



AGENDA
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, April 13, 2026, 6:30 PM

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

Indigenous Land Acknowledgement:

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

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

- 1. Call to Order – Chair, Mayor Deschamps**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Royal Canadian Legion Branch 604 - Mary Moore (Community Grants & Donations)
- 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. 1st Quarter Bylaw Enforcement Report [See item 8a.]
 - b. 1st Quarter Council Remunerations Report [See item 8b.]
- 7. Discussion Items**
 - a. 2026 Community Grants & Donations
 - b. Canal Beautification Project
- 8. Action/Information Items**
 - a. 1st Quarter Bylaw Enforcement Report - CONSENT
 - b. 1st Quarter Council Remuneration Report - CONSENT

- c. 1st Quarter Treasury Report
- d. 1st Quarter Budget Variance Report
- e. 1st Quarter Facility Maintenance Report
- f. 1st Quarter Facility Stats Report
- g. 1st Quarter Operations Report
- h. 2026 Fall Meeting Schedule
- i. 2026 Lame Duck Council and Restricted Acts
- j. Update to Use of Corporate Resources During the 2026 Election
- k. Ferguson Municipal Drain Levy Schedule Assessment
- l. Splash Pad Approval
- m. 2015 GMC Sierra Truck Condition & Replacement Options

9. Councillor Inquiries/Notices of Motion

10. Member's Report

11. Question Period

12. Closed Session

- a. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Approve Closed Session Minutes dated March 9, 2026
- b. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Donation of Land
- c. Section 239(2)(c) A proposed or pending acquisition or disposition of by the municipality or local board; Specifically: Dundas St

13. Report Out of Closed Session

14. Adjournment

MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

Monday, March 9, 2026, 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
Kimberly Goyette, Advisory Member

STAFF: Sean Nicholson, CAO
Jessica Crawford, Treasurer
Mike Spencer, Manager of Parks, Recreation & Facilities
Eric Wemerman, Chief Water/Sewer Operator
Chris LeBlanc, Manager of Public Works
Natalie Charette, Interim Clerk

1. Call to Order – Chair, Mayor Deschamps

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

2. Approval of Agenda

Deputy Mayor Dillabough moved to remove item 8.m. from the agenda, Seconded by Councillor Smail. Discussion around the motion focused on Committee looking to receive additional information and discussion those options. Motion was defeated.

Moved by: C. Ward

Seconded by: J. Martelle

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 and District Optimist Club - Brian Purcell - Community Grants and Donations

Brian Purcell from the Spencerville and District Optimist Club presented a request for funding to improve their recreation pad, including painting lines for multiple sports and purchasing equipment. Committee expressed their support for the club's efforts and discussed potential ways to assist, such as providing in-kind services for line painting.

- b. Spencerville Splash Pad - Rae Kearney (Playground Planners), Kimia Jouyandeh and Dave Lashley (Lashley and Associates)

Rae Kearny and Dave Lashley presented the proposal to Committee for the Spencerville Splash Pad, discussing its design, layout and sustainability features. The design incorporates an interactive water play area with zones for different age groups, sustainable elements such as recycled water systems and light coloured pavers to reduce heat absorption, while also honouring the Agricultural Society through natural colour palettes and agricultural-themed features. Additional features of the splash pad were explained, such as the recirculation system, water treatment system and the pollinator garden.

Concerns were raised about the high cost, which was double from the initial budget of \$400,000 and the need to explore options like phasing the project or scaling it back was discussed at length. Questions were also addressed regarding the operation of the splash pad, safety measures, the procurement process, and the timeline of the design and quotes. Committee discussed the possibility of using local contractors and the need for regular water testing. Committee thanked the presenters for their efforts and work on the proposal.

6. Consent Agenda

None.

7. Discussion Items

None.

8. Action/Information Items

- a. 2026 General Insurance Renewal

CAO presented the report to Committee, highlighting the insurance renewal coming in under budget with a 4.96% increase, explaining this is

primarily due to cyber insurance adjustments, however overall rates remain below 2024 levels.

b. 2026 Group Benefit Renewal

Staff presented report to Committee, explaining that Canada Life is capped at a 10% increase for health and dental, while other benefits remain unchanged.

c. 2026 Various Granular Pricing Result Summary

Staff presented report to Committee, confirming that two vendors submitted, Tackaberry & Sons and Willis Kerr, with prices effective until December 31, 2026. Staff explained that the vendor closest to the work location will be used.

d. 2026 Vendor of Record Results Summary

Staff presented the report to Committee, noting competitive pricing and consistent rates for some services like street sweeping operations. Clarification was provided on the pricing module.

e. Curbside Collection Update

Staff explained they met with HGC management to discuss complaint handling, route changes, and winter collection procedures. Staff agreed to enhance public education about placing materials out by 7am and communicating adjusted practices during inclement weather events. Committee requested additional information to be provided to residents on the 95-gallon garbage containers and further communication on recycling responsibilities. Discussion ensued around the complaint reporting process and available contact information on the Township website.

f. Council Group Health Benefits

Staff presented costing for extending coverage to Council members, with an estimated annual cost for all members of just over \$33,000. The policy would include health, dental, and life insurance benefits, with reduced coverage for members over the age of 65. Clarification was provided on the implementation of the group health benefits plan for Council members, explaining they would take effect on April 1st, 2026 and be pro-rated for new members.

Moved by: W. Smail

Seconded by: S. Dillabough

THAT Committee recommend that Municipal Council proceed with offering group health benefits to members of Council.

Carried

g. 2026 Crushed Rock Tender Award

Staff presented the report to Committee.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that Council award the supply of crushed rock tender EC-PW-26-03 to G. Tackaberry & Sons Construction Co. Ltd. at the unit rate of \$14.39 per ton to an upset limit of \$111,750.00 including non-rebated portion of HST.

Carried

h. 2026 Dust Suppressant Tender Award

Staff presented the report to Committee, providing clarification on the location of the company, upset limit and overage coverage as well as the amount of litres put down.

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee recommends that Council award the supply of dust suppressant tender EC-PW-26-02 to Da-Lee Dust Control Ltd at the unit rate of \$ 0.428 per liter to an upset limit of \$87,650.00 including non-rebated portion of HST

Carried

i. Cardinal Water System and Edwardsburgh Cardinal Industrial Park Distribution System Financial Plan

Committee reviewed the financial plan for the Cardinal Water System and Edwardsburgh Industrial Park Distribution System, with staff highlighting the projected annual rate increase for the Cardinal system at 3% and between 2-3% for the Industrial Park, in order to support continued increased operating costs and updates to infrastructure. Discussion ensued around the engineering work done for Hwy 2 East and what other steps need to be completed ahead of applying for grant funding. Staff will follow up with the increase to rate payer based on the dollar amounts. Further discussion around reserve contributions occurred.

Moved by: S. Dillabough

Seconded by: C. Ward

THAT Committee recommends that Municipal Council approve the attached financial plan for the Cardinal Water System and Edwardsburgh Industrial Park Distribution System and direct staff to notify the public and post a copy of the plan on the Township website.

Carried

j. 2025 Prescott Combined Annual Summary DWS Report

Committee received and reviewed the 2025 Prescott Combined Annual Summary DWS Report, noting that Aqua manages the system effectively with healthy reserves. Staff explained that there is approximately 30% capacity left.

Moved by: C. Ward

Seconded by: S. Dillabough

That Committee recommends that Council receive and review the 2025 Water Annual/Summary Report for the Prescott Water System.

Carried

k. 2025 Stormwater Management Annual Report

Committee reviewed the 2025 Stormwater Management Annual Report, which highlighted general maintenance, inspections, and planned/unplanned alterations to the stormwater system. The report will be submitted to the MECP by April 30th and made available on the township website by June 1st, 2026.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee recommends that Council:

- 1) Receive the 2025 Stormwater Management Annual Report; and
- 2) Direct staff to submit the report to the 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.

Carried

l. Spencerville Library Ramp Tender Results

Staff presented the tender results to Committee, with RD Steele Construction submitting the lowest bid at \$93,719.81, explaining the project scope had changed from a \$45,000 patchwork job to a full revitalization, as the ramp needs to meet both accessibility and building code requirements. Discussion ensued around the option to defer the project to next year, with staff recommending the project move forward as

it doesn't meet the standards. Staff clarified that a grant application for \$40,000 had been submitted and are awaiting a response, should that be realized it will reduce the cost of the project.

Moved by: W. Smail

Seconded by: S. Dillabough

That Committee recommends that Municipal Council award the Spencerville Library Ramp reconstruction tender TWPEC-REC-1-2026 to R.D. Steele Ltd at the bid price of \$95,369.28 including non-rebated HST; and that Committee recommends that Greer Galloway be retained as the Project Manager during the construction phase at a cost of \$15,000.00 including non-rebated HST; and to include a contingency amount of \$10,000.00 bringing the overall project amount to \$120,369.28; and that Committee recommends funding Option 2.

Carried

m. Splash Pad Project Approval

Staff presented the report to Committee, highlighting the cost estimates and options, explaining that the existing well does not have the necessary capacity, requiring a recirculating system. Discussion ensued around reducing the scope of the project, simplifying the design and considering alternative water sources. Concerns surrounding the timeline of the project and the change of scope were discussed. Committee requested to see other options for the space, including a request for proposal (RFP) for further discussion and to assist in preparing a more defined budget.

9. Councillor Inquiries/Notices of Motion

Mayor Deschamps requested that a letter of support be sent to both the potential provider and the United Counties of Leeds and Grenville regarding the proposed daycare location at 2140 Dundas Street in Cardinal, asking that they continue to work with the agents of the property until at least April 15, 2026 until they seek out other options.

10. Member's Report

None.

11. Question Period

None.

12. Closed Session

Moved by: J. Martelle

Seconded by: W. Smail

That Committee proceeds into Closed Session at 9:11 p.m. in order to address a matter pertaining to:

- Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Approve Minutes of Closed Sessions dated November 17, 2025 and February 23, 2026
- Section 239 (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank Update

Carried

- a. Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Approve Minutes of Closed Sessions dated November 17, 2025 and February 23, 2026.
- b. Section 239 (2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank Update.

13. Report Out of Closed

Council met in closed session to discuss matters pertaining to Section 239 (2)(f) to review closed session minutes from November 17, 2025 and February 23, 2026 and under Section 239 (2)(c) to receive an update from the CAO regarding the Edwardsburgh Land Bank.

Moved by: J. Martelle

Seconded by: W. Smail

That the Closed Session of Committee does now adjourn and the open meeting does now resume at 9:54 p.m.

Carried

Moved by: J. Martelle

Seconded by: W. Smail

That Committee receives and approves the minutes of Closed Sessions dated November 17, 2025 and February 23, 2026.

Carried

14. Adjournment

Moved by: S. Dillabough
Seconded by: W. Smail

That Committee does now adjourn at 9:56 p.m.

Carried

Chair

Interim Clerk



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 13, 2026

Department: Administration

Topic: 2026 Community Grants and Donations

Background: A summary of the Community Grants and Donations requested for both cash and in-kind support has been developed based on the applications received. The 2024 and 2025 allocations are attached for information only. The 2026 approved budget for the program is \$57,333.00. Budget for the community grants and donations is \$30,000 with an additional \$27,333.00 in funding allocated for the following requests:

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

In February 2026, \$1,000 from the \$30,000 budget was allocated to the Brockville Palliative Care.

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

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

Council delegated authority to Township staff to review and approve in-kind requests. Consistent with previous years, staff have reviewed the requests and included an approximated dollar value associated with each. The in-kind support that has been included on a dollar value basis is for the use of municipal facilities, staff time, and

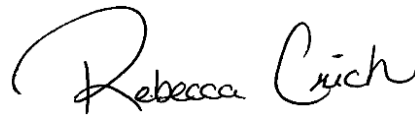
equipment that would not otherwise be available or reasonably be expected to be working at that time.

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

The total request for cash donations for 2026 is \$58,422.27 with \$29,000.00 being available, plus in-kind support that is within scope has an approximate value of \$30,466.00.



Deputy Clerk



Clerk

Summary of Grant Requests – 2026

Community Heritage:

Spencerville Mill Foundation - \$1,864.50 + in-kind \$6,721.00

Cash Request:

- Purchase of a kayak launcher that will be installed for the season allowing community enjoyment and use
- The launch will also be used during the annual canoe poker run that brings 200 paddlers into the community

In-kind Request:

- Lawn maintenance on mill property
- Photocopying and printing as needed
- Storage and workspace room above council chambers
- Use of Council chambers for meetings

Royal Canadian Legion Spencerville, Branch 604 - \$3,000.00

Cash Request:

- Upgrade washrooms, more specifically the men's washrooms

Economic and Tourism Development/Community Special Events:

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

Cash Request:

- To pay for major entertainers only

In-kind Request:

- Garbage and recycling collection twice during the event – specifically requesting Thursday and Saturday
- Grass cutting of the Spencerville Fair Grounds including the adjacent field to the west of the main property – preferably on the Monday
- Use of the Spencerville Arena showers for festival attendees from Wednesday to Sunday morning – same hours as previous years
- Availability of the rink area for a possible craft fair – Wednesday to Saturday
- Use of the Port of Johnstown passenger wagon – Wednesday to Sunday

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

Cash Request:

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

In-kind Request:

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

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

Cash Request:

- April 4th – Hoppin Spencerville – Easter egg hunt and breakfast with the Easter Bunny
- May 3rd – Spring Market
- July 26th – Summerfest – Summer Market and children’s activities at the Mill, BBQ Battle and Celebrity Pie in the Face
- October 31st – Spencer St. Trick or Treat – Hand out treat bags at town square
- November 28th – SpencerWhoVille – Night Market, Tree Lighting, SpencerWhoVille Dancers, Choir, Petting Zoo, Horse and Wagon Rides

In-kind Request:

- Assistance with road closures and providing barriers for events; Spring Market on May 3rd, Summer Market on July 26th, Spencer St. Trick or Treat on October 31st and SpencerWhoVille on November 28th
- Use of facilities (Spencerville Arena) between 8am and 5pm on May 3rd and July 25th for seasonal markets

Cardinal Festival Committee - \$2,000.00 + in-kind \$2,275.00

Cash Request:

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

In-kind Request:

- Cardinal Legion Grounds, Pavillion and facilities
- July 1st – Canada Celebrations
- August 29th to September 1st – LabourFest
- Bleachers provided during Labour Day weekend (K9 Water Sports event)
- Ability to request support in writing to Council and/or staff should additional events arise

- Request for Township participation in the parade (vehicle and/or representatives)
- Ball Diamond area for summer movie events, with lighting and garbage collection

South Grenville Chamber of Commerce - \$7,000.00

Cash Request:

- Maintain an active presence supporting local, member businesses and organizations
- Organize business networking events and professional development opportunities
- Collaborate with the municipalities on tourism, investment, and business retention initiatives
- Promote South Grenville as a unified, thriving region for business and community growth

St. Lawrence Shakespeare Festival - \$2,000.00

Cash Request:

- Expansion into Edwardsburgh Cardinal, with a focus on marketing (radio, print and social media)

SERA – South Edwardsburgh Recreation Association - \$1,000.00 + in-kind \$0.00

Cash Request:

- Will be used to purchase wind screens to complete the surrounding of the multi-purpose court

In-kind Request:

- Material and township labour to assist in the maintaining of the millennial park located at the corner of Hwy 2 and Hwy 16
- The colour printing of up to four (4) newsletter type publications to a maximum of 300 copies/printing
- Free use of the South Edwardsburgh Community Centre and associated fields for SEAR sponsored activities
- Picking up of dog refuge within the park
- Readjustment of the gate posts leading into the dog park
- Free use of the South Edwardsburgh Community Centre for monthly meetings and for events sponsored by SERA

Supporting Youth/Seniors:

Spencerville and District Optimist Club - \$5000.00 + in-kind \$875.00

Cash Request:

- Line painting on the pad for various sports
- Second hockey net and sporting other equipment
- If possible, to retroactively pay for costs incurred for the building and plumbing

In-kind Request:

- Spencerville Arena/Town Hall from August 11th to August 15th for Summer Camp
- Opportunity for other in-kind space for other programs that may be planned over the coming year
- Grass cutting around the park area
- Other sports equipment that may no longer be needed by the Township

Seaway Surge 13U AA - \$1,000.00 + in-kind \$720.00

Cash Request:

- Help offset tournament costs, registration fees and field rentals

In-kind Request:

- Cardinal Baseball Diamond for practice once a week for 2-hour practices

Prescott Figure Skating Club Inc - \$2,000.00

Cash Request:

- Cover the cost of the ice to enable the club to keep registration fees low
- 46% of membership reside in the Township of Edwardsburgh Cardinal

South Grenville Minor Hockey Association - \$10,000.00

Cash Request:

- Funds will be used to offset the expenses for ice rental and referees

The Seaway Optimist Club - \$2,000 + in-kind \$1,500.00

Cash Request:

- Funds will be used to operate monthly events, where they supply food and all required materials for youth and family members to participate free of charge

In-kind Request:

- Use of facilities; Johnstown Community Centre and pool, Cardinal Community Centre and pool, lifeguards, Legion Way facilities with lifeguard (June 6th – Kid’s craft & bake sale – Johnstown Community Centre
- July 1st – Canada Day kids activity zone in conjunction with the Cardinal Festival Committee
- August 29th – Kid’s fishing derby in conjunction with BaitFuel Fishing at the Cardinal Waterfront & Pavillion
- September 7th – Kid’s soap box derby during Labour Day Festival
- May seek a pool event based on scheduling and funding

Girls Inc. of Upper Canada - \$2,000 + in-kind \$875.00

Cash Request:

- Week-long summer camps in Prescott and North Grenville, serving 25-30 girls per week, including many from Edwardsburgh Cardinal
- These funds will be used as general support to the year-round programming that is available to schools and families within the municipality

In-kind Request:

- May 29th booking has been confirmed through the Recreation Department (Johnstown Community Centre for PA Day Camp)
- Use of township facilities as opportunities arise

Relief of Poverty/Health Advancement:

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

Cash Request:

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

In-kind Request:

- Use of the basement of the Cardinal Library for all of 2026

Brockville Palliative Care - \$1,000.00 – Already provided in February

Cash Request:

- Help to fund the continuous essential, compassionate services to patients and their families across Leeds and Grenville

Prescott Family Health Team - \$1000.00

Cash Request:

- To assist with annual employee health and wellness event

Kings Kitchen - \$1,500.00 + in-kind volunteers

Cash Request:

- Purchasing food for weekly meals, provided to community out of the cafeteria of the South Grenville District High School

Requests Not Falling Within Prescribed Categories:

Spencerville United Church - \$1,807.77

Cash Request:

- To purchase 20 new 6-foot plastic folding tables to be utilized at community dinners and events

St. John's United Church Choir - \$750.00 + in-kind \$197.75

Cash Request:

- Cover expenses of the Norwood Brass Fireman Ban for an old-fashioned band concert on Sunday, July 28th, 2026

In-kind Request:

- Use of Ingredion Centre and Fire Station #2 for the event

2026 Community Grants & Donations

Community Organization	Delegations	Cash Request	In-Kind Request	Approved Donation Values
Brockville Palliative Care	COW-AO Jan 12	\$1,000.00	N/A	\$1,000.00
BaitFuel Fishing Tour	Council Feb 23	\$2,500.00	\$3,250.00	
St. Lawrence Shakespeare Festival	Council Feb 23	\$2,000.00	N/A	
Spencerville and District Optimist Club	COW-AO Mar 12	\$5,000.00	\$875.00	
South Grenville Minor Hockey Association	Tri-County Mar 12	\$10,000.00	N/A	
South Grenville Chamber of Commerce	Tri-County Mar 12	\$7,000.00	N/A	
South Grenville Bluegrass Festival	Council Mar 30	\$6,000.00	\$6,500.00	
SBCC - Spencerville Business and Community Connections	Council Mar 30	\$3,000.00	\$1,500.00	
Royal Canadian Legion Branch 604	COW-AO April 13	\$3,000.00	N/A	
Cardinal Festival Committee	N/A	\$2,000.00	\$2,275.00	
Food For All Food Bank	N/A	\$2,000.00	\$6,000.00	
Seaway Surge 13U AA	N/A	\$1,000.00	\$720.00	
Spencerville United Church	N/A	\$1,807.77	N/A	
St. John's United Church Choir	N/A	\$750.00	\$250.00	
Prescott Family Health Team	N/A	\$1,000.00	N/A	
Prescott Figure Skating Club Inc	N/A	\$2,000.00	N/A	
Spencerville Mill Foundation	N/A	\$1,864.50	\$6,721.00	
Seaway Optimist Club	N/A	\$2,000.00	\$1,500.00	
Kings Kitchen	N/A	\$1,500.00	N/A	
Girls Inc. of Upper Canada	N/A	\$2,000.00	\$875.00	
SERA - South Edwardsburgh Recreation Association	N/A	\$1,000.00	\$0.00	
		Total Requested from \$30,000.00 Budget	Total Requested In-Kind	Total Funding Value
		\$58,422.27	\$30,466.00	\$1,000.00

Long Term Funding	Funding Requested	Final Funding Values
Maple View Landings	\$7,500 for 3 years (2024-2026)	
Sherwood Park Manor	\$12,500 for 3 years (2024-2026)	
Prescott Family Health Team	\$7,333.00 for 3 years (2025-2027)	
Total with \$27,333 budget		Total
\$27,333 per year		

Organization	Requested	Granted
South Grenville Bluegrass Festival - 10th Anniversary	\$6,000.00	\$6,000.00
South Dundas United Football Club	\$10,000.00	\$1,500.00
BaitFuel Fishing Tour	\$2,500.00	\$2,500.00
Spencerville Mill Foundation	\$3,200.00	\$2,000.00
Spencerville United Church	\$3,683.80	\$2,000.00
Spencerville Business Community Connections	\$3,000.00	\$3,000.00
Rural FASD Support Network	\$2,001.00	\$2,000.00
Prescott Family Health Team	\$1,000.00	\$0.00
Beth Donovan Hospice	\$2,000.00	\$500.00
Food For All Food Bank Serving South Grenville Area Inc	\$2,000.00	\$2,000.00
Seaway Optimist Club	\$500.00	\$500.00
Girls Inc. of Upper Canada	\$2,000.00	\$500.00
Spencerville Agricultural Society	\$500.00	\$500.00
Eastern Ontario Folk Music Project - Upper Canada Folkfest	\$1,850.00	\$1,000.00
St. Paul's Anglican Church Cardinal	\$2,000.00	\$2,000.00
Cardinal Festival Committee - Submitted March 24	\$2,000.00	\$2,000.00
South Edwardsburgh Recreation Association - Submitted April 14	\$2,000.00	\$2,000.00
	Total Requested (\$30,000 budget)	Total Granted
	\$46,234.80	\$30,000.00

Long-Term Funding	Funding
Maple View Landings	\$7,500 for 3 years (2024-2026)
Sherwood Park Manor	\$12,500 for 3 years (2024-2026)
Prescott Family Health Team	\$7,333.00 for 3 years (2025-2027)
	Total with \$27,333.00 budget
	\$27,333.00 per year

2024 Community Grants & Donations

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

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

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

BY-LAW NO. 2019-76

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

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

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

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

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

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



Mayor



Deputy Clerk



Community Grants & Donations Policy

Purpose

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

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

Funding Options

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

- Cash contribution

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

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

- In kind contribution

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

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

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

Eligibility Criteria

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

Guidelines

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

Review & Assessment

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

Accountability

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

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

Applications Dates

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

Publishing Policy

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



Community Grants & Donations Application Form

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

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

b) Is your organization incorporated? YES NO

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

d) List executives of your organization.

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

Financial Contribution \$ _____

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

In kind Assistance

Staff support

Equipment/Materials

Use of Municipal Property/Facilities

Other: _____

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

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

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

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

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

Name & Title of Individual Making Application

Signature

Date



Community Grants & Donations Evaluation Form

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

1) Project/Activity/Event Description:

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

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

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

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

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

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

Print Name & Title/Position

Signature

Date

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



**TOWNSHIP OF EDWARDSBURGH CARDINAL
DISCUSSION ITEM**

Committee: Committee of the Whole- Administration & Operations

Date: April 13, 2026

Department: Public Works

Topic: Canal Beautification Project

Background:

The canal embankment has experienced significant overgrowth in recent years, reducing visibility, public access, and the overall aesthetic of this community asset. As part of the 2026 Capital Budget, \$100,000 was allocated toward cleaning and beautifying the canal embankment.

We are seeking direction from Committee regarding potential options. Three options are presented below.

Option 1

Targeted Cleanup with Public Amenities

Using the Vendor of Record for 2026, a contractor could be engaged to an upset limit of \$60,000 to complete tree and vegetation removal along the upper and lower southern embankments of the canal. The remaining \$40,000 could be used to install posts with solar lighting panels along the edge of the rock embankment from the Cardinal sign to the stairs at the easterly limit. Benches and picnic tables could be installed along the pathway and by the Cardinal sign at incremental distances. Perennial shrubs that bloom seasonally could be planted along the rock embankment in future years to improve aesthetics. Repairs to benches or picnic tables and lighting can be incorporated into future operational budgets. "Use at Own Risk" signage would be installed at the top and bottom of the existing stairs. The extent of vegetation removal achievable within the budget will depend on equipment type and site access, as hourly rates vary significantly. This option balances immediate improvement with amenity value.

Option 2

Vegetation Removal and Scaled-Down Public Amenities

Using the Vendor of Record for 2026, a contractor could be engaged to an upset limit of \$75,000 to remove as much tree growth and vegetation as possible along the upper and lower southern embankments that are accessible. The remaining \$ 25,000 could be used to install solar lighting by the Cardinal sign and down the embankment. In 2027 additional public amenities including picnic tables and benches could be strategically placed to maximize usage. This option prioritizes cleanup with public amenities phased over multiple years.

Option 3

Conceptual Design Study

Tender a conceptual design study. The consultant would be requested to review the preliminary artist concepts prepared in 2023, assess additional opportunities, and develop multiple conceptual design options for the canal embankment area. The 2023 artist sketches illustrate potential amenities such as a gazebo near the Cardinal sign, natural amphitheater seating, boat docking and improved pathway connections. These concepts would be reviewed and refined as part of the study. The study would also include preliminary layout concepts, high-level cost estimates for each option, constructability considerations, and potential risk mitigation measures. The cost of the study would be determined through a competitive tender process. This option may reduce the risk of uncoordinated piecemeal work but will delay visible improvements by at least a year. Any remaining funds could be applied to future revitalization phases. A full conceptual design package could be available for consideration early in the next Council term.

Summary

<u>Option</u>	<u>Approach</u>	<u>Estimated Cost</u>	<u>Key Outcome</u>
1	Partial vegetation removal with picnic tables, benches and solar lighting.	\$60,000- Vegetation removal. \$ 40,000- Public Amenities.	Improves appearance and adds public amenities.
2	Maximum vegetation and tree removal	\$75,000- Vegetation removal \$25,000- Public Amenities.	Maximizes vegetation removal on the southern embankment with modest beautification improvements.
3	Conceptual design study	To be tendered (up to \$100,000).	Full plan from conception to completion with budgetary estimates.

Cleaning and beautifying the canal embankment is a multi-year effort requiring sustained resources and financial commitment. Early work will influence the scope and cost of future phases.

Staff are seeking direction from Committee on the preferred option. Should Committee wish to proceed with Option 1 or 2, staff will engage the Vendor of Record and report back with a confirmed scope and timeline.

Erii Wenerma

Director of Operations



County Road 2

Nature Trail

docking

POP-UPS

Bridge St.

Lambert St





Docks

Guard rail
beneath existing
managed trees

Band Stage / Gazebo
Beneath Town Sign

Natural
amphitheatre
seating

Pathway downhill to "pop-ups"

++



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration & Operations

Date: April 13, 2026

Department: Administration

Topic: 1st Quarter Bylaw Enforcement Report

Background: The Bylaw Enforcement Officer responded to 24 calls for service in the first quarter of 2026 involving 28 site visits, 15 phone calls and 25 email follow-ups.

These actions resulted in 4 Notices of Violations being issued, 4 Order to Comply actions and 6 Summons being issued.

These calls were separated into the following categories: 2 Illegal Dumping, 0 Garbage, 3 Clean Yards, 6 Parking Enforcement, 2 Winter Parking Enforcement, 8 Animal Complaints and 3 General Inquiries.

In addition, there are currently 22 outstanding files that remain in various states of investigation or ongoing compliance, accumulating correspondence (64 Phone Calls, 45 Emails) and 81 site visits.

There are currently 10 POA Court files in progress.

Bylaw is continuing to actively identify and respond to many Bylaw concerns that will require education and communication with the property owners.

Handwritten signature of John Buffart in cursive script.

BLEO

Handwritten signature of Rebecca Crich in cursive script.

Clerk

1st Quarter Bylaw Statistics

Name	Area	Created Date	Completed Date	Work Orders C	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
Animal Complaint				8						
WO-6146	Johnstown	1/5/2026	2/6/2026	1		1	1	1		
WO-6182	Cardinal	1/12/2026	3/2/2026	1	3	0	1	1		
WO-6193	Cardinal	1/13/2026	3/16/2026	1	3	3	1			
WO-6202	Cardinal	1/15/2026	2/20/2026	1		2				
WO-6218	Cardinal	1/19/2026	3/2/2026	1		0				
WO-6265	Cardinal	1/30/2026	3/2/2026	1		0				
WO-6413	Cardinal	3/16/2026		1		1				
WO-6457	Cardinal	3/27/2026		1		0				
Illegal Dumping				2						
WO-6428	Cardinal	3/20/2026		1		3	1			1
WO-6469	Spencerville	3/30/2026		1			1		1	
General Inquiry				3						
WO-6283	Cardinal	2/6/2026	3/12/2026	1		1	1			
WO-6410	Cardinal	3/12/2026	3/30/2026	1		6	4	1	1	
WO-6455	Johnstown	3/27/2026	3/27/2026	1	2		1			
Clean Yards				3						
WO-6203	Cardinal	1/15/2026		1		3	7		1	
WO-6412	Cardinal	3/16/2026		1	1		1		1	
WO-6468	Spencerville	3/30/2026		1			1	1		
Parking Violations				6						
WO-6183	Cardinal	1/12/2026	1/12/2026	1			1			1
WO-6184	Cardinal	1/12/2026	1/12/2026	1			1			1
WO-6284	Cardinal	2/6/2026	2/6/2026	1	3	2	1			
WO-6456	Cardinal	3/27/2026	3/27/2026	1	2		1			1
WO-6458	Cardinal	3/27/2026	3/27/2026	1		1	1			
WO-6467	Cardinal	3/30/2026	3/30/2026	1	1	1	1			
Winter Parking				2						
WO-6160	Cardinal	1/8/2026	1/8/2026	1		1	1			1
WO-6161	Cardinal	1/8/2026	1/8/2026	1			1			1
Totals				24	15	25	28	4	4	6

1st Quarter Work Orders in Progress

ID	Work Order Type	Created Date	Status	Area	Phone Calls	Emails	Site Visits	Notices	Orders	Summons
WO-6457	Animal Complaint	3/27/2026	In Progress	Cardinal		0				
WO-6413	Animal Complaint	3/16/2026	In Progress	Cardinal		1				
WO-5641	Animal Complaint	7/31/2025	Summons Issued	Cardinal		6	2			1
WO-5446	Animal Complaint	5/21/2025	Waiting on Customer	Cardinal	2	0	1	1	1	
WO-4226	Animal Complaint	4/15/2024	Summons Issued	Cardinal	8	2	1			
WO-2645	Animal Complaint	4/22/2022	Summons Issued	Spencerville	8	4	7		3	1
WO-6468	Clean Yards	3/30/2026	Waiting on Customer	Spencerville			1	1		
WO-6412	Clean Yards	3/16/2026	Waiting on Customer	Cardinal	1		1		1	
WO-6203	Clean Yards	1/15/2026	In Progress	Cardinal		3	7		1	
WO-5635	Clean Yards	7/30/2025	Note added	Johnstown	4	2	5	1	1	
WO-5520	Clean Yards	6/12/2025	Summons Issued	Johnstown	2		1			1
WO-4833	Clean Yards	11/14/2024	Note added	Johnstown	12	1	25	1	2	
WO-4824	Clean Yards	11/8/2024	Waiting on Vendor/Contractor	Cardinal	2		8	2	1	
WO-3610	Clean Yards	6/10/2023	Summons Issued	Spencerville		1	1	1		
WO-4078	Garbage	2/2/2024	Summons Issued	Spencerville	6	4	2			2
WO-6472	General Inquiry	4/1/2026	Note added	Johnstown	4	4	1			
WO-5982	General Inquiry	11/25/2025	Waiting on Customer	Spencerville		1	2		2	
WO-4436	General Inquiry	6/28/2024	Summons Issued	Cardinal			5			1
WO-6469	Illegal Dumping	3/30/2026	Waiting on Customer	Spencerville			1		1	
WO-6428	Illegal Dumping	3/20/2026	Summons Issued	Cardinal		3	1			1
WO-5883	Illegal Dumping	10/24/2025	Summons Issued	Spencerville	10	7	1			1
WO-5790	Illegal Dumping	9/19/2025	Summons Issued	Spencerville	5	6	8			1
Total in Progress - 22					64	45	81	7	13	9

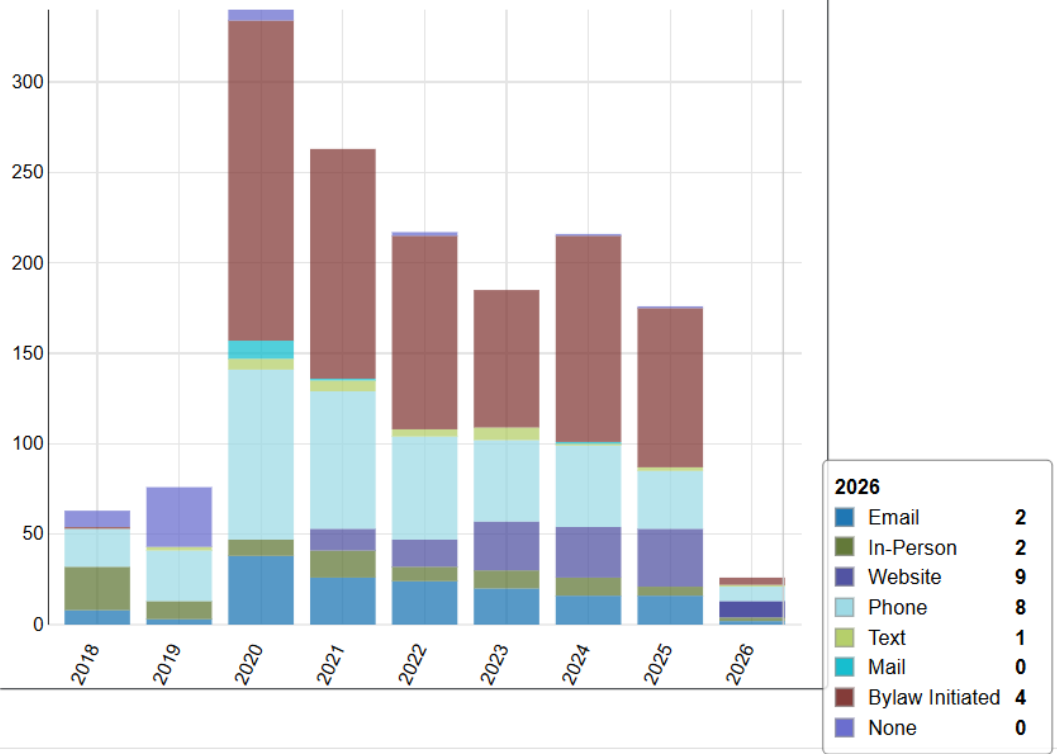
Work Orders

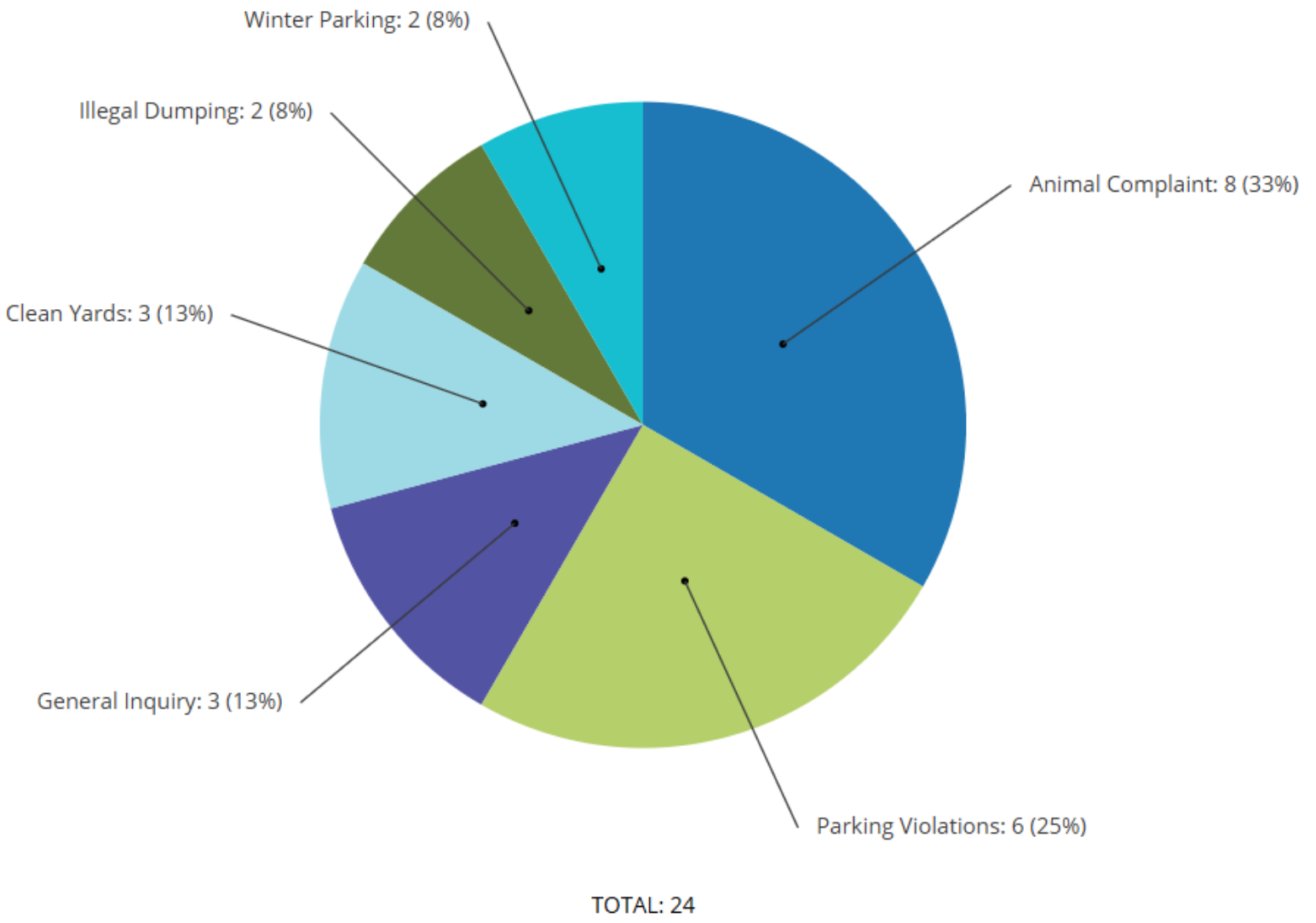
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Work Orders

By Source







**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: April 13, 2026

Department: Finance

Topic: Q1 2026 Council Remuneration Report

Background: The Township passed bylaw 2026-14 on March 31, 2026. This bylaw established the rules pertaining to reimbursement of eligible expenses of council members.

Section 10 b) of the bylaw indicates that the Treasurer will prepare a quarterly report that will be reviewed by council and posted on the Township website.

Section 7 a) viii) of the bylaw states “All expenses shall be reimbursed upon submission of a completed and signed expense sheet. The form shall be submitted within a reasonable time after the conference or seminar or by the 15th of each month in order to be included in the monthly council cheque run.”

The statement for the 1st quarter of 2026 up to March 31st, 2026, contains all expenses that have been submitted and reimbursed.

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Treasurer

A handwritten signature in black ink, appearing to read 'G. King'.

CAO

**Township of Edwardsburgh/Cardinal
Council Remuneration and Expenses
updated as of March 31, 2026**

	Council Honourarium as of March 31, 2026	Special Meetings Allowance	Council Cell Phone Allowance as of March 31, 2026	Conferences, Training & Development	Mileage & Other Expenses as of March 31, 2026	Subtotal of Expenses- Conferences/ Mileage	Annual Expense Allowance- Bylaw 2026-14	Remaining Expense Allowance	Total Honourarium & Expenses
T Deschamps	7,753.53	0.00	0.00	40.00	0.00	40.00	4,000.00	3,960.00	7,793.53
S Dillabough	4,863.63	0.00	0.00	2,787.00	0.00	2,787.00	3,500.00	713.00	7,650.63
J Martelle	4,111.62	0.00	0.00	2,637.92	0.00	2,637.92	3,500.00	862.08	6,749.54
W Smail	4,111.62	0.00	0.00	2,700.98	479.98	3,180.96	3,500.00	319.04	7,292.58
C Ward	4,111.62	0.00	0.00	2,644.37	0.00	2,644.37	3,500.00	855.63	6,755.99
TOTALS	24,952.02	0.00	0.00	10,810.27	479.98	11,290.25	18,000.00	6,709.75	36,242.27

1st Quarter Financials

Prepared for Committee of the Whole –
Administration & Operations

Council Remuneration

Key Highlights:

- Council honorariums are in line with the approved budget.
- Conferences expenses are higher at this stage, as registrations and hotel accommodations have been prepaid for upcoming conferences later in the year and one conference has already been attended by all council members.

Financial Report – Pre-Audit

Cash & Liquidity

- Cash position has increased compared to prior year
- Indicates strong short-term liquidity

Receivables

- Taxes receivable slightly higher year-over-year
- Receivables have increased significantly, driven primarily by large land-related receivable

Financial Report – Pre-Audit

Liabilities

- Accounts payable has decreased, indicates timely payment obligations
- Long-term debt will be adjusted in Q2 with audited statements

Reserve and Reserve Funds

- Reserves declined year-over-year, reflects planned use of reserves
- Year-end adjustments pending

Financial Report – Pre-Audit

Tangible Capital Assets

- Capital assets acquired or completed in 2025 are now reflected

Overall Financial Position

- Strong liquidity position, liabilities stable and well managed
- Overall position remains stable.

Long-Term Debt

Key Highlights:

- No new debt issued in Q1
- Debt levels remain stable and manageable
- Portion of debt is funded by external users

Reserve & Reserve Funds

Key Highlights:

- Year-end entries are to be completed in next quarter with audited financial statements
- Minor increases due to interest earnings

Capital Projects

Levy-based Key Highlights:

- A couple of capital items have been completed in Q1, including the purchase of the recreation side by side and the public works sidewalk plow.
- Deposit was paid for the Johnstown pool work with estimated completion to be in Q2.

Rate-based Key Highlights:

- 2025 Project for the UV replacements at the Water Plant was completed in Q1.
- Other projects are estimated to be completed in Q3.

Budget Variance

Revenue:

- Taxation: Interim bills have been issued, adjustments to taxation revenue will be reflected later in the year.
- Fire Department: Township received its fire protection grant for air cleaners in Fire Station #1.
- Planning: The planning department is seeing a high level of activity, with revenues approaching 50% of the annual budget
- Timing-related: Certain revenues, such as dog licensing, fire permits, etc. are typically collected in the first quarter.

Budget Variance

Expenses:

- Building Department: Expenses lower than expected due to timing, invoice for CBO services not received in 2026.
- Winter Control: Approx. 41.96% of budget is remaining, compared to approx. 12% remaining at this time in 2025.
- General Operating: Trending as expected, most departments having 75% budget remaining or higher.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Administration and Operations

Date: April 13, 2026

Department: Finance

Topic: 2026 Q1 Treasury and Reserve Report

Background: The following reports attached for Committee to review:

1. Financial Report as of March 31, 2026
2. Long Term Debt Schedule as of March 31, 2026
3. YTD 2026 Capital Status Report as of March 31, 2026
4. Reserve and Reserve Fund Report as of March 31, 2026

A handwritten signature in black ink, appearing to read 'J. Brown'.

Treasurer

A handwritten signature in black ink, appearing to read 'G. K.'.

CAO

Township of Edwardsburgh Cardinal
Pre-Audit Financial Report
As at March 31, 2026

	Prior Period December 31, 2025	Current Year March 31, 2026	Prior Year March 31, 2025	Comparison to Last Year Balance	
Assets					
Cash and Bank Balances	1,789,250	3,876,230	3,478,806	397,424	Stronger short-term financial health
Taxes Receivable	628,697	1,927,086	1,821,810	105,277	Showing slower collections in comparison to 2025
Accounts Receivable	785,732	2,058,394	490,475	1,567,919	Large receivable for land purchase
Inventory (Including Land for Resale)	326,865	326,865	310,903	15,963	Year end changes
Long Term Receivable	259,613	254,420	224,606	29,815	Year-end entries to be completed in Q2
Equity Investment In RSL	708,724	708,724	708,724	-	Year-end entries to be completed in Q2
	<u>4,498,881</u>	<u>9,151,720</u>	<u>7,035,323</u>	<u>2,116,397</u>	
Liabilities					
Accounts Payable	(1,114,466)	(722,509)	(1,132,647)	410,138	Decline shows invoices being paid timely
Planning & Drainage Accounts	528,639	512,988	502,300	10,687	
Long Term Debt	(7,088,817)	(7,087,422)	(7,047,222)	(40,200)	Year-end entries to be completed in Q2
Accrued Landfill Closure	(142,391)	(142,391)	(142,391)	-	Year-end entries to be completed in Q2
	<u>(7,817,036)</u>	<u>(7,439,335)</u>	<u>(7,819,960)</u>	<u>380,626</u>	
Tangible Capital Assets	<u>46,595,396</u>	<u>48,741,045</u>	<u>46,180,723</u>	<u>2,560,322</u>	Additions from 2025 Capital Work
Reserve & Reserve Funds	<u>6,393,088</u>	<u>6,335,225</u>	<u>6,480,165</u>	<u>(144,940)</u>	Year-end entries to be completed in Q2

Prepared By:
Jessica Crawford
Treasurer

TOWNSHIP OF EDWARDSBURGH/CARDINAL
SCHEDULE OF LONG TERM DEBT

Lender	Project	Interest Rate	End Date		Balance Owing Dec 31/25	Balance Owing Mar 31/26	Balance Owing Jun 30/26	Balance Owing Sept 30/26	Balance Owing Dec 31/26	Annual Payments
1 Infrastructure Ontario	Cardinal Arena	4.59%	Oct-43		4,286,672	4,286,672				303,698
10 Infrastructure Ontario	2022 Johnstown Drainage	4.82%	Aug-43		994,390	976,727				83,255
11 Ford Credit Canada	Ford Canada	0.00%	Nov-29		65,582	61,395				16,744
12 Royal Bank of Canada	Plow Truck	4.06%	Dec-32		403,325	389,463				66,290
14 Catalyst Finance Partners, Inc.	Sidewalk Plow	lease	Dec-28		259,618	237,603				88,063
Township Total					6,009,587	5,951,861	0	0	0	558,049
9 Infrastructure Ontario	EMS Station	2.91%	Jul-36	Paid by UCLG	496,267	476,965				53,045
10 Infrastructure Ontario	Cardinal Wastewater	4.37%	Feb-44	Paid by Cardinal WW users	979,924	962,445				77,781
13 OMAFRA	Tile Drain Loan	6.00%	Oct-35	Benefiting user	40,200	40,200				5,462
Supported Debt Total					1,516,391	1,479,609	0	0	0	136,288
Grand Total					7,525,978	7,431,470	0	0	0	694,337

Prepared by:
 Jessica Crawford
 Treasurer

2026 Final Capital Budget - Quarterly Analysis

Approved Expense				Analysis						Tender	
GL Code	Department	Project	2026 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining	Awarded
82-5950	Recreation	Parks - Picnic Tables - Replacement	\$ 15,000	Q2					\$ -	\$ 15,000	N/A
82-5950	Recreation	Holiday Signage	\$ 10,000	Q2					\$ -	\$ 10,000	N/A
82-5950	Recreation	Side by Side 4X4	\$ 26,000	Completed	\$ 28,493				\$ 28,493	\$ (2,493)	N/A
82-5950	Recreation	Waterfront Washroom Upgrades	\$ 150,000						\$ -	\$ 150,000	N
82-5950	Recreation	Spencerville Play Structure	\$ 40,000						\$ -	\$ 40,000	N
82-5950	Recreation	Spencerville Splash Pad	\$ 400,000	2027	\$ 37,977				\$ 37,977	\$ 362,023	N
82-5950	Public Works	Waterfront Cleanup	\$ 100,000	Q3					\$ -	\$ 100,000	N/A
83-5950	Recreation	Cardinal - Backstop	\$ 26,000	Q2					\$ -	\$ 26,000	N/A
85-5950	Recreation	Johnstown - Pool Liner/Piping	\$ 332,258	Q2	\$ 167,822				\$ 167,822	\$ 164,436	Y
89-5950	Recreation	Spencerville Library Ramp	\$ 120,369	Q2	\$ 6,106				\$ 6,106	\$ 114,264	Y
31-5950	Public Works	Building Rehab	\$ 50,000	Q3					\$ -	\$ 50,000	N/A
39-5950	Public Works	Sidewalk Plow - Spencerville	\$ 219,361	Completed	\$ 259,618				\$ 259,618	\$ (40,257)	N/A
41-5851	Public Works - Roads	Pittston Rd East	\$ 400,000	Q3/Q4					\$ -	\$ 400,000	Y
41-5891	Public Works - Roads	Middle Street - John to Dundas	\$ 33,700	Q3/Q4					\$ -	\$ 33,700	Y
41-5896	Public Works - Roads	Meadowland Drive	\$ 56,400	Q3/Q4					\$ -	\$ 56,400	Y
41-5898	Public Works - Roads	Dishaw Street	\$ 92,300	Q3/Q4					\$ -	\$ 92,300	Y
41-5892	Public Works - Roads	Victoria Street - Lambert to Dundas	\$ 28,700	Q3/Q4					\$ -	\$ 28,700	Y
41-5893	Public Works - Roads	East Street - John to Dundas	\$ 63,900	Q3/Q4					\$ -	\$ 63,900	Y
Total Levy Based Capital			\$ 2,163,988		\$ 500,015	\$ -	\$ -	\$ -	\$ 500,015	\$ 1,663,973	Y

Analysis

GL Code	Department	Project	2025 Budget	Estimated Completion	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total Spend	Remaining	Tender Complete
58-5950	Cardinal Water System	Cardinal Water Tower Communication Upgrades	\$ 19,000	Q3					\$ -	\$ 19,000	N/A
58-5950	Cardinal Water System	UV Replacements at Water Plant	\$ 400,000	Completed	\$ 80,716				\$ 391,458	\$ 8,542	Y
53-5950	Industrial Park Water System	Chlorine Analyzer Relocation to Guard House	\$ 17,000	Q3					\$ -	\$ 17,000	N/A
Total Rate Based Capital			\$ 436,000		\$ 80,716	\$ -	\$ -	\$ -	\$ 391,458	\$ 44,542	
Total 2025 Capital Program			\$ 2,599,988		\$ 580,731	\$ -	\$ -	\$ -	\$ 891,473	\$ 1,708,515	

Prepared by:
Jessica Crawford
Treasurer

		Balance	2025 Year End	Balance	2026	2026	2026	2026
		31/Dec/25	Adjustments	1/Jan/26	Transfers	YTD	Transfers	YTD
EARMARKED RESERVES					In	Interest	Out	Balance
01-3511	Administration	101,807.09		101,807.09				101,807.09
01-3512	Tax Write Offs	102,242.36		102,242.36				102,242.36
01-3513	Election Reserve	22,000.00		22,000.00				22,000.00
01-3514	Fire Department - Vehicles	408,668.57		408,668.57				408,668.57
01-3515	Fire Department - Buildings	328,000.00		328,000.00				328,000.00
01-3516	Fire Department - Comm Equipment	220,208.34		220,208.34				220,208.34
01-3517	Policing Costs	110,715.00		110,715.00				110,715.00
01-3518	Cemeteries	24,253.60		24,253.60				24,253.60
01-3519	Building Dept Reserve	69,233.99		69,233.99				69,233.99
01-3520	Public Works	407,056.90		407,056.90				407,056.90
01-3521	Winter Control	88,900.24		88,900.24				88,900.24
01-3522	Environmental Services - Low Lift	95,821.56		95,821.56				95,821.56
01-3525	Environmental Services - Storm Sewers	382,040.01		382,040.01				382,040.01
01-3526	Landfill Closure Reserve	91,000.00		91,000.00				91,000.00
01-3527	Recreation	148,732.20		148,732.20				148,732.20
01-3528	Planning Reserve	30,000.00		30,000.00				30,000.00
01-3529	Twp Municipal Drain Reserve	15,000.00		15,000.00				15,000.00
01-3532	Insurance Reserve	55,778.71		55,778.71				55,778.71
		2,701,458.57	-	2,701,458.57	-	-	-	2,701,458.57
01-3540	Working Funds	500,000.00		500,000.00				500,000.00
01-3541	Tax Stabilization	160,000.00		160,000.00				160,000.00
	Total Reserves	3,201,458.57	-	3,201,458.57	-	-	-	3,361,458.57

		Balance	2025 Year End	Balance	2026	2026	2026	2026
		31/Dec/25	Adjustments	1/Jan/26	Transfers	YTD	Transfers	YTD
RESERVE FUNDS					In	Interest	Out	Balance
98-3801	GIC Investment	-		-				-
98-3816	Industrial Park Investment- HISA account	285.19		285.19		1.95		287.14
98-3813	Industrial Park Land	967,262.63		967,262.63		6,472.01		973,734.64
98-3814	Raw Water Supply System	353,815.06		353,815.06		2,367.40		356,182.46
98-3803	Industrial Park Wastewater	33,562.45		33,562.45		224.57		33,787.02
98-3804	Industrial Park Water	228,103.67		228,103.67		1,526.26		229,629.93
98-3805	Johnstown Water Wells	62,724.10		62,724.10		419.69		63,143.79
98-3812	CCBF- Gas Tax Grant	12,937.04		12,937.04		86.56		13,023.60
98-3807	Cardinal Hydro	9,409.07		9,409.07	2,092.50	62.96		11,564.53
98-3806	Spencerville Wastewater	185,696.39		185,696.39		1,242.51		186,938.90
98-3808	Cardinal Wastewater	(44,017.41)		(44,017.41)				(44,017.41)
98-3811	Cardinal Water	584,542.06		584,542.06		3,911.20		588,453.26
98-3818	OCIF Formula Based Fund	7,536.70		7,536.70		50.43		7,587.13
98-3819	Dedicated Capital Reserve Fund (Port)	549,772.44		549,772.44		3,678.53		553,450.97
	Total Reserve Funds	2,951,629.39	-	2,951,629.39	2,092.50	20,044.07	-	2,973,765.96
	GRAND TOTAL	6,153,087.96	-	6,153,087.96	2,092.50	20,044.07	-	6,335,224.53

Prepared by:
Jessica Crawford
Treasurer



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration and Operations

Date: April 13, 2026

Department: Finance

Topic: 2026 Q1 Budget Variance Report

Background: This report is to provide an overview of the Township’s financial performance for the first quarter of 2026, including key variances in revenues and expenses compared to the approved budget.

As of March 31, 2026, 25% of the fiscal year has passed, and it is anticipated that 75% of the budget to be remaining. At this stage, variances are primarily attributed to timing differences in both revenue collection and expenditure recognition. Overall, financial activity is trending in line with the expectations of the first quarter.

The following provides a summary of key variances and trends in revenues and expenses for the first quarter.

Revenue Highlights:

- Taxation: Interim bill have been issued, adjustments to taxation revenue will be reflected when the final tax bills are issued later in the year.
- Fire Department: The Township received its fire protection grant for air cleaners in Fire Station #1, resulting in higher than typical first quarter revenue.
- Timing-related revenues: Certain revenues, such as dog licensing, fire permits, etc. are typically collected in the first quarter and therefore appear higher in the first quarter relative to the annual budget.
- Planning: The planning department is seeing a high level of activity, with revenues approaching 50% of the annual budget at the end of the first quarter.

Expenditure Highlights:

- Building: Expenses are currently lower than expected due to timing, as invoicing for Chief Building Official services have not yet been received and recorded in 2026.
- Winter Control: Approximately 41.96% of the winter control budget remains, compared to approximately 12% remaining at the same time in 2025. This reflects both an increase in budget amount due to anticipated expenses and lower expenses relative to the prior year.

- General Operating Trends: Expenses are trending as expected for the first quarter, with most departments having 75% or more of their annual budgets remaining, which aligns with the anticipated spending patterns at the point in the year.

At this time, there are no significant financial concerns identified. Variances observed are largely attributed to timing differences and typical seasonal factors. Staff will continue to monitor budget performance throughout the year and report any material variances.



Treasurer



CAO

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending March 31, 2026

	Actuals	4 Council Approved	Actuals Txn	Budget Remaining	Percentage
	2025	2026	2026		Remaining
	March		March		
Revenues					
Taxation, Grants and Payments-In-Lieu					
Taxation Revenue	(6,640,772.44)	(7,460,612)	(6,893,143.74)	(567,468)	7.61%
Penalty on Taxes	(21,276.98)	(90,000)	(21,674.98)	(68,325)	75.92%
Grant in Lieu		(206,751)		(206,751)	100.00%
Ontario Municipal Partnership Fund	(194,450.00)	(846,600)	(211,650.00)	(634,950)	75.00%
Port of Johnstown	(250,000.00)	(2,000,000)	(250,000.00)	(1,750,000)	87.50%
Total Taxation, Grants and Payments-In-Lieu:	(7,106,499.42)	(10,603,963)	(7,376,468.72)	(3,227,494)	30.44%
Department Revenues					
Administration	(48,755.38)	(246,200)	(55,286.06)	(190,914)	77.54%
Fire Department	(22,905.48)	(75,223)	(52,843.65)	(22,379)	29.75%
Police Services		(63,711)		(63,711)	100.00%
Cemeteries	(38.97)	(100)	(43.40)	(57)	56.60%
Protective Services	(2,410.00)	(4,800)	(2,315.00)	(2,485)	51.77%
Building	(11,487.00)	(572,000)	(22,033.00)	(549,967)	96.15%
By-Law Enforcement	(1,595.75)	(4,000)	(330.04)	(3,670)	91.75%
Public Works	(1,233.00)	(41,920)	(121.00)	(41,799)	99.71%
Waste Disposal & Transfer Site	(2,457.50)	(18,500)	(2,315.50)	(16,185)	87.48%
Curbside Waste & Recycling	(42,897.25)	(292,000)	(42,540.00)	(249,460)	85.43%
Parks & Recreation					
Parks	(125.00)	(469,000)	(75.00)	(468,925)	99.98%
Ball Diamonds		(5,000)		(5,000)	100.00%
Cardinal Pool	(5,000.00)	(5,000)		(5,000)	100.00%
Johnstown Pool/Summer Day Camp	(4,665.00)	(107,000)	(3,770.00)	(103,230)	96.48%
Cardinal Arena	(92,234.21)	(295,900)	(83,339.91)	(212,560)	71.84%
Spencerville Arena	(62,129.22)	(263,300)	(73,602.96)	(189,697)	72.05%
Canteen	(29,333.08)	(80,000)	(27,219.58)	(52,780)	65.98%

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending March 31, 2026

	Actuals	4 Council Approved	Actuals Txn	Budget Remaining	Percentage
	2025	2026	2026		Remaining
	March		March		
South Centre	(1,075.00)	(5,000)	(1,778.73)	(3,221)	64.43%
Sub-total Parks & Recreation	(194,561.51)	(1,230,200)	(189,786)	(1,040,414)	84.57%
Planning	(3,300.00)	(9,000)	(4,100.00)	(4,900)	54.44%
Economic Development		(100,000)		(100,000)	100.00%
Agricultural Drainage		(7,962)		(7,962)	100.00%
Total Department Revenue	(331,641.84)	(2,665,616)	(371,714)	(2,293,902)	86.06%
Capital Revenues					
Administration		(22,000)		(22,000)	100.00%
Fire Department		(35,300)		(35,300)	100.00%
Public Works		(1,236,469)	(142,544.00)	(1,093,925)	88.47%
Recreation		(190,000)	(40,554.60)	(149,445)	78.66%
Economic Development		(50,000)		(50,000)	100.00%
Total Capital Revenue		(1,533,769)	(183,099)	(1,350,670)	88.06%
TOTAL REVENUES:	(7,438,141.26)	(14,803,348)	(7,931,281.15)	(6,872,067)	46.42%
OPERATING & CAPITAL EXPENSES					
Department Operating Expenses					
Council	40,423.48	211,401	50,472.03	160,929	76.12%
Administration	463,150.03	1,683,830	398,462.60	1,285,367	76.34%
Fire Department	156,884.93	870,115	135,326.70	734,788	84.45%
Police Services	189,311.71	1,286,001	107,167.00	1,178,834	91.67%
Conservation Authority	21,872.00	68,281	22,760.00	45,521	66.67%
Cemeteries		5,000		5,000	100.00%
Protective Services	4,873.62	21,779	4,513.46	17,266	79.28%
Building	33,784.32	241,595	42,571.82	199,023	82.38%
Bylaw Enforcement	10,147.99	47,617	4,027.83	43,589	91.54%
Public Works					

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending March 31, 2026

	Actuals	4 Council Approved	Actuals Txn	Budget Remaining	Percentage
	2025	2026	2026		Remaining
	March		March		
Overhead Expenses	228,659.43	912,571	245,833.72	666,737	73.06%
Vehicle Expenses	81,264.98	433,311	113,653.83	319,657	73.77%
Shop Expenses & Fuel	74,740.67	203,855	56,151.29	147,704	72.46%
Bridges & Culverts	483.44	67,021	2,806.44	64,215	95.81%
Safety Devices	6,122.06	43,888	3,285.43	40,603	92.51%
Roadside Maintenance	10,262.78	152,070	6,175.76	145,894	95.94%
Hardtop Maintenance	5,488.26	304,492	7,029.69	297,462	97.69%
Loosetop Maintenance	4,384.11	239,262	449.25	238,813	99.81%
Winter Control	334,176.54	465,290	270,034.58	195,255	41.96%
Street Lighting	10,104.91	132,263	23,681.45	108,582	82.10%
Sub-total Public Works	755,687.18	2,954,023	729,101	2,224,922	75.32%
Storm Sewer System	56,235.34	273,894	63,786.41	210,108	76.71%
Waste Disposal & Transfer Site	31,656.61	210,853	21,517.63	189,335	89.79%
Curbside Waste & Recycling	112,629.22	430,730	73,081.88	357,648	83.03%
Parks & Recreation					
Recreation Administration	80,899.55	1,477,824	336,456.08	1,141,368	77.23%
Parks	8,651.14	131,442	3,809.15	127,633	97.10%
Ball Diamonds	614.25	10,229	225.59	10,003	97.79%
Cardinal Pool	1,893.62	20,866	1,416.24	19,450	93.21%
Johnstown Pool/Day Camps	17,516.51	50,894	7,157.30	43,737	85.94%
Cardinal Arena	204,498.32	571,957	55,158.41	516,799	90.36%
Spencerville Arena	154,533.10	176,084	49,538.32	126,546	71.87%
Canteen	19,352.85	58,565	16,022.86	42,542	72.64%
South Centre	6,140.15	25,952	5,306.08	20,646	79.55%
Sub-total Parks & Recreation	494,099.49	2,523,813	475,090	2,048,723	81.18%
Libraries	39,572.27	183,350	39,780.20	143,570	78.30%
Planning	39,447.51	152,899	35,666.91	117,232	76.67%

Quarterly Variance Report



Edwardsburgh Cardinal

For period ending March 31, 2026

	Actuals 2025 March	4 Council Approved 2026	Actuals Txn 2026 March	Budget Remaining	Percentage Remaining
Economic Development	50,257.49	330,352	51,752.40	278,600	84.33%
Agricultural Drainage	11,116.17	103,851	26,266.82	77,584	74.71%
Total Department Operating Expenses	2,511,149.36	11,599,384	2,281,345	9,318,039	80.33%
Transfers to Reserves					
Dedicated Capital Reserve Fund					
Transfer to Reserve Fund		1,000,000		1,000,000	100.00%
Fire Department		95,000		95,000	100.00%
Public Works		100,000		100,000	100.00%
Storm Water Management		25,000		25,000	100.00%
Recreation Department		15,000		15,000	100.00%
Total Transfers to Reserves		1,235,000	0	1,235,000	100.00%
Capital Expenses					
Fire Department	10,125.12				
Public Works	62,673.83	781,956	8,895.35	773,061	98.86%
Storm Water Management	(33,669.42)		2,673.07	(2,673)	
Recreation	3,220.70	1,099,258	234,291.79	864,966	78.69%
Economic Development		42,750		42,750	100.00%
Libraries		45,000	6,105.60	38,894	86.43%
Total Capital Expenses	42,350.23	1,968,964	251,966	1,716,998	87.20%
Total OPERATING & CAPITAL EXPENSES:	2,553,499.59	14,803,348	2,533,311	12,270,037	82.89%
SURPLUS (DEFICIT)	4,884,641.67	0	5,397,970.18	(5,397,970)	

Committee: Administration & Operations

Date: April 13, 2026

Department: Parks / Recreation & Facilities

Topic: 1st Quarter 2026 Facility Maintenance Report

Background: Below you find a list of work performed at Township facilities during the 1st quarter of 2026. These work orders are above the daily routines at our facilities.

Ingredion Centre:

- (WO-6169) fire security panel inspection & tagging tested
- (WO-6315) Power outage, plant would not restart, Cimco called in
- (WO-6443) HVAC unit fuse replacement

Spencerville Arena:

- (WO-6151) Fire panel and smoke detector testing
- (WO-6167) Mid-season inspection on compressor room
- (WO-6168) leak detector test and calibrated
- (WO-6177) Surprised TSSA inspection on compressor room
- (WO-6241) Cimco into check on dehumidifier
- (WO-6444) Lift Gate service call, counterweights repaired

Town Hall

- (WO-6201) Abell best control inspection
- (WO-6345) Lift Inspection
- (WO-6113) replaced all smoke detectors



Facilities Manager



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Administration & Operations

Date: April 13, 2026

Department: Parks / Recreation & Facilities

Topic: 1st Quarter Facility Stats Report

Background: Attached is the report for the period of January 2026 to March 2026 for the following facilities:

- Ingredion Centre
- Port of Johnstown Meeting Room
- Spencerville Arena
- South Edwardsburgh Community Centre
- Townhall (Upstairs Hall)
- Townhall Council Chamber

January 2026

Facility	Available Hours	Hours Booked	Percentage
South Centre	310	52	16.7%
Port of Johnstown Meeting Room	310	48	15.4%
Townhall Upstairs	310	16	5.1%
Council Chamber	310	35	11.2%

February 2026

Facility	Available Hours	Hours Booked	Percentage
South Centre	300	82	27.3%

Port of Johnstown Meeting Room	300	55	18.3%
Townhall Upstairs	300	20	6.6%
Council Chamber	300	30	10.0%

March 2026

Facility	Available Hours	Hours Booked	Percentage
South Centre	310	68	21.8%
Port of Johnstown Meeting Room	310	49	15.8%
Townhall Upstairs	310	20	6.4%
Council Chamber	310	14	4.5%

Ice Rental – January 2026

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	450	338 304 (2025)	75.1%
Spencerville Arena	450	311 274 (2025)	69.1%

Ice Rental – February 2026

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	420	297 294 (2025)	70.7.0%
Spencerville Arena	420	278 251 (2025)	66.1%

Ice Rental – March 2026

Facility	Available Hours	Hours Booked	Percentage
Ingredion Centre	420	314 313 (2025)	74.7%
Spencerville Arena	420	287 240 (2025)	68.3%

Ice Rental Summary – January to March 2026

Ice utilization increased across both facilities in all three months compared to 2025, demonstrating continued growth in demand. At the Ingredion Centre, booked hours rose modestly year-over-year, with increases of +34 hours in January, +3 hours in February, and +1 hour in March. Utilization remained strong, ranging from 70.7% to 75.1%.

At the Spencerville Arena, growth was more significant, with increases of +37 hours in January, +27 hours in February, and +47 hours in March. Despite lower overall utilization than Ingredion, steady gains were seen each month, reaching 68.3% in March.

Overall, both facilities experienced consistent year-over-year growth, with particularly strong gains at Spencerville Arena, indicating increasing demand for ice time across the municipality.



Facilities Manager

Committee: Committee of The Whole – Administration & Operations

Date: April 13, 2026

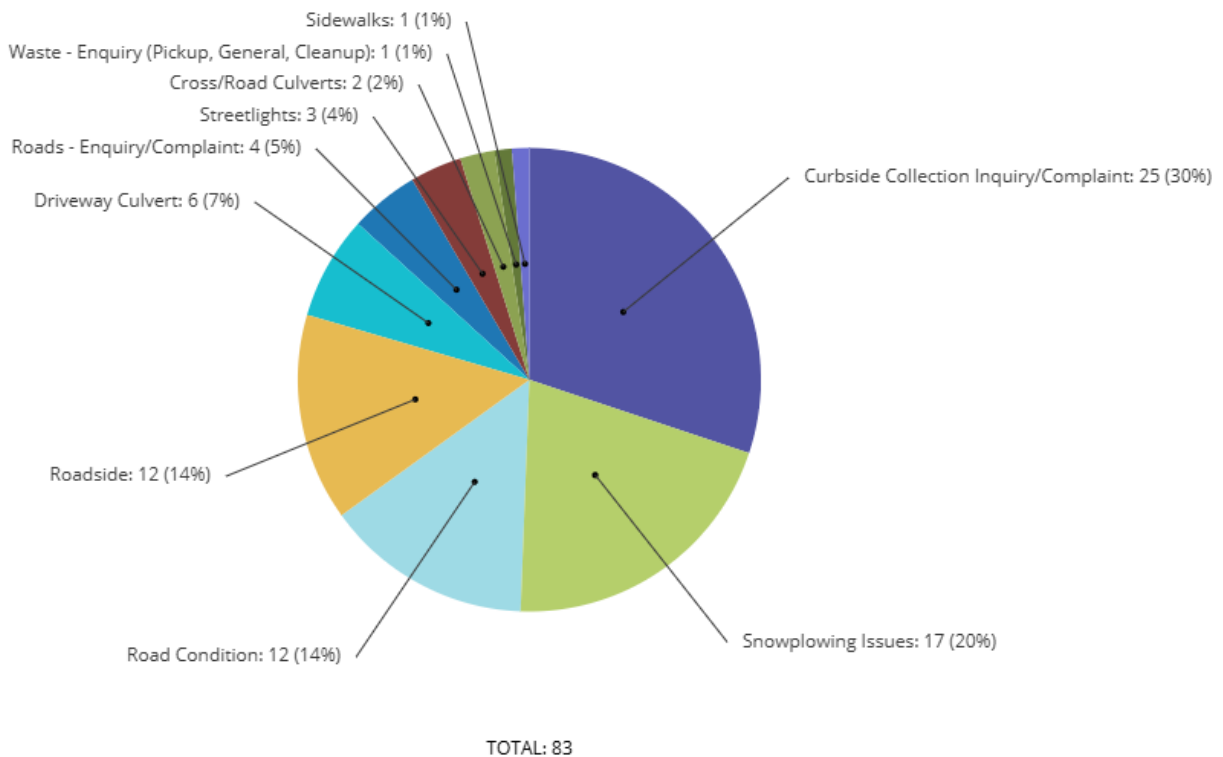
Department: Operations

Topic: 2026 1st Quarter Statistical Report

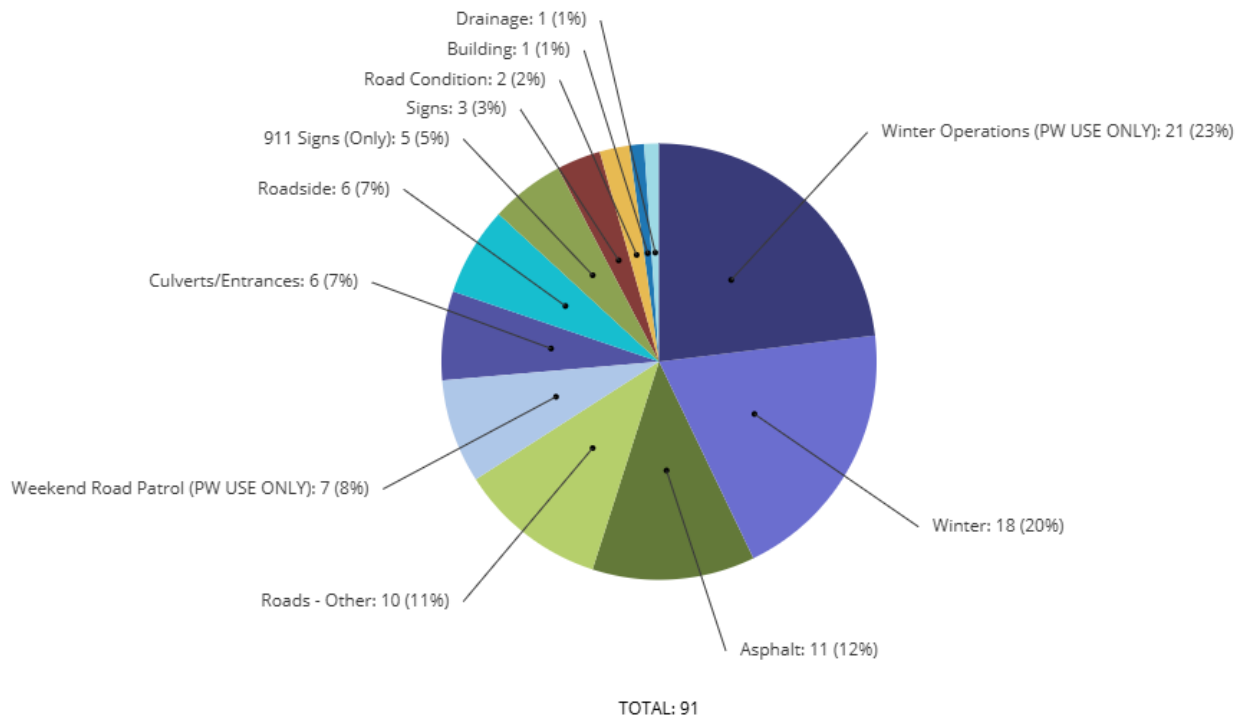
Background:

SECTION 1: Public Works

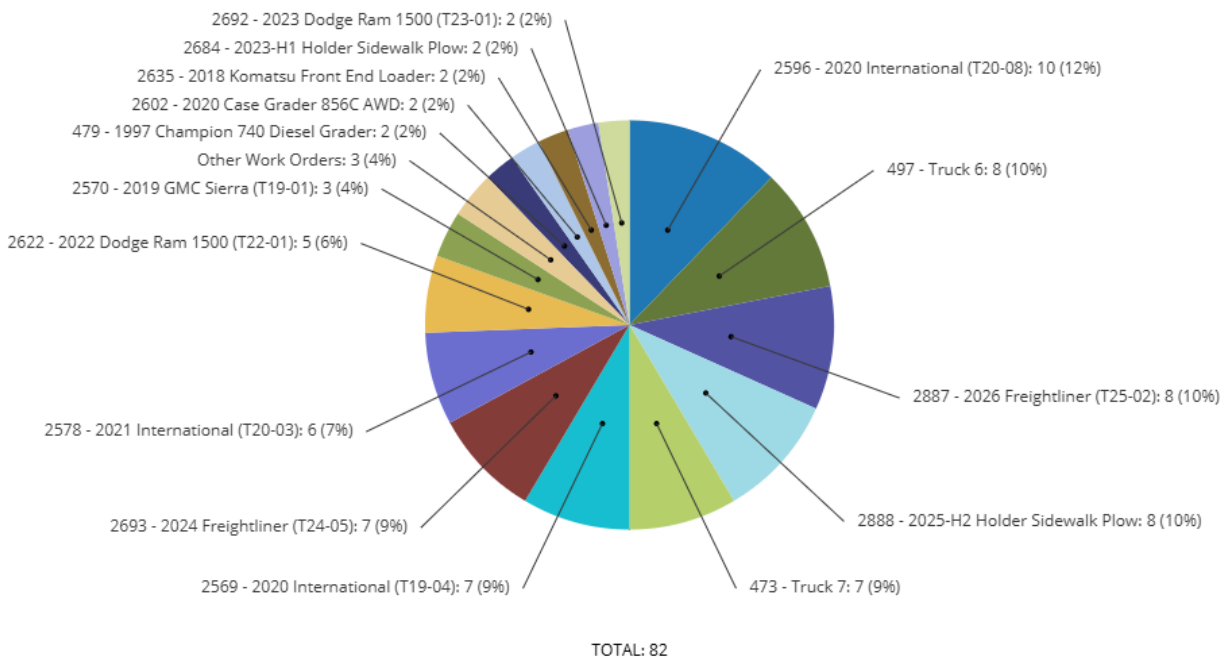
There were 83 service requests created during the 1st quarter. The requests are categorized based on type in the pie chart below:



There were 91 work orders created during the 1st quarter. The orders are categorized based on type in the pie chart below:



There were 82 Fleet Work Orders during the Quarter. The orders are categorized based on type in the pie chart below:



SECTION 2: Waste Disposal

- 220 vehicles attended the site over the 13 Saturdays in quarter 1.
- Punch card sales through office: \$ 250.00
- Punch card sales through Cardinal Library: \$ 0.00
- Punch Card sales through Burchell's \$ 2065.50
- Total punch card sales for Quarter 1: \$ 2315.50

Transfer Station – Limerick Env.		
Month	Solid Waste (t)	Transported offsite (t)
January	95.70	7.34
February	73.08	4.72
March	85.49	20.89
Total	254.27	32.95

SECTION 3: Environmental Services

<u>1st Quarter Cardinal Water Treatment Plant Flow Summary</u>				
Month	Monthly Flow(m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	12561	281	967	405
February	10662	308	464	381
March	11440	238	477	369

<u>1st Quarter Summary of Operational Parameters – Cardinal WTP</u>									
	UV	Filter 1A	Filter 1B	Filter 2A	Filter 2B	pH	Pressure	Raw Cl ₂	Post Chlorine
Average	45.65	0.02	0.02	0.02	0.02	8.10	68.67	1.38	2.18
Unit	mJ/cm ²	NTU	NTU	NTU	NTU		PSI	mg/L	mg/L
Compliance	40	1	1	1	1	6.5-8.5	>20		>0.20

<u>1st Quarter Microbiological Testing for the Cardinal Water System</u>				
	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
January - March	52	0	0	<2-2
Compliance for TC/EC is zero. HPC guideline is less than 500.				

1st Quarter Microbiological Testing- Industrial Park				
	Number of Samples	Total Coliform	<i>E. coli</i>	HPC (min-max)
January - March	13	0	0	<2-2
Compliance for TC/EC is zero. HPC guideline is less than 500.				

Description	Prysmian Chlorine Residual	Greenfield Chlorine Residual	Pressure (PSI)
Quarterly Average	0.99	0.76	71.89
Units	mg/L	mg/L	PSI
Compliance	>0.05	>0.05	>20

1st Quarter Report for Windmill Pumping Station				
Month	Total Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	67500	1955	2495	2177
February	65633	2070	2705	2344
March	74691	1662	2753	2409

1st Quarter Report for Spencerville Lagoons				
Month	Total Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	3397	87	151	110
February	2482	81	103	89
March	7619	90	496	246

1st Quarter Report for Cardinal WWTP				
Month	Total Flow (m ³)	Minimum Daily Flow (m ³)	Maximum Daily Flow (m ³)	Average Daily Flow (m ³)
January	22206	510	1024	716
February	14265	447	619	509
March	45261	526	2548	1460

1st Quarter January - March	BOD (mg/L)	Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Ammonia (mg/L)	<i>E.Coli</i>
Average	3.13	3.4	0.08	0.47	4
Units	mg/L	mg/L	mg/L	mg/L	CFU
Compliance	25	25	1		
Objective	<15	<15	< 1	<4	<200

Month	BOD Removal	Suspended Solids Removal	Phosphorus Removal	Ammonia Removal
January	97%	98%	98%	99%
February	98%	98%	98%	99%
March	95%	97%	94%	92%

Eri Wemema

Director of Operations



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 13, 2026

Department: Administration

Topic: 2026 Fall Meeting Schedule

Purpose: To recommend changing the Committee/Council meeting schedule for the 2026 fall months of October and November in order to accommodate for the Municipal and School Board Election.

Background: Upon consideration with the upcoming election this fall staff have reviewed the fall meeting schedule and have proposed reducing the October and November schedule to better accommodate the election cycle, lame duck, preparation for advanced voting, election day, inaugural meeting and council training.

Following discussion with the CAO and Port GM, October is proposed to have a combined meeting for all Committees that need to address any pertinent items on October 13. Additionally, the council meeting would be shifted to November 4, which has been past practice in previous terms. A council meeting cannot take place on the 4th Monday of the month due to the election. Having it on the following Wednesday provides time for the Clerk's Department to confirm all necessary election details following election day to wrap up the official results.

For the month of November, as with previous terms, there are only council meetings to address items and if needed, special council meeting. This provides time for staff to organize and prepare for the inaugural meeting, meet with the newly elected officials and begin training.

If Council wishes to have a final Port meeting before the election, option 2 has been included for consideration. However, if option 1 is selected, necessary reports from all committees would be addressed at the combined meeting or council depending on timing.

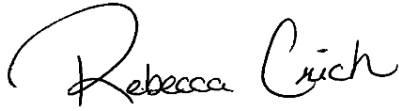
All changes have been reviewed and discussed with the CAO and Port GM.

Policy Implications: A resolution of Council is needed to change the meeting schedule.

Strategic Plan Implications: N/A

Financial Considerations: N/A

Recommendation: That Committee recommends that Council approve Option 1 for the updated 2026 Fall meeting schedule as attached.



Clerk



CAO

Option 1 - Preferred

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Option 2 - Include a Port Management Meeting in October

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Port Management Committee
Regular Council
Election
Inaugural Meeting
Combined Committee of the Whole



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: April 13, 2026

Department: Administration

Topic: 2026 Lame Duck Council & Restricted Acts

Purpose: To provide an update and overview to Council on the lame duck period in relation to the upcoming 2026 Municipal and School Board Election and to seek direction respecting the preparation of the necessary bylaw prior to nomination day.

Background: “Lame Duck” is a term that Council is referred to when it is determined that the new council will have less than 75% of the membership of the former council. The determination of whether a municipal council is in a restricted position pursuant to section 275 of the Municipal Act, also known as a lame duck council, occurs potentially twice during the municipal election process.

Council may become lame duck in one or both of two separate time periods. The first period is from nomination day (August 21) to election day (October 26). The second period is from October 26 to November 14. The clerk must make a determination at the beginning of each time frame as to whether council’s powers are restricted by section 275 of the Municipal Act.

In the case of the 5 member Edwardsburgh Cardinal Council, after all nominations are in, if there are fewer than 4 members who could possibly make up the new council, powers are restricted. Since we operate on a ward system, this means that 4 of the 5 members must be running for the same seat they are currently holding. After the results are known following election day, the same formula is followed.

The following is a summary of the restricted provisions as provided pursuant to section 275 of the Municipal Act if the council is lame duck for either or both time frames:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.

Exceptions to clauses c) and d) exist if the disposition or liability was included in the 2026 budget adopted by the Council before nomination day of the 2026 municipal election. A real estate transaction can be closed during the lame duck period if Council has authorized the execution of the agreement of purchase and sale in advance of the lame duck period. A contract can be awarded by a lame duck Council in excess of \$50,000 so long as the amount was included in the approved 2026 annual budget. However, the lame duck Council would not be able to award a contract if the amount of the tender or bid exceeds the amount included in the budget.

It is worth noting that Council has delegated spending authority to the Port Management Committee so long as the expenditures are itemized in the approved annual budget. Expenditures that exceed the annual approved budget must be authorized by Council. Council is unable to grant that authorization during a lame duck period.

Municipal officers can be statutory appointments, such as the Clerk or Treasurer or may also include other persons in the organization, such as the Fire Chief.

The restrictions on hiring or dismissing of officers could cause real difficulties during a lengthy lame duck period for certain municipalities. Nothing in section 275 prevents a person or body from exercising authority that has already be delegated by Council. The hiring policy acknowledges delegation of authority to make hiring decisions and was updated in 2024 with the provision that the CAO, Treasurer, Department Manager and Port GM have delegated authority to make hiring decisions. The final hiring decision is not a Council decision, which was changed in 2018. This was done for two reasons: 1. Due to the previous conflict with the 2015 delegation of authority bylaw, which gave the CAO and Port GM clear authority to hire and dismiss; and 2. To avoid future conflicts when in a lame duck period the delegation of authority bylaw was updated with the Port maintaining a separate policy.

Nothing prevents a municipality from taking action in the event of an emergency, but an emergency is not generally defined as a matter that is merely urgent or inconvenient.

After the inaugural meeting of council, the bylaw delegating authority to the CAO pursuant to Section 275 in regard to restricted acts will expire and the newly elected council will be sworn in for the Township of Edwardsburgh Cardinal. Should delegated authority be exercised by the CAO, Council will be informed by way of an information report at the next regular Council or Committee of the Whole meeting.

Policy Implications: Restricted acts are outlined in Section 275 of the Municipal Act, 2001. The Municipal Act requires that all municipalities who choose to delegate authority must adopt a bylaw with respect to the delegation of council's authority.


Strategic Plan Implications: NA

Financial Considerations: There are no financial implications because of this report or delegating authority to the CAO, however, staff will endeavour to initiate as many capital projects as practical prior to the nomination day deadline.

Recommendation: That Committee recommends that Council adopt a bylaw to authorize the delegation of authority to the Chief Administrative Officer from August 21, 2026 to November 14, 2026 to:

1. Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
2. Be the authority to hire or remove/dismiss any officer from/to employment with the municipality; and

Further that the bylaw shall come into force only in the event when determined by the Clerk with certainty that less than 75% of the current members of council will be returning to sit on the new council after nomination day for the 2026 municipal election.



Clerk



CAO

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

BY-LAW NO. 2026-

**“A BY-LAW TO DELEGATE CERTAIN AUTHORITIES DURING THE 2022
RESTRICTED AUTHORITY “LAME DUCK” COUNCIL PERIOD”**

WHEREAS Section 275 of the Municipal Act, 2001, c. 25, as amended, restricts the actions described in subsection (3) where three quarters (3/4) of the members of the outgoing Council of the Municipality may not be returning, the following authorities of Council will cease on Nomination Day (August 21, 2026):

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of disposal;
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.00; and

WHEREAS Section 275(6) of the Municipal Act, 2001, states that nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council; and

WHEREAS Section 23.1(1) of the Municipal Act, 2001, authorizes a municipality to delegate its powers and duties under this or any other Act; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it expedient to delegate certain authorities for the restricted authority “lame duck” period, if it applies, between August 21, 2026 to November 14, 2026;

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

1. That the Chief Administrative Officer, Sean Nicholson, is hereby delegated authority to take action, where necessary on certain restrictions outlined in Section 275 of the Municipal Act, 2001 between August 21, 2026 and November 14, 2026.
2. That the Chief Administrative Officer, Sean Nicholson, will report on any action taken under the restrictions outlined in Section 275 of the Municipal Act, 2001, between August 21, 2026 and November 14, 2026.
3. That this bylaw shall come into force and take effect upon passing only in the event that in one or both of the time periods Council becomes “Lame duck”.
4. That this bylaw shall expire on November 15, 2026.

Read a first and second time in open Council this _____ day of _____, 2026.

Read a third time and finally passed, signed and sealed in open Council this _____ day of _____, 2026.

Mayor

Clerk

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

BY-LAW NO. 2024-36

“A BY-LAW TO ADOPT A HIRING POLICY”

WHEREAS the *Municipal Act*, S.O. 2001, c.25, S. 270 provides that a municipality and a local board shall adopt policies for the hiring of its employees with respect to the hiring of relatives of a member of council, local board or existing employees of the municipality; and

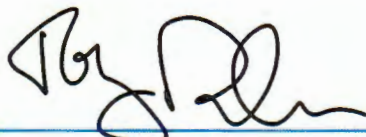
WHEREAS the *Municipal Act*, S.O. 2001, c.25, S. 23.3 does not authorize the Council of the municipality to delegate the power to appoint or remove from office an officer of the municipality whose appointment is required by this Act;

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

1. The Hiring Policy attached hereto as Schedule “A” is hereby adopted.
2. That Bylaw 2015-17 and 2018-16 and all other bylaws previously passed that are inconsistent with the provisions of this bylaw are hereby repealed in its entirety.
3. This by-law shall come into force and effect on the date of passing.

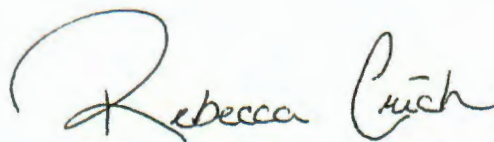
Read a first and second time in open Council this 24 day of June, 2024

Read a third and final time, passed, signed and sealed in open Council this 24 day of June, 2024.



Mayor Tory Deschamps (Jun 25, 2024 23:48 EDT)

Mayor



Clerk

Schedule "A"
By-law 2024 - 36

Purpose: The Municipal Act, 2001 (the "Act") requires that all municipalities adopt and maintain a policy with respect to hiring employees. This policy provides direction to staff and information to the public about the process that will be followed with respect to the recruitment and hiring of employees. This policy has been developed to comply with the provisions of Section 270 of the Act.

Policy Objective

The objective of the Township of Edwardsburgh/Cardinal's recruitment and selection policy for employees is to:

- Provide equal treatment with respect to employment without discrimination or bias based on ancestry, race, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status or mental/physical disability
- Uphold integrity, transparency and fairness in the recruitment and selection process of candidates from application submission, interviewing to offer of employment
- Provide accommodation to candidates with disabilities, that takes into account their accessibility needs in relation to the materials and procedures that are used during the recruitment, assessment and selection of candidates (when requested)

Definitions

Applicant- Refers to any individual who actively applies to an advertised position at the Township of Edwardsburgh/Cardinal or Port of Johnstown via a cover letter, resume or written submission.

Council- Refers to the Council of the Township of Edwardsburgh/Cardinal.

Relative- Shall mean the wife, husband, common-law spouse, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, grandparent, grandchild, niece, nephew, foster child or the equivalent members of a blended family, of a member of council, local board, committee of council or current employee of the municipality.

CAO - Shall refer to the Chief Administrative Officer of the Township of Edwardsburgh/Cardinal.

Department Manager- Shall refer to any individual designated by the CAO or Port General Manager as the head of a department within the Township.

Employee- Refers to an individual who serves the day-to-day function of the Township or Port of Johnstown in a non-managerial capacity.

Port GM- Refers to the General Manager of the Port of Johnstown.

Qualified Applicant- Refers to the individuals who meet the minimum requirements of an advertised position(s).

Summer Student- Refers to an individual that is actively enrolled in studies at a secondary or post-secondary institution, is employed by the Township and is returning to studies when classes commence.

Township- Refers to the Corporation of the Township of Edwardsburgh Cardinal and includes the Port of Johnstown.

Policy Provisions

- I. The selection process will be based upon ability, work experience, qualifications, competence and skills of those applying for a position. When hiring, there will be no discrimination based on color, age, race, religious belief, gender, physical or mental disability, marital status, income level or sexual orientation.
- II. An applicant may be disqualified for a position with the organization due to a bona fide occupational requirement or when the applicant cannot be reasonably accommodated in the workplace or when extreme financial/operational undue hardship may be caused to the employer.
- III. An applicant, who provides misleading or false information in their application for employment or during the interview process, will be disqualified immediately from the recruitment process. In the event an application is found to have misleading or false information on it after the individual has been hired, the employee shall be subject to disciplinary action (as determined by the CAO) up to and including termination.
- IV. In the event that two candidates are equally qualified in terms of their ability, experience, qualifications and competence, the organization will give preference to the applicant who is not required to relocate for the position advertised.
- V. This hiring policy applies equally to all departments, boards and divisions under the authority of the Township of Edwardsburgh/Cardinal.

Nepotism Provisions

- I. The Township of Edwardsburgh/Cardinal will not favor employing relatives of current (or previous) employees over other candidates. All candidates will have a fair and equal opportunity for employment with the organization based on ability, merit, education, qualifications, competence, skill and experience regardless of their relationship between any employee of the Township, Port of Johnstown or Council.
- II. In the event that the preferred candidate is a relative of an employee of the Township or Port (past or present) then the written approval of the CAO must be obtained before a formal offer of employment is initiated to that individual.
- III. When relatives of employees or members of Council of the Township are being considered for employment, the following protocol must apply:
 - No employee or prospective employee is to be shown favour on the basis of their relationship with an existing or former employee or Council member
 - The best interests of the Township must be paramount
 - Conflicts of interest must be avoided
 - Relatives must not be in a direct reporting relationship.

Hiring Procedure

The following procedure will be followed for the hiring of employees including senior management positions for the Township.

Hiring of the CAO shall follow a similar process however in this respect the Mayor will act in the position of the CAO as outlined below. The Mayor may opt to contract the assistance of an independent consultant for the process of hiring a CAO.

- 1) Upon receiving an employee's written resignation, the supervisor shall inform the CAO or Port General Manager immediately. If the resigning employee is the CAO they shall personally notify Council.
- 2) The CAO or Port GM shall ensure that a current job description is in place which includes the description of the position and qualification requirements. Submission deadline for applications and contact person shall be established. This task can be delegated to an employee, if appropriate.
- 3) Applications for employment will require submission of a cover letter and resume. If requested, additional information such as proof of graduation or diplomas/degrees must be submitted.
- 4) A job advertisement shall be broadcast using the Township or Port website, newspaper and other means as appropriate. Closing date for submission of applications will be determined by the CAO, Department head or Port GM and will be established to ensure maximum opportunity is given to applicants.
- 5) Department head and/or CAO or Port GM will determine a short list of acceptable candidates based on a thorough review of resumes submitted. Only those selected for interview will be contacted.
- 6) Scheduling interviews of the short-listed candidates will commence as soon as is practical after the closing date of the job advertisement. This task can be delegated to an employee, if applicable.
- 7) Candidates will be required to provide at least two (2) references. Where the position warrants or requires, criminal reference checks may be performed. Reference checks are then conducted on the preferred candidate(s) by the CAO, Port GM or department head.
- 8) Once the reference checks are completed and satisfactory, the preferred candidate is selected, and an offer of employment shall be made in writing.
- 9) The preferred candidate will have **one week** to sign and confirm the offer of employment or decline it. The next preferred candidate on the list will then be offered the position.
- 10) Once the offer of employment has been formally accepted, all other candidates interviewed for the position will be advised of the outcome.

Offer of Employment

When the final decision on the successful candidate is made, the offer of employment must be created for the candidate. The offer of employment will include the following:

- Position and salary grade
- Start and end date (if applicable)
- Hours of work and whether the position is full-time or part-time (defined hours)
- Length of probationary period and the conditions
- Starting salary and other compensation package details
- Information regarding eligibility for benefits and vacations
- Details of conditions of termination
- Other conditions of employment as applicable (i.e. modification of work, accommodations, etc.)

Hiring Decisions

In accordance with the provisions of the Municipal Act, 2001 (the "Act") and bylaws of the Township, the CAO, Treasurer, Department Manager and Port General Manager have delegated authority to make hiring decisions. However, the CAO may choose to appoint other individuals to the interview team if he/she determines that such participation would enhance candidate selection. One or two members of Council will participate in the hiring process of senior management positions. When hiring the CAO, Council will make the final hiring decision.

Applicable Laws and Regulations

The Township recognizes all the statutes and laws it is bounded by. If any provision or component of this policy is in contravention with any statute or law, the statute or law shall supersede what is stated in this policy.









Hiring Policy

Final Audit Report

2024-06-26

Created:	2024-06-25
By:	Clerk Rebecca Crich (rcrich@twpec.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2-_sRu9JXP6UZ--nedqv_0tMvZsWZ8IP

"Hiring Policy" History

-  Document created by Clerk Rebecca Crich (rcrich@twpec.ca)
2024-06-25 - 1:32:29 PM GMT
-  Document emailed to Mayor Tory Deschamps (mayor@twpec.ca) for signature
2024-06-25 - 1:32:33 PM GMT
-  Document emailed to Clerk Rebecca Crich (rcrich@twpec.ca) for signature
2024-06-25 - 1:32:34 PM GMT
-  Email viewed by Mayor Tory Deschamps (mayor@twpec.ca)
2024-06-26 - 3:48:38 AM GMT
-  Document e-signed by Mayor Tory Deschamps (mayor@twpec.ca)
Signature Date: 2024-06-26 - 3:48:54 AM GMT - Time Source: server
-  Email viewed by Clerk Rebecca Crich (rcrich@twpec.ca)
2024-06-26 - 4:49:24 PM GMT
-  Document e-signed by Clerk Rebecca Crich (rcrich@twpec.ca)
Signature Date: 2024-06-26 - 4:49:31 PM GMT - Time Source: server
-  Agreement completed.
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CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL

BY-LAW NO. 2025-17

**"BEING A BY-LAW TO ADOPT A POLICY WITH RESPECT TO
DELEGATION OF AUTHORITY AT THE PORT OF JOHNSTOWN."**

WHEREAS the Municipal Act 2001, SO 2001, c.25, Section 270(1) as amended directs that a municipality shall adopt and maintain policies with respect to matter including the delegation of its powers and duties;

AND WHEREAS Section 23.1 (1) of the Municipal Act 2001, SO 2001, c.25, as amended, authorizes a municipality to delegate its powers and duties subject to the restrictions set out therein;

AND WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal established terms of reference for the Port Management Committee in Bylaw 2023-14, including giving the Committee responsibility for formulating policies and regulations for and relating to the administration of the Port of Johnstown and also giving the Committee the power to recommend to Council the adoption of bylaws and regulations pertaining to the proper governance of the Port of Johnstown;

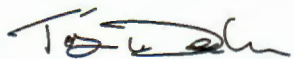
AND WHEREAS the Port Management Committee has recommended that the Council of the Township of Edwardsburgh Cardinal adopt by bylaw an updated Delegation of Authority Policy specific to the administration of the Port of Johnstown by a motion duly passed at its meeting on March 24, 2025;

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

1. That the Council of the Corporation of the Township of Edwardsburgh/ Cardinal adopts the Port of Johnstown Delegation of Authority Policy as detailed in Schedule "A" attached hereto and forming part of this by-law.
2. This By-law shall come into force and take effect upon passing.
3. That By-law 2017-45 is hereby repealed.

Read a first and second time in open Council this 31st day of March, 2025.

Read a third and final time, passed, signed and sealed in open Council this 31st day of **March, 2025.**



Tory Deschamps (Apr 1, 2025 12:52 EDT)

Mayor



Interim Clerk

**Schedule A
By-law 2025-17**

Description	Ops Manager ¹	Port GM
Hire employees	Yes – hourly	Yes
Award increments based on approved Salary Grid and Budget	No	Yes
Discipline employees	Yes	Yes
Dismiss employees	No	Yes
Dismiss management level employees ²	No	No
Pay Municipal Accounts pursuant to Procedures By-law ³	No	Yes
Payments in accordance with approved contracts ⁴	Yes	Yes
Make adjustments within approved cost center provided no increase to cost center budget authority	Yes	Yes
Award service or works contracts where budget approval exists	Up to \$30K	Up to \$75K
Amend service or works contracts or issue change orders where budget approval exists	Yes	Yes
Purchase of goods or services where budget approval exists	Up to \$30K	Up to \$75K
Award, incur, acquire, contracts, costs or goods and services where budget approval does not exist	No	No
Incur costs during an operational emergency at the Port of Johnstown ⁵	No	Up to \$75K
Approve conferences, training or memberships where budget approval exists	Yes	Yes
Approve travel where budget approval exists	Yes	Yes
Approve leases, easement documents and real property transactions	No	No
Enforce lease agreements	No	Yes
Donations to Charitable Organizations or Not-for-Profit where budget exists	No	Yes

¹ Must be read in conjunction with other applicable by-laws such as Procurement By-law, Procedure By-law, etc.

² Requires Council approval

³ Requires co-signature of Mayor or Deputy Mayor

⁴ Requires co-signature of Mayor or Deputy Mayor

⁵ Operational emergency is defined as an urgent health or safety matter which cannot wait for a regular or special meeting of Port Management Committee or Council. Decision shall be made in consultation with Township CAO









2025-17 - POJ Delegation of Authority

Final Audit Report

2025-04-01

Created:	2025-04-01
By:	Rebecca Crich (rcrich@twpec.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAT0IHsbAsqSg623pEFXUfCyRPKhpCeUwX

"2025-17 - POJ Delegation of Authority" History

-  Document created by Rebecca Crich (rcrich@twpec.ca)
2025-04-01 - 2:28:53 PM GMT
-  Document emailed to Tory Deschamps (mayor@twpec.ca) for signature
2025-04-01 - 2:28:57 PM GMT
-  Email viewed by Tory Deschamps (mayor@twpec.ca)
2025-04-01 - 4:51:45 PM GMT
-  Document e-signed by Tory Deschamps (mayor@twpec.ca)
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-  Document emailed to Natalie Charette (clerk@twpec.ca) for signature
2025-04-01 - 4:52:05 PM GMT
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Signature Date: 2025-04-01 - 6:02:38 PM GMT - Time Source: server
-  Agreement completed.
2025-04-01 - 6:02:38 PM GMT



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole – Administration & Operations

Date: April 13, 2026

Department: Administration

Topic: Update Use of Corporate Resources During Election Purposes Policy

Purpose: To update the Use of Corporate Resources for Election Purposes policy for the 2026 Municipal Election.

Background: During the 2018 election cycle, requirements to establish rules with respect to the use of municipal or local board resources during the election campaign period were implemented. In 2022 during and after the election it was identified that additional clauses were needed to clarify the display of signage and the restriction of using municipal funds to print or distribute election campaign material.

It is best practice for the Clerk's department to review this policy each election cycle to address and bring forward any possible changes to improve the policy and the election cycle for all council, candidates, 3rd party advertisers and staff that may be affected by this policy.

Summary of proposed changes to the policy are as follows and included in the tracked changes document:

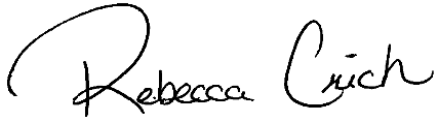
- Expand on campaign material restriction for candidates/council that attend events
- Restrictions for cameras in voting locations
- Restriction of use of Township IT
- Restriction of use of Township websites and social media
- Detailed restrictions and regulations regarding election signage

Policy Implications: Pursuant to Section 88.18 of the Municipal Elections Act, 1996, municipalities and local boards are required to establish rules and procedures with respect to the use of municipal or board resources during the election campaign period. Since contributions may take the form of money, goods, or services, any use of the Township's corporate resources for an election campaign is considered as a contribution and therefore contravenes the Municipal Elections Act.

Strategic Plan Implications: N/A

Financial Considerations: There are no costs associated with updating the policy or the policy in general. However, if a community group as outlined within the policy wishes to rent the Johnstown Community Centre, the group will be required to pay the facility rental fee as per the associated Fees bylaws currently in effect.

Recommendation: The Committee recommends that Council adopt the updated Use of Corporate Resources for Election Purposes Policy as attached.



Clerk



CAO

Schedule "A"

By-law 2022-20

Use of Corporate Resources for Election Purposes Policy

1. Policy Statement

The Township of Edwardsburgh Cardinal is committed to ensuring accountable and transparent election practices relating to the use of corporate resources during the municipal election. It is essential that Members of Council, Candidates and Township employees maintain the highest standards of ethical conduct.

2. Purpose

The purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during the municipal election campaign period in accordance with the Municipal Elections Act, 1996. This policy will ensure that municipal operations, equipment, supplies, staff time, events and facilities or other resources are used for non-partisan purposes and are not used for election campaign related purposes or activities.

3. General Provisions

In accordance with the provisions of the Municipal Elections Act, 1996, as amended:

- a) Corporate resources and funding may not be used for any campaign related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.
- b) Staff may not canvass or actively work in support of a municipal candidate or third party during working hours unless they are on a leave of absence without pay, lieu time, float/personal day, or vacation leave.
- c) Municipal facilities/property/Township branded signage may not be used for any campaign related purposes, which includes but is not limited to: displaying any campaign related signs or materials on such premises. All-candidate meetings to which all candidates are invited may be held in the Johnstown Community Centre, also known as the South Edwardsburgh Community Centre, where full market value rent is paid to the Township prior to the event taking place and where the host of the event is a community group such as the South Edwardsburgh Recreation Association or South Grenville Chamber of Commerce.

4. Application

- a) Corporate resources, assets and funding shall not be used for any election related purposes.
- b) No member of Council, election candidate, committee member, or 3rd Party Advertiser shall use the municipal facilities, equipment, supplies, services, staff or other resources of the municipality (including Township letterhead, business cards, email accounts etc.) for any election campaign or campaign related activities.
- c) The Township's technological systems, including computers, emails, YouTube (as noted in By-law 2020-56, Section 8), telephones/cell phones, etc., shall not be used for any election campaign or campaign related activities. The

- Township's voicemail system or YouTube page shall not be used to record campaign messages.
- d) Websites, domain names, or social media that are funded, owned and operated by the Township shall not be used for any election campaign or campaign related activities, other than non-partisan election material that is required for the proper administration of the municipal election under the Act.
 - e) No member, candidate, committee member or third party shall undertake campaign related activities on municipal property or facilities.
 - f) Members of Council, candidates, committee members, and third-party advertisers who attend Township organized or hosted events are not permitted to campaign, including without limitation, distribute campaign material, or wear campaign buttons or clothing. The Township employee supervising such event may request that the person leave the event if campaigning is reported, notices or suspected.
 - e)g) Members of Council attending Township organized or hosted events, or events held at a Township property/facility may act as a representative participant in their capacity as an elected official, including speaking and offering greetings. Members of Council who are also candidates at the time of their attendance and participation at the Township event shall not campaign. No election campaign materials, including clothing or buttons, may be publicized at the event.
 - f)h) Campaign related activities or materials shall not be permitted at any Township operated or sponsored events.
 - g)i) No Member of Council, candidate, committee member, or third-party advertiser shall use the services of employees or other persons for any election campaign or campaign related activities during hours in which those persons receive any compensation from the municipality.
 - h)j) Activities of municipal staff are restricted to the normal conduct of municipal business and may not include any election related campaign activities.
 - i)k) No Member of Council, candidate, committee member or third-party advertiser shall be permitted to submit any materials or appear as a delegation/presenter on an agenda or make statements at a Committee or Council meeting or any Township/Port operated or sponsored event which may be construed as supporting the personal or political agenda of a nominated candidate during an election period.
 - j)l) Any material printed, distributed or paid for by the Township, shall not include any election campaign or campaign related activities other than non-partisan election material that is required for the proper administration of the municipal election as determined by the Clerk.
 - k)m) The Township's logo, crest, branding, slogan, Strategic Plan, principles/priorities, other marks/signs etc., shall not be used in any campaign related activities/materials or included on campaign related websites, social media or electronic publications
 - l)n) Distribution lists, contact lists and ratepayer information acquired, developed and provided utilizing municipal resources or through contact in a Member of Council's or Committee Member's role shall not be used for election purposes.
 - o) Photographs and videos produced for and owned by the Township shall not be used for campaign related activities.
 - p) Members of Council, candidates, committee members or third-party advertisers shall not print or distribute any election campaign related material using municipal funds or resources.
 - q) The use of a camera is prohibited inside a voting location. Candidates or registered 3rd Parties are permitted to be photographed outside a voting

location on voting day, provided that there are no Township identifiers or election material/campaign material in the photograph.

- r) No Members of Council, candidates, committee members or third-party advertisers shall use Township owned or managed technology (IT) assets, infrastructure, or data (e.g. computers, tablets, wireless devices, portals, databases, corporate emails, webpages, social media, telephone) to communicate or prepare election-related messages.
- s) The Township's online list of candidates and registered third-party advertisers shall be the only area of the Township's website or social media where contact information may be posted during the election cycle.

⌘)

5. Election Signs:

- a. No person shall erect, locate or otherwise display an election sign:
 - i. 60 days prior to the day of the election.
 - ii. On the property of a voting location 48 hours prior to voting day, any advance voting and during voting hours.
 - iii. On or within any road allowance abutting any Township owned facility, property or building.
 - iv. Overhanging any Township property.
 - v. On any utility pole, official sign or sign structure.
 - vi. On any tree, tree support, fence, or other structure natural or manmade on Township property.
 - vii. Within 1.5 metre (5 feet) of a fire hydrant or other utility service.
 - viii. On any government owned railing, retaining wall, bridge, bench, garbage receptacle or structure of any kind.
 - ix. Along the frontage of properties where a cemetery or cenotaph is located.
 - x. At any location of Township property where the sign might interfere with underground services; At any location where the sign could obstruct the view of any pedestrian or driver of a motorized vehicle or obstruct the visibility of a traffic sign or device, or where it could interfere with vehicular traffic so that it could endanger any person.
 - xi. At any location where such sign, in the opinion of the Clerk, constitutes a safety hazard to the public.
- b. All election signs shall be removed within 48 hours immediately following the day of the election.
- c. Election signs affixed to a vehicle cannot be displayed on Township property or at voting locations.

~~⌘~~d. No campaign related signage nor any other election campaign material shall be displayed in or on any municipally owned facility or property.

~~e) Members of Council, election candidates, committee member's and/or 3rd~~

5-6. Policy Management & Limitation

In accordance with the Act, the Clerk is authorized and directed to take the necessary action to give effect to this policy.

- a) Nothing in this policy shall preclude a Member of Council from performing their duties as a Council Member (Councillor, Deputy Mayor, or Mayor) nor inhibit them from representing their constituents.

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- b) Nothing in this policy shall preclude a staff member from exercising his/her civic duty/right to participate in the municipal election process as a private citizen.
- c) Nothing in this policy shall prevent staff from conducting an election in accordance with the Act, or providing non-partisan election information material on behalf of the Township so as to inform the public about the election and election process.
- d) The Clerk or designate is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendment does not change the intent of the policy during an election period.



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Committee of the Whole- Administration & Operations

Date: April 13, 2026

Department: Finance and Operations

Topic: Ferguson Municipal Drain- Final Schedule of Assessment (2023 Maintenance).

Purpose:

To present the Final Schedule of Assessment for the 2023 maintenance works completed on the Ferguson Municipal Drain and authorize staff to invoice the benefiting landowners for their respective share of the costs including the application of funding through the Agricultural Drainage Infrastructure Program (ADIP).

Background:

Maintenance work including a full culvert replacement and erosion control measures was completed on the Ferguson Municipal Drain in 2023 in accordance with the provisions of the Drainage Act (Ontario) by Willis Kerr Contracting Limited. Greer Galloway, a division of Jp2g Consultants prepared the Final Schedule of Assessment outlining the costs allocated to benefiting properties.

Under Section 74 of the Drainage Act, municipalities are responsible for maintaining municipal drainage systems within their jurisdiction. This work generally includes clearing the drain, such as removal of beavers/dams, trees, repairing/replacing tile or more extensive work including culvert replacements.

The project is eligible under ADIP, a provincial cost-share program administered by the Ontario Ministry of Agriculture, Food and Agribusiness that provides funding support to municipalities and landowners for eligible municipal drainage infrastructure improvements.

If a property owner fails to make payment within 30 days, decides not to participate in the payment plan, or defaults on the payment plan then the assessment will be added to the tax roll. Attached is the final assessment schedule for payment.

Assessed values under \$50.00 are typically not billed out and are absorbed through general taxes.

Policy Implications:

The maintenance and cost recovery for municipal drains is governed by the Drainage Act. The Township is required to assess and recover the cost of drainage works from benefiting landowners in accordance with the legislated Schedule of Assessment.

Strategic Plan Implications:

The maintenance of the Ferguson Municipal Drain supports the Township’s Strategic Plan by maintaining and protecting essential municipal drainage infrastructure and supporting agricultural land drainage.

Financial Considerations:

The costs of the Ferguson Municipal Drain maintenance works will be recovered from benefiting landowners as outlined in the Final Schedule of Assessment. A portion of the eligible costs will be eligible through ADIP. The Township’s portion from the assessment, including properties with amounts below \$50.00 that will not be billed individually, totals \$1,555.43. The remaining balance of \$20,235.18 will be billed to the benefiting landowners and UCLG after the application of the ADIP grant. Section 65 severance costs shown in the engineer’s schedule are not part of the maintenance levy and are not ADIP-eligible.

Recommendation: That Committee recommends to Council:

- 1) That the Final Schedule of Assessment for the 2023 maintenance works completed on the Ferguson Municipal Drain be received; and
- 2) That staff be directed to prepare a by-law for Council’s consideration to adopt the Final Schedule of Assessment; and
- 3) That staff be authorized to invoice the benefiting landowners in accordance with the Schedule of Assessment and the provisions of the Drainage Act (Ontario); and
- 4) That any unpaid assessments be added to the municipal tax roll in accordance with the Drainage Act.



Director of Operations



Treasurer

**SCHEDULE OF ASSESSMENT FOR 2023 MAINTENANCE
FERGUSON MUNICIPAL DRAIN
TOWNSHIP OF EDWARDSBURG/CARDINAL**



Date: March 20, 2026

Owners List Updated March 2026

Roll No.	Lot	Conc.	Assessment %	Assessment Cost	Engineer's Assessment for Severed Lands (Section 65 Costs)	Total Cost	ADIP Eligible	*1/3 Grant	Total Net Cost
701-035-12100	3,2	7	13.39%	\$4,252.60	-	\$4,252.60	Y	\$ 1,417.53	\$ 2,835.06
701-035-12500	3	7	15.81%	\$5,022.18	-	\$5,022.18	Y	\$ 1,674.06	\$ 3,348.12
701-035-12602	4	7	7.00%	\$2,224.76	-	\$2,224.76	Y	\$ 741.59	\$ 1,483.17
701-035-12603	4	7	3.03%	\$963.79	-	\$963.79	Y	\$ 321.26	\$ 642.53
701-035-12700	4	7	11.84%	\$3,760.31	-	\$3,760.31	Y	\$ 1,253.44	\$ 2,506.88
701-035-12800	5	7	35.28%	\$11,207.78	-	\$11,207.78	Y	\$ 3,735.93	\$ 7,471.85
701-035-13100	6	7	1.43%	\$454.38	\$130.06	\$584.44	Y	\$ 151.46	\$ 432.98
701-035-13301	6	7	0.08%	\$24.39	-	\$24.39	N	\$ -	\$ 24.39
701-035-13400	6	7	2.37%	\$753.20	\$130.06	\$883.26	Y	\$ 251.07	\$ 632.20
701-035-13500	7	7	0.53%	\$167.11	-	\$167.11	Y	\$ 55.70	\$ 111.40
701-035-13702	7	7	0.36%	\$112.99	-	\$112.99	Y	\$ 37.66	\$ 75.33
701-045-00500	3	8	0.22%	\$68.93	\$130.06	\$198.99	Y	\$ 22.98	\$ 176.01
701-045-00501	3	8	0.36%	\$114.44	\$130.06	\$244.50	Y	\$ 38.15	\$ 206.35
701-045-00700	3,4	8	0.10%	\$30.97	\$130.06	\$161.03	Y	\$ 10.32	\$ 150.71
701-045-00701	3,4	8	0.82%	\$258.98	\$130.06	\$389.04	Y	\$ 86.33	\$ 302.71
701-045-00800	5	8	0.72%	\$230.12	\$130.06	\$360.18	Y	\$ 76.71	\$ 283.47
701-045-00802	5	8	0.97%	\$307.51	\$130.06	\$437.57	Y	\$ 102.50	\$ 335.07
UCLG			0.89%	\$281.82	-	\$281.82	N	\$ -	\$ 281.82
Edwardsburgh-Cardinal			4.82%	\$1,531.04	-	\$1,531.04	N	\$ -	\$ 1,531.04
TOTAL			100.00%	\$31,767.29	\$1,040.49	\$32,807.78	-	\$ 9,976.68	\$ 22,831.10

*Section 65 Costs Not Eligible for Grants

Maintenance Project Costs: \$ 31,767.29
Engineer's Assessment Costs (Section 65): \$ 1,040.49
Total Project Costs: \$ 32,807.78



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Administration & Operations

Date: April 13, 2026

Department: Parks / Recreation & Facilities

Topic: Splash Pad Approval

Purpose: Council direction is required to advance the project. The following steps are proposed:

1. **System Selection**

Determine the preferred splash pad system type (flow-through or recirculating) based on operational priorities, environmental considerations, regulatory requirements, and long-term sustainability.

2. **Project Budget and Procurement**

Establish a project budget aligned with the selected system and authorize staff to proceed with issuing a Request for Proposals (RFP) for detailed design and construction.

Background: The Municipality is considering the development of a splash pad in Spencerville. As the community is serviced by a groundwater (well-based) system, water supply and wastewater capacity are key factors in determining the most appropriate design approach. Two primary system options are available: a traditional flow-through system utilizing the existing well, and a recirculating system designed to minimize water consumption.

Analysis

Option 1: Flow-Through (Well-Based) System

A flow-through splash pad operates using a continuous supply of fresh water drawn from the municipal well. Typical demand ranges from approximately 60 to 100 gallons per minute, which can result in daily usage exceeding 25,000–35,000 gallons depending on operating hours.

While this option may present lower initial capital costs, it introduces several considerations:

- A hydrogeological assessment may be required to confirm sufficient aquifer capacity.
- Well performance may vary seasonally, with reduced reliability during peak summer months.
- During drought conditions, non-essential water uses such as splash pads may be restricted.

- Operation during low water conditions could potentially impact on neighboring private wells.

Input received from the South Nation Conservation Authority indicates that during the 2025 drought, many wells experienced reduced capacity, and municipalities were encouraged to conserve water, including limiting recreational water uses.

Wastewater and Discharge Considerations:

In addition to water supply, the discharge of water from a flow-through splash pad presents significant challenges.

Based on information provided by the Environmental Services Department, the estimated splash pad flow of approximately 53,400 gallons per day (~212 m³/day) would represent a substantial portion of the Spencerville lagoon system capacity. The lagoon system has an annual storage capacity of approximately 116,000 m³, averaging 317 m³/day, with only a single discharge per year.

At full operation, the splash pad would:

- Represent approximately two-thirds of the total daily system capacity
- Even at reduced operation (~50%), it still accounts for approximately one-third of total capacity

From a financial perspective:

- The 2026 Spencerville wastewater budget is approximately \$160,000
- The splash pad could contribute an estimated \$52,800 annually (based on ~1/3 of total system loading)

Beyond operating costs, there are significant capacity limitations:

- The lagoon system does not have sufficient available capacity to accommodate this additional volume
- Previous studies (Phase 1 Environmental Assessment) have explored increasing capacity through additional discharge infrastructure; however, associated capital costs were determined to be prohibitively high.

Alternative discharge options are also limited:

- Sanitary sewer discharge is not considered viable due to capacity constraints and cost
- Storm sewer discharge would likely require:
 - Dichlorination of water
 - Use of County-owned infrastructure
 - Approval from external agencies, which may not support additional third-party flows

As such, direct discharge options present significant operational, financial, and regulatory challenges.

Option 2: Recirculating System

A recirculating splash pad system collects, filters, disinfects, and reuses water, requiring only a limited amount of make-up water to offset evaporation and minor losses.

Key considerations for this option include:

- Significantly reduced water demand compared to a flow-through system
- Minimal wastewater discharge requirements
- Improved reliability during periods of drought or water conservation measures
- Reduced impact on the municipal well system and surrounding groundwater users
- Higher initial capital cost due to additional infrastructure (filtration, storage, and treatment systems).

This approach aligns with best practices for water conservation and may allow for more consistent operation throughout the summer season.

Regulatory Considerations. The development and operation of a splash pad in Ontario is subject to multiple regulatory requirements. Under Ontario Regulation 565/90 (Public Pools), splash pads are classified as Class B public pools and must meet strict public health standards. For recirculating systems, this includes requirements for filtration, continuous disinfection, water quality monitoring, and daily record keeping under the oversight of the local Health Unit. For flow-through systems, the water must meet potable (drinking water) standards, ensuring it is safe for public contact.

Where a splash pad is supplied by a municipal well, Ontario Regulation 903 (Wells) and associated Ministry of the Environment, Conservation and Parks (MECP) requirements also apply. Any water taking exceeding 50,000 litres per day (approximately 13,200 gallons per day) requires a Permit to Take Water (PTTW) and supporting assessment. Based on typical operating flows, a flow-through splash pad is estimated to use approximately 80,000 to 100,000 gallons per day (approximately 303,000 to 378,000 litres per day), which is 6 to 7.5 times greater than the provincial threshold. As such, this type of system would likely require permitting and detailed hydrogeological review. Obtaining a Permit to Take Water would also involve additional costs and timelines. Hydrogeological studies required to support an application typically range from \$20,000 to \$60,000 or more, with total costs (including application fees and consulting support) commonly in the range of \$25,000 to \$75,000+. The process may take 6 to 12 months or longer, and approval is not guaranteed, particularly in areas experiencing groundwater constraints or drought conditions.

Additionally, significant groundwater withdrawals have the potential to impact surrounding wells, particularly during periods of drought. These regulatory frameworks, combined with guidance from the South Nation Conservation Authority and the Ontario Low Water Response Program, may result in restrictions on non-essential water uses during drought conditions.

Conclusion

Both system options present viable paths forward; however, they differ significantly in terms of water demand, wastewater impacts, operational reliability, and long-term

sustainability within a well-based servicing context. A flow-through system may offer lower upfront costs but carries increased risk related to water availability, regulatory requirements, permitting costs, wastewater capacity limitations, and potential operational restrictions during drought conditions. A recirculating system requires greater initial investment but reduces water consumption, minimizes impacts on the aquifer and wastewater system, and enhances the ability to operate consistently during the summer months.

Policy Implications: The proposed project will be subject to and carried out in accordance with the Township of Edwardsburgh Cardinal's Procurement Policy. Given the anticipated project value, the work will require a formal competitive procurement process (Request for Proposal or Tender), ensuring fairness, transparency, and best value for the municipality.

In alignment with the Procurement Policy:

- The project will be publicly advertised to encourage open competition and attract qualified proponents.
- Evaluation criteria will be clearly defined and consistently applied to all submissions.
- Contract award will be based on a combination of price, technical merit, and overall value, in accordance with municipal procurement thresholds.
- All procurement activities will be conducted in a manner that is fair, transparent, and defensible, maintaining public trust and accountability.

Strategic Plan Implications: The proposed splash pad project aligns with the Township of Edwardsburgh Cardinal's Strategic Plan by supporting key priorities related to community development, recreation, and quality of life.

Specifically, the project advances the Township's strategic objectives by:

- **Enhancing Community Amenities:** The development of a splash pad provides accessible, family-friendly recreational infrastructure that supports healthy, active lifestyles for residents of all ages.
- **Supporting Growth and Vibrancy:** Investment in recreational facilities contributes to making the Township a more attractive place to live, work, and visit, supporting broader goals related to population growth and community vitality.
- **Promoting Inclusive and Accessible Spaces:** The splash pad is designed to be an inclusive recreational feature, removing barriers to participation and providing free or low-cost access to outdoor play.
- **Responsible Infrastructure Investment:** Through careful planning, Class 'B' costing, and adherence to procurement policies, the project reflects the Township's commitment to responsible, sustainable, and well-managed capital investments.
- **Environmental Stewardship (if using recirculating system):** The consideration of a recirculating water system supports responsible water use and aligns with environmental sustainability goals identified in the Strategic Plan.

Overall, the project represents a meaningful investment in community well-being and aligns with Council's long-term vision of maintaining a complete, healthy, and vibrant municipality.

Financial Considerations: The Class 'B' estimate provides a high level of confidence in the anticipated project cost; however, final project pricing will be determined through a competitive procurement process. To proceed, Council direction is required for staff to prepare and issue a Request for Proposal (RFP) or Tender for the project. As part of this direction, Council should establish a maximum upset limit or budget threshold that it is prepared to commit to for the project.

This approach will:

- Ensure that the project remains within a financially sustainable range established by Council.
- Provide clarity to proponents regarding the Township's budget expectations; and
- Allow staff to evaluate submissions based on both cost and overall value within the approved financial parameters.

Should submitted bids exceed the approved budget threshold, staff will report back to Council with options, which may include scope adjustments, re-tendering, or reconsideration of project timing

Recommendation: That Committee recommends that Municipal Council proceed with the development of a Splash Pad at 4 Ryan Street in Spencerville utilizing a recirculating water system as recommended by staff; And further that Council direct staff to prepare and issue a Request for Proposal (RFP) for the design and construction of the splash pad; And that Council establish an upset limit of \$_____ (inclusive of applicable taxes and contingency) for the project; And further that staff report back to Council with the results of the RFP process and any recommendations for award.



Facilities Manager



CAO

TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM

Committee: Committee of the Whole- Administration & Operations

Date: April 13, 2026

Department: Environmental Services

Topic: 2015 GMC Sierra Truck Condition & Replacement Options

Purpose:

To obtain Council direction on addressing the deteriorated condition of the 2015 GMC Sierra and to outline options that maintain operational continuity.

Background:

A recent inspection of the on-call truck identified severe floor pan rot, with a minimum repair estimate of \$1666.16 including labor and materials. Additional safety-related work may be required, and the vehicle may be required to be removed from service pending further assessment.

This vehicle is used as the primary on call vehicle, responding to alarms, customer complaints and emergencies in a variety of weather conditions.

The vehicle is also exhibiting progressive exterior rusting, consistent with age and winter operational exposure. Below is a picture showing the floor pan failure.



The truck has been in the fleet for approximately 11 years with 275,029 km to date, exceeding the Townships Tangible Capital Asset Bylaw 2015-45, which identifies a seven-year replacement cycle for light-duty vehicles. The Township's asset management system further identifies the vehicle as being in very poor condition with a high-risk rating meaning the end of its useful life has been reached.

Environmental Services does not have another 4 X 4 vehicle in its fleet. Failure of this vehicle would leave the department without a 4 X 4, limiting the ability to respond to after-hours emergencies, particularly during winter conditions.

Note: As part of the 2025 capital discussions in late 2024, staff brought forward a request to replace this vehicle with financing options, however the request was not approved.

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 recommended approach supports the Townships Strategic Plan by ensuring safe, reliable, and well-maintained municipal infrastructure, consistent with the commitment in maintaining effective service delivery. It also aligns with the Plan's focus on financial sustainability and responsible governance by using funding strategies that minimizes impacts on user-rate systems and tax levy.

Financial Considerations:

Option 1: Transfer a 4 by 4 Truck from Another Department

Council may direct staff to transfer an existing low mileage 4x4 truck from another department to Environmental Services to address the immediate safety concerns and maintain operational continuity. The department transferring the truck would then issue an RFP to restore its own fleet capacity.

One funding approach is to fund the replacement cost from the Low Lift Reserves (01-3522), which has a balance of \$95,821.56 with repayment or financing planned in 2027. This reduces immediate tax levy pressure and avoids placing additional strain on user-based systems with limited budgets while providing Environmental Services with a safe, functional vehicle without delay.

Option 2: Existing Truck Repair

Council may choose to proceed with repairs to the 2015 GMC Sierra at the minimum estimated cost of \$1,666.16, recognizing that the vehicle is experiencing progressive exterior rusting and significant structural deterioration, including a rotted floor pan. Additional safety-related repairs may be required once work begins. The vehicle has already exceeded the Townships Tangible Capital Asset By-law replacement threshold of seven years, indicating it has reached the end of its useful life. The asset report is attached.

Recommendation: That Committee recommend to Council:

- 1) Direct staff to assess which 4 X 4 truck is suitable for transfer from another department to Environmental Services to ensure operational continuity; and
- 2) Return to Council with a funding strategy to cover the replacement cost including reserve use and repayment options; and
- 3) Issue an RFP for a replacement vehicle for the department that transfers the truck.



Director of Operations

Summary Asset Report - 2015 GMC Sierra - AL35461 (1498)

Classifications	
Class	Category
General Capital	Vehicles
Segment	Department
Environmental Services Vehicles	Environmental Services
Function	Sub-Function
Environmental Services	0811 - Wastewater collection/conveyance
Capital Code	Amort. Exp. Code
1843 Vehicles - Environmental Services	No Amort. Exp. Code
Acc. Amort. Code	Schedule 51B Code
No Acc. Amort. Code	2240 - Vehicles
Schedule 75C Code	AMP Category
No Schedule 75C Code	Vehicles
AMP Segment	
Environmental Services	

Details	
Asset ID	Import ID
1498	124
Name	Description
2015 GMC Sierra - AL35461	Green Pickup
Location	Initial Quantity
	1
Adjusted Quantity	Maintenance Class
1	None
Acquisition Date	In-Service Date
2015-07-20	2015-07-20
Historical Cost	Replacement Cost
\$30,527.04	\$56,900.00
Valuation Method	Amortization Method
Historical Cost	Straight-Line
Estimated Useful Life	Fully Amortized Date (EOL)
7 Year(s) 0 Month(s)	2022-07-01
Value of Additions	Disposed Value
\$0.00	\$0.00
Value of Writedowns	Internal Cost Transfer
\$0.00	\$0.00
WIP Cost Transfer	Adjusted Cost
\$0.00	\$30,527.04
Adjusted Useful Life	Projected Condition
7 Year(s) 0 Month(s)	250000 - Very Poor
Risk Rating	
13.5 - High	

Amortization									
Year	Opening NBV	NBV Transfer	Opening Acc. Amort	Amort. Expense	Acc. Amort. Disposal	Acc. Amort. Transfers	Closing Acc. Amort	NBV Disposal	Closing NBV
2018	\$19,624.53	\$0.00	\$10,902.51	\$4,361.01	\$0.00	\$0.00	\$15,263.52	\$0.00	\$15,263.52
2019	\$15,263.52	\$0.00	\$15,263.52	\$4,361.01	\$0.00	\$0.00	\$19,624.53	\$0.00	\$10,902.51
2020	\$10,902.51	\$0.00	\$19,624.53	\$4,361.01	\$0.00	\$0.00	\$23,985.53	\$0.00	\$6,541.51
2021	\$6,541.51	\$0.00	\$23,985.53	\$4,361.01	\$0.00	\$0.00	\$28,346.54	\$0.00	\$2,180.50
2022	\$2,180.50	\$0.00	\$28,346.54	\$2,180.50	\$0.00	\$0.00	\$30,527.04	\$0.00	\$0.00

Attributes	
Axles	Chassis Make
2	GMC
Chassis Model	Chassis Year
SIE	2015
Engine Cylinders	Engine Make
6	4.3 V6
Engine Model	Front Axle Weight (Kgs)
ECOTEC	1792

Fuel Type Gas	GVW (Kilograms) 3000
KMs driven (KM) 89200	Licence Plate AL35461
Rear Axle Spacing (in/cm)	Rear Axle Weight (Kgs) 1792
Segmented by Class 2040	Tire Sizes P255/70R17
Unit # 0	Vehicle Colour Green
Vehicle Type Environmental Services Vehicles	VIN # 1GTV2TEH2FZ337306
Wheel Base (in/cm) 143.5	