

AGENDA
UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY
Virtual Meeting, Broadcast live on YouTube
Monday, April 19, 2021 9:00 AM

	Page	Link to Strategic Priorities (if any)
1. Call Meeting to Order by Resolution		
2. Adoption of Agenda		
a) Additions, Deletions or Amendments All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.		
3. Disclosure of Pecuniary Interest and General Nature Thereof		
4. Adoption of Minutes		
a) March 15, March 25, March 29, April 7, and April 8, 2021	6 - 23	
5. Delegations		
6. Action Requests		
a) Corporate Services		
i. Proposed Amendments to the Regional Incentives Program Policy Document and Terms of Reference Action Request CAO	24 - 44	
ii. Habitat for Humanity - Donation Request Action Request CS	45 - 46	
b) Financial Services		

i.	<u>Tangible Capital Asset Policy Action Request FS</u>	47 - 54	
ii.	<u>Service Delivery Review Action Request FS</u>	55 - 56	
c)	Transportation		
i.	<u>Setback 4145 County Road 14 (Korac) Action Request TPS</u>	57 - 59	4
ii.	<u>Setback Municipality of South Dundas - Dutch Meadows Pumping Station Action Request TPS</u>	60 - 61	4
iii.	<u>Support of County Road 34 Alexandria EA Action Request TPS</u>	62 - 115	4
d)	Planning		
e)	Court Services		
f)	County Library		
g)	IT Services		
7.	Tenders and Quotations		
a)	<u>Three-Quarter Ton Trucks Action Request TPS</u>	116 - 117	4
b)	<u>Loader - Finch Action Request TPS</u>	118 - 119	4
c)	<u>Storm Sewer Flushing and Camera Inspections Action Request TPS</u>	120 - 122	4
d)	<u>Micro Surfacing Action Request TPS</u>	123 - 125	4
e)	<u>Corrugated Steel Pipes Action Request TPS</u>	126 - 127	4
f)	<u>McPhee Bridge Rehabilitation - SDG 10 Action Request TPS</u>	128 - 130	4

g)	<u>Boundary Road Bridge Repairs Action Request TPS</u>	131 - 133	4
8. By-laws			
a)	<u>Maple Tapping Lease - Howard Mitchell Forest (Dalkeith) Action Request TPS</u>	134 - 148	1
b)	<u>Official Plan Amendment No. 6 - Housekeeping Action Request TPS</u>	149 - 180	4
c)	<u>Encroachment Agreement 18757 County Road 2 Action Request TPS</u>	181 - 185	4
d)	<u>EOC Telephone Agreement Action Request ITS</u>	186 - 192	1
9. Consent Agenda			
a)	<u>Monthly Activity Summaries Action Recommended: That Council receive and file for information purposes.</u>	193 - 199	
b)	<u>Monthly Financial Summary Action Recommended: That Council receive and file for information purposes.</u>	200	
c)	<u>Statement of Remuneration Action Recommended: That Council receive and file for information purposes.</u>	201	
d)	<u>SDG Library Branch Reports Action Recommended: That Council receive and file for information purposes.</u>	202 - 204	
e)	<u>Township of South Glengarry Letter of Support - EORN Gig Project Action Recommended: That Council receive and file for information purposes.</u>	205	
f)	<u>Township of North Stormont Letter of Support - EORN Gig Project Action Recommended: That Council receive and file for information purposes.</u>	206	

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| g) | <u>City of Kitchener</u>
<u>Resolution - Planning Act Timelines</u>
<u>Action Recommended:</u>
<u>That Council receive and file for information purposes.</u> | 207 - 208 |
| h) | <u>Municipality of Calvin</u>
<u>Resolution - Universal Paid Sick Leave</u>
<u>Action Recommended:</u>
<u>That Council receive and file for information purposes.</u> | 209 |

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

11. Key Information

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| a) | <u>TRANSPORTATION AND PLANNING - 2021 Road Tour</u> | 210 |
| b) | <u>TRANSPORTATION AND PLANNING - Warden's House Renovations and Administration Building Roof</u> | 211 - 216 |

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

15. Unfinished Business Summary

16. Closed Session

- a) 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

17. Ratification By-law

- a) [By-law No. 5292](#) 217 - 218

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., March 15, 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. 2021-38

Moved by Councillor Smith

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

Roll call was taken with all members of Council present.

2. Adoption of Agenda

Resolution No. 2021-39

Moved by Councillor Byvelds

Seconded by Councillor MacDonald

THAT Council approve the agenda as amended.

CARRIED

The agenda was amended by adding an item to Miscellaneous Business regarding a traffic study at the A&W development located in Winchester.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

Resolution No. 2021-40

Moved by Councillor Fraser

Seconded by Councillor Warden

THAT the minutes of the meeting, including the In-Camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held February 16, 2021, and the budget meeting held February 16 & 17, 2021, be adopted as circulated.

CARRIED

5. Delegations

Breckyn Caers, Habitat for Humanity Cornwall & The Counties, presented information on the organization's services. Ms. Caers requested that the County donate a suitable lot or provide a monetary donation. Staff was asked to report back on this request.

Steve Taylor, BT Engineering, presented information on the environmental assessment for improvements to County Road 34 (Main Street) and Mill Square in Alexandria. Mr. Taylor also spoke to the recommended plan moving forward and the project schedule and next steps.

6. Action Requests

a) Corporate Services

Resolution No. 2021-41

Moved by Councillor Gardner

Seconded by Councillor Landry

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorize Horizon Educational Consulting to develop a report to improve rural education opportunities for students within SDG.

CARRIED

Resolution No. 2021-42

Moved by Councillor McGillis

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorize the following donations for 2021:

St. Lawrence River Institute:	\$10,000
County Fairs:	\$9,000
Dundas Manor:	\$500,000
Maxville Manor:	\$500,000
OPP RN Position:	\$120,000
Eastern Ontario Agri-Food Network:	\$25,000
Chesterville & District Historical Society:	\$1,000
Royal Canadian Legion:	\$940
Miscellaneous:	\$1,000
Police Services Board Community Initiatives:	\$5,000

AND THAT Councillor Carma Williams be appointed to the EOAN Board of Directors for the duration of this term of Council.

CARRIED

b) Financial Services

c) Transportation

Resolution No. 2021-43

Moved by Councillor Warden

Seconded by Councillor Williams

THAT the Council of the United Counties of Stormont, Dundas, and Glengarry commit to participating in a traffic study which will review and recommend safety improvements to the existing/proposed entrances serving Civic No's. 18770 – 18781 County Road 2;

AND THAT Transportation Services is authorized to work with Grant-Marion Construction Ltd. and their consultant (EVB Services) to complete the aforementioned traffic study;

AND THAT Transportation Services' contribution to the study will be half of the final cost of the review to an upset limit of \$5,000.

CARRIED

d) Planning

e) Court Services

f) County Library

g) IT Services

Resolution No. 2021-44

Moved by Councillor MacDonald

Seconded by Councillor Fraser

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the attached job description and salary classification (Job Class) for the position of 'IT Support Technician';

AND THAT Council approve the attached job description and salary classification (Job Class) for the position of 'Business Systems Coordinator';

AND THAT Council authorize the commencement of the recruitment process for individuals to assume these positions;

AND THAT Council authorize the elimination of the Business Systems Analyst position effective immediately;

AND FURTHER THAT the County Organizational Chart, Schedule A to By-law No. 5038 (a By-law to set remuneration for non-union staff), and any other relevant documents are hereby amended to reflect the above changes.

CARRIED

7. Tenders and Quotations

Resolution No. 2021-45

Moved by Councillor Williams

Seconded by Councillor Byvelds

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Green Stream Lawn and Vegetation Management Inc. for treatment on municipal roadsides at their price of \$34,020, plus chemicals and H.S.T.,

The joint tender includes the following:

- United Counties (\$13,155.00 plus chemicals – includes provisional guiderail spraying)
- North Dundas (\$3,250.00 plus chemicals)
- South Dundas (\$3,770.00 plus chemicals)
- North Stormont (\$4,160.00 plus chemicals)
- South Stormont (\$3,315.00 plus chemicals)
- North Glengarry (\$4,030.00 plus chemicals)
- South Glengarry (\$2,340.00 plus chemicals)

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

CARRIED

Resolution No. 2021-46

Moved by Councillor Armstrong

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the proposal for Professional Engineering Services from Keystone Bridge Management Corp. to complete the 2021 Biennial Bridge Inspections for an upset limit of \$55,660.00 plus HST and authorize the Director of Transportation and Planning Services to sign all necessary documents to give effect to the contract.

CARRIED

Resolution No. 2021-47

Moved by Councillor Landry

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Anchor Concrete Products Limited for the purchase of a 3000mm x 1800mm precast concrete structure for the Moriarty Municipal Drain at the total price of \$53,882.75 plus H.S.T. and authorize the Director of Transportation and Planning Services to sign all necessary documents to give effect to the contract.

CARRIED

Resolution No. 2021-48

Moved by Councillor Wert

Seconded by Councillor Warden

THAT the Council of the United Counties of Stormont, Dundas and Glengarry direct the Director of Transportation and Planning Services to issue a revised tender for micro surfacing work that excludes the patrol yards;

AND THAT the previous tender that included patrol yards not be awarded.

CARRIED

Resolution No. 2021-49

Moved by Councillor Warden

Seconded by Councillor McGillis

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from R.W. Tomlinson Ltd. for hot mix paving and other related works at their unit prices totaling \$6,996,400.00 plus H.S.T.,

The joint tender includes the following:

- United Counties (\$6,034,180.00)
- South Glengarry (\$614,060.00)
- South Stormont (\$348,160.00)

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. 2021-50

Moved by Councillor Gardner

Seconded by Councillor Fraser

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Roto Mill Inc. for the Cold in Place Recycling with Expanded Asphalt and other related works on various County roads at their unit prices totaling \$3,681,883.88 plus H.S.T.

The joint tender includes the following:

- United Counties (\$3,294,497.88)
- South Glengarry (\$387,386)

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. 2021-51

Moved by Councillor Byvelds

Seconded by Councillor Wert

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Peninsula Construction Inc. for guiderail replacement at their unit prices totaling \$238,073.50 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

8. By-laws

Resolution No. 2021-52

Moved by Councillor MacDonald

Seconded by Councillor Warden

THAT By-Law No. 5283, being a by-law to authorize an agreement between the United Counties of Stormont, Dundas and Glengarry and eSCRIBE Software Ltd. for the provision of meeting and agenda management software, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2021-53

Moved by Councillor Landry

Seconded by Councillor Armstrong

THAT By-law No. 5284, being a by-law to establish property tax ratios for the County and municipal purposes for the year 2021, be read and passed in Open Council, signed, and sealed.

CARRIED

Resolution No. 2021-54

Moved by Councillor Williams

Seconded by Councillor Smith

THAT By-law No. 5285, being a by-law for the purpose of adopting and raising the General Upper-tier levy for the year 2021, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2021-55

Moved by Councillor Byvelds

Seconded by Councillor Gardner

THAT By-law 5286, being a By-law to adopt Policy 2-15, "Surplus Transportation Funds" Policy, be read and passed in Open Council, signed, and sealed.

CARRIED

9. Consent Agenda

Resolution No. 2021-56

Moved by Councillor McGillis

Seconded by Councillor Warden

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 spoke to the Special County Council meeting, scheduled for March 25, 2021, to present information on the Regional Waste Management Study.

Director de Haan spoke to the Public Meeting for the Official Plan Housekeeping Amendment scheduled for March 29, 2021.

Director de Haan provided information on the contracted staff member that was hired for enhanced cleaning at the County Administration building.

Director de Haan provided an update on salt usage. Council asked that staff report back on this matter with additional information.

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

a) Allocations Committee Appointment - United Way / Centreaide of Stormont, Dundas and Glengarry

Resolution No. 2021-57

Moved by Councillor MacDonald

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry appoint Councillor Carma Williams to the Allocations Committee for the United Way / Centreaide of Stormont, Dundas and Glengarry.

CARRIED

b) Traffic Study, A&W Development in Winchester

Councillor Fraser spoke to the A&W development in Winchester. The following motion was put forward and then withdrawn:

Moved by Councillor Fraser
Seconded by Councillor Armstrong

THAT Council direct staff to provide a summary of the findings of the impending Traffic Study being prepared by the developer in support of the proposed A&W location in Winchester; and further

THAT after review of said Traffic Study, Council determine what, if any, improvements to County Road 3 shall be included with the Site Plan Control Agreement, including when improvements will be made and cost-apportionment; and further

THAT in accordance with Section 21.2 of the Procedural By-law, Council dispenses with the requirement to provide advance notice of the foregoing.
WITHDRAWN

Council took a brief recess at 11:50 a.m. The meeting resumed at 12:20 p.m.

Resolution No. 2021-58
Moved by Councillor Fraser
Seconded by Councillor Armstrong

THAT notwithstanding the conclusions of the traffic study related to the development of the A&W site in Winchester, that staff be directed to provide no comment with respect to improvements on County Road 3;

AND THAT in accordance with Section 21.2 of the Procedural By-Law, Council dispenses with the requirement to provide advance notice of the foregoing.
CARRIED

15. Unfinished Business Summary

16. Closed Session

17. Ratification By-law
Resolution No. 2021-59

Moved by Councillor McGillis
Seconded by Councillor Williams

THAT By-Law No.5287, 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. 2021-60

Moved by Councillor Gardner
Seconded by Councillor Armstrong

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 6:00 p.m., March 25, 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

Various local Councillors were also in attendance and participated in the discussion on the Regional Waste Management Study.

1. Call Meeting to Order by Resolution

Resolution No. 2021-SM

Moved by Councillor Williams

Seconded by Councillor Gardner

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 MacDonald

Seconded by Councillor Landry

THAT Council approve the agenda.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Agenda Items

4.1 Regional Waste Management Study

- Introduction to Project
- Presentation of Phase 1 and 2 Study Findings
- Roundtable Discussion

Director Ben de Haan introduced the item and thanked local staff and Derek Ali, DFA Infrastructure International Inc., for their work on the project.

Mr. Ali spoke to a PowerPoint presentation which provided information on waste management in SDG, current challenges and issues, and the potential for collaboration. A copy of the presentation is held on file.

Council members participated in a roundtable discussion on the topic and posed various questions to Director de Haan and Mr. Ali regarding the study findings and next steps in the process.

Director de Haan stated that he would prepare a document to be shared with local municipal Councils in order to obtain further feedback on the project and collaboration options.

5. Adjournment by Resolution
Resolution No. 2021-SM

Moved by Councillor Wert
Seconded by Councillor Byvelds

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 7:30 a.m., April 7, 2021 with Warden Prevost in the Chair.

Present: Warden Prevost

Councillors: 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 Fraser

Seconded by Councillor McGillis

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 Byvelds

Seconded by Councillor Landry

THAT Council approve the agenda.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Closed Session

Resolution No. 2021-SM

Moved by Councillor MacDonald

Seconded by Councillor Warden

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-SM

Moved by Councillor Smith

Seconded by Councillor Landry

THAT Council now rise and reconvene without reporting.

CARRIED

5. Adjournment by Resolution

Resolution No. 2021-SM

Moved by Councillor McGillis

Seconded by Councillor Fraser

THAT Council adjourn to the call of the chair.

CARRIED

Warden

Clerk



MINUTES

Public Meeting

United Counties of Stormont, Dundas and Glengarry

Monday, March 29, 2021, 12:00 p.m.

Virtual Meeting

Present: County Council: Warden Frank Prevost, Councillor Bryan McGillis

County Staff: Tim Simpson, Chief Administrative Officer, Ben de Haan, Director of Planning and Transportation Services, Paul Hicks, Acting Manager of Planning, Kimberley Casselman, Director of Corporate Services/Clerk

Public Attendees: Kimberley MacDonald, Raisin Region Conservation Authority, Jennifer Barrett & Michelle Armstrong, GFL Environmental, James Holland, South Nation Conservation

1. Call to Order

Warden Prevost called the meeting to order at 12:00 p.m. and asked Clerk Casselman to provide housekeeping information for the meeting.

2. Disclosure of Pecuniary Interest - None

3. Public Meeting

3.1 Official Plan Amendment No. 6 - Housekeeping

Warden Prevost introduced Acting Manager of Planning, Paul Hicks, who further explained how the meeting would proceed. Mr. Hicks stated that the public meeting was a forum for the public and Council to receive information that pertained to the proposed housekeeping amendments to the Official Plan, as well as voice any questions, comments or concerns regarding the amendments. Mr. Hicks stated that the meeting was being held pursuant to Section 17 and Section 21(1) of the *Planning Act* and added that anyone wishing to receive further



information about the Housekeeping Amendments to the SDG Official Plan, could send an email to info@sdgcounties.ca.

Mr. Hicks presented a PowerPoint presentation that provided information on the proposed Housekeeping Amendments to the SDG Official Plan. A copy of the presentation is held on file. Mr. Hicks spoke to the various categories of the amendments, including the correction of minor grammar, spelling and formatting issues; the introduction of new text or editing of existing text to improve readability and clarity; correction of mapping errors and reformatting the Official Plan schedules; and the various substantive policy changes. Mr. Hicks also presented information on the consultation activities that had taken place in preparing the amendment, including with local municipalities, the Ministry of Municipal Affairs and Housing, and the general public. He stated that at the time of the public meeting, the County had received two submissions from the statutory circulation of the amendment from GFL Environmental and South Nation Conservation, and the response to the submissions. Mr. Hicks concluded his presentation by providing information on next steps in the amendment process.

Warden Prevost thanked Mr. Hicks for his presentation and invited members of the public to speak to the amendments. No members of the public present at the meeting provided comments.

Warden Prevost invited members of Council in attendance to provide comments. Councillor Bryan McGillis stated the proposed amendments would be helpful especially the amendments regarding clarification surrounding the creation of secondary dwellings on properties.

CAO Simpson spoke to the amendments surrounding hydrological studies for lots that are smaller than an acre. He asked if this applied to second dwelling units on lots. Mr. Hicks stated that the proposed amendments with regard to hydrological study requirements were not to remove this requirement, but add extra discretion on the part of County staff for certain instances.

4. Adjournment

Warden Prevost adjourned the meeting at 12:25 p.m.



MINUTES

Public Meeting

United Counties of Stormont, Dundas and Glengarry

Thursday, April 8, 2021, 6:00 p.m.

Virtual Meeting

Present: County Council: Warden Frank Prevost, Councillors Tony Fraser, Kirsten Gardner, David Smith, Lyle Warden, Carma Williams

County Staff: Tim Simpson, Chief Administrative Officer, Tara Kirkpatrick, Manager of Economic Development, Karina Belanger, Tourism Coordinator, Kimberley Casselman, Director of Corporate Services/Clerk

Public Attendees: Jeff Manley, Councillor, Township of North Glengarry, Shauna Baggs, Deputy Clerk, Township of South Glengarry, Rochelle Johnston, Business Owner/Resident

1. Call to Order

Warden Prevost called the meeting to order at 6:05 p.m. and asked Clerk Casselman to provide housekeeping information for the meeting.

2. Disclosure of Pecuniary Interest - None

3. Public Meeting

- 3.1 Words of introduction by SDG Warden Frank Prevost.**
- 3.2 Remarks by Regional Incentives Program Approvals Committee member Tony Fraser (Mayor, Township of North Dundas) regarding the successes of the Regional Incentives Program.**
- 3.3 Short video highlighting completed Regional Incentives Projects.**

Warden Prevost introduced a short video which highlighted the Regional Incentives Program and showcased completed projects.



3.4 Proposed amendments to the Regional Incentives Program Policy Document and Terms of Reference.

Tara Kirkpatrick, Manager of Economic Development, presented a PowerPoint presentation which provided information on the proposed amendments to the Regional Incentives Program, highlighted past projects, and next steps in the amendment process. A copy of the presentation is held on file.

4. Question Period

Jeff Manley, Councillor, Township of North Glengarry, raised concerns regarding non-profit and for-profit trail groups no longer being eligible under the program. He stated that the North Glengarry Arts, Culture & Heritage Committee would like to see trail enhancements being left in the Regional Incentives Program. Councillor Carma Williams asked if there was a way to fund these not-for-profit volunteer projects without funding conservation authorities or municipalities. CAO Simpson spoke to the overall goals of the program focusing on business enhancements and job creation and added that trail projects could be directed to the tourism grant program.

Rochelle Johnston, 14081 Groves Road, Ingleside, spoke to ecotourism developments and the growing demand for outdoor accommodations such as full-services yurts and tents. She questioned removing campgrounds from the eligibility criteria, as outlined in the definition for “roofed accommodations”. Ms. Johnston asked if this type of business would be eligible under the Regional Incentives Program. Tara Kirkpatrick, Manager of Economic Development, stated that program applicants must meet local municipal zoning requirements and that she would need to see the proposal in further detail before commenting on eligibility. Councillor Tony Fraser added that it was difficult to give a definitive answer at the current venue and that eligibility questions could be referred to local Economic Development Officers. Councillor Kirsten Gardner stated that the program was a competitive process with applications being scored by a committee. She added that the committee received several excellent applications.

Jeff Manley, Councillor, Township of North Glengarry, stated that he liked the idea of trails being funded through tourism grants, if that was a possibility.

Councillor David Smith asked if business owners, who were tenants, could apply for funds for renovations, or if the property owner needed to apply. Tara Kirkpatrick, Manager of Economic Development, stated that the tenant would



need to receive authorization from the property owner, as part of the application process.

Councillor Tony Fraser spoke to the proposed elimination of certain elements within the program and stated that the Regional Incentives Program Approvals Committee reviewed the program and determined that it should be about supporting businesses. He added that this came as a direct result of the ongoing COVID-19 pandemic.

Tara Kirkpatrick, Manager of Economic Development, highlighted the next steps in the amendment process.

5. Adjournment

Warden Prevost adjourned the meeting at 6:56 p.m.



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

ACTION REQUEST – CAO

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Proposed Amendments to the Regional Incentives Program Policy Document and Terms of Reference

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

This report recommends that County Council approve the proposed amendments to the Regional Incentives Program Policy document and the Terms of Reference for the Regional Incentives Program Approvals Committee, both of which were updated by staff following consultations in late 2020 with members of Council, Committee members, and staff from local municipalities.

The amendment is intended to modify the eligibility criteria relating to the Regional Incentives Program and to adjust the funding parameters of the grant categories. The modifications are also intended to correct technical errors and clarify policies for ease of use and interpretation.

SUMMARY OF CHANGES TO THE REGIONAL INCENTIVES PROGRAM POLICY DOCUMENT:

- 1) **Change to Section 1.2** – Strategic economic initiatives supported by the Regional Incentives Program. Tourism is currently listed as a priority linked to the promotion of active recreation, etc. The proposed change pairs tourism with agri-tourism, resulting in a more organic fit.
Original language - “Active recreation, tourism and the continued development or enhancement of the trail network within the municipality, especially within the waterfront area”.
Proposed language – “Tourism, agriculture-related, agri-tourism uses, and facility improvement projects”.
- 2) **Removal of Section 1.3 (2)** – Promote active recreation, tourism and the continued development or enhancement of the trail network within the municipality, especially within the waterfront area.

Background:

Since the RIP Program's launch in 2018, more than \$32,000 has been invested into trail networks. These funds have helped to enrich our outdoor recreation networks; and to enhance existing and new tourism assets. The Regional Incentives Program Approvals Committee recognizes the important role recreation trails play in our region; however, expressed a desire that the investments made into trails have successfully met the original goal of the Regional Incentives Program to improve these assets. Projects that support private sector businesses to expand, create employment, and directly generate wealth are preferred.

- 3) **Addition of Section 2.0** – Local municipalities and other government or quasi-government organizations; including conservation authorities, schools, hospitals, libraries, etc., are not eligible for funding.

Background:

Governmental and quasi-governmental organizations generally have access to taxation that the private sector does not, sometimes creating an uneven playing field.

- 4) **Changes to Section 2.0 regarding the composition of the approvals committee and the associated Terms of Reference for the Regional Incentives Program Approvals Committee.**

Current Structure

- County Warden or designate, who serves as Chair
- One representative of the local municipality where the application is made
- Two SDG staff members
- Two lay appointees, who are residents of SDG

Proposed Structure

- 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 appointed by County Council for a 2-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.

Background:

The revision to the committee composition is intended to improve the administration of the program. County staff and local economic development officers will continue to support the program, by providing an essential, front-line role in assisting applicants with their applications and walking them through the program criteria. As non-voting participants, they will remain neutral advocates for their applicants.

Addition of Section 2.2 (K) - A property may be eligible for multiple grants (See Section 2.1), however the total combined value of all grants approved for a single project will not exceed \$50,000 per property.

Addition of Section 2.2. (J) - Successful applicants are ineligible to participate in the Program again for two (2) calendar years. By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.

Background:

These two changes are intended to ensure that as many businesses as possible can benefit from the Regional Incentives Program, which receives a high volume of eligible applications. Applications are scored competitively.

Addition of Section 2.2. (M) – With the exception of the Feasibility, Design, & Study Grant and the Planning Application and Building Fee Grant, grants will not be applied retroactively to works started prior to the application intake date.

Background:

Previously, all grants were ineligible if works had been started before the intake date. The recommendation was made to allow for an exception in the case of the Feasibility, Design & Study Grant as the designs can help to conceptualize projects, making them more competitive.

A further exception was made in the case of Building Permit Fee Grants, so that the grant intake period did not cause additional delays in the permitting system. While these grants may be available retroactively, it does not guarantee that the applicant will receive funds for these elements.

Addition of Section 2.2 (W) - Final grant totals will be determined according to the following:

- 50% of the total invoices up to the maximum established within the funding Agreement.
- Taxes are not eligible for reimbursement.
- Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
- Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, whichever is lower.

Background:

The accounting procedures remain the same. This addition is intended to better clarify the process for applicants.

Addition of Section 2.3.1 relating to property improvements to facilitate new build construction for the purpose of business expansion. Property Improvements to facilitate new build construction for the purpose of business expansion, including such elements as excavation work, land clearing and private water and waste-water installation (wells, septic tanks).

Background:

While the transformation of vacant spaces and the expansion of existing buildings remain key program priorities, it has been recognized that there may be a need for new buildings on existing commercial and industrial properties, where the expansion of existing assets is impossible, or not ideal.

- 5) **Addition of Section 2.3.1** relating to property improvements - Note that standalone parking lot improvement (e.g. asphaltting) will not be approved. Applications involving parking lot improvements must be part of an application involving other property improvements.

Background:

Parking lot enhancements on their own, do not meet the key goals of the Regional Incentives Program. In order to be eligible, such improvements must be included within a more comprehensive improvement plan or project.

Modification to Section 2.3.3 relating to the Building Conversion/Expansion Grant to allow for a second funding stream for projects under 5,000 square feet, where:

- Projects under 5,000 square feet are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$20,000.
- Projects over 5,000 square feet are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$50,000.

Background:

This second, \$20,000 funding stream under the Building Conversion and Expansion Grant will enable a greater number of projects to benefit from funding. This gap was noted by municipalities dealing directly with applicants and the adjustment was made to reflect this identified need.

- 6) **Modification to Section 4** relating to the definition of roofed accommodations.

Original language – “Roofed Accommodations are defined as year-round, permanent fixed roof accommodations within or as an extension to existing buildings and including hotels/motels/Bed and Breakfast establishments. This includes campgrounds, cottage rentals or trailer parks”.

Proposed language – “Roofed accommodations are defined as four-season short-term, permanent fixed roof accommodations within or as an

extension to existing buildings and including hotels/motels/Bed and Breakfast establishments”.

Background:

This change is intended to further clarify the eligibility criteria.

BACKGROUND:

In 2017, the County formed a Working Group made up of planning and economic development staff, as well as Council members from County Council and local municipalities, to review the potential for a County-wide Community Improvement Plan (CIP) that would cater to regional goals and priorities.

The Working Group reviewed the potential for regional involvement in local CIPs and proposed that the County move forward with a standard, regional section, that could be incorporated into the existing, unique, local CIP's. The Working Group agreed to continue to meet, as needed, to collaborate on public engagement and promotion. The County also engaged the Ministry of Municipal Affairs and Housing (MMAH) at the outset of the process. The MMAH held a CIP training session for County and local municipal staff in December 2017 and offered advice and suggestions throughout the development process.

In December 2017, the County confirmed a long-term funding commitment from Council to support the Regional Incentives Program, as it had been named. Funds were included in the 2018 budget and the Regional Incentives Program scope, timeframe and contents were developed in collaboration with the SDG Economic Development and Planning Group.

Since 2018, the Regional Incentives Program Approvals Committee has approved approximately \$600,000 worth of grants. The various grant programs have helped launch new businesses, grow existing assets, and create unique opportunities for growth within SDG.

Like all Community Improvement Plans, the Regional Incentives Program was designed to reflect the changing needs of the regional community it serves. In late 2020, the Regional Incentives Program Approvals Committee, assisted by staff and Councilors from both the County and local municipalities, met to review the Regional Incentives Program Policy Document and grant programs; and to offer suggestions on how best to improve upon the program.

The list of proposed changes, as detailed above, were presented to County Council in late 2020, with a recommendation to return to County Council with an amendment under Section 28 of the *Planning Act*.

In order to amend the Regional Incentives Program, the *Planning Act* requires that public consultations be held. In respect of the ongoing COVID-19 pandemic, staff

recommended that an online meeting be held by the County on Thursday, April 8th, 2021, at 6 p.m.

The purpose of the Public Meeting was to provide an opportunity for Council to receive input from the public and stakeholders in respect to a proposed Amendment to the SDG Regional Incentives Program and Terms of Reference.

The Public Meeting was provided to serve as the official Public Meeting for the County and the municipalities in which the program is available, including: the Township of North Dundas; the Municipality of South Dundas; the Township of North Stormont; the Township of South Stormont; the Township of North Glengarry; and the Township of South Glengarry. County Councillors and SDG staff members served as panelists at the public meeting, which included three participants from the general public.

The SDG Regional Incentives Program is incorporated as part of a local CIP in each of the member municipalities and any modification to the Regional Incentives Program must be incorporated into each of the local Community Improvement Plans, before it can be formally adopted.

The next intake period for the Regional Incentives Program cannot begin until the Regional Incentives Program Policy Document and Terms of Reference have been approved by County Council and each of the six municipalities within SDG have passed a by-law amendment to replace their existing CIP with the new version. A 20-day appeal process follows the passing of said by-law. After this appeals period has ended, and provided that the program is not appealed, the new Regional Incentives Program intake period can commence.

OPTIONS AND DISCUSSION:

1. Do Nothing – **(Not Recommended)**. The approval of the amendments to the Regional Incentives Program are necessary to open the next intake period for the program, which has already been budgeted for 2021.
2. Approve the proposed changes to the Policy document and Terms of Reference for the Regional Incentives Program as recommended herein **(Recommended)**.

FINANCIAL ANALYSIS:

The 2021 budget allocates \$250,000 to the Regional Incentives Program for 2021 projects.

LOCAL MUNICIPAL IMPACT:

The Regional Incentives Program is incorporated as part of the local Community Improvement Plan in each of the six local municipalities. In order to incorporate the new Regional Incentives Program, each municipality will need to pass a By-law amendment to replace their existing CIP with the new version.

OTHERS CONSULTED:

T.J. Simpson, CAO

Regional Incentives Program Committee

Local Economic Development staff

Peter Young, Director of Planning / Building, Township of South Stormont

Kimberley Casselman, Director of Council Services / Clerk, SDG County

General public

ATTACHMENTS:

Regional Incentives Program Policy Document (March 2021)

Regional Incentives Program Terms of Reference (March 2021)

REVIEWED & APPROVED BY:

A handwritten signature in dark ink, consisting of several loops and a long horizontal stroke, is written over a solid horizontal line.

T.J. Simpson, CAO



REGIONAL INCENTIVES PROGRAM – March 2021



Where Ontario Began





1 INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG or the County). The County developed these regional incentives as part of a progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG provides regional funding through this Program to advance economic priorities with demonstrable County-wide benefits.

Regional economic initiatives focus on projects linked to **agriculture-related uses**, Adaptive re-use of **commercial, industrial, and institutional buildings/structures**, and the development of **roofed accommodations** across the County. The County offers customized financial programs within these areas based on the annual priorities of County Council.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

Section 28 of the *Planning Act* permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security, and otherwise, as the council considers appropriate. This can only be done if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for the entire region. This Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement

Local municipalities may undertake community improvement projects as authorized under Section 28 of the *Planning Act* (see Section 8.12.5). County Council may also make grants or loans to the Council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate.

8.12.5 Community Improvement

1. A Local municipality may, subject to the provisions of the *Planning Act*, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:



Regional Incentives Program

- a. The extent or deficiencies in public services, public service facilities or infrastructure;
 - b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;
 - c. The presence of vacant buildings/lands that could be developed, re-developed or converted to another use;
 - d. The opportunity to expand the supply of housing;
 - e. The need to improve the streetscape or aesthetics of an area;
 - f. The presence of incompatible land uses;
 - g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment;
2. The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas. A local Municipality may implement measures for Community Improvement including, but not limited to:
 - a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.
 - b. Scheduling community improvement projects in accordance with municipal budgets.
 - c. Enforcement of the Property Standards By-law.
 - d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
 - e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
 - f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
 - g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
 - h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
 - i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
 - j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
 - k. Providing grants or loans to the registered **Owners** or assessed **Owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
 - l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.



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1.2 REGIONAL CONTEXT

The SDG Regional Incentives Program and Action Plan was implemented in 2018 after a year of review and public consultations. The program supports strategic economic development initiatives in the following areas:

- Tourism, agriculture-related, agri-tourism uses, and facility improvement projects.
- Adaptive re-use of commercial, institutional, and industrial buildings.
- Development of permanent, roofed accommodations.

Regional financial incentives are available in the following municipalities:

- The Township of North Dundas
- The Municipality of South Dundas
- The Township of North Stormont
- The Township of South Stormont
- The Township of North Glengarry
- The Township of South Glengarry

The SDG Regional Incentives Program is incorporated into each local municipal Community Improvement Plan (CIP) and offers additional economic development tools. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria outlined in Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

1. Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
2. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
3. Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered **Owners** or **Tenants** (upon written consent of the **Owner**) of land or buildings within the Program area.

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that providing 50% matching grant funding is one of the most direct, predictable, and simplest ways to stimulate private sector investment; attract and retain businesses; and increase taxable



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assessment within the region. These grants are available to eligible property **Owners** and authorized **Tenants**, including bona fide non-profit organizations. While some bona fide non-profit organizations are eligible for funding, **local municipalities and other governmental or quasi-governmental organizations; including conservation authorities, schools, hospitals, libraries, etc., are not eligible for funding.**

See Section 2.2 for further details.

Where a property is eligible for local municipal funding through one element of the local CIP (e.g. Façade improvement), Regional Incentives Program funding will generally not be available for the same improvement. *However*, the County may fund a different type of improvement on the same property (e.g. landscaping), as part of the overall project.

An application for any financial incentive program contained within the Regional Incentives Program must include plans, estimates, contracts, reports and other details, as required to satisfy the **Regional Incentives Program Approvals Committee and Council.**

Funding under the Regional Incentives Program will flow to the local municipality where the successful application is situated and not to the applicant. Eligible grants will then be dispersed from the municipality to the applicant(s).

Grant payments will be allocated upon completion of the Program works, final inspection and approval, and/or issuance of any required certificates.

2.1 REGIONAL FINANCIAL GRANTS

The following grants are available under this Program, subject to the availability of County resources:

1. Façade, Signage, and Property Improvement Grant.
2. Building Improvement/Restoration Grant.
3. Building Conversion/Expansion Grant.
4. Feasibility, Design, and Study Grant.
5. Planning Application and Permit Fees Grant.

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. County Council, under the authority of a Terms of Reference, has delegated the authority to approve applications submitted as part of the Regional Incentives Program to the Regional Incentives Program Approvals Committee.

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.

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.



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Meetings will be subject to the protocols followed by Committees of Council.

Detailed information about each type of incentive is found in Section 2.3. Each year, the Regional Incentives Program Approvals Committee will determine specific intake dates and amounts available for each intake date.

2.2 GENERAL CRITERIA

- a) Eligible **Owners** and authorized **Tenants** of lands and buildings within the area designated within the local By-law may for funding under the Regional Incentives Program
- b) The type of property or use subject to an application must be clearly identified as eligible. Generally, this includes properties with a full or partial commercial designation, or properties designated as agricultural, outdoor/recreational, etc.
- c) To be eligible for funding, proposed projects must demonstrate some level of improvement over the existing conditions and not simply represent a **Life-cycle replacement**.
- d) All projects must demonstrate consistency with one or more of the SDG Regional Economic Goals identified in Section 1.3.
- e) All proposals must demonstrate conformity with the Official Plan and local Zoning By-law.
- f) To be eligible for funding, non-profit organizations must be incorporated.
- g) Non-profit organizations, whose annual budgets are comprised of greater than 50% funding from the County or a local municipality, are ineligible under this Program.
- h) Local municipalities, other governmental or quasi-governmental organizations are ineligible under this Program.
- i) **All applicants are required to disclose all project funding sources.** This Program will not fund the portion of a project being funded by a local CIP. However, complementary aspects of the same project may be eligible for funding.
- j) Successful applicants are required to enter into an Agreement with the County and the local municipality.
- k) A property may be eligible for multiple grants (See Section 2.1), however **the total combined value of all grants approved for a single project will not exceed \$50,000 per property.**
- l) Successful applicants are ineligible to participate in the Program again for two (2) calendar years.
 - o *By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.
- m) With the exception of the *Feasibility, Design, & Study Grant* and the *Planning Application and Building Fee Grant*, grants will not be applied retroactively to works started prior to the application intake date.
- n) For grant programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed. Proof of payment will be required during the final reporting processes.
- o) At the time of application, applicants must demonstrate that there are no outstanding building permit(s), property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable.
- p) All outstanding building permits, property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable on the subject property must be rectified



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before grant money will be distributed to an Applicant.

- q) All works approved under this Program shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- r) All works approved for funding under this Program must be completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality.
- s) Applicants may apply in writing to the Review Committee for an extension to complete their projects however the maximum extension is six (6) months (i.e. 18-months from the date of execution of the funding Agreement).
- t) The County reserves the right to discontinue any of the grant programs at any time. Notwithstanding, Applicants with approved grants will receive funding, provided they complete their project in accordance with their funding Agreement.
- u) Funding will not be provided for any labour supplied by the Applicant, either personally or via a company or person associated with the Applicant.
- v) Applicants must submit at least (2) written estimates for all work.
- w) Final grant totals will be determined according to the following:
 - 50% of the total invoices up to the maximum established within the funding Agreement.
 - Taxes are not eligible for reimbursement.
 - Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
 - Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, **whichever is lower**.

2.3 Regional Financial Grants Details

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's **Façade** or **signage**, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount and Details

3B Façade Improvement Project – may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project; and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

Eligible Façade Improvement costs may include:

- 1) Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings.
- 2) Exterior painting where a clear enhancement is made.
- 3) Chemical or façade cleaning.



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- 4) The installation of permanent Outdoor Art; including items such as murals; sculptures; paintings; local heritage-based art pieces and displays; and other types of artwork that will promote local heritage, improve aesthetics and enhance tourism.
- 5) Redesign of entrances including changes to improve accessibility.
- 6) Other similar improvements or repairs required to enhance a building **Façade**.

Signage improvement project – For a signage improvement project, improvements to the main storefront sign of buildings are eligible. A grant may cover 50% of eligible costs to a maximum of \$2,500. The maximum value may increase to \$5,000 if the building has more than one street address and/or storefront; more than one wall visible from a public street; or fronts onto a laneway or parking lot.

Signage Improvement grants are intended to assist applicants with the replacement and updating of existing commercial signage and to help new business owners to implement new commercial signage elements. Commercial signage must be representative of the business' activities; and must comply with all respective municipal requirements and Building Code Standards.

5B Property improvement project - may cover 50% of eligible costs to a maximum of \$10,000.

Eligible Property Improvement costs may include:

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation.
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting.
- 3) *Addition of new parking/upgrades to existing parking areas.
- 4) *Improvements to rear building entrances and rear parking areas.
- 5) Addition of walkways.
- 6) Such other similar improvements and repairs that may be necessary to improve a property.
- 7) Property Improvements to facilitate new build construction, for the purpose of business expansion, including such elements as excavation work, land clearing and private water and waste-water installation (wells, septic tanks).

*Note that standalone parking lot improvement (e.g. asphaltting) will not be approved. Applications involving parking lot improvements must be part of an application involving other property improvements.

2.3.2 Building Improvement/Restoration Grant

Objective:

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility.

Grant Amount and Details

Building Improvement/Restoration project - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible. Note that project elements deemed to be **Life-cycle replacements** will not be funded.

Eligible Building Improvement costs may include:



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- 1) Structural repairs to walls, ceilings, floors, and foundations.
- 2) Interior restoration and design.
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors.
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems.
- 5) Weatherproofing.
- 6) Accessibility improvements.
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.
- 8) The services of a professional engineer, architect or planner to design and implement the project.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with the large-scale conversion, or expansion, of existing vacant space into new commercial, industrial, or mixed-use, agricultural-related uses, etc.

Grant Amount and Details

- a) **Projects under 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$20,000.
- b) **Projects over 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$50,000.

Eligible Building Conversion and Expansion costs may include:

- 1) Conversion of upper-storey space (whether vacant, office, commercial or other non-residential use) into new residential units.
- 2) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast.
- 3) Expansion of existing eligible uses to increase the gross floor area.
- 4) Environmental studies which are related to the conversion.
- 5) The services of a professional engineer, architect or planner to assist with the design and implementation of the project.

2.3.4 Feasibility, Design, and Study Grant

Objective

To financially assist with the completion of studies and plans to support a new business or development project.

Grant Amount and Details

50% of eligible costs to a maximum of \$2,000 for the following types of plans or studies:

Eligible Feasibility, Design and Study costs may include:

- 1) Concept plans.
- 2) Site plan drawings.
- 3) Feasibility studies.



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- 4) Environmental studies.
- 5) Structural analyses.
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems.
- 7) Traffic Impact Assessments.
- 8) Market analyses.
- 9) Business plans.
- 10) Any other study or plan as approved.

2.3.5 Planning Application and Building Permit Fee Grant

Objective

To assist with a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount and Details

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments.
- Municipal building permit fees or change of use permits.

3 MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist with the implementation of the Regional Incentives Program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment to the local CIP in accordance with Section 28 of the *Planning Act*.

4 DEFINITIONS

Agriculture-related uses are farm related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity, in accordance with the Provincial Policy Statement.

Agri-tourism include farm-related tourism uses, including limited accommodations such as a bed and breakfast establishments, that promote the enjoyment, education or activities related to the farm operation, in accordance with the Provincial Policy Statement.

Façade refers to the front of a building and/or other exterior walls that are exposed to the public. Refers to the overall or multiple design element(s) of a building, not a single aspect.



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Life-cycle replacement refers to a change to a building or property that is not a material improvement. Put another way, replacing “like for like” is considered a life-cycle replacement. Examples include:

- a) Replacing worn-out windows is a life-cycle replacement. However, restyling, returning heritage features, or making the windows more attractive can be considered a material property improvement.
- b) Replacing worn-out shingles is a life-cycle replacement. However, changing a roofline or covering an extension or remodel could be considered a material property improvement.

What is a life-cycle replacement is strictly within the purview of the Regional Incentives Program Approvals Committee.

Roofed Accommodations are defined as four-season short term, permanent fixed roof accommodations within or as an extension to existing buildings and includes premises such as hotels, motels, and Bed and Breakfast establishments.

Owner refers to the registered owner of the lands and includes any successors, assignees, agents, partners or affiliated corporations.

Tenant refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.



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

Approved by County Council April 19th, 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.). Included within this mandate is the authority to approve grants under the approved program. In approving grant amounts, 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 the body with responsibility for approving Regional Tourism grants, or other such programs as determined from time to time by County Council. In addition, the Committee may also be called upon 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 lay members appointed by County Council for a two-year term concurrent with other Council appointments.
- 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, any authority granted hereunder to the Approvals Committee shall immediately cease.



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

ACTION REQUEST – CS	
To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Habitat for Humanity - Donation Request

RECOMMENDATION:

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.

EXECUTIVE SUMMARY:

In response to a request from Habitat for Humanity for a monetary donation, or the donation of a suitable parcel of land, staff is recommending that Council approve a \$1,000 donation to the organization, to be funded from the 2021 Council Donations budget.

BACKGROUND:

At the County Council meeting of March 15, 2021, Habitat for Humanity presented information on their services and requested a monetary donation, or a donation of a suitable parcel of land from the County.

As the County does not currently have suitable land to donate to Habitat for Humanity, a monetary donation would be more suitable at this time. The 2021 budget was formally approved on March 15, 2021, along with the various 2021 Council Donations. The Council Donations budget includes a “Miscellaneous” amount of \$1,000 to be used at Council’s discretion.

A review of past donations on file indicates that \$1,000 was donated to Habitat for Humanity from 2009 to 2014. In 2019, a donation in the amount of \$1,500 was approved as part of the annual Council Donations budget. Going forward, staff will encourage Habitat for Humanity to submit future funding requests prior to budget deliberations.

OPTIONS AND DISCUSSION:

1. Authorize the donation as outlined. **(Recommended)**
2. Do not authorize the donation. **(Not recommended)**

FINANCIAL ANALYSIS:

All donations were included as part of the final 2021 budget. There is a \$1,000 "Miscellaneous" amount to be used at Council's discretion.

LOCAL MUNICIPAL IMPACT: N/A

RELEVANCE TO STRATEGIC PRIORITIES:

The donation to Habitat for Humanity aligns well with Strategic Priority No. 4 – **Community Sustainability.**

OTHERS CONSULTED:

- Chief Administrative Officer
- Director of Transportation and Planning
- Director of Financial Services/Treasurer

ATTACHMENTS: N/A

RECOMMENDED BY:



Kimberley Casselman
Director of Corporate Services/Clerk

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – FS	
To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Tangible Capital Asset Policy

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

In January 2009, the County began accounting for Tangible Capital Assets (TCA) and implemented a TCA Policy based on the Public Sector Accounting Board (PSAB) Regulation PS 3150. In April 2019, minor revisions to the policy were made which included updates to the capitalization thresholds. Capitalizing and amortizing TCAs results in an accurate picture of true annual costs and includes assets such as roads, bridges, equipment, vehicles, buildings, land, etc. The current TCA policy has been reviewed and capitalization thresholds changes are recommended.

BACKGROUND:

PSAB established capital asset reporting requirements that municipalities have followed since 2009. This accounting change was to report the cost of a capital asset over its useful life when previously, municipalities expensed the full cost of the asset in the year it was acquired.

The TCA Policy provides guidelines for the accounting and recording of tangible capital assets and was implemented in January 2009. The policy should be reviewed periodically, and any changes made should be based on reasonableness and current practice. This policy has been reviewed and it is recommended that updates be made to the capital thresholds.

Capitalization thresholds are used to determine which assets will be capitalized and should be updated with amounts that are reasonable and in line with other municipalities. Assets that do not meet the appropriate threshold will not be accounted for as tangible capital assets but are expensed in the period they occur and recorded as regular operation costs.

The following thresholds are recommended to be updated in the TCA Policy:

Vehicles and Buildings	\$50,000 (from \$15,000)
Leasehold & Land Improvements, Equipment	\$50,000 (from \$10,000)

Pooled Assets

\$50,000 (from \$25,000)

This policy provides guidance and direction to staff through defining principles that align with the organization's asset management objectives.

OPTIONS AND DISCUSSION:

1. That Council approve the amendments to the policy. This option would update the current capitalization thresholds outlined in Policy 1-18 **(Recommended)**
2. That Council do not approve the changes. This option would result in the current capitalization thresholds continuing unchanged. **(Not Recommended)**

FINANCIAL ANALYSIS:

The financial impact of the recommended change is that the operational budget will include amounts that fall below the thresholds, and these items will not be capitalized. These lower cost items would be fully expensed in the year purchased, and higher cost items would be capitalized and amortized over the useful lives.

LOCAL MUNICIPAL IMPACT:

N/A

RELEVANCE TO STRATEGIC PRIORITIES:

N/A

OTHERS CONSULTED:

Chief Administrative Officer
 Manager of Finance
 Ian Murphy, MNP LLP

ATTACHMENTS:

Tangible Capital Asset Policy

RECOMMENDED BY:


Rebecca Russell
 Director of Finance

REVIEWED & APPROVED BY:


T.J. Simpson, CAO

POLICY MANUAL	Policy No. 1-18
United Counties of Stormont, Dundas and Glengarry	Effective Date: January 2009 Revised April 15, 2019 Revised April 7, 2021
Subject: Tangible Capital Asset Policy	Department: Council & Staff

1.0 Purpose

This document provides policies and guidelines for the accounting and recording of tangible capital assets. Where any conflict occurs between this document and the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Board (PSAB) Handbook, the CICA PSAB Handbook is to be followed.

2.0 Scope

The policy applies to all County Departments, Boards and Commissions, Committees, and other organizations falling within the reporting entity of the United Counties of Stormont, Dundas and Glengarry (the County). Tangible capital asset reporting has been a requirement for the annual audited Financial Statements since January 1, 2009.

Despite this policy, each Department, Board, or organization continues to be responsible for the proper use, care and maintenance of their tangible capital assets. Although not required for capitalization accounting, a Department Head may choose to maintain an inventory of non-capital assets for control, security, and replacement planning purposes.

Solely accounting for tangible capital assets based on historical cost and amortization will not provide for future replacement of assets. Asset management practices aimed at providing for the future cost of replacing capital assets may require alternative financing considerations.

3.0 Definitions

Amortization is the accounting process of allocating the costs less the residual value of a tangible capital asset to operating periods as an expense over the useful life in a rational and systematic manner appropriate to its nature and use. Depreciation is another commonly used term to describe the amortization of TCA.

Betterment is a capital improvement to an asset that either increases the asset's service capacity, efficiency, or extends the asset's useful life. Maintenance and repair expenditures are costs that are incurred to keep an asset at its expected operating condition and are not capitalized.

The following general criteria indicate a betterment:

- the estimated useful life is increased by 15%
- the capacity is increased by 5%
- the efficiency is increased by 10%

Capital Leases are considered tangible capital assets if they meet the definition of a tangible capital asset and they meet at least one of the following points:

- substantially all the benefits and risks incident to ownership of the leased asset are, in substance, transferred to the County;
- there is reasonable assurance that the County will obtain ownership of the leased asset by the end of the lease term;
- during the term of the lease, the County will receive substantially all the economic benefits expected to be derived from the use of the leased asset over its life span;
- the County is responsible for performance, availability and/or maintenance of the leased item; or
- the County is responsible for other potential risks of asset ownership including obsolescence, environmental liability and uninsured damage or condemnation of the leased asset.

Constructed or Developed Assets would normally include direct construction or development costs (such as materials and labour) and overhead costs directly attributable to the construction or development activity. Direct County in-house labour and equipment may be included in the cost of the applicable capital asset, as well as the current overhead or labour burden rate.

Cost is the amount of consideration given up to acquire, construct, develop or better a tangible capital asset. Capital grants are not to be netted against the cost of any tangible capital asset. Actual costs may be made up of any costs that are directly related to bringing an asset into service including preparation, development, and acquisition costs. Capital costs are net of any discounts or rebates and include but are not limited to:

- Amounts paid to third parties including contractors, suppliers, and vendors
- Transportation/freight charges
- Transportation insurance costs, customs and duty charges
- Handling and storage charges
- Direct design/production charges
- Direct interest or borrowing costs
- Direct engineering, architectural and other outside services for designs, plans, specifications and surveys
- Acquisition and preparation costs
- Fixed equipment and related installation costs
- Direct costs of inspection, supervision and administration of construction contracts and work
- Legal and recording fees;
- Damage claims
- Appraisal and advertising costs

- Application fees
- Direct utility costs
- Site preparation costs
- Non-refundable taxes

The cost of a contributed asset is considered to be equal to its fair market at the date of contribution.

Depreciation is the accounting procedure in which the costs or other recorded value of a fixed asset less any estimated value on disposal is distributed over its useful life in a systematic and rational manner. It is a process of allocations, not valuation.

Disposal refers to the removal of a capital asset from service as a result of a sale, destruction, loss or abandonment.

Fair Market Value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable and willing parties who are under no compulsion to act.

Gains can arise from transactions and events including the disposition of assets purchased for use and not resale.

Net Book Value of a tangible capital asset is its cost, less accumulated amortization and the amount of any write-downs.

Pooled Assets are a homogenous group of assets having a similar expected useful life, value, and acquisition date. The value of an individual asset is below the capitalization threshold but upon acquiring several of these assets in a single purchase or when these costs are aggregated, the pooled asset makes up a significant group that exceeds the threshold.

Straight-line method is amortization that allocates the costs less estimated residual value of a capital asset over each year of its estimated useful life.

Tangible Capital Assets are non-financial assets that have physical substance that are acquired, constructed or developed and:

- are held for use in the production or supply of goods and services;
- have useful economic lives that extend beyond one year;
- are used on a continuing basis; and
- are not for sale in the ordinary course of operations.

For clarification the following are some items not considered as tangible capital assets: intangible assets, official plans, by-laws, copy writes and natural resources.

Work in Progress is the accumulation of capital costs for partially constructed or

developed projects.

4.0 Policy Principles

Asset Class

All tangible capital assets will be identified within one of the following asset classes:

General Capital	Infrastructure
Land	Land
Land Improvements	Land Improvements
Buildings	Buildings
Leasehold Improvements	Leasehold Improvements
Vehicles	Vehicles
Equipment	Equipment
	Linear Assets

Capitalization Thresholds

Capitalization thresholds are used to determine which assets will be capitalized and assets that do not meet the appropriate threshold will not be accounted for as tangible capital assets but expensed in the period. Threshold amounts are to be used as a guide in addition to professional judgment. The following thresholds establish the dollar amount that an asset, group of assets, or betterment should meet or exceed in order to be recorded as a tangible capital asset:

Capitalization Thresholds	
Land - All	Land Improvements - \$50,000
Buildings - \$50,000	Leasehold Improvements - \$50,000
Vehicles - \$50,000	Equipment - \$50,000
Linear Assets - All	Pooled Assets - \$50,000

Land normally has an indefinite useful life that exceeds the useful life of the buildings, roads, or structures situated on the land. The cost of the acquired land is separated from the other costs and maintained in asset components. In accordance with Generally Accepted Accounting Principles the cost of the land is not amortized. Due to the age of the land within the road right of way, land under County roads as at December 31, 2007 is considered to have a nominal value of \$1 per road section.

Land Improvement includes gravel and asphalt parking lots.

Buildings include various office buildings, garages, equipment depots, salt domes, fuel centres, etc.

Leasehold Improvements are improvements to a leased asset that increase the value of the asset and will be amortized.

Vehicles include vans, trucks, tractors, mowers, chippers, graders, loaders, trailers, etc.

Equipment includes computers, software, IT accessories, printers, plotters, furniture, phone systems, survey equipment, copiers, library materials, library shelving, etc.

Linear Assets are infrastructure assets generally constructed or arranged in a continuous and connected network including the road base, road surface, guiderail, bridges, traffic signals, illumination, storm drain systems, etc.

Contributed or donated assets should be valued at actual cost and if this is not known, fair market value at the donated date, should be used. If determining the fair market value is not feasible, the asset should be recorded at the nominal amount of \$1.

Heritage Assets are works of art and historical treasures considered irreplaceable and preserved for future generations. Heritage assets will not be valued as tangible capital assets but will be disclosed in the notes to the financial statements.

Work in Progress refers to capital acquisitions or construction projects that are not yet complete/in-service and costs are incurred over multiple accounting periods. Capital assets that are deemed to be work in progress must be recorded on the financial statements as such. All costs associated with a work in progress asset are to be capitalized but are not amortized. When complete and in-service, the value will be reported as a tangible capital asset within the appropriate asset class and amortization expense will commence. If a work in progress project is terminated, the total cost is written-off in the year that the project is terminated unless there is an alternate use for the asset.

5.0 Accounting

Amortization Method will be straight-line amortization over an asset's useful life for all capital assets. In the year of acquisition, a full month's amortization will be incurred in the month acquired and will continue until fully depreciated or disposed.

Useful Life of an asset is an estimate of the number of years that the asset will continue to be in service. The useful life of an asset is generally the shortest of the asset's physical, technological, commercial, or legal life. Each County Department Head will use their professional judgment in determining the useful life of their applicable assets.

Acquisition and In-Service Date: the acquisition date is the date that the asset was acquired. The in-service date is the date when the asset became active in the organizations' operations. For County purposes, the date of acquisition and the in-service date will normally be the same.

Residual Value is the expected value of an asset at the time of disposal or retirement. The County's practice is to use assets for the complete duration of their useful life therefore the residual value will be \$0 unless extenuating circumstances dictate otherwise.

Disposal occurs when a tangible capital asset is no longer the property of the County. When an asset is disposed, the cost and the accumulated amortization are removed from the accounts. The difference between the net proceeds and the carrying amount of the asset is accounted for as a revenue or expense in the statement of operations.

Write-down is a reduction in an asset's value due to an event that causes a permanent decrease in an asset's capacity, efficiency, and or useful life. The net write-down of a tangible capital asset will be accounted for as an expense and should not be reversed.

The following general criteria indicate a write-down:

- the estimated useful life is decreased by 25%
- the capacity is decreased by 5%
- the efficiency is decreased by 10%



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

ACTION REQUEST – FS	
To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Service Delivery Review

RECOMMENDATION:

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.

EXECUTIVE SUMMARY:

A service delivery review for the Financial Services Department was recommended and approved as part of the 2021 budget process. There was \$20,000 budgeted for the project to be funded through municipal modernization funding. An RFP was issued outlining the deliverables of the project and one bid was received from KPMG LLP for \$35,000 plus H.S.T.

KPMG LLP has extensive municipal knowledge and experience in conducting service delivery reviews across the province. Their proposal was reviewed by a team of staff resulting in a high evaluation.

BACKGROUND:

The purpose of the service delivery review is to support the needs, growth and demands of municipal and provincial services while considering the impacts of COVID-19. This includes the rapid transition to a digital service model along with the changing environment and service needs. The review will focus on reducing costs, modernizing services, improving efficiencies and optimizing our delivery of services both internally and externally.

This project meets the eligibility criteria for the COVID-19 funding since the pandemic has significantly contributed to the changes in the Financial Services Department. Therefore, using the COVID-19 funding provided by the province would be advantageous, so that modernization funding can be used for an alternative initiative.

OPTIONS AND DISCUSSION:

- 1. Approve the Service Delivery Review. (Recommended)**
- 2. Do not approve the Service Delivery Review. (Not recommended)**

FINANCIAL ANALYSIS:

The 2021 Budget included \$20,000 for the Service Delivery Review for the Financial Services Department, to be funded through the Municipal Modernization Funding received in 2019. One bid was received for the project at a cost of \$35,000.

Due to the nature of the project and the deliverables, the review could be funded through the province's COVID-19 funding therefore there would be no negative impact to the 2021 budget.

LOCAL MUNICIPAL IMPACT:

N/A

RELEVANCE TO STRATEGIC PRIORITIES:

Service Delivery

OTHERS CONSULTED:

Chief Administrative Officer
Director of Corporate Services/Clerk
Manager of Financial Services
Manager of Court Services

ATTACHMENTS:

N/A

RECOMMENDED BY:



Rebecca Russell
Director of Finance

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Setback 4145 County Road 14 (Korac)

RECOMMENDATION:

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.

EXECUTIVE SUMMARY:

The owner of 4145 County Rd. 14, Township of South Stormont, has requested Council's consideration for a reduced setback of 25.72m from the centreline of the road to facilitate the construction of a detached accessory building, which will include a coach house.

BACKGROUND:

In March, the owner/agent of 4145 County Road 14 originally applied for a setback of 30 meters from the centerline of County Road 14 to facilitate the construction of an accessory building on this property. Given that the setback was greater than 30m, staff were able to issue the permit in accordance with the by-law. The owner's agent then identified that a reduced setback of 25.70m was necessary.

County staff revised and re-issued the setback permit to 25.72m, which was consistent with the setback of the existing house as shown in the sketch that accompanied the application. The revised permit condition noted that the setback was to match the setback of the existing structure. As Council is aware, staff are permitted to authorize setback permits equal to or greater than the setbacks of existing dwellings on a property.

At the time of building inspection, Township building staff noted that the location of the proposed structure appeared to be closer than the existing dwelling. The contractor onsite was advised to hold off any further work until this issue was resolved. County staff were able to attend the site immediately the following morning and confirmed that, although the new building would be located at 25.72m, the existing residential dwelling was located 28.02m from the centre of the road (incorrectly measured on the application). The contractor was again advised to resolve the discrepancy before completing more work, and office staff

were able to issue a second revision to the permit immediately after the County's onsite measurements were confirmed. The second revision approved a setback of 28.02m, which was consistent with the existing house. Unfortunately, the footings were poured by the contractor at 25.72m.

Regardless of the fact that the contractor prematurely advanced their work, a variety of factors play into the landowner's preferred location. These factors include access to the building, a maple tree located at the east corner of the proposed building, and conflicting roof lines of both the proposed and existing buildings being too close. As Council is aware, extenuating factors such as preservation of trees and impact to landscaping, esthetics and conflicts with adjacent buildings have previously been considered in the approval of reduced setbacks.



Figure 1 – Tree impacted by further setback

OPTIONS AND DISCUSSION:

1. **Approve the setback (Recommended).** Although it is not desirable nor appreciated to see construction advance ahead of the issuance of permits, ultimately, staff have no concerns with the requested setback. The owner was willing to have their contractor stop all work until the matter was resolved, which created some risk with an open excavation during a historically wet time of year. Staff can support the reduced setback given the personal impacts a further setback would have, the investment already

made by the landowner and the challenges associated with trying to resolve setbacks when the opportunity to request consideration at County Council is only available once per month.

2. **Do not approve the setback (Not recommended).** Council may elect to not approve the setback. The owner would be required to remove part of their footings, remove the mature maple tree and repour the front and rear wall footings only 2.3m further back than their current location.

FINANCIAL ANALYSIS:

There is no direct financial impact associated with approving this reduced setback.

LOCAL MUNICIPAL IMPACT:

South Stormont is involved in approving the building permit necessary to construct the proposed building. A setback permit is required for the construction to move forward. The setback permit is considered applicable law and must be submitted in accordance with the Ontario Building Code requirements.

RELEVANCE TO STRATEGIC PRIORITIES:

Approval of this setback demonstrates Council's support for sustainable communities with a variety of affordable and alternative housing opportunities; aligning with Priority No. 4 – *Community Sustainability, A Place Where You Want to Be*.

OTHERS CONSULTED:

- South Stormont Township Building staff

ATTACHMENTS:


- N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Setback Municipality of South Dundas - Dutch Meadows Pumping Station

RECOMMENDATIONS:

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.

EXECUTIVE SUMMARY:

Staff support the reduced setback request on Part of Lot 34 & 35, Concession 1, former Township of Williamsburg, specifically for Block 107 of the approved Draft Plan of Dutch Meadows Subdivision.

BACKGROUND:

The owner's agent/contractor has submitted a setback application to SDG which is necessary to accommodate the construction of a sanitary pumping station which will be constructed to service the Dutch Meadows subdivision.

Draft Plan Approval for the subdivision was issued by SDG on October 16, 2019. Due to the location of the existing services along SDG County Road 2, a small portion of land adjacent to the County Road (Block 107) was determined to be the optimal location for the subdivision's sanitary pumping station. The need for a setback permit from SDG was triggered as result of the need for the contractor to apply for a building permit for the pumping station. To expedite approval, staff worked with the contractor and South Dundas' engineering firm in an attempt to increase the setback of the pumping station. Although it was ultimately determined that Council approval was necessary, the efforts resulted in the need to approve a 23m setback.

Given that the future owner of this pumping station is the Municipality of South Dundas, and the nature of the application as it relates to a minimally obtrusive footprint, staff are recommending that Council approve a setback of 23m from the centreline of the County Road.

OPTIONS AND DISCUSSION:

1. **Approve the setback (Recommended).** Staff support the proposed setback as it forms a necessary part of servicing the approved subdivision.
2. **Do not approve the setback (Not recommended).** Council may elect to not approve the setback which would mean that servicing the approved subdivision would need to be re-evaluated.

FINANCIAL ANALYSIS:

The impact of the setback, as requested, will have no long-term financial impact to SDG. Although there will be some loss of revenue associated with preparing this report, staff do not believe that it is appropriate to charge a fee to issue the permit on behalf of South Dundas.

LOCAL MUNICIPAL IMPACT:

South Dundas is involved in approving the building permit necessary to construct the pumping station. A setback permit is considered applicable law and must be submitted in accordance with the Ontario Building Code requirements.

RELEVANCE TO STRATEGIC PRIORITIES:

Approval of this setback demonstrates Council's support for sustaining a vibrant community by delivering high quality services to new development; aligning with Priority No. 4 – *Community Sustainability, A Place Where You Want to Be*.

OTHERS CONSULTED:

- EVB Engineering
- Municipality of South Dundas
- David Brown Construction

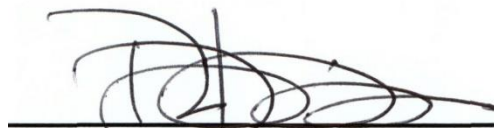
ATTACHMENTS:

N/A

RECOMMENDED BY:


Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:


T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Support of County Road 34 Alexandria EA

RECOMMENDATIONS:

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.

EXECUTIVE SUMMARY:

An extensive review of a variety of design alternatives for County Road 34 through Alexandria (north of SDG 10) has resulted in a recommended plan which consists of the narrowing of lanes with greater space for sidewalks and parking, reconstruction of the road, improvements to existing underground infrastructure and utilities and streetscaping elements which are intended to work towards revitalizing the downtown core. The recommended plan has been identified as part of the Municipal Class Environmental Assessment and requires approval by Council to finalize the plan and post the notice of completion.

The approved plan would form the basis of the work once Council determines it is appropriate to proceed to detailed design and construction.

BACKGROUND:

As County Road 34 (Main Street) north of County Road 10 in Alexandria continues to deteriorate, the County must determine the appropriate rehabilitation/reconstruction strategy necessary to address the community needs. Main Street has historically presented challenges accommodating all the various road users, including, but not limited to pedestrians, commercial vehicles, cars, parking, cyclists, and commercial/storefront uses adjacent to the right of way.

In late 2019, County Council approved funding for an Environmental Assessment (EA) for Main Street. The EA process is a formal approach under the *Environmental Assessment Act* which is used to consider and rank a variety of alternatives using input from stakeholders, local municipal staff and Council, and the community as a whole. The recommended plan resulting from this study was presented to County Council at the March 2021 meeting. In accordance with the

EA process, formal Council support is necessary to finalize the report and submit a “Notice of Completion” to the Minister. The public will have the opportunity to comment and/or challenge the findings of the report once posted.

The following elements are being recommended for implementation as part of the plan on County Road 34:

- Various traffic calming elements (lane narrowing)
- Reconstruction and infrastructure improvements
- Improved pedestrian facilities
- Streetscaping (lighting, plantings, buried utilities)
- Parking improvements
- No “right on red” sign at SDG 43 and SDG 34
- Cycling route signage
- Right of way widenings
- Signage improvements, and
- Seasonal commercial traffic restrictions.

The report also identifies a mid-range plan (Phase 2), which recommends the continued investment in SDG 45 to create a year-round by-pass, roundabout(s) to increase truck route compliance and improvements to the geometry at the intersection of SDG 43 and SDG 46 to support turning movements. These improvements are intended to be ongoing goals that do not require further environmental studies.

Phase 3 has also been noted in the report and is considered a long-range opportunity to construct a by-pass which extends north from County Road 45 to provide a more convenient connection with SDG 43. Phase 3 is a ‘high-level’ concept and would be subject to its own separate EA if Council wished to consider this option further. From staff’s perspective, investments in Phase 1 and Phase 2 should be undertaken before considering the construction of a new by-pass.

Thus far, public comments received on the draft recommended plan suggest that the major concern is related to Phase 3 and the impact a new bypass would have on private properties. SDG and BT Engineering have spoken with many landowners and have assured them that the future by-pass concept is only considered an ‘opportunity’ at the present time to be explored at a later date (5-10 years). All members of the public indicated that they were satisfied with this response. BT Engineering have updated the draft report to soften the language and concept plan associated with this Phase 3 opportunity.

On February 23rd, the County and BT Engineering presented the *Recommended Plan* to North Glengarry Council. North Glengarry Council has formally expressed their support of the project.

In support of the recommended plan, staff have further developed a draft copy of the seasonal commercial traffic restrictions By-law. With Council’s input and

direction, staff will bring this back for formal approval at the May 2021 meeting. Based on research completed to date, it appears that the no “right on red” sign at County Road 43 and County Road 34 does not need a supporting by-law and it can be installed once the traffic signals are replaced.

OPTIONS AND DISCUSSION:

1. Approve the Plan (Recommended). Considerable time and effort have gone into the recommended plan. This plan represents the best value to the County. If approved, the plan will form the basis of the work once Council determines it is appropriate to proceed to detailed design and construction. The public has been supportive of the recommended plan, and the general consensus is that the project will be well received by the local municipality and community as a whole once constructed. This option is recommended.

2. Do not approve the plan. (Not recommended)

FINANCIAL ANALYSIS:

There is no direct financial impact associated with approving the recommended plan.

LOCAL MUNICIPAL IMPACT:

The Township of North Glengarry would see the greatest impact of this proposed improvement to the County Road network. North Glengarry Council and staff have expressed their support of the plan.

RELEVANCE TO STRATEGIC PRIORITIES:

Given the holistic and comprehensive approach to the EA study, as well as the final results which are intended to resolve many of the longstanding issues and concerns, the approval of the EA findings naturally aligns with *Strategic Priority No. 4, A Place Where You Want to Be*.

OTHERS CONSULTED:

- BT Engineering
- Township of North Glengarry
- Adjacent property owners
- Public (public meetings)
- Conservation Authority
- Eastern Ontario Health Unit

ATTACHMENTS:


- Alexandria EA – Recommended Plan
- Draft Commercial Vehicle Restriction By-law

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



Project File
County Road 34 (Main Street) and Mill Square Improvements
Municipal Class Environmental Assessment

March 2021

Submitted by:
BT Engineering Inc.
100 Craig Henry Drive, Suite 201
Ottawa, ON K2G 5W3
613-228-4813
BT ENGINEERING
BTE



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Pour de l'aide en français, veuillez communiquer avec Daniel Riendeau au 613-228-4813 ou daniel.riendeau@bteng.ca.



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1.0 INTRODUCTION

The United Counties of Stormont, Dundas and Glengarry (United Counties) in partnership with the Township of North Glengarry (Township) have conducted a Schedule B Class Environmental Assessment (EA) to develop a transportation plan for improvements to County Road 34 (Main Street), between County Road 43 and County Road 10 as well as Mill Square Park in downtown Alexandria. This Study has developed and evaluated alternatives for the roadway cross section, intersections, and active transportation features, and determined the property requirements to implement the project.

This Project File Report documents the transportation need and the Recommended Plan to address current and future transportation needs, considering all modes of travel, and describes the mitigation measures proposed to address environmental effects.

1.1 Study Area

The Study Area is illustrated on **Figure 1** and includes County Road 34 (Main Street) between County Road 43 (Kenyon Street) and County Road 10 (Lochiel Street/Glen Robertson Road) and the Mill Square Park, located in the Town of Alexandria. The Study also considered a Broader Study Area to include improvements to the existing truck bypass route from County Road 46/County Road 43/County Road 45.

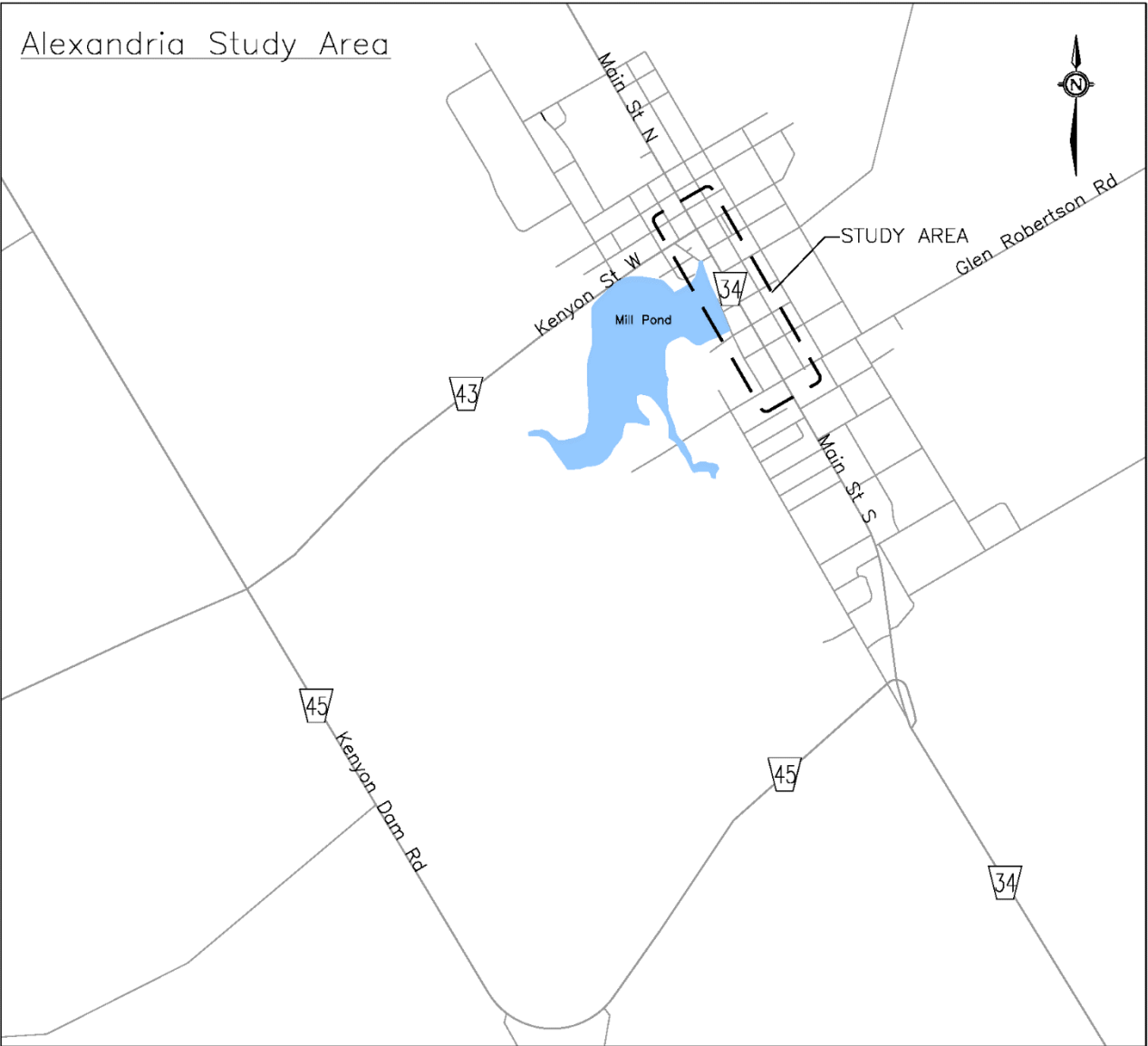


Figure 1: Study Area



2.0 NEED AND JUSTIFICATION

The United Counties and the Township initiated this study to integrate the future reconstruction of Main Street with additional improvements for vehicular safety and pedestrian access to the downtown. The asphalt and curbing on Main Street in downtown Alexandria are in poor condition. In addition, the Township’s Community Improvement Plan (CIP) identified the need to create and preserve a traditional “Main Street”, where individuals could stroll, relax, participate in various activities and shop in a charming and secure atmosphere that is highlighted through its architecture and physical setting. The Community Improvement Plan identified Alexandria’s Island Park and Mill Square as a Community Improvement Area, see **Figure 2**. The Main Street and Mill Square improvements have been combined due to their proximity and to enhance the pedestrian connectivity downtown. Both elements are documented in this Project File Report. Improvements to Island Park will be addressed in a separate study.



Figure 2: Island Park and Mill Square Master Plan from Community Improvement Plan



3.0 STUDY PROCESS

The *Environmental Assessment Act of Ontario* (EA Act) provides for “the protection, conservation and wise management in Ontario of the environment”¹. Municipal infrastructure projects, including road projects, within the Province of Ontario must follow the process prescribed by the EA Act. The EA process for a Schedule B study includes: the identification of the problem/opportunity; evaluation and selection of the preferred alternative while minimizing environmental effects; and consultation with stakeholders in the decision-making process.

The environmental impacts of municipal projects are varied. Therefore, projects are classified into Schedules based on the scope and complexity of the project as well as the estimated capital cost. This study was initiated as a Schedule A+ (pre-approved) study; however, the associated property impacts and the estimated capital cost resulted in this study being elevated to a Schedule B Study to satisfy the Municipal Class EA process. Schedule B projects generally include improvements and minor expansions to existing facilities and have the potential for some adverse environmental effects and property acquisition.

This Project File also recommends additional studies for future Environmental Assessments related to a Broader Study Area to consider a permanent truck bypass route to minimize truck traffic in the downtown.

At the start of the study, a draft Study Design Report was prepared that described the proposed work plan, public consultation and process to be followed to complete the Class Environmental Assessment. The Final Study Design Report, included in **Appendix A**, was initially circulated in draft form for public and agency comment and revised based on input received.

3.1 Class Environmental Assessment Process

The Class EA document specifies the procedures required to plan specific transportation projects according to an approved planning process. The study approach included the Ministry of the Environment, Conservation and Parks (MECP’s) five guiding principles for EA studies, namely:

- Consider all reasonable alternatives;
- Provide a comprehensive assessment of the environment;
- Utilize a systematic and traceable evaluation of net effects;
- Undertake a comprehensive public consultation program; and
- Provide clear and concise documentation of the decision-making process and public consultation program.

The Class EA Process was undertaken in a series of phases commencing with problem identification and culminating in the filing of a Project File Report. The Planning and Design Process for the Municipal Class EA is illustrated in **Figure 3**. The Class EA process includes an evaluation of all reasonable alternatives and the selection of a preferred alternative(s) with

acceptable effects (including avoidance and mitigation of any residual effects) on the natural and social/cultural environments. This Schedule B EA study involves three of the five phases of the process including:

- Phase 1: Problem or Opportunity
- Phase 2: Alternative Solutions
- Phase 3: Alternative Design Concepts for Preferred Solution (not required for a Schedule B Study)
- Phase 4: Environmental Study Report (not required for a Schedule B Study)
- Phase 5: Implementation (future phase)

The project will be approved for design and construction if no written concerns are submitted during the 30-day public review period. The public notice of the 30-day review will be advertised in the local newspapers as well as to those on the Study Contact List.

¹ Municipal Class Environmental Assessment, Municipal Engineers Association (2015)

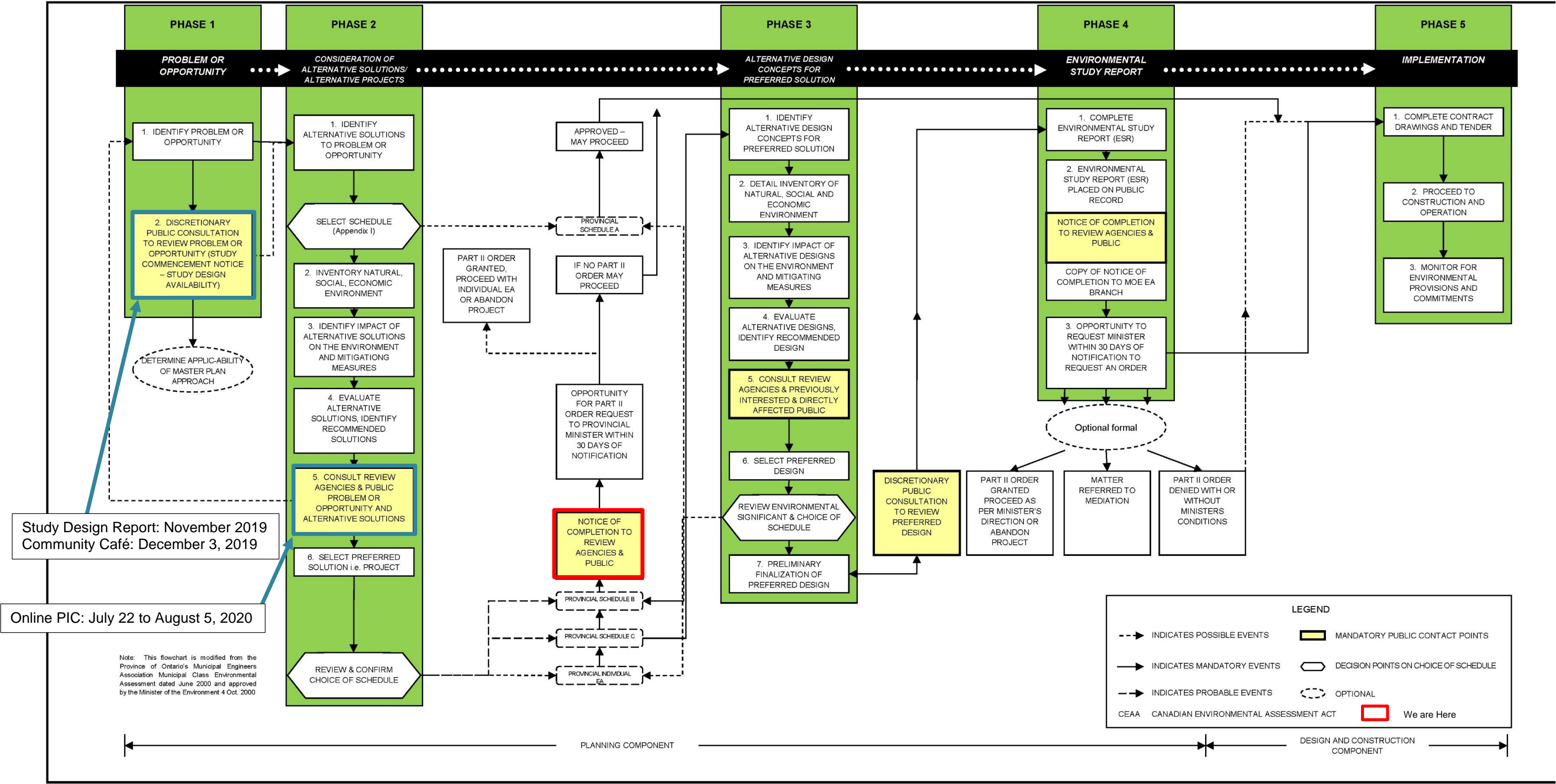


Figure 3: Municipal Class EA Process

3.2 Consultation Program

Over the course of the study, input was solicited from the public, stakeholders, agencies and Indigenous Communities. Input was collected through meetings, the project website, and discussions/communication with interested parties. The Study approach was to work collaboratively with interested parties to address issues and reach a consensus on the preferred design.

The following sections provide a summary of the consultation activities held during the study.

3.3 Notices

Notices for the Study Commencement, Community Café (in-person), Public Information Centre (PIC) (online) and Filing of Study Completion were published in local newspapers, on the United Counties' website and mailed/emailed to the study contact list. The notices were advertised as follows:

- Notice of Study Commencement/Community Café – Mail/Electronic Mail: November 12, 2019; advertised in the Glengarry News and Seaway News on Wednesday, November 20, 2020
- Notice of Online Public Information Centre No. 1 – Mail/Electronic Mail: July 2, 2020; advertised in the Glengarry News and Seaway News on Wednesday, July 8, 2020
- Notice of Filing of Study Completion – Mail/Electronic Mail: **DATE**; advertised in the Glengarry News and Seaway News on **DATE**

See **Appendix B** for copies of the Notice of Study Commencement/Community Café, Community Café Summary Report, PIC No. 1 Report, and the Notice of Filing of Study Completion.

Appendix C includes select correspondence received from interested individuals, ministries, agencies, and Indigenous Peoples.

3.4 Contact List

A public/agency mailing list was developed at the start of the study and was updated throughout the duration. The following Sections identify the stakeholders, agencies and communities contacted.

3.4.1 Stakeholder Consultation

A Technical Advisory Committee was used throughout the study to make technical decisions. The Technical Advisory Committee included: the Township of North Glengarry, the United Counties of Stormont, Dundas and Glengarry, Raisin Region Conservation Authority, and the Eastern Ontario Health Unit.

All agencies or groups that may have had an interest in the project or any documentation to contribute to the study were contacted at the start of the Study for their input. The following

ministries, agencies and stakeholders were invited to attend the in-person Community Café and online PIC No. 1 meetings:

- Arts, Culture and Heritage Committee
- Canadian Environmental Assessment Agency Ontario Region
- Department of Fisheries and Oceans Canada
- Environment Canada
- Indigenous Relations and Northern Affairs Canada
- Indigenous Services Canada
- Kemptville District MNR
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Community and Social Services – Eastern Region
- Ministry of Economic Development, Job Creation and Trade
- Ministry of Heritage, Sport, Tourism and Culture Industries
- Ministry of Innovation, Science and Economic Development Canada
- Ministry of Municipal Affairs and Housing
- Ministry of Natural Resources and Forestry
- Ministry of Transportation
- Ontario Federation of Agriculture
- Ontario Provincial Police (North Glengarry Detachment)
- Raisin Region Conservation Authority

Select Correspondence from agencies and stakeholders is in **Appendix C**.

3.4.2 Indigenous Peoples Consultation

The United Counties and Township have a constitutional duty to consult with Indigenous Communities with traditional land use or interests within the Study Area. Notices were sent to the Indigenous Communities within the vicinity of the Study Area notifying them of the Study start-up and key milestones. Those contacted included:

- Alderville First Nation
- Algonquins of Greater Golden Lake First Nation
- Algonquins of Ontario
- Algonquins of Pikwakanagan
- Beausoleil First Nation
- Bonnechere Algonquins First Nation
- Chippewas of Georgina Island
- Curve Lake First Nation
- Hiawatha First Nation
- Kijicho Manito Madaouskarin – Anishinaabe Baptiste
- Kinouchepinini Algonquin First Nation
- Mattawa / North Bay Algonquin First Nation
- Metis Nation of Ontario
- Mississaugas of Scugog Island First Nation
- Mississaugas of the New Credit First Nation

- Moose Deer Point First Nation
- Ottawa Algonquin First Nation
- Ottawa Region Métis Council
- Shabot Obaadjiwan First Nation
- Snimikobi Algonquin First Nation
- Whitney and Area Algonquin Community
- Williams Treaty First Nation

Select Correspondence from Indigenous Peoples is in **Appendix C**.

3.5 Public Consultation

3.5.1 Study Design Report

A draft Study Design Report was prepared as the initial public document for the Municipal Class EA process and presented a description of the work plan, alternatives, consultation plan and overall study process. The draft Study Design Report was circulated to agencies, utilities and stakeholders and was posted to the United Counties website for public review and comments.

No comments were received on the draft Study Design Report and the document was finalized following the Community Café. See **Appendix A** for the Final Study Design Report.

3.5.2 Community Café

The Community Café was held on Tuesday, December 3, 2019 at the Sandfield Centre from 6:30 pm to 8:30 pm, see **Photo 1**.

The Community Café presented the Municipal Class EA Process, project understanding, long list of alternatives for consideration and next steps. Each table had a map of the Study Area and markers for attendees to mark ideas and suggestions for the study based on the topics discussed at the event. A presentation was made by the consultant Project Manager in English (the presentation was also available in French) and bilingual exhibits were placed around the room to be read at leisure and during the discussions. The Community Café Summary Report is in **Appendix B1**.

All members of the public and interest groups were invited to the Community Café to view the presentation material and to discuss the project with County and consultant representatives. Indigenous Peoples communities were invited and the offer to meet separately from the public was extended. Topics of discussion focussed on pedestrian and cyclist safety, traffic operations, businesses and design approach.

Eighteen (18) people registered at the Community Café. Each person was encouraged to provide a written response to any issues or concerns in addition to the record of the verbal discussion recorded at the Community Café.



Photo 1: Community Café at Sandfield Centre

3.5.3 Public Information Centre

The Public Information Centre (PIC) was originally scheduled to be held in-person on March 28, 2020 but was postponed due to the restrictions on public gatherings brought in by the Province of Ontario to deal with the COVID-19 pandemic. As a result, this PIC was subsequently held online and relied on web-based communications. The PIC was held online by posting the materials to the United Counties' website from July 22, 2020 to August 5, 2020.

The PIC presented the study introduction and background, the Municipal Class EA Process, need and justification, Study Area issues, truck bypass utilization survey, Community Café summary, Value Planning workshop summary, cultural heritage assessment, preliminary design alternatives and a Recommended Plan to the public.

All members of the public and interest groups were also invited to the online PIC to view the presentation material and to communicate with United Counties and consultant representatives by phone or email.

A total of six (6) comments were received during the comment period. The PIC No. 1 Summary Report is in **Appendix B2**.

4.0 TRANSPORTATION

4.1 Origin-Destination Survey

An Origin-Destination (O-D) survey was undertaken to assist in understanding the existing trip patterns of motorists through Alexandria to support infrastructure improvements and the promotion of the western bypass. This roadside O-D survey was conducted on Tuesday, October 29, 2019, between the hours of 9:00 am to 12:15 pm and 2:00 pm to 6:00 pm. A total of 1,958 vehicles were surveyed. ATR counts were also collected at several locations on the road network, as identified in **Figure 4**.

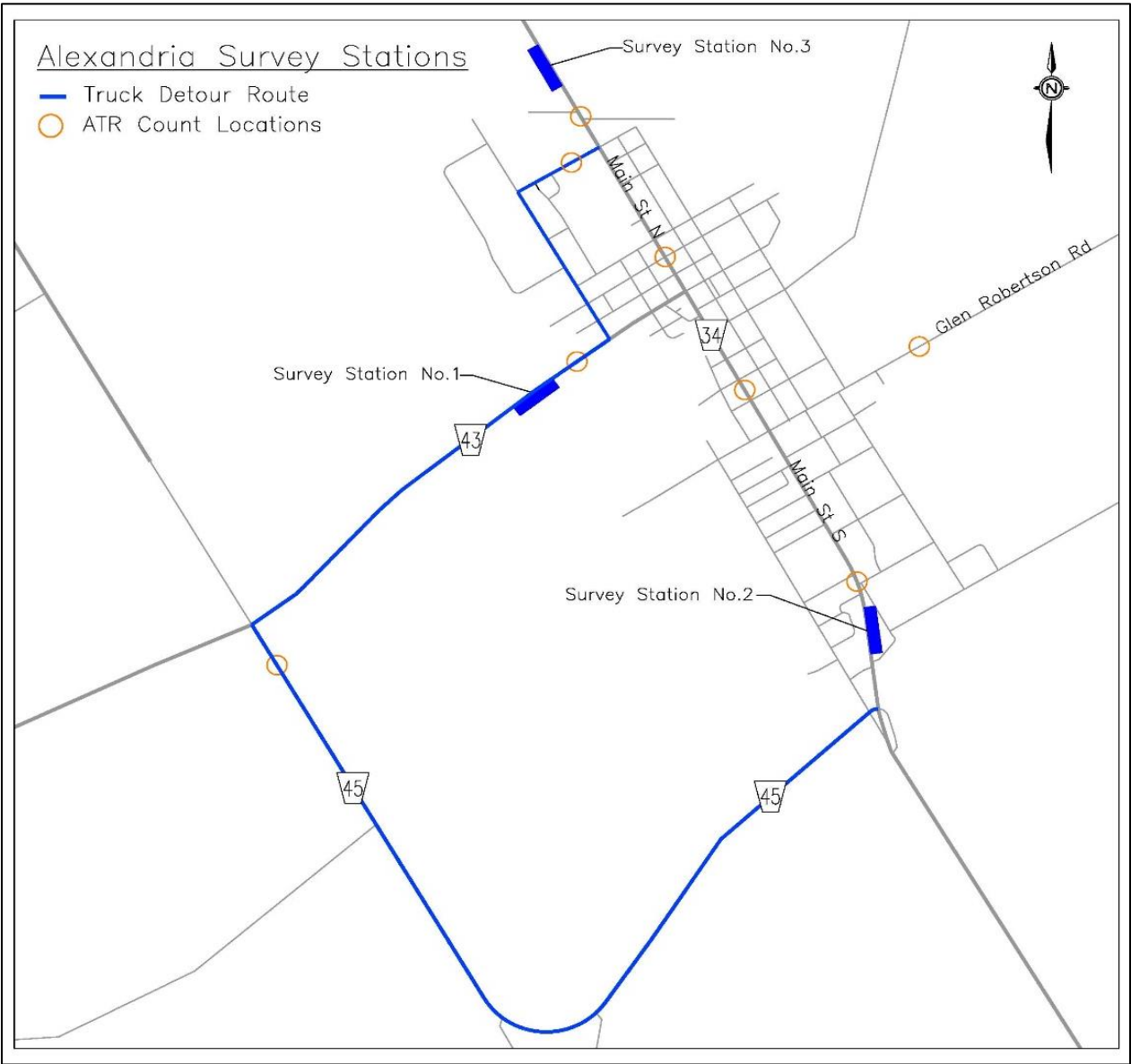


Figure 4: Alexandria O-D Survey Stations

4.2 Key Traffic Results

The average annual daily traffic (AADT) along County Road 34 (Main Street) is approximately 10,000 vehicles per day at the south end of Alexandria, and 6,000 vehicles per day at the north end of Alexandria. Key study conclusions include:

- 92% of all trips are by personal vehicles
- 4% of all trips are by heavy vehicles
- 41% of all trips are work trips
- 59% of all trips are for local activities (shopping, recreation, social, errands or appointments)
- 27% of all trip origins are from Alexandria
- 79% of all trip destinations are to Alexandria
- 63% of heavy trucks use the existing truck bypass
- 37% of heavy trucks are not using the bypass

The major conclusion of the survey is that the County’s previous construction of the truck bypass was extremely successful; it attracts 60% of heavy trucks. However, it is not an all year route as it is restricted by heavy load restrictions on the existing pavement base.

The full report is in **Appendix D**.

4.3 Pedestrian Survey and Parking Utilization Survey

A Pedestrian Survey and Parking Utilization Survey was also undertaken to assist in understanding the characteristics of users of Main Street.

This survey was completed to determine pedestrian habits and movements such as: where people parked; the distance pedestrians are comfortable walking to reach their destination; and their experience in the downtown including crossing the street and the condition of the sidewalk. The Pedestrian Survey and Parking Utilization Survey were conducted on Saturday, November 2, 2019, between the hours of 11:30 am and 2:30 pm. A total of 59 pedestrians were surveyed.

The survey results indicate that Main Street is used primarily by residents of Alexandria. The pedestrian survey indicates that the majority of pedestrians on Main Street are there for shopping and eating. A common comment was that while it was generally safe to cross the road, there could be a long wait to cross. People reacted positively to the crosswalk at Mill Square.

The Pedestrian and Parking Utilization Summary Report is in **Appendix E**.

5.0 EXISTING CONDITIONS

5.1 Structural Investigation

A visual inspection of the Gary River (Mill Pond Outlet) structures was carried out. It was concluded that the potential for obstruction of the channel poses a risk to public safety should the buildings above the watercourse collapse. For protection of the public, the installation of culvert liners in this section of the creek, or removal of one or more of the buildings, should be considered. The Structural Investigation Memo is in **Appendix F**.

5.2 Cultural Heritage Checklist

The Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) Criteria for Evaluation Potential for Built Heritage Resources and Cultural Heritage Landscapes Checklist was completed to identify properties within the Study Area that may be of heritage value.

There is potential for cultural heritage resources because there are buildings over 40 years old within the Study Area. See **Table 1** for a discussion of the buildings identified for possible removal. Neither building has been designated in the Township.

The checklist is included in **Appendix G**.

5.3 Natural Environment

The Garry River, a tributary of Riviere Delisle, has been dammed in the past above Main Street (County Road 34) to form a large mill pond. The reach downstream of the dam flows through a residential area of the village for approximately 1 kilometre and is contained in a concrete and masonry lined channel before it enters a more naturalized reach at Sandfield Avenue on the village outskirts. Since it appears the channel is accessible to fish on a year-round basis, the entire reach of the Garry River as it flows through Alexandria is considered fish habitat.

Various permits (Raisin Region Conservation Authority, DFO, possibly MNRF) will be required if work is to be undertaken in the channel or on the under-building section immediately downstream of the dam. Barn Swallow nests may be present under the building section. Barn Swallows are identified by the Province as a Species at Risk (SAR) and if present, any nearby proposed work would need approval from the Ministry of Environment, Conservation and Parks (MECP). SAR presence may also be evident beneath the downstream bridge structures on Dominion Street South, Bishop Street South and Centre Street and should be verified.

The beds of rivers are generally considered Crown Lands, although under certain circumstances in the past some lands were sold by the Crown and are now under private ownership (e.g. mill ponds and races).

5.4 Petroleum Wells and Oil, Gas and Salt Resources

There is one known abandoned well off Bishops Street South in Alexandria. The recommendations of this study will not impact the well.

6.0 GENERATION AND EVALUATION OF ALTERNATIVES

The analysis and evaluation of alternatives involves a 2-step process for decision-making. The initial step is the assessment of Planning Solutions, which considers different approaches to address the problem.

The second step is the evaluation of preliminary design alternatives which considers alternative intersection improvements. These two steps in the evaluation are described in the following sections.

6.1 Assessment of Alternative Planning Solutions

The Class Environmental Assessment requires that all reasonable and feasible Planning Solutions be identified and evaluated at the start of the Study. These alternatives consider the overall needs of the study area and identify alternative approaches of addressing the need for improvements. Four (4) Alternative Planning Solutions were considered for the Main Street/Mill Square Improvements:

1. Do Nothing – The Do Nothing Alternative must be considered as mandated by the Class EA. It represents a baseline from which other approaches can be compared. This alternative would maintain the existing road corridor.
2. Transportation Demand Management (TDM) – This strategy would reduce vehicular demand and encourage alternative work hours, work at home, more active modes of transportation (cycling and walking) and the use of transit.
3. Limit Development – This strategy would limit any new residential, commercial or industrial development and therefore reduce the generation of new trips.
4. Road Improvements – Cross section, intersection, and safety improvements to improve the County Road 34 (Main Street) and Mill Square accessibility, operations and pedestrian experience.

Based on the preliminary assessment of Alternative Planning Solutions, TDM and Road Improvements were recommended. These Planning Solutions address the transportation problem by improving the safety and condition of the road and address the opportunity to develop a traditional “Main Street” as per the Township’s Community Improvement Plan. These recommendations were presented at the Community Café and no objections were received.

6.2 Generation of Preliminary Design Alternatives

A Value Planning workshop was held with the Technical Advisory Committee (TAC) to generate ideas for improvements to downtown Alexandria. The TAC completed a Quality Model (**Figure 5**) to define expectations for “performance” to be delivered by the project as well as a Function Analysis System Technique (FAST) diagram (**Figure 6**).

The Quality Model defines the baseline (existing) conditions and the desirable conditions to be achieved by this project. This aids in defining the study and the desired outcomes.

The power of the function analysis is not in developing the FAST diagram, but rather the team understanding of the objectives to be solved. Functions are presented as “the Basic Function” (which is the project being delivered), “Supporting Functions” and “Other Goals”. The function analysis exercise forces the team to understand why project components exist in order to meet an objective. Moving to the right in the function logic path presents a solution (project or project element) and moving to the left on the diagram presents a goal to be accomplished (more abstract than a specific solution).

The creative brainstorming exercise focused on the highest valued functions or quality objectives defined by the Value Planning team. The list of creative ideas is provided in **Appendix H**. (Note: the ideas were not evaluated at the Value Planning Workshop and represent only creative ideas generated).

The following improvements to downtown Alexandria were presented to the public at the Community Café for comments:

- Improvement 1: Narrow lane with 2.0 m sidewalk with parking pockets, see **Figure 7**
- Improvement 2: Downtown “roundabout” with one-way pairs, see **Figure 8**
- Improvement 3: Downtown “roundabout” with bi-directional cycling lane on Main Street, see **Figure 9**
- Improvement 4: Parallel cycling route along Bishops Street South, see **Figure 10**
- Improvement 5: Two-lane one-way pairs on Main Street and Dominion Street South, see **Figure 11**
- Improvement 6: Improve existing County Road 46/County Road 45 truck route bypass (mandatory year-round), see **Figure 12**
- Improvement 7: New mandatory year-round truck bypass utilizing Auld MacMillan Road, see **Figure 13**

6.3 Evaluation of Alternatives

A qualitative evaluation was completed to coarse screen the Preliminary Design Alternatives. The following improvements are included in the Recommended Plan:

- Improvement 1: Narrow lane with 2.0 m sidewalk with parking pockets. The narrowing of lanes will induce lower operating speeds because drivers will subconsciously change their behaviour because of the constrained lateral width of the lane.
- Improvement 4: Parallel cycling route along Bishops Street South. While the volume of cyclists through Alexandria is low and the recommended improvements would remove trucks through downtown, a parallel cycling route will be signed for those who prefer to cycling on lower volume side streets.
- Improvement 6: Improve existing County Road 46/County Road 45 truck route bypass (mandatory year-round). The downtown businesses supported the potential diversion of traffic recognizing the benefits of removing heavy truck traffic from the downtown. These elements of the plan are long range improvements and separate from the downtown Main Street recommendations.
- Improvement 7: New Mandatory Year Round Truck Bypass Utilizing Auld MacMillan Road. This project triggers a separate Schedule C Environmental Assessment. These elements of

the plan are long range improvements and separate from the downtown Main Street recommendations.

The following improvements were screened out and not included in the Recommended Plan:

- Improvement 2: Downtown “roundabout” with one-way pairs. This alternative does not address the truck traffic congestion through downtown. The downtown businesses supported maintaining two-way traffic in the downtown business area on Main Street.
- Improvement 3: Downtown “roundabout” with bi-directional cycling lane on Main Street. This alternative does not address the truck traffic congestion through downtown and bi-directional cycling lanes are unfamiliar to drivers in downtown Alexandria (safety concern). This alternative was not supported by the downtown businesses.
- Improvement 5: Two-lane one-way pairs on Main Street and Dominion Street South. This alternative does not address the truck traffic congestion through downtown. This alternative was not supported by the downtown businesses.

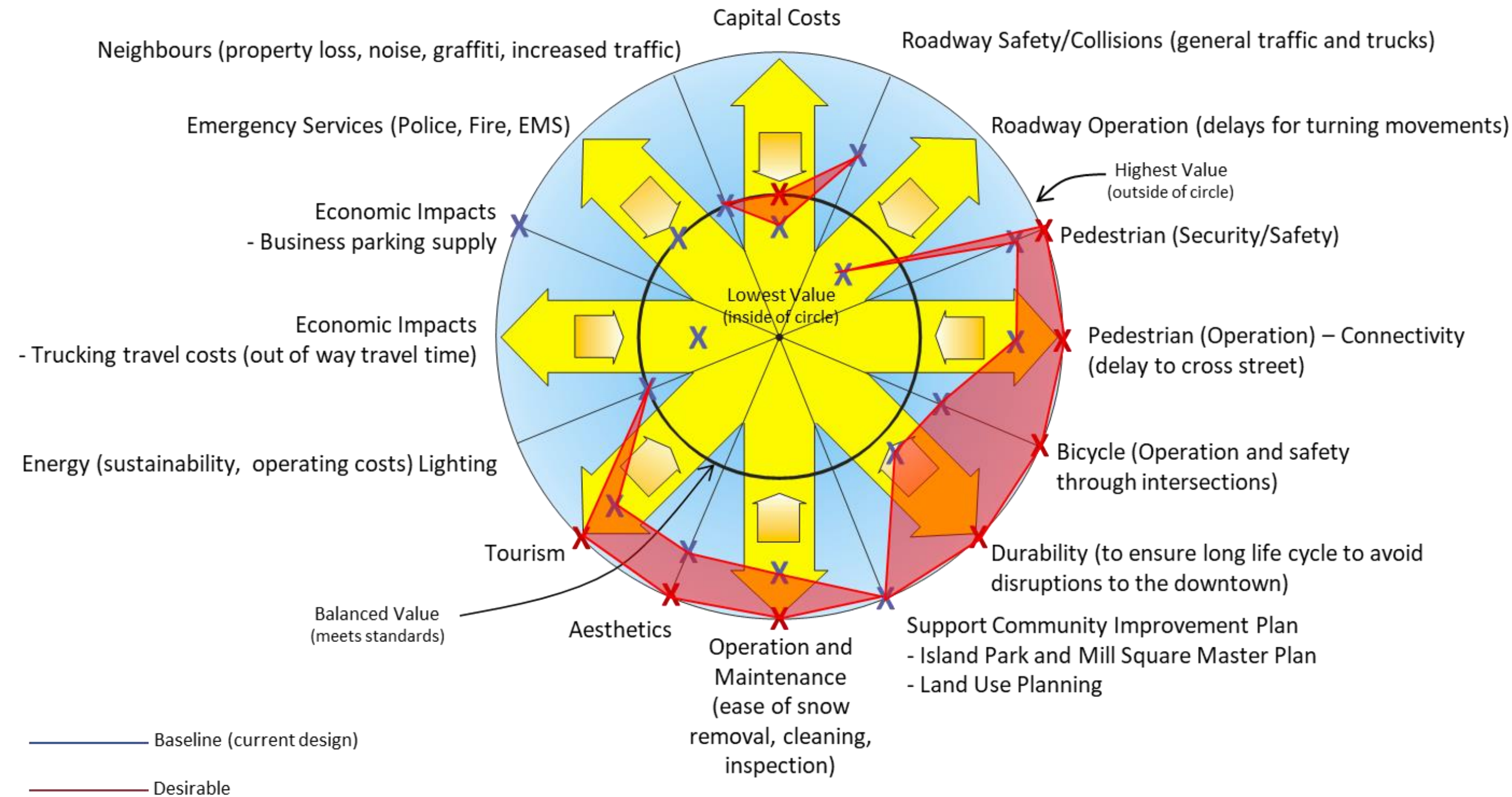


Figure 5: Quality Model

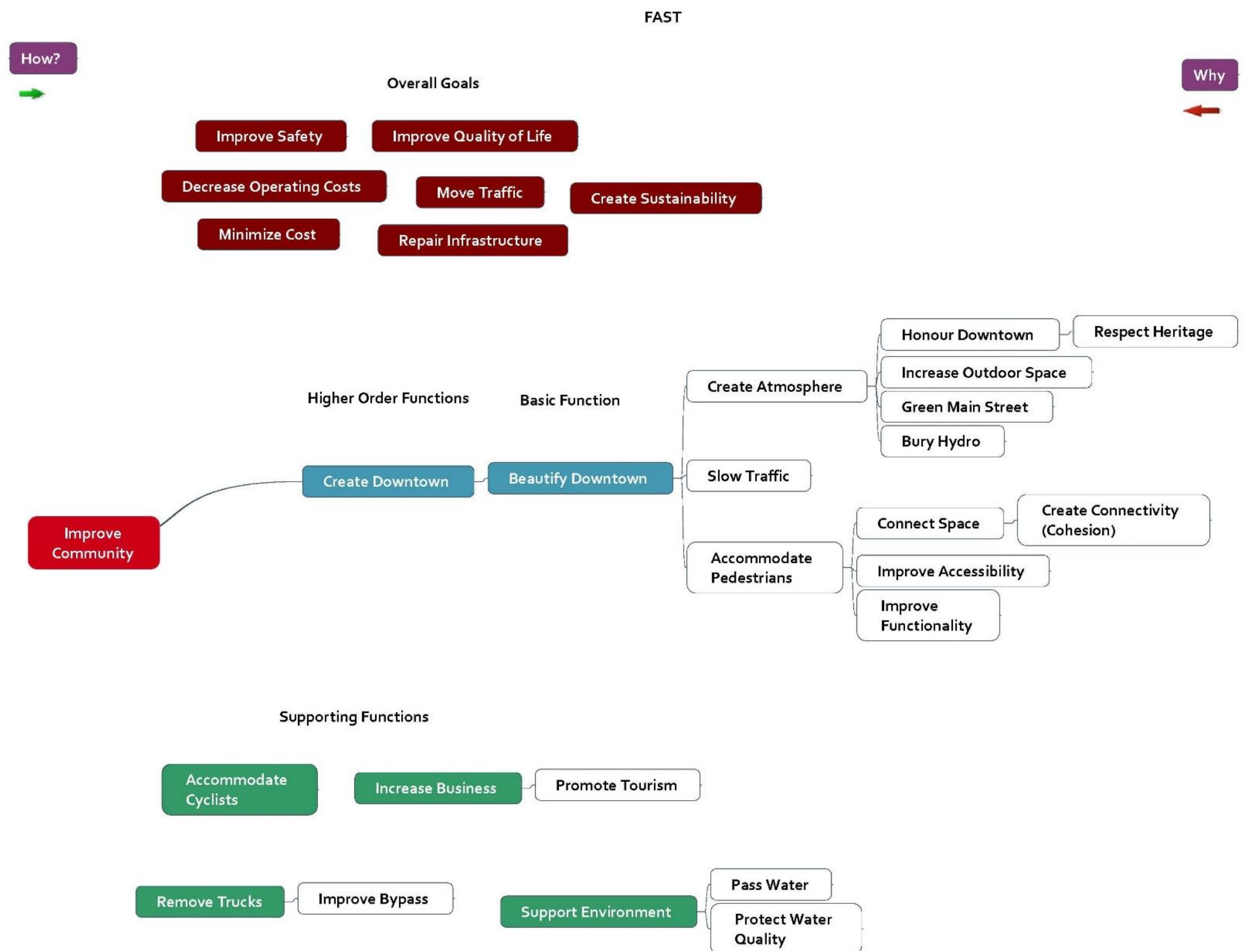


Figure 6: FAST Diagram



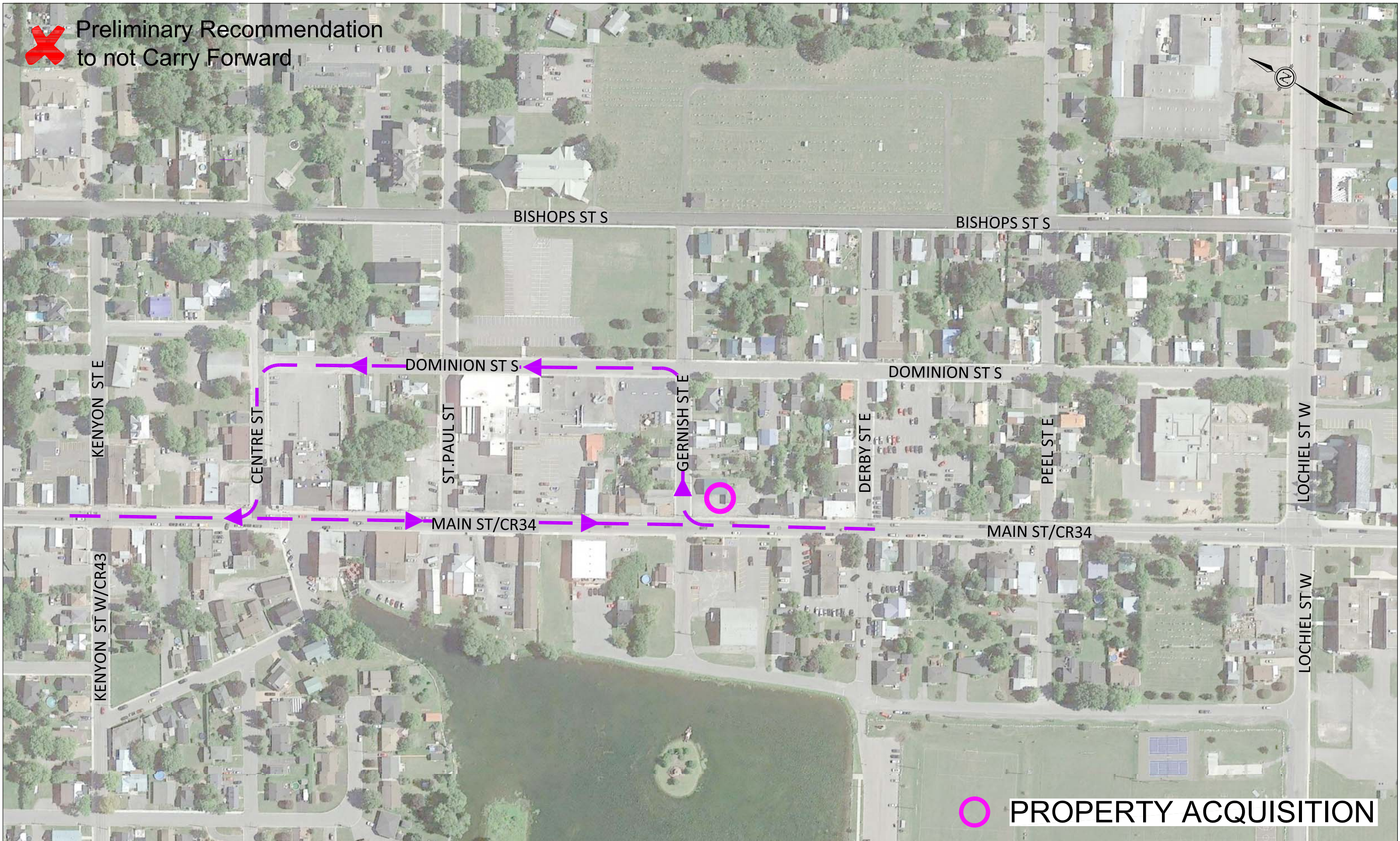
Preliminary Recommendation
to Carry Forward



FIGURE 7: IMPROVEMENT 1: ROADWAY IMPROVEMENTS IN DOWNTOWN



Preliminary Recommendation
to not Carry Forward

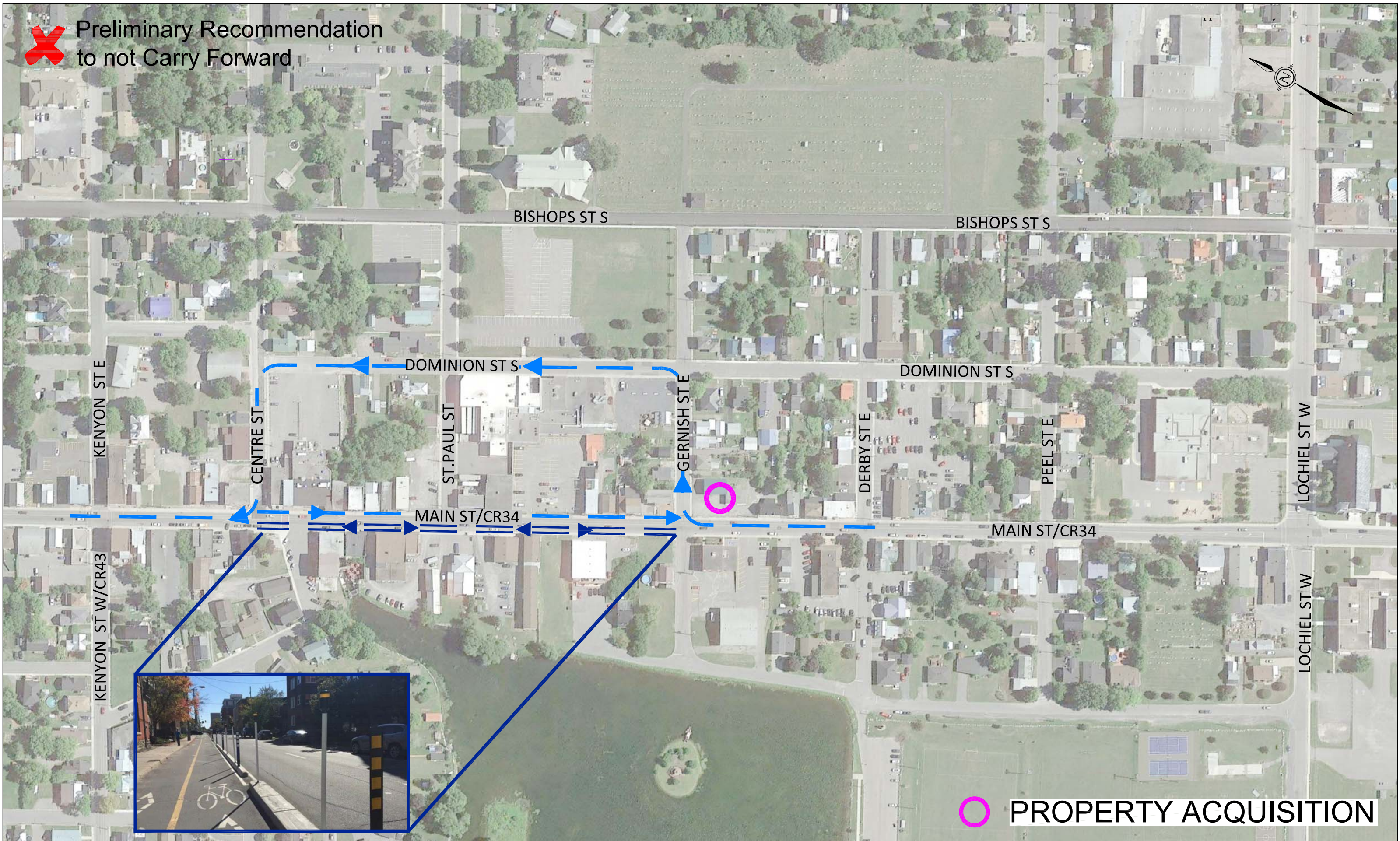


PROPERTY ACQUISITION

FIGURE 8: IMPROVEMENT 2: DOWNTOWN ROUNDABOUT WITH ONE-WAY PAIRS



Preliminary Recommendation
to not Carry Forward



PROPERTY ACQUISITION

FIGURE 9: IMPROVEMENT 3: DOWNTOWN ROUNDABOUT WITH BIDIRECTIONAL CYCLING LANE

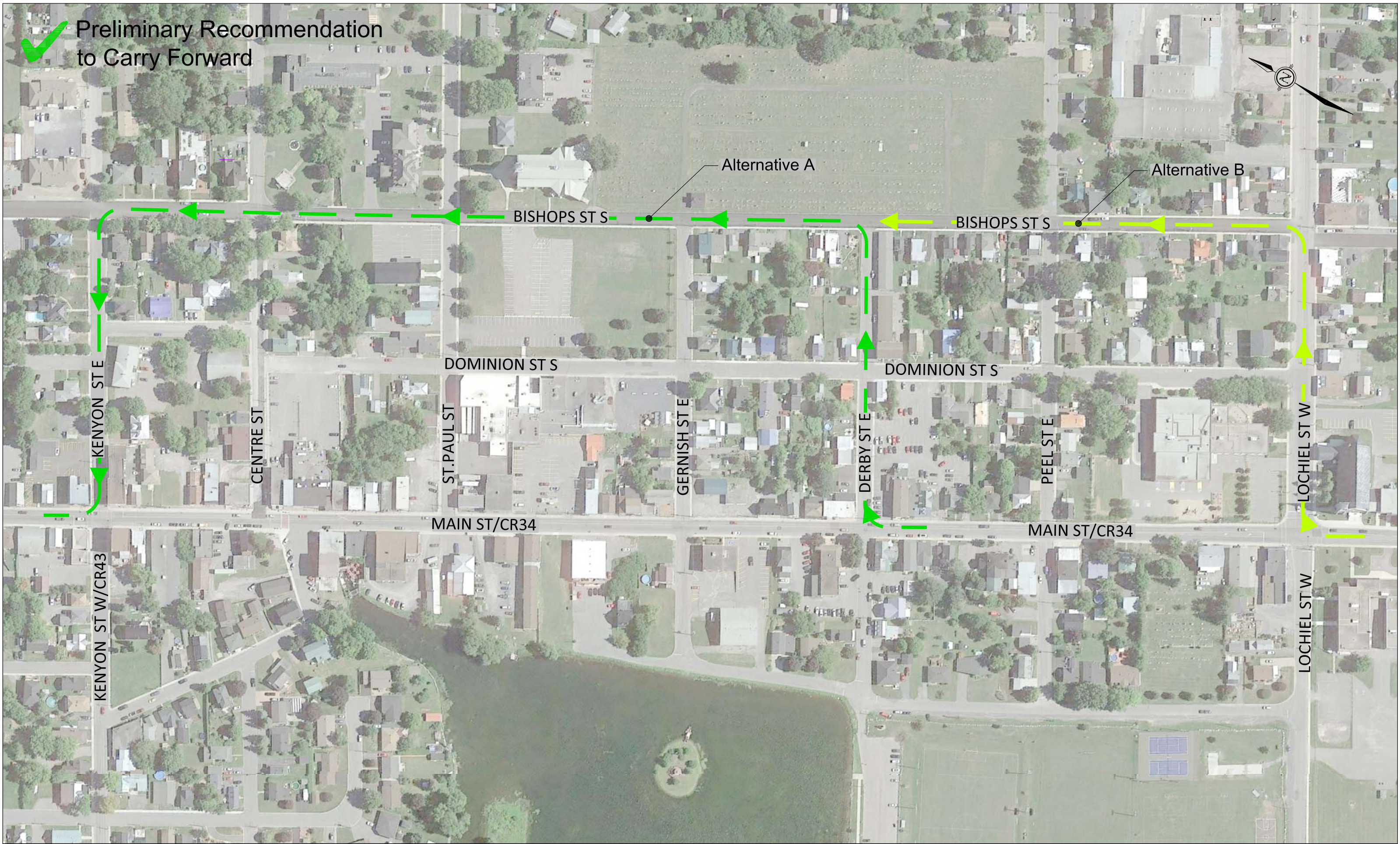


FIGURE 10: IMPROVEMENT 4: PARALLEL CYCLING ROUTE ALONG BISHOPS STREET



Preliminary Recommendation
to not Carry Forward

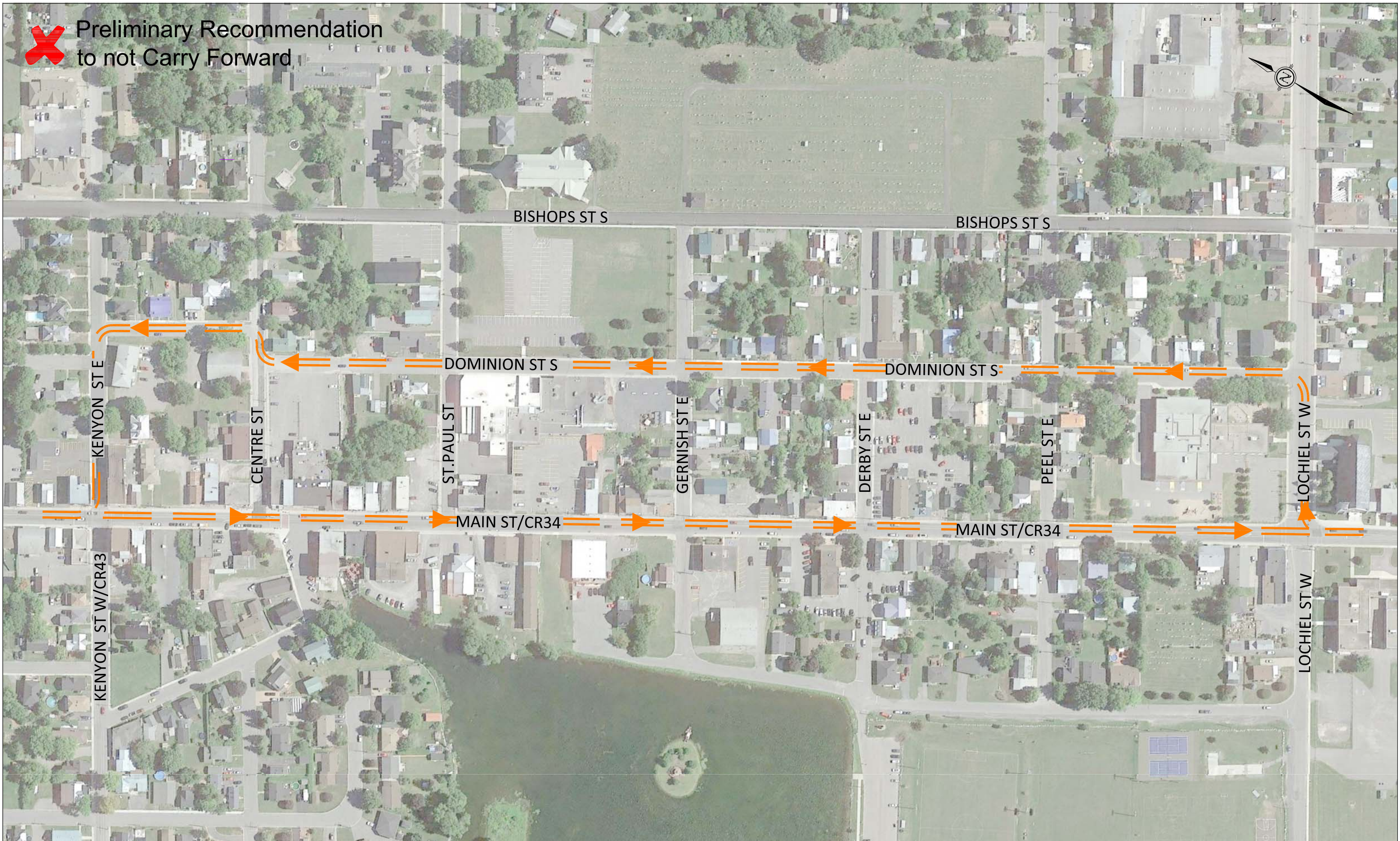


FIGURE 11: IMPROVEMENT 5: TWO LANE ONE-WAY PAIRS



Preliminary Recommendation to Carry Forward
as Subsequent Project for Future Study



Possible
Roundabout

CR 34

MACDONALD BLVD

Roundabout

CR 45

CR 43

Channelized right to
accommodate heavy
trucks

Upgrade pavement
for year round use by
heavy vehicles

CR 45

PROPERTY ACQUISITION

FIGURE 12: IMPROVEMENT 6: IMPROVE EXISTING TRUCK BYPASS



Preliminary Recommendation
to Carry Forward

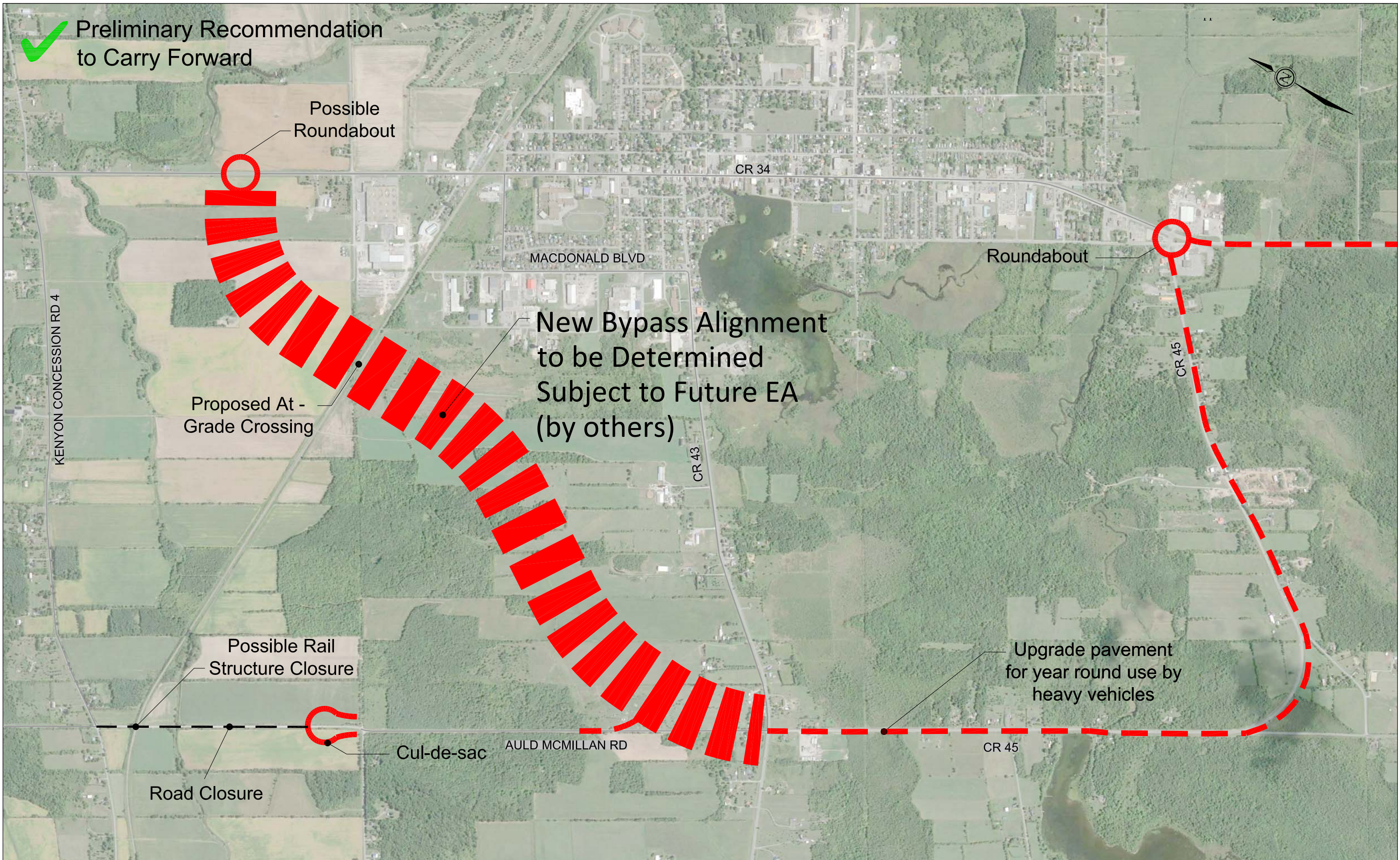


FIGURE 13: IMPROVEMENT 7: NEW YEAR ROUND MANDATORY TRUCK BYPASS

7.0 RECOMMENDED PLAN

A combination of alternatives developed at the Value Planning Workshop, Community Café and through discussions with the technical team was used to develop the Recommended Plan. These recommendations were presented at the online PIC in July/August 2020. The recommendations involved three phases of improvements, as described below.

Recommended Plan - Phase 1 Improvements included:

- Traffic calming: narrow traffic lanes with greater space for sidewalks and/or parking;
- Reconstruction of Main Street with new asphalt, wider sidewalks, decorative lighting, new street furniture, plantings and streetscaping;
- Replacement of municipal services (water, sanitary and storm sewer);
- Bury utilities in the core blocks from CR43 to Gernish Street East and Mill Square (for discussion with utility companies);
- Remove commercial building and create walkway to parking lot (future consideration);
- Provide parking and driveway link from Main Street to Ottawa Street;
- No right on red and pedestrian push buttons at CR43/CR34 (being implemented);
- Parking pockets along CR34 where space is available;
- Pedestrian connections to the park via Main Street, Gernish Street East and Derby Street East;
- Signage for parallel cycling route on Bishops Street South;
- Consideration of a new parking lot/greenspace at Gernish Street East/Main Street;
- Sidewalk connection from Main Street to Park Avenue on Gernish Street East and Derby Street East;
- New/improved parking lot directional signage;
- Improved truck route bypass signage to CR46/CR45 and mandatory seasonal truck bypass;
- Share the Road signage for cyclists on Main Street;
- On-street parking relocated to the east side of road; and
- Improvements to Mill Square Park Including:
 - Walkways and bollards;
 - Benches, waste receptacles, decorative lighting, bistro seating and signage;
 - Planters and trees;
 - Crosswalks at Main Street and to the future Island Park waterfront walkway connection with distinctive paving patterns; and
 - Possible site furnishings may include oversized Muskoka chair, picnic tables and community use lawn area.

Interim Plan - Phase 2 Improvements (for Future Study)

- Interim truck route bypass improvements;
- Upgrade existing truck bypass to be a year-round truck bypass;
- Roundabout control to increase truck driver awareness to follow truck route; and
- Improved truck operation at CR43/CR46 intersection.

Long Range Plan - Phase 3 Improvements (for Future Study)

- New year-round mandatory truck bypass.

The Main Street Overall Recommended Improvements are illustrated in **Figure 14** and the landscape/ streetscape drawing is illustrated in **Figure 15**. The Mill Square Park improvements are illustrated in **Figure 16**. The civil engineering drawings, defining sidewalks widths, parking pockets and lane configuration are illustrated in **Figure 17** to **Figure 23**.

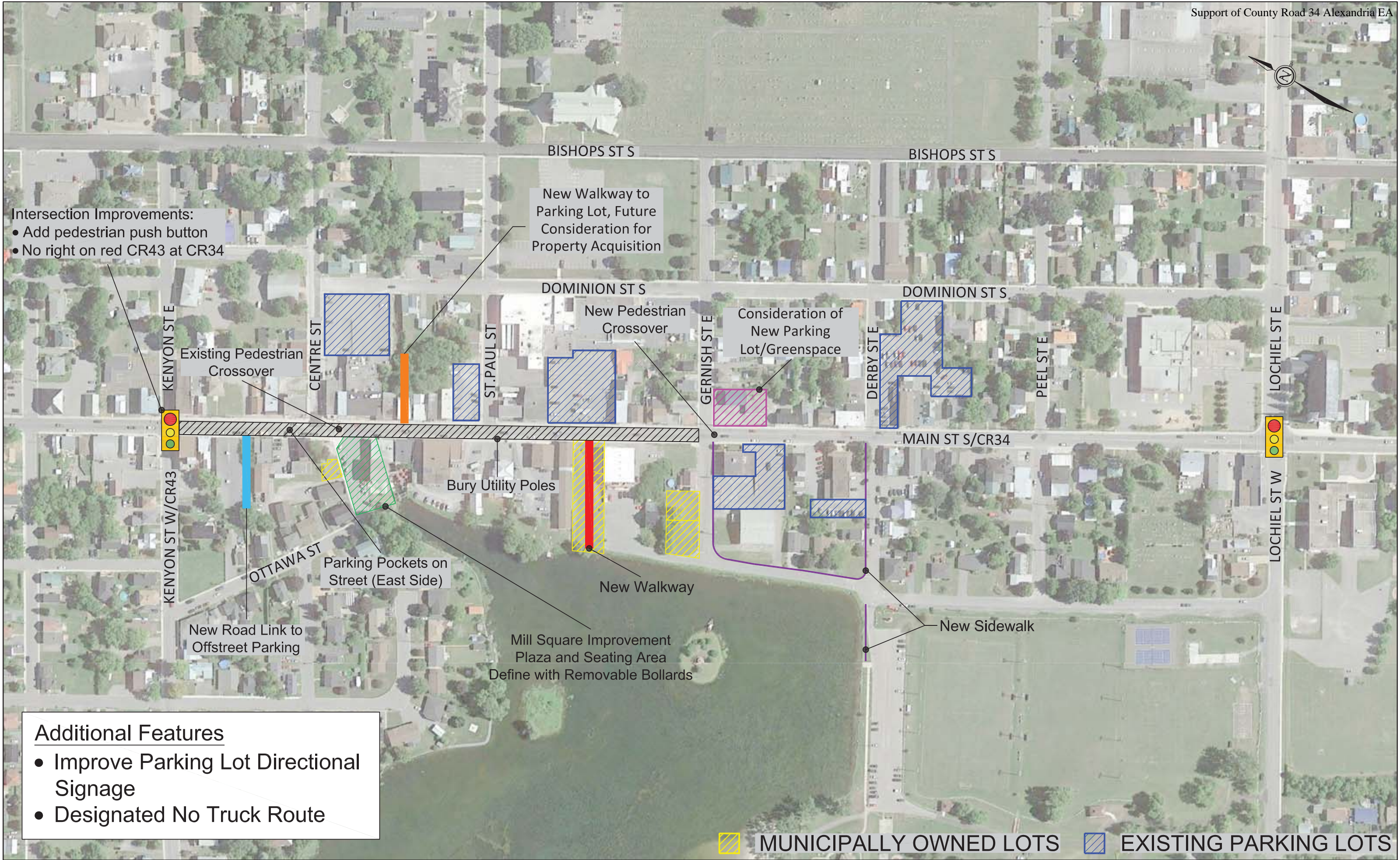


FIGURE 14: OVERALL RECOMMENDED IMPROVEMENTS

Figure 15: Landscape/Streetscape Recommended Improvements for Main Street

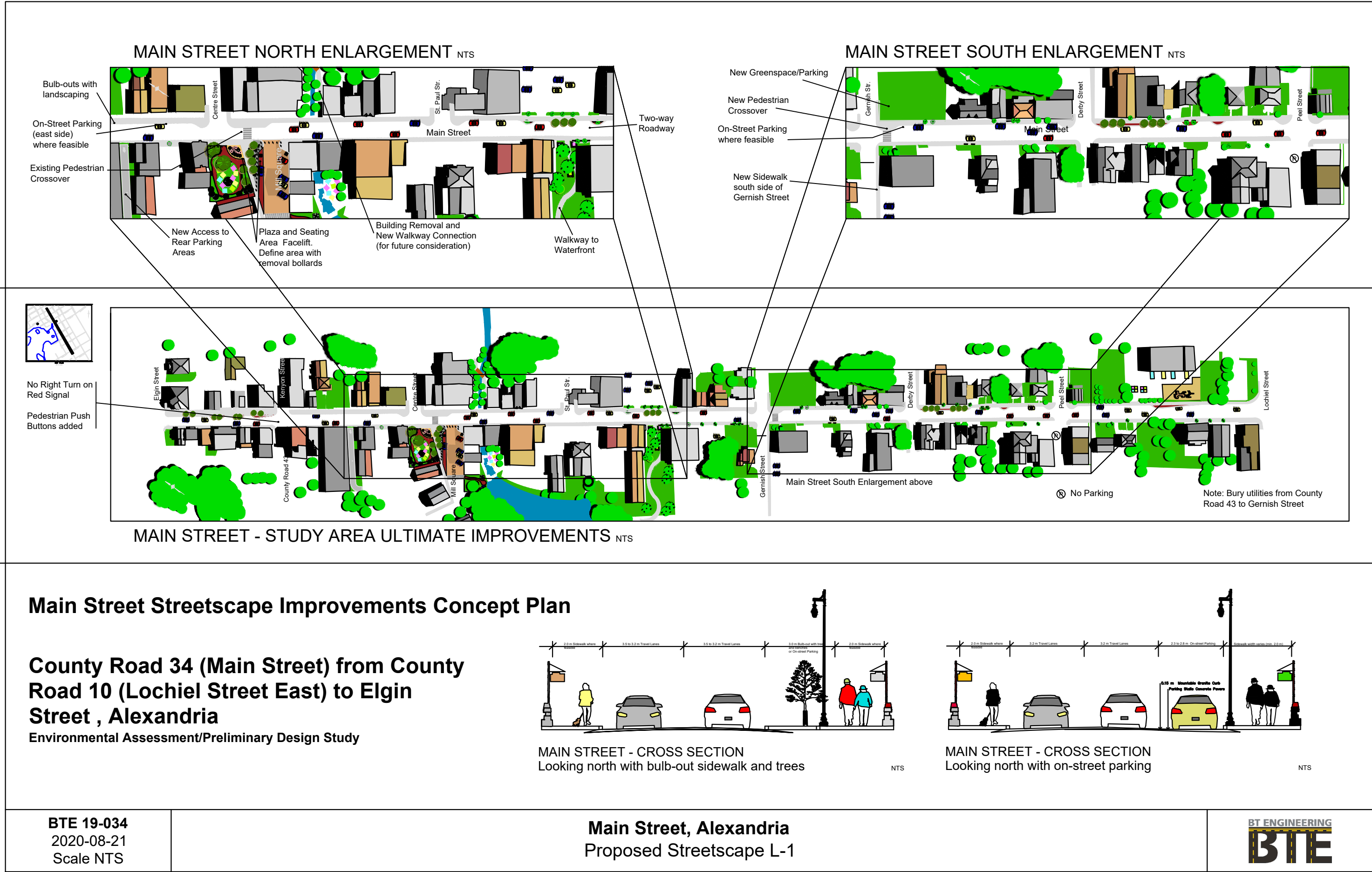
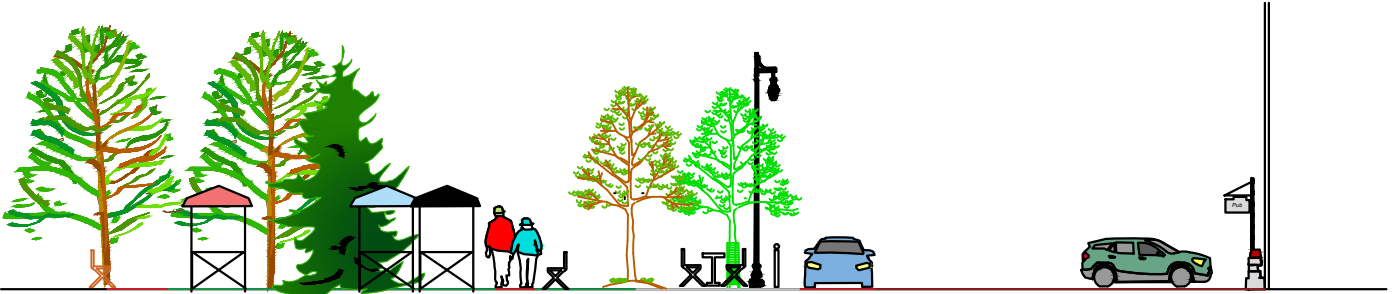
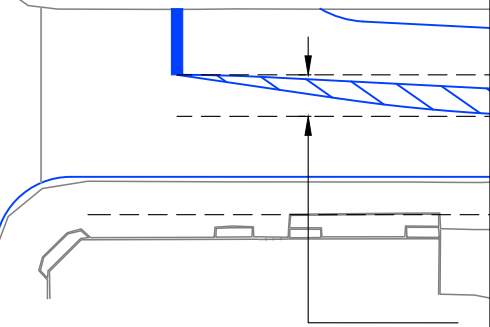
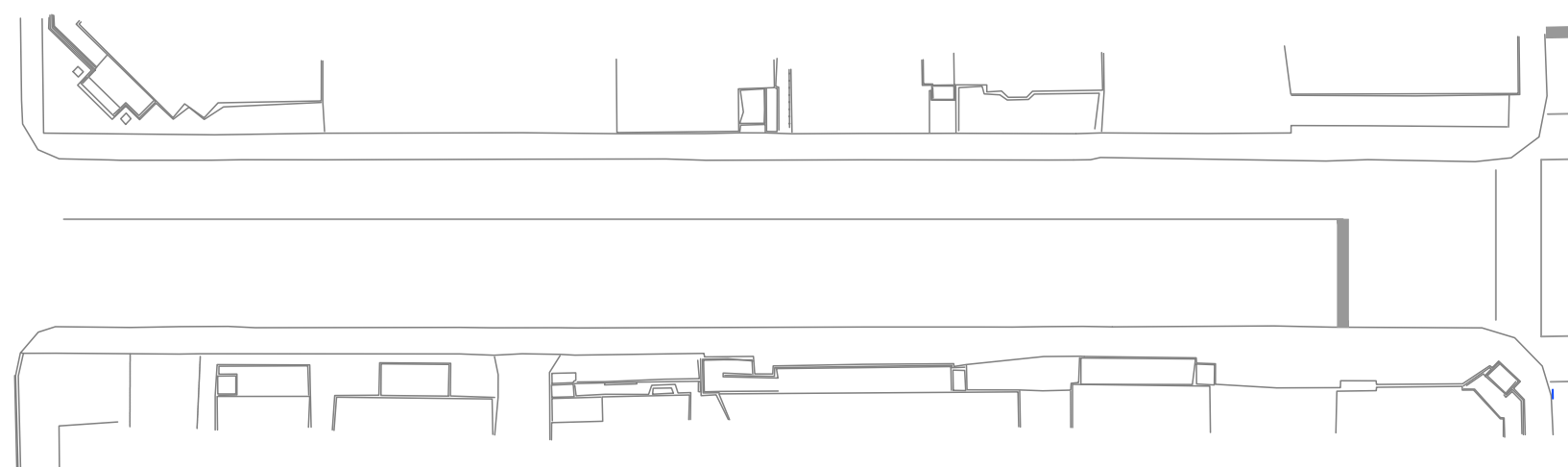
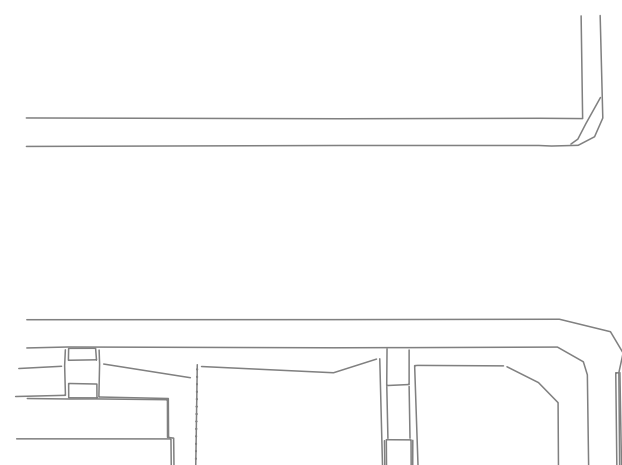
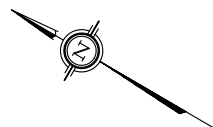


Figure 16: Mill Square Park Improvements



Section A-A' NTS

Mill Square Park



2.20 Shift

Elgin Street

Kenyon Street

Proposed

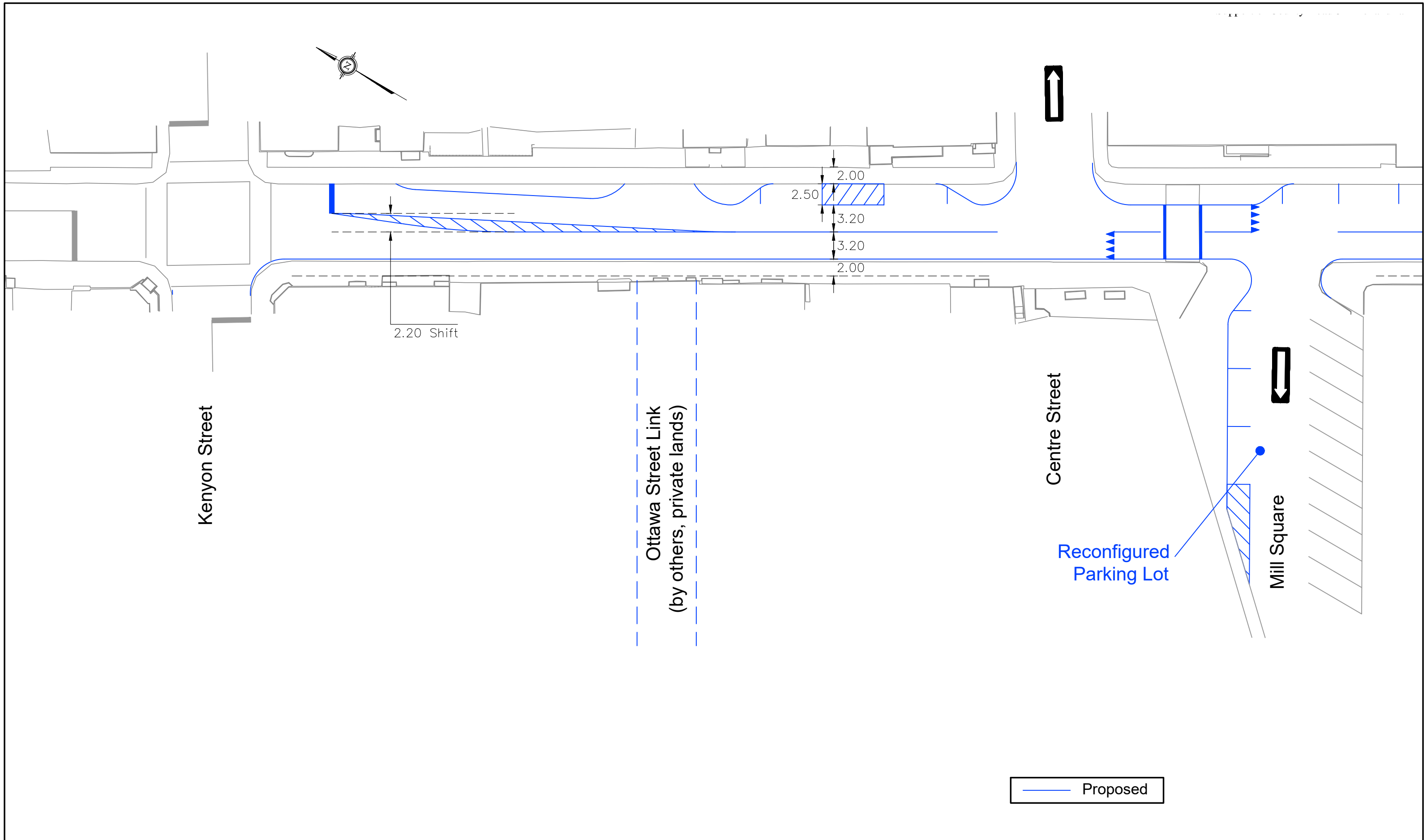
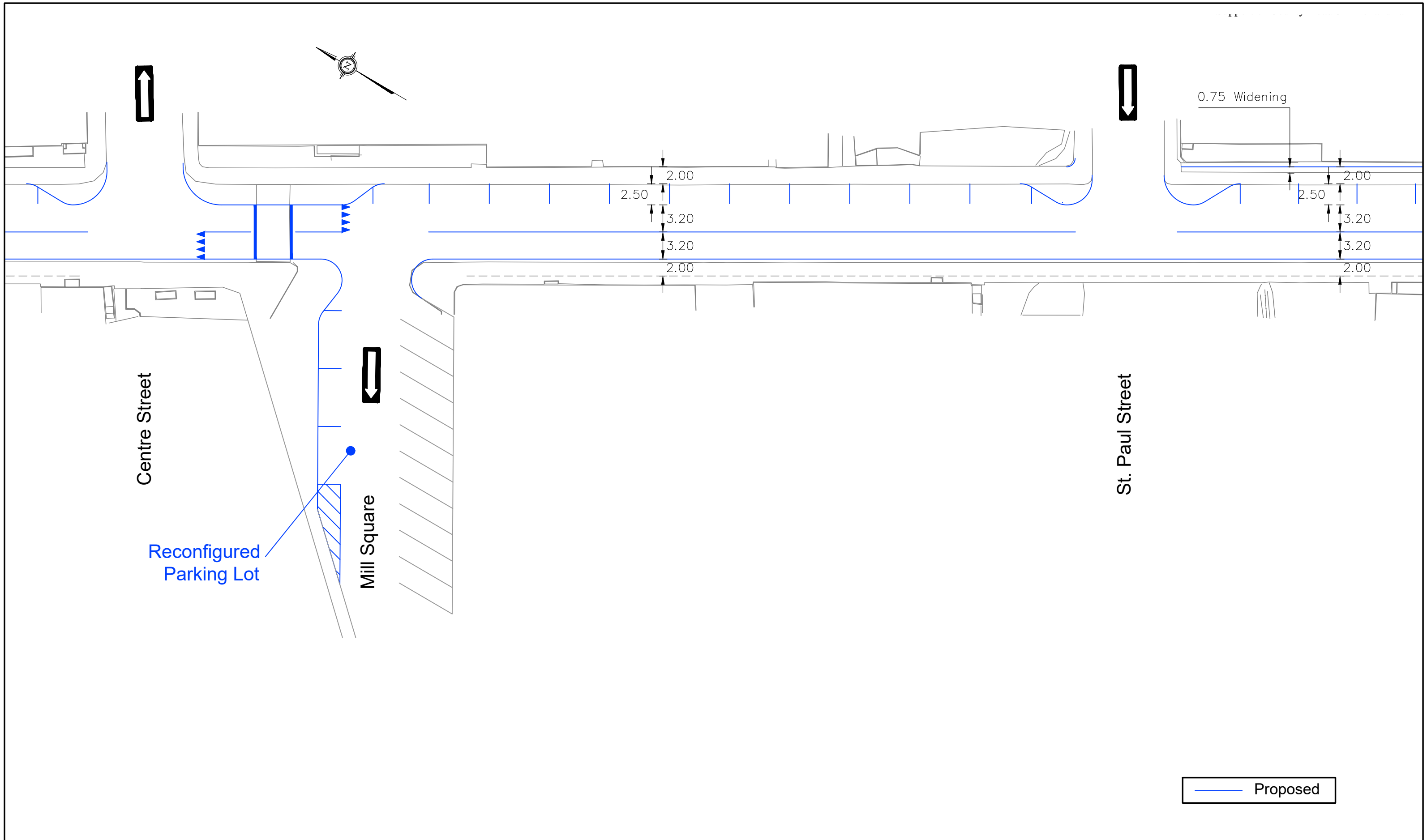
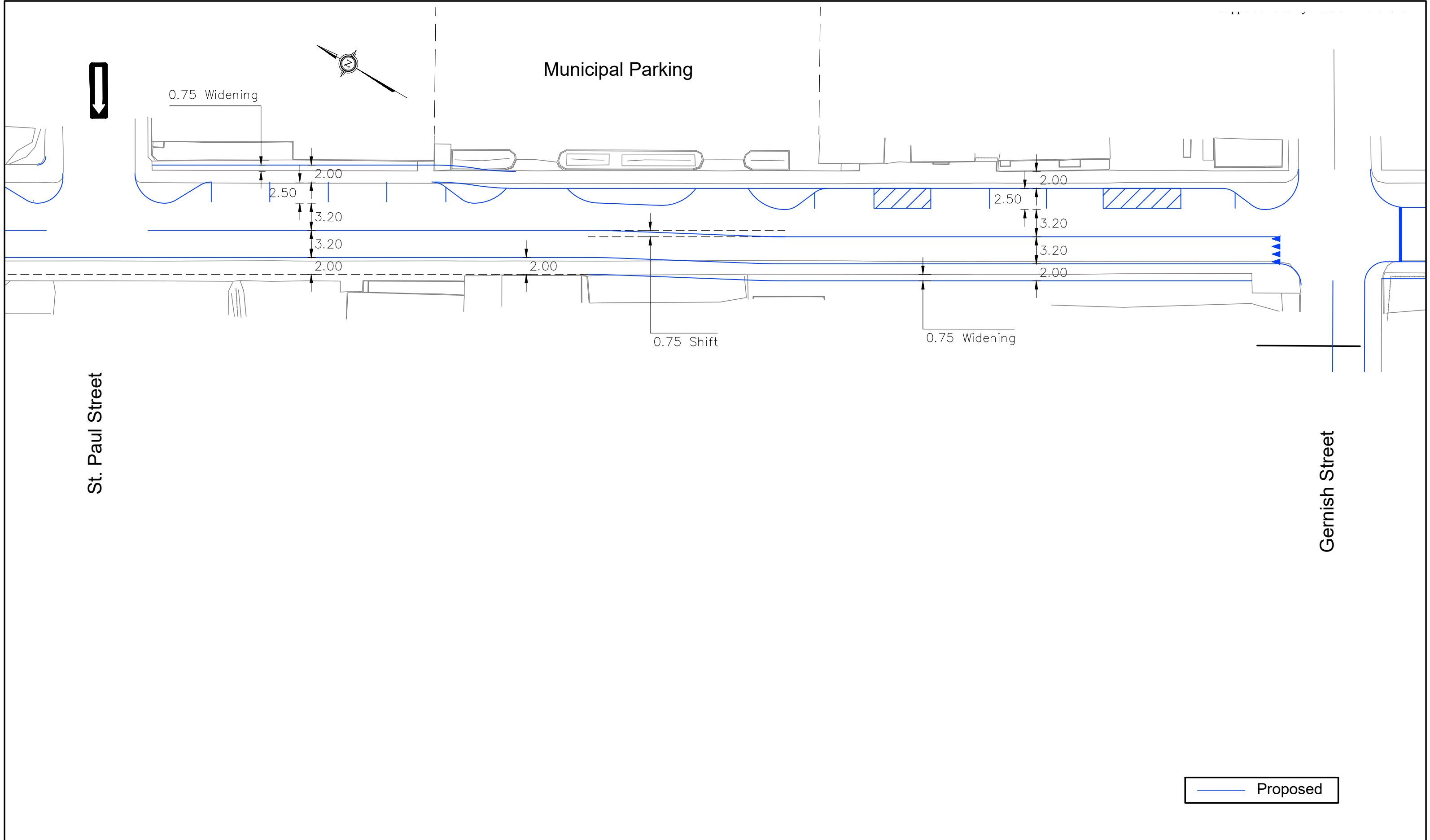
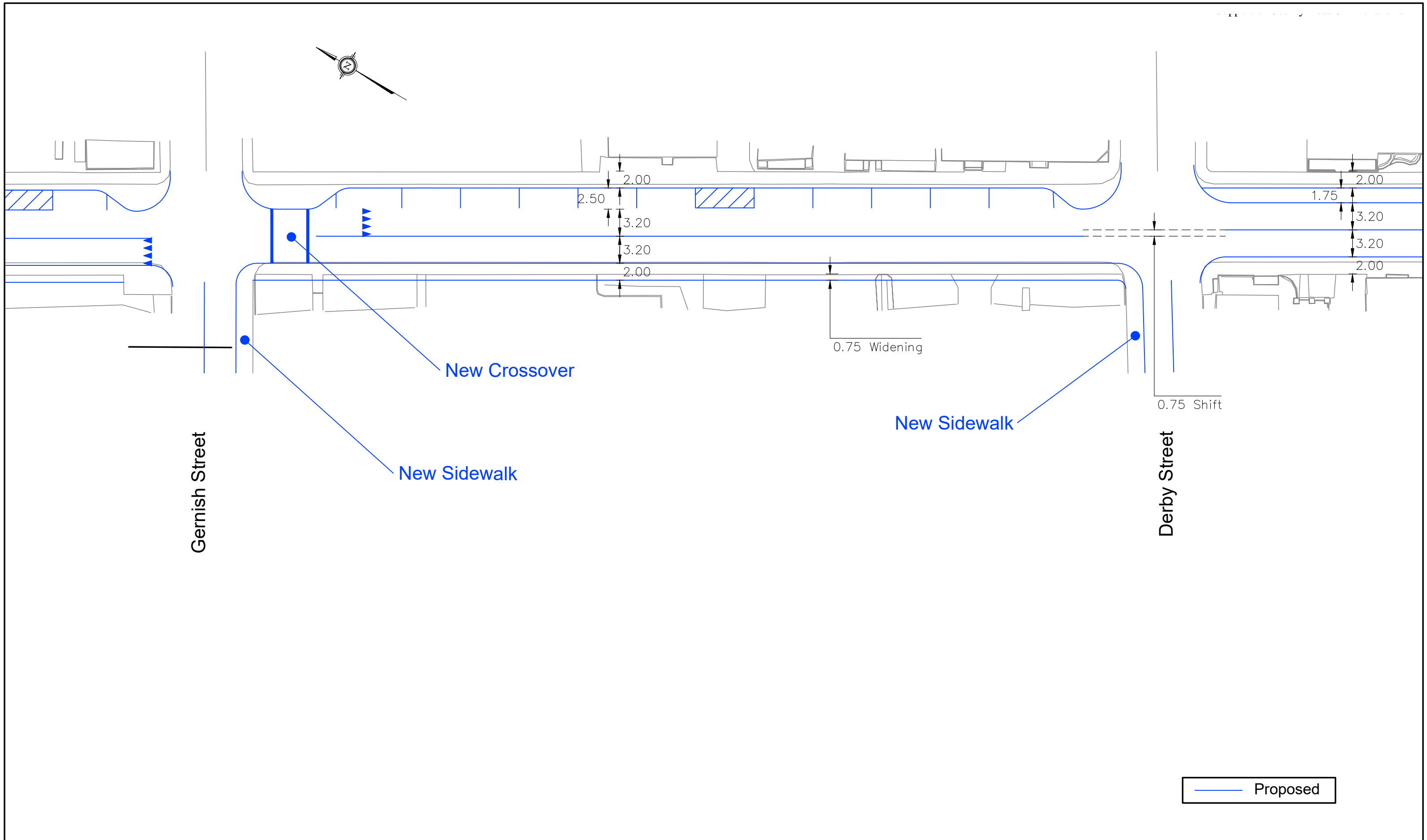
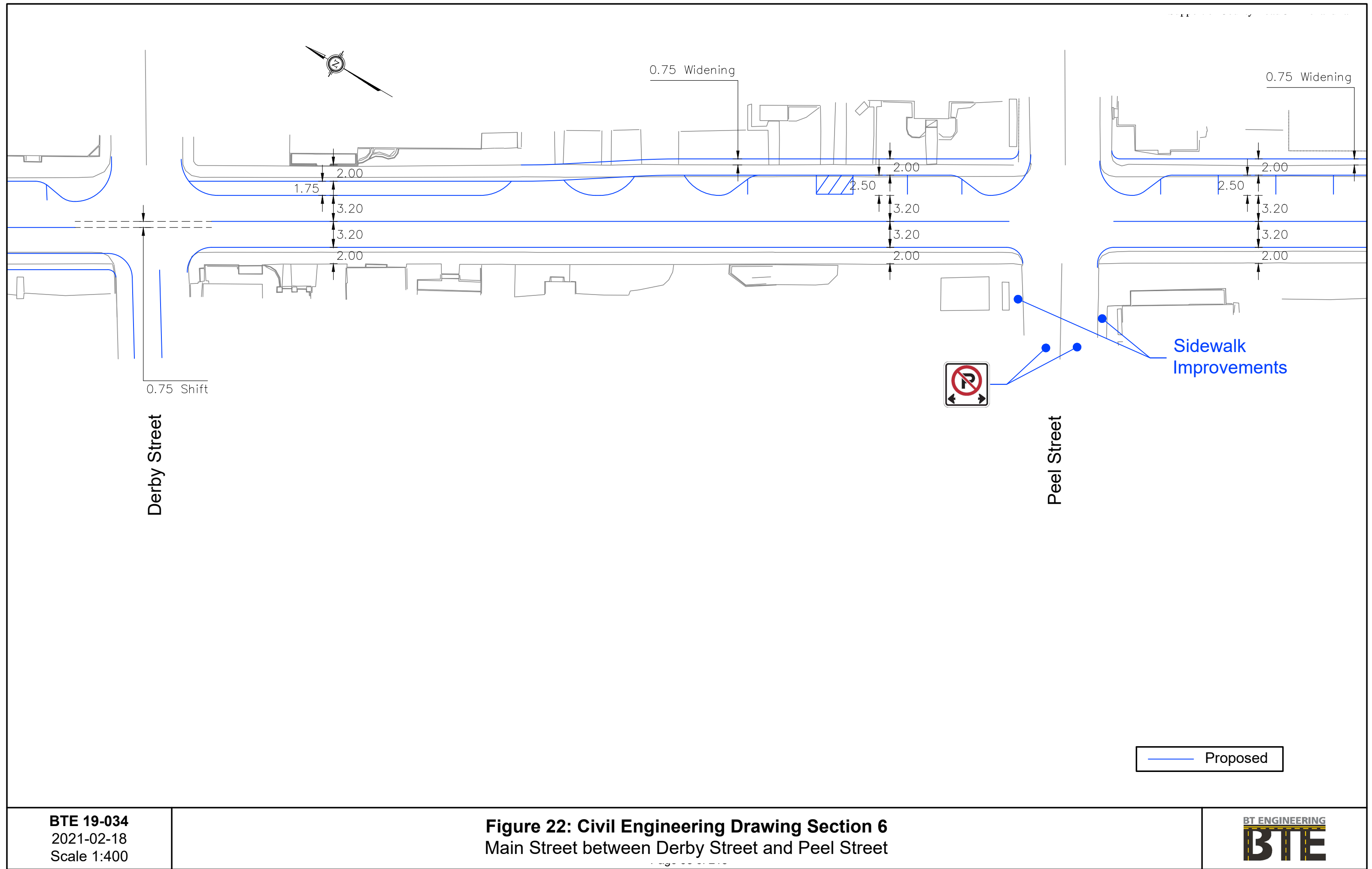


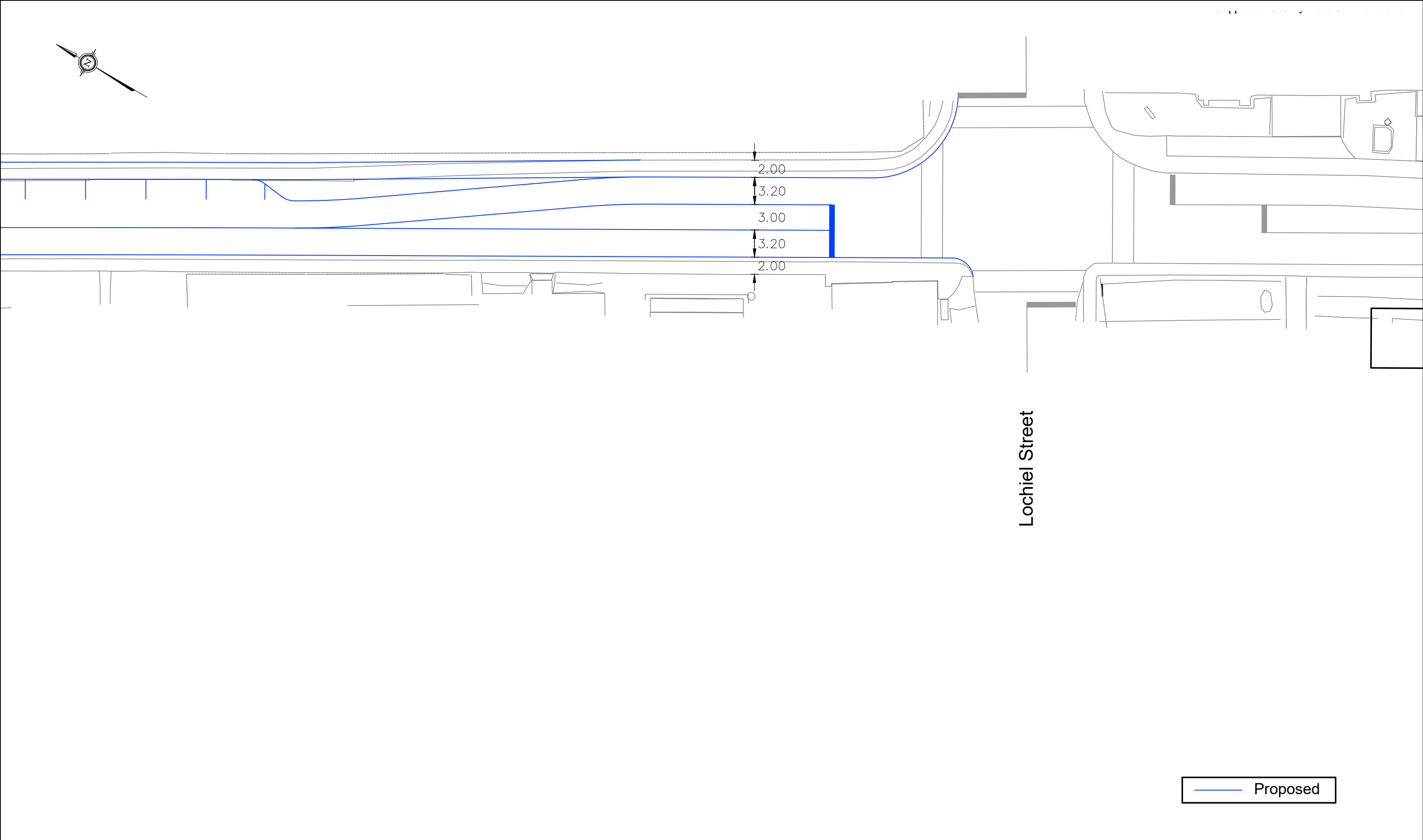
Figure 18: Civil Engineering Drawing Section 2
Main Street between Kenyon Street and Centre Street











8.0 MITIGATION MEASURES AND COMMITMENTS TO FUTURE WORK

Stakeholders, agencies, and the public in the Study Area submitted questions and concerns throughout the study. Key issues and commitments to future work are summarized in **Table 1**.

Identified mitigation measures reflect commitments by the United Counties to mitigate environmental effects. Effects on the environment were considered in accordance with the Municipal Class EA process.

Table 1: Summary of Issues, Proposed Mitigation and Commitments to Future Work			
No.	Issue	Project Effect	Commitments
1.0	Parking Impacts		
1.1	On-street parking	Concern from business owner that on-street parking on Peel Street reduces visibility when turning left onto Main Street.	Restrict parking on Peel Street from Main Street southerly 15 m.
1.2	Short term parking and lane restrictions for municipal services replacement	Road reconstruction, including municipal services replacement, may restrict on-street parking and include short-term lane reductions along Main Street.	Advance notification of road reconstruction and its effects will be sent to the contact list, including the public, agencies, businesses and stakeholders. Advance signage along Main Street is recommended to inform users of upcoming disruptions.
1.3	Change of on-street parking from west to east side of Main Street	Historically, the on-street parking was on the east side of Main Street.	On-street parking is recommended to be relocated to the east side of Main Street.
1.4	Peel Street sidewalk, west of Main Street is in poor condition.	Concern from business owner for narrow, poor condition sidewalk.	Wider sidewalk on the south side of Peel Street, west of Main Street.
2.0	Natural, Social and Cultural Environment		
2.1	Cultural heritage significance of commercial building(s).	Recommendation for future acquisition of commercial building(s) for new pedestrian walkway.	A future Cultural Heritage Assessment Report will be completed prior to acquisition and/or demolition.
2.2	Noise	The recommendations on Main Street and Mill Square are to remove bypass truck traffic from downtown. This will reduce noise levels in the downtown core.	A noise assessment will be completed as part of the future truck bypass EA Study to determine the impacts of increased truck traffic on County Road 43/County Road 45.
2.3	Air Quality	The recommendations on Main Street and Mill Square are to remove bypass truck traffic from downtown. This will improve air quality in the downtown core.	An air quality assessment will be completed as part of the future truck bypass EA Study to determine the impacts of longer truck travel routes.
2.4	Natural Environment	No terrestrial impacts are anticipated as part of this study.	In-water works for removal of the commercial building(s) timing to avoid in-water restrictions.
3.0	Engineering		
3.1	New future truck bypass route.	Recommendation for a new truck bypass route using Auld MacMillan Road.	A Municipal Class EA will be completed to confirm the truck bypass route.



9.0 FUTURE ACTIVITIES

Following a 30-day public review period of the Project File Report (with no objections) and obtaining Class EA clearance, this project, or any individual Recommended Plan Phase 1 and Interim Plan Phase 2 elements of this project, may proceed to detail design and construction by the County, after obtaining the necessary environmental permits and approvals, and subject to availability of funding and construction priorities. Mitigation measures listed in **Table 1**, and applying to Phase 1 elements, are to be incorporated during detailed design and construction, as appropriate.

Long Range Plan Phase 3 Improvements (new year-round mandatory truck bypass) will require completion of a future Municipal Class EA to confirm the route and obtain EA approval.

Appendix A
Final Study Design Report



Appendix B
Record of Consultation



Appendix B1
Community Café Summary Report



Appendix B2

Public Information Centre No. 1 Summary Report



Appendix C
Select Correspondence



Appendix D
Origin-Destination Survey



Appendix E
Pedestrian and Parking Utilization Survey Report



Appendix F
Structural Investigation Memo



Appendix G
Cultural Heritage/Archaeology Screening



Appendix H
Value Planning Workshop



Appendix I
Council Resolutions



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

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 XX day of XXXX 2021.

WARDEN

CLERK

Schedule 'A' to By-law No. 5XXX 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**

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Three-Quarter Ton Trucks

RECOMMENDATION:

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.

BACKGROUND:

Council has approved the purchase of two (2) new three-quarter ton trucks per the County's equipment replacement schedule. These trucks will replace similar vehicles which are deemed to be at the end of their service life. The surplus trucks will be disposed of via auction.

A total of three bids were received in response to a tender issued for the purchase of the new trucks.

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

Table 1: Bid Summary

COMPANY NAME	AMOUNT OF BID
Surgenor Chevrolet Buick GMC Cadillac	\$82,630.00
Finch Chevrolet Cadillac Buick GMC Ltd.	\$83,272.00
Miller Hughes Ford Sales	\$87,240.00

OPTIONS AND DISCUSSION:

- 1. Approve the purchase (Recommended).** Replacement of these vehicles is included in the detailed equipment inventory and replacement plan. This option is recommended.
- 2. Do not approve the purchase. (Not recommended)**

FINANCIAL ANALYSIS:

This is a regular budgeted item and is incorporated in the 2021 budget. The total 2021 budget for these trucks is \$82,000. The low bid is approximately \$600 over budget. The slight over-expenditure for these units will have a negligible impact on the budget at year-end.

LOCAL MUNICIPAL IMPACT:

The purchase of these vehicles was noted as a potential joint tender with local municipalities.

RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:

- Local SDG Municipalities.


ATTACHMENTS:

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Loader - Finch

RECOMMENDATIONS:

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 off-set 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.

BACKGROUND:

In 2021, Council has approved the purchase of one loader per the County's equipment replacement schedule. A total of two (2) bids were received in response to a tender issued.

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

Table 1: Bid Summary

COMPANY NAME	TENDERED PRICE	PROPOSED TRADE-IN VALUE	NET PURCHASE PRICE
J.R. Brisson Equipment Ltd	\$ 241,487.00	\$ 20,000.00	\$ 221,487.00
Brandt Tractor Ltd.	\$ 259,624.00	\$ 20,000.00	\$ 239,624.00

OPTIONS AND DISCUSSION:

- 1. Approve the purchase (Recommended).** Replacement of this loader is included in detailed equipment inventory and replacement plan. Timely replacement of equipment is consistent with comprehensive asset principles. This option is recommended.
- 2. Do not approve the purchase. (Not recommended)**

FINANCIAL ANALYSIS:

The 2021 budget included \$225,000 for the purchase of one new loader. When the trade-in is factored into the overall cost, this purchase is within budget. The tender document was structured so that the proponents were required to submit a bid for the new loader and list a trade-in value for the existing loader that is being replaced. The tender document also noted that it was at the County's sole discretion whether to accept the trade-in value.

To sell the surplus loader, staff will solicit bids through the County's e-auction portal in advance of the delivery of the new machine. Should the bid value submitted through the auction exceed the trade-in value, staff will dispose of the used loader through the auction website and advise the dealer that the County will not be exercising the trade-in option. Alternatively, if the auction prices for the used loader does not exceed the trade-in value as noted in Table 1, staff will advise the successful bidder that they will be accepting the loader for the tendered 'trade-in price'.

This process ensures that the County is receiving the best overall value for the used loader and was similarly employed in 2017 when our last loaders were replaced. In that circumstance, one loader was sold through the online auction, as the auction for that unit exceeded the tendered trade-in value.

LOCAL MUNICIPAL IMPACT:

- N/A


RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:**ATTACHMENTS:**

- N/A

RECOMMENDED BY:

 Benjamin de Haan, P. Eng
 County Engineer
REVIEWED & APPROVED BY:

 T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Storm Sewer Flushing and Camera Inspections

RECOMMENDATIONS:

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.

EXECUTIVE SUMMARY:

This tender is for video inspections (CCTV) of all County storm sewers within the municipalities of North Dundas, South Dundas and North Stormont. The results are intended to support the County's asset management plan.

BACKGROUND:

This tender is for the comprehensive CCTV inspection of various County storm sewers in North Dundas, South Dundas and North Stormont. The information collected during this exercise will be entered into the County's asset registry as part of efforts to conform to Ontario's *Asset Management Planning for Municipal Infrastructure (O'Reg. 588/17)*. County storm sewers within South Stormont, North Glengarry and South Glengarry will be inspected in 2022 (subject to budget approval), after which it is expected that storm sewers will be inspected on a rotating, annual basis.

The proposed work includes flushing of the storm sewer systems, camera inspection and generation of a pipe condition report indicating length, diameter, material, and any observed damage or signs of structural failure.

A summary of the bids received were as follows:

Table 1: Summary of Bids

COMPANY	PRICE
Aqua Drain Sewer Services Inc.	\$ 75,557.65
Onsite Sewer Services	\$106,400.00
Wessuc Inc.	\$113,474.65
GFL Environmental Inc.	\$116,632.80
Hydrocam Inc.	\$130,928.00
Clean Water Works Inc.	\$133,335.50
Clearwater Structures Inc.	\$145,632.75
Capital Sewer Services Inc.	\$200,266.40

OPTIONS AND DISCUSSION:

- 1. Approve the work (Recommended).** Given that this information is necessary to complete the life expectancy analysis, this work is needed to comply with *O'Reg. 588/17*. This option is recommended.
- 2. Do not approve the work (Not recommended)**

FINANCIAL ANALYSIS:

The County has budgeted \$100,000 in 2021 for this project; therefore, staff are projecting that this project will be within budget.

For information, County staff have also applied for a \$50,000 grant through the Federation of Canadian Municipalities (FCM) to be used for this activity. It was not previously determined if the funding would be used to recoup budgeted costs or to fund additional CCTV investigations to get ahead on the asset management program.

Because SDG took advantage of the first round of FCM funding, the County's current FCM application is on hold pending availability of additional funding. Should the funding be approved, additional direction will be sought from Council as to whether to use the funds to offset budgeted CCTV investigations, or to pursue additional work this calendar year.

LOCAL MUNICIPAL IMPACT:

Staff will advise local municipalities where the work is being performed. There are likely minor, short term traffic interruptions necessary to support this work.

RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:

N/A

ATTACHMENTS:


N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Micro Surfacing

RECOMMENDATIONS:

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.

EXECUTIVE SUMMARY:

This tender is to award the proposed 2021 micro surfacing contract. Micro surfacing is a preventative maintenance treatment that allows the County to extend the service life of deteriorated roads. The Municipality of South Dundas is a partner in this joint tender.

BACKGROUND:

Micro surfacing is a low-cost preventive maintenance treatment that is being used by SDG to extend the service-life of selected roads. The service-life of the road is extended because the treatment protects the existing asphalt surface from oxidization and deterioration, which will slow thermal cracking, potholes and other common defects. The following roads are to be micro surfaced with a single lift treatment based on the recommendations of the County's Road Needs Study:

- SDG 31 from SDG 3/43 northerly to Ottawa/SDG Boundary
- SDG 41 from SDG 8 easterly to Nudell Bush Road
- SDG 31 from North limits of Williamsburg northerly 1000m
- SDG 31 from 1000m north of the North limits of Williamsburg northerly to Garlough Road
- SDG 18 from the intersection of SDG 20 in the Village of Martintown easterly to the east Village limits

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

Table 1: Bid Summary

Company	Tendered Price
Miller Paving Limited	\$ 751,802.00
Duncor Enterprises Inc.	\$ 946,119.20

OPTIONS AND DISCUSSION:

- 1. Award the tender (Recommended).** Micro surfacing is a commonly used preventative maintenance treatment for the County's asphalt roads. SDG has been satisfied with its performance. The tendered value is within budget.
- 2. Do not award the tender (Not recommended).** Micro surfacing is an important preventative maintenance activity. This option is not recommended.

FINANCIAL ANALYSIS:

Staff first issued a tender for micro surfacing earlier in 2021, which included the above list of road sections, as well as an item for each of the County's patrol yards. The first tender values were above budget and were rejected at the March 15th Council meeting.

County staff removed the patrol yards from the scope of work and re-issued the tender. The low bid is within the 2021 budget of \$450,000.

LOCAL MUNICIPAL IMPACT:

Staff will advise local municipalities where the work is being performed and will ensure that the public is advised of likely delays.

RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:

- Offered as a joint tender with local municipalities and surrounding Counties


ATTACHMENTS: N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Corrugated Steel Pipes

RECOMMENDATIONS:

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.

BACKGROUND:

This is a joint tender with the local municipalities for the supply of corrugated steel pipes of a variety of diameters and lengths. The pipes purchased through this contract are 'stocked' at the patrol yards and used through the season to replace failed driveway culvert and road cross-culverts.

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

Table 1: Bid Summary

COMPANY NAME	AMOUNT OF BID
Atlantic Industries Limited	\$110,209.06
Armtec Inc.	\$110,810.30
E S Hubbell & Sons Ltd.	\$124,168.06

OPTIONS AND DISCUSSION:

- 1. Approve the tender (Recommended)**
- 2. Do not approve the tender (Not recommended)**

FINANCIAL ANALYSIS:

This is a regular budgeted material item used in the County's ditching and culvert replacement operations and is incorporated in the 2021 budget. The County

portion of the tender quantity is \$60,494.73 plus H.S.T. The unit pricing provided within the tender is valid until December 31, 2021, allowing all municipal partners to re-stock and/or purchase other sized pipes during the 2021 construction season.

LOCAL MUNICIPAL IMPACT:

This was a joint tender for which the bulk purchase, delivery and guaranteed pricing will benefit the participants.

RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:

All local municipalities were given the opportunity to participate in this joint tender.

ATTACHMENTS:


- N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	McPhee Bridge Rehabilitation - SDG 10

RECOMMENDATIONS:

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.

EXECUTIVE SUMMARY:

This tender is for the comprehensive rehabilitation of McPhee Bridge, a project identified as a priority within the County's asset management plan.

BACKGROUND:

The proposed rehabilitation of the McPhee Bridge includes concrete removals and patching on the deck, waterproofing and paving, abutment concrete repairs, ballast wall replacement, structural steel repairs and coating, bearing replacement, end diaphragm replacement, conversion to a semi-integral abutment, removal of bridge post and beam railing and sidewalk, installation of a new barrier, steel beam guide rail and miscellaneous approach works.

A summary of the bids received are as follows:

Table 1: Summary of Bids

COMPANY NAME	AMOUNT OF BID
Dalcon Constructors Ltd.	\$1,163,000.00
Clearwater Structures Inc.	\$ 1,193,640.00
Louis W. Bray Construction Limited	\$1,438,508.40
Landform Civil Infrastructures Inc.	\$ 1,446,355.00
Coco Paving Inc.	\$ 1,740,623.00

OPTIONS AND DISCUSSION:

1. **Approve the work (Recommended).** The bridge has reached a point in its service life where it will benefit from a comprehensive rehabilitation. This option is recommended.
2. **Do not approve the work (Not recommended).**

FINANCIAL ANALYSIS:

The County budgeted \$1,375,000 in 2021 for this project; therefore once inspection and design work is considered, staff are projecting that this project will be completed within budget.

LOCAL MUNICIPAL IMPACT:

The County undertook a review of detour options and ramifications of a full road closure with the Township of North Glengarry. Unfortunately, a reasonable detour route was not feasible given the geographic location of this structure. Accordingly, the project was designed under the 'staged construction' (single lane closures). Note, there will be very short duration closures (e.g. 10-15 minutes) at several points during the rehabilitation.

The Township of North Glengarry indicated that they had no objections to a lane reduction on the bridge during the rehabilitation work.

Staff will advise the public and emergency services of this project and potential traffic delays.

RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:

- Township of North Glengarry
- Jacobs Engineering Group (Design Engineers)
- Raisin Region Conservation Authority
- Emergency Services (once schedule is finalized)

ATTACHMENTS:


N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Boundary Road Bridge Repairs

RECOMMENDATIONS:

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

EXECUTIVE SUMMARY:

This tender is for the minor repair of Boundary Road Bridge, a shared bridge between SDG and the City of Cornwall. The proposed work includes concrete removals and repairs, a new expansion joint seal, uncoated reinforcing steel repairs, waterproofing, asphalt, and steel fabrication.

BACKGROUND:

As previously reported to Council, last year the County and City of Cornwall had partnered to complete a detailed design and comprehensive rehabilitation of the Boundary Road Bridge, located at the Boundary between SDG (South Glengarry) and the City of Cornwall. The bridge is located on Boundary Road/ SDG 19.

During the preliminary rehabilitation analysis, it was determined that the original design of the bridge did not comply with the current Canadian Bridge Design Code because of hidden components which made it difficult to fully assess the condition and accurately confirm the remaining service life of the bridge. As a result of these challenges, the consultant recommended full replacement of this structure in lieu of a comprehensive rehabilitation.

Given the current condition of the bridge, the County and City of Cornwall have opted to undertake a short-term holding strategy, which is expected to extend the life of the bridge by 5 years. This approach will provide the County and City sufficient time to undertake a full hydraulic analysis and optimization study, with the intent to reduce the size of this structure, potentially saving both parties significant money when it is eventually replaced.

A summary of the bids received are as follows:

Table 1: Summary of Bids

COMPANY NAME	AMOUNT OF BID
DW Building Restoration Services Inc.	\$134,386.50
Willis Kerr Contracting Limited	\$156,053.00
Clearwater Structures Inc.	\$191,153.00
Dalcon Constructors Ltd.	\$193,000.00
Louis W. Bray Construction Limited	\$214,198.00

Although SDG has not worked with DW Building Restoration Services, a review of references has been completed and no issues or concerns with this contractor were raised.

OPTIONS AND DISCUSSION:

1. **Approve the work (Recommended).** The ‘holding’ approach contemplated in this repair will provide SDG and the City with time to complete more detailed analysis to optimize the ultimate replacement, while ensuring that the existing structure remains safe and in-service. This option is recommended.
2. **Do not approve the work (Not recommended).** Although it may seem counterintuitive to spend money on a short-term fix, the proposed repair is relatively inexpensive when compared to the significant investment necessary to remove and replace the entire structure. Should Council not wish to proceed with the repair, staff will need to begin design immediately. This option is not recommended.

FINANCIAL ANALYSIS:

The County has budgeted \$150,000 in 2021 for this project. The City of Cornwall, as co-owners of the bridge, had budgeted \$100,000 in 2020 which is currently in reserves. After accounting for inspection and design work, staff are projecting that this project will be well within budget.

LOCAL MUNICIPAL IMPACT:

To facilitate the work, Boundary Rd./SDG 19 must be closed for a six-week period. South Glengarry staff have confirmed that the detour can use Street Road/Kinloch Rd. Similar to previous local road detours, County staff will complete a detailed visual survey (including high-definition video recording) to ensure the condition of the existing road is well documented in the event that damages are noted.

Staff will also reach out to the residents in the area to advise of the work.

RELEVANCE TO STRATEGIC PRIORITIES:

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

OTHERS CONSULTED:

- City of Cornwall
- Township of South Glengarry (Public Works and Fire Services)

ATTACHMENTS:

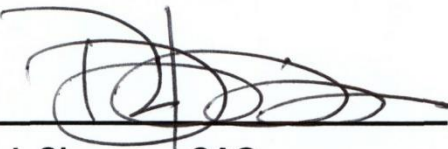
- N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:



T.J. Simpson, CAO



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Maple Tapping Lease - Howard Mitchell Forest (Dalkeith)

RECOMMENDATION:

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. Mitchell Forest in Dalkeith, be read in open Council, signed and sealed

EXECUTIVE SUMMARY:

By-law 5288 authorizes a 10-year maple tapping lease within the Howard S. Mitchell Forest with A&B Syrup, an established syrup producer from Eastern Ontario. The producer will have exclusive rights to the 'tappable' trees within the forest and the County will be compensated for the number of taps installed.

BACKGROUND:

The United Counties owns and manages approximately 4,000 hectares (10,000 acres) of forest within the region. This past fall, staff issued an *Expression of Interest (EOI)* through the Ontario Maple Syrup Producers Association to ascertain if there was interest in tapping the Howard S. Mitchell forest, located near Dalkeith, Ontario.

The Howard S. Mitchell Tract is comprised of natural upland hardwood forest and conifer plantations. The upland forest is dominated by sugar maple and had historically been used for maple syrup production. Once a tree thinning is completed to remove diseased and low-quality hardwoods, the property will be ready to resume maple syrup production.



Figure 1: Subject Property

One expression of interest was received at the deadline from A&B Maple Syrup; an established syrup producer within Eastern Ontario who have previously indicated an interest in creating such partnerships with the County.

Since the submission of the EOI, A&B Maple Syrup, SDG and South Nation Conservation have met to discuss the opportunity and arrive at mutually agreeable terms and conditions. Highlights of the lease agreement are as follows:

- SDG will be responsible for the thinning of the forest (planned late summer). The thinning will generate nominal revenue, which will be used by SDG to offset the cost of installing a hydro service to the syrup collection area. The collection area is expected to be located from Cailloux Lane.
- The lease agreement is for a 10-year period, with the expectation that collection lines will be installed in late fall early winter 2021, and syrup production will start in 2022. With Council's approval, A&B Maple Syrup will have the opportunity to extend the agreement for an additional 5 years past the expiration of the lease. This timeframe is consistent with the expected lifespan of the sap collection lines (10-15-years).
- Collection lines will remain in place for the period of the lease. Lines located across trails, or in a manner that would interfere with the public's enjoyment of the property are to be removed (outside of the active sap collection period). A&B Maple Syrup can request "No Trespassing" signage from SDG if there is evidence of vandalism to their equipment during the sap collection period.
- SDG will be responsible to install a hydro service to the collection area. A&B Syrup will be responsible for all hydro costs during the term of the lease.
- Tapping will be completed in accordance with accepted standards. Payment to SDG will be \$0.80 per tap, with the ability to adjust the payment after five years depending on the market value of finished syrup. Given the County's existing forest management practices, A&B Maple Syrup will have opportunity to market the product as "*FSC Certified*" (County forests are sustainably managed in accordance with the Forest Stewardship Council). The County can request partial payment for taps with finished product (syrup) at market value.

The agreement is consistent with the Maple Syrup Producers standard agreement and is like other public-private partnerships for maple tapping activities. Staff are confident that this will be a mutually beneficial activity for the County and will expand use and opportunities within County forests.

With the demonstrated success of this partnership, staff fully expect that similar arrangements will be possible within other forest holdings.

OPTIONS AND DISCUSSION:

1. **Approve the Lease (Recommended).** Staff are excited to introduce a public-private venture at a local forest and have full confidence that this relationship will be mutually beneficial to both parties. The partnership allows SDG to 'tap' into a new revenue stream and sustainably diversify the use of our forests.
2. **Do not approve the lease (Not recommended).**

FINANCIAL ANALYSIS:

As noted above, the lease opportunity was publicly offered through the Ontario Maple Syrup Producers. A&B Syrup had previously expressed interest in working with SDG and looks forward to bidding on other properties that may also come available in the future.

There are expected to be 3000 taps installed in the Howard S. Mitchell Forest, which will result in an annual revenue of \$2,400 per year (at \$0.80 per tap). The County will have the option to receive the revenue as cash or combination of cash and finished product. Five years into the agreement, A&B Syrup and SDG will review the 'rack' price for maple syrup and adjust the cost per tap based on the change.

Prior to installing the collection lines this fall, SDG will be completing a thinning of the maple stand to remove dead and/or diseased trees. The County will receive a nominal revenue for this thinning (firewood) and will be using the revenue to install an electrical service for the syrup line landing area. Annual electrical costs will be covered by A&B Maple Syrup.

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
- United Counties of Prescott Russell

ATTACHMENTS:

- By-law 5288
- Schedule A (lease agreement)

RECOMMENDED BY:

A handwritten signature in black ink, appearing to be 'B. de Haan', written over a horizontal line.

Benjamin de Haan, P. Eng
County Engineer

REVIEWED & APPROVED BY:

A handwritten signature in black ink, appearing to be 'T.J. Simpson', written over a horizontal line.

T.J. Simpson, CAO

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

BY-LAW NO. 5288

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 enter into a 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

READ and passed in Open Council, signed and sealed this 19th day of April 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**

EFFECTIVE DATE:

April 19th, 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 approximately 84 acres.

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 15th 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 15th 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 14th 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) 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.
- 2) 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;
- 3) Annually provide the Landowner with a summary of the number of taps installed;
- 4) Furnish all labor, equipment, supplies and all operational expenses, including annual hydro expenses directly paid by the County;
- 5) Neither assign nor sublet any of the land or property covered in this lease to any other person or persons;
- 6) Maintain liability insurance as set out in this agreement;
- 7) 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) The results of an arbitration process; or,
- 3) Nonpayment of the tapping fee or any other costs to be borne by the Renter; or,
- 4) 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,
- 5) 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

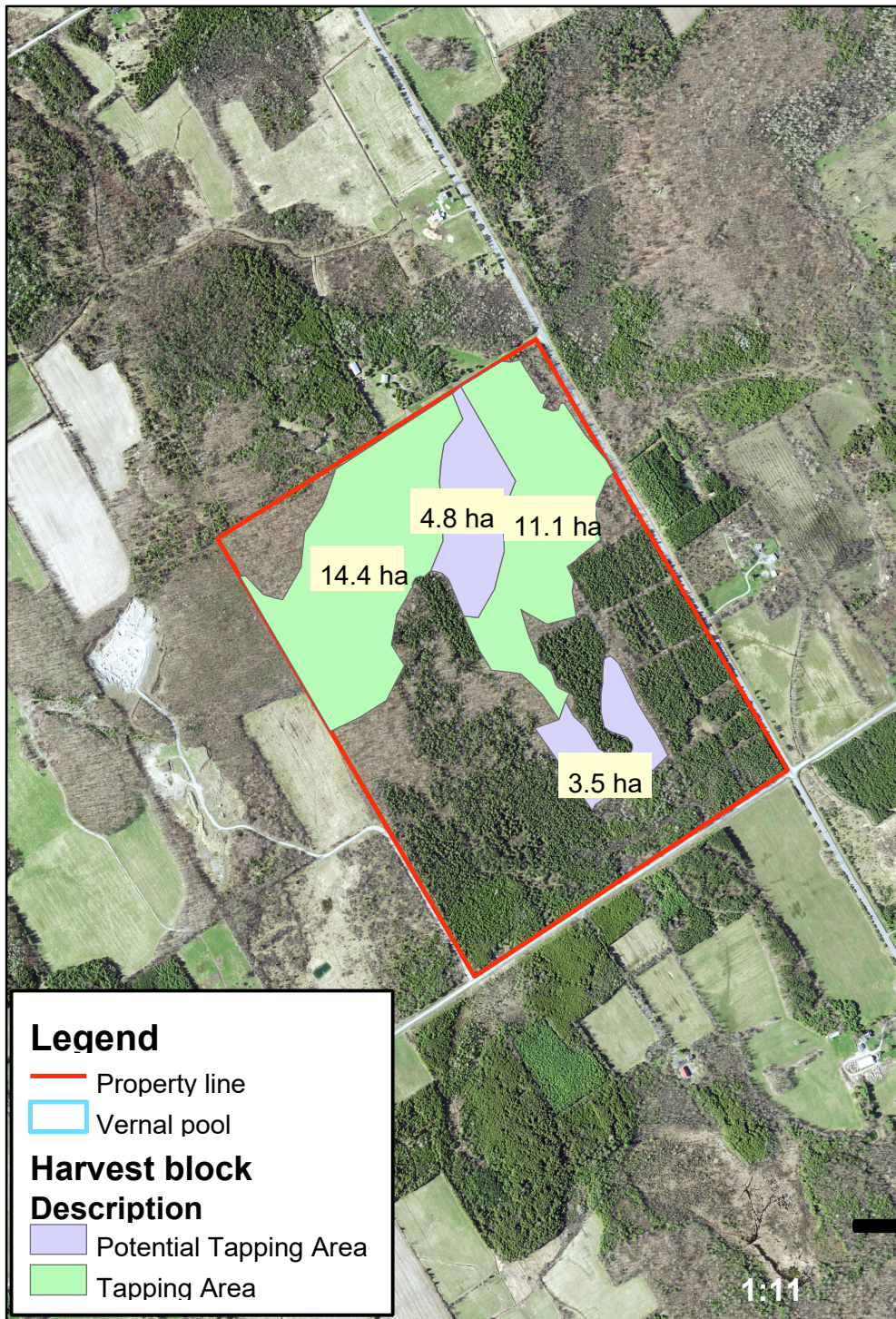
Kimberley Casselman, Clerk

A&B Maple Syrup

Benoit Desforges

Andre Desforges

Part C: Maple Sap Production Area



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 31st 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*.



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

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Official Plan Amendment No. 6 - Housekeeping

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

To address a number of technical textual and mapping errors, or unclear, contradictory, or redundant policy language, as well as changes to provincial policies and guidelines, staff initiated the development of a housekeeping amendment to ensure that the Official Plan can be effectively implemented by both local and County staff, and to reduce the administrative burden on both staff and applicants created through errors and inconsistent portions of the Plan. To that end, 45 amendments are being proposed within the contemplated housekeeping amendment.

BACKGROUND:

Housekeeping amendments are a normal function associated with maintaining an Official Plan. Many municipalities undertake regular housekeeping amendments to both official plans and zoning by-laws to ensure they can be effectively implemented. During the course of implementing the County's current plan (approved in 2018), both County and local staff had identified a number of technical errors in both the text and maps of the document. To address these issues, staff formally initiated this amendment in February of 2021 to address these issues.

The proposed amendment is essentially composed of four categories:

1. Correction of minor grammar, spelling, and formatting.
2. Introduction of new text or editing of existing text to improve general readability and clarify interpretation of the Plan.
3. Correction of mapping errors and the reformatting of the Official Plan schedules.
4. Substantive policy changes to:
 - reflect current provincial legislation and policy
 - clarify permitted uses in various designations
 - introduce additional flexibility in the interpretation of the Plan; and
 - to address a gap in policies related to waste disposal sites.

Initially containing 48 proposed changes, the draft amendment was pre-circulated to local municipal staff for comment and input before the statutory circulation process commenced. A public meeting was held on March 29, 2021, prior to which, additional comments were received from the Ministry of Municipal Affairs and Housing, South Nation Conservation Authority, and GFL Environmental. All comments received were consolidated and reviewed by staff. Based on the feedback received, several proposals were withdrawn, resulting in a total of 45 changes.

For clarity, the amendments proposed as part of this housekeeping amendment have no material impact on the ongoing appeal of the Official Plan.

OPTIONS AND DISCUSSION:

Council has three options to consider for the proposed amendment:

1. **Adopt the Amendment (Recommended).** The proposed amendment has been developed by County staff and reviewed by all local municipalities as well as the province, conservation authorities, and other bodies and all comments received have been, for the most part, incorporated into the finalized amendment. It is staff's opinion that the amendment will greatly assist and streamline the implementation of the Official Plan. Further, staff are satisfied that the proposed amendment constitutes good planning; and is in the public interest; and conforms to the Provincial Policy Statement.
2. **Defer the Amendment.** Should Council wish to have the proposed amendment or portions of the amendment further revised, they may refer it back to staff for additional review by providing instruction on Council's preferred direction(s). Not recommended.
3. **Refuse the Amendment.** Should Council be satisfied that the Official Plan does not require any amendment, Council may refuse to approve the proposed amendment, or any part of the said amendment. Not recommended.

FINANCIAL ANALYSIS:

There are no direct financial impacts on the County arising from the proposed amendment. These amendments are intended to provide clarity and direction to the users of said plan, which can result in efficiencies and more streamlined development.

LOCAL MUNICIPAL IMPACT:

All local planning departments were circulated the amendment for comment and input. Comments received from all local municipalities were incorporated into the proposed amendment. County staff are not aware of any outstanding issues at the time of the writing of this report.

RELEVANCE TO STRATEGIC PRIORITIES:

Approval of this OPA is consistent with SDG Strategic Priority No. 4 – *Community Sustainability, a Place You Want to Be*. The outcome of this OPA (if approved) creates efficiencies and provides additional clarity to local municipalities, residents, developers and business owners who reside and invest in our region.

OTHERS CONSULTED:

- Municipality of South Dundas
- SDG Planning Staff

ATTACHMENTS:

- By-law No. 5289
- Schedule A, OPA No.6

PREPARED BY:


Mr. Paul Hicks, MCIP, RPP

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. 5289

A BY-LAW to adopt Official Plan Amendment No. 6 to the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

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

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

AND WHEREAS Official Plan Amendment No. 6 is a housekeeping amendment initiated by the United Counties of Stormont, Dundas and Glengarry pursuant to Section 22 of the Planning Act, R.S.O., 1990.

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

1. That Official Plan Amendment No. 6 to the Official Plan of the Corporation of the United Counties of Stormont, Dundas and Glengarry, attached hereto as Schedule "A" to this By-law, is hereby adopted.
2. That this By-law come into force and effect on the final passing thereof.

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

WARDEN

CLERK

SCHEDULE “A” TO BY-LAW No. 5289

**AMENDMENT NO. 6 TO THE OFFICIAL PLAN FOR THE UNITED COUNTIES OF
STORMONT, DUNDAS AND GLENGARRY**

Official Plan Amendment

Housekeeping Amendment

United Counties of Stormont Dundas and Glengarry



**UNITED COUNTIES OF STORMONT
DUNDAS AND GLENGARRY**

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

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

Signed _____
Kimberley Casselman, Clerk

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Appendices

Appendix A: Notice of Public Meeting
Appendix B: Record of Proceedings
Appendix C: Record of Public Comments Received

STATEMENT OF COMPONENTS

PART A - PREAMBLE

Introduces the actual Amendment but does not constitute part of Amendment No. 6 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry.

PART B - THE AMENDMENT

Consists of the following text, which constitutes Amendment No. 6 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry.

PART C - THE APPENDICES

Do not form part of Amendment No. 6 but are provided to clarify the intent and to supply background information related to the Amendment.

PART A – PREAMBLE

Purpose

The purpose of Amendment No. 6 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry, which is a housekeeping amendment initiated by the United Counties pursuant to Section 22 of the *Planning Act*, is to correct technical errors and clarify policies for ease of use and interpretation. Additionally, it will formally recognize official plan amendments to the 2006 Official Plan that were adopted by Council but not incorporated during the final stages of the Province's approval of the 2018 Official Plan.

Location

The amendments apply to all lands within the corporate boundaries of the United Counties.

Basis

The proposed amendment was developed by County Staff after a review of the Official Plan to identify technical errors and unclear / contradictory policies. Further it was reviewed all Staff at all the County's constituent municipalities who also identified technical errors and unclear / contradictory policies. The amendment is also based on the decisions of County Council as they related to amendments to the 2006 Official Plan that were adopted by Council but not incorporated during the final stages of the Province's approval of the 2018 Official Plan.

PART B - THE AMENDMENT

The Introductory Statement

All of this part of the document entitled, Part B - The Amendment, consisting of the following text and Schedule 'A', constitutes Amendment No. 4 to the Official Plan for the United Counties of Stormont, Dundas and Glengarry.

Details of the Amendment

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

1. Section 1.2 – replace the first sentence in the third paragraph with the following:

“The County is responsible for coordinating reviews for all provincial policy interests and circulating applications to Ministries and local agencies.”
2. Section 1.5.3 – delete the second paragraph in its entirety.
3. Section 1.8.8 – delete the first paragraph in its entirety.
4. Section 3.0 – delete the first sentence and replace with “The County is primarily composed of a rural area containing a number of urban and rural settlements. The rural area itself is composed of prime agricultural lands and rural lands, natural heritage areas, and natural resource areas.”

Further, in the second sentence replace “rural lands” with “the rural area”.
5. Table 3.2 – add the designation “Special Land Use District (Overlay)” to both the Rural Area and Urban Settlement Area designation lists.
6. Section 3.4 – add the following before the first paragraph of this section: “All lands in the County are organized into Land Use Districts or Resource Designations. Their respective policies guide growth, development, and scope of land use in accordance with the goals and objectives of this Plan. The accompanying Land Use Schedules outline the Land Use District and Resource designations for each local municipality, which may be amended from time to time. This Section provides the policy framework applicable to Land Use Districts listed in Section 3.4.1. Section 5.0 outlines the policy framework applicable to the Resource Designations, such as Agricultural or Extractive Resource Lands.”

Further, replace the first sentence of the first paragraph with: “This Plan also recognizes site-specific designations and/or development criteria as set out in Section 9.0 of this Plan, through the use of Special Land Use District Overlays.”

7. Section 3.4.1 – add the following to the end of the first sentence: “, Rural Settlement Area, and Special Land Use District Overlay.”
8. Section 3.4.2 – add the following after the word “infrastructure” in the first sentence: “(excluding waste management systems)”.
9. Section 3.4.3 – delete the sentence at the end of the third paragraph and replace with the following: “Existing standalone residential uses may be considered a conforming use in a local municipality’s zoning by-law.”
10. Section 3.4.7 – add the words “a maximum of” before the number 20 in the first sentence.
11. Table 3.5 – under the “Commercial District” designation replace the second bullet with the following: “Residential forming part of a mixed commercial/residential development”.

Further, under the “Employment District” designation, add the following new bullet “Office uses” and replace the word “compliment” in the last bullet with the word “complement”.

Further, under the “Major Open Space” designation, delete “waterfront areas” and replace with “marinas”.

Further, under the “Rural District” designation, add the following new category:
“General

- Forestry and conservation, and natural resource management activities;
- Bed and breakfast establishments;
- Open space;
- Cemeteries.”
-

Further, add the following new designation to the table:

Special Land Use District (Overlay)	- Those uses specified and permitted on the lands under Section 9.0 of this Plan
-------------------------------------	--

12. Section 3.5.1.5.1 – in the second paragraph delete the words “Committee of Adjustment, formed under Section 44 of the Planning Act” and replace with “local municipality”.
13. Section 3.5.2.2 – in Subsection 3 delete the words “High density” and relocate Subsections 12 and 13 after Subsection 3.
14. Section 3.5.2.9 – in the third paragraph, delete the second sentence and replace with the following: “Reductions to any setback shall not require an amendment to this plan and may be considered in consultation with the local Conservation Authority. Standards for vegetation clearing to provide for shoreline access and views shall be established in implementing zoning by-laws.”

Further in paragraph seven, in the second sentence delete the words: “a minimum of 30 metres from the normal high-water mark of these waterbodies” and replace with the following: “in accordance with the regulations of the appropriate conservation authority having jurisdiction.”

15. Section 3.5.4.3 – replace the title “Secondary Units” with “Additional Residential Units” and replace all other references to the term “secondary unit” in the Plan with the term “additional residential unit”.

Further, delete the last sentence of the first paragraph.

Further replace the first sentence of the second paragraph with: “Local Municipalities shall make provision for additional residential units in their zoning by-law by authorizing, at minimum, the following:”.

Further in Subsection 1, delete the words: “if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains a residential unit”.

Further in Subsection 2, delete the words: “if the detached house, semi-detached house or rowhouse contains a single residential unit”.

Further in the last sentence of the section, delete the words “these types of uses” and replace with “a detached house, semi-detached house, or rowhouse”.

Further delete the third and fourth paragraphs and replace with the following:

“Further to the above, Local Municipalities may create additional provisions or requirements for additional residential units in their zoning by-law. Notwithstanding this, any additional provisions shall conform with this Section. The policies of Section 4.3.3 - Water Supply and Sewage Disposal Systems and Section 8.12.10.1

– Site Plan Control may also apply, as well as the provision of adequate parking and conformity with the requirements of the Building Code, Fire Code, and applicable property standards by-laws.

Creation of new lots will not be permitted to separate an additional residential unit from the primary dwelling, unless it conforms to the lot creation policies of Section 8.12.13.3, planning principles/guidelines of Section 3.5, and, in the opinion of the County and Local Municipality, represents an appropriate and desirable use of the lands.”

16. Section 3.6 – delete in its entirety.

17. Section 4.3.5.1 – delete in its entirety and replace with the following:

“Waste management systems include, but are not limited to, landfills, transfer stations, composting facilities, recycling facilities, septage haulage and disposal sites, and waste materials haulage and disposal. Accessory uses to the aforementioned may also include, but are not limited to, storage buildings, associated equipment, security buildings, weigh scales, and/or office/administrative facilities. Waste management systems may only be operated, expanded or closed in accordance with the policies of this Plan and provincial environmental standards and approvals.

All active, inactive, and closed waste management systems shall be identified on the Land Use Schedules of this Plan, with a symbol used to differentiate “active” and “closed” waste management systems.”

18. Section 4.3.5.2 delete this section in its entirety and replace with the following:

“Amendment & Planning Principles

New waste management systems may be permitted in either Rural District or Employment District designations and shall require an amendment to this plan and require approval under the Environmental Protection Act before an amendment is considered. Provincial and municipal approvals will be required for the hauling and disposal of waste materials and sewage and septage.

- a) In considering an amendment to this plan to accommodate a new waste management system, the proposal shall be supported by appropriate environmental studies in accordance with the guidelines and requirements of the Ministry of Environment and Climate Change, to ensure negative impacts on surrounding lands are mitigated and/or eliminated to the satisfaction of the County.
- b) New sites shall be located where they are compatible with adjacent land uses (existing and designated).

- c) New waste disposal sites will be prohibited in designated vulnerable areas where they pose a significant threat to drinking water.
- d) Site development shall provide for progressive rehabilitation and reuse of the site.
- e) New or expanding waste management systems shall generally be located a minimum of 500 metres from an Urban or Rural Settlement Area boundary, and any Residential, Institutional, Commercial, and/or any other use(s) deemed by the County to be sensitive or at risk of impact from the use.
- f) Waste management systems and the sites accommodating them shall be appropriately zoned in Township Zoning By-laws and must operate in accordance with any Ministry of Environment and Climate Change approval(s) and/or standards applicable to the approved waste management system.
- g) Prohibited wastes shall include nuclear wastes and hazardous or pathological wastes. Local Municipalities should monitor waste sites for compliance with approvals to ensure that there are no on or off-site adverse impacts (see also Section 3.5.1.5).
- h) The "D-4 Land Use on or Near Landfills and Dumps" guideline shall be used as a guide when assessing land uses on or near any open or closed waste management system which contains municipal solid waste, industrial solid waste and/or sewage sludges. Separation distances will apply on a reciprocal basis for existing sensitive land uses.
- i) The County may assume responsibility for waste management on behalf of one or more Local Municipalities without requiring an amendment to this plan."

Notwithstanding the above, small scale recycling facilities, composting facilities, or transfer stations do not require an amendment to this Plan in order to establish.

19. Section 4.3.5.3 – delete this section and replace with the following:

"Closed or inactive sites, whether public or private, may be used for other purposes subject to meeting requirements of the Environmental Protection Act (Section 46 Order). In general, sites used to accommodate a waste management system cannot be redeveloped within a period of 25 years from the date the site was closed without approval from the Minister of the Environment and Climate Change and amendment to this Plan. Closure plans for waste management systems should include progressive rehabilitation of the site.

The County and Local Townships shall collaborate to ensure all closed or inactive waste management systems (and their associated sites) are appropriately identified on the Land Use Schedules of this Plan in accordance with the symbology outlined in 4.3.5.1. Where more restrictive separation distances and/or

investigation requirements are determined to be necessary, these should be reflected in the land use schedule and/or zoning of the site.”

20. Section 4.3.5.5 – delete this section and replace with the following:

“Local Municipalities will use a 500-m radius, or such other distance recommended by the Ministry of the Environment, as a guideline for triggering the assessment of the impact(s) of waste management systems on surrounding lands. Development proposals near sensitive land uses within the influence study area must include, but are not limited to, landfill generated gases, ground and surface water contamination by leachate, odour, litter, vehicular traffic, dust, noise, vectors and vermin and visual impact (see Section 3.5.1.5).

Development within 500 metres of an existing waste management system shall generally be discouraged unless supported by an appropriate study or studies which confirm that there will be no negative impacts on the proposed development related to current uses/activities associated with the normal operation of the waste management system. Furthermore, the study(ies) shall confirm, to the satisfaction of the County, that the proposed development will not impact future expansions of the uses/activities associated with the existing waste management system.”

21. Section 4.4 – delete this section in its entirety.
22. Section 6.2.1 – add the following at the end of the last sentence in the first paragraph:

“which shall be implemented through a local municipality’s zoning by-law. In some circumstances, it may be appropriate to permit certain forms of development on hazardous lands where measures are undertaken to safeguard such development and the environment from the impacts of natural hazards and from the creation of new hazards. In these circumstances no amendment to this plan shall be required for changes to the standards or prohibitions outlined in Table 6.1.”

23. Section 6.3.5 – delete Subsection 2 of the last paragraph.
24. Section 6.4 – delete this section in its entirety.
25. Section 7.4 – delete this section in its entirety.
26. Section 8.0 – delete the last two paragraphs in their entirety.
27. Section 8.12.10.1 – delete the second sentence and replace with the following:
“For the purposes of this Plan, the following land use designations and land uses

may be subject to Site Plan Control as determined as appropriate by the local municipality.”

28. Section 8.12.13.3 – in Subsection 6 a) delete the words “Urban or Rural Settlement Area or” at the beginning of the first sentence.

Further, at Subsection 6 b) replace the first word “Within” with “In”.

Further at Subsection 6 c) delete the second word “the”.

Further delete Subsection 10 and replace with the following:

“Applications shall be supported with information or evidence to verify suitability of new/altered lots for sewage disposal (e.g., approval under the Building Code, Ontario Water Resources Act or a servicing options report) where sewage disposal is required. A hydrogeological study may be required for:

- a) any subdivision intended to be serviced by individual on-site systems; and,
- b) any consent where lot creation or adjustment(s) will result in one or more lots having an area of less than 0.4 ha (see Section 4.3.3).

Lot creation shall also satisfy the requirements for stormwater management (see Section 4.3.4).”

29. Section 8.12.13.7 – add a new section after the said section numbered “Section 8.12.13.8” as follows:

“Pre-Consultation, Supporting Information, and Materials for Development Applications

The County requires pre-consultation prior to accepting applications for Plan of Subdivision or Condominium, or an Official Plan Amendment. The County also requires applicants to pre-consult with their respective local municipality for all consent applications. Where an application for Consent has access on a County Road, or where there are significant constraints (aggregate resources, Provincially Significant Wetlands, Source Protection Areas, flood plain, etc.) additional pre-consultation with agencies may be required. Local Municipalities are encouraged to require pre-consultation for development applications administered at the local level (zoning by-law amendment, minor variance, site plan control, etc.).

Certain supporting studies, information and/or materials may be required prior to, or part of, a development approval process or as part of a detailed planning study, some of which have are identified throughout this plan. The need and timing of such supporting studies, information and materials shall be determined by the

County or local municipality on a case-by-case basis, taking into consideration the nature and context of the proposal and the applicable policies of this Plan.

- a) At the time of pre-consultation for an application for Official Plan Amendment, Zoning By-law Amendment, plan of subdivision/condominium, minor variance/permission, or consent, the County or local municipality may identify some or all the following studies/reports as being required to form a complete application:
 - i. Retail Market Impact Study;
 - ii. Municipal Financial Impact Assessment;
 - iii. Urban Design Brief/Strategy;
 - iv. Hydrogeological and Terrain Analysis;
 - v. Geotechnical Investigation;
 - vi. Groundwater Impact Assessment;
 - vii. Environmental Impact Study (EIS);
 - viii. Minimum Distance Separation (MDS) Analysis
 - ix. Record of Site Condition (RSC);
 - x. Phase I Environmental Site Assessment (ESA);
 - xi. Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required;
 - xiii. Noise and/or Vibration Study
 - xiv. Transportation Impact Study;
 - xv. Parking Study;
 - xvi. Servicing Options or Functional Servicing Report;
 - xvii. Stormwater Management Plan;
 - xviii. Planning Rationale;
 - xix. Heritage Impact Assessment;
 - xx. Archaeological Assessment (land or marine);
 - xxi. Lighting Study;
 - xxii. Architectural design and/or massing drawings;
 - xxiii. Shadow Study; and/or
 - xxiv. Other studies which may be identified as relevant to the proposal.

- b) At the time of submission of an application for Official Plan Amendment, Zoning By-law Amendment, plan of subdivision/condominium, minor variance/permission, or consent, the County or local municipality may require an applicant to submit some or all of the following information, as deemed necessary:
 - i. Any of the studies or reports listed above which may be identified as being necessary to form a complete application;
 - ii. Deed and/or Offer of Purchase;
 - iii. Topographic Plan of Survey;
 - iv. Site Plan (Conceptual);

- v. Floor Plan and/or Elevations;
- vi. Tree Survey and/or Landscaping Plan;
- vii. Draft Plan of Subdivision;
- viii. Condominium Description; and/or
- ix. Other information which may be identified as relevant to the proposal.”

30. Table 9.1.1 – Add the following new row to the table:

18	051101600308000 and 051101600300118	Lots 10 and 11, Concession 4	Notwithstanding the underlying Extractive Resource Lands (Mineral Aggregate Reserve) designation, and policies to the contrary, Commercial District uses shall be permitted.
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31. Replace all references to the “Provincial Policy Statement, 2014” with “Provincial Policy Statement, as amended”.

32. Section 8.9 – delete this section in its entirety and replace with the following:

The Municipal Act establishes the legislative authority for Ontario’s municipalities, both lower and upper tier, and gives municipalities broad powers to pass by laws and govern within their jurisdiction. The act also outlines requirements for municipalities including practices and procedures, accountability and transparency. With regards to land use planning the Act provides direction on matters such as the opening and closing of public roads and the regulation of:

- signage;
- adult entertainment establishments;
- property standards;
- site alteration, including the removal of topsoil; and
- group homes;
- the cutting of trees; and,
- the establishment of business improvement areas, among other matters.

33. Reformat and replace section and subsection numbering conventions as required throughout the entire plan.
34. Remove all bolding and italicizing of terms with the exception of section and subsection headings.
35. Schedule A4 – remove the two ‘closed landfill’ symbols from Roll No. 040600100690000.

36. Schedule A1 - Redesignate those lands at PIN 661430063 currently designated "Extractive Resource Land (Mineral Aggregate Reserve)" to the "Agricultural Resource Lands" designation.
37. Schedules A5 and A6 – Correct the location of the municipal boundary between the Townships of North and South Glengarry to include Roll No. 011101101452000 in the Township of South Glengarry.
38. Schedule SLA4c – delete this schedule in its entirety and renumber schedules as required.
39. Schedule A4e – Redesignate lands located at Roll No. 040600100068015 from "Residential District" to "Employment District".
40. Schedule A4b – Redesignate lands located at Roll No. 040600101173600 and the north part of Roll No. 040600101170000 from "Residential District" to "Commercial District".
41. Delete the "Waste Disposal District" on all schedules and annexes found throughout the document and replace the district symbology, with a symbol indicating an "Active" or "Closed" waste disposal site, as appropriate.
42. Identify an "active waste disposal site" at Roll No. 041101601370000 with the appropriate symbology.
43. Schedule A6 – redesignate the lands located at Roll No. 010100600132500 from "Waste Disposal District" to "Rural District".
44. Schedule A2 – redesignate lands located at Roll No. 050600600017785 and 050600600017790 from "Agricultural Resource Lands" to "Salvage Yard District".
45. That the colour coding, symbology, and format of all land use schedules be revised to improve the readability of the schedules and annexes as appropriate (see Figure 1).

Schedule A to By-law 5289
SDG Official Plan Amendment No. 6

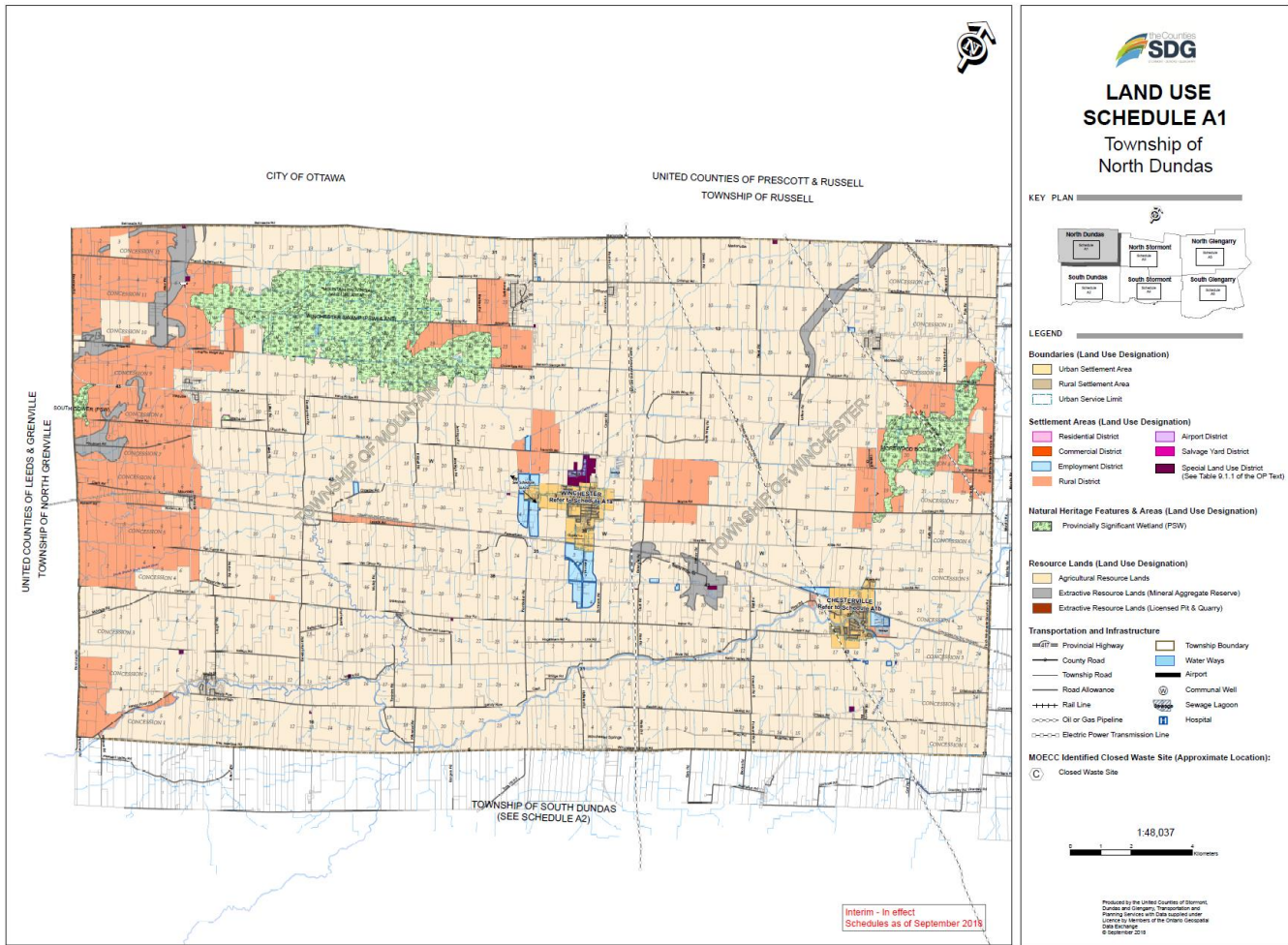


Figure 1: Example of changes to colour coding, symbology, and format of Land Use Schedules

PART C – THE APPENDICES

APPENDIX A: NOTICE OF PUBLIC MEETING

APPENDIX B: RECORD OF PROCEEDINGS

APPENDIX C: RECORD OF PUBLIC COMMENTS RECEIVED



NOTICE OF A PUBLIC MEETING
Housekeeping Official Plan Amendment
for the United Counties of
Stormont Dundas and Glengarry

TAKE NOTICE that the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry (SDG) will hold a Public Meeting as per Section 17 and Section 21(1) of the *Planning Act* on Monday March 29, 2021, commencing at 12:00 P.M. on **Webex**.

THE PURPOSE AND EFFECT – The purpose of the Public Meeting is to provide an opportunity for Council to receive input from the public and stakeholders in respect of the current proposed Housekeeping Amendment to the SDG Official Plan. The amendment is intended to correct technical errors and clarify policies for ease of use and interpretation. Additionally, it will formally recognize official plan amendments to the 2006 Official Plan that were adopted by Council but not incorporated during the final stages of the Province's approval of the 2018 Official Plan. The Official Plan applies to the entire geographical area of SDG; as such, no key map is provided.

Copies of the draft Official Plan Housekeeping Amendment and relevant studies can be found at: sdgcounties.ca.

TAKE NOTICE THAT the United Counties of SDG is now conducting all public meetings virtually through Webex. Members of the public will have the ability to watch meeting proceedings and participate, where appropriate, as detailed below.

All public meetings are livestreamed on the United Counties of SDG YouTube page. To watch the livestream, go to: https://www.youtube.com/channel/UC_3kS_1PyhLSbTCCdpAUQeg

Members of the public who wish to participate in meetings will be able to do so by joining our Webex meeting on their device, or by dialing in from a phone (long distance charges may apply). **Registration is required in advance of the meeting at:** <https://unitedcountiesofsdg.my.webex.com/unitedcountiesofsdg.my/j.php?RGID=r373ed9f7efabf76e1dc8e26954f2c74e>

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

IF A PERSON or public body does not make oral submissions at a public meeting or make written submissions to SDG before the proposed Official Plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Local Planning Appeals Tribunal.

IF A PERSON or public body does not make oral submissions at a public meeting or make written submissions to SDG before the proposed Official Plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal there is reasonable grounds to add the person or public body as a party.

IF YOU WISH TO BE NOTIFIED of the adoption of the Housekeeping Amendment to the Official Plan you must make a written request to the Manager of Planning (at the address below) or to info@sdgcounties.ca.

ADDITIONAL INFORMATION relating to the Housekeeping Amendment to the Official Plan is available on the SDG website and at the local township offices.

DATED this 9th day of March, 2021

Transportation and Planning Services
United Counties of Stormont, Dundas and Glengarry
26 Pitt Street, K6J 3P2
Cornwall, Ontario
Tel: (613) 932-1515
Fax: (613) 936-2913



APPENDIX B – RECORD OF PROCEEDINGS

MINUTES

Public Meeting

United Counties of Stormont, Dundas and Glengarry

Monday, March 29, 2021, 12:00 p.m.

Virtual Meeting

Present: County Council: Warden Frank Prevost, Councillor Bryan McGillis

County Staff: Tim Simpson, Chief Administrative Officer, Ben de Haan, Director of Planning and Transportation Services, Paul Hicks, Acting Manager of Planning, Kimberley Casselman, Director of Corporate Services/Clerk

Public Attendees: Kimberley MacDonald, Raisin Region Conservation Authority, Jennifer Barrett & Michelle Armstrong, GFL Environmental, James Holland, South Nation Conservation

1. Call to Order

Warden Prevost called the meeting to order at 12:00 p.m. and asked Clerk Casselman to provide housekeeping information for the meeting.

2. Disclosure of Pecuniary Interest - None

3. Public Meeting

3.1 Official Plan Amendment No. 6 - Housekeeping

Warden Prevost introduced Acting Manager of Planning, Paul Hicks, who further explained how the meeting would proceed. Mr. Hicks stated that the public meeting was a forum for the public and Council to receive information that pertained to the proposed housekeeping amendments to the Official Plan, as well as voice any questions, comments or concerns regarding the amendments. Mr. Hicks stated that the meeting was being held pursuant to Section 17 and Section



21(1) of the *Planning Act* and added that anyone wishing to receive further information about the Housekeeping Amendments to the SDG Official Plan, could send an email to info@sdgcounties.ca.

Mr. Hicks presented a PowerPoint presentation that provided information on the proposed Housekeeping Amendments to the SDG Official Plan. A copy of the presentation is held on file. Mr. Hicks spoke to the various categories of the amendments, including the correction of minor grammar, spelling and formatting issues; the introduction of new text or editing of existing text to improve readability and clarity; correction of mapping errors and reformatting the Official Plan schedules; and the various substantive policy changes. Mr. Hicks also presented information on the consultation activities that had taken place in preparing the amendment, including with local municipalities, the Ministry of Municipal Affairs and Housing, and the general public. He stated that at the time of the public meeting, the County had received two submissions from the statutory circulation of the amendment from GFL Environmental and South Nation Conservation, and the response to the submissions. Mr. Hicks concluded his presentation by providing information on next steps in the amendment process.

Warden Prevost thanked Mr. Hicks for his presentation and invited members of the public to speak to the amendments. No members of the public present at the meeting provided comments.

Warden Prevost invited members of Council in attendance to provide comments. Councillor Bryan McGillis stated the proposed amendments would be helpful especially the amendments regarding clarification surrounding the creation of secondary dwellings on properties.

CAO Simpson spoke to the amendments surrounding hydrological studies for lots that are smaller than an acre. He asked if this applied to second dwelling units on lots. Mr. Hicks stated that the proposed amendments with regard to hydrological study requirements were not to remove this requirement, but add extra discretion on the part of County staff for certain instances.

4. Adjournment

Warden Prevost adjourned the meeting at 12:25 p.m.



Northern Futures Planning
(613) 809-6112
michelle@northernfutures.ca
www.northernfutures.ca

March 25, 2021

Benjamin De Haan
Director, Transportation and Planning Services
The United Counties of Stormont, Dundas and Glengarry
26 Pitt Street,
Cornwall, ON K6J 3P2

Dear Mr. De Haan,

RE: Proposed OPA No.6 – Waste Management Systems

We have been engaged by GFL Environmental Inc. to provide land use planning services for the Environmental Assessment process and municipal planning approvals for a planned expansion of GFL's Eastern Ontario Waste Handling Facility (EOWHF) in North Stormont Township on Laflèche Road. We have received and reviewed the Draft OPA No.6 (Housekeeping Amendment) and have noted a significant policy change to Section 4.3.5 of the Official Plan related to the regulation of Waste Management Systems.

A. Current OP

In the current OP, "Waste Management Systems" are defined in Section 4.3.5 and contain numerous policies to guide the establishment and operation of these systems. These systems are permitted in the *Rural District*. GFL's current waste handling facility is designated *Rural District* and conforms with all OP policies.

GFL has indicated interest in expanding the EOWHF on the lands to the east of the existing facility. These lands are currently designated *Agricultural Resource Lands* and *Employment District* which do not permit a "Waste Management System". GFL wishes to apply for amendments to the Official Plan and local Zoning By-law to open a potential pathway for a future expansion of the Eastern Ontario Waste Handling Facility (EOWHF). However, any future expansion is subject to an approved Provincial Environmental Assessment which will take approximately 2 to 3 years.



B. Draft OPA No.6

The Draft OPA No.6 proposes Schedule and textual changes to the OP.

The **Schedule** changes will remove the *Waste Disposal Districts* from all Land Use Schedules and replace the Districts with Active (A) and Closed (C) waste management system symbols, as they were previously indicated on County mapping. Since the *Waste Disposal Districts* on the Land Use Schedules have no corresponding statement of intent or policies in the text of the OP, we accept and support that this is an anomaly and technical error that should be addressed in the Housekeeping Amendment. We are in support of this amendment.

The **textual** changes identify the meaning of the Active (A) and Closed (C) Systems, presents a more detailed definition of "waste management systems", collates language around these uses into Section 4.3.5, but also introduces a new policy that Official Plan Amendments are required for an expansion to an existing "waste management system". We agree with the overall intent to correct errors, clarify the language and collate policies under Section 4.3.5, but we have concern with adding "expansions" as a trigger for an OPA. This language is new and appears in two locations under the "Amendment & Planning Principles" section of 4.3.5.2 [emphasis added]:

Amendment & Planning Principles

*New **or expanding** waste management systems shall require an amendment to this plan and will require approval under the Environmental Protection Act before an amendment is considered.* Provincial and municipal approvals will be required for the hauling and disposal of waste materials and sewage and septage.

*a) In considering an amendment to this plan to accommodate a new **or expanded** waste management system, the proposal shall be supported by appropriate environmental studies in accordance with the guidelines and requirements of the Ministry of Environment and Climate Change, to ensure negative impacts on surrounding lands are mitigated and/or eliminated to the satisfaction of the County.*

GFL does not support this language for the following reasons:

- Triggering the need for an OPA for an expanded site is a very significant change and is not housekeeping in nature. The change is not intended "to correct technical errors and clarify policies for ease of use and interpretation." Any change this significant should be subject to a broader consultation process.
- The proposed change in wording would mean that an OPA & ZBLA for lands owned by GFL for a potential future expansion could not proceed until the EA has been approved. Before undertaking the lengthy EA process (2 to 3 years), GFL wants clarity on whether the eastern lands targeted for expansion can be removed from the *Agricultural Resource Lands* and



Employment District designation, and whether there is Council support in principle for an expansion of the facility on these lands.

- The interests of the County and Township in ensuring that the EA is completed prior to any expansion of the facility can be achieved by placing a Hold symbol on the zoning with the condition for lifting "H" being an approved EA from the Ministry. This is the approach taken in other jurisdictions.

There are a number of other secondary comments on the proposed new Section 4.3.5 where wording could be further clarified including the definition of "waste management systems" and how Ministry Guidelines are applied. We would appreciate the opportunity to work with the County to find the right language to meet the intent of Section 4.3.5 to regulate "waste management systems".

We thank you for your attention and we would welcome the opportunity to discuss the proposed OPA No.6 further. I may be reached by phone at (613) 809-6112 or by e-mail at michelle@northernfutures.ca.

Best Regards,

Michelle Armstrong, MCIP RPP
Partner & Senior Planner
Northern Futures Planning

CC.

Paul Hicks, Contract Planner, SDG County
Daniel Brien, VP, Environmental Compliance and Landfill Operations, GFL Environmental
Greg Van Loenen, Environmental Compliance Officer, GFL Environmental
Larry Fedec, Solid Waste Program Leader, HDR Corporation

From: "Ethier, Dan (MMAH)" <Dan.Ethier@ontario.ca>
Date: Thursday, March 18, 2021 at 11:33 AM
To: Paul Hicks <phicks@sdgcounties.ca>
Cc: Stephanie Morin <smorin@sdgcounties.ca>
Subject: RE: Draft SGD OP Housekeeping Amendment

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul,

Thank you for providing me with the opportunity to review the proposed housekeeping amendment and for our chat on Monday as well.

I have reviewed the amendment and can offer minor suggestive comments for your consideration:

- Item 14: Was it intended to amend the 2nd paragraph of section 3.5.2.9 (instead of the 3rd)? If so, suggested to revise to indicate "in the second paragraph..."
- Item 15: The intent of this item is to change the title from "Secondary Units" to "Additional Residential Units" however the remaining text still refers to such units as secondary units. Suggest to replace wording from 'secondary units' to 'additional residential units'.
- Items 18-20: Staff of the County may wish to contact staff of the MECP if they require any technical assistance or guidance associated with the proposed policy revisions involving separation distances.
- Item 37: MMAH staff consulted with MNRF staff and we have no objection to the proposed re-designation.

I hope the above is helpful and please don't hesitate to reach out should you have any questions.

Cheers,

Dan

From: Paul Hicks <phicks@sdgcounties.ca>
Sent: March 10, 2021 4:09 PM
To: Elaine.Mallory@uclg.on.ca; Ethier, Dan (MMAH) <Dan.Ethier@ontario.ca>
Cc: Stephanie Morin <smorin@sdgcounties.ca>; Kimberley Casselman <kcasselman@sdgcounties.ca>
Subject: Draft SGD OP Housekeeping Amendment

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Please find attached the draft of the housekeeping amendment for your review.

Any questions or concerns please don't hesitate to contact me.

PH



SOUTH NATION
CONSERVATION
DE LA NATION SUD

March 26, 2021

Mr. Ben de Haan
Director of Transportation and Planning Services
United Counties of Stormont, Dundas and Glengarry
26 Pitt Street
Cornwall, ON
K6J 3P2

Subject: Official Plan Amendment No. 6 Review

Dear Mr. de Hann,

South Nation Conservation (SNC) was circulated on Amendment No. 6 to the Official Plan for the United Counties of Stomont, Dundas and Glengarry. Thank you for the opportunity to provide input on the United Counties' policies. We offer the following comments for consideration:

Section 3.5.2.9: The conservation authority supports waiving an OPA for the reduction of a setback as it reduces administrative burden on the applicant.

Section 6.2.1: It is understood that in unique and exceptional circumstances, deviations from Table 6.1 are justified, and flexibility within the official plan is needed to permit these. The sentence containing the wording "deviations to the standards or prohibitions", however, does not provide this context and may lead to inquires of what deviations could be permitted.

An alternate approach to achieve the same intent is a new sentence after the third sentence in paragraph one. The section could read:

In exceptional circumstances, certain types of development may be permitted on hazardous lands or sites where measures are undertaken to safeguard such development and the environment from the impacts of such hazards and from the creation of new hazards. These circumstances will not require an amendment to the Official Plan.





SOUTH NATION
CONSERVATION
DE LA NATION SUD

Section 8.12.13.7(a): The list of studies identifies a 'Hydrogeological Study,' whereas a more complete description would be a 'Hydrogeological and Terrain Analysis.'

Further, the list of studies could include a 'Private Servicing Plan.' This scaled plan demonstrates the layout of private services, and helps to ensure that the septic permit can be issued under the Ontario Building Code once the lot is approved.

If there are any questions about these comments, please feel free to contact me at (613) 984-2948.

Sincerely,

James Holland, MSc RPP
Watershed Planner
South Nation Conservation

SNC-1718-2021



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

ACTION REQUEST – TPS

To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	Encroachment Agreement 18757 County Road 2

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Transportation and Planning Services are recommending Council enter into an encroachment agreement with Dr. Hooman Ghomeshi, the owner of the property at 18757 County Road 2, South Glengarry. The agreement will give Dr. Ghomeshi the ability to install a water service under County Road 2 into his property. The encroachment will ensure that the rights and obligations of both parties are clearly defined and that the County's interests are protected.

The agreement is similar to other waterline encroachment agreements that have previously been considered and approved by Council.



Figure 1: Subject Property

OPTIONS AND DISCUSSION:

1. **Approve the encroachment (Recommended).** Encroachment agreements are a best practice for privately owned infrastructure within the County right-of-way as it clearly defines each party's role and responsibility and protects each party's interests. This option is recommended.
2. **Do not approve the encroachment.** Not recommended.

FINANCIAL ANALYSIS:

All costs associated with registering the agreement will be borne by the property owner.

LOCAL MUNICIPAL IMPACT:

N/A

RELEVANCE TO STRATEGIC PRIORITIES:

This agreement aligns with strategic priority 4, ***Community Sustainability – A Place Where You Want to Be*** in that it encourages continued and diversified growth along the waterfront.

OTHERS CONSULTED:

N/A

ATTACHMENTS:


- By-law 5290 and Encroachment Agreement

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. 5290

A BY-LAW for the purpose of establishing an encroachment agreement for the property located at 18757 County Road 2, Township of South Glengarry; more particularly described as Part 1 of Plan 14R-6358 (Conc. 1 Part of Lot 21).

WHEREAS Section 9 of *the Municipal Act, 2001, S.O. 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS Section 11, (Table) of *the Municipal Act, 2001, S.O. 2001*, provides that all upper-tier municipalities have full jurisdiction over their highways.

AND WHEREAS it is deemed expedient to permit an encroachment at the aforementioned location.

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

1. That an encroachment agreement, attached hereto as Schedule "A" and forming part of this By-law, be entered into.
2. That the Warden and Clerk be authorized to sign the Agreement on behalf of the United Counties of Stormont, Dundas and Glengarry.

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

WARDEN

CLERK

ENCROACHMENT AGREEMENT

BETWEEN:

DR. HOOMAN GHOMESHI

AND

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

(Hereinafter referred to as “United Counties”)

WHEREAS Dr. Hooman Ghomeshi is the owner of the lands described as Civic No. 18757 County Road 2, (Concession 1 Part of Lot; 21 RP 14R6358 Part 1), Roll No. 010100600801704.

AND WHEREAS Dr. Hooman Ghomeshi. wishes to install a permanent underground pipe to provide domestic water service across the right of way owned by the United Counties;

AND WHEREAS the parties wish to enter into the following Encroachment Agreement;

NOW THEREFORE IN CONSIDERATION of the mutual covenants, terms, and conditions contained herein, Dr. Hooman Ghomeshi and the United Counties agree as follows:

1. The United Counties consent that Dr. Hooman Ghomeshi be permitted to install and use the line across the County right-of-way in the location as described above and per the conditions of the road cut permit.
2. Dr. Hooman Ghomeshi agrees to erect and maintain permanent marker stakes of the crossing location at the end of the pipe on the north side of the right-of-way.
3. Dr. Hooman Ghomeshi agrees to indemnify and save harmless the United Counties from and against all claims, demands, damages, actions or other proceedings in connection to this pipe.
4. Dr. Hooman Ghomeshi accepts that the United Counties or other agents authorized to perform work within the right of way will not be held liable for any nuisance or damage to the service caused through the performance of regular maintenance and/or construction activities.
5. Dr. Hooman Ghomeshi agrees to be held responsible for all costs associated with any damage to the United Counties infrastructure as a result of this pipe, and, acknowledges that they do not gain any right of continuation of the pipe if the County requires the pipe to be disconnected and/or removed from the right-of-way. The County will provide a minimum of 30 days notice prior to requiring the disconnection of the service.

Schedule A to By-Law 5290
Encroachment Agreement

6. Dr. Hooman Ghomeshi understands that their right to the encroachment will cease in the event that the pipe is abandoned, permanently disconnected or removed.
7. Dr. Hooman Ghomeshi shall be required to register this Encroachment Agreement on title in the appropriate Land Registry Office and the United Counties shall execute any document reasonably required to effect such registration on title for all benefitting properties as described above.
8. The burden and benefit of this Encroachment Agreement shall run with the land and shall extend to, be binding upon, and ensure to the benefit of the parties and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF the parties have duly executed this Encroachment Agreement on the date set out below.

Dated at _____, Ontario this _____ day of April, 2021.

Witness:

Dr. Hooman Ghomeshi

Kimberley Casselman, Clerk
United Counties of SDG

Frank Prevost, Warden,
United Counties of SDG



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

ACTION REQUEST – ITS	
To:	Warden and Members of Council
Date of Meeting:	April 19, 2021
Subject:	EOC Telephone Agreement

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

The designated emergency operations centre located in the County administration building requires redundant telecommunications systems. Landlines are robust and provide sufficient back up in case the primary telecommunications system fails. This 3-year agreement will reduce the cost of the landlines by approximately \$1,800 over the term of the agreement.

BACKGROUND:

The County administration building is designated as the primary Emergency Operations Centre (EOC). Provincial regulations mandate that the EOC must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. Communication system redundancy is very important for ensuring the continued operation of the EOC. The County has recently implemented a voice over IP (VoIP) telephone system which is an acceptable and flexible option for EOC communications. The landlines are required to provide a backup communication system. The three lines in the agreement are assigned one each to operations, media/communications and public enquiries. Entering into a 3-year agreement reduces the cost of the telephone lines by approximately \$1,800 over the 3-year term.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Quotes for service were sought from two other service providers and both have or are moving away from providing landlines. Finalizing the agreement will reduce the

cost by \$1,800 over the 3-year term. The amount is already contemplated in the Emergency Management budget.

LOCAL MUNICIPAL IMPACT:

Communication with local staff will be uninterrupted should the primary VoIP system fail during an emergency.

RELEVANCE TO STRATEGIC PRIORITIES:

Service Delivery – A Smarter Approach

OTHERS CONSULTED:

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

ATTACHMENTS:

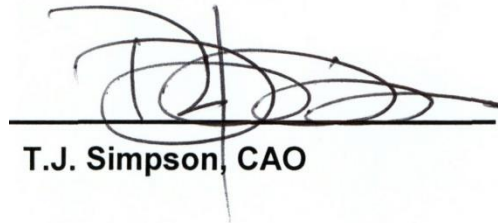
- By-Law 5291- Bell Service Agreement

RECOMMENDED BY:



Michel St-Onge
Director IT Services

REVIEWED & APPROVED BY:



T.J. Simpson, CAO

THE CORPORATION OF THE UNITED COUNTIES**OF STORMONT, DUNDAS AND GLENGARRY****BY-LAW NO. 5291**

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

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

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

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

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

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

WARDEN

CLERK



Master Agreement #: 1-5280616176-MA
 Agreement #: 1-5280616176-19

January 2017

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

Customer Name:

United Counties of Stormont, Dundas and Glengarry

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

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

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

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

2. MINIMUM CONTRACT PERIOD (MCP):

(a) **MCP:** The Customer commits to an MCP of **3 years** beginning on **03/01/2021** (MM/DD/YYYY)

(b) **Renewal Term:**

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

3. SERVICES:

(a) **Description of Service:**

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

(b) **Service Details**

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

(c) **Service Term Fees:**

27517



%1%4%1-5280616176-19%1%



Master Agreement #: **1-5280616176-MA**
Agreement #: **1-5280616176-19**

For the duration of the Service Term, Customer shall pay to Bell for Services ordered by Customer for the Service Term, the fees ("Fees") shown in section 3(d), below, plus any fees mandated or directed by the CRTC, and all applicable Taxes. The Fees are current as of March 2, 2021 and are subject to change as per GT6716, Item 70.

	3 year term Monthly recurring rate
Rate Bands B, C, F5	\$43.88

27517



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Master Agreement #: 1-5280616176-MA
 Agreement #: 1-5280616176-19

4. **TERMS OF THE TARIFFS: Some provisions of the Tariffs are outlined below.**

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

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

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

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

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

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

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

a) Bell will perform up to three (3) annual service upgrades – each lasting no more than 14 minutes. During the planned hardware and software upgrades, the business phone service, including 911, will not be available.

b) If Customer experiences a power outage, the business phone service, including 9-1-1, will continue to operate for up to eight hours using an included battery back-up. The FTTB Services, including the E911 Service, will cease to function during extended power outages, that is, once the battery back-up attached to and forming part of the FTTB Equipment at Customer's premises ("**Battery**") has been depleted.

c) The FTTB Equipment may also have to be configured in certain ways or maintained in certain locations for the proper operation of the FTTB Services, including the E911 Service, and therefore, the FTTB Equipment should not be moved, tampered with or relocated. Customer must inform all persons who may be present at its premises, including end-users, customers, guests, and other persons, of such limitations and requirements.

d) Customer is solely responsible for the supply of electrical power necessary for the FTTB Services, including the E911 Service, to function and unless otherwise expressly specified by Bell, the proper maintenance of the FTTB Equipment, including contacting Bell when prompted to do so by the Battery and replacing the Battery from time to time as required.

e) Customer is solely responsible for reviewing and following the manual, instructions and procedures provided or otherwise made available with the FTTB Equipment, including with a new Battery, until the new Battery is installed and the alarm switches off. To the extent permitted by applicable law, Bell and its providers will not be liable to Customer or any third party for any inability to use the FTTB Services, the FTTB Equipment or to obtain access to the E911 Service as a result of the limitations described in this Section or Customer's failure to comply with the requirements set out in this Section.

27517



%3%4%1-5280616176-19%1%



Master Agreement #: 1-5280616176-MA
Agreement #: 1-5280616176-19

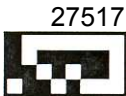


By signing below, Bell and the Customer agree that this Service Schedule is attached to and forms part of the Agreement, and is governed by the terms and conditions of the Agreement.

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY	BELL CANADA
SIGNATURE _____	SIGNATURE _____
NAME _____	NAME _____
TITLE _____	TITLE _____
I am authorized to bind Customer to the terms and conditions of this Service Schedule.	I am authorized to bind Bell Canada to the terms and conditions of this Service Schedule.
DATE _____	DATE _____



%4%4%1-5280616176-19%1%





MONTHLY ACTIVITY SUMMARY

CAO

April 19, 2021

WORK COMPLETED:

- Weekly County Director's meetings – March 16th, 22nd, 29th, April 6th and 12th, 2021
- Weekly CS meetings – March 16th, 22nd, 29th, April 6th and 12th, 2021
- EOHU pandemic update meetings – March 16th, 23rd, 30th, April 6th and 13th, 2021
- Education consultant calibration meeting – March 18th, 2021
- Meeting with local CAO's re shared services – March 18th, 2021
- ROMA follow up meeting with MTO representatives re improvements to Hwy. 138 corridor – March 22nd, 2021
- Education consultant meeting – March 25th, 2021
- Waste management study review meeting – March 25th, 2021
- Official Plan housekeeping amendment public meeting – March 29th, 2021
- Q1 SDG CAO's meeting – April 1st, 2021
- Q1 Police Services Board meeting – April 6th, 2021
- Delegation to North Stormont Council – April 6th, 2021
- County Council meeting – April 7th, 2021
- South Nation Conservation Authority Municipal Information Day – April 8th, 2021
- Education consultant working group meeting – April 8th, 2021
- SDG Regional Incentives Plan public meeting – April 8th, 2021
- OPPI webinar "On-farm diversification" – April 8th, 2021
- Delegation to North Glengarry Council – April 12th, 2021
- Meeting with South Stormont CAO re County land use planning opportunities
- Delegation to South Stormont Council – April 14th, 2021
- EOWC CAO's Planning meeting – April 16th, 2021
- Recruitment for Director of Planning position

WORK IN PROGRESS:

- SDG Regional Incentive Program amendments
- Education review file
- Local municipal Council updates
- Pandemic response
- EOWC initiatives



MONTHLY ACTIVITY SUMMARY

CORPORATE SERVICES

April 19, 2021

WORK COMPLETED:

- April 1st – Attended virtual SDG CAO's meeting
- Attended weekly 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 March 25th Special Council agenda
- Assisted with Public Meeting on March 29th re: OP Housekeeping Amendments
- Assembled and circulated April 6th PSB agenda
- Assembled and circulated April 7th Special Council agenda
- Assisted with Public Meeting on April 8th re: Regional Incentives Program Amendments
- Prepared various meeting minutes (Council, public meetings, PSB)
- Assisted with Finance/POA Service Delivery Review RFP submission review
- Reviewed staff reports
- Continued research re: Corporate Records Management systems and best practices.
- Ongoing planning for AMCTO Zone 6 virtual Spring Meeting
- Scanning/filing records

WORK IN PROGRESS:

- Ongoing implementation of new meeting and agenda management system (eSCRIBE)
- Assisting with recruitment for new IT position
- By-law inventory (digital copies)
- Agenda preparation for May Council meeting



MONTHLY ACTIVITY SUMMARY

FINANCIAL SERVICES

April 19, 2021

WORK COMPLETED:

- Weekly director and staff meetings
- Joint Liaison Meeting, March 18, 2021
- Questica Demonstration, March 24, 2021
- Financial Fraud Webinar, March 24, 2021
- Vadim Training, March 26, 2021
- CAO's Meeting, April 1, 2021
- Vadim Online Timesheets training, April 8, 2021
- MFOA Discussion Forum, April 12, 2021
- MPAC 367 and Appeal Webinar, April 15, 2021
- SDG Local Treasurers Meeting, April 16, 2021
- Capital Asset Reconciliation 2020

WORK IN PROGRESS:

- 2020 Year-end and audit
- POA Annual Report 2020
- Library Annual Report 2020
- Financial Information Return 2020
- Vadim Online Timesheets
- Part III Transfer from the Ministry of Attorney General (MAG)
- Purchasing Policy Review
- Asset management planning – AMO Program
- Service Delivery Review – Court Services/Financial Services
- Citywide Software updates – Asset Management



MONTHLY ACTIVITY SUMMARY

TRANSPORTATION AND PLANNING

April 19, 2021

WORK COMPLETED:

Transportation

- Issued a variety of tenders and quotations for 2021 work.
- Attended EOLC working group meeting.
- Variety of pre-construction meetings for planned work
- Met with EDP to review final project close-out
- Returned operations staff to 'day-shift' hours. Laid off seasonal staff and supervisors
- Attended a variety of development meetings/ reviewed a number of development plans
- Met with MTO to discuss Highway 138 improvements and other issues
- Completed report for Alexandria EA
- Met with EOHU to discuss possibility of drive-through vaccination clinics at County properties

Planning

- Hired a new Director of Planning
- Approved 3 Part Lot Control By-laws
- Held Public Meeting for OPA 6 (Housekeeping Amendment)
- Attended pre-consultation meetings for 3 proposed subdivisions
- Attended Case Management Conference for the Official Plan Appeal
- Attended SNC Municipal Information Day (virtual)
- Severances:
 - 10 new applications processed since March 2, 2021.
 - Review day held March 3, 2021, March 17, 2021 and March 31, 2021
 - 3 files deferred.
 - 29 severances granted since March 2, 2021.
 - 10 files completed since March 2, 2021.
 - 15 files awaiting circulation.

GIS

- Worked on Official Plan Schedules to support housekeeping amendment
- Supported South Glengarry Building Permit software by Cloudpermit integration
- Updates to COVID Survey as needed.
- Update civic address and road network files and send out to Emergency Services.

- Sent out monthly 911 Map Guide & Street list and monthly update.
- Provided ArcOnline/SDG Explorer updates and support as required.
- Supporting Transportation Collector App use

Forestry

- Finalized acquisition of parcel donated from South Stormont
- Attended the Ontario Woodlot Association (SDG Chapter) AGM
- Completed harvest at Howard S. Mitchell Forest
- Finalized the Maple Tapping Agreement

WORK IN PROGRESS:

- Student recruitment
- Reviewing and preparing 2021 tenders
- Updating North Dundas storm sewer mapping
- County Road tender maps
- Continue to work on Natural Heritage Study
- Commuter Strategy Project
- ArcGIS Server/Portal Set up (continuous)
- Data verification of address ranges for road network data and other data preparation for Next Generation 9-1-1 (NG 9-11) (ongoing)
- Summerstown Forest parking lot expansion
- Traffic Signal replacement, Alexandria
- Sign inventory update
- Hoasic Creek Bridge Design
- Winchester CP Overpass 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)



MONTHLY ACTIVITY SUMMARY

IT SERVICES

April 19, 2021

WORK COMPLETED:

- Weekly management meetings
- Weekly IT team meetings
- EDMM – Communication Skills Part 2
- EDMM – Public-Private Partnerships Module
- EDMM – Intergovernmental Relations Module
- EDMM – Corporate Measurement and Service Delivery Improvement Module
- Regional Waste Management Meeting
- Regional Incentives Program Amendment Meeting
- VoIP/Wifi at Finch Patrol
- VoIP/Wifi at St. Andrews Patrol
- VoIP/Wifi at Winchester Springs Patrol
- Meetings regarding South Glengarry VoIP Project
- Site visit to South Glengarry regarding VoIP project
- Meetings regarding South Dundas Tourism App
- eScribe implementation kick-off meeting
- Online timesheets project training
- Secondary backup/storage at off-site data center
- Newspaper archive server deployment
- Vacation April 12-13

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



MONTHLY ACTIVITY SUMMARY

LIBRARY

April 19, 2021

WORK COMPLETED:

- Collections Development: Board Books for new babies; Adult fiction & non-fiction (print & digital); Adult A/V material (DVDs & audiobooks on CD); Adult Large Print fiction (print); special Library Board Story Time collection; Juvenile fiction (print); Children's DVDs
- March 19: On-site meeting at Lancaster Branch with T. Mills, CAO, Township of South Glengarry, and R. Rayside & J-C G-Fortier, Rayside-Labossiere Architects, re Branch Expansion Feasibility Study
- Updates and content for Library's website (limited-branch-access, hours, virtual programs, Ontario Parks pass)
- Configuration of selfCheck systems for touchless check-out
- Coordination of Summer Student Job Posting
- Review and evaluation of Young Canada Works grant applications (summer students)
- Attendance at Innovative (Library's ILS) Users Group conference by Systems Librarian, with courses on project management, Polaris Leap, and Polaris Vega
- Preparations for COVID-19 vaccination online registration support to EOHU at six branches (Winchester, Morrisburg, Ingleside, Finch, Alexandria and Lancaster)
- Participation at weekly Departmental meetings
- Preparation of Library Board's April regular meeting Agenda package, held virtually on April 8, via Zoom
- Shift of branch services from allowing browsing (at six branches identified above) to pick-ups of requested material, public computer access (30-minutes, max.), & printing/scanning/faxing services only; curbside pick-ups only at other nine branches

WORK IN PROGRESS:

- Collections Development: Adult fiction & non-fiction (print & digital); Purchase Suggestions; A/V material for adults (DVDs and audiobooks); 'Library of Things' collection items
- Statistical reporting for provincial Annual Survey of Public Libraries
- Preparation for the forthcoming Association of Ontario Library Technicians conference at which the technical services team will all be presenting our collective work to create a manual and consistent workflow procedures
- Earth Day system-wide initiative
- Library Value Marketing Campaign

COUNCIL MONTHLY SUMMARY



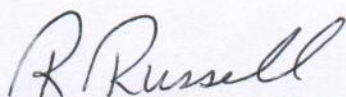
For Period Ending 31-Mar-2021

	ACTUAL	BUDGET	YEAR TO DATE
2020.....2021.....2021.....
GENERAL FUND			
REVENUE SUMMARY			
Taxation	-50,653,988	-50,690,910	-12,719,014
Surplus & Tax Changes	-210,689	-380,000	0
OMPF & Corporate Funding	-2,386,856	-2,082,300	-558,575
Council & Committees	-22,000	-1,132,623	0
Corporate Services	-46,367	-95,970	0
Economic Development/Tourism	-236,779	-508,055	-28,801
Planning Services	-274,302	-291,600	-58,780
Financial Services	-471,610	-318,380	-59,368
IT Services	-54,662	-46,980	0
Office Complex	-123,775	-70,980	-4,575
Police Services	-106,649	-135,967	-21,737
Library Services	-156,990	-252,449	-1,250
Court Services	-1,955,511	-2,436,000	-203,035
Road Services	-6,653,655	-11,188,141	-260,159
Total REVENUE SUMMARY	-63,353,834	-69,630,355	-13,915,294
EXPENSES SUMMARY			
Corporate Items	2,168,796	1,260,000	70,448
Council & Committees	1,914,312	1,617,268	151,970
Corporate Services	583,667	808,138	123,931
Economic Development/Tourism	921,073	1,258,333	96,121
Planning Services	815,292	929,535	219,464
Financial Services	1,529,578	1,627,661	559,881
IT Services	554,818	661,327	112,611
Health & Social Services	9,185,193	9,800,507	1,931,428
Office Complex	68,713	110,112	39,392
Police Services	10,480,237	10,562,224	1,757,539
Library Services	2,601,569	2,764,171	475,302
Court Services	1,277,746	1,732,697	184,220
Road Services	31,252,838	36,498,382	1,999,135
Total EXPENSES SUMMARY	63,353,834	69,630,355	7,721,441
Total GENERAL FUND	-0	0	-6,193,852

As Required Under Section 284 of the Municipal Act, S.O. 2001
Statement of Council and Committee Member Expenses
For the Year 2020
Approved Under By-Law #5168

NAME	MEMBER	Council Honorarium	Meetings Remuneration	Conference Remuneration	MILEAGE	Total
ARMSTRONG, ALLAN	County Council	13,889.46	581.58		62.79	14,471.04
BYVELDS, STEVEN	County Council	13,889.46	1,163.16	581.58	606.00	15,634.20
FRASER, ANTHONY	County Council	13,889.46	1,715.86	581.58	662.16	16,186.90
GARDNER, KIRSTEN	County Council	13,889.46	3,101.76	581.58	297.95	17,572.80
LANDRY, FRANCOIS	County Council	13,889.46	1,357.02	581.58	388.20	15,828.06
MACDONALD, JAMIE	County Council	13,889.46				13,889.46
MCGILLIS, BRYAN	County Council	13,889.46	581.58	1,163.16	106.42	15,634.20
PREVOST, FRANK	County Council	37,200.28	3,866.37		527.69	41,066.65
SMITH, DAVID	County Council	13,889.46	2,710.43	969.30	161.20	17,569.19
WARDEN, LYLE	County Council	13,889.46	1,938.60		84.63	15,828.06
WERT, JIM	County Council	13,889.46	1,712.25	581.58		16,183.29
WILLIAMS, CARMA	County Council	13,889.46	6,785.10	1,163.16	291.60	21,837.72
JAWORSKI, STEPHANIE	Alternate County Council	-	380.50		55.38	380.50
MACISAAC, JENNIFER	Alternate County Council	-	193.86		20.47	193.86
		189,984.34	26,088.07	6,203.52	3,264.49	222,275.93

IRVEN, CHERYL	Accessibility Committee		261.62		96.60	261.62
LUMMISS, ALAN	Accessibility Committee		261.62		83.72	261.62
MACDONALD, IAN D.	Accessibility Committee		261.62		119.60	261.62
MIDDLETON, STEPHEN	Accessibility Committee		261.62			261.62
TYO, RODERICK	Accessibility Committee		130.81		18.40	130.81
KROEZE, AMY	Community Improvement Committee		799.80		36.40	799.80
MACDONALD, MARGARET	Community Improvement Committee		799.80		37.31	799.80
ALGIRE, JAMES	Library Board		1,063.91		122.14	1,063.91
BANCROFT, JAMES	Library Board		933.10		97.76	933.10
MACDONALD, MARGARET	Library Board		1,597.11		222.42	1,597.11
DISHEAU, LESLIE	Police Services Board		399.90			399.90
FIFE, DENNIS	Police Services Board		133.30			133.30
PARKINSON, DANIEL	Police Services Board		399.90			399.90
		-	7,304.11	-	834.35	7,304.11



Rebecca Russell, CPA, CGA, H B Comm
 Director of Financial Services / Treasurer

April 19, 2021

Date



Branch Report, April 2021, District 1

CHESTERVILLE BRANCH - Jennifer H.

With an eye to the future, staff have made adjustments to the branch's children's section in preparation for the limited access phase. Toys and games have been removed from the shelves and collections have been rearranged to accommodate more materials.

CRYSLER BRANCH - Josée B.

While the pandemic has slowed many things down, connections with local schools remain strong. The Crysler Branch continues to provide local classes with reading material, with staff carefully selecting and preparing items for pick-up every week.

MAKERLAB - FINCH BRANCH - Amy M.

While the MakerLab is only open by appointment, staff continue to support the maker movement across SDG by creating STEAM related take-home activities for patrons. Approximately one hundred "Maker Minute" bags have been prepared for distribution.

SOUTH MOUNTAIN BRANCH - Ginette T.

Playing a key role in the Library's system-wide Earth Day initiative, the South Mountain Branch worked to package and distribute seed packets for all branches for the program's annual giveaway.

WINCHESTER BRANCH - Rose D. & Samantha V.

New member registrations and account renewals have been steady as people connect with the resources and activities available through the Library. The return of browsing and short stays has resulted in a boost in these requests.

DISTRICT SUPERVISOR - Jenna L.

In addition to staff and patron support, collections work, and the MakerLab's 2021 product proposal, March's focus centered on space planning to account for the 'new normal' while addressing the Library's need for increased shelf space.



Branch Report, April, 2021, District 2

INGLESIDE BRANCH – Colleen C. & Linda P.

The 'Forest of Reading' is Canada's largest recreational reading program and the SDG Library is bringing the program to patrons as another way to encourage a love of reading. Ingleside staff are leading the Blue Spruce program, geared towards students in JK to Grade 2.

IROQUOIS BRANCH – Jeannette D. & Eleanor P.

Connecting patrons with the right resources is always paramount for Library staff. During the pandemic, with limited access to branches and collections, Iroquois patrons have welcomed the innovative ways they can still request Library materials through branch displays placed near pick-up locations and "Grab & Go" bags.

LONG SAULT BRANCH – Chris D. & Joann L.

Partnerships provide the opportunities to increase capacity, expand audiences, and access experts in new areas of interest. A partnership between the Long Sault Branch and the Ontario Early Years resulted in the creation of a "Toddler Time" video series that highlights early literacy skills and activities, while promoting the Library's collection of board books and pictures books.

MORRISBURG BRANCH – Stacey P. & Kate M.

Library staff are an important resource for providing support to patrons when they need training or encounter issues with Library resources. Offering both virtual workshops and video tutorials, such as the "Introduction to cloudLibrary" sessions prepared by Morriburg staff, help to provide Library support accessible from home.

WILLIAMSBURG BRANCH – Stacey P. & Kate M.

Collection maintenance allows careful assessment to make sure items are in good condition, are located where they are supposed to be, and to correct any errors. A properly maintained collection enhances the patron experience by making it easier to explore. In Williamsburg, collection maintenance project was completed and also involved adjusting the locations of collections.

DISTRICT SUPERVISOR – Cheryl S.

The focus this month was on virtual programming including the set up of the 'Forest of Reading' sites and managing program schedules and the Zoom account. February was also the start of the Advancing Public Library Leadership (APLL) program, a two-year certificate program designed to expand and advance the leadership capacity of public library staff.



Branch Report, April 2021, District 3

ALEXANDRIA BRANCH - Sylvie J. & Iris C.

Access to library materials and programs can provide a sense of normalcy during a difficult time and Alexandria patrons were thrilled to resume one aspect of the regular library experience by being able to safely browse in-branch as of March 22.

AVONMORE BRANCH

System-wide activities provide a way for patrons and staff to connect across the whole system and planning of these initiatives often requires assistance from multiple staff. Avonmore Branch staff have provided a lot of support in the preparation of the upcoming Earth Day seed giveaway.

LANCASTER BRANCH - Tara N. and Valerie E.

Partnering with other organizations and programs, such as Robert Bateman's 'Sketch Across Canada' nation-wide project, helps to build awareness of the Library and the resources available. Lancaster Branch is now a distribution point for this program which encourages people to explore art and connect with our environment by providing a free sketchbook to individuals.

MAXVILLE BRANCH - Emily A.

New programs are also an opportunity for staff to try out and develop new skills. LSA Emily has taken the lead on developing the Red Maple 'Forest of Reading' program, which targets children in grades 7 and 8 and encourages them to read from a set list of new Canadian fiction titles. Emily has been using a combination of traditional activities and a new engagement tool (for the Library) with Google Classroom.

WILLIAMSTOWN BRANCH – Valerie E.

While patrons have been anxious to resume regular in-branch services such as browsing and short stays, they have also demonstrated patience and understanding with the careful approach that is being taken.

DISTRICT SUPERVISOR – Darlene A.

Priorities for this month included creating a system plan for collection maintenance including balancing the collections throughout the system and preparing for a virtual district meeting.



Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

www.southglengarry.com

March 9, 2021

Honourable Maryam Monsef
Minister for Women and Gender Equality and Rural Economic Development
180 Kent Street, Suite 1100
Ottawa, Ontario
K1P 9B6

Honourable Laurie Scott
Minister of Infrastructure
5th Floor
777 Bay Street
Toronto, Ontario
M7A 2J3

Dear Ministers:

Re: EORN Gig Project

On behalf my council colleagues and as Mayor of the Township of South Glengarry, I am writing to you both today to express our municipality's strong support for the EORN Gig Project. EORN's approach has proven itself to be very successful in improving broadband connectivity across eastern Ontario and we believe that it merits the careful consideration of both of your governments.

The EORN model offers a reliable and efficient way to fix the broadband needs in our municipality. Their proposal to bring up to 1 Gigabyte or 1,000 Megabits of speed to our residents and businesses will ensure that our needs are met today and long into the future. Our community needs this project and we urge both governments to come together and fully fund EORN's proposal. Our citizens and businesses have waited far too long for better high-speed services. Further delays are simply not acceptable.

Now is the time to act and we urge both of you to work together to launch the EORN project as soon as possible.

Yours truly,



Mayor Frank Prevost

cc. MP Eric Duncan,
MPP Jim McDonell



TOWNSHIP of/CANTON de

NORTH STORMONT•NORD

A good place to grow
Ou on cultive la croissance

March 8, 2020

Honourable Maryam Monsef
Minister for Women and Gender Equality and Rural Economic Development
180 Kent Street, Suite 1100
Ottawa, Ontario
K1P 9B6

Honourable Laurie Scott
Minister of Infrastructure
5th Floor
777 Bay Street
Toronto, Ontario
M7A 2J3

Dear Ministers:

Re: EORN Gig Project

On behalf Municipal Council, my elected colleagues, and as Mayor of North Stormont, I writing to you both today to express our municipality's strong support for the EORN Gig Project. EORN's approach has proven itself to be very successful in improving broadband connectivity across eastern Ontario and we believe that it merits the careful consideration of both of your governments.

The EORN model offers a reliable and efficient way to fix the broadband needs in our municipality. Their proposal to bring up to 1 Gigabyte or 1,000 Megabits of speed to our residents and businesses will ensure that our needs are met today and long into the future. Our community needs this project and we urge both governments to come together and fully fund EORN's proposal. Our citizens and businesses have waited far too long for better high-speed services. Further delays are simply not acceptable.

Now is the time to act and we urge both of you to work together to launch the EORN project as soon as possible.

Yours truly,

Jim Wert
Mayor
cc. Local MP, Local MPP



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

christine.tarling@kitchener.ca

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

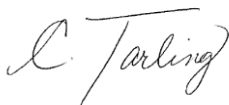
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Honourable Tim Louis, M.P.
Honourable Raj Saini, M.P.
Honourable Marwan Tabbara, M. P.
Honourable Bardish Chagger, M.P.
Honourable Bryan May, M.P.
Honourable Amy Fee, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Bill Karsten, President, Federation of Canadian Municipalities
Monika Turner, Association of Municipalities of Ontario
Rosa Bustamante, Director, Planning, City of Kitchener
Ontario Municipalities

CORPORATION OF THE MUNICIPALITY OF CALVIN**Resolution**DATE March 9, 2021NO. 2021-052MOVED BY Sandy CrossSECONDED BY Heather Olmstead

"WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home, and;

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness, and;

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced, and;

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home, and;

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the Municipality of Calvin endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status, and;

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, and all Ontario Municipalities."

CARRIED **DIVISION VOTE**

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u> </u>
<u>Coun Maxwell</u>	<u> </u>	<u> </u>
<u>Coun Olmstead</u>	<u>X</u>	<u> </u>
<u>Coun Grant</u>	<u> </u>	<u> </u>
<u>Mayor Pennell</u>	<u>X</u>	<u> </u>



KEY INFORMATION REPORT

TRANSPORTATION AND PLANNING

April 19, 2021

SUBJECT: 2021 Road Tour

BACKGROUND:

Given the current state of the pandemic and continued need to respect public health guidelines, physical distancing etc.. staff are respectfully recommending that Council defer the 2021 Road Tour indefinitely.

COMMENTS/OBSERVATIONS:

Depending on the vaccine roll out and end of the pandemic, there may be an opportunity to hold a road tour this fall with a focus on potential 2022 projects.

Unless directed otherwise, staff will bring forward a report in September 2021 to either confirm that no road tour will happen this calendar year or suggest scheduling a tour for late October / early November.

Respectfully Submitted.



KEY INFORMATION REPORT

TRANSPORTATION AND PLANNING

April 19, 2021

SUBJECT: Warden's House Renovations and Administration Building Roof

BACKGROUND:

Warden's House:

Last November, EVB prepared a structural investigation report for the Warden's House which identified that the rehabilitation would cost an estimated \$300,000 (Class D estimate). This work was to address the structural deficiencies associated with this historic building, and, attempted (at a high level) to account for the costs associated with the designated materials abatement.

County staff presented an action request (AR) at the December Council Meeting which authorized detailed engineering plans, the cost for which would be offset by COVID-19 funding, as a result of the need to create more distancing for staff working in the Administration Building (some staff would be relocated to the Warden's House).

County staff distributed requests for proposals to complete the design work, and on December 22nd, 2020, awarded the work to EVB, (A49 was the architectural subconsultant).

EVB and A49 have now prepared a set of design drawings, specifications and a revised cost estimate. The refined scope of the work per the above includes selective demolition, selective designated substances abatement, reinforcement of the ground floor wood framing, replacement of the ground floor load bearing wall, as well as electrical/communications routing and interior finishes suitable for an office environment (with appropriate spacing). The detailed cost estimate has been revised to \$181,305.00. The cost reductions from the original estimate are largely due to confirmation through detailed design that much of the asbestos can be sealed off without being disturbed, and confirmation that the ground floor structure can be reinforced without significant removals.

At the December meeting, County staff also discussed the opportunity to seek \$100,000 to offset the construction costs through a federal/provincial funding stream called the *Investing in Canada Infrastructure Program* (ICIP). Given the concerns raised by Council with respect to this project, County staff submitted the ICIP application for Transportation's two-way radio project instead. Unfortunately, the ICIP application intake team determined that the radio project did not satisfactorily meet the requirements of the funding program. Fortunately, the

County was invited to revise the application, and staff submitted the Warden's House project, understanding that Council may not support the work and associated receipt of funds through this program.

Given the more reasonable costing, with Council's support, staff are prepared to issue a tender for the Warden's House Rehabilitation project. The tender results and funding streams available to offset the cost will be presented to Council at a later date (estimated May or June meeting), at which time it is hoped that Council will have sufficient information to determine whether the project should proceed to construction.

New Building Connection:

EVB's November report additionally explored the possibility of a new interior door between the jail/ Warden's House and main administration building. The new connection is proposed between the main office corridor on the main floor into the "general population" wing of the prison. The report contained a rough cost estimate indicating that the construction of the link would cost in the order of \$100,000.

Currently there is only one interior connection between the administration building and the Warden's House, which requires traversing stairs and crossing through Council chambers and the historical jail areas; an inefficient path which is a barrier to incorporating the Warden's House as an extension of existing offices.

The connection was also discussed at the December meeting and Council approved moving forward with the detailed design (also paid with COVID funding due to its ability to improve access and office spacing). EVB and A49 were also retained to complete this design.

EVB and A49 prepared a set of design drawings, specifications and a cost estimate for the corridor link. The scope of the work includes selective demolition, construction of an interior ramp, installation of a new security door, and interior finishes. The detailed cost estimate suggests that the value of work is \$131,917.00.

Staff are of the view that the cost to complete this work exceeds the value that would result from the connection and therefore are not recommending going to tender until such time that we are provided direction with the desired vision for the site. There are few other convenient options available to make a connection without impacting the historic part of the jail, and, if Council wished to preserve or enhance the historical elements, alternative connections may not be feasible.

Administration Building Roof

As noted during budget deliberations, the existing courthouse roof area was last re-finished with 3-tab asphalt shingles. The shingles are deteriorating and are at or near end of life. Although the exact age of the roof was not determined, it is estimated that the shingles are at or greater than 20 years old.

A roof replacement budget of \$60,000 was approved this year to replace the existing with a similar product. At the March 15th, 2021 Council meeting, Council

directed County staff to provide information on alternative roof finishes, such as designer tab shingles, metal panel roofing and metal shingles.

County staff contacted several Cornwall area roofing installers, as well as product manufacturers, to obtain information as detailed below. The roofing shingle industry has a wide variety of styles and materials, affecting appearance, durability, and life expectancy.

Classic 3 Tab Shingle (current style)

The most economic option, which is a like-for-like replacement, is estimated to cost approximately \$375 per 100 square feet (per “square”), installed, and would include products such as the *Dakota* by BP Canada, or other equivalent. This product has a 25-year warranty and remains one of the few classic 3-tab shingle products available (few producers of this shingle). This product would be equivalent to the existing roof style, which has been in place for approximately 25 years.



Dakota 3-Tab Shingles

Designer Tab Shingle

In the opinion of a reputed roofing contractor, the most cost-effective shingle option that the County should consider is a ‘designer tab’ shingle, which is typical of most home construction today. This product is estimated to cost approximately \$375-\$440 per square, installed (depending on product). This shingle has a “limited lifetime” warranty (estimated to be roughly 50 years) and comes with a different appearance when compared to classic 3-tab, and, in a variety of colors. The 2021 budget was based on the installation of a designer tab shingle.



Designer Tab Shingles

Slate Style Shingle

The *Manoir* shingle by BP Canada is the same material as the designer tab shingle; however it has improved aesthetics, colours and patterning which is intended to mimic slate tiles installed on roofs of historic buildings. It should be noted that the County courthouse originally had slate tiles as roofing material. The “*Manoir*” costs roughly \$600 per square, installed, resulting in an estimated \$20,000 extra in material costs. The product warranty is equivalent to a designer tab shingle.



Manoir Slate Style Shingles

Steel Roof Panels

Steel panel roofs such as the Americana, Heritage Series, and pocket rib by Ideal Roofing provide longer lasting roof products; however, this product comes at a higher installation cost. The panels come in a range of colours, depending on the style of panel selected.

According to local roofing contractors, the price of steel is currently higher than typical market values. Based on information from contractors, steel panels can generally be estimated to be around \$2,200 per square, installed; however, with the current volatility, this estimate would need to be confirmed before issuing the purchase order. Steel roof products come with a 50-year warranty, similar to the premium shingles; however, metal roofs are widely regarded as having longer lifespans when compared to shingles.

Should Council wish to consider a steel roof, it is reasonable to estimate that the budget would need to be increased by approximately \$220,000.



Steel Roof Styles and Colors

Steel Roof Shingles

Steel shingle roofs such as the “*Wakefield Bridge*” by Ideal Roofing provide more aesthetically pleasing metal roof products at an even higher installation cost. The panel products are available in 16 colours.

According to local roofing contractors, the price of steel is currently high and fluctuating, but steel shingles can generally be estimated to be around \$3,100 per square, installed. Similar to steel panel roofing material, a steel shingle system comes with a 50-year warranty; however they are widely regarded as having longer

lifespans when compared to shingles. Selecting this product would result in an additional \$330,000 expenditure when compared to the current budget.



COMMENTS/OBSERVATIONS:

Future Direction of the Jail Area

Staff are looking to Council to provide some input on how it would like to create a long-term plan for the jail area. Staff need an understanding of what the future vision is for the jail area to ensure that the investments made today are appropriate and worthwhile. Options to achieve the visioning can include the use of external resources (e.g. consultant), a sub-committee of Council or directing staff to provide some options for Council's consideration. At some point in the process the County will need to retain experts to evaluate and cost preferred options.

From staff's perspective, the proposed investments in the Warden's house, as contemplated in the 'tender ready' documents described above should be completed as they will benefit the Administration complex regardless of the future jail use. There is a need for office space and the Warden's house is well suited for this purpose at a relatively minimal cost to the organization. Staff expect that most, if not all, of this project can be paid for through funding.

Staff are recommending abandoning the corridor link project until the future direction of the jail area is confirmed.

Roofing

Given the premium costs associated with the metal roofing systems, County staff recommend issuing the tender based on the supply and installation of a "Designer Tab" shingle. This shingle will improve the aesthetic when compared to the existing roof while respecting the current budget. If Council wishes to invest in a more historically accurate roof (requiring additional reserves), staff recommend the "*slate style*" shingle.

Respectfully Submitted,

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

BY-LAW NO. 5292

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 and public meeting minutes, held March 15, March 25, March 29, April 7 and April 8, 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 April 19, 2021, in respect of each motion, resolution and other action taken by the United Counties of Stormont, Dundas and Glengarry at its meetings are, except where the prior approval of the 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 19th day of April, 2021

WARDEN

CLERK