

**AGENDA**  
**UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY**  
**Virtual Meeting, Broadcast live on YouTube**  
**Monday, May 17, 2021 9:00 AM**

	Page	Link to Strategic Priorities (if any)
<b>1. Call Meeting to Order by Resolution</b>		
<b>2. Adoption of Agenda</b>		
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.		
<b>3. Disclosure of Pecuniary Interest and General Nature Thereof</b>		
<b>4. Adoption of Minutes</b>		
a) <a href="#">April 19 and April 21, 2021</a>	6 - 15	
<b>5. Delegations</b>		
a) John McAllister, Chair, Upper Canada District School Board - Remote Learning		
<b>6. Action Requests</b>		
a) <b>Corporate Services</b>		
i. <a href="#">Additional Entitlements for Covid Related Absences  Action Request CAO</a>	16 - 19	
ii. <a href="#">Appointments to the Regional Incentives Program  Approvals Committee  Action Request CAO</a>	20 - 25	

iii.	<a href="#"><u>Alternate Community Emergency Management Coordinator (CEMC) Action Request CS</u></a>	26 - 27	
iv.	<a href="#"><u>Alternate Emergency Information Officer Action Request CS</u></a>	28 - 29	
v.	<a href="#"><u>OPP Detachment Board Framework Proposal Action Request CS</u></a>	30 - 32	1
<b>b) Financial Services</b>			
<b>c) Transportation</b>			
<b>d) Planning</b>			
<b>e) Court Services</b>			
<b>f) County Library</b>			
<b>g) IT Services</b>			
<b>7. Tenders and Quotations</b>			
a)	<a href="#"><u>County Building Roof Replacement Action Request TPS</u></a>	33 - 34	4
<b>8. By-laws</b>			
a)	<a href="#"><u>Commercial Vehicle Restrictions Action Request TPS</u></a>	35 - 39	4
b)	<a href="#"><u>Revised Tapping Agreement - Howard Mitchell Forest Action Request TPS</u></a>	40 - 53	1
<b>9. Consent Agenda</b>			
a)	<a href="#"><u>Monthly Activity Summaries Action Recommended: That Council receive and file for information purposes.</u></a>	54 - 61	
b)	<a href="#"><u>Monthly Financial Summary Action Recommended: That Council receive and file for information purposes.</u></a>	62	
c)	<a href="#"><u>SDG Library Branch Reports Action Recommended:</u></a>	63 - 66	

- [That Council receive and file for information purposes.](#)
- d) [River Institute](#) 67 - 68  
[Thank you letter](#)  
[Action Recommended:](#)  
[That Council receive and file for information purposes.](#)
- e) [Township of South Stormont](#) 69  
[Resolution - Vaccine Supply](#)  
[Action Recommended:](#)  
[That Council receive and file for information purposes.](#)
- f) [Town of Perth](#) 70  
[Letter - Provincial Hospital funding](#)  
[Action Recommended:](#)  
[That Council receive and file for information purposes.](#)
- g) [City of Brantford](#) 71  
[Resolution - Prohibition on Golfing & Outdoor Recreation](#)  
[Activities](#)  
[Action Recommended:](#)  
[That Council receive and file for information purposes.](#)
- h) [Township of Springwater](#) 72 - 73  
[Letter - Clean Fuel Standard](#)  
[Action Recommended:](#)  
[That Council receive and file for information purposes.](#)

## 10. Boards and Committees

- a) Council Representatives  
 Joint Liaison Committee - Jamie MacDonald, Frank Prevost, Steven Byvelds, Allan Armstrong  
 Library Board - Frank Prevost, Lyle Warden, Tony Fraser, Frank Landry  
 Police Services Board - Jim Wert, Bryan McGillis  
 Eastern Ontario Health Unit - Carma Williams, Frank Prevost  
 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  
Eastern Ontario Agri-Food Network - Carma Williams  
Regional Emergency Response Council - Carma Williams

## **11. Key Information**

- a) [CAO - Education Review Update](#) 74
- b) [CORPORATE SERVICES - New Website Launch](#) 75
- c) [TRANSPORTATION AND PLANNING - Project Update](#) 76 - 80
- d) [TRANSPORTATION AND PLANNING - Vegetation Maintenance at Guiderails](#) 81 - 82
- e) [TRANSPORTATION AND PLANNING - June Tender Meeting](#) 83
- f) [LIBRARY - Celebrating SDG Library's 50th Anniversary -- Library Board Story Time Series](#) 84

## **12. Motions and Notices of Motions**

## **13. Petitions**

## **14. Miscellaneous Business**

- a) [Cornwall and Area Housing Corporation Amalgamation Report \(report to be issued on May 11, 2021\)](#) 85 - 99

## **15. Unfinished Business Summary**

## **16. Closed Session**

- a) Pursuant to Section 239 (f) of the Municipal Act, 2001 - advice that is subject to solicitor-client privilege, including communications necessary for that purpose: Human Resources Matter

## **17. Ratification By-law**

- a) [By-law No. 5295](#) 100 - 101

## **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., April 19, 2021 with Warden Prevost in the Chair.

Present: Warden Prevost

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

CAO: Simpson

Clerk: Casselman

1. Call Meeting to Order by Resolution  
Resolution No. 2021-61

Moved by Councillor Armstrong  
Seconded by Councillor Wert

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. 2021-62

Moved by Councillor Smith  
Seconded by Councillor Byvelde

THAT Council approve the agenda.  
CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Adoption of Minutes

Resolution No. 2021-63

Moved by Councillor McGillis  
Seconded by Councillor Gardner

THAT the minutes of the meetings, including the In-Camera minutes and Public Meeting minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held March 15, March 25, March 29, April 7, and April 8, 2021, be adopted as circulated.  
CARRIED

5. Delegations

6. Action Requests

a) Corporate Services

Resolution No. 2021-64

Moved by Councillor Fraser

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the amendments to the Regional Incentives Program Policy document (March 2021), as amended, and the Terms of Reference, as amended, for the Regional Incentives Program Approvals Committee.

CARRIED

Resolution No. 2021-65

Moved by Councillor MacDonald

Seconded by Councillor Landry

That the Council of the United Counties of Stormont, Dundas and Glengarry approve a donation in the amount of \$1,000 to Habitat for Humanity Cornwall & The Counties, to be funded from the 2021 Council Donations budget.

CARRIED

b) Financial Services

Resolution No. 2021-66

Moved by Councillor Warden

Seconded by Councillor Byvelds

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve revisions to the Tangible Capital Assets Policy # 1-18.

CARRIED

Resolution No. 2021-67

Moved by Councillor Wert

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorize KPMG LLP to complete the service delivery review for the Financial Services Department for the price of \$35,000 plus H.S.T.;

AND THAT COVID-19 funding be used to offset the costs of the review;

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

CARRIED

c) Transportation

Resolution No. 2021-68

Moved by Councillor McGillis

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve a setback of up to 25.72m from the centreline of SDG County Road No.

14 for civic no. 4145 to facilitate the construction of a detached accessory building including coach house and authorize the Director of Transportation and Planning to issue a setback permit to recognize the same.

CARRIED

Resolution No. 2021-69

Moved by Councillor Byvelds  
Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve a setback of up to 23m from the centreline of SDG County Road No. 2 to facilitate the construction of a pumping station which will service the Dutch Meadows Subdivision in Morrisburg and authorize the Director of Transportation and Planning Services to issue a setback permit to recognize the same;

AND THAT Council authorize the Director to waive all fees associated with issuing this permit.

CARRIED

Resolution No. 2021-70

Moved by Councillor MacDonald  
Seconded by Councillor Williams

THAT the Council of the United Counties of SDG approve the Municipal Class Environmental Assessment for the County Road 34 Alexandria Main Street Project;

AND THAT County Council authorize staff to post the Notice of Completion for the required public review period.

CARRIED

- d) Planning
- e) Court Services
- f) County Library
- g) IT Services

7. Tenders and Quotations

Resolution No. 2021-71

Moved by Councillor Warden  
Seconded by Councillor Wert

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Surgenor Chevrolet Buick GMC Cadillac for two (2) three-quarter ton trucks at the total price of \$82,630.00 plus H.S.T. and that the Director of Transportation and Planning Services be authorized to sign all necessary documents to give effect to the contract.

CARRIED



Resolution No. 2021-72

Moved by Councillor Fraser

Seconded by Councillor Landry

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from J.R. Brisson Equipment Ltd. for the purchase of one (1) loader at the tendered price of \$241,487.00. plus H.S.T;

AND THAT Council authorize the disposal of SDG's 2000 Case 621C Loader to offset the purchase price either by accepting the dealer's proposed trade-in valuation of \$20,000 or by auction; whichever is determined to provide the best overall value to the Corporation;

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

CARRIED

Resolution No. 2021-73

Moved by Councillor Armstrong

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Aqua Drain Sewer Services Inc. for the Storm Sewer and Flushing and Camera Inspections at their unit prices totaling \$75,557.65 plus H.S.T.;

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

CARRIED

Resolution No. 2021-74

Moved by Councillor Gardner

Seconded by Councillor Byvelds

THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Miller Paving for micro surfacing at their unit prices totaling \$751,802.00 plus H.S.T.,

The joint tender includes the following:

United Counties of SDG (\$433,088.00)

Municipality of South Dundas (\$318,714.00)

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

CARRIED

Resolution No. 2021-75

Moved by Councillor Warden

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Atlantic Industries Limited for corrugated steel pipe at their unit

prices totaling \$110,209.06 plus H.S.T.

The joint tender includes the following:  
United Counties of SDG (\$60,494.73);  
City of Cornwall (\$9,062.18);  
South Stormont (\$27,342.85) and  
South Glengarry (\$13,309.30);

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

CARRIED

Resolution No. 2021-76

Moved by Councillor Williams  
Seconded by Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Dalcon Constructors Ltd. for the comprehensive rehabilitation of the McPhee Bridge at their unit prices totaling \$1,163,000 plus H.S.T.;

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

CARRIED

Resolution No. 2021-77

Moved by Councillor Warden  
Seconded by Councillor Fraser

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from DW Building Restoration Services Inc. for the repair of the Boundary Road Bridge at their unit prices totaling \$134,386.50 plus H.S.T.;

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

CARRIED

8. By-laws

Resolution No. 2021-78

Moved by Councillor Williams  
Seconded by Councillor Wert

THAT By-law 5288, being a by-law to enter into a 10-year maple tapping lease with A&B Syrup at the Howard S. Mitchel Forest in Dalkeith, be read in open Council, signed and sealed

CARRIED

Resolution No. 2021-79

Moved by Councillor McGillis

Seconded by Councillor Warden

THAT By-law No. 5289, being a by-law to adopt Official Plan Amendment No. 6, a housekeeping amendment to the Official Plan of the United Counties of Stormont, Dundas and Glengarry, be read and passed in Open Council, signed and sealed  
CARRIED

Resolution No. 2021-80

Moved by Councillor Warden

Seconded by Councillor Landry

THAT By-law No. 5290, being a By-law for the purpose of establishing an encroachment agreement between the United Counties of Stormont, Dundas and Glengarry and Dr. Hooman Ghomeshi, be read and passed in Open Council, signed and sealed.  
CARRIED

Resolution No. 2021-81

Moved by Councillor Fraser

Seconded by Councillor MacDonald

THAT By-law No. 5291, being a by-law 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  
CARRIED

9. Consent Agenda

Resolution No. 2021-82

Moved by Councillor Gardner

Seconded by Councillor Armstrong

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

10. Boards and Committees

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

11. Key Information

Director de Haan provided an update on the 2021 Road Tour.

Director de Haan provided information on the Warden's House renovations and the County Administration Building roof.

Resolution No. 2021-83

Moved by Councillor Warden  
Seconded by Councillor Byvelds

THAT Council direct staff to proceed with the tender for the structural work at the Warden's House.

CARRIED

Resolution No. 2021-84

Moved by Councillor Gardner  
Seconded Councillor Landry

THAT Council direct staff to proceed with a slate style shingle roof for the County Administration Building.

CARRIED

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

15. Unfinished Business Summary

16. Closed Session

Resolution No. 2021-85

Moved by Councillor Byvelds  
Seconded by Councillor MacDonald

THAT Council proceed in-camera pursuant to Section 239 (2) (b) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees – Human Resources Matter.

CARRIED

Resolution No. 2021-86

Moved by Councillor Smith  
Seconded by Councillor Williams

THAT Council now rise and reconvene without reporting.

CARRIED

17. Ratification By-law

Resolution No. 2021-87

Moved by Councillor Wert  
Seconded by Councillor McGillis

THAT By-Law No.5292, 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

18. Adjournment by Resolution  
Resolution No. 2021-88

Moved by Councillor Landry  
Seconded by Councillor Fraser

THAT Council adjourn to the call of the chair.  
CARRIED

---

Warden

---

Clerk

## MINUTES

A special virtual meeting of the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry was held at 6:30 p.m., April 21, 2021 with Warden Prevost in the Chair.

Present: Warden Prevost  
Councillors: Armstrong, Byvelds, Fraser, Gardner, Landry,  
MacDonald, McGillis, Smith, Warden, Wert, Williams  
CAO: Simpson  
Clerk: Casselman

1. Call Meeting to Order by Resolution

Resolution No. 2021-SM

Moved by Councillor Gardner

Seconded by Councillor Fraser

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

CARRIED

Roll Call was taken by the Clerk.

2. Adoption of Agenda

Resolution No. 2021-SM

Moved by Councillor Warden

Seconded by Councillor Wert

THAT Council approve the agenda, as presented.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Agenda Items

4.1 COVID-19 Pandemic Response Update

- Invited Participants: MP Eric Duncan, MPP Jim McDonell, Dr. Paul Roumeliotis, Medical Officer of Health

Warden Prevost welcomed the invited participants and asked MPP Jim McDonell to provide an update on the provincial response to the COVID-19 pandemic. MPP McDonell spoke to the provincial vaccine roll-out, vaccine supply, and the lockdown

provisions put in place by the provincial government. Council members posed various questions to MPP McDonell and expressed concerns regarding vaccine supply equity and the lack of vaccine locations in the County. Further discussion was held regarding outdoor gatherings and enforcement of the lockdown regulations.

Dr. Roumeliotis spoke to ongoing vaccine efforts. Discussion was held regarding keeping outdoor spaces open to the public, the provincial border closure, the administration of second vaccine doses for long-term care employees, certain businesses being penalized by the provincial lockdown closures, and international flights coming into Canada.

Dr. Roumeliotis provided an update on the status of school closures and spoke to the AstraZenca vaccine. Further discussion was held regarding out of country travel in the future. MP Eric Duncan spoke to the various COVID-19 programs that his office could assist the public with and to a potential public inquiry into the pandemic response in Canada. Dr. Roumeliotis spoke to vaccine modeling thresholds and a regional approach for reopening. Warden Prevost thanked the invited participants for attending the meeting.

5. Adjournment by Resolution  
Resolution No. 2021-SM

Moved by Councillor Armstrong  
Seconded by Councillor Williams

THAT Council adjourn to the call of the chair.  
CARRIED

---

Warden

---

Clerk



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

<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	Additional Entitlements for Covid Related Absences

**RECOMMENDATION(S):**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve an extension to Policy No. 1-36 until December 31st, 2021, said policy providing for 5 additional days of Covid-related leave for all full-time staff between July 1st, 2021 and December 31st, 2021.

**EXECUTIVE SUMMARY:**

This report recommends the continuance of additional paid Covid related entitlements for full-time staff for the 6-month period between July 1<sup>st</sup>, 2021 and December 31<sup>st</sup>, 2021, via a 6-month extension of Policy No. 1-36.

**BACKGROUND:**

At the September 2020 meeting of County Council, a draft policy was brought forward seeking approval for 5 days of paid leave from work due to all Covid-related matters, including required self-isolation for an employer or family member, etc. This additional leave supplements the existing sick leave policies of the County.

Based on discussion among Directors, it is felt that a 6-month extension of these temporary entitlements is appropriate, to assist full-time staff until the end of 2021. This is especially important as it is anticipated that staff can begin returning to the office in June/July this year. Further, it is hoped that by the end of 2021 all County operations will have resumed to near-normal operations.

For information, since January 1st this year, 17 full time employees have accessed this leave, for a total of 324.50 hours (\$9,572.77). Note that this dollar amount is not an additional cost but a reflection of lost productivity – staff wages/benefits are budgeted, so this figure is the monetized value of staff absences. The staff who have had to access this leave are very appreciative of it.

**OPTIONS AND DISCUSSION:**

1. Do Nothing – **Not Recommended.** The additional paid entitlements have been very helpful for staff as everyone tries to navigate the ever-changing pandemic. It allows staff to remain home when necessary to look after



themselves or a family member, contributing to the overall health and safety of other staff members and the public we serve.

- 2 Continue the Temporary Policy allowing for an additional 5-days of paid Covid related absences – **Recommended.**

**FINANCIAL ANALYSIS:**

As noted, there is no direct cost associated with the continuation of this policy. However, as with any staff absence, there is the opportunity cost to the County associated with lost productivity.

**LOCAL MUNICIPAL IMPACT:**

None.

**RELEVANCE TO STRATEGIC PRIORITIES:** N/A

**OTHERS CONSULTED:**

All County Directors

**ATTACHMENTS:**

Amended policy 1-36

**REVIEWED & APPROVED BY:**



T.J. Simpson, CAO

<b>POLICY MANUAL</b>	<b>Policy 1-36</b>
<b>United Counties of Stormont, Dundas and Glengarry</b>	<b>Effective Dates: July 1<sup>st</sup>, 2021 – Dec. 31<sup>st</sup>, 2021. Revised June 30<sup>th</sup>, 2021</b>
<b>Subject: Covid-19 Staff Accommodation Policy</b>	<b>Department: All</b>

### **PURPOSE**

This Policy/Procedure is without prejudice or precedent and reflects current knowledge and available information. This Policy shall be in force and effect from July 1<sup>st</sup>, 2021 until December 31<sup>st</sup>, 2021, at which time it shall expire and become null and void.

This policy outlines additional entitlements for staff of the County to accommodate instances where absences are required from work due to Covid-19.

### **SCOPE**

This Policy applies to all **regular full-time staff** of the County. It is intended to supplement, not replace, the County's policies related to sick leave.

### **PROCEDURE**

Between July 1<sup>st</sup>, 2021 and December 31<sup>st</sup>, 2021, eligible County staff shall be provided a maximum of five (5) paid days of Covid-19 related leave from the workplace. This leave shall cover **all instances** where the employee is unable to attend at the workplace, whether voluntarily or involuntarily. Without limiting the generality of the foregoing, Covid-19 related absences from work shall include:

- Experiencing illness/symptoms of Covid-19 themselves;
- Exposure/possible exposure to an individual having or suspected of having Covid-19;
- Caring for/cohabitating with any individual having/suspected of having Covid-19; whether a family member or not;
- Required self-isolation;
- Any other circumstance determined by the County in its sole discretion.

When the employee has exhausted their five (5) days of Covid-19 related leave, regular sick leave entitlements and processes shall apply.

Staff absent from work due to any Covid-related matter are not expected to work from home, and shall not be paid regular wages, but use entitlements under this Policy or other applicable entitlements.

Any staff member who leaves Canada **for any reason whatsoever** is **required to quarantine** in accordance with current Government of Canada guidelines. Such employees are not eligible to use sick leave or the five (5) additional Covid-19 days outlined in this Policy however may use other available entitlements such vacation/floater credits, or an unpaid leave of absence. The article above is also applicable in this circumstance.

Unused 2021 entitlements under this Policy are not eligible for pay-out or carry over into 2022.

For absences covered under this Policy, the requirement for the provision of a medical certificate and referral to the County's Attendance Support program is temporarily suspended. Employees are required to report the absence in the usual fashion. Notwithstanding, the County maintains the right to require any employee to submit a medical certificate where Covid-19 leave is claimed.

Any matters disputed under this Policy shall be referred to the Chief Administrative Officer, whose determination in the matter shall be final.



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

<b>ACTION REQUEST – CAO</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	Appointments to the Regional Incentives Program Approvals Committee

**RECOMMENDATION(S):**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry appoint Councillors Kirsten Gardner, David Smith and Lyle Warden, and lay members Margaret MacDonald and Bernadine McEvoy-Robertson to the SDG Regional Incentives Program Approvals Committee, said appointments expiring at the end of the current term of Council.

**EXECUTIVE SUMMARY:**

This report recommends that Councillors Kirsten Gardner, David Smith and Lyle Warden, as well as SDG residents Margaret MacDonald and Bernadine McEvoy-Robertson be appointed to the Regional Incentives Program Approvals Committee per the approved Terms of Reference for the Committee. These appointments will expire at the end of the current term of Council.

**BACKGROUND:**

The Regional Incentives Program, designed to work in concert with the Community Improvement Plans (CIP’s) of local SDG municipalities, has been in effect since 2018.

In April of this year, Council approved the Terms of Reference document for the Regional Incentives Program Approvals Committee and the proposed amendments to the Policy Document that governs the program. North Glengarry, South Glengarry and North Stormont Councils have since amended their Community Improvement Plan documents and have passed By-Laws to incorporate the changes. The municipalities of South Stormont, North Dundas and South Dundas have similar proposals on upcoming agendas for their consideration.

Assuming that all six municipalities within SDG pass By-laws to incorporate the new document; and that the amended policy document is not appealed; the next intake period for the Regional Incentives Program will open to applicants in early June 2021, with a second intake period later this summer.

The Regional Incentives document allows County funding (grants) to be provided for improvement projects located in local municipalities that have approved CIP’s.

Council will recall that \$250K has been allocated in the 2021 budget for regional incentives funding. The primary recipients of funding will be local businesses and not for profit organizations.

In April of this year, Council approved the Terms of Reference document for the Approvals Committee.

The Regional Incentives Program is a collaborative effort between the County and its local municipalities. Applications will generally be received and initially reviewed by staff of the local municipality. Subsequently, applications will be reviewed by County staff and forwarded to the Regional Incentives Program Approvals Committee. 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.

**The composition of the Regional Incentives Program Approvals Committee is as follows:**

- Three (3) members of County Council (must include the Warden or Warden's designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.
- Two lay members, who are residents of SDG, appointed by County Council for a 2-year term.

Earlier this spring, ads were placed in the local media, placed on the SDG and local websites, etc. seeking interest from residents of the County.

A dozen applications were received. The applications were reviewed by the SDG Lay Appointments Committee. Based on that meeting, the following two individuals are recommended to Council for appointment:

- Margaret MacDonald
- Bernadine McEvoy-Robertson

The Warden is recommending that the following three (3) members of County Council be appointed to the Approvals Committee:

- Councillor Kirsten Gardner, to serve as the Warden's designate.
- Councillor David Smith
- Councillor Lyle Warden

**OPTIONS AND DISCUSSION:**

- 1. Do Nothing – Not Recommended.** The appointment of two lay members is necessary to properly constitute the Approvals Committee according to the approved Terms of Reference.

**2. Appoint the two individuals recommended in this report – Recommended.**

Based on the information received during the application process, the two individuals listed are recommended to County Council for approval.

**FINANCIAL ANALYSIS:**

The cost will be minimal as the appointed members will attend approximately 4-6 meetings per year, with compensation of a per diem plus mileage at the County's standard mileage rate. Funds for this purpose are included in the approved 2021 budget.

**LOCAL MUNICIPAL IMPACT:**

None.

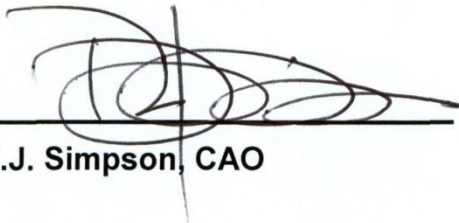
**OTHERS CONSULTED:**

- Warden Prevost
- SDG Lay Appointments Committee
- CAO
- General public
- Economic Development and Communications Officer

**ATTACHMENTS:**

Regional Incentives Program Terms of Reference, as amended April 2021.

**REVIEWED & APPROVED BY:**



T.J. Simpson, CAO



## **Terms of Reference for the Stay, Discover Grow Regional Incentives Program Approvals Committee**

*Approved by County Council April 19<sup>th</sup>, 2021*

### **Mandate/Authority**

The mandate of the Regional Incentives Program Approvals Committee is to effectively and efficiently administer all aspects of the Regional Incentives Program of the County (the “Program”), as described in the approved Program document as well as the companion materials (program guide, application form, financial agreements, etc.). In recommending grant amounts to County Council, the Regional Incentives Program Approvals Committee shall adhere to all established guidelines and use prescribed tools. Annual financial allocations to the Program shall be as determined by County Council.

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.

The Regional Incentives Program Approvals Committee may also be called upon from time to time to make determinations regarding the administration of the Regional Incentives Program or other related matters.

The Regional Incentives Program Approvals Committee shall also be authorized to make such amendments to the implementation documents (e.g. application guide and promotional materials) it deems necessary from time to time to ensure the on-going efficiency and effectiveness of the Program.

### **Composition**

The composition of the Regional Incentives Program Approvals Committee shall be as follows:

- Three (3) members of County Council (must include the Warden or Warden’s designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.

- Two (2) lay members appointed by County Council for a two-year term concurrent with other Council appointments. Lay appointees may be re-appointed for a further two-year term.
- County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters before the Committee.
- Meetings will be subject to the protocols followed by Committees of Council.

The Regional Incentives Program Approvals Committee shall appoint a Coordinator, who shall be primarily responsible for coordinating the activities of the Committee and providing administrative support as required. The Coordinator shall be a member of County staff; however, is not a member of the Approvals Committee.

**To serve as a lay member of the SDG Regional Incentives Program Approvals Committee, an individual must be:**

- At least 18 years old
- A Canadian citizen; and a resident of the United Counties of Stormont, Dundas and Glengarry
- Not employed by the United Counties of Stormont, Dundas and Glengarry.

**Accountability**

The Regional Incentives Program Approvals Committee shall be responsible and accountable to County Council for the stewardship of the Program. Without limiting the generality of the foregoing statement, this shall include:

- Ensuring that members follow established processes and use approved templates during the review of applications
- Ensuring members declare conflicts of interest (pecuniary or otherwise) if/when they exist
- Reporting to County Council, on a bi-annual basis, the distribution of grant monies, including the dollar amount, geographic location, and project details
- Any other action deemed appropriate by the Committee or County Council.

**Meetings**

The Regional Incentives Program Approvals Committee shall meet as required to effectively administer the program.

**Budget/Stipends**

County Council shall determine annual financial allocations to the Program and shall advise the Regional Incentives Program Approvals Committee of the same. The Committee may approve grants under the Program up to the allocated amounts; however, not exceed the same.



Travel to meetings shall be reimbursed to participants at the County rate in place from time to time. Face to face meetings will be minimized where possible via electronic file sharing. Elected officials and lay appointees shall receive the meeting per diem approved by County Council from time to time.

**Amendment/Review**

County Council reserves the right to revoke, suspend, or amend this document at any time. In the event that County Council revokes, does not renew or fund the Regional Incentives Program, the mandate of the Regional Incentives Program Review Committee granted hereunder shall immediately cease.



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

<b>ACTION REQUEST – CS</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	Alternate Community Emergency Management Coordinator (CEMC)

**RECOMMENDATIONS:**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry appoint Todd Lihou as the alternate Community Emergency Management Coordinator (CEMC);

AND THAT this appointment be effective immediately.

**EXECUTIVE SUMMARY:**

Under O. Reg 380/04, s. 10 (1) of the *Emergency Management Civil Protection Act*, every municipality shall designate an employee of the municipality or a member of council as its emergency management program coordinator. Training and Emergency Management Coordinator, Katherine Beehler, is the primary CEMC for the County. Designating an alternate CEMC is recommended if the primary CEMC cannot fulfill their role in an emergency event.

**BACKGROUND:**

The United Counties of Stormont, Dundas and Glengarry’s Community Emergency Management Coordinator (CEMC) is responsible for the development and implementation of the Counties’ emergency management program on an annual basis. In addition, the CEMC also:

- Acts as an advisor to municipalities, departments, groups and agencies on matters of emergency preparedness;
- Develops and maintains the Emergency Response Plan and its associated Appendices;
- Coordinates meetings of the emergency management committee;
- Maintains the County’s Emergency Operations Center (EOC) in a state of constant readiness and is available to fulfill roles within the EOC during its activation;
- Ensures that annual training and exercise requirements are met by the Municipal Emergency Response Group (MECG);
- Provides guidance, direction and/or assistance to any emergency support personnel at the EOC, and/or any other location;
- Addresses action items that may result from the activation of the emergency response plan;

- Coordinates post emergency debriefings and reports.

**OPTIONS AND DISCUSSION:**

1. **Do Nothing** – Not recommended. A key role of the Community Emergency Management Coordinator is to provide oversight of the development and implementation of the organization’s emergency management program and provide guidance during emergency events.
2. **Adopt the Recommendations contained within this report** – Recommended.

**FINANCIAL ANALYSIS:**

Emergency Management Training (IMS 200, EM 200 & 300): \$1,000.00. These funds are available in the 2021 Emergency Management budget.

**LOCAL MUNICIPAL IMPACT:**

N/A

**OTHERS CONSULTED:**

Office of the Fire Marshal and Emergency Management Ontario (OFMEM)

**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**

<b>ACTION REQUEST – CS</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	Alternate Emergency Information Officer

**RECOMMENDATIONS:**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry appoint Tara Kirkpatrick as the alternate Emergency Information Officer (EIO);

AND THAT this appointment be effective immediately.

**EXECUTIVE SUMMARY:**

Under O. Reg 380/04 s. 14(1)(2), every municipality shall designate an employee as its Emergency Information Officer (EIO). The EIO shall act as the primary media and public contact for the municipality in an emergency. Corporate Communications Coordinator, Todd Lihou, is the appointed primary EIO officer. Designating an alternate EIO is recommended if the primary EIO cannot fulfill their role during an emergency event.

**BACKGROUND:**

The United Counties of Stormont, Dundas and Glengarry’s Emergency Information Officer (EIO) is a member of the SDG Incident Management Team in the Emergency Operations Center and is responsible for the development and release of emergency information regarding the incident to the public. Additional functions and responsibilities include:

- establishes communications links with the County media spokesperson, municipal emergency information officers, and other media coordinators involved;
- ensures the Emergency Information Centre (EIC) is set up and staffed;
- ensures the media telephone number is provided to the necessary persons and organizations;
- provides direction and regular updates to counties call-takers;
- drafts public service announcements and media releases for approval by the CAO and distribute them on approval;
- organizes news conferences,
- monitors news coverage and correct any incorrect information
- maintains copies of public service announcements, media releases and articles pertaining to the emergency; and
- maintains a personal log of all actions taken.

**OPTIONS AND DISCUSSION:**

1. **Do Nothing** – Not recommended. A key element of the role of the Emergency Information Officer is to disseminate key information to the community and members of the Municipal Emergency Control group during an emergency event.
2. **Adopt the Recommendations contained within this report** – Recommended.

**FINANCIAL ANALYSIS:**

Emergency Management Training - \$500.00. These funds have been included in the 2021 budget.

**LOCAL MUNICIPAL IMPACT:**

N/A

**OTHERS CONSULTED:**

- Office of the Fire Marshal and Emergency Management Ontario (OFMEM)
- United Counties of Stormont, Dundas and Glengarry Municipal Emergency Control Group

**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**

<b>ACTION REQUEST – CS</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	OPP Detachment Board Framework Proposal

**RECOMMENDATION:**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry endorse the Stormont, Dundas and Glengarry Police Services Board resolution recommending that subsequent to the proclamation of the Community Safety and Policing Act, 2019, that the composition of the SDG Police Services Board remain unchanged.

**EXECUTIVE SUMMARY:**

The *Community Safety and Policing Act, 2019* (CPSA), will be proclaimed in early 2022, which once in force will repeal the *Police Services Act, 1990*. The Ministry of the Solicitor General is now required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the Ministry has developed an OPP Detachment Board Framework and is asking municipalities to submit one proposal per OPP detachment indicating the preferred composition of their board. The SDG Police Services Board is recommending that the composition of the board remain unchanged.

**BACKGROUND:**

The *Community Safety and Policing Act, 2019*, will be proclaimed in early 2022. Under this new legislation, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board, which currently 178 municipalities do not.

Section 67 of the CPSA requires there be an OPP detachment board, or more than one OPP detachment board, for each detachment of the OPP that provides policing in a municipality or First Nations community. The Ministry of the Solicitor General is now required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the Ministry has developed an OPP Detachment Board Framework. Under this framework, municipalities and First Nations communities are being asked to submit one proposal per detachment indicating the composition of their board, and, if needed, a rationale for multiple boards. This proposal is due June 7, 2021.

The municipalities within the United Counties of Stormont, Dundas and Glengarry already have one police services board in place for the SDG OPP detachment,

which is the preferred approach under the CPSA. Municipalities wishing to establish more than one board per detachment must specifically request this through the Ministry’s proposal process.

The Stormont, Dundas and Glengarry Polices Services Board discussed the new legislation and the proposal at its meeting on April 6, 2021. The Board approved a resolution recommending that the composition of the SDG Police Services Board remain unchanged. This resolution was shared with all SDG municipalities.

**OPTIONS AND DISCUSSION:**

1. Support the SDG Police Services Board resolution – **Recommended.**
2. Determine an alternative board composition for SDG – **Not recommended.**

**FINANCIAL ANALYSIS:**

Supporting the SDG Police Services Board resolution and proceeding with the current board composition has no financial implications.

**LOCAL MUNICIPAL IMPACT:**

N/A

**RELEVANCE TO STRATEGIC PRIORITIES:**

Maintaining the current composition for the SDG Police Services Board aligns with Strategic Priority No. 1 – **Service Delivery.**

**OTHERS CONSULTED:**

- Stormont, Dundas and Glengarry Police Services Board
- SDG OPP
- Local municipalities
- County CAO

**ATTACHMENTS:**

- SDG Police Services Board Resolution

**RECOMMENDED BY:**



**Kimberley Casselman**  
 Director of Corporate Services/Clerk

**REVIEWED & APPROVED BY:**



**T.J. Simpson, CAO**

**STORMONT, DUNDAS & GLENGARRY POLICE SERVICES BOARD  
RESOLUTION**

**MOVED BY Jim Wert**

**DATE** April 6, 2021

**SECONDED BY Dan Parkinson**

THAT the Stormont, Dundas and Glengarry Police Services Board recommends to the province that subsequent to the proclamation of the *Community Safety and Policing Act, 2019*, that the composition of the SDG Police Services Board remain unchanged, and further

THAT this recommendation be forwarded to all local SDG municipalities for their information.

CARRIED

DEFEATED

DEFERRED

*Original signed by* \_\_\_\_\_  
Dennis Fife, Chair





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

<b>ACTION REQUEST – TPS</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	County Building Roof Replacement

**RECOMMENDATIONS:**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Done Right Roofing for the County Building Roof Replacement at their bid price totaling \$72,750.00 plus H.S.T.,

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

AND THAT the over-expenditure for this work be taken from the Building Reserves.

**EXECUTIVE SUMMARY:**

The replacement of the roof is a capital improvement and is incorporated in the Building budget this year.

**BACKGROUND:**

The tender includes removal of existing roofing, removal of steel stack chimney, inspection of the roof deck, and installation of the new roof system on the County administration building (including ice and water shield, underlay and valley flashing) as well as the removal and reinstallation of heat trace cabling.

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

Table 1: Bid Summary

<b>COMPANY NAME</b>	<b>AMOUNT OF BID</b>
Done Right Roofing	\$72,750.00
A+ Roofing Canada	Non-Compliant

**OPTIONS AND DISCUSSION:**

**1. Approve the tender (Recommended)**

This work is a planned maintenance project for the County Administration Building. As directed during the April meeting, the tender required that the contractor install an enhanced architectural shingle (slate-style) as well as all the elements necessary to complete the work (including removal and reinstallation of heat trace cabling). This option is recommended.

**2. Do not approve the tender (Not recommended).**

**FINANCIAL ANALYSIS:**

As noted to Council at the April meeting, the change to an enhanced architectural shingle (slate-style) would result in this project coming in over-budget.

The 2021 budget for the work was \$60,000, taken from building reserves. Staff are recommending that the balance of the over-expenditure be taken from reserves to offset the expense.

**LOCAL MUNICIPAL IMPACT:**

N/A

**RELEVANCE TO STRATEGIC PRIORITIES:**

The replacement of the roof aligns with strategic priority no. 4, **Community Sustainability – A Place Where You Want to Be** as it is a strategic investment in the County’s historical Administration Building.

**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**

<b>ACTION REQUEST – TPS</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	Commercial Vehicle Restrictions

**RECOMMENDATION:**

THAT By-law No. 5293, being a by-law for the purpose of establishing heavy truck restrictions, be read and passed in Open Council, signed and sealed

**EXECUTIVE SUMMARY:**

Per the recommendations provided in the County Road 34/Main Street Alexandria’s *Environmental Assessment (EA)*, seasonal truck restrictions are proposed on County Road 34 through the downtown core. The seasonal truck restrictions would be in effect from June 1 to November 1 (annually), and through traffic would need to make use of the existing truck by-pass.

**BACKGROUND:**

As a first step in implementing the *Technically Preferred Plan* from the County Road 34/ Main Street Alexandria Environmental Assessment, staff have updated the County’s existing Heavy Truck By-law to include County Road 34 between County Road 10 and County Road 46. This new restriction on County Road 34 would be in effect from June 1 to November 1 and apply to any ‘through’ traffic heavy truck traffic. The existing heavy truck restriction on County Road 43 between County Road 46 and County Road 34 remains unchanged.

The restriction does not apply to trucks making deliveries, engaged in the repair or maintenance of the roadway, drivers travelling to/from their residence (provided the use of the road is necessary to do so), or if the road is being used as a detour. The restriction also does not apply to emergency vehicles, buses, municipal vehicles and MTO equipment.

Staff will be installing some informational signs in advance of the existing by-pass to advise trucks of the restriction. Staff intend to work with the OPP to assist with enforcement. The By-law will come into effect after its passage and installation of the signs. It is anticipated that the preliminary enforcement efforts will be focused on education, with a gradual turn to levying fines for heavy trucks that do not comply with the restriction.

**OPTIONS AND DISCUSSION:**

1. **Approve the Updated By-law (Recommended).** The draft by-law was provided to Council at the April meeting, and there were no additional comments or modifications suggested at the time. The restriction is consistent with the recommendations of the EA and will be welcomed by residents and business owners in Alexandria as a first step to improving the downtown core.
2. **Do not approve the By-law (Not recommended).** If Council does not wish to implement the seasonal restriction in 2021, they have the option of deferring approval of the By-law.

**FINANCIAL ANALYSIS:**

The nominal cost to fabricate and install the signs will be accommodated within the County's signage budget.

**LOCAL MUNICIPAL IMPACT:**

North Glengarry Council, residents and staff have been overwhelmingly supportive of the proposed heavy truck restriction. Staff look forward to soliciting feedback from the community to understand the success/impact of the restriction.

**RELEVANCE TO STRATEGIC PRIORITIES:**

The implementation of this restriction aligns with strategic priority no. 4, ***Community Sustainability – A Place Where You Want to Be.*** The purpose of the restriction is intended to foster a more vibrant and livable downtown core, by removing unnecessary through traffic that can make use of an existing by-pass.

**OTHERS CONSULTED:**

- BT Engineering
- Township of North Glengarry

**ATTACHMENTS:**

- By-law 5293

**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 NO. 5293**

**A BY-LAW** to regulate Heavy Truck Traffic on County Roads.

**WHEREAS** Section 11 of the *Municipal Act, 2001 S.O. 2001, as amended* allows a municipality to pass by-laws respecting matters within the sphere of jurisdiction;

**AND WHEREAS** Section 27 (1) of the *Municipal Act, 2001, S.O. 2001, as amended*, authorizes Municipalities to enact By-Laws respecting matters regarding highways it has jurisdiction over;

**AND WHEREAS** Section 35 of the *Municipal Act 2001, S.O. 2001, as amended*, states that a Municipality may pass By-Laws removing or restricting the common law right of passage over a highway under its jurisdiction;

**AND WHEREAS** the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry deems it necessary to enact heavy truck restrictions on certain highways within its jurisdiction;

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

1. That the regulation of Heavy Truck Traffic conforms to the requirements set out in Schedule 'A' of this By-law.
2. That By-law 5036 be hereby rescinded.
3. That this By-law come into force and effect on the passing thereof.

**READ** and passed, signed and sealed in open Council this 21<sup>st</sup> day of May, 2021.

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
CLERK

By-law No. 5293

## Schedule 'A' to By-law No. 5293 Commercial Vehicle Restrictions

### Section 1: Definitions

#### Director

shall mean the Director of Transportation and Planning Services for the United Counties of SDG or their designate;

#### Heavy Truck

shall be defined as any commercial vehicle having a registered gross weight greater than 11,000 kilograms, but does not include the following:

- a) Emergency service vehicles (e.g. police, fire, EMS);
- b) School Busses;
- c) Public Utility Motor vehicles;
- d) Motor Vehicles owned or operated by the County or by any municipality within the County;
- e) Motor Vehicles of the Ministry of Transportation of the Province of Ontario.

#### Sign

shall mean a sign as described as "No Heavy Truck" sign in the Ontario Traffic Manual, as amended.

### Section 2: Prohibitions

Where signage has been erected and is on display, no person shall drive, move, operate or park "Heavy Trucks" upon or over any of the highways or parts of highways named or described in "Table 1" of this By-Law and as set forth in Column 1, between the sections identified in Column 2 and Column 3 within the times noted in Column 3 of said Table

### Section 3: Exemptions

The provisions of this By-law shall not apply to the use of the said highway or parts of highway for:

- a) Deliveries to or removals from any premise abutting thereon.
- b) Heavy Trucks engaged in the repair, maintenance or construction of the prohibited highway for or on behalf of the County or Local Municipality having jurisdiction in the area.
- c) The driver of a Heavy Truck travelling to and from their personal residence, as evidenced by the operator's driver's license, provided that travelling on the prohibited highway is necessary in getting to and from their residence.
- d) If the prohibited highway is being utilized by the County, Local Municipality or an Emergency Service as an official detour.
- e) If the date is outside the timing restrictions as noted in Table 1.



## Section 4: Enforcement

This By-Law may be enforced by an Ontario Provincial Police Officer or Ministry of Transportation Officer and is subject to penalties per the *Highway Traffic Act*.

**Table 1: List of Roads Where Heavy Trucks are Prohibited**

Road	From	To	Direction	Timing
43	County Road 34	County Road 46	Both	No restrictions
34	County Road 10	County Road 46	Both	June 1 – November 1



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

<b>ACTION REQUEST – TPS</b>	
<b>To:</b>	Warden and Members of Council
<b>Date of Meeting:</b>	May 17, 2021
<b>Subject:</b>	Revised Tapping Agreement - Howard Mitchell Forest

**RECOMMENDATION:**

THAT By-law 5294, being a by-law to enter into a 10-year maple tapping lease with A&B Syrup at the Howard S. Mitchell Forest in Dalkeith, be read in open Council, signed and sealed

**EXECUTIVE SUMMARY:**

Following the passage of the original lease agreement in April, A&B Maple Syrup began their pipeline layout at the Howard S. Mitchell Forest. Their pipeline contractor determined that there were additional trees that were accessible with the proposed pipeline system which would significantly increase the number of taps within the forest. A&B Maple Syrup also noted that they preferred to do the tree thinning/removals in advance of pipeline installation and have offered to pay the cost for the hydro connection (in lieu of the County managing this work and using the firewood revenue to offset the cost for the electrical service install).

Staff have revised the agreement to document these changes.

**BACKGROUND:**

After approval of the lease agreement at the last meeting, A&B Maple Syrup began the preliminary layout work for their pipeline and collection system. During this layout, A&B noted that, with the addition of an internal landing area and strategic pipeline layout, there was opportunity to significantly expand the number of taps within the forest (doubling from 3000 potential taps to 6000 potential taps). A&B also noted that some of the trees that were planned to be thinned by SDG in advance of pipeline installation were reasonably sized maple trees that they would prefer to tap in the future in lieu of being removed. The County was completing a pro-active thinning to reduce the potential for pipeline damage and assist in maintaining the long-term health of the forest. Once the pipelines were installed, any thinning would have been challenging through the term of the contract. The thinning was also going to remove diseased trees, with the revenue used to offset the cost of installing a Hydro Service to the landing area.

A&B Maple Syrup indicated that they preferred retaining some of the productive and growing trees that were marked for thinning and would take responsibility to remove all of the diseased trees in advance of their pipeline installation. To



compensate SDG, A&B have offered to pay for the hydro service. The County's Forester was satisfied with this proposal as the expectation is that the maple syrup operations over the next ten plus years will naturally result in continued forest maintenance which would have been achieved through the proactive thinning by A&B Syrup.

The following amendments have been made to the attached agreement:

- 1) The map in Part C was revised to show the actual tapping areas and collection lines. References to the tapping area were also updated
- 2) The obligations of the renter were updated to include:
  - That the renter is responsible for the cost of the hydro service installation
  - That the renter will follow approved management practices for the development of existing young maple trees into trees the size from which to harvest sap and to protect those trees from damage, *which may include periodic thinning and/or tree removals necessary to maintain forest health*
- 3) Staff added that the lease agreement could be terminated on mutual agreement of both parties (similar to this circumstance)
- 4) The tap removal date was updated to May 15<sup>th</sup> (provides consistency within the document)

Per the original contract, tapping will be completed in accordance with the Ontario Maple Syrup Producer's Association Best Practices Manual. The tapping will be regularly inspected and audited through the term of the contract. The agreement remains consistent with the Maple Syrup Producers standard agreement and is like other public-private partnerships for maple tapping activities.

Staff remain confident that this will be a mutually beneficial activity for the County, with the revision per the attached resulting in greater revenues for the County.

#### **OPTIONS AND DISCUSSION:**

1. **Approve the Revised Lease (Recommended).** The proposed revision will result in increased revenue for SDG and will remove any costs associated with the installation of the Hydro service to the landing area. Staff appreciate the upfront investment A&B Maple Syrup is making in the forest and believe that this relationship will mutually benefit both parties.
2. **Do not approve the revised lease (Not recommended).** If Council does not want to approve the revised lease, the original lease agreement will remain in effect.

**FINANCIAL ANALYSIS:**

Payment within the agreement is \$0.80 per tap, with the ability to adjust the payment after five years depending on the market value of finished syrup. The increased number of taps contemplated in the revised agreement will result in greater revenues for the County.

**LOCAL MUNICIPAL IMPACT:**

N/A

**RELEVANCE TO STRATEGIC PRIORITIES:**

The partnership with A&B Maple Syrup is consistent with Council's Strategic Priority no. 1: *Service Delivery – A Smarter Approach*. The partnership with an established maple syrup producer ensures that the County is leveraging area expertise and diversifying its use of our forests.

**OTHERS CONSULTED:**

- South Nation Conservation

**ATTACHMENTS:**

- By-law 5294

**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 NO. 5294**

**A BY-LAW** to for the purpose of authorizing a Maple Tapping Lease Agreement between the United Counties of Stormont, Dundas and Glengarry and the Corporation and A&B Maple Syrup for the Howard S. Mitchell Forest (Dalkeith)

**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** the United Counties of Stormont, Dundas and Glengarry wish to revise the Maple Tapping Lease Agreement with A&B Maple Syrup within the Howard S. Mitchell Forest for a 10-year period with the option to renew for an additional 5 years (tapping commences for spring 2022).

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

1. That approval be given to enter into a Maple Tapping Lease Agreement, attached hereto as Schedule 'A' to this By-law, with A&B Maple Syrup; and
2. That the Warden and Clerk are hereby authorized to sign the Agreement on behalf of the United Counties of Stormont, Dundas and Glengarry.
3. That By-law 5288 is hereby repealed.

**READ** and passed in Open Council, signed and sealed this 17<sup>th</sup> day of May 2021.

---

WARDEN

---

CLERK



The United Counties of Stormont, Dundas and Glengarry

# 10 Year Maple Tapping Agreement Howard S. Mitchell Forest



**AGREEMENT WITH:**

**A&B Maple Syrup  
6 Champlain St  
St. Isidore, ON K0C 1B0**

**REVISION DATE:**

**May 17<sup>th</sup>, 2021**

## Part A: Lease Agreement

---

**THIS AGREEMENT** made in duplicate on the \_\_\_\_\_ day of \_\_\_\_\_.

**BETWEEN:**

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

Herein called "the County"

**AND:**

**A & B MAPLE SYRUP**

Herein called "the Contractor"

The County in consideration of the fee to be paid and the agreement to be performed by the Contractor, and on the conditions hereinafter stipulated, does hereby lease for the limited activity of maple tree tapping unto the Contractor those lands situated on SD&G Forest Compartment 90, "The Howard S. Mitchell Tract", Part Lots 8 and 9, Concession 8 in the Township of North Glengarry (Geographic Township of Lochiel), in the County of Stormont, Dundas & Glengarry, and Province of Ontario, 33.8 hectares more or less, as more particularly illustrated in Part "C" (hereinafter called "leased lands") forming part of this Agreement.

**NOW THEREFORE, IN CONSIDERATION** of the mutual covenants and agreements contained this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the County and the Contractor agree as follows:

## Part B: General Terms of Contract

---

### Description of Land

The Howard S. Mitchell Tract is a forest owned by the United Counties of SDG, located on County Road 23 north of Dalkeith. This property is a 200-acre parcel comprised of natural upland hardwood and conifer plantations. The upland forest is dominated by sugar maples and has historically been used for maple syrup production. The area subject to this tapping agreement is as shown in Part C.

The Howard S. Mitchell Tract is a *Forest Stewardship Council (FSC)* certified site.

### Rights and Privileges

The Howard S. Mitchell Forest is a public forest managed in accordance with a forest management plan. The Contractors can expect that members of the public will be accessing the forest at any time. During active sap production, the Contractors may request no-trespassing signs if there is evidence of vandalism or damage to the Contractor's equipment. The County agrees that existing trails can be closed to facilitate pipelines during active sap collection.

The County and their designates shall have the right to inspect the area and activities covered as part of this agreement. The County will identify trail networks / passages where non-permanent pipeline is to be installed to ease travel through.

### Term

The County grants to the Contractor a lease to carry out the limited activity of tapping on the land for a period commencing on the date of execution of this Agreement and terminating after 10 collection seasons, but, no later than May 30, 2031. Upon notice by the Contractor not less than three (3) months prior to the end of this Agreement, the term may be extended for a period of up to five (5) years, upon such terms as may be agreed to by the parties and subject to the approval of County Council.

### Tapping Fee

Starting in 2022, the Contractor shall pay to the County an annual tapping fee to be calculated and paid in accordance with the following:

- a) The County has estimated the number of trees on the land which are eligible for tapping and has further identified the number of taps per eligible tree following the Ontario Maple Syrup Producers Association Best Practice Guidelines.
- b) On or before the 15<sup>th</sup> day of January of every year during the term or any extension thereto, the County and the Contractor shall agree on the total number of taps which the Contractor is permitted to utilize in the next tapping season.
- c) The tapping fees during each year of the term and any extension thereto shall be calculated by multiplying the number of agreed upon taps for the upcoming year by the annual payment per tap.
- d) The annual payment will be \$0.80 per tap. The payment per tap shall be reviewed in December 2026 and adjusted based on a compounded inflationary increase or decrease of the value per liter of maple syrup, as published by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) or other reputable industry source.



- e) The County shall provide to the Contractor by the 15<sup>th</sup> day of January in every year during the term or an extension thereto, an invoice representing the tapping fee for the upcoming tapping season, and the Contractor shall make payment in full under said invoices within thirty (30) days of the invoice, or the 14<sup>th</sup> day of February, whichever is later. Interest on outstanding accounts in the amount of 15% annual interest will be added in the event of default in payment by the Contractor in accordance with this provision.

### ***Records***

The Contractor shall maintain record of number of taps used and volume (liters) of sap collected and shipped for processing. All shipments will be recorded using FSC Bill of Lading system (to be provided by SDG).

### ***Insurance and Liability***

Prior to the start of any work onsite, the Contractor must provide the County with a certificate of insurance in compliance with insurance requirements stipulated below. All policy requirements shall not be cancelled, permitted to lapse or materially changed unless the insurer notifies the County in writing at least thirty (30) days prior to the effective date of cancellation, expiry or change.

- a) Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000.00 per occurrence / \$2,000,000.00 annual aggregate for any negligent acts or omissions by the rentier relating to its obligations under this agreement. Such insurance shall include, but not be limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; Owners & Contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall add the United Counties of Stormont, Dundas and Glengarry as an Additional Insured subject to a waiver of subrogation in favor of the County with respect to the operations of the Renter.

This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the County. The successful bidder shall indemnify and hold the United Counties of Stormont, Dundas and Glengarry harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Renter, its agents, officers, employees or other persons for whom the Renter is legally responsible.

- b) Automobile liability insurance with respect to owned or leased vehicles (in excess of 30 days) used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000.00 inclusive for each and every loss.

The Contractor shall also provide the County with an up-to-date copy of their Workplace Safety Insurance Board (WSIB) Clearance Certificate

### **Obligations of Both Parties**

The County agrees to the following:

- 1) Install a hydro service to the landing area;
- 2) Maintain the current FSC certification standard and follow the forestry management plan;
- 3) Complete random inspections of the operation to ensure that the number of taps is being accurately reported and that the operation is being completed in accordance with this agreement;
- 4) Include the previous year's hydro costs when invoicing the Contractor for tapping payment;
- 5) Install informational signage for the public once collection operations begin;
- 6) Install 'trail closed' signage as required and 'no trespassing signs' if needed.

The Renter agrees to the following:

- 1) Reimburse the County for the installation of the Hydro Service.
- 2) Install landing area(s) in the locations and to the dimensions as mutually agreed by both parties. At the termination of the agreement the landing area is to be removed and area reinstated to the satisfaction of the County unless the County otherwise permits the landing area to remain.
- 3) Follow approved management practices for the development of existing young maple trees into trees the size from which to harvest sap and to protect those trees from damage, which may include periodic thinning and/or tree removals necessary to maintain forest health;
- 4) Annually provide the Landowner with a summary of the number of taps installed;
- 5) Furnish all labor, equipment, supplies and all operational expenses, including annual hydro expenses directly paid by the County;
- 6) Neither assign nor sublet any of the land or property covered in this lease to any other person or persons;
- 7) Maintain liability insurance as set out in this agreement;
- 8) Remove all spouts from the trees in a timely manner, but not later than May 15 of any given year.

### **Termination of Agreement**

This agreement will be considered terminated as a result of:

- 1) The natural expiry of the agreement in accordance with the terms listed above; or,
- 2) Mutual agreement from both parties; or,
- 3) The results of an arbitration process; or,
- 4) Nonpayment of the tapping fee or any other costs to be borne by the Renter; or,
- 5) Notification, in writing, from the Renter, of their desire to be released from the agreement. If the timing of notification is provided any later than October 1 in a given calendar year, the Renter shall be obligated to pay the United Counties of SDG an additional tapping fee based on that calendar year's payment; or,
- 6) Notification, in writing, from the Landowner, of their desire to be released from the agreement. An arbitrator will be used to establish the value of the 'loss of profit' claim which will be paid to the Renter.



**Arbitration**

Failure to abide by the agreement will result in being held liable for damage caused by non-compliance. In the event of an unresolved disagreement, the aggrieved party must present, in writing, a request for arbitration. The arbitrator and arbitration process must be mutually agreed upon by both parties. The decision of the arbitrator shall be considered binding of the parties. Any costs for such arbitration shared be shared equally by the Landowners(s) and Renter.

**Signatures:**

**Corporation of the Untied Counties of Stormont, Dundas and Glengarry**

\_\_\_\_\_  
Frank Prevost, Warden

\_\_\_\_\_  
Kimberley Casselman, Clerk

**A&B Maple Syrup**

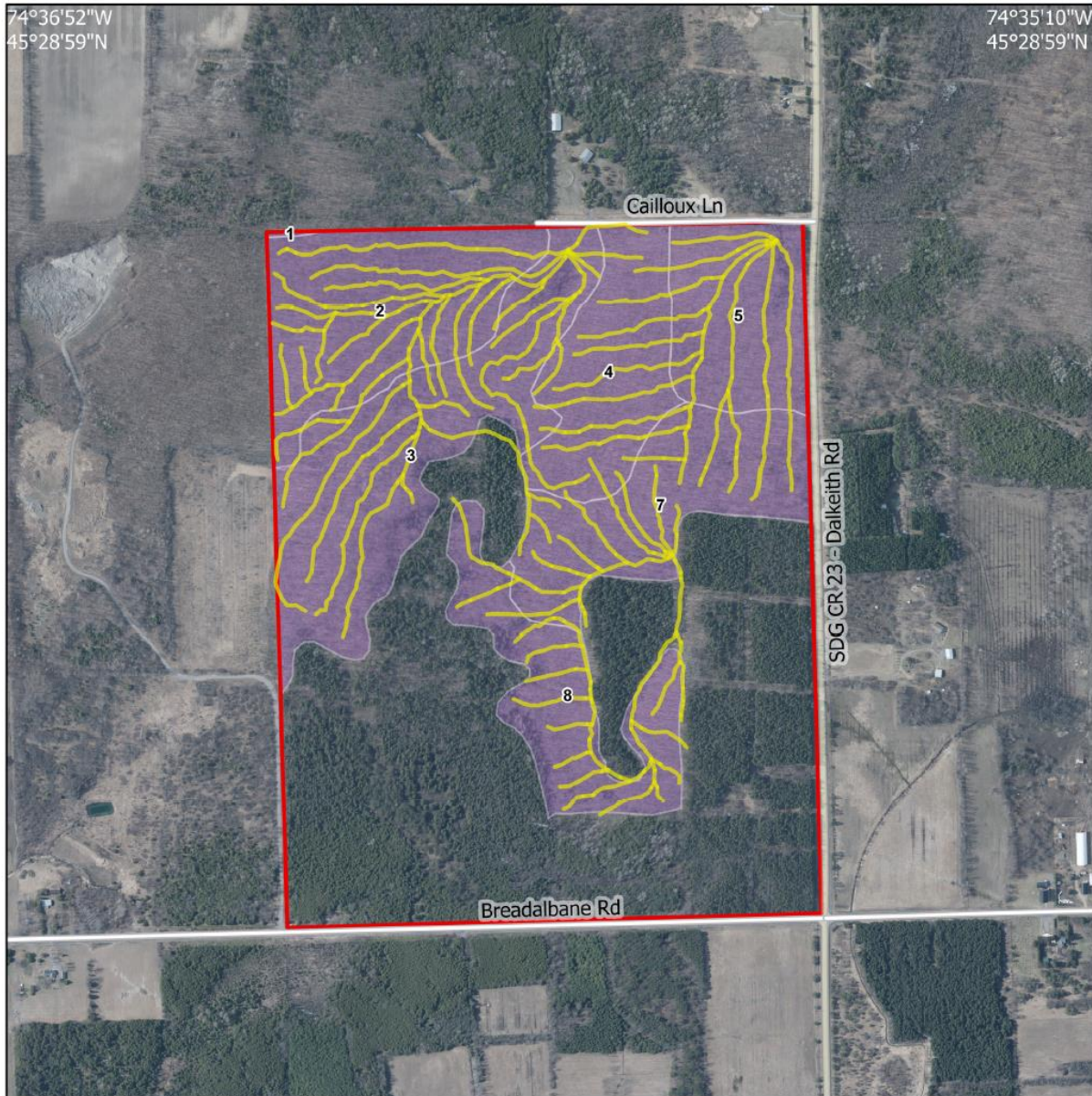
\_\_\_\_\_  
Benoit Desforges

\_\_\_\_\_  
Andre Desforges

# Part C: Maple Sap Production Area



## SDG 90: Maple Tapping Boundary Map



### Legend

-  Maple Syrup Line
-  County Forest Property
- Maple Tapping Area
-  Maple Tapping Area



1:12,000



Produced by:  
The United Counties of Stormont,  
Dundas & Glengarry, Transportation  
& Planning Service.  
Includes Orthophotos © 2019 OF THE  
QUEEN'S PRINTER FOR ONTARIO.  
ALL RIGHTS RESERVED.  
Printed © April 30, 2021.

## Part D: Conditions for Maple Tapping

The Contractor acknowledges and agrees to be bound by the following restrictions on the Contractor's activities:

### General:

- a) The Contractor and its authorized employees and agents shall be permitted to access the land and carry out tapping and related activities in accordance with this Agreement. The Contractor shall be solely obligated to ensure that all employees and/or agents abide by the provisions of this Agreement.
- b) The Contractor hereby acknowledges and agrees that the County, and the general public, shall have access to the land in accordance with the County's designated recreational activities, including but not limited to the use by the public trails on the land.
- c) The Contractor shall be solely responsible for all costs associated with the activities permitted by this Agreement, including but not limited to material and labour costs. Furthermore, the Contractor acknowledges that he is not authorized to undertake any other activity on the land except as specifically set out herein.
- d) Removal of or damage to trees, living or dead, may only be carried out by the Contractor upon written approval by the County. Notwithstanding the foregoing, the removal of downed limbs that are in the way of or have damaged tubing systems is permitted but only to the extent required for tapping purposes. The Contractor shall ensure at all times that any employees, agents or sub-contractors carrying out activities pursuant to this Agreement are adequately trained and shall keep the County indemnified from any costs or damages resulting from a failure to do so.
- e) The Contractor agrees to reimburse the County as liquidated damages and not as a penalty, with respect to the following damage on the land. The determination of the damage and the cause thereof shall be in the sole opinion of the County acting reasonably. The payment of liquidated damages shall not be construed as permission or authorization to cut or damage any tree, nor shall it be construed as permission to damage the Land.

Infraction	Liquidated Damages
Unauthorized cutting of trees	\$100/tree
Unnecessary damage to trees	\$50/tree
Unnecessary damage to desirable regeneration or to the site (e.g. rutting)	\$1000/hectare affected
Unnecessary damage to roads and trails	\$1000/100 meters affected



- f) The Contractor shall watch for any evidence of insect, disease, or rodent damage which may affect forest health on the land and shall advise the County forthwith upon the detection of such damage.

**Tapping Activities:**

- a) The trees and the land shall be maintained by the Contractor in their present condition, or improved, and the Contractor shall use up to date methods of operating, tapping, installation and maintenance of tubing as recommended in the Ontario Maple Syrup Producer’s Association Best Practices Manual. Any costs incurred related to the terms of this Agreement shall be paid by the Contractor unless otherwise agreed in writing by both parties.
- b) The Contractor shall designate a supervisor who shall attend to the land for the purposes of conducting a comprehensive inspection of the tapping operation at least once per week during tapping season, to ensure compliance with this Agreement. The County may, in its sole discretion, require that the Contractor undertake additional inspection and supervision, whether involving additional personnel of the Contractor or increased frequency of inspection.
- c) The Contractor and its authorized employees and agents shall at all times comply with “Ontario Maple Syrup Producers Association Best Practices Manual”. Where compliance with such best practices may result in harm, damage or destruction to the trees or land, the Contractor will pre-consult with County and the County’s decision shall be final.
- d) The Contractor shall employ the “traditional tapping standards” as follows:

Tree Diameter	Tree Circumference	Number of Taps
25-38	79-119	1
38-50	119-160	2
50=64	160-198	3
64+	198+	3

*OMSPA.2017. Ontario Maple Syrup Producers Association. Best Practices Manual. Version 2*

- e) The Contractor shall employ industry recognized best practices to maintain tree health and reduce bacterial growth. Only federally, provincially and industry approved cleaning agents shall be used to clean equipment (e.g. tubing, taps, holding tanks, etc.). No sanitizing materials may be used in tap holes.
- g) Vehicles for use in tubing or bucket installation or sap gathering such as tractors, sleds or trailers shall be operated with care so as to prevent damage to the Land (i.e. rutting) and scarring to the bases and roots of all trees and the Contractor will take all necessary steps to avoid any such damage.
- h) Taps are to be removed by the Contractor no later than May 15<sup>th</sup> each year during the Term. Tubing systems may be left in place during the off-season provided they do not interfere with forest management or recreation activities as determined by the County in its sole discretion.

**Construction Activities:**

- a) The Contractor shall not be permitted to install, construct, or alter any building, structure, or fixture on the land without the prior written approval of the County. The Contractor retains



- responsibility for and cost of obtaining all necessary approvals and permits associated with such installation or construction.
- b) All installations, alterations, additions, partitions, and fixtures installed or erected by the Contractor during the term of this Agreement shall become the property of the Contractor upon the termination of this Agreement.
  - c) At the termination of this Agreement for any reason, the County shall have the right to require the Contractor to remove any buildings, structures and fixtures. and the Contractor shall pay any costs associated with the removal and clean up. Costs may include, but are not limited to demolition permits, labour costs, waste removal, and dumping fees.
  - d) Notwithstanding anything contained in this Agreement, the County shall be under no obligation to repair or maintain any installations, alterations, additions, partitions, and fixtures or anything in the nature of general improvements made or installed by or for the benefit of the Contractor.
  - e) Existing roads and trails are indicated within Part "C". A road has ditches, a crowned surface, and a gravel base. A trail does not have ditches, does not have a crowned surface, and has a dirt base. The Contractor shall maintain all existing roads and trails in "as good or better" condition than that existing immediately prior to the execution of this Agreement.
  - f) Prior to the construction, installation, or laying of any new road, trail, ditch or crossing device which the Contractor proposes in furtherance of the activities authorized under this Agreement, the Contractor shall request and obtain written authorization of the County, and shall be subject to the requirement that such road, trail, ditch or crossing device shall be constructed, maintained or repaired to the standards required by the County, at the Contractor's sole expense. The Contractor retains responsibility for and cost of obtaining all necessary approvals and permits associated with such installation or construction. No such road, trail, ditch or crossing device shall become a public highway under the *Municipal Act, 2001*.



## MONTHLY ACTIVITY SUMMARY

CAO

May 17, 2021

### WORK COMPLETED:

- Local municipal Council updates – CAO & Director of TPS
  - North Stormont – April 6<sup>th</sup>, 2021
  - South Stormont – April 14<sup>th</sup>, 2021
  - North Glengarry – April 12<sup>th</sup>, 2021
  - South Glengarry – April 19<sup>th</sup>, 2021
  - North Dundas – April 27<sup>th</sup>, 2021
  - South Dundas – April 26<sup>th</sup>, 2021
- EOHU Covid updates – April 20<sup>th</sup>, April 27<sup>th</sup>, May 4<sup>th</sup>, May 11<sup>th</sup>, 2021
- Weekly Director’s meetings – April 20<sup>th</sup>, April 26<sup>th</sup>, May 4<sup>th</sup>, May 10<sup>th</sup>, 2021
- Corporate Services staff meetings – April 20<sup>th</sup>, April 26<sup>th</sup>, May 4<sup>th</sup>, May 10<sup>th</sup>, 2021
- Special Council meeting – Covid response - April 21<sup>st</sup>, 2021
- AMCTO Zone 6 meeting – April 22<sup>nd</sup>, 2021
- Regional waste management meeting with local municipal staff – April 22<sup>nd</sup>, 2021
- Meeting with MMAH Municipal Advisor – April 29<sup>th</sup>, 2021
- SDG Newspaper Digitization Project kick-off meeting – May 3<sup>rd</sup>, 2021
- Meeting with education review consultant – May 7<sup>th</sup>, 2021
- SDG website review meeting – May 12<sup>th</sup>, 2021
- EOWC caucus meeting and meeting with Eastern Ontario MP’s – May 14<sup>th</sup>, 2021

### WORK IN PROGRESS:

- Education review
- Staffing space needs assessment
- Covid response
- EOWC/EORN involvement
- Corporate audit
- Onboarding Director of Planning
- Financial Services service delivery review
- Regional waste management review



## MONTHLY ACTIVITY SUMMARY

### CORPORATE SERVICES

May 17, 2021

#### WORK COMPLETED:

- Attended weekly virtual Director's meetings
- Attended regular virtual Corporate Services staff meetings
- Attended various meetings with eSCRIBE re: implementation of new meeting and agenda management system
- Assembled and circulated April 21<sup>st</sup> Special Council agenda
- Attended AMCTO Zone 6 Spring meeting on April 22<sup>nd</sup>
- Attended unveiling of SDG Newspaper and Photo Digitization Project website on May 3<sup>rd</sup>
- Attended Lay Appointment Committee meeting on May 6<sup>th</sup>
- Assisted with recruitment for Business Systems Coordinator position
- Attended internal new website unveiling on May 12<sup>th</sup>
- 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) Administrator Training in June
- Meeting preparation for Road Safety Task Force meeting & Police Services Board Meeting (late May/June)
- By-law inventory (digital copies)
- Agenda preparation for June Council meeting



## MONTHLY ACTIVITY SUMMARY

### FINANCIAL SERVICES

May 17, 2021

#### WORK COMPLETED:

- Weekly director meetings and staff meetings
- 2020 Annual Library Financial Reporting
- CAMS training POA Staff, April 20, 2021
- AMCTO Zone 6 Meeting, April 22, 2021
- POA Student Interviews, April 23, 2021
- Service Delivery Review Meeting, April 27, 2021
- GST/HST Webinar, April 28, 2021
- GMF's Community Buildings Retrofit Initiative, April 28, 2021
- East Region Zone 2 POA Meeting, May 6, 2021
- AMCTO CRA Webinar, May 6, 2021
- AMO Asset Management Course, May 6, 2021
- MFOA Discussion Forum, May 7, 2021
- EOWC Treasurers Meeting, May 10, 2021
- FMW Budget Demonstration, May 13, 2021
- Finalized SDG 2021 tax ratios/ tax rates in OPTA
- HST Reporting, 1<sup>st</sup> QTR 2021

#### WORK IN PROGRESS:

- Finalizing 2020 Year End and Audit
- Recruitment for Court Services Representative
- POA Annual Report 2020
- Financial Information Return 2020
- Service Delivery Review – Court Services/Financial Services
- Vadim Online Timesheets
- Purchasing policy review
- Part III Transfer from the Ministry of the Attorney General
- Zoom for courtroom proceedings
- Audio improvements courtroom
- Citywide Software Updates – Asset Management
- Asset Management Planning





## MONTHLY ACTIVITY SUMMARY

### TRANSPORTATION AND PLANNING

May 17, 2021

#### WORK COMPLETED:

##### Transportation

- Issued a variety of tenders and quotations for 2021 work
- Attended a pre-construction meeting for 2021 weed spraying
- Attended a MTO/ ARRA asphalt recycling workshop
- Attended an MEA workshop on new standard agreements for Consulting Engineering Services
- Facilitated a regional waste management meeting/ update with local CAO's and waste management staff
- Completed initial summer student recruitment. Some vacancies remain
- Issued the Winchester CP Overpass tender
- Attended Cloudpermit demo (for transportation permits)
- Completed presentations at local municipalities
- Attended South Dundas Council meeting (review final design of Morrisburg Roundabout and Streetscaping project)

##### Planning

- Preparing for Director of Planning start (May 17th)
- Attended County Planning virtual conference
- Attended Pre-Consultation for a proposed OPA
- Attended Pre-Consultation for two proposed subdivisions
- Issued Final Approval for Phase 1 of Dutch Meadows Subdivision
- Attended a demonstration of online permitting software
- Attended meetings with MMAH and OMAFRA for the OP Appeal (Agricultural-Rural)
- Issued 2 Part Lot Control Approvals
- Completed Planning Student interviews
- Received the Draft-Final Natural Heritage Study Report
- Severances:
  - 11 new applications processed since April 7, 2021.
  - Review day held March 31, 2021 & April 27, 2021, upcoming review May 19, 2021.
  - 4 files deferred.
  - 6 severances granted since April 7, 2021.
  - 9 files completed since April 7, 2021.
  - 29 files awaiting circulation.

## GIS

- Tender maps for SDG Transportation Department.
- Traffic counting maps for survey students.
- Inventory of guiderails to be sprayed for each patrol.
- County Official Plan updates.
- Helped South Stormont organize their GIS data in the ArcGIS Cloud.
- Created tax sale property maps for South Dundas.
- Updated Zoning By-Law mapping for South Dundas.
- Updated North Stormont sewer maps for OCWA.
- Provided GPS/GIS Collector App support for Townships and OCWA.
- Updated vacant land maps for North Glengarry.
- Sent updated water/sewer data for South Stormont to Planview/ON1Call.
- Created Forest Trail map and Maple Tapping map for County Forest Use Agreement.
- Updated County Adopt-A-Road mapping.
- Updated Township Point of Interest maps and posted on County website.
- Updated civic address and road network files and sent out to Emergency Services.
- Sent out monthly 911 Map Guide & Street list.
- Provided ArcOnline/SDG Explorer updates and support as required.
- Provided maps on request.
- Interviewed for GIS Summer student position.

## Forestry

- Updated the Maple Tapping Agreement at Howard S. Mitchell Tract
- Finalized the Summerstown Forest EIS and commenced work
- Met with RRCA regarding the Cooper's Marsh parking lot issues

## WORK IN PROGRESS:

- Updating water data and maps for North Stormont 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.
- Commuter Strategy Project.
- ArcGIS Server/Portal Set up.
- Data verification of address ranges for road network data and other data preparation for Next Generation 9-1-1 (NG 9-11) (continuous).
- Reviewing and preparing 2021 tenders
- Traffic Signal replacement, Alexandria
- Sign inventory update
- Hoasic Creek Bridge Design

- Regional Waste Management Study
- Official Plan Appeal
- Planning Internal Operating Procedures Manual

### **UPCOMING QUOTES AND TENDERS**

- Winchester CP Rehabilitation
- Moriarity MD replacement
- St. Andrews West Urban Repairs
- 2-Way Radio project (tower and equipment)
- Morrisburg Roundabout
- Warden's House Upgrades
- Patrol Garage Parking Lot
- County Road 8 improvements



## MONTHLY ACTIVITY SUMMARY

### IT SERVICES

May 17, 2021

#### WORK COMPLETED:

- Weekly management meetings
- Weekly IT Team meetings
- IT Support Technician interviews
- IT Business Systems Coordinator interviews
- Archive project meetings and launch
- eScribe kick-off meeting
- HR System meetings
- Web site production environment completed
- Web site internal preview
- Vendor meetings re: backup and DR

#### WORK IN PROGRESS:

- Council meeting streaming
- Business continuity and DR planning and implementation
- Online timesheets deployment
- HR System integration
- Website project
- Executive Diploma in Municipal Management (EDMM)
- Voice over IP (VoIP) system and services for South Glengarry, Library Branches and Patrol Garages
- South Dundas Tourism app support
- Standardize Service Desk project



## MONTHLY ACTIVITY SUMMARY

### LIBRARY

May 17, 2021

#### WORK COMPLETED:

- Collections Development: Adult fiction & non-fiction (print & digital); Purchase Suggestions; A/V material for adults (DVDs and audiobooks); 'Library of Things' collection items; Juvenile fiction & non-fiction (print & digital), Juvenile DVDs
- Installed selfCheck machines at Morrisburg and Alexandria (Winchester on hold until internet drop is installed)
- Submission of **2020 Annual Survey of Public Libraries** to provincial Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI)
- Earth Day (sunflower) seed giveaway
- Contributions to Newspaper and Photo Archives Digitization website development
- April 13, 20, 23 – meetings to initiate development of eSCRIBE Agenda creation software for Council and Library Services
- April 14 – attendance at 'Advanced Public Library Leadership Conversation -- What's good leadership look like during a crisis?'
- April 23 – site visit to Lancaster Branch, with: R. Rayside, Architect; T. Mills, CAO, Township of South Glengarry; members of Royal Canadian Legion (Branch 544) Executive
- Publication of SDG Library's May/June edition of 'Navigator Flash' newsletter
- Presentation and participation at annual Ontario Association of Library Technicians conference by Technical Services team
- Preparation of Library Board regular meeting Agenda package – Thursday, May 13, @ 4:30pm (virtual – may be attended via YouTube)
- Attendance at weekly Directors' meetings

#### WORK IN PROGRESS:

- Collections Development: Adult fiction & non-fiction (print & digital); Adult & Juvenile graphic novels (print); Book Club titles (print & digital); Adult A/V material (audiobooks & eAudiobooks, and DVDs)
- Staff development: Conflict Resolution and Dealing with Difficult People; Team Building
- Preparation of video Story Time series to be presented by Library Board members as part of Library's 50<sup>th</sup> Anniversary celebrations
- Annual Performance Review preparations
- StoryWalk® at Warwick Forest preparations
- Preparation for TD Summer Reading Club
- Installation of Little Free Libraries



For Period Ending 30-Apr-2021

	ACTUAL	BUDGET	YEAR TO DATE
	.....2020.....	.....2021.....	.....2021.....
<b>GENERAL FUND</b>			
<b>REVENUE SUMMARY</b>			
Taxation	-50,656,564	-50,690,910	-25,345,454
Surplus & Tax Changes	-210,689	-380,000	0
OMPF & Corporate Funding	-2,386,856	-2,082,300	-764,150
Council & Committees	-22,000	-1,118,623	0
Corporate Services	-46,367	-95,970	0
Economic Development/Tourism	-236,779	-508,055	-29,801
Planning Services	-270,198	-195,600	-80,805
Forestry	-4,104	-96,000	-17,996
Financial Services	-471,610	-318,380	-76,377
IT Services	-54,662	-46,980	0
Office Complex	-123,775	-70,980	-4,575
Police Services	-106,649	-135,967	-24,363
Library Services	-156,990	-252,449	-1,899
Court Services	-1,955,511	-2,436,000	-484,125
Road Services	-6,653,655	-11,188,141	-427,427
<b>Total REVENUE SUMMARY</b>	<b>-63,356,411</b>	<b>-69,616,355</b>	<b>-27,256,973</b>
<b>EXPENSES SUMMARY</b>			
Corporate Items	2,323,040	1,260,000	149,351
Council & Committees	1,914,312	1,603,268	224,508
Corporate Services	583,667	808,138	193,213
Economic Development/Tourism	921,073	1,258,333	191,371
Planning Services	716,190	699,560	213,376
Forestry	103,559	238,775	84,456
Financial Services	1,539,555	1,627,661	708,612
IT Services	544,842	661,327	201,736
Health & Social Services	9,033,526	9,800,507	2,640,649
Office Complex	68,713	110,112	63,609
Police Services	10,480,237	10,562,224	3,482,402
Library Services	2,601,569	2,764,171	653,574
Court Services	1,277,746	1,732,697	340,632
Transportation Services	31,248,381	36,489,582	2,623,416
<b>Total EXPENSES SUMMARY</b>	<b>63,356,411</b>	<b>69,616,355</b>	<b>11,770,905</b>
<b>Total GENERAL FUND</b>	<b>0</b>	<b>0</b>	<b>-15,486,068</b>



## Branch Report, May 2021, District 1

### **CHESTERVILLE BRANCH - Jennifer H.**

District 1's collaborative team continues to support one another despite the limitations brought about by the pandemic. Staff in Chesterville have been instrumental in assisting the Chrysler Branch with re-barcoding items in preparation for the Library's self-checkout machines.

### **CRYSLER BRANCH - Josée B.**

Partnerships with the Library's Friends groups remain strong, as staff find ways to work with our volunteers in a different capacity. The Friends of the Chrysler Library have been of great support to staff at the branch, as they work together and plan for an upcoming virtual author visit.

### **MAKERLAB - FINCH BRANCH - Amy M.**

The Library continues to position itself as a key player in supporting those in need during this time of crisis. The MakerLab has been a destination for residents seeking assistance with vaccine registrations, and appointments quickly lined up on the first day that the service was introduced.

### **SOUTH MOUNTAIN BRANCH - Ginette T.**

Online marketing of Library services is increasingly valuable in this day and age, especially throughout the pandemic with so many people connecting with the Library from home. South Mountain staff have been assisting with online promotions by creating relevant and engaging content for social media.

### **WINCHESTER BRANCH - Rose D. & Samantha V.**

Investment in Library facilities is of paramount importance and with the changes brought about by COVID-19, redesigning our spaces to account for the 'new normal' is a top priority. Staff in Winchester continue to work together to visualize new layouts, accommodate growing collections, and select new furnishings in preparation for the branch's upcoming renovation.

### **DISTRICT SUPERVISOR - Jenna L.**

April's focus centered around space planning in Winchester, including the design of a new circulation desk and preparations for the self-checkout machine. Other priorities included staff support, patron assistance, and the MakerLab's product proposal.



## Branch Report, May 2021, District 2

### **INGLESIDE BRANCH – Colleen C. & Linda P.**

April 18-24 marked National Volunteer Week and although we were not able to meet in person to thank our volunteers, we appreciate all they do for our Library system. One family was determined to show their continued support of the Library and give back to the community by cleaning up the flower beds in Ingleside getting them ready for spring.

### **IROQUOIS BRANCH – Jeannette D. & Eleanor P.**

Developing activities around national and international celebrations allows the Library to connect to broader audiences. The Earth Day sunflower seed giveaway promoted both eco-friendly activities and the Library. Iroquois patrons expressed appreciation that these types of events were still possible, especially during the pandemic, as they provide a way for patrons to remain connected to the Library.

### **LONG SAULT BRANCH – Chris D. & Joann L.**

Up-to-date, neat, and organized collections reflect the care and value that is placed on these resources. It also makes it easy to find the materials needed when they are requested. As Long Sault Branch prepares for a facility improvement project, collection maintenance activities such as relabeling and replacing barcodes are underway.

### **MORRISBURG BRANCH – Stacey P. & Kate M.**

Our virtual Ancestry Club continues to be popular with patrons across the system, as 'Ancestry.ca Library Edition' is available to access from home during the pandemic. This month, the newly launched SDG Newspaper and Photo Digitization Project website was highlighted, as it will be a great resource for our local genealogists as well as those from other parts of the country and the world.

### **WILLIAMSBURG BRANCH – Stacey P.**

Balanced collections at each branch means that, when browsing can resume, patrons will have a top-notch experience with access to a wide range of Library resources. In Williamsburg, staff are assessing the collection to identify gaps in materials and re-allocate others. Undertaking these tasks now, prepares the collection for optimal browsing when it is possible again.

### **DISTRICT SUPERVISOR – Cheryl S.**

The Advancing Public Library Leadership (APLL) course is well underway. Leadership fundamentals including several readings and assignments on various theories and styles of leadership were discussed in preparation for the first intensive three-day workshop which will be held in the middle of May. Other priorities for this month have been preparing for a number of facility improvement projects at Long Sault, Ingleside, and Iroquois branches.





## Branch Report, May 2021, District 3

### **ALEXANDRIA BRANCH - Sylvie J. & Iris C.**

Providing diverse programs provides an opportunity to create connections, promote resources, and engage new patrons. The 'Human Library' event, coordinated by the Alexandria Branch staff, will do this by offering 'human books' for loan. This May, a fascinating list of human books will be offered for patrons to check out for 20 minutes and to have one-on-one discussions about their experiences. The program creates a safe space for dialogue where topics are discussed openly between our human books and their readers.

### **AVONMORE BRANCH – CSAs**

The preparation for introducing three self checkout machines has impacted all branches in the system with branch staff supporting the project by ensuring all materials are properly barcoded for easy self checkout. In Avonmore, staff continue to review and replace barcodes on all items in-branch.

### **LANCASTER BRANCH - Tara N. & Valerie E.**

National initiatives provide the opportunity to collaborate and share resources to promote both library programs and materials. This May, in celebration of "Canadian Children's Book Week", staff have prepared a live Zoom program to highlight an old favourite, *Anne of Green Gables*. The program will draw on new technologies and take-home activities to promote a Canadian classic.

### **MAXVILLE BRANCH - Emily A.**

The SDG Library will be celebrating the 1<sup>st</sup> anniversary of our 'SDG Stay-at-Home' virtual book club. Since it began last May, the book club continues to engage and promote reading across SDG in a safe manner. During this difficult time, this book club has provided the opportunity for connection that many readers have needed.

### **WILLIAMSTOWN BRANCH – Valerie E.**

Collection maintenance ensures materials are properly labelled, shelved correctly, and in good condition. In return, this allows materials to be easily accessed by staff and visitors and contributes to a positive visitor experience. Similar to other branches, staff in Williamstown have been undertaking these tasks while the branch is only open for curbside pick-up.

**DISTRICT SUPERVISOR - Darlene A.**

Priorities this month were interviewing for the Summer Reading Club Facilitators and preparing for the introduction of Cantook Station eBook platform (French eBook content). Other priorities included collection organization and coordinating content for the May-June 'Navigator Flash'.



United Counties of Stormont, Dundas and Glengarry  
26 Pitt St.  
Cornwall, Ont.  
K6J 3P2

April 12, 2021

Attention: Rebecca Russell, Treasurer  
Tim Simpson, CAO  
Frank Prevost, Warden

The River Institute staff and Board of Directors are extremely grateful to the United Counties of SD&G for the recent contribution of \$10,000. Despite the challenges of Covid-19, the River Institute is coping quite well and our research, education, and outreach programs are on track for 2021.

Research scientists are currently preparing for the upcoming field season and we look forward to another busy season of monitoring and sampling the river ecosystem. Thanks to our ability to connect online, our scientists have noticed a broader interest in their work, with invitations to speak to more diverse and distant audiences. Our talks and presentations about the St. Lawrence River now reach a worldwide audience and we are enthused by the response.

Our education programs were most impacted by Covid-19, but our team was quick to develop a full complement of online delivery options designed to give students the same interactive experiences with scientists and live demonstrations. This program called OutsideIN, has been well-received by teachers and is booking up quickly for the remaining months of school. The online format has also enabled us to reach schools from more remote locations, and we are establishing a new program in 2021 to link schools from other provinces/territories with schools in SD&G to learn together.

The Great River Rapport – an ecosystem health report for the Upper St. Lawrence River is scheduled for completion in the fall of 2021. The project website [www.riverrapport.ca/](http://www.riverrapport.ca/) was



officially launched last week, and a 'River Stories' section that features people of the St. Lawrence will be featured concurrently in the online version of Perch magazine, as well as RBC Tech for Nature social media series. This project has grown beyond our imagination and has created many new opportunities for the River Institute via research partnerships and community engagement.

Although the pandemic created uncertainty, we realize it has also presented new opportunities. This has given us optimism as we develop our new Strategic Plan, and we look forward to sharing more news and outcomes when we report to the United Counties Council in the fall.

Thank you again for your ongoing support.

Sincerely,

A handwritten signature in blue ink that reads "JRidal".

Jeff Ridal, PhD  
Executive Director

Please be advised that the Council of the Township of South Stormont adopted the following resolution on April 14, 2021:

**Resolution No. 100/2021**

**Moved By: Councillor Woods**

**Seconded by: Councillor Maclsaac**

**Whereas Eastern Ontario is dealing with a third wave of the Covid-19 virus, rising positive case numbers and increasing hospital pressure;**

**And whereas Council and residents alike are gravely concerned about the lack of vaccine supply for residents in Eastern Ontario, the inconsistent messaging coming from the provincial government, and the dire situation faced by small businesses across the region;**

**And whereas this situation is increasingly unacceptable.**

**Now therefore be it resolved that Council of the Township of South Stormont calls on the federal and provincial governments to do more to get an increased number of vaccines to our local health unit so they can continue to vaccinate and help the residents and businesses of Eastern Ontario;**

**And further, that this resolution be forwarded to the Prime Minister, Premier and our federal and provincial representatives demanding their support and action on behalf of the residents of Eastern Ontario.**

**CARRIED**



**THE CORPORATION OF  
THE TOWN OF PERTH**

80 Gore Street East  
Perth, Ontario K7H 1H9  
Phone: (613) 267-3311  
Fax: (613) 267-5635

April 30, 2021

Honourable Premier Doug Ford  
Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**Sent via Email:** [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Provincial Hospital Funding of Major Capital Equipment**

The Town of Perth is requesting that further consideration be given to having the province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations. As set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals' major capital equipment without jeopardizing their financial sustainability.

As well, if the province is unwilling to assume the full responsibility for funding local hospitals completely, the Town of Perth requests that the province must develop a legislative framework as to how counties and municipalities should best address the financial shortfalls facing hospitals throughout Ontario, specifically the funding of major capital equipment;

Sincerely,

John Fenik  
Mayor of Perth

cc: Ontario Municipalities  
AMO – [amo@amo.on.ca](mailto:amo@amo.on.ca)

*Aged to Perfection!*



April 30, 2021

Hon. Doug Ford, Premier  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford,

Please be advised that at the Brantford City Council Meeting held April 27, 2021, the following resolution was adopted:

**Request - Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities**

WHEREAS COVID-19 restrictions have had significant impacts; and

WHEREAS many forms of socializing, recreation and sport have been curtailed; and

WHEREAS the game of golf can be enjoyed while maintaining proper social distancing;

THEREFORE BE IT RESOLVED THAT The Corporation of The City of Brantford recommends:

- A. THAT The Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities which can be enjoyed while maintaining proper social distancing; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Premier of Ontario; Will Bouma, MPP, Brantford-Brant, the Association of Municipalities of Ontario, Ontario Big City Mayors; and the list of other Municipalities in Ontario.

Yours truly,

Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc MPP Will Bouma, Brantford-Brant  
Association of Municipalities of Ontario (AMO)  
Ontario Big City Mayors  
All Ontario Municipalities

**CITY CLERK'S OFFICE** City Hall, 100 Wellington Square, Brantford, ON N3T 2M2 P.O Box 818, Brantford, ON N3T 5R7  
Phone: (519) 759-4150 Fax: (519) 759-7840 [www.brantford.ca](http://www.brantford.ca)



[www.springwater.ca](http://www.springwater.ca)  
2231 Nursery Road  
Minesing, Ontario  
L9X 1A8 Canada

April 16, 2021

To: MP Shipley,  
48 Alliance Blvd Suite 104  
Barrie, Ontario

*Sent via email*

RE: Clean Fuel Standard

Good day,

At its regular meeting on April 7, 2021, Council of the Township of Springwater passed resolution C146C-2021 endorsing the following letter presented by the Township of Springwater's Agricultural Advisory Committee regarding the Clean Fuels Standard:

Dear Mr. Shipley,

The purpose of this letter is to discuss the Proposed Clean Fuels Standard that is being considered for legislation. As members of the Springwater Township Agricultural Advisory Committee, we have serious concerns with this proposal. This proposal in its current form, has the potential to be catastrophic to the Canadian farmer. The proposed rules and regulations for restrictions on land use are detrimental to the long-term viability of Canadian agriculture.

If this proposal goes ahead, Canadian farmers will be unable to make improvements to their land to make it more efficient for the use of crop production, thus making them unable to meet the needs of food supply needed for the ever-growing population. Making improvements to land for crop production is essential to the growing demand in food supply for our country and should not have restrictions placed upon it. Instilling restrictions in this manner is no different than telling a homeowner that any renovations made after a specific date disqualifies any future renovations.

The restrictions being imposed through the Clean Fuels Standard will make it so Canadian farmers are unable to recoup costs that they are spending in order to meet the needs of the growing population in Canada. Having these restrictions in place, will have buyers seeking products elsewhere, out of country. What will this do to Canada's economy?

The ideas proposed, 'setbacks from watercourses and woodlands,' would come at a tremendous cost to the Canadian farmers who have purchased, paid taxes, and cared for, for generations, are suddenly unable to use the land for renewable fuel purposes.



How will these costs be recovered if the farmer is unable to utilize this land for crop production? Is a farmer going to have to build separate grain storage to store products that are ineligible for renewable energy at a cost of hundreds of thousands of dollars? Isn't it important that the Canadian Government work with Canadian farmers, not impose unworkable rules and regulations that hinder crop production and create a competitive disadvantage with other countries?

The Canadian Government has shown little regard for Canadian farmers in some of their policies and proposed legislation in recent years. The Clean Fuels Standard combined with the recent Carbon Tax, has the potential to put many Canadian farmers out of business. We need our governments to work with Canadian farmers in order to provide for the growing need of food supply in our country.

Please contact Chair David Spring to discuss this further at (705) 730-4033. We look forward to your support on this matter.

Sincerely,



Don Allen  
Mayor, Township of Springwater

David S. Spring  
Chairperson of the Springwater Township Agricultural Advisory Committee

Cc:  
Hon., Jonathan Wilkinson, Minister of Environment and Climate Change;  
MPP Doug Downey,  
Hon., Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
All Ontario Municipalities



## KEY INFORMATION REPORT

CAO

May 17, 2021

### **SUBJECT: Education Review Update**

#### **BACKGROUND:**

Earlier this year, Horizon Educational Consultants were engaged by the County to develop a made-in-SDG advocacy document outlining recommended changes to the education system to ensure that rural children are educated as close to their local communities as possible. Educating children in their own communities is one of the 4 pillars of the County's 2019 strategic plan.

#### **COMMENTS/OBSERVATIONS:**

The review is well underway. Currently, the consultant is in the process of gathering school information, reviewing local and provincial policies/guidelines, speaking with the multitude of local stakeholders, and looking at the broader context (policies in other jurisdictions, jurisprudence, etc.).

A working group, comprised of the following members, is meeting bi-weekly to provide feedback and information to the consultant:

- SDSG MPP Jim McDonell
- County Councillor/North Dundas Mayor Tony Fraser
- County Councillor/South Dundas D/M Kirsten Gardner
- County Councillor/North Glengarry Mayor Jamie MacDonald
- Councillor Stephanie Jaworski, South Glengarry
- Councillor Jennifer MacIsaac, South Stormont
- T.J. Simpson, CAO United Counties of Stormont, Dundas and Glengarry
- Craig Calder, CAO North Stormont Township
- Tim Mills, CAO South Glengarry Township
- David Filion, North Glengarry resident
- Joyce Latulippe, South Dundas resident

As previously communicated, the goal is to have the draft report available for review by County Council sometime in late July or early August, with a view to finalizing the document prior to the annual AMO conference in mid-August.

Respectfully submitted.



## KEY INFORMATION REPORT

### CORPORATE SERVICES

May 17, 2021

#### **SUBJECT: New Website Launch**

#### **BACKGROUND:**

In 2020, the United Counties of SDG embarked on a project to redevelop the Counties website, **sdgcounties.ca** and its economic development website, **business.sdgcounties.ca**. This project is a partnership between the Counties, the Township of North Dundas and the Township of North Stormont. Both of those townships are likewise in the process of redeveloping their websites and in an effort to maximize investment the decision was made to partner our projects. The County approved a \$50,000 budget for this project. We have completed our new website on schedule, and on budget.

The project began in July 2020 with the issuing of an RFP to solicit applications from digital agencies. The Counties and its partners received 18 submissions and convened virtual presentations from six finalists during the week of August 24, 2020. Upanup (upanup.com), a digital agency with offices in Kitchener, Ontario, was selected.

The goal of this project has been realized with the creation of an AODA-compliant website that includes a sleek new design and presents greater efficiencies to members of the public. The new website includes easier access to payment options and Counties maps, fillable forms and the return of the popular snow plow tracking application.

#### **COMMENTS/OBSERVATIONS:**

The new **sdgcounties.ca** is a customizable web platform that makes it easier for residents, visitors and developers to find the information they are seeking, with links to like-minded agencies and contact details for Counties staff.

Some of the new features include a more intuitive layout with quick access to popular menu items, a community calendar that focuses on Counties corporate events, a complete repository of news and notices and a greater focus on economic development that includes updates to Counties incentives programming and tools to link investors with available properties/locations in our region.

Our plan is to continue to augment and improve our new website as we receive feedback from staff, residents and Council.

Respectfully submitted,

**Todd Lihou**  
**Corporate Communications Coordinator**



## KEY INFORMATION REPORT

### TRANSPORTATION AND PLANNING

**May 17, 2021**

#### **SUBJECT: Project Update**

#### **BACKGROUND:**

##### **Additional Gas Tax Funds**

SDG was the fortunate recipient of a Federal Gas Tax top-up of \$1,992,527 in 2021 (in addition to the annual allocation of \$2,072,680). Staff have earmarked the top-up funds to planned resurfacing work, which will increase Departmental under-expenditures by year end (due to the additional revenue). Unless directed otherwise, staff are anticipating that Council will be placing surplus funds into a reserve, which will then be used to address shovel-ready “Now-Need” roads that are not included in the County’s Four-Year Resurfacing Plan (per Policy 2-15).

##### **Microsurfacing**

As noted during the April meeting, there were several questions raised regarding the modified areas on County Road 31 which were included in the revised microsurfacing tender. Staff were unable to answer the questions during the discussion. The following is provided as a detailed summary of the rationale behind the modifications.

In the first tender which was rejected for being over-budget, the County’s contract items were as shown in *Table 1*.

**Table 1: Microsurfacing Items (Tender 1, County Only)**

<b>Item</b>	<b>Description</b>	<b>Standard or Provisional Item</b>
1	SDG 31 from SDG 13 north to City of Ottawa Boundary	Standard
2	SDG 41 from SDG 8 east to Nuddell Bush Rd.	Standard
3	SDG 31 from Williamsburg North for 2.4km	Provisional
4	SDG 18 from SDG 20 to east limits (Martintown)	Provisional
5	Patrol 1, Winchester Springs	Standard
6	Patrol 2, Finch	Standard
7	Patrol 3, Green Valley	Standard
8	Patrol 4, St. Andrews	Standard

When items are identified as ‘provisional’ the County has the opportunity to adjust the quantity up or down without triggering a renegotiation of the unit rate. It is best practice to include a reasonable number of ‘standard’ items in every contract to provide contractors with some assurances of what work is guaranteed.

At the close of the first tender the unit rates for the patrol garages came back much higher than estimated. Staff expected that having the patrol garages as standard

items would result in more aggressive pricing from contractors. Because the patrol garages were standard items, County staff recommended the rejection of the bid because the combined work was overbudget.

The tender was reissued with a better understanding of 2021 market prices and what the County could reasonably accomplish based on the approved budget.

Tender 2 included the following items:

**Table 2: Microsurfacing (Tender 2, County Only)**

Item	Description	Standard or Provisional Item
1	SDG 31 from SDG 3/43 north to City of Ottawa Boundary	Standard
2	SDG 41 from SDG 8 east to Nudell Bush Rd.	Standard
3	SDG 31 from Williamsburg North for 1.0km	Standard
4	SDG 31 from 1.0km North to Garlough Road	Provisional
5	SDG 18 from SDG 20 to east limits (Martintown)	Provisional

### Summary and Rationale for Changes

As noted above, tender 2 extended the work south on SDG 31 towards Winchester (as a standard item). The quantity of the work from Williamsburg north remained unchanged, save and except for the fact that the north 1.0km was provisional (and shortened by 400m) when compared to the entire section being provisional in the first tender.

The various sections of SDG 31 included in the tender are ideal candidates for microsurfacing. The section north of Winchester (Item 1 in both tenders) was considered to be a priority area. The base had been previously stabilized with cold in place asphalt and re-surfaced with a new 50mm lift. This section has also been recently cracksealed and is therefore a prime candidate for microsurfacing to help prevent surface deterioration. The section north of Williamsburg (Item 3) was always considered by staff to be a secondary priority in the 2021 microsurfacing program. SDG 31 north of Williamsburg did not have any base repairs but has been cracksealed. Staff have noted additional cracking in recent years due to the uncorrected base issues. Ultimately the section north of Williamsburg is closer to the end of its life and microsurfacing within the next several years will help 'maintain' the road, but is not expected to significantly extend its overall life. Staff were planning to continue the microsurfacing work north towards Winchester Springs in 2022.

After noting the market prices during the first tender, staff identified that the County could complete more of the priority area (north of Winchester), without sacrificing a significant length north of Williamsburg.

Given the favorable financial position the County is in, with Council's direction, staff can issue a contemplated change order to complete additional microsurfacing north of Williamsburg.

**Patrol Yards**

The asphalt within the patrol yards is showing signs of deterioration (oxidation, raveling), and the 2021 budget included \$170,000 to preserve the surface with microsurfacing. As noted above, unfortunately, the unit prices for the work exceeded the budgeted amount.

Staff have investigated several other pavement preservation technologies for the patrol yards, namely:

**1) Fog Sealing**

Fog sealing is a single application of emulsified asphalt and is used to renew weathered surfaces and improve appearance. It is effective at sealing small cracks and inhibiting moisture intrusion. Staff reviewed this technology with contractors who suggested that this type of product would only provide approximately 2 years of effectiveness and would not be recommended for the Patrol Yards. The cost for a fog seal was estimated at approximately \$50,000.

**2) Slurry Seal**

Slurry seals are a pavement preservation technology which blend the processes of fog sealing and microsurfacing. A slurry seal is intended to improve skid resistance, restrict moisture intrusion and protect from further oxidation and raveling. According to contractors, pricing for a slurry seal would be comparable to the cost for microsurfacing because of the equipment, set-up and process necessary to complete the work. Given that this product does not have as much aggregate as microsurfacing, it is not considered to be an appropriate application in the commercial parking lot as there is a higher likelihood of twisting and surface defects.

**3) Microsurfacing**

Microsurfacing is a more robust technology when compared to slurry treatments, providing leveling, improving skid resistance, restricting moisture intrusion and protecting from oxidation and raveling. Unfortunately, this product is not a cost-effective option in parking lots (revised estimate of \$325,000).

**4) Thin Lift Asphalt (25mm)**

A thin lift asphalt treatment is hot mix asphalt with a compacted depth of approximately 25mm thick. This thickness provides some marginal strength to the existing pavement, while improving the surface, addressing raveling and inhibiting/preventing top-down cracking and oxidation. This application is often referred to as “skin-patching” and is used by the County to improve the ride condition of roads experiencing significant deterioration. The estimate to complete a thin-lift asphalt at the patrol garages is \$225,000.

**Recommendation:**

Based on the above, staff recommend that the County issue a tender for thin lift pavement preservation at the patrol yards. In addition to the work at the patrol yards, staff are further recommending that the tender include County Road 18 in Martintown (east of SDG 20) as a provisional item in order to provide a cost-comparison with the provisional microsurfacing item included in that tender.

**Martintown**

In 2017, the County completed the reconstruction of SDG 18 in Martintown from Nine Mile Road to County Road 20. The tender had included provisional work east of County Road 20; however due to budgetary constraints and hydrocarbon contamination from the old gas station, the provisional work was deferred to allow the Ministry of Environment (MOE) and Technical Standards and Safety Authority (TSSA) time to order a clean-up. The cost of the provisional work that was deferred was approximately \$450,000 and did not include remediation costs.

Council noted during the 2017 Martintown tender deliberations that the likelihood of getting the right-of-way cleaned by the current property owner was minimal, and, that Council would consider moving forward with the work after the MOE and TSSA processes were exhausted.

As a result of a recent repair needed to the catchbasin located at the intersection of SDG 20/18 and planned restorative work through the area in question, staff have subsequently followed up with the MOE to determine the current status of the cleanup orders. The MOE noted they are still working through their process; however, their efforts were unlikely to result in any action. The MOE indicated that from their perspective, there was no compelling reason to further defer the reconstruction work.

Given that this section of road was previously considered a 'now-need' (work was deferred due to contamination), that there is no likelihood of cleanup by others and that this project is virtually "tender ready"; staff want to determine if Council:

- a) Wishes to utilize the surplus funds to complete the work in 2021?
- b) Is comfortable proceeding with the planned microsurfacing work if these repair results in the deferral in the reconstruction?

**Warden's House**

The Warden's House tender closed on May 5, 2021 with no bids received. Staff will be contacting local contractors who were reviewing the tender with the purpose of soliciting feedback on why they did not respond. Depending on the input received, staff will revise and reissue the tender.



**COMMENTS/OBSERVATIONS:**

If Council wishes any further action on the above noted items, staff propose the following motions for consideration.

**Microsurfacing Draft Motion**

*“That staff be directed to issue a contemplated change order to extend the microsurfacing work north to Winchester Springs and prepare a report detailing options on how to pay for this extra work within the 2021 budget.”*

**Patrol Yards Draft Motion**

*“That staff be directed to prepare and issue a tender for thin-lift asphalt preservation at the patrol yards”*

**Martintown Draft Motion(s)**

*“That staff be directed to prepare and issue a tender for the reconstruction of County Road 18 Martintown in 2021”*

AND/OR

*“That staff be directed to delete the provisional microsurfacing work on County Road 18, Martintown”.*





## KEY INFORMATION REPORT

### TRANSPORTATION AND PLANNING

**May 17, 2021**

#### **SUBJECT: Vegetation Maintenance at Guiderails**

#### **BACKGROUND:**

Full vegetation control at guiderails is considered to be a high value activity given the need to maintain sightlines, visibility, improve roadside aesthetics as well as monitor the condition of this infrastructure. Prior to 2020, students were responsible for completing the trimming around guiderails (2 students per patrol, 8 total).

In 2020, chemical control (spraying) was used at all guiderails. By using other means to control guiderail vegetation, staff were able to direct students to hand-trim in less risky areas (e.g. around signs) and provide an enhanced trimming within some hamlets; efforts which are always appreciated locally and usually a challenge to complete in most years. The freed-up student resources were also redeployed to other activities which provided greater benefit to County maintenance activities. Every year our operations staff are completing more complex maintenance and capital work 'in-house', which requires more student support than previously required.

The use of chemical control at all guiderails in 2020 raised concerns from residents and in response to this concern, Council approved a 2021 budget increase to hire more students to eliminate the need for complete guiderail spraying. As previously reported to Council, there remains some areas where guiderail spraying is necessary due to health and safety concerns (total of 18.7 kilometers of guiderail). These areas are mainly located along County Road 2 (east of Iroquois), at large bridges and other roadsides areas where sightlines or road widths create an unsafe/hazardous workspace for students. The locations of guiderails to be sprayed are posted on the County's website. The spraying work is likely to commence in mid-to-late June.

#### **COMMENTS/OBSERVATIONS:**

This report is being provided to bring to Council's attention the challenges staff have encountered recruiting a sufficient number of summer students and the inevitable impact the potential lack of student resources will have on the desired level of service. As a reminder, the 2021 budget included an additional \$42,000, with the intention of hiring six students with a primary focus on guiderail trimming and enhanced trimming at signs/hamlets. To date, four of the six additional student positions remain unfilled. The four vacancies have been re-posted (closing May 12). During the first round of hiring, staff offered employment to every available student that had applied for the positions.

It should be noted that recruitment of students has been an issue for our Department for the past number of years. Informal feedback received suggests that many students are looking for other types of employment which pay better, provide an experience in their field of study, and are less labor-intensive when compared to the County's work. For information, the County's student wage is \$15.00/hr., (\$16.00/hr. for returning students) and we require a 'G' license classification as a prerequisite. With CAO approval, staff have been mostly accepting G2 qualified drivers due to the lack of applicants with a full 'G' license. Staff are also resorting to hiring high school students with G2 licenses; even though they are only able to work half of the 'summer' season.

If staff are unsuccessful during the second round of recruiting, the intention is to focus efforts on guiderail trimming (one cut only). Enhanced trimming around signs and within hamlets will not be completed to the desired level of service. The inability to recruit students also impacts the opportunity to complete construction projects 'in-house', as one of the primary duties of the students is to act as traffic control persons. Furthermore, when considering summer vacations and other operational requirements (i.e. two full time staff per patrol dedicated to tractor mowing all summer) the core complement of students is necessary to complete the County's mandated maintenance activities.

Respectfully Submitted.



**KEY INFORMATION REPORT**  
**TRANSPORTATION AND PLANNING**

**May 17, 2021**

**SUBJECT: June Tender Meeting**

**BACKGROUND:**

Transportation Services has a number of tenders closing in late May. To avoid waiting until mid-June to receive formal approval to proceed, staff would appreciate having a brief Council meeting to specifically deal with these items. Major tenders which would be considered include: Morrisburg Roundabout and Streetscaping, Winchester CP overpass, Warden's House repairs (reissued tender), culvert lining and Moriarty Municipal Drain replacement.

**COMMENTS/OBSERVATIONS:**

Subject to Council's availability, staff propose meeting on Monday, June 7<sup>th</sup>, Tuesday June 8<sup>th</sup> or Wednesday June 9<sup>th</sup> at 9:00am. It is expected that the meeting will only last 1 hour.

Respectfully submitted.



## KEY INFORMATION REPORT

### LIBRARY

May 17, 2021

#### **SUBJECT: Celebrating SDG Library's 50th Anniversary -- Library Board Story Time Series**

**BACKGROUND:** Earlier this year, during one of its regular meetings, the Stormont, Dundas and Glengarry County Library Board discussed risk management, the value of public libraries, and Board advocacy activities in promoting the importance of the SDG Library.

With this in mind, and as a way of contributing to the SDG Library's 50<sup>th</sup> Anniversary celebrations, the Board suggested that one of the ways it could promote the Library would be for each Library Board member to read a children's story, and have those stories filmed and made available to families throughout SDG.

This hands-on and "public-facing" project has now started, and it is anticipated that each Board member will bring a unique and quite personal approach to his/her reading; how those readings will be presented in their final form will likely be unique and quite personal as well, which is what will make them appealing for all who see them.

**COMMENTS/OBSERVATIONS:** The first Library Board member to participate in this special advocacy project is Councillor Lyle Warden, who did his reading in late April. Other Library Board members will be doing their individual readings in the near future; they will certainly have their work cut out for them to match the charm of Councillor Warden's presentation. Enjoy!

Respectfully submitted.

## **Cornwall and Area Housing Corporation Amalgamation Report**

### **Background / Discussion**

#### **Introduction**

The *Social Housing Reform Act, 2000* devolved responsibility for the efficient and effective administration of both the Cornwall and Area Housing Authority and the 12 non-profit and cooperative housing providers (which operated independently) to the City of Cornwall, as the chosen Consolidated Municipal Service Manager (Service Manager). The housing stock, that had been previously owned by the Province was transferred to the Cornwall and Area Housing Corporation (CAHC).

The City of Cornwall became the sole shareholder of the CAHC (including its stock). The CAHC reports to the Social & Housing Services Department, as the designated Service Manager.

At that time, like the vast majority, the Service Manager decided to continue to manage its new housing stock through a Local Housing Corporations (LHCs), as a separate entity, as opposed to merging it within the municipality. The decision to remain separate was to allow time to operationalize the many other elements related to the devolution of the portfolio including the CAHC & the 12 housing providers scattered throughout Cornwall, Stormont, Dundas, and Glengarry Counties.

In 2016, the *Housing Services Act, 2011 (HSA)* was amended to allow Service Managers the flexibility to oversee their social housing stock (sell, repurpose, revitalize) without having to seek Provincial Ministerial approval. Since then, many Service Managers across the province began making changes to their portfolios and operating models to meet their local needs. To date, the CAHC continues to operate arm's length from the Service Manager as the sole shareholder. Of the 47 Service Managers in Ontario, only eight (8) LHCs continue to operate independently, while the remaining 39 have now consolidated operations with their respective Service Manager either within a municipal department or quasi-independent model. In most cases, the quasi-independent model runs the administration directly through the municipality. Many of the remaining 8 LHCs are located within the larger urban centres of Ontario.

In addition, since devolution, many of the operations of CAHC have been aligned with those of the City (purchasing policies, IT systems/websites, etc.) or have been amalgamated into the Social and Housing Services Department (annual budgets).

### **Amalgamation Review Committee**

Geoff Clarke –General Manager, Corporate Services – City of Cornwall  
Tracey Bailey – General Manager, Financial Services – City of Cornwall  
Carmen Cousineau – Interim General Manager - CAHC  
Mellissa Morgan – Manager, Social & Housing Services Department

## **Evaluation of Organizational Structure Options**

### Structural Options Identified and Considered

Based on the analysis of documents and research conducted through the review, there are three potential organizational structures available to the City with respect to its social housing portfolio:

- Option 1 – Current State** (Ownership and management by the CAHC)
- Option 2 – Quasi-Independent** (Ownership by CAHC -management by the City)
- Option 3 – Amalgamation** (Ownership and management by the City)

### Evaluation Criteria

For the purposes of this report, the committee has agreed to complete the review based on the following criteria:

- Governance
- Managerial Effectiveness
- Human Resources
- Operating Economics
- Client Services
- Assets
- Corporate Shared Services

Throughout our review, we have also evaluated the options, based on the following considerations:

**NOTE: This model was broadly developed from the tool that KPMG used in the Greater Sudbury Housing Corporation Governance Review.**

- 1) Does the option reduce the potential for political influence of decisions, allowing decision-making to be guided by relevant considerations (client service, financial sustainability)?
- 2) Does the option contribute towards consistency between the City's long term affordable housing strategy and the management of the social housing portfolio?
- 3) Does the option contribute towards consistency between infrastructure investment requirements and associated financing for social housing units and the City's broader asset management planning and capital financing activities?
- 4) Is the option consistent with industry best/common practice?
- 5) Is the option consistent with the City's organizational structure for social services?
- 6) Does the option contribute towards the integration of human services delivery, enhancing the ability to provide one-window service to clients?
- 7) Does the option contribute towards the integration of administrative services, enhancing the potential for operating efficiencies?
- 8) Does the option result in decision-making that is compliant with the provisions of the Housing Services Act and other regulatory requirements?

The organizational structures (Options 1, 2 and 3) were analyzed and ranked using the grid found below. A detailed analysis is provided on the following page.

- Most effective in meeting consideration
- Partially effective in meeting consideration
- Least effective in meeting consideration

Evaluation Consideration	Option		
<b>Question # 1</b>	<b>Answer # 1</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
Does the option reduce the potential for political influence of decisions, allowing decision-making to be guided by relevant considerations (client service, financial sustainability)?	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>The current organizational structure provides a degree of separation from City Council by virtue of (i) having a majority of board member being non-Councillors (ii) setting parameters for governance through the Shareholder Operating Agreement; and (iii) establishing interaction between the CAHC and the City of Cornwall based on the annual report and budget process.</p> <p>Challenges: hybrid model would still have potential for political influence</p> <p>Benefits: full amalgamation will reduce possible political influence</p>			
<b>Question # 2</b>	<b>Answer # 2</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
Does the option contribute towards consistency between the City’s long term affordable housing strategy and the management of the social housing portfolio?	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>Direct management by the City (Housing Services) would ensure consistency between all programs focused on social housing. The integration would result in coordinated oversight of all assets under one community housing strategy.</p> <p>Challenges: There is always a possibility that, depending on any number of circumstances, working relationships could breakdown resulting in a misalignment of strategies in the future.</p> <p>Benefits: Full integration would provide additional opportunities to support the City’s strategic vision with respect to growing quality affordable housing stock.</p>			



Question # 3	Answer # 3		
	1	2	3
Does the option contribute towards consistency between infrastructure investment requirements and associated financing for social housing units and the City's broader asset management planning and capital financing activities?	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>Direct management by the City would establish social housing as a City Division, resulting in its inclusion in all City financial planning activities. The future of social housing is going to take a significant investment of financial capital from all levels of government and require a sophisticated approach to social housing revitalization. By integrating CAHC into the municipality, bringing all expertise and assets together, there is improved chance for success ensuring social housing will be protected for future generations.</p> <p>Challenges: not directly involved with Corporate infrastructure investment requirements.</p> <p>Benefits: efficiencies in pooling resources</p>			
Question # 4	Answer # 4		
	1	2	3
Is the option consistent with industry best/common practice?	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>Direct administration of social housing by the Service Manager represents many organizational structures adopted by Service Managers in Ontario, with the current structure (Option 1) used by less than 20% of Service Managers. Most remaining separated services are in very large urban centres (Toronto, Ottawa, etc.). There are also other SM/LHC in the process of discussing amalgamation.</p> <p>Benefits: many communities have already undertaken amalgamation and have completed the research into the challenges and benefits. It also helps when comparing similar size and structured municipalities when assessing future housing needs and operations.</p>			

Question # 5	Answer # 5		
	1	2	3
Is the option consistent with the City’s organizational structure for social services?	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>The CAHC is wholly controlled subsidiary maintained by the City. All other shared services, including Ontario Works, childcare and subsidies to not-for-profit housing organizations are administered directly by the City’s Social and Housing Service Department.</p> <p>Challenges: misalignment of salary structure, operational processes, and job descriptions</p> <p>Benefits: alignment of operations, sharing of expertise between city departments and CAHC</p>			
Question # 6	Answer # 6		
	1	2	3
Does the option contribute towards the integration of human services delivery, enhancing the ability to provide one-window service to clients?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>Under the current model, the delivery of Ontario Works and Social Housing is provided through separate locations with limited integration between the two services despite the correlation between Ontario Works usage and social housing.</p> <p>Challenges: most operations are specific in nature for CAHC which will not necessarily lend to client service integration</p> <p>Benefits: Direct management by the City would allow greater options for integrated approach to client services. More of a “no-wrong door” approach to service delivery.</p> <p>As CAHC Housing staff would work in the same department with Social Services Staff, the result will be improved communication and awareness of what is required to make a tenancy successful. Through this integration it will now be a unified team working within a common system of supports.</p>			

Question # 7	Answer # 7		
	1	2	3
Does the option contribute towards the integration of administrative services, enhancing the potential for operating efficiencies?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>The current structure has resulted in the establishment of parallel functions, including finance and facilities maintenance. In addition, the CAHC is required to incur certain corporate expenditures such as directors and officer's insurance.</p> <p>Benefits: it is anticipated that CAHC would benefit from the increased available pool of resources, currently established within the City, which should reduce costs to independently acquire these services.</p>			
Question # 8	Answer # 8		
	1	2	3
Does the option result in decision-making that is compliant with the provisions of the HSA and other regulatory requirements?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Notes</b>			
<p>We do not believe that any of the options will impact the degree of compliance with the HSA.</p> <p>Challenges: Having too many layers of approval, can often delay processes.</p> <p>Benefits: There are benefits in reducing the number of layers required for decision making which allows the operations of CAHC to proceed in a more expeditious manner.</p>			

## Summary

Option	Most Effective	Partially Effective	Least Effective
#1 – Ownership and management by the CAHC (current option)	1	0	7
#2 – Ownership by the CAHC but management by the City	1	5	2
<b>#3 – Ownership and management by the City</b>	<b>8</b>	0	0

## Policy Review and Research

Our findings and conclusions are based on the following sources of information:

- A review of the Shareholder Declaration between the City and the CAHC;
- A review of the Operating Agreement between the City and the CAHC;
- A review of the *Social Housing Reform Act, 2000*;
- A review of the *Housing Services Act, 2011*;
- A review of governance structures for local housing corporations; and

Discussions with and information provided by representatives of:

- City of Cornwall;
- Ministry of Municipal Affairs and Housing;
- Selected Consolidated Municipal Service Managers in Ontario;
- Selected Local Housing Corporations in Ontario;
- Borden Ladner and Gervais LLP (BLG); and
- MNP LLP

## Legal Consultation

We acquired the legal services of Borden Ladner and Gervais LLP (BLG) to assist with a real estate analysis.

If amalgamation is approved, they have identified several documents and processes that we will need to complete, with their assistance.

### Estimate of Costs for Dissolution

Based on their report, BLG was able to provide a preliminary estimate for budgeting purposes of \$2,000 to \$3,000 for legal fees and \$250 to \$500 in disbursements associated with the voluntary winding up and dissolution of

CAHC. These figures are net of HST. These estimates are in respect of the completion of the voluntary winding up and dissolution portion of the Integration Transaction and do not include planning advice presently being undertaken.

## **Financial Consultation**

We acquired a financial opinion of MNP LLP (MNP) to assist with the land transfer analysis and income tax implications.

If amalgamation is approved, they have provided the following recommendation:

- to have the amalgamation dated for January 1, 2022. Therefore, the amalgamation date for tax purposes would be December 31, 2021, which will line up with the fiscal year-end dates for both organizations. This will enable a “clean” amalgamation process between the City and CAHC for both tax filing purposes and record keeping purposes.

## **Ministry Consultation**

In consultation with the Ministry of Municipal Affairs and Housing, if amalgamation is approved, we will need to further engage the Ministry regarding exemptions from the *Land Transfer Tax Act* for a proposed transfer of a designated housing projects. This needs to be requested at least 180 days prior to the transfers, to allow sufficient time to schedule Cabinet consideration of the request.

Based on the recommended amalgamation implementation date of January 1st, 2022, time is of the essence to complete the request to the Ministry as exemptions only come into force on either January 1, or July 1 of the applicable calendar year. This timeline must be carefully considered as an exempting regulation cannot be applied retroactively; the transfers will not qualify for the exemption if they occur prior to the filing of the regulation.

## **Formal Ministry Requirements for Amalgamation**

A list of documents that will be required for the amalgamation process and assumption of mortgages:

- Service Manager’s Consent Letter
- Letters Patent of Amalgamation
- Integration Business Case
- The Amalgamation Agreement between two entities
- Board’s Special Resolution Approving Amalgamation

- Certificate of Incumbency and Board of Directions Resolutions re: Transfer of Assets for existing and new corporation
- Revised Insurance Policy
- Property Tax Bill.

## **Other Considerations**

### Implementation Framework

To the extent that the City decides to proceed with this amalgamation, we recommend that consideration be given to an implementation framework that considers the following:

1. Dissolution of the current board of the CAHC
2. The transition of CAHC functions and personnel to the City to be completed on as per the Implementation Plan (attachment #1)

### Impact to Existing Human Resources & Operating Policy

As part of our review in this process, Administration is of the opinion that any possible transition to amalgamation be managed with the least amount of impact and intrusion to the existing employees within the CAHC.

To achieve this, Administration is operating with the assumption that should Council proceed with the amalgamation that all human resources currently employed within CAHC will remain employed post the potential amalgamation. If there are any further efficiencies and or redundancies that are realized after amalgamation, they will be managed through attrition or other avenues that will not include layoffs. This will avoid having to provide notice periods and subsequent severance considerations that could be of impact financially.

The current collective bargaining agreement was just recently concluded and will be in effect until 2023, and easily assumed by the Corporation with a standalone CUPE local. Beyond 2023 the City would renegotiate the CBA as per the regular bargaining cycles.

Likewise, Administration has identified several areas where existing city resources, could be of direct assistance in providing resources to a newly created internal department, in regards, to finance, information technology, purchasing and human resources. Additionally, the Corporation would also be able to assist in other areas when required such as municipal works and facilities.

The initial policy review would look to harmonize areas where we might have a gap as it relates to structure, titles, salary banding, and benefit coverage as it may relate to non-union staff. As the Corporation is the current service manager, we are forecasting that current operational policies with the CAHC will continue as per normal operating practice.

### Client Service

Based on comments from other Service Managers that have amalgamated, they believe it provides for better client service and tenant interaction.

This also aligns with the various Ministries vision of Human Services Integration which is targeted for implementation by 2024. To that end, the various Ministries are currently engaging Service Managers on how best to proceed with the integration of human service programs.

### Governance – Shared Services

The Social & Housing Service Department is the designated Service Manager for social housing in Cornwall, Stormont, Dundas, and Glengarry. As part of the shared services agreement, the Social and Housing Services Department would ensure that updates regarding the local housing portfolio would form part of the quarterly reporting at Joint Liaison. In addition, subsequent reports and presentations would also be brought to City and County Council as per existing Corporate Policies, when required.

Additionally, the current Housing Revitalization Plan (HRP) provides guidance and recommendations to the Social and Housing Services Department (as Service Manager), with respect to long term strategic plans that provide clear and achievable goals to effectively meet the current and future demand for social housing in Cornwall, Stormont, Dundas, and Glengarry.

The HRP also provides directions and recommendations for potential regeneration, refurbishment, and repurposing of existing housing stock, as well as future acquisitions (including new builds).

### Common Practice

Direct management of social housing by the Service Manager, with ownership either retained by the LHC or directly by the Service Manager, represents the best/most common practice in Ontario.

### **Financial Implications**

The annual cost to subsidize the Cornwall and Area Housing Corporation is funded primarily by the City of Cornwall and the United Counties of S. D. & G. There is limited Federal funding that supports social housing.

Additional financial implications are indicated within the report.

### **Recommendation**

That County Council receive this report and endorse the amalgamation of the Cornwall and Area Housing Corporation with the City of Cornwall (as Service Manager).

Note: The CAHC Board of Directors, at their April 28<sup>th</sup>, 2021 meeting, voted unanimously in favour of supporting the City Council to proceed with full amalgamation.

Note: Cornwall City Council, at their May 10<sup>th</sup>, 2021 meeting, voted unanimously in favour of proceeding with full amalgamation of the Cornwall and Area Housing Corporation with the City of Cornwall (as Service Manager).



Attachment #1

2021 Implementation Plan									
Task	Schedule								
	May	June	July	Aug	Sept	Oct	Nov	Dec	Post Jan 2022
Communication Plan	Ongoing process								
Present the review plan and recommendation with Boards and Councils	CAHC SM								
By-law to City Council	CAHC SM								
Inform tenants of the change in management and administration		CAHC SM							
Notification to stakeholders (ei contracts, leases, landlords, etc)			CAHC SM						
Review 2022 Budget				CAHC SM					
Complete staff orientation with all CAHC employees				CAHC SM FIN					

2021 Implementation Plan									
Task	Schedule								
	May	June	July	Aug	Sept	Oct	Nov	Dec	Post Jan 2022
Review of job descriptions and alignment of salaries (non-union)					CAHC SM HR				
Formalize staff training plan for integration into SM (management)						CAHC SM FIN HR			
Discussions with Local 4452						CAHC SM HR			
Payroll revise process and pay dates						CAHC SM FIN			
Adjust all contracts held by the CAHC to reflect the change							CAHC SM		
Update brochures, business cards, letterhead, forms, leases, etc.							CAHC SM		
Close CAHC email addresses and open new City email addresses									CAHC SM FIN
Close CAHC website and incorporate info into City site									CAHC SM

2021 Implementation Plan										
Task	Schedule									
	May	June	July	Aug	Sept	Oct	Nov	Dec	Post Jan 2022	
Change over CAHC network, shared drives, intranet etc. (additional work in conjunction with relocation to new office in 2022)										CAHC SM FIN
Operations begin as an integrated model										CAHC SM

**Legend:**

CAHC – Cornwall & Area Housing Corporation

SM – Service Manager – Social and Housing Services Department

FIN – City of Cornwall Finance Department

HR – City of Cornwall Human Resource Department

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

**BY-LAW NO. 5295**

**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 meetings, including the in-camera minutes, held April 19 and April 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 May 17, 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 Local Planning Appeal 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 17<sup>th</sup> day of May, 2021

---

WARDEN

---

CLERK