

Committee: Committee of the Whole – Administration & Operations

Date: December 4, 2023

Department: Administration

Topic: 2023 Year End Report

Background:

INTERGOVERNMENTAL RELATIONS

- Council has been in office for a year on November 21
- Received funds from the Port of Johnstown and transferred into a dedicated capital reserve fund at the end of 2022
- Supported the Non-VQA wineries in Ontario by Council resolution to the Province of Ontario to eliminate the LCBO Mark-up and Wine Levy on Non-VQA wine
- Working with United Counties of Leeds and Grenville under a cost sharing agreement for a portion of the County Road 2 Water and Wastewater Rehabilitation Project
- Township eligible to receive up to \$150,000 in funding through the Ministry of Natural Resources and Forestry for debris cleanup and forest regeneration efforts
- Received and approved the Joint Management Board 2023 Wastewater Treatment Plant budget with the Town of Prescott
- The Township provided support to the Prescott Family Health Team application submission under the Your Health: A Plan to Connected and Convenient Care to hire additional medical professionals
- Partnered with Save Ontario Shipwrecks to prepare and provide educational communication materials online and signage on Legion Way and the Conestoga dive site
- Reviewing process to amend the Spencerville Lagoon ECA for additional capacity and potentially a second discharge
- Partnered with SNCA through a memorandum of understanding for forestry services for brushing
- Partnered with SNCA for Watershed Programs and Services, which includes 16 municipalities
- Ongoing discussions with respect to the UCLG Agricultural LEAR consultation process and impacts to lands within the Township

- Council submitted feedback and a comment letter to the Province of Ontario through the Environmental Registry of Ontario (ERO) with respect to proposed changes to the Provincial Planning Statement
- Council received financial support requests for the Maple View Landings and Sherwood Park Manor Legacy of Care
- Responded to the Housing Affordability Task Force's Recommendations

HUMAN RESOURCES

Personnel:

- Josh Lahaie was welcomed aboard as a Facility Operator on July 4, 2023

Recognition:

- The following Township Employees received long-term service recognition awards:
 - Aaron Campbell – 10 years
 - Teri Brown – 15 years
 - Ken Sloan – 20 years
 - Wayne Lefebvre – 25 years
 - Mike Spencer – 30 years
- The following volunteer fire fighters received certificates of appreciation recognizing their service to the Fire Department:
 - Ann Shorey – 5 years
 - Cody Oatway – 5 years
 - Lloyd Scott – 5 years
 - Michael Ayerst – 5 years
 - Philip Malcomnson – 10 years
 - Joshua Couture – 15 years
 - Kevin Patrick – 25 years
 - Mark Bruce – 30 years

ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT

Business Development:

- Released the final lot due to completion of the Glock Subdivision – Plan 1069
- Continued partnership with Augusta, Prescott and Prescott BIA to deliver the following programs: digital transformation grant, Canadian digital adoption program, shop here program, digital service squad. A Digital Main Street Coordinator has been in place since October 2020
- Final portion of the overall \$180,000 donation was given to the Aquatarium for the new main exhibit featuring the grain elevators
- Sold Industrial Park land to Alantra Leasing Inc. for future development of a facility for indoor fabrication of materials for modular builds

- Approved the naming of 3 future streets within the Lockmaster's Meadow Subdivision
- Council provided resolutions of support to Baseload Power and Potentia Renewables Inc. for submission to IESO for battery energy storage proposal projects
- The following agreements and amendment were entered into with the Township for various development and/or projects:
 - Zoning Bylaw Amendment – 3609 County Rd 21 – Malcomson
 - Zoning Bylaw Amendment – 3485 Glen Smail Rd – HFI Pyrotechnics
 - Zoning Bylaw Amendment – 2073 Dundas St – 2733521 Ontario Inc
 - Zoning Bylaw Amendment – 2084 Dundas St – 2733521 Ontario Inc
 - Zoning Bylaw Amendment – 3106 County Rd 21 - Cleary

Community Development & Engagement:

- Approved 1 community improvement project for signage installation at Spencerville Pharmasave
- As of November 29, 115 building permits have been issued
- Community Grants & Donations totaled \$15,000.00 plus in-kind support throughout the year
- Attended the Leeds Grenville Approved Small Business Trade Show
- Held in partnership with SNCA the annual community free tree day
- Township partnered with several industrial businesses to assist in Earth Day clean-up efforts in the Johnstown and Cardinal areas.
- Temporarily closed a portion of Goodin Rd in June for the Optimist Club Soapbox Derby
- Provided support and assistance for the SBCC events throughout the year, for the Easter weekend and Spencer Whoville events with the closure of streets and use of facilities to name a few.
- Provided support for the Cardinal Festival Committee events throughout the year, including the Canada Day and Labour Day festivities in Cardinal, with the closure of streets, providing bleachers and other assistance.
- Approximately 150 cyclists travelled through Cardinal along County Rd 2 in August for the Great Waterfront Trail Adventure, with the Township setting up a snack station for the cyclists to rest and enjoy the waterfront views
- Working with HelpSeeker Technologies, which prepared the Housing Needs Assessment for submission to the CMHC Housing Accelerator Fund
- Ongoing discussion regarding the Consent Policy Review: Official Plan Amendment and Zoning Bylaw Amendment are in progress
- Engaged HelpSeeker for the Navigi supply mapping program.
- Planning applications:
 - 7 severance applications received
 - 3 zoning bylaw amendment applications received
 - 0 site plan control applications received
- Partnered with UCLG, Town of Prescott and Augusta Township on a community information session regarding additional residential units

ADMINISTRATION

- Continued the cormorant control efforts along the St. Lawrence River area
- Reported on the outcome of the 2022 Municipal and School Board Elections through the 2023 Election Accessibility Report – outlines the identification, removal and prevention of barriers from the 2022 election and future, also highlighted the voter participation, voters' list changes, paper ballot voting and locations, electronic internet/phone voting, and future steps.
- Implemented a weekly “Doors are Open” 6-month trial for residents to speak with members of Council.
- Approved a 3% COLA for union and non-union employees
- Completed second program with FoodCycle Science. Township offered 100 indoor compost alternative units to residents at a subsidized cost and the residents were required to complete a survey at the end of the 12-week program
- Council declared the 111th Annual Eastern Ontario Firefighters Association Convention, which was hosted by the Edwardsburgh Cardinal Fire Department as an event of municipal significance
- Implemented Filehold OCR Module to increase search efficiency and indexing of municipal records within Filehold
- Port of Johnstown received funding through the Agricultural Clean Technology Program which aims to create an enabling environment for the development and adoption of clean technologies to drive changes to achieve low-carbon economy
- Assisted in the organization and hosting of the Bait Fuel Bass Fishing Derby held at the Cardinal waterfront
- Successfully fulfilled and completed an AODA compliance audit, which resulted in additional signage to the Cardinal waterfront recreation pathway and minor updates to the multi-year accessibility plan
- Engaged Town Hall Consulting Inc. (Rob Adams) to facilitate Strategic Planning sessions for the Township Council and staff
- Recognized various events/months on the banner poles throughout the Township:
 - Pride Month
 - National Day for Truth and Reconciliation
 - Remembrance Day
- Proclamations in 2023:
 - Green Shirt Day
 - Emergency Preparedness Week
 - Rail Safety Week
 - Fire Prevention Week
 - Legion Week
 - National Day for Truth and Reconciliation
 - Ontario Cadets Week
- Numerous recreation activities held throughout the year that are outside of the regular summer camp/swimming pool season activities, including but not limited to:
 - Holiday cookie decorating

- Skate with Santa
- Boredom buster events
- Pickleball
- Kids inflatable day
- Cardinal pool party
- Kids art classes

New/Updates Policies/Bylaws/Agreements:

- Electronic Monitoring Policy
- Committees of Council Terms of Reference
- Port Management Committee Terms of Reference
- Procedural Bylaw
- Meeting Recording Policy
- Integrity Commissioner Bylaw
- Updated Agreement with Rideau St. Lawrence Utilities for water/sewer meter readings and billing
- Sports Memorabilia Donation and Display Policy
- Memorandum of Understanding with SNCA for Forestry Services
- Updated Boundary Fence Bylaw – exemptions and application process
- Updated Building Permit Fee Schedule
- Reserve and Reserve Fund Policy
- Street Banner Display Policy
- Contribution Agreement for the Agricultural Clean Technology Program – Port of Johnstown project
- Honourarium and Reimbursement Policy for Edwardsburgh Cardinal Volunteer Fire Department
- Procurement Policy
- Tree Canopy and Natural Vegetation Policy
- Sponsorship Agreement with Ingredion Inc for Naming Rights of Arena
- Site Plan Control Bylaw
- Cost Apportionment Agreement with SNCA for Watershed Programs and Services (16 municipalities in total)
- Scott Road Transfer Station Waste Management Bylaw
- Emergency Management Program Bylaw

EMERGENCY MANAGEMENT

- Emergency Control Group met in October to review the Emergency Management Plan and complete the required tabletop exercise.
- Following the October meeting, the Emergency Management Program bylaw was updated at the November Council meeting to clarify definitions, membership, and declaration/termination of emergency

Rebecca Cuch

Clerk