

AGENDA
UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY
Suite 321 26 Pitt St Cornwall ON
Monday, July 19, 2021 9:00 AM

	Page	Link to Strategic Priorities (if any)
1. Call Meeting to Order by Resolution		
2. Adoption of Agenda		
a) Additions, Deletions or Amendments All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.		
3. Disclosure of Pecuniary Interest and General Nature Thereof		
4. Adoption of Minutes		
a) June 21, 2021	6 - 12	
5. Delegations		
6. Action Requests		
a) Corporate Services		
i. County Newspaper Digitization Reserve Action Request CAO	13 - 17	4
ii. Approval of June Intake of Applications for the Regional Incentives Program Action Request CAO	18 - 21	
iii. Committee Appointments Action Request CS	22 - 23	

b) Financial Services		
c) Transportation		
i. <u>Setback for Addition for 4147 County Road 16 Brinston Action Request TS</u>	24 - 26	4
d) Planning		
e) Court Services		
f) County Library		
g) IT Services		
7. Tenders and Quotations		
a) <u>Brinston Storm Sewer Lining Action Request TS</u>	27 - 28	4
b) <u>County Road 8 Rehabilitation Action Request TS</u>	29 - 30	4
c) <u>GPS Fleet Tracking System Refresh Action Request TS</u>	31 - 34	
d) <u>Martintown Reconstruction Action Request TS</u>	35 - 37	4
e) <u>Thin Lift Paving at Patrol Yards and Paving on SDG 18 in St. Andrews Action Request TS</u>	38 - 40	4
f) <u>Two-Way Radio System Action Request TS</u>	41 - 44	5
8. By-laws		
a) <u>Alternate EOC Telephone Agreement Action Request CS</u>	45 - 50	1
b) <u>Updated Sign By-law Action Request TS</u>	51 - 61	1
 <u>Council will move into Closed Session at the beginning of</u>		

[this item pursuant to Section 239\(2\)\(f\) of the Municipal Act, 2001 - advice that is subject to solicitor-client privilege including communications necessary for that purpose:](#)
[Updated Sign By-Law](#)

- c) [Official Plan Amendment No. 7 \(South Glengarry\)](#) 62 - 85 4
[Action Request PS](#)

9. Consent Agenda

- a) [Monthly Activity Summaries](#) 86 - 93
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- b) [Monthly Financial Summary](#) 94
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- c) [Habitat for Humanity, Cornwall & The Counties](#) 95
[Thank You Letter](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- d) [Ministry of the Attorney General](#) 96 - 98
[Letter - Update on Modernization Initiatives and Court](#)
[Recovery in POA Courts](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- e) [Township of South Glengarry](#) 99 - 108
[Resolution - Unified Bell Times](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)
- f) [Municipality of South Dundas](#) 109
[Resolution of Support - Permanent Remote Learning](#)
[Action Recommended:](#)
[That Council receive and file for information purposes.](#)

10. Boards and Committees

- a) Council Representatives
Joint Liaison Committee - Jamie MacDonald, Steven
Byvelds, Allan Armstrong

Library Board - Lyle Warden, Tony Fraser, Frank Landry
 Police Services Board - Jim Wert, Bryan McGillis
 Eastern Ontario Health Unit - Carma Williams
 Glen Stor Dun Lodge - Steven Byvelds, Lyle Warden
 Cornwall and Area Housing - David Smith, Jim Wert
 St. Lawrence River Institute - Kirsten Gardner
 Raisin-South Nation Source Water Protection - Carma Williams
 Municipal Advisory, Algonquin Land Claim - Tony Fraser

11. Key Information

- | | | |
|----|--|-----------|
| a) | <u>CORPORATE SERVICES - Committee of the Whole Meeting</u> | 110 |
| b) | <u>FINANCIAL SERVICES - 2022 Budget Meeting Dates</u> | 111 |
| c) | <u>FINANCIAL SERVICES - Service Delivery Review - Implementation Plan</u> | 112 - 113 |
| d) | <u>TRANSPORTATION SERVICES - Additional Gas Tax Funds</u> | 114 - 115 |
| e) | <u>TRANSPORTATION SERVICES - Roadsides - Butterflies and Pollinators</u> | 116 - 118 |
| f) | <u>TRANSPORTATION SERVICES - 2021 Project Updates</u> | 119 - 125 |
| g) | <u>PLANNING SERVICES - Recent Land Use Planning Legislative and Regulatory Changes</u> | 126 - 128 |

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

15. Unfinished Business Summary

16. Closed Session

- a) Pursuant to Section 239 (2)(f) of the Municipal Act, 2001 - advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 - Official Plan Appeal

17. Ratification By-law

a) [By-law No. 5306](#)

129 - 130

18. Adjournment by Resolution

MINUTES

A virtual meeting of the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry was held at 9:00 a.m. on June 21, 2021.

Resolution No. 2021-134

Moved by Councillor Byvelds
Seconded by Councillor Smith

THAT Lyle Warden be appointed Chair of the meeting of County Council held on this date, June 21, 2021.

CARRIED

Present: Acting Warden Warden

Councillors: Armstrong, Byvelds, Fraser, Gardner, Landry,
MacDonald, McGillis, Smith, Wert, Williams

Alternate: Jaworski

CAO: Simpson

Clerk: Casselman

1. Call Meeting to Order by Resolution

Resolution No. 2021-135

Moved by Councillor McGillis
Seconded by Councillor Williams

THAT the meeting of the Council of the United Counties of Stormont, Dundas and Glengarry be hereby called to order.

CARRIED

2. Adoption of Agenda

Resolution No. 2021-36

Moved by Councillor Wert
Seconded by Councillor Smith

THAT Council approve the agenda, as amended.

CARRIED

The agenda was amended by adding a resolution regarding Pride Month to Motions and Notices of Motions.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

Resolution No. 2021-137

Moved by Councillor MacDonald
Seconded by Councillor Fraser

THAT the minutes of the meetings, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held May 17, May 19, June 7 and June 11, 2021 be adopted as circulated.

CARRIED

5. Delegations

A video highlighting staff awards, long service awards and retirements was presented.

MP Eric Duncan, Stormont, Dundas, South Glengarry, presented information on the County Newspaper Digitization Project and a final funding request for the project.

Ian Murphy of MNP LLP, Chartered Accountants, presented the 2020 Financial Statements for the United Counties of Stormont, Dundas and Glengarry.

Resolution No. 2021-138

Moved by Councillor Landry
Seconded by Councillor Byvelde

THAT Council receive the 2020 Financial Statements for the United Counties of Stormont, Dundas and Glengarry as presented by MNP LLP, Chartered Professional Accountants.

CARRIED

Bruce Peever, KPMG, presented information on the Service Delivery Review for Court & Financial Services.

Action Requests

a) Corporate Services

b) Financial Services

Resolution No. 2021-139

Moved by Councillor Armstrong
Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the 2021 Excluded Expenses Report as required under Ontario Regulation 284/09.

CARRIED

c) Transportation

Resolution No. 2021-140

Moved by Councillor Wert

Seconded by Councillor Armstrong

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorize the Director of Transportation Services to approve a change order valued at \$72,171.60 plus HST to extend the microsurfacing on SDG 31 an additional 2.1 km north to County Road 7.

CARRIED

d) Planning

e) Court Services

f) County Library

g) IT Services

6. Tenders and Quotations

Resolution No. 2021-141

Moved by Councillor MacDonald

Seconded by Councillor Williams

THAT the Council of the United Counties of Stormont, Dundas and Glengarry award the replacement of the Moriarty Municipal Drain Crossing to W.H. MacSweyn Inc. for a total tendered price of \$176,900.00 plus HST and authorize the Director of Transportation Services to sign all documents to give effect to the contract.

CARRIED

Resolution No. 2021-142

Moved by Councillor Williams

Seconded by Councillor Wert

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorize staff to prepare a variety of quotations to complete the repairs to the Warden's House;

AND THAT the requirements of policy 1-12 be waived for any quotation awarded that is in excess of \$50,000 in total value;

AND THAT the global budget for the repairs to the Warden's House be set at a maximum of \$200,000 inclusive of all costs;

AND THAT any unfunded costs that cannot be attributed to COVID relief funding or COVID grants be taken from the building reserve;

AND THAT staff provide monthly updates on the progress and committed costs.

CARRIED

Council took a brief recess at 10:15 a.m. and resumed the meeting at 10:25 a.m.

7. By-laws

Resolution No. 2021-143

Moved by Councillor Fraser
Seconded by Councillor Gardner

THAT By-law No. 5298, being a By-law to authorize the acceptance of the Municipal Insurance Program proposal submitted by Marsh for the period July 1, 2021 to June 30, 2022, at a total premium of \$182,227, plus applicable taxes, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2021-144

Moved by Councillor Byvelds
Seconded by Councillor Smith

THAT By-law No. 5299, being a By-law for the purpose of establishing an encroachment agreement between the United Counties of Stormont, Dundas and Glengarry and Mr. Ian MacLean, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2021-145

Moved by Councillor McGillis
Seconded by Councillor Wert

THAT By-law No. 5300, being a By-law to revise the prescribed rate of speed for motor vehicles driven on certain County roads, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2021-146

Moved by Councillor Smith
Seconded by Councillor MacDonald

THAT By-Law No. 5301, being a By-law to authorize an agreement between the United Counties of Stormont, Dundas and Glengarry and Evolta Software Inc. (Cloudpermit) for the provision of planning software, be read and passed in Open Council, signed and sealed.

CARRIED

8. Consent Agenda

Resolution No. 2021-147

Moved by Councillor Gardner
Seconded by Councillor Landry

THAT all items listed under the Consent Agenda section of the Agenda be approved as recommended.

CARRIED

9. Boards and Committees

Various members of Council provided updates on Committee meetings and activities.

10. Key Information

Director Casselman presented information on the Acting Warden position for 2021 and options moving forward. Council members discussed the various options and agreed on having an election for the Warden role at the end of the meeting.

Resolution No. 2021-148

Moved by Councillor Gardner
Seconded by Councillor Byvelde

THAT Council suspend the rules of procedure and direct staff to administer an election for an interim Warden to serve until a successor is sworn-in in December 2021, on this date June 21, 2021.

CARRIED

Director de Haan presented information on the deferral of passing the updated Sign By-law.

Director de Haan presented information on a forest donation, located on Edwards Road in South Stormont.

11. Motions and Notices of Motions

Resolution No. 2021-149

Moved by Councillor Williams
Seconded by Councillor Gardner

THAT Council waive the notice requirement for Notices of Motion for the following:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry hereby recognizes June 2021 as Pride Month throughout the County and acknowledges, supports and celebrates equality, inclusion, and empowerment for every member of the LGBTQ+ Community, and furthermore that the Pride flag be raised at the County Administration building.

CARRIED

12. Petitions

13. Miscellaneous Business

Resolution No. 2021-150

Moved by Councillor Gardner
Seconded by Councillor Jaworski

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS the Council of the United Counties of Stormont, Dundas and Glengarry recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help.

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry endorses this 988 crisis line initiative;

AND THAT Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.

CARRIED

14. Unfinished Business Summary

15. Closed Session

Resolution No. 2021-151

Moved by Councillor Byvelds

Seconded by Councillor Armstrong

THAT Council proceed in-camera pursuant to Section 239 (2) (f) of the *Municipal Act, 2001* – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- Official Plan Appeal

CARRIED

Resolution No. 2021-152

Moved by Councillor Gardner

Seconded by Councillor Smith

THAT Council now rise and reconvene without reporting.

CARRIED

The Clerk administered the election of Warden. Councillor Allan Armstrong was nominated by Councillor MacDonald, seconded by Councillor Landry. Councillor Steven Byvelds was nominated by Councillor Gardner, seconded by Councillor Wert. Councillor Bryan McGillis was nominated by Councillor Smith, seconded by Councillor Warden. Councillor Byvelds withdrew his nomination.

Each member of Council voted by secret virtual ballot. The Clerk announced that the Warden of the United Counties of Stormont, Dundas and Glengarry for the balance of 2021 would be Allan Armstrong. The Declaration of Office was taken in the presence of all members. The Clerk then declared Allan Armstrong as Warden for the United Counties of Stormont, Dundas and Glengarry.

16. Ratification By-law
Resolution No. 2021-153

Moved by Councillor Smith
Seconded by Councillor McGillis

THAT By-Law No. 5302, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.
CARRIED

17. Adjournment by Resolution
Resolution No. 2021-154

Moved by Councillor Williams
Seconded by Councillor Fraser

THAT Council adjourn to the call of the chair.
CARRIED

Warden

Clerk



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – CAO

To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	County Newspaper Digitization Reserve

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorizes the transfer of \$50,000 from the Working Reserve to a new reserve fund entitled “Digitization Reserve”, said funds to be used to complete the digitization of the remaining County newspaper and Lost Villages collections; and

That Council extend the current arrangement with Image Advantage Ltd. to digitize the remaining pages/photos for \$0.85 per page; and

That the CAO and Director of Financial Services/Treasurer be authorized to approve expenditures from the Digitization Reserve fund as required from time to time and shall include a report with the annual budget outlining expenditures made during the preceding year.

EXECUTIVE SUMMARY:

At the June session of County Council, Stormont Dundas South Glengarry MP Eric Duncan made a request to Council to approve funds to complete the digitization of historic SDG newspapers and photos from the Lost Villages collection. Work has continued on this project for the past 2 years and implementing the Recommendations above will allow any remaining historical documents to be digitized using reserve funds, without the need to come back to Council for approval on a case-by-case basis.

BACKGROUND:

The digitization program was commenced in 2019, a partnership between the County, the Glengarry County Archives, the Dundas County Archives, the Lost Villages Museum, and Image Advantage Ltd. Since that time, the County has invested almost \$200,000 and created a large repository of historical records that can be accessed on-line. County IT and Library staff were instrumental in getting this database up and running.

While the bulk of the work has been completed, there remain some records that continue to surface that are an important part of our local history. By creating a reserve fund and continuing to use the services of Image Advantage Ltd., these pages/photos can be digitized and added to the collection without the need to

obtain Council approval each time. It is felt that this is the best approach to complete this undertaking.

OPTIONS AND DISCUSSION:

1. **Do Nothing – Not recommended.** At present, the repository of newspapers and photos is incomplete.
2. **Adopt the Recommendations Contained Herein – Recommended.** Implementing the Recommendations contained within this report will allow the completion of this important project, preserving an accessible record of our region’s past for anyone to access.

FINANCIAL ANALYSIS:

Image Advantage has completed all the digitization work to date for the price of \$0.85 per page/photo. They have done good work and the price remains reasonable. Total expenditures will not exceed the reserve amount \$50,000. Currently, there is over \$6.3M in the Working Reserve account – re-allocating \$50K to the Digitization Reserve represents less than 1% of this reserve account.

LOCAL MUNICIPAL IMPACT:

None

RELEVANCE TO STRATEGIC PRIORITIES:

This project dovetails nicely with Strategic Priority No. 4 ***Community Sustainability – A Place Where You Want to Be*** and Strategic Priority No. 5 ***Communication – The Foundation of Success.***

OTHERS CONSULTED:

Stormont, Dundas and South Glengarry MP Eric Duncan
Image Advantage Ltd.
Director of Financial Services/Treasurer

ATTACHMENTS:

Correspondence from MP Duncan dated May 27th, 2021

REVIEWED & APPROVED BY:



T.J. Simpson, CAO

Thursday, May 27th, 2021

Warden Frank Prevost & Counties Council
United Counties of Stormont, Dundas & Glengarry
26 Pitt Street

Cornwall, Ontario K6J 3P2

(Submitted via email to Clerk Kimberley Casselman: kcasselman@sdgcounties.ca)

Re: Final Funding Request for SD&G Newspaper Digitization Project

Dear Mr. Warden & County Council,

On behalf of the Dundas County Archives, the Lost Villages Historical Society, the Glengarry County Archives, and our local community, we want to begin by thanking SD&G Counties Council for your steadfast support of our major digitization project to preserve our local history.

With funding totaling \$181,500 provided in both your 2019 and 2020 budgets, we have been able to undertake one of the largest historical projects in SDG's long and storied history by digitizing and making searchable over 210,000 pages of newspapers and 2,000 photos of the Lost Villages collection.

As you are aware, we have recently launched the SD&G Online Archive website at

<https://archive.sdgcounties.ca>.

We would like to commend the great work of two SDG Counties employees who were instrumental in setting up and safely storing the digital collection. Michel St-Onge, Director of IT Services, and Margaret Piper, Systems Librarian at SDG Library, were both very helpful to work with and have set up the website and file storage. Our initial proposal

to Council had estimated that hosting fees for the large collection could have costed \$10,000 per year, but with Mike and Margaret's work, there is no annual operating costs to the Counties for hosting.

Image Advantage Solutions from Mallorytown was awarded the tender as the successful RFP proposal and, they too, have been fantastic to work with.

After years of talking about the idea of both preserving and making accessible our local community newspaper history, it is thanks to your support at Counties Council this past term that we have been able to achieve this goal. Not only are these pages freely accessible online, but they are forever preserved for literally generations to come.



We can be very proud that in just 2 years, we have saved and digitized over 150 years of community news, photos, and information.

Our Final Request

We continue to receive small additions to the various newspaper collections we have amassed over the past few years. The Lost Villages Historical Society has organized numerous more binders of photos and slides by former communities to be preserved.

Allan MacDonald from the Glengarry County Archives has received collection from three other historical Glengarry County newspapers, which we would like to preserve.

We are also continuing to work through several decades of the Morrisburg Leader that remain to be digitized and uploaded. Many of these papers are in frail condition and require extensive time to piece together with archival tape.

We expect that this process may take several months, and possibly into 2022 depending on the in-kind resources that can be provided by Dundas County Archivist Susan Peters.

We are estimating that there remains approximately 40,000 known pages and photos between the three Counties to digitize and upload. An estimated breakdown of the remaining items is as follows:

Glengarry County (3,500 pages)

- Le Point, 1980-1985 (complete)
- Alexandria Times, 1927-1954 (many gaps)
- Counterpoint, 1981-1984 (many gaps)

Stormont County (5,955 items)

- Lost Villages Collection (3,571 photos and 2,384 slides)

Dundas County (~24,490-29,690 pages)

- Morrisburg Leader
 - 1930 - 1933 (~416 pages)
 - 1950 - 1980 (~12,480 pages)
 - 1981 to 2006 (~10,400-15,600, depending on 8-12 pages)
- Chesterville Record
 - 1905-1908 (~650 pages)
 - 1925-1928 (~544 pages)

In consultation with the Chief Administrative Officer, our Committee is making a final request in hopes to obtain Council's support for the completion of this project in the coming months, or if needed, coming years. Our request is the following:

1. That Council create a SD&G Digitization Reserve Fund of \$50,000 to be allocated to complete the remaining newspapers and Lost Villages collection outlined above.
2. That the Reserve Fund be funded through existing reserves or recovered in the 2022 Counties Budget.
3. That Council extend the current arrangement with Image Advantage at their continued rate of \$0.85 per page/photo.
4. That Council approve any remaining funds be kept in the reserve for additional SD&G newspapers or Lost Villages photos in the coming years. Any additions to the digital collection would be approved by the CAO and only be any new SD&G-based newspapers or Lost Villages photos that are acquired in the future by donation or a new form of access.
5. That Council be provided with an annual Key Information Report on any new work completed.

All records would continue to be organized to professional archival standards and co-ordinated by our three local organizations. No SD&G staff time is required, other than the upload of the new files to the County server to be viewable and searchable on the website.

We will continue to look for potential grant opportunities that may offset some of these expenses in the future. Recently, some of our volunteer members have had meetings with Library & Archives Canada and Our Digital World.

Cornwall City Council is also considering the establishment of a similar program to cover numerous City-based newspapers. The format and experiences of our work here has been very helpful in establishing best practices and a model for success.

The financial support and leadership from Counties Council has been instrumental in making this major project a reality. Our Committee asks for your support to finish this work in the coming months and years ahead. We believe the creation of an ongoing SDG Digitization is a practical, permanent solution to continue to expand and preserve our local history.

Best regards,



Eric Duncan
Founding Member, Dundas County Archives



Susan Peters
Archivist, Dundas County Archives



Jim Brownell
Past President, Lost Villages Museum

Originally signed by

Allan MacDonald
County Archivist, Glengarry County Archives



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – CAO	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Approval of June Intake of Applications for the Regional Incentives Program

RECOMMENDATION:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve funding under the SDG Regional Incentives Program in the total amount of \$104,015 for the following five projects:

- (1) Cannamore Orchards, Township of North Dundas (\$8,775.00);
- (2) Heritage Health & Spa, Township of North Dundas (\$24,475.00);
- (3) Tranquility Acres, Township of North Glengarry (\$50,000);
- (4) Henderson Abbatoir (2833017 Ontario Inc.), Township of South Dundas (\$20,000); and
- (5) Upper Canada Veterinary Services, Township of North Dundas (\$765).

EXECUTIVE SUMMARY:

This report recommends that County Council approve the five proposed Regional Incentives Program projects, as recommended by the Regional Incentives Program Approvals Committee, in the total amount of \$104,015.00 for the following five projects:

- (1) Cannamore Orchards, Township of North Dundas
 - a. Property Improvement Grant representing a matching grant of 50% up to a maximum of \$8,775 to improve accessibility to their business through the installation of paving bricks at the principal entrance and near the entrance to their main building
 - i. Total RIP funding: \$8,775.00
 - ii. Total project cost: \$17,550
- (2) Heritage Health & Spa, Township of North Dundas
 - a. Façade Improvement Grant representing a matching grant of 50% up to a maximum of \$12,500 to conduct exterior enhancements to the building, which includes new windows, soffits, fascia, eavestroughing

- and vinyl siding.
 - b. Signage Improvement Grant representing a matching grant of 50% up to a maximum of \$1,975 to install new commercial signage.
 - c. Building Improvement and Restoration Grant representing a matching grant of 50% up to a maximum of \$10,000 to replace the existing roof with a black metal roof.
 - i. Total RIP funding: \$24,475
 - ii. Total project cost: \$58,029.05
- (3) Tranquility Acres, Township of North Glengarry:
- a. Building Conversion and Expansion Grant (over 5,000 square feet) of 50% up to a maximum of \$50,000 to create a new 6,500-square-foot convention centre.
 - i. Total RIP funding: \$50,000
 - ii. Total project cost: \$1.1 Million
- (4) Henderson Abbatoir (2833017 Ontario Inc.) of the Township of South Dundas:
- a. Building Conversion and Expansion Grant (under 5,000 square feet) of 50% up to a maximum of \$20,000 to convert two rooms into cutting rooms, which will double capacity and create 14 or more jobs.
 - i. Total RIP funding: \$20,000
 - ii. Total project cost: \$40,000
- (5) Upper Canada Veterinary Services of the Township of North Dundas:
- a. Signage Improvement Grant of 50% up to a maximum of \$765 to update the branding in the pre-existing commercial, road-side signage pilon.
 - i. Total RIP funding: \$765
 - ii. Total project cost: \$68,786.40 (includes proposal for paving of parking lot which did not meet eligibility criteria.

The Regional Incentives Program Approvals Committee met on June 30, 2021, to review the eight applications that were submitted for the first intake period. Of the eight applications submitted, five are recommended for funding. The remaining applications did not meet the eligibility criteria for the program. These applications included:

- (1) Baker Tilly REO LLP, Township of North Dundas. Proposal to repoint the brick work on the east and west facades of the building and to repave the parking lot. The proposed works were deemed to represent lifecycle replacements and did not meet eligibility requirements.
- (2) DH Fencing, Township of North Dundas. Proposal to upgrade the existing roadside commercial signage by replacing the graphics, updating the lighting and painting the framework. The applicant failed to provide graphics

showcasing the proposed works and is encouraged to reapply for consideration with a complete application.

- (3) Winchester Baptist Church, Township of North Dundas. The applicant did not meet the eligibility criteria for the program.

OPTIONS AND DISCUSSION:

1. **Do Nothing – Not Recommended.** The Regional Incentives Program has been budgeted for 2021 and the amounts recommended within this intake fall within budget. Earlier this year, Council approved the Regional Incentives Program Policy Document and Terms of Reference which states that *“The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Incentives grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.”*
2. **Recommended:** Approve funding under the SDG Regional Incentives Program in the total amount of \$104,015 for the five proposed projects.

FINANCIAL ANALYSIS:

The total amount of funding allocated to the Regional Incentives Program for 2021 is \$250,000. A total of \$125,000 was allocated for the June intake, with the remainder of the funds, including any unspent funds from the first intake, to be spent in the second intake, which opens on July 15, 2021 and closes on August 15, 2021. A total of \$145,99.00 remains to be allocated this year.

LOCAL MUNICIPAL IMPACT:

The Regional Incentives Program is incorporated as part of the local Community Improvement Plan in each of the six local municipalities.

OTHERS CONSULTED:

SDG RIP Approvals Committee

ATTACHMENTS:

None.

REVIEWED & APPROVED BY:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right. The signature is written over a solid horizontal line.

T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – CS

To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Committee Appointments

RECOMMENDATION:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry ratify and confirm the Committee appointments as set out in this report.

EXECUTIVE SUMMARY:

The County's Procedural By-Law No. 5268 states that all Council appointments to Committees are to be confirmed by Council for a two-year term. Committee appointments were confirmed at the County Council meeting in January, but there are now vacancies on the Joint Liaison Committee, Library Board, and the Eastern Ontario Health Unit Board of Health.

BACKGROUND:

Section 4.5 of the County's Procedural By-law states that members of Council shall be appointed by the Warden to sit on various Boards and Committees of Council, for a two-year term, with the exception of the Library Board. Library Board appointments shall be in accordance with the term set out in the *Public Libraries Act, R.S.O., 1990*.

There are currently vacancies on the Joint Liaison Committee, Library Board and the Eastern Ontario Health Unit Board of Health.

Warden Armstrong is already an appointed member to the Joint Liaison Committee and is recommending that Councillor Bryan McGillis fill the current vacancy on this Committee until the new Warden takes office in December 2021.

Council appointments:

Joint Liaison – **WARDEN, PAST WARDEN AND TWO OTHER MEMBERS OF COUNCIL (4)**

- Bryan McGillis (appointment to be reviewed in December 2021)

Library Board – **Appointments were made for a 4-year term as per the *Public Libraries Act*, with the exception of Warden or Warden's Designate**

- David Smith (Warden's Designate)

Eastern Ontario Health Unit – **1 MEMBER OF COUNCIL PLUS WARDEN OR WARDEN’S DESIGNATE (2)**

- Kirsten Gardner (Warden’s Designate)

OPTIONS AND DISCUSSION:

1. Ratify appointments per this report – **Recommended.**
2. Do not ratify appointments – **Not recommended.**

FINANCIAL ANALYSIS:

None.

LOCAL MUNICIPAL IMPACT:

N/A

RELEVANCE TO STRATEGIC PRIORITIES:

N/A

OTHERS CONSULTED:

- Warden Armstrong
- CAO

ATTACHMENTS:

N/A

RECOMMENDED BY:



Kimberley Casselman
Director of Corporate Services/Clerk

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Setback for Addition for 4147 County Road 16 Brinston

RECOMMENDATION:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve a setback of 10.1m from the centreline of County Road 16, Brinston, to facilitate the construction of a portico addition to the front of the existing building located at 4147 County Road 16, and authorize the Director of Transportation to issue a setback permit to recognize the same.

EXECUTIVE SUMMARY:

Staff support the reduced setback request at 4147 County Road 16 in Brinston in order to permit the construction a front addition to the existing building.

BACKGROUND:

The owner at 4147 County Road 16 (Brinston) has submitted a setback application to accommodate the construction of a covered entrance (portico) addition to the front of the existing building.

Within Brinston, the right of way is understood to be 12.2m (total width), meaning that the proposed addition is within the property, and exceeds the minimum 3.05m necessary setback from the existing property line. The circumstances of the setback request did not fall within the setback exceptions that staff have delegated approval to permit as the pattern of development (setbacks) within Brinston proper varies. That stated, there exists several buildings that have less than the requested setback, which is why staff have no objections (see figure 1).



Figure 1: Brinston



Figure 2: Subject Property (Google Streetview)

OPTIONS AND DISCUSSION:

1. **Approve the setback (recommended).** Due to the fact that there are several existing buildings with similar or less setbacks within the immediate area, staff have no issue with the request.
2. **Do not approve the setback (not recommended)**

FINANCIAL ANALYSIS:

N/A

LOCAL MUNICIPAL IMPACT:

If approved, the setback permit will be circulated to the Municipality of South Dundas. The owner has indicated that they are working with South Dundas to secure the appropriate building permits.

RELEVANCE TO STRATEGIC PRIORITIES:

Approval of this setback allows a business owner to complete some esthetic improvements to their building; aligning with Priority No. 4 – *Community Sustainability, a Place Where You Want to Be*

OTHERS CONSULTED:

N/A

ATTACHMENTS:

N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Brinston Storm Sewer Lining

RECOMMENDATION:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Clearwater Structures Inc. for storm sewer lining for \$75,368.00 plus HST and authorize the Director of Transportation Services to sign all necessary documents to give effect to the contract.

EXECUTIVE SUMMARY:

This tender will complete cured in place storm sewer lining of the existing sewer system within Brinston (SDG 16). The existing sewer is a corrugated steel pipe, which has reached the end of its useful service life.

BACKGROUND:

The storm sewer lining contract includes cured-in-place lining for the existing corrugated steel storm sewer pipes located on County Road 16 in Brinston. The liners that have been specified are designed to be standalone new pipes – the old pipes being lined simply act as a conduit. Staff anticipates a 50-year service life with these liners.

This type of trenchless rehabilitation is preferred when the road is in fair to reasonable shape because of the low impact on road users and cost to do the work when compared to conventional storm sewer replacement.

A summary of the bids is as follows (excluding H.S.T.):

Table 1: Bid Summary

Company	Tendered Price
Clearwater Structures Inc.	\$75,368.00
Edgewater Sewer Services Inc.	\$99,930.00
Services Infraspac Inc.	\$118,525.00
Aqua Drain Sewer Services Inc.	\$182,683.18
Clean Water Works Inc.	\$237,480.00

OPTIONS AND DISCUSSION:

1. **Approve the Contract (Recommended).** This work is part of the County's asset management strategy and will ensure that the existing sewer remains in-service for many more years.
2. **Do not approve the contract.** Not recommended.

FINANCIAL ANALYSIS:

The project budget for this work is \$245,000, which includes the cured in place lining and other various minor improvements to be completed in house (cleaning of the outlet, installation of a new catchbasin and storm sewer lead, removal and replacement of curbing, installation of a new manhole, replacement of cross culvert and asphalt patching). Based on the value of the tender received, staff are projecting the entirety of the work will be completed under budget.

LOCAL MUNICIPAL IMPACT:

The storm sewer lining and other improvements will minimize the impacts to local residents and improve the overall drainage through Brinston.

RELEVANCE TO STRATEGIC PRIORITIES:

Investments in infrastructure (both capital and maintenance) align with Council's strategic priority of providing ***Community Sustainability – A Place Where You Want to Be.***

OTHERS CONSULTED:

- Municipality of South Dundas

ATTACHMENTS:

- N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS

To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	County Road 8 Rehabilitation

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Cornwall Gravel Company Ltd. for the rehabilitation of County Road 8 at their unit prices totaling \$449,680 plus H.S.T.;

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contract.

BACKGROUND:

The tender will complete the rehabilitation of County Road 8 between the east and west legs of County Road 18 in South Dundas. The scope of work includes pulverizing the existing surface, installation of subsurface drainage (to assist in mitigating current frost action), installation of new granular 'A' and two lift resurfacing.

A summary of the bids is provided in Table 1 (excluding H.S.T.):

Table 1: Summary of Bids

Company	Total Tendered Price
Cornwall Gravel Co. Ltd.	\$449,680
Coco Paving Inc.	\$464,686

OPTIONS AND DISCUSSION:

1. **Approve the tender (Recommended).** As noted in the *Financial Analysis*, the tendered value is under the estimated budget.
2. **Do not approve the tender (Not recommended).**

FINANCIAL ANALYSIS:

In 2021, Council approved a budget of \$600,000 for this rehabilitation. Based on the total prices tendered, the work will be completed on budget. A review of the tendered prices suggested that the County is benefiting from good material pricing for both granulars and asphalt when compared to the pre-tender estimate.

LOCAL MUNICIPAL IMPACT:

Staff will ensure that the Municipality of South Dundas and impacted residents are notified. Staff will also post the work on Municipal 511.

RELEVANCE TO STRATEGIC PRIORITIES:

Investments in infrastructure (both capital and maintenance) align with Council's strategic priority of providing ***Community Sustainability – A Place Where You Want to Be.*** Well managed infrastructure assets are the cornerstone of sustainability of our region.

OTHERS CONSULTED:

N/A

ATTACHMENTS:

N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS

To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	GPS Fleet Tracking System Refresh

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint proposal from DiCAN Inc. to provide Automatic Vehicle Locator Services.

The joint proposal includes the following:

United Counties of SDG

Annual subscription fee of \$24,600 plus hardware and installation costs;

Township of South Stormont;

Annual subscription fee of \$9,384, plus hardware and installation costs;

Township of North Glengarry;

Annual subscription fee of \$15,600 plus hardware and installation costs;

Township of South Glengarry;

Annual subscription fee of \$11,820 plus hardware and installation costs;

Municipality of South Dundas;

Annual subscription fee of \$11,244 plus hardware and installation costs;

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the purchase.

EXECUTIVE SUMMARY:

This proposal was to provide a complete Automatic Vehicle Locator (AVL) solution which will provide real-time monitoring capabilities and historical mobile asset tracking. This information is used by staff to monitor productivity and resolve complaints, as well as providing a key component to the County's defence in the resolution of claims arising from winter incidents where the County is accused of being at fault.

BACKGROUND:

The County uses AVL's to monitor the activity of our fleet and resolve complaints received in regard to our operations (i.e. speeding vehicles, tractor/mower locations, plow route completions).

The County's current service provider was recently bought out and has transitioned to a new business model where direct service to the end user was no longer part of their corporate structure. Support had been provided through this transition period, but the service is going to be decommissioned in 2022. AVL monitoring services are provided on a monthly subscription basis, and, given the need to formally update the service provider, staff were of the view that it was an appropriate time to test the market to ascertain if switching technology would be appropriate and result in cost savings.

When a vehicle is equipped with an AVL, its location and speed are available at any given time to either be viewed live or as a historical report. In addition to this 'basic' information; winter maintenance vehicles, when equipped with additional hardware, are able to record information such as plow and wing positions, application rates, spreader status, air and road temperatures, etc. This detailed operational information is invaluable when responding to a claim where the County is accused of being at fault or failing to maintain the road network in accordance with the minimum maintenance standards. These electronic records have been successfully used in the past to aide in having such claims dismissed.

The following is to be provided as part of the service:

- Migration of services/data from existing provider to new online portal; with both a private (staff only) and public version available.
- Supply, installation and commissioning of new hardware as required.
- Training and ongoing support for use of the product.

Request for Proposal/ Procurement Process

The procurement for GPS/AVL services was done on a proposal basis, where proponents were invited to respond to a general document. Proponents were asked to identify how their solution met the minimum requirements of the proposal as well as identify value-added features. Proposal documents were advertised on Biddingo (the County's electronic tendering portal). There are few companies which provide such services, and the County received two bids in response to the request for proposal: Dican Inc. and Air Automotive Tracking Inc. (AAT).

Per a typical request for proposal process, the bidders were evaluated on the criteria listed in Table 1.

Table 1: Proposal Evaluation Criteria

Category	Points Available
Contractor Experience with similar projects	30
Project Team Qualifications	10
Understanding of Objectives, Approach and Methodology	30
Financial (separate pdf)	30
Total Available Points	100

Because this was a joint tender, the review committee included SDG staff, North Glengarry staff and South Stormont staff. Once the basic requirements of the proposal were evaluated, staff asked each proponent to provide clarifications for the value-added features, and final costs were derived to establish a comparative financial proposal.

The final negotiated costs ranged from approximately \$165,000 to \$167,000. The final costs included the annual subscription fee, a one-time setup fee and equipment and installation costs (see financial analysis for further detail). Dican received the highest score of both proposals which were evaluated.

OPTIONS AND DISCUSSION:

1. **Award the proposal to DiCan (Recommended).** Dican provided the committee with a strong proposal that demonstrated an ability to deliver this critical service.
2. **Not award the proposal.** This option is not recommended.

FINANCIAL ANALYSIS:

The expense associated with this project is directly related to the size of the fleet being monitored. There are two parts to this contract: one time installation costs for hardware and sensors and the annual subscription fees for the equipment being monitored.

The annual subscription costs are predictable and has led to standardized pricing across the region. Going forward all participants will pay either \$24 or \$35 per vehicle per month respectively, whether it is the “basic” package or full “winter maintenance” monitoring. The costs are on a month-to-month basis and there is no fixed term; however, due to the investment in required hardware staff intend to remain with this service provider for a duration of at least 5 years, prior to going back to market to evaluate potential alternatives or new solutions. The annual subscription costs listed in Table 2 are upset costs as there is the potential for savings by placing selected units into a standby mode in the off-season.

The hardware and installation costs which make up the total pricing are detailed in Table 2 below. These costs are preliminary estimates based on available information provided to SDG and are expected to change based on the condition of the existing equipment and ability to re-use certain components.

Table 2: Cost Breakdown

Municipality	Annual Costs	Hardware & Installation*
SDG Counites	\$24, 600	\$39,460
South Stormont	\$9,384	\$13,400
South Glengarry	\$11,820	\$16,270
North Glengarry	\$15,600	\$23,650
South Dundas	\$11,244	N/A

*subject to change based on condition of existing equipment and need for additional/new sensors.

The County has budgeted \$58,000 for AVL monitoring costs and weather reporting services which is adequate to cover the updated subscription costs (proposed costs are marginally less than current subscription fees).

The 2021 budget for hardware and installation was \$30,000. Although the expected hardware and installation costs will be over budget, staff are recommending proceeding with this work with the slight deficit being offset through other project under-expenditures.

LOCAL MUNICIPAL IMPACT:

All municipalities were offered the opportunity to participate in the joint procurement. Those that chose not to participate at the onset will be able to contact the successful proponent independently to take advantage of the pricing in the proposal.

OTHERS CONSULTED:

- All local municipalities within SDG.

ATTACHMENTS:

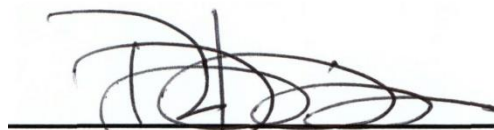
- N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Martintown Reconstruction

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Cornwall Gravel Company Ltd. for the reconstruction of County Road 18 in Martintown at their unit prices totaling \$634,486 plus H.S.T.;

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contract.

EXECUTIVE SUMMARY:

This tender will approve the proposed reconstruction work on SDG 18 in Martintown from County Road 20 east to the east limits of town.

BACKGROUND:

As directed at the May meeting, Council authorized staff to prepare and issue the tender for the reconstruction of SDG 18 in Martintown to make use of some of the additional gas tax funds received this year. This section of County Road 18 east of County Road 20 was included as a provisional item within the original 2017 project; however it was ultimately deferred as a result of concern with contaminated soil (northeast corner of intersection at a former gas station), coupled with project costs which exceeded that year’s approved budget.

With the additional deterioration of the roadway and confirmation of the need to clean up contaminated material, the scope of work drawings and specifications were updated to include the following:

- Full depth reconstruction of County Road 18 (road and parking lane where applicable) from SDG 20 to the east limits of the urban area
- New storm sewer/catchbasins and manholes (various locations)
- New curbs
- Hot Mix paving
- Removal and disposal of contaminated soils (where disturbed)
- Installation of an isolation barrier to prevent future contamination

It should be noted that the “reconstruction” limits were extended when compared to the 2017 design as a result of continued road deterioration and need to address some deficient storm sewer areas.

A summary of the bids received were as follows:

Table 1: Summary of Bids

Company	Total Tendered Price
Cornwall Gravel Company Ltd.	\$ 634,486.50
W.H. MacSweyn Inc.	\$ 775,900.00
Coco Paving Inc.	\$ 842,633.50
Louis W. Bray Construction Limited	\$ 920,509.75

OPTIONS AND DISCUSSION:

- 1. Approve the tender (Recommended).** As noted in the *Financial Analysis*, the tendered value can be accommodated within the additional gas tax funds received by SDG.
- 2. Do not approve the tender (Not recommended).**

FINANCIAL ANALYSIS:

SDG has fortuitously received an additional \$1.9 million in gas tax funding this year, which created the financial capacity for Council to consider this work.

Finishing the Martintown reconstruction has been a longstanding project which had been on hold since 2017. Staff appreciate Council’s timely direction at the May meeting and the cooperation received from EVB Engineering to update the tender. This support has provided SDG Transportation staff with the opportunity to deliver this project in 2021.

The Engineer’s estimate was just under \$700,000; therefore the work, as bid, is within the expected budget. As noted in table 1, there were significant variations in the prices. However, a detailed review of the tenders submitted did not identify any irregularities. EVB has reviewed the prices and is recommending award to Cornwall Gravel.

LOCAL MUNICIPAL IMPACT:

Staff met with South Glengarry staff to review the work prior to issuing the tender. Given the fair condition of South Glengarry’s infrastructure (sidewalks), they did not have any additional work they wanted included within this project. Provided the tender is awarded by Council, SDG will work with South Glengarry to ensure that impacted residents and motorists are appropriately notified. Staff will also post the work on Municipal 511.

RELEVANCE TO STRATEGIC PRIORITIES:

Investments in infrastructure (both capital and maintenance) align with Council's strategic priority of providing **Community Sustainability – A Place Where You Want to Be**. Well managed infrastructure assets are the cornerstone of sustainability of our region.

OTHERS CONSULTED:

- South Glengarry Staff (CAO and Roads Supervisor)
- EVB Engineering
- Ministry of Environment

ATTACHMENTS:

N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Thin Lift Paving at Patrol Yards and Paving on SDG 18 in St. Andrews

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Coco Paving Inc. for the thin lift paving at the County Patrol yards and hot mix paving on SDG 18 in St. Andrews West (urban area) at their unit prices totaling \$572,024.00 plus H.S.T.,

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contract

BACKGROUND:

This tender joined two projects being completed by Transportation Services this construction season: preventative paving within the Patrol Yards, and, Hot Mix paving on SDG 18 in St. Andrews West.

Patrol Yard Paving

As previously reviewed with Council, Transportation staff reviewed a variety of pavement preservation options which could be employed within the Patrol yards to help maximize the life of this existing asset. Staff had budgeted this work expecting to get favorable unit rates for as part of SDG’s microsurfacing tender; however, after reviewing the unit prices bid, staff, with Council’s support, determined that a more appropriate approach was to complete this preservation with a thin lift of asphalt. A thin lift asphalt treatment is hot mix asphalt with a compacted depth of approximately 25mm. This thickness provides some marginal strength to the existing pavement, while improving the surface, addressing raveling and inhibiting/preventing top-down cracking and oxidation.

Paving in St. Andrews West

The budget for the St. Andrews West urban reconstruction was \$880,000. As Council is aware, this work is being managed inhouse with subcontracted resources. To date, there have been no major surprises – the project remains on budget. Paving the roadway was the final element that required Council’s approval – this work is tentatively scheduled for mid to late September.

A summary of the bids is provided in Table 1 (excluding H.S.T.):

Table 1: Summary of Bids

Company	Total Tendered Price
Coco Paving Inc.	\$572,024.00
Cornwall Gravel Co. Ltd.	\$663,663.00

OPTIONS AND DISCUSSION:

1. **Approve the tender (Recommended).** This proposed work will complete some critical paving which forms part of the County's 2021 capital projects. Although the paving at the patrol yards will result in greater than anticipated expenditures, the County remains in a strong financial position and can accommodate the extra costs.
2. **Approve the tender and delete the provisional item – paving at the Winchester Springs Patrol Yard (Not Recommended).** Should Council prefer to remain closer to the original preservation budget with the patrol yard restoration work, it has the option of removing the provisional item.
3. **Do not approve the tender - Not recommended.**

FINANCIAL ANALYSIS:**Patrol Yard Paving**

Staff had budgeted \$170,000 for pavement preservation at the County Patrol Yards, originally expecting to get reasonable unit rates as part of our 2021 microsurfacing tender. Microsurfacing pricing was much greater than expected. Council supported the thin lift resurfacing recommendation as detailed at the May meeting; with staff reporting that this approach would result in being over budget. The estimate provided in May for thin lift paving was \$225,000.

Based on the unit rates tendered, staff are projecting the cost at the patrol yards will be \$239,364, which is slightly greater than the estimate provided in May. Given the County's strong financial position and projected surpluses in many projects, staff are recommending awarding this work and using some of these surplus funds to offset the over-expenditure.

Should Council prefer to remain closer to the approved budget, it can direct staff to remove the provisional item within this contract (paving at the Winchester Springs Yard), which will result in approximately \$62,000 in savings. Staff could re-budget for this site in 2022.

St. Andrews West Paving

As noted above, Council approved a project budget of \$880,000 for the work in St. Andrews. Based on the unit prices tendered for the paving work in St. Andrews, staff are projecting to remain on budget. The St. Andrew's West (SDG 18) item

also included shaping and compacting the road surface and driveway reinstatements.

LOCAL MUNICIPAL IMPACT:

Staff have been working closely with the Township of South Stormont for the St. Andrews West (SDG 18) portion of this contract and have included their asphalt sidewalk as part of this tender (sidewalk paid for by South Stormont).

RELEVANCE TO STRATEGIC PRIORITIES:

Investments in infrastructure (both capital and maintenance) align with Council’s strategic priority of providing **Community Sustainability – A Place Where You Want to Be**. Well managed infrastructure assets are the cornerstone of sustainability of our region.

OTHERS CONSULTED:

South Stormont

ATTACHMENTS:

N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS

To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Two-Way Radio System

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Ontower Inc. for the demolition and supply of a new two-way radio tower at the total price of \$198,225.40 plus H.S.T.;

AND THAT Council accept the tender from Five9 Solutions Inc. for two-way radio equipment at their unit prices totalling \$111,992.00 plus H.S.T;

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contracts.

EXECUTIVE SUMMARY:

SDG's two-way radio communications project has been considered and re-scoped over the past several years. In November 2020, Council expressed their support to implement a standalone two-way system for Transportation operations staff and subsequently approved a budget to proceed. The joint awarding of the two tenders above will authorize both the replacement of the existing tower and the purchase and installation of all the necessary radio equipment.

BACKGROUND:

Over the past several years, Council has supported Transportation Services efforts towards reviving its defunct two-way radio communication network. The goal of this project is two-fold: the system will allow for better communication between staff members while conducting their work using dedicated radio systems (two-way radios are exempted from Ontario's handsfree/distracted driving legislation) and the system provides a redundant means of communication should the cellular telephone network crash or become overloaded for any reason (i.e. natural disaster/physical damage to infrastructure, or high call volumes 'clogging' the network). Staff are of the view that a communications network that does not rely on cellular towers and allows personnel to legally communicate with each other while performing essential duties is a valuable investment.

The scope of work has evolved since its original inception in 2018/19, and it was finally determined that the best approach to implement the two-way radio solution was as follows:

1. Demolish and replace the existing radio tower and antenna located in Newington
 - Based on an external review, it was determined that the existing tower was deficient and did not meet current standards. Given the strategic geographic location of this tower, the preferred approach was to replace the existing tower with a new tower in the same location. While the tower is being replaced, the County can replace the existing antenna.

2. Convert the County's existing radio license from UHF to VHF
 - The replacement of the existing antenna also provided the County to switch to a frequency that could allow for future interoperability and connection with local municipalities who also operate on this frequency. A VHF frequency will also provide better coverage. Staff have already applied for this license.

3. Procure the following equipment:
 - 1 x Repeater
 - 5 x Base Stations
 - 69 x Mobile Radios
 - 10 x Portable / Handheld Radios

4. Repair the Newington base station (tower) building:
 - Ensure roof is waterproofed/Install truss or sloped roof.
 - Improve R-rating of building with insulation/heating.
 - Install shelving/racking for new equipment.
 - Ensure adequate provisions onsite for connection of portable generator/backup power.
 - Install gate at road allowance.

The tenders being contemplated as part of this action request are the major cost factors of this project. A detailed breakdown is provided within the *Financial Analysis*, below.

A summary of bids received are as follows:

Table 1: Bid Summary – Tower

COMPANY NAME	AMOUNT OF BID
Ontower Inc.	\$198,225.40

Table 2: Bid Summary – Radio Equipment

COMPANY NAME	AMOUNT OF BID
Five9 Solutions Inc.	\$111,992.00

OPTIONS AND DISCUSSION:

1. **Approve the purchases (Recommended).** Approval of the tenders is necessary to move forward with this project. Although the project will be over budget as a result of the tower tender, staff are recommending proceeding with the purchases as project costs are not expected to decline in future.
2. **Do not approve the purchase.** Not recommended.

FINANCIAL ANALYSIS:

Table 3 provides a summary of the 2021 budgeted project costs versus projected costs to complete the work:

Table 3 – Global Project Costs

Item	Budgeted Value	Projected Costs
200-foot Radio Tower	\$95,000	\$198,300
Radio Equipment	\$110,000	\$112,000
Newington Building Upgrades	\$15,000	\$0
Total	\$220,000	\$310,300

Additionally, \$5,500 was incorporated into Transportation's annual operating budget to account for licensing and utility expenses at the Newington building site. The budget for both the tower and the radio equipment were based on input from industry experts in advance of the 2021 budget deliberations.

As illustrated in *Table 3*, the equipment costs were close to budget values. The majority of the project over-expenditure is due to the tower pricing. Staff suspect this inaccurate budget is due to a combination of market conditions (few contractors with capacity to complete the work) as well as steel price increases. It should be noted that the tower tender was originally issued by staff before the June meeting of Council; however, there were no bids received at tender close. Staff completed an informal survey of the tender takers – the feedback received suggested that companies were extremely busy and did not have the time or capacity to bid the project. During the second tender release, staff again surveyed companies prior to close to ascertain if bids were going to be received. Again, the feedback received was that this type of work/these types of companies were in very high demand, meaning there was less market capacity and competition to undertake this assignment.

The combined bid price of \$310,217.40 is approximately \$90,000 over budget. To offset this over-expenditure staff are recommending re-allocating the \$40,000 budget used for annual capital upgrades at the patrol garages (currently unspent). This patrol garage budget has been historically used to make minor improvements (e.g. install new kitchen cabinetry, replace failing septic systems, install new flooring, convert to LED lighting etc.). As noted in *Table 3*, staff are also

recommending deferring the upgrades to the base station. This work will be re-budgeted to complete these improvements in 2022.

For the unaccounted \$50,000, staff will investigate possible grants available through emergency management or special funds to help offset the remaining unbudgeted expenses. If efforts to find extra funds are unsuccessful, Council has the ability to use year-end surpluses or identify an appropriate reserve to make up the shortfall.

LOCAL MUNICIPAL IMPACT:

Although the County-wide system shared between all local Fire Departments and County operations staff was considered, ultimately this approach was deemed to have excessive costs and was ultimately not supported. The system being implemented as part of this project will allow for easier interoperability between others sharing this frequency if that option is pursued again in the future.

Additionally, in the event of a County-wide emergency, the County fleet could be dispatched to key locations to provide reliable communications between various local SDG municipalities and external agencies.

RELEVANCE TO STRATEGIC PRIORITIES:

The implementation of this project will result in improved communications within and across patrols, which will translate to operational efficiencies in every facet of SDG's work. Accordingly, this project dovetails well with SDG Strategic Priority No. 5: ***Communication – The Foundation of Success***

OTHERS CONSULTED:

- South Dundas
- Rock Networks

ATTACHMENTS:

N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – CS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Alternate EOC Telephone Agreement

RECOMMENDATION:

THAT By-law No. 5303, being a bylaw to authorize an agreement between the United Counties of Stormont, Dundas and Glengarry and Bell Canada to provide landline services, be read and passed in open Council, signed and sealed.

EXECUTIVE SUMMARY:

The alternate emergency operations centre located at the Finch Patrol Garage requires redundant telecommunications systems. Landlines are robust and provide sufficient back up in case the primary telecommunications system fails. This 3-year agreement will reduce the cost of the landline by approximately \$750.00 over the term of the agreement.

BACKGROUND:

Under Ontario Regulation 380/04, every municipality in Ontario is required to establish an emergency operations centre and to ensure that appropriate technological and telecommunications systems are operational to ensure effective communication in an emergency. A municipal EOC is essential to the process of providing centralized direction and co-ordination of emergency management operations. Given the EOC’s critical role, it is vital that each municipality consider designating both primary and alternate EOC sites when developing their emergency response plan (ERP) arrangements. This will ensure that an alternate site for Municipal Emergency Control Group Member (MECG) operations is available if the primary EOC is in a location that is affected or threatened by an emergency. The Finch Patrol Garage at 70 Front Street is designated as the alternate Emergency Operations Centre (EOC). Like the primary EOC, the alternate EOC should be equipped with primary and secondary communications equipment in addition to secondary copies of all relevant reference materials and paperwork for quick access.

The County has recently implemented a voice over IP (VoIP) telephone system which is an acceptable and flexible option for EOC communications. The landline is required to provide a backup communication system. Entering into a 3-year agreement reduces the cost of the telephone line by approximately \$750.00 over the 3-year term.

OPTIONS AND DISCUSSION:

1. **Approve the agreement (Recommended):** The backup line is mandated by provincial regulations and the agreement will reduce the cost.
2. **Not approve the agreement (Not recommended):** The same service will cost more.

FINANCIAL ANALYSIS:

Quotes for service were sought from two other service providers and both have or are moving away from providing landlines. Finalizing the agreement will reduce the cost by \$750.00, over the 3-year term. The amount is already contemplated in the Emergency Management Budget.

LOCAL MUNICIPAL IMPACT:

Communication with local partners and emergency response support agencies will be uninterrupted should the primary VoIP system fail during an emergency.

RELEVANCE TO STRATEGIC PRIORITIES:

Service Delivery – a smarter approach: entering into a longer-term agreement for a service that is mandatory for a lower cost will release funds for other initiatives.

OTHERS CONSULTED:

Katherine Beehler, Training and Emergency Management Coordinator
Maia Foster, EMO Field Officer, Province of Ontario

ATTACHMENTS:

By-law 5303 – Bell agreement

RECOMMENDED BY:



Michel St-Onge
Director IT Services

REVIEWED & APPROVED BY:



T.J. Simpson, CAO

THE CORPORATION OF THE UNITED COUNTIES
OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW NO. 5303

A BY-LAW for the purpose of authorizing an agreement between the United Counties of Stormont, Dundas and Glengarry and Bell Canada.

WHEREAS Section 5 (3) of the *Municipal Act, 2001 S. O. 2001*, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

AND WHEREAS the United Counties of Stormont, Dundas and Glengarry wishes to enter into an agreement with Bell Canada for the provision of landline services.

NOW THEREFORE THE COUNCIL OF THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY ENACTS AS FOLLOWS;

1. That authorization be hereby given to enter into an agreement, attached hereto as Schedule 'A' to this By-law, with Bell Canada.
2. That the Warden and Clerk be hereby authorized to sign the agreement on behalf of the United Counties of Stormont, Dundas and Glengarry

READ and passed in Open Council, signed and sealed this 19th day of July, 2021.

WARDEN

CLERK



Master Agreement #: **1-5285735420-MA**
 Agreement #: **1-5285735420-5**

**BELL INDIVIDUAL BUSINESS LINE SERVICE SCHEDULE
 TO MASTER COMMUNICATIONS AGREEMENT - TARIFFED**

Customer Name:

United Counties of Stormont, Dundas and Glengarry

Capitalized terms used but not defined in this Service Schedule have the meanings given to them in the Agreement.

1. **APPLICABLE TARIFFS** (including but not limited to):

- General Tariff 6716 Item 70 - Rate Schedule for Primary Exchange (Local) Service
- General Tariff 6716 Item 10 - Terms of Service
- General Tariff 6716 Item 500 - Direct Inward Dialing
- General Tariff 6716 Item 1400 – 9-1-1 Public Emergency Reporting Service

Information set out in this Service Schedule concerning the Services is included for the Customer's reference and convenience only. The Tariffs will prevail over any information set out below.

2. **MINIMUM CONTRACT PERIOD (MCP):**

(a) **MCP:** The Customer commits to an MCP of **3 years** beginning on **6/14/2021** (MM/DD/YYYY).

(b) **Renewal Term:**

- (i) Unless Customer has notified Bell, during the then current MCP, of its intention not to renew the MCP, Bell will inform Customer, at least 60 days before the end of the then current MCP, either on Customer's monthly bill or by letter, as to the date on which the MCP shall automatically renew.
- (ii) Bell shall notify Customer of the automatic renewal of the MCP within 35 days of such renewal.
- (iii) Within 30 days of the date of the renewal notice under subsection (ii), Customer may notify Bell of its intention to cancel the Service without payment of termination charges.

3. **SERVICES:**

(a) **Description of Service:**

Description of Business Line Service. The Business Line service is a customer exchange service that provides for a connection to a central office ("Business Line Service"). As part of the Business Line Service, Customer may be eligible to order, as per General Tariff 6716 item 500, Bell's Direct Inward Dial service ("DID"), which permits direct inward dialing depending on the specific type of Business Line Service order. The MCP option for the DID arrangement must be of the same duration as the associated access contract and will be coterminous with it.

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Master Agreement #: 1-5285735420-MA
 Agreement #: 1-5285735420-5

(b) **Service Details**

Billing Telephone Numbers (BTNs)	Quantity of Lines/Trunks	Quantity of DIDs (if applicable)
XXX-XXX-XXXX	1	0

4. **TERMS OF THE TARIFFS:**

Some provisions of the Tariffs are outlined below.

(a) **Termination:**

The Customer may terminate some or all the Services before the expiration of the then current MCP by paying termination charges equal to one half of the monthly rates for the remainder of the then current MCP for the terminated Services. The Customer will not be required to pay termination charges if the Customer migrates to another access service provided by Bell such as Centrex or Megalink, provided that the total charges for the new service, during the MCP selected by the Customer, are not less than the total remaining charges for the Services during the remainder of the then current MCP under this Service Schedule.

(b) **Other Terms and Conditions:**

(i) **Additional Services**

Additional Services may be added at any time prior to the expiration of the then current MCP and such additional Services will be coterminous with the then current MCP. If the Customer receives Services under a current two, three, four or five year MCP and wishes to add Services during the last six (6) months of such MCP, the Customer may do so only if the Customer commits to a new one, two, three, four or five year MCP for all Services. Termination charges for the remaining months in the then current MCP will be waived provided that the existing Services are included in the new MCP.

Any service changes which you request will be itemized on your subsequent monthly invoice and will reflect your choice of MCP and the current quantity of contracted lines.

(ii) **Service Charges**

Service Charges will be applied for work associated with the installation and/or move and rearrangement of the Services in accordance with the provisions of the General Tariff and the Terms of Service included therein.

(iii) **Access to 9-1-1 Service.**

Bell fiber network locations - the following limitations apply to the provision of the enhanced 9-1-1 service ("**E911 Service**") on those Bell Services provided in locations based on Fiber to business technology ("**FTTB Services**").

- (a) Bell will perform up to three (3) annual service upgrades – each lasting no more than 14 minutes. During the planned hardware and software upgrades, the business phone service, including 911, will not be available.
- (b) If Customer experiences a power outage, the business phone service, including 9-1-1, will continue to operate for up to eight hours using an included battery back-up. The FTTB Services, including the E911 Service, will cease to function during extended power outages, that is, once the battery back-up attached to and forming part of the FTTB Equipment at Customer's premises ("**Battery**") has been depleted.
- (c) The FTTB Equipment may also have to be configured in certain ways or maintained in certain locations for the proper operation of the FTTB Services, including the E911 Service, and therefore, the FTTB Equipment should not be moved, tampered with or relocated. Customer must inform all persons who may be present at its premises, including end-users, customers, guests, and other persons, of such limitations and requirements.

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Master Agreement #: 1-5285735420-MA
Agreement #: 1-5285735420-5

- (d) Customer is solely responsible for the supply of electrical power necessary for the FTTB Services, including the E911 Service, to function and unless otherwise expressly specified by Bell, the proper maintenance of the FTTB Equipment, including contacting Bell when prompted to do so by the Battery and replacing the Battery from time to time as required.
- (e) Customer is solely responsible for reviewing and following the manual, instructions and procedures provided or otherwise made available with the FTTB Equipment, including with a new Battery, until the new Battery is installed and the alarm switches off. To the extent permitted by applicable law, Bell and its providers will not be liable to Customer or any third party for any inability to use the FTTB Services, the FTTB Equipment or to obtain access to the E911 Service as a result of the limitations described in this Section or Customer's failure to comply with the requirements set out in this Section.

By signing below, Bell and the Customer agree that this Service Schedule is attached to and forms part of the Agreement, and is governed by the terms and conditions of the Agreement.

<p>United Counties of Stormont, Dundas and Glengarry</p> <p>SIGNATURE : _____</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>I am authorized to bind the Customer to the terms and conditions of this Service Schedule.</p> <p>DATE: _____</p>	<p>BELL CANADA</p> <p>SIGNATURE : _____</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>I am authorized to bind Bell Canada to the terms and conditions of this Service Schedule.</p> <p>DATE: _____</p>
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**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – TS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Updated Sign By-law

RECOMMENDATION:

THAT By-law No. 5304, being a By-law to regulate the location, size and operation of signage within and adjacent to the County Right-of-Way be read and passed in Open Council, signed and sealed

EXECUTIVE SUMMARY:

The County is proposing amendments to the existing sign By-law.

BACKGROUND:

The County’s signage By-law regulates the placement of signs along County roads. The major changes in the updated sign By-law are as follows:

- 1) Some sections and text has been reorganized to improve the readability and interpretation of the document.**
- 2) Definitions have been added/modified:**
 - The By-law includes a definition for ‘digital sign’
 - The By-law includes a definition for a ‘residential area’ based on local zoning by-laws and references residential areas within the operation of digital signs
 - The definition of ‘sign’ has been expanded to include all aspects of a sign (e.g. foundations, posts, display faces, supporting members)
 - The By-law includes the definition of ‘visual nuisance’
 - The By-law defines signs as existing and proposed
- 3) Clarified that signs that encroach in the right of way require an encroachment permit (aerial encroachments as well).**
- 4) Strengthened and clarified the provisions regarding the operation of digital signs.** All digital signs are to:
 - Not be a visual nuisance
 - Dim to one-quarter of their brightness between sunset and 10:00 pm when they can be seen from a residential area (to eliminate visual nuisances)
 - Turn off between 10:00pm and 7:00am when they can be seen from a residential area (to eliminate visual nuisances)

- 5) **Clarified the grandfathering of billboard spacing.**
- 6) **Added a sunset clause to permits that have been issued (6 months).**
- 7) **Added a provision about revoking a permit and the impact of such a revocation.**
- 8) **Noted that permit fees are exempt when signs are being re-faced or undergoing minor repairs.**

The original draft of the By-law was posted on the County website for review and comment. A summary of the public comments received was provided to Council at the June meeting, with no direction provided to amend the proposed By-law. Council also received a letter from Gowlings WLG (Mr. Jacob Polowin) on behalf of Patricia Theriault and South Dundas Waterfront Development Corporation (SDWDC). This letter claimed that the proposed bylaw is “*Ultra Vires*” and “*Being considered in bad faith*”, noting that “if SDG adopts the by-law, [South Dundas Waterfront Development Corporation] may pursue all available legal remedies including [an] appeal to the Ontario Land Tribunal and/ or commencing an application in Superior Court, at which the Counties would be liable for our client’s costs”.

The County’s solicitor has responded to the letter from SDWDC and is recommending the passage of the By-law as amended and presented at the July 19, 2021, Council meeting. Legal advice supports the proposed By-law although it should be noted that any by-law can be challenged.

OPTIONS AND DISCUSSION:

1. **Approve the By-law as revised (Recommended).** Staff are of the opinion that the proposed revisions address the concerns raised by both staff and Council as it relates to the approval of permits and administration of the sign By-law.
2. **Do not approve the By-law as revised (Not Recommended).** If Council does not support the proposed changes, staff can make additional amendments to the draft By-law to address specific concerns.

FINANCIAL ANALYSIS:

The cost to review and approve sign permits is done on a cost-recovery basis. Given that the regulation of signs can represent a significant liability to the organization, it is important that the County play a role in reviewing and approving signs adjacent to the right of way.

LOCAL MUNICIPAL IMPACT:

A copy of the revised By-law will be provided to local municipalities if passed.

RELEVANCE TO STRATEGIC PRIORITIES:

The collaborative approach between the County and local municipalities to issue sign permits is consistent with *SDG Strategic Priority No 1., Service Delivery, A Smarter Approach.*

OTHERS CONSULTED:

- SDG legal counsel (review of proposed amendments)

ATTACHMENTS:

- By-law 5304 and Schedule A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO

THE CORPORATION OF THE UNITED COUNTIES
OF STORMONT, DUNDAS AND GLENGARRY
BY-LAW NUMBER NO. 5304

A BY-LAW to regulate the location and size of signage within and adjacent to the County right-of-way.

WHEREAS Section 5 (3) of the *Municipal Act, 2001 S. O. 2001*, provides that a municipal power, including a municipality’s capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

AND WHEREAS the United Counties of Stormont, Dundas and Glengarry wishes to regulate the location and size of signage within and adjacent to the County right-of-way.

NOW THEREFORE THE COUNCIL FOR THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY ENACTS AS FOLLOWS:

1. That the location and size of signage within and adjacent to the County right-of-way shall be in conformity with the terms, conditions and specifications as outlined within Schedule “A” to this by-law.

2. That By-law No. 5264 is hereby repealed in its entirety.

READ and passed in Open Council, signed and sealed this 19th day of July 2021.

WARDEN

CLERK

Schedule 'A' to By-law No. 5304 Signage Requirements

Section 1: Definitions

“Billboard Sign”

means any existing or proposed sign with a display area greater than 11m²

“County”

means the United Counties of Stormont, Dundas and Glengarry.

“County Road”

means a road under the jurisdiction of the United Counties of Stormont, Dundas and Glengarry.

“Complex Visual Animation”

means an animation which shows a series of images creating the illusion of movement (e.g. video clips etc. as would typically be displayed on television screens or computer monitors). Complex visual animation does not include basic animations typically shown on scrolling LED signboards.

“Digital Sign”

means an existing or proposed electronic sign used to convey images and information through the use of incandescent lamps, neon halogen or any other gas based light sources, LCD, LED, or illuminated projection screens and technology.

“Local Municipality”

means a lower tier municipality of the United Counties of Stormont, Dundas and Glengarry.

“Official Sign”

means a sign placed by or under the jurisdiction of the Transportation Department, or under the authority of a statute, by-law, or provincial or federal authority.

“Owner”

means any person: described on a sign; whose name, address, or telephone number appears on a sign; who installed a sign; who is in lawful control of a sign; or who benefits from the message on a sign. For the purposes of this By-law there may be more than one owner of a sign.

“Residential Area(s)”

means any area that is zoned under a local municipal zoning by-law which permits residential uses.

“Road Allowance”

means a County road allowance and includes all lands and structures contained within the outer limits of the allowance including grassed areas, ditches, curbs, gutters,



sidewalks and other structures and includes a “Highway” as defined under the Highway Traffic Act (Ontario) that is under the jurisdiction of the County.

“Sign” or “Signs”

means any existing or proposed device, object or thing that is designed to convey a message for the purpose of advertising, identifying, announcing, directing, or promoting any idea, event, activity, product, service or facility, or conveying any other type of message. For the purpose of this By-law a ‘sign’ includes either the display face, posts, foundation, supporting members or a combination of any or all of the above elements (the “Sign Elements”). A Sign shall include any attachment to any of the Sign Elements.

“Temporary Sign” or “Temporary Signs”

means an existing or proposed sign that is less than 3m², freestanding, and mounted on light breakaway support systems.

“Transportation Department”

means the County Engineer or designate.

“Visual Nuisance”

means a visual display of any type, existing or proposed, which is causing intrusive impact, abnormal lighting conditions, an unreasonable inconvenience, annoyance or discomfort, to a third party, as determined in the sole discretion of the County Engineer.

Section 2: General

2.1 The following Signs shall be permitted within the road allowance:

- a) Signs erected by any municipal authority for the regulation, safety or guidance of traffic, or to provide public information (i.e. community groups, service clubs or sport or leisure trails). The location and size of Signs erected by any municipality must be approved by the Transportation Department. No advertising, sponsorship or business identification will be allowed on permanent Signs. Those erecting permanent Signs within the County right-of-way shall be required to provide a certificate of insurance to indemnify the County against any liability with coverage limits as recommended by the County insurer.
- b) Temporary Signs, including but not limited to:
 - i. Signs identifying recognized service clubs and community groups
 - ii. event Signs (i.e. community functions)
 - iii. election Signs
 - iv. commercial Signs
 - v. real estate Signs

All Temporary Signs located within the County right-of-way is installed at the Owner’s risk and is subject to be removed without notice by the County.

- c) Privately owned Signs with a valid encroachment permit issued by the County (including partial/ full encroachments aerial or otherwise within the right-of-way). The cost to install privately owned Signs within the right-of-way will be borne by the individual or agency requiring the Sign.

2.2 Signs shall not:

- a) Be accompanied with a device that creates noise, or that resembles an official light not used for the purpose of controlling traffic or for the safety of workers under any Act.
- b) Resemble an Official Sign or a traffic control signal.
- c) Be illuminated, reflectorized, create direct or indirect glare, or display electronic messaging in a manner which is deemed to be a safety hazard in the sole discretion of the Transportation Department.
- d) Be permitted when they do not comply with the provisions of a local Zoning By-law, Building Code, Electrical Safety Code, the Occupational Health and Safety Act, the Construction Safety Act, or any other applicable government regulation.
- e) Promote violence, hatred or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, age, marital status, family status, disability or contempt against any identifiable group. The message, logos, graphics displayed on any Sign must not be disrespectful or contain profanity, obscenity, or promote unlawful activity.

2.3 Temporary Signs shall not:

- a) Be located within a roadway, shoulder, median, planting bed, drain, ditch or watercourse.
- b) Impact the function of a County Road by:
 - i. Creating a safety hazard;
 - ii. Impeding or obstructing municipal maintenance or construction operations;
 - iii. Impeding access to or obstructing a fire hydrant;
 - iv. Impeding or obstructing the passage of pedestrians where they are reasonably expected to walk; or
 - v. Impairing or obstructing the visibility of vehicular or pedestrian traffic or a railway crossing.



- c) Obscure or detract from the visibility or effectiveness of an Official Sign or a traffic control signal.
- d) Be powered with electrical wiring.
- e) Be painted onto, affixed by an adhesive, taped or wired onto:
 - i. A tree, shrub or any other natural object;
 - ii. A utility box, traffic signal control box, bridge, guiderail or any other road structure;
 - iii. An Official Sign; or
 - iv. The support of a luminaire, Official Sign, or any other traffic control device.

2.4 Digital Signs shall not:

- a) Have a dwell time of less than 30 seconds, display complex visual animations or have transitions which are distracting, all as determined in the sole discretion of the Transportation Department.
- b) Fail to eliminate any Visual Nuisances associated with the Digital Sign.
- c) Fail to be turned off between 10:00 p.m. and 7:00 a.m. when they are within direct sightline of a Residential Area so as to eliminate any Visual Nuisances associated with the Sign.
- d) Fail to be dimmed to one quarter of the usual day time lux of the Digital Sign in question, between sunset and 10:00 p.m. when they are within direct sightline of a Residential Area.
- e) Fail to be dimmed or turned off when directed by an official of the Transportation Department acting in accordance with the requirements of subsection 2.4.
- f) Section 2.4 (a) to (e) applies to all electronic displays except for animated displays located within storefronts that are intended for pedestrians and that cannot easily be seen by passing vehicles or Residential Areas.

Section 3: Existing Signs

- 3.1 Every person who erects, displays, alters or repairs a Sign within the County, and every Owner of a place upon which a Sign is erected, displayed, altered or repaired, shall ensure that such Sign is erected, displayed, altered, or repaired in compliance with the provisions of this By-law.

3.2 Interpretation and Exception

- a) Without limiting the generality of section 3.1, section 3.1 shall be interpreted as requiring every Owner of a place upon which a Sign was erected or displayed prior to the coming into force of this By-law to ensure that such Sign is and operates in compliance with the provisions of this By-law or bring the Sign into compliance with the provisions of this By-law within 15 days of the coming into force of this By-law.
- b) The only exception to subsection 3.2(a) is with respect to an existing Billboard Sign that has all its governmental permits and is lawfully placed that contravenes, at the time of this By-law coming into force, subsection 4.2 iii.

Section 4: New Signage Requirements – Size, Location and Orientation

4.1 Signs within 45m of the centreline of a County Road shall require a permit. Signs greater than 45m from the centreline of the road and Temporary Signs do not require a permit provided the Owner complies with the provisions of Section 2 and Section 4 as applicable.

4.2 All Signs installed in rural areas shall not:

- i. exceed 7.5m in height above the ground;
- ii. exceed 30m² in display area (per side);
- iii. (if a billboard) be placed within 200m of another Billboard Sign (per direction);
- iv. be affixed to, mounted upon, or be made to form part of a fence
- v. be placed in, or be allowed to overhang, a daylighting area, or;
- vi. be placed in any area that in the opinion of the Transportation Department will constitute any other hazard to vehicular traffic.

4.3 All Signs installed in urban areas shall not:

- i. exceed 7.5m in height;
- ii. exceed 30m² in area (per side);
- iii. be placed in, or be allowed to overhang, a daylighting area, or;
- iv. be placed in any area that in the opinion of the Transportation Department will constitute any other hazard to vehicular traffic.

4.4 Freestanding Signs shall be installed at either 45 degrees or greater to the centreline of a County Road. When Signs have been installed to be viewed on the left-hand side of the road, no additional Billboard Signs will be permitted within the spacing requirements on the opposite side of the road.



Section 5: Administration

- 5.1 The Transportation Department is responsible for the administration of this By-law.
- 5.2 Every application for a permit under this By-law shall be made on the form provided by the Transportation Department, and shall be accompanied by any plans, drawings, and other information prescribed on the application, including local Municipal sign-off, which confirms that they have no objections to the proposed Sign.
- 5.3 Every person applying for a permit shall pay the application fee approved by County Council. Sign permit application fees are in accordance with the County's User Fee By-law, as amended from time to time. There shall be no permit fee for Signs installed onto existing buildings, Signs installed as part of an approved Community Improvement Project, when Signs are being refaced or undergoing minor repairs or modifications (in the sole discretion of the County Engineer) or for Signs installed between 30m to 45m from the centreline of a County Road.
- 5.4 Signs must be installed within 6 months of the date of issuance of the permit or the permit will have deemed to expire and a new application is required.
- 5.5 A Sign permit may be revoked by the County Engineer, or when directed by County Council, if the Sign is not being or has not been installed in accordance with the approved permit or when the Sign is operating contrary to the provisions of this By-law.
- 5.6 County Council may authorize a minor variance from the requirements of this By-law. The fee to make a request for a Sign minor variance shall be in accordance with the County's User Fee By-law, as amended from time to time.
- 5.7 Nothing in this By-law exempts a person from complying with any other By-law or requirement of a Local Municipality, government, or agency having the authority to deal with a matter related to a Sign.

Section 6: Enforcement

- 6.1 This By-law may be enforced by the Transportation Department, a municipal by-law enforcement officer, or a police officer.
- 6.2 Any Owner who operates, places, or permits to be placed or operated, a Sign that does not comply with this By-law is required, upon receipt of an order of the Transportation Department or notice of revocation of their permit, to either modify the Sign to comply with the By-law, or remove the Sign forthwith and restore the Sign location to a condition satisfactory to the Transportation Department.
- 6.3 If the Owner is required, by order of the Transportation Department, to modify or remove a Sign and fails to do so, then the Transportation Department, a municipal



by-law enforcement officer, or a police officer may immediately remove it, without notice or compensation to, and at the risk, of its Owner.

- 6.4 The County assumes no liability for any Signs, and may at any time, when acting under authority of this By-law, remove, relocate, dismantle or destroy any Sign or Temporary Sign without notice. The County has no obligation to maintain non-compliant Signs, nor has any obligation to return non-compliant Signs to the Owner if removed.
- 6.5 Every person or Owner who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 6.6 The County and a Local Municipality may recover expenses for the removal, transportation and disposal of a Sign or Temporary Sign, and for the restoration of any Sign location from the Owner by court action, or in like manner as municipal taxes.



**UNITED COUNTIES OF
STORMONT, DUNDAS & GLENGARRY**

ACTION REQUEST – PS	
To:	Warden and Members of Council
Date of Meeting:	July 19, 2021
Subject:	Official Plan Amendment No. 7 (South Glengarry)

RECOMMENDATION:

THAT By-law No. 5305 being a by-law to adopt Official Plan Amendment No. 7 to the Official Plan of the United Counties of Stormont, Dundas and Glengarry, be read and passed in Open Council, signed and sealed.

EXECUTIVE SUMMARY:

Official Plan Amendment No. 7 is an amendment initiated by the Township of South Glengarry that seeks to amend 17 hectares of “Employment District” lands located in South Lancaster to “Commercial District” to permit the establishment of commercial and mixed-use developments along the main street of the South Lancaster settlement area.

BACKGROUND:

The United Counties of SDG received an Official Plan Amendment (OPA) application to amend the land use designation of approximately 17 hectares of land in the Township of South Glengarry to facilitate a mixed-use development at 20361 SDG County Rd 2 which includes residential apartments geared to retirees, along with anticipated intensification of other properties that are currently vacant or underutilized. Existing land uses in the immediate area include retail, restaurants, automotive-related uses, residential uses and a marina. The area includes approximately 10 hectares of vacant land. Due to the sensitive land uses nearby and strategic location along the main street in South Lancaster, the land would be better suited to serve the adjacent residential community.

The lands are generally zoned for highway commercial uses.

OPTIONS AND DISCUSSION:

The proposed OPA supports a number of policy objectives in the *Provincial Policy Statement (PPS)* and *County Official Plan* by building healthy livable communities, meeting long-term housing needs, and by protecting and promoting land use compatibility. The proposed OPA has been undertaken in accordance with the requirements of the *Planning Act* including providing public notice and the holding of a public meeting.

Council has three options to consider for this application:

1. **Approve Official Plan Amendment #7 (Recommended).** Approval of OPA 7 is recommended as it is the opinion of planning staff that the proposed re-designation and development meets the intent of the Official Plan, is consistent with the Provincial Policy Statements, and constitutes good planning.
2. **Do Not Approve Official Plan Amendment #7 (Not Recommended).** Should Council be of the view that the re-designation is not appropriate, they may deny the application. Not approving the amendment would result in the current designation remaining on the site. The *Planning Act* has limits on appeal rights for the refusal or failure to adopt an Official Plan Amendment that proposes to remove an area of employment.
3. **Refer the Amendment Back to Staff for Further Information (Not Recommended).** Should Council wish to receive additional information or believe further consultation is needed on the amendment before they can make a decision, Council may refer it back to staff for additional review and consultation.

FINANCIAL ANALYSIS:

Approval of the amendment will have no direct negative financial impact on the County.

LOCAL MUNICIPAL IMPACT:

The Township of South Glengarry initiated and supports the proposed amendment.

RELEVANCE TO STRATEGIC PRIORITIES:

Approval of this OPA is consistent with SDG Strategic Priority No. 4 – *Community Sustainability, a Place You Want to Be*. If approved, this OPA will be to facilitate development that suits the adjacent land uses and provide high quality services for its residents.

OTHERS CONSULTED:

- Township of South Glengarry
- SDG Planning Staff
- Hemson Consulting Ltd.

ATTACHMENTS:

- By-law No. 5305
- Schedule A, OPA No.7
- Planning Rationale in Support of OPA

PREPARED BY:

- Stephanie Morin, SDG Planning Technician.

RECOMMENDED BY:



Peter Young
Director of Planning Services

REVIEWED & APPROVED BY:



T.J. Simpson, CAO

**THE CORPORATION OF THE UNITED COUNTIES
OF STORMONT, DUNDAS AND GLENGARRY**

BY-LAW NO. 5305

A BY-LAW to adopt Official Plan Amendment No. 7 to the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

WHEREAS the Official Plan of the United Counties of Stormont, Dundas and Glengarry was adopted by Council on July 17, 2017, and approved by the Minister of Municipal Affairs and Housing on February 4, 2018.

AND WHEREAS Section 17 (22) of The Planning Act, R.S.O., 1990 provides for the adoption of an official plan (or amendment) by a municipal council.

AND WHEREAS it is deemed that the amendment conforms to the intent of the County Official Plan by re-designating approximately 17 hectares of land in the Township of South Glengarry from the “Employment District” designation to the “Commercial District” designation, in order to permit the establishment of commercial and mixed use development along the main street of the South Lancaster settlement area.

NOW THEREFORE the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry enacts as follows:

1. That Official Plan Amendment No. 7 to the Official Plan of the Corporation of the United Counties of Stormont, Dundas and Glengarry, attached hereto as Schedule “A” to this By-law, is hereby adopted.
2. That this By-law come into force and effect on the final passing thereof.

READ and passed in Open Council, signed and sealed this 19th day of July, 2021.

WARDEN

CLERK

SCHEDULE “A” TO BY-LAW No. 5305

**AMENDMENT NO. 7 TO THE
OFFICIAL PLAN FOR THE
UNITED COUNTIES OF STORMONT,
DUNDAS AND GLENGARRY**

Applicant: Township of South Glengarry

Official Plan Amendment
Site Specific Re-designation from
Employment District to Commercial District

Township of South Glengarry



**UNITED COUNTIES OF STORMONT
DUNDAS AND GLENGARRY**

**CERTIFICATION OF COMPLIANCE WITH PUBLIC INVOLVEMENT AND NOTICE
REQUIREMENTS**

I, Kimberley Casselman, Clerk, hereby certify that the requirements for the giving of notice and the holding of at least one (1) public meeting as set out in Subsection 17(15) of the Planning Act, R.S.O. 1990, and the giving of notice as set out in Subsection 17(23) of the Planning Act, R.S.O. 1990, have been complied with.

Signed _____
Kimberley Casselman, Clerk

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Appendices

- Appendix A: Notice of Public Meeting
- Appendix B: Record of Proceedings
- Appendix C: Planning Rationale

STATEMENT OF COMPONENTS

PART A - PREAMBLE

Introduces the actual Amendment but does not constitute part of Amendment No. 7 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry.

PART B - THE AMENDMENT

Consists of the following text, which constitutes Amendment No. 7 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry.

PART C - THE APPENDICES

Does not form part of Amendment No. 7 but are provided to clarify the intent and to supply background information related to the Amendment.

PART A – PREAMBLE

Purpose

The purpose of Amendment No. 7 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry, being an amendment initiated by the Township of South Glengarry pursuant to Section 22 of the *Planning Act*, is to redesignate approximately 17 hectares of land in the Township of South Glengarry from the “*Employment District*” designation to the “*Commercial District*” designation, in order to permit the establishment of commercial and mixed-used developments along the main street of the South Lancaster settlement area.

Location

The subject properties include multiple parcels in South Lancaster on SDG County Road 2 between Highway 401 and the Raisin River as shown on Schedule “A” to this by-law.

Basis

In the Official Plan for the United Counties of Stormont, Dundas and Glengarry, the properties are presently designated as “*Employment District*.” The designation permits a range of industrial land uses, manufacturing, construction, warehousing, offices, employment supportive commercial uses including associated retail and ancillary facilities, public service facilities and institutional

uses. Residential uses are prohibited. The Township is proposing to convert these employment areas to the “*Commercial District*” to permit commercial and mixed-use development.

The existing land uses in the immediate area include retail, restaurants, automotive-related uses, residential uses and a marina, generally with zoning reflecting the existing uses. Approximately 10 hectares of the 17 hectares affected, is vacant.

The proposed re-designation would facilitate a mixed-use development at 20361 County Road 2 with residential apartments geared to retirees, along with anticipated intensification of other properties that are currently vacant or underutilized.

The lands are well suited to accommodate the intended commercial and mixed-use residential uses. The subject area is strategically located in the Urban Settlement Area of South Lancaster and would represent a natural extension of main street development located in Lancaster. The change to a commercial designation would better reflect the existing commercial uses in South Lancaster and be more compatible with existing residential uses.

PART B - THE AMENDMENT

The Introductory Statement

All this part of the document entitled, Part B - The Amendment, consisting of the following text and Schedule "A", constitutes Amendment No. 7 to the Official Plan for the United Counties of Stormont, Dundas, and Glengarry.

Details of the Amendment

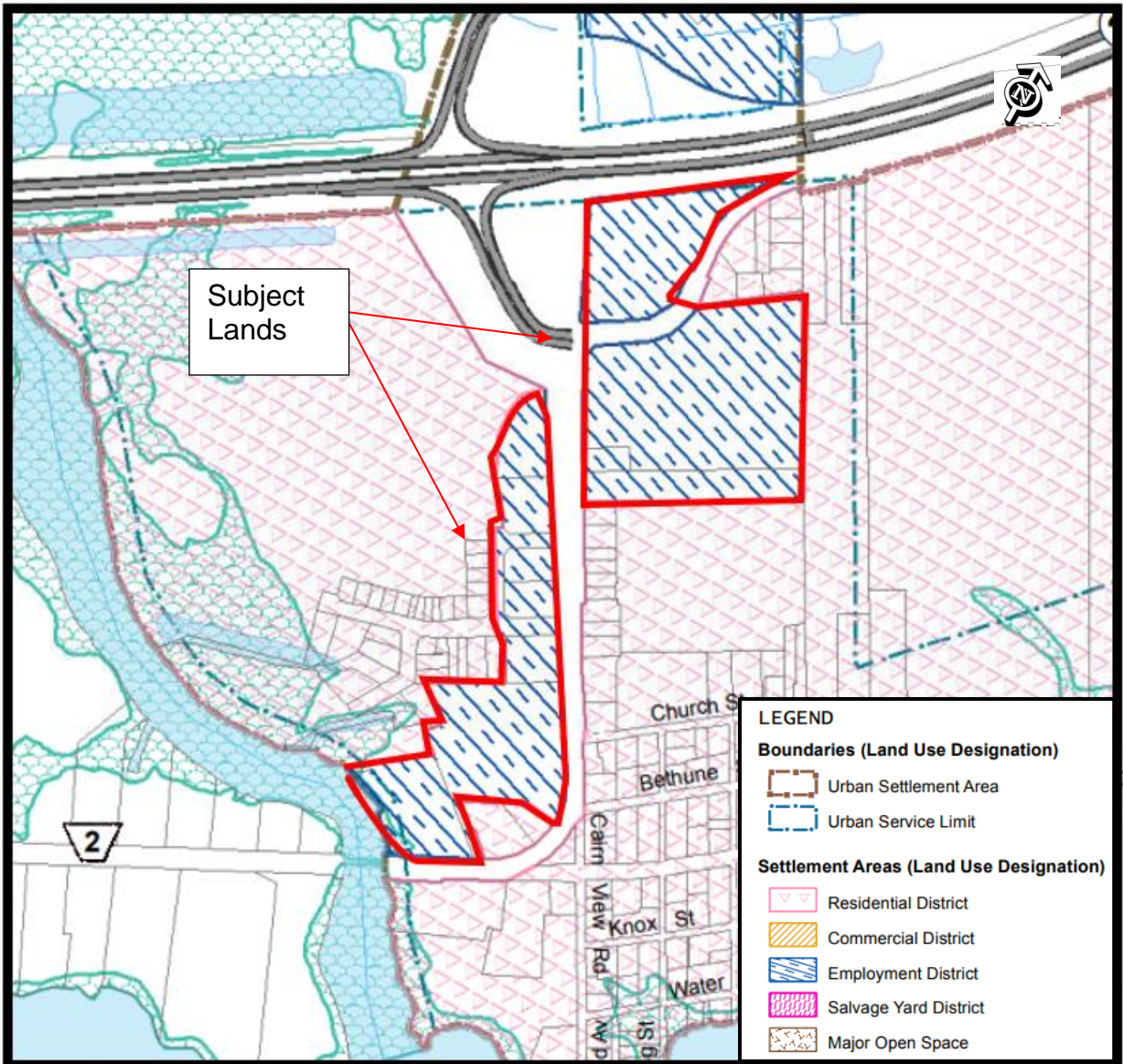
The Official Plan of the United Counties of Stormont, Dundas and Glengarry is amended as follows:

1. Schedule A6c: Land Use Plan, Urban Settlement Area of South Lancaster/Lancaster is hereby amended by re-designating the lands shown on Schedule "A" to Amendment No. 7 attached hereto, from "Employment District" to "Commercial District".

Implementation

1. The existing policies of the Stormont, Dundas and Glengarry Official Plan respecting the Commercial District and other general policies are still applicable to the subject lands.
2. The Amendment shall be implemented through an amendment to the Township of South Glengarry's Zoning By-law.

Schedule "A"
OPA 7



PART C – THE APPENDICES

APPENDIX A: NOTICE OF PUBLIC MEETING

APPENDIX B: RECORD OF PROCEEDING

APPENDIX C: PLANNING RATIONALE

Appendix A: Notice of Public Meeting



Notice of a Public Meeting For a Proposed Amendment to the United Counties of Stormont, Dundas and Glengarry Official Plan

TAKE NOTICE that the Council of the Corporation of the Township of South Glengarry has submitted a proposal to amend the United Counties of SDG Official Plan under Section 17 and 21 of the *Planning Act*.

TAKE NOTICE that the Council of the Corporation of the Township of South Glengarry will hold a virtual public meeting on Monday the 21st day of June, 2021 at 6:00 p.m. to consider a proposed amendment to the United Counties of Stormont, Dundas and Glengarry Official Plan under Section 22 of the *Planning Act*, R.S.O. 1990, as amended.

FURTHER TAKE NOTICE that the virtual public meeting on **Monday, June 21, 2021 at 6:00p.m.** for the purpose of a public hearing into this matter is to be held via:

A Zoom webinar:

Topic: South Glengarry Public Meeting- Zoning Amendment

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_ULNjL5-kSM-dcftR4osSsA

After registering, you will receive a confirmation email containing information about joining the webinar.

Members of the public who do not have internet/computer access and want to join the public meeting **by phone** will need to call Kelli Campeau, Clerk at 613-347-1166 ext. 223 on or before 4:00pm on June 21, 2021. If you have any questions regarding this notice or the purpose of this meeting please call Joanne Haley, GM- Planning, Building and Enforcement at 613-347-1166 ext. 231.

PURPOSE AND EFFECT

The Township of South Glengarry is proposing to convert lands in South Lancaster, South Glengarry from their current Employment District Designation to a Commercial District Designation. The effect of the conversion would be to allow for a greater mix of land uses, including residential uses.



ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan Amendment.

IF YOU WISH TO BE NOTIFIED OF THE DECISION of the United Counties of Stormont, Dundas and Glengarry in respect of the proposed official plan amendment, you must make a written request to the United Counties of Stormont, Dundas and Glengarry, 26 Pitt Street, Cornwall, Ontario, K6J 3P2, Attention: Peter Young, Director of Planning (pyoung@sdcountries.ca).

If a person or public body would otherwise have an ability to appeal the decision of the United Counties of Stormont, Dundas and Glengarry to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the United Counties of Stormont, Dundas and Glengarry before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the United Counties of Stormont, Dundas and Glengarry before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

ADDITIONAL INFORMATION relating to the proposed Official Plan Amendment is available between 8:30 a.m. and 4:00 p.m. Monday to Friday at the Township office or by calling 613-347-1166 ext. 231.

DATED AT THE TOWNSHIP OF SOUTH GLENGARRY

THIS 31st DAY OF MAY, 2021

Joanne Haley
General Manager – Planning, Building and Enforcement
Township of South Glengarry
 6 Oak Street, P.O. Box 220
 Lancaster, Ontario K0C-1N0
 Telephone: 613-347-1166 ext. 231
 Fax: 613-347-3411
 E-mail jhaley@southglengarry.com
 www.southglengarry.com

MINUTES

THE PUBLIC MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD VIRTUALLY IN THE EVENING ON JUNE 21, 2021.

PRESENT: Deputy Mayor Lyle Warden, Councillor Martin Lang, Councillor Stephanie Jaworski, and Councillor Sam McDonell

STAFF PRESENT: CAO Tim Mills, Director of Corporate Services/Clerk Kelli Campeau and GM Planning, Building & Enforcement Joanne Haley and GIS & Planning Technician Anne Lalonde.

PUBLIC PRESENT: Bruce Munro, Peter Young and Jacqueline Milner.

1. OPEN PUBLIC MEETING

Moved by: Councillor McDonell

Seconded by: Councillor Jaworski

That the Public Meeting be opened.

Carried

2. APPROVAL OF AGENDA

Moved by: Councillor McDonell

Seconded by: Councillor Jaworski

That the agenda be approved as circulated.

Carried

3. DECLARATION OF PECUNIARY INTEREST

None

4. PRESENTATIONS AND DELEGATIONS

Ms. Haley outlined the rules of engagement for the public meeting.

a) Proposed Amendment to United Counties of SDG Official Plan

Ms. Haley explained that the purpose of the Official Plan Amendment is to convert the Employment District Lands located in South Lancaster to Commercial District Lands which will allow for more compatible land uses in the South Lancaster area.

She advised that comments should be submitted in writing by June 25, 2021 and that a staff report will be brought forward to Council in the future recommending the amendment be approved by SDG.

Jacqueline Milner (19166 Hay Rd.) asked for clarification as to whether the proposed amendment would affect any provincially significant wetlands such as Coopers Marsh. Ms. Haley advised that it is not within proximity to any significant wetlands.

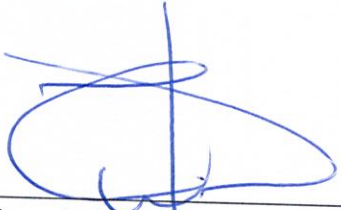
5. ADJOURNMENT

Moved by: Councillor McDonell

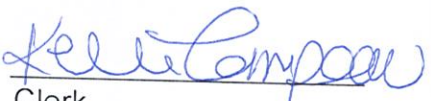
Seconded by: Councillor Lang

That the meeting be adjourned at 6:11 pm.

Carried



Deputy Mayor



Clerk

Appendix C: Planning Rationale



Hemson Consulting Ltd
1000 – 30 St. Patrick Street, Toronto, ON M5T3A3
416-593-5090 | hemson@hemson.com | www.hemson.com

MEMORANDUM

To: Joanne Haley, General Manager, Planning, Building & Enforcement, Township of South Glengarry

From: Stefan Krzeczunowicz and Russell Mathew

Date: February 11, 2021

Re: Review of Proposed Conversion of Employment Lands

This memorandum contains a scoped review of a proposal to convert lands in Lancaster, in the Township of South Glengarry, from their current Employment District designation to a Commercial District designation. The effect of the conversion would be to allow a greater range and mix of land uses, including residential uses, on the lands. Although the review has been triggered by a site-specific request, it covers all of the lands in Lancaster that are currently designated Employment District.

This scoped review builds on Hemson’s *SDG – Updated Official Plan Section 2 Report and Employment Land Needs Analysis* prepared for the United Counties of Stormont, Dundas and Glengarry (SDG) in 2016.

A. PROPOSAL IN CONTEXT

9865560 Canada Inc. is seeking to develop a property at 20361 County Road 2. The property, previously the site of the Impala Motel, is located west of County Road 2 and south of Highway 401, in Lancaster, in the Township of South Glengarry. A preliminary concept for the proposed development includes 180 condominium/apartment housing units in 6 buildings geared towards retirees, as well as 12 commercial properties.

The site forms part of a strip of properties fronting County Road 2 and extending south of Highway 401 to the Raisin River that are designated Employment District in the SDG Official Plan (see Map 1).

Map 1 – Employment District in Lancaster



The Employment District designation in Lancaster was implemented through the SDG Official Plan in 2006. The designation permits a range of industrial land uses, manufacturing, construction, warehousing, offices, employment supportive commercial uses including associated retail and ancillary facilities, public service facilities and institutional uses. Residential uses are prohibited.

Table 3.5 of the Official Pan provides examples of the permitted uses in Employment Districts:

Designation	Permitted Uses
Employment District	<ul style="list-style-type: none"> • Class I, II, and III industrial uses • Transportation and distribution industries near transportation corridors • Other associated retail and ancillary facilities, including limited employment supportive commercial uses serving the employment area (e.g. hotels, restaurants, fitness centres, financial institutions, convention centres, service commercial uses) as defined in the implementing Township Zoning by-law or through a site-specific zoning amendment.

ii. Current Land Use

Most of the lands designated as Employment District in Map 1 are occupied by commercial activities, including:

- a home and kitchenware store at the south-east intersection of County Road 2 and Highway 401;
- a McDonald's takeout, Subway takeout, Tim Horton's takeout, Circle K convenience store, Esso gas station, and small gift shop, extending south of Highway 401 on either side of County Road 2;
- a jeweler, just south of Cannon Street; and
- the Raisin River Marina, on the shore of where the Raisin River meets the St. Lawrence.

A significant portion of the Employment District—about 10 hectares, including the site of the proposed mixed use development—is currently vacant. The subject site itself is generally surrounded by residential uses to the south, east, and north-west (where there is a recently constructed subdivision), the Raisin River Marina to the south-west, and the above-mentioned jeweler on Cannon Street to the north. Additional residential uses are being proposed to the south (within the Cairnview Estates Subdivision).

iii. Proposed Land Use Designation

The SDG Official Plan includes a Commercial District land use designation, which permits mixed uses such as commercial, residential, public service facilities and institutional uses. Table 3.5 in the Official Plan provides examples of permitted commercial uses: the full range of retail, service commercial, automotive, recreation and resort commercial and personal service uses. Mixed or standalone residential uses are also permitted, though standalone residential uses are strongly discouraged.

B. PROPOSED CONVERSION IS CONSISTENT WITH PROVINCIAL POLICY STATEMENT

A conversion of some or all of the Employment District in Lancaster to Commercial District designation requires SDG Council to approve an amendment to the SDG Official Plan. Under the *Planning Act*, such a decision must be consistent with the 2020 Provincial Policy Statement (PPS). In our view, the “PPS consistency” test would be met because the

conversion would address the need to build healthy and liveable communities as well as the need to protect employment lands.

i. Building Healthy and Liveable Communities

The conversion would contribute to a more efficient and resilient pattern of development and land use pattern by promoting the kinds of uses that already prevail in the district and affording greater opportunity to develop vacant lands. As well,

- The conversion would take place within the boundaries of an existing settlement area. The PPS Section 1.1.3 indicates that settlement areas “are to be the focus of growth” and “are critical to the long-term prosperity of communities”.
- The population in SDG is aging. The conversion would promote a healthy and liveable community in Lancaster by facilitating the development of a broader range and mix of housing, including higher density apartment forms and housing forms that are geared towards older adults.
- The conversion would encourage mixed-use development that incorporates compatible employment uses to support a liveable and resilient community.

ii. Meeting Long-Term Housing Needs

The conversion would support the Counties’ obligation to make sufficient land available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years,

Hemson’s *SDG – Updated Official Plan Section 2* report (2016) identified nearly 1,400 gross hectares of vacant residential land supply across the Counties, enough capacity to accommodate between 2,700 and 16,000 additional housing units based on range of densities (anywhere between 2 and 12 units per gross hectare). The Counties had also, at the time of the report, identified significant potential for intensification.

On the demand side, the report forecast housing growth in the Counties to be 2,600 units between 2016 and 2036, or roughly 77 units per year over the thirty-year period. Housing growth was anticipated to be focused in South Dundas, North Dundas, South Stormont, and South Glengarry.

As such, the report concluded that the residential land supply was sufficient to accommodate long-term growth.

Recent data from Statistics Canada and the Canadian Housing Mortgage Corporation (CMHC) indicate that:

- the Counties' population is growing more rapidly than anticipated by the 2016 forecasts. Indeed, about 61% of all population growth forecast to 2036 has taken place to mid-year 2020. The higher-than-expected growth is particularly prevalent in North Stormont, South Stormont, and South Glengarry.
- housing growth has similarly been faster than forecast in 2016. While data is incomplete for all lower-tiers, including South Glengarry, CMHC data show that about 60 new housing units were completed in South Stormont between 2016 and 2020. This represents almost 5 times the rate of housing growth anticipated for this municipality in 2016.

While we have not updated either the Counties growth forecasts or land budget analysis from 2016, we conclude that the recent pattern of high growth in the Counties, particularly in the southern municipalities, would not jeopardise the Counties' ability to provide sufficient land for long-term housing needs. However, if the current rate of housing growth persists, the number of sites available to provide the full range of housing in the Counties may become constrained over time.

As such, given the recent high rate of housing development, the conversion would expand the opportunities in one of faster growing areas of SDG to provide an appropriate range and mix of housing to meet the needs of long-term growth.

iii. Protection of Employment Lands

Notwithstanding the entirely commercial character of the Lancaster Employment District, the permitted uses in the district under the SDG Official Plan generally reflect the PPS definition of "employment areas". Policy 1.3.2.1 of the PPS addresses the preservation of employment areas and states that:

"Planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs."

In this way, economic development and competitiveness is promoted and maintained.

Prior to 2020, employment areas could only be converted to non-employment uses through a comprehensive review (i.e. formal official plan review). PPS policy 1.3.2.5 now permits discrete employment area conversions provided an area has not been identified as

provincially significant through a provincial plan exercise or as regionally significant by a regional economic development corporation, and subject to the following:

- there is an identified need for the conversion and the land is not required for employment purposes over the long term;
- the proposed uses would not adversely affect the overall viability of the employment area; and
- existing or planned infrastructure and public service facilities are available to accommodate the proposed uses.

The Lancaster Employment District is neither provincially significant nor regionally significant.

Hemson's 2016 *Employment Land Needs Analysis* for the Counties was prepared in advance of the release of employment data from the 2016 Census. However, while the report's distribution of employment overestimated the number of jobs in South Dundas, North Dundas, and South Glengarry, and underestimated the number of jobs in North Glengarry, North Stormont, and South Stormont, the estimate of the overall Counties employment base (20,400 jobs) proved to be almost exactly correct. Moreover, the report concluded that:

- though there would be a moderate decline in employment overall in the Counties to 2036, mainly due to an aging population, employment land would still be required to meet non-residential development needs;
- the Counties' 450 hectare supply of employment land was more than sufficient to accommodate the long-term needs;
- most available supply was concentrated along the Highway 401 corridor—in South Dundas and South Stormont—and this supply had significant capacity to accommodate employment growth; and therefore
- *there was no need for additional employment lands.*

The approximately 10 hectares of vacant land in the Employment District in Lancaster represents less than 2% of the Counties' total vacant employment land supply. It is not required for to meet the Counties' long-term employment purposes. Moreover, its conversion to a mixed use designation would not adversely affect the overall viability of lands elsewhere in the Counties that are better suited to meeting long-term needs.

C. LANDS NOT SUITED AS LONG-TERM EMPLOYMENT AREA

The PPS requires that the Counties maintain a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take account the needs of existing and future businesses. The Lancaster Employment District does not contribute to achieving this policy as the physical character of the lands and their market viability are generally not compatible with their land use designation. This is particularly true of the lands to the west of County Road 2.

- The Employment District designation is intended to promote industrial, transportation, and distribution uses. While such uses benefit from easy access to Highway 401, they require large sites for storage, parking, and truck turning. The small size and configuration of most existing properties restricts the number of potential users. The exceptions are the two relatively large properties, 2.5 hectares and 4.9 hectares, to the east of County Road 2 due south of Highway 401 (see Map 1).
- The close proximity of existing and planned residential uses to the district effectively precludes any Class II and Class III industrial activity, where the scale of operations is more intensive and greater separation is required in order to mitigate noise, dust, vibrations, and other adverse impacts. This is especially true of the two large properties noted above, which adjoin existing and planned residential uses to the east (see Map 1).
- While retail uses are permitted, they are limited to ancillary uses. The existing retail and service commercial activity in the district is evidence of greater potential for commercial development.

D. CONCLUSIONS

Based on the above analysis, the following conclusions can be made:

- With no history of industrial uses, there is no discernable reason why lands in Lancaster occupied almost entirely by service commercial and commercial retail uses were designated as Employment District in the 2006 SDG Official Plan.
- As such, conversion of all or most of the properties within the Lancaster Employment District to a Commercial District designation under the SDG Official Plan would better reflect the retail, service commercial, and automotive uses that

Schedule A to By-law 5306
SDG Official Plan Amendment No. 7

currently prevail in the district. Moreover, it would encourage similar activities in the area and promote the expansion of existing uses.

- The conversion would facilitate a mixed use development that incorporates compatible employment uses to support a livable and resilient community.
- We understand from Township staff that there are existing municipal infrastructure and public services facilities available to service the converted lands.
- The Counties do not need this Employment District to meet the needs of long-term employment. There is an ample supply of employment land in SDG. Moreover, there are employment lands better suited to supporting the uses intended for Employment Districts under the SDG Official Plan.
- The physical character of the lands in the Employment District, as well as their proximity to existing and planned residential uses, restricts their ability to accommodate future industrial, transportation and warehousing uses. *The lands are generally not suited to their designation.* As such, they are not viable as an Employment District over the long-term.
 - The two large land parcels east of County Road 2, and due south of Highway 401, are slight exceptions to this rule. However, while these sites provide good access to the highway corridor for Employment District uses, they adjoin existing and planned residential uses to the east and would be further constrained by their isolation if left as Employment District. Conversely, these sites provide excellent visibility from the highway for commercial retail uses and represent one of the last opportunities to get gas, food and beverages on the eastbound 401 before the Quebec border. In our view, there are opportunities to expand existing highway commercial activities on these lands.

In short, it is our opinion that the conversion of all of the Lancaster Employment District to a Commercial District designation is consistent with the PPS and represents good planning.



MONTHLY ACTIVITY SUMMARY

CAO

July 19, 2021

WORK COMPLETED:

- Weekly management team meetings – June 22nd, 28th, July 5th, July 12th, 2021
- Weekly Corporate Services meetings – June 22nd, 28th, July 5th, July 12th, 2021
- On-boarding Director of Planning and Manager of Economic Development
- June 24th, 2021- Meeting with EOHU, City, and United Counties of Prescott-Russell to review current pandemic related state of emergency
- June 30th, 2021 – IT Steering Committee meeting
- July 16th, 2021 – EOWC Caucus meeting
- Historic newspaper digitization report
- WHMIS training
- Performance reviews for all County staff
- Lifting of pandemic related state of emergency

WORK IN PROGRESS:

- Education working group/report
- Job description review
- Review of comprehensive Personnel Policy manual
- Assisting with various recruitment initiatives
 - Business Systems Analyst – IT Services
 - Court Services Representative – Financial Services
- Orientation of new Warden
- Implementation of recommendations in Financial/Court Services service delivery report



MONTHLY ACTIVITY SUMMARY

CORPORATE SERVICES

July 19, 2021

WORK COMPLETED:

- Attended weekly Director's meetings
- Attended weekly Corporate Services staff meetings
- Attended various meetings with eSCRIBE re: implementation of new meeting and agenda management system. Report Manager training: June 23rd & July 9th. Ongoing training with Director of Library Services
- Completed staff performance reviews
- WHIMIS training
- Vacation: June 28th – July 5th
- Assembled and circulated July 19th County Council agenda
- Attended Ministry of Municipal Affairs and Housing webinar: Locally Driven Digital Transformation, June 13th
- Prepared various meeting minutes, reviewed staff reports
- Continued research re: Corporate Records Management systems and best practices.
- Scanning/filing records

WORK IN PROGRESS:

- Ongoing implementation of new meeting and agenda management system (eSCRIBE)
- Ongoing by-law inventory (digital copies)
- Agenda preparation for August Council meeting and September Committee of the Whole meeting
- Assisting with review of Personnel Policy manual



MONTHLY ACTIVITY SUMMARY

FINANCIAL SERVICES

July 19, 2021

WORK COMPLETED:

- Weekly Management Team meetings
- Weekly Financial Service Department meetings
- Citywide Virtual User Group, June 23-24, 2021
- Grant Funding; Briefing, June 23, 2021
- COVID Screening (MAG) guideline review, June 24, 2021
- SDG Treasurer's Meeting, June 25, 2021
- Energy Reporting, June 30, 2021
- Safe Restart Reporting, June 30, 2021
- IT Steering Committee, June 30, 2021
- SDR Opportunity Review, July 7, 2021
- Asset Management Meeting, July 8, 2021
- 2020 Audit Completion
- 2020 POA Annual Report
- Annual Staff Performance Reviews
- Insurance Renewal 2021-2022

WORK IN PROGRESS:

- Federal Gas Tax Audit
- Court Services Staff Training
- Asset Management Planning
- Purchasing Policy Review
- Vadim Online Timesheets
- Part III Transfer from the Ministry of the Attorney General
- Public Health Review – Court Services
- Zoom for Court Proceedings
- Regional Incentives Reconciliation
- GIS/PSD Asset Integration
- Paymentus for Library Services
- Review of MPAC Appeals/RFR's



MONTHLY ACTIVITY SUMMARY

TRANSPORTATION SERVICES

July 19, 2021

WORK COMPLETED:

Transportation

- Issued tenders for outstanding projects planned in 2021
- Attended a variety of pre-consultation meetings for various developments
- Issued entrance, setback, sign and municipal consent permits
- Commented on pre-severance and severance files
- Finalized the Alexandria EA project
- Attended the EDP final road inspection work
- Staff performance reviews (non-union)
- Attended EOLC IT2G committee meeting

GIS

- North Dundas - Winchester water infrastructure updates and water maps for OCWA.
- Work on South Dundas Municipal Drain mapping request for consultant.
- Zoning updates for South Dundas zoning.
- Updates to North Glengarry Vacant Land maps.
- Provided GPS/GIS Field Data Collection support to Townships and OCWA.
- Created inventory of properties for Social Housing (City of Cornwall) with specific criteria.
- Created Summer survey for Tourism Department using Online GIS software.
- Civic address and Road network updates. Sent out monthly 911 Map Guide & Street list.
- Provided ArcOnline/SDG Explorer updates and support as required.
- Completed map for Chesterville Historical Society.
- Attended online Eastern Ontario GIS User Group Workshop on Next Generation 9-1-1 implementation.
- Staff completed yearly WHMIS training.

Forestry

- Monthly progress meeting with South Nation
- Corresponded with Friends of the Summerstown Forest re: portable
- Working on Gallinger property acquisition
- Work at Howard Mitchel Forest in preparation of 2022 maple tapping

WORK IN PROGRESS:

- Cold in place
- Hot Mix
- CP Winchester Bridge Rehabilitation
- McPhee Bridge Rehabilitation
- St. Andrews West Rehabilitation
- OSIM Inspections
- Roadside Mowing
- Specialty Marking
- Morrisburg Roundabout and Streetscaping
- Updating North Stormont Fire Response Wall Maps
- Specialty Paint Marking Inventory checks
- Social Housing request for vacant properties (City of Cornwall)
- Work on North Stormont (Finch and Moose Creek) water inventory updates and maps for OCWA
- Helping South Stormont get organized with the GIS side of their Asset Management collection
- Working with Lennox and Addington to create a Roads Needs Application for the Transportation Department
- Working with ESRI to develop an updated Severance Application for County Planning Section
- Continue to work on Natural Heritage Study as needed.
- Commuter Strategy Project
- ArcGIS Server/Portal Set up
- Official Plan updates as needed
- Data verification of address ranges for road network data and other data preparation for Next Generation 9-1-1 (NG 9-11) (continuous).
- COVID survey updates as needed



MONTHLY ACTIVITY SUMMARY

PLANNING SERVICES

July 19, 2021

WORK COMPLETED:

- Attended a consultation with an urban designer for a future industrial development
- Attended and held a number of meetings related to the OP Appeal, including with the Ministry
- Attended the public meeting for OPA 7 (South Glengarry)
- Attended meetings related to the province's Investment Ready and Ontario Job Site Challenge programs
- Attended a number of pre-consultations for subdivisions and proposed OPAs
- Attended the IT Steering Committee meeting
- Attended North Stormont Council
- Severances:
 - 8 new applications processed since June 9, 2021.
 - Review day held June 23, 2021, upcoming review July 21, 2021.
 - 2 files deferred.
 - 25 severances granted since June 9, 2021.
 - 18 files completed since June 9, 2021.
 - 48 files awaiting circulation.

WORK IN PROGRESS:

- OP Appeal
- Cloud Permit software coordination
- RFP Growth Management Strategy
- Planning Services underway for South Dundas and North Stormont
- Meeting with all local municipalities and Conservation Authorities



MONTHLY ACTIVITY SUMMARY

IT SERVICES

July 19, 2021

WORK COMPLETED:

- Weekly management meetings
- Weekly IT Team meetings
- IT Systems Specialist recruitment
- Morrisburg Firehall connection to South Dundas admin building
- Council Meeting streaming
- Attended South Dundas Council Meeting regarding web site hosting
- IT Steering Committee Meeting
- Executive Diploma in Municipal Management (EDMM) final report
- Assist City of Cornwall recruitment of Manager of Technology and Innovation
- Web site project close-out meeting
- North Stormont online modules project kick-off meeting

WORK IN PROGRESS:

- Business continuity and DR planning and implementation
- Online timesheets deployment
- HR System integration
- Standardize Service Desk project
- eScribe web site integrations
- Vadim Online modules for local municipalities
- Voice over IP (VoIP) system and services for South Glengarry, Library Branches
- South Dundas web site hosting



MONTHLY ACTIVITY SUMMARY

LIBRARY

July 19, 2021

WORK COMPLETED:

- Collections Development – Adult non-fiction (print & digital); Adult A/V material (audiobooks & DVDs); series (completing); ‘Library of Things’ items
- June 18-20 – StoryWalk® at Warwick Forest
- Attendance at weekly Directors’ meetings
- Annual Performance Reviews
- June 24 – (re-scheduled) Library Board (virtual) meeting
- June 30 – attendance at IT Steering Committee meeting
- TD Summer Reading Club – planning, support and launch (virtual & take-home program) – 170+ registrations (to date)
- Branch re-opening – planning and promotion (‘Roadmap to Reopen’)
- Little Free Library house installed in Morewood
- July/August Navigator Flash published
- 50th Anniversary video produced – <https://youtu.be/Au3PaJK8Hrl>
- July 5 – interview with Cogeco ‘YourTV’ re: TD Summer Reading Club
- July 5 – re-opening of (limited) in-branch services at all branches; return to regular hours of operation at 6 Resource branches (Alexandria, Crysler, Ingleside, Lancaster, Morrisburg & Winchester)
- July 8 – internal review of draft architectural drawings for proposed Lancaster Branch extension and feedback (from review) to architects and Township of South Glengarry staff

WORK IN PROGRESS:

- Collections Development – Fall 2021 print & digital publications (Graphic novels, Adult & Juvenile fiction & non-fiction); Suggestions for Purchase; Picture books & early readers (print); A/V material; development of Automatic Release Plans for publications by popular authors (print & digital)
- Value Marketing Campaign – patron & staff interviews
- Preparation of video Story Time series presented by Library Board members as part of Library’s 50th Anniversary celebrations
- Staff recruitment activities (Community Librarian; Library Service Assistants; Casual Support Assistants)
- Ongoing COVID-19 vaccination booking assistance (at branches)
- Re-introduction of Inter-library lending/borrowing services
- Staff development – Conflict Resolution & Dealing with Difficult People; Team Building



For Period Ending 30-Jun-2021

	ACTUAL	BUDGET	YEAR TO DATE
2020.....2021.....2021.....
GENERAL FUND			
REVENUE SUMMARY			
Taxation	-50,656,564	-50,690,910	-25,345,454
Surplus & Tax Changes	-210,689	-380,000	0
OMPF & Corporate Funding	-1,128,088	-2,082,300	-1,139,996
Council & Committees	-22,000	-1,118,623	0
Corporate Services	-46,367	-95,970	-5
Economic Development/Tourism	-236,779	-508,055	-33,399
Planning Services	-270,198	-195,600	-123,620
Forestry	-4,104	-96,000	-17,996
Financial Services	-471,610	-318,380	-119,976
IT Services	-54,662	-46,980	0
Office Complex	-123,775	-70,980	-5,490
Police Services	-106,649	-135,967	-47,108
Library Services	-156,990	-252,449	-12,661
Court Services	-1,955,511	-2,436,000	-743,193
Road Services	-6,653,655	-11,188,141	-2,695,337
Total REVENUE SUMMARY	-62,097,643	-69,616,355	-30,284,236
EXPENSES SUMMARY			
Corporate Items	1,064,272	1,260,000	263,831
Council & Committees	1,914,312	1,603,268	282,664
Corporate Services	583,667	808,138	292,561
Economic Development/Tourism	921,073	1,258,333	297,586
Planning Services	716,190	699,560	327,623
Forestry	103,559	238,775	97,253
Financial Services	1,539,555	1,627,661	1,079,412
IT Services	544,842	661,327	317,163
Health & Social Services	9,033,526	9,800,507	4,836,322
Office Complex	68,713	110,112	103,977
Police Services	10,480,237	10,562,224	5,210,883
Library Services	2,601,569	2,764,171	983,870
Court Services	1,277,746	1,732,697	468,869
Transportation Services	31,248,381	36,489,582	5,281,678
Total EXPENSES SUMMARY	62,097,643	69,616,355	19,843,691
Total GENERAL FUND	0	0	-10,440,545



Habitat for Humanity®
Habitat pour l'humanité®
Cornwall & The Counties
Cornwall et les Comtés

We build strength, stability and self-reliance.

May 5, 2021

United Counties of Stormont, Dundas & Glengarry
26 Pitt Street
Cornwall, ON
K6J 3P2

Dear United Counties Council,

The entire team at Habitat for Humanity Cornwall & The Counties would like to extend our deepest gratitude to the United Counties Council of Stormont, Dundas & Glengarry for the most recent generous donation of \$1,000. It is because of support from our partners that we are able to continue to make a difference in our community.

Habitat for Humanity Cornwall & The Counties, working with community partners, facilitates a dynamic home build program which helps local, low income, working families break the cycle of poverty. As you know, our service area includes the City of Cornwall, Akwesasne, and the United Counties of SD&G.

Habitat Cornwall has built 15 local homes in SD&G, meaning 38 children have a safe roof over their heads. We are also preparing to break ground on our next home for the Leaf Family. Without community support – like yours – none of this would have been possible.

We are looking forward to breaking ground soon on our next build for the Leaf Family, and hope members of your council will be able to join us, safely of course!

It has been said that the way to make change is to say the truth out loud in public. And that is what The United Counties Council has done. By supporting Habitat for Humanity Cornwall & The Counties with a donation like this, you are speaking the truth about the need for affordable housing in our community and making a change and a difference for those who need it most.

Best regards,

Breckyn Caers
Community Engagement Coordinator
breckyn@habitatcornwall.org
613-938-0413 ext.202

Our Reference #: M-2021-9473

Dear Heads of Council, Municipal Chief Administrative Officers and Clerks:

I am pleased to be writing you today to provide an update on modernization initiatives and court recovery in Ontario's *Provincial Offence Act* (POA) courts.

Summonses

O. Reg. 475/21 was filed on June 16, 2021 to permit provincial offences officers to serve Part III summonses on individuals within the province by registered mail, courier, or email. It also permits service on a recipient's licensed lawyer or paralegal (if any), with advance consent.

Section 39 of the POA provides that these methods of service will also be available to any person serving a witness summons.

This change will permit new efficiencies going forward and will help minimize health risks associated with in-person contact during the pandemic. The regulation can be viewed [online](#).

Proclamation of POA Clerk Amendments

Bill 177, the *Stronger, Fairer Ontario Act (Budget Measures), 2017*, and Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, introduced amendments to the POA aimed at modernizing and streamlining POA court processes.

Effective November 1, 2021, the following amendments will come into force:

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute. The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).

These amendments will significantly assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to more quickly address the backlog of cases.

More details about these amendments are described in the appendix.

Updated POA Forms

The *COVID-19 Economic Recovery Act, 2020*, also amended the POA to further enable the enhanced use of remote appearances in POA proceedings.

Effective November 1, 2021, updated POA forms, including Offence Notices, Certificates of Offence, Part I Summons, Notice of Trial and Early Resolution Meeting Notices, will come into effect to reflect the availability of remote appearance methods for POA proceedings. In addition, Offence Notices will also advise the defendant that a clerk may enter a conviction against them, and that the defendant may apply to a justice for a review of their conviction.

Updated POA forms are posted on the [Ontario Court Forms website](#).

POA Court Recovery

The Recovery Division and Court Services Division, acting on behalf of the Ministry of the Attorney General, continue to work closely with the Ontario Court of Justice (OCJ) on advancing virtual court appearances and the eventual resumption of in-person proceedings, when appropriate. The ministry continues to meet regularly with the OCJ, providing updates and guidance on POA recovery.

The collaborative partnership between justice partners and the ministry has been, and will continue to be, a fundamental principle of our success as we work together to build the most modern, efficient, and effective justice system attainable.

If you have any questions, or if you would like more information on these initiatives, please contact Ms. Wendy Chen, Manager of my ministry's POA Unit, by telephone at (437) 244-8733 or by email at JUS.G.MAG.POASupport@ontario.ca.

Thank you for your commitment to the administration of justice and supporting access to justice services for all Ontarians.

Sincerely,

Doug Downey
Attorney General

Enclosure

c: Ms. Wendy Chen, Manager POA Unit, Ministry of the Attorney General

APPENDIX "A"

Proclamation of POA Clerk Amendments

Currently, a defendant who is issued a ticket and fails to exercise an option on the back of the ticket (i.e., plead guilty by paying the fine, request an early resolution meeting with a prosecutor, where available, plead guilty with submissions as to penalty, or request a trial) within 15 days of being served with the ticket is deemed not to dispute the charge. A judicial official then reviews the ticket, and if it is "complete and regular on its face", a conviction is entered and the set fine is

imposed, which becomes due after 15 days. Should a defendant require more time to pay the fine, they may make an application to a justice for an extension of time to pay.

Beginning November 1, 2021, clerks of the court, rather than justices of the peace, will have new responsibilities:

Extension of Time to Pay Applications

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- To support this amendment, consequential amendments were made to provisions in both the *Municipal Act, 2001* and the *City of Toronto Act, 2006* that authorize the treasurer or an agent to give notice to a defendant of any part of a fine that remains unpaid for the contravention of a municipal business license by-law for the purposes of collecting the unpaid fine.

Deemed not to Dispute Proceedings

- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute.
- The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).
- Should the clerk of the court enter a conviction, the amendments give the defendant 15 days after becoming aware of the conviction to make an application to a justice to strike out the conviction. A justice would be required to strike the conviction if the justice is satisfied that the charging document is defective under the regulation or otherwise not complete or regular on its face.



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 220-2021SECONDED BY Martin Lang

DATE June 21, 2021

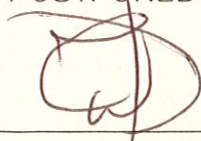
WHEREAS the Upper Canada District School Board will be implementing bell time changes for Williamstown Public School and Char-Lan District High School for the 2021-2022 school year;

AND WHEREAS Williamstown Public School's bell time will occur at 9:30 am while Char-Lan District School District High School's bell time will occur at 8:00 am;

AND WHEREAS the Council of the Township of South Glengarry has previously expressed concern that the changes to bell times fails to consider families whose children attend both levels of schooling, resulting in challenges for parents to accommodate both schedules;

AND WHEREAS the Parent Councils of both Williamstown Public School and Char-Lan District High School have expressed similar concerns in writing to the Upper Canada District School Board and have presented the board with a series of detailed questions and requests for additional information;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of South Glengarry supports the Parent Councils of Williamstown Public School and Char-Lan District High School in their efforts that have demonstrated that the overwhelming majority of parents at the Williamstown schools wish to keep the bell times of Williamstown Public School and Char-Lan District High School aligned and urges the Upper Canada District School Board to provide the Parent Councils with the information requested in their letter dated June 15, 2021 attached hereto.

 CARRIED DEFEATED POSTPONED


 Deputy Mayor Lyle Warden

June 15, 2021

Dear Chair McAllister,

First, we'd like to express our great disappointment in having our request for a delegation to the Board denied. You suggest that in 2023-2024, the Board would likely undertake a post-implementation review to determine "whether there is a need to improve on the initial implementation effort," and that there would be time for us to provide our feedback then.

Feedback

Chair McAllister, we are providing our feedback now, and it is resoundingly (84%) in favour of Williamstown Public School (WPS) maintaining an aligned bell time with Char-Lan District High School (Char-Lan). We will not repeat the contents of our previous letter to you, other than to say this change is more than "difficult". It has real, tangible and significant impacts on our families, which impacts are, it seems, being completely disregarded.

While our feedback was provided to you in our previous letter (attached hereto), we can also now provide feedback from parents from Iroquois Public School, where the plan was implemented last year. In your letter to WPS council dated June 3, 2021, you suggested, "a similar situation exists between Iroquois Public School and Seaway District High School...These areas have adjusted already to the Phase 2 changes last year. It was not easy but has worked out." As a member of the Iroquois Public School (IPS) private Facebook group, you would have seen first hand the feedback that was recently provided there in response to the request for their, "experience with the change to bell times this past year." 13 individuals shared their feedback, which was lengthy and was entirely negative. This suggests that it has not "worked out", and that the change has not been well received. Had their feedback been sought they would advise the Board that this change has negatively affected children and families in numerous ways, including but not limited to: exhausted IPS students at the end of the day, increased child care costs and reduced or eliminated extra-curricular opportunities for IPS students due to the late end of day.

Efficiencies as they relate to Williamstown are Unclear

We are again requesting you provide concrete information as to how separating the Williamstown bell times is more cost efficient or more sustainable for the Board. It certainly is not for our families. This question has never been precisely answered at any information session, through any email correspondence or by any phone call conversation. They are simple but important and relevant questions.

The public has been told that the total number of buses servicing Williamstown is dropping from the current 15 down to 9 buses.

What is the detail of the current 15 bus configuration, namely:

1. What is the distribution of vehicle sizes?
2. At what capacity is each vehicle running?
3. Does this include the Special Transportation buses?
4. What are these current vehicles doing before and after their Williamstown run?

5. What is the typical cost of transportation to the Williamstown Campus (not a pandemic year).

What is the detail of the future 9 bus configuration, specifically:

1. Same questions as above, plus
2. Will it be 9 buses for the 8:00am run and 9 buses for the 9:30am run, making a total of 18 runs, twice a day?
3. Will it be the same buses that do all 4 runs in/out of Williamstown (2 in the a.m. and 2 in the p.m.)?
4. Will there be students from other schools on these same buses at the same time? For example, Char-Lan and Holy Trinity Students on one bus? Williamstown and Iona students on one bus?
5. What is the estimated savings specific to the Williamstown situation? What are the exact costs?

Finally, if the school time for Williamstown Public School was aligned with that of Char-Lan (at 8am) would there be an increase in cost for busing at our Williamstown Campus school site as compared to the projected costs for the new proposed times?

We are being repeatedly asked to accept this (1) based on “blind faith” and (2) because so much of the Board has already switched. We are told that, in a few years, maybe we can provide some feedback. This is unsatisfactory. We need answers to understand how un-coordinating Williamstown bus times is more efficient. Our families need and expect to be consulted. We are advising you that we have some misgivings. We have some ideas and/or possible solutions if the Board is willing to work together on this. At the very least, our questions need to be addressed.

Request to Reconsider

The separation of bell times at Williamstown is a significant issue for our families, which seems evident from the “many, many times” you have had to respond to members from our community who raised their concerns to you. Unfortunately, your correspondence to them, and to us as council, has fallen short of providing the information sought. There has been a complete lack of consultation of those impacted by the bell times changes. Additionally, your denial of our request to present to the Board has a further negative impact on this situation.

It is not “important to complete the implementation plan” if the plan does not carry out its intended benefits and does not address the real, valid and significant concerns of the families most affected by the change. We are providing valuable feedback from our families AND from those who have already been impacted. It is in the Board’s discretion to reconsider its previous decision as it relates to Williamstown’s unique situation. In a year when we have all had to turn on a dime in the face of emerging information, we know the Board is capable of assessing the needs of its school families and reacting accordingly.

We trust that the Board will take our concerns seriously and we look forward to having a discussion with all stakeholders, which would likely be more efficient and beneficial for all involved rather than this continued back-and-forth correspondence.

We look forward to hearing from you,

Katherine Humphries
Interim Chair, WPS Parent Council

Tara McRae
Co-Chair, Char-Lan Parent Council

Cc: All UCDSB Trustees
Township of South Glengarry Council
Jim McDonell, MPP
Deanna Perry, Superintendent
Lianne Chaput, Principal, WPS
Angela Grandy, Interim Principal, Char-Lan
Janet Murray, CAO, STEO

June 9, 2021

Dear Chair McAllister,

We are writing to you on behalf of the Parent Councils from both Williamstown Public School (WPS) and Char-Lan District High School (Char-Lan) with respect to the upcoming bell times changes and resulting transportation changes. In previous correspondence, we advised we would be conducting a survey relating to the impact these changes will have on our families. Below is a summary of the survey results:

1. We received 94 responses, representing approximately 200 students across all grades, from JK to Grade 12, with the majority having 2 or more children attending one or both schools. The vast majority, 84.8% of respondents, answered that if Char-Lan moves to an 8:00 a.m. start time, they would prefer that WPS maintain an aligned start time, close to 8:00 a.m. Only 4 respondents (4.26%) stated they would prefer the new 9:30 a.m. start time for WPS (8 stated they had no preference).
2. Respondents were asked to comment on why they chose their preferred start time. While the reasons varied, some key and compelling themes emerged:

Cost to families: The most common responses concerned the financial impact the change would have on families.

- Several families estimated that the change would result in new child care costs in excess of \$4000-\$5000 per year
- Many parents question their ability to maintain their current employment emphasizing a need to reduce their work hours.
- Several explained that before and after school daycare is not always an option (early morning shift workers) and availability is in question
- Having youngsters in before and/or after school daycare adds as much as 1 ½ - 2 hours on to an already long day for these young children
- More than one respondent suggested they would change school boards as a result of this new implementation

Financial, logistic and environmental benefits of the change are unclear: Many parents expressed frustration over a lack of explanation from the Board or STEO as to how this change could possibly save money in transportation as it relates specifically to our situation in Williamstown.

- Previous letters and information sessions related to this issue saw many concerns raised by parents and they remain unaddressed
- People who are most affected by this change are asking for clarification and there seems to be a reluctance to do so
- Transparency on this issue as it relates specifically to Williamstown would go a long way to assuaging the questions and concerns of parents, including number of buses (their size and capacity), routes, and specific figures related to cost savings

- Without a clear picture of the cost benefits, families are feeling frustrated and see this as a simple download onto parents, many of whom are already feeling strain as a result of the last year and a half

Impractical to start and end late: Several parents are concerned that WPS is starting and ending too late. In particular the late end time adds another complexity to family life:

- At home arrival for WPS students could be as late as 5pm as some have lengthy bus rides
- This makes after school extra-curricular activities extremely difficult, if not impossible, to participate in
- With early morning day-care, and late arrival home off the bus, many of these children will be afforded very little downtime

The issues and concerns surrounding this new implementation were not the only purpose of this survey. Rather, we feel strongly that by consulting the very population that is to undertake these changes, some suggestions would arise, and they did. Consultation has made it abundantly clear that our families prefer an aligned start time that would permit shared bussing (please see attached appendix).

Although there is some resistance to the early start time for the high school students, most are in agreement that the benefits of aligning the high school timetables are essential particularly in a rural area such as ours. In a community where just a few short years ago we had to fight to save our small schools, this alignment is positive but could have been achieved in a manner that is more regional and more sensitive to the communities in question.

The primary issue is the separation of the bell times for the two schools, which are essentially located on one campus in Williamstown, with some WPS classes even located at the high school. The UCDSB has treated it as such for years to the benefit of both the Board, the community, the bus companies, the staff, and most importantly the students and their families. Outlined above and in the appendix attached, are examples of how this separation will have a huge financial and mental impact on many of our local families. For example, STEO has stated that there is an approximate \$3M district-wide savings estimated to flow from these changes; however, considering this translates into approximately \$110 per student transported, it pales in comparison to the additional financial burden on families. It is more than a mere inconvenience. The logistics simply do not make sense. There is no common sense to be seen in sending two different buses to the same home in order to drop students off at the exact same location, let alone the environmental effects of doubling the kilometres and therefore greenhouse gas emissions. We implore you to explain the financial savings to us more clearly than you have in response to our many letters. It is difficult to see how the “one size fits all” approach undertaken by the Board could possibly provide the benefits intended as it relates to Williamstown.

Our school councils are committed to creating the best overall schooling environment for our students and their families. The majority of our families desire an aligned bell time. We urge you to reconsider your decision and we are happy to collaborate with the Board to make that happen. We look forward to hearing from you.

Regards,

Katherine Humphries
Interim Chair, WPS Parent Council

Tara McRae
Co-Chair, Char-Lan Parent Council

cc. All UCDSB Trustees
Janet Murray, STEO
Lianne Chaput, Principal, WPS
Angela Grandy, Interim Principal, Char-Lan

Appendix: Survey Results

The following is a sample of responses from our survey. Please note, the 4 respondents who preferred the 9:30 a.m. start time did not provide any comments.

Cost to families:

- It will be harder to get to work. We were hoping the eldest can put the little ones on the bus and off the bus
- I was planning on going back to work as an occasional teacher ... If the bell times are not aligned, I will not be able to work at the high school, as I would have to leave the house an hour before my young children get on the bus. I'm not willing to put my children in before school care as the cost of that would negate any earnings I would make as an occasional teacher.
- Increased childcare costs. Youngest child will need before school care for 1.5 hours. We have not required any before school or after school care previous to this fall.
- I work in Ottawa and leave the house at 5:20 in the morning. My husband leaves the house at 8:30. We will now have to get a babysitter or hopefully get her in a daycare in the morning. This is an extra financial burden on our family as well as stress in trying to obtain child care. Having buses aligned with Char-Lan allows our family to get to work on time. It is easier to secure a babysitter after school is over than in the morning.
- Will be quite stressful with two different start times as my husband works in over an hour from home so leaves early.. I start work at 8 am so with my older kids leaving early the youngest would have no one to put her on the bus.
- loss of family business employment (farm) and necessary morning experience teenage family farm hands
- daughter can no longer babysit part time job in AM for local children because WPS-CL schedules do not align .
- Definitely reduced employment hours if I don't lose my job
- Possibly reduced employment hours for a parent...2hrs less a day or 10hours in wages lost a week. \$200 a week lost income! Or childcare and in our rural community I don't believe it is possible SINCE MOST FAMILIES IN THIS AREA WILL BE LOOKING FOR SAME support for elementary children. So how much will this change cost my family? If I don't lose my job by reducing hours..it could be \$800\mo in wages or at 10\$/HR \$400 a month in childcare.. And we'll have none since all highschool aged kids are gone!
- Hire people to do the kids chores in the morning
- Calculated cost min.\$5,600. Will actually cost more for 1 child than we paid per child when younger as it will require before & after school care now. It will also mean our youngest child will have a significantly longer day, approx 9-10hrs & no chance of sports after school, this is brutal especially given the mental stress of past year. It is also a big step backward going from independence they had with buddy system of them together before and after school, very high cost for both of girls
- I would need a before school program for both my children. I would not be able put my son on the bus and make it to my daughters daycare on time before starting work. This is a huge financial burden and added stress in employment reasons for a single mother like myself
- Husband and I both work at 7am...oldest needs to get on bus with sibling or switch to Catholic French school
- We will need to have all three kids in before school for 2 or more hours before WPS starts at 9:30 as father works at Char-Lan and would need to be there at 7/7:30. That also means a very long day for our kids and large daycare bill that wouldn't be needed if the bell times stayed as is.

Financial, logistic and environmental benefits of the change are unclear:

- Saving money I think is the key. Currently kids share bus (so 1 bus doubles up from 2 schools).. splitting the time will mean the bus has to do 2 runs. Currently the bus that services WPS and Charlan also gets used for another run for other schools. So you will be going from 1 bus servicing 3 schools to 1 bus only serving 2 schools. I am not seeing how this saves money and would like it explained.
- An aligned start time for WPS and Char-Lan makes sense. The two schools already share buses and are a stones throw from each other. To me, it makes no sense to have two buses doing the job that one bus used to do. It makes no sense financially, logistically or environmentally.
- Moving start time to 8 is fine, but the two schools have always gone hand in hand. Families move to the area for simplicity on getting their kids on the bus once and depend on older siblings to help out younger siblings. This proposed change will have huge impact on families struggling with child care costs already.
- Makes no sense to me. I understand aligning CL with other high schools (they should all be at a later time as teens need the sleep), but to put CL and WPS on such different schedules makes no sense. There is no logic there. WPS bell times should have changed as well. We should be viewed as one campus.
- Just by chance, this will have no financial impact on us personally. However as a parent and a member of this Williamstown School community I am frustrated with lack of consideration and consultation in this process. WPS and CL are essentially one campus. Having bus traffic 4x a day, with many buses going to the same houses twice to bring students to the exact same
- location, is not cost efficient or logical. Not to mention the extra burden it places on the affected families.
- Waste of money to have 2 buses stop at my house! Complicates scheduling appointments as a family after school
- I understand how having the same bell schedule makes sense for the high schools so that students can take classes at other schools. I remember classmates doing this when I went to Char-Lan 20+ years ago. However, it doesn't make sense to me how it's saving money to have 2 sets of busses servicing this area. I listened to the STEO call and I found that they were not clear at answering questions and were dodging the big ones.
- Why have a bus come to my house 2 times in the morning and 2 times in the afternoon. No reason to have more money spend on doubling up the bus routes. Plus there will be more emissions in the air, not good for the environment.
- I don't understand how putting schools who majority have siblings at the other across the road, at different start times and bus runs is going to save money. It does not reduce that as now they have an added bus on my road for just one child. There are a lot of roads just like mine as well. Let them all start at 8 and it ensures safety of the oldest child being there for the younger siblings, is more cost efficient and prevents a large community of parents from financial impacts

Impractical to start and end late:

- My kids will be awake for 3 hours before starting school. They will be extra tired at the end of the day. I don't think any true learning experiences will occur in such late afternoons.
- My young children will not adjust well to a later start. They are already exhausted by 2:30, I do not expect they will learn much an hour later. I also worry about behavior issues at school and on the bus in the afternoon. I know many young children will not sleep any later, despite what parents do.
- Please reconsider. Even with recreational activities it is too late for Williamstown. My child will not get home until close to 5pm as he has a 50 min bus ride
- For children who require constant care (elementary students) it makes no sense to have their start time at 9:30 when the majority of parents need to be at work earlier than this. Also with this change,

their school day would run so late it would minimize opportunities for the young children to take part in activities before supper and bedtime.

- The school times should stay exactly how they are. we live in a farming community and many families depend on their children to help out with chores in the morning. I have children who will be ill in the morning and can't function if they are up too early in the morning and this will cause it to happen. As for WPS, my child(ren) will not be home until 4:30 pm or later, how are they to get to the extracurricular activities if it starts at 5:30? little ones will be too tired by 3:50 pm!
- My young kids are up at 6am (as many young kids are)they will be up for 3.5 hours before they step foot in a classroom. Also, they go to bed at 7:30pm, if they don't get home until 4 pm it will be very difficult to get extracurricular activities, homework and a family meal in a few short hours. I don't believe this decision puts ANY of the kids needs first.
- My youngest would be on a bus until 530 at night. It is absolutely ridiculous! It's a nice thought to think that children who attend these schools aren't on the bus for more than an hour but that is not the case for our bus run.
- You get children are awake earlier and ready to get going and learn early. Waiting until 930 is too late. And finishing school at 350 is very late for little kids. An early start would be so much better, and smarter! Our two schools (WPS and char-lan) need to be on the same time (like before). Don't change a good thing.
- Youngest must go EARLIEST for their safety. It's devastating for countless farm families who must rely on adolescents to LEARN and work in the barn before school so are prepared, equipped and experienced in farming when they graduate to be able to take over., Livestock chores and morning milking for hundreds of animals cannot be changed by all farm families on a whim to suit an unreasonably early start time for secondary students. This is inequitable & unfairly impacts rural communities.
- My children perform better at 8 am mentally . They get up Early at 530 am so I can go to work . By mid afternoon they are tired not able to learn as well. They also have after school programs that start at 4pm. 350pm is too late .
- My children have after school activities they attend. Not to mention the school day is long enough for them. They don't need there day to drag on any more then it does



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740
Morrisburg ON K0C 1X0
613.543.2673 | southdundas.com

June 16, 2021

Kimberley Casselman
The United Counties of Stormont Dundas Glengarry
323 - 26 Pitt Street
Cornwall, Ontario K6J 3P2

Re: Permanent Remote Learning

Dear Ms. Casselman,

At the June 14, 2021, meeting of the Council of the Municipality of South Dundas, the following resolution was passed in support of the United Counties letter to Minister Lecce regarding permanent remote learning and its impact on rural schools.

Resolution No. 18-22-1025

Moved By Councillor Mellan

Seconded By Deputy Mayor Gardner

THAT Council support the United Counties of Stormont, Dundas and Glengarry's letter to Minister Lecce regarding permanent remote learning and its impact on rural schools.

CARRIED Mayor Byvelds

If you have any questions or require further assistance, please contact our office.

Thanks,

A handwritten signature in black ink, appearing to read 'Ethan Robert', with a long, sweeping underline.

Ethan Robert
Director of Corporate Services/Clerk



KEY INFORMATION REPORT

CORPORATE SERVICES

July 19, 2021

SUBJECT: Committee of the Whole Meeting

BACKGROUND:

Staff would like to schedule a Committee of the Whole meeting the week of September 13th or 27th to discuss the items listed below. The meeting could be held in person at 9:00 a.m. on a day of Council's choice.

Items for discussion include:

- Road Signage Policy Framework (Transportation)
- Analysis of weed spraying vs. mowing (Transportation)
- Weed Inspector Annual Update (Transportation)
- Strategic Plan Discussion for the Historic and Non-Historic Jail Areas at the County Administration Building (Transportation)
- Common Language Guide (Corporate Services)
- Flag Policy (Corporate Services)
- Remote Work Policy (Corporate Services)
- Live Streaming Council & Committee meetings (Corporate Services/IT)

COMMENTS/OBSERVATIONS:

Staff is seeking a meeting date that is acceptable to members of Council.



KEY INFORMATION REPORT

FINANCIAL SERVICES

July 19, 2021

SUBJECT: 2022 Budget Meeting Dates

BACKGROUND:

The 2022 budget planning process is underway, and staff are seeking Council's input regarding preferred timelines for the 2022 budget presentations. There are benefits associated with both early and late budgets:

Preparation of an early budget:

- Provides for early tendering of established projects, assists in securing competitive prices and contractors for major capital works;
- Local SDG municipalities have certainty about the County budget prior to completing their budgets;
- Budget is implemented at the start of the calendar year.

Preparation of a later budget:

- More accurate year-end reporting and analysis in order to budget for 2022 costs and revenues;
- Revenue/expense allocations will be established (i.e. OMPF, policing, EOHU, City of Cornwall, etc.);
- MPAC assessments will be available – assists in determining tax rates.

COMMENTS/OBSERVATIONS:

Regarding timing, 3 options are available to Council:

1. Completing the budget in sections (i.e. Transportation and Planning Services budget in December, allowing early tendering to occur, with the remaining sections occurring in February) – Not recommended
2. Completing the entire budget in February – Not recommended
3. Completing the entire budget in December - Recommended

From a staff perspective, completing the entire budget in December is the preferred option for the reasons noted above. Staff are seeking direction from Council to confirm dates.

Respectfully submitted.



KEY INFORMATION REPORT

FINANCIAL SERVICES

July 19, 2021

SUBJECT: Service Delivery Review - Implementation Plan

BACKGROUND:

KPMG was recently engaged to undertake a Service Delivery Review of the County's Court and Financial Services Department to identify opportunities for increased efficiencies and modernized services. The recommendations resulting from the review are intended to help improve the effectiveness of the services delivered by the Department and identify opportunities for cost reductions, customer service improvements and overall modernization.

COMMENTS/OBSERVATIONS:

The review provided an in-depth evaluation of current services and identified opportunities for improved efficiencies.

Financial Services – The overall assessment of Financial Services demonstrates that that division is on target with the service dimensions evaluated by KPMG. The key performance indicators under the operational efficiency and customer service dimensions were both on or above target, with the sustainability service dimension slightly behind target. This is due to recommendations for increased use of technology in payroll processes. Based on the weighted assessment of the three service dimensions, Financial Services is operating at the targeted service level.

Court Services - Based on the weighted assessment of the three service dimensions, Court Services is slightly behind the targeted service level. However, the operational efficiency and effectiveness service dimension was on target and the sustainability key performance indicators were very strong, with some room for improvement in the use of technology.

Many opportunities listed are operational in nature and are currently being investigated and/or implemented

1. Centralize Accounts Receivable to the Financial Services Department
2. Online Timesheet Software / payroll submission deadlines
3. HRIS Enhancements
4. Implement Scheduling Software for Court

Opportunities that require Council discussion and direction

5. Eliminate reports and action requests to Council seeking permission to proceed on purchases or contract awards that were approved through the annual budget

6. Court Services staffing structure/review of roles and responsibilities
7. Efficiencies available through continued digitalization

Opportunities that depend on future progress

8. Asset Management Planning

More information will be provided to Council in the future as progress is achieved in the various areas identified for improvement.

Respectfully submitted.



KEY INFORMATION REPORT

TRANSPORTATION SERVICES

July 19, 2021

SUBJECT: Additional Gas Tax Funds

BACKGROUND:

As reported in May, SDG was the fortunate recipient of a Federal Gas Tax top-up of \$1,992,527. Staff have earmarked these top-up funds to planned resurfacing work, which will result in significant under-expenditures by year end.

Because of this extra money, Council supported completing the Martintown reconstruction, which was a shovel ready project unplanned this year. The Martintown project is estimated to result in \$800,000 in unbudgeted expenses. Transportation's other major projects in 2021 remain close or under budget, save and except Morrisburg, which was buffered by the under expenditure in hot mix resurfacing. Unless other projects are added by Council, there will be a sizeable surplus for the reserve which will address shovel-ready "Now-Need" roads in 2022 and beyond.

COMMENTS/OBSERVATIONS:

At the May meeting of Council, staff were tasked with providing a project for Council to consider in order to make greater use of the projected 2021 surplus. During this meeting, staff indicated that our preference was to focus on working ahead in the 4-year resurfacing plan as our department has already commenced some of the planning and studies to support this work (geotechnical investigations, culvert, and drainage assessments). Completing one of the 2022 sites ahead of schedule would also give Council more time and opportunity to consider additional work next year during our budget deliberations.

After reviewing the available geotechnical information and 2022 paving sites, staff have identified the following option to consider: **County Road 3 from County Road 1 east to the Leeds and Grenville Border (3.7km length).**



Figure 1: Site

This site was selected for consideration for the following reasons:

- The condition of the road and geotechnical data indicates that the appropriate rehabilitation methodology is a pulverize and resurface treatment (2 lifts). Pulverizing (in lieu of cold-in-place) allows for the addition of granular to improve overall strength and will provide a wider construction window to complete the work (which is desirable given the time of year and anticipated schedule).
- The site and scope of the work is well suited as a standalone project. If staff selected a single "Cold-in-Place" site, we would expect relatively high mobilization costs from this subcontractor and would have been challenged in completing the work during an appropriate window.
- Staff have already planned some drainage improvements on SDG 3 this summer in advance of the 2022 work. Road surface improvements will compliment and naturally follow the work that is already scheduled.
- Staff have been targeting a resurfacing project valued at approximately \$1,000,000. The preliminary estimate is within this range (subject to final scoping).

Staff note that many large paving contractors who would normally consider this work are busy; therefore, there is a risk that the County may receive high unit rates for this late season tender. Pulverizing and paving would likely only start in early September; however this can easily be completed by the end of October.

If Council wishes to direct staff to issue this tender, a special meeting will be required to award the work unless authority to approve the tender is delegated to staff (see draft resolution[s] below).

Given the significant number of projects currently under construction, Council may alternatively prefer not initiating any additional projects this year, realizing a larger surplus and earmarking this money for major works in 2022.

Draft Resolution to Direct Staff to Prepare and Issue the Tender

"That staff be directed to prepare and issue a tender to resurface County Road 3 from South Mountain west to the Leeds Grenville Boundary."

Draft Resolution if Council Wishes to Delegate Approval of the Tender

"That the Director of Transportation with authorization from the CAO be provided delegated authority to approve the resurfacing of County Road 3 provided that the tendered price is less than the budgeted \$1,000,000."

Respectfully Submitted.



KEY INFORMATION REPORT

TRANSPORTATION SERVICES

July 19, 2021

SUBJECT: Roadsides - Butterflies and Pollinators

BACKGROUND:

As Council may be aware, earlier this spring the County's Transportation Services completed a trial installation of a roadside pollinator patch at the Memorial Hill Cemetery, located on County Road 12 just north of Newington. A copy of the story from the May 27th edition of the Chesterville Record is provided below. Stephen Lalonde, our Patrol Supervisor from Finch, deserves special recognition for his efforts with this project and continued collaboration with stakeholders.

Unfortunately, the unseasonably dry conditions that were experienced after the installation will require that staff return later this fall to address some erosion and further tend to the site. It is our hope that the County will be able to start to observe positive results in spring 2022.

COMMENTS/OBSERVATIONS:

Transportation is proud to have trialed the pollinator patch initiative; however, some input from Council would be appreciated to understand the priority and scope of this work moving forward:

- Would Council like to see additional sites completed over the upcoming years? If so, what is Council's desired goal?
- Staff are of the view that there are limited roadside areas which would be suitable for pollinator plantings and would prefer to focus these efforts at locations where we do not mow (e.g. County Forests, road widenings, bridge embankments). Is there objection to this approach?
- The Department has been receiving requests to protect specific areas adjacent to roadsides (and not mow them) due to the presence of milkweed and/or flowering/pollinating plants. These types of requests can be challenging to manage given that our operational priority at this time of year is fence-to-fence mowing. For administrative purposes, staff's preference would be to continue to focus on fence-to-fence mowing and instruct individuals that wish to see specific roadsides protected to take responsibility for the maintenance of said areas themselves. In staff's view, the level of expected maintenance should be defined, and, include removal of any poisonous plants and regular trimming of grass and other non-significant vegetation.

These individual efforts could be recognized via an 'adopt a roadside' program. If Council wishes to take this approach, staff suggest the creation

of some type of policy / program to help guide staff and the public so that the expectations are clearly defined.

To ensure that Council's direction is accurately recorded, staff offer the following draft resolutions for consideration:

Pollinator Sites: Goals

"That staff be directed to provide Council with a detailed report describing options and costs to complete up to 'X' amount of sites as part of the 2022 Transportation Work Program."

Pollinator Sites: Priority Areas

"That staff be directed to prioritize future pollinator sites in locations that do not conflict with roadside mowing or spraying."

Pollinator Sites: Individual Requests for Protection

"That staff be directed to create a draft policy and framework to allow residents to identify, protect and maintain roadsides."

Respectfully Submitted.

Thursday, May 27, 2021

The Chesterville Record Page 5

Pollinator patches in SDG

Carolyn Thompson Goddard
Record Staff

INGLESIDE – Pollinators such as bats, bees, butterflies, hummingbirds as well as other species of insects and mammals serve an important role in ensuring the continued growth of flowers and plants vital to the health of earthly ecosystems. People are openly discussing the need to protect the pollinators as factors such as climate change, loss of habitats, roadside cutting, the use of pesticides and insecticides affect their numbers and ability to carry out their role in ensuring the continued growth of flora.

In 2017 the David Suzuki Foundation (DSF) established the Butterflyway. Project designed to help people to establish pollinator patches in their communities. People are encouraged to apply to be Butterflyway Ambassadors (BA) in their home area to help create a Butterflyway in their home communities. In 2021, Carole Fiddler from Ingleside and Christina Enright of Williamsburg were selected as Butterflyway Ambassadors in Stormont, Dundas and Glengary (SDG) by the DSF, with Fiddler explaining the two women have decided to work together to promote the project.

During an interview with *The Chesterville Record*, Fiddler described how after moving from the small community of Ingleside to a rural property in South Stormont, she decided to create a large garden on the property and began researching the role of pollinators. She learned about the plight of pollinators and discovered the Butterflyway Project run by the DSF and how the enthusiasm for the project has exploded across Canada. Fiddler explained a community is recognized by the DSF as a Butterflyway after twelve people or organizations create a pollinator patch. She continued how a pollinator patch should have native plants, such as Black-Eyed Susan, Milkweed, Goldenrod, Cone Flowers for example, comprise 50 per cent of the flora, noting how shrubs and trees are also pollinators.

After her application to become a BA in SDG, Fiddler learned that Enright had also been accepted to the program and the two decided to work together to promote the project locally. A project Facebook page is one of the initiatives they have created and together they are promoting the project to individuals, municipal governments, businesses, and organizations in SDG. As the gardening season approached, the two contacted businesses like Harvest Garden, BMR I Winchester, Canadian Tire and Home Depot and Marlin Orchard & Garden Centre. Marlin's team up with the township of South Glengary to develop pollinator-plant kits which included native plants and a Butterflyway sign.

Fiddler mentioned the kits sold out quickly and a second set of kits were produced which have also proved popular. Other businesses have created sections in their garden centres for pollinator plants which will aid clients as they make purchases. She mentioned for those who are interested in finding out which plants are native to the area, there is a list available on their Facebook page.

Fiddler commented that the Roadside Department at the SDG Counties were very supportive of the project. She mentioned the department is looking at several ways to support pollinators such as the scheduling of roadside cutting and the development of creating pollinator patches in areas she described as "road triangles" where a green space exists in the intersection of roadways. She also mentioned how the



A portion of the roadside in front of Memorial Hill Cemetery near Lunenburg is prepared for planting by members of the SDG Butterflyway Project by a crew from the United Counties of SDG. Courtesy/ Photo

Counties were supportive and assisted in the creation of a pollinator patch at Memorial Hill Cemetery near Lunenburg. Fiddler mentioned how county employees prepared the garden bed and provided salt resistant seeds for the Butterflyway Project team to plant.

One component of the project is providing education to the public. She mentioned South Nation Conservation is "covering the fees for Dr. Doug Tallamy's presentation

Nature's Best Hope" on Fri., May 28 at 7 p.m. Fiddler mentioned the "Free Zoom webinar is limited to the first 500 people" registering through their Facebook page and extended a special thank you to SNC for this.

Signs of Chrysler who fabricated official project signs which are available for purchase at a cost of \$7.91 through the SDG Butterflyway project and suggests visiting

their Facebook page for more information or to order one. When looking toward the future, Fiddler mentions there are plans to investigate the possibility of creating pollinator patches along the roadsides of the area as well as working with SNC in a project which will create bat houses. It certainly appears that the plight of pollinators is appreciated in our local area, with many people taking time to help ensure their survival.

Municipal pools this summer

Continued from the front

Of the remaining nine full-time staff members, including the pool coordinator, only two are fully certified to lifeguard and teach swim lessons.

One of these two fully certified staff members is the pool coordinator, who is typically occupied with organizing pool staffing, registrations and activities, as opposed to being on deck to lifeguard and instruct.

Meerburg said, "Only two of the current seven spare lifeguards are fully certified. All of the other full-time and spare staff require either full certification or recertification, before the pools open for the season."

Due to the Stay-At-Home order, there are no (re)certification courses scheduled.

The City of Cornwall is planning to host a course once the order is lifted and will advise municipalities in SD&G once the course is scheduled.

"If and when the province allows public pools to reopen, the official opening date will be dependent upon whether we still have an adequate number of full-time pool staff in our employment and whether we can get them certified to lifeguard in an expedient manner," she said.

In order to offer pool services this summer, the municipality will be considering reducing pool operating hours and working with a smaller pool staff team to operate both pools. One idea would be to use maintenance and park labourers to help with pool opening and closing procedures, leaving the pool staff free to supervise the pools which will maximize the open hours.

A pool-operating plan was drafted for this summer, using the proposal that was presented to Council last year, but the municipality does not know how that particular plan will match up to the health units, as yet unannounced health restrictions. "Staff will await further updates from the province and Eastern Ontario Health Unit, regarding if, when, and how our municipal pools will be able to open," said Meerburg.

Article in Chesterville Record



KEY INFORMATION REPORT

TRANSPORTATION SERVICES

July 19, 2021

SUBJECT: 2021 Project Updates

BACKGROUND:

The following is a brief summary of the major 2021 projects currently underway.

Cold-in-Place Asphalt Recycling and Hot Mix Paving

Both projects are progressing well.

Cold-in-Place rehabilitation is currently 85% complete with SDG 34 and two local Municipal roads remaining. This contract is anticipated to be complete (weather permitting) by July 16th.

Hot Mix paving is currently 40% complete. The contract is expected to be done by the end of the month.

Centreline Painting

Centreline painting is delayed due to a widescale paint shortage. Supply is anticipated to be fulfilled by the end of July. Despite this delay, the contract is still anticipated to be completed and without interruptions or multiple mobilizations. In the interim, paved roads will be provided with temporary tape markings to delineate lanes.

Micro-Surfacing

Microsurfacing has not yet commenced. The contractor is expected to mobilize to the area by the end of July.

Winchester CP Bridge

The project is moving well and is roughly on schedule. A project meeting was held on site on July 7th. The next progress meeting will be July 26th. As the project is still in the very early stages, an updated project schedule is not available and the project completion is still tentatively set as late November/early December.



The initial traffic control set-up and phase 1 deck removals went smoothly. The phase 1 deck was inspected and it was found that fewer and less severe concrete repairs were required than is typical in these projects.

After some initial uncertainty, CPR was able to provide flagging of the rail lines and the contractor was able to erect the phase 1 safety and debris barriers beneath the bridge soffits and on either side of the tracks.



Progress up to the end of the July should include all removals on the abutment faces, underside of the deck, phase 1 hole drilling, and select steel placement as well as formwork.

No complaints regarding the traffic delays have been received to date by either the contractor or County staff.

McPhee Bridge

The project is moving well and is roughly on schedule. A project meeting was held on site on July 7th. The next progress meeting will be July 26th. The project completion date is currently set at September 24th, 2021.

Phase 1 removals are largely complete and concrete installations are in progress.



Progress up to the end of July should include structural steel work, deck end and semi-integral joint installation, and approach slab installation.



Switch over to Phase 2 is anticipated for the week of August 3rd.

CCTV Project

The initial pre-inspection cleaning and flushing phase is largely complete. Due to a lack of periodic cleaning over the life of the pipes, it is anticipated that some will require additional cleaning before they can be properly inspected with the camera.

Nonetheless, the camera inspections are expected to commence the week of July 5th.

St. Andrews West Urban Rehabilitation

St. Andrews Urban Rehabilitation is progressing well.



The existing concrete sidewalk has been removed, all catchbasins have been installed with leads currently directed to the existing ditch and one section of ditch filling has been completed.

Remaining work includes ditching, additional ditch filling, culvert replacements, curb installation, road surface reconstruction and sidewalk construction.

Morrisburg Roundabout and Streetscaping

County Staff have worked with South Dundas staff and the contractor, which has resulted in approximately \$420,000 in savings. The bulk of these savings are related to material changes (switching concrete pipe to HDPE, replacing concrete turn aprons with asphalt at Tim Hortons and Morrisburg Building Centre), the elimination of some filled ditches, pulverizing the existing asphalt in lieu of recycling, and deletion of some materials (benches and artificial turf).

Construction started with the placement of traffic control cones, the addition of stop signs and the conversion of the traffic lights to flashing red only at the Intersection of SDG 2, SDG 31 and Ottawa Street and removals of the curb and curb islands around the intersection turn ramps.



The construction will progress similar to Long Sault, where the intersection will be converted into a gravel roundabout using cones and temporary signage. County and South Dundas staff have created a weekly communication protocol to ensure that residents and businesses are kept up to date on the progress.



The sod-turning ceremony has been scheduled for July 22nd, 2021.

Boundary Road Bridge

This project will be relatively short in duration compared to typical bridge projects (6 weeks rather than 20+ weeks). A delayed start around the second week of July was permitted. There is little to report on progress at this time, except that the project is now anticipated to be complete around the end of August.

Traffic Signal Replacement, SDG 34 and SDG 43

The County's contractor intended to mobilize to site on July 19th, however the scaffolding associated with renovations to the Scotiabank building will obstruct access to some of the system components. This encroachment of the scaffolding was not brought to SDG's attention prior to its erection and was permitted without County approval. County staff remain in discussion with the North Glengarry CBO to determine the renovation project schedule and will revise the schedule accordingly.

SDG 22 (Dyer Road)

Staff have commenced the preliminary design to confirm road widenings needed. Land appraisals will commence later this summer.

Warden's House Repairs

Staff are securing both the building permits and pricing necessary to commence this work. No work has started to date.

SDG 18 Embankment Repair (at Black Creek)

Staff have conceptually designed the solution options recommended in the geotechnical report, and identified possible conflicts between the more economical options and the adjacent private property. Staff have reached out to the adjacent

landowner to discuss encroachment possibilities and talks are ongoing. These talks will ultimately determine the type of solution carried forward to detailed design and construction.

This work is expected to take place this fall.

Moriarty Municipal Drain Culvert

The contract was awarded at the June Council meeting. Mobilization to site has been scheduled for July 19th, 2021. The replacement is anticipated to be completed by July 24th, 2021.

County Road 43 between County Road 11 and Goldfield Road will be closed to traffic during this period.

2021 OSIM Inspections

The project is progressing well. Site work is expected to be complete by the end of July. Draft final reports are expected to be available by mid-August.

In addition to a small erosion concern to be monitored, Keystone Bridge Management Corp. has only advised of one other structure needing to be given priority attention (SDG 2 near Doran Bay). Staff will be regularly inspecting this structure with the intent to replace it in 2022.

Culvert End Repairs

Staff are soliciting quotes from contractors to complete the minor culvert end repairs that have been budgeted in 2021. This work is expected to take place through August and September.

Various Bridge Design Work (2022 Rehabilitation)

Staff will be preparing requests for proposals for the 2022 planned bridge work. The structures planned included the Black Creek Bridge, Ferguson Bridge Rehabilitation, and Pitson Cr Bridge Matilda-Edwardsburg Rehabilitation. Additionally, Keystone Bridge Management Corp has identified that the Doran Creek Culvert should be replaced in 2022.

COMMENTS/OBSERVATIONS:

As evidenced above, 2021 is a very busy construction year. Staff are happy to provide further information on any projects currently underway.

Respectfully Submitted.



KEY INFORMATION REPORT

PLANNING SERVICES

July 19, 2021

SUBJECT: Recent Land Use Planning Legislative and Regulatory Changes

BACKGROUND:

The Provincial government recently approved several changes to the *Planning Act* and other related legislation intended to reduce red tape and provide greater consistency in the planning process.

Land Division Changes

Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*, was introduced on April 15, 2021 and received Royal Assent on June 3, 2021. It is expected to come into effect later in 2021 and impacts the *Planning Act* as follows.

Changes to Subdivision and Part Lot Control

- Prevent lots from merging where lands were previously owned by, or abutted land previously owned by, joint tenants and where the ownership would have otherwise merged as a result of the death of one of the joint tenants.
- Permit additional types of abutting land (other than whole lots or blocks within registered plans of subdivision) to be retained without violating subdivision control.
- Allow interests in land acquired for the purpose of an energy line to be disposed of to owners of abutting land.
- Permit agreements, like leases, that involve part of a building and the use of lands ancillary to the use of the building and clarify that these agreements can have a duration equal to the lifetime of an individual.
- Remove unique rules under the Act for foreclosures or exercises of powers of sale. These activities would follow the same process as conveyances and would need to obtain a regular consent.
- Provide that any lawyer, for any purpose related to confirming compliance with section 50 of the *Planning Act*, only needs to investigate title since the time of the last deed or transfer if at that time a lawyer had provided a statement confirming that there had been no contravention of subdivision control.

Change to Plans of Subdivision

- Align the requirements for public notice, information, and public meetings for plans of subdivision with other instruments under the Act and for the approval authority to forward to the Ontario Land Tribunal (Tribunal) information as required.

Changes to Consents (Severances)

- Permit a purchaser of land or the purchaser's agent to apply for a consent.
- Permit an application for a consent to be amended by an applicant prior to a decision about the consent being made by the consent-granting authority. If an application is amended, the consent-granting authority can impose terms related to the amended application as it considers appropriate.
- Provide that a regulation requiring a public meeting for a consent application could specify other requirements related to the public meeting.
- Provide a standard two-year period during which the conditions of a consent must be satisfied (currently the applicant must satisfy conditions within one year).
- Require a municipality to issue a certificate to a consent applicant for both the severed and retained lands. This requirement would be subject to the applicant, as part of the application for a consent, providing a legal description for the retained land which can be registered (i.e. both severed and retained may need to be surveyed).
- Allow owners, chargees (for example, mortgage holders), purchasers or their agents to apply to the municipality for a certificate of cancellation in respect of land previously conveyed with a consent that, if approved and registered, would remove the application of specified exceptions from subdivision control in relation to the land (and thereby potentially merging the lots involved).

Change Validations

- Require that a decision regarding a validation must conform with the same criteria which are applicable to consents.

Drainage Act Regulatory Changes

OMAFRA has made a new [Minister's Regulation](#) under the *Drainage Act*. This will implement the amendments to the *Drainage Act* that were included in Schedule 4 of the *COVID Economic Recovery Act, 2020*.

- Providing a simplified process for minor improvements to municipal drains.
- Simplifying the process for approving updates to engineer's reports for changes to the design made during construction; and
- Moving to the regulation the list of prescribed persons, who must be notified for drainage projects, and that are currently outlined in the *Drainage Act*.

Ontario Heritage Act Changes

Ontario Regulation 385/21 (General) implements amendments that were made to the *Ontario Heritage Act* through the *More Homes, More Choice Act, 2019*. The amendments and regulation come into force on July 1, 2021. These include:

- Mandatory standards for designation by-laws.
- Minimum timelines and notice requirements for designations and providing notice of intention to designate properties.
- Exceptions to the new 120-day timeline for passing a designation bylaw.
- Minimum requirements for complete applications for demolition or alteration of a protected property.
- Steps for amending or repealing a designation bylaw following consent for demolition or removal.

- A modified process for amending bylaws, and restrictions for repeal requests.

The Local Planning Appeal Tribunal Changes into the Ontario Land Tribunal

The Ontario government passed the *Accelerating Access to Justice Act, 2021*, with a proclamation date of June 1, 2021. Through this Act, as of June 1, 2021, the Local Planning Appeal Tribunal, Environmental Review Tribunal, Board of Negotiation, Conservation Review Board and the Mining and Lands Tribunal were merged into a new single tribunal called the Ontario Land Tribunal.

COMMENTS/OBSERVATIONS:

- **Planning Act Land Division Changes:** The changes will reduce the number of technical applications and lapsed consents by changing the rules for accidental mergers, increase the time to complete conditions of severance, and reducing inconsistencies in the current planning laws and regulations.
- **Drainage Act Regulatory Changes:** The regulatory changes will allow for a simpler process for changes to municipal drains that only affect one property owner, such as a minor realignment on a property. This will reduce processing time and effort for minor projects.
- **Ontario Heritage Act Changes:** The changes to *the Ontario Heritage Act* will provide better accountability to municipalities and appeal rights for property owners. The public notice and appeal process changes will also be more consistent with related *Planning Act* processes.
- **Ontario Land Tribunal:** The new Ontario Land Tribunal will help reduce delays and make the land dispute resolution process more efficient by creating a single forum to resolve disputes faster by eliminating unnecessary overlap between cases. This will be helpful when planning applications have multiple areas of jurisdiction such as the *Ontario Heritage Act*, *Planning Act*, and *Aggregate Resources Act*.

Respectfully submitted.

THE CORPORATION OF THE UNITED COUNTIES
OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW NO. 5306

A BY-LAW of the Corporation of the United Counties of Stormont, Dundas and Glengarry to adopt, confirm and ratify matters dealt with by resolution.

WHEREAS Section 5(3) of the *Municipal Act, 2001, S. O. 2001, Chapter 25*, as amended, provides that the powers of the Corporation of the United Counties of Stormont, Dundas and Glengarry, shall be exercised by by-law.

AND WHEREAS in many cases, action which is taken or authorized to be taken by the United Counties of Stormont, Dundas and Glengarry does not lend itself to the passage of an individual by-law.

NOW THEREFORE THE COUNCIL OF THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY ENACTS AS FOLLOWS;

1. That the minutes of the meeting, including the in-camera minutes, held June 21, 2021, of the Council of the United Counties of Stormont, Dundas and Glengarry be hereby adopted.
2. That the actions of the United Counties of Stormont, Dundas and Glengarry, at its meeting held on July 19, 2021, in respect of each motion, resolution and other action taken by the United Counties of Stormont, Dundas and Glengarry at its meetings are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
3. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the United Counties of Stormont, Dundas and Glengarry in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the United Counties of Stormont, Dundas and Glengarry.

4. That the Warden and Members of Council of the United Counties of Stormont, Dundas and Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action of the United Counties of Stormont, Dundas and Glengarry to obtain approvals where required and except as otherwise provided, the Warden or Clerk are hereby directed to execute all documents necessary on behalf of the United Counties of Stormont, Dundas and Glengarry.

READ and passed in Open Council, signed and sealed this 19th day of July, 2021

WARDEN

CLERK