



AGENDA
UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Monday, October 18, 2021, 9:00 a.m.
Council Chambers, Suite 321, 26 Pitt Street, Cornwall ON

	Pages
1. Call Meeting to Order by Resolution	
2. Adoption of Agenda	
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	
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5. Delegations	
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5.3. Eastern Ontario Agri-Food Network - Tom Manley, Executive Director	
5.4. Education Review Report - Monika Ferenczy, Horizon Educational Consulting	
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9.4.	Resolution re: Underfunding Eyecare - Municipality of South Dundas	137
10.	Boards and Committees	
	Council Representatives:	
	Joint Liaison Committee - Jamie MacDonald,	
	Steven Byvelds, Allan Armstrong, Bryan McGillis	
	Library Board - Lyle Warden, Tony Fraser, Frank Landry, David Smith	
	Police Services Board - Jim Wert, Bryan McGillis	
	Eastern Ontario Health Unit - Carma Williams, Kirsten Gardner	
	Glen Stor Dun Lodge – Steven Byvelds, Lyle Warden	
	Cornwall and Area Housing – David Smith, Jim Wert	
	St. Lawrence River Institute – Kirsten Gardner	
	Raisin-South Nation Source Water Protection – Carma Williams	
	Municipal Advisory, Algonquin Land Claim – Tony Fraser	
	Eastern Ontario Agri-Food Network – Carma Williams	
	Regional Emergency Response Council – Carma Williams	
11.	Key Information	
11.1.	Economic Development and Tourism - Activities Report	138
11.2.	2021 Transportation Projects Update	146
11.3.	SDG Forest Annual Report	150
12.	Motions and Notices of Motions	
13.	Petitions	
14.	Miscellaneous Business	

- 14.1. Election of Warden, 2022
- 15. Unfinished Business Summary
- 16. Closed Session
 - 16.1. Official Plan Appeal
Pursuant to Section 239 (2) (f) of the *Municipal Act, 2001* - advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - 16.2. Purchase & Sale Matter
Pursuant to Section 239 (2) (c) of the *Municipal Act, 2001* - a proposed or pending acquisition or disposition of land by the municipality or local board
 - 16.3. Performance Review for the Chief Administrative Officer
Pursuant to Section 239 (2) (b) of the *Municipal Act, 2001* - personal matters about an identifiable individual, including municipal or local board employees
- 17. Ratification By-law
 - 17.1. By-Law No. 5322
- 18. Adjournment by Resolution

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REGULAR COUNCIL MINUTES

United Counties of Stormont, Dundas and Glengarry

September 20, 2021, 9:00 a.m.

Council Chambers, Suite 321, 26 Pitt Street, Cornwall ON

Members Present: Warden A. Armstrong, Councillors S. Byvelds, T. Fraser, K. Gardner, S. Jaworski, J. MacDonald, B. McGillis, D. Smith, L. Warden, J. Wert, C. Williams

Staff Present: CAO Simpson, Clerk Casselman, Director de Haan, Director Franklin, Director Russell, Director Young, Manager of Operations Baker

1. Call Meeting to Order by Resolution

Resolution No. 2021-201

Moved by Councillor Fraser

Seconded by Councillor Byvelds

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

CARRIED

2. Adoption of Agenda

Resolution No. 2021-202

Moved by Councillor Byvelds

Seconded by Councillor Fraser

THAT Council approve the agenda, as amended.

CARRIED

The agenda was amended by requesting staff to provide additional updates on various projects during the Key Information section of the agenda.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

4.1 August 23, 2021

Resolution No. 2021-203

Moved by Councillor Smith

Seconded by Councillor Byvelds

THAT the minutes of the meeting, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held August 23, 2021, be adopted as circulated.

CARRIED

5. Delegations

5.1 Dundas County Housing Initiative Committee - Cathy Ashby, Executive Director of House of Lazarus & Kristina McDermott, Advocate, House of Lazarus

Cathy Ashby and Kristina McDermott, House of Lazarus, presented information on housing issues in the County. Discussion was held regarding local tools to assist with the issue and the possibility of forming an advisory committee at the County to focus on the matter. CAO Simpson stated that he would follow up with Director Young and report back on this issue.

6. Action Requests

6.1 Corporate Services

6.2 Financial Services

6.3 Transportation

a. Design of Ferguson Bridge

Resolution No. 2021-204

Moved by Councillor MacDonald

Seconded by Councillor Wert

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the proposal from HP Engineering to complete the design of the Ferguson Bridge Rehabilitation for a total price of \$38,860.00 plus HST; and

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

CARRIED

b. Design of Black Creek Bridge

Resolution No. 2021-205

Moved by Councillor Byvelds

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the proposal from Keystone Bridge Management Corp. to complete the design of the Black Creek Bridge Rehabilitation for a total price of \$34,125.00 plus HST; and

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

CARRIED

c. Purchase of Anti-Icing Tank

Resolution No. 2021-206

Moved by Councillor Smith

Seconded by Councillor Williams

THAT the Council of the United Counties of Stormont Dundas and Glengarry approve the purchase of an anti-icing tank from Road Maintenance Equipment and Services (RMES) for the submitted price of \$32,500 and authorize the Director of Transportation Services to sign all documents to complete the purchase; and

THAT the Transportation's Equipment Reserve Fund be used to offset the unbudgeted expenses associated with the anti-icing equipment.

CARRIED

6.4 Planning

a. Request for County CIP Regulatory and Legislative Changes

Resolution No. 2021-207

Moved by Councillor Williams

Seconded by Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry requests that the Ministry of Municipal Affairs and Housing make the following changes to the *Planning Act* and associated regulations:

That Section 28 of the *Planning Act* be amended to allow upper-tier municipalities to have the same ability to pass Community Improvement Plans as local municipalities; or,

That Regulation 221/07 be amended to include the United Counties of Stormont, Dundas, and Glengarry as a prescribed upper-tier municipality to prepare Community Improvement Plans and that Regulation 550/06 is amended to allow prescribed upper-tier municipalities the ability to pass their own CIPs for the same broad purposes as local and single-tier municipalities.

CARRIED

6.5 Court Services

6.6 County Library

6.7 IT Services

7. Tenders and Quotations

8. By-laws

8.1 Updated Flag Policy

Council requested that the word "all" be added to the by-law when referring to other County-owned properties where flags are flown.

Resolution No. 2021-208

Moved by Councillor MacDonald

Seconded by Councillor Williams

THAT By-law No. 5312, being a By-law to adopt Policy 4-2, “The Display and Half-Masting of Flags on County Property”, be read and passed in Open Council, signed, and sealed.

CARRIED

8.2 Encroachment Agreement – Morewood Lucky Mart Sign

Resolution No. 2021-209

Moved by Councillor Williams

Seconded by Councillor MacDonald

THAT By-law No. 5313, being a by-law to enter into an Encroachment Agreement for the Morewood Lucky Mart Sign, be read and passed in Open Council, signed and sealed.

CARRIED

8.3 Sign Encroachment Agreement – GIAG (Alexandria)

Resolution No. 2021-210

Moved by Councillor Warden

Seconded by Councillor Williams

THAT By-law No. 5314, being a by-law to enter into an Encroachment Agreement for a new Glengarry Inter-Agency Group (GIAG) sign at their Alexandria Office, be read and passed in Open Council, signed and sealed.

CARRIED

9. Consent Agenda

Resolution No. 2021-211

Moved by Councillor Williams

Seconded by Councillor Warden

THAT all items listed under the Consent Agenda section of the agenda be received and filed for information purposes.

CARRIED

9.1 Monthly Activity Summaries

9.2 Monthly Financial Summary

9.3 SDG Library Branch Reports

10. Boards and Committees

Members of Council provided updates on various board and committee activities. Director of Library Services Franklin introduced the new SDG Library Community Librarian, Charlotte Halstead, and spoke to the upcoming 50th anniversary celebratory activities.

11. Key Information

11.1 2022 Snowplow Purchase

Manager of Operations Baker provided information on tendering the 2022 snowplow in fall 2021.

11.2 2021 Road Tour

Director of Transportation Services de Haan provided information on the 2021 Road Tour taking place on October 6th. Project updates were also provided on the Morrisburg Roundabout project, microsurfacing, Martintown reconstruction, and various bridge projects.

11.3 Forestry Activities Update

Director of Transportation Services de Haan provided an update on various forestry activities.

11.4 Lancaster Branch Library Evaluation and Feasibility Study

Director of Library Services Franklin provided information on the Lancaster Branch Library Evaluation and Feasibility Study.

12. Motions and Notices of Motions

13. Petitions

13.1 Entranceways, St. Andrews West

Warden Armstrong introduced the item and stated that the vote on the motion put forward at the previous meeting on the entrance by-law was captured incorrectly. He stated that the motion would be put forward again for consideration. The following motions were put forward on the matter:

Resolution No. 2021-212

Moved by Councillor Byvelds

Seconded by Councillor McGillis

THAT Council waive the surface width provisions of By-Law 5122 for the property located at 17427 County Road 18 and direct staff to bring back By-Law 5122 with updated information on entrance widths and grandfathering provisions.

CARRIED

A recorded vote was requested:

Councillor Byvelds	YEA
Councillor Fraser	NAY
Councillor Gardner	YEA
Alternate Jaworski	YEA
Councillor MacDonald	NAY
Councillor McGillis	YEA
Councillor Smith	YEA
Councillor Warden	YEA
Councillor Wert	YEA
Councillor Williams	YEA
Warden Armstrong	NAY

Resolution No. 2021-213

Moved by Councillor McGillis

Seconded by Councillor Warden

THAT Council also waive the surface width provisions of By-Law 5122 for all affected properties on County Road 18 (St. Andrews West) and reinstate the entranceways to the start date of the project.

CARRIED

A recorded vote was requested:

Councillor Byvelds	YEA
Councillor Fraser	NAY
Councillor Gardner	YEA
Alternate Jaworski	YEA
Councillor MacDonald	NAY
Councillor McGillis	YEA
Councillor Smith	YEA
Councillor Warden	YEA
Councillor Wert	NAY
Councillor Williams	YEA
Warden Armstrong	NAY

14. Miscellaneous Business

14.1 Expression of Interest - Warden, 2022

Councillor McGillis and Councillor Williams expressed their interest in the position of Warden for 2022.

Council took a brief recess at 10:54 a.m. and resumed the meeting at 11:05 a.m.

15. Unfinished Business Summary

16. Closed Session

Resolution No. 2021-214

Moved by Councillor Warden

Seconded by Councillor MacDonald

THAT Council proceed in-camera pursuant to Section 239 (2)(b) of the Municipal Act, 2001 – personal matters about an identifiable individual, including municipal or local board employees: Performance Review for the Chief Administrative Officer; and pursuant to Section 239 (2)(d) – labour relations or employee negotiations: September 30th Federal Statutory Holiday, and Human Resources Policy Matter.

CARRIED

Resolution No. 2021-215

Moved by Councillor Gardner

Seconded by Councillor Warden

THAT Council rise from Closed Session.

CARRIED

Resolution No. 2021-216

Moved by Councillor Warden

Seconded by Councillor MacDonald

THAT Council direct the CAO to proceed with drafting a COVID-19 Vaccine Policy that will apply to all County staff and Council members for consideration at the next County Council meeting.

CARRIED

Resolution No. 2021-217

Moved by Councillor Gardner

Seconded by Councillor Smith

THAT Council direct the CAO to proceed with not giving staff September 30th off as a statutory holiday, but organizing educational events on this day for staff.

CARRIED

17. Ratification By-law

17.1 By-Law No. 5315

Resolution No. 2021-218

Moved by Councillor Warden

Seconded by Councillor Gardner

THAT By-Law No. 5315, 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. 2021-219

Moved by Councillor Gardner

Seconded by Councillor Warden

THAT Council adjourn to the call of the Chair.

CARRIED

Warden

Clerk



SPECIAL COUNCIL MINUTES

United Counties of Stormont, Dundas and Glengarry

October 8, 2021, 8:30 a.m.

Virtual Meeting, Broadcast live on YouTube

Members Present: Warden A. Armstrong, Councillors T. Fraser, K. Gardner, S. Jaworski, J. MacDonald, L. Warden, C. Williams

Staff Present: CAO T. Simpson, Clerk K. Casselman, Training & Emergency Management Coordinator K. Beehler

1. Call the meeting to Order by Resolution

Resolution No. 2021-220

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

2. Adoption of Agenda

Resolution No. 2021-221

Moved by Councillor Fraser

Seconded by Councillor Jaworski

THAT Council approve the agenda.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Agenda Items

4.1 Vaccination Verification Policy Coronavirus (COVID-19)

Resolution No. 2021-222

Moved by Councillor Gardner

Seconded by Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the COVID-19 Vaccination Verification Policy (1-37).

CARRIED

5. Ratification By-Law

5.1 By-Law No. 5316

Resolution No. 2021-223

Moved by Councillor Warden

Seconded by Councillor Fraser

THAT By-Law No. 5316, 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

6. Adjournment by Resolution

Resolution No. 2021-224

Moved by Councillor MacDonald

Seconded by Councillor Williams

THAT Council adjourn to the call of the Chair.

CARRIED

Warden

Clerk



Presentation to the United Counties of SD&G

presented by

Dr. Jeff Ridal
Lee Theodore
Dr. Leigh McGaughey

2021



Our people

Future Climate Leaders

Research

Science solutions

Education & Outreach

Great River Rapport

Board members

Meet our new board chair: Trea Tuck

www.RIVERINSTITUTE.ca



BOARD MEMBERS

CHAIR
Trea Tuck, HET Law, Henderson, Eastwood, Tuck
1st VICE CHAIR
Glen Grant, Community member
TREASURER
Jackie Baird, Cornwall Electric
SECRETARY
Stephen Alexander, Community member

Debora Daigle, Community member
John Gleed, Community member
Diana Rourke, Manager BASF Plant
Scott Gagnon, OPG
Scott Lecky, Ramada by Wyndam, Cornwall
Mireille Lemire, RBC
Jean Marc Gladu, Community member
Kirsten Gardner, **Warden and United Counties of S. D. & G Representative**
Jennifer Haley, St. Lawrence College, Representative
Todd Bennett, City of Cornwall Representative
Chief April Adams-Philips, Mohawk Council of Akwesasne Representative

**FOUNDATION
BOARD MEMBERS**

CHAIR
Pat Finucan, Community Member
TREASURER
Maureen Adams, City of Cornwall, CAO
SECRETARY
John McDonald, McDonald, Duncan, Doré LLP Law Office
RIVER INSTITUTE REPRESENTATIVE
Scott Lecky, Local Farmer
BOARD MEMBER
David MacKinnon, Beupre Mackinnon Financial
BOARD MEMBER
Megan McDonald, University of Toronto.



Dr. Jeff Ridal
Executive Director



Employment & Volunteer Opportunities

The Strength of the Institute is through our people

www.RIVERINSTITUTE.ca



Internships



Summer Students



Volunteers



River Champions
Community Donors





Future Climate Leaders

60 -70% of land in Eastern Ontario is owned by the agricultural community.



Agriculture Conversations



Councilor Sam McDonell
(South Glengarry)



Councilor Martin Lang
(South Glengarry)

“Municipality needs”

**By 2025, all municipalities in Ontario
require a landfill diversion plan,
regarding organic matter**

We CAN do this right, together.



ECO TOURISM:

Springfield Organic Farms (Apple Hill), Eleanor & Finnbar McGrath

RECONNECTING TO NATURE:

Family Earth (Ingleside), Dr. Rochelle Johnston

OBSERVING MEMBER

South Glengarry, Environmental Committee

OBSERVING MEMBER

Cornwall Environmental Climate Change Committee



Future Climate Leaders

Conversations



@613FCL

“If you want to go fast, go alone. If you want to go further, go with people.”

~African Proverb

A RIVER INSTITUTE
PROJECT

FUTURE CLIMATE
LEADERS
TOWNHALL
SCHEDULE
7PM START TIME

- 05/18 | *Introduction to Townhalls, Topics and Themes*
- 06/15 | *Indigenous Relationships with Climate Change: Abraham Francis, MCA*
- 07/20 | *Through The Eyes of The Skies: Brian Ewenson, NASA*
- 08/17 | *Indigenous Knowledge Systems: Abraham Francis & Yanik Rozon*
- 09/14 | *Grounded In Our Region: A Conversation In Akwesasne*
- 10/19 | *Earth- A Permafrost Professor’s Perspective: Dr. Chris Burns*
- 10/27 | *Symposium- George Kourounis, Explorer & Storm Chaser*
- 11/16 | *Home. “What can I do?” Sustainability Along The Supply Chain*
- 12/14 | *A Climate Change Conversation with...? Stay tuned!*

Funded in part by:
Financé en partie par :
Canada

Research

Science Investigations

www.RIVERINSTITUTE.ca



Food web &
Contaminants



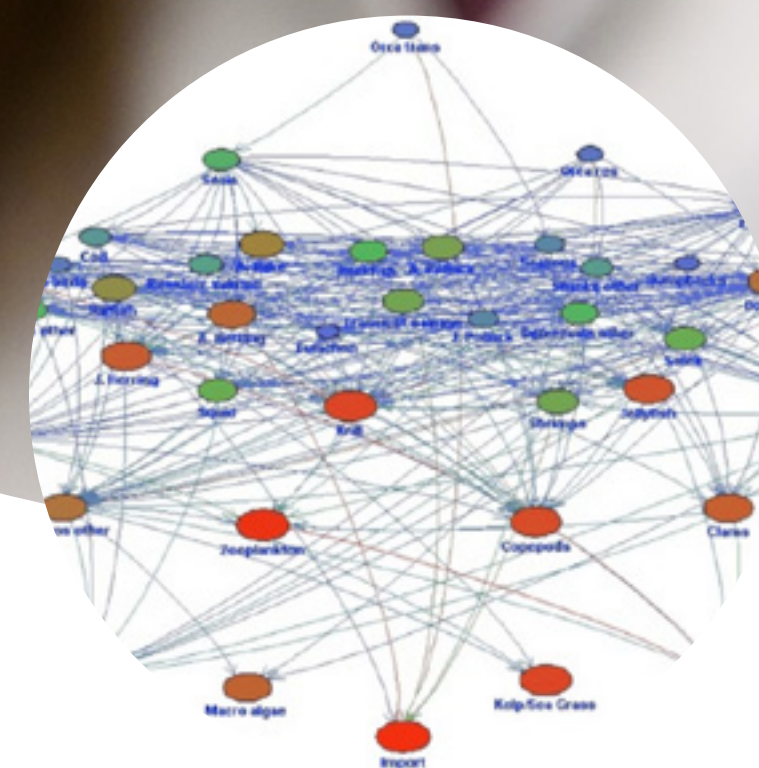
Rivers &
Dragonflies



Water Quality



Little Brown Bat
Populations



Ecosystem
Modelling

There's a new scientist in town!

Dr. Courtney Holden

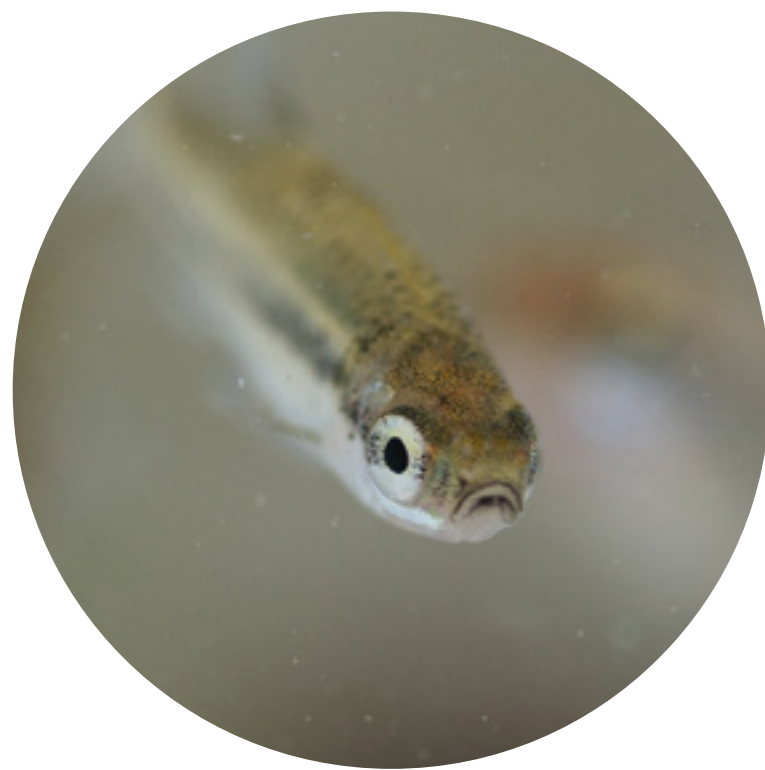


Fish Identification Nearshore Survey (FINS)

Assessing Fish Habitat & Ecology



@fins.riverinstitute



Species
at risk



Invasive
Species



eDNA

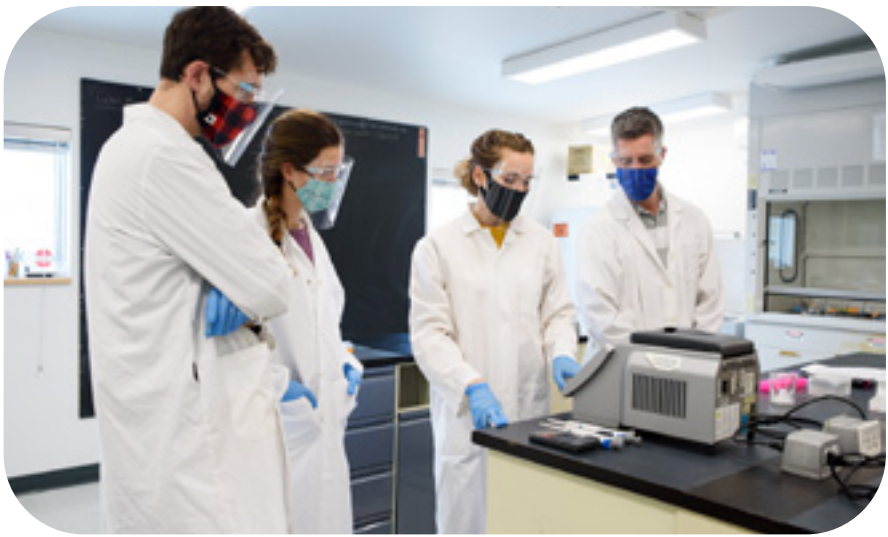


Plant
surveys



Drone Imagery

Fish Research





Science Solutions

www.RIVERLABS.ca



Lawn care without herbicides

fieldless®

QA/QC



Drone Services



Lab testing



Josh Filion

Education

Future Generations



@StLawrenceRiverInstitute



Jr. Scientist Camp



Online
Education
Across Canada



Fish Tank



Cooper Marsh



Water Festival

Outreach

Community



Science & Nature
UNTapped



Remedial Action
Plan



Great River
Network



Great River
Cleanup

Great River Rapport

What's the Health of the St. Lawrence River?

www.RIVERRAPPORT.ca



We want this report to **inspire** you to become **engaged, interested,** and **aware** of **how** the health of the **ecosystem** is intrinsically **linked to all of us.**



Indigenous Knowledge



Science



Community Stories



Actions



Partnerships

Great River Rapport

Indigenous Knowledge

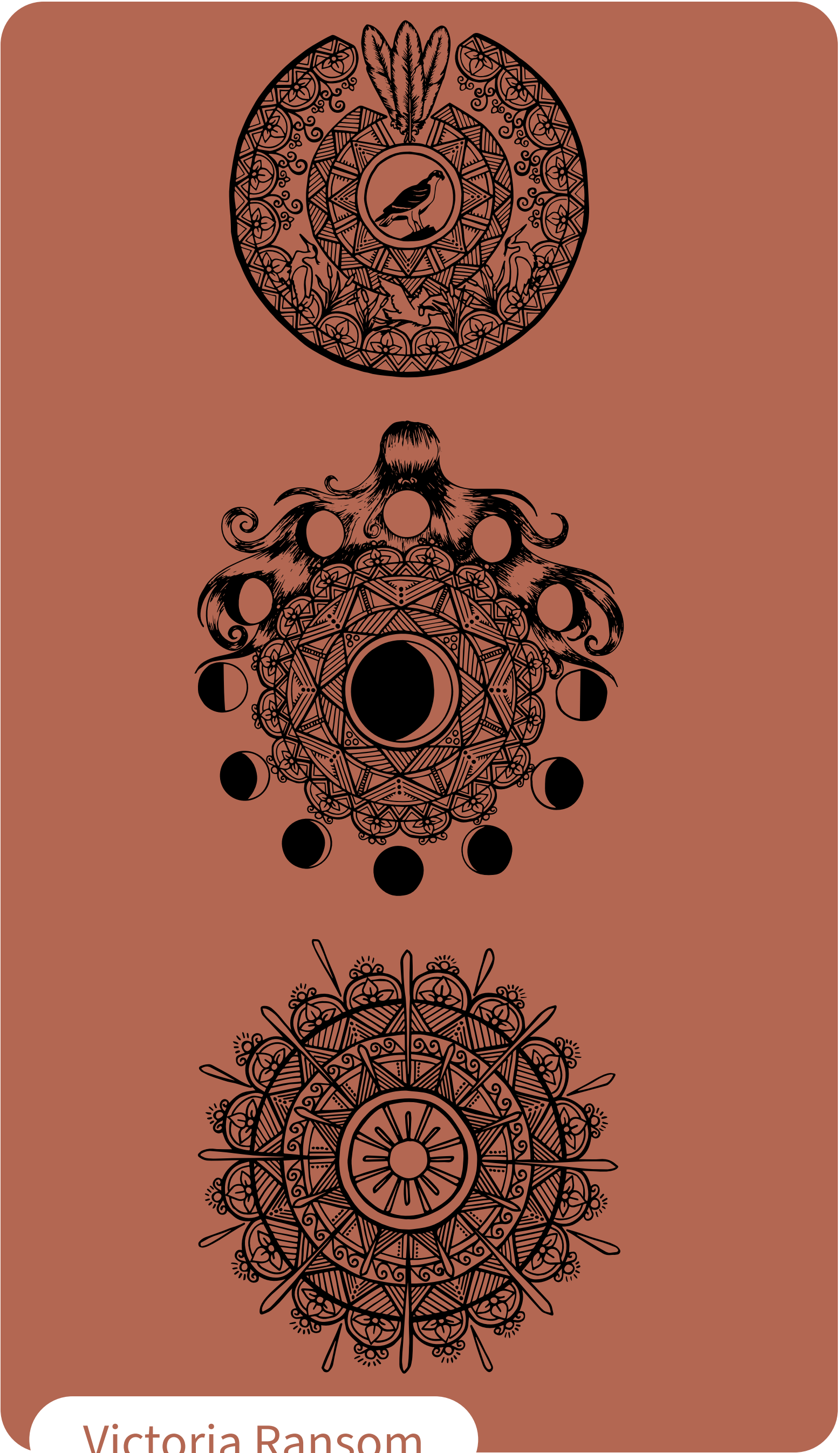
www.RIVERRAPPORT.ca



Henry Lickers



Abraham Francis

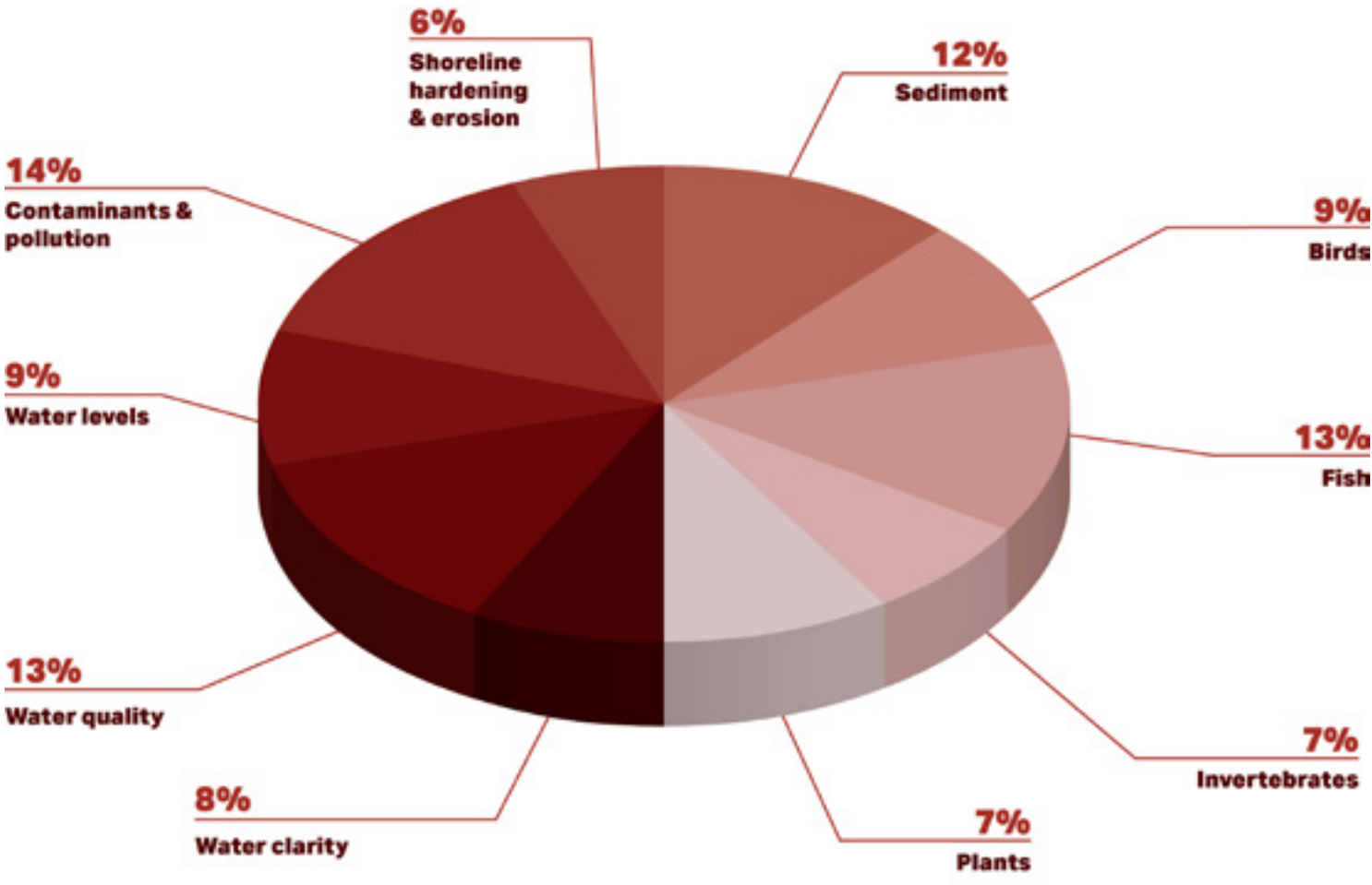
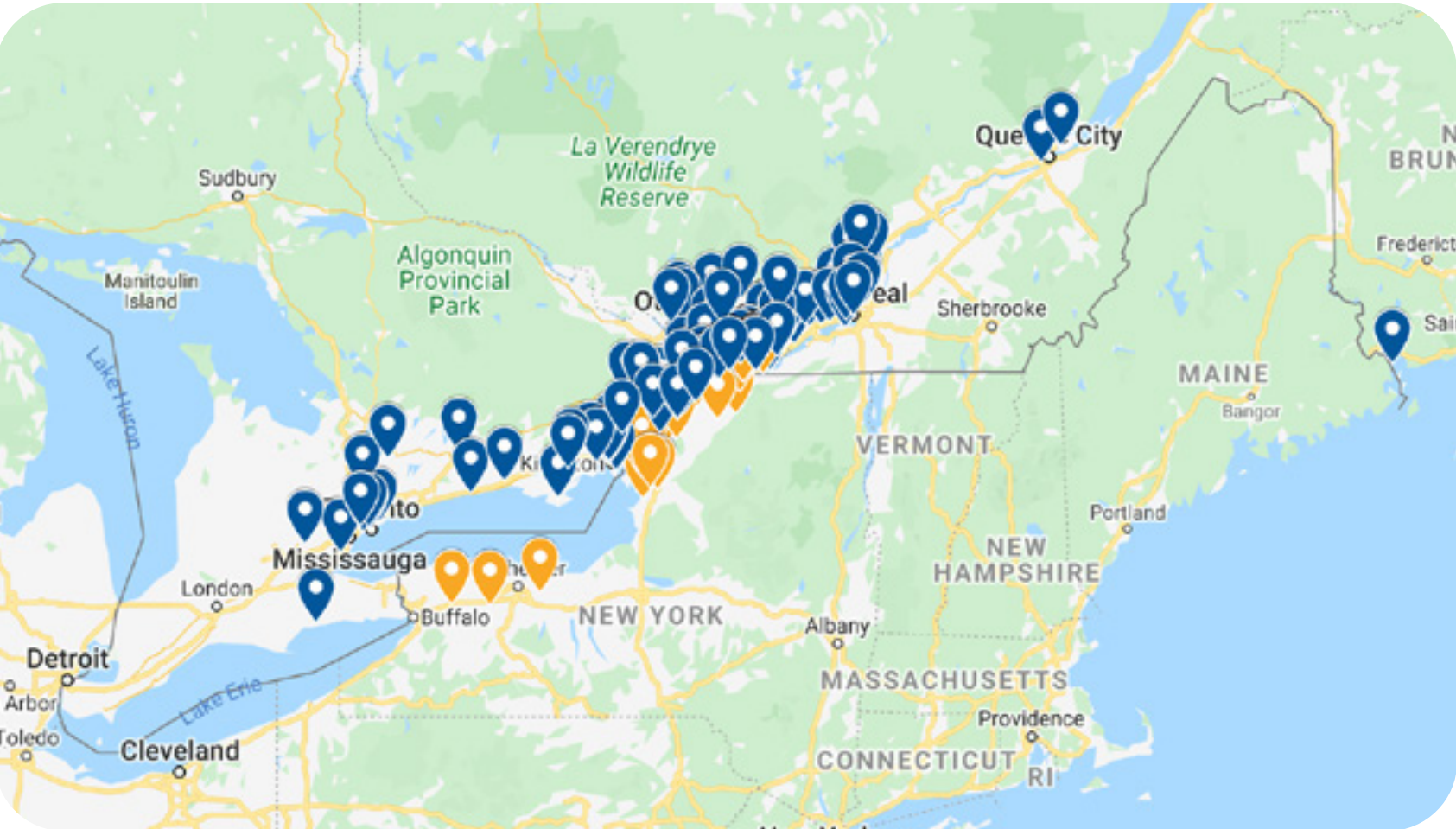


Victoria Ransom

Great River Rapport

Community concerns driving the science

www.riverrapport.ca/STARTING-THE-CONVERSATION





Great River Rapport

Documenting our relationship with the river

www.riverrapport.ca/COMMUNITY



Great River Rapport

Actions

www.riverrapport.ca/WORKSHOPS

Great River
RAPPORT

6-7 pm

Ever wonder how to...



Make Dandelion Root Tea

with
Nancy Hildebrand
Local Botanist & Environmentalist

08.26.2021

www.riverrapport.ca/WORKSHOPS

VIRTUAL

Great River
RAPPORT

8-10 pm

Ever wonder how scientists...



Part 1/3 Catch Bats

with
Dr. Brian Hickey
Research Scientist
RIVER INSTITUTE

06.21.2021

www.riverrapport.ca/WORKSHOPS

LIVE VIRTUAL

Great River
RAPPORT

5-6 pm

Ever wonder how to...



Protect Monarch Butterflies

with
Christina Enright
David Suzuki Foundation
Butterfly Ranger

08.10.2021

www.riverrapport.ca/WORKSHOPS

IN PERSON

Great River
RAPPORT

12 - 1 pm

Ever wonder how scientists...



Assess Fish Habitat

Matt Windle
Research Scientist
RIVER INSTITUTE

09.20.2021

www.riverrapport.ca/WORKSHOPS

VIRTUAL

Great River
RAPPORT

5-6 pm

Ever wonder how to...



Naturalize your shoreline

with
Monica Seidel
Communications & Fundraising Coordinator
WATERSHEDS CANADA

08.23.2021

www.riverrapport.ca/WORKSHOPS

VIRTUAL

Great River
RAPPORT

4-5 pm

Ever wonder how scientists...



Sample Aquatic Invertebrates

with
Stéphanie Guernon
Lexy Harquail
Dr. Brian Hickey
Biologists and Environmental Educators
RIVER INSTITUTE

06.23.2021

www.riverrapport.ca/WORKSHOPS

VIRTUAL

Great River
RAPPORT

8-10 pm

Ever wonder how scientists...



Part 2/3 Track Bats

with
Dr. Brian Hickey
Research Scientist
RIVER INSTITUTE

06.25.2021

www.riverrapport.ca/WORKSHOPS

VIRTUAL

Great River
RAPPORT

6-7 pm

Ever wonder how scientists...



Identify Dragonflies

with
Dr. Mary Ann Perron
Research Scientist
RIVER INSTITUTE

07.14.2021

www.riverrapport.ca/WORKSHOPS

VIRTUAL

Great River Rapport

Forging Partnerships

www.RIVERRAPPORT.ca



River Symposium

Global Challenges, Local Concerns

www.riversymposium.riverinstitute.ca/2021

October 27 & 28

Elizabeth Hoover

Associate professor in the Environmental Science, Policy, and Management department, University of California Berkeley



George Kourounis

Explorer, Science Communicator, TV Presenter, & Storm Chaser
Documenting Severe Weather, Climate Change and Natural Disasters Worldwide



Henry Lickers

Canadian Commissioner, International Joint Commission



What's next?



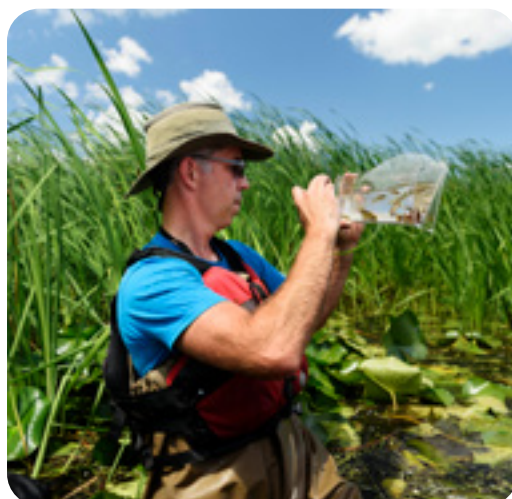
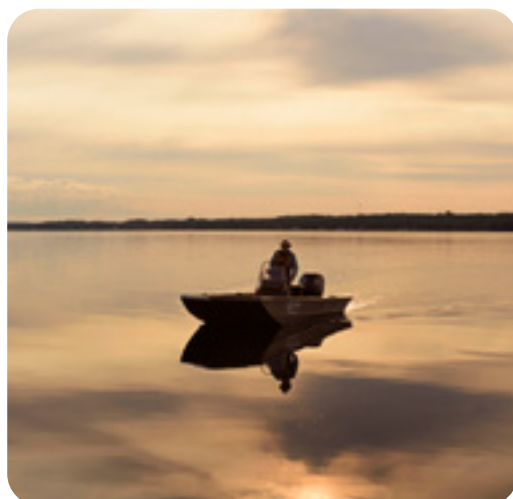
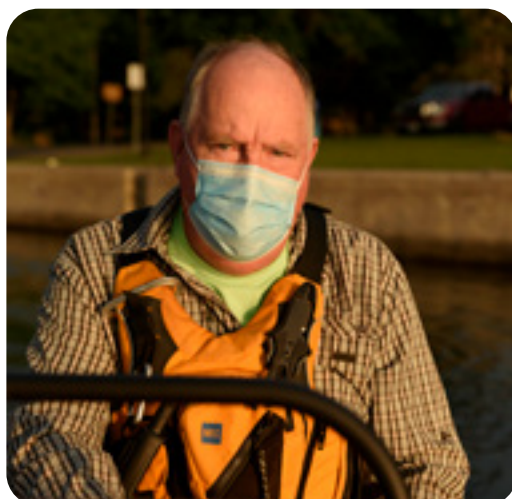
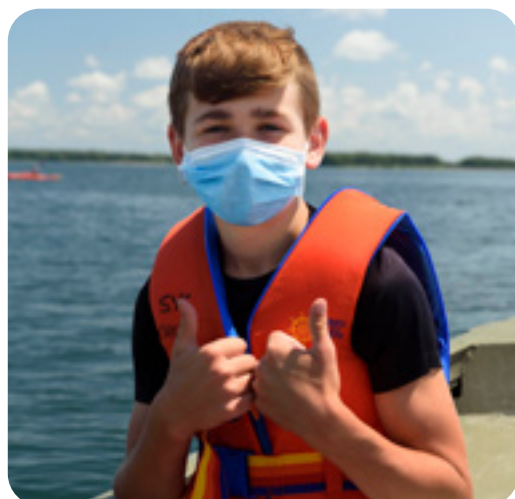
Strategic Plan
2021-2023



Maitland Tower



Great River
Network



Request

\$10,000 Support

Research, Education, Future Climate Leaders

ACTION REQUEST – CAO	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Approval of the August Intake of Applications for the Regional Incentives Program

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approves funding under the Stay, Discover, Grow, Regional Incentives Program in the total amount of \$173,181.80 for the following nine (9) projects:

- (1) 2685416 Ontario Inc. (O'Farrell Financial), Township of North Dundas - \$19,500
- (2) Ritchie Feed and Seed Inc., Township of North Dundas - \$34,000
- (3) Smirlholm Farms Honey, Township of North Dundas - \$9,681.80
- (4) Finch Laundromat, Township of North Stormont - \$25,000
- (5) Dentz Orchards and Berry Farm, Municipality of South Dundas - \$2,500
- (6) Whittaker Storage Inc., Municipality of South Dundas - \$12,500
- (7) Ferme Butte & Bine Farm, Township of South Glengarry - \$22,000
- (8) Lost Villages Brewery, Township of South Stormont - \$45,000
- (9) Lion Motel, Township of South Stormont - \$3,000

EXECUTIVE SUMMARY:

This report recommends that County Council approve the nine proposed Regional Incentives Program projects, as recommended by the Regional Incentives Program Approvals Committee, in the total amount of \$173,181.80, for the following nine projects:

- (1) 2685416 Ontario Inc. (O'Farrell Financial), 510 St. Lawrence Street, Winchester (Township of North Dundas):
 - a. A *Building Improvement and Restoration Grant* representing a matching grant of 50% up to a maximum of \$10,000;

- b. A Building Conversion and Expansion Grant of under 5,000 square feet, representing a matching grant of 50% up to a maximum of \$9,500.

To facilitate an office expansion into an adjoining, vacant commercial space (adding approx.. 1,257 square feet of space). This will lead to additional office spaces and a new meeting space. Exterior enhancements include new windows and doors; the installation of a mural at the rear of the building; and a new digital display screen sign at the front of the building. All other works as outlined in their complete application.

i. TOTAL Recommended: \$19,500

ii. Total project cost: \$250,000

- (2) Ritchie Feed and Seed Inc., 625 St. Lawrence Street, Winchester (Township of North Dundas):

- a. A *Building Conversion and Expansion Grant of over 5,000 square feet*, representing a matching grant of 50% up to a maximum of \$34,000.

To expand their existing business with the addition of four new, commercial greenhouses, which will add about 9,200 square feet of space to their business. All other works as outlined in their complete application.

i. TOTAL Recommended: \$34,000

ii. Total project cost: \$391,541

- (3) Smirlholm Farms Honey, 65 Main Street, Morewood (Township of North Dundas):

- a. A *Façade Improvement (Basic) Grant* representing a matching grant of 50% up to maximum of \$8,890;
- b. A *Building Improvement and Restoration Grant*, representing a matching grant of 50% up to a maximum of \$749.30;
- c. A *Planning, Application and Building Permit Fee Grant*, representing a matching grant of 50% up to a maximum of \$42.50

i. TOTAL Recommended: \$9,681.80

ii. Total project cost: \$19,363.60

To complete the replacement of the tin siding on the converted dairy barn, now used as an apiary and to add a screened observational window with a rolling shutter and two additional windows so visitors can view the honey yard. A gutter running the length of the barn will also be filled with cement to improve accessibility inside the barn. All other works as outlined in their complete application.

- (4) Finch Laundromat, 2 Main Street, Finch (Township of North Stormont):
- a. A *Façade Improvement (Enhanced) Grant*, representing a matching grant of 50% up to a maximum of \$12,500;
 - b. A *Signage Improvement (Enhanced) Grant*, representing a matching grant of 50% up to a maximum of \$712.50;
 - c. A *Property Improvement Grant*, representing a matching grant of 50% up to a maximum of \$4,475;
 - d. A *Building Improvement and Restoration Grant*, representing a matching grant of 50% up to a maximum of \$6,250;
 - e. A *Feasibility, Design and Study Grant*, representing a matching grant of 50% up to a maximum of \$1,062.50.

To Improve the façade with new siding, windows and doors, including the removal of the east facing balcony. To pave the parking lot; install two new commercial signs and gut the interior of the former, vacant, laundromat and reinstate it as a modern, commercial laundromat that will be open to the public. All other works as outlined in their complete application.

i. TOTAL Recommended: \$25,000

ii. *Total project cost: \$124,282.27*

- (5) Dentz Orchards and Berry Farm, 4766 County Road, Iroquois (Municipality of South Dundas)

- a. A *Property Improvement Grant*, representing a matching grant of 50% up to a maximum of \$2,500

To improve the landscaping at the front entrance to the property by levelling the area and adding gravel to create a parking lot and improved laneway.

i. TOTAL Recommended: \$2,500

ii. *Total project cost: \$5,000*

- (6) Whittaker Storage Inc., 4147 Brinston Road, Brinston (Municipality of South Dundas):
- a. *A Façade Improvement Grant (Enhanced)*, representing a matching grant of 50% up to a maximum of \$12,500.

To conduct renovations and expansion to the existing building, creating a space for up to four additional businesses; and creating 26 storage units as well as outdoor storage. All other works as outlined in their complete application.

i. TOTAL Recommended: 12,500

ii. Total project cost: \$408,339.65

- (7) Ferme Butte & Bine Farm, 5857 Glen Brook Road, Williamstown (Township of South Glengarry):
- a. *A Signage Improvement (Basic) Grant*, representing a matching grant of 50% up to a maximum of \$382.97;
 - b. *A Property Improvement Grant*, representing a matching grant of 50% up to a maximum of \$10,000;
 - c. *A Building Improvement and Restoration Grant*, representing a matching grant of 50% up to a maximum of \$10,000
 - d. *A Building Conversion and Expansion Grant of under 5,000 square feet*, representing a matching grant of 50% up to a maximum of \$1,617.03.

To expand the existing bed and breakfast by adding one additional guest room; to renovate the bathroom; conduct extensive landscaping; construct an Amish style shed to serve as a farmgate stand; install new commercial signage; Complete all other works as outlined in their complete application.

i. TOTAL Recommended: \$22,000

ii. Total project cost: \$71,125

- (8) Lost Villages Brewery, 16133 County Road 36, Long Sault (Township of South Stormont):
- a. *A Façade Improvement (Enhanced) Grant*, representing a matching grant of 50% up to a maximum of \$5,000;
 - b. *A Property Improvement Grant*, representing a matching grant of 50% up to a maximum of \$10,000;
 - c. *A Building Improvement and Restoration Grant*, representing a matching grant of 50% up to a maximum of \$10,000;



- d. A *Building Conversion and Expansion Grant* of under 5,000 square feet, representing a matching grant of 50% up to a maximum of \$20,000.

To renovate a vacant, former grocery store into a trendy new brewery, including a 20' x 60' building expansion; a new patio; and extensive interior conversion. All other works as outlined in their complete application.

i. **TOTAL Recommended: \$45,000**

ii. *Total project cost: \$283,200*

- (9) Lion Motel, 15965 County Road 2, Long Sault (Township of South Stormont):

- e. A *Property Improvement Grant*, representing a matching grant of 50% up to a maximum of \$3,000.

To Make property improvements to extend the existing walkways and replace the concrete with interlocking stone, as outlined in their complete application.

i. **TOTAL Recommended: \$3,000**

ii. *Total project cost: \$26,580*

1	O'Farrell Financial	\$19,500
2	Ritchie Feed & Seed	\$34,000
3	Smirlholm Farms Honey	\$9,681.80
4	Finch Laundromat	\$25,000
5	Dentz Orchards & Berry Farm	\$2,500
6	Whittaker Storage	\$12,500
7	Ferme Butte & Bine	\$22,000
8	Lost Villages Brewery	\$45,000
9	Lions Motel	\$3,000

TOTAL: \$173,181.80

The Regional Incentives Program Approvals Committee met on September 23, 2021, to review the 13 applications submitted for the second of two, intakes to be held this year. Of the 13 applications submitted, 9 are recommended for funding.

**FINANCIAL IMPLICATIONS:**

The total amount of funding allocated to the Regional Incentives Program for 2021 is \$250,000.

A total of \$104,015 was invested in the first intake, approved by Council on July 19, 2021, leaving a remaining \$145,985 to be spent in the second intake.

It is recommended that \$145,985 be allocated in this current intake and that a further \$27,196.90 in unspent funds remaining in the program from projects that did not move forward, or which came in under budget, be allocated to this intake, for a total investment of \$173,181.80.

OPTIONS AND DISCUSSION:

1. **Do Nothing – Not Recommended.** The amounts recommended within this intake fall within the approved budget for 2021 and the Review Committee recommends award per this report.
2. **Recommended:** Approve funding under the SDG Regional Incentives Program in the total amount of \$173,181.80 for the nine proposed projects.

FINANCIAL ANALYSIS:

The 2021 budget allocated \$250,000 to the Regional Incentives Program. County Council had also previously granted permission for unspent funds to be reallocated back into the program. The \$173,181.80 in grant awards recommended in this report will be drawn from funds reserved for this program.

LOCAL MUNICIPAL IMPACT:

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

OTHERS CONSULTED:**ATTACHMENTS:**

None



APPROVED BY:



T.J. Simpson, CAO

ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Design of East Castor River Bridge

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the proposal from Jacobs to complete the design of the East Castor River Bridge Rehabilitation for a total price of \$45,590.00 plus HST; and

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

EXECUTIVE SUMMARY:

Staff issued a request for proposal for the design of the East Castor River Bridge on County Road 31, between County Road 3/43 and County Road 13. The intent of this work is to prepare 'tender ready' documents for potential construction in 2022 subject to Council budget approval.

The evaluation of the request for proposals were completed per the purchasing policy. Staff are recommending that the project be awarded to Jacobs based on their submission and final score.

BACKGROUND:

Located on County Road 31 approximately 1.9 kilometers north of Winchester, the East Castor River Bridge is a 17.3m long, single span concrete slab on pre-stressed girder bridge. The bridge was constructed in 1971. Except for a waterproofing and replacement of the expansion joint around 1982-1983, few repairs have occurred since construction. The traffic count on SDG 31 over the bridge is approximately 8,200 vehicles per day (ADT).

Based on its current condition, the bridge requires a comprehensive rehabilitation.

Specific items which require attention include:

- Miscellaneous concrete repairs;
- Barrier wall replacement;



- Bearing replacement;
- Repairs to abutment and ballast walls;
- Replacement of the existing expansion joints;
- Waterproof and Paving;

Proposal Distribution:

Five firms responded to the County's request for proposal:

- Dillon
- HP Engineering
- JL Richards and Associates
- Jacobs
- WSP

Evaluation of Proposals:

Proposals were evaluated on the following criteria:

Category	Points Available
Understanding of Objectives, Approach and Methodology	20
Project Team Qualifications	15
Work Plan	15
Experience with Similar Projects	20
Financial	30
	100

The evaluation team consisted of two members from Transportation Services. Support was provided by the County's Purchasing Coordinator. The evaluation was done on a consensus basis for each of the categories noted above.

Through this process, Jacobs was deemed to have the highest scoring proposal of the five submissions.

OPTIONS AND DISCUSSION:

1. Award the Work (Recommended). The proposal was evaluated based on the criteria noted above and Jacobs was the firm that scored the highest overall. Given that the evaluation process was consistent with the County's purchasing policy, award is recommended.

2. Do not award the work (Not Recommended).

FINANCIAL ANALYSIS:

The submitted prices from the firms ranged from approximately \$23,557 to \$83,120 (average price submitted was \$53,500). As part of the submissions, consultants were also asked to provide hourly rates for contract administration staff; however,

this task would only be finalized after the design is complete and the project is out to tender.

Staff had budgeted \$70,000 for the design of Black Creek Bridge (01-088) in 2021. Upon review of the recent OSIMS, and in establishing an approximate 10-year bridge rehabilitation schedule, it was determined that the rehabilitation of the East Castor River Bridge was a more appropriate use of County resources in 2022. Accordingly, this work can be completed within the approved global 2021 bridge budget.

LOCAL MUNICIPAL IMPACT:

Staff will consult with the Township of North Dundas as the design progresses as the work site may impact traffic movement on County Road 31. Given that SDG 31 is a major arterial route, staff do not believe a full closure for the duration of the rehabilitation is a reasonable option considering the lack of obvious detour and impact to local farming operations.

RELEVANCE TO STRATEGIC PRIORITIES:

The rehabilitation of this structure is consistent with Council's Strategic Priority No.4, *Community Sustainability – a Place Where you Want to Be*. The end result of the rehabilitation will ensure that this piece of critical infrastructure is returned to a reasonable state in a sustainable and cost-effective manner.

OTHERS CONSULTED:

N/A

ATTACHMENTS:


N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Design of Hoople Creek Bridge

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the proposal from J. L. Richards & Associates Limited to complete the design of the Hoople Creek Bridge Rehabilitation for a total price of \$42,450.25 plus HST; and

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

EXECUTIVE SUMMARY:

Staff issued a request for proposal for the design of Hoople Creek Bridge on County Road 14, between Ingleside and Osnabruck Centre. The intention of this work is to prepare 'tender ready' documents for potential construction in 2022 subject to Council budget approval.

The evaluation of the request for proposals were completed per the purchasing policy. Staff are recommending that the project be awarded to J. L. Richards & Associates Limited based on their submission and final score.

BACKGROUND:

Located on County Road 14 approximately 160 meters North of Dafoe Road, the Hoople Creek Bridge is a 12.5m long, concrete rigid frame structure. The bridge was constructed in 1960, and minor repairs have occurred since that time. The traffic count on SDG 14 over the bridge is approximately 2,400 vehicles per day (ADT).

Based on its' current condition, the bridge requires a comprehensive rehabilitation. Specific items which require attention include:

- Miscellaneous concrete repairs
- Concrete Overlay
- Repairs to abutment walls
- Replacement of Guide Rail and barrier walls
- Repairs to deck drains



Proposal Distribution:

Three firms responded to the County's request for proposal:

- WSP
- JL Richards and Associates
- Jacobs

Evaluation of Proposals:

Proposals were evaluated on the following criteria:

Category	Points Available
Understanding of Objectives, Approach and Methodology	20
Project Team Qualifications	15
Work Plan	20
Experience with Similar Projects	15
Financial	30
	100

The evaluation was completed by staff from Transportation Services with oversight by the Director of Transportation Services. Through this process, J. L. Richards & Associates Limited was deemed to have the highest scoring proposal of the three submissions.

OPTIONS AND DISCUSSION:

- 1. Award the Work (Recommended).** The proposal was evaluated based on the criteria noted above and J. L. Richards & Associates Limited was the firm that scored the highest overall. Given that the evaluation process was consistent with the County's purchasing policy, award is recommended.

- 2. Do not award the work (Not Recommended).**

FINANCIAL ANALYSIS:

The submitted prices from the firms ranged from approximately \$42,450 to \$66,000 (average price submitted was \$52,500). As part of the submissions, consultants were also asked to provide hourly rates for contract administration staff; however, this task would only be finalized after the design is complete and the project is out to tender.

The County had not budgeted for the design of this bridge in 2021. Upon review of the recent Biennial bridge inspection findings and proposed 10-year bridge rehabilitation schedule, it was determined that the rehabilitation of the Hoople Creek Bridge should be prioritized and completed in 2022.

Between the Black Creek Bridge (asset ID 01-088) located on County Road 1, Ferguson Bridge (asset ID 18-548), and the Black Creek Bridge (asset ID 18-053) located on County Road 18, and excluding the Pitson Creek Bridge (asset ID 49-002), a total of \$230,000 was budgeted for bridge designs in 2021. The proposed and committed design fees to date are \$118,700, which means that the remaining budget of \$111,300 is more than sufficient to cover the costs of design of Hoople Creek Bridge. The work will be completed within the remaining budget.

LOCAL MUNICIPAL IMPACT:

Staff will consult with the Township of South Stormont as the design progresses as the work site may impact traffic movement on County Road 14. Given that SDG 14 is a major arterial route over Highway 401, staff do not believe a full closure for the duration of the rehabilitation is a reasonable option.

RELEVANCE TO STRATEGIC PRIORITIES:

The rehabilitation of this structure is consistent with Council's Strategic Priority No.4, *Community Sustainability – a Place Where you Want to Be*. The end result of the rehabilitation will ensure that this piece of critical infrastructure is returned to a reasonable state in a sustainable and cost-effective manner.

OTHERS CONSULTED:

N/A

ATTACHMENTS:


N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

ACTION REQUEST – Planning Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	SDG Growth Management Strategy Contract

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorizes the non-competitive procurement of professional services under Purchasing Policy 1-12 - Schedule B, Non-competitive purchasing Section 6, when compatibility with existing products is necessary or to recognize exclusive licenses or copyrights, and further

THAT Council award the contract for the SDG Growth Management Strategy to Watson and Associates Economists Limited and Re: Public Urbanism for the amount of \$95,000 plus HST.

EXECUTIVE SUMMARY:

The report recommends awarding the contract for the SDG Growth Management Strategy to the team of Watson and Associates Economists and Re: Public Urbanism. This project will support residential, commercial and employment growth in the six local municipalities and coordinate growth projections with local development charge studies.

BACKGROUND:

Regular updates of the County's Official Plan are necessary to incorporate current growth trends and ensure the County meets its legal obligations under the *Planning Act* and the *Provincial Policy Statement, 2020 (PPS)*. The PPS requires that sufficient land is made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines.

Section 1.4.2 of the PPS states that the County and local municipalities are required to maintain at all times the ability to accommodate residential growth for a minimum of 15 years (previously 10 years in the 2014 PPS) through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development. Furthermore, municipalities must maintain, where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.

Section 1.4.3 of the PPS states that the land and unit supply maintained by the local municipality to address the above requirements, shall be based on and reflect the allocation of population and units by the upper-tier municipality. The County's population projections were last updated in 2016 based on information in the 2011 census and the SDG 2012 Growth Management Strategy. Since that time, several municipalities have already exceeded their 2036 growth projections for both units and populations. Settlement areas such as Winchester and Long Sault have had significant growth and proposals submitted for most large vacant parcels within the urban boundary. While previous projections were for a decline in employment, the subsequent growth in the logistics sector in Cornwall and along the 417 corridor has seen major projects moved forward such as the Wills Transfer project in Ingleside and the [Camino](#) project in Long Sault. Other municipalities have limited employment lands available to service new industrial developments.

A Population and Growth Study was included in the approved 2021 budget. Although intended to start earlier in 2021, the project was delayed to the end of the year based on feedback from local municipal staff requesting that 2021 building permit activity and 2020 Census results are incorporated into the plan (population and dwelling counts are to be released in February 2022). Staff are recommending awarding the contract for this project to the team of Watson and Associates Economists Limited and Re: Public Urbanism for the amount of \$95,000 plus HST under the Purchasing Policy #1-12 Schedule "B" - Non-competitive purchasing Section 6: "When compatibility with existing products is necessary or to recognize exclusive licenses or copyrights"

Watson and Associates has completed population projections across Ontario and is currently undertaking three separate Development Charges Studies in North Dundas, South Stormont and North Glengarry. Because of the age of the current County population projections (based on the 2011 Census), Watson has been working on its own projections and methodology for each municipality along with a review of vacant land development potential.

If the County selects another consultant with their own proprietary data and population projections, this risks a potential conflict with three of the six local municipalities along with potential appeals to the Ontario Land Tribunal that could delay implementation of the revised urban growth boundaries and limit growth in SDG. The preparation of compatible growth forecast models will be key to implementing development charges at the local level that align with County-wide population projections.

Re: Public Urbanism is also part of the team working on the second phase of the project to assist with selecting which lands should be selected in the urban boundary based on Watson's population projections. The firm has provided



planning services to SDG, North Stormont, and South Stormont and is familiar with the growth pressures and servicing constraints in the six local municipalities.

OPTIONS AND DISCUSSION:

1. **Recommended:** That Council award the contract for the SDG Growth Management Strategy to Watson and Associates Economists Limited and Re: Public Urbanism for the amount of \$95,000 plus HST.
2. **Not recommended.** That Council direct staff to issue an RFP for the Growth Management Strategy. As noted above, for efficiencies, staff recommend coordinating population projections with the three local municipal development charges studies that are underway.

FINANCIAL ANALYSIS:

The first phase of the program (population and employment projections) is within the 2021 approved budget amount of \$60,000, the second phase (growth management) would be included in the 2022 Official Plan budget, as originally planned. The overall project budget is similar to Prescott-Russell's recent growth management strategy (\$90,000 budget).

LOCAL MUNICIPAL IMPACT:

Coordination with the local municipal development charges studies would ensure that fiscal and infrastructure requirements of local municipalities align with anticipated growth and asset management plans. It would also allow the project to move forward in a timely manner so that all six municipalities will be able to provide for housing and employment opportunities.

RELEVANCE TO STRATEGIC PRIORITIES:

The proposal would support **Strategic Priority 1 – Service Delivery – A Smarter Approach** by providing high quality land use planning services to SDG local municipalities with a coordinated approach to population projections and development charges by-laws.

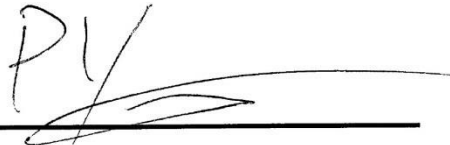
OTHERS CONSULTED:

Local municipalities
Chief Administrative Officer

ATTACHMENTS:

None

RECOMMENDED BY:



Peter Young
Director of Planning Services

APPROVED BY:



T.J. Simpson, CAO

ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Plow and Spreader Purchase

RECOMMENDATIONS:

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Cornwall Freightliner for one Diesel Cab & Chassis at the total price of \$134,985.00 plus HST, and

THAT Council accept the tender from Gin-Cor Industries for associated plow equipment at their submitted price of \$149,920.00 plus HST, and

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

EXECUTIVE SUMMARY:

Council approved the issuance of the tender for one plow and spreader unit for 2022. The County typically purchases the cab & chassis, and the plow & spreader equipment under separate tenders. The award of both tenders will result in the purchase of a complete combination plow and spreader unit.

BACKGROUND:

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

Table 1: Bid Summary – Cab & Chassis

COMPANY NAME	AMOUNT OF BID
Cornwall Freightliner	\$134,985.00
Rush Truck Centres of Canada Limited	\$138,116.44

Table 2: Bid Summary – Plow & Spreader Equipment

COMPANY NAME	AMOUNT OF BID
Gin-Cor Industries	\$149,920.00

OPTIONS AND DISCUSSION:

1. **Approve the purchase (Recommended).** Replacement of this snowplow is included in the detailed equipment inventory and asset management plan. The combined purchase of the unit is within the expected costs and will be included in the 2022 draft budget.
2. **Do not approve the purchase.** Not recommended.

FINANCIAL ANALYSIS:

Although tendered separately, the Cab & Chassis and Plow & Spreader Equipment are budgeted as a single expense. The combined value of Cab & Chassis together with plow and spreader equipment total \$284,905. The 2022 draft budget for the new snowplow will include \$285,000 for this purchase.

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:

N/A

ATTACHMENTS:


N/A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

ACTION REQUEST – Corporate Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Procedure By-Law Updates

RECOMMENDATION:

THAT By-Law No. 5317, being a by-law to govern the proceedings of Council and its Committees, be read and passed in Open Council, signed and sealed.

EXECUTIVE SUMMARY:

Changes to the County Procedure By-Law were discussed at the Committee of the Whole meeting on September 29th. Council specifically discussed implementing a Deputy Warden position and options to prevent a tie vote in the election of Warden. Staff is recommending various amendments to the Procedure By-Law based on these discussions.

BACKGROUND:

As a result of discussions and direction provided at the September Committee of the Whole meeting, staff completed a review of the Procedure By-Law and the following amendments are proposed:

- The implementation of a Deputy Warden position. The most immediate Past Warden will serve as Deputy Warden. The Deputy Warden will fulfill the responsibilities of the Warden in their absence. In the event there is no member who previously held the office of Warden, a Deputy Warden will be elected. (Section 1.2 & 2.0).
- Removal of the month-to-month Acting Warden rotation. The Deputy Warden will act in the absence of the Warden.
- Removal of wording in Section 2.1 that states that the Clerk shall declare the number of votes recorded for each candidate. This is inconsistent with past practice.
- Specifying that the Inaugural Meeting of Council in the year of an election will take place on the first Friday in December, as the new term of Council will now start on November 15th. All other inaugural meetings throughout the term will continue to take place on the Friday preceding the third Monday of December. (Section 6.2).

- Updating the Dress Code provisions to state that when sitting as Committee of the Whole, or when attending other committee or working group meetings, members may wear less formal business casual attire. (Section 6.7.3).
- Updating the Presiding Officer Absent provision to state that the Deputy Warden shall act as the Presiding Officer if the Warden is absent. (Section 11.3).

Council members also discussed options for preventing a tie vote in the election of Warden which results in the necessity of having the Clerk pulling a name from a hat. One suggested option was to have the sitting Warden not vote in the election of Warden. Though Council cannot prohibit a member of Council from voting on any matter, this can be a suggested best practice moving forward.

OPTIONS AND DISCUSSION:

1. Pass the by-law as presented. **Recommended.**
2. Do not pass the by-law. **Not recommended.**

FINANCIAL ANALYSIS:

There are no financial implications associated with the passage of this By-law.

LOCAL MUNICIPAL IMPACT:

N/A

RELEVANCE TO STRATEGIC PRIORITIES:

#1 – Service Delivery – A Smarter Approach – A Procedure By-Law is key to the efficient and effective administration of Council meetings. Implementing the proposed changes to the by-law will result in effective provisions in the case of a vacancy in the position of Warden.

OTHERS CONSULTED:

Warden Armstrong
T.J. Simpson, Chief Administrative Officer

ATTACHMENTS:

Updated Procedure By-Law No. 5317



RECOMMENDED BY:

Kimberley Casselman
Director of Corporate Services/Clerk

APPROVED BY:

T.J. Simpson, CAO

The Corporation of the United Counties of Stormont, Dundas and
Glengarry

Procedure By-law No. 5317

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**THE CORPORATION OF THE UNITED COUNTIES OF STORMONT, DUNDAS
AND GLENGARRY
BY-LAW NO. 5317
PROCEDURE BY-LAW**

A By-law of the Corporation of the United Counties of Stormont, Dundas and Glengarry to Govern the Proceedings of Council and its Committees.

WHEREAS the *Municipal Act, S.O. 2001, c. 25* requires municipalities to pass a Procedure By-law governing the calling, notice of, place and proceedings of meetings;

AND WHEREAS it is necessary and expedient that there shall be rules governing the order and proceedings of the Council and Committees of the Corporation of the United Counties of Stormont, Dundas and Glengarry;

AND WHEREAS Council desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the Corporation's business;

AND WHEREAS Council provided the required notice, in accordance with the *Municipal Act, S.O. 2001, c. 25*, of their intention to enact this By-law;

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

1.0 Definitions:

- 1.1 "Act"**
means the *Municipal Act, S.O. 2001, c. 25*.
- 1.2 "Deputy Warden"**
means the most immediate Past Warden. In the event there is no member who previously held the office of Warden, a Deputy Warden will be elected.
- 1.3 "Alternate"**
means a member of a local Council appointed to serve as an "alternate" member of County Council when the Councillor is unable to attend a meeting for any reason. The appointment of an alternate is at the discretion of the local municipality.
- 1.4 "By-law"**
means a local law. A by-law is enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the Corporation to act on its own affairs.

- 1.5 “Chief Administrative Officer”**
means the Chief Administrative Officer (CAO) of the Corporation of the United Counties of Stormont, Dundas and Glengarry who is duly appointed by by-law.
- 1.6 “Clerk”**
means the Clerk of the Corporation of the United Counties of Stormont, Dundas and Glengarry who is duly appointed by By-law.
- 1.7 “Closed Session”**
(In Camera) means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s. 239. (2)*.
- 1.8 “Committee”**
means any advisory or other committee, subcommittee, or similar entity of which at least 50 percent of the Members are Councillors of the Council of the United Counties of Stormont, Dundas and Glengarry.
- 1.9 “Committee of the Whole” (COTW)**
means the participation of all Councillors of the Corporation of the United Counties of Stormont, Dundas and Glengarry in a Committee meeting where Members consider questions with greater freedom of debate.
- 1.10 “Consent Agenda”**
means a component of a meeting agenda that enables Council to group routine items and motions under one umbrella and is a single item that encompasses all the things Council would normally approve with little comment at a Council meeting. Items on the consent agenda are not discussed before a vote.
- 1.11 “Council”**
means the Council/County Council of the United Counties of Stormont, Dundas and Glengarry.
- 1.12 “Councillor”**
means a Mayor, Deputy Mayor, or appointed person pursuant to Section 259 of *The Municipal Act, R.S.O., 2001*, of a local municipality serving on County Council.
- 1.13 “County/Counties”**
means the Corporation of the United Counties of Stormont, Dundas and Glengarry.

- 1.14 “Delegation”**
means a maximum of two persons representing a group, who wish to provide information to Council/Committee(s) of Council.
- 1.15 “Electronic Participation”**
means a Council Member who participates in a meeting remotely via electronic means (e.g. video or audio teleconference), who has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote and the right to be counted towards a quorum of members and shall be permitted to participate in any portion of a meeting including a meeting that is closed to the public.
- 1.16 “Head of Council”**
means the "Warden" of the Corporation of the United Counties of Stormont, Dundas and Glengarry.
- 1.17 “Lay Appointments Committee”**
means the Committee responsible for recommending committee appointments to Council. The Lay Appointments Committee shall be comprised of the Warden, immediate Past Warden or in his/her absence a Councillor of the Council of the United Counties of Stormont, Dundas and Glengarry with the most experience on County Council, and one other Councillor appointed by the Warden.
- 1.18 “Local Board”**
means an entity formed
- (i) with a direct link with the County by way of legislation or authority from the County;
 - (ii) carries out the affairs of the County;
 - (iii) connected to or controlled by the County;
 - (iv) with an element of autonomy;
 - (v) excludes Police Services Board, Public Library Board or any other board listed as an exclusion in the *Municipal Act, S.O. 2001*.
- 1.19 “Materially Advances”**
means to substantially, measurably or identifiably advance a matter/issue forward.
- 1.20 “Meeting”**
means any regular, special, or other meeting of Council, of a local board or of a committee of either of them, where:
- i) a quorum of members are present, and
 - ii) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

- 121 “Member”**
means a person duly elected/appointed to serve on Council for the Corporation of the United Counties of Stormont, Dundas and Glengarry or appointed as an “alternate”.
- 122 “Minutes”**
shall mean the record of the proceedings of a meeting and shall be kept in a safe manner.
- 123 “Pecuniary Interest”**
(Disclosure of Interest) means a “Pecuniary Interest”, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
- 124 “Presiding Officer”**
is the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or Committees.
- 125 “Quorum”**
shall be the majority of the eligible voting Members present at the meeting.
- 126 “Recorded Vote”**
shall mean the recording of the name and vote of every Member on any matter or question where any Member requests that the vote be recorded.
- 127 “Regular Meeting”**
means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- 128 “Resolution”**
is a motion once it has been passed.
- 129 “Rules of Procedure”**
(Rules of Order) means the applicable procedural rules and rules of conduct contained in this By-law. The proceedings of Council and its Committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this By-law. Where a matter being considered by Council arises that is not covered in this By-law, Robert’s Rules of Order (latest edition) shall apply.
- 130 “Special Meeting”**
means a meeting not scheduled in accordance with the annual approved calendar/schedule of regular meetings.

1.31 “Warden”

means a Councillor elected by his/her peers to the seat of Warden and serves as the Head of Council. The Warden shall also normally preside at all Council meetings. Schedule “A” attached hereto outlines the general responsibilities of the position.

2.0 Warden and Deputy Warden

2.1 Warden

A Councillor wishing to be nominated for the position of Warden must:

- (a) have been a Councillor of the Council of the United Counties for Stormont, Dundas and Glengarry for a minimum of one year.
- (b) formally express their interest in the position at the regular September meeting of Council.

At the October meeting of County Council, the names of the candidates(s) for Warden duly moved and seconded shall be put forth to the Clerk. Candidates so nominated shall be allowed a maximum five (5) minutes to address Council prior to the vote being taken.

In the case of more than one candidate being proposed, the Clerk shall conduct a vote by secret ballot. The Clerk shall continue the voting by ballot, if necessary, dropping the name of the candidate having the least number of votes until a majority has been obtained for one of the candidates, and shall then declare the candidate who has so obtained the majority duly elected. If the vote remains tied, the Clerk shall put the remaining names in a hat and draw for the successful candidate.

In an election year, the Clerk, upon receipt of Clerk’s Certificate from each local municipality confirming appointments to County Council, shall convene a special meeting for the purpose of electing the Warden for the ensuing year.

2.2 Deputy Warden

The most immediate Past Warden will serve as Deputy Warden. The Deputy Warden will fulfill the responsibilities of the Warden in their absence and have all the powers vested in him/her as given by this By-Law including chairing meetings, representation of the Warden at events and functions, and the signing of documents in the Warden’s absence if time sensitive.

In the event there is no member who previously held the office of Warden, a Deputy Warden will be elected as outlined in Section 2.1.

2.3 Term of Office

The term of office for Warden and Deputy Warden shall be one year from the date of the Inauguration. A sitting Warden interested in

serving a second term will follow the nomination process as outlined in Section 2.1. A Councillor may only be Warden for a maximum of two consecutive terms.

3.0 Councillor and Alternate:

3.1 A person shall become a member of Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry upon:

- (a) Certification from the Clerk of the local municipality of the name of each person so elected or appointed;
- (b) Taking the Declaration of Office for the position.

3.2 Alternate Member of Council

A person shall become an alternate member of Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry upon:

- (a) Certification from the Clerk of the local municipality of the name of person so appointed;
- (b) Taking the Declaration of Office for the position.

3.2.1 Responsibilities of Alternate Member

- (a) The Alternate Member shall exercise all the rights of a Councillor solely for the meeting so attended, with the exception of Head of Council.
- (b) Alternate Members shall adhere to the provisions of this By- law.

4.0 Committees

4.1 Appointments – Standing or Ad Hoc Committees:

Standing or Ad Hoc Committees may be appointed by Council or by the Warden with the approval of Council, at any time of the year as deemed necessary for consideration of special matters. Appointments to Standing or Ad Hoc Committees may be Councillors or lay appointees. Councillors appointed to Standing or Ad Hoc Committees must report to the Council on Committee business on a regular basis.

4.2 Terms of Reference:

A draft Terms of Reference shall be presented for Council's approval at the time a Committee of Council is being established.

4.3 Delegation of Authority:

Delegation of authority shall be provided by Council. Committees of Council shall only consider matters referred to them by Council unless authority to do otherwise has been delegated by Council.

4.4 Rules of Procedure:

All rules of procedure outlined this By-law shall apply to Committees.

- 4.5 Appointment of Councillors to Committees:**
Councillors shall be appointed by the Warden to sit on various Boards and Committees of Council for a two-year term. These appointments shall be confirmed at the January Council meeting. Councillors shall indicate their interest in a Committee in writing to the Clerk by December 31st. Composition of Committees are as outlined in Schedule "B" to this By-law.
- 4.6 Lay Appointments:**
Appointments to any Committee of non-council members will also be confirmed by Council at its January meeting, and shall be made using the following criteria:
- (a) Public notice soliciting individual applications from citizens of Stormont, Dundas and Glengarry shall be conducted.
 - (b) All applications shall be presented to the Lay Appointments Committee of Council, who shall make recommendations to Council during a Closed Session meeting.
 - (c) Lay Appointments Committee will be comprised of the Warden, immediate Past Warden or in his/her absence a Councillor with the most experience on County Council, and one other Councillor chosen by the Warden.
- 4.7 Appointment of Other Councillor – Due to Illness – Absence:**
Should a Councillor appointed to any Committee be unable to attend the meetings of such Committee due to illness or absence, Council may appoint another Councillor to act in their stead and the Councillor so appointed shall be deemed to be a Member of the Committee and entitled to act thereon only during such illness or absence.
- 4.8 Removal of Members not Attending:**
Should any Councillor or Members of a Committee neglect or refuse to attend three consecutive meetings of their Committees, the Presiding Officer shall report such neglect or refusal to Council who may remove the said Councillor or Members of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, Council may, by resolution, discharge such Committee and appoint another in its stead.
- 4.9 Absence – Presiding Officer:**
In the absence of the Presiding Officer, one of the other Councillors shall be elected to preside pro temp, who shall discharge the duties of the Presiding Officer during the meeting or until the arrival of the Presiding Officer.

5.0 Committee of the Whole

Committee of the Whole (COTW) is the participation of all Councillors of the Corporation of the United Counties of Stormont, Dundas and Glengarry in a Committee meeting where Councillors consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of consensus taken in Open Session are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at a formal Council meeting under its regular rules (Exception: direction given in Closed Session).

5.1 Agenda: The COTW Agenda shall include:

- (i) Call to Order by Resolution
- (ii) Approval of the Agenda
- (iii) Disclosure of Pecuniary Interests and General Nature Thereof
- (iv) Approval of Minutes
- (v) Receiving Delegations
- (vi) Staff Reports
- (vii) Discussion of Additional Items
- (viii) Unfinished Business
- (ix) Closed Session
- (x) Adjournment by Resolution

5.2 Delivery of COTW Agenda

The Clerk shall circulate an agenda, including all associated reports and notice of Closed Session, for each Committee of the Whole meeting, at least five (5) calendar days prior to the meeting.

The agenda, as described above, shall be posted to the County website at least two (2) calendar days prior to the meeting.

6.0 Meetings

6.1 Orientation for New Councillors:

An orientation meeting shall be held with new Councillors and alternate members. This meeting will allow the CAO and Clerk to provide new Councillors and alternate members with an overview of the expectations of their elected office (e.g. inaugural meeting, Committee expectations, processes of Council, protocol at meetings, Procedure By-law, dress codes, payroll and a general overview of the Corporation's role and function).

6.2 Inaugural Meeting of Council

The inaugural meeting of Council in the year of an election shall be held at 11:30 a.m. on the first Friday in December. All other inaugural meetings throughout the term of Council shall be held at 11:30 a.m. on the Friday preceding the third Monday in December. The location of the inaugural meeting will be Council Chambers of the United Counties of Stormont, Dundas and Glengarry.

- 6.1.1 Declaration of Office**
All Councillors and all appointed alternate Members shall take the declaration of office prior to participating in any meeting of Council.
- 6.1.2 Inaugural Agenda: The Inaugural Agenda shall include:**
(i) Call to Order
(ii) Disclosure of Pecuniary Interest
(iii) Declaration of Office
(iv) Adjournment
- 6.1.3 Business at Inauguration:**
No business shall take place other than the Declaration of Office at the Inaugural Meeting of Council.
- 6.2 Seat Assignment:**
Seating of Councillors will be based on the total years of seniority of both Councillors from each municipality on County Council. The municipality with the most combined seniority will be seated closest to the front, and remaining seats assigned based on descending seniority.
- 6.3 Regular Meetings**
6.3.1 Meeting Schedule – Council:
Regular Council meetings shall be held in accordance with the Meeting Schedule. A proposed Meeting Schedule will be presented by the Clerk to Council for approval by December of each year.
- 6.3.2 Meeting Locations – Council:**
Regular Council meetings shall be held in Council Chambers of the United Counties of Stormont, Dundas and Glengarry, in accordance with the Council Meeting Schedule.
- 6.3.3 Cancellation of Meetings:**
The CAO, in consultation with the Warden, has the authority to cancel any regular meeting if it is determined there is not sufficient business to be conducted, provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends, or holidays) of the meeting. Notice of cancellation shall be sent to all regular recipients on the agenda distribution list.
- 6.3.4 Time of Meeting - Council:**
All regular meetings of Council shall be held on the third Monday of each month, unless otherwise determined by Council, and commence at 9:00 a.m. If the regular meeting date falls on a Statutory Holiday, the meeting will be held the following day.
- 6.3.5 Meetings to be Open to the Public:**
Meetings of Council and any Committee of Council shall be open to

the public except as provided in the Act.

6.4 Special Meetings of Council

6.4.1 Call of Special Meetings of Council:

In addition to regularly scheduled meetings, the Warden may at any time call a special meeting of Council by providing written direction to the Clerk stating the date, time and purpose for the special meeting. Forty-eight hours written notice shall be given.

In addition, a majority of Councillors may, at any time, petition the Clerk to call a special meeting of Council by providing a written petition to the Clerk stating the date, time and purpose for the special meeting. Forty-eight hours written notice shall be given.

6.4.2 Restriction of Business stated on Agenda:

The only business to be dealt with at a special meeting of Council shall be that stated in the notice/agenda of the meeting.

6.5 Emergency Meetings

6.5.1 Call of Emergency Meeting without 48 hours Notice:

Notwithstanding this section the Warden may, in the event of an emergency, call an emergency meeting of Council without giving the 48 hours written notice of the meeting, provided that the Clerk has diligently attempted to advise all Councillors and relevant staff immediately upon being advised of the Warden's intention to hold an emergency meeting.

6.5.2 Meeting Location-Council-Emergency:

In case of an emergency, Council, in its sole discretion, may hold its meetings and keep its public offices at any convenient location within or outside the United Counties of Stormont, Dundas and Glengarry.

6.6 Closed Session

6.6.1 Following of Rules:

The Procedure By-law shall apply during "Closed Session" meetings.

6.6.2 Meetings Open to the Public:

All meetings shall be open to the public except as provided in s. 239 of the Act.

6.6.3 Resolution – Enter Closed Session – Include General Nature of the Matter:

Refer to s. 239 of the Act. The resolution shall include a general description of all the subjects to be dealt with at the Closed Session.

6.6.4 Agenda:

The Clerk shall prepare an agenda, together with all reports, for the Closed Session and will provide said agenda to members of Council, either by email or secure link, at least two (2) calendar days prior to

the scheduled meeting. Notwithstanding, the Warden in consultation with the CAO may determine that due to the nature of the Closed Session reports, that reports will be distributed to members of Council at the Closed Session meeting.

6.6.5 Identification of Specific Section:

The Clerk shall have the Closed Session agenda prepared, identifying the subject and qualifying section of the *Act*, under which each matter is to be considered in the Closed Session.

6.6.6 Record of Meeting:

The Clerk shall record without note or comment all resolutions, decisions and other proceedings at a meeting. Minutes shall be circulated by the Clerk at the following meeting for adoption.

6.6.7 Closed to Whom:

For the purpose of this section Closed Session shall mean closed to any person not appointed or elected to the body calling the meeting. The sitting body may invite any person deemed appropriate to the closed portion of the meeting for a specific item of business.

6.6.8 Location of Meeting:

Closed Sessions during Council meetings will be held in Council Chambers, unless otherwise determined by Council.

6.6.9 Additional Items for Discussion:

Discussion during a Closed Session shall be limited to that stated by resolution prior to holding the Closed Session. Additional items require public notice by resolution in Open Session prior to holding the Closed Session to discuss the additional item(s).

6.6.10 Votes Taken in Closed Session – Procedural Matters – Giving Direction/Instructions:

A meeting shall not be closed to the public during the taking of a vote except as provided in the *Act*. Votes may be taken for giving directions or instructions to staff or agents or others.

6.6.11 Calculations and Note Taking:

Members and staff may do basic calculations and note taking on paper during the course of a Closed Session. Any such calculations or notes shall be collected by the Clerk and destroyed following the adjournment of the meeting.

6.6.12 Closed Session Documents:

All documents received by Council by any means (e.g. email, secure link, by hand, etc.) are considered confidential.

6.6.13 Confidentiality of Information:

Members, staff and invited guests shall keep confidential any

information:

- (a) Disclosed or discussed at a meeting that was closed to the public. The obligation to keep information confidential applies even if the Member ceases to be a Member or staff ceases to be employed by the Corporation.
- (b) Received in confidence verbally in preparation for the Closed Session meeting.

6.6.14 No Comment:

Members and staff shall respond to any questions regarding an item from a Closed Session with a reply of “no comment,” or words to that effect.

6.6.15 Securing Minutes:

The Minutes shall be kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the meeting, to others approved by Council, or as legislated.

6.6.16 Return to Open Session:

Once the Closed Session has ended, the Members shall return to Open Session and the Clerk shall record the time in the minutes.

6.7 General Rules of Meeting

6.7.1 Rules of Procedure:

Shall be as provided for in this By-law and where not provided, as near as may be to that followed under the current revised version of Robert’s Rules of Order.

6.7.2 Attendance:

- (a) Every Member of Council shall attend required meetings.
- (b) A Councillor is permitted to be absent from meetings if it is a result of the Councillor’s pregnancy, the birth of the Councillor’s child or adoption of a child by the Councillor for 20 consecutive weeks or less.
- (c) The CAO, Clerk, and Directors shall attend Council Meetings. Municipal staff shall attend a meeting of Council when directed by the CAO.

6.7.3 Dress Code:

All Members shall wear proper business attire during regular scheduled Council Meetings. Male Members shall wear a jacket, shirt and tie as standard dress and female Members shall wear equivalent contemporary business attire. **When sitting as Committee of the Whole, or when attending virtual meetings, or other committee/working group meetings, members may wear less formal business casual attire.**

6.7.4 Members of Council – Municipal Staff:

No Member shall speak disrespectfully of, nor shall they use offensive language against any Member, Committee(s) of Council or municipal staff.

6.7.5 Speaking – Subject in Debate Only:

When acknowledged by the Warden, no Member shall speak on any subject other than the subject in debate.

6.7.6 Criticize a Decision:

No Member shall criticize any decision of Council except for the purpose of moving that the question be reconsidered.

6.7.7 No Cellular Phone

A Member shall not use his/her cellular phones during the meetings of Council.

6.7.8 Vacating Seat During Meeting:

A Member shall not leave his/her seat or the meeting at any time without advising the Presiding Officer. Such absence, including the length of time absent, shall be recorded.

6.7.9 Electronic Participation

Electronic Participation shall be permitted only:

- a) In the event of an emergency being declared by the Premier, Cabinet, or the Head of Council under the *Emergency Management and Civil Protection Act*.
- b) As determined by the Warden, in consultation with the CAO and Clerk, that an electronic meeting of the full Council is necessary or is an efficient means for the completion of County business.
- c) For individual members of Council, as determined on a case by case basis by the Warden, for valid reasons, including illness or an emergency situation. The Council member must notify the Clerk of his/her virtual attendance at the meeting at least 48 hours prior to the meeting taking place.

7.0 Agenda

7.1 Agenda:

The business of each meeting will be considered in the order set forth on the agenda.

7.2 Staff Reports:

All staff reports will be delivered to the Clerk 10 days in advance of the meeting to ensure inclusion in the agenda and timely publication of the agenda.

7.3 Council:
The Clerk shall prepare for the use of the Members at Meetings of Council, an agenda that will state the order in which the business of Council shall be conducted.

7.4 Council Meetings

7.4.1 Regular Scheduled Meetings:

The Clerk shall circulate an agenda, including all associated reports and notice of Closed Session, for each meeting at least five (5) calendar days prior to the meeting.

The agenda, as described above, shall be posted to the County website at least two (2) calendar days prior to the meeting.

7.4.2 Special Meetings:

The Clerk shall circulate an agenda, including all associated reports and notice of Closed Session, for each Special Meeting at least two (2) calendar days prior to the meeting.

The agenda, as described above, shall be posted to the County website at least one (1) calendar day prior to the meeting.

7.5 Copy of Agenda:

Any person may be provided, upon request to the Clerk, with a copy of the agenda, within the time frames as noted in Section 7.4.1 and 7.4.2 above.

7.6 Further Information Required – Postponement:

Where further information or reports are necessary for Council to properly review an item of business, the Clerk or CAO may postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.

7.7 Clerk Authorized to Determine:

The Clerk shall be authorized to determine the appropriate meeting at which items of business shall be considered, in accordance with this By-law.

8.0 Order of Business – Council

8.1 Regular Scheduled Meetings:

The order of business on the agenda for regular scheduled meetings of Council shall be as follows:

1. Call Meeting to Order by Resolution
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Adoption of Minutes
5. Delegations

6. Action Requests
7. Tenders and Quotations
8. By-laws
9. Consent Agenda (includes Monthly Activities Summaries and Correspondence)
10. Boards and Committees
11. Key Information
12. Motions and Notices of Motions
13. Petitions
14. Miscellaneous Business
15. Unfinished Business Summary
16. Closed Session
17. Ratification By-law
18. Adjournment by Resolution.

8.2 Changes to Order of Business:

The Presiding Officer, with the approval of Members by majority vote, may vary the order of business before the Members.

9.0 Call Meeting to Order

9.1 Opening Remarks:

The opening remarks of the Presiding Officer shall be at the sole discretion of the Presiding Officer and shall normally relate to items of special interest.

10.0 Disclosure of Pecuniary Interest and General Nature Thereof

10.1 Member of Council:

To determine possible Pecuniary Interest, the Member shall consult and be in compliance with the *Municipal Conflict of Interest Act*.

10.2 Disclosure of Pecuniary Interest:

Declaration of Pecuniary Interest by Member must be disclosed before the matter is considered at the meeting.

10.3 Written Statement:

Member shall provide a written statement of the Pecuniary Interest and details of the general nature of the interest.

10.4 Discussion, Vote or Influence

A Member declaring a pecuniary interest in an agenda item, must not take part in the discussion, vote, or attempt to influence the voting before, during or after the meeting.

10.5 Closed Session:

A Member declaring a Pecuniary Interest in a closed session item, must be absent for that portion of the meeting.

- 10.6 Documentation of Disclosure of Interest:**
The Clerk must note the disclosure of pecuniary interest in the minutes, as well as establish a registry of declarations recorded, that shall be available for public inspection.
- 11. Quorum – Call to Order**
- 11.1 Quorum – Call to Order:**
If there is a quorum after the time set for the start of the meeting, the Presiding Officer will take the chair and call the meeting to order.
- 11.2 No Quorum – Meeting Adjourned:**
In the event that a quorum is not present within the fifteen minutes after the designated start time of the meeting, the Presiding Officer shall take the chair and call the meeting to order, announce the absence of a quorum, and immediately adjourn the meeting. The Clerk shall record the names of the Members present and the meeting shall stand adjourned.
- 11.3 Council Meeting – Presiding Officer Absent:**
In the case where a quorum is present at a Council Meeting and the Warden has not attended within fifteen minutes after the time appointed, the Deputy Warden shall act as the Presiding Officer of the meeting. In the absence of the Warden and Deputy Warden, Councillors shall appoint a Councillor to act as the Presiding Officer of the meeting. Such appointed Councillor has all the powers and duties of the Head of Council, solely to the role of Presiding Officer.
- 11.4 Meeting Adjourned – Not Ended:**
If during the course of a meeting a quorum is lost, then the meeting will stand adjourned, not ended, to reconvene at a time and place as called by the Presiding Officer.
- 12. Disclosure of Additional Items**
- 12.1 Council- Introduction of New Item/Motion Not on Agenda –:**
Items/Motions permitted shall be considered under Miscellaneous Business in the Order of Business of Council.
- 13. Minutes**
- 13.1 Record of Meeting: The Minutes of a Meeting of Council shall record:**
- i) The date, place and time of the meeting;
 - ii) The name of the Presiding Officer and the attendance of the Members present at the call of the meeting;
 - ii) Arrival and departure of Members after the call of the meeting;
 - iv) Member who has declared a pecuniary interest on the matter or question and the nature thereof;

- v) All motions;
- vi) Other proceedings of Council without note or comment;
- vii) Time of adjournment.

13.2 Approval of Minutes:

The draft minutes of the last regular meeting, and any special meetings held since the last regular meeting, shall be presented for final approval no later than the next regular scheduled meeting of Council.

13.3. Amendments to Minutes:

If any Member disagrees with any item printed in the minutes, that Member shall state their objection and the reason therefore. The Members shall determine the accuracy of the minutes and the Clerk shall note in the minutes of the present meeting both the existing text, and changes requested, and make the necessary amendments to the minutes being adopted. If amendments are required, the question put by the Presiding Officer shall be to adopt the minutes of _____ meeting, held on _____, as amended.

13.4 Clerk Authorized to Make Corrections:

The Clerk shall be authorized to make minor corrections to the minutes resulting from technical or typographical errors provided the intent of the minutes are not changed prior to the minutes being signed.

13.5 Signature for Authentication:

The Presiding Officer and Clerk shall authenticate the minutes with their signatures.

13.6 Adopted Minutes:

The adopted minutes of each meeting of Council shall be posted to the Counties' website.

14.0 Presentations

14.1 Ceremonial Presentations/Awards – Council Meetings:

Ceremonial presentations and/or awards shall be made at a Council meeting. A presentation or award may be given by the Presiding Officer, County staff, a representative from another government or government agency, or, any person/organization invited by Council to make a presentation as may, from time to time, be considered appropriate.

15.0 Delegations

15.1 Delegation – First Come – First Served – Limit of Four:

A maximum of four delegations shall be permitted at any regular meeting.

15.2 Delegation – Notice – Prior to Meeting:

Persons wishing to address Council shall make written application to

the Clerk prior to 12:00 noon 10 days preceding the regular meeting (not including weekends or holidays), or as otherwise provided for in the notice of the meeting. Such application shall contain the subject matter to be discussed, all information to be presented to Council, and the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.

15.3 Delegation – Limit of One Appearance – Exception – New Information:

Delegations shall be limited to one appearance, unless providing additional information.

15.4 Delegation Refused – Chief Administrative Officer or Clerk:

The CAO or Clerk is given the authority to refuse delegations under the following circumstances:

- (i) The request is not submitted within the stated time limits;
- (ii) The subject matter is deemed to be beyond the jurisdiction of Council;
- (iii) The issue is specific to a matter properly held in Closed Session;
- (iv) Requests/issues where there is no perceived benefit for the United Counties of Stormont, Dundas and Glengarry.

15.5 Delegation – Not to Repeat:

Delegations taking the same position on a matter shall be encouraged to select a spokesperson(s) to present their views collectively.

15.6 Delegation – Limited to Subject Matter:

Delegations shall be limited to the subject matter indicated in their application for a delegation.

15.7 Delegation – After the Agenda is published:

Applications for delegations shall not be received after the deadline established in s. 15.2.1 of this By-law. Notwithstanding, if a matter is listed on the agenda to which anyone is desirous of providing information to the Members, the person shall notify the Clerk prior to the Friday preceding the meeting and shall provide a brief in writing to the Clerk at the time the request is made so that it may be circulated to the Members. In addition, the person shall provide a sufficient number of hard copy prints for distribution to the Members and affected municipal staff.

15.8 Restrictions on Delegations:

Delegations shall not:

- (i) Address Members directly without permission;
- (ii) Interrupt any speaker or action of the Members, or any other person addressing the Members;
- (iii) Display or have in their possession picket signs or placards in

- Council Chamber or meeting room;
- (iv) Speak disrespectfully of any person;
- (v) Use offensive words;
- (vi) Disobey a decision of the Presiding Officer;
- (vii) Enter into cross debate with other delegations, staff, Members or the Presiding Officer.

15.9 Delegation – Time Limit – 15 Minutes:

Delegation shall be permitted a maximum of 15 minutes to make the presentation.

15.10 Delegation – Addressing Members:

Delegations shall state their name(s) and make their presentation to the Members.

15.11 Matter Brought Forward:

In the event that the subject brought to the Members at a meeting by a delegation is also dealt with in any other item listed on the agenda, the Presiding Officer may call for a motion to amend the Order of Business so that the item may be brought forward for discussion at the same time as the consideration of the delegation item.

15.12 Questions by Members:

Upon completion of a presentation by a delegation, any dialogue between Members and the delegate shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation.

15.13 Delegation Information Referred to Subsequent Meeting:

Council will defer any decision or action on information received from a delegation to a subsequent meeting of Council.

16.0 Staff Reports – Action Requests – Tenders and Quotations

All reports presented to Council as part of the agenda will be in a written format, complete with draft motion, duly signed by the Director and approved by the CAO or designate.

17.0 By-laws

17.1 By-laws – Number:

The number of every by-law being presented to Council shall be provided on the agenda at which the by-law is being considered.

17.2 Introduction of By-law – Purpose Specified – One Reading (1st, 2nd, and 3rd inclusive):

Every by-law shall be introduced by written motion, and shall be

considered to have been read a first, second and third time short. At the discretion of Council, a by-law may be read a first and second time, with third reading postponed until later in the meeting, or subsequent meeting of Council.

17.3 Clerk – Read By-law Title:

The Clerk shall read the by-law title.

17.4 Amendment – Debate on Motion:

Debate shall be limited to the subject matter of the By-law. Amendments shall be made by written motion.

17.5 Amended By-law Passed – Corrections by Clerk:

After an amended by-law has been adopted by Council, the Clerk shall be responsible for its correctness should it be amended.

17.6 Reading – Date – Certified:

When a by-law is read in Council, the Clerk shall certify upon it the number and date of reading thereof.

17.7 By-law Passed – Deposited in Safe:

Every by-law which has been passed by Council shall, immediately after being signed by the Head of Council (or acting) and the Clerk and sealed with the seal of the Corporation, be deposited by the Clerk in a secure location and scanned electronically for deposit on the server.

17.8 Clerk Authorized to Make Corrections:

The Clerk shall be authorized to make minor corrections to any by-law resulting from technical, formatting or typographical errors provided the intent of the by-law is not changed prior to the by-law being signed.

18.0 Consent Agenda

18.1 Consent Agenda - Request to Separate:

Should a Member wish to discuss any matter listed under the Consent Agenda, the Member shall ask immediately when the Presiding Officer calls “Any Amendments, Deletions or Corrections to the Order of Business / Agenda”, at which time a Member shall request that the item be separated and dealt with under its regular section. A Member, if possible, shall notify staff in advance of their wish to separate an item in detail from the consent agenda.

19. Receiving Committee Reports

19.1 Committee Report – Councillors:

All Councillors shall have the opportunity to report on their County related activities that have occurred since the last Council Meeting or will be occurring before the next Council meeting; or to report on issue(s) currently under debate by the Committee(s) they are a Member of.

20. Key Information

20.1 Key information Reports:

Key Information Reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent meeting.

21.0 Motions and Notices of Motions

21.1 Notices of Motion:

Notice of all new motions, except motions listed in Rules of Debate, shall be given in writing and delivered to the Clerk at least ten (10) working days, preceding the date of the meeting at which a motion is to be introduced. The motion shall be printed in full in the agenda for that meeting of Council and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.

21.2 Dispensing with Notice:

Any motion may be introduced without notice if Council, without debate, dispenses with notice on the affirmative vote of at least a simple majority of Members present and voting.

21.3 Seconding a Motion:

A motion must be formally seconded before the Presiding Officer can put the question or a motion be recorded in the minutes.

21.4 Presentation of Motion by Presiding Officer:

All motions shall be presented to Council in writing, and after being read by the Clerk, shall be restated by the Presiding Officer before debate.

21.5 Ultra Vires:

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

21.6 Amendment:

A motion to amend

- (i) shall be presented in writing;
- (ii) shall receive disposition of Council before a previous amendment or the question;
- (iii) shall not be further amended more than once, provided that further amendment may be made to the main question;
- (iv) shall be relevant to the question to be received;
- (v) shall not be received proposing a direct negative to the question;
- (vi) may propose a separate and distinct disposition of a question;
- (vii) shall be put in the reverse order to that in which it is moved.

- 21.7 Motion to Adjourn:**
A motion to adjourn
- (i) shall always be in order except as provided by these rules;
 - (ii) when resolved in the negative, cannot be made again until after some intermediate proceedings shall have been completed by Council;
 - (iii) is not in order when a Member is speaking or during the verification of a vote.
- 21.8 Voting on Motions**
- 21.8.1 Questions Stated:**
Immediately preceding the taking of the vote, the Presiding Officer may state the question in the form introduced, and shall do so if required by a Member. He/she shall state the question in the precise form in which it will be recorded in the minutes.
- 21.8.2 No Interruption after Question:**
After a question is finally put by the Presiding Officer no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 21.8.3 Unrecorded Vote:**
The manner of determining the decision of Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.
- 21.8.4 Recorded Vote:**
When a Member requests a recorded vote, all Members must vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and against shall be noted in the minutes. The Clerk shall announce the results. A request for a recorded vote can only be made immediately before or after the taking of the vote.
- 21.8.5 Member Does Not Vote:**
If any Member, when a question is put, does not vote, he/she shall be deemed as voting against the motion, except where he/she is prohibited from voting by statute, or is the Presiding Officer.
- 21.8.6 Member Disagrees with Announcement of Vote:**
If a Member disagrees with the announcement of the Presiding Officer that a question is carried or lost he/she may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken.
- 21.8.7 Conflict of Interest:**
Pursuant to the *Municipal Conflict of Interest Act*, a Member who has

a conflict of interest on a matter to be reviewed by Council shall disclose such interest at the beginning of the meeting. Such disclosures of interest shall be made publicly and shall be recorded in the minutes by the Clerk.

21.8.8 Vote by Secret Ballot:

No vote shall be taken by ballot or by any other method of secret voting, except as provided for in the Act, as amended, or as provided in Section 2 of this By-law.

22.0 Receiving Correspondence, Petitions and Other Communication

22.1 Correspondence – Signed – Legible – Public:

- (i) All correspondence addressed to Councillors shall be considered public information, except as prohibited by legislation;
- (ii) All correspondence addressed to Councillors (letter, petition, resolution, or other communication) shall be legible, signed by the author(s) and include a return address. Correspondence that does not include the above or that includes any illegible or defamatory allegations or derogatory remarks shall not be included on the agenda or responded to.

22.2 Correspondence – Circulated – Agenda:

- (i) The Clerk shall include on the agenda of Council any correspondence addressed to all Councillors;
- (ii) Correspondence addressed to a single Councillor shall be provided to the Clerk for distribution, at the discretion of that Councillor.

22.3 General information:

General information addressed to Council shall be listed on Council agenda and subsequently circulated with a Correspondence Cover Sheet to Members of Council at the Council meeting. Members shall indicate on the Correspondence Cover Page any item(s) they wish brought forward for consideration, and the Clerk shall include same on the next Committee of the Whole agenda for review.

22.4 Correspondence/Petition - Submission Prior to 12:00 p.m. (Noon):

Every petition, letter or other written communications shall be deposited with the Clerk not later than 12:00 p.m. (noon) ten days (not including weekends or holidays) before the date of the Council meeting in order that it is included on the agenda.

22.5 Correspondence – Late Submission – Consideration – Urgent Matter Only:

A petition, letter or written communication that is received by the Clerk later than 12:00(noon) ten days (not including weekends and holidays) prior to the regularly scheduled Council meeting may be brought before Members, if in the Clerk's opinion, the matter is urgent.

23.0 Miscellaneous Business – Council Meeting:

23.1 Member – Notice – Council – To go Next Committee of the Whole meeting:

A notice of a New Item being brought before Council shall not be debated and shall be referred to the next Committee of the Whole or Council meeting for discussion and recommendation to Council.

23.2 Urgent – Immediate Action Required:

New items of an urgent nature may be considered if in the opinion of Council they require an immediate decision.

24.0 Unfinished Business

The items set out in the agenda which have not been disposed of, shall be included in a subsequent agenda under Unfinished Business.

25.0 Closed Session

The Closed Session portion of the Council meeting will be held in accordance with s. 239 of the Act.

25.1 Closed Meeting Investigation

If, an investigation of a closed meeting is completed, the investigator's report will be considered by Council and a resolution will be passed to address recommendations resulting from the investigation.

26.0 Ratification By-law/By-law to Confirm Proceeding of Council

A by-law to confirm the proceedings and reports of Council at its meetings held in the previous month shall be presented. Such by-law shall confirm any motion, resolution and other actions passed or taken by Council at the meetings indicated therein.

27.0 Adjournment

27.1 Adjournment – Motion – At Request of Presiding Officer:

In a meeting a standard motion to adjourn shall be in order at the request of the Presiding Officer.

27.2 Council:

All regular Council meetings shall stand adjourned when Council has completed all business as listed on the Agenda. Unfinished business shall be postponed to the next regular meeting of Council.

28.0 Reconsideration:

28.1 A resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following:

- (i) a motion for reconsideration shall not be in order if Council is made aware that the question or by-law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved;
- (ii) such motion must be moved by a Member who voted against the original motion;
- (iii) such motion must be supported by two-thirds majority vote of the Members of before the matter to be reconsidered can be debated.

28.2 Debate on Question

Debate on the question must be confined to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.

28.3 Motion for Reconsideration

A Motion for Reconsideration shall be considered lost unless the motion receives two-thirds majority of the votes of Members present and therefore no more than one motion for reconsideration of any question or by-law shall be permitted.

28.4 Motion for Reconsideration - Carried

If a motion for reconsideration has been carried in the affirmative, no action shall be taken to carry into effect the question or by-law until that question or by-law has been presented to Council for reconsideration.

28.4.1 Reconsideration Next Council Meeting

If a Motion for Reconsideration is carried in the affirmative, it shall not be in order to reconsider the subject matter of the question or by-law until the next Meeting of Council; the question or by-law being reconsidered shall be stated in the exact manner in which it was first presented and shall be subject to the Rules of debate and amendment outlined herein.

28.4.2 Reconsideration Same Council Meeting

No motion passed or debated at a meeting of Council shall be reconsidered at the same meeting without consent of two-thirds of the Members.

28.4.3 Decision of Previous Council

These rules do not apply when a motion pertains to a decision of a previous Council.

29.0 Electronic Meetings of Council

Electronic meetings of Council may be held during a declared emergency or if the Warden, in consultation with the CAO and Clerk, determines that an electronic meeting is necessary.

- (i) Meeting notice provisions shall remain the same.

- (ii) Roll call will be taken by the Clerk.
- (iii) Motions shall not be required to be signed during an electronic meeting.
- (iv) All votes shall be recorded during an electronic meeting and will be conducted by a show of hands except for a member who is disqualified from voting by any Act. In the case when a member is participating by audio only, the Presiding Officer shall ask the member to announce his/her vote verbally.
- (v) Members can participate electronically in both Open and Closed Meetings and are responsible for taking all reasonable measures to ensure security during a Closed Meeting.

30.0 Rules of Debate

30.1 Speaking in Turn

Every Member, prior to speaking to any question or motion, shall raise his/her hand and address the Presiding Officer. When two or more Members raise their hands, the Presiding Officer shall designate the Member who has the floor. No Member shall speak more than five (5) minutes on the topic.

30.2 Voting

Every Member present at a meeting of Council, when a question is put, shall vote thereon unless prohibited by statute. When the Presiding Officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Presiding Officer, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

30.3 Interrupting the Speaker

When a Member is speaking no other Member shall pass between him/her and the Presiding Officer or interrupt him/her except to raise a point of order.

30.4 Restating the Motion

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

30.5 Introducing Matters and Motions without Written Notice and Leave

The following matters and motions may be introduced orally without written notice.

- (i) a point of order or personal privilege;
- (ii) presentations of petition
- (i) to lay on the table;
- (iii) to postpone indefinitely or to a certain day.

- 30.6 Introducing Written Motions without Notice and Leave**
The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:
- (i) to refer;
 - (ii) to adjourn,
 - (iii) to amend;
 - (iv) to suspend the Rules of Procedure.
- 30.7 Decision by Presiding Officer**
In all unprovided cases in the proceedings of Council, the matter shall be decided by the Presiding Officer, subject to an appeal to Council upon a point of order.
- 31.0 Points of Order and Privilege**
- 31.1 Preserving Order**
The Presiding Officer shall preserve order and decide questions of order.
- 31.2 Participate in Debate**
The Presiding Officer may leave his/her chair to participate in the debate. In this instance Members shall appoint a Councillor to act temporarily as the Presiding Officer in his/her place.
- 31.3 Final Decision by Council**
Council, if appealed to, shall decide the question without debate and its decision shall be final.
- 32.0 Conduct of Members of Council**
- 32.1 No Member shall:**
No Member shall speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant Governor of any province, or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.
- 32.2 No Member shall:**
- (i) use offensive words or unparliamentary language in or against Council or any Member;
 - (ii) speak on any subject other than the subject in debate;
 - (iv) criticize any decision of Council except for the purpose of moving that the question be reconsidered;
 - (v) disobey the rules of Council or a decision of the Presiding Officer or of Council on questions of order or practice or upon the interpretation of the rules of Council.

- 32.3 Disobedience Persists**
In case a Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of Council" but if the Member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.
- 32.4 Within the Bar**
No person except Members and authorized staff shall be allowed to come within the bar during the sittings of Council without permission of the Presiding Officer or Council.
- 32.5 Disturbance While Putting the Question**
When the Presiding Officer is putting the question no Member shall leave or make a disturbance.
- 33.0 Code of Conduct**
- 33.1 Code of Conduct**
Members shall adhere to the Code of Conduct policy as established by Council.
- 33.2 Integrity Commissioner**
The appointed Integrity Commissioner will report to Council and is responsible for performing in an independent manner the functions assigned by the County with respect to:
- (i) the application of the code of conduct for Members and the code of conduct for members of local boards or of either of them;
 - (ii) the application of any procedures, rules and policies of the County and local boards governing the ethical behaviour of Member and of local boards or of either of them.
- 33.3 Policies**
Members shall adhere to any policies, adopted by Council, concerning the conduct of Members.
- 34.0 Suspension of Rules**
- 34.1 Suspension of Rules:**
In rare instances, Council may suspend the rules of the Procedure By-law with a two- thirds vote of Council. In no circumstances may Council suspend any statutory procedures from the Act or any applicable legislation.
- 35.0 Amendment of By-law**
- 35.1 Repeal:**
No repeal of this By-law shall be considered at any meeting of Council unless notice of intention of the proposed repeal has been given.

35.2 Amendments:
From time to time, amendments to this By-law, or any part thereof, may be considered at any meeting of Council provided notice is given at a prior meeting of Council.

36.0 Severability

36.1 Provisions – Severable:
The provisions of this By-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

36.2 Conflict:
Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

37.0 Repeal

By-law No. 5268 is hereby repealed in its entirety.

38.0 Effective Date

This By-law shall become effective upon the date of enactment.

READ and passed in open Council, signed and sealed this 18th day of October, 2021.

WARDEN

CLERK

Schedule 'A' To By-law No. 5317

Responsibilities of Warden

The Warden of the United Counties of Stormont, Dundas and Glengarry is one of the oldest political positions in Ontario, dating back to the incorporation of the County in 1850. Serving as Warden requires significant time commitments, often in addition to those duties and responsibilities of mayor or deputy mayor.

Legislative

As the Warden of the United Counties of Stormont, Dundas and Glengarry, the incumbent will exercise both statutory and executive powers. Chiefly, the Warden serves as both the Presiding Officer of County Council, and as Chief Executive Officer of the Corporation. In doing so the Warden will represent the collective will of County Council.

Role of Head of Council (s. 255 of the Municipal Act, 2001):

It is the role of the head of council,

- to act as chief executive officer of the municipality;
- to preside over council meetings so that its business can be carried out efficiently and effectively;
- to provide leadership to the council;
- to represent the municipality at official functions; and
- to carry out the duties of the head of council under this or any other Act.

Head of Council as Chief Executive Officer (s. 226.1 of the Municipal Act, 2001):

As Chief Executive Officer of a municipality, the head of council shall,

- uphold and promote the purposes of the municipality;
- promote public involvement in the municipality's activities;
- act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

Duties and Time Commitments

Below is a general guideline of time commitments a Warden may expect during their term of office. It is important to note that the majority of time commitments for County business occur during the day.

General County Business and Participation on Committees

It is the duty of the Warden to chair each regular meeting of County Council, and facilitate the discussion of business among County Councillors in an efficient and respectful manner. County Council typically meets 13 times per year. In addition to this, there is an inaugural meeting of County Council held each December.

County Council may, from time to time, schedule a Committee of the Whole meeting to discuss one or more items of business. On average, the Warden may expect to attend four Committee of the Whole meetings during their term of office.

From time to time, County Council may strike ad hoc committees to examine a particular issue and bring forward recommendations for approval. Typically, the Warden will serve on each ad hoc committee. On average an ad hoc committee will carry out its duties over a two to three month period, and will meet three to four times to discuss committee business. These meetings usually last two hours each.

Informal meetings with the CAO, County Clerk and other staff occur regularly. It is common for telephone conversations to occur between the Warden and CAO every other day, and for the Warden to typically visit the County Administration Building once per week.

Above and beyond these time commitments, the Warden serves on the Joint Liaison Committee for shared services with the City of Cornwall. This committee typically meets four times per year. The Warden may also choose to serve on one or more of the County's agencies, boards and commissions, such as the SD&G Police Services Board. These responsibilities do not take into account any other agencies, boards, or commissions the Warden may already serve on through their capacity as a County Councillor.

As issues or initiatives arise, the County may wish to request delegations with federal or provincial ministries. This typically occurs at annual conferences, such as the OGRA/ROMA Combined Conference and/or the Association of Municipalities of Ontario Conference, which are both held annually. In such an instance, the Warden will lead each delegation on behalf of County Council and the Corporation. The Warden may also be asked to attend delegations in support of a local municipality as well.

Special Events

Each year, the County will receive numerous requests for the Warden to attend special events. Special events include community fairs, breakfast and dinner events, networking functions, charity fundraisers, etc. Attendance at special events is at the discretion of the Warden.

The Warden also hosts three important County events each year: the Warden's Curling Bonspiel; The Warden's Golf Tournament; and the Warden's Banquet.

On average, the Warden may expect to attend between 30-40 special events per term.

Presentations and Ceremonies

From time to time, the Warden may be required to make formal presentations to other municipal councils, such as the City of Cornwall or a local municipality. The Warden may also be requested to attend other ceremonies, such as cheque presentations, or to provide formal remarks on behalf of the County. On average, the Warden may expect to attend 8-10 presentations and ceremonies during their term of office.

Eastern Ontario Wardens' Caucus

Residents of Stormont, Dundas and Glengarry are represented beyond the County through the Eastern Ontario Wardens' Caucus (EOWC). The EOWC is a group of 13 member municipalities in eastern Ontario. Its purpose is to advocate for various policies and programs, and raise awareness at senior levels of government regarding common challenges faced by the region.

On average, the Warden can expect to spend four days per term on the above duties. Meetings are held throughout eastern Ontario, often requiring significant travel the day before scheduled meetings. The Warden also has the opportunity to seek endorsement from members of the EOWC to serve as Chair or Vice Chair.

Conferences

Each year the Warden may attend up to three conferences. Typically, two of these conferences include the OGRA/ROMA Combined Conference, and the annual AMO Conference. It is generally the expectation that the Warden attend both the OGRA/ROMA and AMO conferences for delegations organized by the County and/or the EOWC.

Total Time Commitments

Based on the general guideline of time commitments, the incumbent may expect to spend, at a minimum, approximately 45-50 days carrying out official duties as Warden.

Schedule "B" To By-law No. 5317

Council Appointments to Committees

Joint Liaison Committee:

Warden, Past Warden or in his/her absence, Councillor* with the most experience on County Council, and two other Councillors.

Library Board:

Three Councillors and the Warden or designate.

Police Services Board:

One Councillor and the Warden or designate.

Board of Health - Eastern Ontario Health Unit:

One Councillor and the Warden or designate.

Glen Stor Dun Lodge:

One Councillor and the Warden or designate.

Cornwall and Area Housing:

Two Councillors.

Eastern Ontario Water Resources Committee:

One Councillor.

St. Lawrence River Institute of Environmental Sciences:

One Councillor.

Raisin-South Nation Source Water Protection Committee:

One Councillor.

Municipal Advisory, Algonquin Land Claim:

One Councillor.

*Councillor means a Mayor, Deputy Mayor, or appointed pursuant to Section 259 of The Municipal Act, R.S.O., 2001, of a local municipality serving on County Council.

ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	LiDAR Agreement

RECOMMENDATION:

THAT By-law 5318, being a By-law to enter into an agreement between the United Counties of Stormont, Dundas and Glengarry and South Nation Conservation Authority and Raisin Region Conservation Authority to acquire airborne topographic LiDAR within SDG, be read and passed in Open Council, signed and sealed.

BACKGROUND:

The attached agreement will formally initiate LiDAR acquisition within the County. Recall, LiDAR (light imaging, detection and ranging) is a way to create three-dimensional imaging of different surfaces. SDG, its local municipalities and local Conservation Authorities are all participating in this project. The local CA's will be acting as the main project leads. At the completion of the work (end of 2022), the project data will be jointly owned by all participants.

OPTIONS AND DISCUSSION:

- 1. Approve the agreement (recommended).** This work was budgeted by SDG, and will be used by County, local municipal staff and external consultants in a variety of ways (asset management, land use planning, drainage).
- 2. Do not approve the agreement (not recommended).**

FINANCIAL ANALYSIS:

County Council budgeted \$20,000 for LiDAR; therefore the information will be acquired within the approved budget.

LOCAL MUNICIPAL IMPACT:

All local municipalities without LiDAR coverage are participating in this joint project.



RELEVANCE TO STRATEGIC PRIORITIES:

The collaborative and innovative nature of this project aligns with County Council's strategic priority No. 3, *Service Delivery – A Smarter Approach*

OTHERS CONSULTED:

- SNC, RRCA
- Local Municipalities

ATTACHMENTS:

- By-law 5318 and Schedule A (agreement)

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

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

BY-LAW NO. 5318

A BY-LAW for the purpose of authorizing an agreement between the United Counties of Stormont, Dundas and Glengarry, Raisin Region Conservation Authority and South Nation Conservation for the acquisition of airborne LiDAR data.

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 Raisin Region Conservation Authority and South Nation Conservation for the acquisition of LiDAR data.

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 Raisin Region Conservation Authority and South Nation Conservation.
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 18th day of October, 2021.

WARDEN

CLERK

LIDAR ACQUISITION AGREEMENT

United Counties of Stormont, Dundas and Glengarry Jurisdiction

THIS AGREEMENT made this _____ day of _____, 2021

BETWEEN

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

(a municipal corporation under the *Municipal Act*, 2001, S.O. 2001 c. 25)
(hereinafter "SDG")

- and -

SOUTH NATION RIVER CONSERVATION AUTHORITY

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(hereinafter "SNC")

- and -

RAISIN REGION CONSERVATION AUTHORITY

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(hereinafter "RRCA")

WHEREAS SDG, SNC, and RRCA (the "Parties") wish to procure airborne topographic LiDAR (laser imaging, detection, and ranging) for identified areas in their respective jurisdictions in Eastern Ontario for use in a range of applications including, but not limited to, asset management and land use planning;

AND WHEREAS the Parties recognize the benefit of acquiring LiDAR from a sole consultant via cost-sharing between the Parties;

NOW THEREFORE in consideration of the mutual covenants herein contained and for good and valuable consideration the receipt and sufficiency of which are expressly acknowledged, the Parties agree as follows.

1. Entire Agreement

This Agreement, together with:

Schedule "A" -	Project Deliverables
Schedule "B" -	Map of LiDAR Acquisition Area for the United Counties of Stormont, Dundas and Glengarry

constitutes the entire agreement between the parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2. Definitions

In this Agreement:

“Project” means the procurement of LiDAR in those areas of SDG within SNC’s and RRCA’s jurisdictions as per deliverables in Schedule “A” and map in Schedule “B”.

3. General

3.1 The term of the Agreement is from the date of signing to December 31, 2022.

3.2 The total budget of the Project is \$149,589 plus HST divided as follows:

- a) SDG shall contribute a total of \$20,000 plus HST paid to SNC and RRCA in one instalment by December 1, 2021 as follows:
 - i. to SNC the amount of \$10,000 plus HST
 - ii. to RRCA the amount of \$10,000 plus HST
- b) SNC shall contribute \$19,620 plus HST; and
- c) RRCA shall contribute \$23,690 plus HST.

Partner municipalities in SDG and Ontario Power Generation are contributing the remaining balance of \$86,279 plus HST.

3.3 This Agreement shall only be amended by a written agreement duly executed by the Parties.

3.4 This Agreement may be renewed in writing upon mutual agreement of the Parties.

4. Project Data

4.1 The Project data developed for those areas of SDG within SNC’s jurisdiction shall be jointly owned by SDG and SNC.

4.2 The Project data developed for those areas of SDG within RRCA’s jurisdiction shall be jointly owned by SDG and RRCA

5. Insurance

The Parties, at their own expense, shall maintain the following insurance requirements for the duration of the Agreement:

- i) Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not 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; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; Employers Liability; tenants legal liability; cross liability and severability

of interest clause. Such insurance shall add [SDG / SNC / RRCA] as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to [SDG / SNC / RRCA].

- ii) Automobile liability insurance with respect to owned or leased vehicles 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 \$5,000,000. inclusive for each and every loss.
- iii) Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$5,000,000. If such insurance is written on a claim made basis, the coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Each party shall provide, upon request, a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.

Any applicable deductible to any insurance coverage shall be the sole responsibility of the named insured.

Each party shall provide evidence of WSIB or its equivalent in addition to general insurance upon request from the other party.

6. Indemnity

The Parties to this Agreement hereby agree to indemnify and save harmless each other from any and all claims, demands, losses, charges, liabilities, actions, causes of action, and any other proceedings of any nature made or brought against, suffered or imposed upon the Parties or their property in respect of any loss, damage, injury, or death to any person or property directly or indirectly arising of, resulting from or sustained in relation to work performed in accordance with this Agreement. The obligations set out in this clause shall survive the expiration or termination of this Agreement.

7. COVID-19

The Parties acknowledge the 2020-2021 COVID-19 pandemic may cause, among other things, Provincial or Federal orders, laws, or declarations of emergency that delay or make performance impossible in accordance with the terms of this Agreement. For greater certainty, the Parties shall not be considered in default in performance of their obligations under the Agreement to the extent that the performance of such obligations are delayed, hindered, or prevented by the 2020-2021 COVID-19 pandemic.

8. Termination

Each party may, at any time prior to the completion of the Project, terminate this Agreement by providing a minimum 90 days written notice to the other Party.

Upon a termination notice being given, SNC and RRCA shall be entitled to costs reasonably and properly incurred in performance of the Agreement. SDG shall pay SNC and RRCA within 30 days of termination.

9. Severability

The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision shall be deemed to be severed.

10. Counterparts

The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

11. Notice

For the purpose of the Project or any report or notices required or desired to be sent pursuant to this Agreement, the Parties shall contact the following individuals or their designates:

For the Municipality: Ben de Haan
Director of Transportation
United Counties of Stormont, Dundas and Glengarry
26 Pitt Street
Cornwall, ON K6J 3P2
Tel: (613) 932-1515 ext. 1208

For SNC: Sandra Mancini
Team Lead, Engineering
South Nation Conservation
38 Victoria Street. P.O. Box 29
Finch, ON K0C 1K0
Tel.: (613) 984-2948

For RRCA: Phil Barnes
Team Lead, Watershed Management
Raisin Region Conservation Authority
18045 County Road 2, P.O. Box 429
Cornwall ON K6H 5T2
Tel.: (613) 938-3611 ext. 240

12. Governing Law

This Agreement shall be governed by the laws of the Province of Ontario and the Parties agree the venue for any litigation shall be Ottawa, Ontario.

[Signature page follows]

IN WITNESS WHEREOF the authorized representatives of the parties have executed this Agreement as of the date noted above.

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

Al Armstrong,
Warden.

Date

Kimberley Casselman,
Clerk.

Date

We have authority to bind the United Counties of Stormont, Dundas and Glengarry

SOUTH NATION RIVER CONSERVATION AUTHORITY

George Darouze,
Chair

Date

Angela Coleman,
General Manager / Secretary-Treasurer

Date

We have authority to bind the South Nation River Conservation Authority

RAISIN REGION CONSERVATION AUTHORITY

Bryan McGillis,
Chair

Date

Richard Pilon,
General Manager

Date

We have authority to bind the Raisin Region Conservation Authority

SCHEDULE "A"

Project Deliverables

During the term of this Agreement, SNC shall:

- a) coordinate Project procurement and selected vendor;
- b) financially manage the Project;
- c) coordinate between the Parties and the Ministry of Natural Resources and Forestry;
- d) complete all work related to the Project including, but not limited to:
 - i) reviewing the LiDAR data for those areas of SDG within SNC's jurisdiction.;
 - ii) conducting field verifications to confirm data accuracy for those areas of SDG within SNC's jurisdiction and produce a summary report; and
 - iii) distributing the Project data to SDG for those areas of SDG within SNC's jurisdiction.
- e) maintain records of the expenditures incurred by SNC in connection with the Project; and
- f) invoice SDG as per contribution outlined in this Agreement.

During the term of this Agreement RRCA shall:

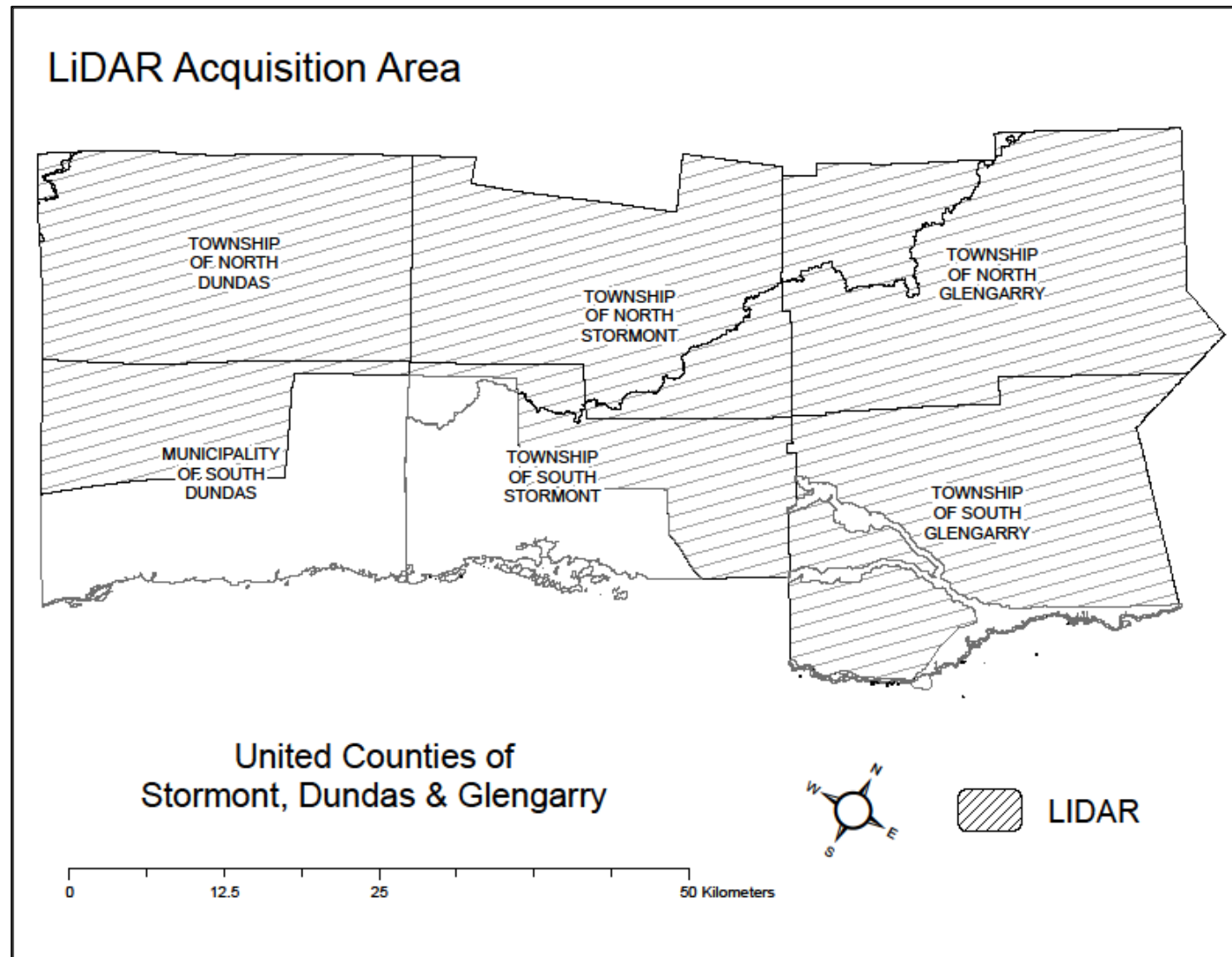
- a) complete all work related to the Project including, but not limited to:
 - i) reviewing the LiDAR data for those areas of SDG within RRCA's jurisdiction;
 - ii) conducting field verifications to confirm data accuracy for those areas of SDG within RRCA's jurisdiction and produce a summary report; and
 - iii) distributing the Project data to SDG for those areas of SDG within RRCA's jurisdiction.
- b) maintain records of the expenditures incurred by RRCA in connection with the Project;
- c) invoice SDG as per contribution outlined in this Agreement; and
- d) Enter into a separate agreement with South Nation Conservation (Project lead Conservation Authority) for Project management services, including procurement.

Project Data

Upon completion of the Project, SNC and RRCA shall provide SDG with the following:

- a) full classified LiDAR data for SDG area as per map in Schedule "B";
- b) contours and digital elevation model (DEM) layers; and
- c) field verification summary reports.

SCHEDULE "B"
Map of LiDAR Acquisition Area for
the United Counties of Stormont, Dundas and Glengarry



ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Encroachment Agreement - Matilda CON 1 Lot 4

RECOMMENDATION:

THAT By-law No. 5319, being a By-law for the purpose of establishing an encroachment agreement between the United Counties of Stormont, Dundas and Glengarry and Mr. Michael Farlinger, be read and passed in Open Council, signed and sealed.

EXECUTIVE SUMMARY:

Transportation Services are recommending Council enter into an encroachment agreement with Mr. Michael Farlinger, the owner of the property at Lot 1 Con 4 County Road 2, South Dundas. The agreement will give Mr. Farlinger the ability to install a tile drain within the County Road right of way, to be able to outlet to the Wilfred Lamour municipal drain. 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 encroachment agreements that have previously been considered and approved by Council.



Figure 1: Area of proposed encroachment

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 these agreements allow each party to clearly define their roles and responsibility as well as protect their respective interests. This option is recommended.
2. **Do not approve the encroachment.** Not recommended.

FINANCIAL ANALYSIS:

All costs associated with creating a plan and 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 works with a private landowner.

OTHERS CONSULTED:

ATTACHMENTS:

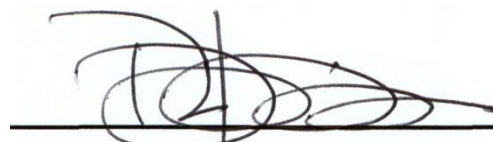
- By-law 5319, Encroachment Agreement

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

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

BY-LAW NO. 5319

A BY-LAW for the purpose of establishing an encroachment agreement for the property located at CON 1 LOT 4 County Road 2, Township of South Dundas; (PIN 661270112).

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 to allow the owner to install tile drain within the County right-of-way 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 18th day of October, 2021.

WARDEN

CLERK

ENCROACHMENT AGREEMENT

BETWEEN:

Michael Farlinger
(Hereinafter referred to as “owner”)

AND

**THE UNITED COUNTIES OF
STORMONT, DUNDAS AND GLENGARRY**
(Hereinafter referred to as “United Counties”)

WHEREAS Michael Farlinger is the owner of the lands described as CON 1 PT LOT 4 MUNICIPALITY OF SOUTH DUNDAS (PIN 661270112)

AND WHEREAS Michael Farlinger wishes to install a tile drain within the County right of way on County Road 2, along the aforementioned property and extending westerly from the property to outlet to the Wilfred Larmour Municipal Drain.

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, Michael Farlinger and the United Counties agree as follows:

1. The United Counties consent that the owner be permitted to install a tile drain within the County Right-of-way from their property to outlet per the provisions and conditions contained within the associated road cut permit.
2. The owner agrees to erect and maintain permanent marker stakes of the drain location at each end of the pipe.
3. The owner 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. The owner 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. The owner 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, relocated 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.

6. The owner understands that their right to the encroachment will cease in the event that the pipe is abandoned, permanently disconnected or removed.
7. The owner 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 October, 2021.

Michael Farlinger

Kimberley Casselman, Clerk
United Counties of SDG

Warden
United Counties of SDG

ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Lands Acquired

RECOMMENDATION:

That By-law 5320, being a By-law to establish land as part of a highway, be read and passed in Open Council, signed and sealed.

BACKGROUND:

Throughout the year, Transportation Services acquires land for road widening, and/or realignment. Typically, land is acquired via severance, expropriation, or sale. Council then regularly passes a By-law to officially establish land acquired as part of the County Road system.

OPTIONS AND DISCUSSION:

1. **Approve the By-law.** Recommended
2. **Do not approve the By-law:** Not recommended

FINANCIAL ANALYSIS:

Minimal fee to register this By-law with the three registry offices in Stormont, Dundas and Glengarry.

LOCAL MUNICIPAL IMPACT:

N/A

RELEVANCE TO STRATEGIC PRIORITIES:

Ensuring that the County has appropriate right-of-way widths allows SDG to plan for future growth, development and improve the existing road system in an expedient manner. This aligns with Council strategic priority No. 4, *Community Sustainability, a Place Where you Want to Be*.

OTHERS CONSULTED:

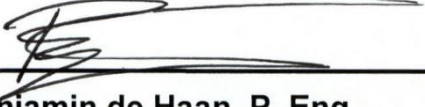
N/A



ATTACHMENTS:


- By-law 5320 and schedule A

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

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

BY-LAW NO. 5320

A BY-LAW to establish land as part of the highway.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, Section 2. (b) provides that each municipality is given powers and duties including the responsibility for managing and preserving the public assets of the municipality; and

WHEREAS Section 5 (3) of *the Municipal Act, S.O. 2001*, as amended, provides that a municipality's capacity, rights, powers and privileges must be exercised by By-law; and

WHEREAS Section 6 of *the Municipal Act, S.O. 2001*, as amended, provides for the acquiring of land by a municipality; and

WHEREAS Section 31 (6) of *the Municipal Act, S.O. 2001*, as amended, provides that if a municipality acquires land for the purpose of widening a highway, the land acquired forms part of the highway to the extent of the designated widening;

WHEREAS the Corporation of the United Counties of Stormont, Dundas & Glengarry has deemed it necessary to purchase the land(s) hereinafter described;

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

1. That all said lands as described in the attached Schedule "A", acquired for the purpose of widening a highway, be established as part of the highway to the extent of the designated widening.
2. That this by-law shall come into full force and effect upon the final passing thereof.

READ and passed in Open Council, signed and sealed this 18th day of October, 2021

WARDEN

CLERK

SCHEDULE "A" to By-law 5320
LANDS ACQUIRED OR CONVEYED TO THE COUNTIES IN 2019, 2020 and 2021

ROAD	PIN	INSTRUMENT #	DATE	DESCRIPTION	OWNER(S)
7	66155-0309 LT	DU33441	July 24, 2020	West Half of Lot 15, Concession 12, Winchester Township, being Part 2 on Plan 8R5702, Township of North Dundas	David John Allen Hanson
7	66155-0372 LT	In preparation	December 18, 2019	Part of Lot 12, Concession 12, being Parts 2 and 3 on Plan 8R-5681, Township of North Dundas	Jean-Marc Drouin
10	67146-0220 LT	GL36274	January 15, 2021	Part of West Half of Lot 26, Concession 1, Lochiel Township, being Part 1 on Plan 14R6556, Township of North Glengarry	Laura and Richard Moore
10	67153-0172 LT	GL31186	June 20, 2019	Part West of Part Lot A, Concession 1, Lochiel Township, being Part 3 and 4 on 14R6442, S/T TLO15811, Township of North Glengarry	Gilles and Madeline Joannette
12	60106-0304	2359910	September 21, 2020	Part of Lot 13, Concession 6, Geographic Township of Finch, now in the Township of North Stormont, County of Stormont being Part 2 on Reference Plan 52R-8355	Dennis and Mary Fife
14	60233-0197 LT	In preparation	December 21, 2020	Part of Lot 18, Concession 3, Osnabruck Township, being Part 1, 2 and 3 on Plan 52R7302, Township of South Stormont	The Corporation of the Township of South Stormont
15	60138-0111 LT	ST118885	December 17, 2020	Part of East Half of Lot 31, Concession 6, Cornwall, Part of West Half of Lot 31, Concession 6, Cornwall, now designated as Part 1 on Plan 52R-8249, Township of South Stormont	Wayne McGill
15	60118-0554 LT	ST121418	March 29, 2021	Part 2 of Plan 52R-8400, Township of North Stormont	Viola McRae
15	60118-0358 LT	ST121542	March 31, 2021	Part of Lot 144, Plan 66, being Part 3 on Plan 52R-8401, Township of North Stormont	1381679 Ontario Inc.

16	66111-0058 LT	DU31853	December 6, 2019	Part of Lot 18, Concession 8, Matilda Township, being Parts 2 and 3 on Plan 8R5680, Township of South Dundas	Thurler Farms Inc.
18	66117-0074 LT	In preparation	June 22, 2021	Part of Lot 20, Concession 4, Matilda Township, being Part 2 on Plan 8R4467, Township of South Dundas	Beverley Andersen
18	67142-0163 LT	GL33155	January 27, 2020	Part of Lot 31, Concession 6, being Part 3 on Plan 14R-6499, Township of South Glengarry	Newbrabant Farms LTD
18	67117-0171 LT	GL36979	March 25, 2021	Part of Lot 14, Concession 7, Charlottenburgh Township, being Part 3 on Plan 14R-94, Township of South Glengarry	Jean-Pierre Sabourin and Carole Garreau
25	67117-0078 LT	GL38279	July 16, 2021	Part of Lot 18, Concession 8, Charlottenburgh Township, being Part 1 on Plan 14R2268, S/T Interest in AR122482, Township of South Glengarry	Bernard Gerrard MacCulloch
27	67130-0121 LT	GL31077	June 4, 2021	Block 14 on Plan 174, Township of South Glengarry	Grant and Allister Properties Ltd.
27	67130-0122 LT	GL31077	June 4, 2021	Block 17, Plan 174, Township of South Glengarry	Grant and Allister Properties Ltd.
27	67130-0123 LT	GL31077	June 4, 2021	Block 15, Plan 174, Township of South Glengarry	Grant and Allister Properties Ltd.
27	67130-0124	GL31077	June 4, 2021	Block 16, Plan 174, Township of South Glengarry	Grant and Allister Properties Ltd.
34	67149-0053	GL37818	June 08, 2021	Part of Lot 20, East of Main Street and South of St. Paul Street and South of River Garry, Plan 5, Part 4 on Plan 14R-6573, Township of North Glengarry	Hope Holdings (Alexandria) Limited

ACTION REQUEST – Transportation Services	
To:	Warden and Members of Council
Date of Meeting:	October 18, 2021
Subject:	Encroachment Agreement at 11669 County Road 18

RECOMMENDATION:

THAT By-law No. 5321, being a By-law for the purpose of establishing an encroachment agreement between the United Counties of Stormont, Dundas and Glengarry and 1737814 Ontario Inc., be read and passed in Open Council, signed and sealed

EXECUTIVE SUMMARY:

Transportation Services are recommending Council enter into an encroachment agreement with 1737814 Ontario Inc, the owner of the property located at 11669 County Road 18 in South Dundas to legitimize the encroachment that will result from the widened right of way being secured as a condition of severance B-8-21.

As shown on the attached plan and figure 1, the encroachment consists of a concrete well top and the front portion of the two-story dwelling. The agreement is similar to other encroachment agreements that have previously been considered and approved by Council. There will be no impact to the function and use of the dwelling.

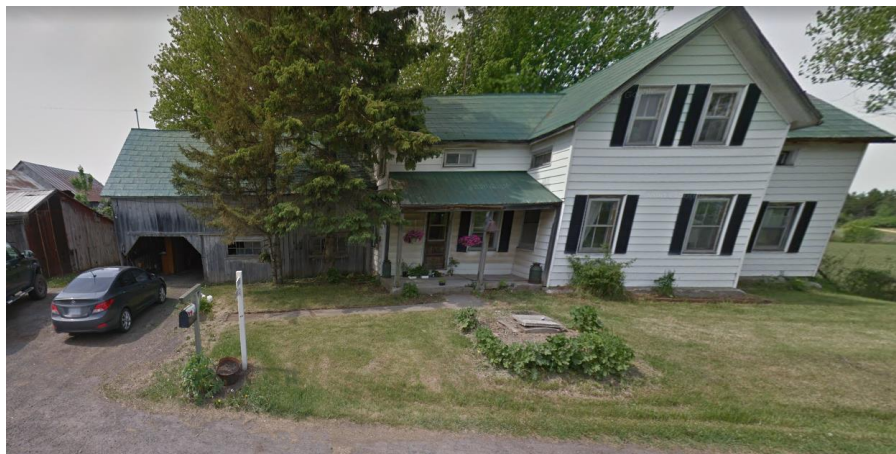


Figure 1: Subject property

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 these agreements allow each party to clearly define their roles and responsibility as well as protect their respective interests. This option is recommended.
2. **Do not approve the encroachment.** Not recommended.

FINANCIAL ANALYSIS:

All costs associated with creating a plan and 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 works with a private landowner.

OTHERS CONSULTED:

- Owner's Legal Counsel

ATTACHMENTS:


- By-law 5321, Encroachment Agreement and Registered Plan

RECOMMENDED BY:



Benjamin de Haan, P. Eng
County Engineer

APPROVED BY:



T.J. Simpson, CAO

THE CORPORATION OF THE UNITED COUNTIES

OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW NO. 5321

A BY-LAW for the purpose of establishing an encroachment agreement for the property located at 11669 County Road 18, Municipality of South Dundas; more particularly described as Part of Lot 7, Concession 5 Matilda, as in DR114335, lying North of Parts 18 & 20, Plan 8R-361 and Part of the Forced Road

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 18th day of October, 2021.

WARDEN

CLERK

ENCROACHMENT AGREEMENT

11669 County Road 18 (also known as Dundela Road), Iroquois, Ontario

BETWEEN:

1737814 ONTARIO INC.
(hereinafter referred to as "the Land Owner")

AND:

**UNITED COUNTIES OF STORMONT, DUNDAS AND
GLENGARRY**
(hereinafter referred to as "the United Counties")

WHEREAS the Land Owner is the registered owner of the property municipally identified as 11669 County Road 18 (also known as Dundela Road), Iroquois, Ontario, which property is legally described as Part of Lot 7, Concession 5 Matilda, as in DR114335, lying North of Parts 18 & 20, Plan 8R-361 and Part of the Forced Road, United Counties of Stormont, Dundas and Glengarry (hereinafter referred to as "the Property");

AND WHEREAS the Land Owner will be conveying Parts 2 & 3 on the plan of survey deposited as Plan 8R-5797 as a road widening along Dundela Road to the United Counties;

AND WHEREAS a portion of the dwelling located on the Property and a concrete well lid (hereinafter referred to as "the Encroaching Portion of the Dwelling and Well Lid") encroach onto the said Parts 2 & 3;

AND WHEREAS the parties wish to enter into this Encroachment Agreement to formally recognize and permit the continued encroachment of the Encroaching Portion of the Dwelling and Well Lid;

NOW THEREFORE WITNESSETH that in consideration of the sum of two dollars (\$2.00) and the mutual covenants contained herein and other good and valuable consideration, the exchange and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The Land Owner hereby covenants and agrees to indemnify and save harmless the United Counties from any liability whatsoever arising out of the said encroachment.
2. The Land Owner will not make any alterations or improvements to the Encroaching Portion of the Dwelling and Well Lid other than regular maintenance and repairs that may be reasonably required from time to time.

3. In the event that the Encroaching Portion of the Dwelling and/or Well Lid require major rehabilitation, reconstruction or is substantially destroyed (extent of destruction or rehabilitation is greater than 50% of the structural members or greater than 50% of the exterior cladding), the right of the Land Owner to the encroachment shall cease. In the event that the Parties are unable to agree on the extent of such destruction, rehabilitation or reconstruction, the matter shall be submitted to the Chief Building Official for arbitration and their decision shall be final and binding upon the parties to the herein Agreement.
4. That the Land Owner accepts that the United Counties, Municipality of South Dundas or other agents are authorized to perform work within the area of the said encroachments and will not be liable for any nuisance or damage to the Encroaching Portion of the Dwelling and Well Lid caused through the performance of regular maintenance and/or construction activities.
5. The Land Owner 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.
6. 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.

Schedule A to By-law 5321
Encroachment Agreement

SIGNED at Richmond, Ontario, this day of , 2021.

1737814 Ontario Inc.

I have authority to bind the corporation.

Per: _____
Adrian Schouten

SIGNED at Cornwall, Ontario, this day of , 2021.

United Counties of Stormont, Dundas and Glengarry

We have authority to bind the United Counties of Stormont, Dundas and Glengarry.

Kimberley Casselman, Clerk
United Counties of SDG

Al Armstrong, Warden,
United Counties of SDG



MONTHLY ACTIVITY SUMMARY

CAO

October 18, 2021

WORK COMPLETED:

- Mandatory vaccination policy – meetings with all local CAOs, legal review, etc.
- Review of all County job descriptions
- Weekly Director's meetings – September 21st, 27th, October 4th, 12th
- Weekly Corporate Services Department meetings – September 21st, 27th, October 4th, 12th
- Bi-weekly status meetings with Dr. Paul – September 28th, and October 12th
- Committee of the Whole meeting – September 29th, 2021
- IT Steering committee meeting – September 30th, 2021
- Service Manager Joint Liaison Committee meeting with City of Cornwall – October 5th
- Annual County Road tour – October 6th
- Q3 Police Services Board meeting – October 7th
- Special County Council meeting – October 8th
- Eastern Ontario Wardens' Caucus CAO's meeting – October 15th

WORK IN PROGRESS:

- 2022 County budget preparation
- Comprehensive review of corporate personnel policy manual
- Education report
- Preparation for EOWC CAO's meeting
- Preparation for Q4 SDG CAO's meeting

MONTHLY ACTIVITY SUMMARY

Corporate Services

October 18, 2021

WORK COMPLETED:

- Attended weekly Director's meetings
- Attended weekly Corporate Services staff meetings
- Attended various meetings with eSCRIBE re: implementation of new meeting and agenda management system.
- September 21 - SDG Clerk's Meeting
- September 27 – AMCTO Zone 6 Executive Meeting
- September 30 – SDG IT Steering Committee meeting
- October 7 – AMO Accessibility Webinar
- Attended various staff budget meetings
- Assembled and circulated September 29th Committee of the Whole agenda
- Assembled and circulated October 7th Police Services Board agenda
- Assembled and circulated October 8th Special Council meeting agenda
- MFIPPA/FOI Request duties
- Prepared various meeting minutes, reviewed staff reports
- Continued research re: Corporate Records Management systems and best practices.
- Scanning/filing records

WORK IN PROGRESS:

- Ongoing planning for Warden's Business Breakfast event
- Budget 2022 reports
- Agenda preparation for November Council meeting and an upcoming Accessibility Advisory Committee meeting (October 2021)
- Assisting with review of Personnel Policy manual

MONTHLY ACTIVITY SUMMARY

Financial Services

October 18, 2021

WORK COMPLETED:

- Weekly Management Team meetings
- Employment Standards Certification, Sept. 21, 2021
- SDG Historic Jail - Feasibility Study meeting, Sept. 21, 2021
- SDG Local Treasurers meeting, Sept. 24, 2021
- MPAC Small Business Property Subclass webinar, Sept. 24, 2021
- POA IT needs meeting, Sept. 27, 2021
- Court Services Interviews, Sept. 27 & Sept. 28, 2021
- IT Steering Committee meeting, Sept. 30, 2021
- Library Budget meeting, Oct. 1, 2021
- POA Part III Transitional Planning Working Group, Oct. 5, 2021

WORK IN PROGRESS:

- Federal Gas Tax Audit
- Asset Management Planning
- Budget 2022
- Vadim Online Timesheets
- Paymentus for Library Services
- Part III Transfer form the Ministry of Attorney General
- GIS/PSD Asset Integration
- Review of MPAC Appeals/RFR's



MONTHLY ACTIVITY SUMMARY

Transportation Services

October 18, 2021

WORK COMPLETED: **Transportation**

- Attended EOLC Working Group Meeting (Intelligent Transportation)
- Issued a variety of permits (entrance, sign, road cut)
- Hosted 2021 Fall Road Tour
- Committee of the whole meeting (Sept. 29)
- Assisting North Dundas with RFP for bridge design
- Reviewed and commented on various development plans/ drawings
- 2021 Hot Mix Program
- Provided comments and attended meetings for numerous planning applications (subdivisions, severances, pre-severances)
- Fence to fence roadside mowing

GIS

- Updated vacant land mapping for North Glengarry for Economic Development.
- South Dundas Municipal Drain data request from consultant.
- Provided approximate count on residential and multi-residential units for North Glengarry recycling analysis.
- Updated water & sewer line IDs and online mapping for North Dundas (OCWA) and additional asset management support.
- Created County Road Tour Map.
- Provided ArcOnline / SDG Explorer updates and support for County, Township/Municipality and Public. Added severance layer to Development Tracker Application, etc.
- Provided ESRI Community Maps with point of interest and park and recreation polygon data.
- Civic address and road network updates. Provided support to North Dundas and South Dundas for civic addressing for new subdivisions. Sent out monthly 911 Map Guide & Street list and set digital GIS files to emergency services.
- Quarterly Parcel updates including corrections

Forestry

- Finalizing Macaulay acquisition
- Dealing with various property issues
- Moving forward with Gallinger property acquisition
- Work at Howard Mitchel Forest in preparation of 2022 maple tapping
- Official unveiling of Moore Family Forest sign

WORK IN PROGRESS:

- CP Winchester Bridge Rehabilitation
- McPhee Bridge Rehabilitation
- St. Andrews West Rehabilitation
- OSIM Inspections
- Fall brushing/ tree removal
- Martintown Reconstruction County Road 8
- Boundary Road Bridge
- Morrisburg Roundabout and Streetscaping
- Warden's House
- 2022 Bridge capital planning
- Regional Waste Management Study
- NOW Needs Roads Inspections
- 2022 Budget

MONTHLY ACTIVITY SUMMARY

Planning Services

October 18, 2021

WORK COMPLETED:

- Held SDG Planner's Group Meeting
- Attended SDG Economic Development Working Group
- Pre-Consultation – 2 development proposals
- Attended Council/Committee meetings in North Stormont and South Dundas
- Public Meeting for:
 - Held: 01-NS-S-2021 Jen Sub (Sept 21)
 - Scheduled: 01-SS-S-2021 John Chase Subdivision (Oct 27)
- Subdivision Final Approval issued for:
 - 01-SG-S-2020 Tyotown Heights
 - 01-NS-S-2020 SACA Homes
 - 01-ND-S-2014 Silvercreek Estates
- Validation Certificate issued for:
 - 05-VC-2021 (10259730 Canada Inc.)
- Severances:
 - 14 new applications processed since September 7, 2021.
 - Review day held September 22, 2021 & October 6, 2021, upcoming reviews October 28, 2021 & November 24, 2021.
 - 2 files deferred.
 - 21 severances granted since September 7, 2021
 - 11 files completed since September 7, 2021.
 - 36 files awaiting circulation.

WORK IN PROGRESS:

- 2022 Budget
- Cloudpermit implementation
- Planning Services in North Stormont and South Dundas
- Application for Municipal Modernization Fund (Subdivision Manual and Zoning By-law updates)
- Reports on Natural Heritage Study and Affordable Housing expected for November Council meeting
- Working with Manager of Economic Development on Community Improvement Plan submissions to Ministry of Municipal Affairs and Housing
- Official Plan Ontario Land Tribunal Appeal: Next Case Management Conference scheduled for January 18, 2022.



MONTHLY ACTIVITY SUMMARY

IT Services

October 18, 2021

WORK COMPLETED:

- Weekly management meetings
- Weekly IT team meetings
- Committee of the Whole
- Attended virtual cybersecurity conference
- IT Steering Committee meeting
- Attended SDG Clerks' meeting to discuss records management
- POA video system for virtual court
- Assisted with vaccination information collection process
- 2022 Draft budget

WORK IN PROGRESS:

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



MONTHLY ACTIVITY SUMMARY

Library Services

October 18, 2021

WORK COMPLETED:

- Collection Development: Adult fiction & non-fiction (print); replacements; French fiction & non-fiction (Adult & Juvenile); Teen graphic novels; Picture books
- Orientation of (new) Community Librarian, C. Halstead
- September 23 – Ice cream social event for departing Community Librarian, S. Wallwork
- Attendance at weekly SDG Library management team meetings
- Participation in weekly Directors' meetings
- September 22: attendance at webinar – “Realizing the Untapped Potential of VR/AR for Libraries” by Systems Librarian and (new) Community Librarian
- September 30: attendance at IT Steering Committee meeting
- October 1: Stormont, Dundas and Glengarry County Library Board’s DRAFT 2022 Library Services Budget meeting
- October 13: OLS Regional Networking meeting -- Leeds & Grenville-Lanark area
- October 16-17: SDG Library StoryWalk® at Glengarry Trails, Alexandria
- October 20: Virtual Author Visit with local author, Tally Vivarais (virtual program)

WORK IN PROGRESS:

- Collection Development: Adult fiction & non-fiction (print & digital); Adult & juvenile graphic novels (print); Large Print fiction; Fiction & non-fiction DVDs; Teen fiction (print & digital); Book club material
- Library Board (video) Storytime series: <https://bit.ly/SDGLibraryStorytimes>
- Preparations for SDG Library’s 50th Anniversary event: “A Conversation with Margaret Atwood” – Wednesday, November 17, 2021
- October 22: Meeting with T. Mills & J. Haley, Township of South Glengarry, and R. Rayside, Rayside Labossière Architects, re Lancaster Branch expansion
- October 25: “Memory Project — National Peacekeeper’s Day with Frank Reid” (virtual program)
- Staff development – Conflict Resolution and Dealing with Difficult People; Team Building; ongoing training on Collections Development for Systems Librarian and (new) Community Librarian
- Fall 2021 District meetings for front-line staff
- Preparation of 2022 Library Services Budget presentation (to Council)

COUNCIL MONTHLY SUMMARY



GL5410

Date : Oct 06, 2021

Page : 1

Time : 12:30 pm

For Period Ending 30-Sep-2021

	ACTUAL	BUDGET	YEAR TO DATE
2020.....2021.....2021.....
GENERAL FUND			
REVENUE SUMMARY			
Taxation	-50,656,564	-50,690,910	-50,908,215
Surplus & Tax Changes	-210,689	-380,000	-101,330
OMPF & Corporate Funding	-1,128,088	-2,082,300	-1,345,571
Council & Committees	-22,000	-1,118,623	0
Corporate Services	-46,367	-95,970	-5
Economic Development/Tourism	-236,779	-508,055	-33,399
Planning Services	-270,198	-195,600	-232,120
Forestry	-4,104	-96,000	-17,996
Financial Services	-471,610	-318,380	-186,367
IT Services	-54,662	-46,980	-8,057
Office Complex	-123,775	-70,980	-8,235
Police Services	-106,649	-135,967	-53,885
Library Services	-156,990	-252,449	-24,007
Court Services	-1,955,511	-2,436,000	-1,961,269
Road Services	-6,653,655	-11,188,141	-5,161,510
Total REVENUE SUMMARY	-62,097,643	-69,616,355	-60,041,967
EXPENSES SUMMARY			
Corporate Items	1,064,272	1,260,000	357,620
Council & Committees	1,914,312	1,603,268	420,099
Corporate Services	583,667	808,138	479,450
Economic Development/Tourism	921,073	1,258,333	465,158
Planning Services	716,190	699,560	497,394
Forestry	103,559	238,775	134,498
Financial Services	1,539,555	1,627,661	1,159,684
IT Services	544,842	661,327	315,379
Health & Social Services	9,033,526	9,800,507	7,420,128
Office Complex	68,713	110,112	31,199
Police Services	10,480,237	10,562,224	6,979,991
Library Services	2,601,569	2,764,171	1,843,076
Court Services	1,277,746	1,732,697	883,965
Transportation Services	31,248,381	36,489,582	18,722,310
Total EXPENSES SUMMARY	62,097,643	69,616,355	39,709,950
Total GENERAL FUND	0	0	-20,332,017



Branch Report, October 2021, District 1

CHESTERVILLE BRANCH - Jennifer H.

The Library continues to position itself as a strong community supporter during these difficult times. Several people in Chesterville have taken advantage of the Library's offer to photocopy/print COVID-19 vaccination receipts free of charge.

CRYSLER BRANCH - Josée B.

In an effort to reach young patrons at a time when in-person programming has been put on hold, the Library has been working to launch its second round of 'Storytime-to-Go' kits. LSA Josee has taken the lead for this round and has worked with colleagues in other branches to deliver a great product. This next installment of 'Storytime-to-Go' will have the added benefit of being fully bilingual.

MAKERLAB – FINCH BRANCH - Jenna L.

The Library's primary product (books!) remains at the forefront of what we do. To keep the MakerLab's minimal collections fresh and appealing, Casual Support staff working in Finch have assisted with the process of re-labelling items with outdated/faded labels.

SOUTH MOUNTAIN BRANCH - Ginette T.

The Library continues to be a steady and reassuring presence in the lives of community members. Families in South Mountain have made branch visits a part of their weekly routine, as people look for ways to achieve a sense of normalcy.

WINCHESTER BRANCH - Rose D. & Samantha V.

Creating welcoming spaces where visitors feel safe and at ease remains a priority. With prolonged visits on the rise in Winchester—where patrons become increasingly more comfortable spending time in the branch—staff are pleased to see a return to 'normal' in some of the ways people use the space.

DISTRICT SUPERVISOR - Jenna L.

September's focus included the initial stages of recruitment for the Finch/MakerLab position, overseeing the 'Storytime-to-Go' initiative, and delving into Term 2 of the Advancing Public Library Leadership (APLL) program.



Branch Report, October 2021, District 2

INGLESIDE BRANCH – Colleen C. & Linda P.

The Ingleside Book Club was keen to start up their monthly meetings again this fall but due to current conditions they opted to re-start this popular program virtually. Participants appreciate the access to book club kits and are eager to share their thoughts on the books they are reading and to reconnect with members who they haven't seen in over a year.

IROQUOIS BRANCH – Jeannette D. & Eleanor P.

September brings a change in routine for most families as children are returning to school. The new subdivisions in and around Iroquois have brought many new patrons into the branch. All are impressed with the level of service our County Library system provides, from physical collections to online service as well as knowledge and helpful staff.

LONG SAULT BRANCH – Chris D. & Joann L.

The Long Sault renovation project was completed a week early with the branch reopening on September 23 with new carpet, a fresh coat of paint as well as new shelving and furniture. The assistance from the Township of South Stormont and a generous donation from the Friends of the Long Sault Library was greatly appreciated.

MORRISBURG BRANCH – Stacey P. & Kate M.

Access to free printing of vaccine information and assistance to patrons and community members who are not always comfortable using technology was a valued added service that has been appreciated and well used at the Morrisburg Branch and throughout the system.

WILLIAMSBURG BRANCH – Cheryl T.

A new LSA has been hired for the Williamsburg Branch. Cheryl, formerly a Dundas CSA, was the successful candidate for the position. Cheryl brings a background in education and a wealth of knowledge and community connections to the branch.

DISTRICT SUPERVISOR – Cheryl S.

Coordinating the Long Sault renovation project was the focus for September. These types of projects are challenging at the best of times, but the additional constraints imposed due to the pandemic just added another layer. Support from the Township and library staff made this project a success. The end result is a beautiful and welcoming community space.



Branch Report, October 2021 District 3

ALEXANDRIA BRANCH - Sylvie J. and Iris C.

Our beautiful branch tree received a facelift with colourful fall leaves while engaging our younger patrons with this activity. There is also a new resident in the tree, an owl who remains nameless but plan on running a contest to name our new feathered library friend.

AVONMORE BRANCH - Kelsey D.

With the return of some community events such as the Roxborough Agriculture Society Autumn Art, Craft & Bake Sale attracted many people to the Avonmore fairgrounds, which also encouraged them to visit the Library. A number of people stopped in to register for a Library card.

LANCASTER BRANCH - Tara N. and Valerie E.

Patrons perused our display of books by Ralph Connor (aka Rev. Charles Gordon), a local author from the early 20th Century, created to coincide with a full-page article in The Glengarry News. Connor's novel, *The Man from Glengarry*, was published in 1901 and spent several months in the New York Times "Books in Demand" list.

MAXVILLE BRANCH - Emily A.

LSA Emily has been experimenting with the soft launch of a TikTok account for the SDG Library. This social media platform is used to make a variety of short-form videos, from genres like dance, comedy, and education, that have a duration from fifteen seconds to three minutes. So far, five videos have been published with a positive response and the intention is to include all branches in some way over the next few months.

WILLIAMSTOWN BRANCH – Rachel L.

Branch displays are useful tools for promoting books to borrowers which is exactly what the branch 'Fall Back in Time with These Historical Fiction' display accomplished. Several patrons each week ask for historical fiction selections to read, so the display helped facilitate their requests.

DISTRICT SUPERVISOR – Darlene A.

The September supervisory duties included staff training of new Casual Support Assistant and preparations for our 50th Anniversary celebrations.



MUNICIPALITY OF SOUTH DUNDAS

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

September 17, 2021

Via Email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto ON M7A 1A1

Honourable Premier Ford:

Re: Addressing Underfunding of Eye Care

Please be advised that the Council of the Municipality of South Dundas adopted the following resolution on September 13, 2021:

Resolution: 18-22-1100
Moved: Councillor Wells
Seconded: Councillor Mellan

THAT the Council of the Municipality of South Dundas support the request from the Upper Canada Vision to petition the Provincial Government to address the underfunding of eyecare so that optometrists across the Province can be compensated appropriately. And that this resolution be sent to the Provincial Government and SDG municipalities for their consideration.

Thank you for your consideration and potential support.

Yours truly,

A handwritten signature in blue ink that reads "Brenda Brunt".

Brenda M Brunt, CMO
Clerk

c.c.:

The United Counties of SDG
The Township of North Glengarry
The Township of South Glengarry
The Township of North Stormont
The Township of South Stormont
The Township of North Dundas

KEY INFORMATION REPORT

CAO

10/18/2021

SUBJECT: Economic Development and Tourism – Activities Report. Prepared by Tara Kirkpatrick, Manager of Economic Development.

BACKGROUND: In early March 2021, Tara Kirkpatrick was hired as the Manager of Economic Development. The post had been vacant since December 2020, with the departure of the former Manager of Development.

In this role, Ms. Kirkpatrick is responsible for Economic Development activities, including the administration of the Regional Incentives Program, business development and expansion, corporate branding, and regional projects; as well as oversight of tourism activities, in conjunction with Tourism Coordinator Karina Belanger.

The following report is intended to provide an overview of significant projects and activities undertaken between March 2021 and October 2021.

Business Retention and Expansion

- 1) Followed up on business leads and inquiries from residents and business owners interested in relocating to SDG.
- 2) Met with numerous business owners interested in growing and expanding their businesses. In combination with Regional Incentives inquiries dealt with around 50+ individual inquiries. This included helping to launch Tranquility Acres (North Glengarry), Split Rock Farms Alpacas (South Glengarry), Lost Villages Brewery (South Stormont), Finch Laundromat (North Stormont), Fields of Gold (North Stormont), Autobound (North Glengarry), and many others.
- 3) Organized a meeting between local farmers' markets and representatives from the Ontario Ministry of Agriculture, Food and Rural Affairs, as well as representatives from the Ontario Farmers' Market Association to discuss strategies to grow their organizations and respond to a variety of issues the stakeholders were facing, many related to COVID-19 restrictions.
- 4) Reached out to numerous local businesses and responded to directed inquiries related to COVID-19 grants and loan programs. Sent regular updates on grants and supports to the local economic development officers, stakeholders and chambers of commerce and arranged for the SDG Communications Officer to advertise these programs on the County social media channels.
- 5) Hosted a virtual event on April 28, with MP Jim McDonnell and the Honourable Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries, to discuss

available COVID-19 grants and supports for business. More than 60 local businesses participated in the virtual event.

- 6) Helped to arrange and coordinate the 2021 SDG Tourism Sponsorship Program.
- 7) After consulting with a variety of major industrial clients, including Alexandria Moulding and Ross Video, arranged stakeholder meetings with Skills Ontario, the Eastern Ontario Training Board, Algonquin College and the City of Cornwall to discuss the ongoing shortage of millwrights and other skilled trades professionals. As a result of these meetings, the Eastern Ontario Training Board was able to pivot some of their existing programs to better meet the needs of local business. Local training colleges were also made aware of some of the local needs facing these employers. They are looking into longer term solutions to address these identified shortages.
- 8) Sponsored and helped to solicit the participation of local manufacturers in the “Skills Ontario Discovery Day – Careers in Skilled Trades & Technologies Event for Cornwall and SDG”. The event, held on May 10, attracted over 1100 participants, on a virtual forum.
- 9) Assisted with the organization of the launch of Split Rock Farms Alpacas on September 15.

Conferences, training and stakeholder engagement

- 1) Participated in the Eastern Ontario Local Food Conference.
- 2) Coordinated the monthly Economic Development Officers Working Group Meetings.
- 3) Participated in the monthly Employability Network Meetings.
- 4) Participated in the Eastern Ontario Agri-Food Network meetings.
- 5) Participated in regular meetings with the City of Cornwall regarding tourism projects and shared Economic Development initiatives.
- 6) Participated in weekly Corporate Services meetings and engaged with other departments and member municipalities on shared projects.
- 7) Participated in; and helped to organize the Regional Tourism Grant approvals meeting on April 9.
- 8) Participated in the Economic Development Council of Ontario (EDCO) Virtual Resilient Economic Development 101 for Rural Communities Conference, on April 14. Followed by EDCO’s “Business Retention and Expansion (BRE) from a Distance”! Conference on April 21; and “The New Virtual Investment Pitch”! on April 28.
- 9) Attended a May 12, information session on Ontario’s Immigrant Nominee Program (OINP) and on the Regional Immigration Pilot Program. Shared this information with a number of major employers, as well as local EDOs.
- 10) Participated in training and information sessions with the Ontario East Economic Development Corporation related to the “Golden Horseshoe Food and Farming Alliance” (GHFFA).
- 11) Participated in a webinar with CrowdRift on June 9, showcasing the tourism attraction tools offered using TikTok reels. This was done as part of the research leading to the launch of SDG Tourism’s new TikTok account.

- 12) Participated in training sessions to learn about SDG's new website and the SDG E-Scribe Contributor Training.

Community Projects

- 1) Helped to organize the installation of a donated piece of public art in the South Stormont roundabout.
- 2) Helped to organize and coordinate the November 19th SDG Warden's Business Breakfast.
- 3) Arranged a meeting between a residential developer, Cornwall Social Housing and one of the lower-tier municipalities to discuss a proposed project.

Regional Incentives Program

- 1) Conducted a review of the existing Regional Incentives Program Policy Document and the Regional Incentives Program Terms of Reference.
 - a) Incorporated the changes proposed during the initial consultation period conducted with County Council in December 2020
 - b) Recommended administrative suggestions and clerical changes to improve the language and efficiency of the program documents.
 - c) Prepared and followed a flow-chart advising of the many steps required as part of an official plan amendment to the Regional Incentives Program. This included revising the official documents, with the consultation of the planning department and CAO; and the preparation of a draft notice to be posted by each of SDGs six municipalities.
 - d) As part of the public consultation process, a public meeting was hosted on April 8, to explain the changes to the Regional Incentives Program and to offer the public the opportunity to comment. This was followed by a consultation period, after which the final changes were incorporated into the official documents and adopted by County Council.
 - e) As a result of this extensive process to amend the Regional Incentives Program, and of some of the administrative challenges recognized in the structure of said program, a request was made by SDGs Director of Planning, to the Ministry of Municipal Affairs and Housing to make the following changes to the Planning Act and associated regulations:
 - i) That Section 28 of the Planning Act be amended to allow upper-tier municipalities to have the same ability to pass Community Improvement Plans as local municipalities; or,
 - ii) That Regulation 221/07 be amended to include the United Counties of Stormont, Dundas, and Glengarry as a prescribed upper-tier municipality to prepare Community Improvement Plans and that Regulation 550/06 is amended to allow prescribed upper-tier municipalities the ability to pass their own CIPs for the same broad purposes as local and single-tier municipalities.
- (a) This information was submitted as an Action Request to County Council on September 20.

- (b) On October 6, the Ministry of Municipal Affairs followed up to inquire in more depth about the request and to learn more about the County's Regional Incentives Program as well as the six lower-tier Community Improvement Plans – three of which were launched in order to coordinate the launch of the Regional Incentives Program. The research is part of a report being prepared by the Ministry.
- f) Advertised for lay appointees to the Regional Incentives Program Approvals Committee and organized the necessary process of approvals. Once the members were approved by the Warden, hosted a training session for the new RIPAC committee.
- g) Prepared for two Regional Incentives intake periods to take place in June and August. A total of \$250,000 had been budgeted for the program for 2021.
 - i) During the first intake period there were over a dozen inquiries related to the program. Nine applications were submitted and five were recommended for funding. A total of \$104,015 in grants were approved, representing more than \$1.2 million in construction projects. These projects include:
 - (a) Cannamore Orchards (North Dundas), \$8,775
 - (b) Heritage House Health & Spa (North Dundas), \$24,475
 - (c) Tranquility Acres (North Glengarry), \$50,000
 - (d) Henderson Abbatoir (South Dundas), \$20,000
 - (e) Upper Canada Veterinary Service (North Dundas), \$765
 - ii) During the second intake period, held in August, there were 13 applications, of which nine were recommended for funding. A total of \$173,181.90 in grants were recommended, representing more than \$1.5 million in cumulative projects. Of this funding, \$145,985 was budgeted in the total budget of \$250,000 for 2021 and the remaining \$27,196.90 represents unspent funds remaining in the program from projects that did not move forward, or which came in under budget. The recommended projects for the second intake include:
 - (a) O'Farrell Financial (North Dundas), \$19,500
 - (b) Ritchie Feed and Seed (North Dundas), \$34,000
 - (c) Smirlholm Farms Honey (North Dundas), \$9,681.80
 - (d) Finch Laundrmat (North Stormont), \$25,000
 - (e) Dentz Orchards Berry Farm (South Dundas), \$2,500
 - (f) Whittaker Storage Inc. (South Dundas), \$12,500
 - (g) Ferme Butte et Bine Farm (South Glengarry), \$22,000
 - (h) Lost Villages Brewery (South Stormont), \$45,000
 - (i) Lion Motel (South Stormont), \$3,000

Miscellaneous

- 1) Joined the SDG County Emergency Management Team as the Alternate to the Emergency Information Officer.
- 2) Assisted in the hiring panel for the new SDG Community Outreach Librarian.

SDG TOURISM

RTO9 Drive for Excellence program

1) SDG Tourism received \$25,000 from RTO9 as part of their Drive for Excellence program. The Drive for Excellence Program is intended to help Destination Marketing Organizations (DMO's) start, build, or grow a specific component of their marketing program - from strategy development to marketing campaign support, and many other options. A variety of assistance was available tailored towards destinations needs. From the list of offerings, SDG Tourism chose to apply for photo/video asset development and the marketing strategy which is being used for the Historic SDG Jail feasibility study.

a) Tourism Video (\$15,000 from the Drive for Excellence Program)

- i) Issued a Request for Tender (RFQ) in the Spring 2021 for a two-minute tourism video; ten, 30-45 second vignettes, and 250 still photography images.
- ii) Creative Good was awarded the contract. Their team is represented by Laura Bombier the director and professional photographer; and Max Attwood a professional cinematographer. Laura and Max have an impressive portfolio producing work for the likes of National Geographic, CBC and other main stream television companies. They also produced a signature video for Lennox and Addington Tourism, which was the inspiration for this piece.
- iii) Our mission statement was the baseline for the creative and inspired the script.
- iv) The project includes a signature tourism video and 12 smaller vignettes, which feature: accommodations, heritage, water sports, food, alcohol, family attractions, agri-tourism, sports, scenic views of the region, a teaser video, fall video, winter video. In addition to the tourism videos, a worker attraction video was also commissioned to align with economic development strategies.
- v) Visited more than 50 locations for the filming of this project. In conjunction with this project, liaised with tourism business owners and conducted site visits to learn more about their needs and how the County might be able to further assist them.
- vi) Film crew returning for both fall and winter film sessions.
- vii) The content generated from this project remains the property of the County and can be remixed and edited to create further targeted campaigns.
- viii) Special COVID-19 funding was accessed to offset part of the cost of this project. The soft launch of the main tourism video will take place at the October 18 meeting of County Council and it will also appear at the Ontario East Municipal Conference. A comprehensive launch and campaign is being organized for Spring 2022 and will include television placements on CVT Ottawa.

b) Historic SDG Jail Study (\$10,000 from the Drive for Excellence Program)

- i) Through our partnership with RTO9 and Alphabet Creative, Loren Christie Solutions was contracted to complete the jail feasibility study. This will be a perfect way to understand the opportunities of the facility. We began the work in September with a tour of the facility and internal meetings. This will be followed by interviews with key stakeholders, and further work such as comparing our site to similar venues across Canada. We expect to receive the final report by March of 2022.

2) SDG Discover Guide

- a) Ordered 65,000 copies of the 2021 Discover Guide.
- b) Over 47,000 were delivered via a direct mailing in partnership with MP Eric Duncan's office and the City of Cornwall. Additionally, over 3,000 copies were delivered to North Glengarry residents via Canada Post.
- c) Our three summer students delivered most of the remaining guides to local businesses across SDG, along with branded tourism face masks.

3) Summer Students

- a) Visitors and "staycationers" were met by three SDG Cycling Ambassador students this summer, Andy, Kyra, and Isabelle. They were out patrolling locations and events such as the Long Sault Parkway, the Morrisburg Beach, and Fields of Gold, offering help with everything from finding the most picturesque cycling route in the Counties, to helping change a bike tire.
- b) The students assisted with delivering guides across SDG, and they acted as local ambassadors at the Ontario by Bike ride in August.
- c) The students also created and posted content for the SDG Tourism social media accounts and created and launched the SDG Tourism TikTok account.
- d) 72% of our summer student wages and benefits were covered by grants. We received \$3,723 from the Provincial Student Experience Program and \$11,224.50 from the Federal Canada Summer Jobs Grant. Total student wages and benefits = \$20,557.

4) Regional Tourism Grant

- a) A total of \$25,000 in grants were dispersed in 2021. This included \$4,000 in funding that was allocated to recipients in 2020 for projects that were delayed due to the pandemic and an additional \$21,000 in funds budgeted for 2021.
- b) Funded projects include:
 - i) Art on the Waterfront, \$2,500
 - ii) Cannamore Orchards, \$1,500
 - iii) Cornwall Township Historical Society, \$2,500
 - iv) Dalkeith Historical Society, \$1,000
 - v) Eastern Ontario Maple Syrup Producers, \$1,500

- vi) MCM Festival, \$2,500
 - vii) Mountain Township Agricultural Society, \$1,000
 - viii) Oneida Grand Event Centre and Bistro, \$1,500
 - ix) Priest's Mill Art Centre, \$1,000
 - x) Smokie Ridge Vineyard, \$1,000
 - xi) South Stormont Fun Raisers, \$1,000
 - xii) The Lost Villages Historical Society, \$1,000
 - xiii) Vanderlaand the Barnyard Zoo, \$3,000
 - xiv) Mountain Township Agricultural Society Rodeo, \$2,500 (2020 funds)
 - xv) Winchester Downtown Revitalization Committee, \$1,500 (2020 funds)
- c) Four of the projects have indicated they will not be moving forward, due to Covid-19 constraints. These include the projects for Art on the Waterfront, Oneida Grand Event Centre and Bistro, Vanderlaand the Barnyard Zoo and the Winchester Downtown Revitalization.

5) Spark Tourism Program

- a) On September 29th, we launched the second round of Spark Tourism Funding. This program is dedicated to helping to launch three new tourism projects, from which winners will be selected to represent SDG Counties, Cornwall and Akwesasne. Each of these three regions has provided funding to the project, which is further supported by the Cornwall Tourism Development Fund. The program is open to individuals, start-ups or established small businesses or non-profit organizations, who have a new tourism idea, experience or partnership to fruition.
- b) The "Spark" Program will match selected candidates with a tourism mentor and provide a source of financial support to help take their great new tourism idea to the next level of development.
- c) Applications are being accepted until November 5th and there are two info sessions that prospective applicants can register for:
 - i) Info Session #1: Wednesday, October 13 @ 5:00-5:45pm
 - ii) Info Session #2: Thursday, October 28 @ 11:30am-12:15pm
- d) We had a great first year of the Spark Program and awarded three winners who have launched their businesses this year. Fields of Gold an agri-tourism destination in Monkland, Cornwall Food Tours who have been extremely innovative with their approach during COVID offering pickup meals and Zoom calls, in place of in restaurant dining. Finally, there was Oneida Grand in Iroquois, who have also launched their event space, and we hope to see their Classic Car events soon.

6) Tourism Signage Program

- a) In October, renewal letters and invoicing will be going out for 40 SDG tourism signs.

- b) So far in 2021, there were 22 new tourism sign requests. The signs are currently in the process of being installed, with installations expected to be completed by late October.

7) *Upcoming Marketing projects for SDG Tourism*

- a) Narcity Blog – being prepared in partnership with Cornwall Tourism to promote the top Fall destinations and activities to participate in within our region.
- b) Big Catch Media has been hired to assist with a comprehensive social media campaign running for the remainder of the year.
- c) Blogs and social media contests will be held featuring local destinations.
- d) The “Christmas in the Counties” radio campaign will be returning.
- e) SDG Counties is sponsoring the Cornwall Chamber of Commerce “Shop Local” campaign running in November. This project is also being sponsored by the City of Cornwall and it was the recipient of a \$110,000 grant from Fed. Dev.

COMMENTS/OBSERVATIONS:

KEY INFORMATION REPORT

Transportation Services

10/18/2021

SUBJECT: Transportation Projects Update

BACKGROUND:

The following is provided as an update on major projects within the Transportation Department.

Boundary Bridge

The work on Boundary Bridge was wrapped up in September and the bridge has reopened to the public. The project was completed under budget.

Winchester CPR Grade Separation

Work on the Stage 1 side is complete. Switch-over to stage 2 occurred on October 6th. The project is behind schedule by approximately 1 week, as a result of both material shortages and coordination issues. The project is anticipated to be complete on budget, around the first week of December.

Cold weather work, particularly concrete casting and the final paving is an issue that County staff are keeping a close eye on and working with the contractor to avoid.

McPhee Bridge

The full closure of the bridge has allowed the contractor to increase productivity and are now on schedule.

The much-anticipated steel components to complete the guiderails arrived on Thursday, October 7th. The anticipated full re-opening date is October 22th. The project is expected to be completed on budget.

Biennial Bridge Inspections (OSIMS)

The biennial bridge inspections have been completed and the final report has been provided to County staff. In order to stay on top of upcoming rehabilitations and reconstruction work, the recommendation is that the County will need to budget approximately \$5M annually, which is an increase from current budget levels.

Morrisburg Roundabout and Streetscaping

All underground work has been completed. The roundabout itself and associated road work is in progress, as is the construction of the pathways and landscape features.

Based on current progress and remaining work, staff are projecting final costs of approximately \$4.5 million, with apportioning to South Dundas and SDG remaining nearly on target (County proportion at 83% and South Dundas proportion at 17%). The contract was approved at \$4.98 million, with the prospect that re-work cost savings would result in final costs of \$4.6 million (County 84%, South Dundas 16%).

After accounting for federal and municipal funding, the out-of-pocket expenses for the County and Municipality are approximately \$1.38M and \$278K respectively.

SDG 18 Reconstruction in St. Andrews

Paving commenced on October 7th. As of Monday, October 18th, it is anticipated that all site work will be complete and crews and equipment removed from site.

SDG 18 Reconstruction in Martintown

This project is moving along well. The underground work has been completed. Remaining work includes removal of the contaminated material and reconstruction of the road's granular and asphalt structures.

The project is on budget. There is an estimated 4 weeks remaining before completion.

Microsurfacing

Microsurfacing was completed by October 8th. During the work, staff identified that there was a potential for budget over-run on County Road 31 north. Given that this area is proposed for microsurfacing in 2022, staff terminated the work short of the anticipated ending to ensure we remained on budget.

Warden's House Renovation

The demolition and structural renovations have been moving forward. The basement structural reinforcement plan was modified prior to demolition to streamline the installation process and avoid disturbing any of the designated substances known to be present. Demolition of the ground floor interior has not encountered any designated substances.

At the present time, work completed includes consultations by the design engineer, select electrical and plumbing removals, partial structural demolitions and some basement structural reconstruction.

The temporary removal of the boiler heater in the basement of the warden's house was required to support the installation of the new basement columns. During the removal of the boiler, it became apparent that the chimney flue for the existing mid-efficiency boiler was in poor shape and the unit could not be safely reconnected to the existing chimney. It was determined that the existing boiler is approximately 20 years old and although it

functions now, it can reasonably be assumed to be nearing its end of life. Chimney repairs would cost in the order of \$4,500 to support re-installation of the existing boiler.

County staff obtained a quote of approximately \$13,000 for a new high-efficiency boiler, including the installation of new direct air supply and exhaust ducts, and the capping of the existing chimney.

The total cost commitment to date, inclusive of engineering, removals, structural reconstruction and the boiler replacement are in the order of \$65,000. With the \$200,000 global budget approved by Council, there remains sufficient funds to complete the necessary work.

CCTV Storm Sewer Inspections

The CCTV storm sewer inspection program was initiated to develop an accurate inventory of all storm sewers owned by the County, including information such as pipe length, diameter, material, and condition. This storm inventory will form a core part of SDG's Asset Management Plan, bringing us into conformance with O.Reg 588/17. The submission deadline for the expanded asset management plan for all core County assets is July, 2022.

Prior to the start of the CCTV work, a draft inventory and pipe layout were developed by staff based on historical records drawings, many dating back to the 1960's. Not all of the required information was obtained from the record drawings. Except for the regular cleaning of catchbasins and associated structures, the County had not been regularly inspecting and cleaning its storm sewers.

The CCTV inspections have taken much longer than anticipated due to the fact that there was significant sewer cleaning needed (the pipes need to be flushed before the video inspection could take place), there were discrepancies between the as-built information and actual site conditions and the contractor has been dealing with labour shortages.

The delay in schedule has not impacted other work, and the information collected to date has been sampled and is expected to be invaluable in both updating the asset registry to reflect real world conditions and in determining appropriate asset management plan based on current conditions.

Centreline and Specialty Marking

Centreline painting and specialty marking will be complete by October 15th, 2021. Several County roads projects, such as Morrisburg, St. Andrews, County Road 8/18 and Martintown will not be completed under this contract. Each of these projects includes a contingency for line painting.

COMMENTS/OBSERVATIONS:

2021 has been Transportation Services busiest construction season ever. Even with this increased workload, County field staff have again provided professional and vigilant oversight on the aforementioned projects and ensured that our organization is completing its major work on time and on budget.

In staff's view, SDG's Field Technician and two Survey/Contract Inspectors deserve significant recognition for their effort in making this a successful construction year.

Respectfully Submitted.



KEY INFORMATION REPORT

Transportation Services

10/18/2021

SUBJECT: SDG Forests, Annual Report

BACKGROUND:

Mr. Pat Piitz, RPF (SNC), will be attending Council and presenting the attached County Forest Annual Report from 2020. This annual report and presentation is usually presented in spring/ summer; however, it was delayed to allow Mr. Piitz to attend Council in person.

COMMENTS/OBSERVATIONS:

SNC provides contracted services to SDG to support the management of the County forests. Forest management activities are based on annual needs, the County's 5-year Operations Plan and 20-year Forest Management Plan.

2021 marks the end of the current operations plan and the County's forestry contract with SNC. The 2022-2027 Operations Plan will be presented to Council at the November meeting.

Attachment – County Forest Annual Report

SDG County Forest Annual Report January 1st – December 31st, 2020



PREPARED BY:

Pat Piitz, R.P.F.
Designated Forest Manager
South Nation Conservation

REVIEWED BY:

Benjamin de Haan,
Director
Transportation and Planning Services

1 INTRODUCTION

The United Counties of Stormont, Dundas and Glengarry owns land including forests and wetlands. These lands are managed in accordance with an approved forest management plan which provides for sustainable timber harvest that generates revenue, improves forest health, provides wildlife habitat, protects natural heritage, and creates recreational opportunities.



Forestry Staff Social Distancing – North Glengarry

This report outlines the administrative and operational activities that have been carried out from January 1, 2020 to December 31, 2020.

During 2020, due to the COVID-19 pandemic, forest management activities were maintained in compliance with guidelines and regulations set forth by the Province of Ontario and Eastern Ontario Health Unit. The SDG Forest with other managed forest was considered essential to the supply of natural resources.

The pandemic also saw the closure of many public recreational facilities and increased the demand for outdoor recreational opportunities. SDG Forest trails experienced a four-fold increase in use during 2020.

2 ADMINISTRATION

Management of the Forest is governed by a 2017 Memorandum of Understanding between South Nation Conservation (BD-021/17) and the United Counties of Stormont, Dundas, and Glengarry (By-Law No. 5093, Resolution No. 2017-24). The Memorandum of Understanding is in effect until December 31, 2021.

2.1 FOREST CERTIFICATION

The SDG County Forest maintained group certification under Forest Stewardship Council (FSC) Certificate and submitted all documents required for independent annual audits as prescribed under the certification process but were not selected for field audit during the 2020 operating period.

On February 12, 2020, in compliance with FSC requirements, the SDG Forest was subject to an activity assessment report conducted by the Group Certificate holder (EOMF). Management activities, social, economic, and environmental impacts were monitored in relation to the scale of the operation. The assessment concluded that the forest was managed in compliance with operational standards and FSC Principles & Criteria.

The Annual Reporting Form was submitted to the Group Certificate holder (EOMF) on August 25, 2020. The annual report indicated for the period July 1st, 2019 to June 30th, 2020 an annual harvest volume of 2,894.6 m³, 10.18 liters of pesticide was used to control competing vegetation

during tree planting, no accruals or depletions to the forest area, and a total forest area of 3,951.97 hectares.

The annual report also included the following staff changes and forestry training acquired during the operating period:

New Staff

Martin Streit, B.Sc.F., R.P.F., Forester (part-time)
Caroline Goulet, B. Am. For., Dipl. Forestry & Wildlife Management

New Accreditations

Cheyenne Brunet, R.P.F. in Training
Caroline Goulet, Certified Arborist, R.P.F. in Training

Forestry Training

Tree Marker Certification (3 staff)
Natural Heritage Information Centre (NHIC) Data Sensitivity Training (4 staff)
Certified Arborist (1 staff)
Certified Seed Collector (2 staff)
Butternut Health Assessor (3 staff)

3 PROPERTY MANAGEMENT

Property management includes activities which occur because of property ownership regardless of forestry operations and includes responding to public enquiries/complaints, investigating encroachments on County property, property inspections, maintenance of property infrastructure (gates, fences, trails, etc.)

The SDG County Forest compartment mapping was updated in 2018 consistent with the Municipal Property Assessment Corporation (MPAC) records of County-owned lands. During 2020 work progressed on reviewing property records and creating a property database.

3.1 FOREST ACCRUALS AND DEPLETIONS

Several potential acquisitions were investigated during 2020. There are two acquisitions approved by Council in progress. There were no addition or depletions to the County Forest in 2020.

3.2 ASSET MANAGEMENT

There were no capital projects undertaken in the SDG County Forest. Two minor projects were undertaken: replacement of the sign on the Howard S. Mitchell Tract and a modification of the gate at the entrance to the Summerstown Trail.



New sign Howard S. Mitchell Tract



Summerstown Trail Gate

3.3 COMPLAINTS

Several concerns were expressed regarding public use of the County Forest and potential conflicts. These were dealt with by staff on a case-by-case basis.

3.4 ENQUIRIES

There were several enquiries regarding forest operations. Information was provided regarding forest operations and no concerns were expressed.

As required by FSC certification standards landowners immediately adjacent to all forest operations are provided notice of upcoming management activities. Twenty-three adjacent property owners were contacted regarding County forest operations during 2020.

3.5 PERMISSIONS

3.5.1 Work Permit – Trans Northern Pipeline

Trans-Northern Pipelines Inc. performed additional pipeline maintenance activities on SDG Forest Compartment 45 located on Lot 32 Concession 5, South Stormont (Osnabruck) north of Edwards Road during 2020.

The pipeline maintenance work area was inspected on completion to ensure that the area was satisfactorily cleaned up. No further cleanup was required.



3.6 FOREST RESEARCH

3.6.1 Ministry of Environment Climate Change & Parks

A letter of permission was issued to the Ministry of Environment & Climate Change to access and perform assessments of a permanent sample plot on SDG 36. This plot is part of a Provincial network and information is obtained to monitor forest health.

3.6.2 Carleton University

A letter of permission was issued to Carleton University to perform ecological assessments on 4 SDG County Forest properties. The information collected under this research project will provide insight into the ecological health of the County Forest.

3.7 TRAIL MAINTENANCE

There are currently two hiking/skiing trail systems maintained within the SDG County Forest, the Warwick Forest and the Summerstown Forest.

3.7.1 Warwick Forest

The Warwick Forest, the third largest contiguous block of forest in SDG, is a collection of several parcels of land owned by the United Counties of SDG, South Nation Conservation, and the Province of Ontario. The forest includes over 1,500 acres of wetlands, natural hardwood forests and conifer plantations.

. As a “Working Forest” it is managed for a wide variety of uses including timber production, wildlife habitat, recreation, and environmental protection. The Warwick Forest offers all-season access to over 10 km of nature trails and 4 km of interpretive trails. Management activities included 29 property inspections and hazard tree removals.

Trail usage was monitored using electronic car counters from January through December 2020. Trail usage increased from 1,448 visitors in 2019 to 4,946 visitors in 2020. The highest monthly visitations occurred in April with visitations. April had the second most visitations with 209 trail users.

3.7.2 Summerstown Forest

The Summerstown Forest is managed in partnership with the Friends of the Summerstown Trails (FOTST). The FOTST Annual Report indicated nearly 80 volunteers contributed to a successful 2019 season which included the Annual Official Trail Opening on January 13th, the 6th Annual Summerstown Snowshoe Race on February 9th, and the 8th Annual Family Day on February 19th. Accomplishments included:

- Annual fall clean-up & maintenance day and, 5 days of trail work;
- 9 km of snowshoe trail groomed for fat biking;
- 2 days of mowing back vegetation from the A Trail (Twp of S Glengarry);
- Four loads of grindings on Trail A to repair pot holes & low ground;
- Installation of a lean-to structure on A1 near the “T”; and
- Emergency information posted at key location along the trail system.

4 FOREST MANAGEMENT

4.1 TWENTY-YEAR FOREST MANAGEMENT PLAN

The SDG County Forest continues to be managed under the approved Forest Management Plan (FMP) 2007-2026 as amended in 2009. No changes to the 20-year forest management plan were made during 2020.

4.2 FIVE-YEAR OPERATING PLAN

The Five-Year Operating Plan (FOP) 2017-2021, prepared for and approved by Council in 2017 (Resolution No. 2017-86). The management planning period ends December 31, 2021.

Table 1 summarizes activities within the SDG County Forest and progress to completing the current Five-Year Operating Plan targets as at December 31, 2020.

Table 1
2020 Summary of Operations
SDG Five-Year Operating Plan 2017 – 2021

Compartment	Treatment	Actual Area			Planned Area (ha.)
		Completed (ha.)	In-Progress ^{1,2} (ha.)	Pending (ha.)	
SDG 11	Shelterwood		6.5		6.5
SDG 12	Shelterwood		1.9		1.9
SDG 12	Thinning (2 nd)		4.2		2.1
SDG 13	Thinning (2 nd)		11.4		10.5
SDG 14/15	Cancelled	0.0	0.0	0.0	0.0
SDG 20/21	Shelterwood	21.6			21.6
SDG 21/22/23	Thinning (2 nd)	23.1			23.1
SDG 25	Salvage	1.9			1.9
SDG 25	Thinning (2 nd)			4.9	4.9
SDG 26	Thinning	12.3			12.3
SDG 34	Thinning			16.6	16.6
SDG 86	Thinning			7.3	7.3
SDG 88/91	Thinning		56.6		61.5
SDG 90	Thinning		9.0		9.0
SDG 90	Thinning		27.1		32.8
Total		48.5	125.2	28.8	212.0

The Annual Harvest Area (AHA) which refers to the annual harvest level that could continue indefinitely without exceeding the productive capacity of the forest thereby ensuring long-term sustainability of the forest, is 121.5 hectares. The selected harvest areas for 2017 through 2021

¹ Bold-faced - Sold

² Highlighted – Ready for Tender

included a new allocation of 81.8 hectares (within the 121.5-hectare AHA) and 134.2 hectares from previous operating periods.

In 2020, the allocated harvest area was adjusted, removing Compartments SDG 14/15 from the harvest schedule due to access issues and adding Compartment SDG 90 to the harvest schedule. Public notice of this harvest schedule change was provided on the SDG County website.

Significant progress has been made to completing planned forestry operations. Twenty-four percent of five-year harvest operations (48.5 hectares) are completed. In-progress operations, including 32.5 hectares of harvest allocation sold and 83.7 hectares tender-ready, account for an additional 57% of five-year planned activities.

4.3 ANNUAL OPERATIONS

4.3.1 Inventory

Inventory was completed in November on approximately 48.1 hectares of conifer plantations and included forest compartments SDG 20/21/22/23 and SDG 11/12/13.

4.3.2 Prescriptions

Table 2
2019 Silvicultural Prescriptions Summary

Compartment	Treatment	Area (Ha.)	Species	Quantity	Comment
SDG 11/12/13	Selection Thinning ³	26.0	Pr, Pw, Sw, Sn	1,169.0 m ³	Sold
SDG 46	Planting w/ spot spray		Sw	1,300	Deferred to 2022
SDG 90	Systematic Thinning ⁴	9.0	Sw	594 m ³	Spring 2020
SDG 90	Selection Thinning	27.1	Tol. Hdwd.	894 m ³	Spring 2020

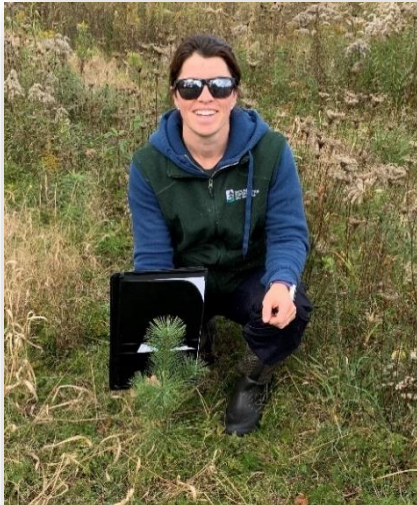
New silvicultural prescriptions were prepared for SDG Forest compartments SDG 20/21/22/23, SDG 11/12/13 and SDG 90 in 2019. These prescriptions included 23.7 hectares of selective thinning in White Spruce, 22.1 hectares of uniform shelterwood thinning in White Pine, 32.9 hectares of selective thinning in upland hardwoods, and 23.7 hectares of selective thinning in lowland hardwoods. The total area is 102.4 hectares and represents 47.4 per cent of the

³ Selection Thinning – periodic partial cuts controlled by spatial distribution resulting in uneven-aged stand.

⁴ Systematic Thinning – removal of trees based totally on spacing or arrangement; row removal.

harvest allocation in the current five-year operating plan (2017-2021) and accumulated allocations from previous operating periods.

4.3.3 Tree Planting



There was no new tree planting conducted within the County Forest during 2020.

Second-year tree survival was assessed at the end of the growing season for trees planted on SDG 56 in 2019. Survival was 75%. The plantation will be assessed at the end of year 5.

The planting was subsidized by Forest Ontario under the 50 Million Tree Program. The total cost of planting was \$5,800 with SDG County contributing \$1,310 plus applicable taxes. After each assessment, if survival falls below 60%, the plantation will be eligible for refill under the 50 Million Tree Program at no cost to the County.

4.3.4 Tree Marking

Over 60 hectares of SDG County Forest was marked during 2020 by staff. All tree marking was done by certified tree markers and audited in compliance with FSC certification standards.

Tree marking completed during 2020 and included compartments SDG 11/12/13 (North Stormont) and SDG 90 (North Glengarry).

Tree marking completed during 2020 also contributed to the certification field requirements for various operational staff



4.3.5 Tenders

There was one tendered sales of forest products during 2020. Tender for Forest Resources SDG 90 was posted on October 2, 2020 and awarded on October 21, 2020.

4.3.6 Harvest

Table 5 provides a summary of forest products harvested from the SDG County Forest during 20. Forest operations commenced on November 2019 and were suspended on December 2019

in compliance with FSC operating standards due to deteriorating site conditions . The harvest will resume in August 2020.

Operations occurred on SDG Forest Compartments 20/21/22/23 in North Stormont near Monkland. The total harvest area was 45.8 hectares. To date 78% of the estimated wood volume has been processed. The County received \$15,308.16 to date.

Operations under Tender for Forest Resources SDG 11/12/13-2019 will commence in January 2021.

Table 5
Summary of Annual Harvest
2020

Harvest Year	Compartment(s)	Species ⁵	Estimated Volume (m³)	Actual Volume ⁶ (m³)	Harvest Area (ha.)	Value (gross)
2019-20	SDG 20/21/22/23	Pw	2,057.5	1,931.9	22.1	\$6,761.80
		Sw	1,654.3	1,562.5	23.7	\$12,031.58
Total			3,711.8	2,894.6	45.8	\$18,793.38

⁵ Pw-White Pine; Sw-White Spruce

⁶ Harvest suspended until August 2020

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

BY-LAW NO. 5322

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

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

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

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

1. That the minutes of the meeting, including the in-camera minutes, held September 20 and October 8, 2021, of the Council of the United Counties of Stormont, Dundas and Glengarry, be hereby adopted.
2. That the actions of the United Counties of Stormont, Dundas and Glengarry, at its meeting held on October 18, 2021, in respect of each motion, resolution and other action taken by the United Counties of Stormont, Dundas and Glengarry at its meetings are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
3. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the United Counties of Stormont, Dundas and Glengarry in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the United Counties of Stormont, Dundas and Glengarry.

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

READ and passed in Open Council, signed and sealed this 18th day of October, 2021.

WARDEN

CLERK