

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Regular Meeting of Council

Agenda

Monday October 27th 2025 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM

- 1. CALL TO ORDER**
- 2. DECLARATION OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. ADOPTION OF PREVIOUS MINUTES**

Regular Meeting of Council Minutes – Tuesday October 14th 2025

5. DELEGATIONS

6. STAFF REPORTS

a. Administrative Department

- i. AD 2025-13: Strong Mayor Powers – 2026 Budget Process
- ii. AD 2025-14: Lease Agreement with Carefor Health and Community Services
- iii. AD2025-15: 2025 Municipal Emergency Control Group Update

b. Community Services Department

- i. CS 2025-20: Heritage Designation of Alexandria Train Station

c. Treasury Department

- i. TR 2025-20: Appointment of Tile Drainage inspector
- ii. TR 2025-21: Tile Drainage Loan and Rating By-law

d. Fire Department

- i. FD 2025-04: Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2025-26 – Agreement

. Public Works Department

- i. PW 2025-21: Adoption of Engineering Design Standards for Subdivisions and Site Plans
- ii. PW-2025-22: Winter Maintenance Agreement with United Counties of SDG

7. UNFINISHED BUSINESS

8. CONSENT AGENDA

- a. Council Correspondence Package

9. NEW BUSINESS

- i. AD 2025-16: Resolution-Abandon Strong Mayor Powers

10. NOTICE OF MOTION

Next Regular Meeting of Council

Monday November 10, 2025, at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

Note: Meetings are subject to change and cancellation

10. QUESTION PERIOD

Questions are to be in relation to the items presented on this agenda. Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair.

12. CLOSED SESSION

As this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*.

And adopt the minutes of the Municipal Council Closed Session meeting of Tuesday October 14, 2025

13. CONFIRMATION BY-LAW

- a. By-law 38-2025

14. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
Regular Meeting of Council
Minutes

Tuesday October 14, 2025, at 6 p.m.
Council Chambers
3720 County Road 34
Alexandria, Ontario K0C 1A0

PRESENT: Mayor: Jamie MacDonald
Deputy Mayor: Carma Williams
Councillor: Jeff Manley
Councillor: Brian Caddell
Councillor: Michael Madden
Councillor: Gary Martin

ALSO PRESENT: Interim CAO/Clerk: Timothy Simpson
Deputy Clerk: Jena Doonan
Director of Public Works: Timothy Wright

1. CALL TO ORDER

Meeting called to order at 6:01 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None

3. ACCEPT THE AGENDA (Additions/Deletions)

Resolution No. 1

Moved by: Carma Williams

Seconded by: Jeff Manley

THAT the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Tuesday October 14, 2025

Carried

4. ADOPTION OF PREVIOUS MINUTES

Resolution No. 2

Moved by: Michael Madden

Seconded by: Brian Caddell

THAT the minutes of the following meeting(s) be adopted as circulated.

Regular Meeting of Council Minutes – Monday September 29, 2025

Carried

5. DELEGATIONS

None

6. STAFF REPORTS

a. Administrative Department

AD 2025-10: Award 2026 Municipal Election RFP

Resolution No. 3

MOVED BY: Jeff Manley

SECONDED BY: Micheal Madden

THAT Council of the Township of North Glengarry Receives Staff report AD 2025-10: Award 2026 Municipal Election RFP; and

THAT Council of the Township of North Glengarry accepts and awards the Request for Proposal for Election Services to Voatz; and

THAT Council authorizes the Clerk to make any minor amendments to the agreement as may be necessary to give effect to this decision;

AND THAT Council authorizes the Mayor and CAO enter into an agreement with Voatz for the upcoming 2026 Municipal Election for an overall estimated cost of \$30, 488.64 to be broken up into 4 billing cycles.

Carried

AD-2025-11: Alternate Voting Methods – 2026 Municipal Election

Resolution No. 4

MOVED BY: Brian Caddell

SECONDED BY: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2025-11: Alternate Voting Methods – 2026 Municipal Election; and

THAT the Council of the Township of North Glengarry adopts by-law No. 32-2025, being a By-law to authorize voting by internet, telephone and the use of optical scanning equipment – paper ballots for the 2026 Municipal Election;

AND THAT by-law No. 32-2025 be read a first, second and third time and enacted in open Council this 14th day of October 2025.

Carried

b. Public Works Department

PW-2025-20 Alexandria Main Street and Mill Square Improvements Project Update - Direction for New Design Consultant

Resolution No. 5

MOVED BY: Michael Madden

SECONDED BY: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. PW-2025- 20 Alexandria Main Street and Mill Square Improvements Project Update - Direction for New Design Consultant

THAT Council approve the updated project direction document for the Alexandria Main Street and Mill Square Improvements project as presented; and

THAT Council endorse the four-area project scope with enhanced accessibility feature and refined utilities burial strategy; and

THAT Council acknowledge that the United Counties of SDG are the lead agency on this project as they own the Main Street right-of-way, with the new design consultant yet to be confirmed by SDG Council; and

THAT Council approve the Township's commitment to fund 50% of the design costs for the project, as supported by the 2025 budget; and

THAT Council provide delegated authority to the Mayor and CAO to enter into a cost-sharing agreement with SDG Counties for the design portion of the project; **THAT** Council note the intent for construction to commence in 2027, with funding strategy dependent on external funding availability.

Carried

7. UNFINISHED BUSINESS

None

8. CONSENT AGENDA

Resolution No. 6

Moved by: Gary Martin

Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry receives the item(s) from the consent agenda for information purposes only.

Carried

9. NEW BUSINESS

None

10. NOTICE OF MOTION

Next Regular Meeting of Council

Monday October 27, 2025 , at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

Note: Meeting are subject to change and cancellation

11. QUESTION PERIOD

a. (Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair)

12. CLOSED SESSION

Resolution No. 7

Moved by: Jeff Manley

Seconded by: Brian Caddell

Proceed “In closed Session”

As this matter deals with personal matters about an identifiable individual, including municipal or local board employees they may be discussed in closed session under sections 239 (2)(b) of the *Ontario Municipal Act*)

Carried

Resolution No. 8

Moved by: Michael Madden

Seconded by: Brian Caddell

THAT we return to the Regular Meeting at 7:32p.m.

Carried

13. CONFIRMATION BY-LAW

Resolution No. 9

Moved by: Brian Caddell

Seconded by: Michael Madden

THAT the Council of the Township of North Glengarry adopts by-law 33-2025, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

THAT by-law 33-2025 be read a first, second and third time and enacted in Open Council this 14th day of October 2025.

Carried

14. ADJOURNMENT

Resolution No. 10

Moved by: Michael Madden

Seconded by: Gary Martin

THERE being no further business to discuss, the meeting was adjourned at 7:34 p.m.

Carried

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor



STAFF REPORT TO COUNCIL

Report No: AD 2025-13

DATE: October 20th, 2025

From: T.J. Simpson, Interim Chief Administrative Officer/Clerk

RE: Strong Mayor Powers – 2026 Budget Process

Recommended Motion:

THAT Council adopt the attached resolution, delegating the authority to prepare the draft 2026 budget to the Director of Financial Services and Chief Administrative Officer/Clerk and the approval the same to Township Council.

Background/Analysis:

The *Ontario Municipal Act* was recently amended to provide 'Strong Mayor' powers to the head of council in selected municipalities, including North Glengarry. Part of this authority includes the authority to develop and approve the annual budget estimates, which traditionally has been the purview of all of Council. Adopting this motion will allow the budget process to proceed as in past years, where estimates are prepared by senior staff, and reviewed/adopted by Council.

The Mayor has indicated his agreement with the above-noted process.

Alternatives:

1. Do Nothing – Not Recommended.
2. Adopt the above resolution – Recommended. While the budget process will proceed regardless of the use by the Mayor of his 'Strong Mayor' authority, adopting the proposed resolution signifies the Mayor's support of maintaining the status quo, where all members of Council are involved the decision-making process.

Financial Implications:

None.

Attachments & Relevant Legislation:

Section 284 of the *Municipal Act*

Others Consulted:

- Eastern Ontario Clerks

Reviewed and Approved by:
Timothy Simpson, Interim CAO/Clerk

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Council Meeting

Resolution:

Date:

WHEREAS the Mayor of North Glengarry has been granted strong mayor powers under the authority of Section 284.3 of the *Municipal Act*;

AND WHEREAS the authority described above requires direction and oversight by the Mayor in the preparation of the annual municipal budget in consultation with staff;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges the above and authorizes the Mayor to delegate to the Director of Financial Services/Treasurer and Chief Administrative Officer/Clerk the responsibility to prepare the draft 2026 budget, including, but not limited to:

1. Compilation of departmental operating and capital budgets;
2. Coordination across departments to ensure alignment with municipal strategic priorities;
3. Preparation of periodic updates and recommendations for the Mayor’s review.

BE IT FURTHER RESOLVED THAT the draft budget prepared under this delegation shall be submitted to Council for approval in accordance with the Township’s established budget process.

CARRIED

DEFEATED

DEFERRED

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

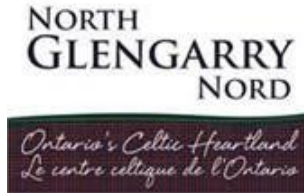
Councillor: Michael Madden

Councillor: Gary Martin

Mayor: Jamie MacDonald

YEA

NEA



Township of North Glengarry

Mayoral Decision 2025-02

Mayor Directive to Staff to Prepare Draft Budget for 2026

Under the Authority of Section 284.3, being the power to direct municipal employees to, Pursuant to **Section 284.3 of the Municipal Act, 2001** (Strong Mayors powers) this Mayoral Decision delegates responsibilities to support preparation of the 2026 draft municipal budget.

Directive:

The Mayor hereby directs The Director of Finance Services/Treasurer and the Chief Administrative Officer to;

- Prepare a draft 2026 municipal budget, including compilation of departmental operating and capital budgets, coordination across departments, and preparation of periodic updates and recommendations.
- The draft budget shall be submitted to Council for approval in accordance with the Township's established budget process.

This Mayoral Directive comes into effect October 27, 2025

Jamie MacDonald, Mayor of North Glengarry



STAFF REPORT TO COUNCIL

Report No: AD 2025-14

DATE: October 16th,2025

From: T.J. Simpson, Interim Chief Administrative Officer/Clerk

RE: Lease Agreement with Carefor Health and Community Services

Recommended Motion:

1. THAT Council pass By-law No. 34-2025, being a By-law to authorize the Mayor and CAO/Clerk to complete a lease agreement with Carefor Health and Community Services related to space at 48 Elgin Street East, Alexandria, and
2. THAT all previous lease agreements between the Township of North Glengarry and Carefor Health and Community Services be and hereby are rescinded, and
3. THAT the CAO/Clerk be authorized to do all manner of act or anything to give effect to the lease agreement.

Background/Analysis:

Carefor Health and Community Services (“Carefor”) has leased the upstairs of the building located at 48 Elgin Street East from the Township since at least 2019. The main floor of the building is leased to and is the home of the Royal Canadian Legion Branch 423, Col. A.G.F. MacDonald Memorial Branch.

Several months ago, representatives of Carefor approached the Township seeking a revised lease agreement with the municipality. Carefor provides a range of valuable community and health services for eligible clients in the area. In addition to some aspects of the agreement being outdated, there had been some minor issues between the tenants that needed to be addressed. The new lease agreement is largely standard commercial lease wording. The draft, which has been vetted with and approved by both Carefor and the Legion, includes several new/revised elements, including:

- There is specific acknowledgement that the building is shared between 2 tenants and that issues/concerns should be communicated/resolved amicably between the tenants.

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BYLAW NO. 34-2025

BEING a by-law to authorize the Mayor and Clerk to complete a lease agreement with Carefor Health and Community Services (“Carefor”) for property located at 48 Elgin Street East, Alexandria, Township of North Glengarry

WHEREAS the Municipal Act, 2001. Section 5.3, provides that the powers of a municipality shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Township of North Glengarry deems it expedient and in the public interest to enter into a lease agreement with Carefor Health and Community Services located at 48 Elgin Street East, Alexandria, Township of North Glengarry.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY ENACTS AS FOLLOWS:

1. THAT the Mayor and CAO/Clerk be and hereby are authorized to complete a lease agreement with Carefor Health and Community Services related to space at 48 Elgin Street East, Alexandria, and
2. THAT all previous lease agreements between the Township of North Glengarry and Carefor Health and Community Services be and hereby are rescinded, and
3. THAT the lease agreement attached hereto shall form part of this By-law as fully as if recited herein.
4. THAT the CAO/Clerk be authorized to do all manner of act or anything to give effect to the lease agreement.
5. THAT this By-law shall come into force and effect on the date of final passage thereof.

READ a first, second, third time and enacted in Open council this 27th day of October 2025.

Clerk/Deputy Clerk

Mayor/Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 34-2025, duly adopted by the Council of the Township of North Glengarry on the 27th day of October,2025.

Date Certified

CAO/Clerk/Deputy Clerk

LEASE (COMMERCIAL)

Made in duplicated the ____ day of _____, 2025

B E T W E E N

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

(the "Landlord")

and

CAREFOR HEALTH AND COMMUNITY SERVICES

(the "Tenant")

1. PREMISES

In Consideration of the rents, covenants and obligations stipulated herein the Landlord and the Tenant have agreed to enter into a Lease of certain premises (Appendix A) known municipally as 48 Elgin Street East, Alexandria, Township of North Glengarry, hereinafter referred to as the "Premises".

Carefor Health and Community Services (the "Tenant") acknowledges that there are two (2) tenants in the Premises. These two tenants are Carefor Health and Community Services and the Royal Canadian Legion, Col. A.G.F. MacDonald Memorial Branch. The Landlord maintains a separate lease agreement with the Royal Canadian Legion, Col. A.G.F. MacDonald Memorial Branch. While the leased spaces are largely segregated, as a shared facility, the Landlord expects both tenants to respect the rights of the other, and to work together to the greatest extent possible to avoid potential conflicts.

2. GRANT OF LEASE

- (1) The Landlord leases the Premises to the Tenant:
 - (a) at the Rent set forth in Section 3;
 - (b) for the Term set forth in Section 4; and
 - (c) subject to the conditions and in accordance with the covenants, obligations and agreements herein.
- (2) The Landlord covenants that it has the right to grant the leasehold interest in the Premises free from encumbrances except as disclosed on title.

3. RENT

- (1) Rent means the amounts payable by the Tenant to the Landlord pursuant to this Section.
- (2) The Tenant covenants to pay to the Landlord, during the Term of this Lease, rent as follows:
 - (a) Base Rent in the amount of \$1 (one dollar) per year payable on the first day of the Term.

- (b) Additional rent, equal to 40% of all shared utilities, including, but not necessarily limited to, hydro, natural gas, and water and wastewater charges, will be invoiced to the tenant. Such additional rent will be invoiced on a cost recovery basis and accompanied by appropriate documentation.
- (3) The Tenant will be responsible for the cost of the cleaning of the grease trap.
- (4) All payments to be made by the Tenant pursuant to this Lease shall be delivered to the Landlord at the Landlord's address for service set out in Section 8 or to such other place as the Landlord may from time to time direct in writing.
- (5) All Rent in arrears and all sums paid by the Landlord for expenses incurred which should have been paid by the Tenant shall bear interest from the date payment was due, or made, or expense incurred at a rate per annum equal to the prime commercial lending rate of the Landlord's bank plus two (2) per cent.
- (6) No partial payment by the Tenant which is accepted by the Landlord shall be considered as other than a partial payment on account of Additional Rent owing and shall not prejudice the Landlords right to recover any additional rent owing.
- (7) If the Term commences on any day other than the first day of a month or ends on any day other than the last day of a month, Additional Rent charges for the fractions of a month at the commencement date and at the end of the Term shall be adjusted pro rata.

4. TERM AND POSSESSION

- (1) The Tenant shall have possession of the Premises for a period of five (5) years, commencing on the 1st day of November 2025 (the "Commencement Date"), and ending on the 31st day of October 2030 (the "Term"). Upon mutual agreement of the parties, this lease may be extended for a further period not to exceed five (5) years from its initial expiry date.
- (2) Subject to the Landlord's rights under this Lease, and as long as the Lease is in good standing the Landlord covenants that the Tenant shall have quiet enjoyment of the Premises during the Term of this Lease without any interruption or disturbance from the Landlord or any other person or persons lawfully claiming through the Landlord.
- (3) Either Party shall have the right, at any time during the Term or any renewal thereof, to terminate the Lease without penalty upon giving six (6) months written notice to the other Party.

5. ASSIGNMENT

- (1) The Tenant shall not assign this Lease or sublet the whole or any part of the Premises unless they first obtain the consent of the Landlord in writing, which consent may be arbitrarily withheld, and the Tenant hereby waives its right to the benefit of any present or future Act of the Legislature of Ontario which would allow the Tenant to assign this Lease or sublet the Premises without the Landlord's consent.
- (2) The consent of the Landlord to any assignment or subletting shall not operate as a waiver of the necessity for consent to any subsequent assignment or subletting.
- (3) Any consent granted by the Landlord shall be conditional upon the assignee, sublessee or occupant executing a written agreement directly with the Landlord agreeing to be bound by all the terms of this Lease as if the assignee, sublessee or occupant had originally executed this Lease as Tenant.

6. USE

- (1) During the Term of this Lease, the Premises shall be used only as a Senior Support Centre, and for no other unrelated purposes. Notwithstanding, from time to time, the upstairs hall/meeting space (excluding the kitchen) may be used for events sanctioned and approved by the Royal Canadian Legion, provided that Carefor is advised of these events beforehand (e.g. Pipe band practice, Legion meetings). After any such event, the Premises shall be left in a state of cleanliness/order similar to that which existed prior to the event.
- (2) The Tenant will be given full access to the elevator. The Landlord will be responsible for elevator maintenance and repairs.
- (3) The Tenant shall not do or permit to be done at the Premises anything which may:
 - (a) constitute a nuisance;
 - (b) cause damage to the Premises;
 - (c) cause injury or annoyance to occupants of neighbouring Premises;
 - (d) make void or voidable any insurance upon the Premises; or
 - (e) constitute a breach of any by-law, statute, order or regulation of any municipal, provincial or other competent authority relating to the Premises.
- (4) The parties acknowledge and agree that the Building is designated as a non-smoking facility, and accordingly, the Tenant shall not permit its employees, agents, contractors or assigns to smoke in the Building or within 9 metres from any exterior wall or doorway of the building and the Landlord shall not permit other lessees of space in the Building to smoke therein.
- (5) The Tenant will be responsible for the general repairs, maintenance and cleaning of the Premises and the associated supplies necessary for the same. The two building tenants may make arrangements to share cleaning services/supplies, if in their view, such sharing is beneficial. Such arrangements, if made, do not require approval of the Landlord.
- (6) The Landlord will be responsible for any major capital upgrades or replacements at the Leased Premises. If desired capital upgrades or replacements are identified by the Tenant, it will inform the Landlord of the same and the requested projects will be considered by the Landlord and subject to available budget.
- (7) The Landlord shall, at all times during the term of this Lease, offer commercially reasonable assistance to the Tenant with respect to the latter's meeting all applicable occupational health and safety requirements.
- (8) Subject to the provisions of this Lease, the Tenant is entitled to the use of parking on or about the Premises.

7. INSURANCE

- (1) During the Term of this Lease and any renewal thereof the Landlord shall maintain with respect to the Premises insurance coverage insuring against:
 - (a) loss or damage by fire, lightning, storm and other perils that may cause damage to the Premises or the property of the Landlord in which the Premises are located as are commonly provided for as extended perils coverage or as may be reasonably required and obtained by the Landlord, and the insurance policy shall provide coverage on a replacement cost basis

in an amount sufficient to cover the cost of all signs and leasehold improvements;

- (b) liability for bodily injury or death or property damage sustained by third parties up to such limits as the Landlord in its sole discretion deems advisable.

The Tenant covenants to keep the Landlord indemnified against all claims and demands whatsoever by any person, whether in respect of damage to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Premises or the subletting or assignment of same or any part thereof. And the Tenant further covenants to indemnify the Landlord with respect to any encumbrance on or damage to the Premises occasioned by or arising from the act, default, or negligence of the Tenant, its officers, agents, servants, employees, contractors, customers, invitees or licensees and the Tenant agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of this Lease to the contrary.

- (2) The Tenant shall carry insurance in its own name insuring against the risk of damage to the Tenant's property within the Premises caused by fire or other perils and the policy shall provide for coverage on a replacement cost basis without depreciation to protect the Tenant's goods. The Landlord shall be named as an additional insured on the policy.
- (3) The Tenant shall carry public liability and property damage insurance in the amount of no less than two million dollars (\$2,000,000) per occurrence, in which policy the Landlord shall be named insured and the policy shall include a cross-liability endorsement.
- (4) The Tenant shall provide the Landlord with a copy of the above policies.

8. RULES AND REGULATIONS

- (1) The Tenant agrees on behalf of itself and all persons entering the Premises with the Tenant's authority or permission to abide by such reasonable rules and regulations that form part of this Lease and as the Landlord may make from time to time.

9. NOTICE

- (1) Any notice required or permitted to be given by one party to the other pursuant to the terms of this Lease may be given

To the Landlord at:
The Corporation of the Township of North Glengarry
3720 County Road 34
Alexandria, Ontario
K0C 1A0

To the Tenant at:
Carefor's Glengarry Outreach Services
48 Elgin Street East
Alexandria, Ontario
K0C 1A0

- (2) The above addresses may be changed at any time by giving ten (10) days written notice.
- (3) Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date

delivered if the notice is served personally or seventy-two (72) hours after mailing if the notice is mailed.

10. REGISTRATION

- (1) The Tenant shall not at any time register notice of or a copy of this Lease on title to the Property of which the Premises form part without consent of the Landlord.

11. INTERPRETATION

- (1) The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.
- (2) Unless the context otherwise requires, the word "Landlord" and the word "Tenant" wherever used herein shall be construed to include the executors, administrators, successors and assigns of the Landlord and Tenant, respectively.

In Witness of the foregoing covenants the Landlord and the Tenant have executed this Lease.

**THE CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

per:

Jamie MacDonald - Mayor

Timothy J. Simpson – Interim CAO

We have authority to bind the Corporation

**Carefor Health and Community
Services**

Per:

APPENDIX A - Rules

to Lease made between

The Corporation of the Township of North Glengarry

the "Landlord"

-and-

CAREFOR HEALTH AND COMMUNITY SERVICES

the "Tenant"

SCHEDULE OF RULES AND REGULATIONS FORMING PART OF THIS LEASE

The Tenant shall observe the following Rules and Regulations (as amended, modified or supplemented from time to time by the Landlord as provided in this Lease):

1. The sidewalks, entrances, elevators, stairways and corridors of the building shall not be obstructed or used by the Tenant, its agents, servants, contractors, invitees or employees for any purpose other than access to and from the Premises.
2. The lights and windows that reflect or admit light into passageways or into any place in the building shall not be covered or obstructed by the Tenant, and no awnings shall be put over any window.
3. The toilets, sinks, drains, washrooms and other water apparatus shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, tags, ashes or other substances, such as chemicals, solvents, noxious liquids or pollutants shall be thrown therein, and any damage resulting to them from misuse shall be borne by the Tenant by whom or by whose employees, agents, servants, contractors or invitees the damage was caused.
4. The Tenant shall not perform any acts or carry on any activity which may damage the Premises or the common areas or be a nuisance to any other tenant.
5. Save and except for animals specifically trained to provide assistance to their owners in activities of daily living, no animals or birds shall be brought into the building or kept on the Premises.
6. The Tenant shall not mark, drill into, bore or cut or in any way damage or deface the walls, ceilings or floors of the Premises. No wires, pipes or conduits shall be installed in the Premises without prior written approval of the Landlord. No broadloom or carpeting shall be affixed to the Premises by means of a non-soluble adhesive or similar products.
7. No one shall use the Premises for sleeping apartments or residential purposes, for the storage of personal effects or articles other than those required for business purposes, or for any illegal purpose.
8. The Tenant must observe strict care not to allow windows to remain open so as to admit rain or snow, or so as to interfere with the heating of the building. The Tenant neglecting this rule will be responsible for any damage caused to the property of other tenants, or to the property of the Landlord, by such carelessness. The Tenant, when closing the Premises, shall close all windows and lock all doors.
9. The Tenant shall not without the express written consent of the Landlord, place any additional locks upon any doors of the Premises and shall not permit any duplicate keys to be made therefor; but shall use only additional keys obtained from the Landlord, at the expense of the Tenant, and shall surrender to the Landlord on the termination of the Lease all keys of the Premises.

10. No inflammable oils or other inflammable, toxic, dangerous or explosive materials shall be kept or permitted to be kept in or on the Premises.

11 No bicycles or other vehicles shall be brought within the Premises.

12. Nothing shall be placed on the outside of windows or projections of the Premises. No air conditioning equipment shall be placed at the windows of the Premises without the consent in writing of the Landlord.

13. Canvassing, soliciting and peddling in the building is prohibited.

14. The Tenant shall first obtain in writing the consent of the Landlord to any alteration or modification to the electrical system in the Premises and all such alterations and modifications shall be completed at the Tenant's expense by an electrical contractor acceptable to the Landlord.

15. The Tenant shall first obtain in writing the consent of the Landlord to the placement by the Tenant of any garbage containers or receptacles outside the Premises or building.

16. The Tenant shall not install or erect on or about the Premises television antennae, communications towers, satellite dishes or other such apparatus.

17. The Landlord shall have the right to make such other and further reasonable rules and regulations and to alter, amend or cancel all rules and regulations as in its judgement may from time to time be needed for the safety, care and cleanliness of the building and for the preservation of good order therein and the same shall be kept and observed by the Tenant, its employees, agents, servants, contractors or invitees. The Landlord may from time to time waive any of such rules and regulations as applied to particular tenants and is not liable to the Tenant for breaches thereof by other tenants.

Appendix B - Premises

- A 5-year term has been added, with a 5-year renewal provided both parties agree.
- There is a 6-month termination clause, allowing Carefor sufficient time to relocate in the event the Township terminates the lease.
- Specifically outlines the exclusive space of each party, and notes that the Legion, from time to time, may occupy portions of the second floor for events such as Executive meetings, pipe band practices, etc.
- Clarifies that Carefor shall be allowed full access to the elevator.
- Clarifies that the Township will be responsible for major capital upgrades and that other upgrades may be requested/considered by the Township.
- A change in the cost sharing arrangement between the Legion and Carefor, such that the Legion will be responsible for 60% of utility costs and Carefor 40%. The current arrangement is 50/50, however the new arrangement is more in line with actual usage and recognizes the occasional use of the upstairs space by the Legion.
- A new “Rules” section, developed by Carefor, has been added as an Appendix clarifying the types of activities that may take place in the leased area.

Alternatives:

1. Adopt By-law No. 34-2025 – Recommended.

2. Do Nothing – Not Recommended.

Financial Implications:

There are no increased financial implications for the Township resulting from this new lease agreement. Presently, both Carefor and the Legion are provided with building space at no charge, with each paying their designated share of utilities. Major capital and elevator costs will continue to be paid by the Township.

Attachments & Relevant Legislation:

Lease Agreement with Carefor Health and Community Services
By-law No. 34-2025

Others Consulted:

Reviewed and Approved by:
Timothy Simpson, Interim CAO/Clerk



STAFF REPORT TO COUNCIL

Report No: AD 2025-15

DATE: October 27, 2025

From: Jena Doonan, Deputy Clerk/CEMC

RE: 2025 Municipal Emergency Control Group Update

Recommended Motion:

THAT Council of the Township of North Glengarry Receives Staff report AD 2025-15: 2025 Municipal Emergency Control Group Update, being a report to update Council on Municipal Emergency Control Group Meetings for 2025, for information purposes only.

Background / Analysis:

In accordance with the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended (the "Act"), section 2.1(1), Municipal Council is required to enact a by-law establishing an emergency management program and its members. The emergency management program must include an emergency plan, public education initiatives to promote public safety and preparedness, as well as training programs and exercises for municipal employees regarding emergency response and recovery protocols.

The Community Emergency Management Coordinator (CEMC) is responsible for submitting an annual compliance report to Emergency Management Ontario (EMO), under the Ministry of Community Safety and Correctional Services. A copy of the municipality's emergency management by-law is filed with EMO as part of this requirement.

Over the past ten months, the Municipal Emergency Control Group (MECG) convened on three occasions. The first meeting, held in March, included a review of the Emergency Response Plan and the associated by-law, as well as the formal appointment of the Community Emergency Management Coordinator and Emergency Information Officer. During Emergency Preparedness Week in May, the municipality conducted a public education campaign through social media, focusing on the importance of household emergency kits and seasonal preparedness.

At the second meeting, members reviewed and updated the municipality's Critical Infrastructure inventory and Hazard Identification and Risk Assessment (HIRA). In October, the MECG participated in a tabletop exercise simulating a severe ice storm resulting in a 72-hour power outage and multiple vehicle collisions. The exercise was supported by a Field Officer from EMO, who provided an overview

of the agency's roles and responsibilities. In addition, MCEG members completed an online IMS 200 refresher training session

Alternatives:

Financial Implications:

Attachments & Relevant Legislation:

By-Law 18-2024

The Emergency Management and Civil Protection Act R.S.O 1990

Other Consulted:

Reviewed and Approved by:
Timothy Simpson Interm CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

By-law No. 18-2024

BEING a by-law to provide for the establishment and adoption of an Emergency Management Program for the Township of North Glengarry

WHEREAS, under section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended (the "Act"), the Council shall pass a by-law formulating or providing for the formulation and implementation of an emergency management program. The emergency management program shall consist of an emergency plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery efforts, and public education on risks to public safety and on public preparedness;

AND WHEREAS, the Act requires the emergency management program to conform to standards promulgated by the Ontario Fire Marshal and Emergency Management (OFMEM), including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also requires every municipality to identify and assess the various hazards and risks to public safety and identify elements of the infrastructure that are at risk of being affected by emergencies;

AND WHEREAS, the Act authorizes the Mayor to declare that an emergency exists in the municipality or in any part thereof, and allows the Mayor to take such action or make such orders as he or she considers necessary and that are not contrary to law, to implement the emergency plan to protect the property and the health, safety and welfare of the residents of the Township of North Glengarry.

AND WHEREAS, the Act authorizes one or more members of Council to perform the duties of the Mayor during his/her absence or his/her inability to act;

AND WHEREAS, the Act authorizes employees of the Township to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY ENACTS AS FOLLOWS:

1. Definitions

1.1. In this by-law:

"Emergency Plan" means a plan formulated pursuant to the Emergency Management and Civil Protection Act

The "Emergency Response Plan" (ERP) describes the Township's overall authority, principles, policies, emergency levels, operational concepts and organizational arrangements of the North Glengarry Emergency Management Structure.

2. Emergency Management Structure

- 2.1. There shall be established within the Township, a formal emergency management structure, consisting of:
 - a) the Community Emergency Management Co-ordinator (CEMC)/Emergency Management Program Coordinator,
 - b) the Emergency Management Program Committee (EMPC)
 - c) the Municipal Emergency Control Group (MECG)
- 2.2. The designated CEMC for the Township shall be an employee of the Township of North Glengarry. The CEMC shall be responsible for the development, implementation and maintenance of the emergency management program.
- 2.3. The responsibilities of the CEMC include:
 - a) develop and conduct municipal emergency management training programs;
 - b) develop and conduct Municipal training exercises;
 - c) develop and implement public education programs; and
 - d) during an emergency, provide advice to the MECG
- 2.4. The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its four components: mitigation, preparedness, response and recovery
- 2.5. The EMPC shall be chaired by the CAO of the Township and its members shall include the following:
 - a) CEMC
 - b) EIO
 - c) Fire Chief
- 2.6. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.
- 2.7. The MECG shall control Township operations during an emergency. Members of the MECG are the following,
 - a) 2 members of council
 - b) CAO / Clerk
 - c) CEMC
 - d) Treasurer
 - e) Director of Public Works
 - f) Director of Community Services
 - g) North Glengarry Fire Chief
 - h) Information Technologist
 - i) EIO
- 2.8. The Mayor is hereby authorized to appoint a member of Council as his or her alternate to act in his or her absence. In addition, each member of the MECG shall designate at least one alternate who has the authority to act on his or her behalf should they be unavailable or unable to fulfill their duties.
- 2.9. Depending on the nature of the emergency, the CAO may authorize additional members from other departments or organizations to become members of the MECG.

- 2.10 When one of the officials from the MECG group identifies the need for the MECG to assemble he/she will activate a call out through the Voyant Alert App.

3. Emergency Management Program

- 3.1 The emergency management program shall be developed and implemented in accordance with the Act and Regulations published by the Ontario Fire Marshal and Emergency Management Offices. The program shall include hazard identification and risk assessment, a critical infrastructure list, an emergency plan, training and exercise programs, and public education on risks and personal preparedness.
- 3.2 The Emergency Response Plan (ERP) shall govern the provision of necessary services during an emergency and the procedures under, and the manner in which members of the MECG will respond.
- 3.3 The Township shall submit a copy of the ERP and revisions, to the Chief, OFMEM.
- 3.4 The CEMC may add any risk specific support plans to the ERP, as deemed to be required. These plans will be co-ordinated with appropriate stakeholders and issued under the authority of the CEMC.
- 3.5 These plans shall be updated as required and as determined by the CEMC.
- 3.6 The EMP shall be made available to the public.

4. Declaration of an Emergency

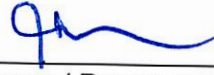
- 4.1 In accordance with the provisions with the Act, the Mayor may declare that an emergency exists in the Township or any part thereof and may take such action and make such orders as is reasonable and necessary to protect the health, safety and property of the residents of the Township.
- 4.2 This by-law hereby authorizes employees of the Township to take action in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist.
- 4.3. This by-law hereby designates all Township employees as emergency workers in the event of an Emergency and therefore all Township employees may be called out and assigned responsibilities to assist in the implementation of the Emergency Plan.
5. This by-law may be referred to as the "EMERGENCY MANAGEMENT BY-LAW".

5. By-law 13-2023, is hereby repealed

READ a first, second, third time and enacted in Open Council, this 8th day of April, 2024.



CAO/Clerk / Deputy Clerk



Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No.18-2024 and that such by-law is in full force and effect.

Date Certified

CAO/Clerk / Deputy Clerk



STAFF REPORT TO COUNCIL

Report No: CS-2025-20

October 27, 2025

From: Stephanie MacRae – Director of Community Services

RE: Heritage Designation of the Alexandria Train Station

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. CS-2025-20, Heritage Designation of the Alexandria Train Station,

THAT Council receives By-law 37-2025, being a by-law to designate the property at 45 McDougald Street East, Alexandria (Alexandria Train Station), as a property of cultural heritage value or interest;

AND THAT By-Law 37-2025 be read a first, second, and third time and enacted in Open Council this 27th day of October 2025.

Background / Analysis:

On September 8, 2025, Council passed a resolution directing staff to proceed with the designation process to the Municipal Register for the Glengarry County Archives building, as well as the Alexandria Train Station.

Notices of Intent to Designate were subsequently issued to the property owners, who were then granted a 30-day objection period to object having their property included on the registry.

Glengarry County Archives Designation:

During a Council meeting on October 14th, 2024, the Township of South Glengarry, as the co-owner of the Glengarry County Archive Building with the Township of North Glengarry, had passed a Resolution to object proceeding with the designation.

The 30-day objection period ended as of October 23, 2025. The Township of North Glengarry now has 90 days to make a decision on whether to proceed with the designation or withdraw the notice of intention. If Council decides to proceed, it must pass the designation by-law within that 90-day window (ending January 21, 2026).

As such, Staff have requested a delegation to the Township of South Glengarry Council in early November to provide further information about the designation process and speak to any concerns expressed by their Council. This will fall within the 90-day period and will provide greater clarity on whether or not Council wishes to proceed with the heritage designation or not.

Alexandria Train Station Designation:

As of the objection deadline of October 23, 2025, Staff have not received any objections surrounding the designation of the Alexandria Train Station. It should be noted that this property is already designated federally, and as such, no concerns were anticipated surrounding this municipal designation.

As a result, Staff have prepared By-Law 37-2025. If Council endorses this By-law:

- A letter will be sent to the property owner confirming that the By-law was passed by Council;
- A Notice of Heritage Designation will be posted to the website;
- The Ontario Heritage Trust will be informed that the By-law was passed by Council;

In accordance with Section 29(8) of the Act, any person who objects to the By-law may appeal to the Ontario Land Tribunal by forwarding to the Tribunal and the Clerk (at the Township of North Glengarry – Attention: Timothy Simpson, CAO/Clerk, 3720 County Road 34, Alexandria ON K0C 1A0 or at cao@northglengarry.ca) within 30 days after the date of publication on the Township's Website, a notice of appeal setting out the objection to the By-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal. A copy of the appeal form is available from the Ontario Land Tribunal website - <https://olt.gov.on.ca/forms-submissions>. The last date to appeal this By-law is November 26, 2025.

Alternatives:

Option 1 – Recommended – That Council approves this resolution

Or

Option 2 – Not recommended – That Council does not approve this resolution

Financial Implications:

There are minimal financial implications. Costs associated with the designation process are limited to advertising costs.

Attachments & Relevant Legislation:

- By-Law 37-2025- Designate 45 McDougald Street East, Alexandria, ON (Alexandria Train Station)
 - Schedule A to By-law 37-2025
 - Schedule B to By-law 37-2025

Others Consulted:

- Arts, Culture & Heritage Committee
- Ainsley Hunt, Economic Development Officer

Reviewed and Approved by:
Timothy Simpson, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 37-2025

A By-law to designate the property at 45 McDougald Street East in Alexandria as a property of cultural heritage value or interest.

WHEREAS pursuant to Section 29, Part IV of the *Ontario Heritage Act*, R.S.O. 1990, chapter O.18, the council of a municipality is authorized to enact By-laws to designate a real property, including all buildings and structures thereon, to be of cultural heritage value or interest;

WHEREAS the property described in Schedule "A" to this By-law ("the Property") contains the cultural heritage resource located at 45 McDougald Street East in Alexandria, Ontario;

WHEREAS the Council of the Corporation of the Township of North Glengarry, by resolution passed on September 8, 2025, has caused to be served on the owner of the lands and premises at 45 McDougald Street East in Alexandria, Ontario and upon the Ontario Heritage Trust, notice of intention to designate the property at 45 McDougald Street East in Alexandria as a property of cultural heritage value or interest, and further, has caused the notice of intention to be published on the township's website and in The Glengarry Times newspaper in accordance with Section 29(3) of the *Ontario Heritage Act*;

WHEREAS no objection to the proposed designation were served on the municipality by October 23, 2025, being the last date for filing a notice of objection;

AND WHEREAS the Council for the Township of North Glengarry has described the property, set out the statement of cultural heritage value or interest for the property, and described the heritage attributes of the property in Schedule "B" to this By-law, which forms part of this By-law;

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY AS FOLLOWS:

1. **THAT** the real property legally described in Schedule "A" to this By-law, is hereby designated to be of cultural heritage value or interest under Section 29 of the *Ontario Heritage Act*.
2. **THAT** the attached Schedules form part of the By-law.
3. **THAT** the Township's Clerk be authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" at the Land Registry Office.

READ a first, second, third time and enacted in Open council this 27th day of October 2025.

CAO/Clerk/Deputy Clerk

Mayor

I hereby certify this to be a true copy of By-law 37-2025, and that such by-law is in full force and effect.

Date Certified

Clerk/Deputy Clerk

SCHEDULE "A" TO BY-LAW 37-2025

In the Township of North Glengarry in the United Counties of Stormont, Dundas and Glengarry, property description as follows:

45 McDougald Street East, Alexandria, Ontario K0C 1A0

Alexandria Concession 2 Part Lot 37; Reference Plan AR112541 Portion; 57 (1STLY) PT Portion 56.

SCHEDULE "B" TO BY-LAW 37-2025

STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

Description of the Property

The Alexandria Train Station is a one-and-a-half-storey, brick-clad, railway station built during the First World War. It is located at the north end of the town of Alexandria, east of Main Street.

Statement of Cultural Heritage Value or Interest

Design and Physical Value

The Alexandria railway station was one of a very small number of Grand Trunk Railway's (GTR) stations built in Ontario during the First World War. Its simple design, brick construction and sparing use of scarce materials reflect wartime constraints.

Historical and Associative Value

The property has historical value that yields information that contributes to an understanding of the Alexandria community as a military centre during the First World War. The Alexandria Train Station represents the end of an era of growth and prosperity for Canadian railway companies. It reflects the GTR's response to the need for adequate rail transportation during the First World War. The Alexandria Train station enabled the town to continue as a railway centre throughout the war.

The station retains its relationship with the railway tracks, and with surrounding industrial facilities, evident in the warehouse to the east and a grain elevator across the tracks.

Description of Heritage Attributes

Key attributes of the property that exemplify its cultural heritage value include the following:

- Simple form, minimal decorative details, sparing use of lumber and brick, solid-wall construction;
- Simple massing, consisting of a low, one-story, rectangular block with a hipped, slightly bell-cast roof and a prominent, hipped, cross-dormer and a long, slightly narrower, hipped-roof east wing; the shallow jogs in the wall plane that are echoed in the line of the eaves;
- A broad, hipped roof, a rectangular plan, wide overhanging eaves;
- The projecting operator's bay, centrally located on the track (north) side of the main block, rising above eave level, and terminating in a prominent, hipped-gable dormer;
- The projecting entrance bay, centrally located on the street (south) side of the main block, and matching the operator's bay in configuration and detailing;

- The surviving original wood detailing, including decorative rafter ends under the eaves narrow boarded soffits and prominent, paired brackets supporting the overhanging eaves of the hipped cross-dormers;
- The masonry detailing, including the Flemish, cross-bond brickwork of the walls, a diamond brick pattern and soldier-course border around the signboard in the track-side dormer and a strong horizontal soldier-course at window-sill height;
- The pattern of openings, consisting of symmetrically arranged groupings of multi-paned windows, transoms and glazed doors;
- The surviving original doors and window units;



STAFF REPORT TO COUNCIL

Report No: TR-2025-20

October 27, 2025

From: Zoe Bougie – Director of Finance/Treasurer

RE: Appointment of a Tile Drainage Inspector

Recommended Motion:

THAT the Council of the Township of North Glengarry receives staff report TR-2025-20 Appointment of a Tile Drainage Inspector;

AND THAT the Council of the Township of North Glengarry adopts By-Law 35-2025 being a by-law to appoint a Tile Drainage Inspector;

AND THAT By-Law 35-2025 be read a first, second, and third time and enacted in open Council this 27th day of October 2025.

Background / Analysis:

Under the *Tile Drainage Act*, municipalities are responsible for inspecting and certifying tile drainage systems installed under the Tile Drainage Loan Program, administered by the Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA). The Act requires that Council appoint a tile drainage inspector.

The tile drainage inspector's role under the *Tile Drainage Act* is to ensure the work is being carried out on the property as identified on the loan application. The tile drainage inspector is not responsible for inspecting the quality of the work.

Historically, the Township's Drainage Superintendent has fulfilled the role of the Tile Drainage Inspector. However, as the Drainage Superintendent position is currently a contracted role, this arrangement does not always allow for the timeliness and availability required when inspections must occur within short turnaround periods to meet the landowner's timelines.

To ensure inspections are completed promptly and at the lowest cost, it is recommended that Council appoint the following positions:

- Drainage Superintendent
- Director of Building, By-Law, and Planning/CBO
- Deputy CBO
- By-Law Officer
- Director of Public Works
- Manager of Transportation

These positions are familiar with the Tile Drainage Program and its requirements. By appointing a variety of positions, the Township ensures that an Inspector will be available when inspections are required, even on short notice.

Alternatives:

N/A

Financial Implications:

There are no financial implications resulting from the appointment of staff. Costs associated with inspections will only result in staff time and will be minimal.

Attachments & Relevant Legislation:

Tile Drainage Act

Others Consulted:

Senior Management Team

Reviewed and approved by:
Timothy J. Simpson, Interim CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BYLAW NO. 35-2025

BEING a By-Law of the Corporation of the Township of North Glengarry to appoint a Tile Drainage Inspector for the Township of North Glengarry.

WHEREAS Section 4 of the Tile Drainage Act, R.S.O. 1990, as amended, requires Council to appoint an inspector of drainage who shall inspect the drainage work and file with the Clerk an inspection and completion certificate in the prescribed form, together with a sketch indicating the location, spacing, direction and depth of the tile as laid;

AND WHEREAS the Council of the Township of North Glengarry deems it expedient to appoint municipal employees to ensure continuity of service and compliance with legislative requirements;

NOW THEREFORE the Council of the Corporation of the Township of North Glengarry enacts as follows:

- 1) That the following positions are hereby appointed as Tile Drainage Inspectors for the Township of North Glengarry:
 - a. Drainage Superintendent
 - b. Director of Building, By-Law, and Planning/CBO
 - c. Deputy CBO
 - d. By-Law Officer
 - e. Director of Public Works
 - f. Manager of Transportation
- 2) That any person holding one of the above positions shall have the authority to perform inspections and carry out the duties of the Tile Drainage Inspector in accordance with the Tile Drainage Act.
- 3) That any previous by-laws or resolutions appointing individuals are hereby repealed.
- 4) That this By-Law shall come into force and take effect on the date of its passing.

READ a first, second and third time and passed in Open Council this 27th day of October 2025.

CAO/Clerk, Timothy J. Simpson

Mayor, Jamie MacDonald

I hereby certify that the foregoing is a true copy of By-Law No. 35-2025, duly adopted by the Council of the Township of North Glengarry, on the 27th day of October 2025.

Clerk/Deputy Clerk

Date Certified



STAFF REPORT TO COUNCIL

Report No: TR-2025-21

October 27, 2025

From: Zoe Bougie – Director of Finance/Treasurer

RE: Tile Drainage Loan and Rating By-Law 36-2025

Recommended Motion:

THAT the Council of the Township of North Glengarry approves the application for a tile drainage loan for roll number 011101600730000 in the amount of \$35,000.00;

AND THAT the Council of the Township of North Glengarry adopts By-Law 36-2025 being a Rating By-Law to impose special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*;

AND THAT By-Law 36-2025 be read a first, second, and third time and enacted in open Council this 27th day of October 2025.

Background / Analysis:

Through the Ministry of Agriculture, Food and Agribusiness (OMAFRA), landowners in Ontario municipalities are eligible to receive a loan to help finance tile drainage projects. Applicants are eligible to receive up to 75% of the total value of the tile drainage work up to \$50,000 at an interest rate of 6% paid back over a ten-year period.

On September 29, 2025, Council accepted the Tile Drainage Loan Application in the amount of \$34,200 for roll number 011101600730000. The actual costs of the work were higher than anticipated and as such, the value of the requested loan amount was updated. The tile drain was installed on October 7, 2025. The Chief Building Officer inspected the installation and issued the Inspection and Completion Certificate on October 10, 2025.

Council is now being asked to approve the By-Law 36-2025, being a rating by-law to impose special rates in respect to money borrowed under the *Tile Drainage Act*.

Alternatives:

N/A

Financial Implications:

The \$35,000 loan is subject to approval by the Ministry of Agriculture, Food and Agribusiness. The funds will be provided by the Province to the Township for disbursement after receipt and approval of all required documentation. The loan amount will be added to the tax roll at an interest rate of 6% over a 10-year term starting in November of 2026. There are no financial implications for the Township.

Attachments & Relevant Legislation:

Tile Drainage Act

Rating By-Law 36-2025

Tile Drainage Debenture 2025-10

Offer to Sell 2025-10

Others Consulted:

Jacob Rheaume, Chief Building Officer

Reviewed and approved by:

Timothy J. Simpson, Interim CAO/Clerk

TILE DRAINAGE DEBENTURE

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)

\$35,000.00

No. 2025-10

The Corporation of the Township of North Glengarry hereby promises to pay to the Minister of Finance, the principal sum of \$35,000.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$4,755.38 on the 1st day of November, in the years 2026 to 2035, both inclusive.

The right is reserved to The Corporation of the Township of North Glengarry to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the Township of North Glengarry in the Province of Ontario, this 1st day of November, 2025, under the authority of By-law No. 27-2017 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

Corporate Seal

Jamie MacDonald

Name of Head of Council

Signature

Zoe Bougie

Name of Treasurer

Signature

OFFER TO SELL

Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 5(8)

TO THE MINISTER OF FINANCE

The Corporation of Township of North Glengarry
hereby offers to sell Debenture No. 2025-10 in the principal amount of \$35,000.00
to the Minister of Finance as authorized by Borrowing By-law No. 27-2017 of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate for each drainage work, for which the Corporation lend the proceeds of this debenture, is attached hereto.

November 01, 2025

Date

Zoe Bougie

Name of Treasurer

Signature of Treasurer

Corporate Seal

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE
Township of North Glengarry

BY-LAW NUMBER 36-2025

A by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of \$35,000.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2025-Oct-27
yyyy/mm/dd

Second Reading 2025-Oct-27
yyyy/mm/dd

Provisionally adopted this 27 day of October, 2025

Jamie MacDonald

Name of Head of Council

Signature

Timothy J. Simpson

Name of Clerk

Signature

Third Reading 2025-Oct-27

Enacted this 27 day of October, 2025

Jamie MacDonald

Name of Head of Council

Signature

Corporate Seal

Timothy J. Simpson

Name of Clerk

Signature

I, Timothy J. Simpson, clerk of the Corporation of the Township
of North Glengarry certify that the above by-law was
duly passed by the council of the Corporation and is a true copy thereof.

Corporate Seal

Timothy J. Simpson

Name of Clerk

Signature



STAFF REPORT TO COUNCIL

Report No: FD 2025-04

October 27, 2025

From: Matthew Roy – Fire Chief

RE: Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2025-26 - Agreement

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. FD 2025-04;

AND that Council approve and authorize a Transfer Payment Agreement, between His Majesty the King in right of the Province of Ontario, represented by the Minister of the Solicitor General for the Province of Ontario (the “Ministry”) and the Township of North Glengarry (the “Municipality”) related to funding provided under the Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2025-26.

Background / Analysis:

The Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program aims to support eligible public safety organizations by subsidizing the costs of providing specialized mental health services offered through Warrior Health for first responders and public safety personnel.

The Ministry of the Solicitor General (SOLGEN) has partnered with Warrior Health to implement the Mental Health Supports for Public Safety Personnel (MHS4PSP) Program to provide specialized mental health and resiliency supports and services for Ontario’s trauma-exposed public safety personnel and their families. Warrior Health will manage a service delivery model that provides mental health services to both public safety personnel (PSP) and public safety organizations (PSOs) across Ontario. This model is tailored to address the unique occupational stress injuries (OSI) commonly experienced by PSP and includes both Core Services (free for PSP at the point of use) and Fee-for-Service supports that PSOs can purchase.

This grant is designed to support Ontario PSOs in accessing Warrior Health’s fee-for-service supports between May 2025 and March 2026 through initial funding contributions.

In July 2025, an application to the Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program for Warrior Health's fee-for-service supports. On September 29th, 2025, we were notified of a successful application in the amount of \$25,000. The funding will support our fire department in accessing Warrior Health's support for training resources for our members.

The funding will provide access to the following Warrior Health fee-for-service supports offered by Wounded Warriors Canada, Homewood Health, Centre for Addiction and Mental Health, Trillium Health Partners, and Boots on the Ground:

1. General Wellness Programs
2. Peer Support Training
3. Leadership Training
4. Mindfulness Training
5. Supports to Reduce Mental Health Stigma
6. Pre-Employment Mental Health Screening and Recruitment Tools

As a condition of the grant, these funds must be delivered and completed on or before March 31, 2026, followed by a report back to the Province by April 30, 2026.

Alternatives:

Financial Implications:

Attachments & Relevant Legislation:

Ontario Transfer Payment Agreement

Others Consulted:

Interim CAO – Timothy Simpson
Treasurer – Zoe Bougie

Reviewed and Approved by:
Timothy Simpson, Interim CAO

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 27th day of May, 2025.

B E T W E E N :

**His Majesty the King in right of Ontario
as represented by the Solicitor General**

(the “Province”)

- and -

The Township of North Glengarry

(the “Recipient”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 **Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports
Schedule “G” -	Program Data

1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

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

4.0 AMENDING THE AGREEMENT

4.1 **Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 **Acknowledgement.** The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;

- (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) ("**FAA**") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Solicitor General**

Date

Name:
Title:

The Township of North Glengarry

Date

Name: [Insert First and Last Name]
Title: [Insert Title – Signing Authority]

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;

- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 **Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 **Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;

- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest-Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Rebates, Credits, and Refunds. The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 Disposal. The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's

objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, “**Province**” includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B” :
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment)

relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and

- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province;
- (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 Notice of Project-Related Communications. Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of **14 Business Days** in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

A9.1 Indemnify. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
 - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and

- (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;

- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 Opportunity to Remedy. If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 Recipient not Remediating. If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 **Funds Upon Expiry.** Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B”.

A15.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 **Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 **Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 **Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;

- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 **Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 **Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 **Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$ 25,000
Expiry Date	June 30, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$1,000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Position: Leah Dunbar, Manager Mental Health Secretariat</p> <p>Address: Ministry of the Solicitor General Mental Health Secretariat 25 Grosvenor Street, Floor 16 Toronto, ON. M7A 2G6</p> <p>Email: To: Leah.Dunbar@ontario.ca Cc: MH.Secretariat@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position: [enter name and Title]</p> <p>Address: [enter address]</p> <p>Phone Number: [enter #]</p> <p>Email: [enter email]</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position: [enter name and Title]</p> <p>Address: [enter address]</p> <p>Phone: [enter #]</p> <p>Email: [enter email]</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

GRANT PROGRAM DESCRIPTION

The Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program aims to support eligible public safety organizations by subsidizing the costs of providing specialized mental health services offered through Warrior Health for first responders and public safety personnel.

The Province is funding the **The Township of North Glengarry** to access the following **Warrior Health** fee-for-service supports offered by Wounded Warriors Canada, Homewood Health, Centre for Addiction and Mental Health, Trillium Health Partners, and Boots on the Ground (the “Warrior Health Consortium”):

1. General Wellness Programs
2. Peer Support Training
3. Leadership Training
4. Mindfulness Training
5. Supports to Reduce Mental Health Stigma
6. Pre-Employment Mental Health Screening and Recruitment Tools

The Recipient will purchase and access the supports above between May 2025 and March 2026.

GRANT PROGRAM OUTPUTS

During the term of the Agreement, the **The Township of North Glengarry** will pursue the following outputs:

1. Submit a Service Request with Warrior Health on or before December 31, 2025.
 - The Recipient is expected to register on the Warrior Health Portal, review available fee-for-service offerings, submit a Service Request, engage the respective Warrior Health Consortium organization to schedule service(s).
 - Ensure the delivery and completion of fee-for-service supports on or before March 31, 2026.
2. Develop a strategy, plan, policy, or process, for responding to the employee mental health needs if there isn't one in place. Recipients may use [PTSD Resource Toolkit](#) and [PSHSA Post Traumatic Stress Injury Prevention Plan Checklist](#) as resources.
3. Collaborate with professional and community organizations through a minimum of three initiatives/activities, to support employee mental health or other public

safety personnel in the community.

4. Collect program data as per Schedule "G" on number of employees accessing mental health services from the Warrior Health fee-for-service supports.
5. Contribute to report-back on fee-for-service supports, by providing feedback to Wounded Warriors Canada following their program evaluation format, if requested.

SCHEDULE "D"
BUDGET

The Province will provide Maximum Funds of up to **\$ 25,000** to the Recipient.

These Funds may be used by the Recipient in accessing the Warrior Health fee-for-service supports between May 27, 2025, and March 31, 2026.

Please note the Province will require the below budget template to be completed as part of the Year End Report.

Warrior Health Fee-For-Service Supports 2025-26						
Item Category	Item Code	Item Description*	Item Service Provider	Quantity Ordered	Cost Per Order	Amount
TOTAL BUDGET APPROVED FOR FUNDING						\$ 25,000
TOTAL AMOUNT INCURRED						

- *Description should include name, delivery method and duration, and number of attendees.*
- *Please note unused funds are required to be returned to the Ministry.*

**SCHEDULE "E"
PAYMENT PLAN**

The payment schedule below is aligned with Schedule "F".

PAYMENT SCHEDULE		
Maximum Funding	\$ 25,000	
Funding Condition	Payment Date	Payment Amount
<p>Upon execution of the Agreement by both parties and after the Recipient has provided the Province with the required Certificate of Insurance</p> <p>In the event that the Agreement is not signed by a person with the authority to bind the recipient organization, a letter is required to be submitted on behalf of the recipient organization that sets out a delegation of authority to the signatory, as signed by a person with authority to bind the recipient organization.</p>	After full execution of this TPA.	\$ 22,500
Upon submission and approval by the Province of the Year End Report (see Schedule "F").	On or after April 30, 2026.	\$ 2,500

**SCHEDULE "F"
REPORTS**

The Recipient will report to the Province on the due date indicated below using the Province provided template. The template will be provided in January 2026.

REPORTING SCHEDULE			
Report Due Date	Report Type	Reporting Time Frame	Province Fiscal Year
April 30, 2026	Year End Financial & Year End Activity	May 27, 2025 – March 31, 2026	2025-26

SCHEDULE "G" PROGRAM DATA

Below are key metric output results that are required to be reported by the Recipient using the Province provided Year End Report template. Additional performance measures and/or activity reporting may be required.

Ministry Performance Measures				
Metric #	Name	Description	Goal	Results
1	# of employees served	Number of employees that accessed a mental health service from the fee-for-service supports.	60	
2	# of employees served in French	Number of employees that accessed a mental health service from the fee-for-service supports in French.		
3	# of Indigenous employees served	Number of Indigenous employees that accessed a mental health service from the fee-for-service supports.		
4	# of employees served in Northern Ontario	Number of employees in Northern Ontario that accessed a mental health service from the fee-for-service supports.		
Client Provided Performance Measures				
Metric	Name	Description	Goal	Results
5				

- If you are not able to provide a specific metric or it is not applicable to your organization, please enter 0. Please note, at a minimum, metric #1 is mandatory.



STAFF REPORT TO COUNCIL

Report No: PW-2025-21

October 27, 2025

From: Timothy Wright, Director of Public Works

RE: Adoption of Engineering Design Standards for Subdivisions and Site Plans

Recommended Motion:

THAT Council adopt the Engineering Design Standards for Subdivisions and Site Plans as the official Engineering Design Standards for Subdivisions and Site Plans for the Township of North Glengarry

Background / Analysis:

Recognizing the need for consistent engineering standards across the region, the County commissioned the development of comprehensive design standards for subdivision and site plan development. Throughout the development process, all six municipalities participated and provided input to ensure the standards reflected local needs and conditions while promoting regional consistency.

The resulting manual provides detailed technical requirements for all aspects of development infrastructure including roads, water systems, sanitary and storm sewers, stormwater management, grading, utilities, and construction practices. It includes approved materials lists, standard details, and process requirements that establish baseline standards across SDG while allowing individual municipalities the flexibility to apply standards appropriate to their specific infrastructure and local context.

Adopting these standards will provide significant benefits to the Township:

- Clarity for Developers: Clear technical requirements and submission processes reduce ambiguity and streamline project approvals
- Infrastructure Quality: Ensures new development infrastructure meets modern engineering standards and integrates properly with existing municipal systems
- Regional Consistency with Local Flexibility: Aligns North Glengarry's requirements with neighboring municipalities while maintaining the ability to address township-specific needs

Financial Implications:

N/A

Attachments & Relevant Legislation:

Engineering Design Standards for Subdivisions and Site Plans

Others Consulted:

Stephanie Morin - Senior Planner - United Counties of Stormont, Dundas and Glengarry

Jacob Rheume – Chief Building Official – Township of North Glengarry

Dean McDonald – Environmental Services Manager – Township of North Glengarry

Reviewed and Approved by:

Tim Simpson, CAO



ENGINEERING DESIGN STANDARDS


Subdivisions and Site Plans





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SECTION 1 INTRODUCTION

1.1 General Considerations

The general intent of this document, along with various By-Laws and other studies, is to provide guidance and clear directions for Owners, developers and Engineers seeking to pursue development opportunities in the various municipalities located within the United Counties of Stormont, Dundas & Glengarry, and to identify design criteria considered as minimum guidelines by the local municipality under typical conditions. Ultimately, the goals of this document are to minimize surprises during the development process, allow for efficient and expedient design and construction of various projects, and promote consistency & quality in the design of infrastructure.

Generally, no variance will be allowed from the guidelines and minimum requirements contained in this document. Deviation may however be possible in some cases at the discretion of the local municipality or Council through a special request. The onus will be on the Developer to justify deviation from these guidelines.

In all cases, it is recommended that the local municipality be pre-consulted as soon as possible in the planning process. In addition, the local municipality should be contacted if any section of this document is unclear, if additional information is needed, or in special conditions.

Lastly, this document is meant to be a 'living document' which may be amended or modified as required. Note that Municipality By-laws and/or other applicable provincial or federal regulations which may come into force after the writing of this manual shall take precedence over this manual.

1.2 Definitions & Abbreviations

AODA:	shall mean the "Accessibility for Ontarians with Disabilities Act",
AWWA:	shall mean the "American Water Works Association"
CBO:	shall mean the "Chief Building Official", the officer or employee of the Municipality charged with the duty of enforcing the provisions of the Building Code Act, together with any regulations made thereunder, and the provisions of the Building By-law
CA:	shall mean the "South Nation Conservation" or "Raisin Region Conservation Authority"
CLI ECA:	shall mean a "Consolidated Linear Infrastructure Environmental Compliance Approval" as issued by the MECP
Council:	shall mean the "Council of the Corporation of the Township of North Dundas, South Dundas, North Stormont, South Stormont, North Glengarry or South Glengarry"
County:	shall mean the "United Counties of Stormont, Dundas and Glengarry"
CSA:	shall mean the "Canadian Standards Association"
CUP:	shall mean "Composite Utility Plan"
ECA:	shall mean "Environmental Compliance Approval" as issued by the MECP

Engineer:	shall mean a professional holding a license or temporary license to practice engineering in the province of Ontario, holding a Certificate of Authorization from Professional Engineers Ontario, and having valid professional liability insurance
Developer:	shall mean the person or company proposing and undertaking the proposed project, whether it consists of a subdivision or a site plan project
Easement:	shall mean the legal right acquired by contract to pass over, along, upon or under the lands of another
kPa:	shall mean “kilopascal” (1,000 N/m ²)
LID:	shall mean “Low-Impact Development”
MECP:	shall mean the “Ministry of the Environment, Conservation and Parks”
MRD:	shall mean “maximum relative density” of asphalt
MTO:	shall mean the “Ministry of Transportation”
Municipality:	shall mean the Municipality of North Dundas, South Dundas, North Stormont, South Stormont, North Glengarry or South Glengarry
Municipal Official:	shall mean any staff and/or Engineer designated by the Municipal Council
MUTCD:	shall mean “Manual on Uniform Traffic Control Devices” as published by TAC
OBC:	shall mean “Ontario Building Code”
OPSD:	shall mean “Ontario Provincial Standard Drawings” which are available online at: http://www.ragsa.mto.gov.on.ca/techpubs/OPS.nsf/OPSHomepage
OPSS:	shall mean “Ontario Provincial Standard Specifications” which are available online: http://www.ragsa.mto.gov.on.ca/techpubs/OPS.nsf/OPSHomepage
OTM:	shall mean “Ontario Traffic Manual” as published by the MTO (latest edition) and which are available online: http://www.mto.gov.on.ca/english/publications/mto-research-library-online-catalogue.shtml
psi:	shall mean “pounds per square inch”
SPMDD:	shall mean “standard proctor maximum dry density”
Surveyor:	shall mean a professional land surveyor designated as an Ontario Land Surveyor (OLS) by the Association of Ontario Land Surveyors (AOLS)
TAC:	shall mean “Transportation Association of Canada”
TSS:	shall mean “total suspended solids”



1.3 General Responsibilities of the Developer

The Developer will be responsible to employ competent Engineers registered with PEO and having valid professional liability insurance to design, supervise and construct any and all infrastructure required at its own cost.

Additionally, the Developer or its Engineer will be responsible to obtain all necessary approvals from relevant senior approving authorities at its own cost and pay for reasonable fees and disbursements incurred by the Municipality. Such fees may include, but are not limited to, planning fees, legal fees, engineering/peer review fees, inspections, testing, etc.

The Developer will also be responsible to pay the water and wastewater connection fee per the current By-Law.

1.4 Typical Project & Review Process

Typical flow charts attached show typical project process for subdivision and site plan projects. These flow charts are intended as general guidelines and may vary from project to project. The flow charts may be found in Appendix "B".

1.5 Relevant Legislation, Guidelines, Policies & By-laws

Applicable legislation, policies and Municipal By-laws may include, but are not limited to, the following. Note that the following and any other applicable regulations that may come into force take precedence over this manual.

Provincial Legislation:

- Occupational Health and Safety Act and Regulations,
- Ontario Building Code,
- Ontario Planning Act,
- Ontario Water Resources Act.

Policies & Design Guidelines, MECP:


- Design Guidelines for Sewage Works, 2008 (MECP),
- Design Guidelines for Drinking-Water Systems, 2008 (MECP),
- Procedures to Govern Separation of Sewers and Watermains (MECP Procedure F-6-1),
- Stormwater Management Planning and Design Manual, 2003 (MECP).

Policies & Design Guidelines, MTO:

- Drainage Management Manual, 1995-1997,
- Gravity Pipe Design Guidelines, 2007,
- Ontario Provincial Standard Drawings (OPSD), latest version,
- Ontario Provincial Standard Specifications (OPSS), latest version,
- Ontario Traffic Manual, latest version,
- Roadside Safety Manual, 1993.

Municipal By-laws and local policies (latest versions):

- Parking By-law,
- Sewer Use By-law,

- 
- Fees and Charges By-law
 - Zoning By-law,
 - South Nation Source Protection Plan,
 - SDG Counties Official Plan,
 - SDG Stormwater Planning and Design Guide,
 - SDG Stormwater Management Facilities Maintenance and Monitoring Plan.

1.6 Pre-Consultation

For all projects, early pre-consultation with the Municipality and County is required. Pre-consultation will help to identify requirements early in the process and will help expedite subsequent steps.

SECTION 2 GENERAL REQUIREMENTS

2.1 Off-Site Improvements

Off-site improvements such as sewer extensions, upsizing/reconstruction of existing infrastructure, construction of new road turning lanes, sidewalk and/or roadway extensions, new pumping stations, modifications to existing pumping stations, etc. may be required to support proposed development.

The need for off-site improvements will be evaluated on a case-by-case basis and may require additional studies by the Developer where information is not readily available. The Developer will further be responsible for costs related to design, construction, inspection, etc. Cost sharing may be possible if the improvements benefit other parties.

2.2 Urban vs. Rural Cross-Section

Two major distinct types of development will be possible for subdivisions, consisting of either an urban or a rural roadway cross-section. The applicable type will depend on zoning and on desired lot frontage. Deviation from this standard may only be possible with approval of Council. Pre-consultation with the Municipality will serve to establish the required roadway cross-section.

2.3 Approvals & Agreements

As previously mentioned, the Developer is responsible to pay for and obtain all necessary approvals. These may include, but are not limited to:

- Clearance letter or other approvals from CA (as required),
- Approvals from the County and/or MTO as required,
- Form SS1 (sanitary sewers and forcemains), SS2 (sanitary pumping stations), SW1 (storm sewers) and SW2 (stormwater management facilities) for new works authorized under the Municipality's CLI ECA,
- Watermain Form 1 for new works authorized under the Municipality's Drinking Water Works Permit
- Environmental Compliance Approval (ECA) from the MECP (as required)
- All other necessary approvals from other approving authorities, such as, but not limited to railways, utility companies, Canada Post, etc. as may be required.

Furthermore, the Developer will be required to enter into an agreement with the Municipality, the type of which depends on the project being proposed.

2.3.1 Subdivisions

For subdivision projects specifically, the Developer will be required to enter into a Subdivision Agreement with the Municipality. To expedite construction, it may also be possible to enter into a pre-servicing agreement with the Municipality, with the terms to be negotiated on a project-by-project basis.

A typical agreement may be found in Appendix "E". Note that this typical agreement will be modified to reflect the proposed development and that clauses may be added or deleted as appropriate.

2.3.2 Site Plan Projects

Likewise to above, the Developer will be required to enter into a Site Plan Agreement with the Municipality for site plan projects.

A typical agreement may also be found in Appendix “F”. Note that this typical agreement will be modified to reflect the proposed development and that clauses may be added or deleted as appropriate.

The Developer will also need to enter into a Service Extension Agreement with the Municipality in cases where off-site improvements are required within the Municipality’s right-of-way (such as service extensions, road widenings, etc., as discussed in Section 2.1).

2.4 Drawings

General requirements for design drawings for all projects are as follows:


- Drawings must be in metric units and to scale,
- Printed on Architectural D (24” x 36”) or A1 (594 mm x 841 mm) format,
- Must be clear and concise,
- Must include a legend, scale, north arrow, street names, name of Developer and revision history.

Additional requirements apply for subdivision or site plan projects, as further listed below.

2.4.1 Subdivisions

The following design drawings are required for subdivision projects specifically:

- Cover sheet with key project information,
- Overall site plan showing entire project, easements and phasing requirements, legal boundary information,
- Plan & profiles for all roadways, scale of 1:250 or 1:500 (horizontal) and 1:50 (vertical),
- Plan & profiles for all rear-yard catch basins, scale of 1:250 or 1:500 (horizontal) and 1:50 (vertical)
- Grading plan showing existing and proposed geodetic elevations, at a scale of 1:500 or larger, and shall include the following information:
 - Existing and final geodetic elevations at all lot corners,
 - Existing and final geodetic elevations at the centreline of the road at maximum spacing of 25 meters,
 - Detailed intersection grading plans,
 - Finished geodetic elevation of all critical points,
 - Arrows indicating the direction of flow of all surface water and major flow routes,
 - Extents of surface ponding if applicable,
 - Location and details of all swales,
 - Location and details of all surface water outlets.
- Storm & sanitary catchment area plan showing the respective infrastructure,
- Traffic management plan, including line painting and traffic sign information,
- Details and OPSD’s including all relevant details and enlargements as required,
- Street lighting including location of street lights, photometric calculations, wire routing and all relevant details & OPSD’s,

- 
- Composite utility plan (CUP) including location of servicing trenches, easements, location of transformers, pedestals, conduits, existing utility poles, etc.

2.4.2 *Site Plan Projects*

The following design drawings are required for site plan projects subject to Site Plan Control (refer to Section 15.1 for additional information):

- Overall site plan showing entire site, easements, legal boundary information,
- Servicing plan showing location and depth of watermains, sanitary sewers, storm sewers, forcemains, utilities, etc.
- Grading plan showing existing and proposed elevations (geodetic), scale of not more than 1:500,
- Details and OPSD's including all relevant details and enlargements as required,
- Street lighting including location of street lights, photometric calculations, wire routing and all relevant details & OPSD's,
- Building elevation drawings (prepared by an architect),
- Building floor plan drawings (prepared by an architect),
- Final drawings and drawings submitted as part of a Site Plan Control application must be stamped and signed by an Engineer or Architect as appropriate.

2.5 **Reports & Studies**

Detailed requirements are not provided for reports and studies as they will vary greatly based on the type of report being prepared. Refer to Section 3.1 for a non-exhaustive list of reports and studies which may be required to support the proposed subdivision or site plan development.

Generally, all reports and studies must be clear and concise and must include all necessary calculations, supporting information and sketches as required. Final reports and reports submitted as part of a Site Plan Control application must be stamped and signed by an Engineer.

2.6 **Submittals**

The following requirements apply for submittals with regards to subdivision and site plan projects.

2.6.1 *Subdivisions*

The Draft Plan of subdivision shall be submitted to the County and meet their requirement for submittal.


Detail design drawings and reports must be submitted to the Municipality in PDF format and in 3 hard copies.

2.6.2 *Site Plan Projects*

Detail design drawings and reports must be submitted to the Municipality in PDF format and in 3 hard copies, along with completed application form and application fee.

2.7 **Municipality Reviews & Peer Reviews**

The Municipality reserves the right to review all drawings and reports submitted and provide comments.



Reviews may also or instead include a technical peer review completed by an impartial third-party Engineer selected by the Municipality. Developer will be responsible for all costs related to the peer review. The Municipality will be the final authority in case of any disagreement between the Developer's Engineer and the peer reviewing Engineer.

The Developer is encouraged to submit high-quality and thorough documents to facilitate and expedite reviews. Incomplete submissions or submissions found to contain excessive omissions or errors may be returned without review or comment.

2.8 Financial Security

Developer will be required to provide financial security to the Municipality prior to starting construction. The purpose of this is to ensure that the Municipality is able to complete the works in the event that the Developer is unable to proceed with the completion, or to address deficiencies.

Financial security shall consist of a certified cheque, bank draft, or irrevocable letter of credit. Bonding or lots in lieu of deposit will not be accepted.

The amount required for financial security varies depending on the type of project, as discussed below.

2.8.1 Subdivisions

For all subdivision projects, financial security is to be provided to the requirements of the Municipality, based on the Engineer's estimate. Unit prices are to be reflective of current market conditions and the Municipality reserves the right to review the estimate and unit prices.

Financial security may be reduced as construction advances at the discretion of the Municipality, as discussed in Section 14.6.

2.8.2 Site Plan Projects

For all site plan projects, financial security is to be provided to the requirements of the Municipality.

The financial security may not be reduced as construction advances and will only be released once construction is complete, once Municipality has completed an inspection and once all deficiencies are addressed to the satisfaction of the Municipality.

Additional financial security will also be required for work within Municipality right-of-way (service extensions, road widenings, etc. as discussed in Section 2.1). The financial security amount for such work will be calculated as discussed in Section 2.8.1.

SECTION 3 PLANNING REQUIREMENTS

3.1 Supporting Studies & Reports

Supporting studies and reports that may be required includes, but is not limited to the following:

- a. Capacity of public service facilities
- b. Water and sewer servicing capacity
- c. Servicing options report
- d. Stormwater management
- e. Location within an influence area
- f. Transportation study, including impacts to vulnerable road users
- g. Noise and vibration
- h. Minimum distance separation I and II
- i. Impact assessment
- j. Water resources conservation
- k. Flood proofing, protection works, restoration
- l. Organic soils
- m. Geotechnical studies for unstable slopes
- n. Contaminated sites
- o. Heritage impact/archeological assessment
- p. Land use compatibility studies
- q. Topographic survey and associated technical information;
- r. Wildland Fire Assessments

Pre-consultation with the Municipality and County will serve to establish which studies will be required to support the proposed project.

3.2 Parkland


A minimum of 5% of park space will be required for all residential subdivisions while a minimum of 2% of park space will be required for industrial subdivisions per Section 42 and 51.1 of the Planning Act. Undevelopable land, stormwater management facilities, or land within the flood plain will not be accepted as parkland. Parkland left in a natural state (i.e. wooded) may be acceptable at the Municipality's discretion.

The Developer will be responsible for grading of the parkland to provide positive drainage, fencing (where adjacent to residential properties) and topsoil and seed. Walkways, servicing to property line and/or other improvements may also be required at the discretion of the Municipality.

In some cases, cash-in-lieu of parkland at time of registration may be acceptable or may be required for smaller developments. Pre-consultation with the Municipality will serve to establish this requirement. Value of the cash-in-lieu of parkland will be based on the value of the land the day before Draft Plan of subdivision is approved.

3.3 Phasing

The Developer is to determine phasing based on expected sales. Extents of phasing and any required temporary construction (temporary cul-de-sacs, temporary sewer stubs, storm sewer outlets, watermain blow-offs, etc.) are to be clearly shown on the design drawings.



The Municipality will review proposed phasing to avoid temporary dead-ends as much as possible.

Furthermore, the Municipality reserves the right to request that work of future phases be done as part of an earlier phase (for example, looping of a watermain or construction of a second vehicular access).

Phases will be approved based on available sewer and water capacities. Refer to the Municipality's allocation By-law (where applicable) for additional details.

3.4 Easements & Blocks

The Developer is to provide easements and blocks as required by the Municipality and utilities.

Generally, 0.3 m reserves will be required at dead-ends and open side(s) of a right-of-way and blocks will be required for parkland, stormwater management facilities, walkways or other property to be transferred to the Municipality.

Temporary easements will be required for the construction of temporary turning circles and all other infrastructure constructed on property to be part of future phase(s).

Similarly, permanent easements will be required for infrastructure constructed on land to remain property of the Developer, along swales, underground infrastructure and utilities not located within the right-of-way as detailed in other Sections of this manual.

3.5 Street Names

Streets are to be named by the Developer to the satisfaction of the Municipality and County and shall be shown on plans.

3.6 Civic Address / Sign

The Developer will be required to install civic address numbers in urban areas or signs in rural areas as per the requirements of the Municipality's current Civic Address By-law. The Municipality will establish civic numbers.

3.7 Fencing

At the discretion of the Municipality, wood screening fence may be required where residential back yards abut a commercial zone, industrial zone or public roadway and is to be installed by the Developer. Pre-consultation with the Municipality will serve to establish this requirement. Fencing is to be installed entirely within private property and may not be located in swales.

A typical wood screening fence is shown on Municipality detail MD.15; other designs may be acceptable at the discretion of the Municipality.

A clause is to be added to the agreement of purchase and sale of the lot such that all future maintenance and/or replacement of the fence will be the responsibility of the purchaser of the lot.

Wood screening fencing or chainlink fencing will also be required as described in other sections of this manual.

SECTION 4 SANITARY SEWERS

4.1 Hydraulic Design

Sanitary sewers are to be designed to the general requirements of the MECP's Design Guidelines for Sewage Works (2008), based on an average flow of 450 L/person/day, 3 persons per residential unit or 2.5 persons per residential unit for South Glengarry, and an infiltration and inflow allowance of 0.19 L/s/hectare. For commercial or industrial developments, average flows are to be based on Table 8.2.1.3.B of the OBC.

In some cases, it may be possible to use lesser domestic flows to avoid unnecessary oversizing of infrastructure. Pre-consultation with the Township is strongly recommended to confirm the design flows.

Peaking factor calculation for domestic flows shall be based on the Harmon formula as given below:

$$PF = 1 + \frac{14}{4 + P^{0.5}}$$

Where: PF is the peaking factor (minimum of 2.0, maximum of 4.0)
P is the population in thousands

Pipes are to be sized to accommodate the peak flow and infiltration and inflow allowance using the Manning formula as given below, and a Manning roughness coefficient (n) of 0.013 to achieve a full flow velocity between 0.6 m/s to 3.0 m/s:

$$Q = \frac{1,000}{n} AR^{2/3} s^{0.5}$$

Where: Q is the flow capacity of the sewer (L/s)
n is the Manning roughness coefficient (0.013)
A is the flow cross-sectional area
R is the hydraulic radius (area of flow / wetted perimeter)
s is the slope (m/m)

All sanitary sewer mains shall be a minimum of 200 mm in diameter. Note that oversized sewers may not be used to justify using flatter slopes and that flow is to be sub-critical where possible.

4.2 Other Design Considerations

Sanitary sewers are to be installed in the right-of-way as shown on Municipality-specific details.

Sanitary sewers not located in the right-of-way require minimum 3.0 m wide easements, or wider depending on the depth and/or diameter of the sewer. Poor geotechnical conditions may also require the use of a wider easement.

Where possible, it is preferred that 2.8 m of cover be provided on sanitary sewers, and/or as demonstrated by Engineer to allow for gravity drainage of basements. Where gravity drainage of basement(s) is not possible for any given lot, the Developer shall inform prospective purchasers through a clause in the agreement of purchase and sale.

In all cases, sewers and laterals are to be insulated as per Municipality detail MD.4 if not installed below Engineer's calculated frost depth.

Maintenance hole spacing shall be a maximum of 120 m for sewers smaller than 450 mm diameter and a maximum of 150 m for sewers 450m diameter or larger. Maintenance holes will also be required at all changes in alignment, grade and/or slope.

4.3 Connection to Existing Infrastructure

All connections to existing sanitary sewers will need to be made at a maintenance hole. Where a maintenance hole already exists, core drill existing structure and make watertight connection with Link-Seal as per Municipality detail MD.6.

Where a maintenance hole does not exist, cut existing pipe and provide bypass pumping as required, install new maintenance hole with new 1.0 m long stubs on both sides, and connect to existing sanitary sewer pipe with flexible couplers. The use of maintenance holes with cast-in-place base ("horseshoe") will be reviewed on a case-by-case basis.

4.4 Approved Materials

Refer to Appendix "A" for a list of approved materials for each Municipality.

4.5 Servicing

Servicing for residential dwellings is to be as per Municipality detail MD.2 or MD.3. In rural cross-sections, servicing may extend beyond the utility easement as shown on Municipality detail MD.5.

Generally, laterals are to be installed perpendicular to the sanitary sewer main and temporarily capped at the property line using a watertight cap. A wooden marker post is to be installed at the termination of laterals and shall extend a minimum of 1.0 m above finished grade.

Connection to new sanitary sewer mains shall be made using pre-manufactured tees, while connection to existing sanitary sewer mains shall be using approved materials. Connection shall not be made directly into maintenance hole, except for cul-de-sacs. In such case, connection should be aligned within 15 degrees of the main sewer outlet and a 100 mm drop is to be provided between inverts.

Laterals are to be installed to OPSD 1006.020 at a minimum 2% slope and maximum 8% slope. A vertical riser is to be used where maximum slope would be exceeded.

A maximum of two horizontal 22.5-degree long sweep bends are permitted per service.

Sump pumps and rainwater leaders may not be connected to a sanitary lateral or sewer.

A normally open backwater valve is to be installed inside the building per the requirements of the OBC.

SECTION 5 SANITARY PUMP STATIONS & FORCEMANS

5.1 General Chamber Design Guidelines

Sanitary pump stations are to be designed to the general requirements of MECP's Design Guidelines for Sewage Works (2008). Pumping stations shall consist of a wet well with a minimum surface plan area of 4.9 m² with a minimum of two submersible pumps with variable frequency drives (VFD), each sized to operate independently and to operate satisfactorily over full range described below.

More specifically, pumping station and forcemain sizing is to be based on system-head calculations and curves for three conditions using the Hazen-Williams coefficients as follows:

- Low sewage level in wet well, C = 120
- Median sewage level over the normal operating range in wet well, C = 130
- High sewage level in wet well, C = 140

Alarms are to be integrated into the Municipality's SCADA system.

Lastly, all chamber ventilation piping will require carbon filters.

5.2 General Forcemain Design Guidelines

Sanitary forcemains are to be designed to the general requirements of MECP's Design Guidelines for Sewage Works (2008) to achieve a minimum velocity of 0.6 m/s and maximum velocity of 3.0 m/s at design pumping rates.

Forcemains shall have a minimum cover equal to that of watermains and a minimum diameter of 75 mm; however, a minimum diameter of 100 mm is preferred.

5.3 Approved Materials

Refer to Appendix "A" for a list of approved materials for each Municipality.

5.4 Backup Power

All sanitary pumping stations will require backup power through a backup generator and automatic transfer switch as noted in Appendix "A", to be sized based on peak power demand.

5.5 Other Requirements

The site will need to be protected with chainlink fence as per OPSD 972.130, with top rail. All fence posts are to be set in concrete to OPSD 972.132 and shall consist of Schedule 40 pipe with diameters to OPSD 972.132. Likewise, fence fabric is to be 9-gauge, 1,800 mm high, Type 1, Class A, medium style, and double knuckled selvedge. Finish shall be as per Appendix "A".

A lockable single or double swing gate must be provided to OPSD 972.102 to a minimum width of 4 m for access.

An asphalt access to be provided for operation and maintenance, extending from the closest public roadway to the pumping station to provide access to the wet well and bypass chamber to hydrovac truck and to provide parking for three service vehicles. Access is to be constructed of a minimum of 50mm HL-3, 150 mm Granular "A" to OPSS.MUNI 1010 compacted to 100% SPMD and 300 mm Granular "B" Type II to OPSS.MUNI 1010 compacted to 100% SPMD.

Easements are to be provided if required, and an operation & maintenance manual is to be provided to the Municipality in PDF format and hard copy (3 copies). The following information will need to be included in the operation & maintenance manual:

- Equipment data cards for each piece of equipment
- Copy of all reviewed shop drawings
- Manufacturer's product data
- Detailed drawings of the equipment showing part numbers
- Operating instructions
- Routine maintenance requirements including procedures
- Complete disassembly, inspection, repair and reassembly instructions
- All test results
- Calibration certificates for all instrumentation devices
- Instrument loop check reports
- Project approvals (TSSA, ESA, occupancy permits, etc.)
- Manufacturer's certificates of readiness to install
- Manufacturer's certificates of satisfactory installation
- Manufacturer's certificates of equipment satisfactory performance
- Manufacturer's certificates of process system satisfactory performance
- Factory acceptance test reports
- Site acceptance test reports
- As-built drawings & diagrams

SECTION 6 STORM SEWERS & CULVERTS

6.1 Design Methods – Storm Sewers

Storm sewers to be sized to accommodate the 5-year storm runoff flow as calculated from the Rational method, without surcharging. Likewise, ditches and overland flow routes are to be sized to accommodate the 100-year storm runoff flow as calculated from the Rational method.

The sizing of storm sewers that are part of the major system is to be confirmed using a spreadsheet-based hydraulic grade line analysis (using the Darcy-Weisbach equation) to accommodate the 100-year storm runoff flow. The 100-year storm runoff flow is to be calculated from the Rational method. A hydraulic grade line verification must also be completed when an outlet is submerged or partially submerged.

In all cases, a minimum 300 mm freeboard is required between the 100-year water elevation and the finished ground at building(s).

Dynamic computer models must be used for developments larger than 5 ha or for more complex developments to evaluate the storm sewer design when subjected to larger storm events. At the Engineer's discretion, dynamic computer models may also be used for smaller developments.

Acceptable modeling software consist of XPSWMM, PCSWMM, SWMM, OTTHYMO and MIDUSS. Other software may be acceptable but must be approved by the Municipality.

6.2 Design Methods – Culverts

All cross-culverts are to be sized based on the "Culvert Hydraulics" section of the MTO Drainage Management Manual (1995-1997) using expected tailwater elevation. A minimum freeboard of 150mm is to be provided between the 100-year water elevation and centerline of road or driveway.

Driveway culverts will also need to be sized per the same method, if the catchment area exceeds 2 hectares.

Design software or dynamic computer models may be used in performing calculations (CulvertMaster, Hydraflow Express, dynamic modeling software as discussed above, etc.).

In all cases, cross-culverts shall be a minimum of 600 mm in diameter while driveway culverts in residential subdivisions shall be a minimum of 400 mm in diameter.

6.3 Rational Method Flow Calculation & Parameters

The Rational method to be used in establishing flows is as follows:

$$Q = 2.78CiA$$

Where: Q is the peak runoff (L/s)
C is the runoff coefficient
i is the storm intensity in mm/hr for a given time of concentration
A is the area in hectares

6.3.1 Runoff Coefficient

Runoff coefficient shall be as per Table 6-1, where the lower value of the range may be used for moderate to flat slopes, and the higher value of the range is to be used for steeper slopes and/or denser projects. Runoff coefficients should also be verified by the Engineer by considering typical lots, to ensure the runoff coefficient used in calculations is representative of the proposed development.

Table 6-1: Runoff Coefficients

Source	Runoff coefficient (C)
Asphalt, concrete, roof areas	0.90 – 1.00
Grassed areas, parkland	0.15 – 0.35
Gravel areas	0.50 – 0.60
Precast paving areas	0.70 – 0.80
Commercial	0.75 – 0.85
Industrial	0.65 – 0.75
Residential:	
Single family (urban)	0.40 – 0.60
Single family (rural)	Calculate weighed C based on lot size
Semi-detached	0.45 – 0.65
Row housing, townhouses	0.50 – 0.70
Apartments	0.60 – 0.75
Institutional	0.40 – 0.75

Adapted from MECP Design Guidelines for Sewage Works (2008)

The surface type coefficients should be used when designing at the site plan level, and the development type coefficient may be used when designing at a higher level.

6.3.2 Time of Concentration

The time of concentration is the time required for storm runoff to reach a particular point in the storm sewer system from the most hydraulically distant point of the watershed, not necessarily the most physically distant point.

Initial time of concentration is to be calculated per the formula below. Alternatively, the minimums below are to be used:

- 10 minutes when designing at the site plan level,
- 15 minutes for urban developments,
- 20 minutes for rural developments.

Acceptable methods to calculate time of concentration consist of the Airport formula where the runoff coefficient is less than 0.40, or the Bransby Williams formula where the runoff coefficient is greater than 0.40.

The Airport formula is given below:

$$t_c = \frac{3.26(1.1 - C)L^{0.5}}{(s^{0.33})}$$

Where: t_c is the time of concentration (min)
C is the runoff coefficient (< 0.40)
s is the average slope of the watershed (%)

L is the length of the watershed (m)

While the Bransby Williams formula is given below, and may only be used for runoff coefficients greater than 0.40:

$$t_c = \frac{0.057L}{(s^{0.2}A^{0.1})}$$

Where: t_c is the time of concentration (min)
L is the length of the watershed (m)
s is the average slope of the watershed (%)
A is the area of the watershed (ha)

6.3.3 Rainfall Intensity

Rainfall intensity for the project site is to be derived from MTO's IDF Curve Lookup tool, which may be found online at http://www.mto.gov.on.ca/IDF_Curves/terms.shtml.

The A and B parameters given in the "Coefficient summary" table are to be substituted in the formula below, where i is the rainfall intensity for a given period (in mm/hr), and t_c is the time of concentration (in hours) as calculated in Section 6.3.2:

$$i = A(t_c)^B$$

6.4 Modeling Flow Calculations & Parameters

Modeling shall be performed based on the following parameters. Engineer will be required to justify any deviation from the below.

6.4.1 Depth of Rainfall

The depth of rainfall for the project site shall be established from the MTO's IDF Curve Lookup tool, which may be found online at http://www.mto.gov.on.ca/IDF_Curves/terms.shtml.

6.4.2 Storm Event Distribution

For urban areas, either the Chicago storm or the AES 30% Southern Ontario distribution may be used in modeling. The Chicago storm must have a duration at least twice the basin's time of concentration and a time step of not less than 10 minutes. Likewise, the AES 30% Southern Ontario shall have a duration of 12 hours and at least twice the basin's time of concentration, and a time step of not less than 10 minutes.

For rural areas, the SCS Type II storm distribution is to be used. Both the 12-hour and 24-hour storm durations are to be verified.

6.4.3 Depression Storage

As per the City of Ottawa's Sewer Design Guidelines, depression storage is to be 1.57 mm for impervious areas and 4.67 mm for pervious areas.

6.4.4 Curve Numbers

Refer to Appendix "C" for curve numbers to be used in modeling.

6.4.5 Width Parameter

The width parameter in modeling is the dimension of the flow plan that is perpendicular to the direction of flow. For a typical urban area, this is equal to twice the length of the street segment where there are properties on both sides of the street.

If no detailed information exists for an area, a typical value of 225 m per hectare is to be used.

6.5 Sewer Design Parameters

Storm sewers are to be designed to the general requirements of MECP's Design Guidelines for Sewage Works (2008).

Pipes are to be sized to accommodate the peak flow using the Manning formula as given below, to achieve a full flow velocity between 0.6 m/s to 3.0 m/s:

$$Q = \frac{1,000}{n} AR^{2/3} s^{0.5}$$

Where:

- Q is the flow capacity of the sewer (L/s)
- n is the Manning roughness coefficient as per the Table below
- A is the flow cross-sectional area
- R is the hydraulic radius (area of flow / wetted perimeter)
- s is the slope (m/m)

Manning roughness coefficients shall be as per Table 6-2 below.

Table 6-2: Manning Roughness Coefficients

Material	Manning Coefficient
Smooth walled PVC, Concrete, HDPE	0.013
Corrugated steel pipe, 68 x 13mm profile	0.024 (refer to Design Chart 2.01 in MTO Drainage Management Manual for other profiles / special cases)
Grass, riprap	0.035
Concrete gutter	0.015
Asphalt	0.016

Adapted from MTO Drainage Management Manual Design Chart 2.01


All storm sewer mains shall be a minimum of 250 mm in diameter. Note that oversized sewers may not be used to justify using flatter slopes and that flow is to be sub-critical where possible.

Where possible, outlet sewers should be installed high enough to not be fully submerged when subjected to the 5-year storm.

6.6 Other Design Considerations

Storm sewers are to be installed in the right-of-way as shown on Municipality-specific details.

Storm sewers not located in the right-of-way require minimum 3.0 m wide easements, or wider depending on the depth and/or diameter of the sewer. Poor geotechnical conditions may also require the use of a wider easement.



In all cases, sewers and laterals are to be insulated as per Municipality detail MD.4 if not installed below Engineer's calculated frost depth. Engineer shall also calculate required frost protection widths and thicknesses.

Maintenance hole spacing shall be a maximum of 120 m for sewers smaller than 450 mm diameter and a maximum of 150 m for sewers 450m diameter or larger. Maintenance holes will also be required at all changes in grade and/or slope.

6.7 Connection to Existing Infrastructure

All connections to existing storm sewers will need to be made at a maintenance hole. Where a maintenance hole already exists, core drill existing structure and make watertight connection with Link-Seal as per Municipality detail MD.6 or non-shrink grout.

Where a maintenance hole does not exist, cut existing pipe and provide bypass pumping as required, install new maintenance hole with new 1.0 m long stubs on both sides, and connect to existing storm sewer pipe with flexible couplers. The use of maintenance holes with cast-in-place base ("horseshoe") will be reviewed on a case-by-case basis.

6.8 Approved Materials

Refer to Appendix "A" for a list of approved materials for each Municipality.

6.9 Servicing

Servicing for residential dwellings is to be as per Municipality detail MD.2 or MD.3. In rural cross-sections, servicing may extend beyond the utility easement as shown on Municipality detail MD.5.

The purpose of storm servicing is to provide building foundation drainage only. A gravity connection is preferred wherever possible. If not, sump pumps will be required. Roof drains, downspouts and/or surface catch basins may not be connected to the storm lateral.

Generally, laterals a minimum of 100mm in diameter are to be installed perpendicular to the storm sewer main and temporarily capped at the property line using a watertight cap. A wooden marker post is to be installed at the termination of laterals and shall extend a minimum of 1.0 m above finished grade.

Connection to new storm sewer mains shall be made using pre-manufactured tees, while connection to existing sanitary sewer mains shall be using approved materials. Connection shall not be made directly into maintenance hole, except for cul-de-sacs. In such case, connection should be aligned within 15 degrees of the main sewer outlet and a 100 mm drop is to be provided between inverts.

Laterals are to be installed to OPSD 1006.010 or 1006.020 at a minimum 2% slope and maximum 8% slope. A vertical riser is to be used where maximum slope would be exceeded.

A maximum of two horizontal 22.5-degree long sweep bends are permitted per service.

A normally open backwater valve is to be installed inside the building per the requirements of the OBC.



SECTION 7 DITCH FILL-IN

7.1 Applicability

This section applies to the municipalities of North Dundas, South Dundas, North Stormont, South Stormont and South Glengarry and is intended to serve as a general guide.

7.2 General Requirements

The main purpose of open ditches is to drain the roadway and its granular base and sub-base. In rural areas, Developers are encouraged to design, obtain proper approvals and construct filled-in ditches as part of the subdivision.

In some areas and/or in some cases, the Municipality may prevent property owners from constructing ditch fill-ins. In such cases, the Developer will be required to inform prospective purchasers through a clause in agreement of purchase and sale.

When the work is proposed by a private property owner for a single lot, the property owner will be required to submit an application to the Municipality for the work and will be responsible for all costs associated with construction. Ditch fill-in installed without proper authorization from the Municipality will not be allowed and may be removed by the Municipality at the cost of the abutting property owner.

7.3 Design

The hydraulic design of the ditch fill-in must be by an Engineer to accommodate the catchment area's ditch flow for a storm event with return period of 5 years. More specifically, the ditch fill-in is to be designed to the requirements of Section 6.5. Refer to Municipality detail MD.12 for additional information.

Existing and proposed elevations must also be provided by the Engineer for pipe inverts and for grading of the swale and driveway.

7.4 Other Design Considerations

A minimum of one catchbasin will be required. Additional catch basins will be required to not exceed a maximum spacing of 15 m between catchbasins.

Surface drainage is to be directed towards the swale (centered on pipe) and towards the catchbasin(s).

Sump pump connections may only be done at a catch basin.

7.5 Approved Materials

Pipe for ditch fill-in shall consist of 320 kPa high-density polyethylene (HDPE) perforated pipe as per CSA B182.8, surrounded with a geotextile filter sock as per OPSS 1860. The catchbasins are similarly to consist of HDPE premanufactured fittings (cross), a minimum of 300 mm in diameter and shall have a HDPE or iron grate.

Pipe bedding, surround and cover shall consist of 19 mm clear stone (type 1) as per OPSS.MUNI 1004, covered with a non-woven geotextile as per OPSS 1860.



7.6 Construction & Inspection

Property owner is to contact the Municipality for inspection at two key milestones:

- Once pipe bedding, pipe, and catch basin(s) are installed, and prior to backfilling,
- Once work is complete and grass cover has been established.

Note that a minimum 48 business hours notice is required for all inspections. Closed-circuit television (CCTV) inspection may also be required at the Municipality's discretion.

7.7 Maintenance

Any future maintenance of such systems will be the abutting property owner's responsibility. The Municipality reserves the right to perform maintenance for any reason, at the cost of the abutting property owner.

SECTION 8 STORMWATER MANAGEMENT

8.1 General Requirements

Stormwater management will be required for all developments, unless deemed not required by the Municipality and/or CA.

For all projects, a stormwater management report will need to be submitted to Municipality, including all necessary calculations per the Stormwater Management Planning and Design Manual (2003, MECP) and/or model results.

The Municipality encourages low-impact development (LID) but recommends pre-consulting.

8.2 Quantitative Requirements

8.2.1 Design Parameters

As a minimum, the post-development peak flows must not exceed the pre-development values. Two design storm events are to be considered, the storm event with a 5-year return period and the storm event with a 100-year return period.

Note however that the Municipality may impose stricter quantitative requirements based on available capacity in receiving storm sewers.

Uncontrolled areas may be allowed on a case-by-case basis, but 'overcontrolling' will be required such that the sum of peak flows leaving the site does not exceed pre-development values.

8.2.2 Sizing Methods

Stormwater management facilities for developments smaller than 5 ha may be designed with the Modified Rational Method (MRM), while stormwater management facilities servicing larger or more complex developments must be designed with modeling. Refer to Section 6.1 for more information on approved models.

An example of the MRM is given in Table 8-1 below for the 100-year storm in Morrisburg, assuming an area of 2.0 ha with a post-development weighed runoff coefficient of 0.50 and an allowable release rate of 100.00 L/s:

Table 8-1: Modified Rationale Method Example

Column #1 Time (min)	Column #2 Intensity (mm/hr)	Column #3 Peak Flow (L/s)	Column #4 Release Rate (L/s)	Column #5 Storage Rate (L/s)	Column #6 Required Volume (m ³)
5	253.3	704.30	100.00	604.25	181.28
10	156.0	433.82	100.00	333.82	200.29
15	117.5	326.75	100.00	226.75	204.08
20	96.1	267.23	100.00	167.23	200.68
25	82.2	228.64	100.00	128.64	192.96
30	72.4	201.28	100.00	101.28	182.30
35	65.0	180.72	100.00	80.72	169.51
40	59.2	164.61	100.00	64.61	155.07

More specifically:

- Column #1 includes the design time step, recommended to be taken as 5 minutes,
- Column #2 includes the calculated rainfall intensity for the 100-year storm in Morrisburg,
- Column #3 is calculated from the Rational method based on parameters given above (Peak flow = $2.78CiA = 2.78(0.50)(253.3\text{mm/hr})(2.0\text{ ha}) = 704.30\text{ L/s}$ for the 5 minute time step for example),
- Column #4 is the calculated allowable release rate, taken as 100 L/s in this example,
- Column #5 is the difference between column #3 and column #4,
- Column #6 is the product of column #1 (converted to seconds) and column #5, then converted from L to m³.

The required storage volume corresponds to the time step with the greatest required volume and is shown in bold in the above table.

8.3 Qualitative Requirements

8.3.1 Design Parameters

As a minimum, 80% total suspended solids (TSS) removal is to be provided for all developments. Qualitative treatment facilities are to be designed to meet the requirements of the Stormwater Management Planning and Design Manual (2003, MECP). All sizing and TSS removal calculations are to be included in the stormwater management report.

8.3.2 Subdivisions

The following qualitative treatment methods (or combination thereof), as further described in the Stormwater Management Planning and Design Manual (2003, MECP), are accepted for use in the Municipality:


- Wetlands,
- Wet pond,
- Dry pond,
- Infiltration basin where soils permit,
- Oil & grit interceptor.

Enhanced grassed swales with check dams along roadways will not be accepted.

8.3.3 Site Plan Projects

The following qualitative treatment methods (or combination thereof), as further described in the Stormwater Management Planning and Design Manual (2003, MECP), are accepted for use within private property:

- Wetlands,
- Wet pond,
- Dry pond,
- Infiltration basin where soils permit,
- Oil & grit interceptor,
- Surface storage (maximum depth of 300 mm),
- Underground storage (concrete tanks, HDPE chambers, oversized pipes, etc.),

- 
- Rooftop storage,
 - Enhanced grassed swales (on private property),
 - Other forms of LID.

8.4 Other Requirements

Chainlink fencing may be required adjacent to stormwater management facilities as per the requirements of Section 5.5 and at the discretion of the Municipality.

A granular access is to be provided for operation and maintenance of the stormwater management facility and must extend from the closest public roadway to the forebay, to the pond itself and to its outlet. Width and material thicknesses of the granular access shall be as per the requirements of Section 5.5.

Easements are to be provided as required for the Municipality for access, storm sewer inlets, storm sewer outlets or for other reasons.

Lastly, an operation and maintenance manual is to be provided to the Municipality.



SECTION 9 WATERMAINS

9.1 Hydraulic Design

Watermains for subdivisions and site plans are to be designed to the general requirements of the MECP's Design Guidelines for Drinking-Water Systems (2008, MECP) for domestic demands and to the requirements of the Fire Underwriters Survey (FUS) method for fire protection demands, as further discussed below.

9.1.1 Domestic Demand

For residential developments, the average daily domestic demand is to be determined based on an average flow of 450 L/person/day and an average of 3 persons per residential unit or 2.5 persons per residential unit for South Glengarry.

Domestic demand for commercial or industrial developments is to be based on Table 8.2.1.3.B of the OBC.

In some cases, it may be possible to use lesser domestic flows to avoid unnecessary oversizing of infrastructure. Pre-consultation with the Township is strongly recommended to confirm the design flows.

9.1.2 Fire Protection Demand

Fire protection demand for all types of development is to be determined based on the FUS or OBC method, or may instead be based on the actual sprinkler demand calculated by the mechanical engineer, where applicable.

Pre-consultation with the Municipality is recommended to confirm this requirement, especially when considering that older municipal water distribution systems may not be sufficient to provide modern required firefighting flows.

9.1.3 Design Parameters

As per the MECP Guidelines, the following Hazen-Williams C-factors are to be used in design:

- New 150 mm diameter watermains = 100
- New 200 – 250 mm diameter watermains = 110
- New 300 – 600 mm diameter watermains = 120
- New > 600 mm diameter watermains = 130

Again as per the MECP Guidelines, the peaking factors given in Table 9-1 below are to be applied to average domestic demands to evaluate various scenarios.

Calculations shall then be done to ensure compliance with all minimum and maximum pressures given in Table 9-2 below for the various scenarios listed, again as per the requirements of the MECP Guidelines.

Table 9-1: Peaking Factors for Water Distribution System

Population	Minimum Hour Factor	Maximum Day Factor	Peak Hour Factor
30 – 149	0.10	9.50	14.30
150 – 299	0.10	4.90	7.40
300 – 449	0.20	3.60	5.40
450 – 499	0.30	3.00	4.50
500 – 1,000	0.40	2.75	4.13
1,001 – 2,000	0.45	2.50	3.75
2,001 – 3,000	0.50	2.25	3.38
> 3,000	Refer to MECP Design Guidelines (2008)		

Adapted from Table 3-1 and Table 3-3 of MECP Design Guidelines for Drinking-Water Systems (2008)

Table 9-2: Minimum & Maximum Watermain Pressures

Scenario	Minimum Pressure		Maximum Pressure	
	kPa	psi	kPa	psi
Maximum Day + Fire Flow	140	20	n/a	n/a
Average Day	350	50	480	70
Maximum Day	350	50	480	70
Maximum Hour	275	40	n/a	n/a
Minimum Hour	n/a	n/a	700	100

Adapted from MECP Design Guidelines for Drinking-Water Systems (2008)

9.1.4 Sizing Methods


Watermains are to be sized using modeling software (WaterCAD, WaterGEMS, EPANET, or similar) and must include boundary conditions replicating actual flow curves as measured in the field through hydrant flow testing. Hydrant flow testing is to be completed at the Developer's cost and shall be coordinated with the Municipality.

In some cases, and at the discretion of the Municipality, simplified calculations (head loss spreadsheet) may be acceptable for smaller developments whereas OBC Table A-7.6.3.1. may be used for sizing domestic water services for site plan developments.

9.2 Other Design Considerations

New watermains are to be located in the right-of-way as per Municipality-specific details. . Watermains will need to be insulated where the required cover is not achieved (for example, at sewer crossings) and the Engineer shall calculate required frost protection widths and thicknesses based on design cover and frost depth.

In all cases, horizontal and vertical separation between watermains and storm or sanitary sewers shall meet the requirements of MECP Procedure F-6-1, Procedures to Govern Separation of Sewers and Watermains.



New watermains are to be a minimum of 200 mm in diameter where fire protection is required, however 150 mm diameter watermains may be allowed on a case-by-case basis. Minimum diameter of services shall be 19 mm for a residential dwelling, or larger as required for longer services or for other uses. The Engineer is to confirm sizing of services.

Hydrants are to be installed at a maximum 150 m spacing in residential developments, and at any dead-end watermains. For site plan projects, hydrants are to be installed to meet the travel distance requirements of the OBC.

9.3 Connection to Existing Infrastructure

New watermains are to be connected to existing watermains with a wet tap connection where possible. The work shall be completed and paid for by the Developer but shall be coordinated with the Township.

Where a wet tap connection is not possible, connection shall be made using pre-manufactured fittings and couplers.

9.4 Approved Materials

Refer to Appendix "A" for a list of approved materials for each Municipality.

9.5 Servicing

Water servicing for residential dwellings is to be as per Municipality detail MD.2 or MD.3. In rural cross-sections, servicing may extend beyond the utility easement as shown on Municipality detail MD.5.

Generally, water services are to be installed perpendicular to the watermain and temporarily capped at the property line at the curb stop, and the curb stop is to be installed as part of the subdivision. A wooden marker post is to be installed at the termination of laterals and shall extend a minimum of 1.0 m above finished grade.

Connection to the watermain shall be as per OPSD 1104.010 or 1104.020.

SECTION 10 ROADS & SIDEWALKS

10.1 Layout

Local roadways are to be designed to discourage through or transient traffic and cul-de-sacs are to be avoided where possible and will need to be justified.

In some cases, a traffic study and off-site improvements (for example, left-turning lanes) may be required to maintain an acceptable Level of Service.

10.2 Geometric Design

Geometric design of roadways shall be as per the general requirements of the latest version of the TAC Geometric Design Guide for Canadian Roads. Parameters given in Table 10-1 below are to be used for design and are based on the above design guide.

Table 10-1: Roadway Geometric Design Criteria

Road class	Design Speed (km/h)	Right-of-Way (m)	Min. / Max. Slopes (%)	Min. Horizontal Curve Radius (m)		Vertical Curves		
				Normal crown	Reverse crown	Min. Coefficient		Min. Length (m)
						Crest	Sag	
Local, rural	50	20	0.5 / 7.0	105	86	7	12	50
Local, urban	50	20	0.5 / 8.0	105	86	7	12	50
Cul-de-sac, rural	40	20	0.5 / 7.0	60	47	7	12	50
Cul-de-sac, urban	40	20	0.5 / 8.0	60	47	7	12	50

* Including paved shoulders for rural cross-sections

A vertical curve will be required where the algebraic difference in slopes is greater than 2%, for example where a +1.3% slope meets a -1.0% slope. Higher crest or sag coefficients should be used whenever possible when a vertical curve is required.

10.3 Intersections

Tee intersections are preferred, with roadways intersecting at right angles. A minimum spacing of 60 m shall be provided between intersections, measured at the centerlines of intersecting streets.

A minimum corner radius of 9.0 m is to be provided at intersections to new or existing local roads, while a minimum corner radius of 11.0 m is to be provided at intersections with County roads.

At tee intersections, the crown of the major road (through street) is to be maintained through the intersection and the profile of the intersecting road is to be adjusted as per OPSD 300.010 (fill) or OPSD 300.020 (cut) in both urban and rural cross-sections to avoid abrupt slope change at the “edge of asphalt” of the through road.

At cross intersections of two roadways of equal classification (for example, within a subdivision), the intersection may be graded as per TAC Figure 9.7.6 or 9.7.7, or one roadway may be designated as the major road.

A detailed intersection grading plan will be required for both tee and cross intersections to ensure adequate drainage.

10.4 Cross-Section & Materials

Refer to Municipal-specific details dimensions of lanes, shoulders, etc.

A geotechnical investigation will be required to establish the required materials for roadways, as well as thicknesses and compaction effort. At a minimum however, the following materials are to be used in the compacted thicknesses noted below:

- 40 mm HL-3 hot mix asphalt to OPSS 1150, compacted to minimum 92% of MRD,
- 50 mm HL-8 hot mix asphalt to OPSS 1150, compacted to minimum 92% of MRD,
- 150 mm Granular “A” to OPSS.MUNI 1010, compacted to 100% SPMDD,
- Granular “B” Type II to OPSS.MUNI 1010, compacted to 100% SPMDD (thickness varies by municipality – refer to municipal details),
- Geotextile in North Stormont, or in other municipalities if deemed required by geotechnical investigation or due to conditions during construction,
- Select subgrade material or structural fill (depth as required to achieve design underside elevation of Granular “B”),

10.5 Curbs & Sidewalks

10.5.1 General Requirements

The requirement for curb and sidewalks will vary based on the required roadway cross-section (urban vs. rural) and is further discussed below. Refer to Section 2.2 and to the Municipality-specific details for requirements pertaining to the roadway cross-section.

In all cases, a minimum of 0.5% slope will be required along curbs, while a slope of 1% is preferred.

10.5.2 Rural cross-section


In rural cross-sections, semi-mountable curbs with standard gutter as per OPSD 600.060 will be required at all intersection radii (along entire radius) and along the interior radius of a horizontal curve.

Curbs are to be offset 0.5 m from the edge of asphalt as per OPSD 304.010 (Plan C) and are to be terminated as per OPSD 608.010. Curb outlets as per OPSD 604.010 are to be installed at low point(s), complete with rip-rap pad as per OPSD 810.010 Type B (with geotextile).

10.5.3 Urban cross-section

In urban cross-sections, concrete curbs will be required for all new roads.. Requirement for concrete sidewalks will be established by the Municipality on a case-by-case basis.

Concrete sidewalks are to be as per OPSD 310.010 to a minimum width of 1.5 m. Thickness of sidewalks shall be a minimum of 125 mm and shall be increased to 150 mm at residential driveways or 200 mm at commercial/industrial driveways. Sidewalk cross-slope shall be a maximum of 4%, however 2% is preferred.



Sidewalk ramps are to be provided at unsignalized intersections as per OPSD 310.033 and at signalized intersections as per OPSD 310.030 (separate crosswalks) or as per OPSD 310.031 (intersecting crosswalks), complete with tactile walking surface indicator plates as per OPSD 310.039.

In all cases, it is preferred that utilities not be installed in sidewalks. Where this is not possible, utilities are to be isolated from the concrete as per OPSD 310.040.

Driveway curb depressions may be done during construction if driveway locations are known, or may instead be cut at a later time.

10.6 Asphalt Walkways

Asphalt walkways as per Municipality detail MD.14 may be required to provide pedestrian access from and to parks, schools, commercial areas, etc. Pre-consult with the Municipality to identify this requirement.

At a minimum, the following compacted thicknesses and materials shall be used:

- 50 mm HL-3 hot mix asphalt to OPSS 1150, compacted to minimum 92% of MRD,
- 150 mm Granular “A” to OPSS.MUNI 1010, compacted to 100% SPMDD,
- 300 mm Granular “B” Type II to OPSS.MUNI 1010, compacted to 100% SPMDD,
- Geotextile in North Stormont for all projects, or in other municipalities if deemed required by geotechnical investigation or due to conditions during construction,
- Select subgrade material or structural fill (depth as required to achieve design underside elevation of Granular “B”),

Lastly, chainlink fencing will be required along both sides of walkway where it abuts a residential property. Fencing shall be to the requirements of Section 5.5, but with a height of 1.2 m.

10.7 Driveways

All driveways are to be located as far as possible from intersections and shall be connecting to the minor street where possible.

Urban residential driveways shall be as per OPSD 351.010, while rural residential driveways are to be as per OPSD 301.010 or 301.020. A maximum of one driveway will be allowed per residential lot.

Urban commercial driveway as per OPSD 350.010, to a minimum width of 3.6 m wide for one-way access or to a minimum width of 6.0 m for two-way access. A maximum of two accesses will be allowed per commercial or industrial lot.

Refer to the Municipality’s current By-laws for additional information.

10.8 Signs

The Developer will be required to pay for and install all required street signs (stop, dead end / no exit, speed limits, warning signs, etc.) and street name signs. All signs are to comply with the Manual on Uniform Traffic Control Devices (MUTCD) and with the latest edition of the Ontario Traffic Manual.

10.8.1 Regulatory Signs

Regulatory signs shall be as per OTM Book 5 – Regulatory Signs. Reflectivity for regulatory signs shall be Type III High Intensity Grade or Type IV High Intensity Prismatic for the signs listed in Table 10-2 below:

Table 10-2: Regulatory Signs

Sign Number	Sign Name
Ra-1, Ra-1t	STOP Sign & ALL-WAY Tab Sign
Ra-2, Ra-2t	YIELD Sign & Tab
Rb-21	ONE-WAY Sign
Rb-19, Rb-19t, Rb-20	DO NOT ENTER Signs & Tabs
Rb-92	ROAD CLOSED Sign

For all other regulatory signs, reflectivity shall be Type III High Intensity Grade as a minimum.

10.8.2 Warning Signs

Warning signs shall be as per OTM Book 6 – Warning Signs. Reflectivity for warning signs shall be Type III High Intensity Grade or Type IV High Intensity Prismatic for the signs listed in Table 10-3 below:

Table 10-3: Warning Signs

Sign Number	Sign Name
Wa-8, Wa-8L, Wa-8R, Wa-8LR	CHECKERBOARD Sign (various directions)
Wa-9	CHEVRON ALIGNMENT Sign
Wa-17	DOUBLE ARROW Sign
Wa-32t	KM/H Tab Sign
Wa-33L, Wa-33R, Wa-33LR	OBJECT MARKER Sign (various directions)

Adapted from OTM Book 6 – Warning Signs

For all other warning signs, reflectivity shall be Type III High Intensity Grade as a minimum.

10.8.3 Temporary Signage

Temporary signage to be as per OTM Book 7 – Temporary Conditions.

10.8.4 Sign Posts

Sign posts for roadways are to be perforated steel square posts to OPSD 989.110.

10.9 Line Painting

Line painting shall be to the general requirements of OTM Book 11 – Markings and Delineation. More specifically, 300 mm wide white stop bars are to be painted at all stop signs, complete with a 100 mm wide yellow centerline tails at all stop signs (minimum 15 m long).

White directional arrows are to be painted per the general requirements of OTM Book 11 – Markings and Delineation, in turning lanes or in other locations as required by the Municipality.

Line paint shall be water-borne to OPSS 1716, with glass beads to OPSS 1750.

10.10 Roadside Safety & Guiderails

A clear zone is to be provided per the requirements of the latest edition of the MTO Roadside Design Manual and TAC Geometric Design Guide for Canadian Roads.

10.10.1 Clear Zone Width

In rural cross-sections, the clear zone shall be a minimum of 3 m wide when design speed is less than 60 km/h and an extended clear zone is to be provided where non-recoverable slopes are proposed. Refer to the Roadside Safety Manual for more information and for clear zone width requirements for higher design speeds.

In urban cross-sections, the clear zone shall be a minimum of 0.5 m wide when the design speed is less than 60 km/h.

10.10.2 Protection

Hazards such as exposed ends of cross-culverts, deep ditches and/or steep side slopes, etc. located within the clear zone must be protected by a guiderail per OPSD 912.130, complete with end treatments at both ends of the guiderail, as per OPSD 922.530 or equivalent as approved by the Municipality.

The guiderail length is to be calculated as per the Roadside Safety Manual (Figure 3.4.2 for approach length “La” and Figure 3.4.3 for approach length “Là”).

10.11 Road Cuts

It is preferred that underground infrastructure road crossings be done with trenchless methods where this is possible and/or practical. Where this is not possible and/or practical, road cuts may be done as required to complete the work.

In all cases, a permit will need to be obtained from the Municipality, County or Ministry of Transportation (MTO) as appropriate, fees will need to be paid and the work must not begin before the Municipality, County or MTO has given approval to proceed. The Developer or Contractor must also notify the Municipality, County or MTO in accordance with the requirements of the permit issued.


Reinstatement of the roadway shall be as per the Municipality’s current By-law.

The Developer will be responsible to have compaction testing done on the backfill and granular material by a third-party geotechnical testing firm in accordance with the requirements of the permit issued.

10.12 Connection to Existing Asphalt

At all connections to existing asphalt, the existing asphalt will need to sawcut to full depth to produce a clean, straight edge. Asphalt is to be sawcut shortly before reinstatement work is undertaken. Any damaged or broken edge of asphalt is to be re-sawcut prior to the final connection being made.

The existing top lift of asphalt is to be milled approximately 40 mm deep and a minimum of 1,000 mm wide to create step connection as per Municipality detail MD.13.



Tack coat is to be installed where new asphalt meets existing asphalt, on both horizontal and vertical surfaces.

A butt joint may instead be done only where the existing depth of asphalt is equal to or less than 50 mm. Tack coat will be required on the vertical surface.

SECTION 11 GRADING

11.1 Typical Lot Grading

Split lot grading as per Municipality detail MD.7 is preferred where possible. In other cases, back-to-front lot grading as per Municipality detail MD.8 may be done. Walkout basements may be done as per Municipality detail MD.9, however these lots must be clearly designated and designed as such.

Existing elevations are to be matched along all property lines, and existing drainage patterns must not be impeded. Off-site grading modifications may be done; however, the Developer will be responsible to review and coordinate with the adjacent property owner, obtain written permission and reinstate the area.

Likewise, the written permission of the Municipality will be required to modify or interfere with existing drains or water courses.

11.2 Design Slopes & Terracing

The following minimum or maximum slopes are to be achieved:

- Minimum of 0.5% along curbs, however 1% is preferred where possible,
- Minimum of 1% for asphalt or concrete areas,
- Minimum of 2% for grassed areas,
- Maximum of 5% for back yards in residential subdivisions,
- Maximum of 7% for front yards and driveways in residential subdivisions.

4H:1V terracing or retaining walls per Section 11.3 may be done where the abovementioned maximum slopes are exceeded.

11.3 Retaining Walls

Retaining walls may be done where the maximum slopes discussed above are exceeded, however will not be permitted within the municipal right-of-way and within municipal or drainage easements. Retaining walls are to be constructed of cast-in-place concrete, precast concrete or armor stone.

All retaining walls exceeding 1,000 mm in height must be designed to the requirements of the Ontario Building Code, shall be protected by guards on all open sides and must be designed and stamped by a structural Engineer. Walls must be offset a minimum of 300mm from municipal property lines.

The height of the wall will be measured from the lowest finished ground elevation at the bottom of the wall to the highest finished ground elevation at the top of the wall. Retaining walls may be stepped, but the horizontal distance between two walls must be at least twice the height of the highest wall. For example, two stepped retaining walls with a height of 700 mm and 500 mm must be separated by at least 1,400 mm.

Lastly, a subdrain is to be provided behind the base of the wall for drainage with an adequate outlet.

Provide subdrain behind wall, swale along top of wall & adequate surface drainage.



11.4 Swales

New swales are to be provided as per Municipality detail MD.10 and as required to achieve positive drainage and must have a minimum slope of 1.0%. The minimum slope may be reduced to 0.5% if perforated subdrains are installed. Subdrains are to outlet into a catchbasin or into a CSP pipe as per Municipality detail MD.11.

When abutting existing (neighbouring) property, swales are to be located entirely on the new lot or property, whereas swales located between two newly created lots may be located on the common lot line.

11.5 Rough Lot Grading

The Developer is responsible for rough lot grading of all lots, and the satisfactory completion of rough lot grading is one requirement of building permit issuance.

Generally, lots shall be shaped or contoured as necessary to provide positive drainage, and temporary culverts, subdrains, ditches, etc. are to be provided as required. All lot lines, lot corners and swales shall be graded from 0 to 300 mm (or lower, at the discretion of the Municipality and if justification is provided by the Engineer) below the finished grade shown on the approved lot grading plan. The Developer also must establish ground elevation at foundation wall consistent with the lot grading plan.

The Developer's Engineer will be responsible to prepare and submit a "Rough Lot Grading" certificate to certify rough lot grading, which shall include the 'as-constructed' rough lot grades.

11.6 Final Lot Grading

The purchaser of the lot or housing developer is responsible for final lot grading. Refer to the Municipality's grading policy for additional information.



SECTION 12 STREET LIGHTING

12.1 Design

Street lighting design is a requirement of the subdivision design package and shall be in accordance with the latest editions of the following documents:

- Transportation Association of Canada (TAC) Guide for the Design of Roadway Lighting
- Electrical Safety Authority (ESA) Guidelines for the Design, Installation, Operation and Maintenance of Street Lighting Assets
- Ontario Provincial Standard Drawings, Volume 4 – Electrical Work
- Ontario Electrical Safety Code

Streetlight locations shall be as shown on Municipality details and should be located on side property lines where possible, and if not, should be coordinated with the proposed driveway locations.


Streetlights shall be equidistantly spaced at an appropriate distance to meet the guidelines in the TAC manual for the appropriate roadway classification but not exceeding 75m. Spacing will depend on the pole height, luminaire wattage and light distribution type.

Detailed photometric calculations will also need to be provided.

Power for the streetlights shall be supplied from an unmetered electrical service in accordance with the local electrical utility. The Engineer shall coordinate these requirements with the electrical utility company and design the street lighting electrical system accordingly, with provisions for future phases where applicable. The location of all street lighting equipment shall be coordinated with all other utility equipment and municipal infrastructure within the subdivision.

12.2 Approved Materials

Refer to Appendix “A” for a list of approved materials for each Municipality.



SECTION 13 UTILITIES

13.1 Design & Coordination

The Developer will be responsible for the design and coordination of all utilities as discussed below as well as all associated deposits, fees, etc.

Developer is to prepare a Composite Utility Plan per the requirements of Section 2.4.1.

13.2 Hydro, Communications, Natural Gas

The Developer will be responsible to provide hydro servicing, Bell, cable (where available) and natural gas (where available). All utilities are to be installed in a joint utility trench as per Municipality detail MD.17, with road crossings as per Municipality detail MD.18 or as otherwise acceptable by all parties.

13.2.1 Rural Cross-Section

In rural cross-sections, the joint utility trench is to be installed within 3.0 m wide utility easements, which are to be located outside the right-of-way as shown on Municipality-specific details.

13.2.2 Urban Cross-Section

In urban cross-sections, the joint utility trench is to be installed within the right-of-way as shown on Municipality-specific details.

13.3 Canada Post

Lastly, the Developer will be responsible to coordinate with Canada Post for the location of supermailbox(es) as required. Proposed location(s) shall also be acceptable to the Municipality. Concrete pads (precast or cast-in-place, at the discretion of Canada Post) and sidewalk access will need to be provided at all supermailbox(es) by the Developer.

Refer to Municipality detail MD.16 for additional information.

Prospective buyers will also need to be informed of the location of supermailbox(es) through a clause in the agreement of purchase and sale.



SECTION 14 CONSTRUCTION

14.1 Meetings

A pre-construction meeting is to be held prior to start of construction and is to be attended by representatives of the Developer, the Developer's Engineer, the Municipality, the Contractor and any other parties as required.

Regular construction meetings or other coordination meetings are to be held as required.

14.2 Coordination of Work

The Developer or Contractor will be responsible to coordinate with the Municipality and affected residents for road closures, driveway closures, road cuts, watermain shutdowns, etc. as required to complete the work. The Developer or Contractor will also be responsible to coordinate with other authorities (utilities, County, etc.) as required.

14.3 Pre-Construction Surveys

The Developer shall arrange and pay for a photo and/or video pre-construction survey where work is proposed in proximity of existing dwellings or structures, or elsewhere as deemed required by the Municipality.

A pre-construction survey with vibration monitoring to OPSS standards will also be required for blasting of bedrock.

14.4 Health & Safety

The Contractor must follow all relevant health and safety laws and guidelines and must notify the Ontario Ministry of Labour prior to beginning work.

Traffic control on public roadways shall be as per the Ontario Health and Safety Act and OTM Book 7. Traffic control plan is to be forwarded to Municipality for review prior to beginning work.

Complete road closures will typically not be allowed on public roadways. A minimum of one 3.5m wide lane must always be kept open and traffic must be controlled with Traffic Control Persons (TCP) or Portable Temporary Traffic Signals (PTTS).

14.5 Insurance

The Developer will be required to obtain an insurance policy with an insurance company satisfactory to the Municipality to ensure for the joint benefit of the Owner and the Municipality against any liability that may arise out of the construction or installation or maintenance of any work to be performed.

The insurance policy is to extend until the roads are assumed by the Municipality and shall carry limited liability in an amount to be specified by the Municipality, but no less than \$5,000,000, inclusive, of public liability and property damage. The policy shall name the Municipality.

Additional insurance will be required for blasting operations.



14.6 Financial Security Reduction

Prior to starting work, the Developer will be required to provide financial security as discussed in Section 2.8.

The financial security may be reduced as work progresses at the discretion of the Municipality and to the requirements of the agreement entered into between the Municipality and Developer.

14.7 Inspection Requirements

The Developer shall arrange and pay for inspection services during construction. Full time inspection will be required during construction of any underground infrastructure, during pouring of concrete curbs and sidewalks, and during placement of asphalt. Periodic inspection will be required during installation of roadway granulars, lot grading and miscellaneous reinstatement.

Inspection is to be performed by a qualified engineering consulting firm. Both the firm and its site staff performing inspections must have experience and knowledge of municipal infrastructure and construction methods.

The Municipality may provide additional engineering review services as required, and on a case-by-case basis. Costs of such review and inspection shall be paid for by the Owner.

14.8 Construction Testing Requirements

14.8.1 Watermains

Hydrostatic watermain testing to OPSS.MUNI 441 is to be done on all watermains by the Contractor. Testing is to be witnessed by the Developer's Engineer.

Watermains are also to be disinfected, flushed and sampled to the requirements of AWWA C651 (latest version) by the Contractor. Water samples are to be tested for e. coli, total coliform and heterotrophic plate count. Sampling is to be witnessed by the Developer's Engineer and by the Municipality.

Swabbing is also required in some Municipalities as noted in Appendix "A".

14.8.2 Storm & Sanitary Sewers

Closed-circuit television (CCTV) inspections are to be done on all storm and sanitary sewers as per the requirements of OPSS 409. CCTV inspection will also need to be repeated prior to the Municipality taking over the infrastructure.

14.8.3 Forcemains

Hydrostatic forcemain testing to OPSS 412 is to be done on all forcemains by the Contractor. Testing is to be witnessed by the Developer's Engineer.

14.9 Materials Testing Requirements

The Developer or Contractor shall arrange and pay for material testing & geotechnical reviews during construction. All materials testing to be performed by a qualified geotechnical engineering firm.

The Municipality requires testing be done to the frequencies listed in the table below:

Related Work	Testing	Frequency / Order of Precedence
General	Gradation & Proctor for Granular “B”, Granular “A” and select subgrade material	Once per material. Re-test if material source changes, if material visibly changes or if test results are older than 1 year
Sewers, watermain	Compaction for granular trench bedding, surround and cover.	Random inspections, 2 to 3 times per week
Sewers, watermain	Compaction for trench backfill (select subgrade material)	Random inspections, 2 to 3 times per week
Roadway	Subgrade visual inspection	Entire subgrade, prior to placing Granular “B”
Roadway	Compaction for Granular “B”	Every 25 m, prior to placing Granular “A”
Roadway	Compaction for Granular “A”	Every 25 m, prior to placing asphalt
Roadway	Compaction for asphalt	Every 25 m, each lift
Roadway	Full Marshall asphalt testing	1 test per day, per type of asphalt
Roadway	Asphalt temperature verification	Every truck load – may be done by Developer’s Engineer instead of by a geotechnical firm
Curbs, sidewalks	Compaction for Granular “A”	Every 25 m, prior to pouring concrete
Curbs, sidewalks	Concrete air & slump	Every load
Curbs, sidewalks	Concrete strength (cylinders)	Every day or every 20 m ³ , whichever occurs first

14.10 Close-out Documentation & “As-Built” Records

The Developer’s Engineer and Contractor will be responsible to assemble and submit the close-out documentation to the Municipality, consisting of digital and hard copies of the following:

- All watermain test results (hydrostatic and bacteriological),
- All CCTV inspection reports & DVD’s for sanitary and storm sewers,
- All material testing & geotechnical testing results and reports per Section 14.9,
- Service location sheet for each lot as per Municipality detail MD.19 or MD.20, including location of services in relation to the lot corners, and geodetic elevation of services at property line,
- A copy of all approvals (CA, MECP, etc.),
- Approved shop drawings,
- Operation & maintenance manual for stormwater management facilities, oil & grit separators, etc.,
- Operation & maintenance manual for pumping stations,
- “As-built” drawings, in both AutoCAD and PDF file formats.

The “as-built” drawings are to be updated (red-lined) as construction progresses and final (clean) drawings are to be prepared by the Developer’s Engineer at the end of project.

At a minimum, the “as-built” drawings shall include:

- invert elevations of all storm and sanitary sewers at all structures,
- invert elevations of all culverts and ditches at maximum 25 m spacing,
- watermain obvert elevations at maximum 25 m spacing,

- rough lot grading elevations (red-lined),
- any changes made during construction (in plan view and profile view).

14.11 Building Permits & Occupancy

Building permits and occupancy permits will be issued by the Municipality when the conditions in the Municipality's subdivision agreement are met.

14.12 Substantial Completion (Preliminary Approval)

The works will be given preliminary approval by the Municipality when the conditions in the Municipality's subdivision agreement are met.

14.13 Warranty Period

A warranty period will apply as discussed in the Municipality's subdivision agreement, with financial security held back for the duration of the warranty period.

14.14 Maintenance & Damages

The Developer will be responsible for maintenance of works until final approval is granted by the Municipality. Any maintenance work performed by the Municipality at the request of the Developer or due to emergencies will be carried out at the Developer's expense.

Municipality may perform snow removal at its discretion, and only after the first lift of asphalt is installed and ramping of asphalt has been done.

The Developer will also be responsible for sweeping existing or new roadways dirtied by construction activities, will be responsible to flush new and existing storm & sanitary sewers if dirtied by construction activities and will be responsible for all damages caused to existing infrastructure (private or public).

14.15 Final Completion & Acceptance

The works will be given final acceptance by the Municipality when the conditions in the Municipality's subdivision agreement are met:



SECTION 15 SITE PLAN CONTROL REQUIREMENTS

15.1 Applicability & Exemptions

Site plan control is used by the Municipality to ensure that proposed developments are functional, appropriately designed and minimizes impacts to neighbouring properties.

Site plan control will apply to commercial, industrial, institutional and multi-unit residential developments and will not be required for agricultural uses, for single detached residential dwellings and for semi-detached or duplex dwellings. Pre-consultation with the Municipality will serve to establish this requirement.

15.2 Parking & Site Access

On-site parking and site access will need to be provided to the requirements of the Municipality's current Zoning By-law for the proposed use.

15.3 Loading Spaces

Loading spaces for loading or unloading good, merchandise or materials will need to be provided to the requirements of the Municipality's current Zoning By-law for certain proposed uses. Loading spaces may not be located on a street, within a required parking area, within a front yard or exterior side yard.

15.4 Barrier Free Requirements

Barrier free parking stalls are to be provided to the requirements of the Municipality's current Zoning By-law and with the latest version of the Accessibility for Ontarians with Disabilities Act (AODA).

15.5 Firefighting

Fire route(s) are to be provided to the requirements of the OBC.

Hydrant(s) must also be provided on site if required to meet the travel distance requirements of the OBC.

15.6 Landscaping

A landscape open strip must be provided to the requirements of the Municipality's current Zoning By-law.

15.7 Signs

Fire route signs and barrier free parking signs are to be provided to the requirements of the OBC, Highway Traffic Act, and Municipality current By-laws.

Commercial signs shall meet the requirements of the current Sign By-law and will require a permit from the Municipality.

15.8 Grading & Retaining Walls

Grading and retaining walls on proposed site plan developments shall meet the requirements of Section 11.1 to 11.4, inclusively.

15.9 Servicing

Servicing shall generally meet the requirements of Section 4, Section 5, Section 6 and Section 9 of this manual, of the OBC and all other applicable design guidelines.

15.9.1 Storm Sewer

The storm sewer service and on-site storm sewers are to be sized per Section 6.5 to accommodate 5-year storm. Stormwater runoff is to be calculated per Section 6.3.

Where flat roofs with roof drains are proposed, the storm sewer shall be sized to include the design flow from the roof drains as calculated by the mechanical Engineer to the requirements of the OBC.

Where sloped roofs are instead proposed, downspout(s) may not be directly connected to the storm sewer – an air gap must be provided to avoid surcharging the storm sewer. Location of all downspouts are to be clearly shown on the drawings.

The storm sewer service and on-site storm sewers are to be installed with clean-outs or maintenance holes per the requirements of the OBC.

Storm sewer services which are 150 mm in diameter or smaller are to be connected to an existing storm sewer as per OPSD 1006.010 or OPSD 1006.020 using a “Kor-N-Tee” saddle or approved equivalent. Storm sewer services that are larger than 150 mm in diameter are to be connected to an existing storm sewer as described in Section 6.7.

15.9.2 Sanitary Sewer

The sanitary service shall be designed per Section 4.1 to accommodate the peak design flow. To do so, the average daily flow is to be distributed over a reasonable time frame (for example, 7 hours for a school) and a peaking factor will need to be applied.

Average daily flows are to be calculated from Table 8.2.1.3.B of the OBC based on the proposed use.


The sanitary sewer service is to be installed with clean-outs or maintenance holes as per the requirements of the OBC. Oil and grease interceptors are also to be installed per the requirements of the OBC and the Municipality’s current Sewer Use By-law. In some cases, a monitoring maintenance hole may be required near the property line.

Backwater valves (inside the building) are to be installed to the requirements of the OBC.

Sump pumps and rainwater leaders may not be connected to sanitary sewers.

Connection of new 100 mm or 150 mm laterals to an existing sanitary sewer shall be as per OPSD 1006.010 (rigid pipe) or OPSD 1006.020 (flexible pipe) using Kor-N-Tee saddle or approved equivalent. Larger laterals are to be connected to an existing sanitary sewer as described in Section 4.3.

15.9.3 Water



The water service shall be designed per Section 9.1 to accommodate the peak flow. To do so, the average domestic daily flow is to be distributed over a reasonable time frame (for example, 8 hours for a school) and a peaking factor will need to be applied.

Average domestic daily flows to be calculated from Table 8.2.1.3.B of the OBC based on the proposed use.

Simplified water service sizing calculations (head loss spreadsheet) will be acceptable for unsprinklered buildings only.

In cases where sprinklers are proposed, the water service is to be sized to accommodate the fire flow calculated per the Fire Underwriters Survey – Water Supply for Public Fire Protection (1999) or based on the actual sprinkler demand as calculated by the mechanical Engineer. Calculations shall be done with modeling software (WaterCAD, WaterGEMS, EPANET, or similar), and based on actual flow curves as measured in the field.

New water services shall connect to an existing watermain using a wet tap connection where possible.

15.10 Stormwater Management

Stormwater management will be required for all projects, unless otherwise noted.

A detailed stormwater management report and calculations to be prepared by an Engineer and provided to the Municipality.

Quantitative stormwater control is to be provided per requirements of Section 8.2, while qualitative treatment is to be provided per requirements of Section 8.3. See also Section 8.3 for approved stormwater management methods.

15.11 Garbage & Recycling

A garbage and recycling enclosure is to be provided to the requirements of the Municipality's current Zoning By-law, unless otherwise noted. The enclosure is to be sufficiently large to accommodate all proposed garbage and recycling bins.

15.12 Construction & Inspection

The Municipality does not have any requirements for inspection of work on private property, other than the need for the architect/engineer to provide general reviews per the requirements of the OBC. All general review reports are to be forwarded promptly to the Municipality CBO.

The following requirements apply for all work within Municipality right-of-ways:

- Meetings and coordination will be required as discussed in Section 14.1 and Section 14.2,
- Traffic control will be required as per Section 14.4,
- Insurance will be required as per Section 14.5,
- Inspection will need to be provided as per Section 14.7,
- Material testing will need to be provided as per Section 14.8,
- Close-out & as-built documentation will need to be provided as per Section 14.10.

As-built documentation will be required to release financial security.

Appendix “A”

Approved Materials

SANITARY SEWERS (Section 4.0)		
Product	Description	Municipality
Main sewer pipe	PVC DR 35 to CSA B182.2	All
	PVC DR 35 to CSA B182.4	SG
Service laterals	100 mm diameter SDR 28 to CSA B182.2, white in colour	ND, SD, SS, NG, SG
	125 mm diameter SDR 28 to CSA B182.2, green in colour	NS
Maintenance holes – general	Precast concrete to OPSS 1351 & OPSD 701.0XX series of standards, minimum 1,200mm diameter. Flat caps are allowed for shallow structures only.	All
Maintenance holes – adjustment units	Precast concrete to OPSD 704.010	ND, SD, NS, SS, NG
	High Density Polyethylene (HDPE) to OPSD 704.011	SG
	Expanded Polystyrene (EPS) to OPSD 704.012	
	Rubber to OPSD 704.013	SG
Maintenance holes – frame & cover	Outside roadways: to OPSD 401.010 (closed) Inside roadways: self-level adjusting frame (C-50M-ONT/AutoStable by Bibby-Ste-Croix or equivalent)	NS, NG, SG
	Outside/inside roadways: to OPSD 401.010 (closed)	ND, SD, SS
Maintenance holes – benching	Benching as per OPSD 701.021	All
Maintenance holes – access	Ladder rungs to OPSD 405.010, safety platform to OPSD 404.020, 404.021 or 404.022 where depth exceeds 5.0 m	All
Maintenance holes – drop structures	External to OPSD 1003.010 where drop between inverts exceeds 600mm. Internal to OPSD 1003.030 only in existing maintenance holes and will be reviewed on a case-by-case basis.	All
Insulation	Rigid high-density insulation with minimum compressive strength of 275 kPa (40 psi) to ASTM C578 Type VI	All
Flexible couplers	Rubber to CAN/CSA-B602 with stainless steel clamping bands (Fernco or approved equivalent)	All
Service saddles	Kor-N-Tee, Inserta Tee, or approved equivalent. Note: for connecting to existing sewer mains only.	All

SANITARY PUMPING STATIONS (Section 5.0)		
Product	Description	Municipality
Pump manufacturer	Xylem	All
	Sulzer	ND, SD, SS, NG, SG
Wet well	Rectangular precast concrete or cast-in-place concrete	All
	Circular precast concrete or cast-in-place concrete	All
	Circular fiber reinforced plastic (FRP)	ND, SS, NG, SG
Trash basket	Required on inlet gravity sewer	SG
Flow metering & bypass chamber	Rectangular precast concrete or cast-in-place concrete	All

ND = North Dundas
SD = South Dundas

NS = North Stormont
SS = South Stormont

NG = North Glengarry
SG = South Glengarry

SANITARY PUMPING STATIONS (Section 5.0)		
Access hatches	Aluminum with stainless steel hinges, with 90 degree hold open arm, recessed drop handle, lockable tab and shall have hydraulic lift assist	All
Access ladders	Aluminum per OPSD 406.010, and egress from wet well shall have retractable ladder (MSU Mississauga Ltd. Model #1105 complete with #3105 safety handle, or approved equivalent)	All
Pump lifting system	Sliding guide and brackets, and portable lifting davits with chair hoist	All
Chamber piping & fittings	Schedule 10S 304L stainless steel	All
Chamber valves	Ball Valves: Cast 316 Stainless steel body, ASTM A351	All
	Check Valves: Ball style check valve with full faced flanged ends, nodular cast iron body c/w floating or sinking ball to match service	All
	Plug Valves: Eccentric plug valve with cast iron body, resilient faced plug	All
	Knife Gate Valve: 304 SS Valve body and gate c/w EPDM resilient seals and lugged body to ANSI B16.5 Class 150	All
Flow meter	Magnetic flow meter	All
Level meters	Ultrasonic	All
	Radar	
	Hydrostatic	
	Backup mechanical floats	All
Backup power generator	Natural gas (or propane if natural gas is not available)	SD, NG, SG
	Diesel	ND, NS, SS, SG
	Generac	NG
Forcemain piping	Polyvinyl chloride (PVC) iron pipe size outer diameter (IPSOD), Series 160 (SDR26), certified to CSA B137.3 (IPEX CycleTough or approved equivalent)	ND, NS, SS, NG
	Polyvinyl chloride (PVC) cast-iron pipe size outer diameter (CIOD), Class 165 (DR25), certified to CSA B137.3 (IPEX Blue Brute or approved equivalent)	ND, SD, NS, NG, SG
	High density polyethylene (HDPE) to ASTM D3035 & ASTM F714, DR13.5	
Forcemain fittings	Ductile iron in accordance with ANSI/AWWA C153/A21.53	ND, NS, SS, NG, SG
	Injection-moulded PVC fittings made from sections of pipe certified to CSA B137.3.	All
Forcemain – corrosion protection	Corrosion protection: Z-12-24 zinc anode for each metallic valve or fitting	All
	Denso LT tape, paste and profiling mastic	NS, NG, SG
Forcemain – miscellaneous	Mechanical restraints: Uniflange series 1350 or equivalent	All
	Tracer wire: TWU or RWU, 10 gauge, 7 strands or more, 60 C or higher, 600 V, plastic coated	All

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SANITARY PUMPING STATIONS (Section 5.0)		
	Direct bury plug valves: 100% port eccentric direct buried plug valves to AWWA C517-05	All
	Insulation: Rigid high-density with minimum compressive strength of 275 kPa (40 psi) to ASTM C578 Type VI	All
Building	Wood-framed construction with steel roofing and double-swing hollow metal doors	All
	Masonry construction with steel roofing and double-swing hollow metal doors	All
	Heating & cooling	All
	Hose bibb on exterior wall of building	All
	Sink and eye wash station	NS
	Toilet	
Site perimeter fencing – finish	Galvanized	ND, SD, NS, SS, SG
	Black (powdercoated)	NG
	PVC coated	NG

STORM SEWERS (Section 6.0)		
Product	Description	Municipality
Main sewer pipe	PVC DR 35 to CSA B182.2	All
	PVC DR 35 to CSA B182.4	All
	Reinforced concrete to CSA A257.2, minimum Class 65-D or greater as required based on burial depth	All
	HDPE to CSA B182.8 (320 kPa)	SD, NS, SS, NG
Service laterals	100 mm diameter SDR 28 to CSA B182.2, green in colour	ND, SD, SS, NG, SG
	100 mm diameter SDR 28 to CSA B182.2, white in colour	NS
Maintenance holes – general	Precast concrete to OPSS 1351 & OPSD 701.0XX series of standards, minimum 1,200mm diameter. Flat caps are allowed for shallow structures only.	All
Catch basins – general	Precast concrete to OPSD 705.010 (600 x 600 mm single inlet) or 705.020 (600 x 1,450 mm twin inlet) depending on calculated design flows	All
Ditch inlets - general	Precast concrete to OPSD 705.030 (600 x 600 mm) or 705.040 (600 x 1,200 mm Type A or B) depending on calculated design flows	All
Structures – adjustment units	Precast concrete to OPSD 704.010	ND, SD, NS, SS, NG
	High Density Polyethylene (HDPE) to OPSD 704.011	SG
	Expanded Polystyrene (EPS) to OPSD 704.012	
	Rubber to OPSD 704.013	SG
Maintenance holes – frame & cover	Outside roadways: to OPSD 401.010 (open)	NS, NG, SG
	Inside roadways: self-level adjusting frame (C-50M-ONT/AutoStable by Bibby-Ste-Croix or equivalent)	
	Outside/inside roadways: to OPSD 401.010 (open)	ND, SD, SS

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STORM SEWERS (Section 6.0)		
Catch basins – frame & grate	To OPSD 400.010 (herring bone with overflow)	SS
	To OPSD 400.020 (herring bone)	ND, SD, NS, NG, SG
	To OPSD 400.050 (fish type)	
Ditch inlets – frame & grate	To OPSD 403.010	All
Maintenance holes – benching	Benching not required	All
Maintenance holes – access	Ladder rungs to OPSD 405.010, safety platform to OPSD 404.020, 404.021 or 404.022 where depth exceeds 5.0 m	All
Maintenance holes – drop structures	External to OPSD 1003.010 where drop between inverts exceeds 600mm. Internal to OPSD 1003.030 only in existing maintenance holes and will be reviewed on a case-by-case basis.	All
Insulation	Rigid high-density insulation with minimum compressive strength of 275 kPa (40 psi) to ASTM C578 Type VI	All
Flexible couplers	Rubber to CAN/CSA-B602 with stainless steel clamping bands (Fernco or approved equivalent)	All
Service saddles	Kor-N-Tee, Inserta Tee, or approved equivalent. Note: for connecting to existing sewer mains only.	All
Roadway cross- culverts	CSP, 68x13x2.0mm, galvanized coating	
	CSP, 68x13x2.0mm, aluminized Type 2 coating	ND, SD, NS, SS, NG
	CSP, 68x13x2.0mm, polymer laminated coating	
	HDPE to CSA B182.8 (320 kPa)	SD, NS, SG
	Precast box concrete culvert to OPSS.MUNI and OPSS.MUNI 422	All
Driveway culverts	CSP, 68x13x2.0mm, aluminized Type 2 coating	ND, SD, NS, NG
	HDPE to CSA B182.8 (320 kPa)	SD, NS

WATERMAINS (Section 9.0)		
Product	Description	Municipality
Watermain pipe	PVC DR-18, Class 235 to AWWA C900/C909, certified to CSA B137.3	All
	PVCO CIOD, Class 235 to AWWA C909 and CSA B137.3.1	All
	HDPE DR11 (200 psi) to AWWA C906	SG
Fittings	Ductile iron to AWWA C110 and C111 or C153, cement lined to AWWA C104.	ND, SD, NS, SS, NG
	PVC to AWWA C907	All
Couplers	Hymax 2, or Hymax Grip if restraining is required	All
	Multi/Joint 3000 Plus	All
	Resilient seated to AWWA C509	All
	Opening direction: counterclockwise (black nut)	All

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WATERMAINS (Section 9.0)		
Gate valves & valve boxes – materials	Opening direction: clockwise direction (red nut)	
	Valve box: slide type	All
	Valve box: screw type	
	Top & lid: regular	All
	Top & lid: adjustable (mushroom style) (Mueller AJBV-4D or approved equivalent)	All
Gate valves – locations	2 at tee intersections & 3 at cross-intersections, maximum spacing of 400m on straight sections of watermain	ND, SD, NS, SS, NG
	3 at tee intersections & 4 at cross-intersections, maximum spacing of 400m on straight sections of watermain	SG
Thrust restraint	Mechanical restraints (Uniflange Series 1350 or approved equivalent)	All
	Thrust blocks	SG
Tracer wire	Tracer wire: TWU or RWU, 10 gauge, 7 strands or more, 60 C or higher, 600 V, plastic coated	All
Corrosion protection	Zinc anodes per OPSS.MUNI 442 & OPSD 1109	All
	Denso LT tape, paste and profiling mastic	NS, NG, SG
Insulation	Rigid high-density with minimum compressive strength of 275 kPa (40 psi) to ASTM C578 Type VI	All
Hardware	Stainless steel bolts & nuts	All
Hydrant – model	Century EM (Mueller Canada)	All
	B-50-B (Mueller Canada)	
	M67 Brigadier (Clow Canada)	
Hydrant – outlets	2x 65mm outlet nozzles (threaded), 1x 100mm pumper outlet (threaded),	ND, NS, SG
	2x 65mm outlet nozzles (threaded), 1x 100mm pumper outlet (Storz),	SD, SS, NG
Hydrant – drain holes	Open (dry barrel)	ND, SD, NS, NG, SG
	Plugged	SS
Hydrant – marker	Flexstake or approved equivalent	All
Hydrant – colour	Yellow	SD, NS, SS, NG, SG
	Red	ND
Water services - pipe	PEX to AWWA C904, with tracer wire	ND, SD, NG, SG
	Type K copper to ASTM B88	ND, SD, SS
	PE Series 160, with tracer wire	NS, SS
Water services – service saddle	Stainless steel, two bolts (Romac 305 or approved equivalent)	All
Water services – main stop	Ball valve to AWWA C800	All
Water services – curb stop	Ball valve to AWWA C800 with slide type service box and stainless steel key rod	ND, SD, NS, SS, SG
	Megatite	NG
	Minimum 19mm	All (Moose Creek for NS)

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WATERMANS (Section 9.0)		
Water services – diameter	Minimum 25mm diameter	NS (Crysler & Finch)
Testing	Hydrostatic testing & disinfection	All
	Swabbing	NS

STREET LIGHTING (Section 12.0)		
Product	Description	Municipality
Pole	Concrete, tapered square, natural grey	SD
	Concrete, round, natural grey	ND, SS, NG
	Concrete, Madison from Utility Structures Inc., black	NS
	Concrete, Parkdale from Utility Structures Inc., black	SG
	Aluminum	NS
Luminaire (LED)	Lumec StreetView (SVM), with aluminum arm	ND, SD
	Lumec MiniView (SVS), with 2.4x1.2m aluminum tapered elliptical bracket	NS
	Cooper Streetworks Springdale (SDL) with Aluminous #NBS-5 black scroll arm	NS
	Lumec RoadView Small (RVS), with 2.4x1.2m aluminum tapered elliptical bracket	SS
	Lumec L40U Pendant (L40U-STM) with S25AU6 (6' reach) bracket ordered as an option with the luminaire	SS
	Lumec UrbanScape (MPTC)	SS
	Lumec L40U Post-Top	SS
	Cooper Streetworks Archeo Contemporary, with 0.9x1.8m aluminum tapered elliptical bracket	NG
	Lumec Urban Square Lantern (S26P) with Lumec mounting bracket CRH-009, black	NG, SG

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NS = North Stormont
SS = South Stormont

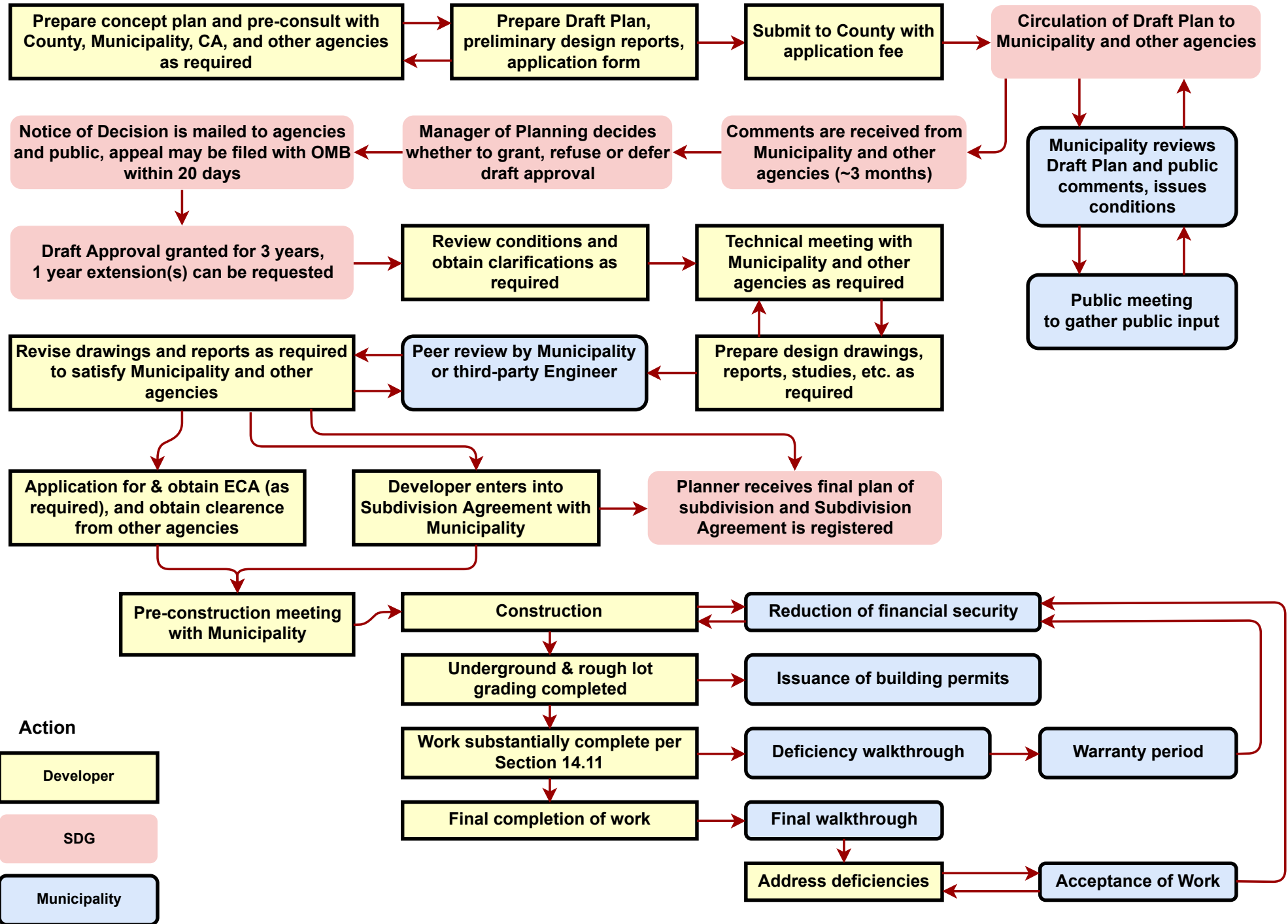
NG = North Glengarry
SG = South Glengarry

Appendix “B”

Subdivision Process – Step by Step

Site Plan Process – Step by Step

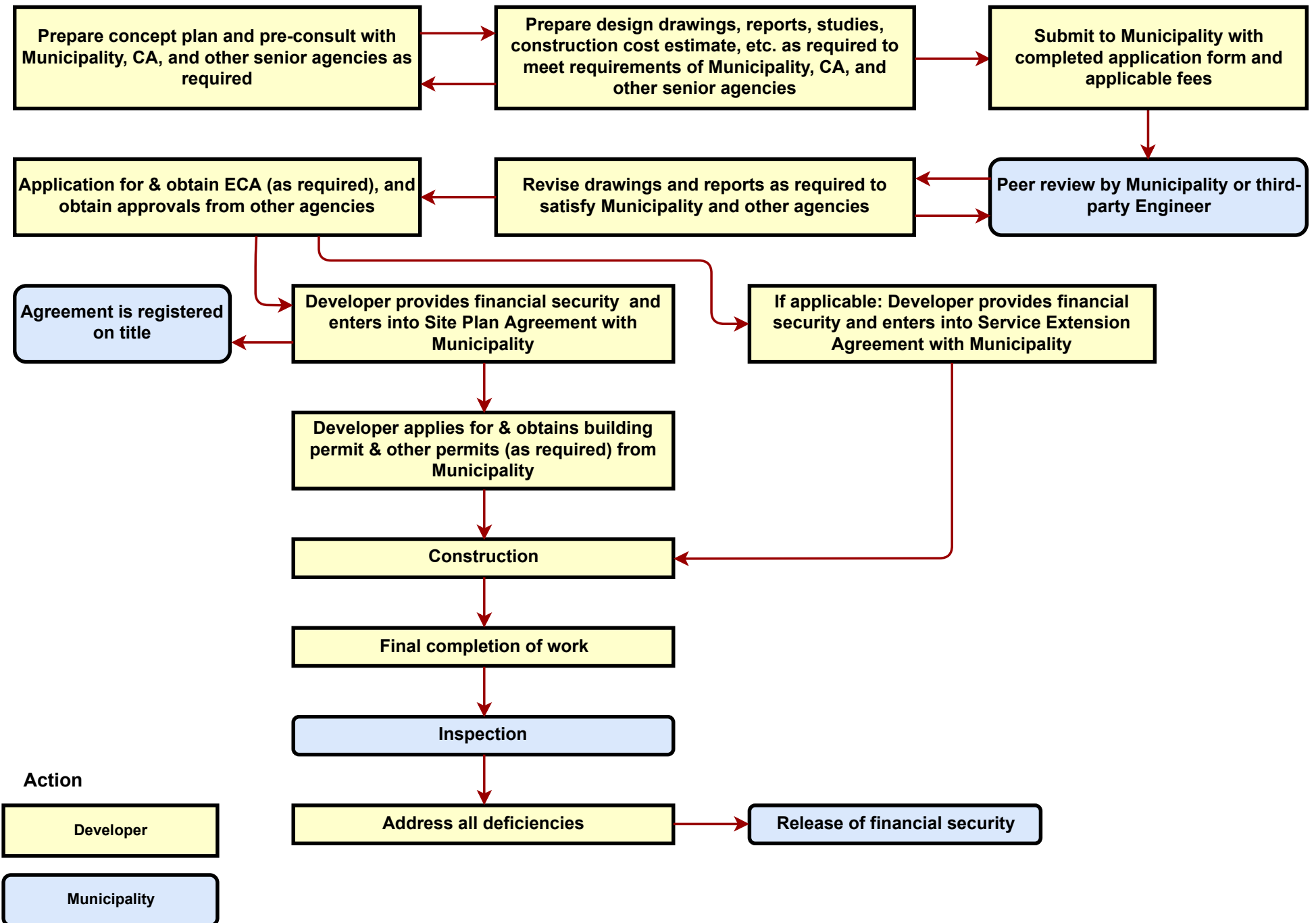
SUBDIVISION PROCESS - STEP BY STEP



Action

- Developer
- SDG
- Municipality

SITE PLAN CONTROL PROCESS - STEP BY STEP



Appendix “C”

Curve Numbers

Design Chart 1.08: Hydrologic Soil Groups

- Based on Surficial Geology Maps

Map Ref.No.	Soil Type or Texture	Hydrologic Soil Group (Tentative)
	<u>Ground Moraine</u>	
1a	Usually sandy till, stony, varying depth. (Most widespread type in Shield).	Usually B (shallow); may be A or AB
1b	Clayey till, varying depth.	BC-C
	<u>End or Interlobate Moraine</u>	
2a	Sand & stones, deep. (May be rough topography).	A
2b	Sand & stones capped by till, deep.	A-C depending on type of till.
2c	Sand & stones, deep. (Smoother topography).	A
	<u>Kames & Eskers</u>	
3a	Sand & stones, deep. (May be rough topography).	A
3b	Sand & stones capped by till, deep.	A-C depending on type of till.
3c	Sand & stones, deep. (Smoother topography).	A
	<u>Lacustrine</u>	
4a	Clay & silt, in lowlands.	BC-C
4b	Fine sand, in lowlands.	AB-B
4c	Sand, in lowlands.	AB
4d	Sand (deltas & valley trains).	A-AB
	<u>Outwash</u>	
5	Sand, some gravel, deep.	A
	<u>Aeolian</u>	
6	Very fine sand & silt, shallow. (Loess)	B
	<u>Bedrock</u>	
7	Bare bedrock (normally negligible areas).	Varies according to rock type.

Source: Ministry of Natural Resources - MNR

Design Chart 1.08: Hydrologic Soil Groups (Continued)**- Based on Soil Texture**

<u>Sands, Sandy Loams and Gravels</u>	
- overlying sand, gravel or limestone bedrock, very well drained	A
- ditto, imperfectly drained	AB
- shallow, overlying Precambrian bedrock or clay subsoil	B
<u>Medium to Coarse Loams</u>	
- overlying sand, gravel or limestone, well drained	AB
- shallow, overlying Precambrian bedrock or clay subsoil	B
<u>Medium Textured Loams</u>	
- shallow, overlying limestone bedrock	B
- overlying medium textured subsoil	BC
<u>Silt Loams, Some Loams</u>	
- with good internal drainage	BC
- with slow internal drainage and good external drainage	C
<u>Clays, Clay Loams, Silty Clay Loams</u>	
- with good internal drainage	C
- with imperfect or poor external drainage	C
- with slow internal drainage and good external drainage	D

Source: U.S. Department of Agriculture (1972)

Design Chart 1.09: Soil/Land Use Curve Numbers

Land Use	Treatment or Practice	Hydrologic Condition ⁴	Hydrologic Soil Group			
			A	B	C	D
Fallow	Straight row	---	77	86	91	94
Row crops	"	Poor	72	81	88	91
	"	Good	67	78	85	89
	Contoured	Poor	70	79	84	88
	"	Good	65	75	82	86
	" and terraced	Poor	66	74	8	82
	" " "	Good	62	71	78	81
Small grain	Straight row	Poor	65	76	84	88
		Good	63	75	83	87
	Contoured	Poor	63	74	82	85
		Good	61	73	81	84
		" and terraced	Poor	61	72	79
	Good	59	70	78	81	
Close-seeded legumes ² or rotation meadow	Straight row	Poor	66	77	85	89
		Good	58	72	81	85
	Contoured	Poor	64	75	83	85
		Good	55	69	78	83
		" and terraced	Poor	63	73	80
	" and terraced	Good	51	67	76	80
Pasture or range		Poor	68	79	86	89
		Fair	49	69	79	84
		Good	39	61	74	80
		Poor	47	67	81	88
		Fair	25	59	75	83
	Good	6	35	70	79	
Meadow		Good	30	58	71	78
Woods		Poor	45	66	77	83
		Fair	36	60	73	79
		Good	25	55	70	77
Farmsteads		---	59	74	82	86
		---	72	82	87	89
		---	74	84	90	92

For average antecedent soil moisture condition (AMC II)

² Close-drilled or broadcast.

⁴ The hydrologic condition of cropland is good if a good crop rotation practice is used; it is poor if one crop is grown continuously.

Source: U.S. Department of Agriculture (1972)

Design Chart 1.09: Soil Conservation Service Curve Numbers (Continued)

Land Use or Surface	Hydrologic Soil Group						
	A	AB	B	BC	C	CD	D
Fallow (special cases only)	77	82	86	89	91	93	94
Crop and other improved land	66** (62)	70** (68)	74	78	82	84	86 AMC I
Pasture & other unimproved land	58* (38)	62* (51)	65	71	76	79	81
Woodlots and forest	50* (30)	54* (44)	58	65	71	74	77
Impervious areas (paved)							98
Bare bedrock draining directly to stream by surface flow							98
Bare bedrock draining indirectly to stream as groundwater (usual case)							70
Lakes and wetlands							50

Notes

- (i) All values are based on AMC II except those marked by * (AMC III) or ** (mean of AMC II and AMC III).
- (ii) Values in brackets are AMC II and are to be used only for special cases.
- (iii) Table is not applicable to frozen soils or to periods in which snowmelt contributes to runoff.

Table 5.5 Runoff curve numbers for urban areas (Mockus, 1969)^a

Cover Description	Average Percent Impervious Area ^b	Curve Numbers for Hydrologic Soil Group			
		A	B	C	D
<i>Fully developed urban areas (vegetation established)</i>					
Open space (lawns, parks, golf courses, cemeteries, etc.) ^c :					
Poor condition (grass cover < 50%)		68	79	86	89
Fair condition (grass cover 50% to 75%)		49	69	79	84
Good condition (grass cover > 75%)		39	61	74	80
Impervious areas:					
Paved parking lots, roofs, driveways, etc. (excluding right-of-way)		98	98	98	98
Streets and roads:					
Paved; curbs and storm sewers (excluding right-of-way)		98	98	98	98
Paved; open ditches (including right-of-way)		83	89	92	93
Gravel (including right-of-way)		76	85	89	91
Dirt (including right-of-way)		72	82	87	89
Western desert urban areas:					
Natural desert landscaping (pervious area only) ^d		63	77	85	88
Artificial desert landscaping (impervious weed barrier, desert shrub with 1 to 2 in. sand or gravel mulch and basin borders)		96	96	96	96
Urban districts:					
Commercial and business	85	89	92	94	95
Industrial	72	81	88	91	93
Residential districts by average lot size:					
1/8 acre (506 m ²) or less (town houses)	65	77	85	90	92
1/4 acre (1,012 m ²)	38	61	75	83	87
1/3 acre (1,349 m ²)	30	57	72	81	86
1/2 acre (2,023 m ²)	25	54	70	80	85
1 acre (4,047 m ²)	20	51	68	79	84
2 acres (8,094 m ²)	12	46	65	77	82
<i>Developing urban areas</i>					
Newly graded area (pervious areas only, no vegetation) ^e		77	86	91	94
Idle lands (CNs are determined using cover types similar to those in Table 5.6)					

a. Average runoff condition, and $I_a = 0.2S$.

b. The average percent impervious area shown was used to develop the composite CNs. Other assumptions are as follows: impervious areas are directly connected to the drainage system, impervious areas have a CN of 98, and pervious areas are considered equivalent to open space in good hydrologic condition.

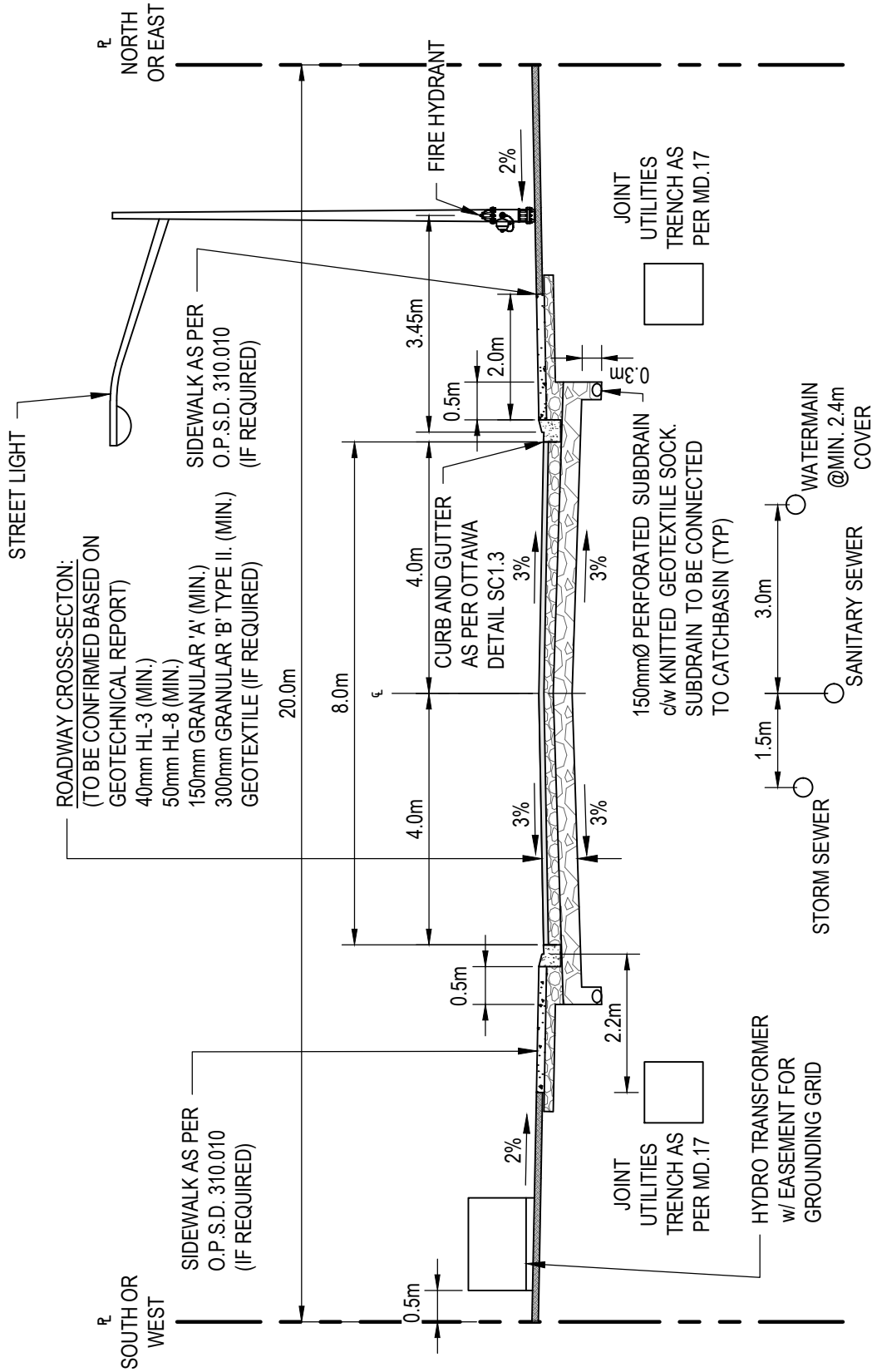
c. CNs shown are equivalent to those of pasture. Composite CNs may be computed for other combinations of open space cover type.

d. Composite CNs for natural desert landscaping should be computed using Figure 2.3 or 2.4 (in TR-55) based on the impervious area percentage (CN = 98) and the pervious area CN. The pervious area CNs are assumed equivalent to desert shrub in poor hydrologic condition.

e. Composite CNs to use for the design of temporary measures during grading and construction should be computed using Figure 2.3 or 2.4 (in TR-55) based on the degree of development (impervious area percentage) and the CNs for the newly graded pervious areas.

Appendix “D”

Municipality Details



NORTH DUNDAS
 URBAN ROADWAY
 TYPICAL CROSS-SECTION

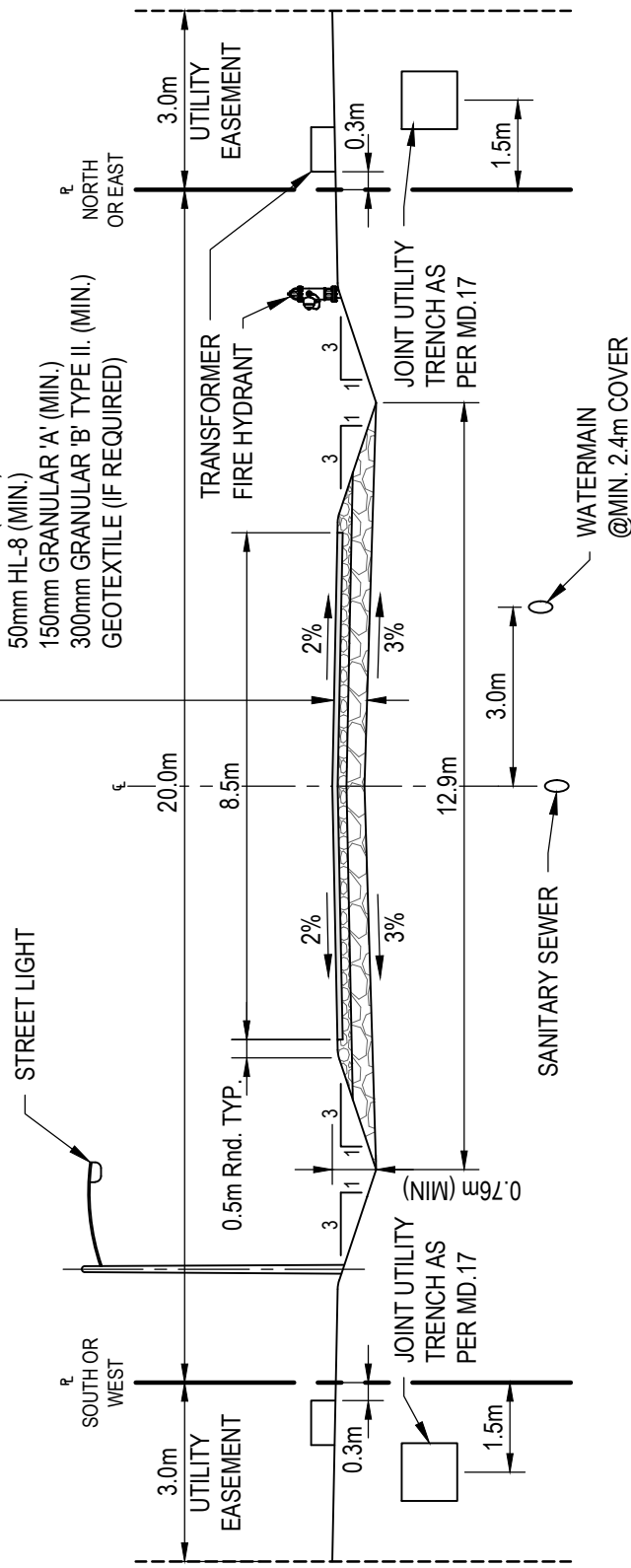
SCALE:
 N.T.S.

DATE:
 2025/05/30

DRAWING NO.

ND.1

ROADWAY CROSS-SECTION:
 (TO BE CONFIRMED BASED ON
 GEOTECHNICAL REPORT)
 40mm HL-3 (MIN.)
 50mm HL-8 (MIN.)
 150mm GRANULAR 'A' (MIN.)
 300mm GRANULAR 'B' TYPE II. (MIN.)
 GEOTEXTILE (IF REQUIRED)



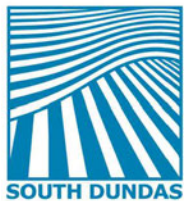
**NORTH DUNDAS
 RURAL ROADWAY
 TYPICAL CROSS-SECTION**

SCALE:
 N.T.S.

DATE:
 2025/05/30

DRAWING NO.

ND.2



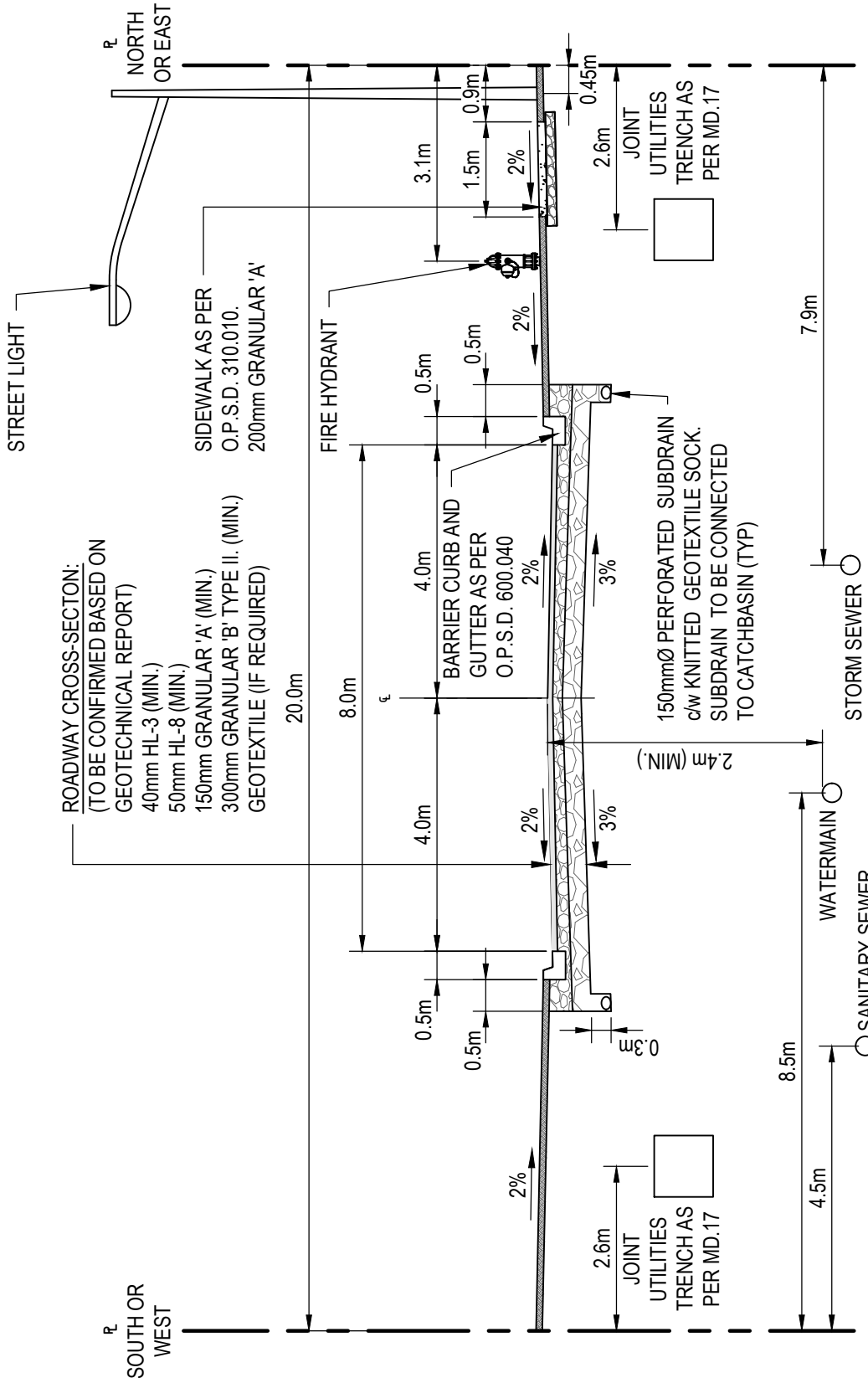
SOUTH DUNDAS URBAN ROADWAY TYPICAL CROSS-SECTION

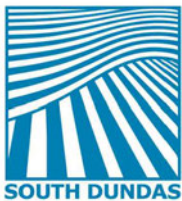
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N.T.S.

DATE:
2025/05/30

DRAWING NO.

SD.1





SOUTH DUNDAS RURAL ROADWAY TYPICAL CROSS-SECTION

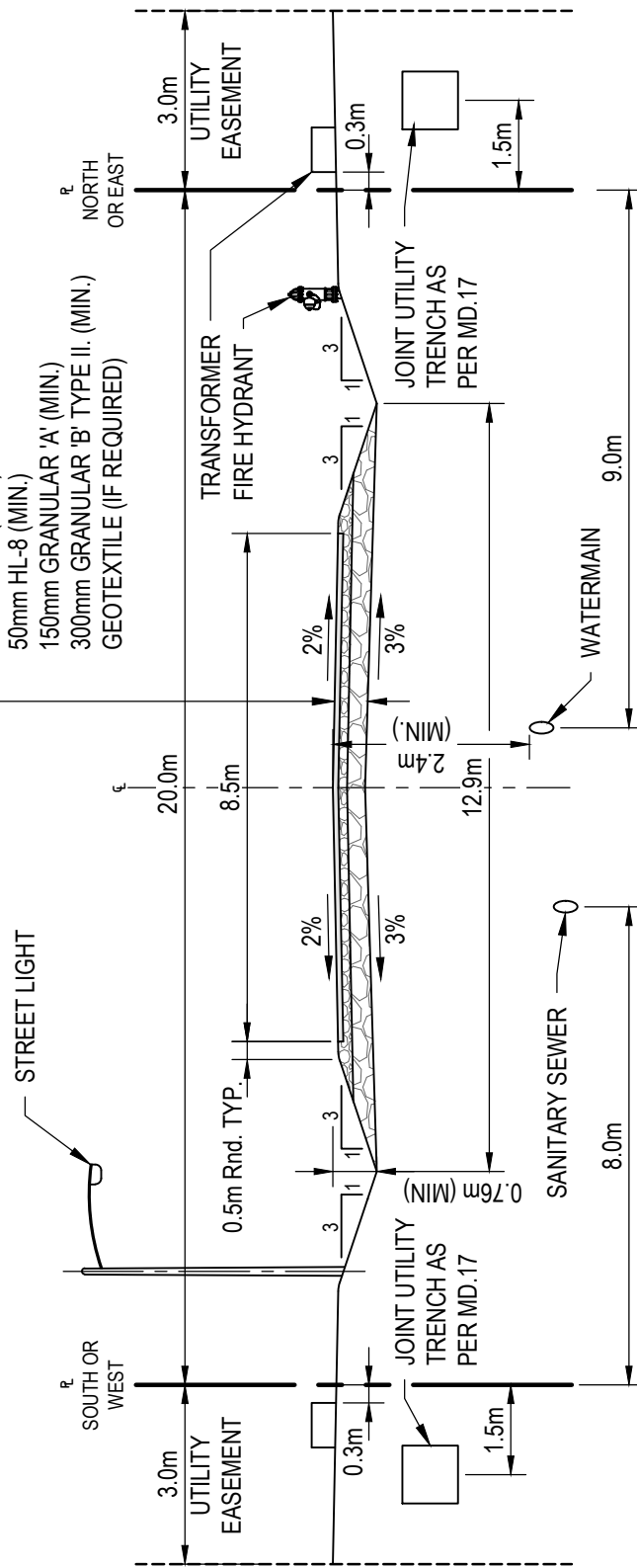
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DATE:
2025/05/30

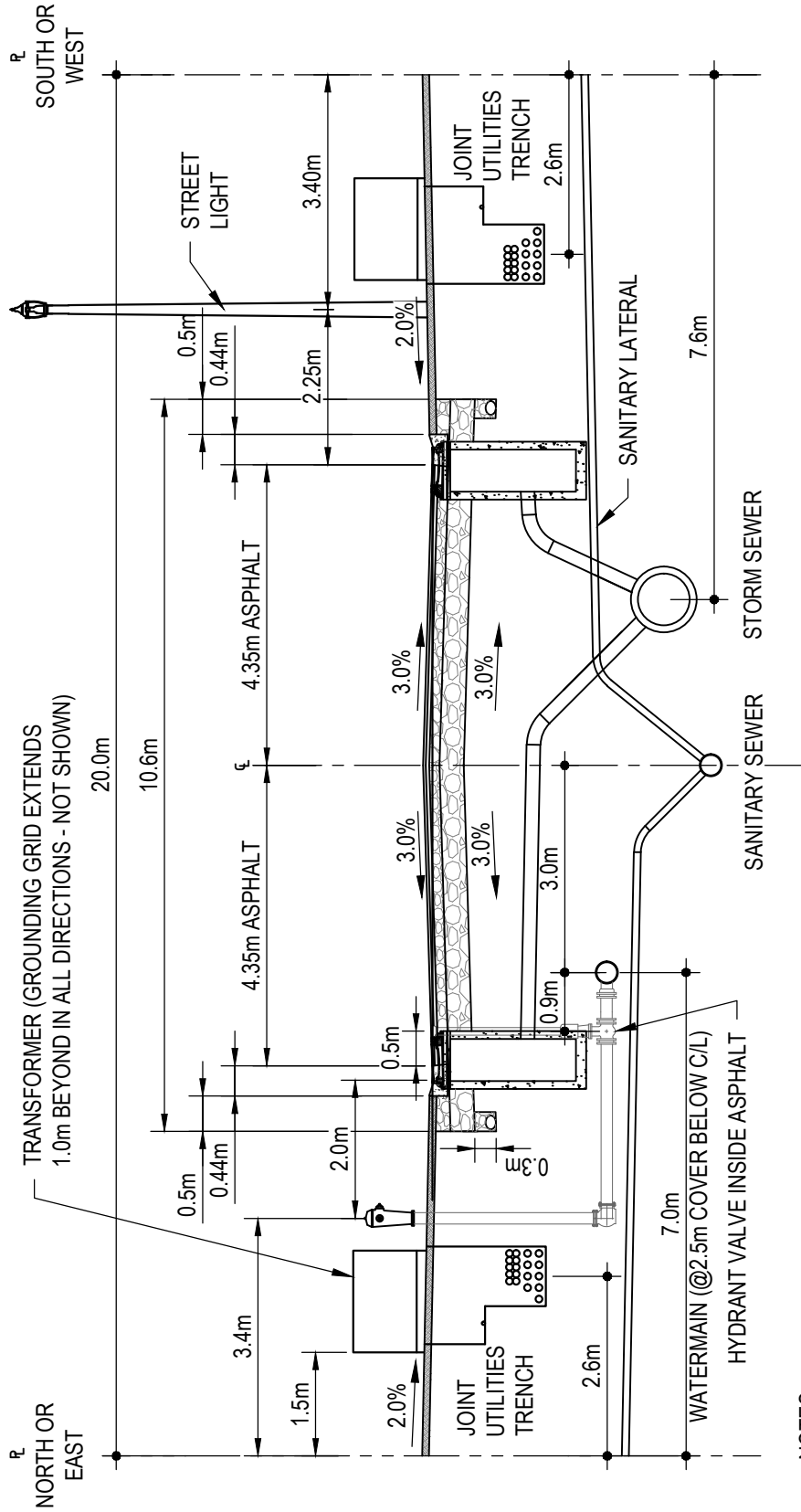
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SD.2

ROADWAY CROSS-SECTION:
(TO BE CONFIRMED BASED ON
GEOTECHNICAL REPORT)
40mm HL-3 (MIN.)
50mm HL-8 (MIN.)
150mm GRANULAR 'A' (MIN.)
300mm GRANULAR 'B' TYPE II. (MIN.)
GEOTEXTILE (IF REQUIRED)



NOTE: JOINT UTILITY TRENCH IS TO BE TAPERED TO SUIT AT LOCATIONS
IN WHICH THERE IS A CHANGE IN ROAD CROSS SECTION.



NOTES:

- ROADWAY MATERIALS TO CONSIST OF: 40mm HL-3, 50mm HL-8, 150mm GRANULAR 'A', 350mm GRANULAR 'B', NON-WOVEN GEOTEXTILE.
- MOUNTABLE CURB & GUTTER AS PER 600.100 (440mm TOTAL WIDTH INCLUDING GUTTER).
- INSTALL 150mmØ PERFORATED SUBDRAIN c/w KNITTED GEOTEXTILE SOCK ON BOTH SIDES OF ROAD, CONNECTED INTO CATCHBASINS.
- INSTALL CLEAR STONE AROUND SUBDRAINS AND WRAP WITH GEOTEXTILE.



TOWNSHIP OF
NORTH STORMONT
A good place to grow

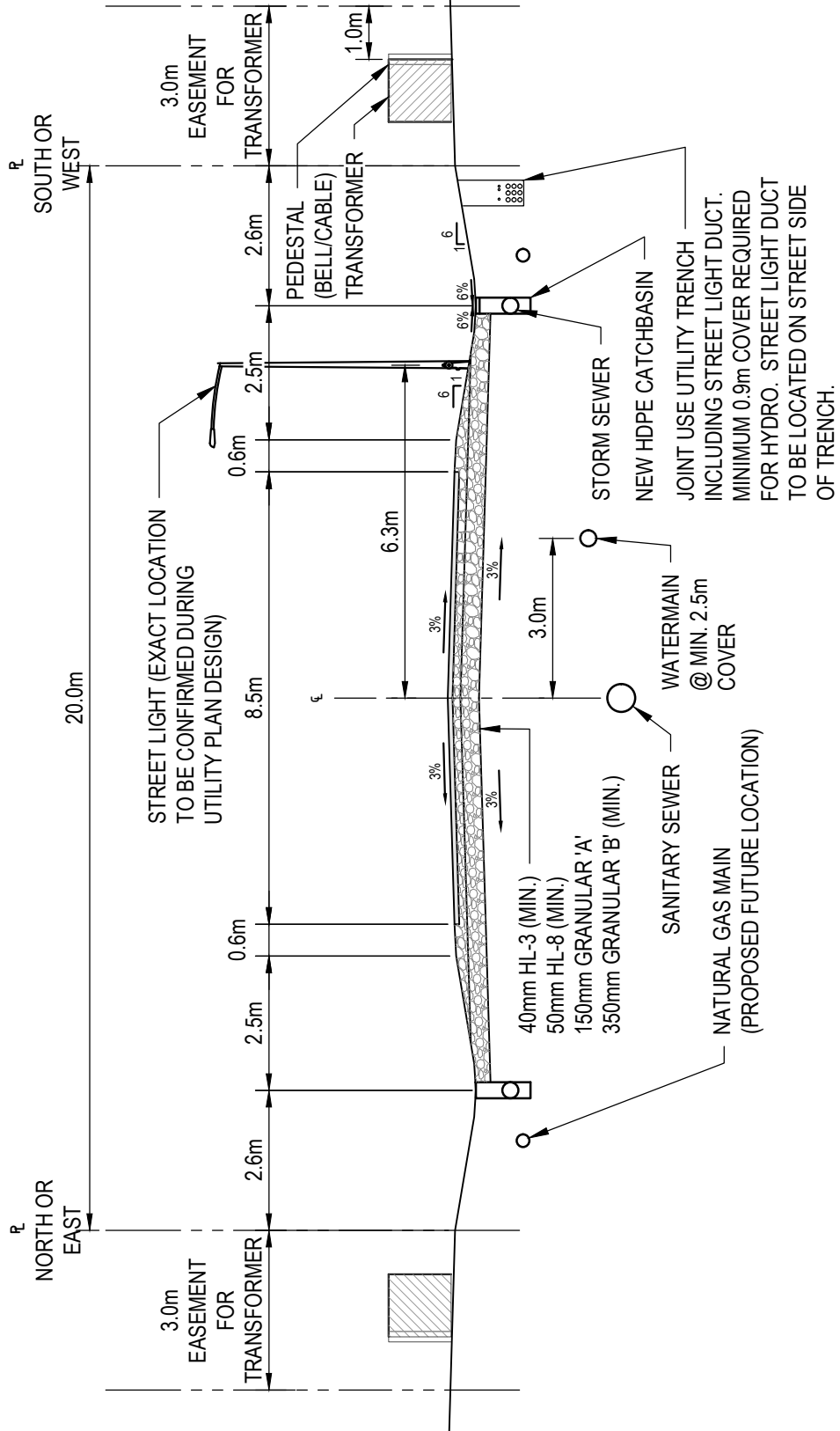
NORTH STORMONT
URBAN ROADWAY
TYPICAL CROSS-SECTION

SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

NS.1



TOWNSHIP OF
NORTH STORMONT
A good place to grow

**NORTH STORMONT
RURAL ROADWAY
TYPICAL CROSS-SECTION**

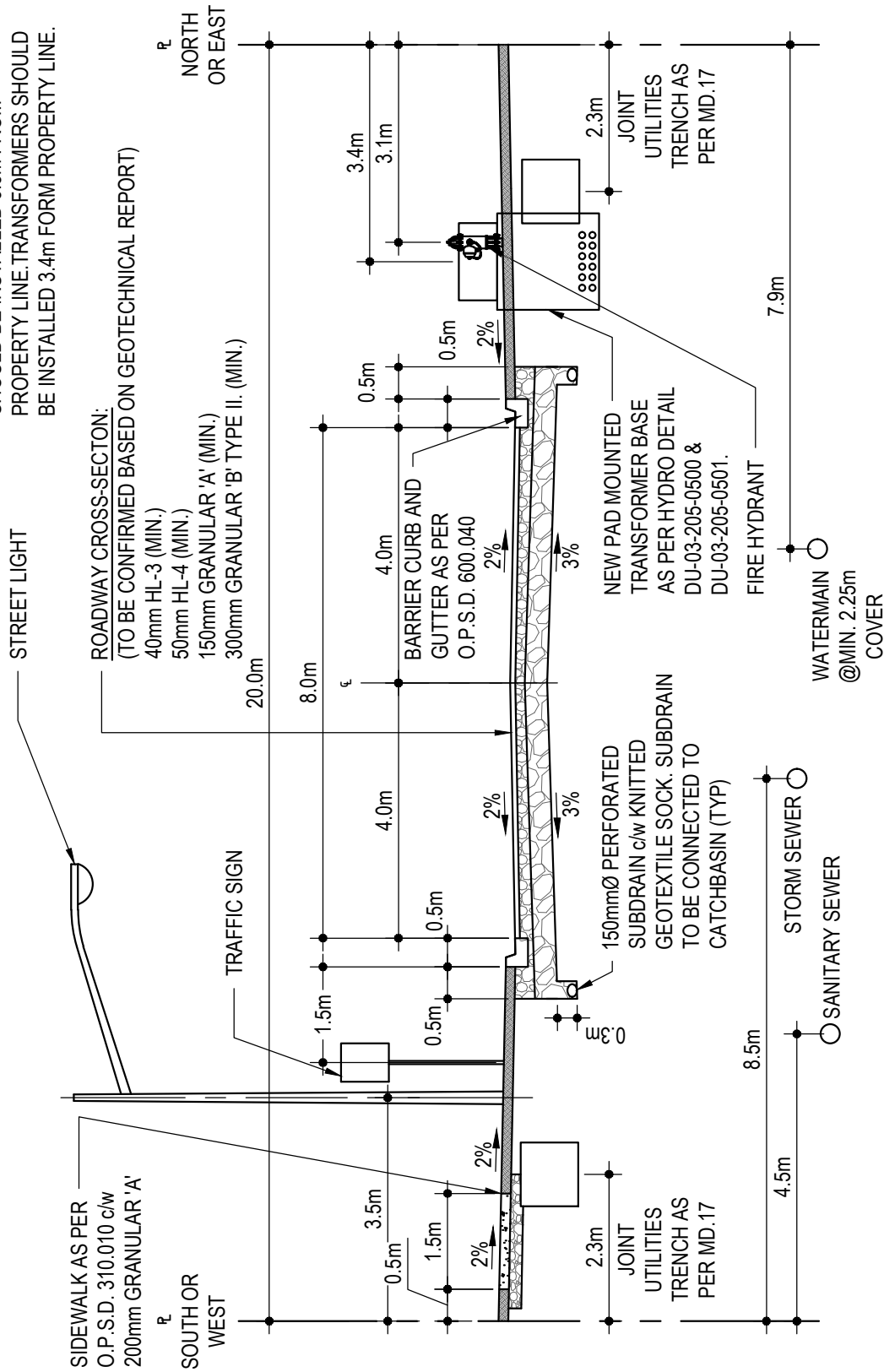
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N.T.S.

DATE:
2025/05/30

DRAWING NO.

NS.2

NOTE: FIRE HYDRANT SHOULD BE INSTALLED 3.1m FROM PROPERTY LINE. LIGHT STANDARDS SHOULD BE INSTALLED 3.5m FROM PROPERTY LINE. TRANSFORMERS SHOULD BE INSTALLED 3.4m FROM PROPERTY LINE.



**SOUTH STORMONT
URBAN ROADWAY
TYPICAL CROSS-SECTION**

SCALE:
N.T.S.

DATE:
2025/05/30

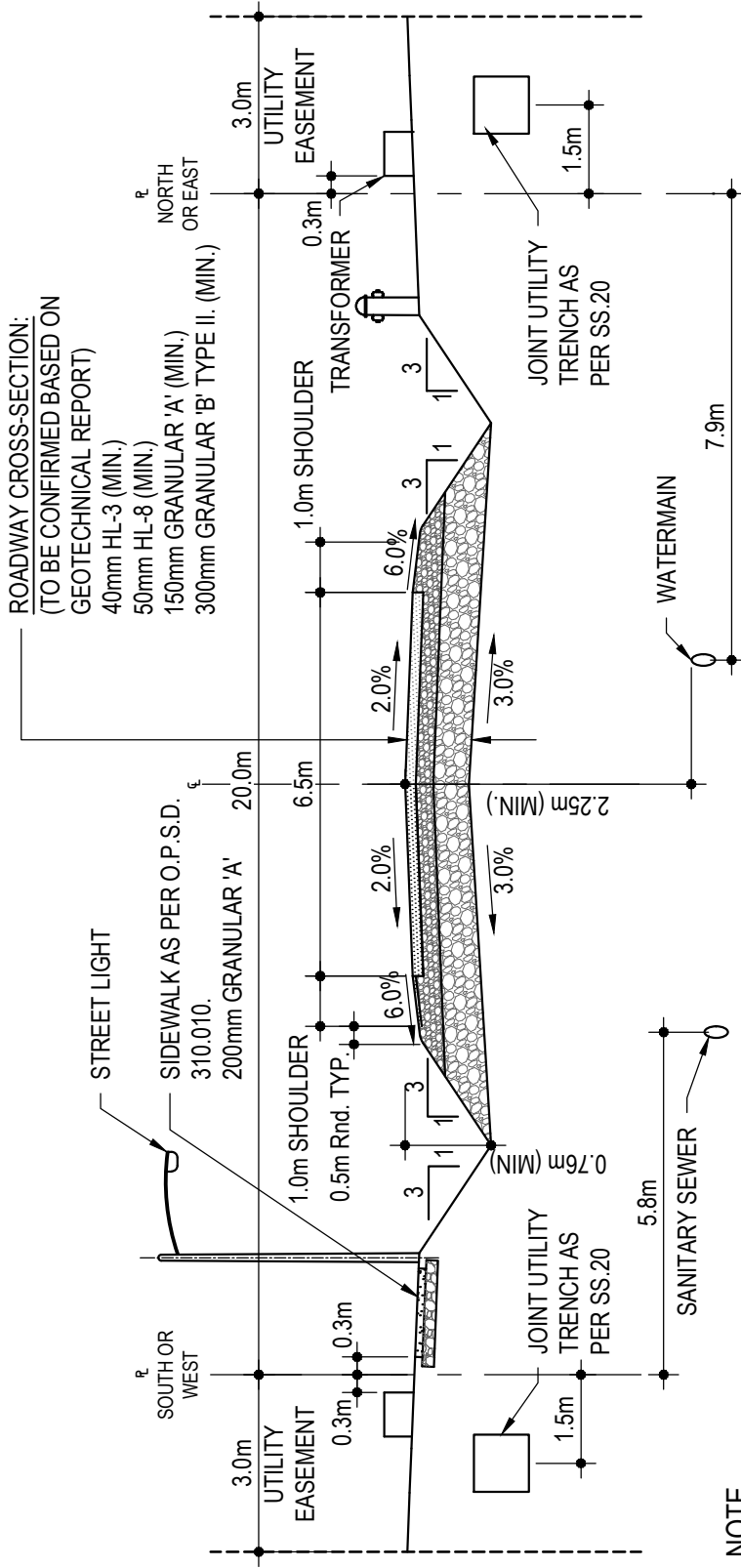
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SS.1

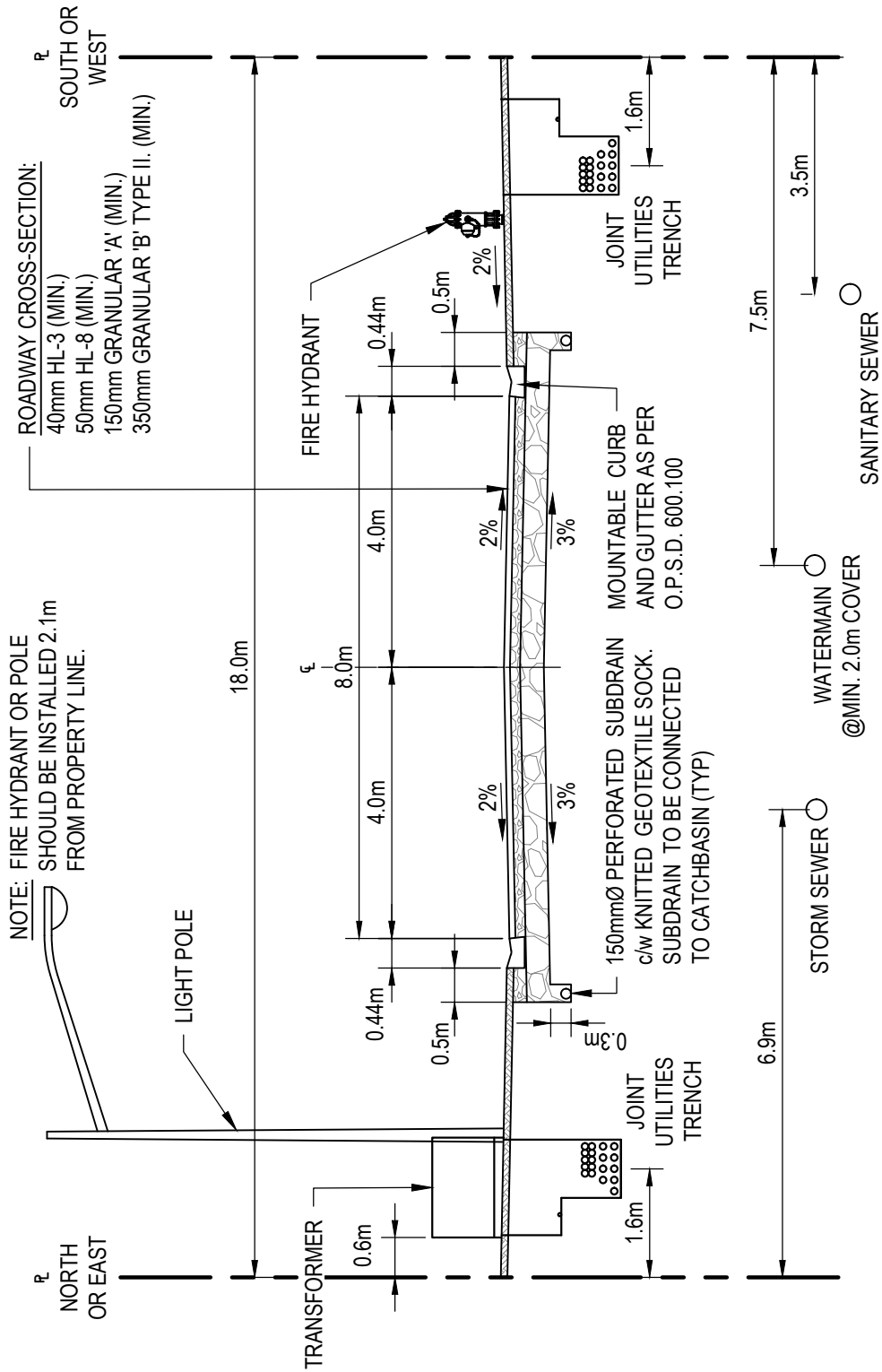


SOUTH STORMONT
RURAL ROADWAY
TYPICAL CROSS-SECTION

SCALE: N.T.S.
DATE: 2025/05/30
DRAWING NO. SS.2



NOTE
JOINT UTILITY TRENCH IS TO BE TAPERED TO SUIT AT LOCATIONS IN WHICH THERE IS A CHANGE IN ROAD CROSS SECTION.



NORTH GLENGARRY NORD



**NORTH GLENGARRY
 URBAN ROADWAY
 TYPICAL CROSS-SECTION
 (18m RoW)**

SCALE:
 N.T.S.

DATE:
 2025/05/30

DRAWING NO.

NG.1

**NORTH
GLENGARRY
NORD**

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

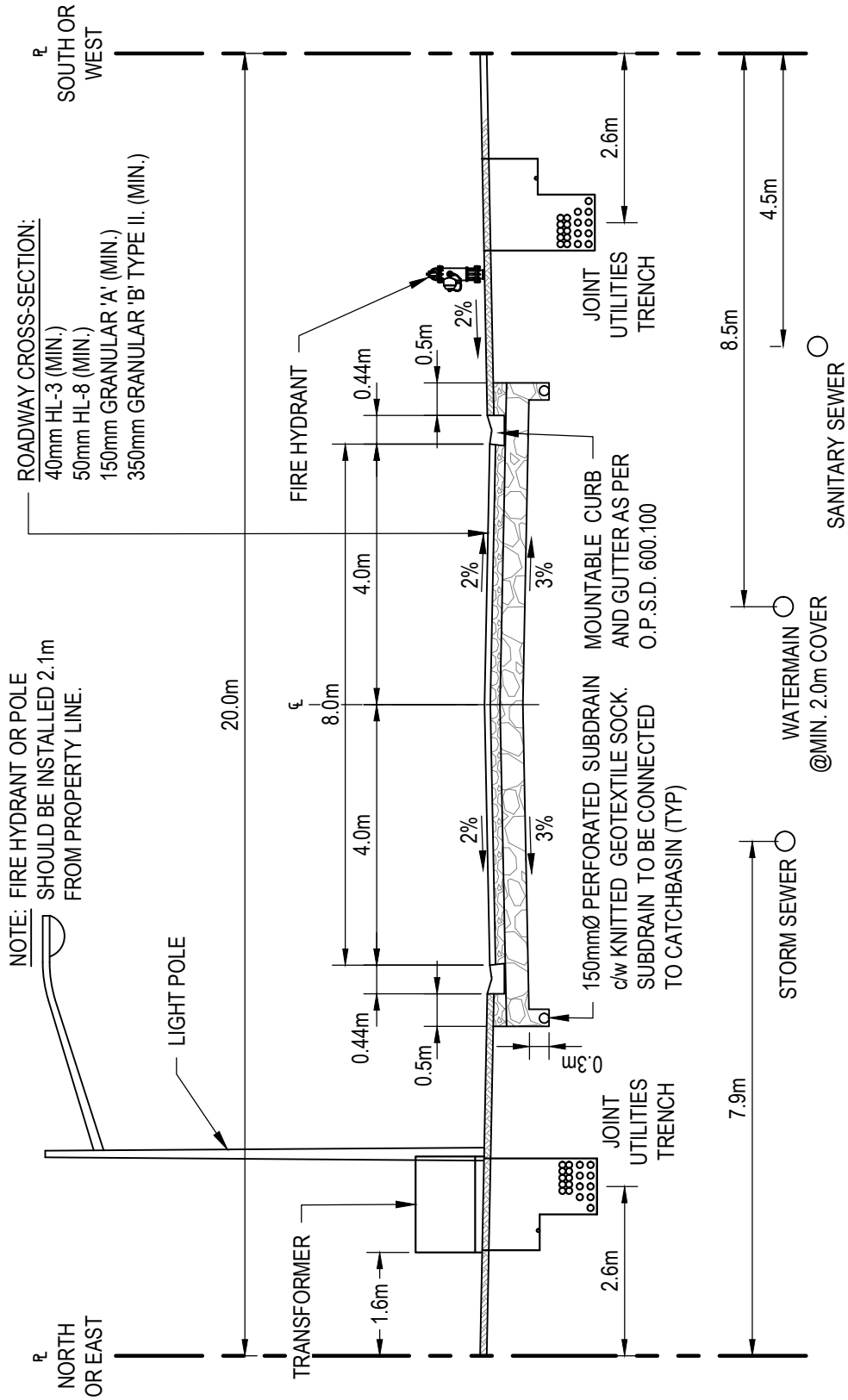
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URBAN ROADWAY
TYPICAL CROSS-SECTION
(20m RoW)**

SCALE:
N.T.S.

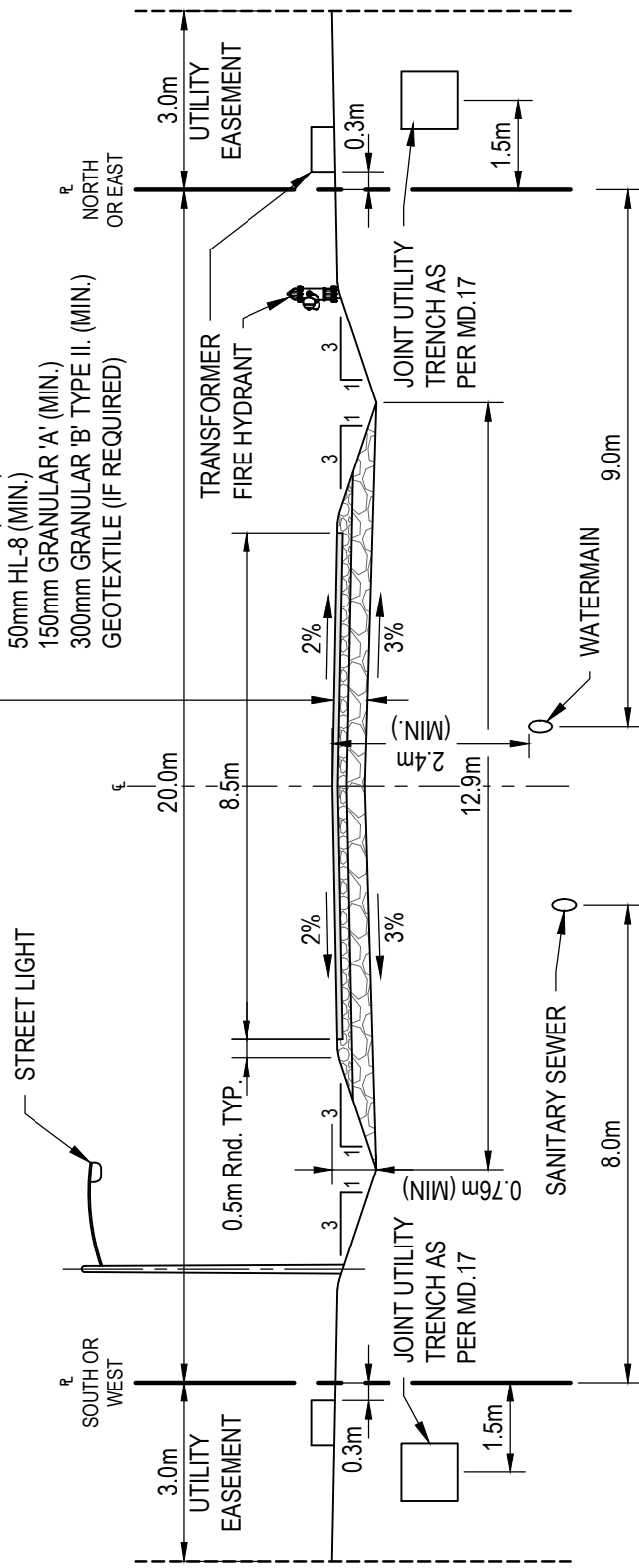
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2025/05/30

DRAWING NO.

NG.2



ROADWAY CROSS-SECTION:
 (TO BE CONFIRMED BASED ON
 GEOTECHNICAL REPORT)
 40mm HL-3 (MIN.)
 50mm HL-8 (MIN.)
 150mm GRANULAR 'A' (MIN.)
 300mm GRANULAR 'B' TYPE II. (MIN.)
 GEOTEXTILE (IF REQUIRED)



NOTE: JOINT UTILITY TRENCH IS TO BE TAPERED TO SUIT AT LOCATIONS
 IN WHICH THERE IS A CHANGE IN ROAD CROSS SECTION.

**NORTH
 GLENGARRY
 NORD**



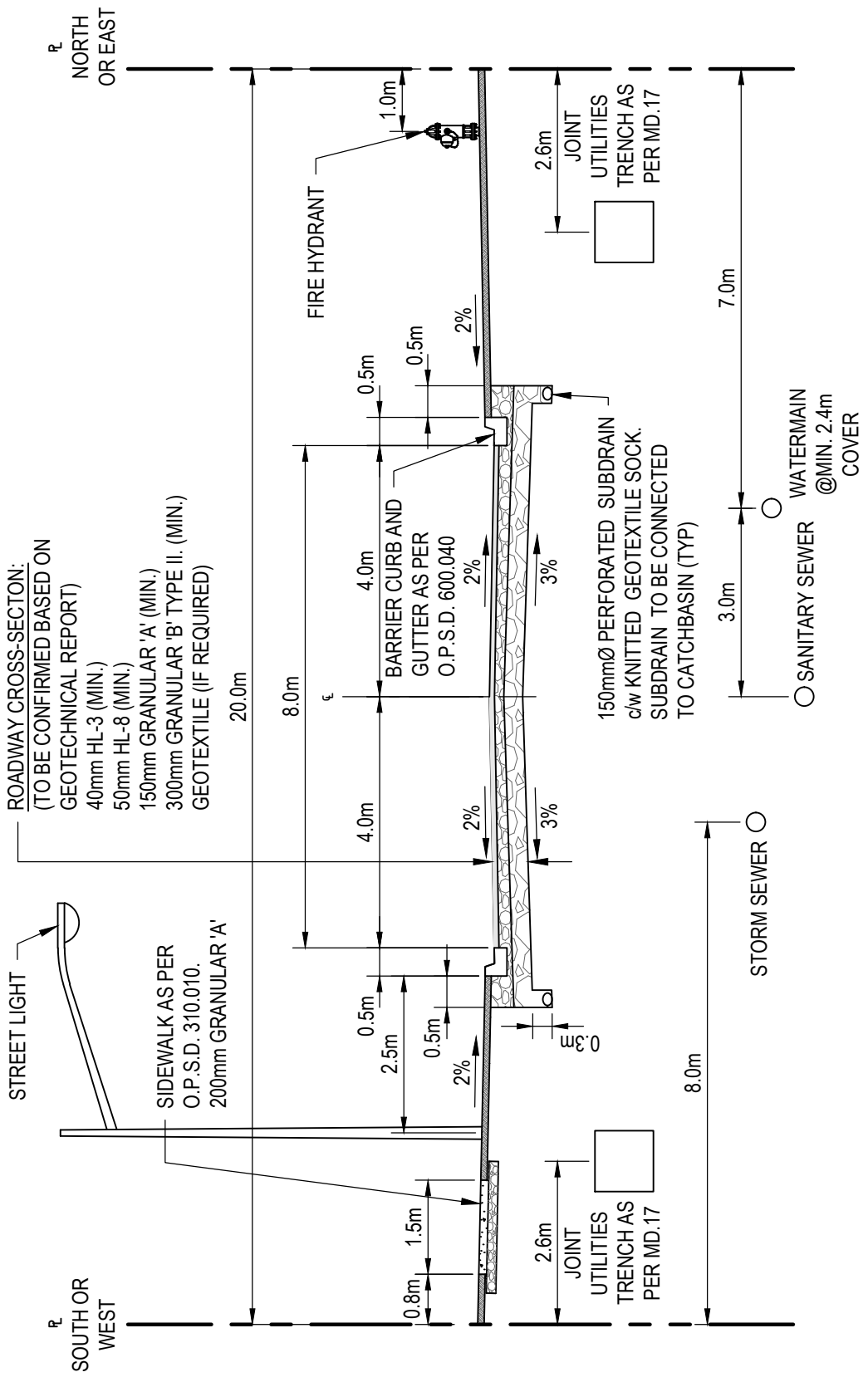
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 RURAL ROADWAY
 TYPICAL CROSS-SECTION**

SCALE:
 N.T.S.

DATE:
 2025/05/30

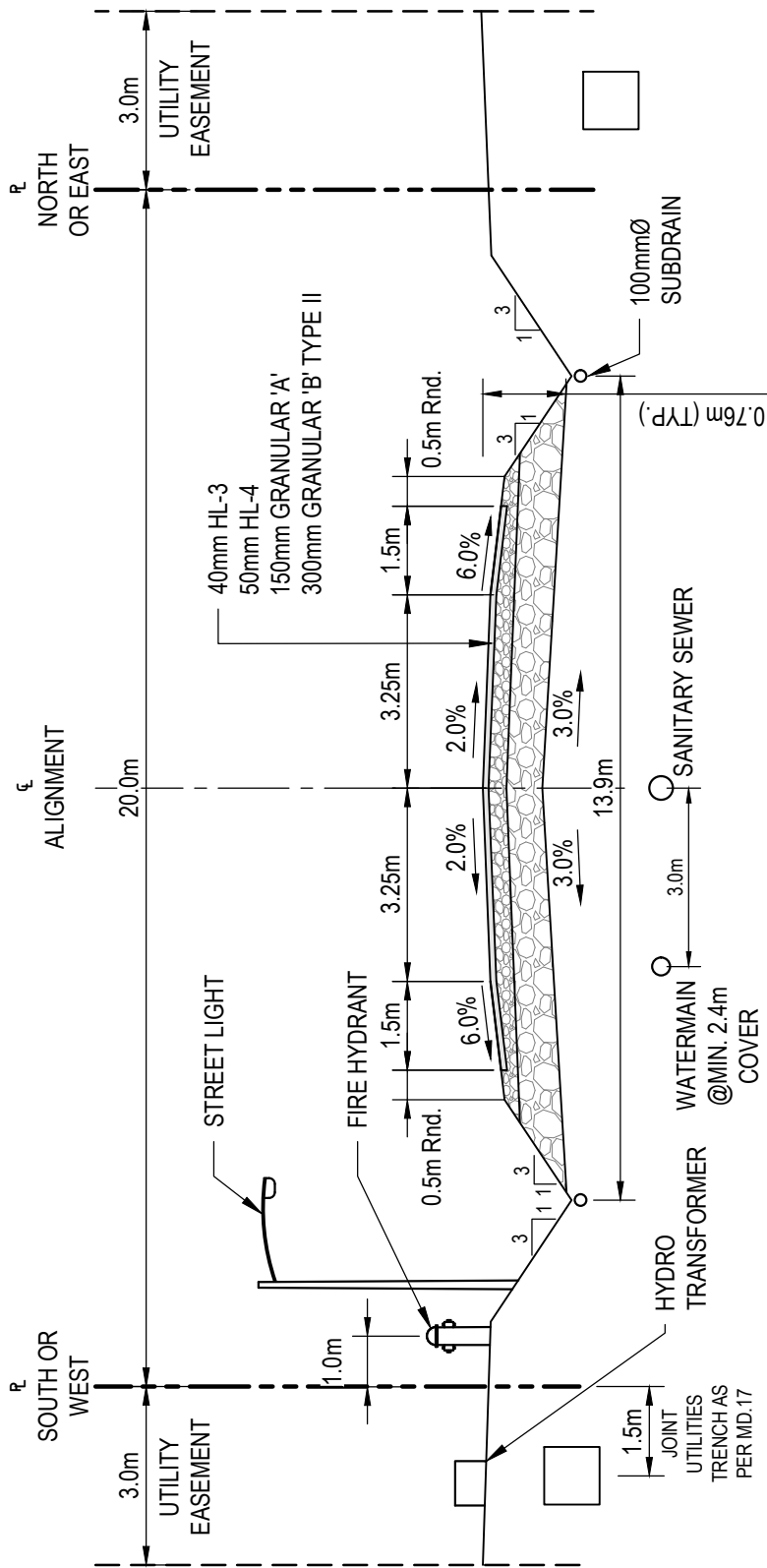
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NG.3



**SOUTH GLENGARRY
 URBAN ROADWAY
 TYPICAL CROSS-SECTION**

SCALE: N.T.S.
DATE: 2025/05/30
DRAWING NO. SG.1



SOUTH GLENGARRY

Ontario's Celtic Heartland

**SOUTH GLENGARRY
RURAL ROADWAY
TYPICAL CROSS-SECTION**

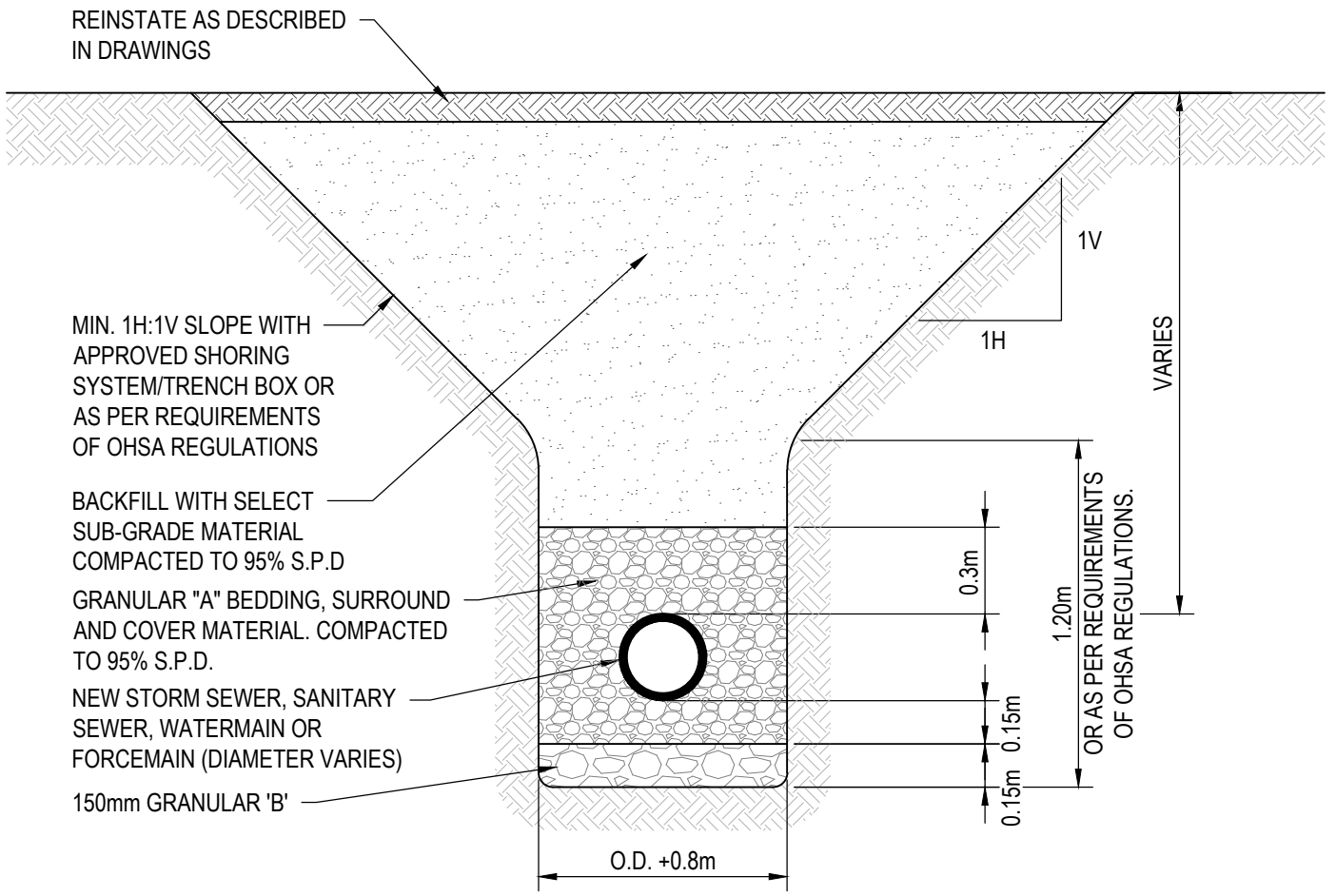
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DATE:
2025/05/30

DRAWING NO.

SG.2

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TYPICAL TRENCH DETAIL

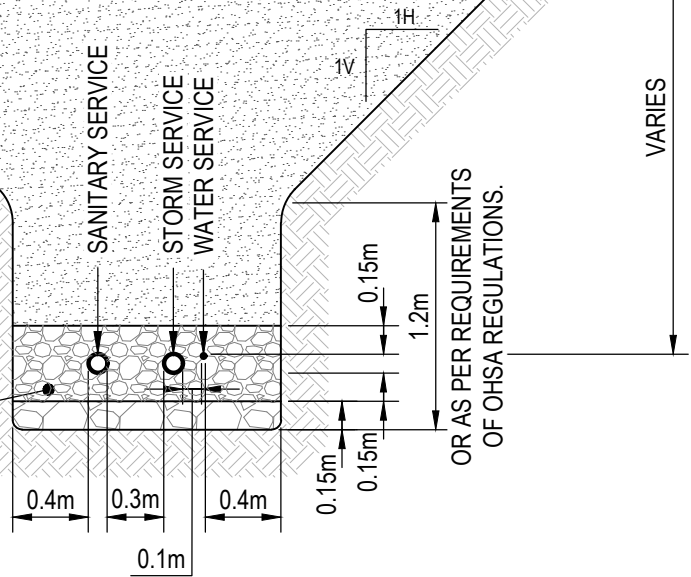
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DATE: 2025/05/30
DRAWING NO. MD.1

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REINSTATE AS DESCRIBED
IN DRAWINGS.

BACKFILL WITH SELECT
SUB-GRADE MATERIAL
COMPACTED TO 95% S.P.M.D.D
MIN. 1H:1V SLOPE WITH
APPROVED SHORING
SYSTEM/TRENCH BOX OR
AS PER REQUIREMENTS
OF OHS A REGULATIONS

BEDDING, SURROUND AND COVER
MATERIAL AS PER MD.1.



TRENCH DETAIL -
SINGLE SERVICE CONNECTION

SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.2

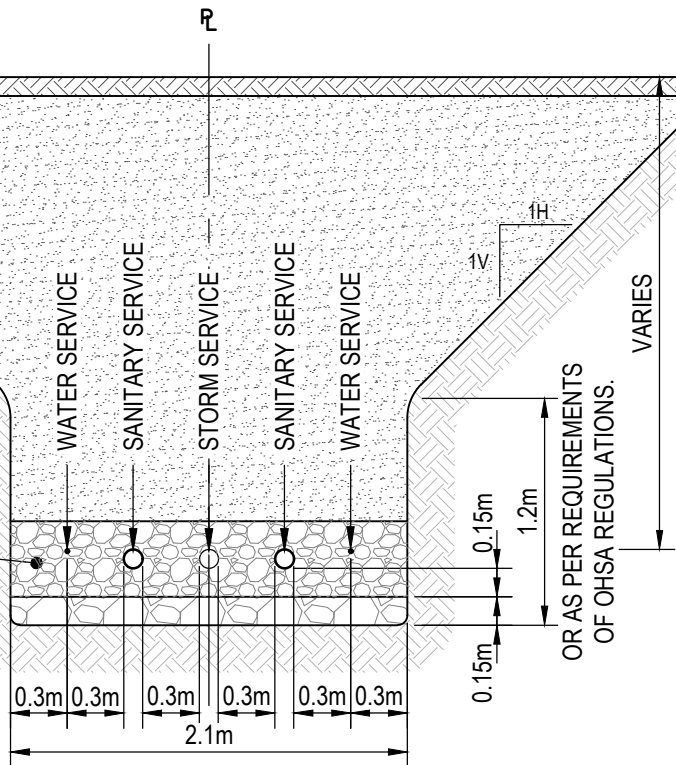
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REINSTATE AS DESCRIBED
IN DRAWINGS.

BACKFILL WITH SELECT
SUB-GRADE MATERIAL
COMPACTED TO 95% S.P.D

MIN. 1H:1V SLOPE WITH
APPROVED SHORING
SYSTEM/TRENCH BOX OR AS
PER REQUIREMENTS OF
OHS REGULATIONS

BEDDING, SURROUND AND COVER
MATERIAL AS PER MD.1.



TRENCH DETAIL - DOUBLE SERVICE CONNECTION

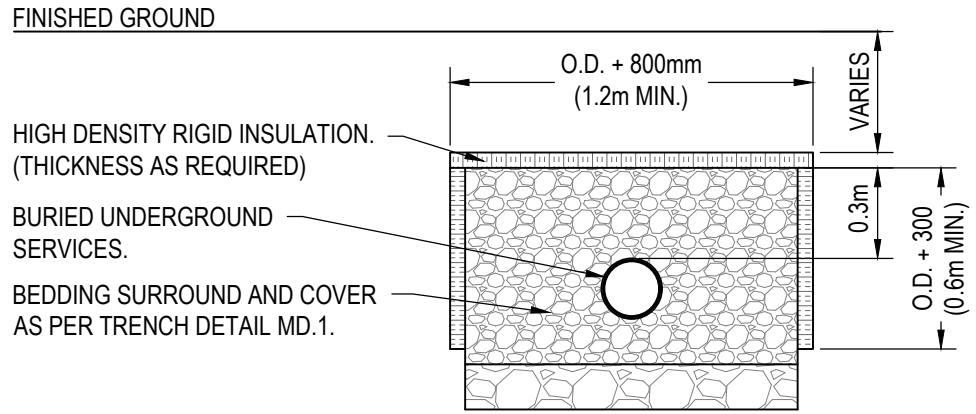
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DATE:
2025/05/30

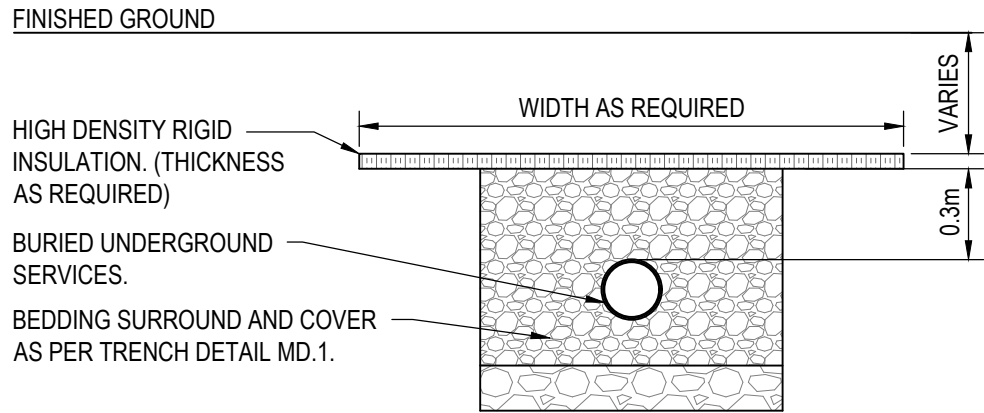
DRAWING NO.

MD.3

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TYPE 'A'



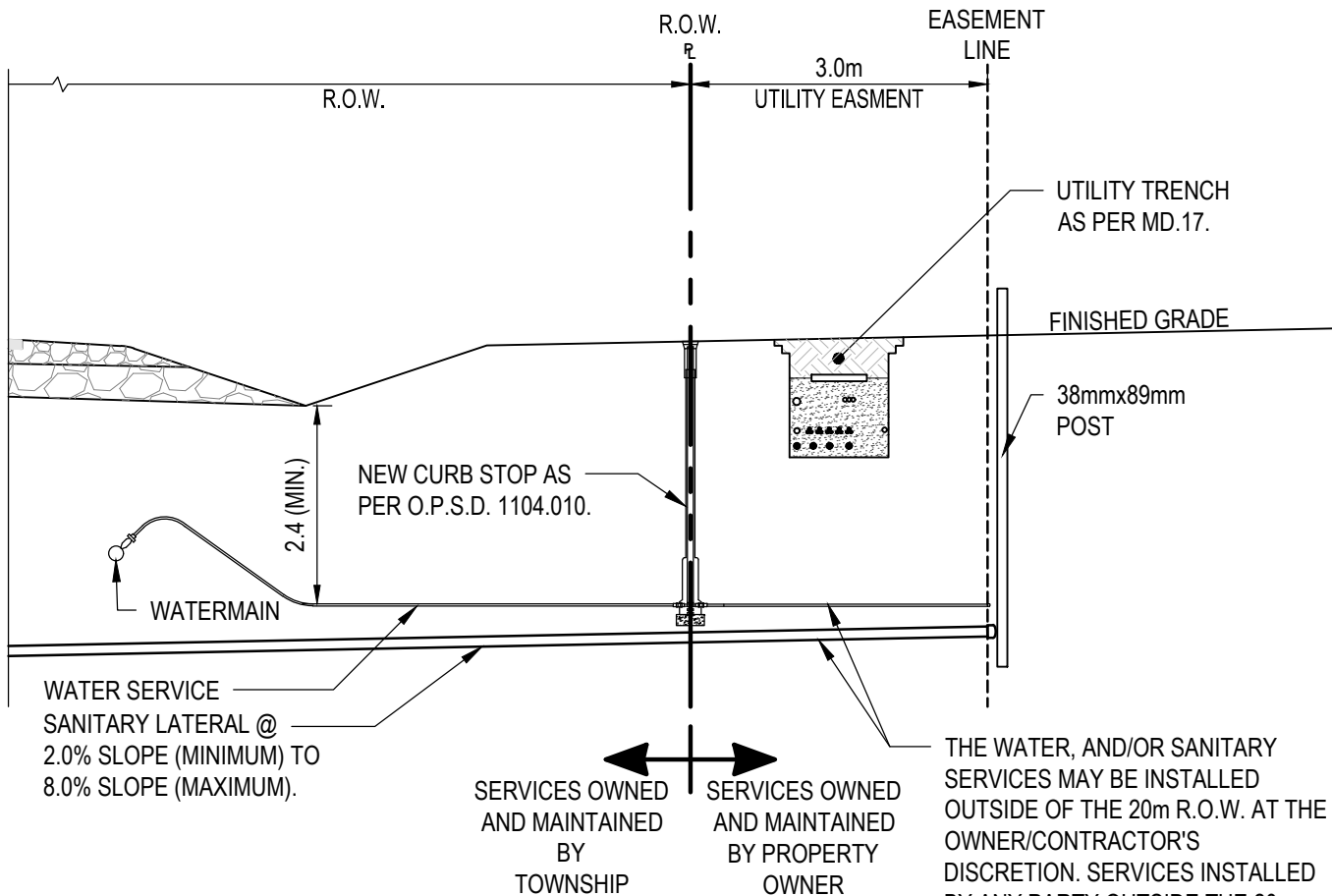
TYPE 'B'



FROST PROTECTION DETAIL

SCALE: N.T.S.
DATE: 2025/05/30
DRAWING NO. MD.4

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NOTE:
ALL BURIED SERVICES WITH LESS THAN 2.4m OF COVER SHALL BE INSULATED AS PER MD.2, AS REQUIRED TO ACHIEVE FROST PROTECTION.

THE WATER, AND/OR SANITARY SERVICES MAY BE INSTALLED OUTSIDE OF THE 20m R.O.W. AT THE OWNER/CONTRACTOR'S DISCRETION. SERVICES INSTALLED BY ANY PARTY OUTSIDE THE 20m R.O.W. WILL NOT BE OWNED NOR MAINTAINED BY THE TOWNSHIP



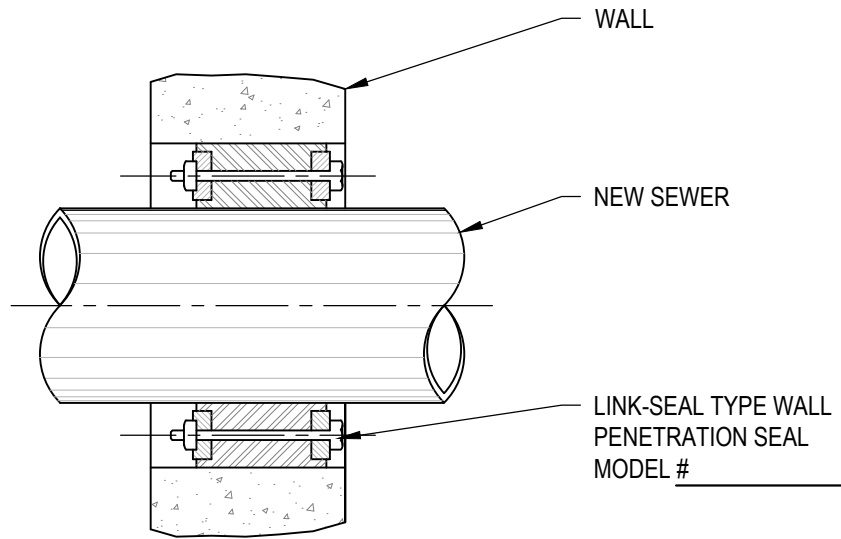
R.O.W. RURAL LOT SERVICING DETAIL

SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.5



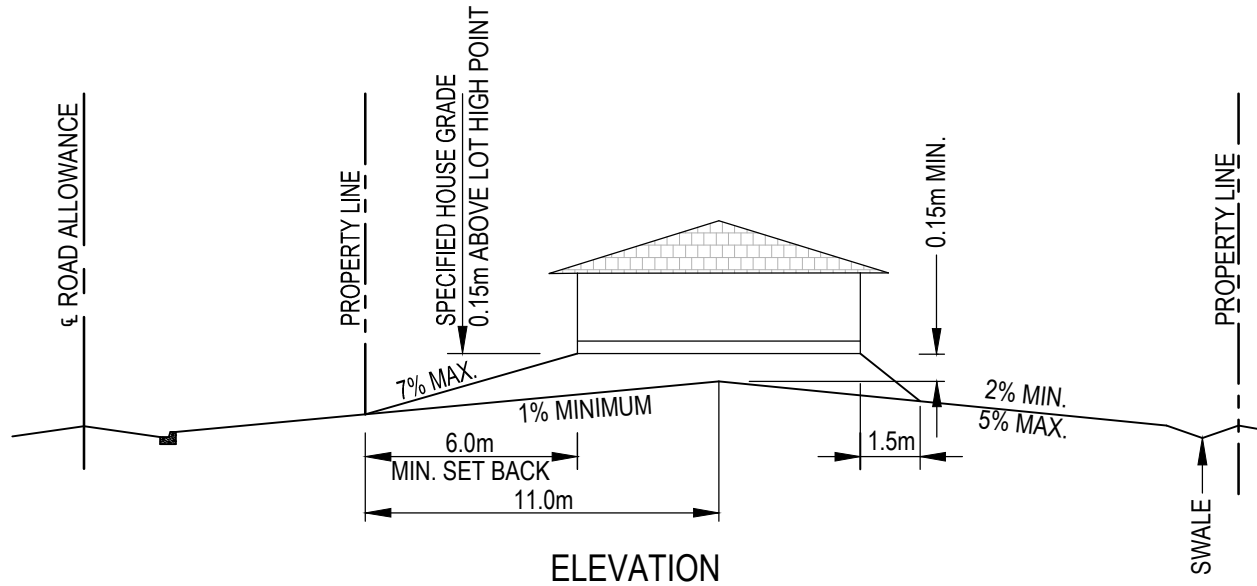
LINK-SEAL DETAIL

SCALE:
N.T.S.

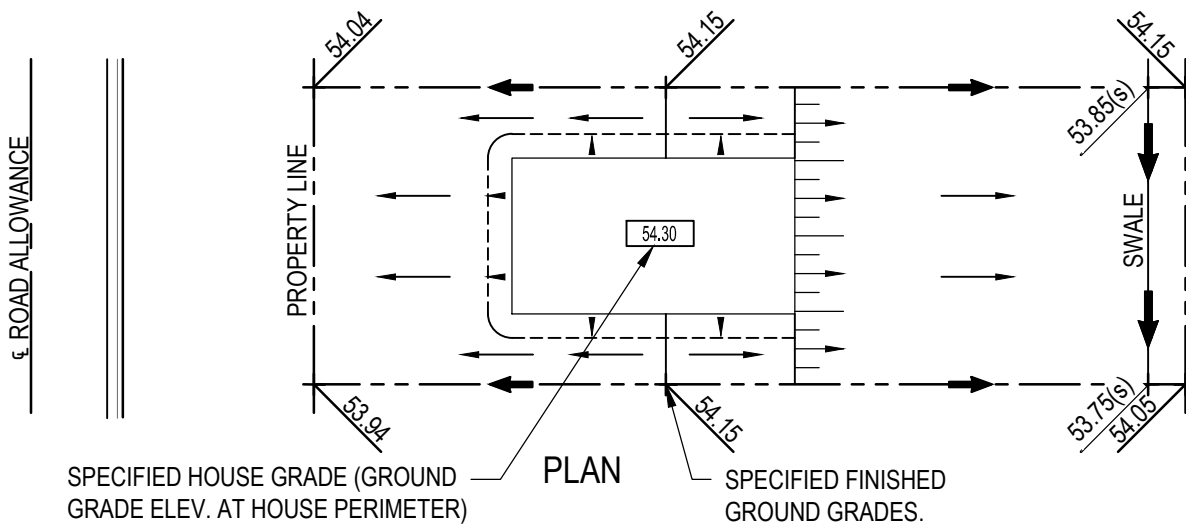
DATE:
2025/05/30

DRAWING NO.

MD.6



ELEVATION



PLAN

NOTES

1. FOR ALL LOTS, THE HOUSING DEVELOPER SHALL BASE THEIR DESIGN ON THE 'AS-BUILT' SERVICE LOCATION SHEETS AND MAINTAIN A MINIMUM STORM AND SANITARY SERVICE SLOPE OF 2.0% ON PRIVATE PROPERTY.
2. FOR ALL LOTS, THE HOUSING DEVELOPER SHALL REFER TO EXISTING AND FINISHED GRADE AND DETERMINE IF AND QUANTITY OF STRUCTURAL FILL REQUIRED.



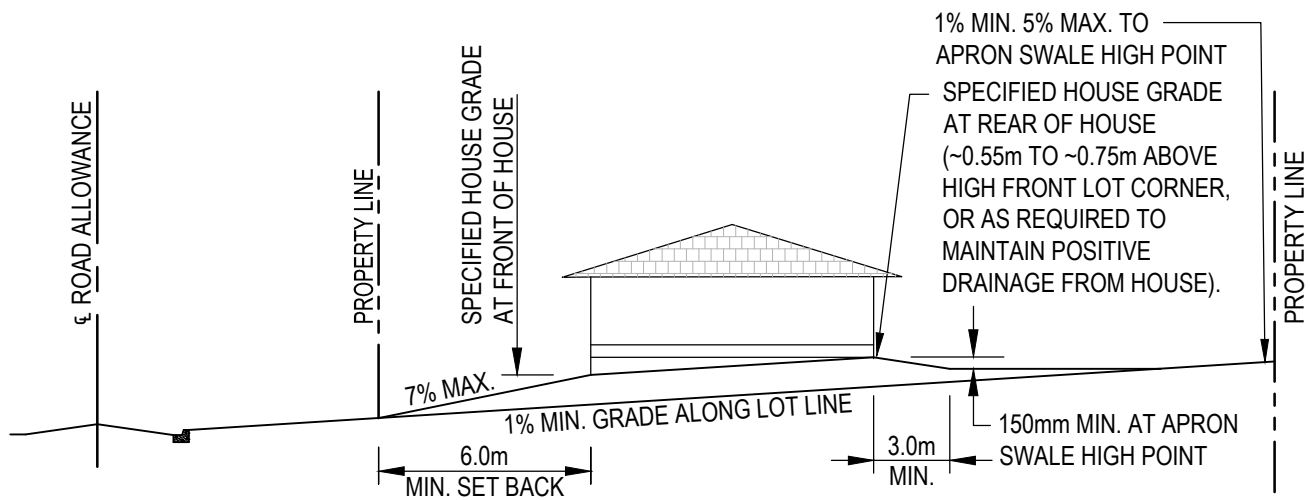
TYPICAL SPLIT LOT GRADING

SCALE:
N.T.S.

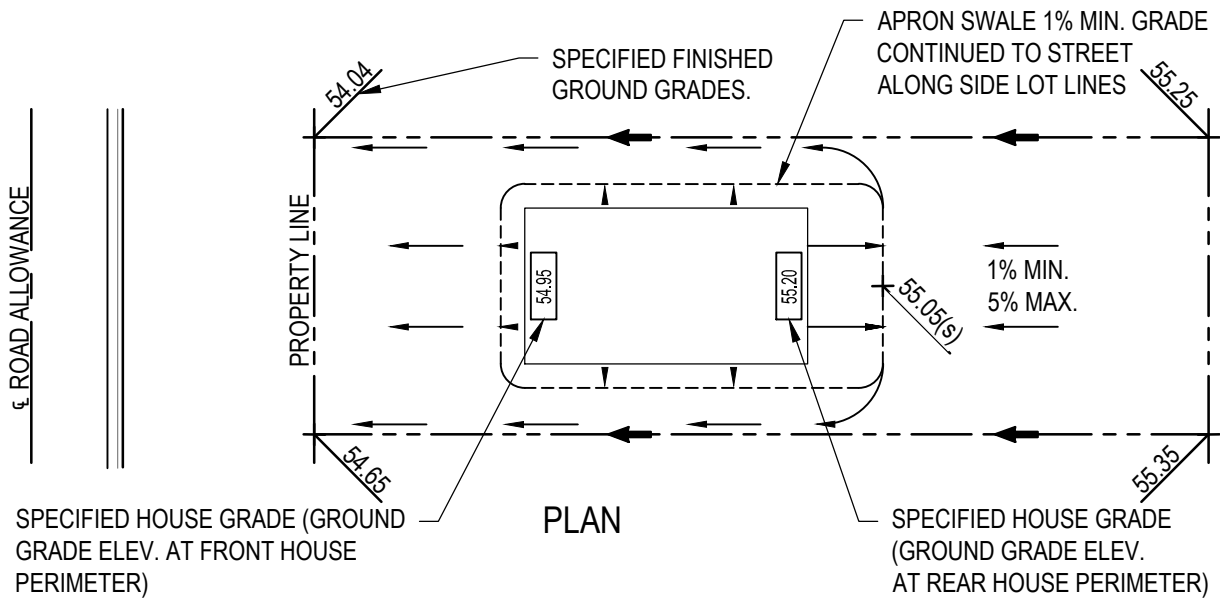
DATE:
2025/08/22

DRAWING NO.

MD.7



ELEVATION



PLAN

NOTES

1. FOR ALL LOTS, THE HOUSING DEVELOPER SHALL BASE THEIR DESIGN ON THE 'AS-BUILT' SERVICE LOCATION SHEETS AND MAINTAIN A MINIMUM STORM AND SANITARY SERVICE SLOPE OF 2.0% ON PRIVATE PROPERTY.
2. FOR ALL LOTS, THE HOUSING DEVELOPER SHALL REFER TO EXISTING AND FINISHED GRADE AND DETERMINE IF AND QUANTITY OF STRUCTURAL FILL REQUIRED.



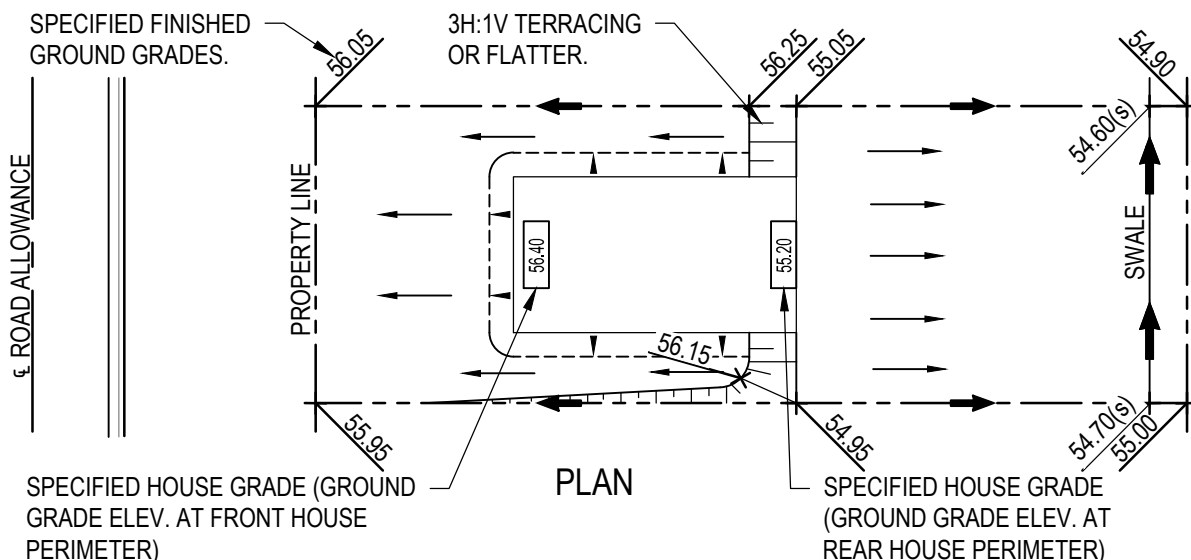
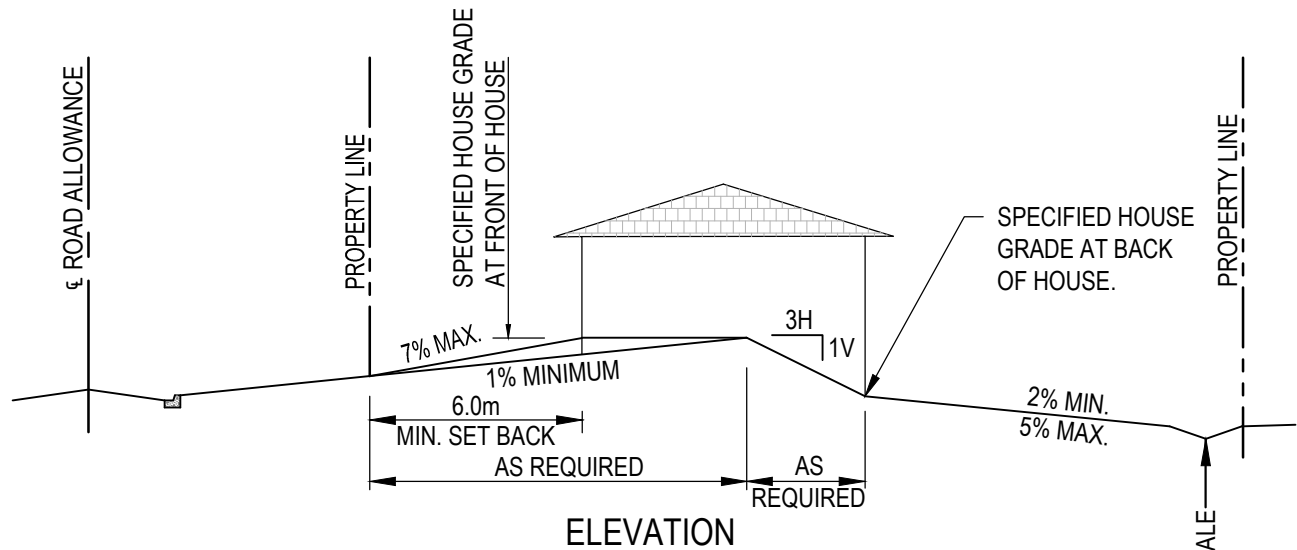
TYPICAL BACK TO FRONT LOT GRADING

SCALE:
N.T.S.

DATE:
2025/08/22

DRAWING NO.

MD.8



NOTES

1. FOR ALL LOTS, THE HOUSING DEVELOPER SHALL BASE THEIR DESIGN ON THE 'AS-BUILT' SERVICE LOCATION SHEETS AND MAINTAIN A MINIMUM STORM AND SANITARY SERVICE SLOPE OF 2.0% ON PRIVATE PROPERTY.
2. FOR ALL LOTS, THE HOUSING DEVELOPER SHALL REFER TO EXISTING AND FINISHED GRADE AND DETERMINE IF AND QUANTITY OF STRUCTURAL FILL REQUIRED.



TYPICAL WALKOUT BASEMENT LOT GRADING

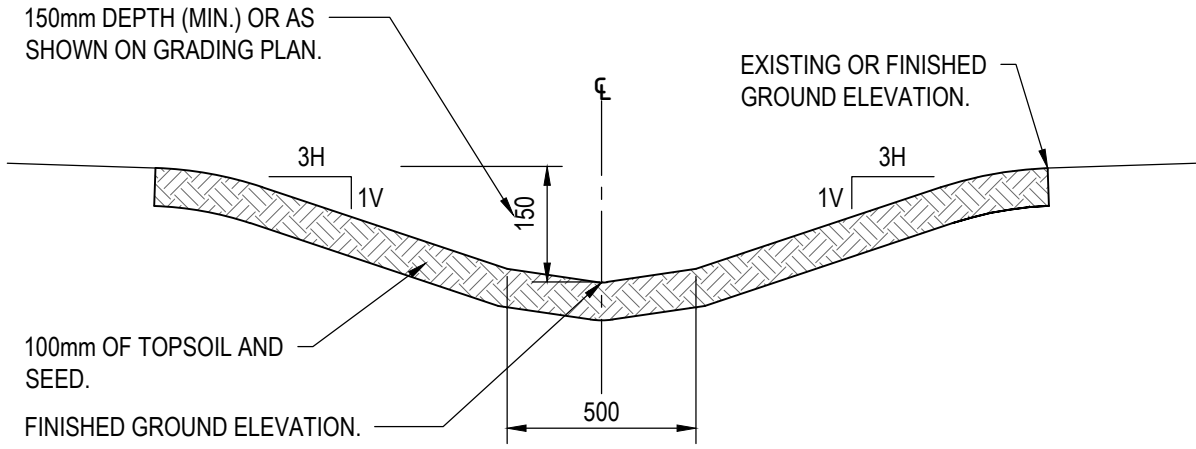
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DATE:
2025/08/22

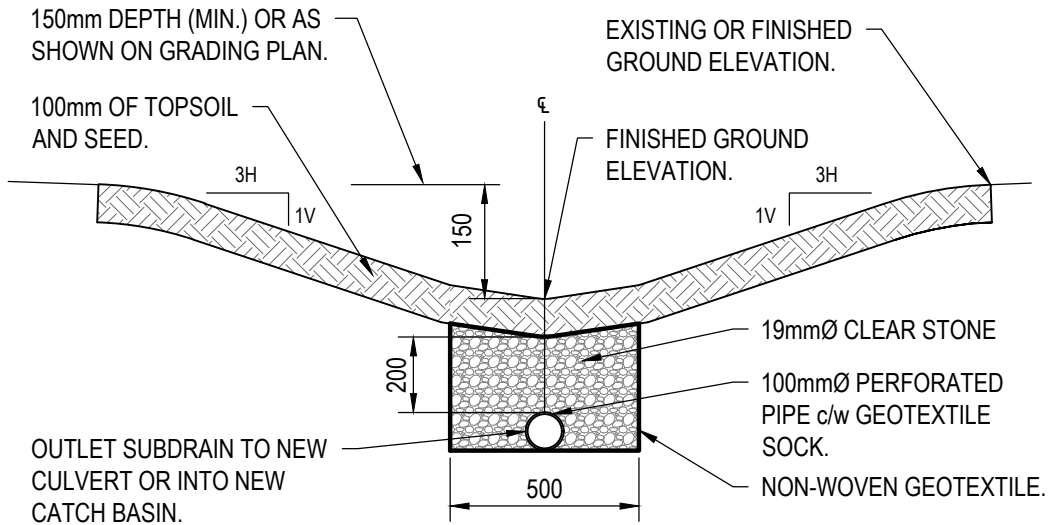
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MD.9

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TYPICAL SWALE DETAIL
SCALE: N.T.S.



TYPICAL SWALE c/w SUBDRAIN DETAIL
SCALE: N.T.S.



SWALE DETAIL

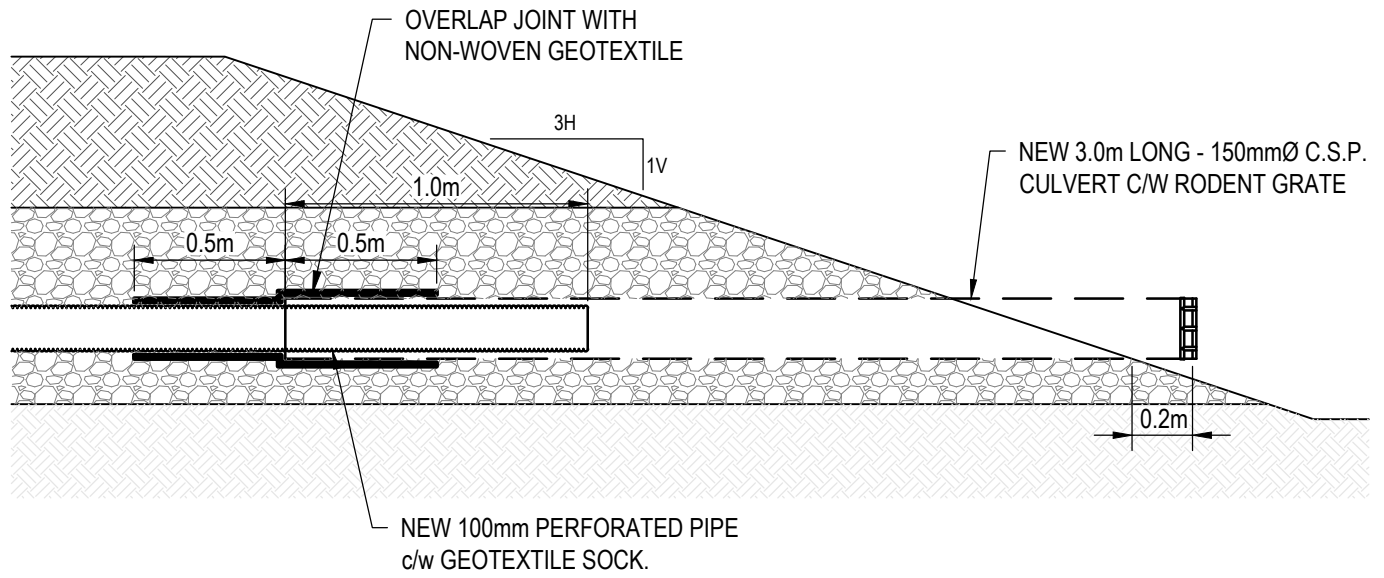
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.10

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:38pm BY: (Francois.Lafleur)



PERFORATED SUBDRAIN OUTLET DETAIL

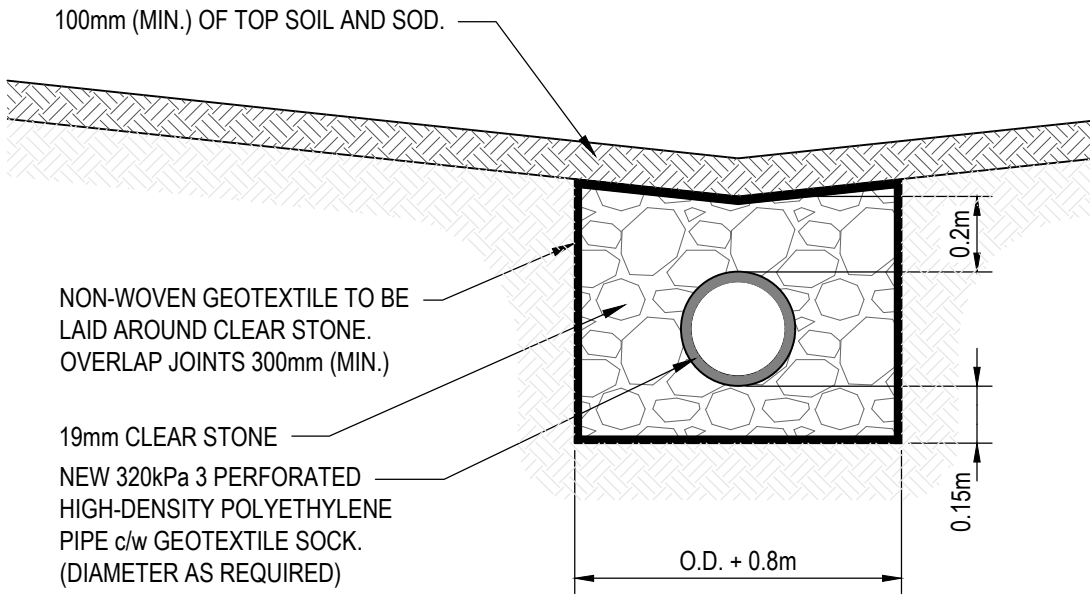
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.11

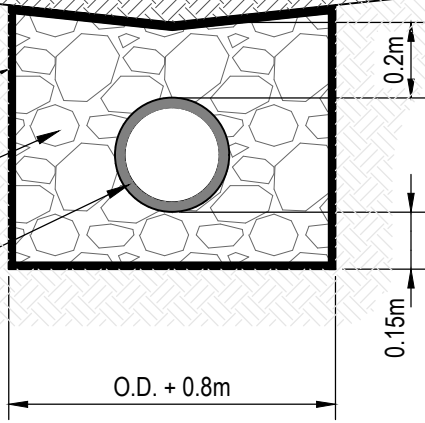
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100mm (MIN.) OF TOP SOIL AND SOD.

NON-WOVEN GEOTEXTILE TO BE LAID AROUND CLEAR STONE. OVERLAP JOINTS 300mm (MIN.)

19mm CLEAR STONE
NEW 320kPa 3 PERFORATED HIGH-DENSITY POLYETHYLENE PIPE c/w GEOTEXTILE SOCK. (DIAMETER AS REQUIRED)

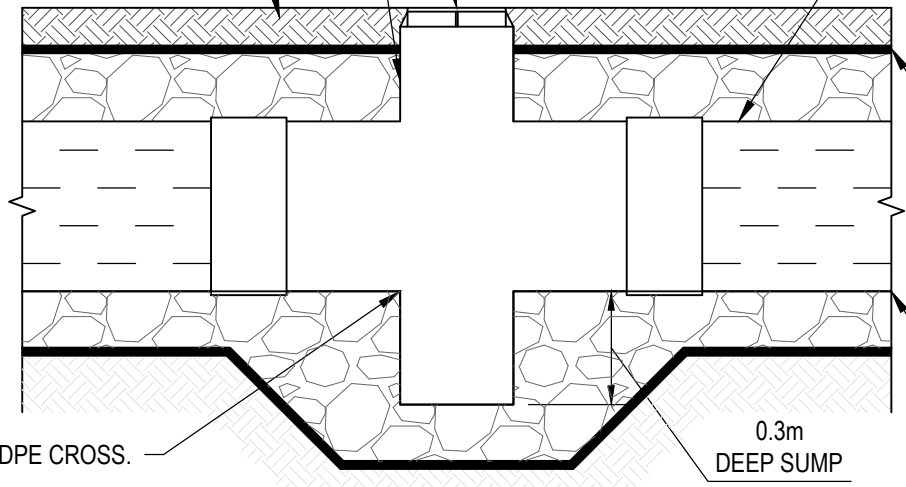


300mmØ CAST IRON CATCH BASIN GRATE (LOCATION TO MATCH PLAN VIEW)

300mmØ HDPE PIPE (LENGTH TO MATCH DESIGN GRADE).

100mm (MIN.) OF TOP SOIL AND SOD.

NEW 320kPa 3 PERFORATED HIGH-DENSITY POLYETHYLENE PIPE c/w GEOTEXTILE SOCK. (DIAMETER AS REQUIRED)



NON-WOVEN GEOTEXTILE TO BE LAID AROUND CLEAR STONE. OVERLAP JOINTS 300mm (MIN.)

CULVERT INVERT TO MATCH DESIGN GRADE.

HDPE CROSS.

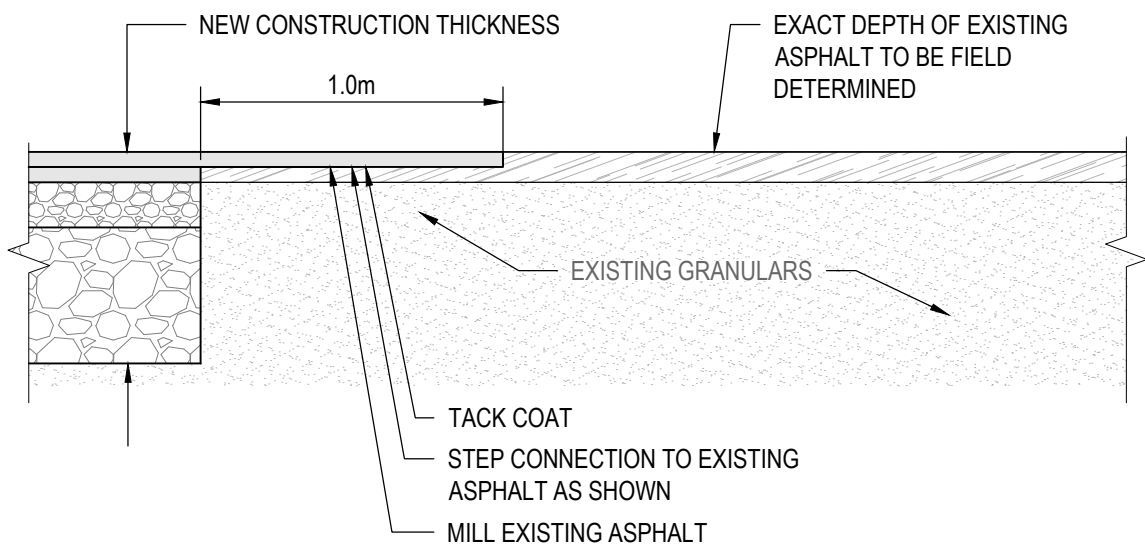
0.3m DEEP SUMP



DITCH INFILL DETAILS

SCALE: N.T.S.
DATE: 2025/05/30
DRAWING NO. MD.12

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:46pm BY: (Francois.Lafleur)



STEP CONNECTION DETAIL

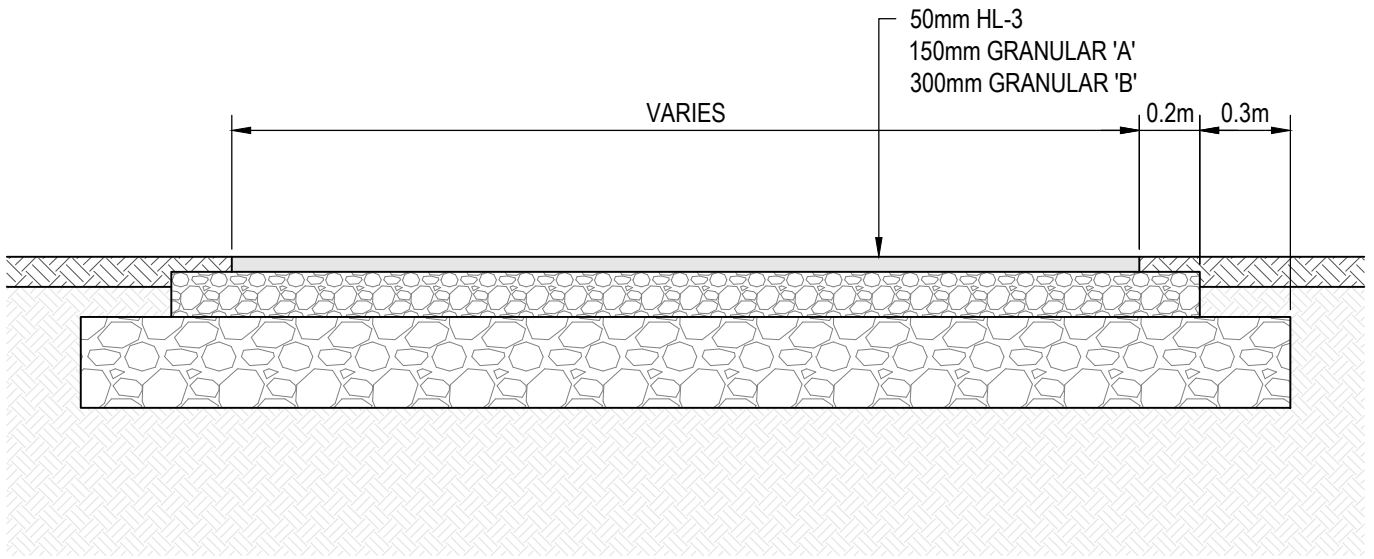
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.13

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:47pm BY: (Francois.Lafleur)



ASPHALT PATHWAY DETAIL

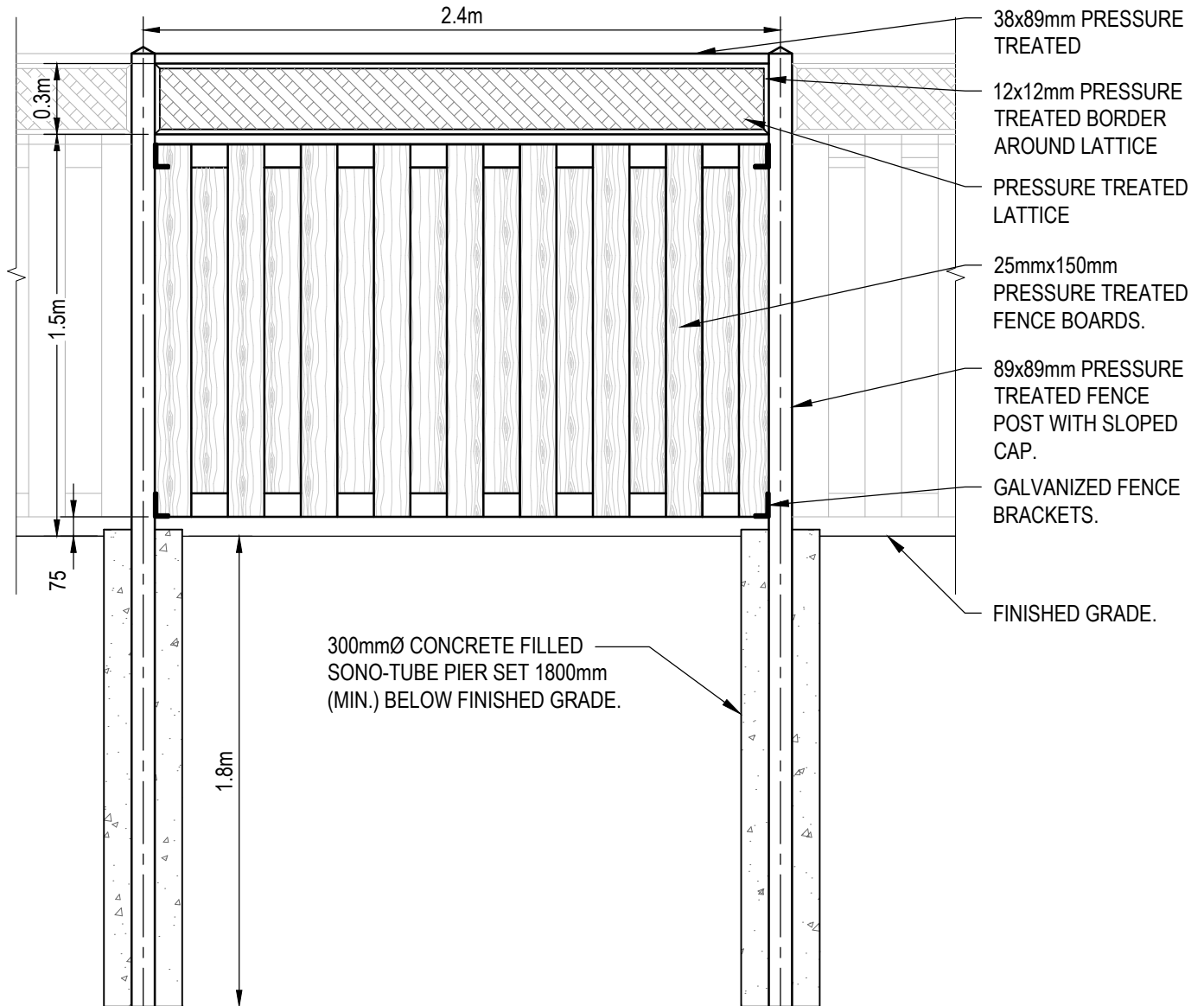
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.14

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:47pm BY: (Francois.Lafleur)



WOOD SCREENING FENCE

SCALE:
N.T.S.

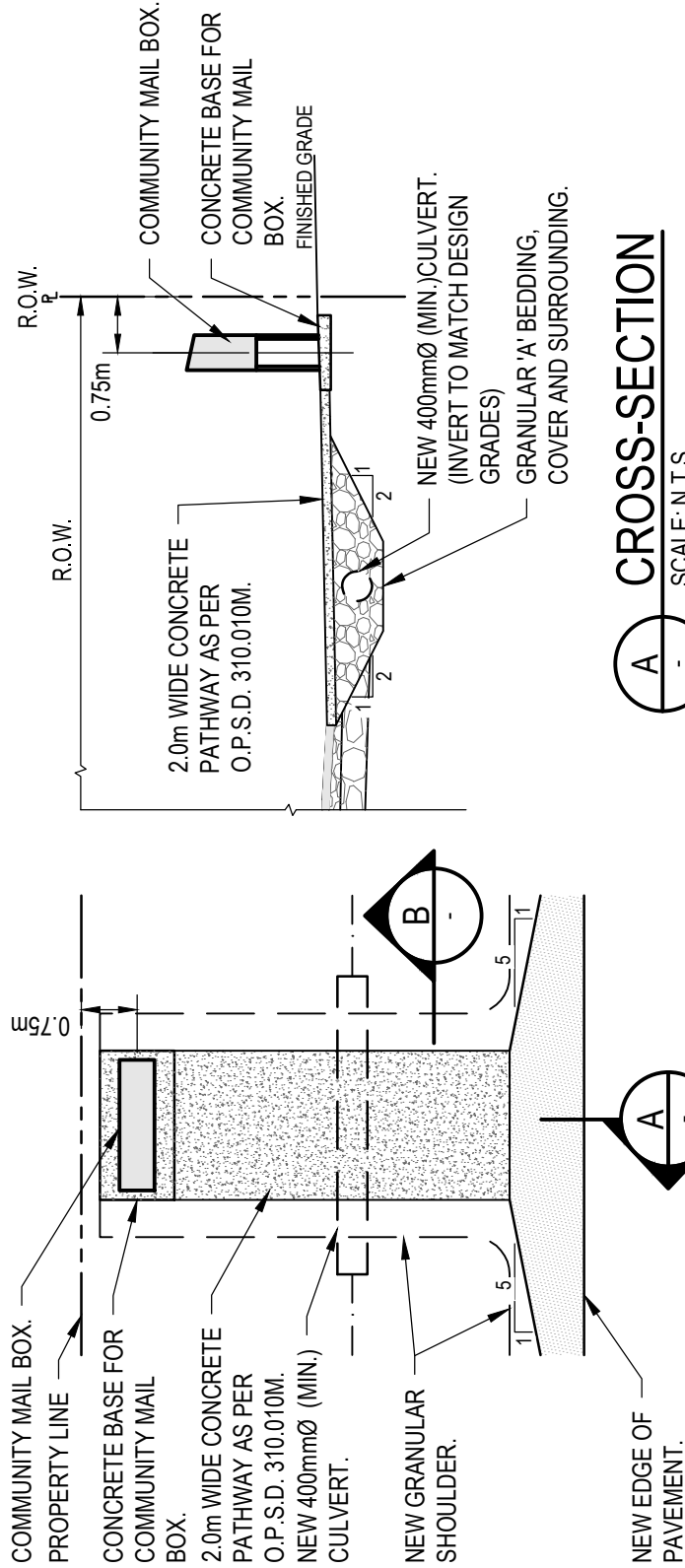
DATE:
2025/05/30

DRAWING NO.

MD.15



COMMUNITY MAILBOX DETAIL

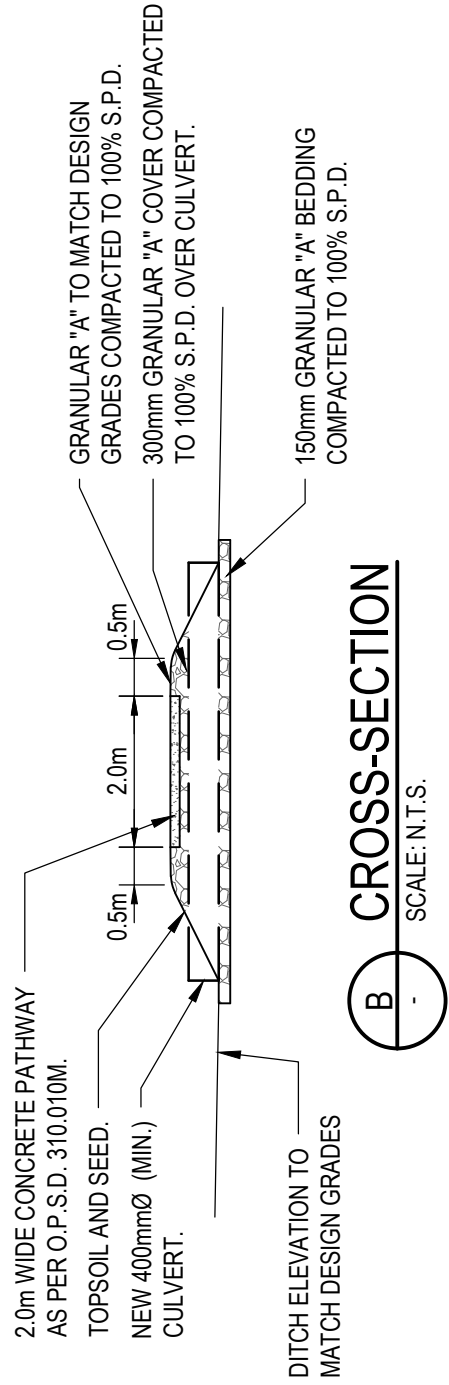


PLAN VIEW

SCALE: N.T.S.

A CROSS-SECTION

SCALE: N.T.S.



B CROSS-SECTION

SCALE: N.T.S.

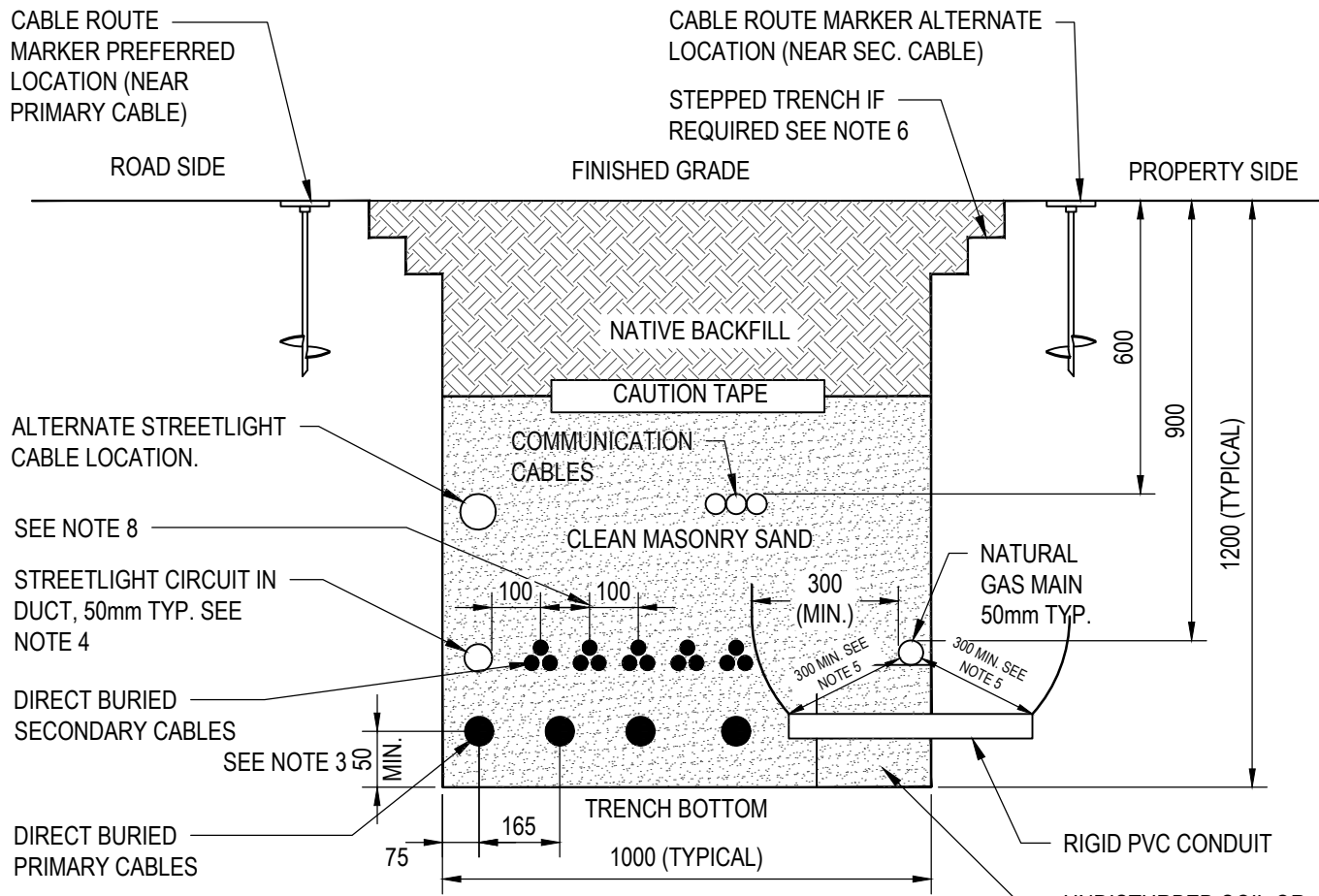
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.16

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:49pm BY: Francois.Lafleur



NOTES:

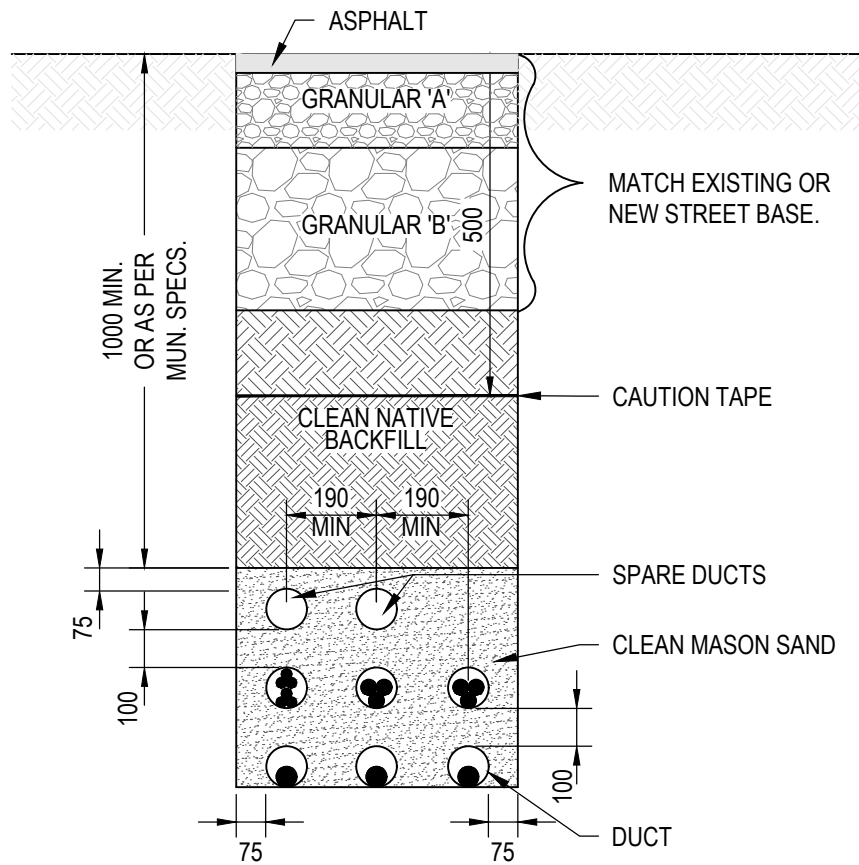
1. ALL DIMENSIONS ARE IN mm UNLESS STATED OTHERWISE.
2. ALL SEPARATIONS AND DEPTHS OF BURIAL ARE MINIMUM.
3. IN THE PRESENCE OF SHARP ROCK, DEBRIS OR RUBBLE, INCREASE SAND PADDING TO 100mm.
4. STREETLIGHT WIRE DUCT MAY BE INSTALLED AT A REDUCED BURIAL DEPTH, UP TO A MINIMUM DEPTH OF 600mm. SEPARATIONS TO SUPPLY CABLE BASED ON MAXIMUM STREETLIGHT DUCT DIAMETER OF 50mm.
5. MUST MAINTAIN 300mm MINIMUM FROM ALL EXPOSED SUPPLY CABLES TO GAS MAIN. WHEN CROSSING GAS MAIN AND IF 300mm OF CLEAR VERTICAL SEPARATION IS NOT ACHIEVABLE, SECONDARY CABLES SHALL BE INSTALLED IN SHORT LENGTH OF RIGID PVC CONDUIT.
6. CONSTRUCTION, STEPPING AND/OR SUPPORTING OF THE TRENCH WALL TO CONFORM TO THE REQUIREMENTS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT.
7. NON-REQUIRED CIRCUITS OR JOINT USE COMPONENTS MAY BE OMITTED PROVIDED THAT CLEARANCES AND SEPARATIONS ARE MAINTAINED. PRIMARY CABLES (IF PRESENT) MUST BE INSTALLED ON THE BOTTOM ROW OF SUPPLY CABLES. SECONDARY CABLE BUNDLES MAY BE SUBSTITUTED IN PLACE OF PRIMARY CABLE(S) WHEN REQUIRED.
8. INTERMITTENT CONTACT IS ALLOWABLE BETWEEN SECONDAY CABLES WHERE REQUIRED.



JOINT UTILITY TRENCH DETAIL

SCALE: N.T.S.
DATE: 2025/05/30
DRAWING NO. MD.17

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:52pm BY: (Francois.Lafleur)



UTILITY TRENCH ROAD CROSSING DETAIL

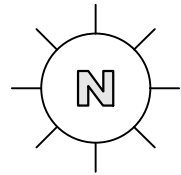
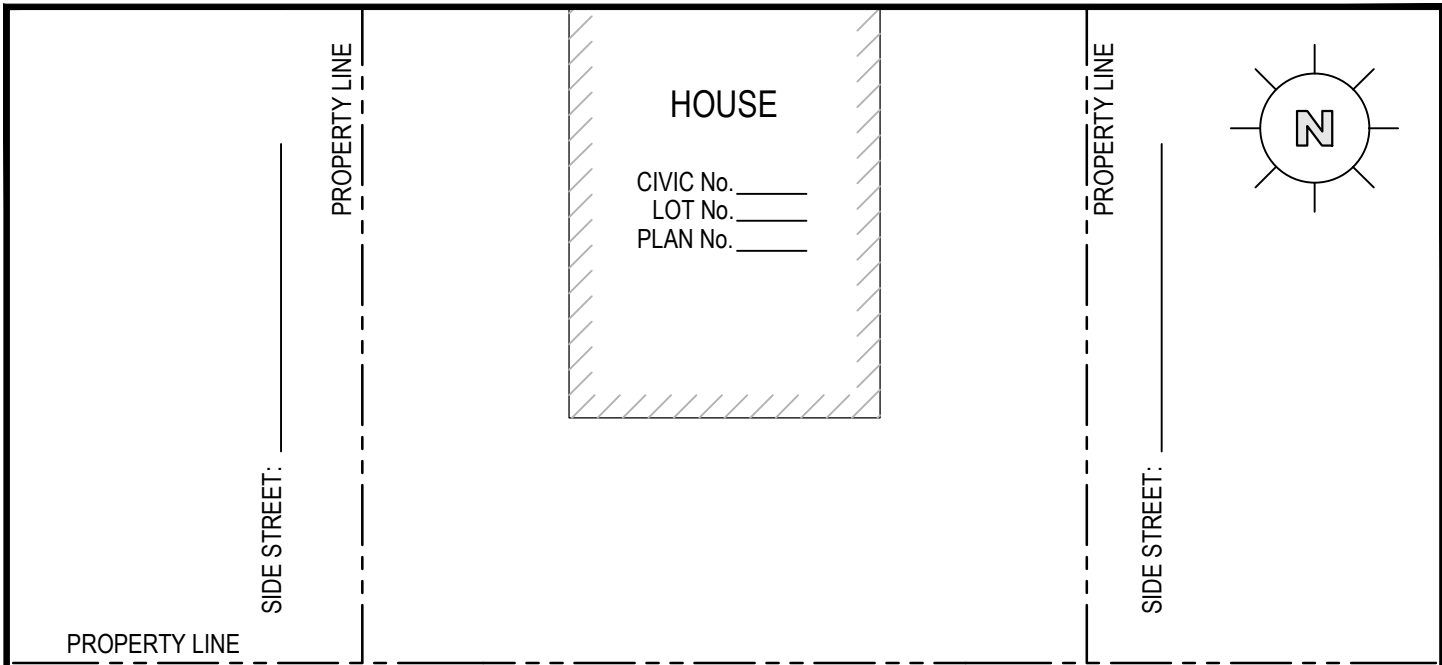
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.18

M:\2022\22239 - SDG Subdivision Manual\6.0 Dwg\6.2 Civil\3.0 Non-production\22239-MD-1-20.dwg May 29, 2025-2:53pm BY: (Francois.Lafleur)



EDGE OF ROAD (ASPHALT)

STREET NAME

SANITARY

MATERIAL: _____

COLOUR: _____

SIZE: _____

INVERT: _____

STORM

MATERIAL: _____

COLOUR: _____

SIZE: _____

INVERT: _____

WATER

MATERIAL: _____

SIZE: _____

INVERT: _____

REQUIRED CULVERT DIA.: _____
(IF APPLICABLE)

NOTES:

- 1. SHOW PLAN LOCATION OF SEWERS AND WATERMANS. SPECIFY TYPE AND SIZE. USE SYMBOLS INDICATED HERE:
 STORM SEWER _____
 SANITARY SEWER _____
 WATERMAIN _____
- 2. TO DISTINGUISH BETWEEN THE SERVICES AT LOT LINE USE THE FOLLOWING COLOR CODE:
 STORM SEWER.....GREEN
 SANITARY SEWER.....RED
 WATERMAIN.....BLUE
- 3. SPECIFY A GEODETIC ELEVATION OF THE SANITARY, STORM AND WATER SERVICE AT LOT LINE.

THIS FORM WAS PREPARED BY: _____

DATE: _____





SERVICE LOCATION SHEET
NEW DEVELOPMENT

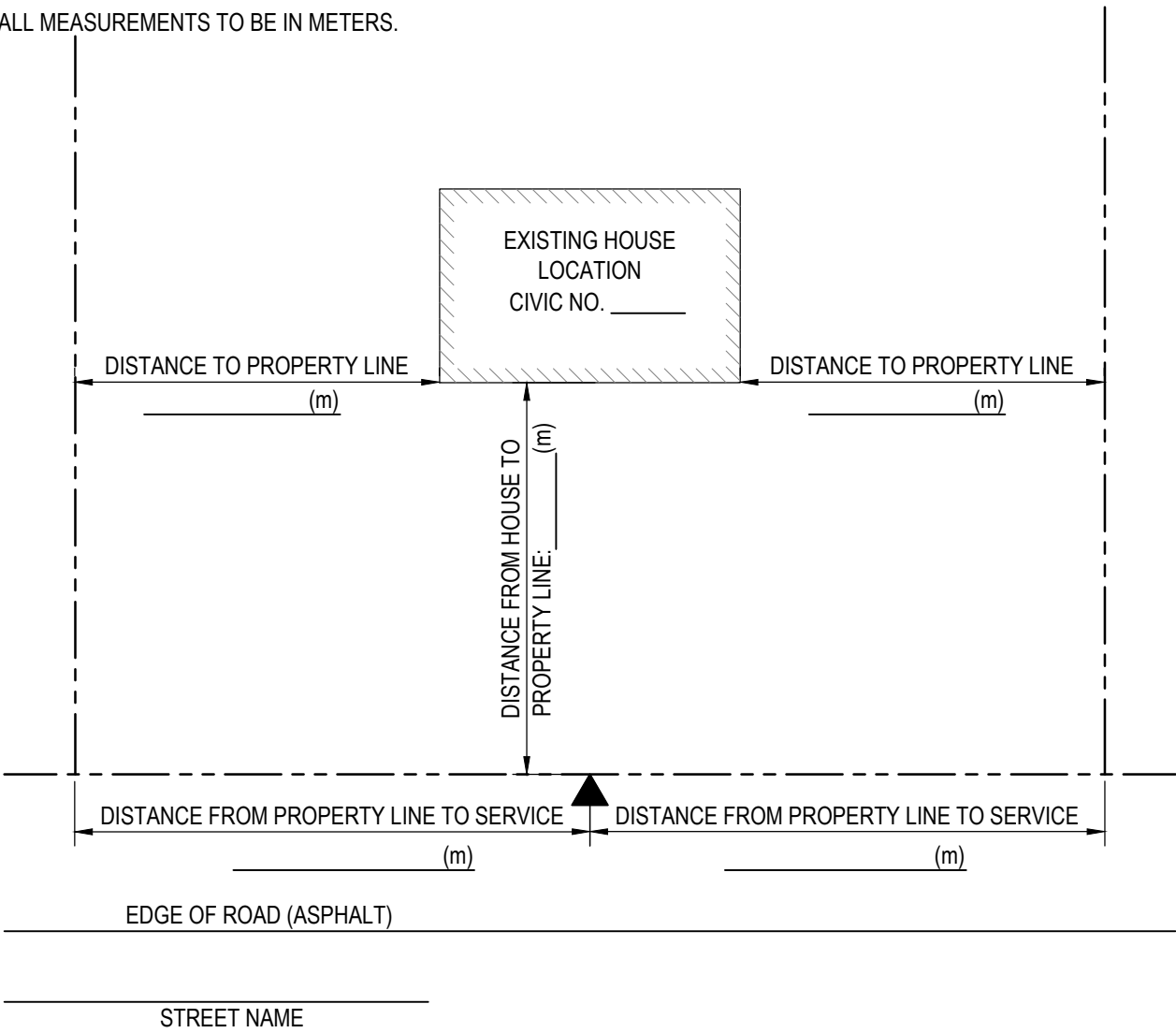
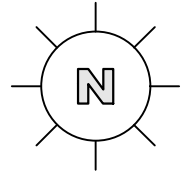
SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

MD.19

- 1) LOCATE NEW WATER SERVICE LOCATION (ON PROPERTY LINE) WITH A
- 2) LOCATE WELL WITH A 
- 3) LOCATE SEPTIC SYSTEM WITH A 
- 4) ALL MEASUREMENTS TO BE IN METERS.



THIS FORM WAS PREPARED BY: _____

DATE: _____



SERVICE LOCATION SHEET
EXISTING DEVELOPMENT

SCALE:
N.T.S.

DATE:
2025/05/30

DRAWING NO.

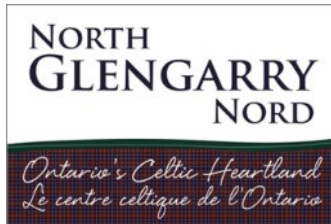
MD.20

Appendix “E”

Typical Subdivision Agreement

Appendix “F”

Typical Site Plan Agreement



STAFF REPORT TO COUNCIL

Report No: PW-2025-22

October 27, 2025

From: Timothy Wright, Director of Public Works

RE: Winter Maintenance Agreement with United Counties of SDG

Recommended Motion:

THAT Council authorizes the Mayor and Chief Administrative Officer (CAO) to enter into a Winter Maintenance Agreement with the Corporation of the United Counties of Stormont, Dundas, and Glengarry on behalf of the Township of North Glengarry

Background / Analysis:

The Township and the United Counties of SDG have negotiated a mutual winter maintenance agreement for reciprocal road maintenance services. Under this agreement, the Township will perform winter maintenance on four County roads (SDG Roads 21, 30, 43, and 46) totaling 34.7 lane kilometers, while the County will maintain two Township roads (Power Dam Road and McCormick Road) totaling 23.7 lane kilometers

Financial Implications:

The County will compensate the Township through two annual payments: \$13,855.71 by December 31 and \$32,329.99 by April 30, with annual CPI adjustments. The Township will also invoice separately for winter control materials based on proportional usage. All winter maintenance activities will be performed in accordance with Ontario Regulation 239/02 Minimum Maintenance Standards.

The agreement is effective upon execution and continues until April 30, 2030, with termination provisions allowing either party to withdraw with 30 days' notice during the May 1 to August 31 period.

Attachments & Relevant Legislation:

Municipal Act, 2001, S.O. 2001, c. 25

Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways
2025 Winter Maintenance Agreement with United Counties of SDG

Others Consulted:

Trevor Baker – Manager of Operations SDG

Michel Currier – Manager of Transportation NG

Reviewed and Approved by:

Tim Simpson, CAO

WINTER MAINTENANCE AGREEMENT

BETWEEN:

The Corporation of the United Counties of Stormont, Dundas, and Glengarry
hereinafter the "**County**"
OF THE FIRST PART

- AND -

The Corporation of the Township of North Glengarry
hereinafter the "**Township**"
OF THE SECOND PART

WHEREAS:

1. The County is the owner of SDG County Road 21, SDG County Road 30, SDG County Road 43, and SDG County Road 46, legally described as referenced in "Schedule A"; and,
2. The County desires that the Township annually perform winter maintenance on SDG County Road 21, SDG County Road 30, SDG County Road 43, and SDG County Road 46, in the locations physically described in "Schedule A".
3. The Township is the owner of Power Dam Road and McCormick Road, legally described as referenced in "Schedule A"; and,
4. The Township desires that the County annually perform winter maintenance on Power Dam Road and McCormick Road in the location physically described in "Schedule A".

NOW THEREFORE IN CONSIDERATION of the rents reserved and the covenants contained in this Agreement on the part of the County and the Township:

5. The Township and County agree to perform the following services from the third Monday of November to the third Monday of April, annually:
6. The Township agrees to perform the winter maintenance on SDG County Roads per the following terms and conditions:
 - 6.1. In accordance with the Minimum Maintenance Standards for Municipal Highways (O. Reg 239/02):
 - 6.1.1. Patrol highways to check for conditions described in the regulation
 - 6.1.2. Address snow accumulation as specified in the regulation
 - 6.1.3. Treat the roadway to address ice formation on roadways as specified in the regulation
 - 6.2. Notify the County as soon as practicable of any major road or drainage defects that are observed during patrol that need correcting. i.e. Signage deficiencies, washouts, potholes, etc.
7. The County agrees to perform the following services on SDG County Roads:
 - 7.1. Drainage maintenance, including the clearing of ditches, catch basins and storm drains; and,
 - 7.2. Road surface maintenance, including the repairing of potholes, cracks and depressions; and,
 - 7.3. All other maintenance standards not referenced herein and not directly associated with winter maintenance

8. The County agrees to perform the winter maintenance on Township Roads per the following terms and conditions:
 - 8.1. In accordance with the Minimum Maintenance Standards for Municipal Highways (O. Reg 239/02):
 - 8.1.1. Patrol highways to check for conditions described in the regulation
 - 8.1.2. Address snow accumulation as specified in the regulation
 - 8.1.3. Treat the roadway to address ice formation on roadways as specified in the regulation
 - 8.2. Notify the Township as soon as practicable of any major road or drainage defects that are observed during patrol that need correcting. i.e. signage, washout, potholes, etc.
9. The Township agrees to perform the following services on Township Roads:
 - 9.1. Drainage maintenance, including the clearing of ditches, catch basins and storm drains; and,
 - 9.2. Road surface maintenance, including the repairing of potholes, cracks and depressions.
 - 9.3. All other maintenance standards not referenced herein and not directly associated with winter maintenance
10. It is agreed that the standard of service to be provided herein shall be pursuant to the most current Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.
11. It is agreed that the cost of the services performed by each party on the respective roads provided herein shall be as outlined in "Schedule B".
12. The Township indemnifies and saves harmless the County from all liability, all manner of actions, causes of action, suits, claims, demands and costs whatsoever arising from any actions of the Township, its employees or agents done in pursuance of this Agreement.
13. The County indemnifies and saves harmless the Township from all liability, all manner of actions, causes of action, suits, claims, demands and costs whatsoever arising from any actions of the County, its employees or agents done in pursuance of this Agreement.
14. Each Party at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide evidence of:
 - 14.1. **Municipal General Liability Insurance** issued on an occurrence basis for an amount of not less than \$25,000,000 per occurrence / \$25,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

Such insurance shall add the Corporation of the United Counties of Stormont, Dundas, and Glengarry / Corporation of the Township of North Glengarry as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Counties / Municipality.

14.2. **Automobile Liability Insurance** with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$25,000,000 inclusive for each and every loss.

14.3. **Environmental Impairment Liability** with a limit of not less than \$2,500,000 per claim / \$5,000,000 annual aggregate. Coverage shall include Gradual cover and shall not be limited to Sudden and Accidental and shall include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. If such coverage is written on a claims made basis, such policy shall contain a 24-month extended reporting period or shall be maintained for a period of two years subsequent to conclusion of services provided under this agreement.

Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the Additional Insured shall bear no cost towards such deductible.

Each party are responsible to keep their property / assets insured – failure to do so shall not impose any liability on the other party.

Each party shall provide evidence of WSIB or its equivalent

Each party shall provide the other party with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the certificate holder in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to all parties.

15. Term and Termination:

15.1. This agreement shall be effective on the date that it is signed by both parties and shall continue until April 30, 2030.

15.2. Notwithstanding paragraph 15.1 this agreement may be terminated by either party during the period of May 1 to August 31 in any year in which this agreement is current, upon thirty (30) days' written notice.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals, attested by the hands of their respective officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
In The Presence Of

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

Martin Lang, Warden

Kimberley Cassleman, Clerk

Date

Date

**THE CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Jamie MacDonald, Mayor

Timothy J. Simpson Interim CAO/ Clerk

Date

Date

WINTER MAINTENANCE AGREEMENT

“Schedule A”

Road Name	From	To	Length (Lane km)	Class	Legal Reference
SDG Road 21	SDG Road 34	SDG Road 23	26	4	Plan No. 21-R-80 SDG By-Law 4021
SDG Road 30	SDG Road 43	Skye Road	30	4	Plan No. 30-R-80 SDG By-Law 4021
SDG Road 46	SDG Road 43	SDG Road 34	2.4	4	Plan No. 43-R-83 SDG By-Law 4114
Power Dam Road	SDG Road 34	Cuthbert Road	5.4	4	PIN 67150-0137
Power Dam Road	SDG Road 34	330m East of SDG Road 34	0.3	4	PIN 67106-0219
McCormick Road	Cuthbert Road	SDG Road 23	18	4	PIN 67156-0142 PIN 67155-0199

“Schedule B”

1. Total Length of Road to be maintained by Township: **34.7 km**
2. The Township shall provide two invoices annually to the County for payment.
 - a. One invoice for the period of November – December, shall be submitted by December 31.
 - b. One invoice for the period of January – April, shall be submitted by April 30.
3. Payment to the Township from the County, for services rendered shall be for the following lump sum amounts;
 - a. December 31 - **\$13,855.71**
 - b. April 30 - **\$32,329.99**
4. The amounts referenced in Paragraph 3 are exclusive of winter control materials (sand / salt / magnesium chloride). The Township shall provide a separate invoice for material used for the purpose of providing winter maintenance on the County Roads. Invoice for materials shall be provided annually on December 31, for materials used within the calendar year and shall be calculated as follows;

$$\left(\frac{A}{B}\right) \times C = P$$

Where;

A, is the total cost of winter control materials incurred by the Township within a calendar year.

B, is the total lane kilometers of roadway maintained by the Township (Incl. County Roads).

C, is the total lane kilometers of County Road maintained by the Township

P, is payment in dollars to the Township

5. The payment amounts specified in Paragraph 3 apply to the first year of the agreement. In subsequent years, the payment amounts shall be adjusted annually based on the rate of inflation, as determined by the Annual Consumer Price Index (CPI) for ‘Ontario All Items’ for the previous year. SDG Counties will

provide the applicable CPI rate each year, which may be confirmed with Statistics Canada.

6. The payment amounts referenced in Paragraph 3 have been derived based on an expected level of effort for an average winter season. Should the Township feel that any particular season has acute conditions requiring a level of effort beyond what would be reasonably expected; they may submit their records documenting such increased level of effort, to the County for consideration of supplemental compensation.

Council

Correspondence

October 8th - October 21st 2025

Subject	Received from
Memos & Information:	
AMO Watchfile	AMO Communications
Board of Directors Meeting Minutes	South Nation Conservation
RRCA Board of Directors Meeting Highlights	RRCA
No appeals Filed OPA No. 27 & 28	United Counties of SDG
Proposed changes to the Building Code to operationalize residential DC deferral to occupancy	Watson & Associates Economists Ltd
Ministry of the Environment, Conservation and Parks Compliance Policy Updates	Ministry of the Environment, Conservation and Parks Compliance
Ontario Investing Nearly \$2 Billion to Protect and Expand Long-Term Care	News Release Ontario.ca
South Glengarry Submission - Notice of Intent to Designate	Township of South Glengarry
MPAC release of Q2 2025 Residential Report: Market Insights	MPAC
Resolutions:	
Conservation Authority Freeze	Town of Plympton-Wyoming
Bill C-61 First Nations Clean Water Act	Town Of Goderich
Swim-to-Survive Training	Town Of Goderich Township of Puslinch City of Dryden Town of Wasaga Beach Municipality of South Huron
Public Safety Requirements to Protect Our Communities	Municipality of Halton
North Ontario Resource Development Supports (NORDS)	City of North Bay Municipality of Shuniah
Ontario Community Infrastructure Fund (OCIF)	Township of Edwardsburg Cardinal
Elect Respect Pledge	Township of Springwater The Township of Zorra
Amending Ontario Regulation 391/21	Municipality of Waterloo Town of Whitby
Request for Extension of Certification Deadlines under O,Reg 343/22	Town of Cobalt Township of McGarry Town of Englehart Township of Hudson Township of Harley Township of Casey Township of Kerns
Aerial Spraying	Township of McGarry

Jena Doonan

From: AMO Communications <communicate@amo.on.ca>
Sent: October 9, 2025 10:01 AM
To: Jena Doonan
Subject: AMO Watchfile - October 9, 2025

October 09, 2025

In This Issue:

- Applications open for AMO's 2026 Youth Fellowship Program!
- AMO's Work-Learn Institute Municipal Talent Project.
- Consultation: Development Charge deferral to occupancy permits.
- MECP best practices for Source Water Protection Program.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- 2nd Annual Healthy Democracy Forum - Program details.
- AMO Trade & Tariff Forum: Understanding and planning for Ontario's economic future.
- Understanding your Cybersecurity Risks and How to Respond - October 21.
- 10% discount for AMO members - Catalyst Municipal Cyber Range Program.
- Upcoming Webinar: Cyber Safe Elections.
- Blog: Solutions for Failing Water Infrastructure.
- Unlock incentives & funding for your energy projects.
- Fluorescent lamps phase-out - Is your municipality ready?
- Western University Local Government Awards of Excellence .
- Frameworks for Success - Employer Readiness Course (FOR EMPLOYERS).
- AdvantAge municipal councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

AMO is seeking applicants for its 2026 Youth Fellowship Program. Share this opportunity with students and youth interested in local government, governance, and the health of our democracy. Through this Fellowship, participants learn about municipal governance and policy while gaining exposure to real-time issues facing Ontario's municipalities. [Applications are due October 30.](#)

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning can better support long-term municipal workforce development. If you have experience overseeing a student placement in a municipal setting, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ministry of Municipal Affairs and Housing is seeking comments on amendments to the Development Charges Act that would allow payment of DCs to be deterred to building permit issuance or first occupancy of the building. [Comments are open](#) until October 17.

The Ministry of the Environment, Conservation and Parks is accepting applications to assist municipalities and First Nations communities to develop source water protection action plans.

Applications can be submitted until October 31, 2025. Contact SourceProtectionFunding@ontario.ca for more information.

Education Opportunities

Stronger Leaders, Stronger Communities is designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. This workshop series is being offered at no charge in two streams: those considering re-election in 2026 and a second for first-time candidates who want to explore whether elected office is right for them. [Full details and registration information here](#).

The 2026 municipal election is on the horizon. This year's *Healthy Democracy Forum* examines the critical issues leaders (present and future) need to consider regarding local engagement and civility. Program information is available [here](#). Click [here to register](#).

Get a reliable assessment of tariff and trade disruptions and identify economic opportunities. Economic and diplomatic consequences will continue for many years, so AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. Join us in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. [Program information](#) is now available. [Click here to register](#).

Instances and success of cyberattacks on municipalities are increasing – are you prepared? To effectively protect your municipality, elected officials must understand how to best prepare for a cyber incident. This training focuses on understanding potential risk, identify preventative actions, and define your role during an incident. View full *Cybersecurity for Municipal Councillors* training details and [register here](#).

LAS

The TMU Catalyst Municipal Cyber Range Program is specifically designed to prepare municipal IT staff for real-world cyberattacks. The immersive simulations are led by an experienced cybersecurity trainer, giving participants practical skills they can immediately apply. [AMO members receive 10% off](#) with code "AMO10" at registration.

LAS' Sewer and Water Line Warranty Service partner, SLWC, explains how [aging drinking water and wastewater systems present significant challenges](#) for municipalities. The blog paints an opportunity for municipalities to offer optional support for homeowners.

Join us on November 4th, 2025 for a live panel discussion on how municipalities can protect residents and election infrastructure from digital threats. Experts will share practical strategies for citizen education, cybersecurity best practices, and navigating cyber insurance. [Register Now](#).

Has your energy efficient project ever been delayed or deferred due to lack of funding? [Check out this free webinar](#) on October 24 to discover how to access thousands of dollars in energy incentives and rebates. [Registration is now open](#).

Starting 1 January 2026, federal regulations will begin phasing out mercury-containing lamps, including fluorescent and HID lighting. How ready is your municipality? Join us for a free webinar on October 29 to learn more. [Register here to attend](#).

Municipal Wire*

Western University's Local Government Program is [seeking nominations](#) for its annual Award of Excellence and Emerging Leaders Award open to anyone who has shown a commitment to delivering outstanding service to their communities.

Looking for tools to support and invest in new hires? Register for OPPI's [Employer Readiness course](#) at no cost to attendees. It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This [free AdvantAge webinar](#) on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

Careers

[Project Manager, Policy Planning - Township of King](#). Closing Date: October 15, 2025.

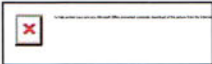
[GIS and Asset Management Coordinator - Township of Southwold](#). Closing Date: October 15th, 2025

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

- [AMO Watchfile](#) Tel: 416.971.9856
- [Conferences/Events](#)
- [Policy and Funding Programs](#)
- [LAS Local Authority Services](#)
- [MEPCO Municipal Employer Pension Centre of Ontario](#)
- [ONE Investment](#)
- [Media Inquiries](#)
- [Municipal Wire, Career/Employment and Council Resolution Distributions](#)



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Jena Doonan

From: AMO Communications <communicate@amo.on.ca>
Sent: October 16, 2025 10:01 AM
To: Jena Doonan
Subject: AMO Watchfile - October 16, 2025



October 16, 2025

In This Issue:

- Applications open for AMO's 2026 Youth Fellowship Program!
- AMO's Work-Learn Institute Municipal Talent Project.
- Consultation: Development Charge deferral to occupancy permits.
- MECP best practices for Source Water Protection Program.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- AMO Trade & Tariff Forum: Understanding and planning for Ontario's economic future.
- Understanding your Cybersecurity Risks and How to Respond - October 21.
- Show me the Money: Unlocking Energy Funding.
- Mercury-containing lamps are Going! Going!! Gone!!!
- Call for proposals inviting Canadian municipalities to apply for infrastructure projects funding.
- Western University Local Government Awards of Excellence.
- Careers.

AMO Matters

AMO is seeking applicants for its 2026 Youth Fellowship Program. Share this opportunity with students and youth interested in local government, governance, and the health of our democracy. Through this Fellowship, participants learn about municipal governance and policy while gaining exposure to real-time issues facing Ontario's municipalities. [Applications are due October 30.](#)

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning can better support long-term municipal workforce development. If you have experience overseeing a student placement in a municipal setting, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ministry of Municipal Affairs and Housing is seeking comments on amendments to the Development Charges Act that would allow payment of DCs to be deferred to building permit issuance or first occupancy of the building. [Comments are open](#) until October 17.

The Ministry of the Environment, Conservation and Parks is accepting applications to assist municipalities and First Nations communities to develop source water protection action plans. Applications can be submitted until October 31, 2025. Contact SourceProtectionFunding@ontario.ca for more information.

Education Opportunities

Stronger Leaders, Stronger Communities is designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. This workshop series is being offered at no charge in two streams: those considering re-election in 2026 and a second for first-time

candidates who want to explore whether elected office is right for them. [Full details and registration information here.](#)

Get a reliable assessment of tariff and trade disruptions and identify economic opportunities. Economic and diplomatic consequences will continue for many years, so AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. Join us in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. [Program information](#) is now available. [Click here to register.](#)

Instances and success of cyberattacks on municipalities are increasing – are you prepared? To effectively protect your municipality, elected officials must understand how to best prepare for a cyber incident. This training focuses on understanding potential risk, identify preventative actions, and define your role during an incident. View full *Cybersecurity for Municipal Councillors* training details and [register here.](#)

LAS

Is the lack of funding keeping your energy projects from moving forward? Check out this free webinar on October 24 that will unpack available incentives and rebates for your municipality. Don't wait - [register today.](#)

Products Containing Mercury Regulations prohibits the import and manufacture of mercury-containing lights. Starting 1 January 2026, a gradual phase-out will begin. How will this impact your facilities' lighting? Join us for a free webinar on October 29 to learn more. [Register here to attend.](#)

Municipal Wire*

Co-operators [Resilience Acceleration Lab](#) is inviting municipalities to apply for funding to develop infrastructure projects that reduce physical climate risks, including flooding, wildfires, storms, and heat. Selected proposals may receive up to \$250,000 and expert guidance to prepare for private capital financing. Projects will be reviewed on a rolling basis until January 30, 2026. Contact [Don Iveson](#) or resilience@cooperators.ca if you have any questions.

Western University's Local Government Program is [seeking nominations](#) for its annual Award of Excellence and Emerging Leaders Award open to anyone who has shown a commitment to delivering outstanding service to their communities.

Careers

[Manager, Strategy and Contingency Planning / Chef des stratégies et de la planification des mesures d'urgence](#) - Treasury Board Secretariat. Closing Date: Oct 27, 2025.

[Manager, Procurement Services](#) - Town of Newmarket. Closing Date: November 10, 2025.

[Deputy Chief of Staff \(Intergovernmental Affairs & Agency Relations\)](#) - City of Toronto. Closing Date: October 27, 2025.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856



BOARD OF DIRECTORS MEETING

Meeting No. 08/25
Thursday, September 18th, 2025 – 9:00 a.m.

Watershed Room, SNC



Directors Present:

Steve Densham, Stormont Dundas Glengarry, Chair
Catherine Kitts, City of Ottawa, Second Vice Chair
Genevieve Lajoie, Prescott Russell (*electronic participation*)
Mathew Luloff, City of Ottawa (*electronic participation*)
Linda Payant, City of Ottawa (*electronic participation*)
Isabelle Skalski, City of Ottawa (*electronic participation*)
Tom Smyth, Stormont Dundas Glengarry
Bill Smirle, Stormont Dundas Glengarry
François St. Amour, Prescott Russell
Mike Tarnowski, Prescott Russell
Deb Wilson, Leeds Grenville
Adrian Wynands, Leeds Grenville, Vice Chair

Staff Present:

Carl Bickerdike, Chief Administrative Officer
Johanna Barkley, Director of Finance
Ronda Boutz, Secretary-Treasurer
Jennifer Boyer, Managing Director, Approvals
James Holland, Senior Planner
Hannah Jackson, Accounting and Human Resources Specialist
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
Eric McGill, Corporate Counsel
Gregory Payne, Permitting Officer
Pat Piitz, Team Lead, Property
Katherine Watson, Coordinator – Early Warning Systems and Watershed Plans



TRADITIONAL LAND ACKNOWLEDGEMENT

Ronda Boutz, Secretary-Treasurer read the Indigenous land acknowledgement.

CHAIRS REMARKS

Steve Densham, Chair, called the SNC Board of Directors meeting of September 18th, 2025 to order at 9:00 a.m.

Chair Densham thanked staff for the Board and Committee Tour that was held on September 9th, 2025.

APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. BD-161/25

Moved by: Bill Smirle
 Seconded by: François St. Amour

RESOLVED THAT:

The Members approve the September 18th, 2025 main and supplemental agenda as amended:

- Supplemental Agenda Item 2 a., be moved to follow main agenda item 12.b.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None.

BOARD MEETING MINUTES

A. REQUEST FOR APPROVAL: BOARD OF DIRECTORS MEETING MINUTES AUGUST 21ST, 2025

RESOLUTION NO. BD-162/25

Moved by: Mike Tarnowski
 Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the Board of Directors meeting minutes of August 21st, 2025 as submitted.

CARRIED

B. UPDATE: SOUTH NATION RESPONSE TEAM MEETING MINUTES OF AUGUST 25TH, 2025

RESOLUTION NO. BD-163/25

Moved by: Catherine Kitts
 Seconded by: Tom Smyth



RESOLVED THAT:

The Board of Directors receive and file the South Nation Response Team meeting minutes of August 25th, 2025 as submitted.

CARRIED

SNC PROJECT UPDATE: POWERPOINT PRESENTATION

Staff presented the members with a PowerPoint presentation on project updates.

Matt Luloff joined the meeting virtually at 9:07 a.m.

NEW BUSINESS

REQUEST FOR APPROVAL: 2026 LEVY AND BUDGET SCHEDULE

RESOLUTION NO. BD-164/25

Moved by: François St. Amour
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve the 2026 Levy and Budget Schedule as presented.

CARRIED

REQUEST FOR APPROVAL: RECORD RETENTION POLICY AND SCHEDULES

RESOLUTION NO. BD-165/25

Moved by: Linda Payant
Seconded by: Isabelle Skalski

RESOLVED THAT:

The Board of Directors approve the revised Record Retention Policy and Schedules as presented.

CARRIED

REQUEST FOR APPROVAL: FUNDING SUBMISSION

RESOLUTION NO. BD-166/25

Moved by: Deb Wilson
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors approves the submission of a funding application to the Green Municipal Fund – Climate Adaptation/Climate-ready plans and processes/Plans program, requesting \$140,000 for the climate risk assessment for unstable slopes in the South Nation Conservation jurisdiction project.

CARRIED



REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR AUGUST 2025

RESOLUTION NO. BD-167/25

Moved by: Adrian Wynands
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the money received report for August 2025; and

FURTHER THAT:

The Board approve the Disbursement Register of \$926,305.14 for August 2025.

CARRIED

SNC WATER RESPONSE PROGRAM (PRESENTATION)

Kat Watson, Coordinator, Early Warning Systems and Watershed Plans, provided a presentation on current watershed conditions and recommendations from the Water Response Team on water conservation.

MONTHLY UPDATES:

- i. **PLANNING ACTIVITY**
- ii. **ENGINEERING TECHNICAL REVIEWS**
- iii. **SECTION 28.1 PERMITS ISSUED**
- iv. **ENFORCEMENT OF PARTS VI AND VII OF THE ACT**
- v. **ON-SITE SEWAGE PERMITS RECEIVED**

RESOLUTION NO. BD-168/25

Moved by: Mike Tarnowski
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the following updates for August 2025:

- i. Planning Activity;
- ii. Engineering Technical Reviews;
- iii. Permits issued under Section 28.1 of the *Conservation Authorities Act*;
- iv. Reported *Conservation Authorities Act* regulation concerns received; and
- v. On-site sewage permits received.

CARRIED



SUPPLEMENTAL AGENDA

UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR AUGUST 31st, 2025

RESOLUTION NO. BD-169/25

Moved by: Mike Tarnowski
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2025, as of August 31st, 2025 update.

CARRIED

REQUEST FOR APPROVAL: BEAR BROOK WATERSHED STUDY CLIMATE CHANGE SCENARIO PLANNING – CONTRACTED SERVICES

RESOLUTION NO. BD-170/25

Moved by: Deb Wilson
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve retaining Aquanty Inc. to complete the climate change scenario planning for the Bear Brook Watershed Study at an upset limit of \$17,500 plus HST.

CARRIED

REQUEST FOR APPROVAL: SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES

RESOLUTION NO. BD-171/25

Moved by: Adrian Wynands
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve the actions and recommendations of the following Committee meetings:

- i. Grants Sub-Committee meeting minutes of September 15th, 2025.

CARRIED

CORRESPONDENCE

None



DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:

- October 16th, 2025
- November 20th, 2025 (2026 Draft Budget presentation)
- December 11th, 2025 (Note: second Thursday of the month)

FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES

Tom Smyth – requested future discussion on percentage of levy allocated for land acquisition.

CLOSED SESSION

RESOLUTION NO. BD-172/25

Moved by: Adrian Wynands
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors move into Closed Session for the following below:

- Update: Land Acquisitions
- Request for Approval: Land Acquisition
- Update: Legal Matter: Carl

CARRIED

The Board convened Closed Session at 9:50 a.m.

OPEN SESSION

RESOLUTION NO. BD-173/25

Moved by: Bill Smirle
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors move into Open Session.

CARRIED

The Board reconvened Open Session at 10:10 a.m.

UPDATE: LAND ACQUISITIONS

RESOLUTION NO. BD-174/25

Moved by: Linda Payant
Seconded by: Isabelle Skalski

RESOLVED THAT:

The Board of Directors receive and file the Land Acquisitions update.

CARRIED



REQUEST FOR APPROVAL: LAND ACQUISITIONS

RESOLUTION NO. BD-175/25

Moved by: Deb Wilson
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve property acquisition 2025-SST-01 [South Stormont] as discussed in the report; and

FURTHER THAT:

The Board of Directors direct staff to obtain an appraisal on 2025-OTT-03 [Ottawa] and bring it back to the Board for discussion.

CARRIED

UPDATE: LEGAL MATTER

RESOLUTION NO. BD-176/25

Moved by: Geneveive Lajoie
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the Legal Matter update.

CARRIED

ADJOURNMENT

RESOLUTION NO. BD-177/25

Moved by: Bill Smirle
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors meeting of September 18th, 2025 be adjourned at 10:14 a.m.

CARRIED

Steve Densham,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



MEMORANDUM

To: North Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: October 9, 2025
Subject: RRCA Board of Directors meeting highlights (October 2, 2025)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of eight representatives from the RRCA's five member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's five member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December, unless a special meeting is called).

October 2, 2025 RRCA Board of Directors Meeting Highlights:

- Approved minutes from the September 4, 2025 meeting can be found at <http://www.rrca.on.ca/Governance>.
- 2025-2028 RRCA Strategic Action Plan action item updates:
 - Action Item 1.3 a): Board directed staff to complete a business case for a new conservation area
 - Action Item 2.1 a): Board received a list of annual community event attendance
- Board approved the 2026 RRCA Fee Schedules for planning advisory services, *Conservation Authority Act* permits, technical and environmental reviews, mapping and data services, conservation lands, Gray's Creek Marina, Charlottenburgh Park, and Stewardship Services.
- Board received a pre-Budget overview presentation in preparation for their draft 2026 RRCA Budget review in December.

Next RRCA Board meeting date: December 4, 2025 at 9:00 a.m. (new date)

Jena Doonan

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
[REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: No Appeals Filed: OPA No. 27 - Conservation Lands (Overlay) & OPA No, 28 - County Roads Entrance Policies
Attachments: OPA 27 - Declaration.pdf; OPA 28 - Declaration.pdf
Categories: COUNCIL MEETINGS

Good morning,

Please be advised that the last day of appeal for OPA No. 27 and No. 28 ended on Thursday October 9th and no appeals were filed. Attached, is a copy of the signed declarations for your records.

Have a great long weekend!

Regards,



Lindsay Parisien, RPP, MCIP
Manager of Long-Range Planning and Policy
Planning and Economic Development Services

United Counties of Stormont, Dundas and Glengarry
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**DECLARATION UNDER SECTION 17(28)
THE *PLANNING ACT***

I, Kimberley Casselman, hereby certify the following:

- a) That written notice of adoption of Official Plan Amendment No. 27 by the Council of the Corporation of the United Counties of Stormont Dundas and Glengarry was given on the 19th day of September 2025 as required under Section 17(23) of the *Planning Act, R.S.O. 1990*; and
- b) No notice of appeal has been filed by any person or public body in the office of the clerk in accordance with section 17(25) of the *Planning Act, R.S.O. 1990*. Therefore, the decision respecting Official Plan Amendment No. 27 is final and came into effect as of the 15th day of September 2025.

Dated this 10th day of October 2025

A handwritten signature in black ink, appearing to read "K. Casselman".

Kimberley Casselman, Director of Corporate Services/Clerk
The Corporation of the United Counties of
Stormont, Dundas and Glengarry



**DECLARATION UNDER SECTION 17(28)
THE *PLANNING ACT***

I, Kimberley Casselman, hereby certify the following:

- a) That written notice of adoption of Official Plan Amendment No. 28 by the Council of the Corporation of the United Counties of Stormont Dundas and Glengarry was given on the 19th day of September 2025 as required under Section 17(23) of the *Planning Act, R.S.O. 1990*; and
- b) No notice of appeal has been filed by any person or public body in the office of the clerk in accordance with section 17(25) of the *Planning Act, R.S.O. 1990*. Therefore, the decision respecting Official Plan Amendment No. 28 is final and came into effect as of the 15th day of September 2025.

Dated this 10th day of October 2025

A handwritten signature in black ink, appearing to read "K. Casselman".

Kimberley Casselman, Director of Corporate Services/Clerk
The Corporation of the United Counties of
Stormont, Dundas and Glengarry

Jena Doonan

From: Watson & Associates Economists Ltd. <info@watsonecon.ca>
Sent: October 9, 2025 4:15 PM
Subject: Proposed changes to the Building Code to operationalize residential DC deferral to occupancy
Attachments: Proposed changes to the Building Code to operationalize residential DC deferral to occupancy.pdf; Bill 17 Comments for Regulatory Registry.pdf
Importance: High

To our Municipal Clients,

In our continued efforts to keep you informed of legislative amendments impacting municipalities, we are writing to inform you that the Province has released proposed regulatory changes to Ontario Regulation 163/24 (Building Code), under the *Building Code Act, 1992*. These proposed changes are meant to operationalize deferral of payment of development charges to occupancy (or occupancy permit) for non-rental residential development.

The attached letter provides a summary of the proposed changes to the Building Code and commentary on the potential impacts of the changes.

Note that the Province is seeking comments via the Regulatory Registry website at the following link: <https://www.regulatoryregistry.gov.on.ca/proposal/51914>. The deadline to submit comments is October 17, 2025.

If you have any questions regarding the implications of these changes for your municipality and next steps that may be required, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO
Peter Simcisko, BA (Hons), MBE, Managing Partner
Sean-Michael Stephen, MBA, Managing Partner
Daryl Abbs, BA (Hons), MBE, PLE, Managing Partner
Jamie Cook, MCIP, RPP, PLE, Managing Partner
Jack Ammendolia, BES, PLE, Managing Partner

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Watson & Associates Economists Ltd.

October 9, 2025

To our Municipal Clients:

Re: Regulatory Registry 25-MMAH016 Comments – Proposed Amendments to Operationalize Payment of Development Charges at Occupancy

In our continued efforts to keep our clients up to date on legislative changes that may impact them, we are writing to inform you of proposed regulatory changes to Ontario Regulation 163/24 (Building Code), under the *Building Code Act, 1992*. This letter provides a summary of the proposed changes and commentary on potential impacts to municipalities.

The Province is seeking comments via the Regulatory Registry at the following link: <https://www.regulatoryregistry.gov.on.ca/proposal/51914>. The deadline to submit comments is October 17, 2025.

1. Overview

As part of changes introduced through the *Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17)*, the *Development Charges Act, 1997 (D.C.A.)* would be amended to provide for payment of Development Charges (D.C.s) at the earlier of the day the building is first occupied, or the day an occupancy permit is issued for non-rental residential development. The changes would come into effect on a day named by order of the Lieutenant Governor (i.e., commencement). Note that as of the date of this letter, commencement has not occurred.

The proposed changes to the Building Code are meant to operationalize the deferral of payment of residential D.C.s to the time of first occupancy of a building or issuance of an occupancy permit. As such, the changes are proposed to:

- Require occupancy permits for non-rental residential buildings, including stacked townhouses, where a builder elects to defer D.C.s under subsection 26.1 (3.1)^[1] of the D.C.A. This would apply to buildings that are completed but not yet occupied that do not currently require an occupancy permit.
- Require a Chief Building Official to deny issuance of the occupancy permit until the municipality confirms the D.C.s have been paid in full.

^[1] Subsection 26.1 (3.1) of the D.C.A. refers to payment of D.C.s at occupancy for non-rental residential development. Note, as of the date of this letter, this section is not yet in force.



- Require that all existing life-safety construction requirements are met before an occupancy permit can be issued.

These changes do not apply to:

- A municipality that does not have a D.C. by-law;
- Rental housing and institutional development under subsection 26.1 of the D.C.A.; or
- Where an early or late payment agreement has been made pursuant to section 27 of the D.C.A.

2. Commentary

Note that the draft regulation has not yet been released. Our preliminary commentary, provided below, is based on the summary of the proposed changes provided on the Provincial Regulatory Registry website.

Removal of Requirement for Securities

When Bill 17 was first introduced, there was an indication that the payment of D.C.s for residential development would be deferred to occupancy, subject to the following:

- Payment of D.C.s would be required before the issuance of an occupancy permit; and
- In situations where an occupancy permit is not required, municipalities would have the ability to require financial securities.

The summary provided appears to indicate that all non-rental housing developments seeking payment of D.C.s at occupancy will be subject to an occupancy permit. It is unclear if this requirement will replace the option for municipalities to use financial securities in place of occupancy permits. If occupancy permits are required for all non-rental housing developments, this will have greater processing demands on municipal building permit operations.

Election of Use of Deferral

The summary of proposed changes uses the term “where a builder elects to defer D.C.s.” This implies that the builder will have the option to defer payment of D.C.s to occupancy. If, however, a builder does not elect to defer payment to occupancy, this will create a different administrative process that needs to be tracked by municipalities.



Note that the choice to defer D.C.s to occupancy may be in reference to changes included in Bill 17 (subsection 26.1 (12) of the D.C.A.^[1]).

Although making the deferral optional may create administrative complexities through a two-track system, allowing builders to continue to pay at the time of building permit (or as otherwise identified in the D.C. by-law) is positive, as it may alleviate some of the cashflow pressures created by the deferrals.

Previous Comments on Legislative Change

As noted in our previous correspondence of June 4, 2025, this change will: add significant administrative costs across the Province; create cashflow implications for D.C. projects, which will lead to a delay in development of growth-related infrastructure; conflict with subsection 26 (2) of the D.C.A.;^[2] and impact the residential rate freeze provisions of the D.C.A. We have attached our June 4, 2025 letter for ease of reference.

3. Consultation Topics

The Ministry is seeking feedback on the following topics:

- Practical considerations for requiring and withholding occupancy permits where D.C.s are deferred under subsection 26.1 (3.1) of the D.C.A. (including documentation of payment and municipal processes).
 - Municipal staff input will be valuable in consultations with the Ministry in this regard.
- Treatment of phased or partial occupancy developments.
 - If payment of D.C.s can be further delayed by phasing occupancy of a development, this would create additional administrative tracking requirements and would create further cashflow pressure on municipalities.
 - Any consideration to further phasing of the D.C.s should not include housing-enabling D.C. services such as water, wastewater, stormwater, and services related to a highway, as the capital investment in these services occurs prior to development.

^[1] Subsection 26.1 (12) of the D.C.A. states the following: “For greater certainty, a person required to pay a development charge under this section may pay the charge before the day it is payable even in the absence of an agreement under section 27.” Note that this section is not yet in force as of the date of this letter.

^[2] Subsection 26 (2) states that a municipality, by by-law, may require payment of D.C.s for certain services at the time of approval of a subdivision or consent agreement.



- Whether there is support for extending the time for municipalities to complete a prescribed inspection to permit occupancy, from two days after receipt of the notice to 10 days after receipt of the notice, where D.C.s have been deferred.
 - Given the additional administrative effort related to tracking D.C. deferrals and ensuring payment has been received prior to performing an occupancy inspection, granting municipal staff additional time to complete the process would appear to be a positive change.
- Any consequential improvements to occupancy-related provisions and other supports (e.g., templates for occupancy permits or prescribed notices, homebuyer and builder education) that would improve consistency and transparency and minimize disruption for homebuyers.
 - Municipal staff input will be valuable in consultations with the Ministry in this regard.

4. Concluding Remarks

The proposed changes to the Building Code to operationalize the deferral of payment of residential D.C.s to occupancy appear to simplify the initial legislative proposal by requiring all non-rental housing development to obtain an occupancy permit. This may be beneficial because it would be less administratively burdensome than administering financial security agreements. However, as the deferral of payment of D.C.s to occupancy (or occupancy permit) is optional, this will create a dual tracking system. In addition, this will require all municipal building departments to create an occupancy permitting process for these types of development, where one does not currently exist, potentially further delaying development processing times.

We anticipate further regulatory changes to the D.C.A., as noted by the Province in previous news releases. We will continue to monitor any changes and inform you of the potential impacts on municipalities.

Should you have any questions, please contact any of the undersigned or send an email to info@watsonecon.ca.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO
Peter Simcisko, BA (Hons), MBE, Managing Partner
Sean-Michael Stephen, MBA, Managing Partner
Daryl Abbs, BA (Hons), MBE, PLE, Managing Partner
Jamie Cook, MCIP, RPP, PLE, Managing Partner
Jack Ammendolia, BES, PLE, Managing Partner

June 4, 2025

To the Ministry of Municipal Affairs and Housing:

Re: Regulatory Registry 25-MMAH003 Comments - Assessment of Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025)

We would first like to thank you for taking the time to review our commentary on the proposed legislative changes to the *Development Charges Act* (D.C.A.) set out in Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025* (herein referred to as Bill 17). Our firm, Watson & Associates Economists Ltd. (Watson), is a leader in municipal finance, planning, and land economics and represents over 250 municipalities and local boards across Canada. Our firm is one of the foremost experts in development charges (D.C.) in Ontario, and has worked with municipalities in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, and Nova Scotia on similar matters.

The following provides our comments on the proposed legislative changes and our perspectives on the potential impacts they may have on municipalities in Ontario.

1. Definition of capital costs, subject to regulation

The proposed change would add the words “subject to the regulations” to section 5 (3) of the D.C.A.”

- The proposed amendment expands the scope of the Province’s authority to limit eligible capital costs via regulation.
- The D.C.A. currently provides this ability to limit the inclusion of land costs.
- The Province intends to engage with municipalities and the development community to determine potential restrictions on what costs can be recovered through D.C.s.

Commentary from organizations in the development community suggests these discussions may continue to focus on limiting the inclusion of land costs in the D.C. calculations. More specifically, the focus has been on removing the cost of land from the historical level of service calculations, while preserving the eligibility of land costs for D.C. recovery. The proposed amendment, however, provides broad authority for limiting eligible capital costs (i.e., the scope of regulatory authority is not restricted to land).

Impact of Proposed Changes

Restriction of eligible costs may delay investments in growth-related infrastructure that is required to build housing.



Municipalities utilize D.C.s to recover the capital costs associated with new development and redevelopment. Prior to the 1997 legislative changes, D.C.s recovered close to 100% of the growth-related costs attributable to new development. After the 1997 legislation came into place, the share of growth-related costs recovered by D.C.s reduced to approximately 70-75%¹. The legislative changes in 2019 further reduced the share of the growth-related costs recovered from D.C.s. These cost reductions must be funded from other municipal revenue sources (i.e. taxes and rates). Further restricting D.C. eligible capital costs will increase funding pressures from municipal taxes and user fees.

The increased funding pressure coincides with the recent implementation of the *Infrastructure for Jobs and Prosperity Act, 2015*. This Act requires municipalities to prepare a financial strategy for how they will manage their existing infrastructure, future infrastructure, and address any infrastructure deficits. In this context, if funding for growth-related capital costs have to compete for tax/user fee funding, investment in growth-related infrastructure may be delayed. This would serve to further slow the construction of new housing.

Moving authority to the regulations creates uncertainty

The proposed changes provide the Province with the flexibility to move quickly with changes to the definition of eligible capital costs through regulations. While administratively expedient for the Province, this will create uncertainty for municipal financial planning.

The municipal financial planning framework starts with the development of an Official Plan. This Official Plan identifies the anticipated growth and development for a municipality. Master plans are created in this context, which identify the anticipated capital needs required to service that development. The D.C. background study and by-law are subsequently prepared using this information to address a portion of the municipality's long-term funding plan.

This financial planning framework takes years for municipalities to properly prepare. If the definition of D.C. capital costs can be swiftly changed through regulation, municipalities will be required to adjust funding for capital projects through the annual budget process. This would not align with the long-term financial plans that were previously established and creates uncertainty for municipalities. This may require further contingency planning by municipalities, which may include delays in investment of growth-related infrastructure or require municipalities to incur additional financing costs to fund growth-related infrastructure without a dedicated funding source, thereby adding to the affordability concerns of exiting residents.

¹ Based on historical analyses prepared by Watson & Associates Economists Ltd.



2. Deferral of D.C. payment to occupancy for residential development

The proposed changes to section 26.1 of the D.C.A. provide that a D.C. payable for residential development (other than rental housing developments, which are subject to payment in instalments) would be payable upon the earlier of the issuance of an occupancy permit, or the day the building is first occupied. Only under circumstances prescribed in the regulations may the municipality require financial security for the D.C. payable. Municipalities will not be allowed to impose interest on the deferral of D.C. payment to occupancy.

The Province has noted its intent to mitigate risk for municipalities. As such, the prescribed circumstances may allow for securities when no occupancy permit is required.

Impact of Proposed Changes

Administration costs will be significant across the Province

There are over 200 municipalities with D.C. by-laws that fund growth-related capital costs of infrastructure. Many of these municipalities have limited administrative capacity due to their size. Previous amendments to the D.C.A. required payment in instalments for rental housing and institutional development. These changes required some small to mid-sized municipalities to create internal administrative processes to prepare agreements (or incorporate necessary wording into development agreements) and track payments over a 5-year term for these types of development.

Rental housing and institutional development within these communities is generally limited and as such, the increased administration is generally manageable. Most D.C. by-laws require the payment of D.C.s for all other development types (e.g., commercial, industrial and ownership-residential) at building permit issuance. Deferring the time of D.C. payments for all residential development types to occupancy will require all municipalities to establish separate processes to manage and track payments and securities separately. This will create additional administrative complexity in preparing rules and processes for different types of development.

Cashflow for D.C. projects will be impacted leading to delay in development of growth-related infrastructure

Watson conducted an analysis of the 2020 Financial Information Returns. Through this analysis, 213 municipalities reported on D.C. reserve funds. Assessing the D.C. reserve funds for these municipalities, approximately 70% of the reserve fund



balances related to the 30 municipalities of the Greater Toronto and Hamilton Area¹. The remaining 30% of D.C. reserve fund balances relate to 183 municipalities. Moreover, for the non-GTHA municipalities, the D.C. reserve fund balances for water and wastewater services averaged \$1.22 million and \$1.77 million per municipality, respectively. It can cost between \$1.50 million and \$3.00 million to construct a 1km wastewater main, depending on location and size of pipe. Therefore, on average, cashflow impacts to municipalities may cause delays in the construction of growth-related infrastructure.

The nature of the D.C. funding is such that the municipality does not collect all of the D.C. revenue until all development is constructed. Deferred payments for all residential development to occupancy will further delay receipt of D.C. revenues and slow municipal cashflows (i.e. lessening reserve fund balances). This may serve to delay construction of growth-related infrastructure, slowing development. Alternatively, municipalities may have to debt-finance the growth-related infrastructure projects, subject to debt capacity constraints, which would increase D.C. rates and reduce debt financing availability for other municipal initiatives.

Conflict with subsection 26(2) of the Act

Section 26(2) of the D.C.A. provides that municipalities may impose D.C.s for water, wastewater, services related to a highway, and stormwater services at the time of subdivision agreement. This provides municipalities with cashflow assistance for growth-related infrastructure, as the D.C.s are collected earlier in the development process (i.e. most D.C.s are collected at the time of building permit issuance). Based on the proposed changes, it appears that section 26(2) may no longer be available to municipalities as it is in direct conflict with the proposed changes.

Impacts on residential development rate freeze provisions of the Act

Currently section 26.2, of the D.C.A. requires that a development that proceeds through Site Plan or Zoning By-law Amendment approvals shall have their D.C. determined based on the rates in effect at the time of the planning application. Section 26.2 (5) then states that:

- (5) Clauses (1) (a) and (b) [i.e., the rate freeze] do not apply in respect of,
 - (a) any part of a development to which section 26.1 applies if, on the date the first building permit is issued for the development, more than 18 months has elapsed since the application referred to in clause (1) (a) or (b) was approved;
 - or

¹ GTHA municipalities include those in Durham, York, Peel, Halton, Toronto, and Hamilton.



(b) any part of a development to which section 26.1 does not apply if, on the date the development charge is payable, more than 18 months has elapsed since the application referred to in clause (1) (a) or (b) was approved.

For residential subdivisions that proceed through Site Plan or Zoning By-law Amendment applications, since section 26.1 does not apply, the rate freeze only applies to the part of the development that receives their building permit before the 18 months has elapsed. With the proposed changes, a residential subdivision will have the rate frozen as of **the first building permit of the development**. The Province should clarify the definition of “development” for the purposes of this section as a residential subdivision may be constructed over a number of years. Perhaps a clause similar to that of Section 26(1.1) “multiple phases” would provide the needed clarity.

Need for clear regulatory guidance through consultations with the municipal sector and development community

The Province has committed to consultations regarding the potential use of financial securities in certain circumstances to ensure payment of D.C.s at occupancy, where no occupancy permit is required. Through preliminary discussions with staff in the municipal sector, it appears there may be various interpretations of authorities to withhold occupancy permits until receipt of payment of D.C.s. If occupancy or occupancy permits cannot be withheld without the payment of D.C.s and the D.C.A. has not required the provision of securities or an agreement to be entered into with respect to the deferral of D.C.s until occupancy, the only recourse for municipalities to recover the costs may be to add the amount to the tax roll. The impact of this would be to shift the obligation to pay the D.C. from the builder to the homeowner (who would have already paid the D.C.s through their purchase price). Furthermore, requiring a financial security where no occupancy permit is required will increase administrative burden. There is a need for clear guidance in the regulations and detailed consultations with the municipal sector and development community to ensure implementation of this proposed change is effective.

3. Ability for residential and institutional development to pay a D.C. earlier than a by-law requires

Currently, if a person wishes to waive the requirement to pay their D.C. in instalments as per section 26.1, an agreement under section 27 of the D.C.A. (early payment agreement) is required. The proposed changes state that, “for greater certainty, a person required to pay a development charge under this section may pay the charge before the day it is payable even in the absence of an agreement under section 27.” Note this would apply to all residential development.



Impacts of Proposed Changes

Current process is simple to implement

Under the current legislation, a person may waive the requirement to pay in instalments by entering into an agreement under section 27 of the D.C.A. To implement this in a simple and effective manner, municipalities have created short agreements which seek to simply acknowledge the waiving of the instalment payments. Niagara Region for example, has created a one-page Early Payment Agreement form¹.

New wording unclear in intent and may have unintended consequences

The proposed changes state that a person required to pay a D.C. under section 26.1 may pay the charge before the day it is payable even in the absence of an agreement under section 27. Since all residential development would have D.C.s payable under this section, the wording implies that any person required to pay residential D.C.s may do so before it is payable under the terms of the D.C. by-law. This is problematic for municipalities, as the development community may elect to pay D.C.s before indexing or before a municipality passes a new D.C. by-law (where a publicly available D.C. background study may be indicating a potential increase in the charge). D.C. by-laws are indexed to ensure the charges reflect cost inflation of the underlying municipal capital projects. Furthermore, D.C. by-laws are regularly updated to ensure they align with the capital planning needs of the municipality. Allowing the payment of discounted D.C. rates due to early payments will result in lower D.C. revenues than required to meet the actual capital costs of growth-related projects.

This would create an additional administrative burden for municipalities, as they would need to track when developments have paid their D.C. Depending on the size of the municipality, this could be in respect of thousands of building permits per year. Since the wording states “before the day it is payable”, it is unclear how early the payments may be made. Can a person pay their residential D.C.s prior to registration of a subdivision? Can they pay prior to application?

It would also have cashflow impacts as D.C.s may be paid prior to the rationalization of the development in the D.C. background study calculations. This would lead to higher D.C.s for future development.

4. Removal of interest for legislated instalments

The proposed changes to section 26.1 of the D.C.A. would remove the ability to charge interest on instalment payments for rental housing and institutional development types.

¹ <https://www.niagararegion.ca/business/property/pdf/early-payment-form.pdf>



This change would also apply to the remaining instalment payments for existing rental housing and institutional development deferrals once Bill 17 receives Royal Assent.

Impact of Proposed Changes

Cashflow impacts for municipalities

This proposed amendment would reduce the D.C. revenues collected by the municipalities that would be used to fund growth-related infrastructure projects. As noted above, this may result in project delays or the need for debt financing of growth-related projects.

5. Grouping of services for the purpose of using credits

Section 38 of the D.C.A. allows a person to construct D.C. recoverable works on a municipality's behalf, subject to an agreement. The person constructing the works receives a credit against future D.C.s for the service(s) to which the works relate. A municipality can agree to allow the credits to be applied to other services in the D.C. by-law. The proposed amendments would allow the Province to, through regulation, deem two or more services to be treated as one service for the purpose of applying credits.

Impact of Proposed Changes

Removal of municipal discretion

Currently municipalities have the ability to agree to apply credits to other services within a D.C. by-law. In many cases, the municipality will undertake a cashflow analysis of their D.C. reserve funds to determine if this is feasible. This proposed change appears to remove a municipality's discretion to combine services by agreement in certain instances.

Cashflow implications for municipalities

Combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a D.C. reserve fund for a service not included under the section 38 agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs, as municipalities tend to confine funding for projects to the reserve funds available for that service and not borrow between reserve funds/services.

6. Defining local services in the regulations

Section 59 of the D.C.A. delineates between charges for local services and, by extension, those that would be considered for recovery within a D.C. by-law.



Municipalities typically establish a local service policy when preparing a D.C. background study to establish which capital works will be funded directly by the developer, as a condition of approval under section 51 or section 53 of the *Planning Act* (i.e., local service), and which will be funded by the D.C. by-law.

Impact of Proposed Changes

Need for robust consultation to avoid unintended consequences

The proposed amendments would allow the Province to make regulations to determine what constitutes a local service. Although the Province has noted that this will be defined through consultations, there may be unintended impacts. For example, if the definition of a local service is too broad, it may lower the D.C. but increase the direct funding requirements on one particular developer. If the definition is too narrow, the opposite would result, whereby local services would be broadly included in D.C. funding, thereby increasing D.C. rates.

Additionally, what is deemed a local service may vary by municipality due to characteristics of size, density, and types of development. For example, defining a specific watermain diameter size as a local service would be problematic as the size requirements for a specific development in a small community may be different compared to a similar development in a larger community.

The principal intent of a local service policy should first be defined. The defining parameters should be agreed upon in consultation with a representative cross section of municipal and development community representatives. Representatives should comprise urban, semi-urban and rural municipalities, as well as residential and non-residential development industry representatives to inform the diverse perspectives of local services. The regulations should also provide flexibility for the varying degree of circumstances observed by the over 200 municipalities across the Province that impose D.C.s.

Utilizing regulations creates uncertainty in financial planning

Incorporating the proposed definition in the Regulations to the D.C.A. may create uncertainty in financial planning. As noted in Item 1, the municipal financial planning framework is established over a number of years. The expedient nature of a regulatory change could impact the recovery of costs for growth-related infrastructure, thereby impacting development. For example, a water master plan typically defines the infrastructure required to support the anticipated growth and development. Master plans generally focus on higher-order infrastructure needs, with more localized infrastructure being defined through the development process and included in development agreements. Should a regulatory change reduce the scope of local services (e.g., limits the size of a watermain that can be required as local service), a municipality may be required to revise the scope of their water



master plan to ensure the capital needs are identified, and subsequently update their D.C. background study to incorporate these costs. These updates would generally take years to complete, depending on the magnitude of the changes and size of the municipality.

7. Exemption for long-term care homes

The D.C.A. defines long-term care homes as institutional development. As such, D.C.s imposed on long-term care homes are subject to annual instalment payments under section 26.1 of the D.C.A. The proposed amendment would exempt long-term care homes from the payment of D.C.s. This exemption would also apply to any outstanding D.C. instalment payments on long-term care home developments.

Impacts of Proposed Changes

Cashflow impacts for municipalities and increased pressure on taxes and rates

The D.C.A. does not allow reductions in D.C.s to be funded by other types of development. As such, the D.C. exemption for long-term care homes will have to be funded from other municipal revenue sources. The overall impact on municipalities may be minimal relative to their overall D.C. collections, depending on the number of long-term care homes being constructed in the municipality.

8. Streamlined D.C. by-law process to reduce charges

The proposed changes to section 19 (1.1) of the D.C.A. would allow for a streamlined process when a municipality amends a D.C. by-law for the following purposes:

- Repeal or change a D.C. by-law expiry date (consistent with current provisions);
- Repeal a D.C. by-law provision for indexing or to provide for a D.C. not to be indexed; and
- Decrease the amount of a D.C. for one or more types of development.

The streamlined process only requires passing an amending by-law and providing notice of by-law passage. This process removes the requirements under the D.C.A. to prepare a D.C. background study and undertake at least one public meeting. Moreover, amending by-laws for these purposes are not appealable to the Ontario Land Tribunal.

Impact of Proposed Changes

Reduction in administrative burden

Limiting the streamlined D.C. by-law amendment process to situations where the D.C. is being reduced for a type of development would allow municipalities to adjust the charges for changes in assumptions (e.g. reductions in capital cost estimates,



application of grant funding to reduce the D.C. recoverable amount), adding exemptions for types of development, and phasing-in the D.C. over time.

Unclear when this may be utilized

It is unclear if the streamlined process would apply where exemptions are being provided based on characteristics other than development type. For example, where a municipality is exempting a geographic area, such as an industrial park, downtown core, major transit station area, etc. Clarity should be provided in the legislation in this regard.

Reduced transparency for the general public

While administratively expedient, eliminating the statutory public process for reductions in D.C.s will not provide the general public with an opportunity to delegate Council on the matter or appeal the amending by-law to the Ontario Land Tribunal. This reduces transparency, as reductions in D.C.s through exemptions would need to be funded from non-D.C. revenue sources such as property taxes.

9. Lower charge for rate freeze

Section 26.2 of the D.C.A. requires that, for developments proceeding through a site plan or zoning by-law amendment application, the D.C. be determined based on the rates that were in effect when the planning application was submitted to the municipality. This allows for the determination of the charge earlier in the development process, as most D.C. by-laws determine the charges at the time of building permit issuance. In some instances, the D.C. that would be imposed at the time of building permit issuance may be lower than that in place at the time of planning application. Where rates have been determined as per section 26.2 of the D.C.A., the proposed amendments would require municipalities to apply the lower of the charges determined at the time of planning application or as required under the D.C. by-law (e.g. building permit issuance).

Note, interest charges for the D.C. determined at the time of planning application may still be imposed.

Impact of Proposed Changes

Lower of the charges imposed appears positive

These proposed changes are positive as developers would not be charged in excess of current rates, and municipal capital costs, where charges are lower. Moreover, developers who proceed in a timely manner would not be penalized with additional interest costs for the period between planning application and D.C. by-law timing of payment.



10. Noted areas for future changes to D.C.s

In the Province's announcement, they indicated additional changes can be expected to follow the proposed regulatory changes and/or ongoing consultations.

The Province has indicated its intent to add the Statistics Canada Non-Residential Building Construction Price Index for London to the prescribed indexes in the regulations. This would allow municipalities in Southwestern Ontario to utilize the London series for indexing purposes. This appears to be a reasonable addition to the legislation and will better align the underlying capital cost in D.C. by-laws with changes in the area. The Province should consider allowing municipalities to amend their D.C. by-laws using the streamlined D.C. amendment process to reference this index where appropriate.

The Province also indicated its intent to consult on potential approaches to standardize benefit to existing (B.T.E.) deductions. Municipalities generally follow best practices in regard to B.T.E. deductions. Currently, there is no standardized approach across all municipalities. Providing a standardized approach may be problematic, as capital projects, capital costs, and circumstances in different municipalities may be unique. Robust consultations should be undertaken prior to the implementation of any changes in this regard due to the wide-ranging implications anticipated for municipalities.

Lastly, the announcement included commentary on expanding the Annual Treasurer's Statement reporting requirements. Under the D.C.A. currently, municipalities must allocate 60% of monies in their D.C. reserve funds to projects for services related to a highway, water, and wastewater services. The Province has indicated that it may consider expanding this requirement to more services. If expanded to additional services, this change would impose an additional administrative burden on municipalities.

11. Concluding Remarks

Based on the proposed changes and individual municipal circumstances, municipalities may experience a reduction in D.C. revenues and cashflows. Possible implications include funding of growth-related capital needs from non-D.C. municipal revenue sources, slowing the timing for growth-related capital projects, and increased debt financing which may lead to ultimately higher D.C. rates and utilization of tax-supported funds to address growth-related needs, impacting affordability for existing residents and businesses.

The impacts of the more significant changes being considered (i.e., changes to the definition of capital cost, grouping of credits, defining local services, and prescribing a methodology for benefit to existing) will not be known until the release of the draft regulations for consultation.



The approach of effecting legislative change through regulations, as opposed to the requirements of passing a Bill through the legislative process reduces transparency and opportunity for public input. This also creates issues with municipalities' ability to react to the legislative changes and to update master plans and D.C. by-laws, where needed.

We appreciate the opportunity to comment on the legislative changes and would appreciate any opportunity to participate in ongoing consultation regarding the above legislative changes.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

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NORTH GLENGARRY NORD



Timothy J. Simpson, MPA

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From: Forrester, Terri (She/Her) (MECP) <Terri.Forrester@ontario.ca>

Sent: October 9, 2025 11:15 AM

To: Timothy Simpson <cao@northglengarry.ca>

C: [REDACTED]

Subject: Ministry of the Environment, Conservation and Parks Compliance Policy Updates

Hello,

Please find attached a letter outlining recent updates to the Ministry of the Environment, Conservation and Parks' compliance policy, announced on June 4, 2025. These changes introduce a new process for referring low-risk incidents to more appropriate regulatory authorities, including municipalities. These changes will help to clarify roles and responsibilities between the ministry and municipalities.

The attached letter includes examples of low-risk incidents typically considered for referral, as well as guidance on how these changes aim to reduce duplication for businesses, improve service to the public, and support collaboration between our organizations.

The ministry will be hosting a second information session on the compliance policy updates on October 23, 2025, to accommodate municipalities who were unable to attend the initial session on August 27, 2025. The second session will cover the same materials as the first session. A link to register can be found [here](#).

We appreciate your continued partnership and look forward to further engagement. Please do not hesitate to reach out should you have any questions.

Sincerely,

Terri-Lee Forrester, on behalf of Tracy Hart, Ottawa District Manager

Supervisor (A) | Cornwall Area Office | Eastern Region

Ministry of the Environment, Conservation and Parks | Government of Ontario

(613) 930-3599 | Terri.Forrester@ontario.ca

Cornwall Area Office | Eastern Region

113 Amelia Street

Cornwall ON K6H 3P1



Are you reporting a spill? Please contact the Ministry of the Environment, Conservation and Parks, Spills Action Centre at (416)325-3000 or 1(800) 268-6060.

Are you reporting a pollution incident or environmental concern? Please use the ministry's [online pollution reporting tool](#) or for more urgent matters contact the Pollution Hotline at 1(866) 663-8477.

Ministry of the Environment,
Conservation and Parks

Eastern Region

2430 Don Reid Drive, Suite 103
Ottawa ON K1H 1E1
Phone: 613-521-3450
or 1-800-860-2195

Ministère de l'Environnement, de la
Protection de la nature et des Parcs

Région de l'Est

2430, promenade Don Reid, suite 103
Ottawa ON K1H 1E1
Tél: 613-521-3450
ou 1-800-860-2195



October 8, 2025

The Corporation of the Township of North Glengarry
Attention: Sarah Huskinson, CAO/Clerk

**Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy
– Potential for Low-Risk Incident Referrals to Municipalities**

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). A notice outlining the decision can be found [here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email tracy.hart@ontario.ca or by phone 613-866-1386

Sincerely,

Terri-Lee Forrester

Terri Forrester *on behalf of*
Tracy Hart
District Manager
Ottawa District Office
Ministry of the Environment, Conservation and Parks

Jena Doonan

[REDACTED]

[REDACTED]

**NORTH
GLENGARRY
NORD**

*Ontario's Celtic Heartland
Le centre celtique de l'Ontario*

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From: Ontario News <do.not.reply@ontario.ca>

Sent: October 16, 2025 12:03 PM

To: Timothy Simpson <cao@northglengarry.ca>

Subject: Ontario Investing Nearly \$2 Billion to Protect and Expand Long-Term Care

Ontario

NEWS RELEASE

Ontario Investing Nearly \$2 Billion to Protect and Expand Long-Term Care

Historic increase in funding comes as the government reaches its goal of four hours of direct care for residents

Ontario

October 16, 2025

Ministry of Long-Term Care

SCARBOROUGH — The Ontario government is protecting Ontario's long-term care system by increasing annual funding to a record \$1.92 billion to support the significant increase in staffing in the province's long-term care homes over the past four years. The historic increase to support staff comes as the government surpassed its target of an average of four hours of daily direct care for residents by nurses and personal support workers (PSWs) this spring.

"Our government is making historic investments to improve long-term care, by training, hiring and retaining thousands of health care workers," said Natalia Kusendova-Bashta, Minister of Long-Term Care. "This record investment into staffing will ensure those living in Ontario's long-term care homes receive the quality of care and quality of life they need and deserve."

The government's investment builds on the previous \$4.9 billion four-year staffing plan, which focused on recruitment, training and retention and helped add more than 16,000 personal support workers and nurses to the provincial workforce. As a result of highly successful initiatives like the PSW incentives program and the Supporting Professional Growth Fund, which helped more than 45,000 existing staff advance their careers between 2022 and 2024, the new funding will support salaries and other employment costs as the government continues to strengthen the sector's workforce.

"Under the leadership of Premier Ford, our government is continuing to protect Ontario's health-care system — and that includes protecting long-term care," said Sylvia Jones, Deputy Premier and Minister of Health. "Through this historic investment to increase the long-term care workforce, we are ensuring that Ontarians can receive the high-quality care they need and deserve, no matter where they live."

Compared to 2021, long-term care residents are now receiving, on average, more than an hour of additional daily direct care from nurses and PSWs — a 36 per cent increase, equivalent to 15 days of additional care per resident, per year.

Building the long-term care workforce is one more way the government is ensuring Ontarians get the quality of care and quality of life they need and deserve. The plan to improve long-term care is built on four pillars: staffing and care; quality and enforcement; building modern, safe, and comfortable homes; and connecting seniors with faster, more convenient access to the services they need.

Quick Facts

- In the first quarter of the government's 2025-26 fiscal year, residents received an average of 4 hours and 5 minutes of PSW and nursing care every day.

Ontario

- Seniors — people age 65 and older — make up the fastest growing age group in the province.
- As part of its plan to fix long-term care and address waitlists, the government is building 58,000 new and upgraded long-term care beds across the province.
- In August 2025, the Ontario government announced it is investing \$56.8 million to expand enrolment in nursing programs at publicly assisted colleges and universities across the province.
- Ontario is offering incentives of up to \$35,400 to PSW students and eligible PSWs to launch careers in long-term care homes and in the home and community care sector.

Quotes

"Seniors are the pillar of our society, which is why this critical \$2 billion investment will ensure that we support the staff and PSWs in our long-term care system. This historic investment is just one part of our government's efforts to ensure that seniors live in dignity, with access to the care, support and respect they deserve."

- Aris Babikian
MPP for Scarborough—Agincourt

"Achieving and sustaining an average of four hours of direct daily care is a significant milestone for residents, families and care teams across Ontario. This historic investment reflects years of progress and partnership to strengthen staffing and improve the quality of life in our long-term care homes. We thank Minister of Long-Term Care Natalia Kusendova-Bashta and the Government of Ontario for their leadership and continued commitment to the people who live and work in long-term care. As resident needs grow more complex, this investment ensures we can maintain and build on the care improvements achieved to date — laying the foundation for even better care in the years ahead."

- Donna Duncan
CEO, Ontario Long Term Care Association

"This investment and the sector's success in reaching the four hours of care average deserve high praise. Nothing has a more direct and positive impact on residents' quality of life than more staff. This has been a key advocacy priority for our association since it was first recommended in 2008, and we commend the government for taking concrete steps to make this goal a reality."

- Lisa Levin
Chief Executive Officer, AdvantAge Ontario

"At Mon Sheong Foundation, we are committed to providing the best care across our five homes. We are pleased to see the new investment from the Ontario government to

Ontario

support employment costs and further strengthen efforts in hiring, training and retaining our workforce. It not only enhances our staff's growth and development, but also ensures higher quality care for the seniors we serve."

- Tim Kwan
Chairman, Mon Sheong Foundation

Additional Resources

- [2025 Ontario Budget: A Plan to Protect Ontario](#)
- [Your Health: A Plan for Connected and Convenient Care](#)

Media Contacts

Stuart Osborne
Office of the Minister of Long-Term Care
Stuart.Osborne@ontario.ca

Ministry of Long-Term Care Media Line
Communications Branch
MLTC.Media@ontario.ca

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Township of South Glengarry

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

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

www.southglengarry.com

October 16, 2025

Tim Simpson, Interim CAO/Clerk
Township of North Glengarry
3720 County Road 34, RR2
Alexandria, ON K0C 1A0

RE: Notice of Intent to Designate 28 Kenyon Street East, Alexandria (Glengarry County Archives)

Dear Mr. Simpson,

On behalf of the Council of the Township of South Glengarry, I am writing in response to the Notice of Intention to Designate 28 Kenyon Street East, Alexandria, jointly owned by our municipalities, as a property of cultural heritage value or interest under Section 29 of the *Ontario Heritage Act*.

After reviewing the Notice of Intention, Council of the Township of South Glengarry has passed a resolution opposing the proposed designation. While Council acknowledges and appreciates the importance of preserving properties of cultural and historical significance, it has identified concerns related to the long-term financial implications of heritage designation for a jointly owned facility.

In particular, Council is concerned that designation may:

- Increase the cost and complexity of future renovations, alterations, or upgrades required to maintain the building;
- Limit flexibility to adapt the property for evolving municipal or community needs; and
- Negatively impact the property's marketability and resale value should divestiture be considered in the future.

We respectfully request that this position be considered as part of your Council's deliberations. The Township of South Glengarry remains committed to continued collaboration between our municipalities regarding the future of the Glengarry County Archives.

Regards,

Jamie Fawthrop
Chief Administrative Officer

Jena Doonan

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Timothy J. Simpson, MPA

Interim Chief Administrative Officer/Clerk | Directeur général/greffier
Township of North Glengarry | Canton de Glengarry Nord
3720 County Road 34
Alexandria ON K0C 1A0
T: 613-525-1625
E: cao@northglengarry.ca | W: www.northglengarry.ca



From: Mary Dawson-Cole <Mary.Dawson-Cole@mpac.ca>
Sent: October 14, 2025 9:30 AM
To: Timothy Simpson <cao@northglengarry.ca>
Subject: MPAC release of Q2 2025 Residential Report: Market Insights



Good morning Tim,

Subject: The Residential Report: Market Insights – Q2 2025

In support of our goal to provide valuable insights on the residential property market to enhance everyone's understanding and support decision-making, MPAC has released its **Q2 2025 Residential** report.

This report offers a narrative analysis and chart representations of residential sales data and an interactive map showcasing regional and municipal residential data for the second quarter of the year (April 1 to June 30, 2025).

You can find the report Residential Report Q2 2025 the "Research and Insights" page at mpac.ca. No login required, just some terms and conditions to agree to will grant you access.

We hope you find these insights helpful for your municipality as you navigate and respond to property trends. If you have any questions, including about data usage and permissions, please reach out to your Municipal and Stakeholder Relations Team.

Yours truly,

Mary

Mary Dawson-Cole
Director, Municipal and Stakeholder Relations
Public Affairs and Customer Experience

Office: 705-419-0935
Mobile: 705-698-3017
mary.dawson-cole@mpac.ca

mpac.ca

Date: 8 October 2025
Moved By: Councillor Kristen Rodrigues
Seconded By: Councillor Alex Boughen

Whereas conservation authorities serve a critical function in safeguarding Ontario's natural heritage, overseeing watershed management, mitigating flood risks, and advancing climate resilience;

And whereas the Province of Ontario's recent mandate to freeze conservation authority fees has significantly hindered their capacity to deliver essential services;

And whereas Conservation Authorities are now expected to process an increasing volume of permit applications under a fee structure that remains frozen, despite rising costs of living and wage pressures, further compounding operational and fiscal challenges;

And whereas municipalities are increasingly compelled to absorb the resulting financial shortfalls, leading to unsustainable downloading of costs onto local taxpayers;

And whereas the intent behind the provincial fee freeze was to reduce development-related expenses and accelerate housing supply;

And whereas this policy has inadvertently shifted the financial burden from a user-pay cost recovery model to the municipal tax base, thereby straining local budgets and compromising the principle of fair and equitable funding;

Now Therefore, be it resolved that the Council of the Town of Plympton-Wyoming urges the Province of Ontario to reconsider the fee freeze mandate and to implement a funding framework that protects municipal taxpayers from cost recovery deficits, while supporting a sustainable and balanced approach to conservation authority financing.

Carried
 Defeated
 Deferred

<input type="checkbox"/>	<input type="checkbox"/>	Bob Woollett
<input type="checkbox"/>	<input type="checkbox"/>	Mike Vasey
<input type="checkbox"/>	<input type="checkbox"/>	John van Klaveren
<input type="checkbox"/>	<input type="checkbox"/>	Kristen Rodrigues
<input type="checkbox"/>	<input type="checkbox"/>	Alex Boughen
<input type="checkbox"/>	<input type="checkbox"/>	Netty McEwen
<input type="checkbox"/>	<input type="checkbox"/>	Gary L. Atkinson
		Yay
		Nay

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



Friday, October 10, 2025

Jeff Smith
Municipal Clerk
Township of Woolwich
24 Church Street West
PO Box 158
Elmira, Ontario
N3B 2Z6

SENT VIA EMAIL: jsmith@woolwich.ca

RE: Endorsement of the Township of Woolwich Resolution – Bill C-61 First Nations Clean Water Act

Dear J. Smith,

Please be advised of the following motion passed at the Monday, October 6, 2025, Goderich Town Council Meeting:

Moved By: Deputy Mayor Noel
Seconded By: Councillor Kelly
That Goderich Town Council supports the resolution from the Township of Woolwich, regarding Bill C-61, First Nations Clean Water Act

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

Andrea Fisher
Director of Legislative Services/Clerk
/js

Cc: Hon. Mandy Gull-Masty, Minister of Indigenous Services, mandy.gull-masty@parl.gc.ca
Hon. Todd J. McCarthy, Minister of Environment, Conservation and Parks,
todd.mccarthy@pc.ola.org
Hon. Doug Ford, Premier of Ontario, premier@ontario.ca

The Town of Goderich
57 West Street
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Assembly of First Nations, resolutions@afn.ca
All Municipalities in Ontario

The Town of Goderich
57 West Street
Goderich, Ontario
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townhall@goderich.ca
www.goderich.ca



Thursday, October 9, 2025

Allyson Euler
City Clerk
The Corporation of the City of Dryden
30 Van Horne Avenue
Dryden, Ontario
L8N 2A7

SENT VIA EMAIL: aeuler@dryden.ca

RE: Endorsement of The City of Dryden's Resolution – Swim-to-Survive Training

Dear A. Euler,

Please be advised of the following motion passed at the Monday, October 6, 2025, Goderich Town Council Meeting:

Moved By: Deputy Mayor Noel
Seconded By: Councillor Carroll
That Goderich Town Council supports the resolution from the City of Dryden, regarding Swim-to-Survive Training.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

A handwritten signature in cursive script that reads "Andrea Fisher".

Andrea Fisher
Director of Legislative Services/Clerk
/js

Cc: Hon. Minister of Education of Ontario, paul.calandra@pc.ola.org
The Honourable Lisa Thompson, Minister of Rural Affairs, Member of Provincial Parliament – Huron-Bruce, lisa.thompson@pc.ola.org
Ben Lobb, Member of Parliament – Huron-Bruce, ben.lobb@parl.gc.ca

The Town of Goderich
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www.goderich.ca



The Association of Municipalities of Ontario, resolutions@amo.on.ca

All Ontario Municipalities



Hon. Paul Calandra
438 University Ave
15th Floor, Toronto
ON M7A 2A5
VIA EMAIL:
paul.calandra@pc.ola.org

MPP Joseph Racinsky
181 St. Andrew Street East,
Unit 4 (2nd Floor)
Fergus, ON N1M 1P9
VIA EMAIL:
joseph.racinsky@pc.ola.org

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

October 17, 2025

Association of
Municipalities of Ontario
(AMO)
VIA EMAIL:
amo@amo.on.ca

RE: 6.16 City of Dryden Council Resolution regarding Mandatory water safety and Swim-to-Survive training in Elementary Curriculum

Please be advised that Township of Puslinch Council, at its meeting held on October 8, 2025 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2025-308:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That the Consent Agenda items listed for October 8, 2025 Council meeting with the exception of items, 6.16 be received for information. Send support resolution accordingly.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Director of Corporate Services/Municipal Clerk

CC: All Ontario Municipalities

THE CORPORATION OF THE CITY OF DRYDEN

MOVED BY: Price

DATE: 22-Sep-25

SECONDED BY: Klewning

RESOLUTION NO.: 14

Whereas drowning is one of the leading causes of preventable deaths among children in Ontario and research by the Lifesaving Society of Ontario shows that most children who drown never intended to be in the water; and

Whereas evidence demonstrates that even basic swimming and water survival skills significantly reduce the risk of drowning; and

Whereas many children in Ontario do not have equitable access to swimming lessons outside of school due to financial, cultural or geographic barriers; and

Whereas several municipalities across Ontario have expressed strong interest in improving water safety education for children; and

Whereas the Ministry of Education has the authority to incorporate water safety and survival training into the regular elementary school curriculum as a universal, life-saving skill comparable to fire safety and road safety instruction;

Therefore, be it resolved that the Council of The Corporation of The City of Dryden respectfully urges the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario and all Ontario municipalities, with a request for their endorsement.

RECORDED VOTE			DECLARATION UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT Councillors who have declared an interest, abstained from discussion and did not vote on this question.	
Council	Yes	No		
Councillor C. Klewning				
Councillor B. Latham				
Councillor M. MacKinnon				
Councillor R. Noel				
Councillor M. Price				
Councillor B. Tardiff				
Mayor J. Harrison				
			Disposition of Resolution (Check One)	
			Carried X	Defeated
TOTALS				

MAYOR: Harrison



TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1
Tel (705) 429-3844
mayor@wasagabeach.com

OFFICE OF THE MAYOR

October 16, 2025

Minister of Education
Honourable Paul Calandra
438 University Ave, 15th Floor
Toronto, ON M7A 2A5

BY EMAIL ONLY

Dear Minister Calandra,

RE: Resolution from the Town of Wasaga Beach – Mandatory Water Safety & Swim-to-Survive Training

Please be advised that the Council of the Town of Wasaga Beach, during their October 9, 2025 Council meeting, and at the request of the City of Dryden, passed the following resolution regarding Mandatory Water Safety and Swim-to-Survive Training.

Whereas drowning remains one of the leading causes of preventable death among children in Ontario, and research by the Lifesaving Society of Ontario indicates that most children who drown never intended to be in the water; and

Whereas evidence clearly demonstrates that basic swimming ability and water survival skills significantly reduce the risk of drowning; and

Whereas many children across Ontario face barriers to accessing swimming lessons outside of school, whether financial, cultural, or geographic in nature; and

Whereas municipalities across the province, including the City of Dryden, have expressed strong support for improved water safety education for children; and

Whereas the Ministry of Education holds the authority to include water safety and survival training in the elementary school curriculum, recognizing it as a vital life skill comparable to fire and road safety education; and

Whereas the Town of Wasaga Beach is home to the world's longest freshwater beach and welcomes hundreds of thousands of visitors annually to its waterfront, underscoring the critical importance of water safety and swim survival skills for both residents and visitors, especially children;

Now therefore be it resolved that the Council of the Town of Wasaga Beach supports the resolution passed by the Council of the Corporation of the City of Dryden urging the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and



TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1
Tel (705) 429-3844
mayor@wasagabeach.com

OFFICE OF THE MAYOR

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities with a request for their endorsement.

Should you have any questions, please contact me at mayor@wasagabeach.com or (705) 429-3844 ext. 2225.

Sincerely,

Brian Smith
Mayor, Town of Wasaga Beach

/mps

cc: Local Members of Provincial Parliament
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

October 20, 2025

Via email: doug.fordco@pc.ola.org

Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

Dear Hon. Doug Ford,

Re: Swim to Survive Training

Please be advised that South Huron Council passed the following resolution at their August 11, 2025, Regular Council Meeting:

390-2025
Moved By: Ted Oke
Seconded by: Wendy McLeod-Haggitt

That South Huron Council supports the September 22, 2025, correspondence of the City of Dryden regarding Swim to Survive Training; and

That this supporting resolution and the originating correspondence be circulated to Premier Doug Ford, Lisa Thompson, MPP, Paul Calandra, Minister of Education, AMO and all municipalities in Ontario.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

Encl.

cc: MPP Lisa Thompson, lisa.thompson@pc.ola.org; Minister of Education,
Hon. Paul Calandra, paul.calandra@pc.ola.org; AMO,
resolutions@amo.on.ca ; and all Ontario Municipalities



VIA EMAIL

Friday, October 3, 2025

Corporate Services Department
Legal Services
Office of the Regional Clerk
1151 Bronte Road
Oakville, ON L6M 3L1

The Right Honourable Mark Carney, Prime Minister of Canada
The Honourable Sean Fraser, Minister of Justice and Attorney General
The Honourable Gary Anandasangaree, Minister of Safety
The Honourable Ruby Sahota, Secretary of State
The Honourable Doug Ford, Premier of Ontario
The Honourable Doug Downey, Attorney General
The Honourable Michael Kerzner, Solicitor General

Please be advised that at its meeting held on Wednesday, September 17, 2025, the Council of The Regional Municipality of Halton unanimously adopted the following resolution:

RESOLUTION: Public Safety Requirements to Protect Our Communities

WHEREAS community safety is the foremost responsibility of all levels of government, including federal, provincial/territorial, and municipal authorities; AND WHEREAS recent violent home invasions in Halton Region and across Canada highlight the ongoing need to evaluate and strengthen bail laws and the administration of justice to better protect communities;

AND WHEREAS repeat violent offenders continue to be granted bail in some instances, placing victims, families, and first responders at risk, and public confidence in the justice system is undermined when such offenders are quickly returned to the community;

AND WHEREAS the federal government passed Bill C-48, which came into force in January 2024, introducing key reforms to the Criminal Code, including:

- A new reverse onus provision targeting repeat violent offending involving weapons,
- An expanded list of firearms offences triggering reverse onus,

- Requirements for courts to consider an accused's violent history and state on the record their consideration of community safety;

AND WHEREAS the federal government has committed to tabling additional legislation during the Fall 2025 session of Parliament to further strengthen community safety, including reforms related to bail and sentencing;

AND WHEREAS the provinces and territories are responsible for the administration of justice, including:

- Appointing justices of the peace and judges,
- Managing court operations and bail monitoring,
- Hiring and managing Crown Attorneys,
- Funding and overseeing provincial police services and detention centres;

AND WHEREAS on November 13, 2024, the Police Association of Ontario (PAO), the Ontario Provincial Police Association (OPPA), and the Toronto Police Association (TPA), representing 35,000 police members in Ontario, called for urgent action to ensure violent and repeat offenders are not released pending trial, and similar calls have been echoed by the Canadian Association of Chiefs of Police and Canada's Premiers;

AND WHEREAS strengthening bail provisions and the broader justice system requires ongoing collaboration across all levels of government, and doing so would reduce pressures on local police services, the courts, and municipalities;

NOW THEREFORE IT BE RESOLVED:

THAT Halton Regional Council:

1. Recognizes the steps already taken by the federal government through Bill C-48 and acknowledges the commitment to introduce further legislation in Fall 2025;
2. Calls on the Government of Canada to prioritize and expedite the introduction of its promised bail and sentencing reforms in the upcoming session of Parliament;
3. Calls on the Province of Ontario to invest in and strengthen the administration of justice, including:
 - Enhancing bail enforcement and monitoring,

- Increasing resources for Crown prosecutors and court operations, including the previously announced courthouse for Halton
 - Expanding judicial capacity and detention infrastructure;
4. Encourages a national, coordinated approach involving all levels of government to ensure community safety is not compromised by gaps in bail or sentencing systems.

AND BE IT FURTHER RESOLVED:

- THAT Halton Regional Council calls for the following policy considerations in future reforms:
 - Expanding reverse onus provisions for repeat violent offenders,
 - Establishing stronger mandatory bail conditions, including firearm prohibitions, curfews, electronic monitoring, and no-contact orders,
 - Limiting multiple bail releases for individuals with histories of serious violent offences,
 - Improving inter-agency information sharing among police, Crown prosecutors, and corrections,
 - Prioritizing victim and community impact in bail decisions;
- THAT Halton Regional Council calls on the federal and provincial governments to review Criminal Code time limits and rules for stay of proceedings in cases involving serious and violent offences;
- THAT this motion be forwarded to:
 - The Prime Minister of Canada, the Minister of Justice and Attorney General of Canada, the Minister of Public Safety, the Secretary of State (Combatting Crime),
 - The Premier of Ontario, Attorney General of Ontario, the Solicitor General of Ontario,
 - All federal and provincial parties in the House of Commons and Ontario Legislature;
 - Halton's Members of Parliament and Members of Provincial Parliament,
 - The Canadian Association of Chiefs of Police, the Ontario Association of Chiefs of Police, the Police Association of Ontario, and the Ontario Provincial Police Association;
 - Ontario Association of Police Service Boards (OAPSB) and Canadian Association of Police Governance (CAPG);

- Halton's Local Municipalities;
- THAT this motion be shared with the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and all municipalities across Ontario and Canada, encouraging them to pass similar motions in a spirit of collaborative, cross-jurisdictional reform.

If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne
Regional Clerk

Graham.Milne@halton.ca

c.

The Honourable Pierre Poilievre, Leader of Official Opposition

Yves-François Blanchet, Leader of Bloc Québécois

Don Davies, Interim Leader of NDP

Elizabeth May, Leader of Green Party

Halton MPs

Halton MPPs

Canadian Association of Chiefs of Police

Ontario Association of Chiefs of Police

Police Association of Ontario

Ontario Provincial Police Association

Ontario Association of Police Boards

Canadian Association of Police Governance

City Clerk's Office, City of Burlington

Valerie Petryniak, Town Clerk & Director, Legislative Services, Town of Halton Hills

Meaghen Reid, Director, Legislative & Legal Services/Town Clerk, Town of Milton

William Short, Town Clerk, Town of Oakville

Association of Municipalities of Ontario (AMO)

Federation of Canadian Municipalities (FCM)

all municipalities across Ontario and Canada



The Corporation of the
City of North Bay
200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: 705 474-0400

OFFICE OF THE CITY CLERK
Direct Line: (705) 474-0626, ext. 2522
Fax Line: (705) 495-4353
E-mail: veronique.hie@northbay.ca

August 13, 2025

Honourable Greg Rickford
Minister of Northern Development
Suite 400
160 Bloor Street
Toronto, ON M7A 2E6

Dear Hon. Greg Rickford:

This is Resolution No. 2025-279 which was passed by Council at its Regular Meeting held Tuesday, August 12, 2025.

Resolution No. 2025-279:

"Whereas the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

And Whereas the program has been well received and has allowed municipalities, such as the City of North Bay, to strategically accumulate multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

And Whereas the City of North Bay recognizes the importance of modern, safe, and efficient infrastructure to support economic growth and industrial competitiveness;

AND WHEREAS the Seymour Street Widening project from Station Road to Wallace Road, including a signalized intersection, is a critical continuation of the intersection improvement at Hwy 11/17 and Seymour Street, directly supporting a high-value industrial zone;

And Whereas this arterial corridor enables key sectors such as mining, forestry, construction, and manufacturing to receive and ship goods efficiently, impacting markets provincially and beyond;

And Whereas the updated total Seymour Street Widening project budget of approx. \$11 million includes contributions from multiple funding programs such as NORDS (\$2 million) and OCIF (\$4,259,448).

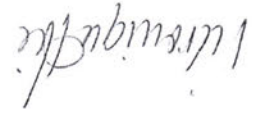
Therefore Be It Resolved That the Council of the City of North Bay strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

And Further Be It Resolved That the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

And Further Be It Resolved That the Council of the City of North Bay formally supports the principle of stacking (accumulating) funding from multiple grant and infrastructure programs to advance strategic capital works, such as the Seymour Street Widening project, and requests continued flexibility from higher levels of government to enable effective financial planning and timely delivery of large-scale municipal infrastructure initiatives;

And Further Be It Resolved That a copy of this resolution be forwarded to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Nipissing MPP Victor Fedeli, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipal Association (ROMA) and all Northern Ontario municipalities for their awareness and support."

Yours truly,



Veronique Hie
Deputy City Clerk

VH/ck

cc: Minister of Agriculture, Food and Agribusiness

Minister of Infrastructure
Minister of Natural Resources
Nipissing MPP, Victor Fedeli
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Northwestern Ontario Municipal Association (NOMA)
Rural Ontario Municipal Association (ROMA)
Northern Ontario Municipalities



MUNICIPALITY OF
SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 311-25

Date: Oct 14, 2025

Moved By: Ron Giardetti

Seconded By: Don Smith

BE IT RESOLVED that Council for the Municipality of Shuniah hereby supports the resolution passed by the City of North Bay, and the resolution passed by the Municipality of Assignack, regarding making the NORDS Pilot Program permanent and expanding program eligibility;

AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Minister of Northern Development; the Minister of Agriculture, Food, and Agribusiness, the Minister of Infrastructure; the Minister of Natural Resources; our Local Member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO); the Federation of Northern Ontario Municipalities (FONOM); the Northwestern Ontario Municipal Association (NOMA); the Rural Ontario Municipal Association (ROMA), the Thunder Bay District Municipal League (TBDML), and all Ontario Municipalities.

Carried Defeated Amended Deferred

A. Bunt
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

VIA EMAIL

Tuesday, October 14, 2025

The Honourable Doug Ford, Premier of Ontario
The Honourable Kinga Surma, Minister of Infrastructure
The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Francois-Phillipe Champagne, Minister of Finance
Association of Municipalities of Ontario (AMO)
Ontario Small Urban Municipalities (OSUM)
Federation of Canadian Municipalities (FCM)
The United Counties of Leeds and Grenville
All Upper- and Lower-Tier Municipalities in Ontario

Please be advised that at its Regular Council meeting held on Monday, September 29, 2025, the Council of the Township of Edwardsburgh Cardinal unanimously adopted the following resolution:

RESOLUTION: Ontario Community Infrastructure Fund (OCIF)

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario’s rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics and rural equity considerations.
5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.

6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.

7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - o The Honourable Doug Ford, Premier of Ontario
 - o The Honourable Kinga Surma, Minister of Infrastructure
 - o The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - o The Honourable Francois-Phillipe Champagne, Minister of Finance
 - o Association of Municipalities of Ontario (AMO)
 - o Ontario Small Urban Municipalities (OSUM)
 - o Federation of Canadian Municipalities (FCM)
 - o The United Counties of Leeds and Grenville
 - o All upper- and lower-tier municipalities in Ontario

If you have any questions, please contact me at the email address below.

Sincerely,



Natalie Charette
Interim Clerk
clerk@twpec.ca



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

TOWNSHIP OF EDWARDSBURGH/CARDINAL

Resolution Number 2025-253

September 29, 2025

Moved By: _____

Seconded By: _____

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario's rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data,

TOWNSHIP OF EDWARDSBURGH CARDINAL

September 29, 2025

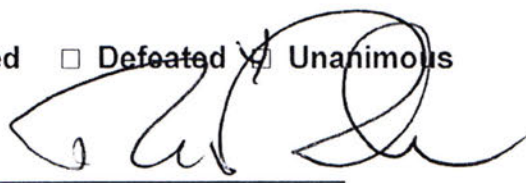
Resolution Number: 2025- 253

demographic projections, climate resilience metrics and rural equity considerations.

5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.
6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.
7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - o The Honourable Doug Ford, Premier of Ontario
 - o The Honourable Kinga Surma, Minister of Infrastructure
 - o The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - o The Honourable Francois-Phillipe Champagne, Minister of Finance
 - o Association of Municipalities of Ontario (AMO)
 - o Ontario Small Urban Municipalities (OSUM)
 - o Federation of Canadian Municipalities (FCM)
 - o The United Counties of Leeds and Grenville
 - o All upper- and lower-tier municipalities in Ontario

Carried Defeated Unanimous

Mayor: _____



RECORDED VOTE REQUESTED BY: _____		
NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		

October 16, 2025

Sent via email: resolutions@amo.on.ca

Association of Municipalities of Ontario (AMO)
800 – 155 University Avenue
Toronto, ON M5H 3B7

RE: Elect Respect Pledge

Please be advised that at its Regular meeting on October 1, 2025, Council of the Township of Springwater passed the following resolution:

C371-2025

Moved by: Councillor Moore

Seconded by: Councillor Thompson

Be it resolved that the correspondence from the Township of Southgate regarding the Elect Respect pledge; be received and supported as outlined below:

Whereas democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

Whereas we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

Whereas Ontario's municipally elected officials and municipal staff are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

Whereas social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

Whereas better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around

municipal council tables; and

Whereas the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

Whereas in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and

Whereas H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials and municipal staff that encourages individuals to participate in the political process.

Now Therefore Be It Resolved That the Council of the Township of Springwater supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

Be It Further Resolved That the Township of Springwater Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at www.electrespect.ca; and

Be It Further Resolved That a copy of this resolution be sent to the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, MP Doug Shipley and MPP Hon. Doug Downey, the Ontario Provincial Police, and all Ontario Municipalities.

Carried



www.springwater.ca

**2231 Nursery Road
Minesing, Ontario
L9X 1A8 Canada**

Yours Truly,

Jennifer Marshall

Jennifer Marshall, AMP
Clerk

cc: Federation of Canadian Municipalities,
MP Doug Shipley,
MPP Honourable Doug Downey,
Ontario Provincial Police
All Ontario Municipalities



CORPORATION OF THE TOWNSHIP OF ZORRA

163 Brock Street, PO Box 189 Thamesford, ON, N0M 2M0
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520

Item 10(a)

Date: October 15, 2025

16-10-2025

Moved by *Katie Shrygg*
Seconded by *Cynthia Kiehl*

WHEREAS, democracy is strengthened when all individuals can participate fully, safely, and without discrimination, contributing to the well-being of their communities;

AND WHEREAS, democratic discourse and respectful debate are under pressure across all levels of government, including municipal councils in Ontario;

AND WHEREAS, elected officials are increasingly facing harassment, threats, intimidation, and unsafe work environments, which undermine personal safety, deter civic participation, and erode public confidence in democratic institutions;

AND WHEREAS, social media platforms, while enabling legitimate discourse, have also amplified abusive, discriminatory, or threatening behaviour for many, often disproportionately affecting marginalized populations, discouraging many from seeking or remaining in public office;

AND WHEREAS, freedom of expression is a cornerstone of democracy and must be safeguarded, even as we combat unlawful harassment, violence, and hate;

AND WHEREAS, the Association of Municipalities of Ontario's Healthy Democracy Project has identified troubling trends in declining voter turnout and a reduction in candidate participation at the municipal level;

AND WHEREAS, grassroots and national initiatives such as Halton Elected Representatives (H.E.R.) campaign and the Parliamentary Civility Pledge led by the Canadian Association of Feminist Parliamentarians, demonstrate a growing commitment to fostering respectful, safe, and inclusive environments in political life;

Now therefore be it resolved that the Council of Zorra Township:

1. Supports the principles of the Elect Respect pledge to:
 - Treat all persons with dignity and respect in public, private, and online spaces;
 - Reject and call out harassment, threats, unlawful discrimination, and personal abuse;
 - Focus public debate on policies and ideas, rather than personal attacks or identity-based commentary;
 - Build a culture of safety and inclusion, ensuring that individuals of all genders, identities, backgrounds, races, sexual orientations, ages, and abilities feel empowered to run for and serve in public office;

- Call on relevant authorities to investigate and respond to threats or harassment directed at elected officials, in accordance with applicable laws;
- Model accountability and integrity by holding ourselves and one another to clear, transparent, and legally grounded standards of conduct;
- Defend freedom of expression while actively opposing abuse and intimidation in all forms;

2. Encourages elected officials, political organizations, municipalities, and members of the public to sign and support the Elect Respect pledge by visiting: electrespect.ca; and,

3. Directs that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM), Members of Provincial and Federal Parliament (MPPs and MPs), the Ontario Provincial Police (OPP), the Royal Canadian Mounted Police (RCMP), all municipalities in Ontario, Halton Elected Representatives (H.E.R.), and Canadian Association of Feminist Parliamentarians

Carried

Defeated

Recorded Vote

Deferred

Recorded Vote:

	Yea	Nay
Mayor Ryan		
Councillor Stewart		
Councillor Grigg		
Councillor Mitchell		
Councillor Finch		



Mayor



October 8, 2025

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

Dear Premier:

Re: Amending Ontario Regulation 391/21

Please be advised that the Council of the Regional Municipality of Waterloo at their Sustainability, Infrastructure, and Development meeting held on October 7, 2025 approved the following motion:

Whereas under Ontario Regulation 391/2, Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of for 'eligible' sources only; and

Whereas 'ineligible' sources, which producers are not responsible for, include business improvement areas, places of worship, daycares, camp grounds, public facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks; and

Whereas the province amended Ontario Regulation 391/2 to not expand services for new public space recycling; and

Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;



REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CLERK

150 Frederick Street, 2nd Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4481
www.regionofwaterloo.ca

Therefore, be it resolved that Region of Waterloo Council request that the province amend Ontario Regulation 391/21, Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources as stated above; and

Further that Council request the support of all Ontario Municipalities; and

That Minister McCarthy be asked to provide more information on the estimated \$171M in savings for municipalities through this program.

Please accept this letter for information purposes only. If you have any questions please contact Dorothy McCabe, Councillor DMcCabe@regionofwaterloo.ca

Regards,

Chris Fraresso, Legislative Services Specialist

cc: Todd McCarthy, Minister of the Environment, Conservation, and Parks
Mike Harris, Minister of Natural Resources and Forestry
Rob Flack, Minister of Affairs and Housing
Robin Jones, AMO President
Waterloo Region municipalities
All Ontario Municipalities
First Nation Councils



Elizabeth Roy
Mayor
T 905.430.4300 x2203
mayor@whitby.ca



October 17, 2025

The Honorable Todd McCarthy, MPP (Durham)
Minister of the Environment, Conservation and Parks
Via email: minister.mecp@ontario.ca

Re: Extended Producer Responsibility for Blue Box Recycling Collection and Impacts to Small Businesses located in Mixed-Use Properties

Dear Minister McCarthy,

Please be advised that at its meeting held on October 6, 2025, the Council of the Town of Whitby adopted the following as Resolution # 191-25:

Whereas in 2016 the Waste-Free Ontario Act was enacted, which also enacted the Resource Recovery and Circular Economy Act (RRCEA) and the Waste Diversion Transition Act; and,

Whereas the RRCEA and its associated regulations focus on strengthening Extended Producer Responsibility for materials like used tires and blue box recycling; and,

Whereas on November 23, 2020, Town Staff submitted comments to the Environmental Registry of Ontario on the proposed blue box regulation, which highlighted concerns about the lack of a requirement for blue box recycling collection for certain "non-eligible" sources like small businesses located in mixed-use properties which are prevalent in Business Improvement Areas; and,

Whereas in the Town of Whitby there are approximately 200 small businesses in mixed-use properties who currently receive blue box collection and are impacted by the blue box regulation and will potentially lose blue box collection services; and,

Whereas in June 2021 the Province of Ontario released Blue Box Regulation O. Reg. 391/21, under the RRCEA which transitions the financial and operational responsibility of recycling from municipalities to the producers of packaging and paper products; and,

Whereas Circular Materials Ontario (CM) was named the Producer Responsibility Organization taking on all blue box recycling responsibilities in Ontario over a three-year transition period; and,

Whereas the Region of Durham has indicated that the estimated costs to continue to provide blue box recycling for small businesses after the 2026 transition date to CM was exorbitant and no longer a core responsibility of the Region pursuant to Provincial legislation; and,

Whereas on July 1, 2024, the Town of Whitby and all local area municipalities in Durham Region transitioned from the Regional blue box program to the CM blue box program; and,

Whereas the Region of Durham and CM negotiated a temporary agreement to continue providing blue box collection services to small businesses in mixed-use properties during the blue box transition period from June 30, 2024 to December 31, 2025, however, CM will not service these small businesses or any non-residential properties effective January 1, 2026, as they are not included as “eligible sources” under Blue Box Regulation 391/21; and,

Whereas on October 17, 2024, Mayor Roy sent a letter to the Honourable Andrea Khanjin, who was at that time the Minister of Environment, Conservation and Parks, advocating for changes to the blue box regulation as it related to blue box collection for small businesses; and,

Whereas on June 4, 2025, the Ministry of Environment, Conservation and Parks proposed amendments to the RRCEA through the Environmental Registry of Ontario and staff comments were submitted jointly to the Municipal Waste Association and Regional Public Works Commissioners of Ontario on June 13, 2025 highlighting concerns with the blue box regulation and impacts to small businesses located in mixed-use properties; and,

Whereas on August 15, 2025, CM hosted a municipal engagement session with members of a Municipal Working Group, reviewing a proposal for blue box recycling for non-eligible sources; and,

Whereas it is not clear how the recycling collector will differentiate commercial recycling from residential recycling at mixed-residential locations as they are typically set out together; and,

Whereas the proposal submitted by CM must be agreed to by all three Producer Organizations before it will be considered by the Ministry of Environment, Conservation and Parks; and,

Whereas on October 1, 2025, all three Producer Organizations, which includes CM, Ryse Solutions, and Landbell Canada, provided a letter to Mayor Roy outlining their decision to not proceed with blue box collections for small IC&I locations, citing, “system capacity limitations, current regulatory obligations, and time constraints that make it impractical for CCS to provide (blue box) collections from IC&I locations”; and,

Whereas on October 1, 2025, the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks provided a letter to the Town of Whitby advising that the Producers will not voluntarily continue to offer blue box services to municipalities for small business locations.

Now therefore, be it resolved:

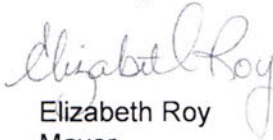
1. That the Council of the Town of Whitby requests that the Ministry of Environment, Conservation and Parks amend Blue Box Regulation 391/21 to require Producers to provide blue box collection services to businesses located in mixed-use properties;

and,

2. That the Mayor be requested to author a letter to the Minister of Environment, Conservation and Parks advocating for changes to Blue Box Regulation 391/21, and that a copy of this letter be forwarded to all Ontario Municipalities, Ontario Big City Mayors (OBCM), the Association of Municipalities of Ontario (AMO), and the Ontario Business Improvement Area Association (OBIAA).

Should you require further information, please do not hesitate to contact mayor@whitby.ca.

Sincerely,



Elizabeth Roy
Mayor

Town of Whitby
Office of the Mayor
575 Rossland Road East
Whitby, ON L1N 2M8
whitby.ca

cc Mayor Marianne Meed Ward, Chair Ontario's Big City Mayors - chair@obcm.ca
Ontario's Big City Mayors - info@obcm.ca
Ontario Business Improvement Area Association - info@obiaa.com
Association of Municipalities of Ontario - resolutions@amo.on.ca
All Ontario Municipalities
Karey Anne Large, CEO, Whitby Chamber of Commerce - Karey@whitbychamber.org
info@whitbychamber.org
Downtown Whitby BIA - info@whitbybia.org
Lorne Coe, MPP, Whitby - lorne.coe@pc.ola.org
Matthew Gaskell, CAO, Town of Whitby - gaskellm@whitby.ca



THE CORPORATION OF THE
TOWN OF COBALT

June 22, 2023

Municipality of North Perth
330 Wallace Ave North
Listowel, ON N4W 1L3

Please be advised that at the Regular Meeting of Council on October 14, 2025, the Town of Cobalt adopted the following resolution:

RESOLUTION No. 2025-162

MOVED BY: Councillor Starchuk

SECONDED BY: Councillor Anderson

BE IT RESOLVED THAT the Council of the Town of Cobalt supports the Township of Larder Lake's resolution respectfully requesting that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), MPP John Vanthof, and all municipalities in Ontario for support and endorsement.

CARRIED

Kind Regards,

Steven Dalley

Town Manager, Clerk/Treasurer

Tel: (705) 679-8877

Email: sdalley@cobalt.ca

cc: Hon, Michael Kerzner, Minister of the Solicitor General, michael.kerzner@pc.ola.org
Ontario Fire Marshal
the Association of Municipalities of Ontario (AMO), resolutions@amo.ca
the Rural Ontario Municipal Association (ROMA), roma@roma.on.ca
the Ontario Association of Fire Chiefs (O AFC), info@oafc.on.ca
MPP, John Vanthof, jvanthof-co@ndp.on.ca,

TOWN OF ENGLEHART

61 Fifth Avenue , Englehart , Ontario , P0J 1H0

Tel: 1-705-544-2244

<https://www.Englehart.ca/>

September 24, 2025

RESOLUTION

Resolution # 2025-229

Agenda Item # 6.2 Regular Council Meeting

Moved By : Pam Bannink

Seconded By : Jo-Anne Farmer

Whereas the Ontario government enacted O. Reg 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

And Whereas although it is important to standardize firefighting training and safety, these mandatory certification requirements pose significant challenges for small, rural and northern municipalities due to limited financial and training resources, geographic barriers and reliance on volunteer fire departments;

And Whereas the implementation of these requirements without additional flexibility or support may negatively impact the recruitment and retention of volunteer firefighters to provide adequate fire protection;

Now Therefore Be It Resolved that the Council of the Town of Englehart strongly encourages the Office of the Fire Marshal and the Ministry of the Solicitor General, to provide for support and an extension of the Mandatory Firefighter Certification Requirements as currently outlined in O. Reg. 343/22;

And Further That a copy of this resolution be sent to the Solicitor General, Premier of Ontario, John Vanthof, MPP Timiskaming-Cochrane, The Fire Marshal, AMO, FONOM, and all Ontario Municipalities.

Carried

This is a certified and true copy of the original document Amy Vickery, CAO/Clerk.



CORPORATION OF THE
TOWNSHIP OF HUDSON

903303 Hanbury Rd.
New Liskeard, ON P0J 1P0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@hudson.ca

Date: October 2nd, 2025

To:

Jon Pegg
Ontario Fire Marshal
Ministry of the Solicitor General
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of the Township of Hudson, we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in “pilot” while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.



CORPORATION OF THE
TOWNSHIP OF HUDSON

903303 Hanbury Rd.
New Liskeard, ON P0J 1P0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@hudson.ca

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

Krystle Seymour
Clerk-Treasurer



**THE CORPORATION OF THE TOWNSHIP OF HUDSON
RESOLUTION/MOTION**

Moved By:	
	Crystal Gauthier
	Dana McLean
	Greg Seed
	Clayton Seymour
	Larry Craig

Seconded By:	
	Crystal Gauthier
	Dana McLean
	Greg Seed
	Clayton Seymour
	Larry Craig

No: 2025- 169
Date: 01-Oct-2025

That we, the Council of the Township of Hudson do hereby, acknowledge receipt of resolution from the Township of Larker Lake regarding a request for extension of certification deadlines under Ontario Regulation 343/22; and

Direct municipal staff to issue a letter of support to the Township of Larder Lake, the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Association of Fire Chiefs (O AFC), and MPP John Vanthof.

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED

Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Crystal Gauthier		
Dana McLean		
Greg Seed		
Clayton Seymour		
Larry Craig		

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach, however, training programs for many of these service-specific certifications are still not available;

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Hudson respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), MPP John Vanthof, and all municipalities in Ontario for support and endorsement.



CORPORATION OF THE
TOWNSHIP OF HARLEY
903303 Hanbury Rd. New Liskeard, ON P0J 1P0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@harley.ca

October 15th, 2025

To:

Jon Pegg
Ontario Fire Marshal
Ministry of the Solicitor General
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of the Township of Harley, we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in "pilot" while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.



CORPORATION OF THE
TOWNSHIP OF HARLEY

903303 Hanbury Rd. New Liskeard, ON P0J 1P0

Tel: 705-647-5439 Fax: 705-647-6373

Email: admin@harley.ca

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Krystle Seymour".

Krystle Seymour
Clerk-Treasurer



THE CORPORATION OF THE TOWNSHIP OF HARLEY RESOLUTION/MOTION

Moved By: Clifford Fielder, Marc Gosselin, Richard McNaughton, Sophie MacKewn, Pauline Archambault

Seconded By: Clifford Fielder, Marc Gosselin, Richard McNaughton, Sophie MacKewn, Pauline Archambault

No: 2025- 143 Date: 14-Oct-2025

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually

Table with 2 columns: CARRIED, TABLED

Table with 2 columns: AMENDED, DEFEATED

Presiding Officer

Recorded Vote table with columns: Council Member, For Motion, Against Motion. Rows include Clifford Fielder, Marc Gosselin, Richard McNaughton, Sophie MacKewn, Pauline Archambault.



THE CORPORATION OF THE TOWNSHIP OF HARLEY RESOLUTION/MOTION

Moved By:	
	Clifford Fielder
	Marc Gosselin
	Richard McNaughton
	Sophie MacKewn
	Pauline Archambault

Seconded By:	
	Clifford Fielder
	Marc Gosselin
	Richard McNaughton
	Sophie MacKewn
	Pauline Archambault

No: 2025- 143 (cont.)
Date: 14-Oct-2025

provide. This flexibility is appreciated and reflects a fair and practical approach, however, training programs for many of these service-specific certifications are still not available;

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College’s course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Harley respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED

Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Clifford Fielder		
Marc Gosselin		
Richard McNaughton		
Sophie MacKewn		
Pauline Archambault		



THE CORPORATION OF THE TOWNSHIP OF HARLEY RESOLUTION/MOTION

Moved By: Clifford Fielder, Marc Gosselin, Richard McNaughton, Sophie MacKewn, Pauline Archambault

Seconded By: Clifford Fielder, Marc Gosselin, Richard McNaughton, Sophie MacKewn, Pauline Archambault

No: 2025- 143 (cont.) Date: 14-Oct-2025

343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

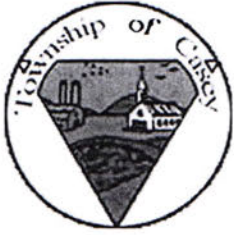
AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), MPP John Vanthof, and all municipalities in Ontario for support and endorsement.

Checked: CARRIED, TABLED

AMENDED, DEFEATED

Signature of Pauline Archambault, Presiding Officer

Recorded Vote table with columns: Council Member, For Motion, Against Motion. Rows include Clifford Fielder, Marc Gosselin, Richard McNaughton, Sophie MacKewn, Pauline Archambault.



CORPORATION OF THE
TOWNSHIP OF CASEY
903303 Hanbury Rd
New Liskeard ON P0J 1P0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@casey.ca

October 9th, 2025

To:

Jon Pegg
Ontario Fire Marshal
Ministry of the Solicitor General
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of the Township of Casey, we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in "pilot" while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.



**CORPORATION OF THE
TOWNSHIP OF CASEY**
903303 Hanbury Rd
New Liskeard ON P0J 1P0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@casey.ca

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Krystle Seymour".

Krystle Seymour
Clerk-Treasurer



THE CORPORATION OF THE TOWNSHIP OF CASEY RESOLUTION/MOTION

Moved By:	
<input checked="" type="checkbox"/>	Jacques Fortin
<input type="checkbox"/>	Janet Little
<input type="checkbox"/>	Jessie Denommé
<input type="checkbox"/>	Bruno Trudel
<input type="checkbox"/>	Guy Labonté

Seconded By:	
<input type="checkbox"/>	Jacques Fortin
<input type="checkbox"/>	Janet Little
<input type="checkbox"/>	Jessie Denommé
<input checked="" type="checkbox"/>	Bruno Trudel
<input type="checkbox"/>	Guy Labonté

No: 2025-146

Date: 8-Oct-2025

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED

Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Jacques Fortin		
Janet Little		
Jessie Denommé		
Bruno Trudel		
Guy Labonté		



THE CORPORATION OF THE TOWNSHIP OF
CASEY RESOLUTION/MOTION

Moved By:	
	Jacques Fortin
	Janet Little
	Jessie Denommé
	Bruno Trudel
	Guy Labonté

Seconded By:	
	Jacques Fortin
	Janet Little
	Jessie Denommé
	Bruno Trudel
	Guy Labonté

No: 2025-146 (cont)
Date: 8-Oct-2025

provide. This flexibility is appreciated and reflects a fair and practical approach, however, training programs for many of these service-specific certifications are still not available;

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College’s course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Casey respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED

Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Jacques Fortin		
Janet Little		
Jessie Denommé		
Bruno Trudel		
Guy Labonté		



THE CORPORATION OF THE TOWNSHIP OF
CASEY RESOLUTION/MOTION

Moved By:	
	Jacques Fortin
	Janet Little
	Jessie Denommé
	Bruno Trudel
	Guy Labonté

Seconded By:	
	Jacques Fortin
	Janet Little
	Jessie Denommé
	Bruno Trudel
	Guy Labonté

No: 2025- 146 (cont.)
Date: 8-Oct-2025

343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), MPP John Vanthof, and all municipalities in Ontario for support and endorsement.

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED


Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Jacques Fortin		
Janet Little		
Jessie Denommé		
Bruno Trudel		
Guy Labonté		



CORPORATION OF THE
TOWNSHIP OF KERNS

903303 HANBURY RD.
NEW LISKEARD, ON P0J1P0

(t) 705-647-5439 (f) 705-647-6373 admin@kerns.ca

Date: October 8th, 2025

To:

Jon Pegg
Ontario Fire Marshal
Ministry of the Solicitor General
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of the Township of Kerns, we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in "pilot" while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.



CORPORATION OF THE
TOWNSHIP OF KERNS
903303 HANBURY RD.
NEW LISKEARD, ON P0J1P0

(t) 705-647-5439 (f) 705-647-6373 admin@kerns.ca

Sincerely,

A handwritten signature in black ink, appearing to read "Krystle Seymour", written in a cursive style.

Krystle Seymour
Clerk-Treasurer

KERNS TWP. THE CORPORATION OF THE TOWNSHIP OF
KERNS RESOLUTION/MOTION



Moved By:	
	Dennis Jibb
<i>ml</i>	Mark Lenover
	Loren Runnalls
	Carter Seymour
	Terry Phillips

Seconded By:	
<i>DJ</i>	Dennis Jibb
	Mark Lenover
	Loren Runnalls
	Carter Seymour
	Terry Phillips

No: 2025- 129
 Date: 07-Oct-2025

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED

 Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Dennis Jibb		
Mark Lenover		
Loren Runnalls		
Carter Seymour		
Terry Phillips		



**KERNS TWP. THE CORPORATION OF THE TOWNSHIP OF
KERNS RESOLUTION/MOTION**

Moved By:	
	Dennis Jibb
<i>ML</i>	Mark Lenover
	Loren Runnalls
	Carter Seymour
	Terry Phillips

Seconded By:	
<i>DJ</i>	Dennis Jibb
	Mark Lenover
	Loren Runnalls
	Carter Seymour
	Terry Phillips

No: 2025-129 (cont.)
Date: 07-Oct-2025

as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach, however, training programs for many of these service-specific certifications are still not available;

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

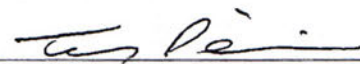
AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College’s course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED


Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Dennis Jibb		
Mark Lenover		
Loren Runnalls		
Carter Seymour		
Terry Phillips		

KERNS TWP. THE CORPORATION OF THE TOWNSHIP OF
KERNS RESOLUTION/MOTION



Moved By:	
	Dennis Jibb
<i>ML</i>	Mark Lenover
	Loren Runnalls
	Carter Seymour
	Terry Phillips

Secoanded By:	
<i>DJ</i>	Dennis Jibb
	Mark Lenover
	Loren Runnalls
	Carter Seymour
	Terry Phillips

No: 2025- 129 (cont)
 Date: 07-Oct-2025

THEREFORE BE IT RESOLVED THAT the Council of the Township of Kerns respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (OAFC), MPP John Vanthof, and all municipalities in Ontario for support and endorsement.

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED

 Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Dennis Jibb		
Mark Lenover		
Loren Runnalls		
Carter Seymour		
Terry Phillips		



THE CORPORATION OF THE TOWNSHIP OF MCGARRY

P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0
705-634-2145, Fax 705-634-2700

SECONDED BY COUNCILLOR:

- Louanne Caza
- Elaine Fic
- Annie Keff
- Francine Plante
- Mayor Culhane

DATE October 14, 2025

RESOLUTION # *284/2025*

MOVED BY COUNCILLOR:

- Louanne Caza
- Elaine Fic
- Annie Keff
- Francine Plante
- Mayor Culhane

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach, however, training programs for many of these service-specific certifications are still not available;

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the Township of McGarry respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), MPP John Vanthof, and all municipalities in Ontario for support and endorsement.

Recorded vote requested by _____

	For	Against
Councillor Louanne Caza		
Councillor Elaine Fic		
Councillor Annie Keff		
Councillor Francine Plante		
Mayor Bonita Culhane		

Disclosure of Pecuniary Interest *

* Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body) _____ (enter date)
Expected response: _____ (enter date)

Signature of Chair:





THE CORPORATION OF THE TOWNSHIP OF MCGARRY
P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0
705-634-2145, Fax 705-634-2700

MOVED BY COUNCILLOR:

- Louanne Caza
- Elaine Fic
- Annie Keft
- Francine Plante
- Mayor Culhane

SECONDED BY COUNCILLOR:

- Louanne Caza
- Elaine Fic
- Annie Keft
- Francine Plante
- Mayor Culhane

RESOLUTION # 287/2025

DATE October 14, 2025

WHEREAS the Province of Ontario, through the Ministry of Natural Resources and Forestry, plans to begin aerial spraying of glyphosate-based herbicides starting on or before August 10th, 2025, in the Timiskaming Forest; and

WHEREAS the Timiskaming Forest covers a significant portion of the Municipality of McGarry and neighbouring municipalities and this activity may impact residents and ecosystem; and

WHEREAS new scientific evidence published since Health Canada's last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases' reproductive toxicity, and ecosystem harm; and

WHEREAS the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method; and

WHEREAS many residents have expressed concern regarding the potential environmental and public health risks associated with aerial spraying of glyphosate-based herbicides:

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of McGarry formally requests that Honorable Mike Harris Jr., Minister of Natural Resources and Forestry, reconsider the planned use of glyphosate-based herbicides in the Timiskaming Forest and suspend the aerial spraying initiative until further independent research and update risk assessment are completed and reviewed; and

BE IT FURTHER RESOLVED THAT this resolution be forwarded to:

The Honorable Mike Harris Jr., Minister of Natural Resources and Forestry

The Honorable Sylvia Jones' Minister of Health

MPP John Vanthof, Timiskaming-Cochrane

AMO (Association of Municipalities of Ontario)

FONOM (Federation of Northern Ontario Municipalities)

All municipalities within Northeastern Ontario

Recorded vote requested by _____

	For	Against
Councillor Louanne Caza		
Councillor Elaine Fic		
Councillor Annie Keft		
Councillor Francine Plante		
Mayor Bonita Culhane		

*Disclosure of Pecuniary Interest **

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Signature of Chair:

 _____

** Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.*

**THE CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY
Council Meeting**

Resolution #
Date: October 27, 2025

MOVED BY:
SECONDED BY:

WHEREAS the Government of Ontario has imposed “Strong Mayor Powers” on municipalities without broad consultation or consent; and

WHEREAS over 100 municipalities have passed resolutions opposing these powers and requesting their removal, some as early as 2023; and

WHEREAS Strong Mayor powers concentrate authority in a single office, undermining democratic governance, Council collaboration, and transparency; and

WHEREAS municipalities are most effective through shared leadership and local decision-making:

NOW THEREFORE BE IT RESOLVED THAT the Township of North Glengarry opposes the imposition of Strong Mayor powers and requests its removal from the list of designated municipalities; and

FURTHER THAT a copy of this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
- The Office of Local MPP

Carried

defeated

deferred

Mayor / deputy mayor

	yea	nea
Deputy mayor: carma williams	_____	_____
Councillor: jacques massie	_____	_____
Councillor: brian caddell	_____	_____
Councillor: jeff manley	_____	_____
Councillor: michael madden	_____	_____
Councillor: gary martin	_____	_____
Mayor: jamie macdonald	_____	_____

October 28th, 2025

The Honourable Doug Ford, Premier of Ontario
Legislative Building
Queens Park
Toronto ON, M7A 1A4
Via email: premier@ontario.ca

Reference: Strong Mayor Powers – Township of North Glengarry

Dear Premier Ford;

On behalf of the Council of the Township of North Glengarry, I am writing to advise that at its meeting held on October 27th, 2025, Council adopted a resolution to formally express its opposition to the “Strong Mayor” powers granted under recent amendments to the *Municipal Act, 2001* and associated regulations.

Council firmly believes that the strength of local government lies in collaboration, open dialogue, and shared responsibility among all elected representatives. The “Strong Mayor” model, by centralizing authority within the Office of the Head of Council, undermines this cooperative framework and diminishes the representative role of Councillors.

We respectfully request that the Province review and reconsider the current “Strong Mayor” provisions, and instead continue to empower municipalities through partnership, flexibility, and trust in local democratic decision-making.

Thank you for your consideration of this important matter.

Sincerely,

Jamie MacDonald, Mayor

Township of North Glengarry

c. AMO, ROMA, Local MPP, AMCTO

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

**BY-LAW 38-2025
FOR THE YEAR 2025**

BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.

WHEREAS s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

THEREFORE, the Council of the Corporation of the Township of North Glengarry enacts as follows:

1. **THAT** the action of the Council at its regular meeting of Monday October 27, 2025, in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

READ a first, second and third time, passed, signed and sealed in Open Council this 27th day of October 2025.

CAO/Clerk / Deputy Clerk

Mayor / Deputy Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 38-2025, duly adopted by the Council of the Township of North Glengarry on the 27th day of October 2025

Certified CAO/Clerk / Deputy Clerk

Date