



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

Monday, September 20, 2021, 9:00 a.m.  
Council Chambers, Suite 321, 26 Pitt Street, Cornwall ON

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| 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. |       |
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|       | 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  |    |
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| 15.   | Unfinished Business Summary   |    |
| 16.   | Closed Session  |    |
| 16.1. | Performance Review for Chief Administrative Officer   |    |
|       | Pursuant to Section 239 (2) (b) of the <i>Municipal Act, 2001</i> - personal matters about an identifiable individual, including municipal or local board employees |    |

**16.2. September 30th Federal Statutory Holiday**

Pursuant to Section 239 (2) (d) of the *Municipal Act, 2001* - labour relations or employee negotiations

**16.3. Human Resources Policy Matter**

Pursuant to Section 239 (2) (d) of the *Municipal Act, 2001* - labour relations or employee negotiations

**17. Ratification By-law**

**17.1. By-Law No. 5315**

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**18. Adjournment by Resolution**

## MINUTES

A meeting of the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry was held in Council Chambers at 9:00 a.m., August 23, 2021 with Warden Armstrong in the Chair.

Present: Warden Armstrong  
Councillors: Byvels, Fraser, Gardner, Landry,  
MacDonald, McGillis, Smith, Williams  
Alternate: Jaworski  
CAO: Simpson  
Clerk: Casselman

1. Call Meeting to Order by Resolution  
Resolution No. 2021-186

Moved by Councillor MacDonald  
Seconded by Councillor Byvels

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. 2021-187

Moved by Councillor Gardner  
Seconded by Councillor Williams

THAT Council approve the agenda, as amended.  
CARRIED

The agenda was amended by removing the Perth County resolution from the Consent Agenda for discussion and adding a discussion item to Miscellaneous Business concerning Print Media Advertising.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes  
Resolution No. 2021-188

Moved by Councillor Smith  
Seconded by Councillor McGillis

THAT the minutes of the meetings, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held July 19 and August 4, 2021, be adopted as circulated.  
CARRIED



5. Delegations

6. Action Requests

a) Corporate Services

b) Financial Services

Resolution No. 2021-189

Moved by Councillor Byvelds

Seconded by Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the attached Administrative Assistant - Court Services Division job description and its placement on the Salary Grid at Job Class 3; and

THAT the Director of Financial Services be authorized to begin recruitment and amend pertinent documents to reflect this change, including Schedule "A" to By-law No. 5038 (Salary Grid), organizational charts, and any other documents as deemed necessary.

CARRIED

c) Transportation

d) Planning

Moved by Councillor Williams

Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the attached job description and salary classification (Job Class) for the position of "Community Planner"; and

THAT Council authorize the commencement of the recruitment process for an individual to assume this position; and

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

The following amendment was put forward:

Resolution No. 2021-190

Moved by Councillor Byvelds

Seconded by Councillor Gardner

THAT Council amend the main motion by specifying a one-year probationary period for the position.

CARRIED

Resolution No. 2021-191

Moved by Councillor Williams  
Seconded by Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the attached job description and salary classification (Job Class) for the position of "Community Planner", as amended by specifying a one-year probationary period for the position; and

THAT Council authorize the commencement of the recruitment process for an individual to assume this position; and

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

CARRIED

e) Court Services

f) County Library

g) IT Services

## 7. Tenders and Quotations

## 8. By-laws

Resolution No. 2021-192

Moved by Councillor MacDonald  
Seconded by Councillor Gardner

THAT By-law No. 5308, being a By-law to authorize a transfer payment agreement between the United Counties of Stormont, Dundas and Glengarry and Her Majesty the Queen in Right of the Province of Ontario, as represented by the Minister of Agriculture, Food, and Rural Affairs, be read and passed in Open Council, signed and sealed

CARRIED

Resolution No. 2021-193

Moved by Councillor Williams  
Seconded by Councillor MacDonald

THAT By-law No. 5309, being a By-law to authorize an agreement between the United Counties of Stormont, Dundas and Glengarry and Rogers Communications Canada Inc. to provide Voice over IP services, be read and passed in Open Council, signed and sealed; and

THAT By-law No. 5310, being a By-law authorizing a Voice over IP agreement between the United Counties of Stormont, Dundas and Glengarry and the Township

of South Glengarry, be read and passed in Open Council, signed and sealed.  
CARRIED

9. Consent Agenda

Resolution No. 2021-194

Moved by Councillor Smith

Seconded by Councillor Byvelds

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

CARRIED

Consent Agenda item c) was discussed and the following motion was put forward:

Resolution No. 2021-195

Moved by Councillor MacDonald

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry supports the County of Perth's resolution regarding the Municipal Property Assessment Corporation; and

THAT a copy of this resolution of support be distributed to MPP Jim McDonnell, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and SDG municipalities.

CARRIED

10. Boards and Committees

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

11. Key Information

Director of Financial Services Russell provided public notice for the 2022 budget meeting dates.

Director of Transportation Services de Haan and Manager of Operations Baker provided information on entrances in St. Andrews West and the County's Entrance By-law.

Resolution No. 2021-196

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.

DEFEATED

Director of Transportation Services de Haan provided Council with options for a road tour. Council agreed to have staff plan for a road tour in the fall.

Director of Transportation Services de Haan presented an updated Flag Policy. Staff were directed to report back on adding a third flagpole at the County Administration Building.

Director of Transportation Services de Haan provided an update on the Warden's House renovations.

Director of Transportation Services de Haan provided a progress report on the McPhee Bridge rehabilitation.

Manager of Operations Baker provided information on the County plow fleet and anti-icing units. Staff was directed to increase the County's anti-icing capabilities by keeping surplus plow units for anti-icing purposes and report back in September on using the equipment reserve to purchase a tank and spray bar before the end of the year.

## 12. Motions and Notices of Motions

## 13. Petitions

## 14. Miscellaneous Business

Councillor Byvelds spoke to print media advertising in the County. He referenced a recent advertisement for the Regional Incentives Program deadline extension and his concerns that the ad was not published in all areas of the County. Staff was directed to bring back information and a policy regarding print media and social media advertising.

## 15. Unfinished Business Summary

## 16. Closed Session

Resolution No. 2021-197

Moved by Councillor Gardner

Seconded by Councillor McGillis

THAT Council proceed in-camera pursuant to Section 239 (2) (f) of the *Municipal Act, 2001* – advice that is subject to solicitor-client privilege, including communications necessary for that purpose: Official Plan Appeal and By-Law Enforcement Matter.

CARRIED

Resolution No. 2021-198

Moved by Councillor Byvelds  
Seconded by Councillor McGillis

THAT Council rise from Closed Session and authorize the Director of Planning Services and legal counsel, Joshua Moon, to implement the recommendations contained in the Director's confidential in-camera report dated August 23, 2021.

CARRIED

17. Ratification By-law

Resolution No. 2021-199

Moved by Councillor MacDonald  
Seconded by Councillor McGillis

THAT By-Law No. 5311, 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. 2021-200

Moved by Councillor Williams  
Seconded by Councillor McGillis

THAT Council adjourn to the call of the chair.

CARRIED

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Warden

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Clerk

| ACTION REQUEST – Transportation Services |                                      |
|--|--------------------------------------|
| <b>To:</b>                               | <b>Warden and Members of Council</b> |
| <b>Date of Meeting:</b>                  | <b>September 20, 2021</b>            |
| <b>Subject:</b>                          | <b>Design of Ferguson Bridge</b>     |

**RECOMMENDATIONS:**

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.

**EXECUTIVE SUMMARY:**

Staff issued a request for proposal for the design of Ferguson Bridge on County Road 18, between Harrison's Corners and St. Andrews. 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 HP Engineering based on their submission and final score.

**BACKGROUND:**

Located on County Road 18 approximately 3.0km east of County Road 15, the Ferguson Bridge is a 26.2m long, 3-span, post tensioned bridge supported by two rows of steel piers. The bridge was constructed in 1972 and major repairs were last conducted in 1983. The traffic on SDG 18 over the bridge is approximately 1,500 vehicles per day.

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

- Detailed deck condition survey;
- Removal of existing asphalt surface and waterproofing;
- Miscellaneous concrete deck repairs;
- Repairs to abutment and ballast walls;
- Miscellaneous concrete repairs;
- Replacement of the existing expansion joints;

- Installation of new curb;
- Replacement of parapet walls and safety railing; and
- Pier Coating.

As part of the design assignment, the proponent will be completing a detailed deck condition survey.

#### **Proposal Distribution:**

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

- HP Engineering
- 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                           | 20               |
| Work Plan   | 15               |
| Experience with Similar Projects                      | 15               |
| Financial   | 30               |
|   | <b>100</b>       |

The evaluation was completed by staff from Transportation Services with oversight by the Director of Transportation Services.

Through this process, HP Engineering 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 HP Engineering 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 \$39,000 to \$87,000 (average price submitted was \$61,000). 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 \$90,000 for the design in 2021, therefore the work will be completed on budget.

**LOCAL MUNICIPAL IMPACT:**

Staff will consult with the Township of South Stormont as the design progresses to ascertain if a full closure with detour is feasible, as, it is likely to require use of local roads.

**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 |                                      |
|--|--------------------------------------|
| <b>To:</b>                               | <b>Warden and Members of Council</b> |
| <b>Date of Meeting:</b>                  | <b>September 20, 2021</b>            |
| <b>Subject:</b>                          | <b>Design of Black Creek Bridge</b>  |

#### **RECOMMENDATIONS:**

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.

#### **EXECUTIVE SUMMARY:**

Staff issued a request for proposal for the design of Black Creek Bridge on County Road 18, between Hainsville and Dixons Corners. 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 Keystone Bridge Management Corp. based on their submission and final score.

#### **BACKGROUND:**

Located on County Road 18 approximately 2.1 kilometers East of County Road 1 (Carman Road), the Black Creek Bridge is a 20.83m long, single span pre-stressed concrete slab bridge. The bridge was constructed in 1978, and it is believed that no formal rehabilitations have occurred since that time. The traffic count on SDG 18 over the bridge is approximately 400 vehicles per day (ADT).

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

- Miscellaneous concrete repairs;
- Repairs to abutment, approach slabs and ballast walls;
- Concrete deck overlay;
- Replacement of the existing expansion joints; and
- Shrub removal and revegetation of embankments.



As part of the design assignment, the proponent will be completing a detailed deck condition survey.

#### **Proposal Distribution:**

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

- Dillon
- HP Engineering
- JL Richards and Associates
- Jacobs
- Keystone Bridge Management

#### **Evaluation of Proposals:**

Proposals were evaluated on the following criteria:

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

Transportation Services staff evaluated the proposals based on the criteria above and oversight was provided by the Director of Transportation Services.

Through this process, Keystone Bridge Management Corp. 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 Keystone Bridge Management Corp 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 \$27,000 to \$69,000, with an average price of approximately \$37,000. 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 project is out to tender.

Staff had budgeted \$70,000 for the design in 2021.

**LOCAL MUNICIPAL IMPACT:**

Staff will consult with the Municipality of South Dundas as the design progresses to ascertain if a full closure with detour is feasible, as, it is likely to require use of local roads.

**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

| <b>ACTION REQUEST – Transportation Services</b> |                                      |
|---|--------------------------------------|
| <b>To:</b>                                      | <b>Warden and Members of Council</b> |
| <b>Date of Meeting:</b>                         | <b>September 20, 2021</b>            |
| <b>Subject:</b>                                 | <b>Purchase of Anti-Icing Tank</b>   |

#### **RECOMMENDATIONS:**

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.

#### **BACKGROUND:**

At the August meeting, Council supported staff's proposal to keep our current surplus plows and obtain a quotation for an anti-icing tank so that the County's anti-icing program could be expanded. A quotation for an anti-icing tank was prepared and issued for Council's further consideration and approval.

The quotation was issued through the County's e-tendering portal. Only one bid was received, and, given that this type of equipment is relatively specialized, the fact that there were few bidders that could respond was expected. The County's previous tank was purchased from RMES for approximately the same price as what was tendered.

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

- 1. Approve the purchase and use of reserves to offset all costs (Recommended).**
- 2. Do not approve the purchase (Not Recommended)**

#### **FINANCIAL ANALYSIS:**

This purchase is an unbudgeted expense; however given Council's continued interest in both salt reduction and using innovative practices to improve services, coupled with the opportunity provided through the current surplus equipment we have in inventory, staff are recommending to proceed with awarding the tender.

The 2021 equipment reserve balance is approximately \$350,000; therefore the expense associated with the anti-icing equipment will not significantly impact the continued use of this reserve. Recall that this reserve is intended to offset annual spending fluctuations within the 10-year equipment replacement plan. Staff annually update equipment costing and reserve transactions to account for market fluctuations and the equipment reserve will be appropriately replenished over time.

It should be noted that staff will also need to purchase the pump, spray bar and associated controls for this tank, which is done separately through our provider of plow 'spreader controls' (to properly integrate with our onboard systems). This equipment is expected to cost approximately \$17,000.

**LOCAL MUNICIPAL IMPACT:**

N/A

**RELEVANCE TO STRATEGIC PRIORITIES:**

This purchase and the expansion of the County's anti-icing program aligns with SDG's strategic Priority No. 1 – *Service Delivery, A Smarter Approach*. Anti-icing is an innovative way for SDG to lower its salt usage while maintaining and/or enhancing the road maintenance services we provide.

**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 |  |
|------------------------------------|--|
| <b>To:</b>                         | <b>Warden and Members of Council</b>                             |
| <b>Date of Meeting:</b>            | <b>September 20, 2021</b>  |
| <b>Subject:</b>                    | <b>Request for County CIP Regulatory and Legislative Changes</b> |

#### **RECOMMENDATIONS:**

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.

#### **EXECUTIVE SUMMARY:**

This report recommends that County Council request to be a prescribed upper-tier municipality for the purpose of preparing Community Improvement Plans and to broaden the scope of these incentive plans.

#### **BACKGROUND:**

The United Counties has had a CIP known as the 'Regional Incentives Program' in place since 2018. Due to the restrictions under Section 28 of the *Planning Act*, each of the six local municipalities have passed an identical by-law with the County incentive programs in place. The County administers the plan and provides all associated funding. To comply with regulations, funds are transferred from the County to the local municipalities, so that they can in turn issue grants to successful applicants.

Since inception in 2018, the Regional Incentives Program has had a return on investment of about 7 to 1 – the strategic investments of public dollars in small, local SDG businesses have created jobs, increased the assessment and taxation base, and generated economic wealth. However, the current provincial planning



regime continues to be a hinderance to upper-tier municipalities making these investments. Between 2018 and 2020 approximately \$607,000 worth of grants were disbursed. The total construction value of these projects was greater than \$4.2 Million.

Currently, Section 28 of the *Planning Act* and the associated regulations prevent the County from making its own amendments to its CIP document. Each municipal CIP by-law must be amended when the Counties wishes to make substantive changes to the program. This creates delays as the program changes must be approved by all six individual Councils with associated public meetings. This also creates undue red tape for applicants eager to move forward with construction projects.

Funding must also flow through each local municipality rather than the County being able to issue cheques directly to the applicant, adding delays to the process and creating confusion for applicants.

If the County could create, amend, and directly fund a CIP targeting economic development at the upper-tier level, projects would be able to move forward more quickly and spending on expanding local businesses can be increased. It would also decrease the administrative burden at both the County and local level and reduce the number of steps that applicants are required to take to apply to the program and to receive funding.

SDG and other Counties such as Elgin, Bruce, and Frontenac have demonstrated that county-level governments can successfully implement CIPs. Ideally all upper-tier governments would be able to proceed with similar projects without needing each local municipal council to approve changes, as these municipalities are all represented on County Council.

The above can be accomplished in one of two ways:

- The first method would be to amend Section 28 of the *Planning Act* to allow upper-tier municipalities to have the same ability to pass CIPs as local municipalities. This is the cleanest method.
- Alternatively, Regulation 221/07 could be amended to include SDG (or all Counties) as a prescribed upper-tier municipality, then amend Regulation 550/06 to allow prescribed upper-tier municipalities the ability to pass their own CIPs for the same broad purposes as local and single-tier municipalities.



## **OPTIONS AND DISCUSSION:**

1. **Do Nothing – Not Recommended.** As noted, if there are no changes to the current CIP regulations, there would continue to be an administrative burden for local municipalities to implement County CIPs.
2. **Recommended.** 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
  - a. That Section 28 of the *Planning Act* is amended to allow upper-tier municipalities to have the same ability to pass CIPs as local municipalities; or,
  - b. 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.

## **FINANCIAL ANALYSIS:**

There is no direct financial impact from this request, as community improvement plan incentives are determined through the annual budget process.

## **LOCAL MUNICIPAL IMPACT:**

Should the Ministry approve the request from Council, there would be a reduced burden on local municipalities as payment and by-law updates could be completed by County staff directly.

## **RELEVANCE TO STRATEGIC PRIORITIES:**

The proposal is relevant to **Priority 1 – Service Delivery, a Smarter Approach** by spreading the community improvement plan benefits across SDG and reducing the administrative burden on local municipalities.

## **OTHERS CONSULTED:**

Ministry of Municipal Affairs and Housing  
Manager of Economic Development  
Chief Administrative Officer





**ATTACHMENTS: N/A**

**RECOMMENDED BY:**

**Peter Young**  
**Director of Planning Services**

**APPROVED BY:**

**T.J. Simpson, CAO**

| ACTION REQUEST – Transportation Services |                                      |
|--|--------------------------------------|
| <b>To:</b>                               | <b>Warden and Members of Council</b> |
| <b>Date of Meeting:</b>                  | <b>September 20, 2021</b>            |
| <b>Subject:</b>                          | <b>Updated Flag Policy</b>           |

**RECOMMENDATION:**

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.

**EXECUTIVE SUMMARY:**

As discussed at the September meeting, the attached flag policy is a housekeeping update to the County’s existing Flag Policy (Policy 4-2). The changes in the updated draft policy reflect current and best practices.

**BACKGROUND:**

The existing flag policy, passed in May 2006, exclusively deals with the Canadian flag and when it should be half-masted. Although the half-masting provisions generally reflect official federal and provincial guidelines, in practice, SDG also takes the lead for half-masting based on actions from our provincial and federal partners when recognizing other occasions which were not identified in the existing policy.

It should also be noted that the existing policy does not note other flags to be flown at the County Administration office – again, in practice SDG permanently flies the Province of Ontario Flag and will temporarily fly other flags of significance and importance (e.g. Pride Flag, United Way Flag).

Staff have included the following updates to the policy:

- Defined the permanent flags and temporary flags as well as their order of precedence.
- Noted that Council can authorize the flying of temporary flags and that the Warden has discretion to authorize the flying of a temporary flag.
- Referenced that flags are to be flown and displayed in accordance with national and provincial protocols and guidelines
- Included a provision that gives the Warden the discretion to authorize flying County flags at half-mast for circumstance not defined within the policy.
- Noted that temporary flags may request being removed if being flown at half-mast.

**OPTIONS AND DISCUSSION:**

1. **Approve the Policy (Recommended).** The policy maintains the half-masting provisions of the previous policy, while capturing the current practices employed by the County. This option is recommended.
2. **Do not approve the policy (No Recommended).**

**FINANCIAL ANALYSIS:**

The updated policy has no direct financial impact to the organization.

**LOCAL MUNICIPAL IMPACT:**

N/A

**RELEVANCE TO STRATEGIC PRIORITIES:**

The updated policy aligns with SDG's Strategic Priority No. 4 – *Community Sustainability – A Place Where You Want to Be* as flag displays and half-masting are a way to reflect our organization's sentiment and pridefulness.

**OTHERS CONSULTED:**

- Various Flag Policies from Municipalities Across Ontario
- County Clerk.


**ATTACHMENTS:**

- By-law 5312 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. 5312**

**A BY-LAW** to adopt revisions to Policy No. 4-2, a policy to provide direction on the display and half-masting of Flags on County owned property.

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

**AND WHEREAS** the United Counties of Stormont, Dundas and Glengarry wishes to update Policy No. 4-2 (Flag Policy).

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

1. That Policy No. 4-2 (Flag Policy), attached hereto as Schedule "A" to this by-law, is hereby adopted, updating the previous version of said policy.
2. That this By-law is effective upon the final passing thereof.

**READ** and passed in Open Council, signed and sealed this 20<sup>th</sup> day of September 2021.

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WARDEN

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CLERK

|  |   |
|--|---|
| <b>POLICY MANUAL</b>   | <b>Policy No. 4-2</b>                     |
| <b>For the United Counties of Stormont, Dundas &amp; Glengarry</b> | <b>Effective Date:</b> September 20, 2021 |
| <b>Subject:</b> Flag Policy  | <b>Department:</b> Council                |

### **Purpose of this Policy**

This policy is intended to ensure that flags at the County Administration Building and other County-owned properties are displayed and flown properly.

The flag policy covers both those that are flown permanently and those that are flown temporarily to mark special occasions.

### **Permanent Flags:**

The permanent flags which will be flown at the County Administration Building are the National Flag of Canada and Province of Ontario Flag. Depending on the number of flag poles located at other County-owned properties, the order of precedence will be the National Flag of Canada, followed by the Province of Ontario Flag, followed by the United Counties of Stormont, Dundas and Glengarry Flag, followed by the Flag of the Local Municipality where the property is located.

### **Temporary Flags:**

Temporary Flags will only be flown at the County Administration Building. A temporary flag will be flown in lieu of the Provincial flag.

Temporary Flags includes those of groups and organizations where their mandates, programs or activities are directly related to the United Counties by way of a relevant funding or partnership agreement. Temporary Flags will also be displayed when directed via resolution from County Council or at the discretion of the Warden. The length of time the temporary Flag will be displayed will be based on the duration of the commemoration, celebration or based on the appropriate length of observance.

### **Displaying Flags**

Flags shall always be flown and displayed in accordance with national and provincial protocols and guidelines.

### **Half Masting of Flags:**

Flags which are being displayed will be flown at half-mast for under the following circumstances:

- 1) The death of:
  - a. the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (ie. husband or wife, son or daughter, father, mother, brother or sister)

- b. Governor General or former Governor General
- c. Prime Minister or former Prime Minister
- d. Lieutenant-Governor of the Province of Ontario or former Lieutenant Governor of the Province of Ontario
- e. Premier of Ontario or a former Premier of Ontario
- f. Member or former Member of the House of Commons for the riding
- g. Member or former Member of the Provincial Legislature for the riding
- h. Warden and Councillors or Former Wardens and Councillors of the United Counties of Stormont, Dundas and Glengarry
- i. Current Employees of the United Counties of Stormont Dundas and Glengarry

Flags will be flown at half-mast from the day of death up to and including the day of the funeral unless Federal and/or Provincial protocols dictate otherwise.

## 2) Remembrance Day

- 3) On April 28<sup>th</sup> of each year in recognition of the National Day of Mourning for persons killed or injured in the workplace
- 4) To commemorate a solemn occasion for circumstances not described above. The half-masting for such instances will be authorized by the Warden and/ or their designate. Should the Warden or designate not be available, the CAO shall have delegated authority to authorize half-masting.

In the event a temporary flag is being flown at the time of half-masting, the group/ organization's flag shall either be flown at half-mast or alternatively request that the flag be removed.

| ACTION REQUEST – Transportation Services |  |
|--|--|
| <b>To:</b>                               | <b>Warden and Members of Council</b>                     |
| <b>Date of Meeting:</b>                  | <b>September 20, 2021</b>                                |
| <b>Subject:</b>                          | <b>Encroachment Agreement – Morewood Lucky Mart Sign</b> |

### RECOMMENDATION:

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.

### EXECUTIVE SUMMARY:

The proprietors of the Morewood Lucky Mart have requested Council's consideration to allow the aerial encroachment of two new signs located at 98 Main Street (County Road 13) Morewood. The signs are a large 5-foot by 5-foot sign on SDG 13, and a smaller 3-foot by 3-foot sign on SDG 7.

### BACKGROUND:

With sign-off from North Dundas, the Morewood Lucky Mart owners have applied for a sign permit from SDG to install three new signs for their business – a 4-foot by 8-foot sign to be installed on the building face, and two pole mounted signs (varying sizes) which will extend into the right of way. The pole mounted signs are replacing existing signs which previously served this building. Due to the fact that these signs will be encroaching into the right of way, an agreement between SDG and the owners is required. Staff have no concerns with the proposed signs.



5' x 5' sized signage for the front of Morewood Lucky Mart.  
Red box locates the position of the signage to be installed.  
Will be attached on existing pole from previous signage location.



8' x 4' and 3' x 3' sized signages will be on the side of Morewood Lucky Mart.  
Red boxes locates the position of the signage to be installed.

**Figure 1: Location of Proposed Signs**



**Figure 2: Layout of Proposed Signs**

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

1. **Approve the Encroachment Agreement (Recommended).** With the existing site constraints and fact that the proposed signs are replacing existing signs, staff recommend approval of the attached encroachment agreement so that the sign permit can be finalized.
2. **Do not approve the agreement (Not Recommended).**

#### **FINANCIAL ANALYSIS:**

All costs associated with the installation of the signs are borne by the applicant.

#### **LOCAL MUNICIPAL IMPACT:**

North Dundas has signed off on the sign permit and supports the proposed scope of work.

#### **RELEVANCE TO STRATEGIC PRIORITIES:**

The approval of the agreement will support a local business, which is consistent with SDG Strategic Priority No. 4, *Community Sustainability, A Place Where You Want to Be*.





**OTHERS CONSULTED:**

- Township of North Dundas
- Morewood Lucky Mart


**ATTACHMENTS:**

- By-Law 5313 and 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. 5313**

**A BY-LAW** for the purpose of entering into an encroachment agreement for new signs to be installed at 98 Main Street (County Road 13), Morewood.

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

**AND WHEREAS** the United Counties of Stormont, Dundas and Glengarry wishes to enter into an encroachment agreement to allow the owner of the Morewood Lucky Mart to install new business signs which will partially and/or fully encroach into the County Right of Way.

**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 20<sup>th</sup> day of September 2021.

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WARDEN

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CLERK

## **ENCROACHMENT AGREEMENT**

**BETWEEN:**

**Sung Joon Park (Morewood Lucky Mart)**

**AND**

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

**WHEREAS** Sung Joon Park is the owner of a building situate on premises known as 98 Main Street, Morewood Ontario (currently known as the "Morewood Lucky Mart");

**AND WHEREAS** the new 5-foot by 5-foot sign fronting on County Road 13 and 3-foot by 3-foot sign fronting on County Road 7 will be fully or partially aerially encroaching into the County right-of-way as shown in figure 1, below,

**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, Sung Joon Park and the United Counties agree as follows:

1. The encroachment of the signs owned by Sung Joon Park, which encroachment is illustrated in Figure 1, (below), will be deemed to be with the express license and consent of the Corporation of the United Counties of Stormont, Dundas, and Glengarry to the extent that the said party, Sung Joon Park, and their successors in title shall not acquire any easements or right in respect thereto.
2. The Corporation of the United Counties of Stormont, Dundas and Glengarry does hereby consent to the said encroachment and grants to Sung Joon Park and their successors in title, the right to maintain the sign for its use as permitted by the Corporation of the United Counties of Stormont, Dundas and Glengarry by-laws until the foundation or main structural components of the sign are damaged or removed or until the County requires the use of land for Municipal purposes, at which time the right to the encroachment shall cease.
3. Sung Joon Park agrees to remove the sign at their sole expense within 90 days of receiving formal written notice from the County.
4. Sung Joon Park hereby covenants and agrees to indemnify and save harmless the United Counties from any liability, claims, demands, damages, actions or other proceedings whatsoever arising out of this encroachment.

5. That Sung Joon Park accepts that the United Counties, local Municipality or other agents are authorized to perform work within the right-of-way will not be liable for any nuisance or damage to the sign caused through the performance of regular maintenance and/or construction activities.
6. For the purpose of this Agreement, it is agreed by the Parties that the sign shall be considered substantially destroyed or removed in the event that the extent of the destruction or removal is fifty percent (50%) or more. If the Parties are unable to agree on the extent, the matter shall be submitted to the Chief Building Official for arbitration and their decision shall be final and binding upon the Parties of this Agreement.



*Figure 1: Location where signs are to be installed*

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

Dated at Cornwall, Ontario, Canada this 20<sup>th</sup> day of September, 2021.

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Sung Joon Park (owner)

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Kimberley Casselman, Clerk  
United Counties of SDG

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Al Armstrong, Warden  
United Counties of SDG

| ACTION REQUEST – Transportation Services |  |
|--|--|
| <b>To:</b>                               | <b>Warden and Members of Council</b>                   |
| <b>Date of Meeting:</b>                  | <b>September 20, 2021</b>                              |
| <b>Subject:</b>                          | <b>Sign Encroachment Agreement – GIAG (Alexandria)</b> |

**RECOMMENDATION:**

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.

**EXECUTIVE SUMMARY:**

GIAG have requested permission to reuse an existing sign base to install a new sign at their Alexandria Office. The sign base is located within the right-of-way at 580 Main Street/County Road 34 and had been previously used by Home Hardware.

**BACKGROUND:**

With sign-off from North Glengarry, GIAG have applied for a sign permit from SDG to re-use an existing concrete sign base to install a new 9-foot by 11-foot sign (dimensions include posts). The sign would be located within the right-of-way and appears to be serviced by electrical wiring. Because the sign is within the right of way, an agreement between SDG and the owners is required. Staff have no concerns with the proposed sign location.



*Figure 1: Proposed Sign Rendering (9-feet x 11-feet)*



*Figure 2: Sign Location*



*Figure 3: Previous Sign in this location (Google – 2009 Streetview)*

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

1. **Approve the Encroachment Agreement (Recommended).** Staff recommend approval of the attached encroachment agreement so that the sign permit can be finalized. The grassed area where the sign will be installed is maintained by the property owner and has no impact to the County.

**2. Do not approve the agreement (Not Recommended).**

**FINANCIAL ANALYSIS:**

All costs associated with the installation of the sign is borne by the applicant.

**LOCAL MUNICIPAL IMPACT:**

North Glengarry has signed off on the sign permit and supports the proposed scope of work.

**RELEVANCE TO STRATEGIC PRIORITIES:**

The approval of the agreement will support a local business, which is consistent with SDG Strategic Priority No. 4, *Community Sustainability, A Place Where You Want to Be*.

**OTHERS CONSULTED:**

- Township of North Dundas
- GIAG


**ATTACHMENTS:**

- By-Law 5314 and 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. 5314**

**A BY-LAW** for the purpose of entering into an encroachment agreement for a new Glengarry Inter-Agency Group (GIAG) sign at their Alexandria Office located at 580 Main Street / County Road 34, Alexandria (North Glengarry)

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

**AND WHEREAS** the United Counties of Stormont, Dundas and Glengarry wishes to enter into an encroachment agreement to allow the owner of the building situate on the premises known as 580 Main Street / County Road 34, Alexandria, for a new sign which will partially and/or fully encroach into the County Right of Way.

**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 20<sup>th</sup> day of September 2021.

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WARDEN

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CLERK



## **ENCROACHMENT AGREEMENT**

**BETWEEN:**

**11870777 Canada Inc (for Glengarry Inter-Agency Group Sign)**

**AND**

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

**WHEREAS** 11870777 Canada is the owner of a building situate on premises known as 580 Main St./ County Road 34, Alexandria (North Glengarry)

**AND WHEREAS** the new sign in front of the building as illustrated in Figure 1 will encroach onto County Road 34, Main Street in Alexandria Ontario

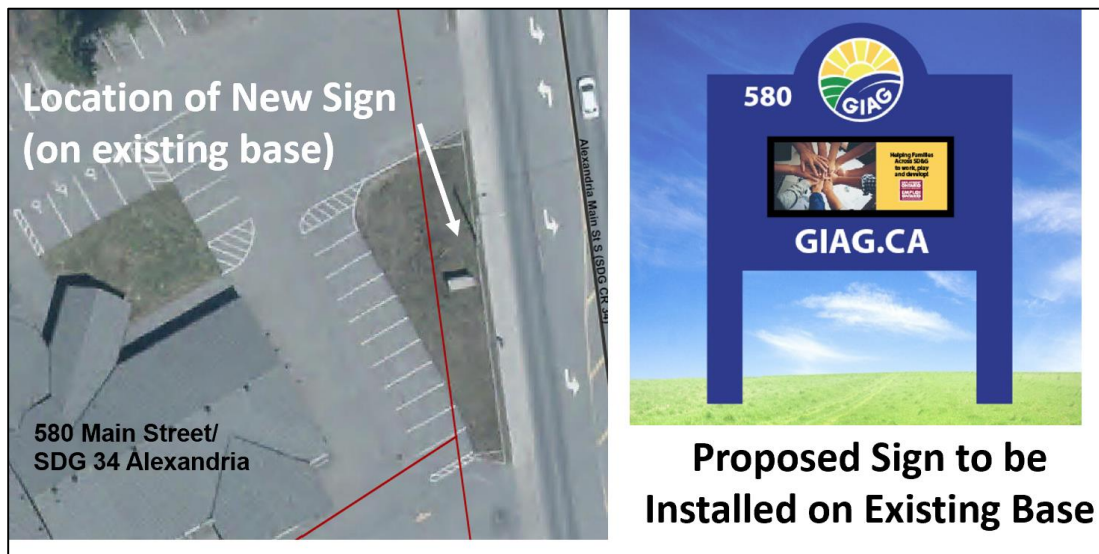
**AND WHEREAS** the parties wish to enter into the following Encroachment Agreement;

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants, terms, and conditions contained herein, 11870777 Canada Inc and the United Counties agree as follows:

1. The encroachment of the sign owned by 11870777 Canada Inc, which encroachment is illustrated on Figure 1 will be deemed to be with the express license and consent of the Corporation of the United Counties of Stormont, Dundas, and Glengarry to the extent that the said party, 11870777 Canada Inc and their successors in title shall not acquire any easements or right in respect thereto.
2. The Corporation of the United Counties of Stormont, Dundas and Glengarry does hereby consent to the said encroachment and grants 11870777 Canada Inc and their successors in title, the right to maintain the sign for its use as permitted by the Corporation of the United Counties of Stormont, Dundas and Glengarry by-laws until the foundation or main structural components of the sign are damaged or removed or until the County requires the use of land for Municipal purposes, at which time the right to the encroachment shall cease.
3. 11870777 Canada Inc agrees to remove the sign at its sole expense within 90 days of receiving formal written notice from the County.
4. 11870777 Canada Inc hereby covenants and agrees to indemnify and save harmless the United Counties from any liability, claims, demands, damages, actions or other proceedings whatsoever arising out of this encroachment.
5. That 11870777 Canada Inc accepts that the United Counties, local Municipality or other agents are authorized to perform work within the right-

of-way will not be liable for any nuisance or damage to the sign caused through the performance of regular maintenance and/or construction activities.

6. For the purpose of this Agreement, it is agreed by the Parties that the sign shall be considered substantially destroyed or removed in the event that the extent of the destruction or removal is fifty percent (50%) or more. If the Parties are unable to agree on the extent, the matter shall be submitted to the Chief Building Official for arbitration and their decision shall be final and binding upon the Parties of this Agreement.



*Figure 1: Location and Rendering of Proposed Sign*

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

Dated at Cornwall, Ontario, this 20 day of September, 2021.

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Brent M. Hill, Owner/ President  
11870777 Canada Inc.

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Kimberley Casselman, Clerk  
United Counties of SDG

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Al Armstrong, Warden  
United Counties of SDG



## MONTHLY ACTIVITY SUMMARY

### CAO

**September 20, 2021**

#### **WORK COMPLETED:**

- Weekly Director's meetings – August 23<sup>rd</sup>, September 7<sup>th</sup> and 13<sup>th</sup>, 2021
- Weekly Corporate Services Dept. meetings – August 23<sup>rd</sup>, September 7<sup>th</sup> and 13<sup>th</sup>, 2021
- Eastern Ontario Wardens' Caucus meetings – September 17<sup>th</sup>, 2021
- Follow up from 2021 AMO conference
  - Media releases
  - Delegation follow-up correspondence
- Q3 SDG CAO's meetings – September 10<sup>th</sup> and 16<sup>th</sup>, 2021

#### **WORK IN PROGRESS:**

- Recruitment
  - Community Planner
  - Court Services
- Education study
- Corporate job description review
- Corporate Personnel Policy Manual review
- End of probation performance review – Manager of Ec. Dev.
- 2022 budget preparation
  - Corporate Services budgets
  - Review of departmental budgets
- Vaccination policy
- Covid response

## MONTHLY ACTIVITY SUMMARY

### Corporate Services

September 20, 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 Library Board and County Council agendas compiled via the new system.
- Assembled and circulated September 20<sup>th</sup> County Council agenda
- Prepared various meeting minutes, reviewed staff reports
- MFIPPA/FOI request duties
- Assisted with the CAO Performance Review process
- Continued research re: Corporate Records Management systems and best practices.
- Scanning/filing records

#### WORK IN PROGRESS:

- Ongoing implementation of new meeting and agenda management system (eSCRIBE)
- Ongoing by-law inventory (digital copies)
- Agenda preparation for September Committee of the Whole meeting, October County Council meeting and October Police Services Board meeting
- Assisting with review of Personnel Policy manual
- Preparation for Accessibility Advisory Committee meeting (fall 2021)
- 2022 draft budget
- Warden's event – November 2022



## MONTHLY ACTIVITY SUMMARY

### Financial Services

September 30, 2021

#### WORK COMPLETED:

- Weekly Management Team meetings
- Automated Speed Enforcement Meeting, Aug. 26, 2021
- Asset Management meeting, Aug. 31, 2021
- Budget Meetings, Sept. 2 & 8, 2021
- East Region POA meeting, Sept. 2, 2021
- POA Collection Committee meeting, Sept. 8, 2021
- OMTRA Conference, Sept. 13-15, 2021
- Citywide Asset Management Training, Sept 16 & 17, 2021
- Job Description Reviews FIN/POA
- Interviews Custodial Assistant

#### WORK IN PROGRESS:

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



## **MONTHLY ACTIVITY SUMMARY**

### **Transportation Services**

**September 20, 2021**

#### **WORK COMPLETED:**

##### **Transportation**

- Attended EOLC Working Group Meeting (Intelligent Transportation)
- Issued a variety of permits (entrance, sign, road cut)
- Reviewed and commented on various development plans/ drawings
- Provided comments and attended meetings for numerous planning applications (subdivisions, severances, pre-severances)
- Attended Automated Speed Enforcement meeting with Ontario Traffic Council
- Centerline painting substantially complete
- Held a Regional Waste Management Committee meeting with staff and local CAO's

##### **GIS**

- Created ArcOnline map for North Glengarry tracking of vacant lands for Economic Development.
- Provided data for grant applications for Townships.
- Dealt with building footprint request by RRCA within Floodplain areas.
- Updated Forestry Values Map for Martin (SNC).
- Provided GPS/GIS Field Data Collection support to Townships and OCWA.
- Civic address and Road network updates. Sent out monthly 911 Map Guide & Street list.
- Provided ArcOnline/SDG Explorer updates and support as required.
- Provided North Stormont consultant (4 Roads) with data to work on Roads Needs Assessment
- Forestry Meeting for SDG County Forests.
- Forest Cover Analysis Meeting (SNC).
- Roads Needs Application completed for testing

## **Forestry**

- Finalizing MacCauly acquisition
- Corresponded with Friends of the Summerstown Forest re: portable
- Dealing with various property issues
- Moving forward with Gallinger property acquisition
- Work at Howard Mitchel Forest in preparation of 2022 maple tapping

## **WORK IN PROGRESS:**

- CP Winchester Bridge Rehabilitation
- McPhee Bridge Rehabilitation
- St. Andrews West Rehabilitation
- OSIM Inspections
- Roadside Mowing
- 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
- Update road and civic data for CAD Map Upgrade (fire response) – Cornwall Police.
- Specialty Paint Marking Inventory Checks
- Asset Management integration for South Stormont (GIS & Finance)
- Natural Heritage Study as needed
- ArcGIS Server/Portal Set up.
- Official Plan updates as needed.
- Covid Survey updates as needed (SDG, ND, SD)
- Working with CloudPermit to provide GIS data for the new Planning Application



## MONTHLY ACTIVITY SUMMARY

### Planning Services

September 20, 2021

#### WORK COMPLETED:

- Attended a Professional Standards Board Webinar (related to RPP designation)
- Attended SDG Economic Development Officer's Working Group meeting
- Attended meeting on Forest Cover Analysis
- Attended Case Management Conference for the Official Plan Appeal
- Attended Pre-Consultation for OPA/ZBLA for a new quarry in North Dundas
- Attended Pre-Consultation for two proposed subdivisions
- Attended South Dundas Committee of the Whole
- Approved 1 Part Lot Control By-law
- Received 1 new subdivision application
  - 01-SG-2021 (Beech St. Subdivision)
- Severances:
  - 12 new applications processed since August 12, 2021.
  - Review day held August 18, 2021, upcoming review September 22, 2021 & October 6, 2021.
  - 2 files deferred.
  - 50 severances granted since August 12, 2021.
  - 6 files completed since August 12, 2021.
  - 38 files awaiting circulation.

#### WORK IN PROGRESS:

- Official Plan Appeal
- Cloud Permit software coordination
- RFP Growth Management Strategy





## MONTHLY ACTIVITY SUMMARY

### IT Services

September 20, 2021

#### WORK COMPLETED:

- Weekly management meetings
- Weekly IT team meetings
- Meetings regarding South Glengarry Council meeting streaming and VoIP project
- Service Desk project meetings
- eScribe web site integration
- Meeting with Vadim re: Online Modules
- Vacation (Aug 24th -Aug 30<sup>th</sup>, Sept 3<sup>rd</sup>)

#### 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

## MONTHLY ACTIVITY SUMMARY

### Library Services

**September 20, 2021**

#### WORK COMPLETED:

- Collections Development: Adult non-fiction (print & digital); Adult A/V material (audiobooks & DVDs); series (completing); Juvenile fiction & non-fiction; Juvenile DVDs; 'Library of Things' items
- Coordinated StoryWalks® at Warwick Forest, Two Creeks Forest, and Island Park (Alexandria)
- Requested and received financial support from the Friends of the Long Sault Library for renovation project at Long Sault Branch
- Coordinated, designed, and distributed September/October editions of the 'Navigator Flash'
- Re-designed Library cards to create bright designs that will stand out and showcase our commitment to help people connect, create, and explore.
- Updated promotional materials such as information sheet for children and email to new online members
- Attendance at weekly Directors' meetings
- Created 2020 SDG Library Annual Report
- September 2: Attendance at webinar – "Strategies for Increased Community Engagement"
- Staff recruitment activities – new Community Librarian starting on September 13, 2021
- Coordinated installation and promotion of 'Little Free Library' house in Morewood

#### WORK IN PROGRESS:

- Collections Development: Adult fiction & non-fiction (print); replacements; French fiction & non-fiction (Adult & Juvenile); Teen graphic novels; Picture books
- Preparations for SDG Library's 50<sup>th</sup> Anniversary: 'The Party'
- Library Board (video) Storytime series: <https://bit.ly/SDGLibraryStorytimes>
- Staff development – Conflict Resolution and Dealing with Difficult People; Team Building
- Library Value Marketing Campaign

# COUNCIL MONTHLY SUMMARY



GL5410

Date : Sep 07, 2021

Page : 1

Time : 3:30 pm

For Period Ending 31-Aug-2021

|                              | ACTUAL         | BUDGET         | YEAR TO DATE   |
|------------------------------|----------------|----------------|----------------|
|                              | .....2020..... | .....2021..... | .....2021..... |
| <b>GENERAL FUND</b>          |                |                |                |
| <b>REVENUE SUMMARY</b>       |                |                |                |
| Taxation                     | -50,656,564    | -50,690,910    | -38,181,161    |
| 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       | -216,555       |
| Forestry                     | -4,104         | -96,000        | -17,996        |
| Financial Services           | -471,610       | -318,380       | -164,096       |
| IT Services                  | -54,662        | -46,980        | 0              |
| Office Complex               | -123,775       | -70,980        | -8,235         |
| Police Services              | -106,649       | -135,967       | -52,885        |
| Library Services             | -156,990       | -252,449       | -22,790        |
| Court Services               | -1,955,511     | -2,436,000     | -1,188,930     |
| Road Services                | -6,653,655     | -11,188,141    | -4,890,399     |
| Total REVENUE SUMMARY        | -62,097,643    | -69,616,355    | -46,223,354    |
| <b>EXPENSES SUMMARY</b>      |                |                |                |
| Corporate Items              | 1,064,272      | 1,260,000      | 292,040        |
| Council & Committees         | 1,914,312      | 1,603,268      | 392,901        |
| Corporate Services           | 583,667        | 808,138        | 440,492        |
| Economic Development/Tourism | 921,073        | 1,258,333      | 406,658        |
| Planning Services            | 716,190        | 699,560        | 438,631        |
| Forestry                     | 103,559        | 238,775        | 110,912        |
| Financial Services           | 1,539,555      | 1,627,661      | 1,105,469      |
| IT Services                  | 544,842        | 661,327        | 262,748        |
| Health & Social Services     | 9,033,526      | 9,800,507      | 6,454,414      |
| Office Complex               | 68,713         | 110,112        | -59,263        |
| Police Services              | 10,480,237     | 10,562,224     | 6,104,864      |
| Library Services             | 2,601,569      | 2,764,171      | 1,683,737      |
| Court Services               | 1,277,746      | 1,732,697      | 812,650        |
| Transportation Services      | 31,248,381     | 36,489,582     | 14,319,723     |
| Total EXPENSES SUMMARY       | 62,097,643     | 69,616,355     | 32,765,978     |
| Total GENERAL FUND           | 0              | 0              | -13,457,376    |



## **Branch Report, September 2021, District 1**

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

Important collections work was a focus this summer, as Chesterville staff continued to provide support in the development of the Library's Young Adult collection. A detailed analysis of the branch's juvenile non-fiction selection also helped to assess any gaps.

### **CRYSLER BRANCH - Josée B.**

As the Chrysler Branch was closed for a short time in August, patrons found themselves visiting the Finch Branch to pick up their holds. Despite not having access to their home branch, patrons were pleased that there was no disruption in service when it came to accessing Library collections and many commented on how much they enjoyed visiting the Library's makerspace in Finch.

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

Extending the MakerLab's reach beyond the branch continued during the summer months. Several virtual workshops were offered, in partnership with Scientists in School, and the popular "Maker Minute in a Bag" initiative saw over one-hundred packages distributed back in May, with the next round of bags slated for release sometime this Fall.

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

Eager for South Mountain's reopening, community members were thrilled to see the return of full hours and in-branch services. Many families were welcomed back for the first time since the beginning of the pandemic and there have been many new faces venturing inside to browse the shelves.

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

As summer came to a close, Winchester staff worked hard to wrap up the 'Homework Helpers' project that had been in the works since early 2020. Designed for grades 1-6, these curriculum kits aim to support students, parents, and teachers as they take on a new school year.

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

Priorities this summer included phasing in Step 3 of the Library's reopening plan, the finalization/launch of the 'Homework Helpers' curriculum kits, and preparations for upcoming renovations in Winchester.



## **Branch Report, September 2021, District 2**

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

The annual TD Summer Reading Club was a great success again this summer. Summer students Émilie and Chloe blended virtual meetups, weekly themed program kits and online content to ensure children and families were engaged throughout the summer.

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

Iroquois patrons were happy to finally be able to browse collections and see the newly renovated branch. New shelving and furniture with an improved layout of collections has been well received by all who have visited.

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

The Express Depot continues to be a popular service that offers residents of St. Andrews West and the surrounding area with a convenient location to pick up Library materials at the Crossroad Convenience store.

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

Step 3 in the “Roadmap for Reopening” meant resuming some in-branch library services, including printing, copying, faxing, computer use and browsing collections. Morrisburg patrons have embraced the return of these services providing a reminder that the Library may be the only accessible place for many of these services in the community.

### **WILLIAMSBURG BRANCH**

Updated Library hours resulted in an additional daytime shift at the Williamsburg Branch. This provides better access to the branch for families with young children and seniors who prefer daytime over evening hours.

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

Space planning and branch enhancements at the Morrisburg, Ingleside, Iroquois and Long Sault branches were the priority throughout the summer. Additional space for physical collections, enhancing layouts, and improving staff safety and workflow were the main focus of these projects.



## **Branch Report, Sept. 2021, District 3**

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

To provide an alternative option for quick and convenient check-out service, a self-check machine has been installed and is capturing the interest of young patrons and adults who appreciate its' simplicity and convenience. This new addition is gaining enthusiasts every day.

### **AVONMORE BRANCH – CSAs**

Patrons are thrilled to be welcomed into the branch, browse the collections, and see the staff again. A new LSA was hired for the Avonmore Branch. Kelsey, formerly a CSA for Stormont branches, was the successful candidate for the position.

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

LSA Tara converted a popular summer program, 'Arts in the Park', to be a take-home program that allowed it to be safely offered during the pandemic. The 'DIY Arts in the Park' activity for children provided three nature-based activities and all sixty kits created were picked-up within the first week.

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

The Virtual Book Club continues to run via a Facebook group and is looking to rebrand when the fall arrives, changing to reflect being a permanent virtual book club. Other changes are also being made to connect with more participants including exploring the use of Tik Tok and announcing six months of reading selections.

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

We have a variety of excellent literary Book Club Kits that are certain to generate plenty of discussion within our book club members. The Sandywood Book Club has kits booked until April 2022 and have shared how grateful they are for the book club kits that the Library provides.

### **DISTRICT SUPERVISOR - Darlene A.**

Priorities over the summer were staff scheduling, public service, interviewing and training three new staff members (LSAs) for Avonmore, Williamstown and a CSA for Glengarry.

## KEY INFORMATION REPORT

### Transportation Services

9/20/2021

#### **SUBJECT: 2022 Snowplow Purchase**

#### **BACKGROUND:**

Staff are requesting Council's support to tender the 2022 snowplow this fall.

As Council is aware, the County follows a 10-year fleet replacement schedule that provides for the procurement of one new plow on an annual basis. The advantage of this approach is that it creates a consistent and predictable budget and gives staff certainty when plows are going to be replaced so that informed repair decisions can be made. The other advantage of this regular long-term replacement schedule is that it evenly distributes the age, condition and wear throughout the fleet. Since approval by Council, staff have used this schedule to guide equipment replacement schedules.

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

As in past years, staff are recommending an early 'tender' for the 2022 unit to ensure that it will be delivered on time for the 2022 winter season. Based on staff's understanding, the procurement lead-time to purchase a new snowplow is significant, creating uncertainty and scheduling challenges if the tender is only released after the County budget is approved.

The other advantage of releasing the snowplow tender before budget deliberations is that it will result in an accurate budget number for next year. Provided there is no objection from Council, staff will prepare and release the tender within the next several weeks for consideration by Council at a later meeting date.

Respectfully submitted.



## KEY INFORMATION REPORT

### Transportation Services

**9/20/2021**

#### **SUBJECT: 2021 Road Tour**

#### **BACKGROUND:**

The 2021 Road Tour will take place Wednesday October 6<sup>th</sup>, starting at 8:30am from the Finch Patrol Garage. Council can expect to return to Finch by approximately 3:30pm. Lunch will be provided.

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

As we are likely to stop at active construction sites, staff would kindly request that Council members bring steel toed boots if they wish to exit the bus and see the work firsthand. Hardhats and safety vests will be provided by SDG.

Respectfully Submitted.



## KEY INFORMATION REPORT

### Transportation Services

9/20/2021

#### **SUBJECT: Forestry Activities Update**

#### **BACKGROUND:**

The following is provided as updates regarding County Forestry activities.

#### **Howard S. Mitchell Forest (Dalkeith)**



Through the summer, the maple tapping contractor has installed many of their collection lines within the forest. Through an invitation from Councillor Noble (North Glengarry), SNC and SDG staff met with local residents who were concerned with the impact of these collection lines on the forest. Specifically, residents felt that they had not been consulted, the collection lines cut-off several of the trails and now impact the natural environment. County and SNC staff reiterated that Maple Syrup operations had been contemplated by Council for some time, that

the current lease does require the contractor to maintain open trails and that we appreciated their feedback and will have to consider how we can improve engagement with local forest users as we move forward. SNC will be following up with trail users and the contractor to ensure all active trails are open. Although this response may not satisfy all the concerns raised during this meeting, staff's hope is that this serves as 'lessons-learned' with future diversified forest uses.

#### **Summerstown Forest**

The new portable has been delivered to the forest and is being prepared for use this winter, subject to the removal of the 'wetland' delineation by the Ministry. Staff are working on the agreement between SDG and the Friends of the Summerstown Trails to ensure that a formal framework is well established between the parties.

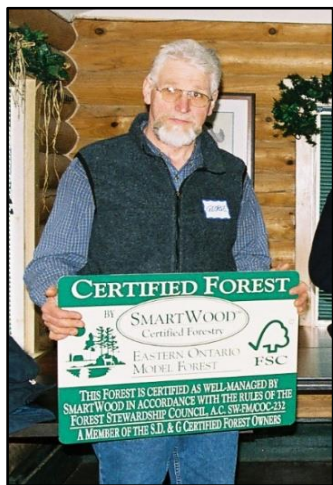
In recent weeks, staff have received complaints regarding the inaccessibility of the forest for ATV users and conflicting sign information. Council may recall that ATV use is permitted during specific times of year on the main trails, yet discouraged on side trails and elsewhere within the forest. Staff are erecting more consistent signage at the "Powerline" entrance.

## Osnabruck Forest

As Council may recall, SDG has entered into an agreement with the SDG Ontario Woodlot Association (SDG OWA) to develop the Osnabruck Forest as a “Forest Demonstration Site”. This property had been originally created in 1939 to encourage the re-establishment of forest cover within SDG (as a self-guided tour), and will coincidentally serve the same purpose once fully developed by the SDG OWA.

This summer the SDG OWA has been advancing their development plan for the property and has since submitted a full proposal which has been reviewed and approved by SDG staff in consultation with SNC. Some of the highlights of this plan include:

- Re-marking (to the greatest extent possible) the physical layout of the original main trail (estimated at ~500m in length).
- Removal of hazard trees and vegetation noxious/ undesirable vegetation (poison ivy).
- Trail construction.
- Identification and marking of various points/ tree species of interest.
- Creation of trail interpretation signage and printed materials.



Once established the SDG OWA intends to host a variety of activities and events on the site. Activities are likely to include: tree identification workshops, forest inventories, chainsaw safety courses, artistic/ cultural events and celebratory events such as Earth Day and National Forestry Week.

As a note, the SDG OWA intends to name the main trail after one of the Chapter's founding members: Mr. George Velema. Mr. Velema was the chief forester for Domtar in Cornwall for over 25 years, has donated four forests to SNC through the *Ecological Gifts* program and the first to suggest that the Osnabruck Forest be adopted by the SDG OWA for the purpose of hosting workshops and tours. The SDG OWA considers this a fitting tribute to one of our region's most tireless forest cover advocates.

## COMMENTS/OBSERVATIONS:

SNC staff will be attending the October Council meeting, to provide their annual report for SDG forest activities. Staff are also laying the groundwork to start a 'Forest Use Working Group' in order to provide staff and the public with greater input and direction for what types of uses the County wants to encourage within its properties. Staff would appreciate any feedback from Council on how this working group should be structured to ensure we are meeting the needs of the various forestry users.

Respectfully Submitted.

## KEY INFORMATION REPORT

### Library Services

9/20/2021

#### **SUBJECT: Lancaster Branch Library Evaluation and Feasibility Study**

#### **BACKGROUND:**

In the autumn of 2020, the Director of Library Services made a presentation to the Council of the Township of South Glengarry to ask for its support in developing an application to the Ontario Trillium Foundation, under the 'Resilient Communities Fund', for an expansion of the Lancaster Branch library facility; as the Township owns the building, it would need to submit the application.

In that presentation, challenges that the SDG Library faces to serve the local community were described, especially in comparison to those offered by other Resource Branches in the SDG Library system, primarily because of the historic building's limited size (960 sq. ft.). It was also pointed out that the delivery of services had become significantly more difficult as a result of the current pandemic, and that the 'Resilient Communities Fund' was specifically created to assist communities facing similar challenges.

Subsequent to that presentation, a request was made to County Council in February of this year to authorize the expenditure of \$20,000 from the Counties' 'Safe Restart' funding reserve for an updated Architectural Evaluation and Feasibility Study. The study would look at current space needs of the SDG Library at its Lancaster Branch location and provide physical options to deal with the increased challenges faced due to the COVID-19 pandemic. That request was approved.

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

The firm Rayside Labossière Architects, which had undertaken a similar study for the Township in 2003, was engaged to update that earlier study with a view to revising its former recommendations based on current provincial facility standards for libraries and developments that have taken place over the past 18 years at or near Lancaster Branch. These developments include the local Legion's installation of a cenotaph behind the Branch, the planting of a memorial tree, etc.

On September 7, 2021, Ron Rayside of Rayside Labossière Architects presented this new updated study to the Township of South Glengarry's Council. His presentation noted that the Library's place in the community has historic roots and is well-used by residents, and that the heritage-designated building (built in 1902, and since used continuously as a library) is unique and worthy of preservation. The study also acknowledged that present-

day library services required additional space and consideration – AODA compliance, number of computer stations available (currently only one station can be used), access to a wide range of collections including Local History, increased public seating, programming space, etc.

Mr. Rayside's presentation laid out a few options for expanding the current space to approximately 2,400 sq. ft. without affecting the original building. Consideration was also given to various community activities that take place in Lancaster, such as the annual Remembrance Day service at the cenotaph (e.g. large windows looking out towards the cenotaph would allow some attendees to view the service from a warm spot inside the Library).

At this point it will be up to the Township of South Glengarry to determine whether to allocate funds or pursue grant applications for an expansion to the Lancaster Branch library facility. Certainly, a strong case has been made for the need for an expansion by both the SDG Library and by the architectural firm consulted to envision it.

Respectfully submitted.

# THE LANCASTER LIBRARY



## Evaluation and feasibility study

195 S Rd Military, Lancaster ON K0C 1N0



# KEY PLAN



# ARCHITECTURAL IMPROVEMENTS



## 2006 EXTERIOR RENOVATIONS

- replacement of the outside windows
- change of the doors
- replacement of badly matched sections of tin roof
- replacement of badly matched brick
- replacement of badly repaired brick patterns around windows
- removal of the handicapped ramp and remodelling in the back
- remodelling of the front entrance and stairs
- addition of new parking spaces
- addition of front and rear exterior lights



# ARCHITECTURAL IMPROVEMENTS



## 2006 INTERIOR RENOVATIONS

- removal of the hung ceiling
- repaint library
- restoration of wood moldings around replaced windows





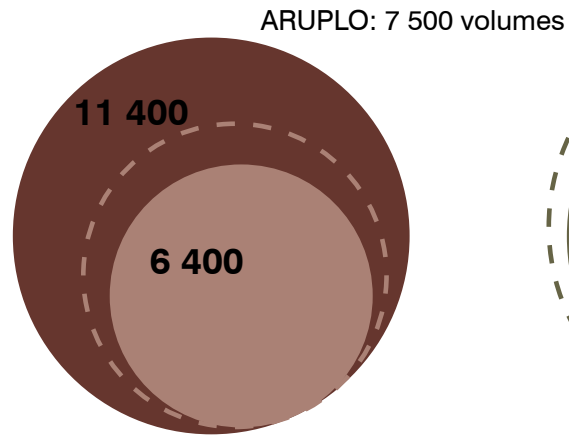
## SITE IMPROVEMENTS



### 2009 MEMORIAL

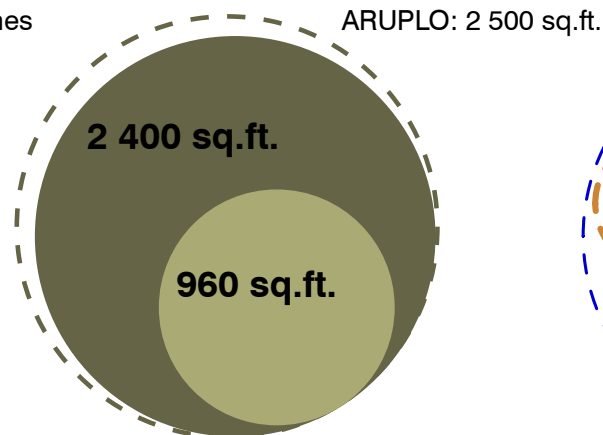
- enhancement of memorial plaques
- plantation of a symbolic tree

# CURRENT ISSUES



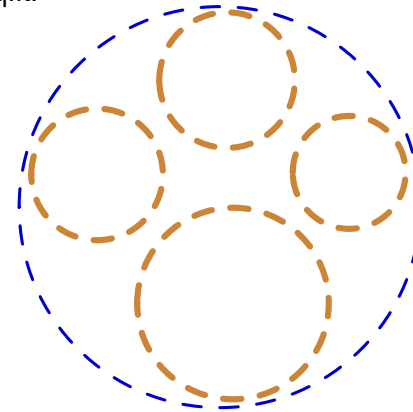
## volumes

an additional 3000 volumes to be added



## area

over 1400 additional sq.ft.



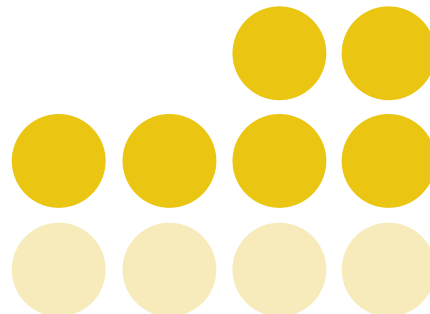
## community and support spaces

flexible programming space  
generous children's corner area  
storage and staff quarters  
augmented local history section



## computer stations

1 additional station, 2 spots for laptops



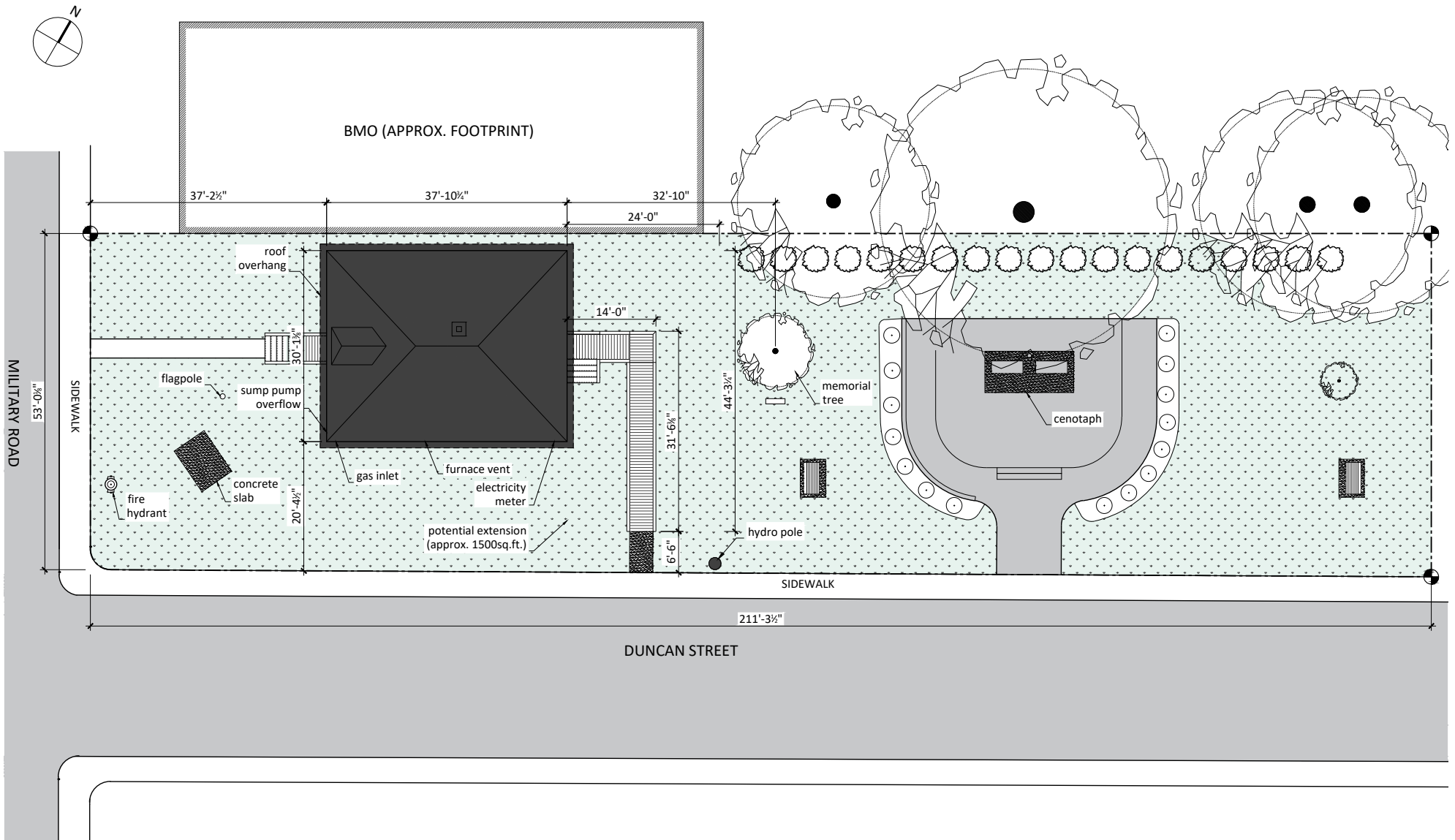
## seating

6 additional seating spots

## updating the amenities

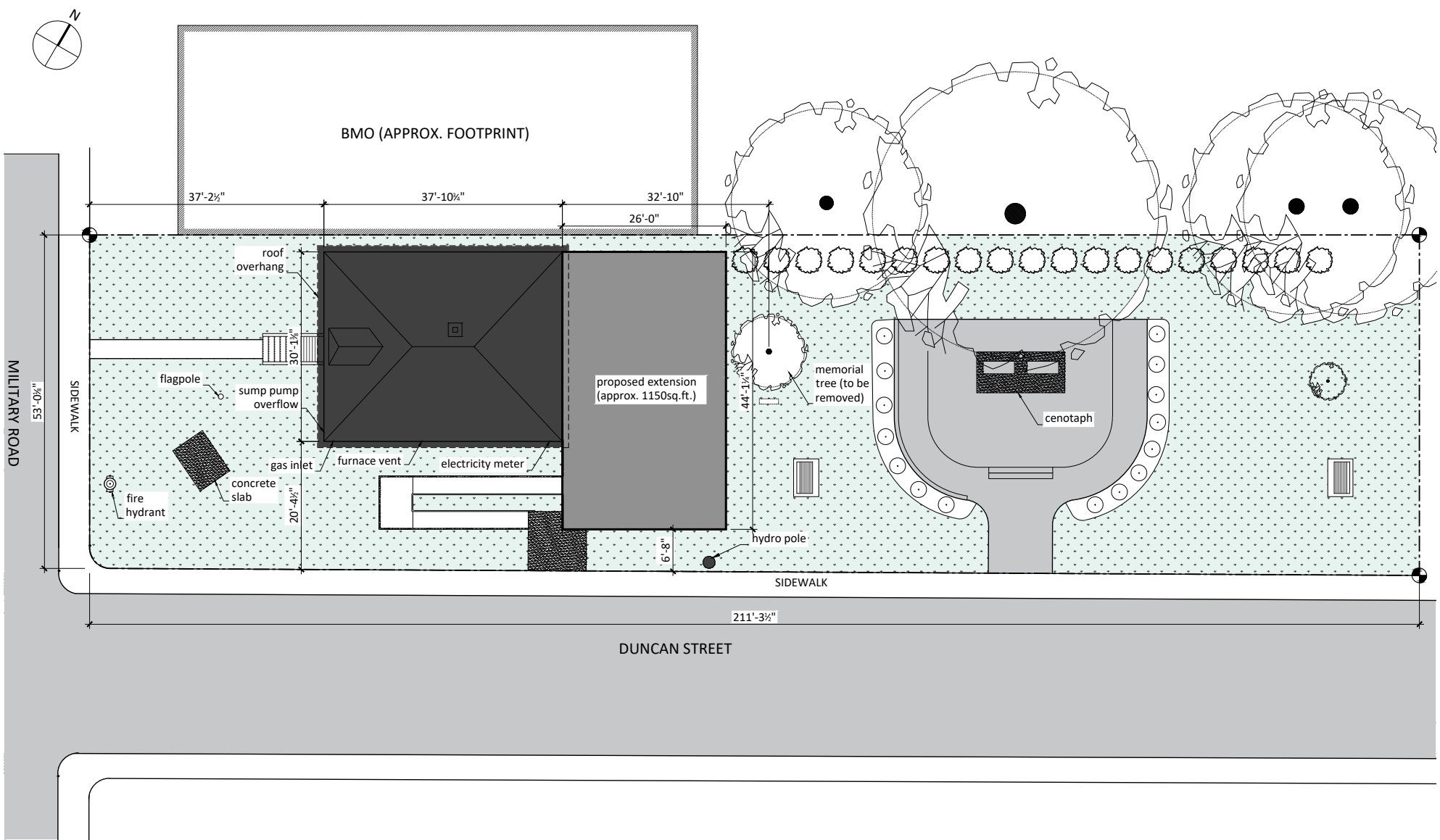
The actual collection and services offered by the Lancaster branch library are below the ARUPLO (administrators of rural and urban public libraries of Ontario) guidelines and need to be updated. Here are the main highlights of the changes proposed.

# EXISTING SITE PLAN

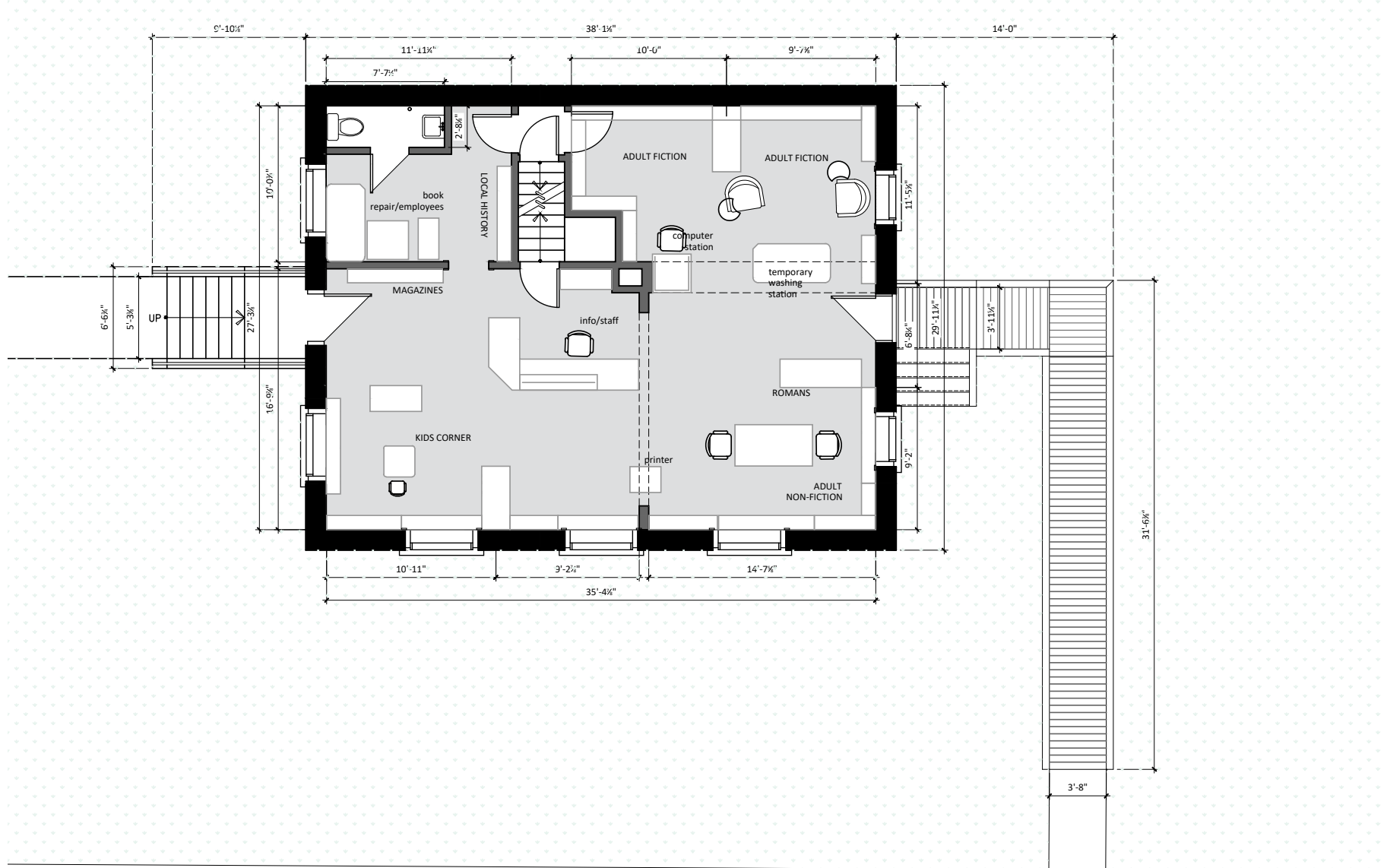




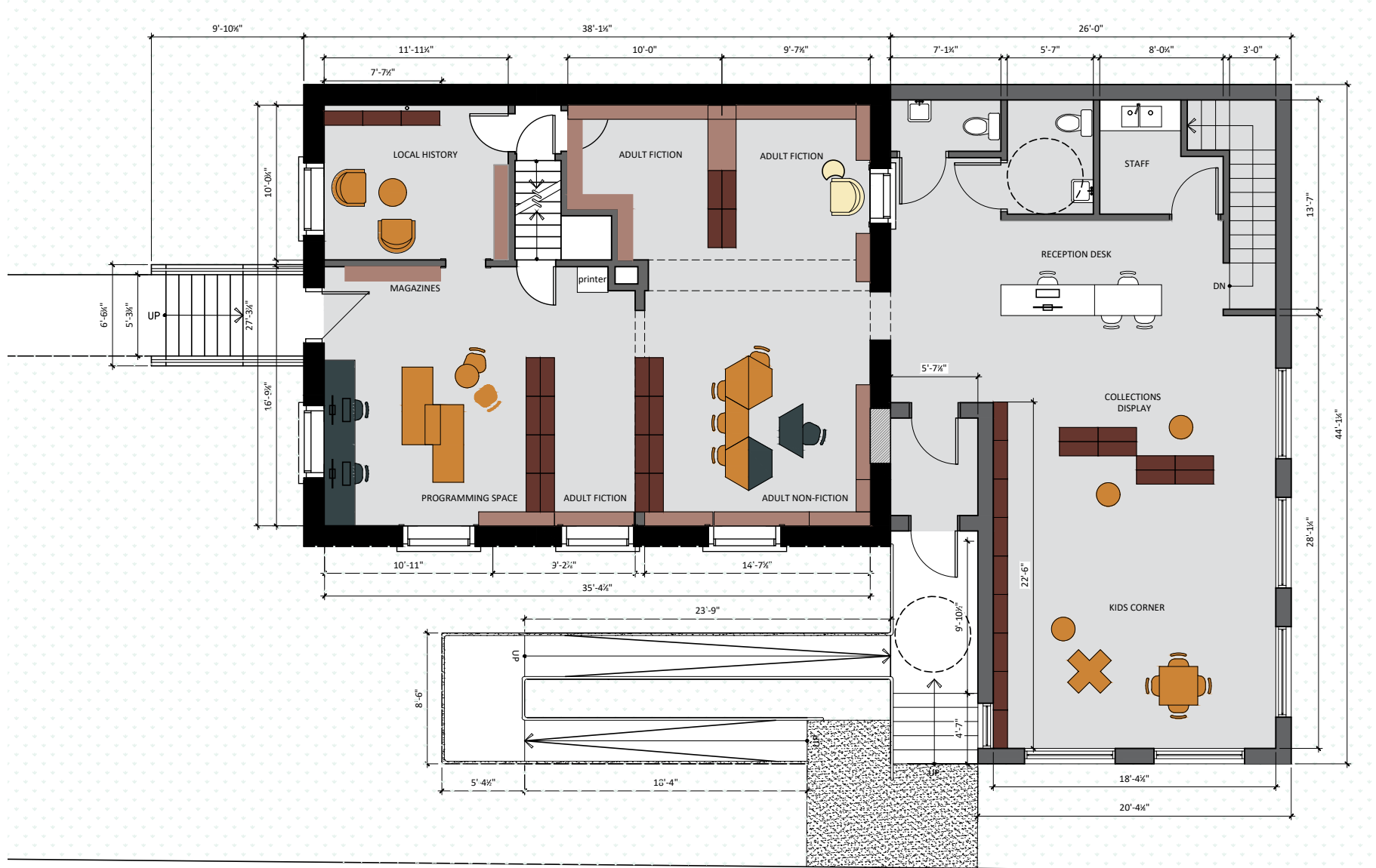
# PROJECTED SITE PLAN



# EXISTING PLAN



# PROJECTED PLAN



# PROJECTED WEST ELEVATION OPTION 1



# PROJECTED WEST ELEVATION OPTION 2

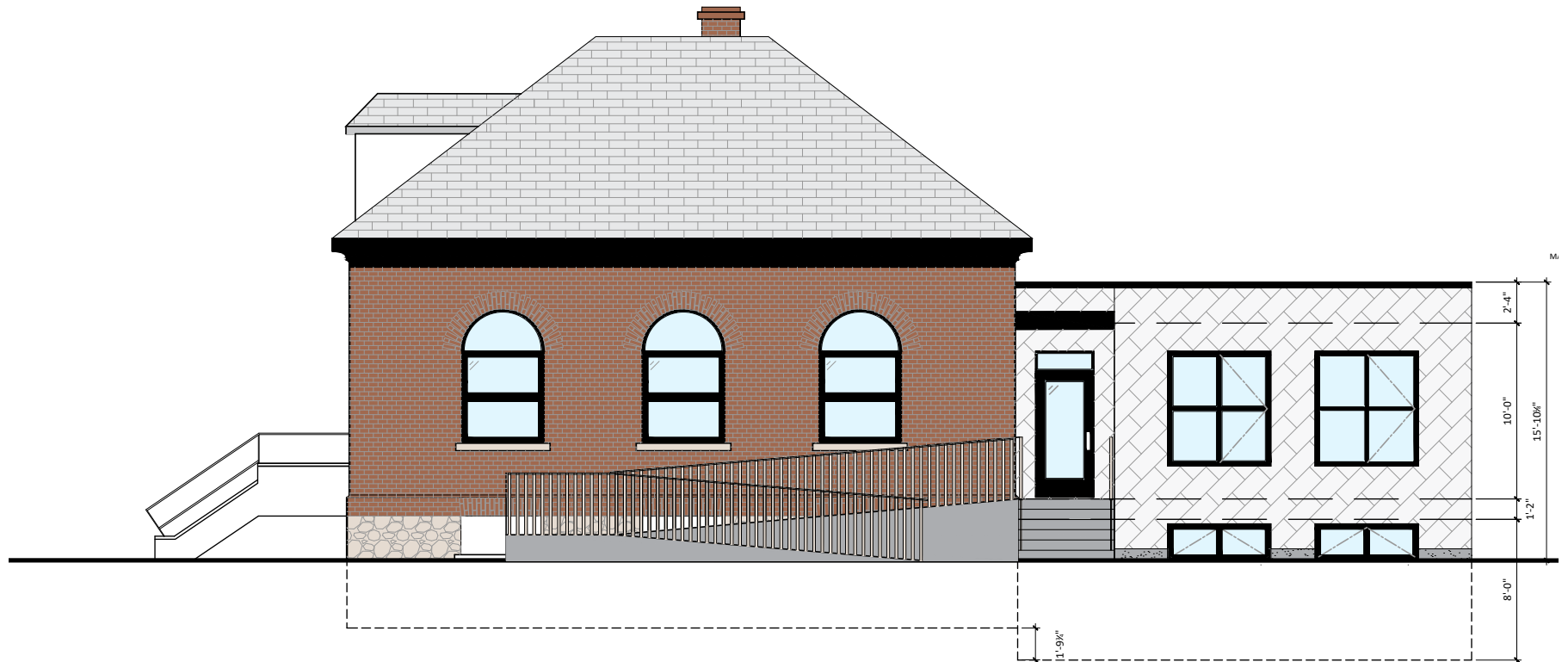




# PROJECTED SOUTH ELEVATION OPTION 1



# PROJECTED SOUTH ELEVATION OPTION 2



# PROJECTED EAST ELEVATION OPTION 1



# PROJECTED EAST ELEVATION OPTION 2



# PROJECTED EXTERIOR VIEW OPTION 1





## PROJECTED EXTERIOR VIEW OPTION 1





## PROJECTED EXTERIOR VIEW OPTION 2



## PROJECTED EXTERIOR VIEW OPTION 2





## BUDGET

### pre-project budget

Here are the figures for the realization of the proposed extension and the related works.

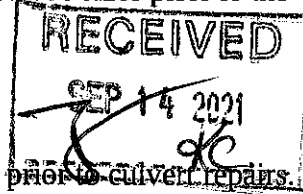
|  | direct costs<br>(construction costs) | indirect costs*<br>(25%) | total costs    |
|--|--------------------------------------|--------------------------|----------------|
| <b>library extension</b>               |                                      |                          |                |
| new addition                           | 551 953                              | 137 988                  | 689 941        |
| existing building modifications        | 70 000                               | 17 500                   | 87 500         |
| outside work (ramp, landscaping, etc.) | 42 300                               | 10 575                   | 52 875         |
| <b>total</b>                           | <b>664 253</b>                       | <b>166 063</b>           | <b>830 316</b> |

The furniture, shelvings and equipment expenses are not included.

\* Development costs, professional fees, all other costs than construction costs

# Petition to the Counties of SDG, County Board of Supervisors, Transportation Departments, Roads Departments and Similar Organizations

WE, THE UNDERSIGNED, HEREBY PETITION [the Counties of SDG, Transportation Departments, etc] to rectify and replace the existing driveways to their previous sizes prior to the culvert repairs located in St. Andrews W, ON.



**WE STATE OR BELIEVE:**

1. That the petitioners are residents of St. Andrews W, ON.
2. That there is a need to replace driveways to the previously existing size prior to culvert repairs.
3. That residents have a right to driveway that is exact to the previous size prior to repair in order to ensure safe entry into the driveway.
4. That the need for the original driveway sizing to maintain the same width and length to ensure accessibility for all vehicles to access the driveway as well as preserve the newly replace driveway entrances.

| Signature | Name              | Legal Address       | Date         |
|-----------|-------------------|---------------------|--------------|
|           | Chris Burtenshaw  | 17427 CTR 18        | Aug 27/21    |
|           | Vernon Julien     | 17411 CTR 18        | Aug 24/21    |
|           | Sandra Julien     | 17411 CTR 18        | Aug 24/21    |
|           | Robert Cameron    | 17407 " "           | Aug 24/21    |
|           | Pierrette Cameron | 17407 Cty Rd. 18    | Aug 24/21    |
|           | Owen Cameron      | " " "               | Aug 24/21    |
|           | Tim LYNCH         | 17410 " "           | Aug 24/21    |
|           | CAROLE LYNCH      | 17410 " " "         | Aug 24/21    |
|           | JAMES Melune      | 17396 " "           | Aug 24/21    |
|           | Valerie Stephens  | 17396 " "           | Aug 24/21    |
|           | George LeVae      | 17392 " "           | Aug 24/21    |
|           | Rick Hosco        | 17389 " "           | Aug 24/21    |
|           | Lucy McIntosh     | 17384 Cty Rd. 18    | Aug 24/21    |
|           | Gilson McGowan    | 17356 Cty Rd 18     | Aug 24/21    |
|           | Amanda Ducharme   | 17372 County Rd 18  | Aug 24/21    |
|           | NANCY DESROSIER   | 17366 County Rd. 18 | Aug 25, 2021 |
|           | Patricia Mellor   | 17362 County Rd 18  | Aug 25, 2021 |
|           | MICHEL PAQUETTE   | 17347 CTY 18        | Aug 25/2021  |
|           | DIANA WATSON      | 17345 CTY 18        | Aug 25/2021  |
|           | DIANA WATSON      | 17345 PUMPS         | Aug 25/21    |

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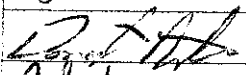
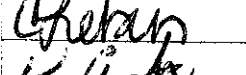
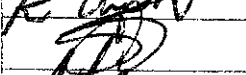

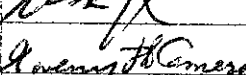
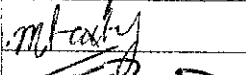

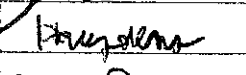
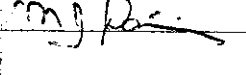
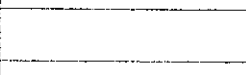


| Signature                  | Name                | Legal Address                 | Date         |
|----------------------------|---------------------|-------------------------------|--------------|
| <i>Susan Julia</i>         | Susan Julia         | 17411 Dundas Rd.              | Aug 26/21    |
| <i>Matthew Julien</i>      | MATHEW JULIEN       | 17411 DUNDAS Rd.              | Aug 26/2021  |
| <i>Bailey Giroux</i>       | Bailey Giroux       | 17397 Dundas Rd.              | Aug 26/21    |
| <i>Mat Giroux</i>          | Matthew Giroux      | 17397 Cty Rd 18               | Aug 26/21    |
| <i>Meaghan Sabourin</i>    | Meaghan Sabourin    | 17385 County rd 18            | Aug 26/21    |
| <i>Jessica Stevens</i>     | Jessica Stevens     | 17353 St Andrews West         | Aug 26/21    |
| <i>Shane Kennedy</i>       | Shane Kennedy       | 17353 St Andrews West         | Aug 26/21    |
| <i>Miguel Rob</i>          | Miguel Rob          | 17375 St Andrews West         | Aug 26/21    |
| <i>Michelle Lafance</i>    | Michelle Lafance    | 17423 County Rd 18            | August 26/21 |
| <i>Meaghan Jonathan</i>    | Meaghan Jonathan    | 17430 County Rd 18            | Aug. 26/21   |
| <i>Elizabeth MacLennan</i> | Elizabeth MacLennan | 17438 County Rd 18 St Andrews | Aug 26/21    |
| <i>CÉDRICK LAPORTE</i>     | CÉDRICK LAPORTE     | 17442 County Rd 18 St Andrews | Aug 26/21    |
| <i>Sarah Bourgeois</i>     | Sarah Bourgeois     | 17442 County Rd 18 St Andrews | Aug 26/21    |
| <i>Melanie Lafance</i>     | Melanie Lafance     | 17442 B City Rd 18            | Aug 26/21    |
| <i>F. Robers</i>           | F. Robers           | 17436 Kemp Rd.                | Aug 26/21    |
| <i>Shannon Bird</i>        | Shannon Bird        | 17434 County Rd 18            | Aug 26/21    |
| <i>M. Kaperov</i>          | M. Kaperov          | 17451 " " "                   | Aug 26/21    |
| <i>Ushak Kaperov</i>       | Ushak Kaperov       | 17451 " " "                   | Aug 26/21    |
| <i>Gary Allison</i>        | Gary Allison        | 17469 " " "                   | Aug 26/21    |
| <i>Kathy Allison</i>       | Kathy Allison       | " " "                         | Aug 26/21    |

# Petition to the Counties of SDG, County Board of Supervisors, Transportation Departments, Roads Departments and Similar Organizations

**WE, THE UNDERSIGNED, HEREBY PETITION** [the Counties of SDG, Transportation Departments, etc] to rectify and replace the existing driveways to their previous sizes prior to the culvert repairs located in St. Andrews W, ON.

**WE STATE OR BELIEVE:**

1. That the petitioners are residents of St. Andrews W, ON.
2. That there is a need to replace driveways to the previously existing size prior to culvert repairs.
3. That residents have a right to driveway that is exact to the previous size prior to repair in order to ensure safe entry into the driveway.
4. That the need for the original driveway sizing to maintain the same width and length to ensure accessibility for all vehicles to access the driveway as well as preserve the newly replace driveway entrances.

| Signature   | Name            | Legal Address          | Date          |
|---|-----------------|------------------------|---------------|
|    | Robert Hybin    | 207 Kings Road         | Aug 26/21     |
|   | Christine Leban | 17359 County Rd 18     | Aug 26/21     |
|  | Kevin Cameron   | 17340 CR 18            | Aug 26/21     |
|  | Julie Swick     | 17338 Cty Rd 18        | Aug 26/21     |
|  | Rudy Taram      | St Andrews West        | "             |
|  | Marc Robertson  | 17376 - County Rd 18 - | Aug 26/21     |
|  | Gwenth Cameron  | 17380 Cty Rd 18        | Aug 26 2021   |
|  | Mackenzie Baxby | 17406 county rd. 18    | " "           |
|  | Heather Deschen | 17406 county rd. 18    | Aug 26 2021   |
|  | Tara Darrin     | 17420 COUNTY 18        | Aug 26 2021   |
|  | Samuel Hayden   | 17402 COUNTY 18        | Aug - 27-2021 |
|  | MIKE POLP       | 17460 CNTY RD 18       | Aug 27 2021   |
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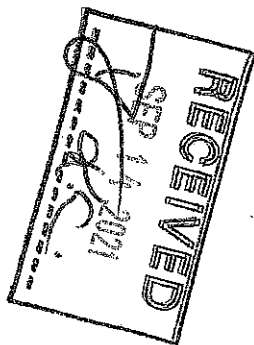
**Petition to the Counties of SDG, County Board of Supervisors,  
Transportation Departments, Roads Departments and Similar  
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[illegible]



Att  
Tim Simpson

From  
Chris Buttershaw

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

**BY-LAW NO. 5315**

**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 August 23, 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 September 20, 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 20<sup>th</sup> day of September, 2021.

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WARDEN

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CLERK