising process following the forfeiture of the redemption payment, and the required one-month advertising period prior to a tax sale.

f. Fireworks Bylaw

Committee received a summary of the report and discussed concerns related to limiting the days fireworks may be sold and discharged, the authority of the Fire Chief and BLEO to enforce municipal restrictions, potential exemption options, oversight practices in neighbouring municipalities, and the feasibility of reporting fireworks through the existing burn permit system.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee defers the current Fireworks Bylaw attached to this report to the May Committee of the Whole - Administration and Operations meeting to allow staff to obtain further information and provide additional options.

Carried

g. Public Works Buildings - Hazardous Waste Product Removal

Committee was provided with a summary of the report and emphasized the need for a more consistent hazardous waste product disposal schedule.

h. Award Asphalt Pad and Patch Tender

Committee was provided with a summary of the report and discussed Blair Asphalt Ltd.'s work history, its previous projects within the Township, and the minimum temperature requirements for asphalt delivery.

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee recommends that Council award the Supply of Asphalt pad and patch tender to Blair Asphalt Ltd at the unit price of \$114.50 per MT to a maximum of \$469,450.00 excluding non-rebated HST.

Carried

i. Award Winter Sand Tender

The Committee received a summary of the report, which highlighted inflationary pressures on the current budget line and indicated that draws from reserves will likely approach \$100,000. It was also noted that a portion of the additional material purchased is expected to remain on hand and be categorized as inventory in 2026.

A suggestion was made to ensure salt deliveries are free of clumping to prevent damage to Township plow equipment.

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee recommends that Council award the Supply of Winter Sand to Willis Kerr Contracting Ltd at the unit price of \$21.15 per MT to a maximum of \$80,370.00 excluding non-rebated HST.

Carried

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

None.

**10. Member's Report**

Member's reported on the following:

- A draft submission for the Kraft Hockeyville contest is in progress, targeting the January 2026 deadline.
- Attendance at the Prescott Family Health Team employee appreciation event.
- Upcoming Township events include the Firefighters' Pancake Breakfast, the SBCC Children's Easter Egg Hunt, and the Easter Breakfast at Spencercity Bar and Grill.

**11. Question Period**

None.

**12. Closed Session**

None.

**13. Adjournment**

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee does now adjourn at 8:37 p.m.

Carried

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Chair

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Deputy Clerk

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

COPY

THAT Municipal Council award the supply of Asphalt Pad and Patch tender to Blair Asphalt Ltd. at the unit price of \$114.50 per MT to a maximum of \$469,450.00 excluding non-rebated HST, as recommended by the Committee of the Whole – Administration and Operations.

Carried     Defeated     Unanimous

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

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

**COPY**

THAT Municipal Council award the Supply of Winter Sand to Willis Kerr Contracting Ltd. at the unit price of \$21.15 per MT to a maximum of \$80,370.00 excluding non-rebated HST, as recommended by Committee of the Whole - Administration and Operations.

Carried     Defeated     Unanimous

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

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

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



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council

**Date:** April 29, 2025

**Department:** Public Works

**Topic:** 2025 Capital Road Program Adjustment

**Purpose:** To seek Council approval to adjust the 2025 Capital Road Program.

**Background:** As per discussion and framework outlined at the Administration & Operations Committee of the Whole meeting on April 14, 2025.

**Policy Implications:** The decision requires Council approval

**Strategic Plan Implications:** N/A

**Financial Considerations:** This would simply reallocate the approved budget dollars to various roads as outlined in the table below.

**Table 1**

Road/Street	Original 2025 Budget	Revised 2025 Budget
Cedar Grove	\$662,622.00	\$200,000.00
Pittston (east of CR22)	\$384,450.00	\$42,072.00
Meadowland Drive		\$140,000.00
Legion Way		\$40,000.00
Dishaw		\$275,000.00
Hutton		\$30,000.00
Irving		\$150,000.00
Burchell		\$170,000.00
Windmill Point		
<b>Total</b>	<b>\$1,047,072.00</b>	<b>\$1,047,072.00</b>

**Recommendation:** That Municipal Council approve the 2025 Capital Road Program adjustment as outlined in Table 1.

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

Director of Operations

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

Manager of Public Works



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council Meeting

**Date:** April 29, 2025

**Department:** Parks/Recreation and Facilities

**Topic:** Cardinal Tennis/Basketball Court Approval

**Purpose:** To obtain approval for the installation of new lights as well as paving the entire area.

**Background:** As part of the 2025 budget, which was approved by council, \$302,000 was earmarked for the revitalization of the Cardinal tennis courts. This project will be similar in nature to the Johnstown Tennis and Pickleball courts that were finalized in the summer of 2024. Here are the results of the lighting tender and the resurfacing of the asphalt tender.

Tender EC-REC-02-2025 for the Outdoor Tennis/Basketball Court Lighting, there was a mandatory site visit on April 8, of the companies that attended three companies were provided with the lighting package from our lighting consultant JR Beckstead consultants. The tender closed on Tuesday, April 22 at 4 pm at which time only one company submitted a tender package.

ACF submitted a tender price of \$59,690.57. ACF is the company that installed lights at the Johnstown tennis courts/pickleball courts as part of that project in 2023.

For tender EC-REC-03-2025 Resurfacing Cardinal Tennis/Basketball Court, at closing time on Tuesday April 22, 2025, at 4 pm four companies had submitted. One tender was submitted unsealed, therefore an automatic rejection. The tenders were opened in the presence of the Township CAO, Treasurer, Interim Clerk, Director of Operations and Manager of Parks, Recreation and Facilities (via zoom). The following information outlines the bidder's information.

<b>Bidder</b>	<b>Tender Price before HST</b>
Provincial Paving	\$97,200.00
A & B Paving (Rejected)	\$38,500.00
Cornwall Gravel Co	\$63,000.00
Prestige Design Construction	\$67,488.00

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

**Strategic Plan Implications:** The townships' strategic plan focuses on enhancing the quality of life for residents, fostering community engagement, promoting sustainable development, and providing accessible recreation opportunities. The refurbishing of the existing tennis courts can directly contribute to those objectives in the following ways: Community Engagement and Inclusivity, Health and Wellness.

**Financial Considerations:** The 2025 Budget approved \$302,000 for the revitalization of the Cardinal tennis court. The installation of the Outdoor Court lighting price is \$59,690.57 plus the non-rebate HST of \$1,050.55 furthermore, 03-2025 for the resurfacing for the figure of \$63,000 plus non rebate HST of \$1,108.80.

**Recommendation:** THAT Council, 1) Award tender EC-REC-02-2025 for the installation of the Outdoor Court lighting for the figure of \$59,690.57 to ACF Electric plus the non-rebate HST of \$1,050.55 AND 2) Council award tender EC-REC-03-2025 to Cornwall Gravel Co for the resurfacing for the figure of \$63,000 plus non rebate HST of \$1,108.80.

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

  
\_\_\_\_\_  
CAO



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council Meeting

**Date:** April 29, 2025

**Department:** Environmental Services

**Topic:** Tender Award: Spencerville Station # 1 upgrades.

**Purpose:** To award the Spencerville Pumping Station # 1 upgrade project.

**Background:** On December 9, 2024, Council approved the Spencerville Pumping Station #1 upgrade project to a maximum budget of \$250,000. Nova Tech has been contracted to oversee the engineering and contract administration for this project. The scope of work includes the replacement of the pumps, panel, rail systems, electrical upgrades and sanitary bypass. This project is necessary to replace aging equipment, reduce the frequency of confined space entries and overflow events. On November 8, 2024, Nova Tech provided a cost estimate of \$ 206,641.50 to complete this project.

Nova Tech issued an RFQ on February 20, 2025 with a closing date of March 18, 2025. Invitations were sent to 10 qualified firms and placed on the Township website. Four firms attended an onsite meeting on February 27 and March 3, 2025. Two qualified firms submitted proposals. One of the two submissions was found to have a major bid irregularity (not signed by an authorized official) resulting in an automatic rejection. This was confirmed by legal counsel. Below is a summary of submissions and tendered pricing received before the March 18 deadline.

	<b>Bidder</b>	<b>Total Tender</b>
1	Eastern Welding**	\$387,500.00
2	Louis W. Bray Construction Limited	\$448,469.00

\*\*Major bid irregularity.

Nova Tech, staff and legal reviewed the tender submissions. The discrepancies between Nova Tech’s cost estimate and actuals can be attributed to the sanitary main bypass, cost of the pump/panels and electrical work. Flygt pumps are manufactured in Sweden and the pump panel is fabricated in Ottawa.

**Policy Implications:** By-law 2023-51 establishes policies with respect to the procurement of goods and services. Expenditures above \$75,000 require approval of Council and schedule C outlines bid irregularities and the required action to be taken.

The anticipated completion date for this project, if awarded, is October 15, 2025.

**Strategic Plan Implications:** This project aligns with section 4.4 of the strategic plan, maintaining good infrastructure within Edwardsburgh/Cardinal.

**Financial Considerations:** The bid submitted from Louis W. Bray Construction Limited is \$198,469.00 above the \$250,000.00 estimated construction cost. The current balance in the Spencerville Wastewater Reserve Fund is \$ 272,162.29.

**Option 1:** Award project to Louis W. Bray Construction at a total tender cost of \$448,469.00 plus non-rebated HST and direct staff to present project funding options at the May Administration & Operations meeting.

**Option 2:** Cancel the project in 2025 based on financial impact. This choice would be high-risk given the importance of the project to operator safety and overall system functionality.

**Recommendation:** That Municipal Council award the project to Louis W. Bray Construction at a total tender cost of \$448,469 plus non-rebated HST and direct staff to execute the required documents and present project funding options at the May Administration & Operations meeting.



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Chief Water/Sewer Operator



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Director of Operations



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council Meeting

**Date:** April 29, 2025

**Department:** Environmental Services

**Topic:** Tender Award: Cardinal Water Plant UV System replacement.

**Purpose:** To award the Cardinal Water Plant UV System replacement project.

**Background:** On December 9, 2024, Council approved the Cardinal Water Treatment Plant UV system replacement project to a maximum budget of \$400,000. Greer Galloway was contracted to complete engineering and contract administration. The scope of work encompasses the procurement and replacement of two UV reactors, panel systems and commissioning. This project is necessary to ensure a reliable treatment system by replacing aging equipment that has become obsolete. Trojan UV Systems are manufactured in London, Ontario.

Greer Galloway issued an RFQ on March 20, 2025 with a deadline date of April 8, 2025. Invitations were sent to seven qualified companies, posted on the Bids and Tender online portal and Township website. Mandatory site meetings were completed on March 27 and April 2, 2025. Three qualified firms submitted proposals. Below is a summary of submissions and tendered pricing received before the April 8<sup>th</sup> deadline.

<b>Bidder</b>	<b>Tendered Price Excluding HST.</b>
Eastern Welding	\$ 387,000
Filtrum Construction	\$399,100
Black & McDonald	\$ 411,273

All proposals were reviewed by Greer Galloway and staff. The anticipated completion date is November 2025.

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

**Strategic Plan Implications:** This project aligns with section 4.6 of the strategic plan, ensuring sustainability of water infrastructure in Cardinal.

**Financial Considerations:** Two submissions came in below budget and one slightly over. The lowest bid for this project was submitted by Eastern Welding at \$ 387,000. Greer Galloway is recommending the contract be awarded to Eastern Welding. A letter of recommendation is attached.

The proposed funding source for this project was reserves however staff will present other potential project funding options at the May Administration & Operations meeting for consideration.

**Recommendation:** That Municipal Council award the Cardinal Water Treatment Plant UV System replacement project to Eastern Welding at a cost of \$ 387,000 plus non-rebated HST and direct staff to execute the required documents.



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Chief Water/Sewer Operator



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Director of Operations

Project No. 2437806

April 10, 2025

**Township of Edwardsburgh/Cardinal**

18 Centre St.  
P.O. Box 129  
Spencerville, Ontario  
K0E 1X0

**Attn Eric Wemerman, Chief Water and Sewer Operator**

**Re Cardinal WTP UV Replacement Tender Award Recommendation**

Eric,

The tender for the Cardinal WTP UV Replacement closed Tuesday, April 8<sup>th</sup>, 2025, at 2 p.m. Three bids were received. The tendered work included construction of the replacement of two UV disinfection units and control panels, and the associated mechanical, electrical, and SCADA upgrades.

Tender results are summarized below (excluding H.S.T.):

<b>Company</b>	<b>Total Tender Price</b>
Black & McDonald Ltd.	\$410,673.00
Filtrum Inc.	\$399,100.00
Eastern Welding	\$387,000.00

The lowest bidder for the project is Eastern Welding. The tenders were checked for completeness and the tender from Eastern Welding was found to be complete. Eastern Welding is very well known to both our firm and the Township, having previously completed numerous projects for the Township at the Cardinal WTP and multiple pumping stations. In our experience, they can complete this project, and they are prepared to undertake the work on your behalf.

It is our recommendation that the tender be awarded to the lowest eligible bidder, Eastern Welding. We recommend awarding the entire tender, in the amount of \$387,000.00 plus H.S.T.

Sincerely,

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



Tony Guerrero, P.Eng.  
Senior Project Manager

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

COPY

**WHEREAS** May 1 is recognized as Doctors' Day in the Province of Ontario to acknowledge and express gratitude for the commitment, expertise, and compassion of physicians across the province; and

**WHEREAS** Doctors' Day also commemorates the birth of Dr. Emily Stowe, Canada's first female physician and a pioneering advocate for women in medicine, marking a significant milestone in Canadian history; and

**WHEREAS** physicians play a vital role in delivering high-quality health care services and improving the well-being of residents in communities across Ontario, including the Township of Edwardsburgh Cardinal; and

**WHEREAS** the COVID-19 pandemic and ongoing public health challenges have underscored the critical role that doctors continue to play in safeguarding public health and responding to complex medical needs under extraordinary circumstances; and

**WHEREAS** the work of physicians is vital to the ongoing strength and resilience of our healthcare system; and

**WHEREAS** the Ontario Medical Association and other health care partners encourage municipalities to formally recognize and show appreciation for the dedication and tireless service of doctors on this important day;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Edwardsburgh Cardinal hereby proclaims May 1, 2025, as "Doctors' Day" in the Township of Edwardsburgh Cardinal and encourages all residents to recognize and thank physicians for their invaluable contributions to the health and well-being of our community; and

**Carried**     **Defeated**     **Unanimous**

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

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

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

**COPY**

**THAT** a copy of this resolution be forwarded to the Ontario Medical Association in support of their ongoing efforts to honour Ontario's doctors; and

**BE IT FURTHER RESOLVED THAT** in recognition of this day, Council supports the lighting of the Township Hall in blue on May 1st, 2025, as a visible symbol of gratitude for Ontario's physicians and their enduring contributions to our healthcare system.

Carried     Defeated     Unanimous

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

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

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

COPY

THAT Municipal Council awards the Community Grants and Donations as follows for the 2025 program year:

<b>Organization</b>	<b>Final Grants &amp; Donation Amount Allocated</b>
South Grenville Bluegrass Festival	\$6,000.00
South Dundas United Football Club	\$1,500.00
BaitFuel Fishing Tour	\$2,500.00
Spencerville Mill Foundation	\$2,000.00
Spencerville United Church	\$2,000.00
Spencerville Business Community Connections	\$3,000.00
Rural FASD Support Network	\$2,000.00
Prescott Family Health Team	\$0
Beth Donovan Hospice	\$500.00
Food For All Food Bank	\$2,000.00

**Carried**     **Defeated**     **Unanimous**

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

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

COPY

Seaway Optimist Club	\$500.00
Girls Inc. of Upper Canada	\$500.00
Spencerville Agricultural Society	\$500.00
Upper Canada Folkfest	\$1,000.00
St. Paul's Anglican Church Cardinal	\$2,000.00
Cardinal Festival Committee	\$2,000.00
South Edwardsburgh Recreation Association	\$2,000.00

**Total Funding Granted:**

**\$30,000.00**

**Carried**     **Defeated**     **Unanimous**

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

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

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

**Committee:** Regular Council

**Date:** April 29, 2025

**Department:** Clerk's

**Topic:** Amended Procurement Policy Including Buy Canadian Provisions - Draft

**Background:** During the Committee of the Whole – Community Development on April 7, 2025, staff was directed to draft a “Buy Canadian” Policy to bring forward at the next Regular Council Meeting for review.

This policy aims to prioritize Canadian suppliers and manufacturers for municipal procurement and to encourage diversification of global sources while remaining compliant with trade agreements. Staff have made the following recommended amendments to the current Procurement Policy by adding in the following provisions listed below, and highlighted **yellow** in the attached Procurement Policy (Bylaw No. 2023-51):

### Section 3. Procurement Principles, Goals and Objectives

3.10 To encourage, whenever possible, the procurement of goods and services from Canadian companies and when unavailable to procure goods and services from global suppliers;

### Section 4. Definitions

4.28 “Canadian Company”, means a supplier, manufacturer, or distributor that meets the following conditions and also aligns with the criteria set forth in the *Investment Canada Act*:

- a) Place of Business: The company maintains a physical location within Canada where it conducts its operations.
- b) Employment: The company employs or engages individuals in Canada who contribute to its business activities.
- c) Assets: The company possesses assets within Canada that are utilized in carrying out its business functions.

This has been brought forward for discussion, allowing for further direction to be given to staff should Council wish to see additional changes.

*Chavetta*

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Interim Clerk

# TOWNSHIP OF EDWARDSBURGH CARDINAL



## PROCUREMENT POLICY

Reviewed September, 2023

## **1. Legislative Authority**

The *Municipal, Act, 2001, Part VI, Section 270*, as amended states that a municipality and a local board shall adopt policies with respect to its sale and disposition of assets and its procurement of goods and services, including the following:

- a) The types of procurement processes that shall be used;
- b) The goals to be achieved by using each type of procurement process;
- c) The circumstances under which each type of procurement process shall be used;
- d) The circumstances under which a tendering process is not required;
- e) How the integrity of each procurement process will be maintained;
- f) How the interests of the municipality or local board, as the case may be, the public and persons participating in a procurement process will be protected;
- g) How and when the procurement process will be reviewed to evaluate their effectiveness.

## **2. Purpose and Scope**

- 2.1. The purpose of this policy is to set out guidelines for the municipality and local boards, including the Port of Johnstown, to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.
- 2.2. Demonstrate that an open, transparent and honest process shall be maintained that is fair and impartial
- 2.3. That the policy will promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.

## **3. Procurement Principles, Goals and Objectives**

The purchasing principles of the Township of Edwardsburgh Cardinal are as follows:

- 3.1. To maintain trust and confidence in the stewardship of public funds by providing an open, objective, fair, transparent, non-discriminatory access to all supplier(s) and contractor(s) covered under the Canadian Free Trade Agreement (CFTA) and shall accord such supplier(s) and contractor(s) equal treatment;

- 3.2. To procure by purchase, rental, finance or lease the required quality and quantity of goods and/or services in an efficient, timely and cost-effective manner;
- 3.3. To encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
- 3.4. To promote where applicable in the purchasing activities of the Township, the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, SO 2005, c 11:
- 3.5. To consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors;
- 3.6. To standardise the procurement of goods and services wherever possible to meet the following objectives:
  - a) To allow for reduced number of goods and services required;
  - b) To maximize volume buying opportunities;
  - c) To provide economies of scale;
  - d) To reduce handling, training and storage costs;
  - e) To minimize maintenance costs;
  - f) To reduce overall costs to the Township;
  - g) To leverage value.
- 3.7. To monitor the economic climate and legislative changes which may have an impact on the Township of Edwardsburgh Cardinal and to determine the appropriate actions to be taken through purchasing policies and procedures;
- 3.8. To encourage the procurement of goods and services with due regard to the preservation of the natural environment, vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable.
- 3.9. When procuring goods, services and facilities, the Township will incorporate accessibility criteria and features where applicable and practicable;
- 3.10. To encourage, whenever possible, the procurement of goods and services from Canadian Companies and when unavailable to procure goods and services from global suppliers;

- 3.11. This policy will be reviewed every 5 years or earlier, to evaluate its effectiveness. The review is to take into consideration current and future professional practices, industry standards, market conditions, Federal/Provincial directions/policies, technological developments and advancements and the impact that any recommended changes may have on potential suppliers to the Township.

#### 4. Definitions

- 4.1. **“Authority or Authorized”**, means the right to conduct the subject task as directed by Council and delegated through the office of the CAO or the Port General Manager to Department Heads or Treasurer.
- 4.2. **“Awards”**, means authorization to proceed with the purchase of goods, services or construction from one or more of chosen suppliers or contractors.
- 4.3. **“Bid”**, means an offer or submission from a bidder in response to a Request for Quotation (RFQ), Request for Tender (RFT) or Request for Proposal (RFP) in accordance with the terms and conditions of the Township’s bid documents.
- 4.4. **“Bidder”**, means one who submits a response to a call for a bid.
- 4.5. **“Bid Deposit”**, means the form of security required by the terms and conditions of bid solicitations to guarantee that the successful supplier enters into a contract with the Township.
- 4.6. **“Bid Irregularity”**, means a deviation between the requirements of a bid request and the information provided in a bid response.
- 4.7. **“Budget”**, means the budget or portion of the budget that is approved by Council.
- 4.8. **“Chief Administrative Officer” or CAO**, means the Chief Administrative Officer of the Corporation of the Township of Edwardsburgh Cardinal, who also has discretion and authority to act as a Department Head.
- 4.9. **“CFTA”**, means the Canadian Free Trade Agreement set out for Government Procurement Chapter Five, effective July 1, 2017 and as may be updated from time to time.
- 4.10. **“Compliant Bid”**, means a bid that meets the terms and conditions of the RFT, RFQ or RFP and this policy.
- 4.11. **“Contract”**, means a legally binding agreement, enforceable by the courts,

between two or more parties that creates an obligation to provide defined goods and/ or perform defined services in exchange for some consideration.

- 4.12. **“Co-Operative Purchasing”**, means a variety of arrangements whereby two or more public sector entities combine their requirements in a single procurement process to obtain advantages of volume purchases, administrative savings and other benefits from the same supplier(s) or contractor(s).
- 4.13. **“Council”**, means the Council for the Corporation of the Township of Edwardsburgh Cardinal.
- 4.14. **“Department Head”**, means an employee who holds operational responsibility for a municipal function or service identified as a department in the Township’s organization chart. Where responsibility for a function or service cannot be ascribed to a Department Head, this definition shall be deemed to mean CAO or Port General Manager.
- 4.15. **“Emergency”**, shall mean a situation where, in the opinion of the CAO, the purchase of goods and services requires immediate action to prevent or correct dangerous or potentially dangerous safety conditions to protect the Township, against heightened liability, or ensure the safety of the public as a result of a sudden unexpected event.
- 4.16. **“Lowest Compliant Bid or Bidder”**, means the bid that complies with the tender or quote that would provide the Township with the desired goods and/or services at the lowest cost. The lowest or any compliant bid may not necessarily be accepted.
- 4.17. **“Port”** means the Port of Johnstown.
- 4.18. **“Port General Manager”** means the Port of Johnstown General Manager as appointed by the Council for the Corporation of the Township of Edwardsburgh Cardinal.
- 4.19. **“Port Management Committee”** means the members of the Port of Johnstown Management Committee appointed by Council and operating under the established terms of reference.
- 4.20. **“Proposal”**, means the submission received or the response to a Request for Proposal, acceptance of which may be subject to further negotiation.

- 4.21. **“Quote”**, means a submission to the Township in response for the cost of providing goods, services or construction to the township, for purchases under \$30,000.00.
- 4.22. **“Request for Proposal” or “RFP”**, means a request for proposals for goods and services, or construction and is generally based on providing a solution to objectives stated within applicable terms of reference. The request document must clearly state the evaluation criteria; price may not be the primary evaluation factor when making a recommendation to award the contract.
- 4.23. **“Request for Quotation” or “RFQ” and “Request for Tender” or “RFT”**, means a public request for quotation or tender bids for the provision of goods, services or construction based on defined requirements and where clear solution exists.
- 4.24. **“Single Source”**, means the non-competitive procurement process to acquire goods and/or services from a specific supplier even though there may be more than one supplier capable of delivery of the same goods and/or services.
- 4.25. **“Sole Source”**, means there is only one source of the goods and/or services that meets the needs of the Township or Port of Johnstown.
- 4.26. **“Staff”**, means Port and Township employees defined in the Collective Agreement and Employment and Personnel Policy.
- 4.27. **“Township”**, means the Corporation of the Township of Edwardsburgh Cardinal.
- 4.28. **“Canadian Company”**, means a supplier, manufacturer, or distributor that meets the following conditions and also aligns with the criteria set forth in the *Investment Canada Act*.
- a) **Place of Business**: The company maintains a physical location within Canada where it conducts its operations.
  - b) **Employment**: The company employs or engages individuals in Canada who contribute to its business activities.
  - c) **Assets**: The company possesses assets within Canada that are utilized in carrying out its business functions.

## 5. General Purchasing Procedures

- 5.1. The purchasing procedures laid out in this policy shall be adhered to by all municipal departments, the Boards, and Committees over

which Council has direct control and by their staff.

- 5.2. Individual Committee and Council members have no spending authority, and cannot enter into purchase or service agreements.
- 5.3. Department Heads may delegate their purchasing authority as assigned to a designate, however all responsibility remains with the Department Head and/or the CAO to ensure that all purchasing commitments represent good value for the Township and comply with all policies of the Township and to ensure that suppliers have a reasonable period of time to submit a bid in accordance with the time periods set out in the CFTA.
- 5.4. Joint departmental purchasing shall be done whenever possible. Bulk purchasing is encouraged when practical.
- 5.5. The Township may participate in co-operative purchasing with other municipalities, agencies, boards or broader public sector entities. The co-operative purchasing process may be conducted in accordance with the procurement policies and procedures of the entity that is responsible for co-ordinating and leading the process. Providing that those policies and procedures are consistent with the Township's obligations under applicable trade agreements and the Township's goals and objectives set out in this policy.
- 5.6. Department Heads shall initial approval stamp, as per Accounts Payable procedure, to confirm receipt of all goods and services purchased to the Treasurer before payment is made to the vendor.
- 5.7. Department Heads shall ensure that local suppliers are given the opportunity to provide quotes on goods and services. Should any quotations be equal in price, availability and delivery time and meet the desired specifications of Council, preference shall be given to the supplier within the Township's limits.
- 5.8. Where requests for quotations or requests for tenders are being sought it shall be done in writing, specifying the deadline for quotation and including a specification sheet on documents provided by the Township. All quotes and tender bids shall be in writing. Each supplier shall have one opportunity to provide their quotation and their tender bid.
- 5.9. The Treasurer shall monitor compliance with these policies and shall inform the CAO or Port General Manager when non-compliance has occurred.

- 5.10. In the absence of the Treasurer, the CAO shall assume the responsibilities of the Treasurer under this by-law.
- 5.11. Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule "A" do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time.

## **6. Budgetary Controls, Authorities and Spending Limits**

- 6.1. Council has the ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolutions. The Treasurer or Port Office Manager cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. The policy provides guidelines outlining the spending authorities.
- 6.2. All expenditures shall be within the current approved budget or within approved estimates; otherwise, prior approval of Council shall be required. The Department Head or Treasurer shall not approve any expenditure that is not within the approved budget or estimates. In the event that the annual budget has not yet been approved, expenditures can be made provided that the expenditures are within the previous year's budget authority.
- 6.3. All expenditures shall be supported by original invoices, voucher, or requisition forms with satisfactory detail to support the purchase.
- 6.4. All invoices for the Township shall be initialled and assigned the proper account number/name by the respective department head and shall be submitted to the Treasurer for review and approval. Upon review, the Treasurer shall summarize the purchases on an account listing and forward it to Council for review. If a member of Council has a question or concern, he/she shall first contact the Treasurer directly before the meeting to seek clarification.
- 6.5. All invoices for the Port of Johnstown shall be initialled and assigned the proper account number by the Port's Office Manager and shall be submitted to the Port's General Manager for review and approval. Upon review, the Port's Office Manager shall summarize the purchases on an account listing and forward it to the Port Management Committee for review. If a member of the Committee has a question or concern, he/she shall contact the Port General Manager directly before the meeting to seek clarification.
- 6.6. Expenditures are to be paid in accordance with the Delegation of

Authority Policy approved by Council.

- 6.7. Expenditures that exceed the Delegated Authority will be summarized in a listing to be reviewed and approved by Council and the Port Management Committee (if applicable), respectfully before payments are distributed.
- 6.8. All payments for goods and services shall be made by cheque or through electronic payment issued by the Treasurer or the Port Office Manager. An account listing of electronic payments shall be forwarded to Council as per item 6.4 and 6.5 above.
- 6.9. Expenditures required during a declared emergency may be approved by the CAO or the Treasurer and the Mayor or Deputy Mayor in accordance with the approved Delegation of Authority Policy.

With the exception of a declared emergency, any other emergency expenditure not in the approved budget shall be authorized by the following:

- a) the affected Department Head, and
- b) the Treasurer, and
- c) The CAO, and
- d) The Mayor or Deputy Mayor

Expenditures during an operational emergency at the Port of Johnstown may be made by the Port General Manager in accordance with the approved Delegation of Authority Policy.

- 6.10. Department Heads may approve budgeted expenditures with a value of \$30,000.00 or less excluding HST.
- 6.11. All expenditures with a value under \$5,000.00 will be permitted to follow a non-competitive procurement process so as to allow for procurement of lower value goods and services in an efficient and timely manner.
- 6.12. All expenditures with a value over \$5,000.00 and below \$30,000.00 shall require a written quotation, whenever possible, which shall be recorded by the Department Head.
- 6.13. The CAO or Treasurer and the Port General Manager may approve expenditures with a value of \$75,000 or less excluding HST.
- 6.14. All expenditures with a value over \$30,000.00 and below

\$75,000.00 shall require three written quotations, whenever possible, which shall be recorded by the CAO or Treasurer or Port General Manager.

- 6.15. All expenditures exceeding \$75,000 excluding HST and approved in the budget by council shall require the prior approval of Council or the Port Management Committee. If the expenditure is routine in nature and approved in the current year budget, such as annual tenders relating to gravel, salt and road patching, the Department Head along with the CAO, Treasurer or Port General Manager can award the tender and report back the results to Council or the Port Management Committee.
- 6.16. All expenditures in excess of \$75,000 shall be contracted where deemed necessary.
- 6.17. Procurement methods are summarized in Schedule "B" to this policy.
- 6.18. Purchases may be made from a single source without quotations or tenders where;
  - a) the compatibility of a purchase with existing equipment and/or facilities is of paramount consideration or there is no substitute for the replacement parts or components and that purchase must be made from a single source.
  - b) an item is purchased for testing or trial use.
  - c) the goods and services are in short supply due to market conditions.
  - d) a product is leased or rented by the Township with a credit purchase option, and there is documented evidence that the extension or reinstatement of an existing contract would be beneficial or most cost effective to the Township.
  - e) the consideration for a purchase is to be paid by a third party and that third party agrees to or designates the contractor.
  - f) engagement of experts on an ad hoc basis sought to provide specific advice to Council.
  - g) only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals.
- 6.19. Sole source procurement may be permitted if a specialized item or service is required which is only available from one vendor. The requisitioning department will require the written approval from the CAO and Treasurer or Port General Manager before proceeding. All purchases shall be authorized in accordance to purchasing authorities

set out in Schedule "B" based on the dollar value of the sole source procurement.

6.20. A formal bid solicitation process may be waived and the CAO, Port General Manager or a Department Head may purchase by negotiation with one or more suppliers under the following conditions:

- a) the required goods or services are in short supply;
- b) competition is precluded due to the existence of any patent right copyright, technical secret or control of raw material;
- c) a sole source is being recommended;
- d) two (2) or more identical bids are received;
- e) the lowest compliant bid received meeting all specifications exceeds the budget amount;
- f) the extension of an existing contract would be more cost effective;
- g) only one (1) bid is received to a bid solicitation;
- h) there is Council authorization to do so.

6.21. Procurement by means of a lease or finance agreement is addressed separately in Schedule "D" of this policy.

6.22. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:

- a) The identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
- b) the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.

## **7. Request of Quotation- RFQ or Request for Tender- RFT Procedures (Values of over \$75,000)**

7.1. All quotations and tenders called and specifications pertaining thereto shall be prepared under the supervision of the CAO, Port General Manager or Treasurer.

7.2. Except in cases of emergency a minimum of ten days shall elapse from the date of the first insertion of an advertisement or other action initiated to the closing date of all quotations and tenders called.

- 7.3. All written quotations and tender bids shall be received in sealed envelopes, clearly marked, and directed to the Treasurer, or Port Office Manager or designate for safekeeping until the opening of the quotations or tenders.
- 7.4. All quotations and tenders shall be opened publicly at a predetermined time in the presence of the Clerk or Treasurer or Port Office Manager or designate, and the Department Head or designate.
- 7.5. All quotations or tender bids shall include the qualification that the “lowest compliant bid or any quotation or tender bid may not necessarily be accepted”.
- 7.6. Awards shall be made to the lowest compliant bid. In determining the lowest compliant bidder consideration may be given, in addition to the price, the bidder’s:
  - a) Ability and experience to perform in accordance with the terms of the request;
  - b) Record of past performance;
  - c) Financial and technical resources;
  - d) Quality of bid.
- 7.7. Bid irregularities will be dealt with as outlined in Schedule “C”.

## 8. **Disposal of Surplus Goods**

- 8.1. Where any goods or equipment are considered to be surplus to the needs of the municipality, the Department Head shall issue a report to Council to recommend/advise the item(s) to be surplus, except where the replacement of goods has already been approved as a trade in as part of the procurement process.
- 8.2. All surplus items shall first be offered to other Departments within the Township. Upon this first step, surplus assets can be offered outside of the Township to public sector agencies and charitable organizations within the Township or County. Surplus assets may be donated to non-profit agencies for educational or teaching purposes only. Donated items shall not be re-sold.
- 8.3. Surplus items may be disposed of through public auction, internet offering, tender, quotation sealed bid or trade in, whichever is in the best interest of the municipality at the discretion of the Department Head as approved by the CAO or Port General Manager and Council to ensure all transactions meet pecuniary interest legislation.

- 8.4. All identifying markings on Township assets must be removed prior to disposal.
- 8.5. All assets shall be sold on an as is, where is basis and without warranty or guarantee. The new owner shall assume all risk and expense associated with these assets. At least one year of CVOR records shall be included with the surplus vehicles.
- 8.6. The Department Head who has the responsibility of declaring goods surplus, or for sending items for a public action shall not bid on or personally obtain any goods that have been declared as surplus.
- 8.7. No Council member, employee or volunteer shall be permitted to receive surplus or obsolete goods except by purchase at public auction or sealed bid.
- 8.8. An information report shall be submitted to Council annually listing all surplus items disposed of, the method of which they were disposed of and the value obtained for each item.
- 8.9. Where the disposed item has limited market value, the Department Head may, to the benefit of the municipality, dispose of the item as scrap or in a manner other than the ones listed above in 8.2.
- 8.10. Any revenue from the sale of disposed surplus goods shall be credited to the appropriate account by department.

## **SCHEDULE “A”**

### **GOODS AND SERVICES “EXEMPT” from PROVISIONS OF THE PROCUREMENT POLICIES**

- 1. Petty Cash Items**
- 2. Training and Education**
  - a) Registration for Conferences, courses, conventions and seminars
  - b) Memberships
  - c) Periodicals, subscriptions and magazines
  - d) Staff training, development, and workshops
- 3. Employee/Council Expenses**
  - a) Advances
  - b) Meal allowances
  - c) Travel & Hotel accommodation
  - d) Miscellaneous – Non-Travel
- 4. Employer’s General Expenses**
  - a) Payroll deduction remittances
  - b) Licences (vehicles, elevators, radios, etc.)
  - c) Debenture payments
  - d) Tax remittances
  - e) Charges to/from other Government or Crown Corporations
  - f) Council and Employee income
- 5. Professional and Special Services**
  - a) Committee fees/Honoraria
  - b) Witness fees
  - c) Court reporters’ fees
  - d) Arbitrators
  - e) Legal settlements
  - f) Policing contract costs
  - g) County, education and conservation authority levies
  - h) Insurance Premiums
- 6. Utilities**
  - a) Postage
  - b) Water and sewer charges
  - c) Heat/Hydro/Natural Gas
  - d) Cable television charges
  - e) Telephone and Internet Services
  - f) Any payments required to be made by the Township under statutory authority.

## SCHEDULE “B”

### METHODS OF PROCUREMENT – SUMMARY TEMPLATE

The following are authorized procedures for the procurement of goods, services and construction not available from pre-existing agreements.

VALUES	TYPE OF QUOTATION	SOURCE OF BIDS	TYPE OF CONTRACT	APPROVAL AUTHORITY
<b>Under \$5,000</b>				Department Head
<b>\$5,000 to 30,000</b>	Written quotation	Purchases made from the competitive marketplace where possible and practicable		Department Head
<b>\$30,000 to 75,000</b>	Written quotation including response sheet	Minimum of three solicited quotations where possible		CAO, Treasurer, Port General Manager
<b>Over \$75,000</b>	Tender or written quotation including response sheet	Advertise on website and local newspaper minimum	Executed contract where it is deemed necessary	Council / Port Management Committee

Quotations are to be requested where products and services are as standardized and as commoditised as possible. Quotations are solicited from potential suppliers and should contain in detail a list or description of all relevant parameters of the intended purchase.

A tender is an open invitation for suppliers to respond to a defined need.

## SCHEDULE "C"

### BID IRREGULARITIES

#### **BID IRREGULARITY**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The Clerk or Treasurer or their designate must reject any bid, which contains a major irregularity.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Clerk or Treasurer or their designate may permit the bidder to correct a minor irregularity.

#### **MATHEMATICAL ERRORS – RECTIFIED BY STAFF**

The Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

#### **ACTION TAKEN:**

The Treasurer and the Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws his/her bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in a municipal quotations/tender/request for proposal for a period of up to one year.

**SCHEDULE “C”, continued**

**BID IRREGULARITIES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MAJOR</b>	<b>MINOR</b>	<b>ACTION</b>
1.	Late bids, by any amount of time	X		Automatic rejection
2.	Bids completed in pencil	X		Automatic rejection
3.	Bid surety not submitted with the bid when the bid request or any addenda indicated that such surety is required	X		Automatic rejection
4.	Execution of agreement to bond: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. Surety company not licensed to do business in Ontario	X		Automatic rejection
5.	Execution of bid bond: a. corporate seal or equivalent proof of authority to bind company or signature of the bidder or both missing b. corporate seal or equivalent proof of authority to bind company or signature of bonding company missing	X		Automatic rejection
6.	Other bid security: Cheque which has not been certified	X		Automatic rejection
7.	Bidders not attending mandatory site meeting	X		Automatic rejection
8.	Unsealed bid envelopes	X		Automatic rejection
9.	Proper response envelope or label not used		X	Acceptable if officially received on time
10.	Pricing or signature pages missing	X		Automatic rejection
11.	Insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X, or	X	Where security is required and amount is not specified in request, automatic rejection unless insufficiency is trivial or insignificant Where security is required and amount of security is specified in request, automatic rejection
12.	Bid received on documents other than those provided in request	X		Not acceptable unless specified otherwise in the request
13.	Execution of Bid Documents	X		Automatic rejection

	- proof of authority to bind is missing			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MAJOR</b>	<b>MINOR</b>	<b>ACTION</b>
14.	Part bids (all items not bid)	X, or	X	Acceptable unless completed bid has been specified in the request
15.	Bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid.
16.	Uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid.
17.	Alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in request
18.	Unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid.
19.	Other mathematical errors which are not consistent with the unit prices		X	2 working days to correct initial corrections. Unit prices will govern.
20.	Pages requiring completion of information by vendor are missing.	X		Automatic rejection.
21.	Bid documents which suggest that the bidder has made a major mistake in calculations or bid	X, or	X	Consultation with a solicitor on a case-by-case basis.



## **SCHEDULE “D”**

### **PROCUREMENT BY FINANCE OR LEASE**

Financing or leases for goods or services are to be negotiated by the Treasurer or CAO or Port General Manager and the Department Head. Financing arrangements or leases extending beyond the current budget year shall require budget approval. As a general principle, financing or leasing shall be considered when the following conditions are applicable:

- When the expenditure of the goods or services is less than the purchase of the goods and services
- The residual payment on the lease is negligible or justification can be made to accept a residual payment that is higher.

Financing or leasing will be treated in the same manner as purchasing, based upon the retail value of the loan or lease payment (e.g. a \$25,000 vehicle will be purchased through the bid process, even though the annual payment is less than the amount required to go quotation.)

At the expiration of a lease, replacement goods or product must be re-quoted or re-bid. Automatic “roll-over” of a lease payment into a new product must be authorized in accordance with Schedule “B”.

Subject to Schedule “B”, where Council approval is required, the report to Council recommending the entering into a financing or leasing agreement will require the Department Head to include the following information:

- Value of product or service if being purchased
- Length of the loan or lease
- Monthly and annual loan or lease payments
- Residual amount
- Interest rate

Once a loan or lease has been negotiated and approved, a copy of the loan or lease and documents must be forwarded to the Treasurer or Port Office Manager.

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

**COPY**

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

- April 2, 2025
- April 9, 2025
- April 16, 2025
- April 24, 2025

Carried     Defeated     Unanimous

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

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

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

# RESUMÉ

of *correspondence*

April 2<sup>nd</sup>, 2025

<b>FROM</b>	<b>DATE</b>	<b>SUBJECT</b>
AMO	Mar 27	Watchfile
UCLG	Apr 1	Economic Development eNews April 1 2025
AMO	Apr 2	Register Now for AMO's Rural Healthy Democracy Forum
Town of LaSalle	"	RES: Government Negotiations with the USA on Trade Tariffs
Ontario Heritage Trust	"	Don't miss the news from the Trust – April 2025
City of Port Colborne	"	RES: Amendment to Ontario Heritage Act
Municipality of St. Charles	"	RES: Child Welfare Funding

# RESUMÉ

of *correspondence*

April 9<sup>th</sup>, 2025

<b>FROM</b>	<b>DATE</b>	<b>SUBJECT</b>
AMO	Apr 3	Watchfile
AMO	Apr 4	Policy Update - Buy-Canadian & Buy-Ontario Initiatives etc.
AMO	Apr 7	AMO's Municipal Trade and Tariff Forum
City of Peterborough	"	RES: Use of X
MEDJCT	"	Taking Action to Protect Workers Amid Economic Uncertainty
AMO	"	New Workshop: Trauma & Violence Informed Decision Making
TWP of North Glengarry	"	RES: Rural Roads Safety Program
AMO	"	Register Now for AMO's Rural Healthy Democracy Forum

# RESUMÉ

of *correspondence*

April 16<sup>th</sup>, 2025

FROM	DATE	SUBJECT
AMO	Apr 10	Watchfile
EKIOC	"	Asset Builders Awards nominations open
AMO	"	AMO Policy Update
Enterprise Canada	Apr 11	Attention: Lighting Request....Doctors' Day 2025
TWP of Mulmur	"	RES: Procurement/Advocacy for Trade Agreement Exemptions
County of Lennox & Addington	"	RES: Ontario Works Financial Assistance Rates
AMO	"	Rural Healthy Democracy Forum
AMO	"	Trauma/Violence Informed Decision Making for Elected Officials
TWPEK	"	Media Release - Mayor Burrow Re: Strong Mayor Powers
AMO	"	Expanding Strong Mayor Powers/ Ambulance Procurement
Min. Jones' Office	"	Connecting 300,000 People to a Family Doctor & Primary Care
AMO	"	Municipal Trade and Tariff Forum
Min. for Seniors & Accessibility	"	2025 Ontario Senior of the Year
AMO	Apr 14	Human Rights-Based Approach to Municipal Planning
City of Peterborough	"	RES: Tariff Motion
Town of Tillsonburg	Apr 15	RES: Strong Mayor Powers
Town of Saugeen Shores	"	RES: Expand Strong Mayor Powers
UCLG	"	Economic Development eNews April 15 2025
Potentia	"	Open House – May 1, 2025
Town of Amherstburg	Apr 16	Letter to the Premier - Opposition to Strong Mayor Powers
Min. Fedeli's Office	"	Ontario Unlocking Free Trade Within Canada
TWP of Puslinch	"	RES: Ontario Heritage Act

# RESUMÉ

of *correspondence*

April 16<sup>th</sup>, 2025

FROM	DATE	SUBJECT
TWP of Rideau Lakes	Apr 16	RES: Strong Mayor Powers
AMO	"	AMO Policy Update
AMO	Apr 17	Watchfile
Town of Parry Sound	"	RES: Call for research: diversity of Canadian communities
Town of Aylmer	"	RES: Opposition to Expansion of Strong Mayor Powers
Town of Georgina	"	RES: Salt Management
SNC	Apr 21	SNC Annual General Meeting Minutes - March 20 2025
ROMA	Apr 22	ROMA Board Update
UCLG	"	Counties Receives 240 New Child Care Spaces - April 22, 2025
AMO	Apr 23	Policy Update – Spring Policy Priorities
AMO	Apr 24	Watchfile

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

COPY

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

• Report dated March 27 (2025-054)	\$1,810,634.60
• Report dated March 28 (2025-055)	\$277,821.79
• Report dated April 15 (2025-066)	\$235,523.88
• Report dated April 23 (2025-068)	\$214,068.22
• Report dated April 25 (2025-079)	\$49,746.46
<b>TOTAL:</b>	<b>\$2,587,794.95</b>

Carried     Defeated     Unanimous

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

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

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

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00054 to 2025-00054

Bank Code - EFT - electronic funds transfer

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>ACF Electric Ltd</b> 852	pw- pedestrian crossings	38,964.59	38,964.59
PP -	<b>Acklands-Grainger Inc.</b> 9444132501	wtp- supplies	181.32	181.32
PP -	<b>Backflow Preventers and</b> 2025-81	Cardinal Water/sanitary-blackflow i	847.50	847.50
PP -	<b>Bibby, Allen</b> Mar 18, 2025	Rec- Work Boots	307.33	307.33
PP -	<b>Brandt Tractor Ltd</b> CS54762	pw-T20-03-air line repairs	1,234.67	1,234.67
PP -	<b>CGIS Spatial Solutions</b> 45748	bldg-CGIS Q2 2025	2,075.49	2,075.49
PP -	<b>Canadian Union Of Public</b> March 2025	Feb 2025 Union dues collected	800.00	800.00
PP -	<b>Catholic District School Board</b> 1st Qtr 2025	1st Quarter 2025	103,056.91	103,056.91
PP -	<b>Chris LeBlanc</b> Mar 21, 2025	pw- District 8 mtg lunch chges	40.00	40.00
PP -	<b>Chris Ward</b> Jan 21, 2025	Roma Conferenece Hotel & Food	1,133.02	1,133.02
PP -	<b>Compass Minerals Canada</b> 1464767 1469322 1468751 1468695	pw-Cardinal salt pw-Pittston Salt pw-Cardinal/Pittston winter salt pw-Cardinal salt	4,338.92 9,158.64 13,812.96 9,168.08	36,478.60
PP -	<b>Conseil Des Ecoles Publique De</b> 1st Qtr 2025	1st Qtr 2025	5,772.40	5,772.40
PP -	<b>Conseil Scolaire Catholique de</b> 1st Qtr 2025	1st Qtr 2025	13,988.61	13,988.61
PP -	<b>Crawford, Jessica</b> Feb 4, 2025	Adm-union neg breakfast	32.98	32.98
PP -	<b>Crich, Jarrett</b> Mar 6, 2025	es-mileage + parking J. Crich	153.50	153.50
PP -	<b>D Squared Construction Ltd</b> 9699	rec- holdback arena parking lot	3,576.45	3,576.45
PP -	<b>Dican Inc.</b> 31522	pw-Feb geo tab programs	2,176.83	2,176.83
PP -	<b>Drummond's Gas</b> 1909835 1909763 2473374 2473376 2473432 2473450	wwtp-fuel wtp-fuel ind pakr -fuel wmpps-fuel wwtp-fuel wtp-fuel	100.78 83.88 89.27 109.01 87.01 86.00	555.95
PP -	<b>EVB Engineering</b> 9407	lagoon-engineering - EA	6,334.55	6,334.55
PP -	<b>Emond Harnden LLP</b> 270392	Admin -Legal - Union neg	10,770.60	10,770.60
PP -	<b>Enviro-Guard Plus Inc.</b>			

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00054 to 2025-00054

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		TWSP020-2025	cardinal snack bar	237.24	
		LIB 697921-2025	library 1/3 Payment	976.32	
		Jtown697921 -25	rec- jtown pest control	345.78	
		PW-697921 0325	pw-Cardinal Shop-spider control	474.49	2,033.83
PP -	<b>Fabco Plastics Wholesale Ltd.</b>				
		20344200-00	wtp- ball valve	228.75	228.75
PP -	<b>G T Automotive</b>				
		051736	pw-T19-01 oil change	131.79	131.79
PP -	<b>GFL Environmental Inc</b>				
		LQ02696787	pw-HW materials removal	9,364.14	9,364.14
PP -	<b>Gin-Cor Industries</b>				
		91053	pw-plow parts - stock	1,789.26	1,789.26
PP -	<b>Grand &amp; Toy</b>				
		V544336	adm- blue ink	11.25	
		V544898	wwtp-office chair	779.81	
		V550478	adm-paper & paper clips etc	75.92	
		V572387	adm- envelopes	116.25	
		V586804	wtp/wwtp-ink cartridge	209.55	
		V587440	pw/fd-stationery	113.42	1,306.20
PP -	<b>Greer Galloway Consulting Eng</b>				
		44008	drainage-prof services-Feb	2,884.89	2,884.89
PP -	<b>HGC Management Inc</b>				
		57401	w/d contract collection Feb 2025	33,214.10	33,214.10
PP -	<b>HW Supplies Inc</b>				
		220000025046	pw- shaft rollers/pins	43.65	
		220000024260	pw-pressure washer hose	266.96	310.61
PP -	<b>Hach Sales &amp; Service Canada Lt</b>				
		377761	wtp-chlorine chemicals	946.94	946.94
PP -	<b>Harris Time Inc.</b>				
		6990	rec- part for score clock	209.05	209.05
PP -	<b>HelpSeeker Inc</b>				
		21285827	ed dev- helpseeker/ec-connects	5,650.00	5,650.00
PP -	<b>Henderson Digital Marketing &amp; Printing</b>				
		80692	ed dev - SG visitor guide ad	559.35	
		80693	Ed dev- SG visitor guide 50/50 spli	559.35	1,118.70
PP -	<b>Industrial Electrical</b>				
		5707	wwtp-replaced limit switches	838.82	838.82
PP -	<b>J. Quattrocchi &amp; Co Ltd</b>				
		00844315	rec- canteen supplies	370.37	370.37
PP -	<b>Jacob McPhail-Monty,</b>				
		Mar 14, 2025	fd- DZ license renewal	23.75	23.75
PP -	<b>John Henry</b>				
		Feb 28, 2025	fd- Mileage Feb 2025	88.90	88.90
PP -	<b>Josh Lahaie</b>				
		Mar 25, 2025	pw-contact lenses	466.35	466.35
PP -	<b>Kim Durant</b>				
		Mar 25, 2025	Rec-Recertificatin Fee	85.00	85.00
PP -	<b>Limerick Environmental Svcs</b>				
		2024-3893	bin pickup transfer site	2,416.02	2,416.02
PP -	<b>Local Authority Services Ltd.</b>				
		MGBP000009121	adm-office supplies	54.61	54.61

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00054 to 2025-00054

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Martelle, Donna</b> # 01	rec- program fees	600.00	600.00
PP -	<b>Matrix Foods Inc</b> 999.B122158	rec-canteen supplies	82.03	
	999.B123317	rec-canteen supplies	26.87	108.90
PP -	<b>Michael Ayerst</b> Mar 17, 2025	fd- course expenses	220.01	220.01
PP -	<b>Mike Spencer</b> Mar 17, 2025	Eye Glasses -M. Spencer Spouse	500.00	500.00
PP -	<b>Nurndy-Forfire Emergency Graphics Li</b> 23378	fd- reflective helmet tape	192.57	192.57
PP -	<b>Octacom Limited &amp; Image Advantage,</b> INV060606	Adm-filehold Annual Support	4,972.00	4,972.00
PP -	<b>Ontario Association Of Fire</b> 66386	fd-2025 membership fees Davy	310.75	310.75
PP -	<b>PPE Solutions Inc.</b> PPE12675	fd- flash hoods	1,898.12	1,898.12
PP -	<b>Philip Malcomnson</b> Mar 14, 2025	fd- air compressor/gauge	1,288.16	1,288.16
PP -	<b>Pitney Bowes</b> Mar 14, 2025	Postage	2,260.00	2,260.00
PP -	<b>Pivotech Doors Inc.</b> 52825	rec-repair to life gate	1,427.48	1,427.48
PP -	<b>Postmedia Network Inc</b> IN195062	Adm-agenda advertising	226.00	226.00
PP -	<b>Prescott Building Centre</b> 2083237	pw-Cardinal - bldg repairs	70.77	70.77
PP -	<b>Print &amp; Cheques Now Inc</b> 302930	bylaw certificates	1,492.73	1,492.73
PP -	<b>Rideau St. Lawrence Utilities</b> EDCWS-03	es- Mar 2025 w/s billing as listed	4,018.95	4,018.95
PP -	<b>Rush Truck Centres of Canada</b> 3040913195	pw-T7-DPF repairs	2,055.83	
	3040913191	pw-T7 blown charge air hose	1,159.83	3,215.66
PP -	<b>Seaway Doors Ltd.</b> 40051	pw-Pittston-Reset cables/overhear	180.80	180.80
PP -	<b>Sparkle Solutions</b> 242599	fd- gear washer	21,193.15	21,193.15
PP -	<b>Spencerville Home Hardware</b> 88723	fd-oil	14.68	
	88735	rec- bulbs	84.68	
	88805	pw-rubber casters	90.35	
	88808	pw-hex bolts/hex nuts	96.62	
	88843	pw-gloves/rake/garb bags	108.41	394.74
PP -	<b>Tenaquip Ltd.</b> 16655371-00	es- hipwaiters- T Selleck	198.46	198.46
PP -	<b>Tessier, Mary</b> SI-164	Ed dev - Mary Consulting Services	3,940.88	3,940.88
PP -	<b>Trojan Technologies</b> 200/33866	wtp- UV Supplies plumbing supplie	1,880.61	1,880.61
PP -	<b>Uline Canada Corporation</b>			

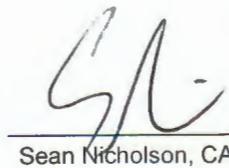
**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00054 to 2025-00054

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		15731534	fd- reflective tape	66.11	66.11
PP -	<b>Ultramar</b>				
		05466141707431	pw-291.10 L Marked diesel-Dish	460.12	
		05466141707432	pw-1054.6L Clear diesel-Dish	1,774.19	2,234.31
PP -	<b>United Counties Of Leeds &amp;</b>				
		INV 20986	1st Qtr Levy - Counties	996,805.00	996,805.00
PP -	<b>Universal Supply Group 3735</b>				
		964-458502	pw-Cardinal-Shop towels/rust lube	365.11	365.11
PP -	<b>Upper Canada District</b>				
		1st Qtr 2025	1st Qtr 2025	463,030.70	463,030.70
PP -	<b>Veltkamp, Jeff</b>				
		Mar 21, 2025	rec- work boots	307.34	307.34
PP -	<b>Walker Climate Care</b>				
		127777880	rec - plumbing problem	56.44	
		129026629	es- 708 County Rd 2 lateral inspec	389.85	
		128134106	rec- new control board for HVAC	2,463.40	2,909.69
PP -	<b>Waste Connections of Canada</b>				
		7150-0000464671	Bin Collection - Feb	2,312.22	2,312.22
				Total Proposed Payments:	1,810,634.60
				Total EFT:	1,810,634.60

Certified Correct This Thursday, March 27, 2025

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

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

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00055 to 2025-00055

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Bell Canada</b>			
	658-2141 03-25	spencerville arena	138.79	
	658-3055 03-25	admin	482.85	
	658-3001 03-25	fd/pw- phone split	148.96	
	536626539 03-25	Cardinal Arena internet	56.44	
	546532571 03-25	Rec- Bell Internet J.Town	132.15	
	657 8823 03-25	rec-cardinal pool	531.07	1,490.26
PP -	<b>Eastlink</b>			
	23250066	pw/fd phone	230.04	230.04
PP -	<b>Hydro One Networks Inc.</b>			
	02595 02-25	spencerville arena	4,728.26	
	19876 02-25	spencerville arena	11,011.50	
	03768 02-25	ball diamond	33.01	
	16052 02-25	johnstown pool	45.10	
	77395 02-25	south centre	239.77	
	64439 02-25	wwtp-3207 Windmill	3,202.09	
	14330 03-25	St Lights Var Jan 2025	1,209.48	
	10647 03-25	pw-Pittston Shop	781.05	
	18196 03-25	lagoon-2301 RD 21	383.70	21,633.96
PP -	<b>Minister Of Finance</b>			
	EHT Annual 2025	Annual EHT Remittance for 2024	72.78	72.78
PP -	<b>Northpoint Commercial Finance Inc</b>			
	2891439	fd/pw-Apr-Jun 2025	169.50	169.50
PP -	<b>Ontario Municipal Employees</b>			
	Feb 2025	Feb 2025 Contributions	48,506.52	48,506.52
PP -	<b>Reliance Home Comfort</b>			
	4422619 03-25	rec hot water heater rental	251.31	251.31
PP -	<b>Rideau St Lawrence</b>			
	502-00 02-25	ball diamond Cardinal	37.79	
	290-00 02-25	parks-1700 Dundas	45.48	
	250-00 02-25	cardinal pool	52.85	
	496-00 02-25	wwtp-417 Hwy2	56.32	
	504-00 02-25	parks 1800 Dundas	60.56	
	435-00 02-25	wwtp-172 Henry	200.69	
	501-00 02-25	fd stn 2	458.84	
	500-01 02-25	cardinal library	465.19	
	370-00 02-25	wwtp-adelaide	482.51	
	450-00 02-25	wtp-water tower	487.27	
	231-00 02-25	pw-4035 Dishaw	1,497.02	
	430-00 02-25	wtp-87 Legion Way	2,018.06	
	270-00 02-25	pw-cardinal streetlights	2,727.27	
	464-00 02-25	4000 John wwtp	8,130.41	
	505-01 02-25	cardinal arena	23,408.39	
	119-01 02-25	ind park water	6,758.70	46,887.35
PP -	<b>Royal Bank Visa</b>			

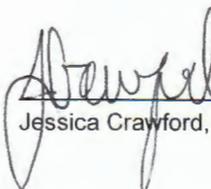
**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00055 to 2025-00055

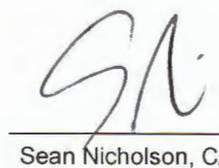
**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
	7159 -02-25	M. Spencer Jan 2025	1,411.62	
	2067 -02-25	D Grant - RBC Visa Feb 2025	654.36	
	1258 02-25	R.Crich RBC visa Feb 2025	183.51	
	2076 02-25	S.Nicholson Feb 2025	2,031.08	
	8940 02-25	J.Crawford RBC Visa Feb 2025	348.23	
	8912 02-25	B. Moore RBC Visa Feb 2025	1,201.08	5,829.88
PP -	<b>Superior Propane</b>			
	52818254	Twp Office	2,171.72	
	52798347	rec - 4050 Dishaw St	9.89	
	52889632	rec - 4050 Dishaw St	149.16	
	52889633	22 Sloan Street	149.16	
	52948265	6055 County Rd #44	1,536.25	
	52948266	5 Henderson St	549.62	
	52981848	rec - 4050 Dishaw St	149.16	
	52981849	22 Sloan Street	111.87	4,826.83
PP -	<b>Telus Mobility</b>			
	16215291198	Mar 2025 Corporate Account	433.32	433.32
PP -	<b>Township of Edwardsburgh/Cardi</b>			
	T4 Fee 2024	PP 3 2025 ADP Payroll Fee	917.56	
	PP 6 2025 PT/FT	PP 6 2025 PT/FT Payroll	125,774.04	126,691.60
PP -	<b>Union Gas Limited</b>			
	21619 4 02-25	24 sutton Dr	545.54	
	44825 1 02-25	Rec - 4050 Dishaw -Card Arena	4,380.77	
	44787 6 02-25	87 Legion Way	1,937.77	
	53951 1 02-25	wwtp-4000 John natural gas	5,415.31	12,279.39
PP -	<b>Walker Climate Care</b>			
	128960325	Lib-maitenance pkg	20.32	
	128960536	Lib-maitenance package	20.32	
	128960416	rec-maitenance pkg	52.77	
	128960476	adm-maitenance pkg-furnance & A	67.18	160.59
PP -	<b>Workplace Safety &amp; Insurance</b>			
	Feb 2025	Feb 2025 Premium	8,358.46	8,358.46
			<b>Total Proposed Payments:</b>	<b>277,821.79</b>

Total PAD: 277,821.79

Certified Correct This Thursday, March 27, 2025

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

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

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

Date Printed  
4/15/2025 10:24 AM

Batch: 2025-00066 to 2025-00066

Page 1

Bank Code - EFT - electronic funds transfer

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>Abell Pest Control Inc.</b> A6782176	Monthly pest control	94.14	
	A6756807	rec- pest control	97.08	191.22
PP -	<b>Acklands-Grainger Inc.</b> 9445508527	wtp-measuring wheel	137.62	137.62
PP -	<b>Alarm Systems - Brockville</b> 1539141	adm- monitoring annual	298.32	
	1542552	Lagoon-Annual Monitoring 2803 C	501.72	
	1542553	Lagoon-Anuual Monitoring - Charle	501.72	
	1542554	Lagoon-Annual Monitoring-2301 C	501.72	
	1535887	wwtp-70 Adelaide Qtr monitoring	227.13	2,030.61
PP -	<b>Brian Moore</b> Mar 28, 2025	fd- meal mutual aid symposiumi	34.47	34.47
PP -	<b>CIMCO Refrigeration</b> 90962396	rec- repairs to dehumidifier	8,002.72	8,002.72
PP -	<b>Caduceon Enterprises Inc.</b> I-25-004115	wwtp-testing	262.67	
	I24-004116	Lagoon-testing	95.67	
	I24-003355	Ind Park - Testing	234.50	
	I25-003354	Wtp- testing	1,227.00	
	I25-003356	wwtp-testing	1,970.27	3,790.11
PP -	<b>Culligan Water</b> 23485TO	FD- Culligan water	53.22	53.22
PP -	<b>Emond Harnden LLP</b> 259938	Admin Legal fees	50.29	50.29
PP -	<b>Enviro-Guard Plus Inc.</b> 697921-3207 Win	es-Spider control	203.40	
	698921-6055 Cty	fd-Stn # 1 - Spider control	572.18	775.58
PP -	<b>GAL Power Systems Ottawa Ltd</b> 128225F	WTP-Annual repairs/fuel upgrades	35,998.51	
	I28450F	lagoon-spencer st - fuel upgrade	19,548.86	
	128451F	Lagoon-Spencer St-exhaust & ven	25,810.99	81,358.36
PP -	<b>Grand &amp; Toy</b> V605165	Adm-batteries & paper	108.03	108.03
PP -	<b>Hansler Smith Limited</b> 5829748	rec-cleaning supplies	71.19	71.19
PP -	<b>Industrial Electrical</b> 1535887	wwtp-70 adelaide - Qtr monitoring	227.13	
	5727	Es- lagoon station 1-overheating b	746.37	
	1535887CR	wwtp- wrong company	-227.13	746.37
PP -	<b>John Buffet</b> 379	Bylaw- Mar 2025	1,620.00	1,620.00
PP -	<b>K E Bush Construction Ltd.</b> 20485	PW-Rental of Shoring Equip for Ca	1,450.98	1,450.98
PP -	<b>M&amp;L Supply Fire &amp; Safety</b> 025737	Fd- fire helmets	3,022.75	
	025935	fd-SCBA mask seal kit	59.14	3,081.89
PP -	<b>Mark's Commercial</b> 90150868	wwtp/wtp-S. Campbell Safety Boot	152.54	152.54

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

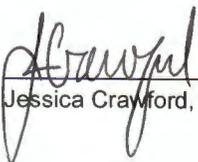
Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
PP -	<b>Metex Corporation Limited</b>			
	SI-00016948	wwtp-maintenance kit	223.01	
	44202	es-UV system engineering	5,938.15	6,161.16
PP -	<b>Minister of Finance</b>			
	380303250949043	fd-college reg fees Sep-Dec, 2024	325.00	
	380703251334270	OPP credit -Oct-Dec 2024	-2,947.29	
	382703251023050	Adm-OPP Credit services	-835.00	
	382003251238051	Feb 2025 OPP billing	96,547.00	93,089.71
PP -	<b>Novatech</b>			
	1040894	Lagoon-SPS Upgrades-Design & E	14,208.90	14,208.90
PP -	<b>OnServe</b>			
	68920	IT contract services Apr 2025	4,403.58	
	88978	rec-building supplies	258.13	
	88992	rec-building supplies	137.83	
	88995	rec-building supplies	22.59	4,822.13
PP -	<b>Ontario Municipal</b>			
	Feb 2025	Plan-Mileage/Seminar - Poultry Cc	113.40	
	25-612	adm-2025 OMMI Membership	60.00	173.40
PP -	<b>Postmedia Network Inc</b>			
	IN199572	Adm-agenda advertising	226.00	
	IN202951	adm-agenda advertising	226.00	452.00
PP -	<b>Purolator Courier Ltd.</b>			
	535057100	Adm/Pw/es-couriers	56.42	
	IN121469CR	Adm-agenda adv credit	-226.00	
	IN121470CR	Adm-agenda adv credit	-282.50	
	515084573	adm-Reg Gen/wwtp-clothing order	39.95	
	510094541	pw-clothing return	9.54	
	545079325	adm-MOF/pw-Clothing	19.22	
	505093200	pw-bid deposit returns/adm-Reg g	21.21	
	570128678	pw- clothing	8.85	
	595106059	Adm/fd/pw/wwtp-couriers	69.24	
	595114377	adm-Reg Gen	15.55	
	560098114	fd/adm-couriers	26.87	
	550113235	Adm-911 numbers shipping	5.66	
	530099343	wwtp-shipping parts	8.92	
	585109748	fd-gear repairs/Adm-Reg Gen	30.71	
	560103138	Adm-Reg Gen/Service On/es-ship	70.71	
	570147941	adm-reg gen	15.55	
	505128521	adm- reg gen	15.55	
	575129456	Adm- Reg Gen	15.55	
	575136248	WTP-Postage - fabco order	9.61	
	53511436	PW-Tenders returns/ADM-Courier	85.11	15.72
PP -	<b>Sands</b>			
	00726129	fd- staction wear	138.98	138.98
PP -	<b>Spencerville Home Hardware</b>			

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00066 to 2025-00066

**PROPOSED PAYMENTS**

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		88799	rec-cleaning supplies	47.40	
		88844	adm-garbage bags	31.63	
		88898	rec- cleaning supplies	9.59	
		88894	rec-cleaning supplies	80.18	
		88921	rec- building supplies and repairs	67.77	
		88933	rec- cleaning supplies	12.42	
		88967	Lagoon- rust paint	84.70	
		88999	adm- mop	10.16	
		89003	adm- key cut	13.54	
		88963	rec-cleaning supplies	4.52	
		89022	rec-paint	99.42	
		89009	rec-building repairs	50.84	
		89007	rec- building repairs	83.60	
		88962	rec-cleaning supplies	52.29	648.06
<b>PP -</b>	<b>Templeman LLP</b>				
	INV01-30420		adm- legal fees	6,891.54	6,891.54
<b>PP -</b>	<b>Tenaquip Ltd.</b>				
	16678237-00		WWTP-Gloves/Markers	148.11	148.11
<b>PP -</b>	<b>Tessier, Mary</b>				
	SI-165		Ed dev - Mary Consulting Services	4,271.41	4,271.41
<b>PP -</b>	<b>Universal Supply Group 3735</b>				
	964-458988		es- belt - biofilter	28.84	28.84
<b>PP -</b>	<b>Walker Climate Care</b>				
	I28869862		rec-building repairs	395.50	395.50
<b>PP -</b>	<b>Walter Smail</b>				
	March 2025		Council-Mileage	141.75	141.75
<b>PP -</b>	<b>Westburne Ontario</b>				
	4341965		Spencerville-70 amp Breaker SPS	281.47	281.47
				<b>Total Proposed Payments:</b>	<b>235,523.88</b>
				<b>Total EFT:</b>	<b>235,523.88</b>

Certified Correct This Tuesday, April 15, 2025

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

  
\_\_\_\_\_  
Dave Grant, Deputy CAO

**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00068 to 2025-00068

Bank Code - PAD - Preauthorized Debit

PROPOSED PAYMENTS

Payment #	Vendor Name	Reference	Invoice Amount	Payment Amount
<b>PP -</b>	<b>Bell Canada</b>			
	657 4468 03-25	WTP Phone	138.94	
	925 5822 02-26	Rec-South Centre Johnstown	141.77	
	657 4606 03-25	Pittston Phone	150.90	
	657 3210 03-25	Cardinal Arena	151.52	
	657 4850 03-25	WWTP phone	199.20	
	657 3765 03-25	John St	380.11	
	543665566 03-25	Admin/Fd/PW Rec Internet	389.67	1,552.11
<b>PP -</b>	<b>Canada Life Groupnet Insured</b>			
	181390	ADM-Apr 2025 Monthly Premiums	25,523.53	25,523.53
<b>PP -</b>	<b>Canadian National Railway Co.</b>			
	91785536	pw - crossing maitenance	2,421.00	2,421.00
<b>PP -</b>	<b>Hydro One Networks Inc.</b>			
	62670 03-25	wwtp-flett st	42.85	
	25495 03-25	spencerville library	252.28	
	71283 03-25	lagoon- 1 Spencer	727.28	
	03696 03-25	fd stn 1	922.78	
	27613 03-25	admin-townhall	1,184.11	
	84483 03-25	pw- Sophia St	9.17	
	32562 03-25	lagoon 4 Charles	69.82	
	24430 03-25	ball diamonds	92.43	
	53082 03-25	lagoon 2803 CR 21	68.25	
	41324 03-25	parks-CR44 clock	52.77	3,421.74
<b>PP -</b>	<b>Northpoint Commercial Finance Inc</b>			
	2906463	Adm-Apr-May 2025 Copier Lease	183.06	183.06
<b>PP -</b>	<b>Rideau St Lawrence</b>			
	464-00 03-25	4000 John wwtp	7,448.63	
	430-00 03-25	wtp-87 Legion Way	1,827.45	
	450-00 03-25	wtp-water tower	497.90	
	370-00 03-25	wwtp-adelaide	358.37	
	435-00 03-25	wwtp-172 Henry	154.08	
	505-01 03-25	cardinal arena	20,404.20	
	119-01 03-25	ind park water	5,798.96	
	270-00 03-25	pw-cardinal streetlights	2,587.56	39,077.15
<b>PP -</b>	<b>Superior Propane</b>			
	53067689	rec - 4050 Dishaw St	103.91	
	53067690	22 Sloan Street	138.56	
	53147664	rec - 4050 Dishaw St	99.18	
	53147665	22 Sloan Street	-33.06	
	53162103	Twp Office	1,489.24	
	53162102	4145 County Rd 22	2,427.60	
	53184047	rec - 4050 Dishaw St	9.89	4,235.32
<b>PP -</b>	<b>Telus Mobility</b>			
	39265058 03-25	adm-Mar 2025 Business Phone Ac	2,344.02	2,344.02
<b>PP -</b>	<b>Township of Edwardsburgh/Cardi</b>			
	PP 7 2025 PT&FT	PP 7 2025 PT&FT Payroll	122,016.47	
	PP 4 2025 Fee	PP 4 2025 ADP Payroll Fee	714.54	
	PP 4 2025 Counc	PP 4 2025- Council Payroll	8,649.08	131,380.09
<b>PP -</b>	<b>Union Gas Limited</b>			

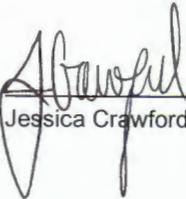
**Township of Edwardsburgh/Cardinal**  
**List of Accounts for Approval**  
Batch: 2025-00068 to 2025-00068

**PROPOSED PAYMENTS**

<b>Payment #</b>	<b>Vendor Name</b>		<b>Invoice Amount</b>	<b>Payment Amount</b>
	<b>Invoice #</b>	<b>Reference</b>		
	69531 2 03-25	4035 Dishaw St	516.11	
	72780 5 03-25	4035 Dishaw St	1,476.18	
	44787 6 03-25	87 Legion Way	1,278.21	
	72687 6 03-25	70 Adelaide St	133.03	
	21619 4 03-25	24 sutton Dr	346.74	
	72598 5 03-25	Library -618 Cty Rd 2 Mar 2025	179.93	3,930.20
			<b>Total Proposed Payments:</b>	<b>214,068.22</b>

**Total PAD:** 214,068.22

Certified Correct This Wednesday, April 23, 2025

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

  
\_\_\_\_\_  
Dave Grant, Deputy CAO

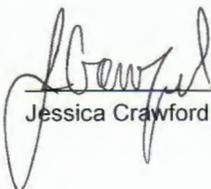
**Township of Edwardsburgh/Cardinal**  
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Batch: 2025-00079 to 2025-00079

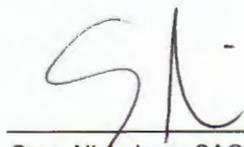
Bank Code - AP - REVENUE FUND

**PROPOSED PAYMENTS**

Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
PP -	<b>1910659 Ontario Inc</b> 8715	rec-building repairs	2,675.63	2,675.63
PP -	<b>416 Courier</b> 2219	Adm-Mar 2025 Water Sample Cou	206.11	206.11
PP -	<b>A.J. Stone Co. Ltd</b> 0000190249	FD-Detergent	200.53	200.53
PP -	<b>CriSys Limited</b> 4169	fd-cyrisys server replacement	2,593.35	2,593.35
PP -	<b>Debbie Rawley</b> Nov 15, 2025	Council-Walker House 2024	25.00	25.00
PP -	<b>Gary &amp; Lise Jessup</b> Walker 2025	Walker House 2025 x 2	50.00	50.00
PP -	<b>Lachlan Barton</b> Mar 27, 2025	Lib-Snow Removal-Dec2024/Jan/F	600.00	600.00
PP -	<b>Levac Supply Ltd.</b> 1376780	pw-pittston shop - eye wash	46.28	46.28
PP -	<b>McCurdy, Liz</b> Apr 16, 2025	Council - Walker house 2025	25.00	25.00
PP -	<b>Merrickville Volunteer Firefighter's</b> Apr 3, 2025	fd- EOFA Program ad	125.00	125.00
PP -	<b>Minister of Finance</b> SC2019-29 04-25	Garnishment for April 2025	658.82	658.82
PP -	<b>Nuisance Wildlife Control</b> 2419	Project # 5 Carinal tennis court/pic	395.50	395.50
PP -	<b>Prescott Fire Department</b> 25-05	fd- respirator fit testing	537.50	537.50
PP -	<b>St. Lawrence Corridor Economic</b> 2025-003	ec dev-SLCEDC 2025 Fee	39,026.00	39,026.00
PP -	<b>Wichers, Judy</b> Apr 3, 2025	adm- duplicate payment 702-005-1	2,581.74	2,581.74
			<b>Total Proposed Payments:</b>	<b>49,746.46</b>
			<b>Total AP:</b>	<b>49,746.46</b>

Certified Correct This Friday, April 25, 2025

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

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

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2025-**

**“BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2022-37”**

**General Amendment to  
Comprehensive Zoning By-Law No. 2022-37**

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**WHEREAS** By-law No. 2022-37, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Edwardsburgh Cardinal; and

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend By-law No. 2022-37, as amended, as hereinafter set forth;

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

1. The lands affected by this By-law include the entire corporate limits of the Township of Edwardsburgh Cardinal.
2. Section 2 (Definitions) is hereby amended by deleting the definition of DOMESTIC FOWL COOP and replacing it with:
  - **DOMESTIC FOWL COOP shall mean an accessory residential structure consisting of a coop and run (fixed or mobile) intended to securely house domestic fowl.**
3. Section 4.5 (Hobby Farms and Keeping of Domestic Fowl) is hereby amended by adding the following provision immediately after Subsection 2:

**3. Domestic Fowl Coop (Settlement Areas)**

**Notwithstanding the provisions of Section 3.1 and Sections 4.5.1 and 4.5.2; a domestic fowl coop shall be permitted accessory to a permitted single dwelling, semi-detached dwelling or townhouse dwelling in the Residential First Density (R1), Residential Second Density (R2) and Residential Third Density (R3) zones within the Village of Cardinal, Village of Johnstown and Village of Spencerville, subject to the following provisions:**

- a) **The definition of Domestic Fowl within this provision shall mean a female chicken or female duck, being a minimum of 4 months of age.**
- b) **Fowl shall be kept in a secure coop and run with a roof structure at all times.**
- c) **Fowl shall be kept in a secure coop between the hours of 9:00 pm to 6:00 am**
- d) **Maximum number of Domestic Fowl** **5**
- e) **Size and Height of Structure**
  - i. **Minimum floor area of Coop** **0.5 m2 per fowl**
  - ii. **Minimum floor area of Run** **0.9 m2 per fowl**
  - iii. **Maximum floor area of a combined Coop and Run** **10 m2**
  - iv. **Maximum height of structure** **3.0 m**

**f) Setbacks:**

- i. Interior Side Lot Line 1.2 m**
- ii. Rear Lot Line 1.2 m**
- iii. From the closest point of any dwelling 3.0 m**
- iv. From closest point of any well 3.0 m**

**g) The location of a manure storage container or composter shall comply with the same setback requirements as a coop and run.**

**h) Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage or buried on the premises.**

**i) Shall not be permitted on a lot located within a Wellhead Protection Area (WHPA) or an Intake Protection Zone (IPZ).**

**j) Prohibited Uses:**

- i. Roosters are prohibited.**
- ii. The sale of eggs, or any fowl related byproduct is prohibited.**
- iii. The keeping of meat birds is prohibited.**
- iv. Free range or fowl at large are prohibited**
- v. Slaughtering of any domestic fowl on the premises is prohibited.**

**A property owner interested in learning more about the keeping and care of Domestic Fowl, biosecurity and flock safety, can access links to educational documents on the Township's website at [www.twpec.ca](http://www.twpec.ca)**

4. The By-law shall become effective on the date of passing hereof, subject to the provisions of Section 34 (21) of the *Planning Act*, R.S.O. 1990, as amended.

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

Read a third time and adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Regular Council Meeting

**Date:** April 29, 2025

**Department:** Community Development/ Planning

**Topic:** Zoning By-Law Amendment, The Keeping of Domestic Fowl in Settlement Areas

**Purpose:** The Committee of the Whole, Community Development Committee, recommends approval of zoning by-Law amendment to permit the keeping of domestic fowl in the settlement areas of the Villages of Cardinal, Johnstown and Spencerville, as per the Draft By-Law (Exhibit A).

**Background:** Township staff was directed by the Committee of the Whole during its June 10th, 2024 committee meeting, to review the current zoning by-law provisions pertaining to the use of domestic fowl coops and if the use could be expanded to settlement areas in the Township.

Township staff held a Public Open House on January 28th, 2025 and a Public Meeting on February 3rd, 2025 to discuss the proposed amendments to the Zoning By-Law pertaining to provisions of Domestic Fowl Coops. Staff reviewed all comments received and determined that the public not only wanted to have the domestic coops to be included in settlement areas, but wanted the Hobby Farm provisions, specifically for domestic fowl updated to lessen restrictions and allow more fowl.

A staff report and its recommendations were discussed during the Committee's March 3rd, 2025 meeting and April 7, 2025 meeting. A copy of the Supplementary Report discussed during the April 7, 2025 meeting is attached (Exhibit B).

The Committee recommended that Council approve the amendments to Section 4.5, Hobby Farms and Keeping of Domestic Fowl in Zoning By-Law 2022-37 to include provisions to permit domestic fowl to be located in the settlement area of the Villages of Cardinal, Johnstown and Spencerville, subject to the following amendments:

1. That the provision to permit the use only in the rear yard be removed to accommodate lots with large interior side yards; and
2. That the provision to require fowl to be kept in a secure coop and run include the wording " with a roof structure".

The attached Draft By-Law (Exhibit A) has been amended to reflect the requested changes.

**Policy Implications:** When a Zoning By-law amendment is considered, the proposed changes are evaluated to determine if it circumvents or undermines the policies in the Provincial Planning Statement and the Townships Official Plan. It is important to examine the Official Plan and consider the intent and purpose of the document. There can often be times when slight adjustments need to be made through a zoning amendment to the current Zoning By-law to reflect the Official Plan and the vision of Council.

The zoning by-Law amendment to amend the Hobby Farm and Domestic Fowl Coop provisions to expand the use in settlement areas and to adjust the requirements for rural areas of the Township is consistent with the Provincial Planning Statement and in keeping with the policies of the Townships Official Plan.

**Strategic Plan Implications:** The amendment is in keeping with the Township of Edwardsburgh Cardinal Strategic Plan.

**Financial Considerations:** The amendment to permit domestic fowl in the settlement area is not anticipated to result in any financial implications for the Township.

Further review and discussion of proposed changes to domestic fowl and hobby farms in the rural area will be required.

**Recommendation:** That Council approve the amendments to Section 4.5, Hobby Farms and Keeping of Domestic Fowl in Zoning By-Law Number 2022-37, to add provisions to permit the keeping of domestic fowl in the settlement areas, as per the attached Draft By-Law (Exhibit A).



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Tim Fisher, Municipal Land Use Planner

**Attachments:**

Exhibit A: Draft By-Law

Exhibit B: Supplementary Report to Committee of the Whole, CDC dated April 7, 2025

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2025-XX**

**“BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2022-37”**

**General Amendment to  
Comprehensive Zoning By-Law No. 2022-37**

---

**WHEREAS** By-law No. 2022-37, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Edwardsburgh Cardinal; and

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend By-law No. 2022-37, as amended, as hereinafter set forth;

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

1. The lands affected by this By-law include the entire corporate limits of the Township of Edwardsburgh Cardinal.
2. Section 2 (Definitions) is hereby amended by deleting the definition of DOMESTIC FOWL COOP and replacing it with:
  - **DOMESTIC FOWL COOP shall mean an accessory residential structure consisting of a coop and run (fixed or mobile) intended to securely house domestic fowl.**
3. Section 4.5 (Hobby Farms and Keeping of Domestic Fowl) is hereby amended by adding the following provision immediately after Subsection 2:

**3. Domestic Fowl Coop (Settlement Areas)**

**Notwithstanding the provisions of Section 3.1 and Sections 4.5.1 and 4.5.2; a domestic fowl coop shall be permitted accessory to a permitted single dwelling, semi-detached dwelling or townhouse dwelling in the Residential First Density (R1), Residential Second Density (R2) and Residential Third Density (R3) zones within the Village of Cardinal, Village of Johnstown and Village of Spencerville, subject to the following provisions:**

- a) **The definition of Domestic Fowl within this provision shall mean a female chicken or female duck, being a minimum of 4 months of age.**
- b) **Fowl shall be kept in a secure coop and run with a roof structure at all times.**
- c) **Fowl shall be kept in a secure coop between the hours of 9:00 pm to 6:00 am**
- d) **Maximum number of Domestic Fowl** **5**
- e) **Size and Height of Structure**
  - i. **Minimum floor area of Coop** **0.5 m2 per fowl**
  - ii. **Minimum floor area of Run** **0.9 m2 per fowl**
  - iii. **Maximum floor area of a combined Coop and Run** **10 m2**
  - iv. **Maximum height of structure** **3.0 m**

**f) Setbacks:**

- |   |       |
|---|-------|
| i. Interior Side Lot Line                   | 1.2 m |
| ii. Rear Lot Line                           | 1.2 m |
| iii. From the closest point of any dwelling | 3.0 m |
| iv. From closest point of any well          | 3.0 m |

**g) The location of a manure storage container or composter shall comply with the same setback requirements as a coop and run.**

**h) Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage or buried on the premises.**

**i) Shall not be permitted on a lot located within a Wellhead Protection Area (WHPA) or an Intake Protection Zone (IPZ).**

**j) Prohibited Uses:**

- i. Roosters are prohibited.**
- ii. The sale of eggs, or any fowl related byproduct is prohibited.**
- iii. The keeping of meat birds is prohibited.**
- iv. Free range or fowl at large are prohibited**
- v. Slaughtering of any domestic fowl on the premises is prohibited.**

**A property owner interested in learning more about the keeping and care of Domestic Fowl, biosecurity and flock safety, can access links to educational documents on the Township's website at [www.twpec.ca](http://www.twpec.ca)**

4. The By-law shall become effective on the date of passing hereof, subject to the provisions of Section 34 (21) of the *Planning Act*, R.S.O. 1990, as amended.

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

Read a third time and adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**TOWNSHIP OF EDWARDSBURGH CARDINAL  
DISCUSSION ITEM**

**Committee:** Committee of the Whole, Community Development

**Date:** April 7, 2025

**Department:** Community Development/ Planning

**Topic:** Supplementary Report – ZBA Domestic Fowl Coop, Settlement Area

**Purpose:**

This supplementary report provides the Committee with an update on the suggested amendments to the Hobby Farm and Domestic Fowl Coops requirements in the Zoning By-Law, address the Committee's questions which arose during the March 3<sup>rd</sup>, 2025 meeting and provide the Committee during an upcoming meeting to present the information and provide a recommendation.

This report will address Domestic Fowl in Settlement Areas only. Another report will be forwarded to the next Committee of the Whole, Community Development meeting to provide an update on the suggested amendments to the Hobby Farm and Domestic Fowl in the rural area.

**Background:**

Township staff was directed by the Committee of the Whole during its June 10<sup>th</sup>, 2024 committee meeting, to review the current zoning by-law provisions pertaining to the use of domestic fowl coops and if the use could be expanded to settlement areas in the township.

Township staff held a Public Open House on January 28<sup>th</sup>, 2025 and a Public Meeting on February 3<sup>rd</sup>, 2025 to discuss the proposed amendments to the Zoning By-Law pertaining to provisions of Domestic Fowl Coops. Staff reviewed all comments received and determined that the public not only wanted to have the domestic coops to be included in settlement areas, but wanted the Hobby Farm provisions, specifically for domestic fowl updated to lessen restrictions and allow more fowl.

A staff report and recommendation were discussed during the Committee's March 3<sup>rd</sup>, 2025 meeting. The Committee deferred the item to allow staff to attend a seminar regarding backyard coops held at the end of March and for staff to investigate the following items:

- 1) Why are roosters not permitted;

- 2) Meat Birds should be permitted;
- 3) Number of fowl should be increased; and
- 4) Rational behind the proposed restrictions.

### **Policy Implications:**

When a Zoning By-law amendment is considered, the proposed changes are evaluated to determine if it circumvents or undermines the policies in the Provincial Planning Statement and the Townships Official Plan. It is important to examine the Official Plan and consider the intent and purpose of the document. There can often be times when slight adjustments need to be made through a zoning amendment to the current Zoning By-law to reflect the Official Plan and the vision of Council.

### **Provincial Planning Statement:**

The Provincial Planning Statement (2024) provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by local policies addressing local interests.

The PPS, 2024 recognizes Ontario as a vast, fast-growing province and the need to increase the supply and mix of housing options to support a diverse population and workforce. The PPS also focuses on the development of rural areas in the municipalities and focuses on the protection of prime agricultural lands (specialty crop areas) and providing agricultural related uses for diversified farms. The document shall be reviewed in its entirety.

The zoning by-Law amendment to amend the Hobby Farm and Domestic Fowl Coop provisions to expand the use in settlement areas and to adjust the requirements for rural areas of the township is consistent with the Provincial Planning Statement.

### **Official Plan Considerations:**

The zoning by-law amendment to expand and update the Hobby Farm and Domestic Fowl Coop provisions in Zoning By-Law Number 2022-37 will not result in any policy changes in the Official Plan.

The expansion of domestic fowl coops in settlement areas of the Township and the adjustment to the existing hobby farm and domestic fowl coop provisions in the rural area, will provide residents with the opportunity to establish self sustainable “urban farming” in settlement areas and smaller lots in rural areas and “small scale agricultural” hobby farms in the rural areas which satisfies the needs and requests of residents in the Township.

The Township must consider land use compatibility when reviewing the potential sensitive uses on abutting land uses. Any livestock operation or manure storage facility in the rural area of the Township is subject to the Minimum Distance Separation (MDS) formulae. MDS does not apply to agricultural buildings less than 10 square metres

however, the zoning by-law may apply specific requirements for the use of such structures.

The proposed amendments to the Hobby Farm and Domestic Fowl Coop requirements in Zoning By-Law Number 2022-37, is in keeping with the policies of the Official Plan and does not require an Official Plan Amendment.

### **Zoning By-Law Number 2022-37:**

The Township's zoning bylaw contains land use zones in accordance with the policies contained within this Official Plan and establishes regulations to control the use of land and the character, location, and use of buildings and structures. The zoning by-law also provides general provisions (Section 3.0) and specific use provisions (Section 4.0) for uses which are generally applied to most zones.

Section 4.5 regulates Hobby Farms and Keeping of Domestic Fowl. The current regulation does not permit domestic fowl in a settlement area. The proposed amendment will permit domestic fowl within the Villages of Cardinal, Johnstown and Spencerville, subject to specific requirements.

### **Current Zoning Provisions:**

#### **4.5 Hobby Farms and Keeping of Domestic Fowl**

1. Notwithstanding the provisions of this By-law to the contrary, a hobby farm, as defined herein, shall be permitted on a lot in any Rural (RU) or Agriculture (A) zone, provided that such livestock are housed in a building or structure specifically designed for such purpose, and subject to the following provisions:
  1. On a lot having an area of 1.6 ha up to 3.2 ha, a maximum of eight (8) small livestock units or their equivalent in any combination shall be permitted.
  2. On a lot having an area greater than 3.2 ha up to 5.0 ha, a maximum of twelve (12) small livestock units or their equivalent in any combination shall be permitted.
  3. On a lot having an area greater than 5.0 ha, a maximum of five (5) nutrient units, as defined by the Minimum Distance Separation Formulae, shall be permitted. For six (6) or more nutrient units, a hobby farm shall be subject to the setbacks determined by the Minimum Distance Separation Formulae developed by the Ontario Ministry of Agriculture, Food and Rural Affairs.
  4. For this purpose of calculating livestock units, the following shall apply:
    - 2 small livestock units equals 1 medium livestock unit
    - 4 small livestock units equals 1 large livestock unit
    - 2 medium livestock units equals 1 large livestock unit
2. Notwithstanding the provisions of Section 3.1, a domestic fowl coop, as defined herein, shall be permitted accessory to a permitted residential dwelling in the Hamlet Residential (HR), Limited Services Residential (RLS), Agriculture (A), and Rural (RU) zone, subject to the following provisions:
  1. The minimum lot area shall be 0.4 ha.
  2. Domestic fowl coops and runs shall be a minimum of 3 m from rear and interior lot lines.
  3. Domestic fowl coops and runs shall be a minimum of 10 m from any window or door opening of a dwelling on an adjacent lot.
  4. Domestic fowl coops and runs shall be a minimum of 15 m from all

During the public consultation process, the Township was made aware that the residents wanted additional flexibility to the existing requirements for lots located in the rural area and to the Hobby Farm provisions. Staff will prepare a separate report and amending by-law to address the amendments to Domestic Fowl and Hobby Farms in the rural area.

### **Discussion and Rational:**

Township staff reviewed all comments and concerns provided by the public to date and the comments raised by the Committee.

The initial intent of this process was to investigate the possibility of permitting the keeping of domestic fowl only within the settlement areas, specifically The Villages of Cardinal, Johnstown and Spencerville. Through the public consultation process, it was determined that the Hobby Farm provisions should be amended to provide flexibility with the existing fowl use in the rural areas.

It is staff's opinion, that the Committee should review the settlement area and rural area requirements separately as the urban and rural areas propose different amendments which are specific to the settlement area vs rural area.

### **SETTLEMENT AREAS**

#### **(a) Should the use be permitted in the Settlement Areas?**

**Yes** Each municipality may independently review their policies and by-laws to permit the keeping domestic fowl in settlement areas. The Township permits the keeping of domestic fowl subject to the requirements of Section 4.5 of the Zoning By-Law. The existing provisions do not permit the use in a settlement area.

Permitting backyard fowl in urban areas can foster community connections, provide educational opportunities, and contribute to local food security and sustainability, while also offering residents a source of fresh eggs and companionship.

OMAFRA and Poultry Industry Council stated that the average cost for 1 dozen eggs from an urban backyard coop within a one week period can range from \$12.00 per dozen to \$70.00 per dozen. The cost is determined on the type and cost of the fowl, specialized feed and supplements, setup costs and materials, daily maintenance, the processing of fowl and veterinary care and medication, etc. Costs can also increase if fowl are kept over winter months.

Many municipalities across Ontario permit the keeping of backyard domestic fowl subject to specific requirements and in some cases a permitting or licensing process which addresses minimizing environmental impacts, such as noise pollution and odour, and prevent conflicts with neighbours

This can be achieved by:

- Limiting the use to lots with specific lot area or provide a sliding scale for multiple lot areas;
- limiting the number and type of fowl for its intended use on a property;
- limiting the size, height and location of a coop or run;
- providing setbacks from adjacent dwellings, school and churches;
- ensuring the fowl are contained within a structure on the property;
- restricting the processing of fowl on the property;
- restricting the sale of eggs;
- providing educational resources;
- update or create by-laws (eg, animal control by-law) and licensing.

Some municipalities have implemented such changes as a Pilot Project to determine if the use is sustainable in the settlement area and does not result in adverse impacts or discontent in settlement areas.

**Staff Recommends**, that permitting domestic fowl within the Villages of Cardinal, Johnstown and Spencerville should be implemented through a Pilot Project and reviewed after a minimum of 2 years to determine any impacts it may have had and possible amendments to relax or restrict the requirements, or to fully implement the requirements.

Provision	
Notwithstanding the provisions of Section 3.1, a domestic fowl coop, shall be permitted accessory to a permitted residential dwelling in the Residential First Density (R1), Residential Second Density (R2) zones within the Village of Cardinal, Village of Johnstown and Village of Spencerville, subject to the following provisions:	

**(b) Should the number of fowl be regulated?**

**Yes** Limiting the number of fowl and the species within the settlement area is common to regulate. The intent of permitting domestic fowl in a settlement area is not intended to result in the production of eggs and meat to be self sustaining, but to be an educational tool, a hobby, and to provide some fresh eggs for the property owner while minimizing environmental impacts, such as noise pollution and odour, and prevent conflicts with neighbours.

Most municipalities limit the maximum number of fowl in the settlement area from 4 to 6. Based on the size of typical rear yards in the settlement area and after considering the setback requirements, size and height of a coop, most properties have room to sustain a maximum of 4 to 6 fowl.

The intent of limiting the number of fowl also limits potential sound and odour issues. Sounds from fowl are generally not concern when they are kept within a coop, however, they will be vocal when they are within the run during the day. Limiting the number of fowl will limit the amount of noise generated which may

have impacts on the adjacent properties enjoyment and continued use of their rear yards.

The number of fowl will also result in the amount of manure generated. Fowl manure has a high concentration of ammonia and can create odour issues if the coops are not cleaned and maintained properly, and disposal or composting is not regularly conducted. OMAFRA and the Poultry Industry Council recommends that any small flock farming practice which includes backyard coops be self sufficient and use composters when dealing with manure and bedding.

The average chicken can produce approximately 45 pounds of manure a year. OMAFRA suggests that composters are to be used and setback from adjacent land uses, to allow time for off gassing. The manure is then made into compost providing nutrients to lawns and gardens on the property. Excess manure is to be disposed of in a safe manner.

**Staff Recommends**, that the maximum number of fowl permitted on a property in a settlement area to be five (5). This is in keeping with the existing number permitted outside of the settlement area and is also consistent with the number of fowl permitted in settlement areas or small lots in other municipalities.

It is also recommended that composters or manure storage areas be setback the same distances from lot lines and other requirements as the coop or run.

Provision	Requirement
Maximum Number of Domestic Fowl	5 (female hens and/or female ducks)
The location of a manure storage container or composter shall comply with the same setback requirements as a coop or run.	

**(c) What size of coop and run is appropriate in the settlement area?**

Coops and runs come in many prebuilt sizes and heights. These structures are only permitted within the rear yard of the R1 and R2 zoned properties in the settlement area. Lots in the settlement areas are much smaller than typical rural lots which limits the size of the structure. Other factors should be taken into account such as the installation of swimming pools, detached garages, sheds, gardens or other landscaping, decks and patios, etc.

OMAFRA and the Poultry Industry Council suggest that the minimum size of a coop should be:

Structure	Min. Floor Area per Fowl	Min. Floor Area based on Maximum of 5 Fowl
Coop	0.5 square metres	2.5 square metres
Run	0.9 square metres	4.5 square metres

The maximum floor area of the combined Coop and Run shall not exceed 12 square metres. The additional floor area will provide owners with an option to allow the fowl to have more room either in the coop and/or run.

Maximum height of a coop and run area shall be 3 metres.

The coop and run shall be securely enclosed with a roof structure.

**d) Can an owner sell their eggs?**

**No** Ontario Public Health does not support an owner with urban domestic fowl to sell their eggs. The eggs are not inspected which increase risk of residents to become ill or contract an infectious disease. A homeowner is taking a risk that all precautions are followed, and the fowl are healthy and proper handling of the eggs have taken place. Almost all municipalities that were researched have a clause that the owner shall not sell their eggs.

**Staff Recommends**, that the by-law or any regulation include a clause prohibiting the sale of eggs.

Provision	
	The sale of eggs produced on the premises, or any fowl related product is prohibited

**(e) Should roosters be permitted in the settlement areas?**

**No** Both OMAFRA and the Poultry Industry Council suggest that roosters in a settlement area or higher density residential areas should be prohibited. Roosters are notorious for the morning wake up call as day breaks however, they are known to crow at all hours of the day and night. They stated that most complaints in settlement areas is a result of someone keeping a rooster. Roosters are not required for protection of the flock or required for the production of eggs. Fowl are to be located within a secure and safe coop and run, away from predators and mixing with other wildlife.

Roosters should be exclusive to larger rural area properties where uses are farther apart, and sounds will be less of an impact to adjacent properties and residential uses.

**Staff Recommends**, that the by-law or any regulation permitting fowl to be located in the settlement area, prohibit roosters.

Provision	
	A Rooster on the premises is prohibited

**(f) Should meat birds be permitted in the settlement areas?**

**No** Both OMAFRA and the Poultry Industry Council do not support meat bird to be located in a settlement area or as part of a backyard coop. Meat birds are required to be registered and are solely for the purposes to be processed.

Meat birds are to be focused as uses related to Hobby Farms and Agricultural uses in the rural area.

**Staff Recommends**, that the type and uses be regulated (see item e).

Provision
The keeping of meat birds on the premises is prohibited

**(g) What types of fowl should be permitted?**

Domestic Fowl in the settlement area are limited to female chickens and female ducks which provides that added bonus of providing the owner with fresh, secure and sustainable eggs. OMAFRA supports other fowl such as female show chickens and ducks.

OMAFRA stated that chickens typically begin producing eggs at 4 months of age. At this age, a chicken or other fowl are easier to separate gender. Issues that arise from purchasing chicks is not knowing which ones are male or female which may result in an owner having one or more roosters, which are not permitted in the settlement area.

**Staff Recommends**, that only female chickens and female ducks should be permitted. Meat birds and roosters should be prohibited in the settlement areas.

Provision
The term Domestic Fowl is defined in the settlement area as a female chicken or female duck, being a minimum of 4 months of age.

**(h) Can the fowl be free-ranged and roam the yards?**

**No** Free-range fowl is not permitted in a settlement area. Most municipalities prohibit fowl to be free to roam a yard. OMAFRA recommends that fowl in settlement areas need to be in a secure confined area with a roof structure. The coop and run provides the fowl with protection from predators and other wildlife. It also stops local birds and animals to interact with the fowl which reduces the risk of spreading disease.

The use of a movable coop and/ or run will allow an owner to position the fowl in multiple locations in the rear yard. The movable unit or relocation of a permanent structure shall comply with the requirements of the zoning by-law.

**Staff Recommends**, that the by-law or any regulation prohibits the fowl to be free-range and must be located within a secure coop or run.

Provision	
Fowl shall be kept within a secure coop and run at all times. Free range fowl are prohibited.	
Fowl shall be kept within a secure coop between the hours of 9:00 pm to 6:00 am	

**(i) Why do we need setback requirements?**

Setbacks for domestic fowl coops and runs are required to mitigate potential nuisances like noise, odours, and pest issues, as well as to ensure the health and safety of the owner, the fowl and neighbours.

Providing minimum setbacks from side yards and rear yards are common practice. Other requirements such as only permitting the user within a rear yard and not within an exterior side yard or front yard are typically included.

To provide additional protection to the property owner and the abutting owners, most municipal by-laws require a minimum setback from a dwelling (on or off the property).

Our current by-law requires to be 10 metres from an opening while other municipalities permit 3 to 6 metres from a dwelling. The Township should entertain reducing the current setback in both settlement and rural settings.

Providing a general setback from a dwelling will avoid future issues if an owner widens a door or window or installs a new opening. This will also address air intake vents on the side of dwellings.

**Staff Recommends**, that the by-law or any regulation provide the following general setback requirements:

Provision	Requirement
Front Yard	Not Permitted
Exterior Side Yard	Not Permitted
Interior Side Lot Line	1.2 metres
Rear Lot Line	1.2 metres
Distance from any Dwelling	3.0 metres

**(j) How does this impact drinking water in the Settlement areas?**

The Township of Edwardsburgh Cardinal is unique as its settlement areas have a variety of services. The Village of Cardinal is serviced primarily with full municipal

services (water and sewer) while there may be the odd well or sewage disposal system active in the area. Introducing domestic fowl in the Village is not anticipated to have any negative impacts on the municipal services.

The 15 metre setback is a result of the MECP Technical Report for Potable Well Water Quality Survey in the Village of Spencerville which recommended that a 15 metre buffer be applied from all wells to protect quality of the ground water. This setback has become the standard setback for all well head protection.

The Township may consider reducing the required setback from a well in the settlement areas and in the rural areas to permit a domestic fowl coop and run closer to a well. The proposed maximum number of five (5) fowl permitted on a lot is not anticipated to have negative impacts on the water quality. An increase in the number of fowl will intensify the use which would have greater impacts on the well. A minimum setback shall be maintained from the well to protect the quality of the owner's and neighborhood ground water supply. OMAFRA suggests that all owners with a domestic fowl coop and their adjacent neighbours have their water tested at least on an annual basis.

**Staff Recommends**, that the by-law or any regulation provide a minimum setback of 3 metres from any well and that a Domestic Fowl Coop and Run is prohibited on a lot located within a Wellhead Protection Area Overlay (WHPA) or an Intake Protection Zone Overlay (IPZ).

Provision	Requirement
Minimum Distance to any Well	3 metres

**(k) Can fowl be processed on the subject property?**

**No** OMAFRA and the Poultry Industry Council does not support urban backyard fowl owners to process their fowl. All fowl should be taken to a butcher or processing facility to properly process their fowl for consumption.

Provision	
Slaughtering or Processing of any domestic fowl on the premises is prohibited.	

**(l) What should an owner do with a sick or deceased fowl and how is it tracked?**

OMAFRA and the Poultry Industry Council does not support deceased or diseased fowl to be buried on the property or thrown out as refuse. Diseased fowl shall be taken to a veterinarian for observation to ensure the sickness will not result in an outbreak or has spread to the rest of the fowl on the property or an adjacent property with a coop and run.

If it is determined that an outbreak has occurred and public safety is at risk, the Township does not have a mechanism to keep track of the location of known

domestic fowl coops in the settlement areas. A permitting system should be considered for the settlement area to ensure residents are aware of potential risk or outbreaks.

Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage.

Provision	
Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage or buried on the premises.	

**(m) How can residents be educated on Backyard Fowl?**

There is no mandatory requirement or prerequisite for a homeowner to be educated on how to create, operate, maintain, care for, handle and be aware of biosecurity measures when it comes to operating a Domestic Fowl Coop and Run.

Organizations such as OMAFRA and the Poultry Industry Council and other agricultural related organizations provide a variety of online documents to read and seminars to attend.

The following are some examples of documents and websites that provide information:

- Proper care (Food and Water)
- Manure handling and disposal
- How to spot disease
- Proper disposal of deceased chickens
- Bird safety for pests
- OMAFRA – Raise Healthy Small Flock Poultry – PDF
- OMAFRA – Biosecurity Recommendations for Small flock poultry owners
- OMAFRA – Poultry Farming – PDF
- Public Health Ontario – Reducing Health Risks Associated with Backyard Chickens
- Public Health Ontario - Backyard Chickens – Interest and Risk Awareness among Current and Prospective Owners.
- Poultry Industry Council – Resources for Small Flock Ontario, <https://smallflockontario.ca/resources>

- i. Urban Backyard Flock
- ii. Small Rural Flock
- iii. HPAI
- iv. Good Coop & Housing Management
- v. Keeping your Birds Safe
- vi. Keep your Flock Safe from Disease
- vii. OAHN Backyard Flock HPAI Information
- viii. CFIA, Keep Your Birds Safe

**Staff Recommends**, that the Township should provide a section on their website about Domestic Fowls, the Townships rules and regulations and links to such documents listed above.

Provision	
A property owner interested in learning more on the keeping and care of Domestic Fowl, biosecurity and flock safety, can view documents available on the Township's website at <a href="http://www.twpec.ca">www.twpec.ca</a>	

**Conclusion:**

The intent of this proposed amendment to Section 4.5 of the Zoning By-Law is to permit the keeping of domestic fowl in settlement areas, specifically the Villages of Cardinal, Johnstown and Spencerville. As land use issues differ between urban and rural areas, this report and recommendation only speaks to settlement areas only.

The attached chart to this report provides a combined list of recommended provisions and requirements related to the keeping of domestic fowl in a settlement area.

If approved by the committee, this report and a draft by-law will be presented to Council for approval.

**Strategic Plan Implications:**

The amendment is in keeping with the Township of Edwardsburgh Cardinal Strategic Plan.

**Financial Considerations:**

The amendment to permit domestic fowl in the settlement area is not anticipated to result in any financial implications for the Township.

Further review and discussion of proposed changes to domestic fowl and hobby farms in the rural area will be required.

**Recommendation:**

That Committee recommend to Council to approve the amendments to Section 4.5, Hobby Farms and Keeping of Domestic Fowl in Zoning By-Law Number 2022-37, to

include provisions to permit domestic fowl to be located in the settlement area of the Villages of Cardinal, Johnstown and Spencerville.

A handwritten signature in blue ink, appearing to read 'T. Fisher', is positioned above a horizontal line.

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Tim Fisher, Municipal Land Use Planner

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2025-22**

**“A BY-LAW TO PROVIDE FOR THE ADOPTION OF TAX RATES AND  
TO PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT  
THEREOF FOR 2025”**

**WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, Subsection 312(2), as amended, provides that for the purposes of raising the general local municipal levy, the council of the municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law on the assessment in each property class in the local municipality rateable for local municipal purposes;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal has prepared estimates setting out the amounts required to be used for lawful municipal purposes and the amounts required to be raised by taxation in 2025 in accordance with the last revised assessment roll;

**AND WHEREAS** property classes and tax ratios have been prescribed by the Minister of Finance under the Assessment Act, RSO 1990, c. A.31, as amended, and as established by regulation;

**AND WHEREAS** the Corporation of the United Counties of Leeds and Grenville has passed By-law 25-14 to set tax ratios and tax rate reductions for prescribed property subclasses for 2025;

**AND WHEREAS** the Corporation of the United Counties of Leeds and Grenville has passed By-law 24-15 to adopt estimates of all sums required for the purposes of the upper tier municipality and to provide a levy on area municipalities for 2025;

**AND WHEREAS** the Province of Ontario has passed O.Reg 512/24 (to amend O. Reg. 400/98) establishing education tax rates for 2025;

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

1. That the tax rates, attached hereto as Schedule “A”, forming part of this by-law are hereby adopted and shall be applied against the whole of the assessment for real property in the respective class for the year 2025.
2. That every owner of property assessed shall be taxed according to the tax rates in this by-law and such tax shall become due and payable on the 29<sup>th</sup> day of August 2025 and non-payment of the amount, as noted, on the date stated in accordance with this section shall constitute default.
3. On all taxes of the levy, which are in default on the 1<sup>st</sup> day of the month following the due date, a penalty of one and one quarter percent (1-1/4%) shall be added and thereafter a penalty of one and one quarter percent (1-1/4%) per month will be added on the 1st day of each and every month the default continues, until December 31<sup>st</sup>, 2025.
4. On the taxes in default on January 1<sup>st</sup>, 2026, interest shall be added at the rate of one and one quarter percent (1-1/4%) per month for each month or fraction thereof in which the default continues.
5. Notwithstanding paragraph 3, for owners enrolled and in good standing in the pre-authorized payment plan, no discount shall be allowed on prepayments, and no penalty shall be charged on current levies.

6. Where any payment is received on account of taxes, the payment shall first be applied against penalty and interest owing in respect of those taxes according to the length of time the charges have been owing, with charges imposed earlier being discharged before charges imposed later and then shall be applied against the taxes owing according to the length of time they have been owing, with taxes imposed earlier being discharged before taxes imposed later.
7. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
8. The Tax Collector, not later than 21 days prior to the date that the tax bill is due, shall mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, the respective date by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this by-law for late payments. If the taxpayer so directs in writing, the Tax Collector shall send the notice specifying amount of taxes payable by electronic mail.
9. That taxes are payable to the Township of Edwardsburgh Cardinal and may be paid at the Municipal Office, 18 Centre Street, Spencerville or at the Royal Bank of Canada, Kemptonville and Prescott Branches and/or at any commercial bank in Canada.
10. That any surplus from Township operations for 2025 be transferred to Reserves for Capital Expenditures apportioned based on a 10-year capital forecast or allocated by resolution of Municipal Council.

Read a first and second time in open Council this 29 day of April, 2025.

Read a third time, passed, signed and sealed in open Council this 29 day of April, 2025.

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**Mayor**

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**Clerk**

TOWNSHIP OF EDWARDSBURGH/CARDINAL					
Schedule A					
Bylaw 2025					
2025 RATES					
	Class	Township	County	School	Total
<b>Taxable</b>					
RT	Residential Taxable: Full	0.00753694	0.00451033	0.00153000	0.01357727
R1	Residential Taxable: Farmland 1	0.00301478	0.00180413	0.00612000	0.01093891
MT	Multi-Residential Taxable: Full	0.00753694	0.00451033	0.00153000	0.01357727
CT	Commercial Taxable: Full, General	0.01014774	0.00607270	0.00880000	0.02502044
CM	Commercial Taxable: Full, General	0.01014774	0.00607270	0.00000000	0.01622044
CU	Commercial Taxable: Excess Land	0.00710357	0.00425089	0.00880000	0.02015446
CX	Commercial Taxable: Vacant Land	0.00710357	0.00425089	0.00880000	0.02015446
C1	Commercial Taxable: Farmland 1	0.00301478	0.00180413	0.00061200	0.00543091
C7	Commercial Taxable: Small-Scale On-Farm Business	0.00253693	0.00151818	0.00220000	0.00625511
DT	Commercial Office Taxable: Full	0.00710357	0.00607270	0.00880000	0.02197627
DU	Commercial Office: Vacant Land	0.00710357	0.00425089	0.00880000	0.02015446
FT	Farm Taxable: Full	0.00188424	0.00112758	0.00038250	0.00339432
IT	Industrial Taxable: Full	0.01365241	0.00817000	0.00880000	0.03062241
I7	Industrial Taxable: Small -Scale On-Farm Business	0.00341348	0.00204273	0.00220000	0.00765621
IU	Industrial Taxable: Excess Land	0.00887400	0.00531050	0.00880000	0.02298450
IX	Industrial Taxable: Vacant Land	0.00887400	0.00531050	0.00880000	0.02298450
LT	Large Industrial Taxable: Full	0.02112981	0.01264470	0.00880000	0.04257451
LU	Large Industrial Taxable: Excess Land	0.01373438	0.00821905	0.00880000	0.03075343
PT	Pipelines Taxable: Full	0.01247439	0.00746504	0.00880000	0.02873943
ST	Shopping Centre Taxable: Full	0.00710357	0.00607270	0.00880000	0.02197627
SU	Shopping Centre:Taxable: Excess Land (Vacant)	0.00710357	0.00425089	0.00880000	0.02015446
TT	Managed Forest Taxable: Full	0.00188424	0.00112758	0.00038250	0.00339432
VT	Aggregate Extraction Taxable	0.01110906	0.00664799	0.00044000	0.01819705
<b>Payment In lieu</b>					
RH	Residential Taxable: Full, Shared PIL	0.00753694	0.00451033	0.00153000	0.01357727
RP	Residential Provincial Tenant	0.00753694	0.00451033	0.00153000	0.01357727
RF	Residential PIL: Full	0.00753694	0.00451033	0.00153000	0.01357727
RG	Residential PIL: General	0.00753694	0.00451033	0.00000000	0.01204727
CH	Commercial Taxable: Full, Shared PIL	0.01014774	0.00607270	0.01250000	0.02872044
CK	Commercial Taxable: Excess Land Shared PIL	0.00710357	0.00425089	0.01250000	0.02385446
CP	Commercial PIL- Full,Taxable Tenant of Province	0.01014774	0.00607270	0.00880000	0.02502044
CF	Commercial PIL: Full	0.01014774	0.00607270	0.01250000	0.02872044
CG	Commercial PIL: General	0.01014774	0.00607270	0.00000000	0.01622044
IH	Industrial Taxable: Full, Shared PIL	0.01365241	0.00817000	0.01250000	0.03432241
IG	Industrial PIL: General	0.01365241	0.00817000	0.00000000	0.02182241
IK	Industrial Taxable: Excess Land Shared PIL	0.00887400	0.00531050	0.00880000	0.02298450
IP	Industrial Provincial Tenant	0.01365241	0.00817000	0.01250000	0.03432241
IZ	Industrial PIL: General Vacant Land	0.00887400	0.00531050	0.01250000	0.02668450
FP	Farmlands Provincial Tenant	0.00188424	0.00112758	0.00038250	0.00339432
HF	Landfill	0.01014774	0.00607270	0.01133835	0.02755879

**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

**ADMINISTRATION / ECONOMIC DEVELOPMENT**

BESS Open House	Potentia has rescheduled the open house for May 1 <sup>st</sup> from 4-9 PM. Staff has also been invited to meet with Potentia before the open house to learn more about the project and ask any questions.
BLEO	BLEO continues to follow up on bylaw concerns as they arise. There will be a focus on education for Clean Yards until the end of May, then enforcement will begin in June. Once the docks are installed at the boat launch then enforcement will begin for registration for the boating season.
CIP	We are collecting public input for our new CIP. A webpage and survey are being advertised and focus groups are scheduled for May 7. Funding from Grenville CFDC aimed at increasing public engagement has allowed the focus groups to be in-person.
Free Tree Day	In partnership with South Nation Conservation, Free Tree Day will be held on May 8 this year. Residents can learn more and order trees through our website.
Website	Staff participated in a training session on writing for accessibility as we work to prepare our new website.

**TREASURY**

2024 Audit	The adjusting entries from MNP have not been received. Once received, staff will enter the adjustments to finalize the 2024 financials. The Financial Statements will be presented by MNP at the May 12 <sup>th</sup> COW-AO meeting.
Tax Sales	Advertising for the upcoming tax sales will be placed in The Recorder and Times beginning April 26 <sup>th</sup> and will run weekly until the tax sale date of May 28 <sup>th</sup> .

**FACILITIES/RECREATION**

Earth Day	The clean up on April 22 <sup>nd</sup> was successful. A total of three truck loads were collected. Ingredion, Sparks and Centennial completed their own clean up on Earth Day as well. On April 26 <sup>th</sup> SERA will be hosting a cleanup in Johnstown.
Camp Registration	Summer camp registration opened on April 1 <sup>st</sup> , Johnstown camp is 90% full and Cardinal is at 40% full.
Day Trips	This summer's Bordem Buster day trips have been booked for July 16 <sup>th</sup> and August 13 <sup>th</sup> both to Mont Cascade and we will take 40 participants.
Swimming Lessons	Swimming lesson registration will be available in person on May 22 <sup>nd</sup> , May 24 <sup>th</sup> and May 29 <sup>th</sup>

Art Class	The last session of our Kids art class will begin on May 7 <sup>th</sup> .
Free Tree Day	Free tree day will take place on May 8 <sup>th</sup> at the South Edwardsburgh Community Centre.
Docks	The docks have been put in Spencerville and Cardinal.
Waterfront Washrooms	The waterfront washrooms are open.
Parks	Garbage cans and picnic tables have been put out.
Pickleball Courts	The nets have been put up in Johnstown.
Advance Polls	The Ingredion Centre was used over the Easter weekend as an advance polling spot and was successful.

### OPERATIONS – PUBLIC WORKS

RFQ, Tenders Issued	RFQ – Supply of Asphalt – Closed April 8 <sup>th</sup> , 2025. RFQ – Supply of Winter Sand – Closed April 8 <sup>th</sup> , 2025. RFQ – Dundas St – Engineering/Design - Closed April 8 <sup>th</sup> , 2025.
Ongoing Activities	Perform routine and weekend road patrols of TWPEC – Roads and Sidewalks Network. Winter season ends April 30. Ongoing work activities include vehicle and shop maintenance, pothole patch repairs on paved and surface treated surfaces, grader maintenance on gravel road surfaces and roadside brushing collection. Sweeping of intersections, sidewalks in Cardinal and Spencerville,
Training	OGRA – Road School April 28-30 (5 Employees) Ongoing GPS/AVL Training
Annual Traffic Sign Inspection	Advantage Data Collection completed the annual retro-reflectivity testing and inspection of all traffic signage.
Half Loads	Half Load Restrictions are scheduled to end on May 5.
CN Crossing Work	Rehabilitation of the Marine Station Rd crossing will take place April 29 to May 1 and Blair Rd crossing May 6 to 8. No through traffic permitted, however, residents will have access to their properties.
Structural Wall Repair	The repair at the works garage in Cardinal was awarded to KE Bush Construction and will begin the week of May 5.
Roadside Weed Spraying	The roadside spraying program administered through UCLG will take place between May 20 and June 20 with approximately 70 km of Township roads being completed, as needed.
Spring Leaf and Brush Pick-up	Scheduled for May 6 <sup>th</sup> and 20 <sup>th</sup> in Cardinal and May 8 and 22 in Spencerville, Johnstown and New Wexford. Brush and leaves will be received free of charge on Saturday's during the month of May and the site will be open Wednesday May 28 to receive brush/leaf only.

### OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Replaced biofilter motor belt. Replaced SBR wall mounted light fixtures.
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	Received bulk delivery of Alum. Schneider Electric completed semi-annual SCADA maintenance.
Cardinal Water Plant	HACH completed annual verification and servicing of laboratory and portable equipment. UV System Replacement project tender closed. Received bulk delivery of Sodium Hypochlorite. Schneider Electric completed semi-annual SCADA maintenance. Re-painted generator room flooring.
Cardinal Distribution System	Dundas Street Engineering & Design tender closed.
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Repaired emergency lights. Portable standby generator relocated to Windmill Station.
Spencerville Wastewater System	Spring lagoon discharge completed. Muskrat control completed around perimeter of lagoons. Clean Water Works high pressure cleaned pump stations. Fuel and exhaust system repairs were completed at station # 1 ( <b>Capital</b> ). Repainted flooring at Station # 1.
Cardinal Sewer and Storm Collection System	Clean Water Works high pressure cleaned pump stations. Routine rounds and maintenance completed.

OPERATIONS – MUNICIPAL DRAINS

James Reilly Branch #2	Cean-out work was completed and post inspection performed by Drainage Superintendent to confirm compliance with original specifications of the drain.
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FIRE DEPARTMENT

Training	The NFPA 1001 Firefighter Level 1 course is set to wrap up with the final exam and skills testing scheduled on May 3 at station 1.
	A firefighter wellness session was delivered on Tuesday April 22 with breathing exercises designed to reduce stress.
	The FFI class along with several other department members will be at the regional training centre for live fire and various skills evolutions on Saturday April 26.
	Three firefighters and one Captain attended a railway incident training session hosted by Rideau Lakes FD.

Fleet	A small exhaust leak has been identified on Rescue 5 and will be repaired in the near future.
	A nuisance door open alarm on Rescue 1 was eliminated by a sensor adjustment by FD staff.
Fire Prevention	A fire prevention table with an assortment of fire safety items was utilized at the pancake breakfast.
	Two annual food truck inspections have been completed.
	Several ongoing enforcement activities.
	Inspection completed at a residential property. (rental)
	A tri-county fire prevention table provided fire safety information and fire extinguisher demos at the trade show in Prescott.
Facilities	One radiant heater at fire station 1 requires replacement and will be completed prior to the fall heating season.
Other	Another successful pancake breakfast took place on Saturday April 19. The firefighter's association served more than 300 people.
	SCBA air cylinders (52) are due for their mandatory 5-year DOT hydro test and inspection. Brockville Fire Protection will complete the inspections in small batches over the next few weeks. Ten additional cylinders are due in 2026.
	The RFP for the Master Fire Plan closed on Thursday April 24 with four proposals received. The successful proponent will be selected in due course once the evaluations have been completed.
	Chief and Captain Ayerst will be attending the O AFC fire chief's symposium April 30 – May 2.
	One SCBA cylinder that was leaking air had a damaged valve that required replacement.
	An additional \$361.73 has been made available from the 2025 Fire Protection Grant program. This will be used to offset a portion of the unfunded amount of the project.

### EMERGENCY MANAGEMENT

	CEMC met with field advisor James Brown for an introductory meeting and general emergency management discussion.
	The Emergency Information Officer completed a course called Managing Communications through Uncomfortable Times through AMO. The program focused on teaching participants to manage all aspects of crisis communications during an emergency.
Emergency Preparedness Week	Emergency Preparedness Week is May 4 to 10, 2025. The Province's theme this year is "Plan for Every Season." The Township will release supporting messages on social media and has again partnered with neighbouring municipalities on radio advertising.

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

# TOWNSHIP OF EDWARDSBURGH CARDINAL

April 29, 2025

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

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

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

**COPY**

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

Carried     Defeated     Unanimous

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

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

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

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

**BY-LAW NO. 2025-23**

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

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

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

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

1. That the actions of the Township of Edwardsburgh Cardinal, at its meeting held on April 29, 2025 in respect of recommendations contained in the reports of committees considered at the meeting and in respect of each motion, resolution and other action taken by the Township of Edwardsburgh Cardinal at its meeting are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and the appropriate officials of the Township of Edwardsburgh Cardinal are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of Edwardsburgh Cardinal referred to in the preceding section.
3. That except as otherwise provided, the Mayor and Clerk are authorized and directed to execute all documents necessary on behalf of the Township of Edwardsburgh Cardinal.

Read, passed, signed and sealed in open Council this 29 day of April, 2025.

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**Mayor**

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**Clerk**