



Township of North Stormont

Agenda

Regular Meeting

Tuesday, May 13, 2025 6:00 PM

Council Chambers

Page

1. CALL TO ORDER

- 1.1. Topic: Township of North Stormont Regular Meeting
Time: May 13, 2025 06:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us06web.zoom.us/j/84963184067?pwd=B4lvluB8ZWCRLTyhY6Uv5f1s5Yvfhn.1>

Meeting ID: 849 6318 4067

Passcode: 537679

BE it resolved that this regular meeting now open at ____ p.m.

2. OPENING REMARKS

3. ADOPTION OF THE AGENDA AMENDMENT(S) ADDITION(S) OR DELETION(S)

- 3.1. BE it resolved that the agenda be approved as presented.

4. DISCLOSURE OF PECUNIARY INTEREST AND NATURE THEREOF

5. PUBLIC MEETING

6. DELEGATIONS/PRESENTATIONS

7. ADOPTION OF MINUTES OF PREVIOUS MEETING

- 7.1. BE it resolved that the following minutes be approved as presented: 8 - 13
Regular Meeting - April 22 - Minutes
[Regular Meeting - 22 Apr 2025 - Minutes](#)

8. ADOPTION OF MINUTES OF COMMITTEES AND LOCAL BOARDS

- 8.1. **Court of Revision Committee Meeting Minutes** 14 - 19
BE it resolved that the Council of the Township of North Stormont approves the Court of Revision committee minutes for the County Road Branch of Cumming Municipal Drain (including Morrow Spur), the McRae Branch of McKenzie Municipal Drain (including Brabant Branch) and the Morrow Brabec Branch of Cumming Municipal Drain as presented for the April 10, 2025 committee meetings.
[Court of Revision - 10 Apr 2025 - Minutes - County Road Branch of Cumming Municipal Drain \(including Morrow Spur\)](#)

[Court of Revision - 10 Apr 2025 - Minutes - McRae Branch of McKenzie Municipal Drain \(including Brabant Branch\)](#)
[Court of Revision - 10 Apr 2025 - Minutes - Morrow Brabec Branch of Cumming Municipal Drain](#)

8.2. **North Stormont Committee of Adjustment** 20 - 35
South Nation Conservation

THAT the Council of the Township of North Stormont accept and approve the following committee minutes as presented:
North Stormont Committee of Adjustment Minutes of March 7, 2025
South Nation Conservation Board Minutes of March 20, 2025
for information purposes.

[NS COA Minutes - March 7, 2025](#)
[SNC Minutes - March 20, 2025](#)

9. **RECEIVING OF MONTHLY STAFF REPORTS AND RECOMMENDATIONS**

9.1. BE it resolved that the following monthly reports be received: 36 - 52

By-Law Enforcement
Building
Fire
Recreation & Facilities
Public Works
CAO

[REPORT - MLEO](#)
[REPORT - BUILDING](#)
[REPORT - FIRE](#)
[REPORT - RECREATION & FACILITIES](#)
[REPORT - PUBLIC WORKS](#)
[REPORT - CAO](#)

9.2. **SDG County Road 22 Project - 3 Drain Amendments** 53 - 54

THAT the Council of the Township of North Stormont receives Report 04-2025 from the Drainage Superintendent for information purposes and proceeds with the third and final readings of By-Law No. 15-2025 (Morrow Brabec Branch of Cumming Municipal Drain), By-Law No. 16-2025 (County Road Branch of Cumming Municipal Drain including Morrow Spur) and By-Law No. 17-2025 (McRae Branch of McKenzie Municipal Drain including Brabant Branch) to provide amendments to these drains pursuant to Section 78(1) of the *Drainage Act*.

[DRAIN04-2025SDG County Road 22 Project - 3 Drain Amendments - Pdf](#)

9.3. **Brisson Municipal Drain - Amendment to Engineer's Report** 55 - 61

THAT the Council of the Township of North Stormont receives Report No. 05-2025 from the Drainage Superintendent for information purposes and approves the revised design of the Brisson Municipal Drain due to unforeseen circumstances during construction and proceed with

amending By-Law No. 76-2024 to include the desing change.

[DRAIN05-2025Brisson Municipal Drain - Amendment to Engineer's Report - Pdf](#)

- 9.4. **Appointment of Acting Deputy Chief of Station 2 Crysler** 62 - 63
THAT the Council of the Township of North Stormont receives Report No. FIRE- 01-2025 recommending that Council approve the appointment of Captain Daniel Richer to the position of **Acting Deputy Chief**.
[FIRE01-2025Appointment of Acting Deputy Chief of Station 2 Crysler - Pdf](#)
- 9.5. **Township of North Stormont Alcohol Policy update** 64 - 104
THAT the Council of the Township of North Stormont accepts Report No. 12-2025 from the Director of Parks, Recreation and Facilities to approve the draft revised Alcohol Policy to reflect current AGCO regulations and municipal procedures to be passed by by-law at a future meeting.
[REC12-2025Township of North Stormont Alcohol Policy update - Pdf](#)
- 9.6. **Purchase of Plow Truck** 105 - 106
THAT the Council of the Township of North Stormont receives report PW 08-2025 from the Public Works Superintendent for information purposes for the purchase of a new plow truck.
[PW08-2025Purchase of Plow Truck - Pdf](#)
- 9.7. **Manley Road Guardrail Installation** 107 - 108
THAT the Council of the Township of North Stormont receives report PW 09-2025 from the Public Works Superintendent and approves proceeding with the Manley Road guardrail installation project in 2025 with additional costs funded through a transfer from the Roads Reserve in the amount of \$68,000.
[PW09-2025Manley Road Guardrail Installation - Pdf](#)
- 9.8. **Moose Creek WWTL Class EA** 109 - 116
THAT the Council of the Township of North Stormont receives report PW 10-2025 from the Public Works Superintendent and awards the contract to CIMA+ for Consulting Engineering Services for the undertaking of the Moose Creek Wastewater Treatment Lagoon Class EA, at the recommendation of the Public Works Department and the Ontario Clean Water Agency in the amount of \$212,200 plus tax.
[PW10-2025Moose Creek WWTL Class EA - Pdf](#)
- 9.9. **Q1 2025 Variance Report** 117 - 139
THAT the Council of the Township of North Stormont accepts report FIN 06-2025 from the Treasurer regarding the first quarter variance report for the period ending March 31, 2025 for information purposes only.
[FIN06-2025Q1 2025 Variance Report - Pdf](#)

- 9.10. **Moose Creek Community Hall Rental** 140 - 141
 THAT the Council of the Township of North Stormont receives Report No. FIN 07-2025 from the Treasurer and approves the rental of the Moose Creek Community Hall for a two month period, from June 30th to August 30th, 2025, to Happy Face Child Care at at cost of \$1,500 per month (taxes included).
[FIN07-2025Moose Creek Community Hall Rental - Pdf](#)
- 9.11. **Release of Tax Information Policy** 142 - 146
 THAT the Council of the Township of North Stormont accepts Report No. FIN 08-2025 from the Treasurer regarding policy FIN 01-2025, Release of Tax Information Policy, to be formally accepted by By-law.
[FIN08-2025Release of Tax Information Policy - Pdf](#)
- 9.12. **Development Charges Background Study** 147 - 148
 THAT the Council of the Township of North Stormont receives Report No. FIN 09-2025 from the Treasurer, regarding the Development Charges Background Study for information purposes.
[FIN09-2025Development Charges Background Study - Pdf](#)
- 10. MUNICIPAL BY-LAWS**
- 10.1. **Third and Final Reading for By-Law No. 15-2025 - Morrow Brabec Branch of Cumming Municipal Drain** 149 - 194
 BE it resolved that By-Law No. 15-2025, being a By-law to provide for updates to the Morrow Brabec Branch of Cumming Municipal Drain pursuant to Section 78(1) of the Drainage Act, R.S.O. 1990, C.D.17, be read a third and final time passed in open Council, signed and sealed this 13th day of May, 2025.
[15-2025 - Morrow Brabec Br of Cumming Mun. Drain - 3rd and Final Reading](#)
- 10.2. **Third and Final Reading for By-law No. 16-2025 - County Road Branch of Cumming Municipal Drain (including Morrow Spur)** 195 - 248
 BE it resolved that By-Law No. 16-2025, being a By-law to provide for updates to the County Road Branch of Cumming Municipal Drain (including Morrow Spur) pursuant to Section 78(1) of the Drainage Act, R.S.O. 1990, C.D.17, be read a third and final time passed in open Council, signed and sealed this 13th day of May, 2025.
[16-2025 - County Rd Branch of Cumming Mun. Drain including Morrow Spur - Third and Final Reading](#)
- 10.3. **Third and Final Reading for By-Law No. 17-2025 - McRae Branch of McKenzie Municipal Drain (including Brabant Branch)** 249 - 338
 BE it resolved that By-Law No. 17-2025, being a By-law to provide for updates to the McRae Branch of McKenzie Municipal Drain (including Brabant Branch) pursuant to Section 78(1) of the Drainage Act, R.S.O. 1990, C.D.17, be read a third and final time passed in open Council,

signed and sealed this 13th day of May, 2025.

[17-2025 - McRae Branch of McKenzie Mun. Drain including Brabant Branch - Third and Final Reading](#)

- 10.4. **By-Law No. 33-2025 - Amend By-Law No. 76-2024 Amending Engineer's Report** 339 - 402
BE it resolved that By-Law No. 33-2025, being a By-law to amend By-Law No. 76-2024, the Brisson Municipal Drain, to provide for amendments to an engineer's report pursuant to Section 84.1(1) and 84.1(2) of the *Drairage Act*, R.S.O. 1990, C.D. 17 for unforeseen circumstances during construction, be read a first, second and third time, passed, signed and sealed in Open Council this 13th day of May, 2025.
[33-2025 - Amend By-Law No. 76-2024 - Amending Engineer's Report - Brisson Municipal Drain](#)
[Schedule A to 33-2025 0 SGI S. 78\(5\) Brisson Partial Realignment Engineer's Report Rev 04 \(2\)](#)
- 10.5. **By-Law No. 34-2025 - Repeal & Replace By-Law No. 49-2024 - Appointing Deputy Fire Chiefs** 403
BE it resolved that By-Law No. 34-2025, being a By-law to repeal and replace By-Law No. 49-2024 to appoint Deputy Fire Chiefs for the Township of North Stormont Fire Department, be read a first, second and third time, passed, signed and sealed in Open Council this 13th day of May, 2025.
[34-2025 - Repeal and Replace By-law 49-2024 Appointing Deputy Fire Chiefs](#)
- 10.6. **By-Law No. 35-2025 - Appointing Acting Deputy Fire Chief** 404
BE it resolved that By-Law No. 35-2025, being a By-law to appoint an Acting Deputy Fire Chief for the Township of North Stormont Fire Department, be read a first, second and third time, passed, signed and sealed in Open Council this 13th day of May, 2025.
[35-2025 - Appoint Acting Deputy Fire Chief Richer](#)
- 10.7. **By-Law No. 36-2025 - Policy ADMIN 01-2025 - Harassment and Sexual Harassment and Violence in the Workplace** 405 - 420
BE it resolved that By-Law No. 36-2025, being a By-law to repeal and replace By-Law No. 33-2017 and to adopt Policy Number ADMIN 01-2025, the Harassment and Sexual Harassment and Violence in the Workplace Policy, for the Township of North Stormont, be read a first, second and third time, passed, signed and sealed in Open Council this 13th day of May, 2025.
[36-2025 Harassment and Violence Policy](#)
- 10.8. **By-Law No. 37-2025 - Policy FIN 01-2025 - Release of Tax Information** 421 - 424
BE it resolved that By-Law No. 37-2025, being a By-law to adopt Policy

Number FIN 01-2025, a Release of Tax Information Policy, for the Township of North Stormont, be read a first, second and third time, passed, signed and sealed in Open Council this 13th day of May, 2025.

[37-2025 - Release of Tax Information Policy](#)

11. CORRESPONDENCE

- 11.1. **Town of Georgina** 425 - 427
[Resolution - Salt Management](#)
- 11.2. **Town of Parry Sound** 428
[Resolution - Call for Inclusive Research to Reflect Diversity of Canadian Communities](#)
- 11.3. **Township of Champlain** 429 - 430
[Resolution - Surveillance Monitoring Heavy Vehicles in Ontario](#)
- 11.4. **Municipality of West Lincoln** 431 - 433
[Resolution/Letter - Support of Canadian Economy](#)
- 11.5. **Township of Otonabee-South Monaghan** 434 - 435
BE it resolved that the correspondence as listed as Items 11.1 to 11.5 on the agenda be received.
[Resolution - Daylight Savings Time](#)

12. MOTIONS AND NOTICES OF MOTIONS

13. PETITIONS

14. UNFINISHED BUSINESS

15. NEW BUSINESS

- 15.1. **Integrity Commissioner Services - Annual Report - 2024** 436 - 439
[Annual Report North Stormont - 2024](#)

16. SCHEDULING OF MEETINGS

- 16.1. **May 27, 2025 - Regular Council Meeting 6:00pm**
June 10, 2025 - Regular Council Meeting 6:00pm

17. COMING EVENTS

- 17.1. **Recreation Coming Events Listing** 440 - 441
[Recreation - Coming Events](#)

18. CLOSING REMARKS OR COUNCIL COMMENTS

19. CLOSED SESSION

- 19.1. BE it resolved that this meeting adjourn to a closed session for the following reasons:
As per Section 239, a meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

- 19.2. BE it resolved that the public session reopens at ____ p.m

20. RATIFICATION/CONFIRMING BY-LAW

20.1. By-Law No. 38-2025 - Ratification

442

BE it resolved that By-Law No. 38-2025, being a By-law to adopt, confirm and ratify Council's actions at its regular meeting of May 13, 2025, be read a first, second and third time, passed, signed and sealed in Open Council this 13th day of May, 2025.

[38-2025 - Ratify May 13](#)

21. ADJOURNMENT

- 21.1. BE it resolved that this regular meeting adjourn at ____ p.m.



**Township of North Stormont
MINUTES
Regular Meeting
Tuesday, April 22, 2025
Council Chambers
6:00 PM**

COUNCIL PRESENT: François Landry, Mayor
Steve Densham, Deputy Mayor
Adrian Bugelli, Councillor
Alison McDonald, Councillor
Charles Shane, Councillor

COUNCIL ABSENT:

STAFF PRESENT: Craig Calder, CAO/Clerk
Lea Anne Munro, Deputy Clerk
Kimberley Goyette, Treasurer (zoom)
Blake Henderson, Public Works Superintendent
Pierre Thibault, Director of Parks, Recreation & Facilities
Nancy-Ann Gauthier, Fire Chief/Municipal Law Enforcement Officer

OTHERS PRESENT: Michel St-Onge, Director of IT Services, SDG Counties
Jeremy Alldred-Hughs, South Dundas Director of Fire and Emergency Services/Fire Chief
Kreg Raistrick, North Dundas Fire Chief

1. CALL TO ORDER

Township of North Stormont is inviting you to a scheduled Zoom meeting.

Topic: Township of North Stormont - Regular Meeting

Time: Apr 22, 2025 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81922704714?pwd=sDHrHFiKp2Fvrvb1vgxKaIVeX8q5y3.1>

Meeting ID: 819 2270 4714

Passcode: 839379

*RES-133-2025 Moved by Councillor McDonald, Seconded by Deputy Mayor Densham
BE it resolved that this regular meeting now open at 6:02 p.m.*

CARRIED

2. OPENING REMARKS

Mayor Landry mentioned that nomination were out for Senior of the month and would like the Director of Parks, Recreation & Facilities to send out an email to

all of the Recreation Groups to see if they have a name to put forward. The nomination is due by the end of June.

3. ADOPTION OF THE AGENDA amendment(s) addition(s) or deletion(s)

*RES-134-2025 Moved by Councillor McDonald, Seconded by Councillor Bugelli
BE it resolved that the agenda be approved as presented.
CARRIED*

4. DISCLOSURE OF PECUNIARY INTEREST AND NATURE THEREOF

5. PUBLIC MEETING

6. DELEGATIONS/PRESENTATIONS

7. ADOPTION OF MINUTES OF PREVIOUS MEETING

*RES-135-2025 Moved by Deputy Mayor Densham, Seconded by Councillor McDonald
BE it resolved that the following minutes be approved as presented:*

*Regular Meeting - April 8, 2025 Minutes
CARRIED*

8. ADOPTION OF MINUTES OF COMMITTEES AND LOCAL BOARDS

Raisin Region Conservation Authority Minutes - February 6, 2025

Raisin Region Conservation Authority Board Highlights - April 3, 2025

*RES-136-2025 Moved by Councillor Bugelli, Seconded by Deputy Mayor Densham
THAT the Council of the Township of North Stormont accept the minutes of
February 6, 2025 from the Raisin Region Conservation Authority Board of
Directors Committee meeting and the Board Meeting Highlights of April 3, 2025
for information purposes.
CARRIED*

9. RECEIVING OF MONTHLY STAFF REPORTS AND RECOMMENDATIONS

Joint Initiative with South and North Dundas and South Glengarry

*RES-137-2025 Moved by Deputy Mayor Densham, Seconded by Councillor McDonald
THAT the Council of the Corporation of the Township of North Stormont
receives report FIRE 01-2025 from the Fire Chief as an information report
regarding a joint initiative between neighboring fire departments.
CARRIED*

Fire Chief Gauthier answered questions from Council regarding this joint initiative and then introduced the other municipal Fire Chiefs present for the meeting, South Dundas Director of Fire and Emergency Services/Fire Chief, Jeremy Alldred-Hughes and North Dundas Fire Chief, Kreg Raistrick. South Glengarry Fire Chief, Dave Robertson sent his regrets for the meeting.

2024 Wastewater Systems Annual Report

RES-138-2025 Moved by Deputy Mayor Densham, Seconded by Councillor McDonald THAT the Council of the Township of North Stormont receives report PW 06-2025 from the Public Works Superintendent and accepts the annual report from the Ontario Clean Water Agency for the wastewater systems in Crysler, Finch, and Moose Creek.

CARRIED

RFQ-PW-01-2025 Lawn Cutting

RES-139-2025 Moved by Councillor Shane, Seconded by Councillor Bugelli THAT the Council of the Township of North Stormont receives Report PW 07-2025 from the Public Works Department and awards RFQ-PW-01-2025 Lawn Cutting locations to EC Works Ltd., Glaude & Sons Lawn Care, and Brent MacIntyre.

CARRIED

10. MUNICIPAL BY-LAWS

By-Law No. 27-2025 - Drain Maintenance Costs

RES-140-2025 Moved by Deputy Mayor Densham, Seconded by Councillor Shane BE it resolved that By-Law No. 27-2025, being a By-law to assess and levy the maintenance costs for various drains within the Township of North Stormont as per the attached Schedules 1 to 29, be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of April, 2025.

CARRIED

11. CORRESPONDENCE

RES-141-2025 Moved by Councillor Shane, Seconded by Councillor Bugelli BE it resolved that the correspondence as listed as Items 11.1 to 11.3 on the agenda be received.

CARRIED

12. MOTIONS AND NOTICES OF MOTIONS

13. PETITIONS

14. UNFINISHED BUSINESS

15. NEW BUSINESS

Amended Minutes - Special Meeting February 21, 2025

- RES-142-2025 Moved by Deputy Mayor Densham, Seconded by Councillor Bugelli
THAT the Council of the Township of North Stormont amend Resolution 77-2025 to approve the Special Meeting - February 21, 2025 Minutes as amended to reflect the declaration of pecuniary interest by Deputy Mayor Densham.
CARRIED

Growing Canada's Community Canopies Program

- RES-143-2025 Moved by Councillor McDonald, Seconded by Deputy Mayor Densham
WHEREAS the Township of North Stormont continues to have an interest in increasing urban tree canopy within the municipality;
AND WHEREAS the Township has already approved \$2,000 for 2025 (resolution number 330-2024) toward partnering with South Nation River Conservation Authority on the funding submission to Growing Canada's Canopies should the project be approved;

AND WHEREAS Council also recognizes that the lifetime contribution from the Growing Canada's Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and if the project is approved the total of any additional contributions will count toward that limit;

NOW THEREFORE the Council of the Township of North Stormont approves an additional \$2,000 toward the project for 2026 as a preapproval from the 2026 budget should the funding be secured.

CARRIED

- RES-144-2025 Moved by Councillor Shane, Seconded by Councillor Bugelli
WHEREAS the Township of North Stormont had applied for a grant through the Ontario Fire Marshall's Office and Resolution No. 268-2024 was passed to approve expenditures up to \$50,500 contingent on grant approval;

AND WHEREAS the Township was notified that they were successful in receiving grant funding for the Fire Protection Grant (2024-2025) for the purchase of specialized extractors for the thorough cleaning of firefighting gear, commercial Washer-Dryers and decontamination Units;

AND WHEREAS the Township was provided with an additional funding amount of \$361.73;

NOW THEREFORE the Township of North Stormont approves amending Resolution No. 268-2024 to approve expenditures up to \$50,862 to formalize the additional grant allocation.

CARRIED

16. SCHEDULING OF MEETINGS

April 23, 2025 - Committee of Adjustment 8:30am

April 29, 2025 - Committee of the Whole 6:00pm

May 13, 2025 - Regular Meeting 6:00pm

May 27, 2025 - Regular Meeting 6:00pm

17. COMING EVENTS

Grand Opening Township Office Building/Happy Face Nursery School - May 1, 2025 4-6pm (57A/57B Cockburn St.)

Mayor Landry mentioned that formal invitations would be going out in the morning to some dignitaries for the grand opening and also extended an invitation to Staff and the public to come out and see the wonderful new municipal office. Speeches to get underway around 4:15 p.m., then there would be tours and refreshments available.

Recreation Coming Events Listing

Mayor mentioned that the listing was here for coming events and that we were fine tuning the listing for future events, but that the website and Facebook pages were listed for the public to go in and view coming events.

18. CLOSING REMARKS OR COUNCIL COMMENTS

Councillor Bugelli wanted to remind the public that Election Day was on Monday, April 28, 2025 and if anyone had not voted in advance polls to get out and exercise their democratic right to vote.

19. CLOSED SESSION

20. RATIFICATION/CONFIRMING BY-LAW

By-Law No. 28-2025 - Ratification

RES-145-2025 Moved by Deputy Mayor Densham, Seconded by Councillor Shane BE it resolved that By-Law No. 28-2025, being a By-law to adopt, confirm and ratify Council's actions at its regular meeting of April 22, 2025, be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of April, 2025.

CARRIED

21. ADJOURNMENT

*RES-146-2025 Moved by Councillor Bugelli, Seconded by Deputy Mayor Densham
BE it resolved that this regular meeting adjourn at 7:05 p.m.*
CARRIED

Mayor

CAO/CLERK



**Township of North Stormont
MINUTES
Court of Revision
Thursday, April 10, 2025
Moose Creek Community Hall 3:30 PM**

COMMITTEE PRESENT: Mayor Landry
Councillor McDonald
N.G. Mayor MacDonald

COMMITTEE ABSENT:

STAFF PRESENT: Craig Calder, CAO/Clerk

OTHERS PRESENT: Sean MacDonald, Drainage Superintendent
Monica Shade, Shade Group Inc.

1. CALL TO ORDER

*CR-1-2025 Moved by Councillor McDonald, Seconded by Mayor Landry
BE it resolved that this Court of Revision Committee meeting for the County
Road Branch of Cumming Municipal Drain (including Morrow Spur) now open
at 3:31 p.m.
CARRIED*

2. APPOINTMENTS

Introduction of Committee

CAO/Clerk, Craig Calder, introduced the members for this committee that were appointed by the Council of the Township of North Stormont. At this time Mr. Calder also put a motion forward that the committee appoint N.G. Mayor MacDonald as Chair of the Committee.

Appointment of Committee Chair

*CR-2-2025 Moved by Councillor McDonald, Seconded by Mayor Landry
BE it resolved that the Committee hereby appoints Jamie MacDonald as the
Chair for the Court of Revision Committee meeting for the County Road Branch
of Cumming Municipal Drain (including Morrow Spur).
CARRIED*

3. ADOPTION OF AGENDA (amendments addition or deletions)

CR-3-2025 *Moved by Mayor Landry, Seconded by N.G. Mayor MacDonald*
BE it resolved that the agenda be adopted as presented.
CARRIED

4. DISCLOSURE OF PECUNARY INTEREST

5. NEW BUSINESS

Appeal Requests

No appeals as of Monday, March 31, 2025

Chair N.G. MacDonald read a statement as to the purpose of this hearing:

The purpose of this hearing is to hear assessment appeals by landowners for the update to the County Road Branch of Cumming Municipal Drain (including Morrow Spur) Report.

There were no appeals filed with the Clerk's office within the appeal period which ended on Monday March 31, 2025, and no appeals have been filed to date to the end of business day today, April 10, 2025.

Last Minute Appeal Requests

At this point Chair MacDonald requested if any assessed landowner who has not provided written notice of appeal to the Clerk's office in advance of this hearing, to please identify themselves now and request to be heard.

As there was nobody in attendance, the committee proceeded on to adjourning the hearing.

6. CLOSED SESSION

7. ADJOURNMENT

CR-4-2025 *Moved by Councillor McDonald, Seconded by Mayor Landry*
BE it resolved that this Court of Revision Committee meeting for the County Road Branch of Cumming Municipal Drain (including Morrow Spur) now adjourn at 3:32 p.m.
CARRIED

Chair

CAO/Clerk



**Township of North Stormont
MINUTES
Court of Revision
Thursday, April 10, 2025
Moose Creek Community Hall 3:30 PM**

COMMITTEE PRESENT: Mayor Landry
Councillor McDonald
Councillor Shane

COMMITTEE ABSENT:

STAFF PRESENT: Craig Calder, CAO/Clerk

OTHERS PRESENT: Sean MacDonald, Drainage Superintendent
Monica Shade, Shade Group Inc.

1. CALL TO ORDER

*CR-5-2025 Moved by Councillor Shane, Seconded by Councillor McDonald
BE it resolved that this Court of Revision Committee meeting for the McRae Branch of McKenzie Municipal Drain (including Brabant Branch) now open at 3:33 p.m.
CARRIED*

2. APPOINTMENTS

Introduction of Committee

CAO/Clerk, Craig Calder, introduced the members for this committee that were appointed by the Council of the Township of North Stormont. At this time Mr. Calder also put a motion forward that the committee appoint Councillor McDonald as Chair of the Committee.

Appointment of Committee Chair

*CR-6-2025 Moved by Mayor Landry, Seconded by Councillor Shane
BE it resolved that the Committee hereby appoints Alison McDonald as the Chair for the Court of Revision Committee meeting for the McRae Branch of McKenzie Municipal Drain (including Brabant Branch).
CARRIED*

3. ADOPTION OF AGENDA (amendments addition or deletions)

CR-7-2025 *Moved by Councillor Shane, Seconded by Mayor Landry
BE it resolved that the agenda be adopted as presented.
CARRIED*

4. DISCLOSURE OF PECUNARY INTEREST

5. NEW BUSINESS

Appeal Requests

No appeals as of Monday, March 31, 2025

Chair McDonald read a statement as to the purpose of this hearing:

The purpose of this hearing is to hear assessment appeals by landowners for the update to the McRae Branch of McKenzie Municipal Drain (including Brabant Branch) Report.

There were no appeals filed with the Clerk's office within the appeal period which ended on Monday March 31, 2025, and no appeals have been filed to date to the end of business day today, April 10, 2025.

Last Minute Appeal Requests

At this point Chair McDonald requested if any assessed landowner who has not provided written notice of appeal to the Clerk's office in advance of this hearing, to please identify themselves now and request to be heard.

As there was nobody in attendance, the committee proceeded on to adjourning the hearing.

6. CLOSED SESSION

7. ADJOURNMENT

CR-8-2025 *Moved by Mayor Landry, Seconded by Councillor McDonald
BE it resolved that this Court of Revision Committee meeting for the McRae Branch of McKenzie Municipal Drain (including Brabant Branch) adjourn at 3:36 p.m.
CARRIED*

Chair

CAO/Clerk



**Township of North Stormont
MINUTES
Court of Revision
Thursday, April 10, 2025
Moose Creek Community Hall 3:30 PM**

**COMMITTEE
PRESENT:**

Mayor Landry
Councillor McDonald
Councillor Shane

COMMITTEE ABSENT:

STAFF PRESENT:

Craig Calder, CAO/Clerk

OTHERS PRESENT:

Sean MacDonald, Drainage Superintendent
Monica Shade, Shade Group Inc.

1. CALL TO ORDER

*CR-9-2025 Moved by Mayor Landry, Seconded by Councillor McDonald
BE it resolved that this Court of Revision Committee meeting for the Morrow
Brabec Branch of Cumming Municipal Drain now open at 3:37 p.m.
CARRIED*

2. APPOINTMENTS

Introduction of Committee

CAO/Clerk, Craig Calder, introduced the members for this committee that were appointed by the Council of the Township of North Stormont. At this time Mr. Calder also put a motion forward that the committee appoint Charles Shane as Chair of the Committee.

Appointment of Committee Chair

*CR-10-2025 Moved by Mayor Landry, Seconded by Councillor McDonald
BE it resolved that the Committee hereby appoints Charles Shane as the Chair
for the Court of Revision Committee meeting for the Morrow Brabec Branch of
Cumming Municipal Drain.
CARRIED*

3. ADOPTION OF AGENDA (amendments addition or deletions)

*CR-11-2025 Moved by Mayor Landry, Seconded by Councillor Shane
BE it resolved that the agenda be adopted as presented.
CARRIED*

4. DISCLOSURE OF PECUNARY INTEREST

5. NEW BUSINESS

Appeal Requests

No appeals as of Monday, March 31, 2025

Chair Shane read a statement as to the purpose of this hearing:

The purpose of this hearing is to hear assessment appeals by landowners for the update to the Morrow Brabec Branch of Cumming Municipal Drain Report.

There were no appeals filed with the Clerk's office within the appeal period which ended on Monday March 31, 2025, and no appeals have been filed to date to the end of business day today, April 10, 2025.

Last Minute Appeal Requests

At this point Chair Shane requested if any assessed landowner who has not provided written notice of appeal to the Clerk's office in advance of this hearing, to please identify themselves now and request to be heard.

As there was nobody in attendance, the committee proceeded on to adjourning the hearing.

6. CLOSED SESSION

7. ADJOURNMENT

*CR-12-2025 Moved by Councillor Shane, Seconded by Councillor McDonald
BE it resolved that this Court of Revision Committee meeting for the Morrow
Brabec Branch of Cumming Municipal Drain adjourn at 3:39 p.m.
CARRIED*

Chair

CAO/Clerk



**Township of North Stormont
MINUTES
Committee of Adjustment
Friday, March 7, 2025
Council Chambers
8:30 AM**

COMMITTEE PRESENT: François Landry, Chair
Alison McDonald, Member
Adrian Bugelli, Member
Luc Genereux, Member
Michael Houston, Member

COMMITTEE ABSENT: Randy Douglas, Member

STAFF PRESENT: Lea Anne Munro, Secretary-Treasurer

OTHERS PRESENT: Megan Benoit, Development Planner, SDG Counties

Applicant, Meghan Miller was present.

1. CALL TO ORDER

COA-11-2025 *Moved by Councillor McDonald, Seconded by Michael Houston
BE it resolved this public hearing regarding Minor Variance Application/File No.
A-2025-03 (Miller) be opened at 8:34 a.m.*
CARRIED

2. ADOPTION OF AGENDA (amendments, additions or deletions)

COA-12-2025 *Moved by Councillor Bugelli, Seconded by Luc Genereux
BE it resolved that the agenda be approved as presented.*
CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

COA-13-2025 *Moved by Councillor McDonald, Seconded by Luc Genereux
BE it resolved that the following minutes be approved as presented:
January 31, 2025*
CARRIED

5. PRESENTATIONS

Minor Variance Application & Planning Report/File No. A-2025-03 (Miller)

COA-14-2025 Moved by Luc Genereux, Seconded by Councillor McDonald
BE it resolved that the Committee of Adjustment receives the planning report
for File No. A-2025-03 (Miller) as presented.
CARRIED

Ms. Benoit explained the application request and gave an overview of the report to the committee and public present.

6. QUESTION PERIOD RESERVED FOR MEMBERS OF THE PUBLIC

Committee Questions/Concerns

1. Member Houston asked where the stand was proposed to be located, inside the new horseshoe driveway or outside?

Applicant, Ms. Miller, explained that the stand would be located outside the new horseshoe driveway. The concept is that they would enter one side of the horseshoe driveway, park their vehicles, then browse at the stand and then exit the other side of the horseshoe driveway.

2. Member Genereux followed up with the question about the location of the stand and wanted to know if it would be a foundation, could the stand be moved to other areas.

Ms. Benoit stated that no it would be on a graveled area that could be moved, the applicant Ms. Miller confirmed that the shed was similar to the Amish sheds that you see around the area.

3. Chair Landry wondered what would be sold, would it be only flowers or would there be vegetables or fruit be sold?

Applicant, Ms. Miller responded that the priority is flowers, but she had discussed with Finch Recreation to partner with them on having an exchange of vegetables, no selling of vegetables, only flowers. There will be some signage posted, this is currently being worked on, and they may look at putting in a refrigerated cooler for the spring flowers mainly due to weather and the vegetables could be stored at night in this cooler to help preserve.

Councillor McDonald commented that this was a great idea as growing your own food due to costs will be a more sustainable way of life in the future.

7. DECISION

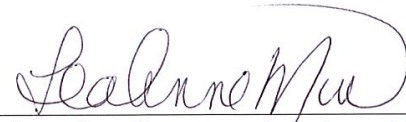
COA-15-2025 Moved by Councillor Bugelli, Seconded by Michael Houston THAT the Committee of Adjustment approves the Minor Variance Application/File No. A-2025-03 (Miller) to permit relief from section 3.1 (4)(b) of Zoning By-Law 08-2014 which states that no accessory use shall be erected closer to the front lot line or the exterior side lot line than the minimum front yard and exterior side yard setbacks required for the main building but excludes any farm produce outlet having a gross floor area of less than 10 square metres. The proposed farm produce outlet would be 14.8 square metres.
CARRIED

8. ADJOURNMENT

COA-16-2025 Moved by Councillor McDonald, Seconded by Michael Houston BE it resolved that this public hearing be adjourned at 8:43 a.m.
CARRIED



François Landry, Chair



Secretary-Treasurer, Lea Anne Munro



SOUTH NATION
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BOARD OF DIRECTORS ANNUAL GENERAL MEETING

Meeting No. 03/25

Thursday, March 20th, 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
Bill Smirle, Stormont Dundas Glengarry
Tom Smyth, Stormont Dundas Glengarry
François St. Amour, Prescott Russell
Deb Wilson, Leeds Grenville
Adrian Wynands, Leeds Grenville, Vice Chair

Regrets:

Mike Tarnowski, Prescott Russell

Staff Present:

Carl Bickerdike, Chief Administrative Officer
Johanna Barkley, Director of Finance
Ronda Boutz, Secretary-Treasurer
Jennifer Boyer, Managing Director, Approvals
Michelle Cavanagh, Team Lead, Special Projects
James Holland, Senior Planner
Hannah Jackson, Accounting and Resources Specialist
Sandra Mancini, Managing Director, Natural Hazards and Infrastructure
John Mesman, Managing Director, Property, Conservation Lands and Community Outreach
Eric McGill, Corporate Counsel
Gregory Payne, Permitting Officer
Pat Piitz, Team Lead, Property
Marieh Rajaie, Water Resource Specialist - Engineering
Monique Sauve, Chief Building Official

Guests:

Ben Mann, Baker Tilly
Craig Calder, CAO/Clerk, Township of North Stormont
George Darouze, MPP, Carleton
Emily DeRochie, St. Lawrence River Institute
Dorothy Hamilton, OWA-SDG and Watershed Advisory Committee
Alain Jacquement, Watershed Advisory Committee
Jeff Ridal, St. Lawrence River Institute
Cindy Saucier, Watershed Advisory Committee



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TRADITIONAL LAND ACKNOWLEDGEMENT

John Mesman, Managing Director, Property, Conservation Lands and Community Outreach, read an Indigenous land acknowledgement.

CHAIRS REMARKS

Steve Densham, Chair, called the SNC Board of Directors Annual General meeting of March 20th, 2025 to order at 9:00 a.m. Chair Densham welcomed guests to the meeting.

APPROVAL OF SNC BOARD OF DIRECTORS ANNUAL GENERAL MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. BD-048/25

Moved by: Bill Smirle
Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the March 20th, 2025 Board of Directors Annual General Meeting main and supplemental agendas as amended:

- a. Supplemental Agenda Item 2.a., Closed Session – Request for Approval: Negotiations Related to Leased Facility be moved to follow main Agenda item 13.b., Closed Session - Request for Approval: SNC Property Legal Matter (Verbal).

CARRIED

DECLARATION OF CONFLICT OF INTEREST

Chair Steve Densham declared a conflict of interest on Supplemental Agenda Item 2.a) Request for Approval: Negotiations Related to Leased Facility.

REQUEST FOR APPROVAL:

BOARD OF DIRECTORS MEETING MINUTES OFFEBRUARY 20TH, 2025

RESOLUTION NO. BD-049/25

Moved by: François St. Amour
Seconded by: Deb Wilson

RESOLVED THAT:

The Members approve the Board of Directors Meeting Minutes of February 20th, 2025 as submitted.

CARRIED



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GUEST SPEAKER: JEFF RIDAL, EXECUTIVE DIRECTOR, RIVER INSTITUTE

Jeff Ridal, Executive Director for the River Institute provided a PowerPoint presentation on the River Institute and its programs and projects.

RECOGNITION FOR YEARS SERVICE: GEORGE DAROUZE, 10 YEARS

The Board of Directors recognized and thanked George Darouze for his dedicated service to South Nation Conservation.

The Board of Directors meeting recessed at 9:53 a.m.

The Board of Directors meeting reconvened at 10:05 a.m.

NEW BUSINESS

REQUEST FOR APPROVAL: SNC ADMINISTRATIVE BY-LAWS AMENDMENT

RESOLUTION NO. BD-050/25

Moved by: Adrian Wynands

Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve amendments to South Nation Conservation's Administrative By-laws.

CARRIED

**REQUEST FOR APPROVAL: 2025 BOARD OF DIRECTORS ELECTIONS
(AND PROCEDURES)**

RESOLUTION NO. BD-051/25

Moved by: Deb Wilson

Seconded by: Matt Luloff

RESOLVED THAT:

The Board of Directors appoint Carl Bickerdike, Chief Administrative Officer as the Acting Chair; and

FURTHER THAT:

The South Nation Conservation Administrative By-laws state: "All elections shall be in accordance with the Procedures for Election of Officers (Appendix B)" and relevant *Conservation Authorities Act* requirements be adhered to.

CARRIED



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Carl Bickerdike, Acting Chair, declared all positions vacant, according to SNC's Administrative By-laws.

First call for nominations for Chair:

Moved by: François St. Amour

Steve Densham be nominated for the position of Chair, South Nation Conservation.

Steve Densham accepted the nomination for position of Chair, South Nation Conservation.

Second call for nominations: None

Third call for nominations: None

RESOLUTION NO. BD-052/25

Moved by: Adrian Wynands
Seconded by: Deb Wilson

RESOLVED THAT:

Nominations be closed for the position of Chair.

CARRIED

First Call for nominations for Vice Chair:

Moved by: Deb Wilson

Adrian Wynands be nominated for position of Vice-Chair, South Nation Conservation.

Adrian Wynands accepted the nomination for position of Vice-Chair, South Nation Conservation.

Second Call for Nominations: None

Third Call for Nominations: None

RESOLUTION NO. BD-053/25

Moved by: Linda Payant
Seconded by: Bill Smirle

RESOLVED THAT:

Nominations be closed for the position of Vice-Chair.

CARRIED

First Call for nominations for Second Vice-Chair:

Moved by: Adrian Wynands

Catherine Kitts be nominated for position of Second Vice-Chair, South Nation Conservation.

Catherin Kitts accepted the nomination for the position of Second Vice-Chair, South Nation Conservation.



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Second Call for Nominations: None

Third Call for Nominations: None

RESOLUTION NO. BD-054/25

Moved by: Steve Densham
Seconded by: François St. Amour

RESOLVED THAT:

Nominations be closed for the position of
Second Vice-Chair.

CARRIED

RESOLUTION NO. BD-055/25

Moved by: Bill Smirle
Seconded by: François St. Amour

RESOLVED THAT:

For the year 2025, and until the Annual
General Meeting of 2026:

- i. Steve Densham be elected as Chair of SNC,
- ii. Adrian Wynands be elected as Vice-Chair of SNC,
- iii. Catherine Kitts be elected as Second Vice-Chair of SNC, and

FURTHER THAT:

The Chair, Vice-Chair, and Second Vice-Chair
be appointed the Executive Committee of SNC.

CARRIED

The Chair, Vice-Chair, and Second Vice-Chair assumed their offices.

REQUEST FOR APPROVAL: CONSERVATION ONTARIO VOTING DELEGATES

RESOLUTION NO. BD-05625

Moved by: Linda Payant
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors appoint the Vice-Chair
as the Conservation Ontario Council voting
delegate; and

FURTHER THAT:

The Board of Directors appoint the Chair as
first alternate and Chief Administrative Officer
as second alternate.

CARRIED



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**REQUEST FOR APPROVAL: 2024 YEAR END, AUDITED FINANCIAL STATEMENTS
AND AUDIT LETTERS**

RESOLUTION NO. BD-057/25

Moved by: Adrian Wynands
Seconded by: Geneviève Lajoie

RESOLVED THAT:

The Board of Directors approve and file the 2024 Draft Financial Statements, Audit Reporting Letter, Letter of Representation and signatures by Management and Chair: and

FURTHER THAT:

The Board of Directors approve the 2024 reserve transfer to the Operating Reserve of \$28,694.

CARRIED

REQUEST FOR APPROVAL: 2024 SNC ANNUAL REPORT

RESOLUTION NO. BD-058/25

Moved by: Bill Smirle
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approve the 2024 Annual Report; and

FURTHER THAT:

The Board of Directors direct staff to circulate copies to member municipalities, local MPs and MPPs, Conservation Authorities, and various stakeholders.

CARRIED

UPDATE: 2024 CONSERVATION AREAS VISITOR REPORT:

RESOLUTION NO. BD-059/25

Moved by: Catherine Kitts
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the 2024 Conservation Areas Monitoring Report; and

FURTHER THAT:

The Board of Directors recommend that staff continue to monitor Conservation Areas to inform the management of these public spaces.

CARRIED



UPDATE: WATERSHED ADVISORY COMMITTEE MEMBERSHIP

RESOLUTION NO. BD-060/25

Moved by: Adrian Wynands
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file the Watershed Advisory Committee update.

CARRIED

REQUEST FOR APPROVAL: STUMPAGE SALE CONTRACT NO. 13/23/30-2022 AMENDMENT

RESOLUTION NO. BD-061/25

Moved by: Linda Payant
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve amending the stumpage contract with 1704650 Ontario Ltd. (CMT Logging), for SNC Properties 13, 23, and 30 (North Stormont), to extend the completion date to March 31, 2026.

CARRIED

REQUEST FOR APPROVAL: CAMP SHELDRIK MANAGEMENT AGREEMENT

RESOLUTION NO. BD-062/25

Moved by: Adrian Wynands
Seconded by: Bill Smirle

RESOLVED THAT:

The SNC Board of Directors approve negotiating renewal of the Camp Sheldrick Management Agreement with Scouts Canada; and

FURTHER THAT:

The Agreement be brought back to the Board of Directors for approval.

CARRIED

REQUEST FOR APPROVAL: FUNDING SUBMISSION

RESOLUTION NO. BD-063/25

Moved by: Adrian Wynands
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approves funding application submissions to the following programs:



Project	Funding Request
1. Flood Hazard and Identification Mapping Program: Lepage Creek and Tributary	\$400,000
2. Ontario Power Generation's Power for Change Project: Creating Resilient Forests in Eastern Ontario - A Tree Planting Initiative	\$400,000
Total	\$800,000

CARRIED

REQUEST FOR APPROVAL: VEHICLE PURCHASE

RESOLUTION NO. BD-064/25

Moved by: Adrian Wynands
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors approve the purchase of a light duty truck to an upset limit of approximately \$75,000 plus HST.

CARRIED

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR FEBRUARY 2025

RESOLUTION NO. BD-065/25

Moved by: François St. Amour
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file the money received report for February 2025; and

FURTHER THAT:

The Board approve the Disbursement Register of \$1,000,479.73 for February 2025.

CARRIED

UPDATE: TECHNICAL REVIEWS

RESOLUTION NO. BD-066/25

Moved by: Tom Smyth
Seconded by: Catherine Kitts

RESOLVED THAT:

The Board of Directors receive and file the Technical Reviews update for February 2025.

CARRIED



UPDATE PLANNING ACTIVITY

RESOLUTION NO. BD-067/25

Moved by: Tom Smyth
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Planning Activity update for February 2025.

CARRIED

UPDATE: SECTION 28.1 PERMITS ISSUED

RESOLUTION NO. BD-068/25

Moved by: Adrian Wynands
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Section 28.1 of the *Conservation Authorities Act* for February 2025.

CARRIED

UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE ACT

RESOLUTION NO. BD-069/25

Moved by: François St. Amour
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors receive and file the update on reported *Conservation Authorities Act* regulation concerns received in the month of February 2025.

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-070/25

Moved by: Adrian Wynands
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file the on-site sewage permits received for February 2025.

CARRIED



SUPPLEMENTAL AGENDA

REQUEST FOR APPROVAL: OTTAWA STEWARDSHIP AGREEMENT

RESOLUTION NO. BD-071/25

Moved by: Adrain Wynands
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve entering into a multi-year contribution agreement with the City of Ottawa for the completion of stewardship projects on three SNC properties, at a value of \$285,000.

CARRIED

REQUEST FOR APPROVAL: DISBURSEMENTS FOR 2025 PARTNERSHIP PROGRAMS

RESOLUTION NO. BD-072/25

Moved by: François St. Amour
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approves undertaking and disbursement of funds for the following Partnership Programs in 2025:

Program	2024 Encumbered Funds ¹	2025 Funds
1. Eastern Ontario Water Resources Program (EOWRP)		
a. United Counties of Prescott and Russell (UCPR) Floodplain Mapping Project	\$25,000	\$25,000
b. EOWRP Grant: Salt Responsibly Campaign	\$3,972	\$0
2. UCPR Woodlot Advisory Service	\$0	\$20,000
3. SDG Woodlot Advisory Service	\$0	\$20,000
4. City of Ottawa Special Levy Programs		
a. Ottawa Rural Clean Water Program	\$268,137	To be confirmed ²
b. Ottawa Tree Replacement Program	\$17,868	To be confirmed ²
Total	\$314,977	\$65,000

¹ Funding approved in 2024 and carried forward to 2025 budget for project completion.

² 2025 special levies approval pending, report will be brought back to the Board following City Council approval.

CARRIED



UPDATE: FLOOD FORECASTING AND WARNING – SPRING FRESHET CONDITIONS

Kat Watson, Coordinator - Early Warning Systems and Watershed Plans, and Phillip Dagenais, Water Resources Specialist – Monitoring, presented the members with an update on the Flood Forecasting and Warning and the 2025 Spring Freshet Conditions.

CORRESPONDENCE

- a. George Darouze Letter: Resignation from SNC Board of Directors

DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:

- April 17th, 2025 (OGRA March 30th – April 2nd)
- May 15th, 2025
- June 19th, 2025
- July – no scheduled meeting

FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES

None.

CLOSED SESSION

RESOLUTION NO. BD-073/25

Moved by: Bill Smirle
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors meeting move into Closed Session for the following reports below:

- a. Request for Approval: Land Acquisition 2025-OTW-01
- b. Request for Approval: SNC Property Legal Matter (verbal)
- c. Request for Approval: Negotiations related to leased facility

CARRIED

The Board of Directors convened closed session at 11:20 a.m.

Having declared a conflict of interest, Chair Densham left the Closed Session for Supplemental Agenda item 2a); Vice-Chair Wynands assumed the role of Chair.

OPEN SESSION

RESOLUTION NO. BD-074/25

Moved by: Bill Smirle
Seconded by: Deb Wilson



RESOLVED THAT: The Board of Directors move into open Session.

CARRIED

The Board of Directors reconvened open session at 12:25 p.m.

REQUEST FOR APPROVAL: LAND ACQUISITION

RESOLUTION NO. BD-075/25

Moved by: Adrian Wynands
Seconded by: Catherine Kitts

RESOLVED THAT:

The Board of Directors direct staff to follow up with potential partners to acquire property 2025-OTW-01; and

FURTHER THAT:

The Board delegate authority to the Executive Committee to approve proceeding with the acquisition, subject to external funding, to the upset limit as discussed.

CARRIED

REQUEST FOR APPROVAL: SNC PROPERTY LEGAL MATTER (VERBAL)

RESOLUTION NO. BD-076/25

Moved by: Tom Smyth
Seconded by: Adrian Wynands

RESOLVED THAT:

The Board delegate authority to the Chief Administrative Officer, in consultation with the Chair and after considering legal advice, to accept a settlement offer they deem in the best interests of the Authority.

CARRIED

REQUEST FOR APPROVAL: NEGOTIATIONS RELATED TO LEASED FACILITY

The Chair declared a conflict of interest on this item, Vice-Chair Wynands chaired the discussion and resolution vote.

RESOLUTION NO. BD-077/25

Moved by: Deb Wilson
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approve option 2 with upset limits and adjustments to reserve as discussed.

CARRIED



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ADJOURNMENT

RESOLUTION NO. BD-078/25

Moved by: Tom Smyth
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors Annual General Meeting of
March 20th, 2025 be adjourned at 12:29 p.m.

CARRIED

Steve Densham,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb



Monthly Activity Summary

Municipal Law Enforcement Department

April 2025

Work completed:

- Following up on existing complaints and their resolution.
- Respond to multiple inquiries regarding various by-laws and write response to complainer.
- Attended Webinars various Zoom Meetings.
- Attendance at Council Meetings.
- Preparation of Various reports for Management and council.
- Open Air permits issued 92 to April 30, 2025.
- Accessibility Review and update. On going.
- Review and amend existing by-laws.

Work in Progress:

- Following up on existing complaints and their resolution.
- Write notices for new complaints with follow-up visits.
- Attendance at Council meeting, and special council meeting as required.
- Attendance of Senior Management weekly meeting.
- Review and balance MLEO budget and continue monitoring.
- Issuance of Open-Air Permits, ongoing.
- Inspection of kennels. On going when required.
- Attend various Webinars and Training.
- Prepare and review various reports.

Nancy-Ann Gauthier,
Municipal Law Enforcement Officer

Monthly Activity Summary
April 2025

Department Occurrence Count Summary

Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
By-Law Department	Animal Control - Poop & Scoop	2	0	0	0	0	0	0	0	0	0	0
By-Law Department	Barking	2	0	0	0	0	0	0	0	0	0	2
By-Law Department	Clean Yard	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Dogs Off Leash/Loose	3	0	0	0	0	0	0	0	0	0	3
By-Law Department	Fire Hydrant	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Garbage	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Illegal Dumping	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Inquiry	2	0	0	0	0	0	0	0	0	0	1
By-Law Department	Noise	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Open Air Fire	2	0	0	0	0	0	0	0	0	0	3
By-Law Department	Other	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Property Standard	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Shrubs	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Trespassing	2	0	0	0	0	0	0	0	2	0	1
By-Law Department	Zoning	0	0	0	0	0	0	0	0	0	0	1
Total Counts		20	0	0	0	0	0	0	0	2	0	14
Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
Public Works	Buildings and Grounds	2	0	0	0	0	0	0	0	0	2	0
Public Works	Damage Mailbox	0	0	0	0	0	0	0	0	0	0	12
Public Works	Dead animal on road	1	0	0	0	0	0	0	0	0	1	3
Public Works	Drainage	4	0	0	0	0	0	0	0	0	4	0
Public Works	Emterra Recycling	7	0	0	0	0	0	0	0	0	7	8
Public Works	Fallen tree on the road	2	0	0	0	0	0	0	0	0	2	2
Public Works	Fiber Optic	3	0	0	0	0	0	0	0	0	3	0
Public Works	Garbage	12	0	0	0	0	0	0	0	0	12	12
Public Works	Hazardous Trees	1	0	0	0	0	0	0	0	0	1	0
Public Works	Landscaping	4	0	0	0	0	0	0	0	0	4	0
Public Works	Littering	1	0	0	0	0	0	0	0	0	1	0
Public Works	Road Issue	1	0	0	0	0	0	0	0	0	1	0
Public Works	Signs missing or broken	1	0	0	0	0	0	0	0	0	0	0
Public Works	Sinkhole/pothole in road	6	0	0	0	0	0	0	0	0	6	3
Public Works	Water Quality	1	0	0	0	0	0	0	0	0	1	1
Total Counts		46	0	0	0	0	0	0	0	0	45	41
Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
Total Counts		0	0	0	0	0	0	0	0	0	0	0

Department Occurrence Count Summary

Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
By-Law Department	Animal Control	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Animal Control - Poop & Scoop	3	0	0	0	0	0	0	0	0	0	1
By-Law Department	Barking	4	0	0	0	0	0	0	0	0	0	2
By-Law Department	C-Container	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Clean Yard	3	0	0	0	0	0	0	0	0	1	5
By-Law Department	Compensation	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Dogs Off Leash/Loose	8	0	0	0	0	0	0	0	0	0	5
By-Law Department	Fire Hydrant	2	0	0	0	0	0	0	0	0	0	2
By-Law Department	Garbage	2	0	0	0	0	0	0	0	0	0	1
By-Law Department	Illegal Dumping	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Inquiry	13	0	0	0	0	0	0	0	0	0	11
By-Law Department	Noise	2	0	0	0	0	0	0	0	0	0	0
By-Law Department	Noise before 7AM	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Open Air Fire	5	0	0	0	0	0	0	0	0	0	7
By-Law Department	Other	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Other - By Law Issues	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Property Standard	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Property Standards Unkempt Property Report	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Rodents	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Shrubs	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Smoking	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Snow Deposit	2	0	0	0	0	0	0	0	0	0	2
By-Law Department	Trailers, Tractor or vehicles park along the road	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Trespassing	2	0	0	0	0	0	0	0	2	0	1
By-Law Department	Watering	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Wild Animal	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Zoning	3	0	0	0	0	0	0	0	0	0	1
Total Counts		55	0	0	0	0	0	0	0	2	1	47
Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
Public Works	Broken or uneven sidewalk	1	0	0	0	0	0	0	0	0	0	0
Public Works	Buildings and Grounds	2	0	0	0	0	0	0	0	0	2	1
Public Works	Clogged storm sewer	1	0	0	0	0	0	0	0	0	1	1
Public Works	Concern with snow removal	17	0	0	0	0	0	0	0	0	13	15
Public Works	Damage Mailbox	27	0	0	0	0	0	0	0	0	24	31
Public Works	Damaged Sign	4	0	0	0	0	0	0	0	0	4	6
Public Works	Dead animal on road	4	0	0	0	0	0	0	0	0	4	4
Public Works	Drainage	4	0	0	0	0	0	0	0	0	4	1
Public Works	Emterra Recycling	97	0	0	0	0	0	0	0	0	85	97
Public Works	Fallen tree on the road	2	0	0	0	0	0	0	0	0	2	3
Public Works	Fiber Optic	5	0	0	0	0	0	0	0	0	5	1
Public Works	Garbage	50	0	0	0	0	0	0	0	0	41	51
Public Works	Hazardous Trees	1	0	0	0	0	0	0	0	0	1	0
Public Works	Landscaping	7	0	0	0	0	0	0	0	0	5	2
Public Works	Littering	1	0	0	0	0	0	0	0	0	1	0
Public Works	Road Issue	2	0	0	0	0	0	0	0	0	2	1
Public Works	Sidewalk incident	0	0	0	0	0	0	0	0	0	0	1
Public Works	Signs missing or broken	2	0	0	0	0	0	0	0	0	1	1
Public Works	Sinkhole/pothole in road	12	0	0	0	0	0	0	0	0	12	10
Public Works	Snow or ice on road	3	0	0	0	0	0	0	0	0	3	3
Public Works	Snowy or icy sidewalk	4	0	0	0	0	0	0	0	0	3	5
Public Works	Speed	0	0	0	0	0	0	0	0	0	0	3
Public Works	Street Lights	2	0	0	0	0	0	0	0	0	1	1
Public Works	Vandalism	0	0	0	0	0	0	0	0	0	0	1
Public Works	Via Rail Crossing	0	0	0	0	0	0	0	0	0	0	3
Public Works	Water over road	1	0	0	0	0	0	0	0	0	1	1
Public Works	Water Quality	1	0	0	0	0	0	0	0	0	1	1
Public Works	Yard Waste	3	0	0	0	0	0	0	0	0	0	3
Total Counts		253	0	0	0	0	0	0	0	0	216	247
Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
Buildings/Planning	Building - Accessory Storage Building	3	0	0	0	0	0	0	0	0	0	0
Buildings/Planning	Building - Building Permit Application	15	0	0	0	0	0	0	0	0	1	10
Buildings/Planning	Building - Civic Post	5	0	0	0	0	0	0	0	0	2	2
Buildings/Planning	Building - Illegal Structure	1	0	0	0	0	0	0	0	0	0	0
Buildings/Planning	Building - Inspections	2	0	0	0	0	0	0	0	0	0	2
Buildings/Planning	Building - Mapping	3	0	0	0	0	0	0	0	0	1	3
Buildings/Planning	Building - Sign	1	0	0	0	0	0	0	0	0	0	0
Buildings/Planning	Building - Water	3	0	0	0	0	0	0	0	0	1	2
Total Counts		33	0	0	0	0	0	0	0	0	5	19



BUILDING PERMIT REPORT 2025

BUILDING PERMIT REPORT FOR THE MONTH OF APRIL 2025					BUILDING PERMIT YEAR				
TYPE OF BUILDING	TOTAL PERMIT	TOTAL UNITS	CONSTRUCTION VALUE	PERMIT VALUE	TOTAL PERMITS	TOTAL UNITS	CONSTRUCTION VALUE	PERMIT VALUE	PERMIT REVENUE RECEIVED
2024 BUILDING PERMIT REVENUE RECEIVED IN 2025									5,579.61
2025 BUILDING PERMIT REVENUE RECEIVED TO DATE									18,974.32
Single Family Dwelling	5	6	2,300,000.00	17,357.54	8	9	3,600,000.00	26,283.69	
Semi-Detached Dwelling	3	6	1,800,000.00	18,472.38	4	10	2,175,000.00	23,847.10	
Duplex, Triplex, Quadruplex	1	4	900,000.00	11,194.30	1	4	900,000.00	11,194.30	
Addition to Single Family Dwelling	2		295,000.00	1,098.16	5		761,350.00	5,944.80	
Addition to Accessory Storage									
Addition to Commercial									
Accessory Storage Building	2		212,000.00	2,014.40	5		420,000.00	3,351.20	
Alteration/Renovation SFD					1		30,000.00	175.00	
Alteration/Renovation ASB									
Alteration/Renovation COM					1		50,000.00	175.00	
Farm Accessory Storage Building					6		1,776,736.00	12,828.46	
Commercial									
Industrial									
Institutional					1		210,000.00	175.00	
Telecommunication Tower									
Demolition Permit					3		-	412.00	
Swimming Pool & Deck	1		2,500.00	178.00	4		177,500.00	827.00	
North Stormont Township									
Temporary Permit									
Change of Use									
Wood Stove									
Transfer of Permit			-						
TOTAL	14	16	5,509,500.00	50,314.78	39	23	10,100,586.00	85,213.55	24,553.93

34 Inspections were conducted by the CBO

Andre Brisson
Chief Building Official



Monthly Activity Summary

Fire Department

April 2025

WORK COMPLETED - Fire Chief

- Continued communication with Deputy Chiefs, Public Education Team.
- Communicate with Training Coordinator re NFPA training.
- Attending all fire calls and various township meetings, including the Council, Fire Committee, Deputy Chiefs, Training Committee, as well as Public Education team.
- Review calls from April 2025.
- Continuing maintenance of Stations.
- Complete investigation reports.
- Reviewed and Assessed Accreditation for 2025.
- Continued with various inspections.
- Monthly review and balance of budget,

IN PROGRESS - Fire Chief

- Maintain monthly budget.
- Review annual SIR report from OFM.
- Complete Investigation reports, as needed.
- Attending various township meetings, including Council.
- Continuous work on Legislated Community Risk Assessment.
- Organizing Graduation and Award Ceremony for September 2025
- Ontario Municipal Fire Prevention Officer's Association (OMFPOA) Team member for the committee
- First Due Training and implementing software.
- Resource One (IFSTA) Introduction training
- Working with South and North Dundas Fire Chief's for NFPA Training.
- Touch a Truck event Chrysler (Station 2) Scheduled for May 31.

Nancy-Ann Gauthier,
Fire Chief

Monthly Activity Report
April 2025



Monthly Activity Summary

Fire Department

January 1 to April 30, 2025, NSFS total calls 36.
April saw a total of 9 calls.

INCIDENTS 2025	Current Month	Year to Date Calls	Total Dollars Loss if applicable
Ambulance Assist (medical)	1	7	
Ditch Fire			
False Alarm	1	2	
Fireworks			
Non-Structure Fire			
Chimney Fire		2	
Open Air			
Open Air Control	1	2	
Other		1	
Smoke & CO alarm activation		1	
Structure Fires	1	1	\$15,000
Comm./Industrial			
Vehicle Fire		4	
Vehicle Accident	4	14	
Gas Leak			
Testing System calls			
Mutual Aid		1	
False Calls (passerby)			
Power Lines – Hydro	1	1	
I-Phone Crash			
TOTAL CALLS & LOSS	9	36	

Nancy-Ann Gauthier,
Fire Chief

Monthly Activity Report
April 2025



Monthly Activity Report Recreation Department March 2025

Amalgamated Meeting – April 15

1. A general meeting was held on April 22. Council members and all recreation representatives discussed items related to the ARC Agreement. It was recommended that the Director of Parks, Recreation and Facilities review the operational versus capital costs with the Treasurer and propose the following clarification to the policy.
2. A full review of the Amalgamated Recreation Agreement will be undertaken, and specific outlined details will be transcribed to avoid confusion for both parties.
3. It was further recommended to examine the possibility of stabilizing the growth of the recreation municipal budget. The Director, in collaboration with the Treasurer, will make recommendations in the draft updated policy.

Univerus

1. Schedule A Integration:

We have received all Schedule A documents. An initial one-hour training with Univerus has taken place. A second training session is scheduled for May 9, during which all recreation facilities and information will be added into the system. A third session will be required for the activation of accounts with recreation representatives.

HVAC Maintenance Contracts:

1. Important Note: Our municipal facilities are classified as institutional under the insurance and Building Code requirements. Therefore, all HVAC service contractors must hold a 313A classification and carry commercial liability insurance. Our insurance provider also recommends additional protections such as pollution liability.

2. Some contracts were awarded prior to the Director's appointment; in one case, the contract was awarded to a supplier who installed the equipment. A review of minimum service standards confirmed that only technicians with a 313A certification are permitted to work in our facilities. Research through the TSSA and Skilled Trades Ontario confirmed this standard.
3. The Director will move forward exclusively with certified 313A HVAC contractors for all municipal buildings.

Monkland Facilities:HVAC

The contract for the Monkland facility was awarded prior to the Director's appointment.

Crysler Facilities :HVAC

The contract was initially awarded; however, the contractor declined the scope of work due to the cost of liability insurance under the institutional building classification. A new contract will be signed with an approved 313A-certified company

Avonmore Facility: HVAC

The contract was initially awarded; however, the contractor declined the scope of work due to the cost of liability insurance under the institutional building classification. A new contract will be signed with an approved 313A-certified company

Update: New furnace installed, and maintenance service has been done

Finch Arena and Hall : HVAC

The contract awarded to a 313A-certified contractor, awaiting signature

Moose Creek Facilities :

1. Pool : Solar panel back in operation

Solar panels are operational. Boiler servicing has been completed. The pool is ready for opening. Moose Creek will be invoiced for system servicing.

2. Hall : Hvac

Awaiting confirmation of 313A certification before awarding the contract. Two quotes were submitted; one was declined due to late submission. The selected contractor must submit all required documentation before proceeding.

It is important that the municipality establish consistent service standards for HVAC, plumbing, and electrical services. This will ensure proper certification and liability insurance are in place, safeguarding the municipality and ensuring peace of mind through certified service providers.

Maintenance and invoicing

All maintenance fees, including filters and parts, are covered under the ARC Agreement and considered part of ongoing operational costs. All invoices for HVAC services and maintenance programs will be sent to the Township for tracking and asset management purposes. Recreation committees will be invoiced for their share in accordance with the agreement.

3. Arena Advertisement Update

A final review will be conducted with the Arena Manager in May to establish procedures for soliciting new sponsorships.

4. Grant Applications Update

We are awaiting updates from the funders to determine if our request for funding was successful.

5. Professional updates:

The Director of Parks, Recreation, and Facilities has registered for two upcoming information sessions:

Rural Recreation Association Spring Summit Update:

This session provided valuable insight on rural recreation facilities, aging infrastructure, and AI. I met with Mr. Martin Sampson, CEO of the Canadian Parks and Recreation Association (CPRA), who accepted an invitation to tour North Stormont with the CPRA Treasurer. They were impressed by the number of facilities and the volunteer-driven operations.

As a result, I have been invited to be a guest speaker at the Canadian Rural

Recreation Association’s Annual Conference in Ottawa to discuss municipal volunteerism in recreation.

Univerus User Conference update:

Dates: April 30th and May 1st

Duration: 2-day session

Benefits:

The training was informative and demonstrated both new and existing program features. Although I had some prior knowledge, I learned a great deal, which will assist in guiding our arena manager and recreation departments.

Arena Update:

April, 2025

2024

MINOR SPORTS = 207.5

ADULT SPORTS = 10.5

NON-PRIMETIME = 7

SCHOOLS = 1

TOTAL HRS. = 226

2025

MINOR SPORTS = 224.5

ADULT SPORTS = 13

NON-PRIMETIME = 11.5

SCHOOL = 1

TOTAL HRS. = 250

1: RECEIVED PRICING ON SECURITY CAMERAS FROM 2 COMPANIES

2: TESTED THE SUB ZERO- ELECTRONIC LOGBOOKS, FOR THE ICE MACHINE CIRCLE CHECK AND GREASING LOGS ICE DEPT READINGS AND FLOOD CUT LOG.

3: HAD 3 WEEKEND TOURNAMENTS.

4: MCDERVEN MECH. IN TO REPAIR THE DOUBLE DOOR COOLER IN THE CANTEN.

A handwritten signature in black ink, appearing to read 'Pierre Thibault', with a stylized, cursive script.

Pierre Thibault

Director of Parks, Recreation, and Facilities
Directeur des parcs, loisirs et installations



Monthly Activity Report Public Works Department April 2025

WORK COMPLETED

- Mailbox repairs
- Lawn repairs from winter plowing damage
- Awarded Lawn Cutting Quotations
- E360 Waste Collection is going well with minimal complaints
- Recycling collection is improving
- Equipment changeover from winter to summer operations
- John Deere Grader engine repair
- Village sign repairs for Berwick and Finch

WORK IN PROGRESS

- MMS first priority
- Gravel road resurfacing and hard top patching
- Equipment servicing and repairs
- CAT Grader transmission repair
- Street sweeping (weather permitting)
- Posted RFT-PW-002-2025 Surface Treatment
- Working with Rogers, XplorNet, Bell, and Ledcor on approvals and change orders for fibre optic cable installation

OCWA APRIL REPORT

- All treated and distribution samples collected in Finch, Crysler and Moose Creek's Drinking Water Systems tested negative for total coliform and E. Coli.
- Crysler and Moose Creek lagoon discharges took place in April.
- Annual flowmeter calibrations were completed in April (water & wastewater).
- 2 hydrant repairs were completed in Finch (Main St. & Conc. 3-4).
- VFD installation on Well #1 and #2 at Finch WTP were complete.
- A legislative non-compliance was reported for having too many days between samples for the North Stormont Township Building/Daycare in the month of March. *See attached.*
- The Moose Creek Lagoon EA consultant proposals were evaluated and a recommendation letter for the Township was prepared by OCWA engineering.



Melissa Forget
Water Compliance Officer
Cornwall Area Office
Ministry of the Environment Conservation and Parks
melissa.forget@ontario.ca

Date: April 3, 2025

Re: Notification of Non-Compliance – North Stormont Township Office/Daycare

Please accept this letter as written notification of non-compliance for the North Stormont Township Office/Daycare's Drinking Water System (Works #260013221) regarding a missed sample required under Ontario Regulation 170/03.

Under Schedule 12-2 of O. Reg. 170/03 a distribution sample is to be collected every two weeks and tested for *E. Coli*, Total Coliforms and heterotrophic plate count (HPC). On March 10, 2025 a distribution sample was collected and analyzed by the lab (see report attached). Another sample was collected on March 24, 2025 (Chain of Custody attached), but this sample did not make it to the lab for analysis due to placement in the wrong cooler. A subsequent sample was collected on March 31, 2025 (report attached), 21 days after the previous sample, which was outside of the 10-20 day window permitted under Schedule 6-1.1(2).

If you have any questions or concerns, or require further information pertaining to the above, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dawn Crump", is positioned above the printed name.

Dawn Crump
Senior Operations Manager
Nation Valley Cluster

cc: Blake Henderson, Public Works Supervisor, Township of North Stormont
Andrew Trader, Regional Hub Manager, Ontario Clean Water Agency
Vanessa Greatrix, Safety, Process and Compliance Manager, Ontario Clean Water Agency

CERTIFICATE OF ANALYSIS

Final Report

C.O.C.: -

REPORT No: 25-005995 - Rev. 0

Report To:

Ontario Clean Water Agency - Chesterville
5 Industrial Dr.
P.O. Box 460
Chesterville, ON K0C 1H0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Dawn Crump

DATE RECEIVED: 2025-Mar-10
DATE REPORTED: 2025-Mar-13
SAMPLE MATRIX: Drinking Water

CUSTOMER PROJECT: North Stormont Township Office/L
P.O. NUMBER: 1791
WATERWORKS NO: 260013221

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
Coliforms - DC Media (Liquid)	1	OTTAWA	AHIRSI	2025-Mar-11	ECTC-001	MECP E3407
E.Coli m-TECH Media (Liquid)	1	OTTAWA	AHIRSI	2025-Mar-11	EC-001	MECP E3371
HPC Spread Plate (Liquid)	1	OTTAWA	AHIRSI	2025-Mar-11	HPC-001	SM 9215D
Total Coliforms (m-Endo Media)	1	OTTAWA	AHIRSI	2025-Mar-11	TC-001	SM 9222B

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	Raw Water	Mech Room
			Sample I.D. Date Collected	25-005995-1	25-005995-2
				2025-03-10	2025-03-10
				Parameter	Units
Total Coliform	CFU/100mL	1	0		
Background	CFU/100mL	1	0		
E coli	CFU/100mL	1	0		
Total Coliform (DC Media)	CFU/100mL	1		0	
E coli (DC Media)	CFU/100mL	1		0	
Heterotrophic Plate Count	CFU/1mL	2		<2	
Free Chlorine (Client Data)	mg/L	-		1.7	

Shelly Lozo
Shelly Lozo

Microbiology Supervisor

The analytical results reported herein refer to the samples as received and relate only to the items tested. Reproduction of this analytical report in full or in part is prohibited without prior consent from Caduceon Environmental Laboratories.



Waterworks/Project # 260013221		C of C LIMS No:	
Facility Name North Stormont Township Office/Daycare		Laboratory Section:	
ORG # 1791		Date Rec'd: _____	
Quote # _____		Time Rec'd: _____	
Attached Parameter List: <input type="checkbox"/> No Applicable Regulation 170/03		Temperature Upon Receipt: _____	
<input type="checkbox"/> Yes		Sample condition upon receipt: _____	
		Initials: _____	

Requested Turnaround Time: ☐ *Lab App. Req'd ☐ * ☒ 5-7 Days ☐ 7-10 Days ☐ Other

Report To: OCWA-Chesterville Office		Data Transfer Contact: Dawn Crump		Invoice To: OCWA - Chesterville Office		Laboratory: Caduceon	
Address: 5 Industrial Drive Chesterville, Ontario K0C 1H0		57 Cockburn Street Berwick, Ontario K0C 1G0		5 Industrial Drive Chesterville, Ontario K0C 1H0		2378 Holly Lane Ottawa, Ontario K1V 7P1	
Telephone: 613-448-3098		613-448-3098		613-448-3098		613-526-0123	
Fax: 613-448-1616		613-448-1616		613-448-1616		613-526-1244	
Email: APNationValley@ocwa.com		dcrump@ocwa.com		APNationValley@ocwa.com			

Sample				# of Bottles	Free Chlorine Residual (mg/L)	Parameters								Comments	Reportable to MOE	Upload to OCWA
Station Acronym	Station Number (Short Name)	Sample Location Name	Date - Time			E-Coli	Total Coliform	HPC	Background							
RW	RW	-----	-----	---	N/A	X	X		X						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DW	DW	Mech Room	3/24/25 @ 0820	1	1.06	X	X	X							<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
															<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
															<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
															<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
															<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
															<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sampler/Submitter Name Steve McIntyre		MOH (Ministry of Health) Phone#: 1-800-267-7120	
Sampler/Submitter Signature		MOH (Ministry of Health) After Hours Phone#: 1-800-267-7120	
OCWA AWQI Contact: Dawn Crump (613-223-2207)		MOH (Ministry of Health) Fax#: 613-933-7930	
Pager # - Falcon Security - 1-800-342-6442 ask for the on-call operator		MOE Spills Action Center Phone #: 1-800-268-6060	
		MOE Spills Action Center Fax #: 1-800-268-6161	

* Station Acronym: RW - Raw, TW - Treated, DW - Distribution, C/F - Coagulation/Floculation, S/C - Sedimentation/Clarification, Clar - Clarifier, Filtr - Filter, BW - Backwash, FSup - Filter Supernatant, FBW - Filter Backwash, WW - Waste Water, RWFC - Raw Water for Consumption: Water source for a DWS that does not have a treatment system. These samples are for consumption and are reportable under O.Reg 170/03

CERTIFICATE OF ANALYSIS

Final Report

C.O.C.: -

REPORT No: 25-007893 - Rev. 0

Report To:

Ontario Clean Water Agency - Chesterville
5 Industrial Dr.
P.O. Box 460
Chesterville, ON K0C 1H0

CADUCEON Environmental Laboratories

2378 Holly Lane
Ottawa, ON K1V 7P1

Attention: Dawn Crump

DATE RECEIVED: 2025-Mar-31
DATE REPORTED: 2025-Apr-03
SAMPLE MATRIX: Drinking Water

CUSTOMER PROJECT: North Stormont Township Office/L
P.O. NUMBER: 1791
WATERWORKS NO: 260013221

Analyses	Qty	Site Analyzed	Authorized	Date Analyzed	Lab Method	Reference Method
Coliforms - DC Media (Liquid)	1	OTTAWA	AHIRSI	2025-Apr-01	ECTC-001	MECP E3407
HPC Spread Plate (Liquid)	1	OTTAWA	AHIRSI	2025-Apr-01	HPC-001	SM 9215D

R.L. = Reporting Limit

NC = Not Calculated

Test methods may be modified from specified reference method unless indicated by an *

			Client I.D.	Mech Room
			Sample I.D.	25-007893-1
			Date Collected	2025-03-31
Parameter	Units	R.L.		
Total Coliform (DC Media)	CFU/100mL	1	0	
E coli (DC Media)	CFU/100mL	1	0	
Heterotrophic Plate Count	CFU/1mL	2	<2	
Free Chlorine (Client Data)	mg/L	-	1.27	

Shelly Lozo
Shelly Lozo

Microbiology Supervisor

The analytical results reported herein refer to the samples as received and relate only to the items tested. Reproduction of this analytical report in full or in part is prohibited without prior consent from Caduceon Environmental Laboratories.



TOWNSHIP OF
**NORTH
STORMONT** 
A good place to grow


CAO – ACTIVITY SUMMARY **APRIL 2025**

WORK COMPLETED

- Participated – Environment Canada/Emergency Management Ontario Weather Briefing (**Public Safety**)
- Participated – Attended OGRA Conference
- Participated – Greenhouse Meeting – Ontario Ministry of Economic Development (**Economic Development**)
- Participated – AI Webinar & Business Improvements (**Modernization**)
- Participated – Emergency Management – SDG Tabletop Annual Exercise (**Public Safety**)
- Participated – SNC Municipal Information Day
- Participated – Hosted SDG Economic Development Working Group (**Economic Development**)

STRATEGIC PLAN

- Planning Technician – Employment Opportunity Posted (**Key Threats/People and Culture**)
- Development Charges RFQ (**Economic Development**)

 The Corporation of the Township of NORTH STORMONT		Report No. DRAIN-04- 2025
Agenda Date:	May 13, 2025	
Subject:	SDG County Road 22 Project - 3 Drain Amendments	
Attachments:		

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives Report 04-2025 from the Drainage Superintendent for information puposes and proceeds with the third and final readings of By-Law No. 15-2025 (Morrow Brabec Branch of Cumming Municipal Drain), By-Law No. 16-2025 (County Road Branch of Cumming Municipal Drain including Morrow Spur) and By-Law No. 17-2025 (McRae Branch of McKenzie Municipal Drain including Brabant Branch) to provide amendments to these drains pursuant to Section 78(1) of the *Drainage Act*.

2.0 LEGAL DESCRIPTION

3.0 BACKGROUND

On March 4, 2025 a Special Meeting of Council was held to consider the above-mentioned drain Engineer's reports. At this meeting, the Engineer presented the reports before taking questions and comments from both Council and landowners. Council accepted the three reports and provisionally adopted with a first and second reading of By-Law No.'s 15-2025, 16-2025 and 17-2025.

4.0 POLICY CONSIDERATION

Section 78(1) of the Drainage Act, R.S.O. 1990

5.0 ANALYSIS

1. The Court of Revision for the Morrow Brabec Branch of Cumming Municipal Drain, County Road Branch of Cumming Municipal Drain (including Morrow Spur),and McRae Branch of McKenzie Municipal Drain (including Brabant Branch) Engineer's reports were held on April 10th, 2025. No appeals were

received at the Court of Revision, the Drainage Tribunal or to the Drainage Referee.

2.The appeals period has now passed, and Council may proceed with the third and final reading to adopt the Engineer's reports.

3.Construction may not start immediately following the passing of the By-law, in the event that a notice of "intention" to quash the By-law is filed within 10 days of the third reading. If this occurs, there is a three-month waiting period to see if the application will be filed.

6.0 ENVIRONMENTAL CONSIDERATIONS

7.0 RECOMMENDED CONDITIONS

That Council proceed with the third and final reading of By-Law No.'s 15-2025, 16-2025 and 17-2025.

8.0 ALTERNATIVES

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☐ No ☐ N/A ☒

This item is within the approved budgeted amount:

Yes ☐ No ☐ N/A ☒

This item is mandated by the Provincial/Federal Government:

Yes ☒ No ☐ N/A ☐

Prepared By:

**Reviewed and
submitted by:**

**Submitted for Council
consideration by:**




Sean MacDonald
Drainage
Superintendent



Lea Anne Munro
Deputy-Clerk



Craig Calder
CAO/Clerk

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. DRAIN-05- 2025
Agenda Date:	May 13, 2025	
Subject:	Brisson Municipal Drain - Amendment to Engineer's Report	
Attachments:	<input type="checkbox"/> slope change <input type="checkbox"/> omafra-engineers-report-unforeseen-circumstances-21-047-en-v1	

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont receives Report No. 05-2025 from the Drainage Superintendent for information purposes and approves the revised design of the Brisson Municipal Drain due to unforeseen circumstances during construction and proceed with amending By-Law No. 76-2024 to include the desing change.

2.0 **LEGAL DESCRIPTION**

3.0 **BACKGROUND**

1. A request to relocate a portion of the Brisson Municipal Municipal Drain was received by a landowner, in order to improve agricultural operations. The Township appointed Shade Group Inc. to update the Engineer's report under Section 78(5) of the *Drainage Act*, and the final report was adopted by By-Law 76-2024 on October 8, 2024.

2. During the start of construction for the relocation, the area was cleared of overgrown brush and vegetation. At that time, it was discovered that a hydro pole and guy wire was located within the proposed realignment location that was previously missed due to the overgrowth.

3. Consultation and consideration of multiple options were undertaken, including relocating the pole. This option was found to be cost prohibitive, time consuming and complicated. Moving the drain away from the pole and guy wire would have resulted in a strip of unfarmable land, partially defeating the purpose of relocating the drain to the perimeter of the property.

4. Alternatively, it was proposed to reduce the slope of the drain beyond the

location of the hydro pole, before tying into the lower portion of the drain with a short, steep section protected with blasted rock and filter cloth. By reducing the slope, it reduced the cross section (depth and width) of the drain at the pole. The reduced channel width allowed the hydro pole to remain in place, and only required the relocation of the supporting guy wire so that the drain could be constructed between the pole and guy wire. This was found to be a cost effective and efficient solution.

The previously adopted drain design had the bank setback too far to accommodate the guy wire relocation.

4.0 POLICY CONSIDERATION

Section 78(5) of the *Drainage Act*, R.S.O. 1990 - Municipal drain “*Minor Improvement*”

Section 84.1(1) and 84.1(2) of the *Drainage Act* R.S.O. 1990 - Amendments to Engineer’s Report
Ontario Regulation 500/21

5.0 ANALYSIS

1. Section 84.1(1) and 84.1(2) of the *Drainage Act* authorizes a method to amend an engineer’s report due to unforeseen circumstances during construction. The specifications for the amendment are outlined in Ontario Regulation 500/21.

2. The Engineer determined the design change met the eligibility criteria to allow an engineer’s report to be modified, and prepared a revised design. The realignment project was successfully constructed in accordance with the revised design.

3. Council may now amend the previously adopted By-Law 76-2024 to include the revised design in the amended report dated April 25, 2025.

6.0 ENVIRONMENTAL CONSIDERATIONS

7.0 RECOMMENDED CONDITIONS

That Council proceed with passing an amending By-law to accept the amended Engineer’s Report.

8.0 ALTERNATIVES

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☐ No ☐ N/A ☒

This item is within the approved budgeted amount:


Yes ☐ No ☐ N/A ☒

This item is mandated by the Provincial/Federal Government: Yes ☒ No ☐ N/A ☐

Prepared By:

**Reviewed and
submitted by:**

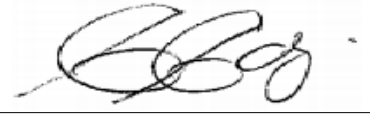
**Submitted for Council
consideration by:**



Sean MacDonald
Drainage
Superintendent



Lea Anne Munro
Deputy-Clerk

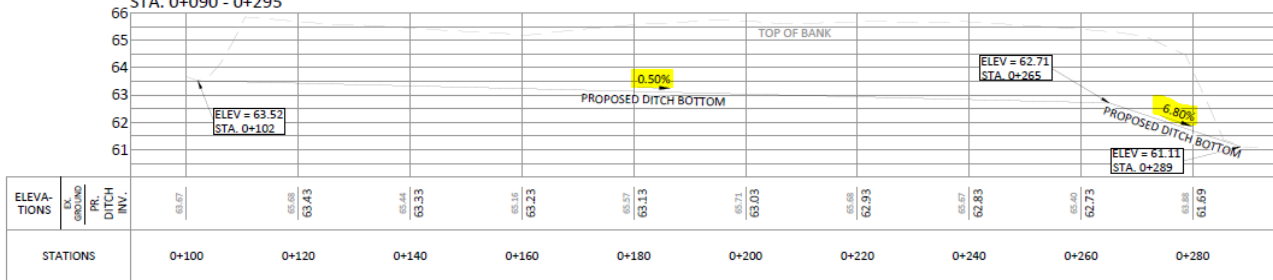


Craig Calder
CAO/Clerk

New design

PROFILE VIEW

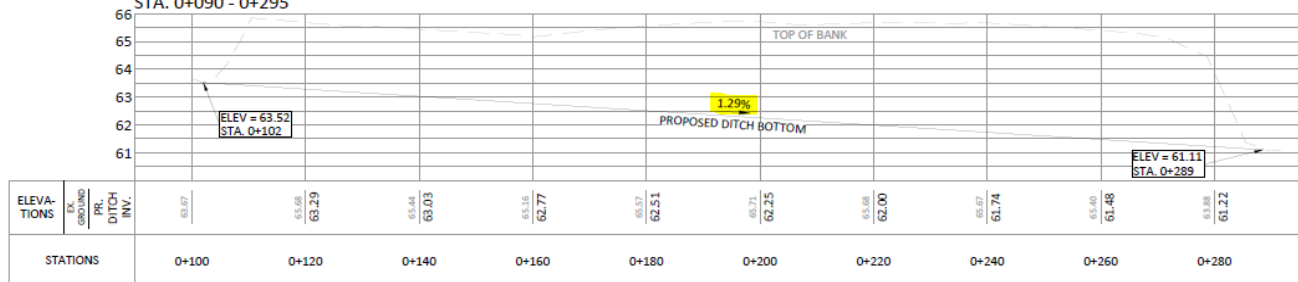
BRISSON DRAIN
REALIGNMENT PROFILE
STA. 0+090 - 0+295



Old design

PROFILE VIEW

BRISSON DRAIN
REALIGNMENT PROFILE
STA. 0+090 - 0+295



Updating an Engineer's Report due to Unforeseen Circumstances during Construction

T. Brook, P.Eng.

INTRODUCTION

An engineer's report, adopted by municipal bylaw, forms the legal basis for the construction and management of a drainage system under the [Drainage Act, 1990](#). The *Drainage Act, 1990*, requires an extensive consultation process with all property owners and regulatory agencies. Once the final bylaw adopting the engineer's report is passed, the project is authorized for construction. The drainage works must be constructed in accordance with the drawings and specifications in the engineer's report. However, there may be unforeseen circumstances that are discovered during construction of a drain (Figure 1) that require design changes to be considered.



Figure 1. An active drain construction project.
Source: Town of Bradford West Gwillimbury, Ontario.

DID YOU KNOW? An unforeseen circumstance during construction does not include situations where property owners change their minds about a certain aspect of the drain on their property and request a change at this late stage of the project.

UNFORESEEN CIRCUMSTANCES

Examples of unforeseen circumstances that can be discovered during construction include:

- conflicts between the drain and buried utilities
- unexpected soil conditions for a section of the drain that requires:
 - a change in the slope of the drain bank
 - additional erosion protection measures to be installed
- small realignment to the drain's location
- changes required by a regulatory approval issued after the report has been adopted by bylaw

AMENDING AN ENGINEER'S REPORT

Section 84.1(1) of the *Drainage Act, 1990*, authorizes a method to amend an engineer's report at this stage of the process. The process is set out in Part III (sections 9 and 10) of [O.Reg.500/21](#). A summary of that process is shown in Figure 2.

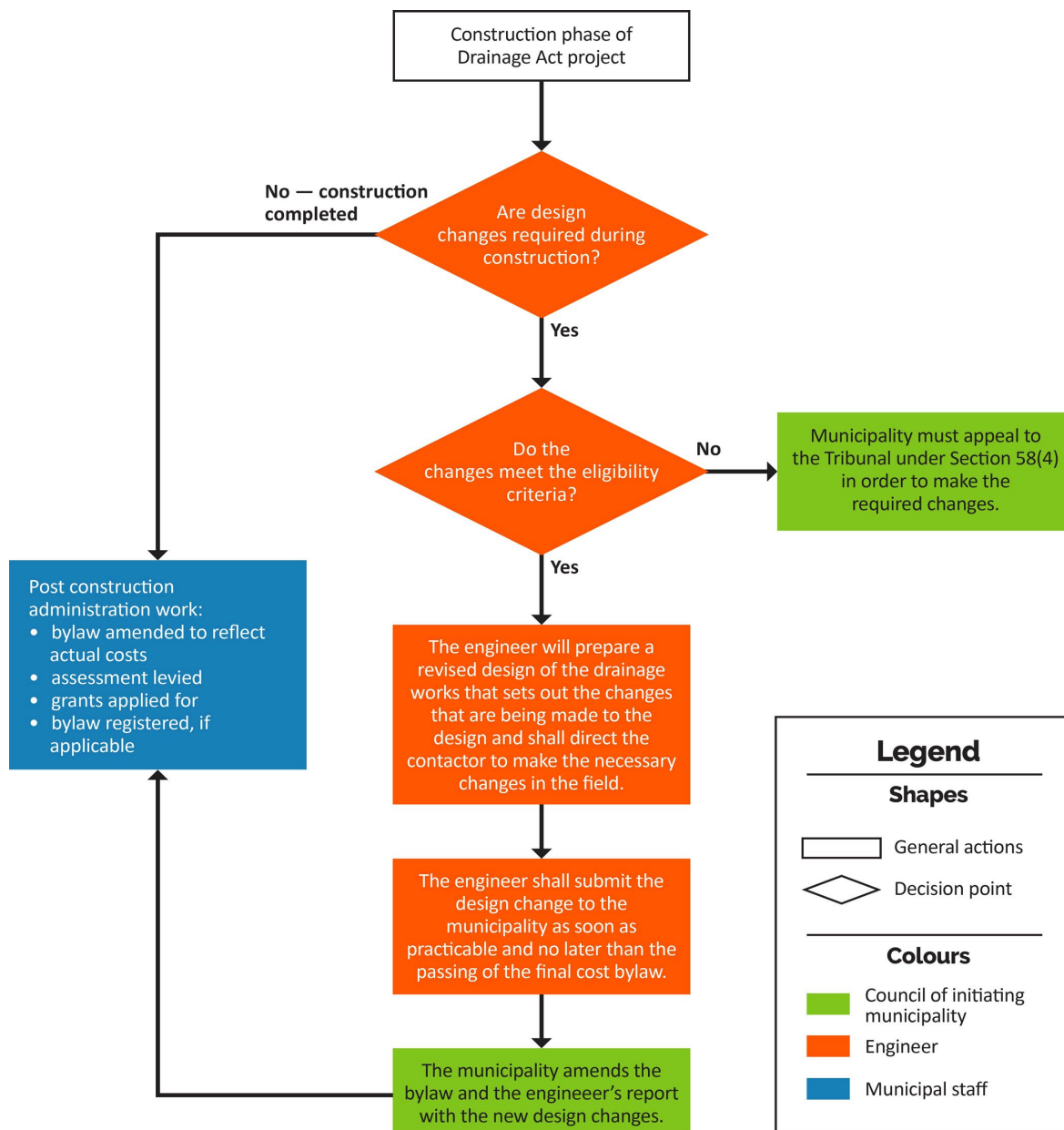


Figure 2. Procedure to update an engineer's report during construction due to unforeseen circumstances.

DID YOU KNOW? The process to update the engineer's report, because of unforeseen circumstances discovered during construction, can be used for minor improvement projects, major improvement projects and the construction of a new drain. It cannot be used for maintenance and repair projects.

During the construction of a drain, the engineer and/or contractor may identify a situation that requires the drain design to be modified from the design in the engineer's report. When this occurs, the engineer must determine if the change meets all the eligibility criteria set out under Part III of O.Reg. 500/21 to allow the engineer's report to be modified. The eligibility criteria are as follows:

- the design changes are a result of unforeseen circumstances encountered during construction
- the existing approvals (e.g., [Conservation Authorities Act, 1990](#), [Fisheries Act, 1985](#), etc.) allow for the change to be made without requiring an amendment to the approval
- the required changes will not increase the cost of the total project to more than 133% of the engineer's estimate or contract price
- the design changes will not impact the existing drain capacity

If the design changes meet the eligibility criteria, then the engineer shall:

- prepare supporting documentation stating that a design change is needed for the project and the changes meet all the eligibility criteria
- prepare a revised design for the drainage works that sets out the changes to be made and directs the contractor to make the necessary construction changes in the field

As soon as reasonably possible after the completion of the project and before the passing of the final cost bylaw, the engineer shall submit the supporting document and the revised design to the council of the municipality in which the drainage works is located.

Upon receipt of a revised design and supporting document, the Council of the municipality shall:

- approve the revised design as an addendum to the bylaw
- assess any additional costs in accordance with the assessment schedule
- provide notice to all property owners of the changes

While all property owners are notified of the changes, there are no additional appeal rights provided as part of the process defined in the regulation.

If the design changes do not meet the eligibility criteria, the municipality may apply to the [Agriculture, Food and Rural Affairs Appeals Tribunal](#) for permission to modify the report as per section 58(4) of the *Drainage Act, 1990*.


SUMMARY

The ability to implement certain design changes during construction as a result of unforeseen circumstances allows drainage projects to continue to be constructed with minimal delay and additional costs. An engineer's report that has been updated to reflect the as-built conditions and has been adopted by bylaw, allows the municipality to have confidence in completing future maintenance and repair activities on the drain.

This factsheet was written by Tim Brook, P.Eng., Drainage Program Coordinator, OMAFRA, and reviewed by Andy Kester, Drainage Inspector and Analyst, OMAFRA.

Disclaimer

This factsheet is provided for informational purposes only to help explain the recent amendments to the *Drainage Act, 1990*, and the new Minister's Regulation (Ontario Regulation 500/21) that operationalizes the amendments to the *Drainage Act, 1990*. Use of this factsheet is at the person's own risk. If there is a discrepancy between this factsheet and the legislation, the legislation prevails. If you have any questions about the applicability of the *Drainage Act, 1990*, to your situation, you should consult with a qualified person.

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. FIRE-01- 2025
Agenda Date:	May 13, 2025	
Subject:	Appointment of Acting Deputy Chief of Station 2 Crysler	
Attachments:		

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont receives Report No. FIRE- 01-2025 recommending that Council approve the appointment of Captain Daniel Richer to the position of **Acting Deputy Chief**.

2.0 **LEGAL DESCRIPTION**

3.0 **BACKGROUND**

Captain Richer is a respected and dedicated member of our team with over a decade of exemplary service, and his leadership qualities make him an ideal candidate for this acting role. This recommendation comes following the retirement of **Deputy Chief Kevin Lapp**, who has served the department with distinction for **21 years**. We gratefully acknowledge his outstanding contributions, steadfast leadership, and unwavering commitment to public service. His departure marks the end of a significant chapter in our department's history and the beginning of a new one.

Captain Daniel Richer, a lifelong resident of our community, has served with the department for over **10 years**, consistently demonstrating strong leadership and deep dedication to the people he serves. His community roots, professionalism, and team-oriented mindset make him a natural fit for the Acting Deputy Chief position.

4.0 **POLICY CONSIDERATION**

By-Law No. 65-2016 of the Township of North Stormont establishes and regulates the North Stormont Fire Department permit Council to appoint Deputy Fire Chief(s).

5.0 **ANALYSIS**

Captain Richer's commitment to training, standards, and mentorship is well-known within the department. He has completed all required accreditations and has always held himself, and his team, to the highest professional standards. His leadership is defined by trust, collaboration, and integrity. Born and raised in this area, Captain Richer understands the unique needs of our community. He is family-oriented, community-focused, and a respected leader both within the department and beyond. His values align closely with the expectations of the Deputy Chief role.

6.0 ENVIRONMENTAL CONSIDERATIONS

Not Applicable

7.0 RECOMMENDED CONDITIONS

In recognition of his service, qualifications, and leadership, **it is recommended that Council approve the appointment of Captain Daniel Richer as Acting Deputy Chief**, effective June 1, 2025.

8.0 ALTERNATIVES

Not Applicable

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes **X** No ☐ N/A ☐

This item is within the approved budgeted amount:

Yes **X** No ☐ N/A ☐

This item is mandated by the Provincial/Federal Government:

Yes ☐ No **X** N/A ☐

Prepared By:

**Reviewed and
submitted by:**

**Submitted for Council
consideration by:**




Nancy Ann Gauthier
Fire Chief



Nancy Ann Gauthier
Fire Chief



Craig Calder
CAO/Clerk

 The Corporation of the Township of NORTH STORMONT		Report No. REC-12- 2025
Agenda Date:	May 13, 2025	
Subject:	Township of North Stormont Alcohol Policy update	
Attachments:	<input type="checkbox"/> Alcohol Policy 2025 <input type="checkbox"/> 41-2017 Municipal Alcohol Policy - TONS	

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont accepts Report No. 12-2025 from the Director of Parks, Recreation and Facilities to approve the draft revised Alcohol Policy to reflect current AGCO regulations and municipal procedures to be passed by by-law at a future meeting.

2.0 **LEGAL DESCRIPTION**

The existing Municipal Alcohol Policy, dated May 23, 2017 and passed by By-Law 41-2017 is outdated and does not reflect recent changes to AGCO regulations or the new Recreation Rental Policy RC 01-2025. Updates are required to incorporate current procedures and liability requirements related to Special Occasion Permits (SOP) and LCIS standards.

3.0 **BACKGROUND**

4.0 **POLICY CONSIDERATION**

The previous Municipal Alcohol Policy did not incorporate regulatory changes made between 2017 and 2025, necessitating substantial revisions. As a result, a new policy document has been created, retaining relevant content from the original while aligning with current 2025 AGCO regulations.

It is recommended that the policy be reviewed and updated every two years to ensure continued compliance with evolving provincial requirements.

5.0 **ANALYSIS**

To maintain compliance with updated AGCO regulations, key revisions were made to the Municipal Alcohol Policy.

These include mandatory Smart Serve certification, updated Special Occasion Permit (SOP) procedures, and incorporation of LCIS requirements into Recreation Rental Policy RC 01-2025. Appendix A now guides SOP implementation under the policy.

Signage requirements remain minimal, with only Sandy's Law and the Liquor Sales Licence mandated by law. Additional signage is recommended near bar service areas to support responsible service practices.

6.0 ENVIRONMENTAL CONSIDERATIONS

7.0 RECOMMENDED CONDITIONS

The Director of Parks, Recreation and Facilities recommends that Council accept these changes to ensure our Alcohol Policy remains aligned with the latest AGCO regulations and the procedures established in the Rec 01-2025 bylaw.

8.0 ALTERNATIVES

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☐ No ☐ N/A ☒

This item is within the approved budgeted amount:

Yes ☐ No ☐ N/A ☒

This item is mandated by the Provincial/Federal Government:

Yes ☐ No ☐ N/A ☒

Prepared By:



**Pierre Thibault
Director of Parks
Recreation & Facilities**

**Reviewed and
submitted by:**



**Pierre Thibault
Director of Parks,
Recreation & Facilities**

**Submitted for Council
consideration by:**



**Craig Calder
CAO/Clerk**

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. XXX-2025

BEING a By-Law to repeal and replace By-Law No. 62-2016 and to adopt Policy Number REC 01-2024, the Recreation Arena Policy, for the Township of North Stormont.

WHEARAS the *Municipal Act, 2001*, c. 25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 224 provides that the township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of updating and standardizing its processes for Alcohol Lisencing for a Municipal facility amenities.

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

1. That By-Law No. XX-XXXX is hereby repealed in its entirety and any other By-Law inconsistent with this By-Law is hereby repealed.
2. That the attached Municipal Alcohol Policy attached hereto as Schedule "A" forming part of this By-law be approved.
3. That this By-law shall come into full force and effect on January 1, 2025.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 17th day of December 2024.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

SCHEDULE "A"

To BY-LAW NO. XXX-2025

POLICY MANUAL	Policy No. REC XX-2025
For: Township of North Stormont	Effective Date: May , 2025
Subject: Alcohol Policy	Department: Recreation Section: All Recreational Facilities

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Scope:

This Municipal Alcohol Policy (MAP) applies to all events where alcohol is served or sold at municipal facilities or properties.

Definitions:

- **Alcohol and Gaming Commission of Ontario (AGCO):**
A provincial agency responsible for the administration of the **Liquor Licence Act** and the **Gaming Control Act**. More info
- **Caterer's Endorsement:**
A liquor sales license allowing sale and service of alcohol at venues other than the licensee's regular premises.
- **Event:**
Any gathering at a municipal facility where alcohol is served or sold, including weddings, parties, barbecues, etc. Includes setup, operation, and cleanup.
- **Public Event:**
Open to the public and organized by a registered charity, not-for-profit, or recognized significant entity.
- **Private Event:**
Not open to the public.
- **Outdoor Event:**
Any event where alcohol is consumed in an outdoor area including pavilions or temporary structures.
- **Event Organizer:**
An individual (19+) responsible for planning and managing an alcohol-related event. They must:
 - Sign the **Event Organizer Checklist for Liquor Licensed Events (Appendix A)**
 - Follow **Recreation Rental Policy REC 01-2025** and Appendices B & C.
- **Event Worker:**
Anyone involved in serving alcohol at a municipal event. Must remain sober for the entire event duration.

Roles & Responsibilities:

- **Floor Supervisor:**
Over 18, **Smart Serve certified** and appointed by the organizer. Duties include monitoring behavior, responding to complaints, and ensuring intoxicated individuals are removed and safely transported.
- **Door Monitor:**
Over 18, **Smart Serve certified**, checks IDs, monitors intoxication, and assists with safe departure of guests.
- **Server/Bartender:**
Over 18, trained via **Smart Serve** or equivalent. Duties include accepting tickets, serving alcohol, monitoring intoxication, and offering non-alcoholic alternatives.
- **Ticket Seller:**
Over 18, **Smart Serve certified**, sells a maximum of four drink tickets per person per purchase and monitors for signs of intoxication.
- **Licensed Security:**
Must be licensed under the **Private Security and Investigative Services Act** and **Smart Serve certified**. Ensures safety and security of all attendees.
- **Municipal Properties:**
All buildings, lands, or structures owned or leased by the Township.
- **Municipal Representative:**
Township staff/designate who monitors the event for MAP compliance.
- **Religious Function:**
A recognized religious event—not including events like stag and doe, anniversaries, or birthdays.
- **Smart Serve:**
Ontario's official alcohol service training program. [More info](#)
- **Special Occasion Permit (SOP):**
A liquor license issued by the AGCO for single events. Organizers must comply with **REC 01-2025** and its appendices. More info
- **SOP Holder (Permit Holder):**
Individual who applies for the SOP. Responsible for compliance with the **MAP**, Liquor Licence Act, and assumes liability for the event. Must ensure all workers and security have valid **Smart Serve certification**.
- **Standard Drink:**
Defined under the Liquor Licence Act as:
 - 12 oz (341 ml) beer at 5% alcohol
 - 5 oz (142 ml) wine at 12% alcohol
 - 3 oz (85 ml) fortified wine at 14.9%+ alcohol
 - 1 oz (29 ml) spirits at 40% alcohol

The Policy

Section 1: Policy Objectives

1.1 To provide procedures and education for individuals/groups using municipal properties, ensuring compliance with the **Liquor Licence Act** regarding **Special Occasion Permits** or liquor licensing.

1.2 To ensure the safe operation and supervision of licensed events to protect organizers, attendees, Township staff, and volunteers through education and risk management procedures.

1.3 To promote responsible alcohol consumption and support non-drinkers by offering non-alcoholic beverage options.

2.0 Designation of Roles and Responsibilities

2.1 Role of Municipal Representatives/Agents

2.1.1 Municipal representatives are responsible for ensuring that the event organizer and/or designate are provided with written information outlining the conditions of the **Municipal Alcohol Policy (MAP)** and ensuring that they comply with the **MAP**, the **Liquor Licence Act of Ontario**, and its regulations at their event.

2.1.2 The **Township of North Stormont representatives/agents** have the authority to demand corrections and/or shut down an event on behalf of the Township. They have ultimate authority regarding decision-making on the part of the event organizer. Representatives monitoring a liquor-licensed event shall be **Smart Serve trained** and competent in facility procedures.

2.2 Role of Event Organizer and/or Designate

2.2.1 The event organizer and/or designate is responsible for the conduct and management of the event, including but not limited to:

a) Compliance with the **Municipal Alcohol Policy (Updated 2025)**
Township of North Stormont

b) Organization, planning, set-up, and clean-up of the event

c) Ensuring a sufficient number of trained event workers

d) Training of their designates and all other event workers (all must be 18 years of age or older)

e) Posting the **Special Occasion Permit (SOP)** in plain sight on the premises or keeping it readily available for inspection

- f) Managing alcohol sales and service, including the selection of beverages to avoid fortified or extra-strength drinks
- g) Ensuring no alcohol is consumed in unauthorized locations
- h) Ensuring the safety and sobriety of all attendees, including those asked to leave the event
- i) Appropriate response to any emergencies

2.2.2 The event organizer **MUST read and sign** the **Event Organizer Checklist for Liquor Licensed Events (Appendix A)** to confirm they understand their responsibilities.

2.2.3 The event organizer must provide a copy of the **Special Occasion Permit (if applicable)** and any updates to the Township of North Stormont **at least 30 days prior** to the start of the event. The event organizer **must obtain permission** from the **Recreation Group Operator** of the facility and follow the procedures outlined in the **Recreation Rental Policy REC 01-2025 and Appendices B and C, at least 45 days prior** to the event.

2.2.4 All liquor, wine, and beer must be purchased under the SOP. **Proof must be provided** at the event. Receipts must include the SOP number. These purchase orders and levy receipts must match the alcohol available at the bar and must be **posted alongside the SOP**.

2.2.5 The event organizer and/or designate must be present **for the entire duration** of the event, including setup, operation, and clean-up. They are responsible for all operational decisions.

2.2.6 **Final payment is due two weeks prior to the event** and must include required documentation such as:

- Special Occasion Permit (SOP)
- Bartender Certification(s)
- Certificate of Liability Insurance

2.2.7 The event organizer and the Township of North Stormont **must ensure the physical setting remains safe** throughout the entire event.

2.2.8 The event organizer and the Township of North Stormont must ensure the physical setting is safe at all times.

3.0 Designation of Properties and Events

3.1 Designation of Suitable Properties

3.1.1 The following municipal facilities and areas are either licensed or designated as suitable for events involving alcohol, subject to the event organizer obtaining a **Special Occasion Permit (SOP)** or a **Liquor Licence** through a **caterer's endorsement** issued by the Alcohol and Gaming Commission of Ontario, and agreeing to the conditions set out by the Township of North Stormont:

- North Stormont Place
- North Stormont Arena – Upstairs Hall

- Crysler Community Centre
- Moose Creek Community Centre
- Monkland Community Center

3.2 Designation of Not Suitable Properties

3.2.1 The following municipal facilities and areas are **not licensed or not suitable** for events involving alcohol:

- Avonmore Pool
- Moose Creek Pool
- Open park areas, trails and woodlots
- Parking lots
- Dressing rooms/change rooms
- Athletic and playing fields
- Spectator areas of arenas
- Playground areas

3.3 Designation of Events

3.3.1 The serving of alcohol is **not permitted** at any events where the focus of event marketing is directed toward **youth under 19 years of age**.

4.0 Conditions for Events Involving Alcohol

4.1 Insurance

4.1.1 The event organizer must provide **proof of insurance** by submitting an original **Certificate of Liability Insurance** to the Township of North Stormont **before occupying the premises**. The certificate must:

- Be valid for the entire rental period, including setup and takedown
- Comply with the **Recreation Rental Policy REC 01-2025** and **Appendices B and C**
- Include insurance requirements specified in the policy

4.2 Insurance for Rentals up to and Including 500 People

4.2.1 The **Certificate of Liability Insurance** shall:

i) Provide proof of a minimum of **\$2 million (\$5 million preferred)** in general liability insurance. See **Appendix C** of **REC 01-2025**. The policy must:

- List **The Corporation of the Township of North Stormont** as additional insured
- Cover bodily injury, property damage, liquor liability, tenants' liability, completed operations, personal injury, advertiser's liability
- Include **30 days' cancellation notice**

ii) Show that the coverage is effective for the **entire duration of the event**

iii) Be delivered to the facility supervisor **at least 30 days prior** to the event and include:

- Certificate of Liability Insurance
- Policy Number
- Insurance Company Name
- Expiry Date
- Insurance Amount
- Endorsement confirming SOP coverage, date, and location

4.3 Insurance for Rentals of More Than 500 People and All Outdoor Events

4.3.1 Must meet all above requirements with a minimum of **\$5 million** in general liability insurance.

4.3.2 The **Township of North Stormont reserves the right** to amend insurance provisions at any time.

4.4 Advertising

4.4.1 All advertising must comply with AGCO rules. **Private event SOP holders may not advertise** or promote liquor or liquor availability.

4.4.2 For events where children/youth are admitted, organizers **shall not allow alcohol brand promotions**.

4.5 Event Worker Training and Staffing Levels

4.5.1 The event organizer must:

- a) Ensure sufficient trained staff are present
- b) Provide **visible identification** (badges, clothing) for all workers. Identification type must be noted in **Appendix A – Checklist**.

4.5.2 All event workers must be Smart Serve certified.

It is **recommended** that workers complete **Safer Bars** or de-escalation training. (See: www.camh.ca)

4.5.3 At least **10 days before the event**, the organizer must submit a list of:

- a) Servers with **Smart Serve numbers**
- b) Security staff and **license numbers**

4.5.4 No alcohol consumption by organizers, supervisors, or staff is allowed **during or after the event**. Staff must remain sober at all times.

4.5.5 The organizer must ensure:

- a) Entrances are monitored by responsible, sober adults. Intoxicated or disruptive individuals may be denied entry.
- b) Any underage drinking is reported to authorities.

4.5.6 Minimum event worker numbers are based on guest counts. See **Table 1.0 – Guest to Event Worker Ratios** below. The Township may require additional police or security.

Table 1.0 – Guest to Event Worker Ratios (Portrait Format)

Number of Guests	Bartenders	Door Monitors*	Floor Supervisors**	Ticket Sellers	Licensed Security Workers
Up to and including 100	1	Each access point	1	0	0
101 to 200	2	Each access point	2 (+1 for outdoor events)	1	0
201 to 300	2	Each access point	3 (+1 for outdoor events)	2	1 (for outdoor events)
301 to 400	3	Each access point	3 (+1 for outdoor events)	2	1 (for outdoor events)
401 to 500	3	Each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Each access point	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Each access point	6 (+2 for outdoor events)	3	2 (+1 for outdoor events)
701 to 800	5	Each access point	7 (+2 for outdoor events)	3	2 (+1 for outdoor events)
801 to 900	5	Each access point	7 (+2 for outdoor events)	4	3 (+1 for outdoor events)
901 to 1,000	6	Each access point	8 (+2 for outdoor events)	4	3 (+1 for outdoor events)

Footnotes:

* **Door Monitors:** All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

** **Floor Supervisors:** The event organizer and/or designate can be a floor supervisor.

*** **Licensed Security:** For events over 600 guests, at least **50%** of the required licensed security workers shall be **paid duty police officers or licensed security**.

4.5.7 For any event that allows admittance of minors, additional floor monitors will be required.

4.5.8 For every additional 150 guests over 1,000, an additional bartender and an additional floor monitor are required. For every additional 300 guests over 1,000, an additional ticket seller is required. For every additional 200 guests over 1,000, an additional licensed security worker is required.

4.5.9 For all outdoor events and all events with more than 1,000 guests, an operational plan must be developed with the Alcohol and Gaming Commission of Ontario and the Township of North Stormont in order to ensure that all aspects of public safety are addressed (including emergency management, ambulance, fire, security etc.). The operational plan must be submitted to the Township at least 30-45 days prior to the event.

4.5.10 All costs associated with preparing and complying with security and operational plans shall be borne by the event organizer and/or designate unless otherwise agreed upon in writing by the event organizer and the Township of North Stormont.

4.5.11 Required licensed security or paid duty police officers for any event are the responsibility of the event organizer and all costs associated therewith shall be borne by the event organizer.

4.6 Enforcement Procedures

4.6.1 If drunkenness, riotous, quarrelsome, violent and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall: a) First ask the offending person(s) to leave, and b) If the individual(s) refuses to leave, call the police, and c) Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

4.6.2 The event organizer, event workers, or municipal representative must notify the police if they observe signs that a situation is getting out of control.

4.7 Prevention Strategies

4.7.1 The following controls and prevention strategies related to selling and serving alcohol shall be in place:

- a) Alcohol shall not be served to anyone under the age of 19 (minors). Minors are not allowed to consume alcohol on the premises. Outdoor public events which allow admittance to minors must implement a wrist band policy or have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and older. Additional floor monitors are recommended if alcohol is being served in the presence of minors.
- b) Alcohol shall not be served to anyone who may appear intoxicated.
- c) Closing time is 1:00-2:00 a.m. unless hours of operation for the facility are posted differently. The sale and service of alcohol must be within the bar hours based on the start and finish times listed on the original SOP. On New Year's Eve, the bar may remain open until 2:00-3:00 a.m. as listed on the original SOP. Ticket sales and alcohol service shall cease at least 45 minutes prior to the end of the licensed period of the event. All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event as listed on the SOP.
- d) Last call shall not be announced.
- e) Separate tickets for alcohol must be sold at all public events. Ticket sales for alcohol shall be limited to four tickets at one time per person. Unused tickets for alcoholic beverages can be redeemed at any time during the event.
- f) Alcohol service shall be limited to two drinks per person at one time.
- g) Alcohol cannot be left available for self-serving.
- h) Drinks MUST be served in soft plastic cups and a different color of plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of dinner.

i) All outdoor licensed areas are required to have a barrier at least 0.9 meters high. Higher barriers and additional criteria may be required at the discretion of the Township of North Stormont.

4.7.2 The following controls and prevention strategies related to types of available drinks shall be in place:

- a) Event workers are to encourage patrons to consume food, non-alcoholic, and low-alcoholic beverages. Non-alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- b) Identified designated drivers receive free non-alcoholic drinks such as coffee, pop, or juice.
- c) At least 30% of the available alcohol consists of low-alcohol beverages (e.g., 4% and 2.5% beer).
- d) No fortified drinks or extra strength drinks shall be sold. Beer products with more than 5% alcohol, wine products with more than 12% alcohol, and spirits with more than 40% alcohol are considered fortified alcohol products. Beer and coolers are not to exceed 5% alcohol content (standard drink measure). All alcohol purchased must come from an accredited government facility such as LCBO, The Beer Store, brewery, or winery that has a license to sell to agents.
- e) Pre-made alcoholic drinks, such as jello shooters and punches, etc., are not allowed.
- f) There must be sufficient food available for those in attendance. Food must not be removed until the bar closes. Food available is not satisfied by snack foods such as chips, peanuts, and popcorn.
- g) No energy drinks (with or without alcohol in them) shall be sold.
- h) Homemade alcohol shall not be allowed at any SOP function, with the exception of homemade wine or beer at a religious function listed under a NO SALE reception permit, as defined by the Alcohol and Gaming Commission of Ontario. Where wine is provided with a meal, a non-alcoholic substitute such as water, pop, or juice must be provided to ensure that children and abstainers are included in toasting the celebrants.
- i) No persons shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.
- j) Alcohol shall not be offered as a prize in a contest. A lottery license is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception. Lottery license is required for any draw held within the Township facilities.
- k) Marketing practices which encourage increased consumption of alcohol (i.e., oversized drinks, double shots, pitchers, drinking contests, jello shooters, volume discounts) are not permitted.

4.8 Safe Transportation

4.8.1 Event organizers are responsible for taking the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

- a) Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- b) Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, relative, or taxi).
- c) Calling Police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- d) Providing a designated driver program which encourages and identifies designated drivers.

4.8.2 The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

4.9 Signage

4.9.1 During events where alcohol is served, the following signage, which is approved by the Township of North Stormont, shall be displayed in prominent locations:

4.9.2 Recommended Signage at one or more prominent places in the licensed/bar area: i) Please Drink Responsibly

ii) Bartenders reserve the right to refuse service.

iii) Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.

iv) Bartenders cannot serve alcohol to anyone under 19 years of age – proper I.D. must be presented to the event staff when requested.

v) You can only be served a maximum of two alcoholic drinks at any one time.

vi) You may redeem unused tickets for cash anytime during the event.

vii) There will be no “Last Call.”

Thank you for not drinking and driving.

[insert phone numbers of local cab companies]

The R.I.D.E. program is in effect in our community.

Use a designated driver or call a friend, relative, or taxi.

4.9.3 Signage in one or more prominent places in the licensed/bar area:

- If there is an Emergency, Call 9-1-1
- For a non-emergency, please call SDG OPP at 613-543-2223
- You are at: [insert name and address of facility]

4.9.4 Signage to be posted at the boundaries of the licensed/bar area:

- NO ALCOHOL Beyond this point.
Thank you for not drinking and driving.
[insert phone numbers of local cab companies]
The R.I.D.E. program is in effect in our community.
Use a designated driver or call a friend, relative, or taxi.

4.9.5 Mandatory signs to be posted in one or more prominent places in the licensed/bar area:

a) Sandy’s Law sign (regarding alcohol and pregnancy)

- All licensed establishments must prominently display a sign warning that consuming alcohol during pregnancy can cause birth defects and brain damage to a baby. This sign, commonly known as the "Sandy’s Law" sign, must be at least 8 by 10 inches in size and can be in English or French.
- b) What is a Standard Drink? Sign
- Liquor Sales Licence Display
- c) Low-Risk Drinking Guideline
- Licensed premises are required to display their official liquor sales licence in a visible location within the establishment where alcohol is sold.

4.9.6 Where applicable, the event organizer shall post the Special Occasions Permit (with any updates) in plain view on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

5.0 Infractions and Violations

5.1 Duty to Report

5.1.1 The event organizer has the duty to report to the municipal representative's issues with details of any incidents that:

- a) Involve bodily injury or property damage.
- b) Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor Licence Act of Ontario has reported any incident or violation.

5.1.2 Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event but shall be made immediately when repairs or other action is required to make municipality property secure or safe for use. The Township of North Stormont representative shall report any infraction of this policy to the Police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

5.2 Failure to Comply and Penalties

5.2.1 It remains the responsibility of the event organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

5.2.2 Regardless of the reason for termination of the event, the Township of North Stormont will not be responsible for any compensation to the event organizer and/or designate or affected persons of their resulting financial or other losses.

5.2.3 The Township of North Stormont shall subsequently inform the event organizer and/or designate and any organizations they represent, via registered letter, that there has been a violation of the policy and any imposed consequences or penalties.

5.2.4 Additional short-term and longer-term penalties for failure to comply may include, but are not limited to:

- a) Loss of privilege to hold an event involving alcohol on municipal property or facility.
- b) Loss of any future use or rental of any or all municipal properties.
- c) Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term.

Appendix A

Event Organizer Checklist for Liquor Licensed Events

Municipal Alcohol Policy (Updated 2025) Township of North Stormont

1. Name of Event: _____
2. Location of Event: _____
3. Date and Time of Event: _____
4. Estimated Attendance: _____
5. Will persons under 19 years of age be attending this event?

Yes ☐ No ☐
6. Name of Event Organizer (the person and/or group sponsoring/hosting this event):

Phone: _____ Cell: _____
7. Name of Special Occasion Permit holder (if applicable) and all official designates:

SOP Holder Name: _____

Phone: _____ Cell: _____

Official Designates:
Name: _____

Phone: _____ Cell: _____

Name: _____

Phone: _____ Cell: _____

8. If applicable, has a copy of the SOP been provided?

Yes ☐ Date Received: _____

9. Proof of liability insurance has been provided?

Yes ☐ Date Received: _____

10. The safe transportation strategies that will be used at this licensed event are:

a) _____

b) _____

c) _____

d) _____

(List on separate sheet if necessary)

11. Type of identification for event workers (please describe):

12. List the names and certification of the Smart Serve trained event workers for this licensed event:

Name:

Certification Number:

Proof of certification may be required.

13. List the names and security license numbers for security staff for this event:

Name:

Security License Number:

Proof of certification may be required.

14. Municipal Alcohol Policy (Updated 2025) Township of North Stormont

Yes ☐

Please note that if there is anything that you do not understand with respect to this Policy it is your responsibility to contact the appropriate Township of North Stormont staff (613-984-2821) to obtain clarification and understanding prior to signing this event organizer checklist.

Municipal Alcohol Policy (Updated 2025) Township of North Stormont

Signed at _____, Ontario this _____ day of _____, 20____.

Name of Corporate Event Organizer (Print) On Behalf of:

Signature of Corporate Event Organizer

Title, I have the Authority to bind the Corporation.

Individual Event Organizer

Name of Individual Event Organizer (Print)

Signature of Individual Event Organizer

Name of Witness (Print)

Signature of Witness



www.northstormont.ca

If you have any questions, please contact the facility you are renting.

The Township of North Stormont can be reached at
613-984-2821

AGCO Regulation Updates (2025)

This policy update incorporates changes in compliance with the Alcohol and Gaming Commission of Ontario (AGCO) as of 2025:

1. **Electronic SOPs:**
All Special Occasion Permits (SOPs) must be obtained through the AGCO online portal.
 2. **ID Verification:**
Government-issued photo ID or digital IDs (e.g., Ontario Digital ID) are acceptable forms of age verification.
 3. **Smart Serve Expiry:**
As of July 1, 2022, Smart Serve certificates are valid for 5 years. Re-certification is required after expiration.
 4. **Cannabis Prohibition:**
The use or consumption of cannabis is strictly prohibited at all SOP and municipally licensed events.
 5. **Event Categories:**
SOP classifications now include public, private, and industry promotional events, each with distinct requirements.
 6. **Third-party Alcohol Delivery or Service:**
Third-party alcohol delivery or service is only permitted if conducted by individuals/entities holding a valid liquor license or caterer's endorsement.
 7. **Updated AGCO Contacts and Licensing Info:**
 - o **General Info:** www.agco.ca
 - o **Licensing Portal:** www.agco.ca/alcohol/alcohol-licensing-portal
-

For further clarification, please contact the **Township of North Stormont** at **613-984-2821** or visit www.northstormont.ca.



Municipal Alcohol Policy

By-Law:

Effective Date: May 23, 2017

Purpose:

The Municipal Alcohol Policy (MAP) is intended to promote a safe, enjoyable environment and ensure the health and safety of participants and staff/volunteers. This policy is in place to reduce alcohol related problems such as injury, violence and liability which arise from alcohol consumption on municipal property

Scope:

The Municipal Alcohol Policy (MAP) outlines various stipulations and controls on events involving alcohol, including: Special Occasion Permits, liquor licensed events under a caterer's endorsement, and/or events in a municipally licensed facility.

Definitions:

Alcohol and Gaming Commission of Ontario (ACGO)

The ACGO is a Provincial agency, established February 23, 1998 under the *Alcohol and Gaming Regulation and Public Protection Act, 1996*. The Act gave the ACGO responsibility for the administration of the *Liquor Licence Act* and the *Gaming Control Act, 1992*. The ACGO is a regulatory agency that reports to the Ministry of the Attorney General. For more information go to www.acgo.on.ca/en/about/index.aspx.

Caterer's Endorsement

A liquor sales licence authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales licence applies.

Event

For the purposes of this policy, an event is any gathering held at a municipal facility at which alcohol will be served and/or sold. They may include weddings, showers, dance, barbeques, birthday parties and any other event where alcohol is served. The duration of the event includes event set up, operation and clean up. Events involving alcohol may be in a licensed municipal facility or under a Special Occasion Permit.

Public Events

A public event is one which is open to the public to attend and is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national or international significance.

Private Event

A private event is one which is not open to the public.

Outdoor Event

An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions or temporary structures).

Event Organizer

Any person who is 19 years of age or over, seeking to hold an event that involves the sale and/or service of alcohol at municipal premises. The event organizer (which term shall include the SOP permit holder and any designate) is responsible for the safety and sobriety of people attending the event as well as compliance with this MAP and the *Liquor Licence Act of Ontario* and its regulations at the event. **They assume responsibility and liability for the entire operation of the event.** The event organizer **MUST** read and sign the *Event Organizer Checklist for Liquor Licensed Events (Appendix A)* to indicate that they understand their responsibilities.

Event Worker

Any person, who serves or sells liquor, or is involved in an event where alcohol is served on municipal property. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. In addition to the event organizer and permit holder, event workers may include the following:



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Floor Supervisor:

A paid/volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event manager that she/he will act in accordance with the MAP. A floor supervisor talks with participants, monitors patron behavior, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors when necessary, removes intoxicated persons, arranges safe transportation.

Door Monitor

A paid/volunteer persons(s) appointed by the event organizer, who is over the age of 18 years and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. A door monitor checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.

Server/Bartender

A paid/volunteer person(s) appointed by the event organizer who is over the age of 18 years and who has satisfactorily proven to the event organizer that she/he has been trained by a recognized alcohol server training course to include Smart Serve and/or the Server Intervention Program. A server accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when a patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute and co-ordinates with event staff.

Ticket Seller

A paid/volunteer person(s) appointed by the event organizer, who is over the age of 18 years and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. A ticket seller sells alcohol tickets to a maximum of four per person per purchase, monitors for intoxication and underage drinkers, refuses sales to patrons at or near intoxication and refunds tickets on request.

Licensed Security

Security personnel monitoring entrances and patrolling licensed areas must be licensed under the *Private Security and Investigative Services Act* to ensure the safety and security of the establishment, its employees and patrons. For more information go to www.agco.on.ca.

Liquor Licence Act

Each province or territory has a Liquor Licence Act which outlines the laws regarding the sale and service of alcohol. See www.agco.on.ca/en/whatwedo/index.aspx for more information.

Municipal Alcohol Policy

A local policy for municipalities to manage events held at municipally owned facilities and properties when alcohol is sold and/or served.

Municipal Properties

All municipally owned or leased lands, buildings and structures.

Municipal Representative

Township of North Stormont staff, agents or a designate who attends and monitors events on behalf of the Township and ensures all components of the MAP are met.

Religious Function

A religious occasion does not include events like a "stag and doe" anniversaries or birthdays.



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Smart Serve

The Smart Serve training program by Smart Serve Ontario (www.smartserve.ca) is designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other public facilities. The Smart Serve Program is the only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this Policy.

Special Occasion Permit (SOP)

A liquor licence issued by the Alcohol and Gaming Commission of Ontario for one-time social events where alcohol will be sold and/or served. For more information go to http://www.agco.on.ca/en/services/permit_special_gpb.aspx.

SOP Holder (Permit Holder)

The individual who signs the application for a SOP to sell and/or serve alcohol. A SOP holder can assign a designate. A designate is a person(s) appointed by the SOP holder, and acceptable to the Township of North Stormont who is over the age of 19 years and who has satisfactorily proven to the SOP that she/he will act in accordance with the MAP. The event organizer, SOP holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with the MAP and the *Liquor Licence Act of Ontario* and its regulations at the event. **They assume responsibility and liability for the entire operation of the event.**

Standard Drink

The *Liquor Licence Act of Ontario* defines a standard drink as a serving of liquor by volume and type as follows:

- 12 oz. or 341 ml of beer with 5% alcohol; or
- 5 oz. or 142 ml of wine with 12% alcohol; or
- 3 oz. or 85 ml. of fortified wine with 14.9% or more % alcohol; or
- 1 oz. or 29 ml of spirits with 40% alcohol.



Municipal Alcohol Policy (MAP)

By-Law:

Effective
Date: May 23, 2017

The Policy

Section 1: Policy Objectives

- 1.1 To provide procedures and education to individuals or groups wishing to hold events in and/or on municipally owned facilities/properties to ensure that all *Liquor Licence Act of Ontario* legislation that pertains to Special Occasion Permits or liquor licensing is properly understood and strictly complied with.
- 1.2 To ensure appropriate supervision and operation of Special Occasion Permits and liquor licensed events to protect event organizers, the participating public, volunteers, the Township of North Stormont and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- 1.3 To encourage and reinforce responsible drinking practices for consumers through the development of operational procedures, controls, training and education, and to honour the decision of abstainers not to drink alcohol and encourage their participation by providing alternative, non-alcoholic drinks.

2.0 Designation of Roles and Responsibilities

2.1 Role of Municipal Representatives/Agents

- 2.1.1 Municipal representatives are responsible for ensuring that event organizer and/or designate are provided with written information outlining the conditions of the MAP and ensuring that they comply with the MAP, *Liquor Licence Act of Ontario* and its regulations at their event.
- 2.1.2 The Township of North Stormont representatives/agents have the authority to demand correction and/or shut down an event on behalf of the Township and will have ultimate authority regarding decision-making on the part of the event organizer. The Township of North Stormont representatives/agents monitoring a liquor-licensed event shall be Smart Serve trained and competent in facility procedures.

2.2 Role of Event Organizer and/or Designate

- 2.2.1 The event organizer and or/designate is responsible for the conduct and management of the event, including but not limited to:
 - a) Compliance with the Municipal Alcohol Policy in addition to applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, without limitation, and the *Liquor Licence Act of Ontario* and its regulations;
 - b) Organization, planning, set up and clean-up of the event;
 - c) Sufficient number of event workers;
 - d) Training of their designates and other event workers (all of whom must be 18 years of



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age or older).

- e) If applicable, posting the SOP (with any updates) in plain sight on the premises to which the permit applies or keep it in a place where it is readily available for inspection;
- f) Alcohol sales and service including the choice of beverages in order to avoid the sale of fortified or extra strength drinks;
- g) Ensuring that no one consumes alcohol in unauthorized locations;
- h) The safety and sobriety of people attending the event including those persons asked to leave to control the event; and
- i) Response to emergencies.

2.2.2 The event organizer **MUST** read and sign the *Event Organizer Checklist for Liquor Licensed Events (Appendix A)* to indicate that they understand their responsibilities.

2.2.3 The event organizer must provide a copy of the Special Occasion Permit (if applicable) and any updates to the Township of North Stormont **at least 30 days prior** to the start of the event.

2.2.4 All liquor, wine and beer needs to be purchased with the SOP. Proof of this must be provided at the event. Receipts need to have the SOP number on them. These purchase orders and levy receipts must match the amount of alcohol in the bar for the event and will be posted with the SOP.

2.2.5 **The event organizer and/or designate must attend the event for the entire duration** including set-up prior to the event, clean-up after the event and be responsible for decisions regarding the actual operation of the event.

2.2.6 Final payment is due two weeks before the event with copies of the required documentation including but not limited to: SOP, Bartender Certification Certificate(s) and Certificate of Liability Insurance.

2.2.7 The event organizer and the Township of North Stormont must ensure the physical setting is safe at all times.

3.0 Designation of Properties and Events

3.1 Designation of Suitable Properties

3.1.1 The following municipal facilities and areas are either licensed or designated as suitable for events involving alcohol subject to the event organizer obtaining a SOP or a Liquor Licence through a caterer's endorsement issued by the Alcohol and Gaming Commission of Ontario and agreeing to the conditions as set out by the Township of North Stormont:

North Stormont Place



Municipal Alcohol Policy (MAP)

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North Stormont Arena – Upstairs Hall
Crysler Community Centre
Moose Creek Community Centre

3.2 *Designation of Not Suitable Properties*

3.2.1 The following Municipal facilities and areas are not licensed or not suitable for an event involving alcohol:

Avonmore Pool
Moose Creek Pool
Open Park Areas, trails and woodlots
Parking Lots
Dressing rooms/changes rooms
Athletic and Playing Fields
Spectator areas of arenas
Playground areas

3.3 *Designation of Events*

3.3.1 The serving of alcohol shall not be permitted at any events where the focus of the event marketing is for youth under 19 years of age.

4.0 **Conditions for Events Involving Alcohol**

4.1 *Insurance*

4.1.1 The event organizer must provide proof of insurance by way of submitting an original Certificate of Liability Insurance to the Township of North Stormont before occupying the premises for the event. The Certificate of Liability must be in effect for date(s) where municipal property is being used or occupied by the event organizer including, without limitation, set-up and take-down. **Failure to provide proof of liability insurance will void the rental.**

4.2 *Insurance for Rentals up to and Including 500 People*

4.2.1 The Certificate of Liability Insurance Shall:

- i) Provide proof of a minimum of two million dollars general liability insurance issued by an insurance company satisfactory to the Township of North Stormont that is licensed to carry on business in Ontario and which must, at a minimum, include the following:



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- a) The Corporation of the Township of North Stormont shown as additional insurer to the policy;
 - b) Coverage for bodily injury and property damage liability;
 - c) A liquor liability endorsement;
 - d) Tenants liability endorsement;
 - e) Products and completed operations liability;
 - f) Personal injury liability;
 - g) Advertiser's liability; and
 - h) Thirty (30) days' notice of cancellation of provision.
- ii) Show that coverage is in effect on the date(s) of event.
- iii) Be delivered to the supervisor having operational jurisdiction at the event location at least 30 days prior to the start of the event. The following information must be provided:
- a) Certificate of liability insurance
 - b) Policy Number
 - c) Company Name
 - d) Expiry Date
 - e) Amount of Insurance Coverage
 - f) An endorsement from the insurance company that they are aware of the SOP event and that coverage is in place including date and location of the event.

4.3 Insurance for Rentals of More Than 500 People and All Outdoor Events

4.3.1 The Certificate of Liability Insurance shall include all of the above requirements and proof of a minimum of five million dollars' general liability insurance issued by an insurance company satisfactory to the Township of North Stormont that is licensed to carry on business in Ontario.

4.3.2 The Township of North Stormont reserves the right to amend the insurance and provisions required at any time.

4.4 Advertising

4.4.1 All advertising must comply with the Alcohol and Gaming Commission of Ontario advertising policies and guidelines. Alcohol and Gaming Commission of Ontario policy states that a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.



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4.4.2 At events where children and youth are allowed entry, the event organizer and/or designate shall not allow promotional advertising of alcoholic beverages' names, brands or manufacturers.

4.5 Event Worker Training and Staffing Levels:

4.5.1 The event organizer is responsible to:

- a) Ensure event workers are in attendance and as needed to monitor, manage and control the event; and
- b) Ensure event workers wear an identification (ID) name tag and/or clothing which are highly visible in a crowd so that they can be easily identified. (Provision of this identification and clothing is the responsibility of the event organizer and/or designate). The type of identification worn by the event workers must be stated on the *Checklist for Liquor Licensed Event Organizers Form (Appendix A)*.

4.5.2 It is mandatory that all event workers are Smart Serve trained and recommended that they have Safer Bars training or de-escalation of violence training. More information about Safer Bars training is available online through the Centre for Addiction and Mental Health www.camh.ca

4.5.3 The event organizer shall provide a list, **at least 30 days prior**, to the event of:

- a) All servers and proof of Smart Serve certification (including their certification numbers)
- b) Security staff and security licence numbers.

4.5.4 The event organizer, door monitors, floor supervisors and serves **shall not consume alcohol** during or after the event is concluded, nor shall they be under the influence of alcohol or other substances during the event.

4.5.5 It is the responsibility of the event organizer to ensure there are sufficient door monitors (monitoring all entrance and access points to ensure controls are properly managed) and floor supervisors (assisting in managing a person who is refused sale, crowd control and de-escalations of violence):

- a) The entrance to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These persons shall further observe individuals that may be attempting to enter the premises that appear to be intoxicated or have a history of causing problems at events. The event organizer and/or designate has the right to deny entry to any individual.
- b) When persons under the age of majority are found to have consumed or to be consuming alcohol at an event where alcohol is served, the authorities may be called.

4.5.6 Minimum event worker numbers are required on an event worker versus guest ratio basis as described in table "Guest to Event Worker Ratios". The Township of North Stormont reserves the right to adjust the minimum number or types of event workers on an event-by-event basis. This includes the provision of both police and/or licensed security.



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Table 1.0 Guest to Event Worker Ratios

	Minimum Number of Event Workers				Minimum Number of Security
Number of Guests	Bartenders	Door Monitors*	Floor Supervisors **	Ticket Sellers	Licensed Security Workers
Up to and including 100	1	Monitor at each access point	1	0	
101 to 200	2	Monitor at each access point	2 (+1 for outdoor events)	1	
201 to 300	2	Monitor at each access point	3 (+1 for outdoor events)	2	1 for outdoor events
301 to 400	3	Monitor at each access point	3 (+1 for outdoor events)	2	1 for outdoor events
401 to 500	3	Monitor at each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Monitor at each access point	5 (+2 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Monitor at each access point	6 (+2 for outdoor events)	3	2 (+1 for outdoor events) ***
701 to 800	5	Monitor at each access point	7 (+2 for outdoor events)	3	2 (+1 for outdoor events) ***
801 to 900	5	Monitor at each access point	7 (+2 for outdoor events)	4	3 (+1 for outdoor events) ***
901 to 1,000	6	Monitor at each access point	8 (+2 for outdoor events)	4	3 (+1 for outdoor events) ***



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* All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

** The event organizer and/or designate can be a floor supervisor.

***For events over 600 guests, at least 50% of the required licensed security workers shall be paid duty police officers.

4.5.7 For any event that allows admittance of minors, additional floor monitors will be required.

4.5.8 For every additional 150 guests over 1,000, an additional bartender and an additional floor monitor are required. For every additional 300 guests over 1,000, an additional ticket seller is required. For every additional 200 guests over 1,000, an additional licensed security worker is required.

4.5.9 **For all outdoor events and all events with more than 1,000 guests**, an operational plan must be developed with the Alcohol and Gaming Commission of Ontario and the Township of North Stormont in order to ensure that all aspects of public safety are addressed (including emergency management, ambulance, fire, security etc.). The operational plan must be submitted to the Township at least 30 days prior to the event.

4.5.10 All costs associated with preparing and complying with security and operational plans shall be borne by the event organizer and/or designate unless otherwise agreed upon in writing by the event organizer and the Township of North Stormont.

4.5.11 Required licensed security or paid duty police officers for any event are the responsibility of the event organizer and all costs associated therewith shall be borne by the event organizer.

4.6 *Enforcement Procedures*

4.6.1 If drunkenness, riotous, quarrelsome, violent and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall:

- a) First ask the offending person(s) to leave, and
- b) If the individual(s) refuses to leave, call the police, and
- c) Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

4.6.2 The event organizer, event workers or municipal representative must notify the police if they observe signs that a situation is getting out of control.

4.7 *Prevention Strategies*

4.7.1 The following controls and prevention strategies related to selling and serving alcohol shall be in place:



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- a) Alcohol shall not be served to anyone under the age of 19 (minors). Minors are not allowed to consume alcohol on the premises. Outdoor public events which allow admittance to minors must implement a wrist band policy or have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and older. Additional floor monitors are recommended if alcohol is being served in the presence of minors.
- b) Alcohol shall not be served to anyone who may appear intoxicated.
- c) Closing time is 1:00 a.m. unless hours of operation for the facility are posted differently. The sale and service of alcohol must be within the bar hours based on the start and finish times listed on the original SOP. On New Year's Eve, the bar may remain open until 2:00 a.m. as listed on the original SOP. Ticket sales and alcohol service shall cease at least 45 minutes prior to the end of the licensed period of the event. All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event as listed on the SOP.
- d) Last call shall not be announced.
- e) Separate tickets for alcohol must be sold at all public events. Ticket sales for alcohol shall be limited to four tickets at one time per person. Unused tickets for alcoholic beverages can be redeemed at any time during the event.
- f) Alcohol service shall be limited to two drinks per person at one time.
- g) Alcohol cannot be left available for self-serving.
- h) Drinks **MUST** be served in soft plastic cups and a different colour of plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of dinner.
- i) All outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the Township of North Stormont.

4.7.2 The following controls and prevention strategies related to types of available drinks shall be in place:

- a) Event workers are to encourage patrons to consume food, non-alcoholic and low-alcoholic beverages. Non-alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- b) Identified designated drivers receive free non-alcoholic drinks such as coffee, pop or juice.
- c) At least 30% of the available alcohol consists of low-alcohol beverages (e.g. 4% and 2.5% beer).
- d) No fortified drinks or extra strength drinks shall be sold. Beer products with more than 5% alcohol, wine products with more than 12% alcohol and spirits with more than 40% alcohol are considered fortified alcohol products. Beer and coolers are not to exceed 5% alcohol content (standard drink measure).
- e) Pre-made alcoholic drinks, such as jello shooters and punches etc. are not allowed.
- f) There must be sufficient food available for those in attendance. Food must not be removed until the bar closes. Food available is not satisfied by snack foods such as chips, peanuts, popcorn.
- g) No energy drinks (with or without alcohol in them) shall be sold.
- h) Homemade alcohol shall not be allowed at any SOP function, with the exception of home made wine or beer at a religious function listed under a NO SALE reception permit, as



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defined by the Alcohol and Gaming Commission of Ontario. Where wine is provided with a meal, a non-alcoholic substitute such as water, pop or juice must be provided to ensure that children and abstainers are included in toasting the celebrants.

- i) No persons shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.
- j) Alcohol shall not be offered as a prize in a contest. A lottery licence is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception.
- k) Marketing practices which encourage increased consumption of alcohol (i.e. oversized drinks, double shots, pitchers, drinking contests, jello shooters, volume discounts) are not permitted.

4.8 Safe Transportation

4.8.1 Event organizers are responsible to take the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

- a) Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- b) Providing alternate means of transportation for those who are suspected to be intoxicated (i.e. call a friend, relative or taxi).
- c) Calling Police if someone who is suspected to be impaired cannot be convinced to use alternate transportation
- d) Providing a designated driver program which encourages and identifies designated drivers.

4.8.2 The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver program is in effect.

4.9 Signage

4.9.1 During events where alcohol is served, the following signage, which is approved by the Township of North Stormont, shall be displayed in prominent locations:

4.9.2 Signage at one or more prominent places in the licensed/bar area:

- i) Please Drink Responsibly
- ii) Bartenders reserve the right to refuse service.
- iii) Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication
- iv) Bartenders cannot serve alcohol to anyone under 19 years of age – proper I.D. must be presented to the event staff when requested
- v) You can only be served a maximum of two alcoholic drinks at any one time



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- vi) You may redeem unused tickets for cash anytime during the event
- vii) There will be no "Last Call"

Thank you for not drinking and driving.

[insert phone numbers of local cab companies]

The R.I.D.E. program is in effect in our community.

Use a designated driver or call a friend, relative or taxi.

4.9.3 Signage in one or more prominent places in the licensed/bar area:

If there is an Emergency

Call 9-1-1

For a non-emergency, please call

SDG OPP at 613-543-2223

You are at:

[insert name and address of facility]

4.9.4 Signage to be posted at the boundaries of the licensed/bar area:

NO ALCOHOL

Beyond this point.

Thank you for not drinking and driving.

[insert phone numbers of local cab companies]

The R.I.D.E. program is in effect in our community.

Use a designated driver or call a friend, relative or taxi.

4.9.5 Other signs to be posted in one or more prominent places in the licensed/bar area:

- a) Sandy's Law sign (regarding alcohol and pregnancy)
- b) What is a Standard Drink? Sign
- c) Low Risk Drinking Guideline

4.9.6 Where applicable, the event organizer shall post the Special Occasions Permit (with any updates) in plain view on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.



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5.0 Infractions and Violations

5.1 Duty to Report

5.1.1 The event organizer has the duty to report to the municipal representative issues with details of any incidents that:

- a) The event organizer and/or designate are aware of or has been made aware of any Liquor Licence Act of Ontario or Municipal Alcohol Policy violations;
- b) Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor Licence Act of Ontario has reported any incident or violation; and
- c) Involves bodily injury or property damage.

5.1.2 Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately when repairs or other action is required to make municipality property secure or safe for use. The Township of North Stormont representative shall report any infraction of this policy to the Police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

5.2 Failure to Comply and Penalties

5.2.1 Where there has been a failure to comply with the *Liquor Licence Act of Ontario*, the Police or the Alcohol and Gaming Commission of Ontario inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The Township of North Stormont may similarly cancel, intervene or terminate the event for violations of the Municipal Alcohol Policy.

5.2.2 It remains the responsibility of the event organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance and providing safe transportation options.

5.2.3 Regardless of the reason for termination of the event, the Township of North Stormont will not be responsible for any compensation to the event organizer and/or designate or affected persons of their resulting financial or other losses.

5.2.4 The Township of North Stormont shall subsequently inform the event organizer and/or designate and any organizations they represent, via registered letter, that there has been a violation of the policy and any imposed consequences or penalties.

5.2.5 Additional short term and longer term penalties for failure to comply may include, but are not limited to:

- a) Loss of privilege to hold an event involving alcohol in a municipal property or facility.
- b) Loss of any future use or rental of any or all municipal properties.



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- c) Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term

6.0 Policy Review

- 6.1 The Municipal Alcohol Policy shall undergo an annual review based on changes within the industry standards and shall be updated as required.
- 6.2 The Township of North Stormont reserves the right to make discretionary changes to this Municipal Alcohol Policy at any time, and will advise the event organizer and/or designate of any such changes prior to the event.



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APPENDIX A

Event Organizer Checklist for Liquor Licensed Events

This Checklist must be signed and submitted to the Township of North Stormont with all supporting information at least 30 days before the event. See the Municipal Alcohol Policy (MAP) for additional information.

1. Name of Event: _____

2. Location of Event: _____

3. Date and Time of Event: _____

4. Estimated Attendance: _____

5. Will persons under 19 years of age be attending this event?

Yes ☐

No ☐

6. Name of Event Organizer (the person and/or group sponsoring/hosting this event):

Phone: _____ Cell: _____

7. Name of Special Occasion Permit holder (if applicable) and all official designates:

SOP Holder Name: _____

Phone: _____ Cell: _____

Official Designates:

Name: _____

Phone: _____ Cell: _____



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Name: _____

Phone: _____ Cell: _____

8. If applicable, a copy of the SOP has been provided?

Yes ☐ Date Received: _____

9. Proof of liability insurance has been provided?

Yes ☐ Date Received: _____

10. The safe transportation strategies that will be used at this licensed event are:

a) _____

b) _____

c) _____

d) _____

(List on separate sheet if necessary)

11. Type of identification for event workers (please describe):



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12. List the names and certification of the Smart Serve trained event workers for this licensed event:

Name:

Certification Number:

Proof of certification may be required.

13. List the names and security licence numbers for security staff for this event:

Name:

Security Licence Number:

Proof of certification may be required.

14. The undersigned (Event Organizer) has received the Municipal Alcohol Policy and has read and understood the information and requirements contained therein.

Yes ☐

Please note that if there is anything that you do not understand with respect to this Policy it is your responsibility to contact the appropriate Township of North Stormont staff (613-984-2821) to obtain clarification and understanding prior to signing this event organizer checklist.



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By signing this Event Organizer Checklist for Liquor Licensed Events, the undersigned hereby agrees on behalf of itself/himself/herself and on behalf of its/his/her partners, employees, volunteers, agents, executors, administrators and assigns, as the case may be, to comply with all of the obligations, terms and conditions of the Municipal Alcohol Policy of the Township of North Stormont.

Signed at _____, Ontario this _____ day of

_____, 20____.

Name of Corporate Event Organizer (Print)

On Behalf of:

Signature of Corporate Event Organizer

Title

I have the Authority to bind the Corporation.

Individual Event Organizers

Name of Individual Event Organizer (Print)

Signature of Individual Event Organizer

Name of Witness (Print)

Signature of Witness



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www.northstormont.ca

If you have any questions, please contact the facility you are renting.

The Township of North Stormont can also be reached at
613-984-2821

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. PW-08-2025
Agenda Date:	May 13, 2025	
Subject:	Purchase of Plow Truck	
Attachments:		

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont receives report PW 08-2025 from the Public Works Superintendent for information purposes for the purchase of a new plow truck.

2.0 **LEGAL DESCRIPTION**

3.0 **BACKGROUND**

As part of the 2025 budget, the Public Works Department allocated funds for the purchase of a new plow truck to support winter maintenance operations and ongoing renewal of its fleet. By keeping the fleet up to date, the department can better meet the demands of winter weather and minimize maintenance costs associated with aging equipment.

4.0 **POLICY CONSIDERATION**

The Procurement Policy under section 8.A indicates the need for Council approval if the item exceeds the budget by \$10,001 or is unbudgeted. This item is roughly \$6,500 over the budgeted amount which does not need Council approval for the expenditure.

5.0 **ANALYSIS**

The Public Works Department has ordered a new 2026 International HV607 6x4 Chassis truck, equipped with a Viking/Gin-Cor U-body plow and wing harness. This vehicle is consistent with the existing fleet in both configuration and operational capacity.

The total cost of the purchase, including our portion of taxes, is \$381,542.88. Delivery of the equipment is expected to occur prior to the start of winter

operations this year.

This equipment was sourced through the Canoe Procurement Group of Canada, a cooperative purchasing program that allows municipalities to acquire goods and services at competitive pricing without the need to undergo a formal tender process. Canoe leverages the collective buying power of its members to streamline procurement, ensure compliance with relevant legislation, and achieve cost savings.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

THAT the Council of the Township of North Stormont receives and accepts this report for information purposes for the purchase of a new plow truck.

8.0 ALTERNATIVES

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes **X** No ☐ N/A ☐

This item is within the approved budgeted amount:

Yes **X** No ☐ N/A ☐

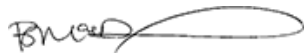
This item is mandated by the Provincial/Federal Government:

Yes ☐ No ☐ N/A **X**

Prepared By:

**Reviewed and submitted
by:**

**Submitted for Council
consideration by:**




Bethany MacDonald
Public Works
Administrative
Assistant



Blake Henderson
Roads Superintendant



Craig Calder
CAO/Clerk

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. PW-09-2025
Agenda Date:	May 13, 2025	
Subject:	Manley Road Guardrail Installation	
Attachments:		

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont receives report PW 09-2025 from the Public Works Superintendent and approves proceeding with the Manley Road guardrail installation project in 2025 with additional costs funded through a transfer from the Roads Reserve in the amount of \$68,000.

2.0 **LEGAL DESCRIPTION**

3.0 **BACKGROUND**

As part of the 2025 budget, the Public Works Department allocated funding for the installation of a new guardrail on Manley Road, a project identified as essential for ensuring the continued safety of road users.

This project was included as part of a joint tender issued in collaboration with SDG Counties. This collaborative approach helped secure competitive pricing by leveraging the combined purchasing power of multiple municipalities, ensuring cost-effective value for the Township.

4.0 **POLICY CONSIDERATION**

N/A

5.0 **ANALYSIS**

The approved budget for the Manley Road guardrail was \$200,000. However, following the award of the joint tender, the updated cost for the project is \$268,000. This increase reflects current market conditions, with material and installation costs exceeding initial estimates.

In accordance with the Township's Procurement Policy, Section 8.2, purchases

not included in the current budget or items that are expected to exceed the current budgeted amount by more than \$10,001 require Council approval. As such, staff is requesting authorization from Council to proceed with the project, with the additional funds to be transferred from Public Works reserves.

Given the nature of the project and its importance for road safety, staff recommends that Council approve the necessary budget overage to proceed with the replacement in the current year.

6.0 ENVIRONMENTAL CONSIDERATIONS

7.0 RECOMMENDED CONDITIONS

THAT the Council of the Township of North Stormont receives and approves the request to proceed with the Manley Road guardrail installation project in 2025, with the additional costs to be funded through a transfer from reserves.

8.0 ALTERNATIVES

Council may consider deferring the project to a future year, however this is not recommended due to the nature of the project and its importance to public safety.

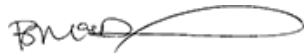
FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes X	No <input type="checkbox"/>	N/A <input type="checkbox"/>
This item is within the approved budgeted amount:	Yes <input type="checkbox"/>	No X	N/A <input type="checkbox"/>
This item is mandated by the Provincial/Federal Government:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A X



Prepared By:

Reviewed and submitted by:

Submitted for Council consideration by:




Bethany MacDonald
Public Works
Administrative
Assistant

Blake Henderson
Roads Superintendant
Kimberley Goyette
Treasurer



Craig Calder
CAO/Clerk

 <div> <p>The Corporation of the Township of</p> <p>NORTH STORMONT</p> </div>		<p>Report No. PW-10-2025</p>
Agenda Date:	May 13, 2025	
Subject:	Moose Creek WWTL Class EA	
Attachments:	<input type="checkbox"/> Recommendation Letter_Moose Creek WWTL CEA	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives report PW 10-2025 and awards the contract to CIMA+ for Consulting Engineering Services for the undertaking of the Moose Creek Wastewater Treatment Lagoon Class EA, at the recommendation of the Public Works Department and the Ontario Clean Water Agency in the amount of \$212,200 plus tax.

2.0 LEGAL DESCRIPTION

3.0 BACKGROUND

The Moose Creek WWTL Class EA is being completed under the Housing-Enabling Water Systems (HEWS) grant program, which is designed to assist municipalities in advance critical water, wastewater, and stormwater infrastructure projects that support housing development and community growth.

4.0 POLICY CONSIDERATION

5.0 ANALYSIS

The Ontario Clean Water Agency (OCWA) was retained by the Township of North Stormont for Project Management services for the Moose Creek WWTL Class EA project. Attached is a letter of recommendation from OCWA outlining the evaluation process and their recommendation for the preferred proponent.

CONSULTANT	PROPOSED PRICE
CIMA+	\$212,202.00
EVB Engineering	\$207,401.00
J.L. Richards & Associates Ltd.	\$234,124.00

JP2G Consultants Inc. \$255,086.10

R.V. Anderson Associates Ltd. \$341,670.00

OCWA recommends awarding the contract to CIMA+ in the amount of \$212,202.00 (excluding HST). CIMA+ had the highest scoring technical proposal and the second lowest overall price. Given the Township's positive experience working with CIMA+ to date, they are well suited to carrying out this project.

6.0 ENVIRONMENTAL CONSIDERATIONS

7.0 RECOMMENDED CONDITIONS

THAT the Council of the Township of North Stormont awards the contract to CIMA+ in the amount of \$212,202.00 (excluding HST) for Consulting Engineering Services for the undertaking of the Moose Creek Wastewater Treatment Lagoon Class EA at the recommendation of the Public Works Department and OCWA.

8.0 ALTERNATIVES

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☒ No ☐ N/A ☐

This item is within the approved budgeted amount:

Yes ☒ No ☐ N/A ☐


This item is mandated by the Provincial/Federal Government:

Yes ☒ No ☐ N/A ☐

Prepared By:

**Reviewed and submitted
by:**

**Submitted for Council
consideration by:**



Bethany MacDonald
Public Works
Administrative
Assistant



Blake Henderson
Roads Superintendant



Craig Calder
CAO/Clerk

May 1, 2025

Craig Calder
CAO/Clerk
Township of North Stormont
57A Cockburn Street
Berwick, ON. K0C 1G0
ccalder@northstormont.ca

**Re: Review and Evaluation of Proposals
Consulting Engineering Services for Moose Creek WWTL Class EA
OCWA Project Number NORSTN6990-2304**

Dear Mr. Calder,

The Ontario Clean Water Agency (OCWA) is pleased to submit the results of the review of the Consulting Engineering Services proposals for the undertaking of the Moose Creek Wastewater Treatment Lagoon (WWTL) Class EA.

1 Background

The OCWA was retained by the Township of North Stormont for Project Management services for the Moose Creek WWTL Class EA project. OCWA issued a Request for Services (RFS) document on March 26, 2025 to six invited Vendors to put forward a submission for consulting engineering services under OCWA's Vendor of Record (VOR). Five consultants submitted a proposal and one consultant declined due to current workloads. The five proposals were emailed to OCWA's Project Planning and Delivery Group by the submission deadline of April 17, 2025. The proposal submissions were made by the following consultants:

- CIMA+ (CIMA)
- EVB Engineering (EVB)
- J.L. Richards & Associates Limited (JLR)
- JP2G Consultants Inc. (JP2G)
- R.V. Anderson Associates Limited (RVA)

2 Methodology

OCWA's methodology used to review the proposals was as follows:

- OCWA prepared the RFS with input from the Township and sent it out to the selected Consulting Engineering Firms on OCWA's VOR. The scoring system was included in the RFS.

- OCWA received and distributed five proposals to the Evaluation Committee for review. OCWA extracted information from each of the proposals and transferred the information to a spreadsheet using the scoring criteria.
- The Evaluation Committee consisted of the following members:
 - Natalie Colantonio, P.Eng Project Engineer, OCWA
 - Lisa Babel, P.Eng Director of Project Planning and Delivery, OCWA
- The Evaluation Committee reviewed and scored the proposals. The results were then discussed with the Township and OCWA's Operations Manager during a meeting on April 28, 2025. A full breakdown of notes and scoring can be made available if necessary.
- OCWA prepared a letter to document the process and make recommendations.

3 Scoring System

The proposals were evaluated based on the criteria requirements and weights specified in the RFS for Consulting Services, under the following categories. The scoring for each of the criteria referenced in the RFS for the evaluation is presented below in parentheses. Combined scoring added up to a maximum of 10 points.

The criteria and weighting system are as follows:

1. Project Implementation Plan (50%)
2. Project Team Experience (25%)
3. Pricing (25%)

4 Proposal Evaluation

Once the proposal documents were received, the Evaluation Committee reviewed each document independently and recorded comments for each. A summary of these initial comments were as follows:

- CIMA's proposal presented a very comprehensive understanding of the project. They recognized the criticality of the schedule and noted the selected design solution must be immediately constructible to stay within the funding timeline. They identified the risks of utilizing the adjacent lands given the fieldwork required, and instead proposed a potential solution of increasing the number of discharges per year to negate the need for additional storage. They also understood that the Class EA work will be done concurrently with some design, and proposed to provide up-to-date capital estimates throughout the project to help the Township plan for budgeting. The proposed Project Manager has experience with similar types of projects and expertise in wastewater lagoon treatment processes.
- EVB's proposal overall demonstrated a good understanding of the project. They had a realistic approach to obtaining the Natural Environment Studies required within the timeline but did not provide sufficient detail about the overall project risks and schedule challenges. They proposed to undertake a desktop Assimilative Capacity Study but their

price did not include mixing zone modelling. Their proposed Project Manager had significant project experience (25+ years) with knowledge of installation of IFAS and SAGR systems in lagoons.

- JLR's proposal noted the schedule would not be feasible and provided an estimated completion date of November 3rd, 2025. The proposal seemed to contain mostly standard text regarding the Class EA process and did not go into much detail on project risks or how they are going to expedite the schedule. However, the proposed Project Manager did have significant experience with wastewater Class EA projects in the region.
- JP2G's proposal overall demonstrated a good understanding of the project but a large portion of the proposal was reiterating the information contained in the RFS. They seemed confident that a desktop Assimilative Capacity Study would be deemed sufficient by the MECP and presented a realistic approach to conducting required Natural Environment Studies. They also proposed some strategies to expedite the design including tendering the project prior to the approval of the ECA, with award contingent on the receipt of the final ECA. The proposed Project Manager had significant project experience (25+ years) but limited experience with wastewater Class EAs and projects in the local area.
- RVA's proposal presented a thorough understanding of the project. They identified the schedule risk is linked to the outcome of the Assimilative Capacity Study and proposed to use a risk register throughout the duration of the project. They proposed to use a sub-consultant that has worked on a landfill expansion for the Moose Creek area and may have access to water quality information, but they were not able to guarantee that the data would be available. The proposed Project Manager has some experience with Class EA projects but limited experience with full Schedule C Class EAs for lagoons.

4.1 Technical Scoring Results

After the review of proposals, CIMA had a highest technical score with 6.5. Table 1 summarizes the weighting and score of each category for each consultant by the Evaluation Committee:

Table 1 - Weighting of Each Technical Score Category by Consultant

CRITERIA	MAXIMUM SCORE (POINTS)	CIMA	EVb	JLR	JP2G	RVA
Project Implementation Plan	5.0	4.3	3.6	3.0	3.6	3.9
Project Team Experience	2.5	2.3	2.0	2.1	1.6	2.0
Total	7.5	6.5	5.6	5.1	5.2	5.9

4.2 Pricing Summary

Pricing is scored by dividing the proposed price by each consultant by the overall lowest price and multiplying it by the price weighting. A summary of the overall pricing is presented in Table 2.

Table 2: Price Summary (excludes HST)

SECTION	CIMA	EVb	JLR	JP2G	RVA
Project Management including Bi-Weekly Meetings with OCWA PM	\$4,826.00	\$10,197.00	\$14,441.00	\$19,379.00	\$19,955.00
Phase 3 Scope excluding studies	\$49,344.00	\$22,191.00	\$42,287.00	\$57,068.00	\$91,207.00
Natural Environment Inventory Study	\$6,573.00	\$14,639.00	\$13,761.00	\$14,814.00	\$19,882.00
Cash Allowance for Additional Field Work	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Assimilative Capacity Study	\$29,973.00	\$32,478.00	\$31,631.00	\$34,945.60	\$66,830.00
Desktop Hydrogeological and Geotechnical Study	\$7,363.00	\$6,795.00	\$16,660.00	\$8,324.00	\$16,036.00
Stage 1 Archaeological Assessment Report	\$4,753.00	\$2,067.00	\$11,927.00	\$5,810.00	\$10,910.00
Impact of Climate Change Workshop and Tech Memo	\$12,605.00	\$15,942.00	\$9,831.00	\$12,354.00	\$8,421.00
Cash Allowance for Additional Studies	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
Phase 4 Scope	\$16,765.00	\$23,092.00	\$13,586.00	\$22,391.50	\$28,429.00
Sub-Total	\$212,202.00	\$207,401.00	\$234,124.00	\$255,086.10	\$341,670.00
Provisional Unit Cost for one in-person meeting	\$880.00	\$1,500.00	\$1,112.00	\$1,000.00	\$1,500.00

4.3 Cumulative Score

Based on the final cumulative scoring and the consideration of Proponents' overall prices, CIMA had the highest score at 9.0 followed by EVB at 8.1, RVA at 7.4, JLR at 7.3 and JP2G at 7.2. The final scores are shown in Table 3.

Table 3 – Final Scores

CRITERIA	WEIGHTING	MAX SCORE	CIMA	EVB	JLR	JP2G	RVA
Project Implementation Plan	50%	5.0	4.3	3.6	3.0	3.6	3.9
Project Team Experience	25%	2.5	2.3	2.0	2.1	1.6	2.0
Project Pricing	25%	2.5	2.4	2.5	2.2	2.0	1.5
Total	100%	10	9.0	8.1	7.3	7.2	7.4

5 Recommendation

OCWA recommends awarding the contract to CIMA in the amount of **\$212,202.00** (excluding HST). CIMA had the highest scoring technical proposal and the second lowest overall price. Given the Township's positive experience working with CIMA to date, we believe they are well suited to carrying out this project.


If you have any questions or concerns, please feel free to contact the undersigned. In addition, we are pleased to meet and discuss our recommendation, should the Township require further assistance prior to making a final decision.

Sincerely,



Natalie Colantonio, P.Eng.
Project Engineer
Ontario Clean Water Agency

cc: Dawn Crump, Ontario Clean Water Agency
Lisa Babel, Ontario Clean Water Agency

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. FIN-06-2025
Agenda Date:	May 13, 2025	
Subject:	Q1 2025 Variance Report	
Attachments:	<input type="checkbox"/> variance Q1 for May	

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont accepts report FIN 06-2025 from the Treasurer regarding the first quarter variance report for the period ending March 31, 2025 for information purposes only.

2.0 **LEGAL DESCRIPTION**

N/A

3.0 **BACKGROUND**

Senior management reviews variance reports on a monthly basis so they can monitor their revenues and expenses as compared to the approved budget. Council is then provided a report on a quarterly basis for review and discussion. The first quarter variance report is attached for your review. Since it is early in the year, most variances reflect approximately 25% of the annual amount

4.0 **POLICY CONSIDERATION**

5.0 **ANALYSIS**

High level items are noted below:

General Government

- Livestock Inspection (1-3-2175-0460) is over by \$1712.16 (442.43%) already due to invoicing done in 2024 which was not received until early 2025.
- CPP and EI amounts (1-4-1050-1051 and 1-4-1050-1052) are close to 50% of budget already due to higher salaries spending these amounts in the early months and then reaching their maximums prior to year end.
- Subscriptions & Memberships (1-4-1050-1800) is close to the annual amount

as these are usually paid in the first quarter for the entire year.

- Rural Civic Numbers & Signs (1-4-2210-2020) is over the budgeted amount (153%). Budgeted figure was understated based on what is usually ordered.

Fire Department

- Ontario Grants (1-3-2000-0451) understated at 63%. This seems to be an input error as the grant was noted at \$32,000 with expenditures of just over \$50,000. The expenditure amount was input as the grant amount in error.
- Heating fuel (1-4-2000-5800) at 60% of budget already. This is due to the cost of fuel and actual usage.
- Long Term Debt Payments (1-4-2005-3020) at almost 50% due to the timing of payments to Infrastructure Ontario which happen January and July.

Building Department

- Equipment & Vehicle Maintenance (1-4-2150-4200) already at 75% of budget due to brakes having to be replaced at roughly \$2,000.

Public Works

- EDP Road User Agreement (1-3-3000-0750) budgeted at full amount including recreation portion in error. Amount received for roads at \$283,986 is correct.
- Years of Service (1-4-3000-1050) at 7533% over budget as it was budgeted incorrectly. The actual amounts reflect the clothing allowance. This needs to have a journal entry to move these to 1-4-3000-4130 which shows the budgeted amount of \$5650 which matches what was charged in error to this account.
- E1 Snow Plowing & Removal (1-4-3051-4700) overbudget based on actuals. Contracted services was over by about \$1,000 based on snowfall. Other charges included winching out a stuck garbage truck and snow plow at roughly \$2,000.

Waste Management

- Waste Repairs & Maintenance (1-4-4150-4000) at 117% of budget due to the age of the equipment and continual repairs needed. Engine rebuilt at a cost of \$25,000.
- Recycling Repairs & Maintenance (1-4-4250-4000) at 233% of budget due to the age of the equipment. Deficiencies noted on safety inspection which needed to be fixed in order to sell the equipment.

Arena

- Library Rent (1-3-7100-0722) higher than anticipated due to new contracted rates for 2025 which were unknown at budget creation time.
- Memberships & Subscriptions (1-4-7100-1800) slightly over budget due to the actual costs.

Recreation Associations

- Monkland Internet (1-4-7050-2020) at 415% due to Monkland Recreation needing to be charged back some of these expenses. Invoicing has not been done to date.
- Avonmore Heating (1-4-7060-5800) at 86% of budget already due to furnace issues (one broke down and filters were completely blocked) which have now been corrected.
- Avonmore Building Maintenance (1-4-7060-5900) at 78% of budget due to hot water tank replacement. This is offset with a transfer from reserves approved by Council.
- Chrysler Building Maintenance (1-4-7080-5900) at 1532% (\$2300) due to generator repairs. This is offset with transfer from reserves approved by Council.

Since it is early in the year, all other areas seem to be on track.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

That Council receive the report for information purposes only.

8.0 ALTERNATIVES

N/A

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
This item is within the approved budgeted amount:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
This item is mandated by the Provincial/Federal Government:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Prepared By:

**Reviewed and
submitted by:**

**Submitted for Council
consideration by:**



Kimberley Goyette
Treasurer



Kimberley Goyette
Treasurer



Craig Calder
CAO/Clerk



TOWNSHIP OF
**NORTH
STORMONT** 
A good place to grow

First Quarter Budget Variance Report As of March 31st, 2025



Tabled for Council Review on May 13, 2025

Township of North Stormont
Variance Reports as at March 31, 2025

Departments	Budgeted Revenues	Budgeted Expenses	Budgeted Totals	Actual Revenues	Actual Expenses	Total Actuals	Budget To Actual (\$) (over)/under
General Government	(4,816,101)	3,569,926	(1,246,175)	(235,372)	874,777	639,405	(1,885,580)
Fire Services	(105,565)	975,777	870,212	(42,718)	112,254	69,536	800,676
Building	(231,076)	231,076	-	(17,183)	56,704	39,521	(39,521)
By-Law and Animal Control	(4,000)	176,513	172,513	(100)	39,799	39,699	132,814
Public Works	(2,179,745)	4,801,055	2,621,310	(529,417)	657,158	127,741	2,493,569
Waste Management	(25,000)	393,730	368,730	(8,386)	100,480	92,094	276,636
Arena	(661,813)	1,076,367	414,554	(107,370)	98,980	(8,390)	422,944
Planning and Development	(185,752)	347,390	161,638	(9,750)	18,910	9,160	152,478
Recreation Associations	(444,931)	865,992	421,061	151,583	131,303	282,886	138,175
Economic Development		65,000	65,000			-	
TOTALS	(8,653,983)	12,502,826	3,848,843	(798,713)	2,090,365	1,291,652	2,492,191
			Tax Levy Amount				
Water/Sewer Crysler	(864,624)	864,624	-	(5,157)	134,212	129,055	
Water/Sewer Finch	(447,115)	447,115	-	(5,972)	146,677	140,705	
Water/Sewer Moose Creek	(1,636,642)	1,636,642	-	(20,724)	106,407	85,683	
TOTAL WATER WORKS (Water/Sewer)	(2,948,381)	2,948,381	-	(31,853)	387,296	355,443	(355,443)
(not tax supported)							

TOWNSHIP OF NORTH STORMONT
GL Department Report



Description	Year to Date	Budget	Variance	% Used
GENERAL GOVERNMENT				
Revenue				
1-3-1055-0300 REVENUE-PROVINC CRF-OMPF F	-147,100.00	-588,400.00	-441,300.00	25.00
1-3-1055-0451 REVENUE - OTHER ONTARIO GR/	0.00	-50,000.00	-50,000.00	0.00
1-3-1055-0455 MUN FREEDOM OF INFORMATION	-5.00	-100.00	-95.00	5.00
1-3-1055-0458 REV-SOUTH NATION RS-RE-IMBU	0.00	-1,000.00	-1,000.00	0.00
1-3-1055-0523 REV-COUNTIES REIMBUR-CONVE	0.00	-9,150.00	-9,150.00	0.00
1-3-1055-0565 TILE DRAINAGE LOAN INTEREST	-2,914.91	0.00	2,914.91	0.00
1-3-1055-0590 REV DUPLICATE BILL FOR TAXES	160.00	-200.00	-360.00	
1-3-1055-0600 REVENUE-TAX CERTIFICATES & (-2,400.00	-8,000.00	-5,600.00	30.00
1-3-1055-0620 SERVICE CHARGE - RETURNED F	-126.00	-750.00	-624.00	16.80
1-3-1055-0625 ACCOUNTS RECEIVABLE SERVIC	-346.86	-1,000.00	-653.14	34.69
1-3-1055-0700 MARRIAGE/LOTTERY LICENCE RE	-790.50	-4,500.00	-3,709.50	17.57
1-3-1055-0720 COMMUNICATION TOWER RENTA	-5,514.06	-23,248.00	-17,733.94	23.72
1-3-1055-0722 RENT REVENUES - TREASURY	0.00	-40,163.00	-40,163.00	0.00
1-3-1055-0800 REVENUE-PENALTIES & INTERES	-26,818.88	-110,000.00	-83,181.12	24.38
1-3-1055-0900 BANK INTEREST EARNED REVEN	-27,411.78	-120,000.00	-92,588.22	22.84
1-3-1055-0930 GG-LAND SALES	0.00	-500,000.00	-500,000.00	0.00
1-3-1055-0990 TRANSFER FROM RESERVE - TRI	0.00	-75,000.00	-75,000.00	0.00
1-3-1055-0999 REVENUE MISC TREASURY	-11,731.19	0.00	11,731.19	0.00
1-3-1055-7760 TREASURY FEES REVENUE	0.00	-5,500.00	-5,500.00	0.00
1-3-1055-7762 REV. DEC. OF OATH/MDS REPOR	-60.00	-300.00	-240.00	20.00
1-3-1055-9800 LTD PROCEEDS - ADMIN	0.00	-1,350,000.00	-1,350,000.00	0.00
1-3-1500-0610 LI-TAX-AVONMORE CT-SEWAGE :	0.00	-500.00	-500.00	0.00
1-3-1501-1600 GENERAL RAIWAYS ROWs	-7,227.60	-14,520.00	-7,292.40	49.78
1-3-1501-1700 GENERAL UTILITY ROWs	-166.11	-330.00	-163.89	50.34
1-3-1501-8150 NO SUPPORT PILs-RETAINED	0.00	-7,440.00	-7,440.00	0.00
1-3-1501-8180 NO SUPPORT UTILITY ROWs RET	0.00	-1,500.00	-1,500.00	0.00
1-3-2175-0460 LIVESTOCK INSPECTION	-2,212.16	-500.00	1,712.16	442.43
1-3-2180-0461 FENCE VIEWER REVENUE	0.00	-500.00	-500.00	0.00
1-3-2210-7220 REV-RURAL NUMBER SIGNS & PC	-570.00	-3,000.00	-2,430.00	19.00
1-3-2210-7221 EMILY 911 CIVIC NUMBER SIGN	-137.00	0.00	137.00	0.00
1-3-4010-7420 GFL REVENUE	0.00	-1,900,500.00	-1,900,500.00	0.00
Revenue Total	-235,372.05	-4,816,101.00	-4,580,728.95	4.89
Expense				
1-4-1000-1020 WAGES - COUNCIL	34,799.68	127,697.00	92,897.32	27.25
1-4-1000-1051 CPP EXP - COUNCIL	2,126.55	7,598.00	5,471.45	27.99
1-4-1000-1053 OMERS EXP - COUNCIL	12,271.77	91,493.00	79,221.23	13.41
1-4-1000-1056 HEALTH TAX - COUNCIL	798.08	2,490.00	1,691.92	32.05
1-4-1000-1500 MILEAGE - COUNCIL	0.00	1,250.00	1,250.00	0.00
1-4-1000-1700 FUNCTIONS - COUNCIL	8,960.11	23,000.00	14,039.89	38.96
1-4-1000-2020 MATERIALS, SUPP. SERV. - COUN	0.00	1,000.00	1,000.00	0.00
1-4-1000-2100 CELL PHONE - COUNCIL	319.08	0.00	-319.08	0.00
1-4-1000-2305 DISCRETIONARY FUNDS - COUNC	0.00	1,000.00	1,000.00	0.00
1-4-1000-5300 INSURANCE - COUNCIL	0.00	1,078.00	1,078.00	0.00
1-4-1005-9900 TRANSFER TO RESERVE - ELECT	0.00	10,000.00	10,000.00	0.00
1-4-1050-1000 WAGES - ADMIN	141,391.55	549,794.00	408,402.45	25.72
1-4-1050-1011 SICK PAY - FT - ADMIN	8,263.69	0.00	-8,263.69	0.00
1-4-1050-1012 VACATION - FT - ADMIN	14,415.19	0.00	-14,415.19	0.00
1-4-1050-1050 CLOTHING & YRS OF SERVICE	1,050.00	1,050.00	0.00	100.00
1-4-1050-1051 CPP - ADMIN	11,889.77	26,489.00	14,599.23	44.89
1-4-1050-1052 EMPLOYMENT INS - ADMIN	4,658.23	8,992.00	4,333.77	51.80
1-4-1050-1053 OMERS - ADMIN	20,447.57	63,986.00	43,538.43	31.96
1-4-1050-1056 HEALTH TAX - ADMIN	4,008.41	12,451.00	8,442.59	32.19
1-4-1050-1057 W.S.I.B. - ADMIN	6,269.16	20,879.00	14,609.84	30.03
1-4-1050-1058 MOSEY INSURANCE - ADMIN	17,956.94	64,473.00	46,516.06	27.85

TOWNSHIP OF NORTH STORMONT
GL Department Report



Description	Year To Date	Budget	Variance	% Used
GENERAL GOVERNMENT				
1-4-1050-1500 MILEAGE - ADMIN	0.00	1,500.00	1,500.00	0.00
1-4-1050-1600 TRAINING - ADMIN	376.52	8,500.00	8,123.48	4.43
1-4-1050-1700 MEETINGS, CONFERENCES - ADM	2,745.20	9,500.00	6,754.80	28.90
1-4-1050-1750 STAFF FUNCTION	0.00	5,000.00	5,000.00	0.00
1-4-1050-1800 SUBSCRIPTIONS & MEMBERSHIP	7,914.69	8,000.00	85.31	98.93
1-4-1050-1900 RECORDS MANAGEMENT	17,299.21	0.00	-17,299.21	0.00
1-4-1050-2020 MATERIALS & SUPPLIES - ADMIN	6,056.15	22,000.00	15,943.85	27.53
1-4-1050-2100 TELEPHONE/CELL PHONE/INTERI	4,920.36	10,460.00	5,539.64	47.04
1-4-1050-2200 POSTAGE & COURIER - ADMIN	6,413.68	9,213.00	2,799.32	69.62
1-4-1050-2300 ADVERTISING / PROMOTIONS	435.03	1,500.00	1,064.97	29.00
1-4-1050-3500 SOFTWARE/PURCHASED DATA/U	20,288.56	35,000.00	14,711.44	57.97
1-4-1050-5100 LEASE/Service Contracts - ADMIN	4,501.66	11,000.00	6,498.34	40.92
1-4-1050-5300 LIABILITY INSURANCE - ADMIN	248,205.40	23,602.00	-224,603.40	1051.63
1-4-1050-5500 CARETAKING - ADMIN	0.00	15,000.00	15,000.00	0.00
1-4-1050-5800 HEATING/UNION GAS - ADMIN	4,622.79	5,000.00	377.21	92.46
1-4-1050-5820 HYDRO - ADMIN	2,894.68	10,000.00	7,105.32	28.95
1-4-1050-5900 TWP OFFICE BUILDING & GROUN	1,188.83	6,000.00	4,811.17	19.81
1-4-1050-8200 LEGAL FEES - ADMIN	490.48	40,000.00	39,509.52	1.23
1-4-1050-8230 ADMIN - DRAIN MTCE FEES	0.00	200.00	200.00	0.00
1-4-1050-8250 CONSULTANTS - ADMIN	254.40	3,000.00	2,745.60	8.48
1-4-1050-8480 IT SERVICES - ADMIN	0.00	380.00	380.00	0.00
1-4-1050-9000 CAPITAL - ADMIN	208,243.05	2,032,000.00	1,823,756.95	10.25
1-4-1050-9900 TRANSFER TO RESERVE - ADMIN	0.00	1,000.00	1,000.00	0.00
1-4-1055-3000 BANK CHARGES - TREAS	1,208.37	5,000.00	3,791.63	24.17
1-4-1055-3020 LONG TERM DEBT CHARGES - AC	0.00	27,836.00	27,836.00	0.00
1-4-1055-3050 CASH ROUNDING - TREAS	-1,282.71	0.00	1,282.71	0.00
1-4-1055-3100 GENERAL LOAN INTEREST - TRE/	0.00	66,868.00	66,868.00	0.00
1-4-1055-3125 WRITE OFFS - TREAS	1,016.33	3,000.00	1,983.67	33.88
1-4-1055-3130 TREAS ALLOW FOR TAXES/VACA	14.80	0.00	-14.80	0.00
1-4-1055-8100 AUDITORS FEES - TREAS	152.64	45,000.00	44,847.36	0.34
1-4-2100-8260 PP&P CONS AUTHORITIES/RAISIN	0.00	8,952.00	8,952.00	0.00
1-4-2100-8270 PP&P CONS AUTHORITIES/SOUTH	17,378.00	50,695.00	33,317.00	34.28
1-4-2175-2500 PP&P LIVESTOCK VALUER FEES	0.00	1,000.00	1,000.00	0.00
1-4-2175-2550 PP&P LIVESTOCK LOSS	0.00	500.00	500.00	0.00
1-4-2180-2020 PP&P FENCE VIEWERS FEES/SUF	0.00	1,000.00	1,000.00	0.00
1-4-2200-1600 PP&P EMERGENCY PREPAREDNI	0.00	1,000.00	1,000.00	0.00
1-4-2200-2020 EMERGENCY- MAT SUPPLIES & S	0.00	1,250.00	1,250.00	0.00
1-4-2200-8250 PP&P EMERGENCY PREPAREDNI	0.00	1,000.00	1,000.00	0.00
1-4-2210-2020 RURAL CIVIC NUMBERS & SIGNS	3,061.71	2,000.00	-1,061.71	153.09
1-4-2300-2020 PP & P ACCESS/DISABILITY SERV	0.00	30,000.00	30,000.00	0.00
1-4-5030-1300 HEALTH AND SAFETY TRAINING	0.00	1,500.00	1,500.00	0.00
1-4-5030-2020 HEALTH & SAFETY-Materials, suppl	0.00	750.00	750.00	0.00
1-4-5200-5500 CEMETERY CARETAKING	0.00	3,000.00	3,000.00	0.00
1-4-6000-3400 DONATIONS & GRANTS	5,000.00	7,000.00	2,000.00	71.43
1-4-6000-3405 DONATIONS - DUNDAS MANOR	0.00	20,000.00	20,000.00	0.00
1-4-6000-3406 DONATIONS - MAXVILLE MANOR	20,000.00	20,000.00	0.00	100.00
1-4-8200-0000 TILE DRAINAGE INTEREST PAYMI	1,750.91	0.00	-1,750.91	0.00
Expense Total	874,776.52	3,569,926.00	2,695,149.48	24.50

TOWNSHIP OF NORTH STORMONT
GL Department Report



Description	Year to Date	Budget	Variance	% Used
FIRE DEPARTMENT				
Revenue				
1-3-2000-0451 ONTARIO GRANTS - FIRE DEPT	-32,921.80	-52,000.00	-19,078.20	63.31
1-3-2000-0610 REV. F.D. ADMINISTRATION FEE	-75.00	0.00	75.00	0.00
1-3-2000-0685 REV F.D. MTO CLAIMS	0.00	-3,000.00	-3,000.00	0.00
1-3-2000-0690 REV F.D. SAFETY PLAN/INCIDENT	0.00	-300.00	-300.00	0.00
1-3-2000-0695 REV F.D. INSPECTION FEES	-78.00	-600.00	-522.00	13.00
1-3-2000-0710 REV-FIRE PERMITS	-1,330.00	-3,000.00	-1,670.00	44.33
1-3-2000-0810 REV F.D. FINES/BILLINGS	-400.00	-15,000.00	-14,600.00	2.67
1-3-2030-0720 REV-AMBULANCE BAY AVONMOF	-7,913.64	-31,665.00	-23,751.36	24.99
Revenue Total	-42,718.44	-105,565.00	-62,846.56	40.47
Expense				
1-4-2000-1000 VOLUNTEERS-WAGES - F.D.	0.00	131,115.00	131,115.00	0.00
1-4-2000-1010 ADMIN WAGES - F.D	18,844.14	95,799.00	76,954.86	19.67
1-4-2000-1013 VACATION PAY - FIRE DEPT	183.61	0.00	-183.61	0.00
1-4-2000-1030 NFPA TRAINING WAGES - FIRE DE	0.00	30,000.00	30,000.00	0.00
1-4-2000-1051 CPP - FIRE DEPT	453.53	4,986.00	4,532.47	9.10
1-4-2000-1052 EMPLOYMENT INSURANCE - FIRE	182.76	1,450.00	1,267.24	12.60
1-4-2000-1053 OMERS - FIRE DEPT	1,953.78	5,623.00	3,669.22	34.75
1-4-2000-1056 HEALTH TAX - FIRE DEPT	1,469.45	4,191.00	2,721.55	35.06
1-4-2000-1057 W.S.I.B. - FIRE DEPT	4,262.97	24,268.00	20,005.03	17.57
1-4-2000-1058 MOSEY INSURANCE - FIRE	1,214.32	5,681.00	4,466.68	21.38
1-4-2000-1060 MEDICAL AND LICENSES - FIRE D	924.24	2,500.00	1,575.76	36.97
1-4-2000-1500 MILEAGE/TRAVEL EXPENSES - FI	0.00	1,900.00	1,900.00	0.00
1-4-2000-1600 TRAINING/COURSES & SEMINARS	8,469.83	22,000.00	13,530.17	38.50
1-4-2000-1620 FIRE PREVENTION - FIRE DEPT	234.35	2,000.00	1,765.65	11.72
1-4-2000-1630 PUBLIC EDUCATION - FIRE DEPT	0.00	4,000.00	4,000.00	0.00
1-4-2000-1800 MEMBERSHIPS & SUBSCRIPTIONS	2,386.31	3,000.00	613.69	79.54
1-4-2000-2020 MATERIAL AND SUPPLIES - FIRE DE	366.59	5,000.00	4,633.41	7.33
1-4-2000-2050 DISPATCH - FIRE DEPT	0.00	54,972.00	54,972.00	0.00
1-4-2000-2100 CELL PHONE/INTERNET- FIRE DE	407.04	1,700.00	1,292.96	23.94
1-4-2000-2110 RADIOS & PAGERS - FIRE DEPT	7,152.21	23,356.00	16,203.79	30.62
1-4-2000-3500 SOFTWARE/PURCHASED DATA/U	148.16	12,000.00	11,851.84	1.23
1-4-2000-4010 PUMPER MAINTENANCE - FIRE DE	1,972.75	19,000.00	17,027.25	10.38
1-4-2000-4020 TANKER MAINTENANCE - FIRE DE	1,529.28	13,000.00	11,470.72	11.76
1-4-2000-4030 RESCUE MAINTENANCE - FIRE DE	1,350.50	14,000.00	12,649.50	9.65
1-4-2000-4040 EQUIPMENT MAINTENANCE - FIRE	3,157.85	9,000.00	5,842.15	35.09
1-4-2000-4070 SUPPRESSION EQUIPMENT - FIRE	0.00	10,000.00	10,000.00	0.00
1-4-2000-4100 SMALL TOOLS & EQUIPMENT - FIRE	1,517.83	4,000.00	2,482.17	37.95
1-4-2000-4110 EXTINGUISHING EQUIPMENT - FIRE	0.00	2,500.00	2,500.00	0.00
1-4-2000-4115 AIR MANAGEMENT - FIRE DEPT	974.06	4,500.00	3,525.94	21.65
1-4-2000-4120 PERSONAL PROTECTIVE EQUIPM	2,772.96	6,000.00	3,227.04	46.22
1-4-2000-4125 PPE - MAINTENANCE - FIRE DEPT	3,133.57	10,000.00	6,866.43	31.34
1-4-2000-4130 UNIFORMS - FIRE DEPT	893.29	6,500.00	5,606.71	13.74
1-4-2000-4140 MEDICAL SUPPLIES - FIRE DEPT	0.00	2,000.00	2,000.00	0.00
1-4-2000-4500 VEHICLE/EQUIP GAS/DIESEL - FIRE	931.77	7,500.00	6,568.23	12.42
1-4-2000-5100 LEASES/CONTRACTS - FIRE DEPT	0.00	2,500.00	2,500.00	0.00
1-4-2000-5300 INSURANCE PREMIUMS - FIRE DE	6,959.52	40,703.00	33,743.48	17.10
1-4-2000-5800 HEATING FUEL - FIRE DEPT	5,779.44	9,500.00	3,720.56	60.84
1-4-2000-5820 HYDRO - FIRE DEPT	1,698.38	8,000.00	6,301.62	21.23
1-4-2000-5900 BUILDING MAINTENANCE - FIRE DE	3,817.18	12,000.00	8,182.82	31.81
1-4-2000-8430 AUTO AID ASSISTANCE - FIRE DE	0.00	10,000.00	10,000.00	0.00
1-4-2000-9000 CAPITAL EXPENSE - FIRE DEPT	203.32	97,750.00	97,546.68	0.21
1-4-2000-9900 TRANSFER TO RESERVE - FIRE	0.00	100,000.00	100,000.00	0.00
1-4-2005-1001 PRINCIPAL PAYMENT TO BUDGET	-37,158.67	0.00	37,158.67	0.00
1-4-2005-3020 LONG TERM DEBT PAYMENTS - FIRE	47,042.48	94,839.00	47,796.52	49.60

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Description	Year To Date	Budget	Variance	% Used
FIRE DEPARTMENT				
1-4-2005-3100 INTEREST EXPENSE - F.D.	16,465.18	51,944.00	35,478.82	31.70
1-4-2030-5900 AMBULANCE BAY BLDG MTCE	559.68	5,000.00	4,440.32	11.19
Expense Total	112,253.66	975,777.00	863,523.34	11.50

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Description	Year to Date	Budget	Variance	% Used
BUILDING DEPARTMENT				
Revenue				
1-3-2150-0710 CBO-BUILDING PERMITS REVENUE	-17,182.96	-150,000.00	-132,817.04	11.46
1-3-2150-0990 TRANSFER FROM RESERVE - CBO	0.00	-81,076.00	-81,076.00	0.00
Revenue Total	-17,182.96	-231,076.00	-213,893.04	7.44
Expense				
1-4-2150-1000 REGULAR WAGES - CBO	36,204.07	159,166.00	122,961.93	22.75
1-4-2150-1011 SICK PAY - CBO	1,499.02	0.00	-1,499.02	0.00
1-4-2150-1012 VACATION PAY FT - CBO	425.74	0.00	-425.74	0.00
1-4-2150-1050 FT BENEFITS - CBO	650.00	650.00	0.00	100.00
1-4-2150-1051 CPP - CBO	2,787.67	7,381.00	4,593.33	37.77
1-4-2150-1052 EMPLOYMENT INSURANCE - CBO	1,097.45	2,490.00	1,392.55	44.07
1-4-2150-1053 OMERS - CBO	4,418.51	13,015.00	8,596.49	33.95
1-4-2150-1056 HEALTH TAX - CBO	944.55	3,363.00	2,418.45	28.09
1-4-2150-1057 W.S.I.B. - CBO	1,476.98	5,205.00	3,728.02	28.38
1-4-2150-1058 MOSEY INSURANCE - CBO	3,740.46	13,092.00	9,351.54	28.57
1-4-2150-1600 TRAINING, MTG, CONFERENCES -	0.00	4,000.00	4,000.00	0.00
1-4-2150-1800 MEMBERSHIPS & SUBSCRIPTION	147.11	600.00	452.89	24.52
1-4-2150-2020 MATERIALS, SUPPLIES, SERVICE	395.69	4,000.00	3,604.31	9.89
1-4-2150-2100 TELEPHONE/CELLULAR - CBO	150.52	500.00	349.48	30.10
1-4-2150-4200 EQUIPMENT/VEHICLE MTCE - CBO	2,255.18	3,000.00	744.82	75.17
1-4-2150-4500 GASOLINE/DIESEL - CBO	510.61	5,000.00	4,489.39	10.21
1-4-2150-5300 VEHICLE INSURANCE	0.00	614.00	614.00	0.00
1-4-2150-8200 LEGAL FEES & ENGINEERING - CI	0.00	5,000.00	5,000.00	0.00
1-4-2150-8250 CONSULTANTS - CBO	0.00	4,000.00	4,000.00	0.00
Expense Total	56,703.56	231,076.00	174,372.44	24.54

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Description	Year to Date	Budget	Variance	% Used
BY-LAW AND ANIMAL CONTROL				
Revenue				
1-3-2155-0810 BY-LAW ENFORCEMENT & PROP	0.00	-4,000.00	-4,000.00	0.00
1-3-2160-0700 DOG LICENSE REVENUE	-100.00	0.00	100.00	0.00
Revenue Total	-100.00	-4,000.00	-3,900.00	2.50
Expense				
1-4-2155-1000 WAGES - BY-LAW ENFORCEMENT	25,740.89	91,869.00	66,128.11	28.02
1-4-2155-1011 SICK PAY - BY-LAW ENFORCEMENT	296.31	0.00	-296.31	0.00
1-4-2155-1013 VACATION PAY - BY-LAW ENFORCEMENT	747.81	0.00	-747.81	0.00
1-4-2155-1050 FT BENEFITS - CLOTHING BY-LAW	150.00	150.00	0.00	100.00
1-4-2155-1051 CPP - BY-LAW ENFORCEMENT	1,956.31	5,383.00	3,426.69	36.34
1-4-2155-1052 EMPLOYMENT INSURANCE -BY-LAW	774.78	1,589.00	814.22	48.76
1-4-2155-1053 OMERS - BY-LAW ENFORCEMENT	3,030.38	9,777.00	6,746.62	30.99
1-4-2155-1056 HEALTH TAX - BY-LAW ENFORCEMENT	666.85	2,051.00	1,384.15	32.51
1-4-2155-1057 W.C.B. - BY-LAW ENFORCEMENT	1,042.73	3,440.00	2,397.27	30.31
1-4-2155-1058 MOSEY INSURANCE - BY-LAW ENFORCEMENT	3,939.91	10,800.00	6,860.09	36.48
1-4-2155-1400 CELL PHONE - BY-LAW ENFORCEMENT	150.52	500.00	349.48	30.10
1-4-2155-1600 TRAINING/COURSES - BY-LAW ENFORCEMENT	0.00	3,000.00	3,000.00	0.00
1-4-2155-2020 MAT SUPPLIES SER - BY-LAW ENFORCEMENT	-60.36	3,000.00	3,060.36	0.00
1-4-2155-2700 PROPERTY STAND. CLEAN UP COSTS	254.40	1,500.00	1,245.60	16.96
1-4-2155-3500 SOFTWARE/PURCHASED DATA/UPDATES	148.16	1,800.00	1,651.84	8.23
1-4-2155-4200 VEHICLE MAINTENANCE - BY-LAW ENFORCEMENT	337.98	3,000.00	2,662.02	11.27
1-4-2155-4500 GAS/DIESEL - BY-LAW ENFORCEMENT	243.03	1,900.00	1,656.97	12.79
1-4-2155-5300 INSURANCE - BY-LAW ENFORCEMENT	0.00	754.00	754.00	0.00
1-4-2160-2020 PP&P DOG CONTROL/MAT. SUPP	0.00	1,000.00	1,000.00	0.00
1-4-2160-5100 PP&P DOG CONTROL CONTRACT	378.85	30,000.00	29,621.15	1.26
1-4-2160-5120 PP&P DOG CONTROL OFFICER	0.00	5,000.00	5,000.00	0.00
Expense Total	39,798.55	176,513.00	136,714.45	22.55

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Description	Year to Date	Budget	Variance	% Used
PUBLIC WORKS				
Revenue				
1-3-3000-0408 REV-TREAS-AGGREGATE RESOU	0.00	-245,000.00	-245,000.00	0.00
1-3-3000-0446 REV-TREAS-OCIF FUNDING	-61,992.00	-371,947.00	-309,955.00	16.67
1-3-3000-0447 ANNUAL PMT WIND COMPANY RE	0.00	-284,460.00	-284,460.00	0.00
1-3-3000-0550 DONATIONS T/F OTHERS ROADS	0.00	-131,000.00	-131,000.00	0.00
1-3-3000-0730 ROAD CUT/ ENTRANCE PERMITS	-300.00	-3,000.00	-2,700.00	10.00
1-3-3000-0735 CCBF GAS TAX REVENUE	-1,888.22	-239,338.00	-237,449.78	0.79
1-3-3000-0750 EDP - RD USER AGREEMENT REV	-283,986.82	-327,000.00	-43,013.18	86.85
1-3-3000-0931 DISPOSAL OF CAPITAL ASSETS -	-180,000.00	0.00	180,000.00	0.00
1-3-3000-0990 TRANSFER FROM RESERVE - RO.	0.00	-70,000.00	-70,000.00	0.00
1-3-3000-3012 RDS - RIGHT OF WAY PERMITS	-300.00	-10,000.00	-9,700.00	3.00
1-3-3000-3016 RDS - OVERSIZE/OVERWEIGHT P	-150.00	-75,000.00	-74,850.00	0.20
1-3-3000-3017 RDS - MUNICIPAL CONSENT	-800.00	-3,500.00	-2,700.00	22.86
1-3-3000-7300 RDS SNOW PLOW/SWEEPING	0.00	-44,500.00	-44,500.00	0.00
1-3-3000-9800 LTD PROCEEDS - ROADS	0.00	-375,000.00	-375,000.00	0.00
Revenue Total	-529,417.04	-2,179,745.00	-1,650,327.96	24.29
Expense				
1-4-3000-1000 REGULAR WAGES FT - RDS	223,821.73	923,450.00	699,628.27	24.24
1-4-3000-1005 OVERTIME WAGES FT - RDS	17,491.77	0.00	-17,491.77	0.00
1-4-3000-1010 REGULAR WAGES PT - RDS	624.68	26,000.00	25,375.32	2.40
1-4-3000-1011 SICK PAY FT - RDS	6,056.94	0.00	-6,056.94	0.00
1-4-3000-1012 VACATION PAY FT - RDS	20,573.77	0.00	-20,573.77	0.00
1-4-3000-1050 YEARS OF SERVICE	5,650.00	75.00	-5,575.00	7533.33
1-4-3000-1051 CPP - RDS DEPT	17,564.90	47,292.00	29,727.10	37.14
1-4-3000-1052 EMPLOYMENT INSURANCE - RDS	6,940.67	15,473.00	8,532.33	44.86
1-4-3000-1053 OMERS - RDS	19,743.05	73,436.00	53,692.95	26.88
1-4-3000-1056 HEALTH TAX - RDS	5,931.64	18,514.00	12,582.36	32.04
1-4-3000-1057 W.S.I.B. - RDS	10,953.36	34,047.00	23,093.64	32.17
1-4-3000-1058 MOSEY INSURANCE - RDS DEPT	28,972.87	100,814.00	71,841.13	28.74
1-4-3000-1059 RRSP EXPENSE - RDS	3,783.92	15,204.00	11,420.08	24.89
1-4-3000-4130 UNIFORMS/WORKWEAR - RDS	0.00	5,650.00	5,650.00	0.00
1-4-3000-9000 CAPITAL - ROADS DEPARTMENT	28,696.34	2,022,000.00	1,993,303.66	1.42
1-4-3005-1001 PRINCIPAL PAYMENT TO BUDGE	-11,819.45	0.00	11,819.45	0.00
1-4-3005-3020 LONG TERM DEBT PAYMENTS - R	11,819.45	57,546.00	45,726.55	20.54
1-4-3005-3100 INTEREST EXPENSE - RDS	282.98	19,503.00	19,220.02	1.45
1-4-3020-2020 BRIDGES & CULVERTS-MAT,SUPP	0.00	40,000.00	40,000.00	0.00
1-4-3020-4700 BRIDGES & CULVERTS CONTRAC	0.00	30,000.00	30,000.00	0.00
1-4-3020-7500 BRIDGES & CULVERTS GRAVEL -	0.00	15,000.00	15,000.00	0.00
1-4-3020-8250 BRIDGES & CULVERTS CONSULT	0.00	12,000.00	12,000.00	0.00
1-4-3021-4700 B1 CONTRACTED SERVICES - RD	0.00	25,000.00	25,000.00	0.00
1-4-3022-2020 B2 Brushing Tree/MATERIALS,SUP	0.00	3,000.00	3,000.00	0.00
1-4-3022-4700 B2 BRUSHING TREE/CONTRACTE	0.00	7,500.00	7,500.00	0.00
1-4-3023-2020 B3 DITCHING/MATERIALS,SUPPL	0.00	1,000.00	1,000.00	0.00
1-4-3024-2020 B4 CATCH BASINS/MATERIALS,SL	0.00	10,000.00	10,000.00	0.00
1-4-3024-4400 B4Catch Basins/Storm Sewers/EQU	0.00	2,000.00	2,000.00	0.00
1-4-3024-4700 B4 CATCH BASINS/CONTRACT SE	0.00	2,000.00	2,000.00	0.00
1-4-3024-7500 B4 CATCH BASINS/GRAVEL - RDS	0.00	2,000.00	2,000.00	0.00
1-4-3026-4700 CONTRACT SERV - LINE PAINTIN	0.00	8,000.00	8,000.00	0.00
1-4-3031-2020 C1PATCHING & SPRAY/MATERIAL	1,739.61	10,000.00	8,260.39	17.40
1-4-3031-7450 C1PATCH & SPRAY/ASPHALT,HOT	0.00	3,000.00	3,000.00	0.00
1-4-3032-2020 C2 SWEEP,FLUSH,CLEAN/MAT,SL	0.00	2,000.00	2,000.00	0.00
1-4-3032-4700 C2 SWEEP,FLUSH,CLEAN/CONTR	0.00	10,000.00	10,000.00	0.00
1-4-3033-4700 C3 SHOULDER MTCE/CONTRACT	0.00	4,000.00	4,000.00	0.00
1-4-3033-7450 C3 SHOULD MTCE/ASPHALT,HOT	0.00	10,000.00	10,000.00	0.00
1-4-3033-7500 C3 SHOULDER MTCE/GRAVEL - R	0.00	8,000.00	8,000.00	0.00

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PUBLIC WORKS				
1-4-3035-2020 SIDEWALKS-MISC,MATERIALS & S	0.00	1,000.00	1,000.00	0.00
1-4-3035-4700 C5 SIDEWALKS CONTRACTED SE	0.00	2,000.00	2,000.00	0.00
1-4-3042-2020 D2 GRADING & SCARIFYING/MAT	0.00	9,000.00	9,000.00	0.00
1-4-3043-2020 D3 DUST LAYER & CONTROL/MAT	0.00	3,000.00	3,000.00	0.00
1-4-3043-7600 D3 DUST LAYER & CONTROL/CAL	0.00	268,750.00	268,750.00	0.00
1-4-3045-7500 D5 GRAVEL RESURFACING/GRAV	15,570.85	0.00	-15,570.85	0.00
1-4-3051-2020 E1-SNOW PLOW & REMOV/MAT,S	0.00	2,000.00	2,000.00	0.00
1-4-3051-4700 E1 SNOW PLOWING & REM CONT	7,555.68	5,000.00	-2,555.68	151.11
1-4-3052-6230 E2 SANDING/SALTING/SAND& ST	0.00	50,000.00	50,000.00	0.00
1-4-3052-6300 E2 SANDING/SALTING/SALT RDS	36,433.00	100,000.00	63,567.00	36.43
1-4-3061-2020 F1 SAFETY DEVICE/SIGNS/MAT S	0.00	5,000.00	5,000.00	0.00
1-4-3061-4400 F1 SAFETY DEVICES/SIGNS/EQUI	0.00	1,500.00	1,500.00	0.00
1-4-3061-7300 F1 SAFETY DEVICES/SIGNS ROAI	1,591.27	18,500.00	16,908.73	8.60
1-4-3062-4700 F2 RR CROSSING MAINTENANCE	10,888.50	36,000.00	25,111.50	30.25
1-4-3080-2020 WIDENING-SERVICES - RDS	0.00	2,000.00	2,000.00	0.00
1-4-3081-1600 MISC OVERHEAD/TRAINING - RDS	0.00	6,000.00	6,000.00	0.00
1-4-3081-1700 MISC.OVERHEAD/MEETINGS & C	46.10	3,500.00	3,453.90	1.32
1-4-3081-1800 MISC OVERHEAD/MEMBERSHIP &	668.33	2,500.00	1,831.67	26.73
1-4-3081-2020 MISC OVERHEAD/MAT,SUPPLIES	210.39	5,000.00	4,789.61	4.21
1-4-3081-2100 MISC. OVERHEAD/TELEPHONE/C	1,696.46	6,000.00	4,303.54	28.27
1-4-3081-2210 MISC OVERHEAD/LEGAL FEES&L	0.00	5,000.00	5,000.00	0.00
1-4-3081-2300 MISC OVERHEAD/ADVERTISING -	0.00	1,000.00	1,000.00	0.00
1-4-3081-3500 SOFTWARE/DATA UPGRADE/PUR	7,095.35	20,000.00	12,904.65	35.48
1-4-3082-2020 H2 BUILDING & GRNDS/MAT,SUP	188.98	10,000.00	9,811.02	1.89
1-4-3082-4400 H2 BUILDING & GROUNDS/EQUIP	96.67	2,000.00	1,903.33	4.83
1-4-3082-4700 H2 BUILDING & GRNDS/CONTRAC	1,935.54	7,500.00	5,564.46	25.81
1-4-3082-5300 H2 BUILDING & GRNDS/INSURAN	0.00	63,801.00	63,801.00	0.00
1-4-3082-5800 H2 BUILDING & GROUNDS/HEATIN	7,322.01	16,000.00	8,677.99	45.76
1-4-3082-5820 H2 BUILDING & GROUNDS/HYDR	3,365.06	18,000.00	14,634.94	18.69
1-4-3083-2020 H3 SMALL TOOLS & EQUIP/MAT S	1,547.71	4,000.00	2,452.29	38.69
1-4-3083-4000 H3-SMALL TOOLS & EQUIP-REPR	0.00	1,500.00	1,500.00	0.00
1-4-3085-8230 MUNICIPAL DRAIN ASSESSMENT	0.00	5,000.00	5,000.00	0.00
1-4-3306-4000 TR#3-94 INT TRUCK/REPAIRS & M	5,287.69	0.00	-5,287.69	0.00
1-4-3306-4300 TR#3-94 INTER TRUCK/LICENS & :	3,067.25	0.00	-3,067.25	0.00
1-4-3308-4000 TR#5-93 FORD-REPAIRS & MTNCE	3,050.06	0.00	-3,050.06	0.00
1-4-3308-4300 TR#5-1993 FORD-LICEN&SAF CH	1,917.50	0.00	-1,917.50	0.00
1-4-3309-4000 TR#6- 99- 1 TON/REAIRS & MTNCE	156.71	0.00	-156.71	0.00
1-4-3309-4300 TR#6-1999-1 TON TRUCK-LIC & S/	586.92	0.00	-586.92	0.00
1-4-3310-4000 TR#7-2000-VOLVO TRUCK-REP-M	143.93	0.00	-143.93	0.00
1-4-3310-4300 TR#7-2000 VOLVO-LICEN &SAFE (1,917.50	0.00	-1,917.50	0.00
1-4-3312-4000 GR#2-87 CHAMPION/REPAIRS & M	385.82	0.00	-385.82	0.00
1-4-3313-4000 JD-06-LOADER-REPAIRS & MTNCE	10,756.19	0.00	-10,756.19	0.00
1-4-3322-4000 NEW 2005 CAT GRADER/REPAIRS	146.53	0.00	-146.53	0.00
1-4-3323-4000 SIDEWALK PLOW-REPAIRS & MTN	46.17	0.00	-46.17	0.00
1-4-3325-4000 INTERNAT-2007 SNOWPLOW-REF	11,354.03	0.00	-11,354.03	0.00
1-4-3325-4300 2007 INTER SNOWPLOW-LIC& SAI	3,067.25	0.00	-3,067.25	0.00
1-4-3326-4000 2008 FORD SNOWPLOW TRUCK-F	621.75	0.00	-621.75	0.00
1-4-3326-4300 2008 FORD SNOWPLOW TRUCK-L	1,917.50	0.00	-1,917.50	0.00
1-4-3329-4000 2010 INTERNAT SNOWPLOW-REP	1,769.41	0.00	-1,769.41	0.00
1-4-3329-4300 2010 INTERNAT SNOWPLOW-LIC&	1,841.00	0.00	-1,841.00	0.00
1-4-3330-4000 2010 JOHN DEERE GRADER-REP/	15,152.94	0.00	-15,152.94	0.00
1-4-3331-4000 2013 INTER SNOW PLOW-R&M - R	87.60	0.00	-87.60	0.00
1-4-3331-4300 2013 INT PLOW-LICENS&SAFETY	1,917.50	0.00	-1,917.50	0.00
1-4-3335-4000 2021 BLUE CHEV REPAIRS & MAI	212.88	0.00	-212.88	0.00
1-4-3338-4000 RDS 2023 CHEV SILVERADO BLAC	101.75	0.00	-101.75	0.00
1-4-3339-4000 RDS-SNOWBLOWERS	172.81	0.00	-172.81	0.00

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Description	Year To Date	Budget	Variance	% Used
PUBLIC WORKS				
1-4-3340-4000 RDS-2010 TRACKLESS MT-6 TRAC	611.54	0.00	-611.54	0.00
1-4-3350-4000 PARTS & MISC.-REPAIRS & MNTC	20.33	0.00	-20.33	0.00
1-4-3350-4050 PARTS MISC INVENTORY ITEMS -	19,005.02	200,000.00	180,994.98	9.50
1-4-3350-4500 ALL VEHICLES-DIESEL - RDS	73,075.80	300,000.00	226,924.20	24.36
1-4-3390-9900 T/T RESERVES - RDS	0.00	31,000.00	31,000.00	0.00
1-4-3700-5820 STREET LIGHTS-HYDRO	2,420.98	20,000.00	17,579.02	12.10
1-4-3700-5825 STREET LIGHTS REPAIRS & MAIN	1,305.84	6,000.00	4,694.16	21.76
Expense Total	657,158.33	4,801,055.00	4,143,896.67	13.69

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Description	Year to Date	Budget	Variance	% Used
WASTE MANAGEMENT				
Revenue				
1-3-4150-0630 ENV-GARBAGE REVENUE	-2,425.50	-15,000.00	-12,574.50	16.17
1-3-4250-0407 WASTE DIVERSION PROGRAM	-463.58	0.00	463.58	0.00
1-3-4250-0640 RECYCLING REVENUE CORNWAL	-5,496.60	0.00	5,496.60	0.00
1-3-4250-0931 PROCEEDS ON CAPITAL DISPOS/	0.00	-10,000.00	-10,000.00	0.00
Revenue Total	-8,385.68	-25,000.00	-16,614.32	33.54
Expense				
1-4-4150-1000 WASTE & RECYCLE REGULAR W/	15,758.56	62,644.00	46,885.44	25.16
1-4-4150-1005 WASTE & RECYCLE OVERTIME F	1,628.04	0.00	-1,628.04	0.00
1-4-4150-1012 WASTE & RECYCLE VACATION P/	414.96	0.00	-414.96	0.00
1-4-4150-1050 WASTE & RECYCLE FT BENEFITS	0.00	500.00	500.00	0.00
1-4-4150-1051 WASTE & RECYCLE CPP - ENV	885.89	3,727.00	2,841.11	23.77
1-4-4150-1052 WASTE & RECYCLE EMP INSURA/	434.48	1,084.00	649.52	40.08
1-4-4150-1053 WASTE & RECYCLE OMERS - ENV	364.46	5,553.00	5,188.54	6.56
1-4-4150-1056 WASTE & RECYCLE HEALTH TAX	371.63	1,222.00	850.37	30.41
1-4-4150-1057 WASTE & RECYCLE W.S.I.B. - ENV	584.72	2,048.00	1,463.28	28.55
1-4-4150-1058 WASTE & RECYCLE MOSEY INSU	1,269.65	8,236.00	6,966.35	15.42
1-4-4150-3300 GARBAGE COLLECTION CHARGE	24,812.57	135,000.00	110,187.43	18.38
1-4-4150-3500 SOFTWARE/DATA UPGRADE/PUR	0.00	3,500.00	3,500.00	0.00
1-4-4150-4000 WASTE-REPAIRS & MAINTENANC	23,445.62	20,000.00	-3,445.62	117.23
1-4-4150-4300 WASTE-LICENSES - ENV	1,691.25	1,700.00	8.75	99.49
1-4-4200-8250 LANDFILL SITE-CONSULTANTS - E	8,047.95	30,000.00	21,952.05	26.83
1-4-4250-1300 RECYCLING-HAZARDOUS WASTE	1,021.00	3,000.00	1,979.00	34.03
1-4-4250-2300 RECYCLING ADVERTISING - ENV	0.00	1,000.00	1,000.00	0.00
1-4-4250-4000 RECYCLING-REPAIRS & MAINTEN	12,222.07	10,000.00	-2,222.07	122.22
1-4-4250-4300 RECYCLING-LICENSES - ENV	1,841.00	1,700.00	-141.00	108.29
1-4-4250-5100 RECYCLING - CONTRACTED SER	1,831.68	2,500.00	668.32	73.27
1-4-4300-0000 GARBAGE TRUCK - DEBT PAYMEI	32,147.55	92,041.00	59,893.45	34.93
1-4-4300-1001 GARBAGE TRUCK PRINCIPAL PM	-32,147.55	0.00	32,147.55	0.00
1-4-4300-3100 GARBAGE TRUCK INTEREST EXP	3,853.97	8,275.00	4,421.03	46.57
Expense Total	100,479.50	393,730.00	293,250.50	25.52

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Description	Year to Date	Budget	Variance	% Used
RECREATIONAL SERVICES - ARENA				
Revenue				
1-3-7100-0482 PROVINCIALGRANT - ARENA	0.00	-251,813.00	-251,813.00	0.00
1-3-7100-0720 ARENA RENTALS REVENUE	-87,319.05	-250,000.00	-162,680.95	34.93
1-3-7100-0722 ARENA - LIBRARY RENT	-12,051.20	-10,000.00	2,051.20	120.51
1-3-7100-0725 SPONSOR/ADVERTISING	-2,000.00	0.00	2,000.00	0.00
1-3-7100-0990 TRANSFER FROM RESERVE - ARI	-6,000.00	-150,000.00	-144,000.00	4.00
Revenue Total	-107,370.25	-661,813.00	-554,442.75	16.22
Expense				
1-4-7100-1000 ARENA REGULAR WAGES FT - RE	42,411.50	150,754.00	108,342.50	28.13
1-4-7100-1005 ARENA OVERTIME FT - REC	776.57	0.00	-776.57	0.00
1-4-7100-1011 ARENA SICK PAY FT - REC	287.76	0.00	-287.76	0.00
1-4-7100-1012 ARENA VACATION PAY FT - REC	1,155.79	0.00	-1,155.79	0.00
1-4-7100-1050 ARENA FT BENEFITS - REC	725.00	725.00	0.00	100.00
1-4-7100-1051 ARENA CPP - REC	3,009.77	8,318.00	5,308.23	36.18
1-4-7100-1052 ARENA EMPLOYMENT INSURANC	1,239.98	2,608.00	1,368.02	47.55
1-4-7100-1053 ARENA OMERS - REC	3,315.76	11,684.00	8,368.24	28.38
1-4-7100-1056 ARENA HEALTH TAX - REC	1,059.22	2,840.00	1,780.78	37.30
1-4-7100-1057 ARENA-W.S.I.B. - REC	1,668.80	4,930.00	3,261.20	33.85
1-4-7100-1058 ARENA MOSEY INSURANCE - REC	2,529.22	8,485.00	5,955.78	29.81
1-4-7100-1600 ARENA-TRAINING - REC	1,815.00	2,000.00	185.00	90.75
1-4-7100-1800 ARENA-MEMBERSHIPS & SUBSC	970.00	900.00	-70.00	107.78
1-4-7100-2020 ARENA-MATERIAL,SUPPL & SERV	10,615.63	25,330.00	14,714.37	41.91
1-4-7100-2100 PHONE / INTERNET	215.90	1,700.00	1,484.10	12.70
1-4-7100-3020 LONG TERM DEBT PAYMENTS - A	0.00	72,552.00	72,552.00	0.00
1-4-7100-3100 ARENA INTEREST EXPENSE - REI	0.00	29,940.00	29,940.00	0.00
1-4-7100-4000 ARENA-REPAIRS & MAINTENANC	1,686.49	28,200.00	26,513.51	5.98
1-4-7100-4100 ARENA-SMALL TOOLS/EQUIPMEN	254.99	0.00	-254.99	0.00
1-4-7100-4500 ARENA-GASOLINE/DIESEL - REC	0.00	4,000.00	4,000.00	0.00
1-4-7100-5000 ARENA - INSPECTIONS - REC	0.00	4,450.00	4,450.00	0.00
1-4-7100-5300 ARENA-INSURANCE - REC	0.00	43,326.00	43,326.00	0.00
1-4-7100-5700 ARENA-SECURITY - REC	0.00	600.00	600.00	0.00
1-4-7100-5800 ARENA-HEATING/PROPANE/UNIO	5,003.87	18,000.00	12,996.13	27.80
1-4-7100-5820 ARENA-HYDRO - REC	14,085.36	115,000.00	100,914.64	12.25
1-4-7100-5900 ARENA - BUILDING MAINTENANC	6,153.68	18,400.00	12,246.32	33.44
1-4-7100-9000 CAPITAL EXPENDITURE - REC	0.00	521,625.00	521,625.00	0.00
Expense Total	98,980.29	1,076,367.00	977,386.71	9.20

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PLANNING AND DEVELOPMENT				
Revenue				
1-3-1055-0405 REV-TREAS-DRAINAGE SUPT GR.	0.00	-50,752.00	-50,752.00	0.00
1-3-1650-5200 DRAIN-PROVINCIAL DRAIN GRAN	0.00	-15,000.00	-15,000.00	0.00
1-3-1650-7105 DRAIN-BILLINGS TO LANDOWNEF	0.00	-70,000.00	-70,000.00	0.00
1-3-1700-7813 PARKLAND SEVERANCE FEES	-2,000.00	-10,000.00	-8,000.00	20.00
1-3-1700-7815 REVENUE-FEES-SEVERANCES	-3,000.00	-12,000.00	-9,000.00	25.00
1-3-8000-0650 PLANNING FEES	-1,000.00	-1,000.00	0.00	100.00
1-3-8000-0655 MINOR VARIANCE FEES	-2,250.00	-10,000.00	-7,750.00	22.50
1-3-8000-0660 OPA & SITE PLAN FEES	0.00	-4,000.00	-4,000.00	0.00
1-3-8000-0665 ZONING AMENDMENT FEES	-1,500.00	-13,000.00	-11,500.00	11.54
Revenue Total	-9,750.00	-185,752.00	-176,002.00	5.25
Expense				
1-4-8000-1000 WAGES - PLANNING&DEVELOPMI	6,886.93	62,893.00	56,006.07	10.95
1-4-8000-1011 SICK PAY - PLANNING&DEVELOPI	226.80	0.00	-226.80	0.00
1-4-8000-1050 FT BENEFITS - PLANNING&DEVEL	0.00	150.00	150.00	0.00
1-4-8000-1051 CPP - PLANNING&DEVELOPMENT	597.93	3,742.00	3,144.07	15.98
1-4-8000-1052 EMPLOYMENT INSURANCE - PLA	238.12	1,088.00	849.88	21.89
1-4-8000-1053 OMERS - PLANNING&DEVELOPMI	856.78	5,575.00	4,718.22	15.37
1-4-8000-1056 HEALTH TAX - PLANNING&DEVEL	204.67	1,226.00	1,021.33	16.69
1-4-8000-1057 WCB - PLANNING&DEVELOPMEN	320.43	2,057.00	1,736.57	15.58
1-4-8000-1058 MOSEY INSURANCE - PLANNING&	612.51	4,209.00	3,596.49	14.55
1-4-8000-1500 MILEAGE - PLANNING&DEVELOP	0.00	500.00	500.00	0.00
1-4-8000-1600 TRAINING/COURSE&SEMINAR - P	-559.68	1,000.00	1,559.68	
1-4-8000-1800 MEMBERSHIP&SUBSCRIPT - PLA	0.00	900.00	900.00	0.00
1-4-8000-2100 TELEPHONE EXPENSES - PLANNI	150.52	0.00	-150.52	0.00
1-4-8000-2300 ADVERTISING - PLANNING&DEVE	276.60	0.00	-276.60	0.00
1-4-8000-3500 SOFTWARE/PURCHASED DATA/U	148.16	0.00	-148.16	0.00
1-4-8000-4700 CONTRACTED SERVICES - PLAN	0.00	20,000.00	20,000.00	0.00
1-4-8000-9000 CAPITAL - PLANNING	0.00	45,000.00	45,000.00	0.00
1-4-8000-9900 TRANSFER TO RESERVE - PARKL	0.00	10,000.00	10,000.00	0.00
1-4-8125-2020 TWP COMMITTEE-EXPENSES - PL	0.00	1,800.00	1,800.00	0.00
1-4-8150-7503 MUNICIPAL DRAIN WRITE-OFF - P	0.00	2,500.00	2,500.00	0.00
1-4-8150-7700 MUNICIPAL DRN MAINTENANCE -	0.00	85,000.00	85,000.00	0.00
1-4-8150-8240 MUNICIPAL DRAINS-ELIGIBLE - PL	8,950.71	99,750.00	90,799.29	8.97
Expense Total	18,910.48	347,390.00	328,479.52	5.44

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RECREATION ASSOCIATIONS				
Revenue				
1-3-7000-0406 REVENUE-PROV-TRILLIUM-GRAN	-80,000.00	0.00	80,000.00	0.00
1-3-7000-0447 REC ANNUAL PMT WIND COMPAN	-31,606.00	-31,606.00	0.00	100.00
1-3-7000-0454 REVENUE-CANADA STUDENT GR	0.00	-26,525.00	-26,525.00	0.00
1-3-7000-0457 SUMMER STUDENT SALARY RE-II	0.00	-26,525.00	-26,525.00	0.00
1-3-7000-0550 DONATIONS-AMALGAMATED REC	-1,635.76	0.00	1,635.76	0.00
1-3-7050-0720 MONKLAND POST OFFICE RENT	-2,280.00	-2,280.00	0.00	100.00
1-3-7060-0720 REV-AVONMORE-MEDICAL CENTI	-3,748.68	-14,995.00	-11,246.32	25.00
1-3-7060-0990 TRANSFER FROM RESERVE - AVI	-5,850.00	0.00	5,850.00	0.00
1-3-7070-0482 PROVINCIAL GRANTS - MOOSE C	0.00	-40,000.00	-40,000.00	0.00
1-3-7070-0550 DONATIONS - MOOSE CREEK REI	0.00	-40,000.00	-40,000.00	0.00
1-3-7080-0482 PROVINCIAL GRANTS CRYSLER F	0.00	-28,000.00	-28,000.00	0.00
1-3-7080-0550 DONATIONS - CRYSLER REC	-60.00	0.00	60.00	0.00
1-3-7080-0990 TRANSFER FROM RESERVE - CR	-2,300.00	-10,000.00	-7,700.00	23.00
1-3-7090-0406 TRILLIUM GRANT - FINCH	0.00	-200,000.00	-200,000.00	0.00
1-3-7150-0720 LIBRARIES RENTALS REVENUE	-24,102.41	-25,000.00	-897.59	96.41
Revenue Total	-151,582.85	-444,931.00	-293,348.15	34.07
Expense				
1-4-5900-5830 TAXES/UTILITIES - TWP BLDG	2,186.76	14,000.00	11,813.24	15.62
1-4-5900-7000 SNOW REMOVAL/GRASS CUTTING	0.00	500.00	500.00	0.00
1-4-7000-2100 TELEPHONE EXPENSE - RECREA	0.00	600.00	600.00	0.00
1-4-7000-3250 IO LOAN PAYMENTS - REC	0.00	55.00	55.00	0.00
1-4-7000-3400 GEN-GRANTS TO REC COMMITTEE	29,506.82	31,606.00	2,099.18	93.36
1-4-7000-5300 GEN NORTH STORMONT REC-INS	0.00	57,885.00	57,885.00	0.00
1-4-7000-8450 PLAYGROUND MAINTENANCE	0.00	14,000.00	14,000.00	0.00
1-4-7010-1000 REGULAR WAGES - REC	27,992.88	113,906.00	85,913.12	24.58
1-4-7010-1011 SICK PAY - REC	854.49	0.00	-854.49	0.00
1-4-7010-1012 VACATION PAY - REC	1,410.64	0.00	-1,410.64	0.00
1-4-7010-1050 CLOTHING & YRS OF SERVICE	150.00	150.00	0.00	100.00
1-4-7010-1051 CPP - REC	2,144.84	3,868.00	1,723.16	55.45
1-4-7010-1052 EMPLOYMENT INSURANCE - REC	834.39	1,469.00	634.61	56.80
1-4-7010-1053 OMERS - REC	4,030.90	12,649.00	8,618.10	31.87
1-4-7010-1056 HEALTH TAX - REC	705.90	2,221.00	1,515.10	31.78
1-4-7010-1057 W.S.I.B. - REC	1,123.01	3,725.00	2,601.99	30.15
1-4-7010-1058 MOSEY INSURANCE EXPENSE - F	3,034.68	9,367.00	6,332.32	32.40
1-4-7010-1500 MILEAGE - REC	658.32	0.00	-658.32	0.00
1-4-7010-1600 TRAINING - REC COORDINATOR	27.27	2,500.00	2,472.73	1.09
1-4-7010-2020 MAT AND SUPPLIES REC EDO	130.00	0.00	-130.00	0.00
1-4-7010-2100 CELL PHONE - REC	94.00	0.00	-94.00	0.00
1-4-7030-5820 BERWICK BALL PARK HYDRO - R	30.02	900.00	869.98	3.34
1-4-7050-2020 MONKLAND INTERNET - REC	498.00	120.00	-378.00	415.00
1-4-7050-5800 MONKLAND HEATING - REC	2,017.99	4,500.00	2,482.01	44.84
1-4-7050-5820 MONKLAND HYDRO - REC	550.62	1,600.00	1,049.38	34.41
1-4-7050-7000 MONKLAND - SNOW REMOVAL - F	800.00	1,500.00	700.00	53.33
1-4-7050-9000 MONKLAND CAPITAL - REC	0.00	10,000.00	10,000.00	0.00
1-4-7060-1010 AVONMORE-SUMMER STUDENT-I	0.00	12,240.00	12,240.00	0.00
1-4-7060-2020 AVONMORE INTERNET - REC	60.00	500.00	440.00	12.00
1-4-7060-5800 AVONMORE HEATING - REC	3,887.28	4,500.00	612.72	86.38
1-4-7060-5820 AVONMORE HYDRO - REC	1,738.87	17,000.00	15,261.13	10.23
1-4-7060-5900 AVONMORE BUILDING MAINTENA	2,180.97	2,800.00	619.03	77.89
1-4-7060-7000 AVONMORE - SNOW REMOVAL - F	0.00	3,000.00	3,000.00	0.00
1-4-7060-9900 TRANSFER TO RESERVE - AVONM	0.00	10,000.00	10,000.00	0.00
1-4-7070-1001 PRINCIPAL PAYMENTS - MOOSE C	-19,844.85	40,139.00	59,983.85	
1-4-7070-1010 MOOSE CREEK SUMMER STUDENT	0.00	32,440.00	32,440.00	0.00
1-4-7070-2020 MOOSE CREEK INTERNET - REC	60.00	0.00	-60.00	0.00

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RECREATION ASSOCIATIONS				
1-4-7070-3020 LTD PAYMENTS - MOOSE CREEK	19,844.85	0.00	-19,844.85	0.00
1-4-7070-3100 INTEREST EXPENSE - MOOSE CR	28,765.51	51,452.00	22,686.49	55.91
1-4-7070-5800 MOOSE CREEK HEATING - REC	2,963.63	8,500.00	5,536.37	34.87
1-4-7070-5820 MOOSE CREEK HYDRO - REC	3,515.39	15,000.00	11,484.61	23.44
1-4-7070-5900 M.C. BUILDING MAINTENANCE - R	1,177.43	0.00	-1,177.43	0.00
1-4-7070-7000 M.C. SNOW REMOVAL - REC	1,000.00	2,500.00	1,500.00	40.00
1-4-7070-9000 MOOSE CREEK CAPITAL - REC	0.00	80,000.00	80,000.00	0.00
1-4-7080-1010 CRYSLER SUMMER STUDENTS - I	0.00	8,370.00	8,370.00	0.00
1-4-7080-2020 CRYSLER INTERNET - REC	210.00	840.00	630.00	25.00
1-4-7080-5800 CRYSLER HEATING - REC	3,004.68	9,000.00	5,995.32	33.39
1-4-7080-5820 CRYSLER HYDRO - REC	1,728.67	13,000.00	11,271.33	13.30
1-4-7080-5900 CRYSLER BUILDING MAINTENANCE	2,297.98	150.00	-2,147.98	1531.99
1-4-7080-8250 CRYSLER - CONSULTANTS	0.00	10,000.00	10,000.00	0.00
1-4-7080-9000 CRYSLER COMM.CENTRE CAPIT/	0.00	51,000.00	51,000.00	0.00
1-4-7090-2020 FINCH INTERNET - REC	60.00	240.00	180.00	25.00
1-4-7090-5820 FINCH HYDRO - REC	66.43	1,200.00	1,133.57	5.54
1-4-7090-5900 FINCH FACILITY MAINTENANCE -	-195.34	0.00	195.34	0.00
1-4-7090-9000 CAPITAL FINCH REC	0.00	205,000.00	205,000.00	0.00
Expense Total	131,303.03	865,992.00	734,688.97	15.16

TOWNSHIP OF NORTH STORMONT
GL Department Report



Description	Year to Date	Budget	Variance	% Used
ECONOMIC DEVELOPMENT				
Expense				
1-4-8100-3450 CIP GRANT - EC/DEV	0.00	35,000.00	35,000.00	0.00
1-4-8100-4700 CONTRACTED SERVICES - EC/DE	0.00	30,000.00	30,000.00	0.00
Expense Total	0.00	65,000.00	65,000.00	0.00

TOWNSHIP OF NORTH STORMONT
GL Department Report



GL5330

Page : 1

Date : Apr 25, 2025

Time : 9:49 am

Description	Year to Date	Budget	Variance	% Used
WATER AND SEWER CRYSLER				
Revenue				
1-3-4105-0612 CRYSLER REV WAT & SEW	0	-597,297	-597,297	0
1-3-4105-0900 CRYSLER INTEREST	-907	-4,500	-3,593	20
1-3-4105-4940 CRYSLER CONNECT FEES	-4,250	-262,827	-258,577	2
Revenue Total	-5,157	-864,624	-859,467	1
Expense				
1-4-4005-2020 CRYSLER SEWER-MAT,SUPPL,SE	0	500	500	0
1-4-4005-2200 CRYSLER SEWER-POSTAGE - EN	0	1,100	1,100	0
1-4-4005-2230 CRYSLER SEWER-ADMIN FEES - I	0	6,500	6,500	0
1-4-4005-5300 CRYSLER SEWER-INSURANCE - E	0	1,676	1,676	0
1-4-4005-8300 CRYSLER SEWER-OCWA - ENV	19,990	79,958	59,968	25
1-4-4005-9000 CRYSLER SEWER-CAPITAL EXPE	0	294,827	294,827	0
1-4-4105-2020 CRYSLER WAER-MAT,SUPPL,SEF	31	200	169	15
1-4-4105-2100 CRYSLER WATER-TELEPHONE - I	245	1,425	1,180	17
1-4-4105-2200 CRYSLER WATER-POSTAGE - EN	0	1,100	1,100	0
1-4-4105-2230 CRYSLER WATER-ADMIN FEES - I	0	6,500	6,500	0
1-4-4105-4000 CRYSLER WATER MAINTENAN&R	6,833	0	-6,833	0
1-4-4105-5300 CRYSLER WATER-INSURANCE - E	0	1,676	1,676	0
1-4-4105-5400 CRYSLER WATER-TAXES - ENV	245	500	255	49
1-4-4105-8300 CRYSLER WATER-OCWA - ENV	29,450	121,838	92,388	24
1-4-4105-9000 CRYSLER WATER-CAPITAL EXPE	63,153	68,000	4,847	93
1-4-4120-8300 SMALL DRINKING SYSTEMS - OC	4,985	22,600	17,615	22
1-4-4120-8301 SMALL SYSTEM SEWAGE	0	2,200	2,200	0
1-4-4120-9000 CAPITAL EXPENDITURES - ENV	9,281	0	-9,281	0
1-4-4120-9900 TRANSFER TO RESERVE - GENE	0	254,024	254,024	0
Expense Total	134,212	864,624	730,412	16

TOWNSHIP OF NORTH STORMONT
GL Department Report



GL5330

Page : 1

Date : Apr 25, 2025

Time : 9:50 am

Description	Year to Date	Budget	Variance	% Used
WATER AND SEWER FINCH				
Revenue				
1-3-4010-0990 TRANSFER FROM RESERVES - FI	0	-44,676	-44,676	0
1-3-4110-0613 FINCH REV WAT & SEW	0	-319,439	-319,439	0
1-3-4110-0900 FINCH INTEREST	-972	-3,000	-2,028	32
1-3-4110-4940 FINCH CONNECT FEES	-5,000	-80,000	-75,000	6
Revenue Total	-5,972	-447,115	-441,143	1
Expense				
1-4-4010-2020 FINCH SEWER-MAT,SUPPL,SERV	0	200	200	0
1-4-4010-2100 FINCH SEWER-TELEPHONE - ENV	489	2,850	2,361	17
1-4-4010-2200 FINCH SEWER-POSTAGE - ENV	0	1,100	1,100	0
1-4-4010-2230 FINCH SEWER-ADMIN FEES - ENV	0	6,500	6,500	0
1-4-4010-5300 FINCH SEWER-INSURANCE - ENV	0	1,676	1,676	0
1-4-4010-8300 FINCH SEWER-OCWA - ENV	21,610	86,442	64,832	25
1-4-4010-9000 FINCH SEWER-CAPITAL EXPENDI	40,461	63,000	22,539	64
1-4-4110-2100 FINCH WATER-TELEPHONE - ENV	541	2,850	2,309	19
1-4-4110-2200 FINCH WATER-POSTAGE - ENV	0	1,100	1,100	0
1-4-4110-2230 FINCH WATER-ADMIN FEES - ENV	0	6,500	6,500	0
1-4-4110-5300 FINCH WATER-INSURANCE - ENV	0	1,676	1,676	0
1-4-4110-5400 FINCH WATER-TAXES - ENV	1,867	4,000	2,133	47
1-4-4110-5900 FINCH WATER-BUILDING MAINTEN	364	0	-364	0
1-4-4110-8300 FINCH WATER OCWA - ENV	31,305	125,221	93,916	25
1-4-4110-9000 FINCH WATER-CAPITAL EXPENDI	50,039	144,000	93,961	35
Expense Total	146,677	447,115	300,438	33

TOWNSHIP OF NORTH STORMONT
GL Department Report




GL5330

Page : 1

Date : Apr 25, 2025

Time : 9:51 am

Description	Year to Date	Budget	Variance	% Used
WATER AND SEWER MOOSE CREEK				
Revenue				
1-3-4100-0482 MOOSE CREEK PROVINCIAL GRA	0	-1,193,896	-1,193,896	0
1-3-4100-0611 MOOSE CREEK REV WAT & SEW	0	-324,746	-324,746	0
1-3-4100-0900 MOOSE CREEK INTEREST	-666	-3,000	-2,334	22
1-3-4100-0990 TRANSFER FROM RESERVES - M	0	-55,000	-55,000	0
1-3-4100-4940 MOOSE CREEK CONNECT FEES	-20,058	-60,000	-39,942	33
Revenue Total	-20,724	-1,636,642	-1,615,918	1
Expense				
1-4-4000-2100 MC SEWER-TELEPHONE - ENV	151	610	459	25
1-4-4000-2200 MC SEWER-POSTAGE - ENV	0	1,100	1,100	0
1-4-4000-2230 MC SEWER-ADMIN FEES - ENV	0	6,500	6,500	0
1-4-4000-5300 MC SEWER-INSURANCE - ENV	0	1,676	1,676	0
1-4-4000-5400 MC SEWER TAXES - ENV	693	1,500	807	46
1-4-4000-8300 MC SEWER-OCWA - ENV	19,285	77,139	57,854	25
1-4-4000-9000 MC SEWER-CAPITAL EXPENDITUI	1,011	1,093,379	1,092,368	0
1-4-4000-9900 TRANSFER TO RESERVE - MC SE	0	115,364	115,364	0
1-4-4100-2020 MC WATER-MAT,SUPPLIES,SERV	0	2,000	2,000	0
1-4-4100-2100 MC WATER-TELEPHONE - ENV	151	610	459	25
1-4-4100-2200 MC WATER-POSTAGE - ENV	0	1,100	1,100	0
1-4-4100-2230 MC WATER-ADMIN FEES - ENV	0	6,500	6,500	0
1-4-4100-5300 MC WATER-INSURANCE - ENV	0	1,676	1,676	0
1-4-4100-5400 MC WATER-TAXES - ENV	2,962	6,600	3,638	45
1-4-4100-8300 MC WATER-OCWA - ENV	31,597	126,388	94,791	25
1-4-4100-9000 MC WATER-CAPITAL EXPENDITUI	50,558	194,500	143,942	26
Expense Total	106,407	1,636,642	1,530,235	7

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. FIN-07-2025
Agenda Date:	May 13, 2025	
Subject:	Moose Creek Community Hall Rental	
Attachments:		

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont receives Report No. FIN 07-2025 from the Treasurer and approves the rental of the Moose Creek Community Hall for a two month period, from June 30th to August 30th, 2025, to Happy Face Child Care at at cost of \$1,500 per month (taxes included).

2.0 **LEGAL DESCRIPTION**

N/A

3.0 **BACKGROUND**

A request was received from Happy Face Child Care to rent the Moose Creek Community Hall to provide the Avonmore summer program for children. Happy Face must vacate their current premises during the construction works at the Avonmore Public School during the summer and needs an alternative space to run its program. Happy Face Child Care reviewed the Moose Creek Community Hall and deemed it to be appropriate for this program. The use of the Moose Creek facility will allow them to support approximately half of the current children at the Avonmore Public School child care facility, with the limiting factor being the number of washrooms available at the Moose Creek site.

Happy Face Child Care is requesting a reduced rental rate from their current lease rate that is in place at their Berwick location. Under the current lease rate, the monthly rental rate would be \$1,568 plus taxes at the community hall. In order to allow the day care to break even, they are requesting a reduced monthly rate of \$1,500 including taxes (\$1,327 plus tax) to run their program.

Although this would provide the municipality with extra revenues, the primary focus should be that without the Township's support there will be hardship on

our community members that use the childcare facility in Avonmore.

It is being recommended that Council support the reduced monthly rate for the summer months to provide assistance to Happy Face Child Care to deliver childcare programs to the community.

4.0 POLICY CONSIDERATION

N/A

5.0 ANALYSIS

N/A

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

That Council approve the reduced monthly rate of \$1,500 (taxes included) to rent the Moose Creek Community Hall to Happy Face Child Care for a two month period.

8.0 ALTERNATIVES

As Council deems appropriate.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☐ No ☐ N/A ☒

This item is within the approved budgeted amount:

Yes ☐ No ☐ N/A ☒

This item is mandated by the Provincial/Federal Government:

Yes ☐ No ☐ N/A ☒

Prepared By:

**Reviewed and
submitted by:**

**Submitted for Council
consideration by:**




Kimberley Goyette
Treasurer



Kimberley Goyette
Treasurer



Craig Calder
CAO/Clerk

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. FIN-08-2025
Agenda Date:	May 13, 2025	
Subject:	Release of Tax Information Policy	
Attachments:	<input type="checkbox"/> Release of Tax Information Policy 2025	

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont accepts Report No. FIN 08-2025 from the Treasurer regarding policy FIN 01-2025, Release of Tax Information Policy, to be formally accepted by By-law.

2.0 **LEGAL DESCRIPTION**

N/A

3.0 **BACKGROUND**

Every year, as required by the *Assessment Act* section 39(1) the Municipal Property Assessment Corporation (MPAC), produces an assessment roll for each Ontario municipality. The municipal Clerk or designate is subsequently required to make the roll available for inspection by the public during office hours as they are the key to ensuring public access to various municipal records. Also, the general public often inquires by email and phone, to various members of staff, pertaining to the data on the property assessment roll.

The assessment rolls, once delivered, belongs to the Township and the Township has the jurisdiction to determine how to make the tax roll “available for inspection” as required by the *Assessment Act* section 39(2).

4.0 **POLICY CONSIDERATION**

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll of the Township as per the *Assessment Act*, *RSO 1990* and the *Municipal Freedom of Information and Protection of Privacy Act*, *RSO, 1990*.

5.0 ANALYSIS

No previous policy was noted for this subject. Since there are confidentiality considerations for the release of this data, it seems important to formally approve and circulate this policy to all staff so that they are aware of what information they can and can't release.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

That Council approve the Release of Tax Information policy.

8.0 ALTERNATIVES

As Council deems appropriate.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☐ No ☐ N/A ☒

This item is within the approved budgeted amount:

Yes ☐ No ☐ N/A ☒

This item is mandated by the Provincial/Federal Government:

Yes ☐ No ☐ N/A ☒

Prepared By:

**Reviewed and
submitted by:**

**Submitted for Council
consideration by:**



Kimberley Goyette
Treasurer



Kimberley Goyette
Treasurer



Craig Calder
CAO/Clerk

POLICY MANUAL	Policy No. FIN 01-2025
For: Township of North Stormont	Effective Date: May 13, 2025
Subject: Release of Tax Information Policy	Department: All

BACKGROUND

Every year, as required by the *Assessment Act* section 39(1) the Municipal Property Assessment Corporation (MPAC), produces an assessment roll for each Ontario municipality. The municipal Clerk or designate is subsequently required to make the roll available for inspection by the public during office hours as they are the key to ensuring public access to various municipal records.

Once delivered, these assessment rolls belong to the Township and the Township has the jurisdiction to determine how to make the tax roll "available for inspection" as required by the *Assessment Act* section 39(2).

PURPOSE

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll of the Township as per the *Assessment Act, RSO 1990* and the *Municipal Freedom of Information and Protection of Privacy Act, RSO, 1990*.

DEFINITIONS

Clerk – means the Chief Administrative Officer/Clerk of the Township.

Township - Indicates the Corporation of the Township of North Stormont.

Staff – Refers to the employees of the Corporation of the Township of North Stormont.

Tax Assessment Roll – refers to the document produced and distributed to the Township by MPAC.

ALIGNMENT WITH STRATEGIC DIRECTION

This policy is in line with the Township's vision to ensure continued strong customer service with clear procedures and tools.

ROLES & RESPONSIBILITIES

This policy is administered by the Finance Department, where the Treasurer is responsible for ensuring outstanding Release of Tax Information processes are performed in accordance with this policy and all applicable legislation. In addition, the Treasurer, or designate, is responsible to:


- Ensure this policy remains consistent with current legislation.
- Ensure applicable staff are aware of and trained on this policy including any revisions; and
- Ensure this policy is used in a consistent and equitable manner by all staff.

PROCEDURES

- a. A member of the public may view the Tax Assessment Roll for the Township. The information provided in this document provides:
 - Name
 - Address and 911 address, if applicable
 - Property Roll Number
 - Legal Description
 - Assessment
 - Classification
 - School support
- b. "Inspection" means "viewing only" and only copying by hand or keying information into a laptop or other electronic device is permitted.
- c. The Tax Assessment Roll for the Township shall not be photocopied.
- d. The Tax Assessment Roll for the Township shall not be reproduced by means of a scanner.
- e. The Tax Assessment Roll for the Township may not be reproduced by means of a camera or cell phone.
- f. Staff are not responsible for the correctness of the Tax Assessment of the Township.
- g. Staff shall not provide any information additional to what is on the Tax Assessment Roll for the Township.
- h. Personal information contained in the Tax Assessment Roll for the Township shall not be provided by staff via the phone or email for example, names, addresses, etc. **Property information only shall be provided** such as assessment and lot size. Personal details such as payment history, arrears, outstanding taxes, and personal

identifiers (mailing address, names) are generally protected under privacy laws like the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The tax status of a property in the Township shall not be released by staff to any person except the property owner. Release of this information to another party can only be upon the written consent of the property owner or their legal representative.

 <div> The Corporation of the Township of NORTH STORMONT </div>		Report No. FIN-09-2025
Agenda Date:	May 13, 2025	
Subject:	Development Charges Background Study	
Attachments:		

1.0 **RECOMMENDATION**

THAT the Council of the Township of North Stormont receives Report No. FIN 09-2025 from the Treasurer, regarding the Development Charges Background Study for information purposes.

2.0 **LEGAL DESCRIPTION**

N/A

3.0 **BACKGROUND**

Request for Quotation (RFQ) Planning-001-2025 was put out for consultation services for a Development Charges Background Study. The purpose of this Request for Proposal was to select a qualified consultant with the skills, resources, and experience necessary to undertake background analysis, specific policy analysis, and incorporate data provided by municipal staff, and others, to complete a Development Charges Background Study and Draft By-law with associated rate schedule, to conform with the *Development Charges Act*, as amended, and related Regulations. The deadline for submission was April 30th, 2025 and only one submission was received.

4.0 **POLICY CONSIDERATION**

N/A

5.0 **ANALYSIS**

The submission received was from Watson & Associates who have over 42 years experience in completing such studies. They have a reputation of being easy to work with and are strongly recommended.

The bid documents did meet the bid requirements and came in at \$35,000 with a scheduled completion date of December 2025. This will allow Township staff the winter months to educate developers and the community on any new fees introduced. It is also the slow season for building permits.

The submission falls within the 2025 budget which was set at \$35,000. In accordance to the Procurement Policy approval thresholds, the Chief Administrative Officer (CAO) has the authority to approve this purchase, but this information is being brought forward for transparency purposes.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

That Council receives report 09-2025 for information purposes.

8.0 ALTERNATIVES

N/A

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:

Yes ☒ No ☐ N/A ☐

This item is within the approved budgeted amount:

Yes ☒ No ☐ N/A ☐

This item is mandated by the Provincial/Federal Government:

Yes ☐ No ☐ N/A ☒

Prepared By:

**Reviewed and
submitted by:**

**Submitted for Council
consideration by:**



Kimberley Goyette
Treasurer



Kimberley Goyette
Treasurer



Craig Calder
CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 15-2025

BEING a By-law to provide for updates to the Morrow Brabec Branch of Cumming Municipal Drain pursuant to *Section 78(1) of the Drainage Act, R.S.O. 1990, C.D.17.*

WHEREAS the *Municipal Act, 2001*, c.25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c.25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Drainage Act, R.S.O. 1990, c.D.17 s. 78(1)* provides that if drainage works have been constructed under a By-law passed under the Act and Council considers it appropriate to undertake one or more of the major improvement projects listed in subsection 1.1 the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it;

AND WHEREAS the Council of the Township of North Stormont has directed, under section 78(1) of the *Drainage Act, R.S.O. 1990*, that an Engineer's Report shall be prepared by Shade Group Inc. for the drain known as the Morrow Brabec Branch of Cumming Municipal Drain;


AND WHEREAS the appointed engineer has prepared an Engineer's Report dated February 6, 2025 and attached hereto as Schedule "A";


AND WHEREAS the Council of the Township of North Stormont has considered the Engineer's Report in accordance with Section 45(1) of the *Drainage Act, R.S.O. 1990* and is desirous of adopting the report.


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

1. That the Engineer's Report prepared under Section 78(1) of the *Drainage Act, R.S.O. 1990* for the Morrow Brabec Branch of Cumming Municipal Drain, attached hereto as Schedule "A" is hereby adopted and the drainage works therein indicated and set forth is hereby authorized and shall be completed accordingly.
2. That this By-law shall come into force and effect upon its final passing.

READ A FIRST, SECOND TIME AND PROVISSIONALLY ADOPTED
this 4th day of March 2025.



François Landry, Mayor




Craig Calder, CAO/Clerk

READ A THIRD AND FINAL TIME and passed in open Council, signed and sealed this XX day of XX, 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

**MORROW-BRABEC BRANCH
OF THE CUMMING MUNICIPAL DRAIN
PROPOSED PARTIAL REALIGNMENT
S. 78 ENGINEER'S REPORT
TOWNSHIP OF NORTH STORMONT**



PREPARED BY

SHADE GROUP INC
4625 MARCH ROAD
ALMONTE, ON
K0A 1A0

PREPARED FOR

THE TOWNSHIP OF NORTH STORMONT
15 UNION STREET
BERWICK, ON
K0C 1G0

FEBRUARY 6, 2025

EXECUTIVE SUMMARY

This Engineer's Report has been prepared under Section 78 of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78 refer to 'major improvements', which refer in this case to the intention to relocate the existing alignment of the Morrow-Brabec Branch to accommodate a road widening of part of County Road 22.

This report includes:

- A watershed map of the drain and its contributing area (**Appendix C**);
- Plan and Profile Drawings for the proposed realignment (**Appendix C**);
- An updated Schedule of Assessment for future maintenance of the system (**Appendix B**);

Available under separate cover, the following information has also been referenced in the preparation of this report

- Hydrology and hydraulic assessments (by others) of the municipal drainage system, including the driveway culverts;
 - Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
 - Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)
- Construction specifications, which will be used for the initial construction and should be referenced (as applicable) for future maintenance.
 - Special Provisions – Tender Document

A map showing the location of the Morrow-Brabec Branch has been enclosed in **Appendix A**.

The Township of North Stormont was consulted about the history of the Morrow-Brabec Branch of the Cumming Municipal Drain as part of the preparation of this report. Per the supplied information, it is our understanding that the governing report for the Morrow-Brabec Branch is the *Morrow-Brabec Branch - Cumming Municipal Drain* prepared by Stidwill & Associates Limited dated December 5, 1974. Further historical information has been detailed in **Section 2.0**.

Shade Group Inc. (SGI) was appointed by resolution on July 26, 2022 (Resolution No. 219-2022) to "*update the necessary engineer's reports to legitimize all drainage works required to be completed as part of the SDG County Road 22 project*". Due to delays in the design of the road work (by others), a renewal resolution was completed July 18, 2023 (Resolution No. 219-2023). Copies of the resolutions have been enclosed in **Appendix D**.

Future maintenance works shall be assessed in accordance with the assessment schedule enclosed within **Appendix B**. Current construction costs as well as the current engineering costs associated with the realignment will be borne solely by the County as the project is required to accommodate road infrastructure.

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APPENDICES

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- APPENDIX C: ENGINEERING DRAWINGS
- APPENDIX D: RESOLUTIONS & BY-LAW
- APPENDIX E: AGENCY CONSULTATION & PERMITS

REVISIONS & SUBMISSIONS

Revision #	Comments	Date
00	Draft Submission to Township	January 20, 2025
01	Formal Submission to Township	February 6, 2025

1.0 INTRODUCTION

This Engineer's Report has been prepared under Section 78 of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78 refer to 'major improvements', which refer in this case to the intention to relocate the existing alignment of the Morrow-Brabec Branch to accommodate a road widening of part of County Road 22.

The Section 78 process was initiated at the request of the United Counties of Stormont, Dundas and Glengarry to accommodate the realignment of the Morrow-Brabec Branch of the Cumming Municipal Drain. The realignment of the Morrow-Brabec Branch is required to accommodate a widening of part of County Road 22. The existing right-of-way for County Road 22 is understood to be as narrow as +/- 16m in many areas along the project area, and the proposed County Road 22 project will see the right-of-way increased to 37m wide in the vicinity of the Morrow-Brabec Branch. The County has undertaken land acquisition as part of the road widening project, and therefore the realigned Morrow-Brabec Branch will continue to be within the County owned right-of-way. As the land has been acquired through other means, no allowances under the Drainage Act have been applied to this project.

This report includes updated Plan and Profile Drawings for the realignment which have been prepared by BT Engineering (BTE) as part of the road reconstruction project. As the supplied drawings are intended for the entirety of the road reconstruction (i.e. not just the drain realignment) – the author has highlighted the relevant information on the supplied plans for clarity. Only those pages relevant to the municipal drain have been included in this report. The entire road construction drawing package is available under separate cover.

This report also includes an updated Schedule of Assessment for future maintenance of the system. Updates were generally minor, as there have been minimal land use changes, however the updated assessment schedule reflects the proposed conditions, which includes additional lands to be owned by the County.

All proceedings associated with the preparation of this report have been completed in accordance with the specifications of *the Act*. Per the acceptance of the County of Stormont, Dundas and Glengarry, the County has agreed to pay all initial construction fees, as well as the drainage engineering fees associated with the realignment of the Morrow-Brabec Branch. Future maintenance of the system would be completed in accordance with Section 74 of the Drainage Act – and costs for future maintenance would be assessed in accordance with the assessment schedule found in **Appendix B**.

2.0 DRAIN HISTORY

The Township of North Stormont was consulted about the history of the Morrow-Brabec Branch of the Cumming Municipal Drain as part of the preparation of this report. Per the supplied

information, it is our understanding that the governing report for the Morrow-Brabec Branch is the *Morrow-Brabec Branch - Cumming Municipal Drain* prepared by Stidwill & Associates Limited dated December 5, 1974.

3.0 EXISTING CONDITIONS

3.1 DESCRIPTION OF THE ALIGNMENT + AREA REQUIRING DRAINAGE

The Morrow-Brabec Branch is understood to have been constructed in 1974 under a report authored by Stidwell & Associates Ltd. The report describes the alignment of the drain as follows:

"The drain will have its point of commencement at the southwest corner of Lot 3, Concession 7 of your township [Roxborough]. It will run in an easterly direction along the north side of County Road No. 22 to a good outlet in the Cumming Drain ... The total length of drain as laid out in the field is 3,062 feet."

Morrow-Brabec Branch Engineer's Report, December 5, 1974 (page 1)

The report also mentions the creation of a branch drain that runs perpendicular to County Road 22 through the middle of Lot 2, Concession 7, but this branch drain will not be part of the scope of this report. No changes are proposed to the branch drain – and all specifications, including applicable maintenance of the branch drain – would remain as per the 1974 Engineer's Report.

The outlet for the Morrow-Brabec Branch is the Cumming Municipal Drain, intersecting at the south end of Lot 1, Concession 7.

The total contributing area for the Morrow-Brabec Branch is estimated to be approximately 38.5 ha.

4.0 PROPOSED IMPROVEMENTS

This project proposes to realign the Morrow-Brabec Branch by offsetting its alignment to provide the necessary space for the widening of County Road 22.

Design of the realignment of the Morrow-Brabec Branch was undertaken by the County's engineering consultants – BTE – as part of the road design for the County Road 22 reconstruction project. The applicable Plan and Profile drawings (C-012 – C-015) as taken from the *"County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road"* Issued for Tender package (07/24) have been included in **Appendix C**. The associated technical reports discussing the hydrology and hydraulics associated with the channel cross-section and the applicable culverts are available under separate cover:

- 1) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 2) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

5.0 DRAINAGE ACT, 1990, PROCESS

5.1 TO DATE

Shade Group Inc. (SGI) was appointed by resolution on July 26, 2022 (Resolution No. 219-2022) to *“update the necessary engineer’s reports to legitimize all drainage works required to be completed as part of the SDG County Road 22 project”*. Due to delays in the design of the road work (by others), a renewal resolution was completed July 18, 2023 (Resolution No. 219-2023). Copies of the resolutions have been enclosed in **Appendix D**.

Shade Group was appointed early in the design stage of the road reconstruction project, and as the road design work took multiple years, there were certain delays in the preparation of the Engineer’s Report pending completion and permitting for the proposed drainage works associated with the road reconstruction.

An on-site meeting was held at the Moose Creek Community Centre on July 12, 2023. Approximately 12 property owners attended the meeting as well as representatives from the Township (CAO and Drainage Superintendent), representatives from BTE and representatives from the County.

Discussions at the on-site meeting were generally related to concerns with the improvements being proposed pertaining to the County Road 22 project, including concerns over land acquisition, and further requests for enclosures in areas alongside the road. The land acquisition component of the project was completed as part of the road widening project, and was undertaken separate from the Drainage Act component. The land acquisition was overseen by the County – not the Township or Drainage Engineer. As the land has been acquired through other means, allowances under the Drainage Act were not applied. No concerns were brought forth regarding the current performance of the drainage system, nor any concerns noted with respect to flooding or erosion of the system as it currently exists.

Throughout the time leading up to, and following the on-site meeting, Shade Group undertook on-going consultation with the Township’s Drainage Superintendent and the County’s project lead. Shade Group conducted high level peer review of the drainage design documents prepared by BTE as it pertains to the design of the realigned channel and associated culverts. Multiple iterations were provided however the final governing design documents are understood to be:

- 1) Drawings - “County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road” Issued for Tender package (07/24) (BTE)

- 2) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 3) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

Ultimately the final design drawings will remain the liability of the design engineers (BTE/Sanchez Engineering Inc.)

5.2 NEXT STEPS

Following the formal submission of this report to the Township, the report will be brought to a Meeting to Consider (Section 42).

The clerk of the municipality shall send a copy of the report and a notice stating the date on which the report was filed, the name or designation of the drainage works; and the date of the council meeting at which the report will be considered, to the prescribed people (Section 41).

The Meeting to Consider is held by council, and council may adopt the report by provisional by-law by giving two readings (Section 45(1)).

Following the Meeting to Consider, and assuming a provisional by-law is adopted by two readings, a notice is sent, including a copy of the provisional by-law (exclusive of the Engineer's Report) of the time and place for the first sitting of the Court of Revision. This notice is sent to each body or person as entitled under Section 41 of the Drainage Act.

Following the completion of addressing all appeals; or the time for appealing has expired, Council may pass the provisional by-law by a third reading, thereby authorizing construction of the drainage works. Work may then be commenced as early as ten days after the by-law is passed, if no notice of intention to make an application to quash the by-law has been filed with the clerk of the council (Section 58(1)), assuming the limitations for construction can be met at such a time (e.g. compliance with any permitting restrictions with respect to timing windows).

It is understood that the County will be overseeing the tendering of the drainage works as part of the road reconstruction tender. It is anticipated that a combination of Township staff and Shade Group resources may be drawn upon during the construction to oversee the construction and the final walkthrough, on an as needed basis. All such involvement from Shade Group would be billed back to the County.

5.3 RESOLUTION AND BY-LAW

Appendix D has been included in this report as a place to attach the applicable resolution and by-law associated with this Section 78(1) undertaking. The resolutions for Shade Group's appointment have been enclosed with this submission; and it is recommended that the Drainage Superintendent (or applicable Township Staff) attach a copy of the report adoption by-law following its third reading for ease of future reference.

5.4 LIMITATIONS

The process overview provided in **Section 5.2** is provided as a general summary of the next steps to completion. Should the process described conflict with the specifications of the Drainage Act, the Drainage Act shall govern. The process described is provided as a summary only, the Township clerk shall be responsible for ensuring that the applicable administrative works are completed in accordance with the specifications of the Drainage Act.

6.0 DESIGN CONSIDERATIONS

All design works associated with the realignment have been undertaken by the County's engineering consultant (BTE). The governing design documents for the design of the Morrow-Brabec Branch realignment are understood to be as follows:

- 1) Drawings C-012 – C-015 - "County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road" Issued for Tender package (07/24) (BTE)
- 2) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 3) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

Copies of the relevant drawings (C-012-C-015) can be found in **Appendix C**. In an effort to limit the size of this report, the remaining technical documents (Municipal Drain Assessment & Culvert Replacement Recommendations) remain available under separate cover.

7.0 PLAN, PROFILE & SPECIFICATIONS

It is intended that the accompanying design documents form part of this report, and that they together govern the performance of the work, including both the initial construction and future maintenance works.

The enclosed Watershed Map - Plan View (**Appendix C**) shows:

- The watershed boundary;
- The general course of proposed works;
- Property ID numbers have been assigned to each property for ease of reference to the assessment schedule. The use of Property IDs rather than names offers protection of private information and affords continuity of use as property ownership can change over time.

The enclosed Profile Drawings (C-012 – C-015) (**Appendix C**) show:

- The realigned alignment of the Morrow-Brabec Branch relative to the centerline of the road;

- Slopes and elevations associated with the open channel and applicable driveway culverts.

Specifications for the channel cross-section can be found in the Municipal Drain Assessment – Technical Memorandum (available under separate cover). The specifications note that the Morrow-Brabec Branch is to have a trapezoidal geometry with a bottom width of 0.5m; and side slopes of 3:1 or 4:1. Side slopes of 3:1 are proposed on the backslope of the municipal drain, while the 4:1 side slope is proposed on the foreslope (road-side). An extract from the aforementioned Technical Memorandum is provided in the figure below.

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024

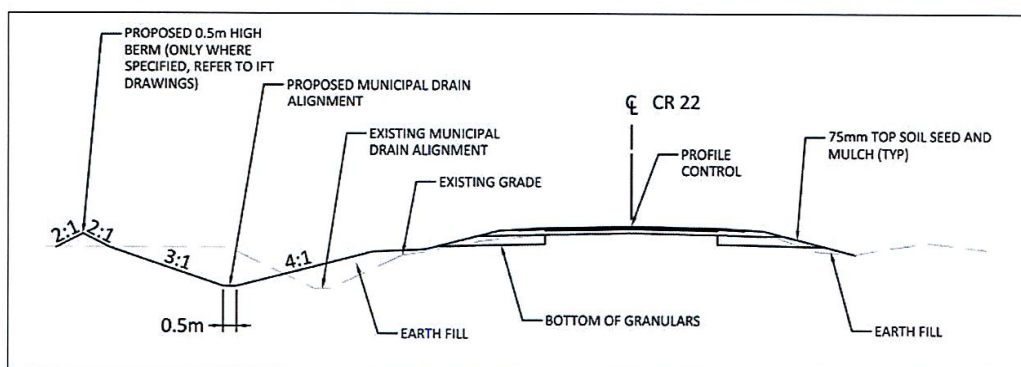


Figure 1: Typical Cross-Section - Per Municipal Drain Assessment - Technical Memorandum - Page 5

8.0 EXISTING ALIGNMENT – ABANDONMENT

The alignment of the Morrow-Brabec Branch as adopted in 1974 shall be considered abandoned and replaced with the alignment shown within the enclosed plans. The new alignment of the Morrow-Brabec Branch as reflected in the enclosed plans is to be adopted as the new governing alignment.

There are no changes proposed to the Branch Drain of the Morrow-Brabec Branch (see Watershed Map – **Appendix C**).

9.0 CULVERTS + FUTURE MAINTENANCE

Table 1 is provided as a summary of the culverts on the Morrow-Brabec Branch. Stations are referenced from drawings C-012 – C-015 - "County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road" Issued for Tender package (07/24) (BTE)

Table 1: Morrow-Brabec Branch – Culvert Inventory

Culvert ID #	Property ID Reference	Station (BTE)	Column A Inventory Details ^A	Column B Equivalent Length w/ 2:1 Side Slopes ^B	Column C Difference assigned to Special Benefit ^C
DC42	1,2	±13+663	1000mm Ø C.S.P, 26.1 m	21.8 m	4.4 m
DC45	3	±14+042	1000mm Ø C.S.P, 24.7 m	18.1 m	6.6 m
DC46	4	±14+241	1200mm Ø C.S.P, 28.8 m	22.1 m	6.7 m

^A Culvert lengths are as per BTE drawings.

^B Length of culvert required if side slopes were specified at the minimum standard of 2:1.

^C Difference between length specified by the County where greater than minimum standard of 2:1. Additional length is to be assessed as a special benefit to the United Counties of Stormont, Dundas and Glengarry when undertaking future replacement.

Per discussions with the County, we understand that the County standard for end treatment of culverts is 2:1. In a number of cases, BTE has designed to a greater standard, with many driveways specified with approximately 3:1 (+/- 33%) end treatments. With that, the proposed extra length of pipe is considered above the minimum standard and therefore considered a special benefit.

When undertaking future replacement of the driveway culverts, the replacement culverts shall be like-for-like replacement of the diameter and material specified in Column A; with the cost of the length of Column B assessed back to the drain; and the cost of the additional length (Column C) assessed solely to the County.

9.1 FUTURE MAINTENANCE AND REPLACEMENT – ENTRANCE CULVERTS

Future maintenance of entrance culverts is to be completed by the Township, as per the Section 74 of the Act. Per the Act:

“Maintenance of drainage works and cost

74. Any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, relating to the construction or improvement of a drainage works by local assessment, shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works and in the proportion determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report or on appeal therefrom. R.S.O. 1990, c. D.17, s. 74.”

The maintenance and replacement of entrance culverts (DC42, DC45 and DC46) are to be at the expense of the upstream landowners, in the same apportionments as distributed in the enclosed

assessment schedule (**Appendix B**), with the exception of the additional lengths, which shall be assessed to the County as a Special Benefit. For more information on the split – refer to **Section 9.0**.

9.2 FUTURE MAINTENANCE – DRAINAGE CHANNEL

Similar to the culverts, future maintenance of the drainage system is to be completed in accordance with Section 74 of the Drainage Act. Future maintenance works of the drainage channel would be expected to include such works as a bottom cleanout, reinstatement of side slopes, and other such general works required to restore the system to the original design. Where only a partial cleanout is completed, only those upstream of the works would be assessed. Where the entire drain is maintained, the entire watershed would be assessed. Whether partial or full maintenance, assessed costs would be in accordance with the assessment schedule enclosed in **Appendix B**.

10.0 ASSESSMENTS

An update to the assessment schedule for the Morrow-Brabec Branch of the Cumming Municipal Drain has been undertaken to account for the lands acquired by the County from the properties adjacent to County Road 22 to accommodate the road widening project.

As per Section 21 of *the Act*, “*The engineer in the report shall assess for benefit, outlet liability and injuring liability, and shall insert in an assessment schedule, in separate columns, the sums assessed for each opposite each parcel of land and road liable therefor.*” As this is an existing drain and the scope of works does not include any works that would be considered injuring to lands or roads, injuring liability is not considered applicable for this project.

As the overall changes to the land use have been minimal *for lands directly abutting the drain*, and as it can reasonably be assumed that the overall benefit-to-outlet ratio of the drain can be considered to be relatively proportional today to that of the governing Engineer's Report from 1974 (i.e. the benefit area has not measurably changed in size); the total benefit apportionment has not been changed from that of the previous governing reports, and has instead been reapportioned amongst the lands who meet the definition of such an assessment. Under *the Act*, lands eligible for benefits assessment are defined as those “*lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance or repair of a drainage works may be assessed for benefit. R.S.O. 1990, c. D.17, s. 22.*”

Finally, all lands within the watershed are assessed outlet liability, which is defined as “*lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of*

any other drainage works or of a swale, ravine, creek or watercourse, may be assessed for outlet liability. R.S.O. 1990, c. D.17, s. 23 (1)."

The method for determining the appropriate apportionment of benefit and outlet liability assessment is the responsibility of the appointed Drainage Engineer. The Drainage Engineer shall use their best judgement to determine an apportionment that is considered fair to all those assessed.

For the purposes of assessing outlet and benefit across the lands within the watershed, the Drainage Engineer has generally followed the Factored Areas Method. Under this method, the areas of land within the watershed are assigned factors based on land use, proximity to the drain (distance factor), and general location in the watershed (sub-section factor). The summation of these factors provides a factored area that allows lands within the watershed to be compared on what has been considered a fair basis. The appropriate factors are assigned by the engineer, on a case-by-case basis, as deemed appropriate and fair by the engineer.

10.1 LAND USE FACTORS

Each property was assigned a land use factor based on current aerial mapping. The assigned values for the respective land use have been summarized in Table 2.

Table 2: Land-use factors in the assessment of the Morrow-Brabec Branch.

Land Use Description	Factor
Agricultural	1.0
Roads	2.0

10.2 DISTANCE FACTORS

Each property within the drain was assigned a distance factor based on offsetting measurements from the applicable channel. The distance factors for the Morrow-Brabec Branch were as follows:

Table 3: Distance factors for the Morrow-Brabec Branch

Offset (m)	Factor
0 – 100	1.0
100 – 200	0.75
200 – 300	0.50
300 – 400	0.25
>400	0.10

10.3 LENGTH FACTORS

Each property was assigned a factor between 0 and 1 based on their relative location in the watershed. Properties farthest upstream (top of the watershed) make use of the entire length of the drain and were assigned a factor of 1.0, while properties at the outlet of the drain only make use of a small relative apportionment of the total system; and were assigned a smaller factor.

Properties throughout the watershed were then assigned factors between 1.0 and 0.38 based on their relative location within the watershed. Factors were determined based on the approximate outlet station of where water from the property would be expected to enter the drain, and prorated accordingly.

For example, when calculating the assessments for a property draining halfway along the length of a given drain at 500m in length, the property would be assigned a factor of 0.5.

This would be calculated as follows:

$$(500-250) / 500 = 0.5$$

This calculation equates the total linear length of the drain used (500 – 250; where 500 is the total length of the drain in meters, and 250 is the approximate point at which the property's water enters the drain) and assigns that value as a factor.

Each of these factors (land use, offset, and length) was used to determine an equivalent area, which was used to determine the apportionment of the associated outlet liability for each property.

11.0 FEES

11.1 INITIAL CONSTRUCTION FEES

As the realignment of the municipal drain is being undertaken as part of the County Road 22 reconstruction contract, with all costs to be borne by the County as part of their capital project; no separate construction cost estimate has been prepared for the realignment.

11.2 ENGINEERING FEES

All engineering fees associated with the preparation of this report have been borne by the County of Stormont, Dundas and Glengarry. As the County Road 22 project included multiple realignments, which were all undertaken simultaneously, it is difficult to separate out the specific engineering fees associated with the Morrow-Brabec component of the project. As all engineering fees have been agreed to be paid by the County, no separation of engineering costs specific to the Morrow-Brabec Branch has been completed.

11.3 FUTURE MAINTENANCE FEES

As the fees associated with future maintenance works are not expected to be within the next 5-10 years, it is difficult to predict future costs and future inflation. With that, assessments associated with future maintenance have been estimated based on the same 1974 initial construction costs. Future maintenance fees would be assessed in the same apportionment as those reflected in the enclosed assessment schedule. E.g. if a property was assessed \$2,000 out of a total \$10,000 budget, their apportionment would be 20% of the total fees. Therefore, if future maintenance was to cost \$20,000, they would be assessed 20%, or \$4,000.

12.0 PERMITTING & SPECIAL CONSIDERATIONS

As part of the preparation of this report, Shade Group conducted a review of AgMaps, the Geographic Information System managed by the Ministry of Agriculture, Food and Rural Affairs. AgMaps identifies the Morrow-Brabec Branch as 'Class F' drains. Class F drains are defined as intermittent watercourses that are dry for at least 3 months of the year.

12.1 SOUTH NATION CONSERVATION AUTHORITY

The County of Stormont, Dundas and Glengarry submitted the applicable design documents to South Nation Conservation Authority for permitting. A copy of the final permit has been enclosed in **Appendix E**. This permit is limited to the initial construction – future maintenance works would be subject to applicable permitting requirements at the time of such work.

12.2 FISHERIES AND OCEANS CANADA

The County of Stormont, Dundas and Glengarry submitted the applicable design documents to Fisheries and Oceans Canada (DFO) for review and comment, through the Request for Review process. A copy of the "letter of advice" from DFO has been enclosed in **Appendix E**. This letter is limited to the initial construction – future maintenance works would be subject to applicable permitting requirements at the time of such work.

12.3 OTHER CONSIDERATIONS

UTILITIES

The contractor shall acquire applicable utility clearance prior to excavation as per the Ontario Underground Infrastructure Notification System Act. Should utility conflicts be identified, BTE is to be notified to address any redesign considerations. Any changes to the design would need to be incorporated into the Engineer's Report. Changes needed during construction may be eligible to be incorporated through 84.1 (1) of the Drainage Act, as outlined in O. Reg 500/21, Part III, Process for Amendments to an Engineer's Report.

WORKING SPACE

The Drainage Act specifies that works (both maintenance and initial construction) are to be completed within the working space designated in the Engineer's Report (Section 63(1)).

For the initial construction, the working space shall be considered to be 30m from the top of bank on both sides of the drain. For future maintenance, the working space is specified as 20m from the top of bank on either side of the drain. This working space will allow the Drainage Superintendent to complete works either from the south or north side of the drain. This working space is required to ensure that maintenance works can be performed and allows excavated materials to be spread within the working space.

Permanent obstructions should not be installed within the working space, including (but not limited to) trees, fences, structures, etc. Obstructions that impact future maintenance works

maybe removed by the Drainage Superintendent or the property owner – at the expense of the property owner. Where fences are installed – reinstatement costs would be the responsibility of the property owner.

SPREADING OF MATERIAL – FUTURE MAINTENANCE

When undertaking future maintenance, it is anticipated the sediment from the ditch bottom will need to be excavated out of the channel to restore the original drain design. The bottom of the ditch shall be excavated to an even grade so that no water may lay stagnant therein.

The excavated earth/silt from the drain cleanout shall be spread on the north side of the drain. In cultivated lands, the depth of spread materials shall not exceed 150mm (6 inches) above grade and relief channels shall be cut at a maximum spacing of 50m to allow surface water to continue to sheet flow into the drain – so as not to berm the adjacent lands by the excavated materials. Materials shall be taken a minimum of 3m back from the top of slope.

OFF-SITE DISPOSAL – OWNER'S EXPENSE

Where offsite disposal is requested by a property owner, the property owner may make arrangements with the Contractor to have the material hauled away. Costs would be borne solely by the requesting property owner – and a signed agreement between the Contractor and property owner would need to be presented to the Drainage Superintendent. The property owner would pay the Contractor directly for these additional works. Note that off-site removal may be subject to other legislative requirements, including the "Excess Soil Regulations".

ADDITIONAL CONSTRUCTION SPECIFICATIONS

Additional construction specifications can be found in the **Special Provisions** as taken from the County Road 22 Tender Document – available under separate cover. The entirety of the Special Provisions are available for completeness, however some provisions may be irrelevant to the specific drainage works and may not be relevant to future maintenance works. Applicability of the special provisions shall be at the discretion of the Drainage Superintendent, who shall be responsible for administering the maintenance works.

13.0 ADIP GRANTS

Properties that are registered with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the Farm Property Class Tax Rate Program may be eligible for a 1/3 grant from the Province. As the initial construction costs, including the engineering associated with this report, are being borne by the County as part of the capital works project, grant eligibility would only be applicable to future maintenance works.

14.0 CLOSING

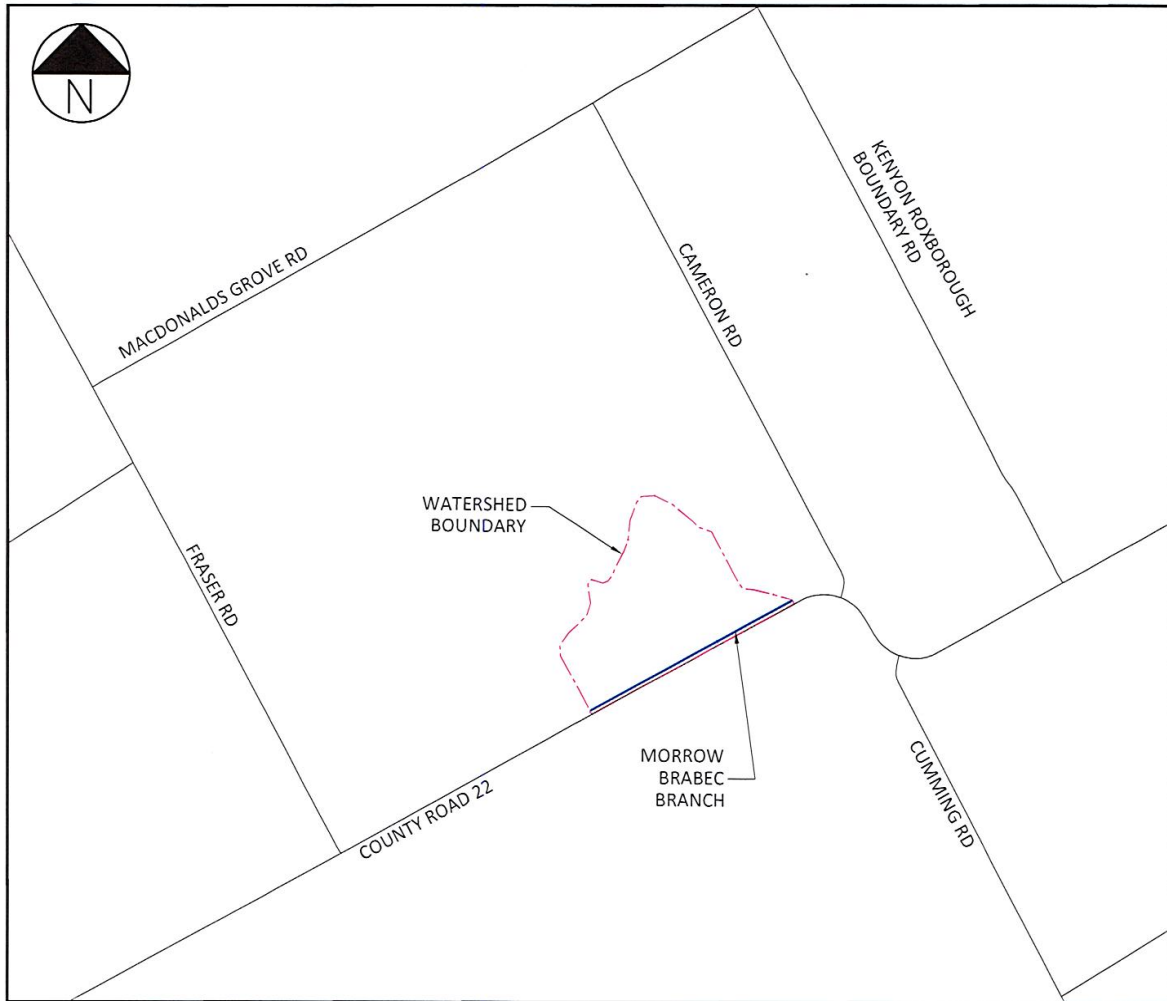
This submission is respectfully submitted to the Council of the Township of North Stormont this February 6, 2025.

Should you have any questions or concerns, please do not hesitate to contact the undersigned.



Monica Shade, P. Eng.
Drainage Engineer
Shade Group Inc.

APPENDIX A
LOCATION PLAN



LOCATION PLAN
N.T.S.

MORROW-BRABEC BRANCH OF THE
CUMMING DRAIN
TOWNSHIP OF NORTH STORMONT
2025

SHADE
GROUP INC

APPENDIX B

ASSESSMENT SCHEDULE

Assessment Schedule - Updated 2025
Schedule 'A'
Morrow-Brabec Branch - Cumming Municipal Drain
Future Maintenance



Property ID No.	Roll No.	Con	Lot	Area Drained (ha)	Outlet (\$)	Benefit (\$)	Est Assess. (\$)*
1	0411016-009-35000	7	3	6.2	\$ 1,105.03	\$ 950.20	\$ 2,055.23
2	0411016-009-34000	7	3	8.2	\$ 890.65	\$ 862.03	\$ 1,752.68
3	0411016-009-33000	7	2	10.8	\$ 657.97	\$ 754.28	\$ 1,412.25
4	0411016-009-32000	7	1, 2	11.2	\$ 610.71	\$ 842.44	\$ 1,453.15
Sub-Total					\$ 3,264.36	\$ 3,408.95	\$ 6,673.31

*Estimated Assessment does not include Farm Tax Credit (FTC). Farm Tax Credit eligibility to be confirmed at time of maintenance.

Roads

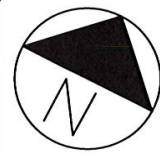
ID/Name	Owner	Outlet (\$)	Benefit (\$)	Net Assessment (\$)
County Road 22	United Counties of Stormont, Dundas, and Glengarry	\$ 1,568.74	\$ 2,742.27	\$ 4,311.01
Sub-Total		\$ 1,568.74	\$ 2,742.27	\$ 4,311.01

Summary

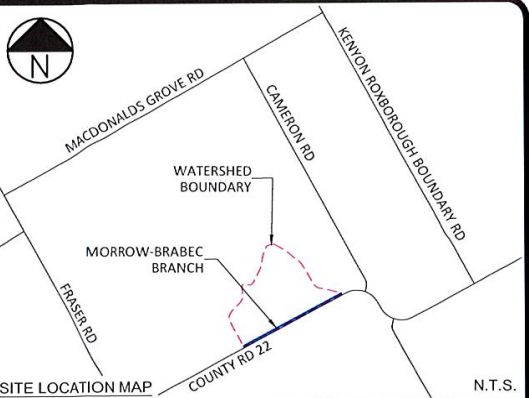
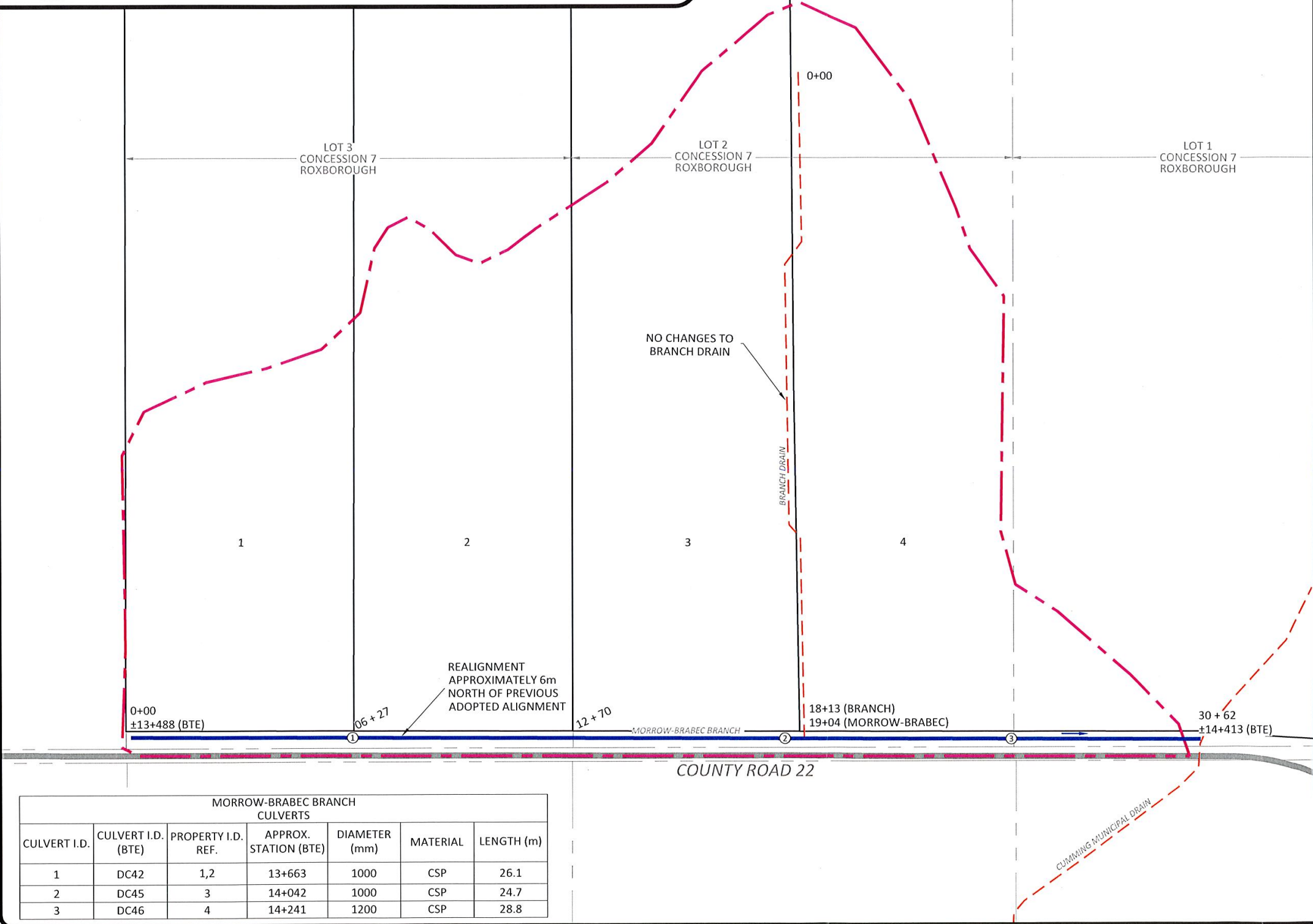
Real Properties	\$ 3,264.36	\$ 3,408.95	\$ 6,673.31
United Counties of Stormont, Dundas, and Glengarry - Roads	\$ 1,568.74	\$ 2,742.27	\$ 4,311.01
Sub-Total (Pre-Tax/Grant)	\$ 4,833.10	\$ 6,151.22	\$ 10,984.32

APPENDIX C

ENGINEERING DRAWINGS



MORROW-BRABEC BRANCH TO THE
CUMMING MUNICIPAL DRAIN



SCALE BAR 0 100 200m
ALL DIMENSIONS ARE IN METRES. DO NOT SCALE DRAWING

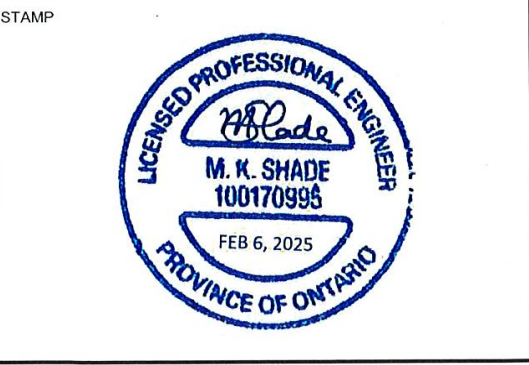
PAGE SIZE 11" x 17" SCALE 1 : 3,500

SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ONTARIO
K0A 1A0

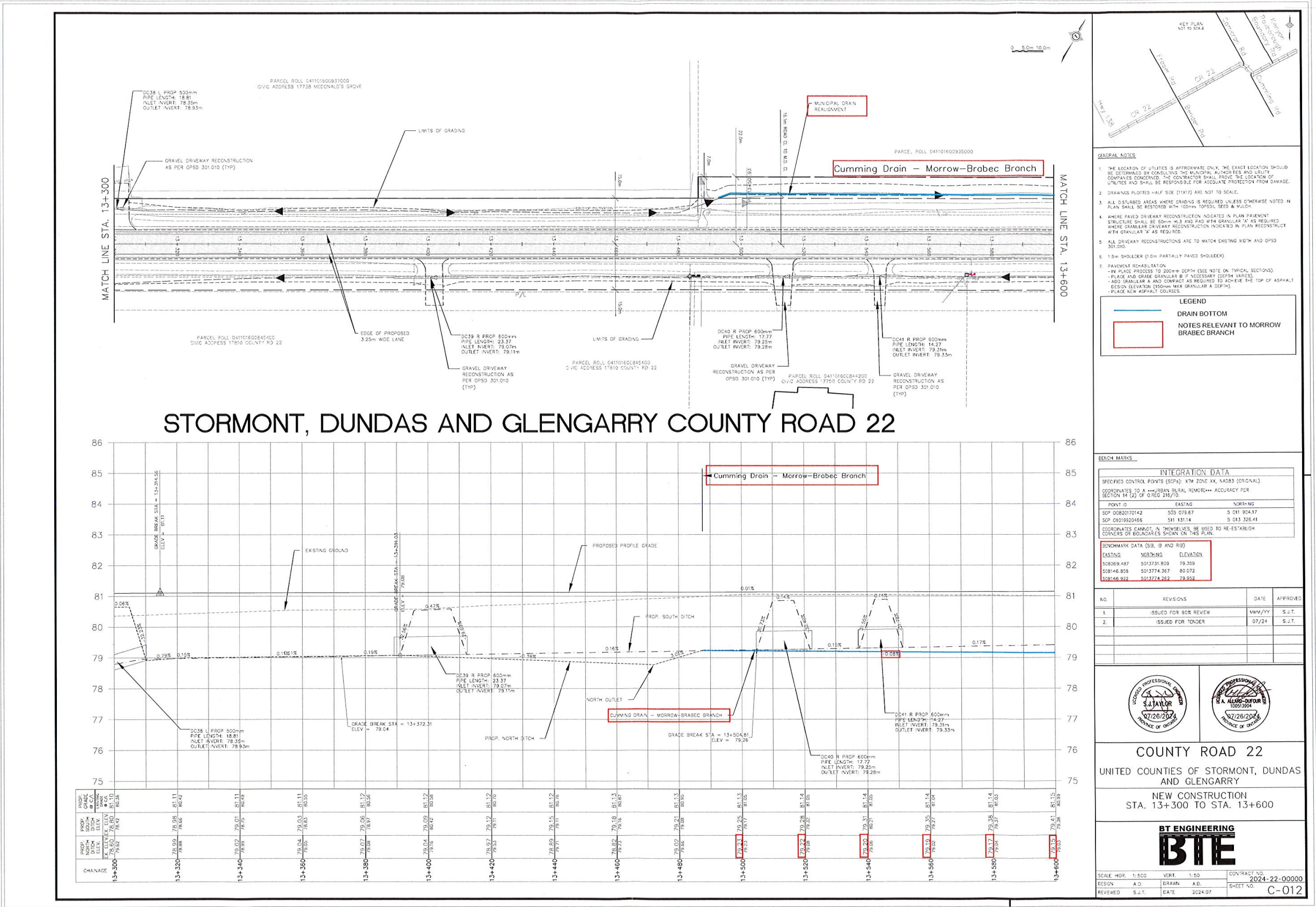
SHADE GROUP

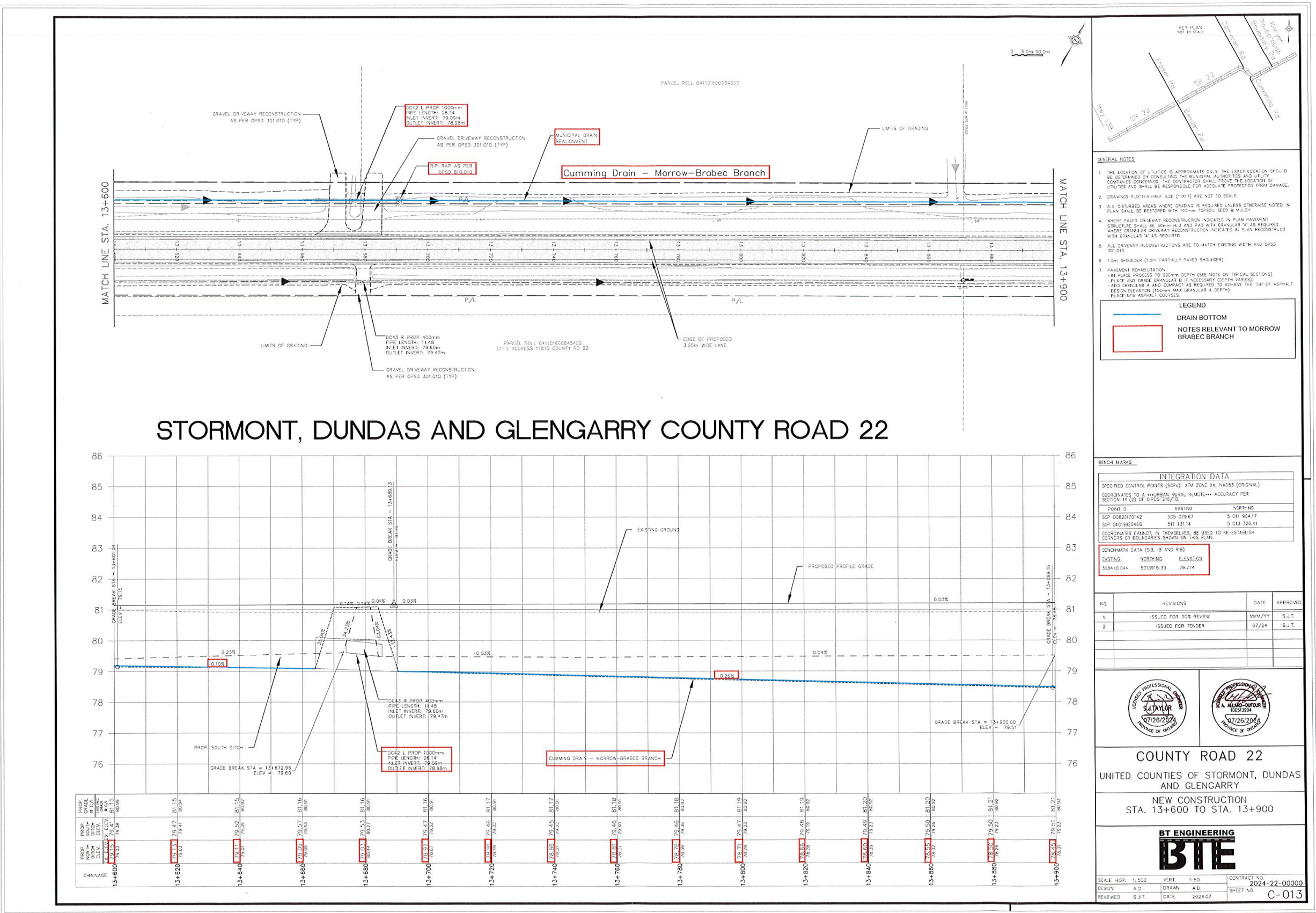
- LEGEND
- APPROX. PROPERTY LINES (GIS DATA)
 - MORROW-BRABEC BRANCH REALIGNMENT
 - WATERSHED BOUNDARY
 - WATERCOURSES
 - LOT AND CONCESSION LINES
 - ROAD
 - 0+00 STATIONS (FT) - PER 1974 ENGINEER'S REPORT
 - ±13+488 (BTE) STATIONS (m) - PER BTE PROFILE DRAWINGS
 - 1 PROPERTY ID REFERENCE REFER TO ASSESSMENT SCHEDULE
 - ① APPROX. LOCATION OF CULVERT
 - ➔ DIRECTION OF FLOW

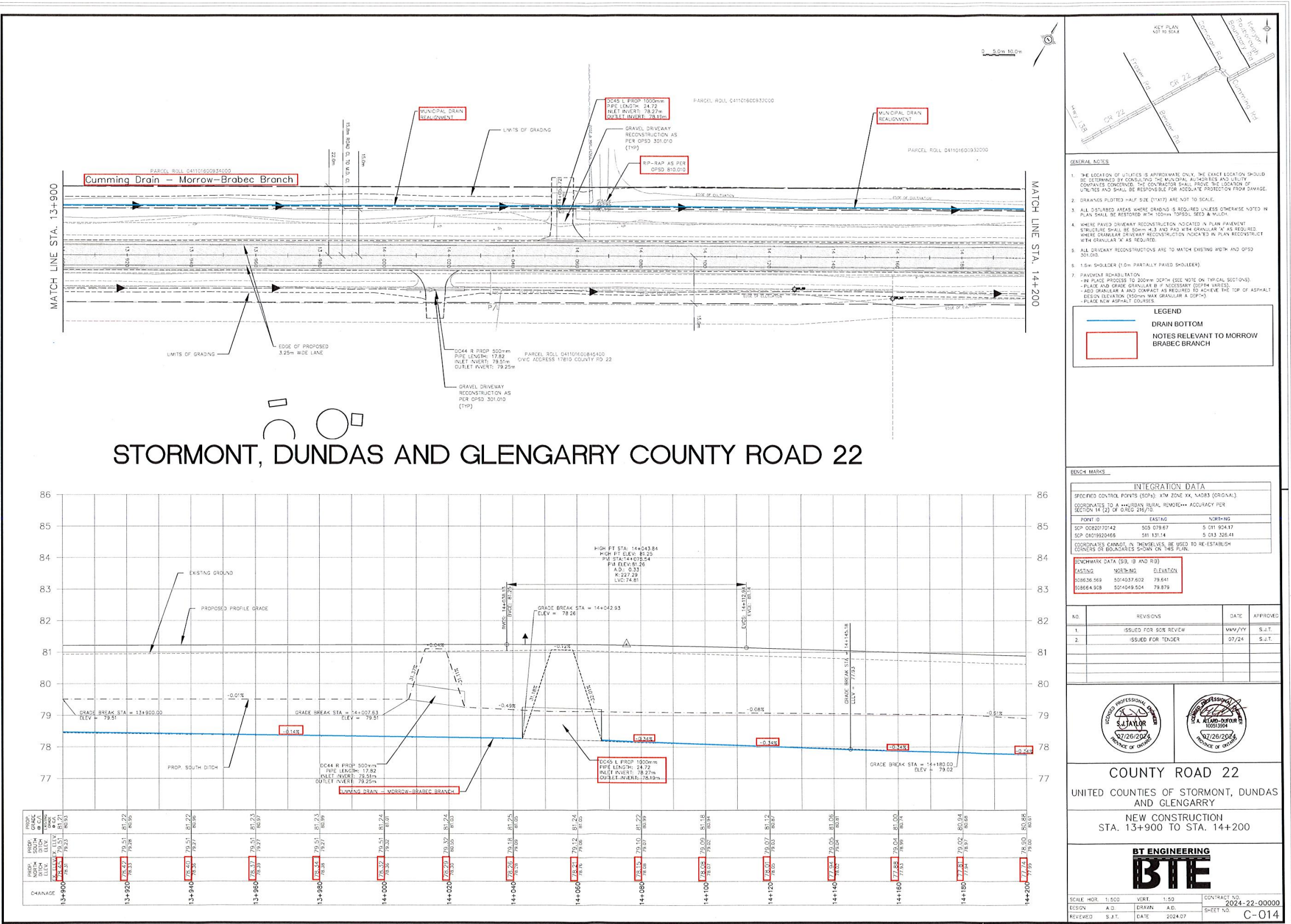
00	ISSUED WITH ENGINEER'S REPORT	FEB 6, 2025
REV.	DESCRIPTION	DATE

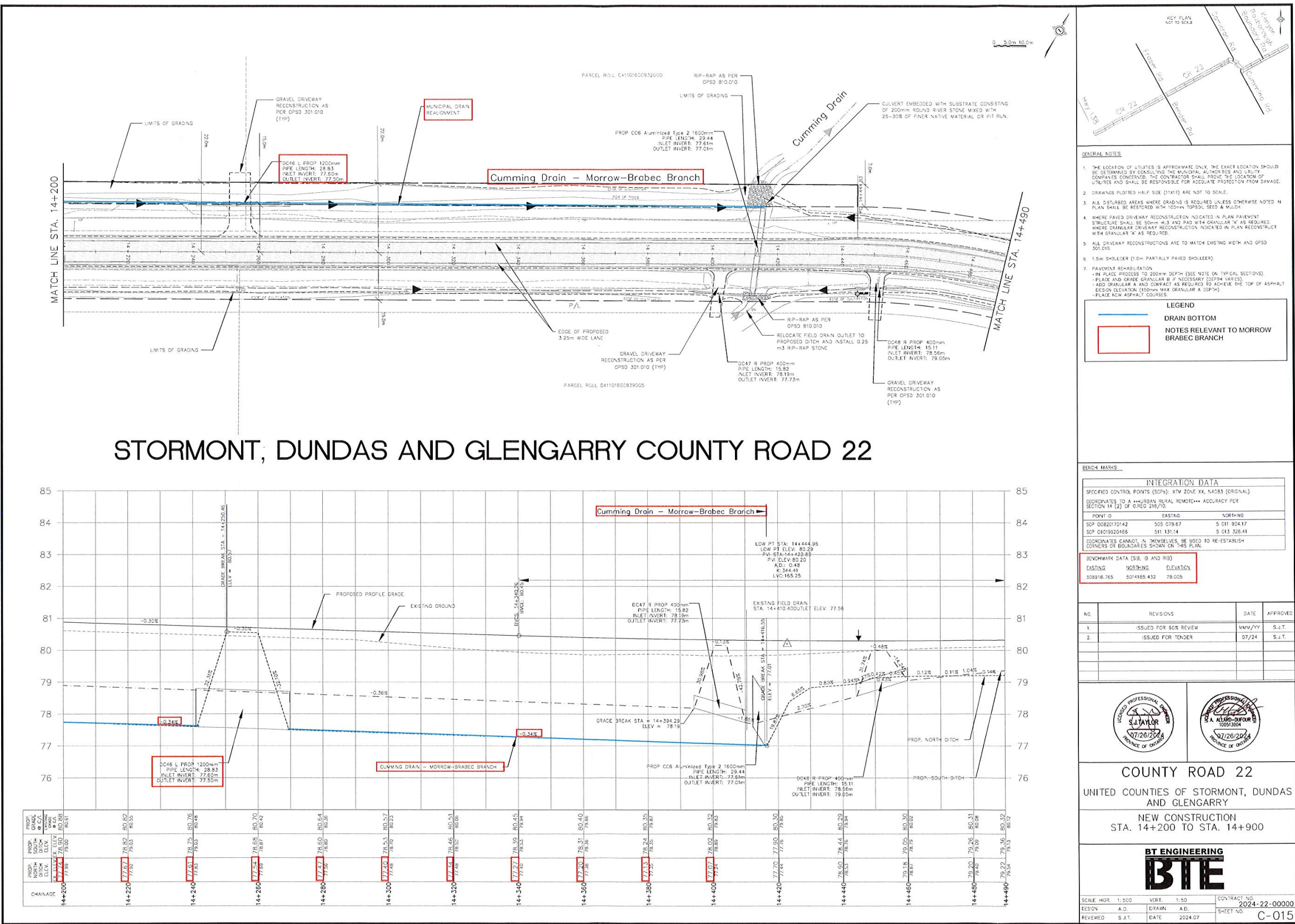


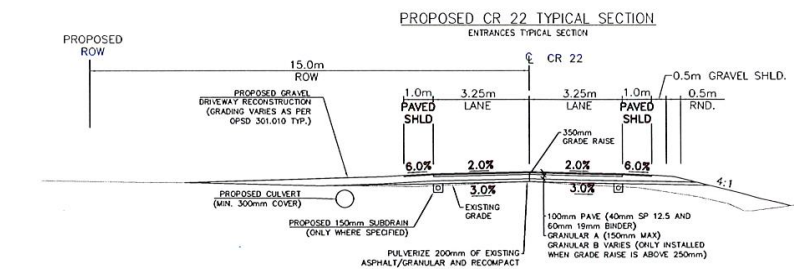
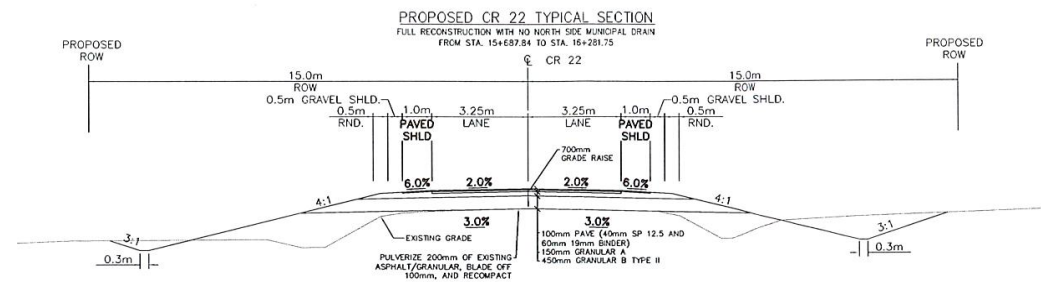
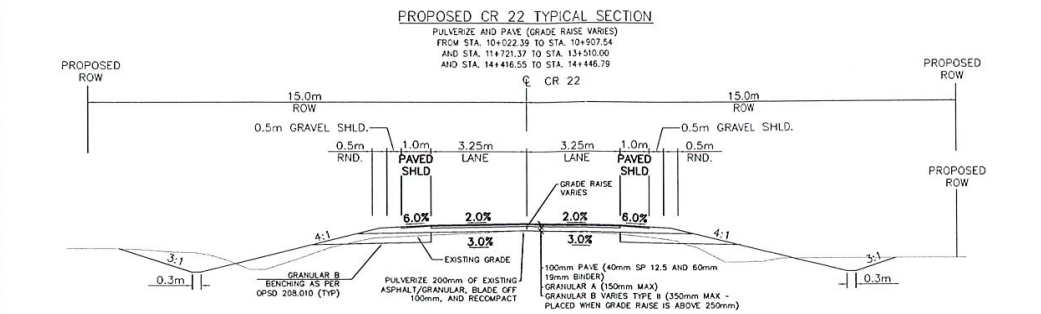
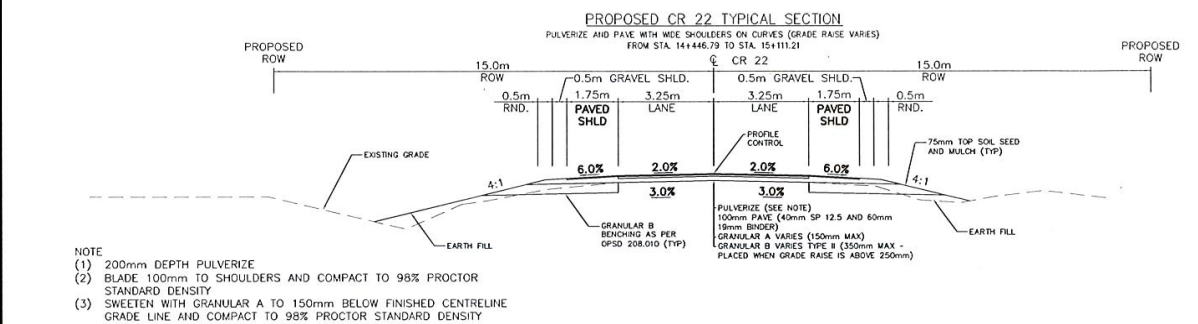
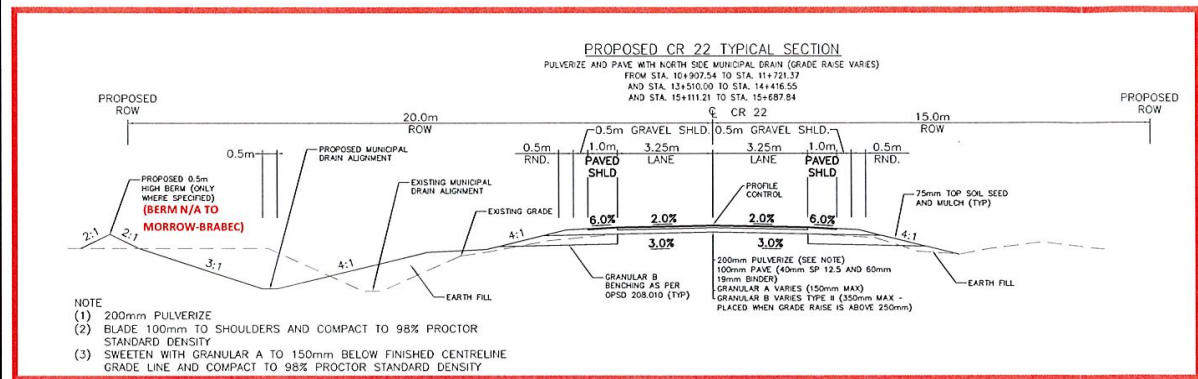
PROJECT TITLE	MORROW-BRABEC BRANCH TO THE CUMMING MUNICIPAL DRAIN
DRAWING TITLE	WATERSHED MAP PLAN VIEW
DRAWING NO.	1 OF 1











GENERAL NOTES

BENCH MARKS

NO.	REVISIONS	DATE	APPROVED
1.	ISSUED FOR 90% REVIEW	MM/YY	S.J.T.
2.	ISSUED FOR TENDER	07/24	S.J.T.



COUNTY ROAD 22
UNITED COUNTIES OF STORMONT, DUNDAS
AND GLENGARRY
TYPICAL SECTIONS

BT ENGINEERING
BTE

SCALE - HORIZ.	N.T.S.	VERT.	N.T.S.	CONTRACT NO.
DESIGN	A.D.	DRAWN	A.D.	SHEET NO.
REVIEWED	S.J.T.	DATE	2024.07	CX-001

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024

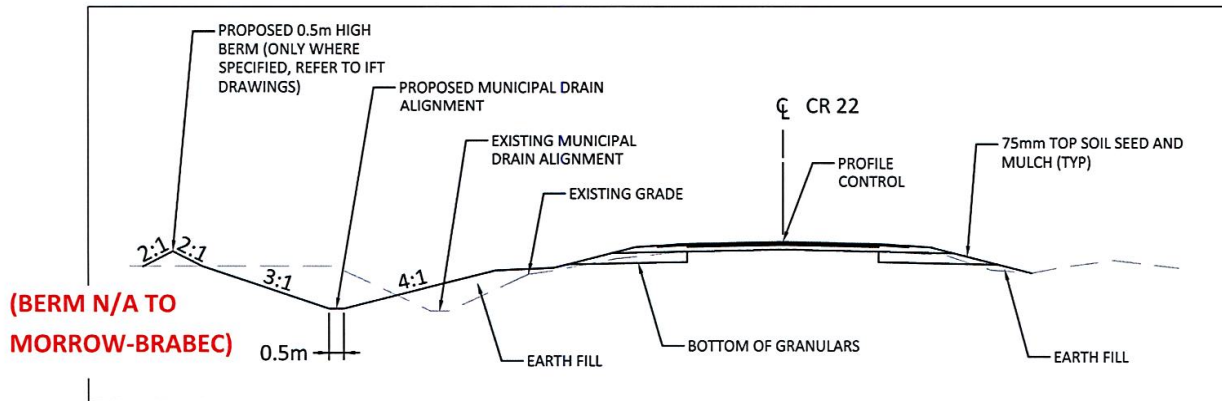


Figure 3: Municipal Drain Typical Section

7.0 RESULTS AND COMMENTS

7.1 Design Flows

Peak flows for the driveway culverts along the realigned drain sections are summarized in **Table 4**.

Table 4: Proposed Municipal Drain Realignment Peak Flow Results

Municipal Drain Branch	Design Flow (m³/s)
Brabant Branch	0.58
McRae Branch	1.66
Morrow-Brabec Branch	0.49
County Road Branch	1.21

7.2 Culvert Sizing

Table 5 shows the recommended sizes for the driveway culverts to convey the minimum 10-year design flow. HEC-RAS Analysis Report and Results are presented in **Appendix A**.

Table 5: Proposed Culvert Configuration

Culvert ID	Branch	Start Station	Type	Size (mm)	Length (m)	Slope (m/m)
DC6	Roadside Ditch	10+464.578	Circular CSP	500	45.45	0.011
DC9	Roadside Ditch	10+654.500	Circular CSP	600	16.74	0.004
DC11	Roadside Ditch	10+759.487	Circular CSP	600	16.50	0.003
DC14	Brabant Branch	10+957.300	Circular CSP	900	33.96	0.008
DC16	Brabant Branch	11+166.137	Circular CSP	1100	117.34	0.004
DC21	Brabant Branch	11+341.302	Circular CSP	1100	27.90	0.003
DC22	McRae Branch	11+551.830	Circular CSP	1400	76.02	0.006
DC23	McRae Branch	11+695.744	Circular CSP	1400	18.51	0.012
DC42	Morrow-Brabec Branch	13+664.102	Circular CSP	1000	26.14	0.004

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024



Culvert ID	Branch	Start Station	Type	Size (mm)	Length (m)	Slope (m/m)
DC45	Morrow-Brabec Branch	14+042.928	Circular CSP	1000	24.72	0.003
DC46	Morrow-Brabec Branch	14+240.913	Circular CSP	1200	28.83	0.003
DC51	County Road Branch	15+121.895	Circular CSP	1000	24.58	0.009
DC52	County Road Branch	15+319.935	Circular CSP	1000	23.96	0.004
DC54	County Road Branch	15+492.587	Circular CSP	1000	26.20	0.007

According to the MTO Highway Drainage Standards (2008), the ratio HW/D of the headwater depth upstream of the culvert (HW) to the diameter or rise of the culvert (D) must be less than 1.5. In addition, as indicated in the design criteria (**Table 1**), the headwater elevation must be below the driveway surface. The calculated ratios and freeboards comply with these requirements and are shown in **Table 6**.

Table 6: Headwater/Diameter (Rise) Ratio and Freeboard for Proposed Culverts

Culvert ID	HW/D	Freeboard (m)
DC6	0.63	0.57
DC9	0.91	0.66
DC11	0.93	0.57
DC14	0.72	0.98
DC16	0.51	0.69
DC21	0.58	0.82
DC22	0.79	0.45
DC23	0.75	0.40
DC42	0.62	1.02
DC45	0.61	1.16
DC46	0.47	1.54
DC51	1.00	0.43
DC52	0.58	0.74
DC54	0.33	1.09

7.3 Municipal Drain Size

The results of the hydrologic modelling of the municipal drain branches indicate that the proposed ditch capacity is appropriate to convey the 10-year flow with the proposed culvert configuration from **Table 5**. Cross sections and water surface elevations along the evaluated drains are presented in **Appendix A**.

APPENDIX D

RESOLUTIONS + BY-LAW



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: July 26, 2022

Resolution No. 219-2022

MOVED BY:

Deputy Mayor F. Landry _____
Councillor S. Densham _____
Councillor R. Douglas _____
Councillor R. Villeneuve _____

SECONDED BY:

Deputy Mayor F. Landry _____
Councillor S. Densham _____
Councillor R. Douglas _____
Councillor R. Villeneuve _____

THAT Council approves of the SDG Counties request, and appoint Shade Group Inc. under Section 78(1) of the Drainage Act, R.S.O 1990 Chapter D. 17 to update the necessary engineer's report to legitimize all drainage works required to be completed as part of the SDG County Road 22 project.

☒ **CARRIED** ☐ **DEFEATED** ☐ **DEFERRED**

Mayor

Declaration of Conflict of Interest: _____

☐ **Disclosed His/Her/Their Interest**

☐ **Vacated His/Her/Their Seat**

RECORDED VOTE

Councillor S. Densham _____
Councillor R. Douglas _____
Councillor R. Villeneuve _____
Deputy Mayor F. Landry _____
Mayor J. Wert _____



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: July 18, 2023

Resolution No. 219-2023

MOVED BY:

Mayor F. Landry _____
 Deputy Mayor S. Densham _____
 Councillor A. Bugelli _____
 Councillor A. McDonald _____
 Councillor C. Shane _____

SECONDED BY:

Mayor F. Landry _____
 Deputy Mayor S. Densham _____
 Councillor A. Bugelli _____
 Councillor A. McDonald _____
 Councillor C. Shane _____

THAT Council receive this information report and extend the appointment of Shade Group Inc under Section 39(1) of the Drainage Act, as the Drainage Engineer appointed under Section 78 of the Drainage Act for the drains affected by the County Road 22 improvements.

☒ **CARRIED** ☐ **DEFEATED** ☐ **DEFERRED**

Mayor 

Declaration of Conflict of Interest: _____

☐ **Disclosed His/Her/Their Interest**

☐ **Vacated His/Her/Their Seat**

RECORDED VOTE

Councillor C. Shane	_____
Councillor A. McDonald	_____
Councillor A. Bugelli	_____
Deputy Mayor S. Densham	_____
Mayor F. Landry	_____

APPENDIX E

AGENCY CONSULTATION & PERMITS



PERMIT FOR DEVELOPMENT ACTIVITY WITHIN A REGULATED AREA

Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits



Permit Holder: United Counties of SDG
Care of: Dana Grant
26 Pitt Street
Cornwall, ON
K6J 3P2

Decision: **Approved With Conditions**

Issued: December 3, 2024
Expires: December 3, 2026

Work Description: Relocate Municipal Drains as part of the County Road 22
Reconstruction Project

Location: County Road 22, from Highway 138 to the Urban Limit of Maxville
Township of North Stormont
Geographic Township of Roxborough

The attached Schedules form part of this permit for the approved work and must be implemented in accordance with the stated conditions. A copy of this permit must be kept at the worksite.

The Permit Holder, by acceptance and in consideration of the issuance of this permit, agrees to the permit conditions.

Dated at Finch, Ontario, this 3rd day of December 2024.

Jennifer Boyer, M.Sc., MCIP RPP
Managing Director, Approvals

South Nation Conservation
jboyer@nation.on.ca

SCHEDULE A: WORK DESCRIPTION

SNC understands the following work will be completed (the "Work"):

1. County Road 22 will be reconstructed from Highway 138 to Roxborough Kenyon Boundary Road. The reconstruction design includes the relocation of several Municipal drain segments where the road will be widened.
2. The Permit Holder identified 8 locations where the road reconstruction will interfere with a watercourse:
 - I. **Howes Branch of the McKenzie Municipal Drain:** located across the road from 17404 County Road 22 and flows east to the southwest corner of 17499 County Road 22.
 - Approximately 650m of the drain will be relocated further away from the road. The proposed drain alignment does not differ substantially from the existing alignment. Along the front of residential properties, the municipal drain will follow the existing alignment and be enclosed.
 - II. **McRae Branch of the McKenzie Municipal Drain:** located on the southeast corner of 17499 County Road 22 and flows east for 180m.
 - 180m of the drain will be relocated further away from the road. The municipal drain will follow the existing alignment and be enclosed.
 - III. **McRae Branch of the McKenzie Municipal Drain:** located east of 17504 County Road 22.
 - The existing culvert on County Road 22 is a 1300mm diameter corrugated steel pipe (CSP) and is proposed to be replaced with a 1600mm diameter CSP.
 - IV. **Morrow Brabec Municipal Drain:** located across the road from 17750 County Road 22 and flows east for 925m.
 - Approximately 925m of the drain will be relocated further away from the road. The relocated drain will differ from the existing



alignment by approximately 1m, north or south, varying by location along the length of the drain.

- V. **Cumming Drain:** located approximately 400m east of the entrance to 17810 County Road 22.
- The existing culvert on County Road 22 is a 1500mm diameter CSP, and is proposed to be replaced with a 1600mm diameter CSP.
- VI. **County Road Branch of the Cumming Municipal Drain:** officially located on the south side of the Road from 18032 County Road 22 and flows west for approximately 850m.
- A 900mm CSP cross culvert was installed near the western entrance at 17996 County Road 22, and the flows were directed along the north side of County Road 22. There is another cross culvert near the residential entrance at 17946, returning flows to the south side of County Road 22.
 - The existing 900mm CSP cross culvert will be removed. A new 1000mm CSP cross culvert will be installed closer to Kenyon-Roxborough Boundary Road. The municipal drain will be located on the north side of County Road 22 and flow into the Morrow Branch of the Cumming Municipal Drain.
- VII. **Morrow Branch of the Cumming Municipal Drain:** the cross culvert is located approximately 135m west of the entrance to 17946 County Road 22.
- The existing twin 1600mm CSP will be replaced with a 1200mm x 1200mm concrete box culvert.
- VIII. **Morrow Spur Branch of the Cumming Municipal Drain:** the cross culvert is located approximately 200m west of the entrance to 17946 County Road 22.
- The existing 500mm CSP will be replaced with a 600mm CSP.



The details of the Work are outlined in the following documents forwarded to SNC:

1. South Nation Conservation Section 28.1 Permit Application Form – signed by Mike Jans on June 27, 2024.
2. Letter: “RE: County Road 22 Reconstruction – Project Context and Permit Application”, signed by Mike Jans, dated May 13, 2024.
3. Technical Memorandum: “Stormont, Dundas & Glengarry Counties Road 22 Rehabilitation, Culvert Replacement Recommendations”, signed, stamped, and dated by L. Sanchez, P. Eng, on June 11, 2024.
4. Drawing Package: “County Road 22 – Reconstruction and Drainage Improvements from Highway 138 to 0.6km East of the Roxborough Kenyon Boundary Road”, signed, stamped and dated by S.J. Taylor, P.Eng, and A. Allard-Dufour, P.Eng on 6/18/2024.
5. Memorandum: “Municipal Drain Assessment”, prepared by BT Engineering, signed, stamped, and dated by L. Sanchez, P. Eng, on June 7, 2024.
6. “SNCA Comments and Response Table – 2024”, not signed, or stamped, dated 2024, received via email from Mike Jans on September 3, 2024.
7. “CR 22 – Proposed Transverse Culverts”, not signed, stamped or dated, received via email from Mike Jans on September 3, 2024.
8. “SNCA Comment and Response Table – 2024”, prepared by BT Engineering, dated 2024, not signed, or stamped, received via email from Mike Jans on October 21, 2024.
9. Email Correspondence: “Follow-up: SDG Answers to SNCA Comments- County Road 22 Reconstruction”, sent by Steve Taylor on November 15, 2024.
10. Email Correspondence: “Re: County Road 22”, sent by Michael Jans on July 26, 2024.



SCHEDULE B: CONDITIONS

The Permit Holder must adhere to the following conditions for permit compliance:

1. Erosion Control

- a) The Permit Holder must ensure no erosion occurs in or near a watercourse or waterbody that is in proximity to the Work.
- b) Any fill that is removed from the site and placed on land above the high-water mark is to be properly stabilized as required through the implementing of appropriate erosion control measures.
- c) SNC may visit the Work location anytime from application submittal through to the expiration of the permit to inspect the implementation of erosion control measures on site. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.
- d) Disturbed areas must be stabilized and revegetated as required upon completion of Work and restored to a pre-disturbed state or better.



SCHEDULE C: ADDITIONAL COMMENTS

SNC makes the following additional comments:

1. According to the construction drawings, the existing twin box culverts on the McKenzie Municipal Drain will be maintained and no watercourse interference is anticipated. However, the contractor should ensure there is sufficient erosion protection at this location prior to commencing road work.
2. This permit does not review, certify, or provide permission for any works that may be located outside the above noted property boundary.
3. Nothing in this permit relieves the Permit Holder(s) from obtaining, where necessary, regulatory approval from any other agency, government including the Majesty the King in Right of Ontario, municipality, landowner, or authority having legal jurisdiction regarding development at the above noted location or any adjacent lands that may be impacted by the Work. SNC makes no representation and has made no representation as to whether the Permit Holder(s) must obtain any other approval(s) regarding the Work. SNC hereby confirms that it is the Permit Holder(s)' sole and complete responsibility to ensure that it applies for and obtains all necessary regulatory approvals prior to undertaking the Work.
4. Permit review completed by L. Crites. Technical review completed by F. Forough.



SCHEDULE D: GENERAL CONDITIONS

1. Term

This permit is valid for 24 months from the date of issuance. No notice will be issued on expiration. It is the responsibility of the Permit Holder to ensure a valid permit is in effect at the time the Work is occurring. The Permit Holder may, at least 60 days before the expiry of the permit, apply to SNC and pay a fee for an extension of the permit.

2. Other Permits and Permissions

This permit does not relieve the Permit Holder of the responsibility to obtain any other documents or permits that the Work may require from the Government of Canada, the Government of Ontario, or the local municipality. It is the responsibility of third-party agents to secure property owner permission to undertake the Work.

3. Right to Hearing

A Permit Holder who disagrees with the conditions attached to their permit has the right to request a hearing before the SNC Board of Directors. Please contact our office for further details.

4. Property Entry

SNC may enter the subject property where the Work is taking place during the permit's period of validity to ensure compliance with the conditions of the permit. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.

5. Cancellation of Permit

SNC may cancel a permit or change the permit conditions if:

- a) false information was submitted as part of the permit application; or
- b) the Work deviates from the conditions of the permit without SNC's prior written approval.

6. Offences

It is an offence to undertake work in a regulated area without a permit or to contravene the conditions of a permit. A person who commits an offence under the *Conservation Authorities Act* is liable on conviction:

- a) in the case of an individual,
 - (i) to a fine of not more than \$50,000 or to a term of imprisonment of not more than three months, or to both, and



- (ii) to an additional fine of not more than \$10,000 for each day or part of a day on which the offence occurs or continues; and
- b) in the case of a corporation,
 - (i) to a fine of not more than \$1,000,000, and
 - (ii) to an additional fine of not more than \$200,000 for each day or part of a day on which the offence occurs or continues.

Despite the maximum fines, a court that convicts a person of an offence may increase the fine it imposes on the person by an amount equal to the amount of the monetary benefit that was acquired by the person, or that accrued to the person, as a result of the commission of the offence.

In addition to any other remedy or penalty provided by law, the court, upon convicting a person of an offence, may order the convicted person to,

- a) remove, at the convicted person's expense, any development within such reasonable time as the court orders; and
- b) take such actions as the court directs, within the time the court may specify, to repair or rehabilitate the damage that results from or is in any way connected to the commission of the offence.

7. Liability

The Permit Holder acknowledges that the sole function of this permit is to confirm the Work is consistent with Part VI of the *Conservation Authorities Act*, O. Reg. 41/24, and SNC policies. SNC makes no representations or warranties regarding any other aspect of the Work.

By accepting this permit, the Permit Holder agrees:

- a) to indemnify and save harmless, SNC and its officers, employees, and agents, from and against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the Permit Holder or of any of their agents, employees, or contractors relating to any of the particular terms or conditions of this permit; and
- b) that this permit shall not release the Permit Holder from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law.

SNC assumes no responsibility or liability for flood, erosion, or slope failure damage that may occur to the subject property, nor any activity undertaken by the Permit Holder affecting the property interests of adjacent landowners.



Fisheries and Oceans
Canada

Ontario and Prairies Region
Fish and Fish Habitat
Protection Program
867 Lakeshore Road
Burlington, ON L7S 1A1

Pêches et Océans
Canada

Région de l'Ontario et des Prairies
Programme de la protection
du poisson et de son habitat
867 Lakeshore Road
Burlington, ON L7S 1A1

October 22, 2024

Our file *Notre référence*

24-HCAA-01679

United Counties of SD&G
ATTENTION: Michael Jans
Manager of Infrastructure
26 Pitt St
Cornwall, ON
K6J 3P2

Subject: Drain Realignment, Road Reconstruction, County Road 22, North Stormont – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

Dear Michael Jans:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on July 8th, 2024. We understand that you propose to:

- Realign approximately 1,840 m of class C, E and F municipal drains to accommodate road reconstruction activities on County Road 22.
- Enclose approximately 700 m of class F municipal drains in segments running through landowner driveways.
- Replace existing culvert crossings and driveway culverts of class C, E and F municipal drains to accommodate road reconstruction activities.

Our review considered the following information:

- Request for Review and supporting documents received on July 8th, 2024.
- Call with Michael Jans (The Counties), Derek McMillan (The Counties), Andrea Doherty (DFO) and Kirsten Luck (DFO) on August 21st, 2024.
- Additional information provided by Michael Jans following up the call from August 21st, 2024.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and

Canada

- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*; and
- The introduction of aquatic species into regions or bodies of water frequented by fish where they are not indigenous, which is prohibited under section 10 of the *Aquatic Invasive Species Regulations*.]

The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures outlined in your plan, in addition to the following listed below:

- Plan in-water work, undertaking or activity to respect timing windows (i.e. NO in-water work between March 15 – July 15).
- Develop and implement an Erosion and Sediment Control Plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity.
- Restore the banks and riparian vegetation to their natural state, with native species suitable for the site.
- Aquatic invasive species are introduced and spread through transporting sands and sediments and using contaminated construction equipment. To prevent the spread of aquatic invasive species during construction in aquatic environments:
 - Clean, drain and dry any equipment used in the water; and,
 - Never move organisms or water from one body of water to another.
- Replace removed trees at a 1:1 replacement ratio onto the back-slopes of the channel.
- In areas where proposed realignment overlaps with existing realignment AND takes place in a class C or E drain, conduct work in the dry. If working in the dry is not possible, work in isolation of flow with pump bypass, fish salvage and silt fencing used in workable segments.
- Replace the Cumming Main Branch culvert (CC6) in isolation of flow with pump bypass, fish salvage, silt fencing, and riprap armouring along the eroded bank.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act* or permit under the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html>).

Notify this office at least 10 days before starting any in-water works. Send your notification to Kirsten Luck (kirsten.luck@dfo-mpo.gc.ca) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Kirsten Luck at our Burlington office at (506) 269-5694 or by email at kirsten.luck@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,



Elyjah Schimmens
A/Senior Biologist
Fish and Fish Habitat Protection Program
Fisheries and Oceans Canada

COPY: Kirsten Luck – Fisheries and Oceans Canada

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 16-2025

BEING a By-law to provide for updates to the County Road Branch of Cumming Municipal Drain (including Morrow Spur) pursuant to *Section 78(1) of the Drainage Act, R.S.O. 1990, C.D.17.*

WHEREAS the *Municipal Act, 2001*, c.25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c.25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Drainage Act, R.S.O. 1990, c.D.17 s. 78(1)* provides that if drainage works have been constructed under a By-law passed under the Act and Council considers it appropriate to undertake one or more of the major improvement projects listed in subsection 1.1 the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it;

AND WHEREAS the Council of the Township of North Stormont has directed, under section 78(1) of the *Drainage Act, R.S.O. 1990*, that an Engineer's Report shall be prepared by Shade Group Inc. for the drain known as the County Road Branch of Cumming Municipal Drain (including Morrow Spur);


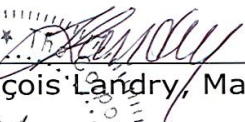
AND WHEREAS the appointed engineer has prepared an Engineer's Report dated February 6, 2025 and attached hereto as Schedule "A";

AND WHEREAS the Council of the Township of North Stormont has considered the Engineer's Report in accordance with Section 45(1) of the *Drainage Act, R.S.O. 1990* and is desirous of adopting the report.


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

1. That the Engineer's Report prepared under Section 78(1) of the *Drainage Act, R.S.O. 1990* for the County Road Branch of Cumming Municipal Drain (including Morrow Spur), attached hereto as Schedule "A" is hereby adopted and the drainage works therein indicated and set forth is hereby authorized and shall be completed accordingly.
2. That this By-law shall come into force and effect upon its final passing.

READ A FIRST, SECOND TIME AND PROVISSIONALLY ADOPTED
this 4th day of March 2025.

François Landry, Mayor



Craig Calder, CAO/Clerk

READ A THIRD AND FINAL TIME and passed in open Council, signed and sealed this XX day of XX, 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

**COUNTY ROAD BRANCH + MORROW SPUR
OF THE CUMMING MUNICIPAL DRAIN
PROPOSED REALIGNMENT
S. 78 ENGINEER'S REPORT
TOWNSHIP OF NORTH STORMONT**



PREPARED BY

SHADE GROUP INC
4625 MARCH ROAD
ALMONTE, ON
K0A 1A0

PREPARED FOR

THE TOWNSHIP OF NORTH STORMONT
15 UNION STREET
BERWICK, ON
K0C 1G0

FEBRUARY 6, 2025

EXECUTIVE SUMMARY

This Engineer's Report has been prepared under Section 78 of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78 refer to 'major improvements', which refer in this case to the intention to relocate the existing alignment of the County Road Branch to accommodate a road widening of County Road 22. At the request of Township staff, a standalone assessment schedule for the Morrow Spur has also been included, as no such assessment existed in the prior governing reports.

This report includes:

- A watershed map of the drain and its contributing area (**Appendix C**);
- Plan and Profile Drawings for the proposed realignment (**Appendix C**);
- An updated Schedule of Assessment for future maintenance of the County Road Branch and the Morrow Spur (**Appendix B**).

Available under separate cover, the following information has also been referenced in the preparation of this report

- Hydrology and hydraulic assessments (by others) of the municipal drainage system, including the driveway culverts;
 - Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
 - Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)
- Construction specifications, which will be used for the initial construction and should be referenced (as applicable) for future maintenance.
 - Special Provisions – Tender Document

A map showing the location of the County Road Branch and Morrow Spur has been enclosed in **Appendix A**.

The Township of North Stormont was consulted about the history of the County Road Branch of the Cumming Municipal Drain as part of the preparation of this report. Per the supplied information, it is our understanding that the governing report for the County Road Branch is the *Morrow Branch of Cumming Drain* authored by L.P. Stidwill July 7, 1952. While more recent reports have since been prepared for the Morrow Branch, none of the more recent reports include reference to the County Road Branch – which is described as “Ditch on S. Side of County Road 15” on the governing profile drawings. Further historical information has been detailed in **Section 2.0**.

Shade Group Inc. (SGI) was appointed by resolution on July 26, 2022 (Resolution No. 219-2022) to “update the necessary engineer's reports to legitimize all drainage works required to be completed as part of the SDG County Road 22 project”. Due to delays in the design of the road

work (by others), a renewal resolution was completed July 18, 2023 (Resolution No. 219-2023). Copies of the resolutions have been enclosed in **Appendix D**.

Future maintenance works shall be assessed in accordance with the assessment schedule enclosed within **Appendix B**. Current construction and engineering costs associated with the realignment will be borne solely by the County as the project is required to accommodate road infrastructure.

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REVISIONS & SUBMISSIONS

Revision #	Comments	Date
00	Draft Submission to Township	January 24, 2025
01	Formal Submission to Township	February 6, 2025

1.0 INTRODUCTION

This Engineer's Report has been prepared under Section 78 of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78 refer to 'major improvements', which refer in this case to the intention to relocate the existing alignment of the County Road Branch to accommodate a road widening of County Road 22. This report also seeks to legalize a realignment that appears to have been completed some years prior – as the drain has generally been operating on the opposite side of County Road 22 from where it was originally adopted. For more information – refer to **Section 2.0**.

This Section 78 process was initiated at the request of the United Counties of Stormont, Dundas and Glengarry to accommodate a realignment of the County Road Branch. The County Road Branch is a branch drain to the Morrow Branch, while the Morrow Branch serves as a branch drain to the Cumming Drain. For ease of following, we have simply referred to it as the County Road Branch moving forward within this report. The realignment of the County Road Branch is required to accommodate a widening of the County Road 22 road surface. The County Road Branch is also to be formally relocated to the north side of County Road 22 west of where it crosses the boundary road between the townships of North Stormont and North Glengarry. The existing right-of-way for County Road 22 is understood to be too narrow to meet current standards in many areas along the project area, and the proposed County Road 22 project will see the right-of-way increased to up to 39m wide in the vicinity of the County Road Branch. The County has undertaken land acquisition as part of the road widening project, and therefore the realigned County Road Branch will continue to be within the County owned right-of-way. As the land has been acquired through other means, no allowances under the Drainage Act have been applied to this project.

Current changes to the Morrow Spur are expected to be limited to the removal and replacement of the existing culvert under County Road 22, however it has been included in this report at the request of Township staff. Specifically, a standalone assessment schedule has been prepared as the former governing reports had included the Morrow Spur in with the Morrow Branch.

This report includes updated Plan and Profile Drawings for the realignment which have been prepared by BT Engineering (BTE) as part of the road reconstruction project. This report also includes an updated Schedules of Assessment for future maintenance of both the Morrow Spur and the County Road Branch.

All proceedings associated with the preparation of this report have been completed in accordance with the specifications of *the Act*. Per the acceptance of the County of Stormont, Dundas and Glengarry, the County has agreed to pay all initial construction fees, as well as the engineering fees associated with the realignment of the County Road Branch. This is understood to include the costs associated with the preparation of all documentation as required under the

Drainage Act. Future maintenance of the system would be completed in fitting with Section 74 of the Drainage Act – and costs for future maintenance would be assessed in accordance with the assessment schedules found in **Appendix B**.

2.0 DRAIN HISTORY

The Township of North Stormont was consulted about the history of the County Road Branch as part of the preparation of this report. Per the supplied information, it is our understanding that the governing report for the County Road Branch is the *Morrow Branch of Cumming Drain* prepared by L.P. Stidwill dated July 7, 1952. While updated reports have since been prepared for the Morrow Branch, none of the more recent reports or maps include reference to the County Road Branch – which is described as “Ditch on S. Side of County Road 15” on the governing profile drawings and within the Engineer's Report.

The Cumming Drain was first constructed as a municipal drain in 1930 under a report written by D.H. Weir. The Morrow Branch was subsequently constructed in 1952 under a report prepared by L. P. Stidwell, and this report included the County Road Branch and the Township Road Branch.

3.0 EXISTING CONDITIONS

3.1 DESCRIPTION OF THE ALIGNMENT + AREA REQUIRING DRAINAGE

At the time of the 1952 Engineer's report, the entire alignment of the County Road Branch was located on the south side of County Road 22 (formerly named County Road 15 at that time), with its upstream limit approximately 2,770 feet east along the County Road from its outlet into the Morrow Branch.

Although the exact timing is not known, at some point after 1952, a road crossing culvert was constructed under County Road 22 and runoff from the upper limits of the County Road Branch were redirected to the north side of County Road 22.

As part of the road widening project for County Road 22, the ditch on the north side of County Road 22 is to be relocated further north; and this new alignment is to be adopted as the new governing alignment for the County Road Branch. The upstream limits east of Roxborough Kenyon Boundary Road are also to be relocated, with the drainage channel to be moved further south to accommodate the road widening. With this, the entirety of the County Road Branch will be reconstructed under the works proposed by the County.

The total contributing area for the County Road Branch is estimated to be approximately 158 ha. The total contributing area for the Morrow Spur is estimated to be approximately 31 ha.

4.0 PROPOSED IMPROVEMENTS

This project proposes to provide the necessary space for the widening of County Road 22 by relocating the alignment of the County Road Branch along its entire length. The upstream limits are to remain on the south side of County Road 22 but will be moved further south; while the remainder of the drain is to be formally adopted as being on the north side of County Road 22.

Design of the realignment of the County Road Branch was undertaken by the County's engineering consultants – BTE – as part of the road design for the County Road 22 reconstruction project. The applicable Plan and Profile drawings (C-017 – C-020) as taken from the "*County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road*" Issued for Tender package (07/24) have been included in **Appendix C**. The associated technical reports discussing the hydrology and hydraulics associated with the channel cross-section and the applicable culverts are available under separate cover:

- 1) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 2) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

5.0 DRAINAGE ACT, 1990, PROCESS

5.1 TO DATE

Shade Group Inc. (SGI) was appointed by resolution on July 26, 2022 (Resolution No. 219-2022) to "*update the necessary engineer's reports to legitimize all drainage works required to be completed as part of the SDG County Road 22 project*". Due to delays in the design of the road work (by others), a renewal resolution was completed July 18, 2023 (Resolution No. 219-2023). Copies of the resolutions have been enclosed in **Appendix D**.

Shade Group was appointed early in the design stage of the road reconstruction project, and as the road design work took multiple years, there were certain delays in the preparation of the Engineer's Report pending completion and permitting for the proposed drainage works associated with the road reconstruction.

An on-site meeting was held at the Moose Creek Community Centre on July 12, 2023. Approximately 12 property owners attended the meeting as well as representatives from the Township (CAO and Drainage Superintendent), representatives from BTE and representatives from the County.

Discussions at the on-site meeting were generally related to concerns with the improvements being proposed pertaining to the County Road 22 project, including concerns over land acquisition, and further requests for enclosures in areas alongside the road. The land acquisition component of the project was completed as part of the road widening project and was

undertaken separate from the Drainage Act component. The land acquisition was overseen by the County – not the Township or Drainage Engineer. As the land has been acquired through other means, allowances under the Drainage Act were not applied. No concerns were brought forth regarding the current performance of the drainage system, nor any concerns noted with respect to flooding or erosion of the system as it currently exists.

Throughout the time leading up to, and following the on-site meeting, Shade Group undertook on-going consultation with the Township's Drainage Superintendent and the County's project lead. Shade Group conducted high level peer review of the drainage design documents prepared by BTE as it pertains to the design of the realigned channel and associated culverts. Multiple iterations were provided however the final governing design documents are understood to be:

- 1) Drawings - "County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road" Issued for Tender package (07/24) (BTE)
- 2) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 3) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

Ultimately the final design drawings will remain the liability of the design engineers (BTE/Sanchez Engineering Inc.)

5.2 NEXT STEPS

Following the formal submission of this report to the Township, the report will be brought to a Meeting to Consider (Section 42).

The clerk of the municipality shall send a copy of the report and a notice stating the date on which the report was filed, the name or designation of the drainage works; and the date of the council meeting at which the report will be considered, to the prescribed people (Section 41).

The Meeting to Consider is held by council, and council may adopt the report by provisional by-law by giving two readings (Section 45(1)).

Following the Meeting to Consider, and assuming a provisional by-law is adopted by two readings, a notice is sent, including a copy of the provisional by-law (exclusive of the Engineer's Report) of the time and place for the first sitting of the Court of Revision. This notice is sent to each body or person as entitled under Section 41 of the Drainage Act.

Following the completion of addressing all appeals; or the time for appealing has expired, Council may pass the provisional by-law by a third reading, thereby authorizing construction of the drainage works. Work may then be commenced as early as ten days after the by-law is passed, if no notice of intention to make an application to quash the by-law has been filed with the clerk

of the council (Section 58(1)), assuming the limitations for construction can be met at such a time (e.g. compliance with any permitting restrictions with respect to timing windows).

It is understood that the County will be overseeing the tendering of the drainage works as part of the road reconstruction tender. It is anticipated that a combination of Township staff and Shade Group resources may be drawn upon during the construction to oversee the construction and the final walkthrough, on an as needed basis. All such involvement from Shade Group would be billed back to the County.

5.3 RESOLUTION AND BY-LAW

Appendix D has been included in this report as a place to attach the applicable resolution and by-law associated with this Section 78(1) undertaking. The resolutions for Shade Group's appointment have been enclosed with this submission; and it is recommended that the Drainage Superintendent (or applicable Township Staff) attach a copy of the report adoption by-law following its third reading for ease of future reference.

5.4 LIMITATIONS

The process overview provided in **Section 5.2** is provided as a general summary of the next steps to completion. Should the process described conflict with the specifications of the Drainage Act, the Drainage Act shall govern. The process described is provided as a summary only, the Township clerk shall be responsible for ensuring that the applicable administrative works are completed in accordance with the specifications of the Drainage Act.

6.0 DESIGN CONSIDERATIONS

All design works associated with the realignment have been undertaken by the County's engineering consultant (BTE). The governing design documents for the design of the County Road Branch realignment and applicable changes to Morrow Spur are understood to be as follows:

- 1) Drawings C-017 – C-020 - "County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road" Issued for Tender package (07/24) (BTE)
- 2) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 3) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

Copies of the relevant drawings (C-017-C-020) can be found in **Appendix C**. In an effort to limit the size of this report, the remaining technical documents (Municipal Drain Assessment & Culvert Replacement Recommendations) remain available under separate cover.

7.0 PLAN, PROFILE & SPECIFICATIONS

It is intended that the accompanying design documents form part of this report, and that they together govern the performance of the work, including both the initial construction and future maintenance works.

The enclosed Watershed Map - Plan View (**Appendix C**) shows:

- The watershed boundary;
- The general course of proposed works;
- Property ID numbers have been assigned to each property for ease of reference to the assessment schedule. The use of Property IDs rather than names offers protection of private information and affords continuity of use as property ownership can change over time.

The enclosed Profile Drawings (C-017 – C-020) (**Appendix C**) show:

- The realigned alignment of the County Road Branch relative to the centerline of the road;
- Slopes and elevations associated with the open channel and applicable driveway culverts;
- Applicable road crossing culverts, including that associated with the Morrow Spur.

Specifications for the channel cross-section can be found in the Municipal Drain Assessment – Technical Memorandum (available under separate cover). The specifications note that the County Road Branch is to have a trapezoidal geometry with a bottom width of 0.5m; and side slopes of 3:1 or 4:1. Side slopes of 3:1 are proposed on the backslope of the municipal drain, while the 4:1 side slope is proposed on the foreslope (road-side). An extract from the aforementioned Technical Memorandum is provided in the figure below.

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024

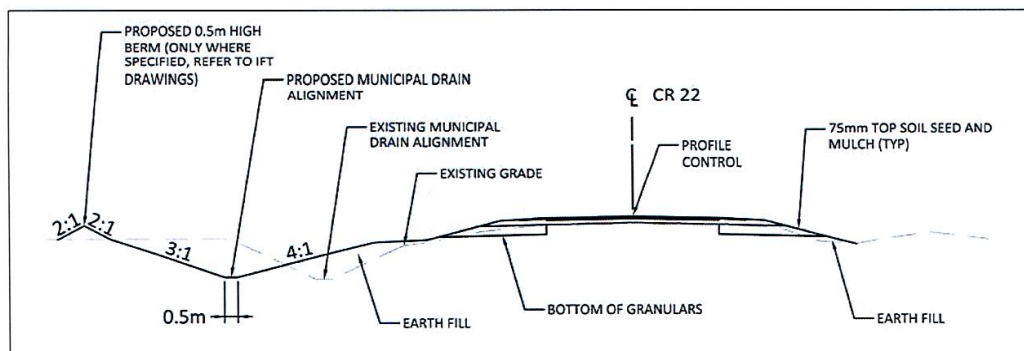


Figure 1: Typical Cross-Section - Per Municipal Drain Assessment - Technical Memorandum - Page 5

8.0 EXISTING ALIGNMENT – ABANDONMENT

The previous governing alignment of the County Road Branch shall be considered abandoned and replaced with the alignment shown within the enclosed plans. The new alignment of the County Road Branch as reflected in the enclosed plans is to be adopted as the new governing alignment.

There are no changes proposed to the Morrow Spur, short of the removal and replacement of the culvert under County Road 22 (see Watershed Map – **Appendix C**).

9.0 CULVERTS, BERM + FUTURE MAINTENANCE

Table 1 is provided as a summary of the culverts on the County Road Branch. Stations are referenced from drawings C-018 – C-020 - "County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road" Issued for Tender package (07/24) (BTE).

Table 1: County Road Branch – Culvert Inventory

Culvert ID #	Property ID Reference	Station (BTE)	Column A Inventory Details ^A	Column B Length at 2:1 Side Slopes ^B	Column C Difference assigned to Special Benefit ^C
DC51	4	15+097	1000mm Ø C.S.P, 24.6m	19.2	5.4
DC52	4	15+297	1000mm Ø C.S.P, 24.0 m	19.0	5.0
DC54	4	15+466	1000mm Ø C.S.P, 26.2 m	20.5	5.7
CC11	14	15+675	800mm Ø HDPE, 41.5 m	N/A – Road Crossing Assessed to County per Section 26	
DC56	14	15+758	700mm Ø C.S.P, 14.3 m	11.1	3.2
CC10	10	15+295	900mm Ø HDPE, 24.5 m	N/A – Road Crossing Assessed to County per Section 26	

^A Culvert lengths are as per BTE drawings.

^B Length of culvert required if side slopes were specified at the minimum standard of 2:1.

^C Difference between length specified by the County where greater than minimum standard of 2:1. Additional length is to be assessed as a special benefit to the United Counties of Stormont, Dundas and Glengarry when undertaking future replacement.

Per discussions with the County, we understand that the County standard for end treatment of culverts is 2:1. In a number of cases, BTE has designed to a greater standard, with many driveways specified with approximately 3:1 (+/- 33%) end treatments. With that, the proposed extra length of pipe is considered above the minimum standard and therefore considered a special benefit.

When undertaking future replacement of the driveway culverts, the replacement culverts shall be like-for-like replacement of the diameter and material specified in Column A; with the cost of the length of Column B assessed back to the drain in the apportionments reflected on the assessment schedule found in **Appendix B**; and the cost of the additional length (Column C) assessed solely to the County. Road crossing culverts are to be assessed to the road authority in fitting with Section 26 of the Drainage Act.

Table 2 has the associated details for the only crossing located on the Morrow Spur.

Table 2: Morrow Spur – Culvert Inventory

Culvert ID #	Property ID Reference	Station (BTE)	Column A Inventory Details ^A	Column B Length at 2:1 Side Slopes ^B	Column C Difference assigned to Special Benefit ^C
CC8	1	14+910	600mm Ø HDPE, 34.6m	N/A – Road Crossing Assessed to County per Section 26	

9.1 FUTURE MAINTENANCE AND REPLACEMENT – ENTRANCE CULVERTS

Future maintenance of entrance culverts is to be completed by the Township, as per the Section 74 of the Act. Per the Act:

“Maintenance of drainage works and cost

***74.** Any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, relating to the construction or improvement of a drainage works by local assessment, shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works and in the proportion determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report or on appeal therefrom. R.S.O. 1990, c. D.17, s. 74.”*

The maintenance and replacement costs of entrance culverts DC52 and DC56 are to be at the expense of the upstream landowners, in the same apportionments as distributed in the enclosed assessment schedule (**Appendix B**). Entrance culverts D51 and D54 are secondary and tertiary access points to a single property (Property ID 4) and the future replacement of the culverts is to be at the sole expense of Property ID 4. Note that under current grant eligibility, only one crossing per property is eligible for grant. Maintenance works of entrance culverts are expected to be minimal so maintenance works, including flushing of all entrance culverts is to be assessed in accordance with the assessment schedule to all upstream landowners.

9.2 FUTURE MAINTENANCE AND REPLACEMENT – ROAD CROSSINGS

The maintenance and replacement of road crossings along the County Road Branch and Morrow Spur are to be at the expense of the road authority, as per Section 26 of the Drainage Act. It should be highlighted that culvert CC10 (Station 15+300) has been installed to provide landowners on the south side of County Road 22 with continued outlet, as per the previous adopted County Road Branch. With that, this culvert shall be governed under the Drainage Act as part of this Engineer's Report – but future maintenance and replacement shall be at the expense of the road authority (currently the United Counties of Stormont, Dundas and Glengarry).

9.3 BERM SPECIFICATIONS

Per the engineering plans prepared by BTE, a berm is required along the north side of the realigned channel in order to contain the design storm event within the confines of the channel. Without this berm, runoff would be expected to crest the banks and cause flooding on the adjacent properties. As this berm is required to meet the minimum conveyance standard for a *municipal road*, the cost for any maintenance and reinstatement of this berm shall be assessed to the road authority, under Section 26 of the Drainage Act. As this berm is required for the channel to perform at the intended design standard, the berm shall be considered part of the drainage infrastructure and maintained in perpetuity under the Drainage Act.

Furthermore, as the berm serves to contain runoff within the channel and offset flooding onto the adjacent properties, while the adjacent properties are understood to surface drain into the Morrow Branch, these adjacent properties have been assigned Benefit Liability, as the blocking of the water would be considered a benefit to these lands.

The berm is to be 0.5m high and extends along the entire length of the County Road Branch where the County Road Branch is located on the north side of County Road 22. No berm is required where the County Road Branch is on the south side of County Road 22. The berm shall be constructed in conformance with the cross-section as shown in Figure 1 (see Section 7.0) and is expected to be constructed with suitable clean fill (anticipated to be excess earth fill generated from the road excavation). As shown on Figure 1, the berm is a continuation of the backslope of the ditch, extending up approximately 0.5m above the existing ground elevation of the field to the north. The side slopes of the berm are to be 2:1. The final conditions are to be seeded. This berm is understood as required to contain the 10-year storm event within the banks (see Municipal Drain Assessment – Technical Memo – prepared by BTE).

9.4 FUTURE MAINTENANCE – BERM

Future maintenance works would be expected to include such works as reinstatement of the berm as needed to maintain the original adopted design. Future maintenance works would also include reseeding of the berm after reshaping. As this berm is required to meet the minimum

conveyance standard for a *municipal road*, the cost for any maintenance and reinstatement of this term shall be assessed to the road authority, under Section 26 of the Drainage Act.

9.5 FUTURE MAINTENANCE – DRAINAGE CHANNEL

Future maintenance of the open channel component of the drainage system is to be completed in accordance with Section 74 of the Drainage Act. Future maintenance works of the drainage channel would be expected to include such works as a bottom cleanout, reinstatement of side slopes, and other such general works required to restore the system to the original design. Where only a partial cleanout is completed, only those upstream of the works would be assessed. Where the entire drain is maintained, the entire watershed would be assessed. Whether partial or full maintenance, assessed costs would be in accordance with the assessment schedule enclosed in **Appendix B**.

10.0 ASSESSMENTS

An update to the assessment schedule for the County Road Branch of the Cumming Municipal Drain has been undertaken to account for the lands acquired by the County from the properties adjacent to County Road 22 to accommodate the road widening project.

As per Section 21 of the Act, *"The engineer in the report shall assess for benefit, outlet liability and injuring liability, and shall insert in an assessment schedule, in separate columns, the sums assessed for each opposite each parcel of land and road liable therefor."* As this is an existing drain and the scope of works does not include any works that would be considered injuring to lands or roads, injuring liability is not considered applicable for this project.

As the overall changes to the land use have been minimal *for lands directly abutting the drain*, and as it can reasonably be assumed that the overall benefit-to-outlet ratio of the drain can be considered to be relatively proportional today to that of the governing Engineer's Report (i.e. the benefit area has not measurably changed in size); the total benefit apportionment has not been changed from that of the previous governing reports, and has instead been reapportioned amongst the lands who meet the definition of such an assessment. Where no such ratio was previously provided (e.g. Morrow Spur), a ratio of 90% outlet to 10% benefit has been used. Under the Act, lands eligible for benefits assessment are defined as those *"lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance or repair of a drainage works may be assessed for benefit. R.S.O. 1990, c. D.17, s. 22."*

Finally, lands within the watershed are assessed outlet liability, which is defined as *"lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of*

any other drainage works or of a swale, ravine, creek or watercourse, may be assessed for outlet liability. R.S.O. 1990, c. D.17, s. 23 (1)."

The method for determining the appropriate apportionment of benefit and outlet liability assessment is the responsibility of the appointed Drainage Engineer. The Drainage Engineer shall use their best judgement to determine an apportionment that is considered fair to all those assessed.

For the purposes of assessing outlet and benefit across the lands within the watershed, the Drainage Engineer has generally followed the Factored Areas Method. Under this method, the areas of land within the watershed are assigned factors based on land use, proximity to the drain (distance factor), and general location in the watershed (sub-section factor). The summation of these factors provides a factored area that allows lands within the watershed to be compared on what has been considered a fair basis. The appropriate factors are assigned by the engineer, on a case-by-case basis, as deemed appropriate and fair by the engineer.

Assessment schedules have been enclosed in the following schedules:

Schedule 'A' – Township of North Stormont – County Road Branch

Schedule 'B' – Township of North Glengarry – County Road Branch

Schedule 'C' – Morrow Spur

Where a full maintenance is performed on the County Road Branch, it would be assumed that the entirety of Schedules 'A' and 'B' would be assessed for works performed. Where only a partial cleanout is performed, only those upstream of the works would be assessed.

10.1 LAND USE FACTORS

Each property was assigned a land use factor based on current aerial mapping. The assigned values for the respective land use have been summarized in Table 3.

Table 3: Land-use factors

Land Use Description	Factor
Agricultural	1.0
Roads	2.0

10.2 DISTANCE FACTORS

Each property within the drain was assigned a distance factor based on offsetting measurements from the applicable channel. The distance factors for the County Road Branch are shown in Table 4.

Table 4: Distance factors

Offset (m)	Factor
0 – 100	1.0
100 – 200	0.75
200 – 300	0.50
300 – 400	0.25
>400	0.10

10.3 LENGTH FACTORS

Each property was assigned a factor between 0 and 1 based on their relative location in the watershed. Properties farthest upstream (top of the watershed) make use of the entire length of the drain and were assigned a factor of 1.0, while properties at the outlet of the drain only make use of a small relative apportionment of the total system; and were assigned a smaller factor. Properties throughout the watershed were then assigned factors between 1.0 and 0.37 based on their relative location within the watershed. Factors were determined based on the approximate outlet station of where water from the property would be expected to enter the drain, and prorated accordingly.

For example, when calculating the assessments for a property draining halfway along the length of a given drain at 500m in length, the property would be assigned a factor of 0.5.

This would be calculated as follows:

$$(500-250) / 500 = 0.5$$

This calculation equates the total linear length of the drain used (500 – 250; where 500 is the total length of the drain in meters, and 250 is the approximate point at which the property's water enters the drain) and assigns that value as a factor.

Each of these factors (land use, distance, and length) was used to determine an equivalent area, which was used to determine the apportionment of the associated outlet liability for each applicable property.

11.0 FEES

11.1 INITIAL CONSTRUCTION FEES

As the realignments of the municipal drains is being undertaken as part of the County Road 22 reconstruction contract, with all costs to be borne by the County as part of their capital project; no separate construction cost estimate has been prepared for the realignments.

11.2 ENGINEERING FEES

All engineering fees associated with the preparation of this report have been borne by the County of Stormont, Dundas and Glengarry. As the County Road 22 project included multiple

realignments, which were all undertaken simultaneously, it is difficult to separate out the specific engineering fees associated with the County Road component of the project. As all engineering fees have been agreed to be paid by the County, no separation of costs for engineering has been completed.

11.3 FUTURE MAINTENANCE FEES

As the fees associated with future maintenance works are not expected to be within the next 5-10 years, it is difficult to predict future costs and future inflation. With that, assessments associated with future maintenance have been estimated based on reasonably assumed construction values.

Specifically, the Morrow Spur assessment schedule has been assumed using a \$1,000 construction cost (note this does not include the replacement cost of the road crossing culvert – which would be assessed solely to the road authority). The County Road Branch assessment schedule has been estimated using an assumed \$13,050 construction cost. Note again, this is based solely on a standard maintenance cleanout and would not include replacement of culverts (driveway nor road crossing).

Future maintenance fees would be assessed in the same apportionment as those reflected in the enclosed assessment schedule. E.g. if a property was assessed \$1,305 out of a total \$13,050 budget, their apportionment would be 10% of the total fees. Therefore, if future maintenance was to cost \$26,100, they would be assessed 10%, or \$2,610.

12.0 PERMITTING & SPECIAL CONSIDERATIONS

As part of the preparation of this report, Shade Group conducted a review of AgMaps, the Geographic Information System managed by the Ministry of Agriculture, Food and Rural Affairs. AgMaps identifies the County Road Branch as a 'Class C' drain. Class C drains are defined as watercourses with permanent flow but no sensitive fish species present.

No fisheries studies were conducted as part of Shade Group's scope.

12.1 SOUTH NATION CONSERVATION AUTHORITY

The County of Stormont, Dundas and Glengarry submitted the applicable design documents to South Nation Conservation Authority for permitting. A copy of the final permit has been enclosed in **Appendix E**. This permit is limited to the initial construction – future maintenance works would be subject to applicable permitting requirements at the time of such work.

12.2 FISHERIES AND OCEANS CANADA

The County of Stormont, Dundas and Glengarry submitted the applicable design documents to Fisheries and Oceans Canada (DFO) for review and comment, through the Request for Review process. A copy of the "letter of advice" from DFO has been enclosed in **Appendix E**. This letter

is limited to the initial construction – future maintenance works would be subject to applicable permitting requirements at the time of such work.

12.3 OTHER CONSIDERATIONS

UTILITIES

The contractor shall acquire applicable utility clearance prior to excavation as per the Ontario Underground Infrastructure Notification System Act. Should utility conflicts be identified, BTE is to be notified to address any redesign considerations. Any changes to the design would need to be incorporated into the Engineer's Report. Changes needed during construction may be eligible to be incorporated through 84.1 (1) of the Drainage Act, as outlined in O. Reg 500/21, Part III, Process for Amendments to an Engineer's Report.

WORKING SPACE

The Drainage Act specifies that works (both maintenance and initial construction) are to be completed within the working space designated in the Engineer's Report (Section 63(1)).

For the initial construction, the working space shall be considered to be 30m from the top of bank on both sides of the drain. For residential properties, this working space shall be reduced to 8m for the initial construction. For future maintenance, the working space is specified as 20m from the top of bank on either side of the drain. Where the working space impacts a residential property, the working space shall be reduced to 6m from the top of bank on the side impacting the residential property for future maintenance.

This working space will allow the Drainage Superintendent to complete works either from the south or north side of the drain. This working space is required to ensure that maintenance works can be performed and allows excavated materials to be spread within the working space (as applicable).

Permanent obstructions should not be installed within the working space, including (but not limited to) trees, fences, structures, etc. Obstructions that impact future maintenance works maybe removed by the Drainage Superintendent or the property owner – at the expense of the property owner. Where fences are installed – reinstatement costs would be the responsibility of the property owner.

SPREADING OF MATERIAL – FUTURE MAINTENANCE

When undertaking future maintenance, it is anticipated the sediment from the ditch bottom will need to be excavated out of the channel to restore the original drain design. The bottom of the ditch shall be excavated to an even grade so that no water may lay stagnant therein.

The excavated earth/silt from the drain cleanout shall be spread on the adjacent lands. Where the ditch is on the south side of the County Road, excavated material is to be spread on the south side of the ditch; where the ditch is on the north side of the County Road, excavated material is

to be spread on the north side, beyond the berm. In cultivated lands (where the drain is south of County Road 22), the depth of spread materials shall not exceed 150mm (6 inches) above grade and relief channels shall be cut at a maximum spacing of 50m to allow surface water to continue to sheet flow into the drain – so as not to berm the adjacent lands by the excavated materials. Materials shall be taken a minimum of 3m back from the top of slope.

Where the drain is located on the north side of County Road 22, the spreading of materials shall be beyond the backside of the berm, a minimum of 3m back from the top of slope. Relief channels are not required along the north side.

Where the drain fronts across residential properties with a property size <2ha, the excavated material is to be hauled off for disposal as part of the contract price; with the associated cost assessed to the drain in accordance with the adopted assessment schedule.

OFF-SITE DISPOSAL – OWNER'S EXPENSE

Where offsite disposal is requested by a property owner, the property owner may make arrangements with the Contractor to have the material hauled away. Costs would be borne solely by the requesting property owner – and a signed agreement between the Contractor and property owner would need to be presented to the Drainage Superintendent. The property owner would pay the Contractor directly for these additional works. Note that off-site removal may be subject to other legislative requirements, including the "Excess Soil Regulations".

The exception to this is when impacting a residential property with a property area of <2ha. Costs with offsite disposal in front of a residential property are considered part of the drain and are to be assessed in accordance with the adopted assessment schedule.

ADDITIONAL CONSTRUCTION SPECIFICATIONS

Additional construction specifications can be found in the **Special Provisions** as taken from the County Road 22 Tender Document – available under separate cover. The entirety of the Special Provisions are available for completeness, however some provisions may be irrelevant to the specific drainage works and may not be relevant to future maintenance works. Applicability of the special provisions shall be at the discretion of the Drainage Superintendent, who shall be responsible for administering the maintenance works.

13.0 ADIP GRANTS

Properties that are registered with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the Farm Property Class Tax Rate Program may be eligible for a 1/3 grant from the Province. As the initial construction costs, including the engineering associated with this report, are being borne by the County as part of the capital works project, grant eligibility would only be applicable to future maintenance works.

14.0 CLOSING

This submission is respectfully submitted to the Council of the Township of North Stormont this February 6, 2025.

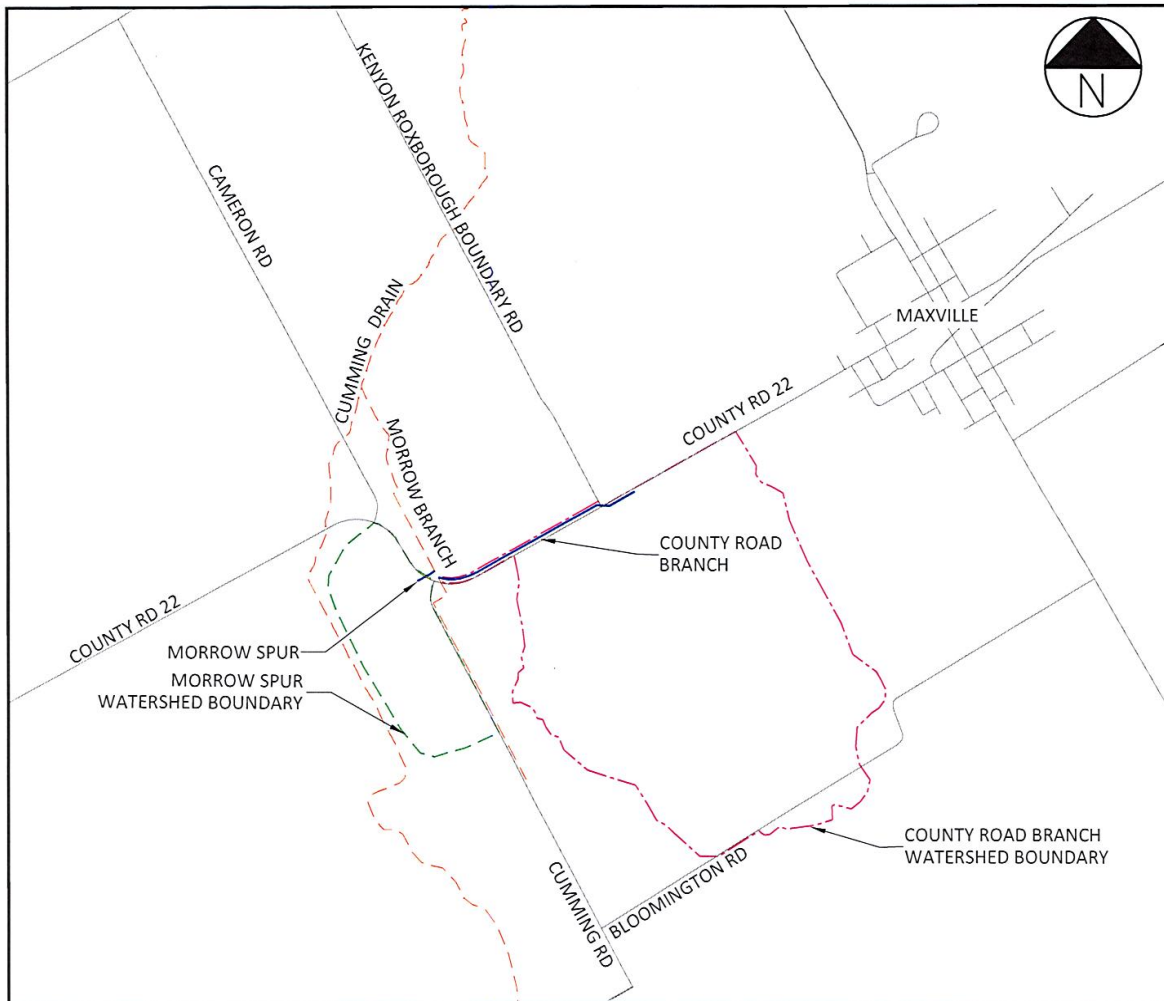
Should you have any questions or concerns, please do not hesitate to contact the undersigned.



Monica Shade, P. Eng.
Drainage Engineer
Shade Group Inc.

APPENDIX A

LOCATION PLAN



LOCATION PLAN
N.T.S.

COUNTY ROAD BRANCH AND
MORROW SPUR
OF THE CUMMING DRAIN
TOWNSHIP OF NORTH STORMONT
2025

SHADE
GROUP INC

APPENDIX B

ASSESSMENT SCHEDULES

Assessment Schedule - Updated 2025

Schedule 'A'

Township of North Stormont

Future Maintenance

Property ID No.	Roll No.	Con	Lot	Area Drained (ha)	Outlet (\$)	Benefit (\$)	Est Assess. (\$)*
4	41101600835002	6	A,B	0.0	\$ -	\$ 918.53	\$ 918.53
5	41101600835000	6	A,B	9.8	\$ 342.79	\$ -	\$ 342.79
6	41101600836000	6	A	4.3	\$ 68.78	\$ -	\$ 68.78
7	41101600834200	6	B	0.1	\$ 1.74	\$ -	\$ 1.74
8	41101600834010	6	B	0.3	\$ 10.23	\$ -	\$ 10.23
9	41101600834000	6	B	21.0	\$ 339.28	\$ -	\$ 339.28
10	41101600832102	6	B	20.3	\$ 1,347.31	\$ 276.54	\$ 1,623.85
11	41101600832100	B	B	1.0	\$ 291.65	\$ -	\$ 291.65
12	41101600831003	6	B	0.0	\$ -	\$ 204.55	\$ 204.55
15	41101600832000	6	B	7.8	\$ 125.50	\$ -	\$ 125.50
17	41101600832010	6	B	0.1	\$ 2.83	\$ -	\$ 2.83
Sub-Total					\$ 2,530.11	\$ 1,399.62	\$ 3,929.73

*Estimated Assessment does not include Farm Tax Credit (FTC). Farm Tax Credit eligibility to be confirmed at time of maintenance.

Assessment Schedule - Updated 2025

Schedule 'A'

Township of North Stormont

Future Maintenance

Roads

ID/Name	Owner	Outlet (\$)	Benefit (\$)	Net Assessment (\$)
Allnut Road	Township of North Stormont	\$ 32.21	\$ -	\$ 32.21
County Road 22	United Counties of Stormont, Dundas and Glengarry	\$ 1,399.39	\$ 977.59	\$ 2,376.98
Railway	CN Rail	\$ 375.55	\$ -	\$ 375.55

Summary

Real Properties - Township of North Stormont	\$ 2,530.11	\$ 1,399.62	\$ 3,929.73
Township Roads - Township of North Stormont	\$ 32.21	\$ -	\$ 32.21
United Counties of Stormont, Dundas and Glengarry	\$ 1,399.39	\$ 977.59	\$ 2,376.98
CN Rail	\$ 375.55	\$ -	\$ 375.55
Sub-Total (Pre-Tax/Grant)	\$ 4,337.26	\$ 2,377.21	\$ 6,714.47

Assessment Schedule - Updated 2025

Schedule 'B'

Township of North Glengarry

Future Maintenance

Property ID No.	Roll No.	Con	Lot	Area Drained (ha)	Outlet (\$)	Benefit (\$)	Est Assess. (\$) *
13	11101101553102	17	16	0.3	\$ 105.32	\$ -	\$ 105.32
14	11101101553100	17	16	7.2	\$ 1,459.12	\$ 180.08	\$ 1,639.20
16	11101101553000	17	16	17.5	\$ 282.47	\$ -	\$ 282.47
18	11101101553010	17	16	1.3	\$ 49.45	\$ -	\$ 49.45
19	11101101552000	17	12-15	2.2	\$ 83.18	\$ -	\$ 83.18
20	11101101552100	17	13,14	1.6	\$ 58.10	\$ -	\$ 58.10
21	11101101552200	16	12-16	28.9	\$ 1,081.67	\$ -	\$ 1,081.67
22	11101400178200	17	9-16	9.3	\$ 348.18	\$ -	\$ 348.18
23	11101101551500	17	15,16	4.1	\$ 1,010.05	\$ 52.71	\$ 1,062.76
24	11101101551000	17	14,15	10.2	\$ 1,526.96	\$ -	\$ 1,526.96
25	11101101549000	17	13,14	2.3	\$ 19.97	\$ -	\$ 19.97
26	11101101551100	17	14	0.1	\$ 26.48	\$ -	\$ 26.48
27	11101101550000	17	14	0.3	\$ 0.09	\$ -	\$ 0.09
28	11101400066000	17	13	0.1	\$ 4.78	\$ -	\$ 4.78
Sub-Total					\$ 6,055.82	\$ 232.79	\$ 6,288.61

*Estimated Assessment does not include Farm Tax Credit (FTC). Farm Tax Credit eligibility to be confirmed at time of maintenance.

Assessment Schedule - Updated 2025

Schedule 'B'**Township of North Glengarry****Future Maintenance**

Roads

ID/Name	Owner	Outlet (\$)	Benefit (\$)	Net Assessment (\$)
Concession Road 17	Township of North Glengarry	\$ 46.92	\$ -	\$ 46.92
Sub-Total		\$ 46.92	\$ -	\$ 46.92

Summary

Real Properties - Township of North Glengarry	\$ 6,055.82	\$ 232.79	\$ 6,288.61
Township Roads - Township of North Glengarry	\$ 46.92	\$ -	\$ 46.92
Sub-Total (Pre-Tax/Grant)	\$ 6,102.74	\$ 232.79	\$ 6,335.53

Assessment Schedule - Updated 2025

Schedule 'C'

**Cumming Municipal Drain - Morrow Spur of the Morrow Branch
Future Maintenance**



Property ID No.	Roll No.	Con	Lot	Area Drained (ha)	Outlet (\$)	Benefit (\$)	Est Assess. (\$)*
1	0411016-008-39005	6	1	18.8	\$ 690.45	\$ 60.32	\$ 750.77
2	0411016-008-39000	6	1	7.9	\$ 69.09	\$ -	\$ 69.09
3	0411016-008-38000	6	1	2.9	\$ 20.31	\$ -	\$ 20.31
Sub-Total					\$ 779.85	\$ 60.32	\$ 840.17

*Estimated Assessment does not include Farm Tax Credit (FTC). Farm Tax Credit eligibility to be confirmed at time of maintenance.

Roads

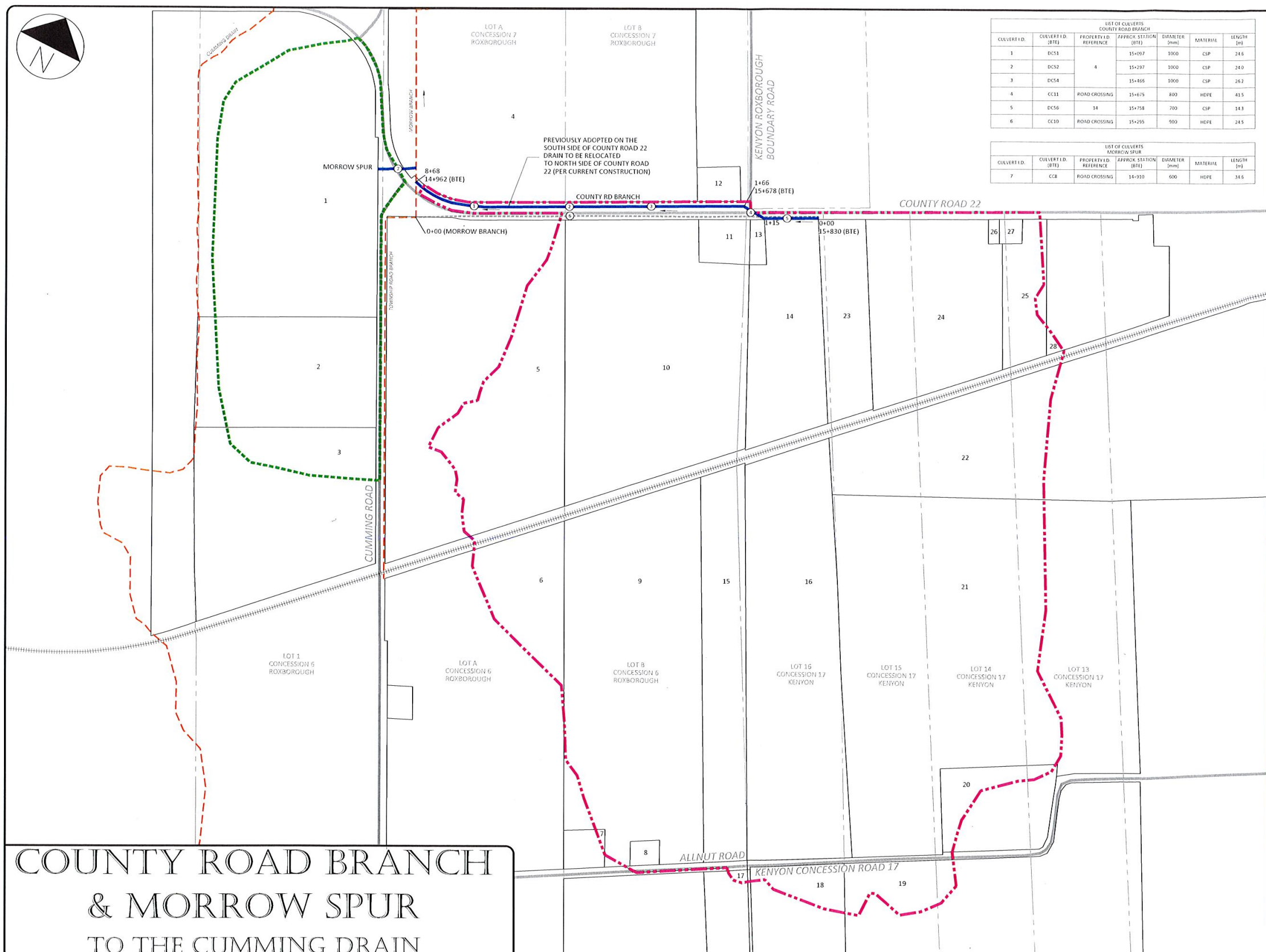
ID/Name	Owner	Outlet (\$)	Benefit (\$)	Net Assessment (\$)
Cumming Road	Township of North Stormont	\$ 37.61	\$ -	\$ 37.61
County Road 22	United Counties of Stormont, Dundas and Glengarry	\$ 82.54	\$ 39.68	\$ 122.22
Sub-Total		\$ 37.61	\$ -	\$ 37.61

Summary

Real Properties - Township of North Stormont	\$ 779.85	\$ 60.32	\$ 840.17
Roads - Township of North Stormont	\$ 37.61	\$ -	\$ 37.61
United Counties of Stormont, Dundas and Glengarry	\$ 82.54	\$ 39.68	\$ 122.22
Sub-Total (Pre-Tax/Grant)	\$ 900.00	\$ 100.00	\$ 1,000.00

APPENDIX C

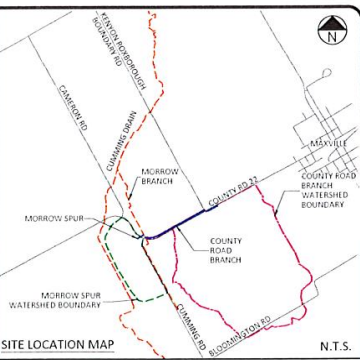
ENGINEERING DRAWINGS



COUNTY ROAD BRANCH
& MORROW SPUR
TO THE CUMMING DRAIN

LIST OF CULVERTS COUNTY ROAD BRANCH						
CULVERT I.D.	CULVERT I.D. REFERENCE	PROPERTY I.D.	APPROX. STATION (BTE)	DIAMETER (mm)	MATERIAL	LENGTH (m)
1	DCS1	4	15+097	1000	CSP	24.6
2	DCS2		15+297	1000	CSP	24.0
3	DCS4		15+465	1000	CSP	26.2
4	CC11	ROAD CROSSING	15+675	800	HDPE	41.5
5	DCS6	14	15+758	700	CSP	14.1
6	CC10	ROAD CROSSING	15+255	900	HDPE	24.5

LIST OF CULVERTS MORROW SPUR						
CULVERT I.D.	CULVERT I.D. REFERENCE	PROPERTY I.D.	APPROX. STATION (BTE)	DIAMETER (mm)	MATERIAL	LENGTH (m)
7	CC8	ROAD CROSSING	14+910	600	HDPE	34.6



SCALE BAR
0 50 100 200 400m
DO NOT SCALE DRAWING

ALL DIMENSIONS ARE IN METRES
UNLESS OTHERWISE MARKED.

PAGE SIZE 24" x 36" SCALE 1:3,500

SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ON
K0A 1A0

SHADE GROUP

- LEGEND
- 2024 PROPERTY LINES (GIS DATA)
 - COUNTY ROAD BRANCH REALIGNMENT
 - PREVIOUS ALIGNMENT OF COUNTY ROAD BRANCH (TO BE ABANDONED)
 - COUNTY ROAD BRANCH SUBWATERSHED
 - MORROW SPUR SUBWATERSHED
 - MEASURED STATIONS (m)
 - STATIONS (m) - PER BTE PROFILE DRAWINGS
 - ROAD
 - WATERCOURSES
 - LOT & CONCESSION LINES
 - APPROX. LOCATION OF CULVERT
 - RAILWAY
 - PROPERTY ID REFERENCE
REFER TO ASSESSMENT SCHEDULES
 - DIRECTION OF FLOW

- NOTES
- ALL STATION LABELS ARE APPROXIMATE. THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IMPLIES NO GUARANTEE OF ACCURACY. DO NOT SCALE DRAWING.
 - ALL PROPERTY LINES ARE AS SUPPLIED BY THE COUNTIES OF STORMONT, DUNDAS & GLENGASK, AS ACQUIRED FROM THEIR GEOGRAPHIC INFORMATION SYSTEM (GIS) AUGUST 2022. THIS IS NOT A LEGAL SURVEY.
 - THIS MAP AND THE WATERSHED BOUNDARY SHOWN HERE HAS BEEN PREPARED IN REFERENCE TO THE 1952 AND 1985 ENGINEER'S REPORT AS PREPARED BY STODVELL & ASSOCIATES LTD.
 - ALIGNMENT OF THE CUMMING DRAIN IS APPROXIMATE ONLY. FOR DETAILS PERTAINING TO THE ADOPTED FLOW PATH OF THE CUMMING DRAIN, PLEASE REFER TO THE APPROPRIATE ENGINEER'S REPORT.

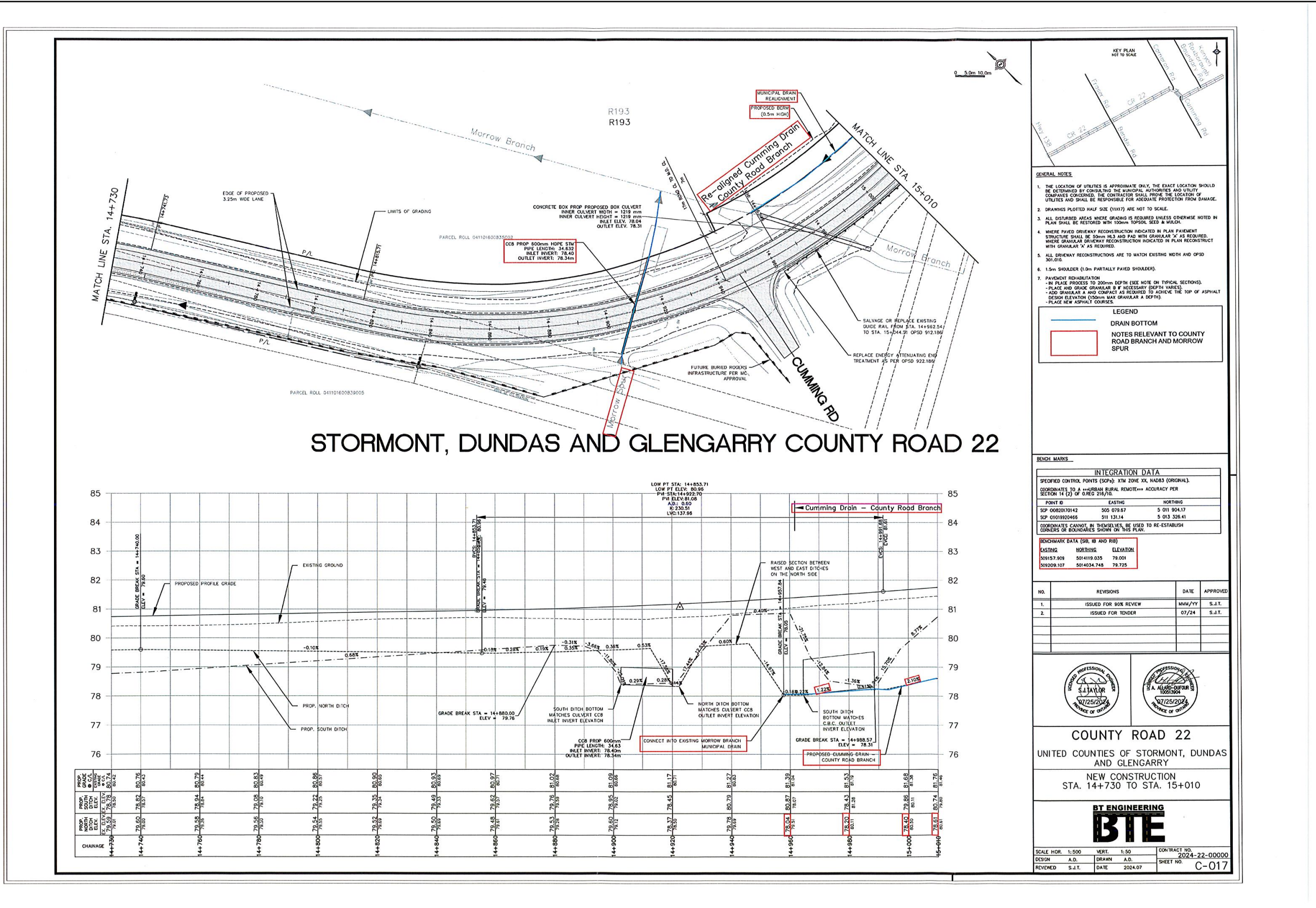
00	ISSUED WITH ENGINEER'S REPORT	FEB 6, 2025
REV. #	REVISION DESCRIPTION	DATE

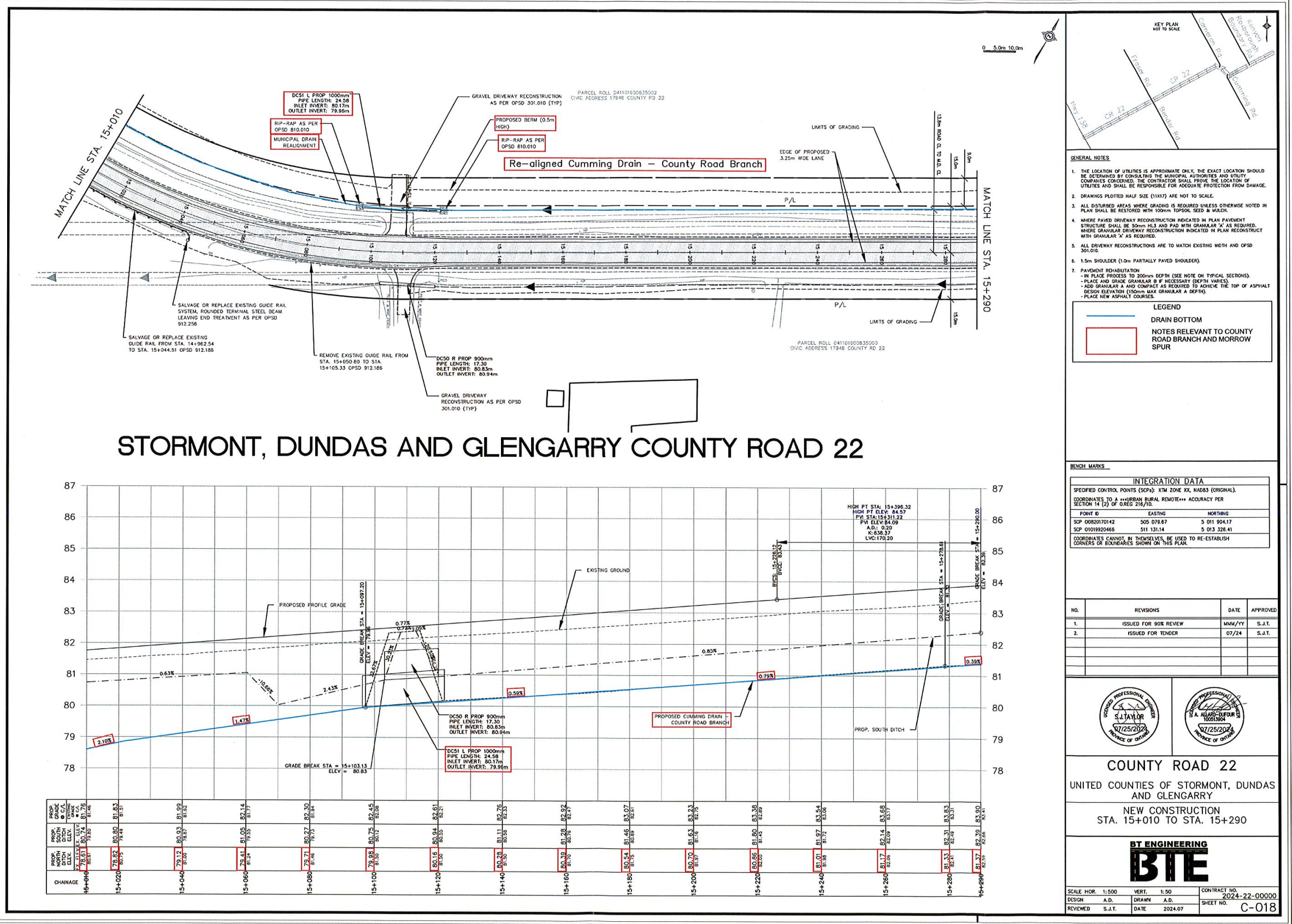
STAMP

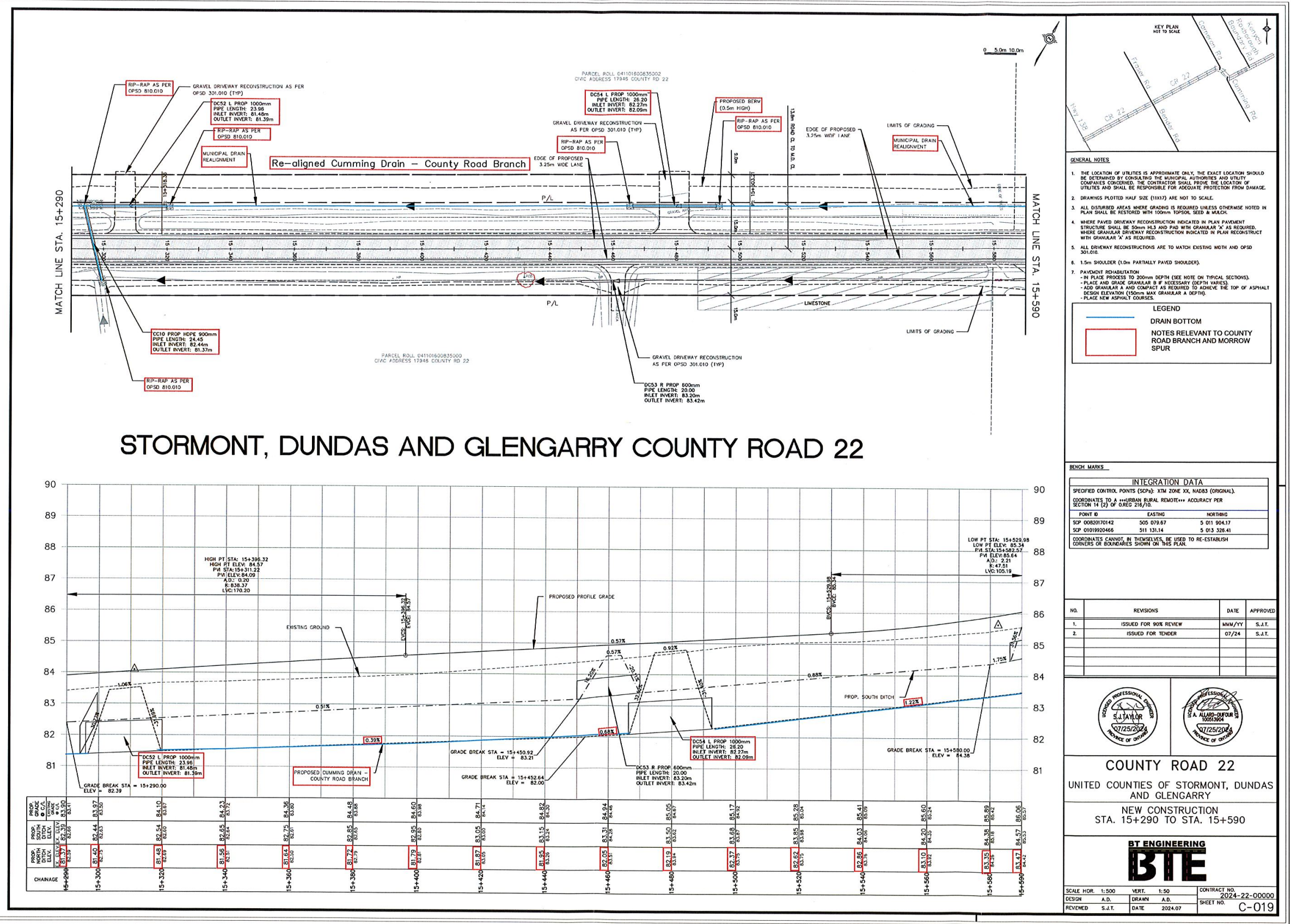
PROJECT TITLE
COUNTY ROAD BRANCH & THE MORROW SPUR

DRAWING TITLE
WATERSHED MAP
PLAN VIEW

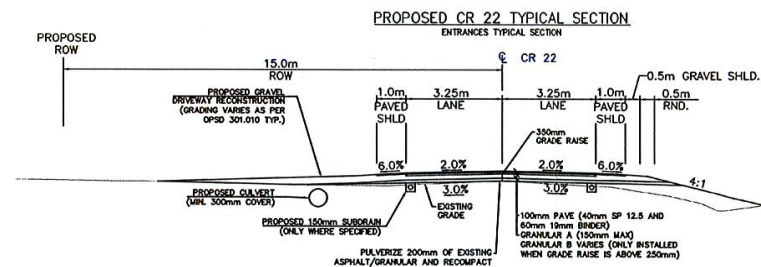
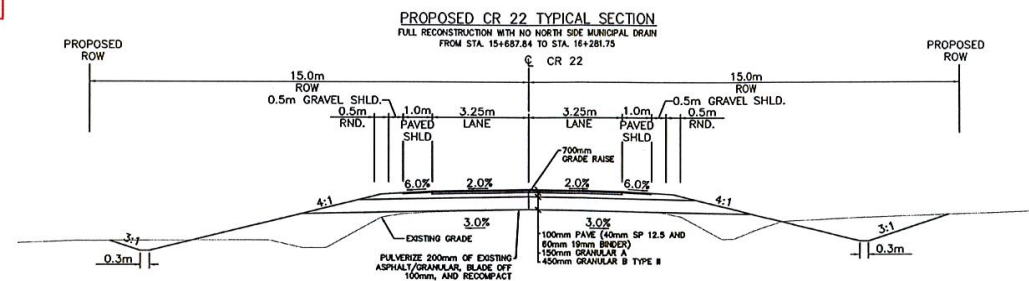
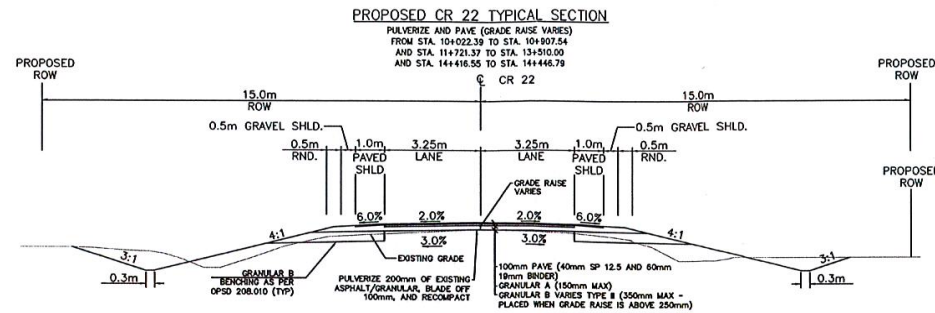
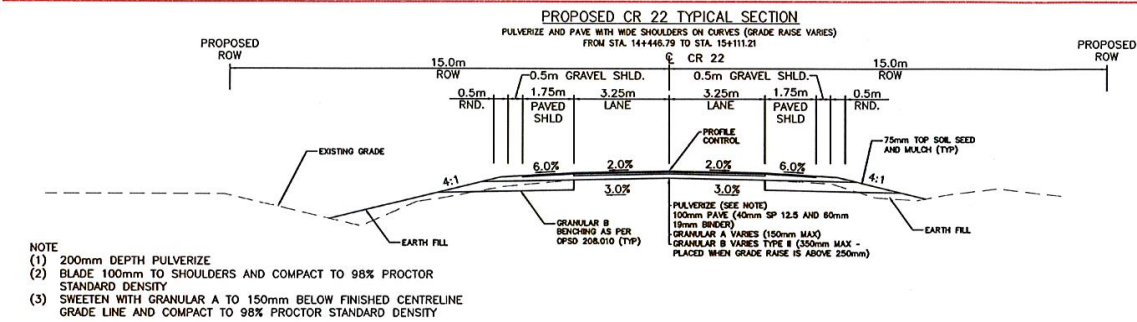
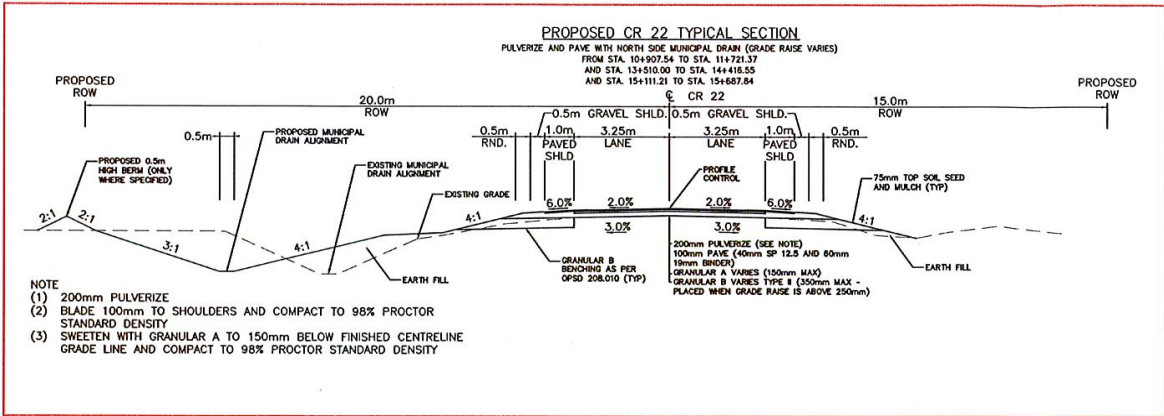
DRAWING NO.
1 OF 1













GENERAL NOTES	BENCH MARKS	NO.	REVISIONS	DATE	APPROVED			COUNTY ROAD 22 UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY	BT ENGINEERING BTE				
		1.	ISSUED FOR 90% REVIEW	MMM/YY	S.J.T.								
		2.	ISSUED FOR TENDER	07/24	S.J.T.								
								TYPICAL SECTIONS	SCALE HOR. N.T.S.		VERT. N.T.S.	CONTRACT NO.	
								DESIGN A.D.	DRAWN A.D.	SHEET NO.			
								REVIEWED S.J.T.	DATE 2024.07	CX-001			

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024

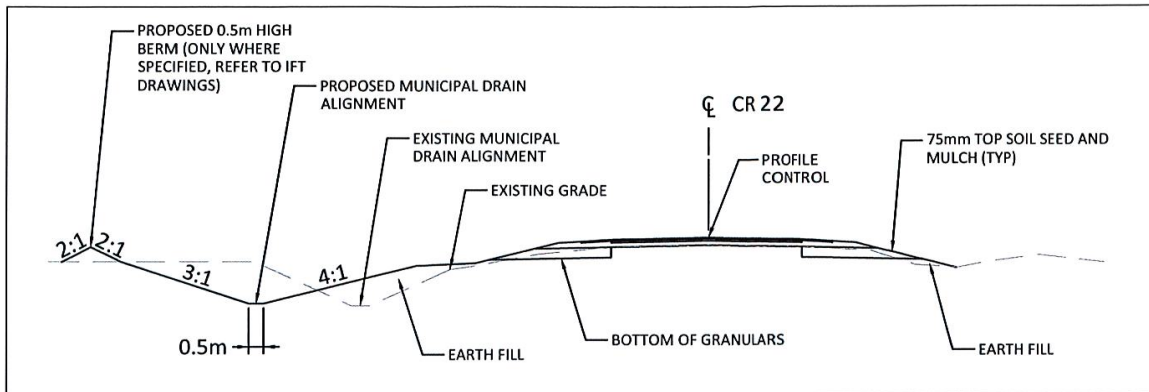


Figure 3: Municipal Drain Typical Section

7.0 RESULTS AND COMMENTS

7.1 Design Flows

Peak flows for the driveway culverts along the realigned drain sections are summarized in **Table 4**.

Table 4: Proposed Municipal Drain Realignment Peak Flow Results

Municipal Drain Branch	Design Flow (m ³ /s)
Brabant Branch	0.58
McRae Branch	1.66
Morrow-Brabec Branch	0.49
County Road Branch	1.21

7.2 Culvert Sizing

Table 5 shows the recommended sizes for the driveway culverts to convey the minimum 10-year design flow. HEC-RAS Analysis Report and Results are presented in **Appendix A**.

Table 5: Proposed Culvert Configuration

Culvert ID	Branch	Start Station	Type	Size (mm)	Length (m)	Slope (m/m)
DC6	Roadside Ditch	10+464.578	Circular CSP	500	45.45	0.011
DC9	Roadside Ditch	10+654.500	Circular CSP	600	16.74	0.004
DC11	Roadside Ditch	10+759.487	Circular CSP	600	16.50	0.003
DC14	Brabant Branch	10+957.300	Circular CSP	900	33.96	0.008
DC16	Brabant Branch	11+166.137	Circular CSP	1100	117.34	0.004
DC21	Brabant Branch	11+341.302	Circular CSP	1100	27.90	0.003
DC22	McRae Branch	11+551.830	Circular CSP	1400	76.02	0.006
DC23	McRae Branch	11+695.744	Circular CSP	1400	18.51	0.012
DC42	Morrow-Brabec Branch	13+664.102	Circular CSP	1000	26.14	0.004

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024



Culvert ID	Branch	Start Station	Type	Size (mm)	Length (m)	Slope (m/m)
DC45	Morrow-Brabec Branch	14+042.928	Circular CSP	1000	24.72	0.003
DC46	Morrow-Brabec Branch	14+240.913	Circular CSP	1200	28.83	0.003
DC51	County Road Branch	15+121.895	Circular CSP	1000	24.58	0.009
DC52	County Road Branch	15+319.935	Circular CSP	1000	23.96	0.004
DC54	County Road Branch	15+492.587	Circular CSP	1000	26.20	0.007

According to the MTO Highway Drainage Standards (2008), the ratio HW/D of the headwater depth upstream of the culvert (HW) to the diameter or rise of the culvert (D) must be less than 1.5. In addition, as indicated in the design criteria (**Table 1**), the headwater elevation must be below the driveway surface. The calculated ratios and freeboards comply with these requirements and are shown in **Table 6**.

Table 6: Headwater/Diameter (Rise) Ratio and Freeboard for Proposed Culverts

Culvert ID	HW/D	Freeboard (m)
DC6	0.63	0.57
DC9	0.91	0.66
DC11	0.93	0.57
DC14	0.72	0.98
DC16	0.51	0.69
DC21	0.58	0.82
DC22	0.79	0.45
DC23	0.75	0.40
DC42	0.62	1.02
DC45	0.61	1.16
DC46	0.47	1.54
DC51	1.00	0.43
DC52	0.58	0.74
DC54	0.33	1.09

7.3 Municipal Drain Size

The results of the hydrologic modelling of the municipal drain branches indicate that the proposed ditch capacity is appropriate to convey the 10-year flow with the proposed culvert configuration from **Table 5**. Cross sections and water surface elevations along the evaluated drains are presented in **Appendix A**.

APPENDIX D

RESOLUTIONS + BY-LAW



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: July 26, 2022

Resolution No. 219-2022

MOVED BY:

Deputy Mayor F. Landry _____
Councillor S. Densham _____
Councillor R. Douglas _____ ✓
Councillor R. Villeneuve _____

SECONDED BY:

Deputy Mayor F. Landry _____
Councillor S. Densham _____ ✓
Councillor R. Douglas _____
Councillor R. Villeneuve _____

THAT Council approves of the SDG Counties request, and appoint Shade Group Inc. under Section 78(1) of the Drainage Act, R.S.O 1990 Chapter D. 17 to update the necessary engineer's report to legitimize all drainage works required to be completed as part of the SDG County Road 22 project.

☒ **CARRIED** ☐ **DEFEATED** ☐ **DEFERRED**

Mayor

Declaration of Conflict of Interest: _____

☐ **Disclosed His/Her/Their Interest**

☐ **Vacated His/Her/Their Seat**

RECORDED VOTE

Councillor S. Densham	_____
Councillor R. Douglas	_____
Councillor R. Villeneuve	_____
Deputy Mayor F. Landry	_____
Mayor J. Wert	_____



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: July 18, 2023

Resolution No. 219-2023

MOVED BY:

Mayor F. Landry _____
Deputy Mayor S. Densham _____
Councillor A. Bugelli AB _____
Councillor A. McDonald _____
Councillor C. Shane _____

SECONDED BY:

Mayor F. Landry _____
Deputy Mayor S. Densham _____
Councillor A. Bugelli _____
Councillor A. McDonald _____
Councillor C. Shane CS _____

THAT Council receive this information report and extend the appointment of Shade Group Inc under Section 39(1) of the Drainage Act, as the Drainage Engineer appointed under Section 78 of the Drainage Act for the drains affected by the County Road 22 improvements.

☒ **CARRIED** ☐ **DEFEATED** ☐ **DEFERRED**

F. Landry
Mayor

Declaration of Conflict of Interest: _____

- ☐ **Disclosed His/Her/Their Interest**
☐ **Vacated His/Her/Their Seat**

RECORDED VOTE

Councillor C. Shane _____
Councillor A. McDonald _____
Councillor A. Bugelli _____
Deputy Mayor S. Densham _____
Mayor F. Landry _____

APPENDIX E

AGENCY CONSULTATION & PERMITS



PERMIT FOR DEVELOPMENT ACTIVITY WITHIN A REGULATED AREA

Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits



Permit Holder: United Counties of SDG
Care of: Dana Grant
26 Pitt Street
Cornwall, ON
K6J 3P2

Decision: **Approved With Conditions**

Issued: December 3, 2024
Expires: December 3, 2026

Work Description: Relocate Municipal Drains as part of the County Road 22
Reconstruction Project

Location: County Road 22, from Highway 138 to the Urban Limit of Maxville
Township of North Stormont
Geographic Township of Roxborough

The attached Schedules form part of this permit for the approved work and must be implemented in accordance with the stated conditions. A copy of this permit must be kept at the worksite.

The Permit Holder, by acceptance and in consideration of the issuance of this permit, agrees to the permit conditions.

Dated at Finch, Ontario, this 3rd day of December 2024.

Jennifer Boyer, M.Sc., MCIP RPP
Managing Director, Approvals

South Nation Conservation
jboyer@nation.on.ca



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Ontario and Prairies Region
Fish and Fish Habitat
Protection Program
867 Lakeshore Road
Burlington, ON L7S 1A1

Région de l'Ontario et des Prairies
Programme de la protection
du poisson et de son habitat
867 Lakeshore Road
Burlington, ON L7S 1A1

October 22, 2024

Our file *Notre référence*

24-HCAA-01679

United Counties of SD&G
ATTENTION: Michael Jans
Manager of Infrastructure
26 Pitt St
Cornwall, ON
K6J 3P2

Subject: Drain Realignment, Road Reconstruction, County Road 22, North Stormont – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

Dear Michael Jans:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on July 8th, 2024. We understand that you propose to:

- Realign approximately 1,840 m of class C, E and F municipal drains to accommodate road reconstruction activities on County Road 22.
- Enclose approximately 700 m of class F municipal drains in segments running through landowner driveways.
- Replace existing culvert crossings and driveway culverts of class C, E and F municipal drains to accommodate road reconstruction activities.

Our review considered the following information:

- Request for Review and supporting documents received on July 8th, 2024.
- Call with Michael Jans (The Counties), Derek McMillan (The Counties), Andrea Doherty (DFO) and Kirsten Luck (DFO) on August 21st, 2024.
- Additional information provided by Michael Jans following up the call from August 21st, 2024.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and

Canada

- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*; and
- The introduction of aquatic species into regions or bodies of water frequented by fish where they are not indigenous, which is prohibited under section 10 of the *Aquatic Invasive Species Regulations*.]

The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures outlined in your plan, in addition to the following listed below:

- Plan in-water work, undertaking or activity to respect timing windows (i.e. NO in-water work between March 15 – July 15).
- Develop and implement an Erosion and Sediment Control Plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity.
- Restore the banks and riparian vegetation to their natural state, with native species suitable for the site.
- Aquatic invasive species are introduced and spread through transporting sands and sediments and using contaminated construction equipment. To prevent the spread of aquatic invasive species during construction in aquatic environments:
 - Clean, drain and dry any equipment used in the water; and,
 - Never move organisms or water from one body of water to another.
- Replace removed trees at a 1:1 replacement ratio onto the back-slopes of the channel.
- In areas where proposed realignment overlaps with existing realignment AND takes place in a class C or E drain, conduct work in the dry. If working in the dry is not possible, work in isolation of flow with pump bypass, fish salvage and silt fencing used in workable segments.
- Replace the Cumming Main Branch culvert (CC6) in isolation of flow with pump bypass, fish salvage, silt fencing, and riprap armouring along the eroded bank.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act* or permit under the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html>).

Notify this office at least 10 days before starting any in-water works. Send your notification to Kirsten Luck (kirsten.luck@dfo-mpo.gc.ca) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Kirsten Luck at our Burlington office at (506) 269-5694 or by email at kirsten.luck@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,



Elyjah Schimmens
A/Senior Biologist
Fish and Fish Habitat Protection Program
Fisheries and Oceans Canada

COPY: Kirsten Luck – Fisheries and Oceans Canada



SCHEDULE A: WORK DESCRIPTION

SNC understands the following work will be completed (the "Work"):

1. County Road 22 will be reconstructed from Highway 138 to Roxborough Kenyon Boundary Road. The reconstruction design includes the relocation of several Municipal drain segments where the road will be widened.
2. The Permit Holder identified 8 locations where the road reconstruction will interfere with a watercourse:
 - I. **Howes Branch of the McKenzie Municipal Drain:** located across the road from 17404 County Road 22 and flows east to the southwest corner of 17499 County Road 22.
 - Approximately 650m of the drain will be relocated further away from the road. The proposed drain alignment does not differ substantially from the existing alignment. Along the front of residential properties, the municipal drain will follow the existing alignment and be enclosed.
 - II. **McRae Branch of the McKenzie Municipal Drain:** located on the southeast corner of 17499 County Road to and flows east for 180m.
 - 180m of the drain will be relocated further away from the road. The municipal drain will follow the existing alignment and be enclosed.
 - III. **McRae Branch of the McKenzie Municipal Drain:** located east of 17504 County Road 22.
 - The existing culvert on County Road 22 is a 1300mm diameter corrugated steel pipe (CSP) and is proposed to be replaced with a 1600mm diameter CSP.
 - IV. **Morrow Brabec Municipal Drain:** located across the road from 17750 County Road 22 and flows east for 925m.
 - Approximately 925m of the drain will be relocated further away from the road. The relocated drain will differ from the existing



alignment by approximately 1m, north or south, varying by location along the length of the drain.

- V. **Cumming Drain:** located approximately 400m east of the entrance to 17810 County Road 22.
- The existing culvert on County Road 22 is a 1500mm diameter CSP, and is proposed to be replaced with a 1600mm diameter CSP.
- VI. **County Road Branch of the Cumming Municipal Drain:** officially located on the south side of the Road from 18032 County Road 22 and flows west for approximately 850m.
- A 900mm CSP cross culvert was installed near the western entrance at 17996 County Road 22, and the flows were directed along the north side of County Road 22. There is another cross culvert near the residential entrance at 17946, returning flows to the south side of County Road 22.
 - The existing 900mm CSP cross culvert will be removed. A new 1000mm CSP cross culvert will be installed closer to Kenyon-Roxborough Boundary Road. The municipal drain will be located on the north side of County Road 22 and flow into the Morrow Branch of the Cumming Municipal Drain.
- VII. **Morrow Branch of the Cumming Municipal Drain:** the cross culvert is located approximately 135m west of the entrance to 17946 County Road 22.
- The existing twin 1600mm CSP will be replaced with a 1200mm x 1200mm concrete box culvert.
- VIII. **Morrow Spur Branch of the Cumming Municipal Drain:** the cross culvert is located approximately 200m west of the entrance to 17946 County Road 22.
- The existing 500mm CSP will be replaced with a 600mm CSP.



The details of the Work are outlined in the following documents forwarded to SNC:

1. South Nation Conservation Section 28.1 Permit Application Form – signed by Mike Jans on June 27, 2024.
2. Letter: "RE: County Road 22 Reconstruction – Project Context and Permit Application", signed by Mike Jans, dated May 13, 2024.
3. Technical Memorandum: "Stormont, Dundas & Glengarry Counties Road 22 Rehabilitation, Culvert Replacement Recommendations", signed, stamped, and dated by L. Sanchez, P. Eng, on June 11, 2024.
4. Drawing Package: "County Road 22 – Reconstruction and Drainage Improvements from Highway 138 to 0.6km East of the Roxborough Kenyon Boundary Road", signed, stamped and dated by S.J. Taylor, P.Eng, and A. Allard-Dufour, P.Eng on 6/18/2024.
5. Memorandum: "Municipal Drain Assessment", prepared by BT Engineering, signed, stamped, and dated by L. Sanchez, P. Eng, on June 7, 2024.
6. "SNCA Comments and Response Table – 2024", not signed, or stamped, dated 2024, received via email from Mike Jans on September 3, 2024.
7. "CR 22 – Proposed Transverse Culverts", not signed, stamped or dated, received via email from Mike Jans on September 3, 2024.
8. "SNCA Comment and Response Table – 2024", prepared by BT Engineering, dated 2024, not signed, or stamped, received via email from Mike Jans on October 21, 2024.
9. Email Correspondence: "Follow-up: SDG Answers to SNCA Comments- County Road 22 Reconstruction", sent by Steve Taylor on November 15, 2024.
10. Email Correspondence: "Re: County Road 22", sent by Michael Jans on July 26, 2024.



SCHEDULE B: CONDITIONS

The Permit Holder must adhere to the following conditions for permit compliance:

1. Erosion Control

- a) The Permit Holder must ensure no erosion occurs in or near a watercourse or waterbody that is in proximity to the Work.
- b) Any fill that is removed from the site and placed on land above the high-water mark is to be properly stabilized as required through the implementing of appropriate erosion control measures.
- c) SNC may visit the Work location anytime from application submittal through to the expiration of the permit to inspect the implementation of erosion control measures on site. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.
- d) Disturbed areas must be stabilized and revegetated as required upon completion of Work and restored to a pre-disturbed state or better.



SCHEDULE C: ADDITIONAL COMMENTS

SNC makes the following additional comments:

1. According to the construction drawings, the existing twin box culverts on the McKenzie Municipal Drain will be maintained and no watercourse interference is anticipated. However, the contractor should ensure there is sufficient erosion protection at this location prior to commencing road work.
2. This permit does not review, certify, or provide permission for any works that may be located outside the above noted property boundary.
3. Nothing in this permit relieves the Permit Holder(s) from obtaining, where necessary, regulatory approval from any other agency, government including the Majesty the King in Right of Ontario, municipality, landowner, or authority having legal jurisdiction regarding development at the above noted location or any adjacent lands that may be impacted by the Work. SNC makes no representation and has made no representation as to whether the Permit Holder(s) must obtain any other approval(s) regarding the Work. SNC hereby confirms that it is the Permit Holder(s)' sole and complete responsibility to ensure that it applies for and obtains all necessary regulatory approvals prior to undertaking the Work.
4. Permit review completed by L. Crites. Technical review completed by F. Forough.



SCHEDULE D: GENERAL CONDITIONS

1. Term

This permit is valid for 24 months from the date of issuance. No notice will be issued on expiration. It is the responsibility of the Permit Holder to ensure a valid permit is in effect at the time the Work is occurring. The Permit Holder may, at least 60 days before the expiry of the permit, apply to SNC and pay a fee for an extension of the permit.

2. Other Permits and Permissions

This permit does not relieve the Permit Holder of the responsibility to obtain any other documents or permits that the Work may require from the Government of Canada, the Government of Ontario, or the local municipality. It is the responsibility of third-party agents to secure property owner permission to undertake the Work.

3. Right to Hearing

A Permit Holder who disagrees with the conditions attached to their permit has the right to request a hearing before the SNC Board of Directors. Please contact our office for further details.

4. Property Entry

SNC may enter the subject property where the Work is taking place during the permit's period of validity to ensure compliance with the conditions of the permit. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.

5. Cancellation of Permit

SNC may cancel a permit or change the permit conditions if:

- a) false information was submitted as part of the permit application; or
- b) the Work deviates from the conditions of the permit without SNC's prior written approval.

6. Offences

It is an offence to undertake work in a regulated area without a permit or to contravene the conditions of a permit. A person who commits an offence under the *Conservation Authorities Act* is liable on conviction:

- a) in the case of an individual,
 - (i) to a fine of not more than \$50,000 or to a term of imprisonment of not more than three months, or to both, and



- (ii) to an additional fine of not more than \$10,000 for each day or part of a day on which the offence occurs or continues; and
- b) in the case of a corporation,
 - (i) to a fine of not more than \$1,000,000, and
 - (ii) to an additional fine of not more than \$200,000 for each day or part of a day on which the offence occurs or continues.

Despite the maximum fines, a court that convicts a person of an offence may increase the fine it imposes on the person by an amount equal to the amount of the monetary benefit that was acquired by the person, or that accrued to the person, as a result of the commission of the offence.

In addition to any other remedy or penalty provided by law, the court, upon convicting a person of an offence, may order the convicted person to,

- a) remove, at the convicted person's expense, any development within such reasonable time as the court orders; and
- b) take such actions as the court directs, within the time the court may specify, to repair or rehabilitate the damage that results from or is in any way connected to the commission of the offence.

7. Liability

The Permit Holder acknowledges that the sole function of this permit is to confirm the Work is consistent with Part VI of the *Conservation Authorities Act*, O. Reg. 41/24, and SNC policies. SNC makes no representations or warranties regarding any other aspect of the Work.

By accepting this permit, the Permit Holder agrees:

- a) to indemnify and save harmless, SNC and its officers, employees, and agents, from and against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the Permit Holder or of any of their agents, employees, or contractors relating to any of the particular terms or conditions of this permit; and
- b) that this permit shall not release the Permit Holder from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law.

SNC assumes no responsibility or liability for flood, erosion, or slope failure damage that may occur to the subject property, nor any activity undertaken by the Permit Holder affecting the property interests of adjacent landowners.

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 17-2025

BEING a By-law to provide for updates to the McRae Branch of McKenzie Municipal Drain (including Brabant Branch) pursuant to *Section 78(1) of the Drainage Act, R.S.O. 1990, C.D.17.*

WHEREAS the *Municipal Act, 2001*, c.25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c.25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Drainage Act, R.S.O. 1990, c.D.17 s. 78(1)* provides that if drainage works have been constructed under a By-law passed under the Act and Council considers it appropriate to undertake one or more of the major improvement projects listed in subsection 1.1 the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it;

AND WHEREAS the Council of the Township of North Stormont has directed, under section 78(1) of the *Drainage Act, R.S.O. 1990*, that an Engineer's Report shall be prepared by Shade Group Inc. for the drain known as the McRae Branch of McKenzie Municipal Drain (including Brabant Branch);


AND WHEREAS the appointed engineer has prepared an Engineer's Report dated February 6, 2025 and attached hereto as Schedule "A";


AND WHEREAS the Council of the Township of North Stormont has considered the Engineer's Report in accordance with Section 45(1) of the *Drainage Act, R.S.O. 1990* and is desirous of adopting the report.

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

1. That the Engineer's Report prepared under Section 78(1) of the *Drainage Act, R.S.O. 1990* for the McRae Branch of McKenzie Municipal Drain (including Brabant Branch), attached hereto as Schedule "A" is hereby adopted and the drainage works therein indicated and set forth is hereby authorized and shall be completed accordingly.
2. That this By-law shall come into force and effect upon its final passing.

READ A FIRST, SECOND TIME AND PROVISSIONALLY ADOPTED
this 4th day of March 2025.



François Landry, Mayor

SEAL



Craig Calder, CAO/Clerk

READ A THIRD AND FINAL TIME and passed in open Council, signed and sealed this XX day of XX, 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

**MCKENZIE DRAIN
MCRAE BRANCH & BRABANT BRANCH
PROPOSED PARTIAL REALIGNMENT
& PARTIAL ENCLOSURE
S. 78 ENGINEER'S REPORT
TOWNSHIP OF NORTH STORMONT**



PREPARED BY
SHADE GROUP INC
4625 MARCH ROAD
ALMONTE, ON
K0A 1A0

PREPARED FOR
THE TOWNSHIP OF NORTH STORMONT
15 UNION STREET
BERWICK, ON
K0C 1G0

FEBRUARY 6, 2025

EXECUTIVE SUMMARY

This Engineer's Report has been prepared under Section 78 of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78 refer to 'major improvements', which refers in this case to the intention to relocate a portion of the existing adopted municipal drain.

This Section 78 process was initiated at the request of the United Counties of Stormont, Dundas and Glengarry to accommodate partial realignments of the Brabant Branch and McRae Branch of the McKenzie Drain. The partial realignments of the Brabant Branch and McRae Branch are required to accommodate a widening of the County Road 22 road surface. In addition to accommodating partial realignments of the Brabant Branch and McRae Branch, this Section 78 report also seeks to adopt a partial enclosure of the McRae Branch, within lands described as Lot 9, Concession 7, Geographic Township of Roxborough. An approximately 327m enclosure had previously been completed by the landowner, and the landowner would like to enclose an additional approximately 1250m of open channel to facilitate more efficient farming practices.

Shade Group Inc. (SGI) was appointed by resolution on July 26, 2022 (Resolution No. 219-2022) to "*update the necessary engineer's reports to legitimize all drainage works required to be completed as part of the SDG County Road 22 project*". Due to delays in the design of the road work (by others), a renewal resolution was completed July 18, 2023 (Resolution No. 219-2023). Copies of the resolutions have been enclosed in **Appendix G**.

This report includes:

- A watershed map of the drain and its contributing area (**Appendix D**);
- Plan and Profile Drawings for the proposed realignment and enclosure (**Appendix D**);
- Updated Assessment Schedules (**Appendix B**);
- Hydrology and hydraulic analysis for the enclosure (**Appendix E**);

Available under separate cover, the following information has also been referenced in the preparation of this report

- Hydrology and hydraulic assessments (by others) of the municipal drainage system, including the driveway culverts;
 - Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
 - Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)
- Construction specifications, which will be used for the initial construction and should be referenced (as applicable) for future maintenance.
 - Special Provisions – Tender Document

A map showing the location of the McRae Drain and Brabant Branch has been enclosed in **Appendix A**.

Design of the realignments of the Brabant Branch and McRae Branch along County Road 22 were undertaken by the County's engineering consultants – BTE – as part of the design of the County Road 22 reconstruction project while the design of the enclosure has been undertaken by Shade Group in consultation with the initiating landowner and in reference to the hydrologic and hydraulic analysis completed by Headway Engineering.

Future maintenance works for the McRae and Brabant branches shall be assessed in accordance with the assessment schedules enclosed within **Appendix B**. The assessment schedule for the McRae Branch is comprised of Schedules A through D while Schedule E is for future maintenance of the Brabant Branch. Construction cost estimates used for the associated assessment schedules can be found in **Appendix F**.

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REVISIONS & SUBMISSIONS

Revision #	Comments	Date
00	Draft Submission to Township	January 22, 2025
01	Formal Submission to Township	February 6, 2025

1.0 INTRODUCTION

This Engineer's Report has been prepared under Section 78 of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78 refers to 'major improvements' to existing adopting drainage systems.

This Section 78 process was initiated at the request of the United Counties of Stormont, Dundas and Glengarry to accommodate partial realignments of the Brabant Branch and McRae Branch of the McKenzie Drain. The partial realignments of the Brabant Branch and McRae Branch are required to accommodate a widening of the County Road 22 road surface. The existing right-of-way for County Road 22 is understood to be as narrow as ~12m in many areas along the project area, and the proposed County Road 22 project will see the right-of-way increased to 35m along the areas in the vicinity of the McRae Branch and Brabant Branch. The County has undertaken land acquisition as part of the road widening project, and therefore the realigned Brabant and McRae Branches will continue to be within the County owned right-of-way. As the land has been acquired through other means, no allowances under the Drainage Act have been applied to this project.

In addition to accommodating partial realignments of the Brabant Branch and McRae Branch, this Section 78 report also seeks to adopt a partial enclosure of the McRae Branch, within lands described as Lot 9, Concession 7, Geographic Township of Roxborough. An approximately 327m enclosure had previously been completed by the landowner, and the landowner would like to enclose an additional approximately 1250m of open channel. The reasoning for the previous and proposed enclosure is to facilitate more efficient farming practices across Lot 9, Concession 7, as the current meandering channel makes for inefficient work of the land in its current configuration.

This report includes updated Plan and Profile Drawings for the realignment and the enclosures. This report also includes an updated Schedule of Assessment for future maintenance of the system, which accounts for updates required to the assessment due to variances in the parcel fabric compared to the previous adopted report, and to appropriately distribute future maintenance costs associated with the changes to County Road 22, and the change in assessment for the enclosures.

All proceedings associated with the preparation of this report have been completed in accordance with the specifications of *the Act*.

2.0 DRAIN HISTORY

The Township of North Stormont was consulted about the history of the McRae Branch and Brabant Branch of the McKenzie Drain as part of the preparation of this report. Per supplied information, it is our understanding that the governing report (relevant to this project) for the

McRae Branch and Brabant Branch is the *Engineer's Report McRae Branch of the McKenzie Drain – Stidwill & Associates Limited, September 16, 1975*. This report includes for improvements to the McRae Branch as described as having originally been constructed around 1909, with intermittent maintenance having been carried out prior to 1935, and a major improvement (deepening) having been performed in 1951. The lower 1000 feet of the McRae Branch was then further deepened and improved in 1973, at the time of improvements to the McKenzie Drain. The 1975 report also included for the construction of a new branch – the Brabant Branch.

It's worth noting that various current available digital maps (including AgMaps and SDG GIS) refer to the "Howes Branch" rather than the Brabant Branch, however no records can be found for the "Howes Branch" – and it has been assumed that this is an error in the digital mapping – and should instead refer to the Brabant Branch.

3.0 EXISTING CONDITIONS

3.1 DESCRIPTION OF THE ALIGNMENT + AREA REQUIRING DRAINAGE

The 1975 Engineer's Report described the McRae Drain and Brabant Branch as follows:

The point of commencement of the McRae Drain is at the north limit of the given road through Concession 7, and at the line between Lots 8 and 9. The Brabant Branch starts at the south limit of Lot 10, Concession 7 and runs east into the McRae Drain at a point opposite the southwest corner of Lot 8, Concession 7.

The outlet for the McRae Drain is the McKenzie Drain, intersecting at the North ½ of Lot 6, Concession 6.

The McRae Drain starts at the north limits of the road allowance for the road through Concession 7, at the line between Lots 8 and 9. At the time of this report, the road is known as McLean Road. The alignment as adopted in 1975 then zig-zags south and west through Lot 9, Concession 7 before turning southeasterly until it reaches the limits between Lot 8 and 9, Concession 7, where it continues south until it intersects with the road between Concession 6 and 7. The McRae Drain continues parallel to this road (known as County Road 22 at the time of this report) for approximately 180m before passing under the road, and continuing south, then ultimately east, out to the McKenzie Drain. The McRae Drain as described in the 1975 Engineer's Report was adopted with a total length of approximately 11,715 ft.

The area requiring drainage for this report shall be considered those lands upstream of any improvements. This area requiring drainage shall be described as Lots 7 – 12, Concession 7, Geographic Township of Roxborough. The lands within Concession 6 would not be expected to be impacted by any of the improvements made upstream; however the assessment schedule for the entire watershed has been updated to reflect current conditions.

The total contributing area for the Brabant Branch is estimated to be approximately 157 ha, while the McRae Branch is estimated to be approximately 401 ha.

A plan view illustrating the watershed boundary of the McRae Branch, including the subcatchment of the Brabant Branch, is enclosed in **Appendix D**.

3.2 PREVIOUS ENCLOSURE

An enclosure was conducted on the McRae Drain prior to the appointment of Shade Group. The enclosure has a point of commencement approximately 200m from the point of commencement of the McRae Drain. The first 200m of the McRae Drain remain as open channel, along the line between Lot 8 and 9, Concession 7, up until the point where the previous alignment began to zig-zag to the west. The approximate alignment of the enclosure has been shown on the attached Plan View, per information supplied by the landowner that completed the enclosure works.

As the works were completed prior to the appointment of this engineer, the alignment and profile as shown has been approximated based on information supplied by the owner. Per discussions with the Township's Drainage Superintendent, no measurable concerns have been observed as a result of the enclosure, even after significant rainfall events.

The enclosure was assumed to have been generally installed at the same slope as the previous drain profile, and hydrology and hydraulic calculations for the previous enclosure have been conducted as part of the preparation of this report to confirm the installed enclosure has adequate capacity to meet current design standards for service levels. For more on the hydrology and hydraulics, refer to **Section 6.0** of this report. A copy of the Hydrologic & Hydraulic Analysis Brief as prepared by Headway Engineering (July 12, 2024) can be found in **Appendix E**.

A profile drawing for the previous enclosure has been provided in **Appendix D**.

3.3 DOWNSTREAM CONDITIONS

The improvements being made under this report are limited to works upstream of County Road 22 (up to ~Station 74+84 per the 1975 Engineer's Report). The McRae Branch continues to exist further downstream of this point, from Stations 74+84 to 117+15 – in accordance with the design specifications as adopted under the 1975 Engineer's Report by Stidwill & Associates Limited. Future maintenance of the McRae Branch between 74+84 and 117+15 shall be conducted in accordance with the 1975 Engineer's Report's Plan, Profiles and Specifications. Maintenance works performed on the McRae Branch shall be assessed to those within the watershed in accordance with the updated assessment schedule enclosed within *this* Engineer's Report – both for works conducted upstream and downstream of County Road 22. Where only partial maintenance works are performed (i.e. not a full cleanout), the costs for such maintenance shall be assessed to those *upstream* of where the works were completed, in fitting with the directives of the Drainage Act.

4.0 PROPOSED IMPROVEMENTS

Proposed improvements that are part of this Section 78 undertaking include the following:

- Realignments of part of the Brabant Branch parallel County Road 22;
- Realignments of part of the McRae Branch parallel County Road 22;
- Enclosure of parts of the McRae Branch through Lot 9, Concession 7.

Design of the realignments of the Brabant Branch and McRae Branch along County Road 22 were undertaken by the County's engineering consultants – BTE – as part of the design of the County Road 22 reconstruction project. The relevant Plan and Profile have been included in **Appendix C**, and the associated technical reports discussing the hydrology and hydraulics associated with the channel cross-section and the applicable culverts, can be found under separate cover. The hydrologic and hydraulic analysis design works can be found in the following two documents, prepared by others:

- 1) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 2) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

Design of the enclosure has been undertaken by Shade Group, in consultation with the initiating landowner, an experienced tile drainage contractor and long-term farmer – and in reference to the hydrologic and hydraulic analysis completed by Headway Engineering. Profile drawings for the proposed enclosure can be found in **Appendix D**, while a copy of the Hydrologic & Hydraulic Analysis Brief as prepared by Headway Engineering (July 12, 2024) can be found in **Appendix E**.

5.0 DRAINAGE ACT, 1990, PROCESS

5.1 TO DATE

Shade Group Inc. (SGI) was appointed by resolution on July 26, 2022 (Resolution No. 219-2022) to *"update the necessary engineer's reports to legitimize all drainage works required to be completed as part of the SDG County Road 22 project"*. Due to delays in the design of the road work (by others), a renewal resolution was completed July 18, 2023 (Resolution No. 219-2023). Copies of the resolutions have been enclosed in **Appendix G**.

Shade Group was appointed early in the design stage of the road reconstruction project, and as the road design work took multiple years, there were certain delays in the preparation of the Engineer's Report pending completion and permitting for the proposed drainage works associated with the road reconstruction.

An on-site meeting was held at the Moose Creek Community Centre on July 12, 2023. Approximately 12 property owners attended the meeting as well as representatives from the

Township (CAO and Drainage Superintendent), representatives from BTE and representatives from the County.

Discussions at the on-site meeting were generally related to concerns with the improvements being proposed pertaining to the County Road 22 project, including concerns over land acquisition, and further requests for enclosures in areas alongside the road. The land acquisition component of the project was completed as part of the road widening project and was undertaken separate from the Drainage Act component. The land acquisition was overseen by the County – not the Township or Drainage Engineer. As the land has been acquired through other means, allowances under the Drainage Act were not applied. No concerns were brought forth regarding the current performance of the drainage system, nor any concerns noted with respect to flooding or erosion of the system as it currently exists.

Throughout the time leading up to, and following the on-site meeting, Shade Group undertook on-going consultation with the Township's Drainage Superintendent and the County's project lead. Shade Group conducted high level peer review of the drainage design documents prepared by BTE as it pertains to the design of the realigned channel and associated culverts. Multiple iterations were provided however the final governing design documents are understood to be:

- 1) Drawings - "County Road 22 – Reconstruction and Drainage Improvements from Highway-138 to 0.6km east of the Roxborough Kenyon Boundary Road" Issued for Tender package (07/24) (BTE)
- 2) Municipal Drain Assessment – Technical Memorandum – July 30, 2024 (BTE)
- 3) Culvert Replacement Recommendations – Technical Memorandum – July 30, 2024 (Sanchez Engineering Inc.)

Ultimately the final design drawings associated with the realignment works will remain the liability of the design engineers (BTE/Sanchez Engineering Inc.)

5.2 NEXT STEPS

Following the formal submission of this report to the Township, the report will be brought to a Meeting to Consider (Section 42).

The clerk of the municipality shall send a copy of the report and a notice stating the date on which the report was filed, the name or designation of the drainage works; and the date of the council meeting at which the report will be considered, to the prescribed people (Section 41).

The Meeting to Consider is held by council, and council may adopt the report by provisional by-law by giving two readings (Section 45(1)).

Following the Meeting to Consider, and assuming a provisional by-law is adopted by two readings, a notice is sent, including a copy of the provisional by-law (exclusive of the Engineer's

Report) of the time and place for the first sitting of the Court of Revision. This notice is sent to each body or person as entitled under Section 41 of the Drainage Act.

Following the completion of addressing all appeals; or the time for appealing has expired, Council may pass the provisional by-law by a third reading, thereby authorizing construction of the drainage works. Work may then be commenced as early as ten days after the by-law is passed, if no notice of intention to make an application to quash the by-law has been filed with the clerk of the council (Section 58(1)), assuming the limitations for construction can be met at such a time (e.g. compliance with any permitting restrictions with respect to timing windows).

Through discussions with Township staff, it is understood that the Township's Drainage Superintendent will oversee any hiring of a contractor for the proposed enclosure works. The Township's Drainage Superintendent is also understood to be undertaking any contract administration, construction supervision, and final walkthrough, as required, for the enclosure works. Should additional Shade Group involvement be required, any such additional would be assessed back to the initiating landowner.

It is understood that the County will be overseeing the tendering of the drainage realignment works as part of the road reconstruction tender. It is anticipated that a combination of Township staff and Shade Group resources may be drawn upon during the construction to oversee the construction and the final walkthrough, on an as needed basis. All such involvement from Shade Group to oversee the drain realignment works would be billed back to the County.

5.3 RESOLUTION AND BY-LAW

Appendix G has been included in this report as a place to attach the applicable resolution and by-law associated with this Section 78(1) undertaking. The resolutions for Shade Group's appointment have been enclosed with this submission; and it is recommended that the Drainage Superintendent (or applicable Township Staff) attach a copy of the report adoption by-law following its third reading for ease of future reference.

5.4 LIMITATIONS

The process overview provided in Section 5.2 is provided as a general summary of the next steps to completion. Should the process described conflict with the specifications of the Drainage Act, the Drainage Act shall govern. The process described is provided as a summary only, the Township clerk shall be responsible for ensuring that the applicable administrative works are completed in accordance with the specifications of the Drainage Act.

6.0 DESIGN CONSIDERATIONS

6.1 ENCLOSURE ALIGNMENT CONSIDERATION

Minor changes are proposed to the previous adopted alignment to accommodate the proposed enclosure. The previous adopted alignment included a number of 90-degree bends throughout

the alignment, with the open channel zig-zagging across the lands. The proposed enclosure includes changing the 90-degree bends to 45-degree bends – which will reduce the overall length of travel and offer improved flow through the pipe compared to 90 degree elbows.

6.2 HYDROLOGIC + HYDRAULIC ANALYSIS – ENCLOSURE

A hydrologic and hydraulic analysis was conducted by Headway Engineering for both the existing enclosure and the proposed enclosure. Based on the design analysis, the existing 24" (600mm) smooth wall pipe is of appropriate size to meet current standard design practice, while the additional enclosure also meets current design standards as a smooth wall 24" (600mm) diameter HDPE pipe.

For a breakdown of the calculations, refer to the *Hydrologic & Hydraulic Analysis Brief* as prepared by Headway Engineering (July 12, 2024) found in **Appendix E**.

6.3 HYDROLOGIC + HYDRAULIC ANALYSIS – REALIGNMENTS

A hydrologic and hydraulic analysis was conducted by BTE and Sanchez Engineering Inc. as part of the County Road 22 reconstruction project.

The *Technical Memorandum* prepared by Sanchez Engineering Inc. (June 11, 2024) analyzes road crossing culverts within the County Road 22 project area – where "Culvert 2" within the report refers to the road crossing culvert on the McRae Branch, under County Road 22.

The *Technical Memorandum – Municipal Drain Assessment* prepared by BTE analyzes the entrance culverts and drain channel cross-section.

As both reports are quite lengthy, they have not been included with this report, however both of the Technical Memoranda can be found under separate cover.

6.4 EROSION CONSIDERATIONS

Erosion control measures have been proposed by the County's design engineer (BTE) as part of the road reconstruction project, including measures within the Brabant Branch and McRae Branch. Measures include recommendations such as the placement of rip-rap per OPD 810.010. Slope flattening measures have also been proposed throughout the realignments – with the foreslope proposed at 4:1 and backslope at max 3:1, which is a considerable improvement over the 1975 design criteria that specified side slopes of 1-1/4 horizontal to 1 vertical for the entirety of the Brabant Branch and McRae Branch. Changes to side slopes are limited to areas along County Road 22 – in those areas specified on the enclosed plans. The specified erosion control measures can be found on the Plan and Profile drawings prepared by BTE, enclosed in **Appendix C**.

Erosion measures have also been proposed as part of the proposed enclosure project. Erosion measures are proposed at the inlet in the form of a sediment trap; and the outlet is proposed to be protected with rock protection.

Permanent erosion and sediment control measures have been shown on the enclosed engineering plans.

Temporary erosion and sediment control measures may be required to accommodate site conditions at the time of the work. Additional erosion and sediment control measures may be required at the direction of the engineer, municipality (upper and/or lower tier), SNCA or DFO, as needed to address site conditions at the time of the work, referring both to the new construction and future maintenance activities. The review and implementation of erosion and sediment control measures is intended to be a living practice, where additional measures may be required depending on the conditions at the time of the work.

7.0 PLAN, PROFILE & SPECIFICATIONS

It is intended that the accompanying Plan, Profile and Specifications form part of this report, and that they together govern the performance of the work.

The enclosed Watershed Map - Plan View (**Appendix D**) shows:

- The watershed boundary and subcatchment;
- The general course of proposed works (existing alignment to be abandoned + new alignment, enclosures);
- Turns and intersections have been referenced;
- Property ID numbers have been assigned to each property for ease of reference to the assessment schedule. The use of Property IDs rather than names offers protection of private information and affords continuity of use as property ownership can change over time.

The enclosed Profile Drawings (C-004 – C-006) (**Appendix C**) show:

- The realigned alignment of the Brabant and McRae Branches relative to the centerline of the road;
- Slopes and elevations associated with the open channel and applicable driveway culverts;
- Applicable road crossing culverts.

Specifications for the channel cross-section can be found in the Municipal Drain Assessment – Technical Memorandum (available under separate cover). The specifications note that the realigned Brabant and McRae Branches are to have a trapezoidal geometry with a bottom width of 0.5m; and side slopes of 3:1 or 4:1. Side slopes of 3:1 are proposed on the backslope of the municipal drain, while the 4:1 side slope is proposed on the foreslope (road-side). An extract from the aforementioned Technical Memorandum is provided in the figure below.

Subject: Municipal Drain Assessment
Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation
Date: July 30, 2024

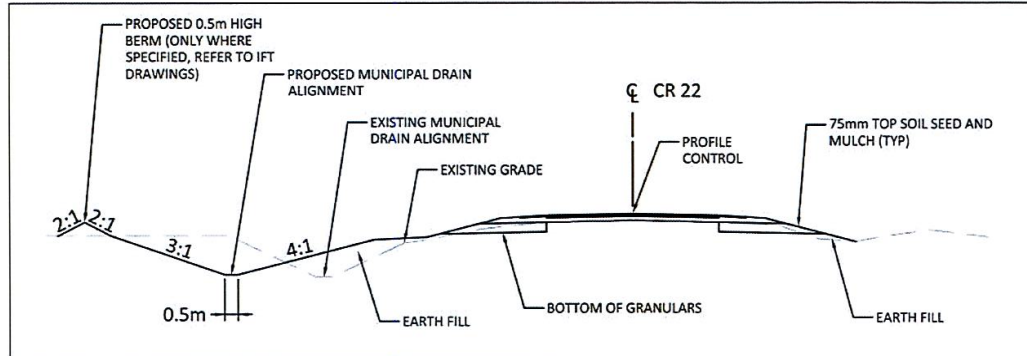


Figure 1: Typical Cross-Section - Per Municipal Drain Assessment - Technical Memorandum - Page 5

Appendix D also includes profile and plan view details for the proposed enclosure, including details associated with temporary and permanent erosion control measures and other such applicable details needed for construction and future maintenance.

8.0 EXISTING ALIGNMENT – ABANDONMENT

The alignment as adopted in 1975 shall be considered abandoned within the following stations:

- Station 7+55 to ~60+22 – the open channel is to be considered abandoned. This stretch of drain is to be replaced with a pipe which is to be adopted under this Section 78 report.
- The alignment of the Brabant Branch as adopted in 1975 shall be considered abandoned and replaced instead with the alignment shown within the enclosed plans. The new alignment of the Brabant Branch as reflected on the enclosed plans is to be adopted as the new governing alignment.
- The alignment of the McRae Branch between ~67+65 and 74+18 as adopted in 1975 is to be abandoned and shall be replaced with the alignment as reflected on the enclosed plans. The new alignment of the McRae Branch as reflected on the enclosed plans – between former station 67+65 and 74+18 – is to be adopted as the new governing alignment.

9.0 CULVERTS + FUTURE MAINTENANCE

Table 1 and 2 provides a summary of the culverts on the McRae Branch and Brabant Branch, and includes culverts within the improvement area and an updated summary of culverts downstream of the improvement area for completeness. No changes are proposed to culverts downstream of the improvement area.

Table 1: McRae Branch – Culvert Inventory

Culvert ID # (BTE)	Culvert ID # (Shade Group)	Property ID Reference	Station (2025 - Measured)	Column A Inventory Details ^A	Column B Length at 2:1 Side Slopes ^B	Column C Difference assigned to Special Benefit ^C
DC22	4	25	1+958	1400mm Ø C.S.P. 76.0m	N/A – See Note 1	
DC23	5	27	2+105	1400mm Ø C.S.P. 18.5m	17.0	1.5
CC2	6	-	2+123	1600mm Ø C.S.P. 37.2m	N/A – Road Crossing Assessed to County per Section 26	
-	7	38	2+816	1500mm Ø C.S.P. 9m	N/A – See Note 2	
-	8	39	3+006	1500mm Ø C.S.P. 9m		
-	9	-	3+325	1500mm Ø C.S.P. 9m	N/A – See Note 2 and 3	

Table 2: Brabant Branch – Culvert Inventory

Culvert ID #	Culvert ID # (Shade Group)	Property ID Reference	Station (BTE)	Column A Inventory Details ^A	Column B Length at 2:1 Side Slopes ^B	Column C Difference assigned to Special Benefit ^C
DC14	1	20	0+051	900mm Ø C.S.P. 34.0m	29.0	5.0
DC16	2	21,22	0+260	1100mm Ø C.S.P. 117.3m	N/A – See Note 1	
DC21	3	23	0+436	1100mm Ø C.S.P. 27.9m	22.4	5.5

^A Culvert lengths are as per BTE drawings.

^B Length of culvert required if side slopes were specified at the minimum standard of 2:1.

^C Difference between length specified by the County at 3:1 or greater side slopes versus the minimum standard of 2:1.

Additional length is to be assessed as a special benefit to the United Counties of Stormont, Dundas and Glengarry when undertaking future replacement.

Note 1: Two culverts – DC22 and DC16 – are proposed to be enclosures along the McRae and Brabant Branches respectively. These enclosures are required to accommodate the widening of the road. It is not possible to have the ditch remain as an open channel in these areas as the impacted properties are relatively small residential properties that do not have space to move an open channel further into their property. With that, the installation and future replacement of these enclosures is to be assessed to the road authority, as the enclosure requirement is a

direct result of impacts caused by the widening of the road. This assessment to the road authority is in fitting with Section 26 of the Drainage Act.

Furthermore, per discussions with the County, we understand that the County standard for end treatment of culverts is 2:1. In a number of cases, BTE has designed to a greater standard, with many driveways specified with 3:1 (+/- 33%) end treatments. With that, the proposed extra length of pipe is considered above the minimum standard and therefore considered a special benefit.

When undertaking future replacement of the driveway culverts, the replacement culverts shall be like-for-like replacement of the diameter and material specified in Column A; with the cost of the length of Column B assessed back to the drain; and the cost of the additional length (Column C) assessed solely to the County.

Note 2: The inventory of these culverts is as per information provided by the Drainage Superintendent. The lengths are based on continued reinstatement of headwalls on culverts 7, 8, 9. Headwalls are understood to be comprised of field stone. Reinstatement may be of hand laid field stone or approved equivalent.

Note 3: According to the available GIS information from the County, Culvert 9 is located within an unopened or unmaintained road allowance that is understood to be owned by the Township. As this is not an active road, and as this culvert primarily serves as passage for the adjacent private agricultural fields - I do not feel that Section 26 applies here, and instead future replacement of this culvert would be assessed to the landowners upstream.

9.1 FUTURE MAINTENANCE AND REPLACEMENT – ENTRANCE CULVERTS

Future maintenance of entrance culverts is to be completed by the Township, as per the Section 74 of the Act. Per the Act:

“Maintenance of drainage works and cost

74. Any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, relating to the construction or improvement of a drainage works by local assessment, shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works and in the proportion determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report or on appeal therefrom. R.S.O. 1990, c. D.17, s. 74.”

The maintenance and replacement of standard entrance culverts (DC14, DC21 & DC23) are to be at the expense of the upstream landowners, in the same apportionments as distributed in the enclosed assessment schedule (**Appendix B**).

Costs associated with routine maintenance (flushing, etc.) and future replacement of the enclosures along County Road 22 (DC16, D22) shall be assessed solely to the County (or applicable road authority at the time of the work) in fitting with Section 26 of *the Act*.

Costs associated with the maintenance and/or replacement of the enclosure through Lot 9, Concession 7 shall be per the assessment schedules enclosed for the applicable works (**Appendix B**).

9.2 FUTURE MAINTENANCE AND REPLACEMENT – ROAD CROSSING CULVERTS

The maintenance and replacement of the road crossing (CC2) is to be at the expense of the road authority with ownership of the road, in fitting with Section 26 of *the Act*.

9.3 FUTURE MAINTENANCE – DRAINAGE CHANNEL

Similar to the culverts, future maintenance of the drainage system is to be completed in accordance with Section 74 of the Drainage Act. Future maintenance works of the drainage channel would be expected to include such works as a bottom cleanout, reinstatement of side slopes, and other such general works required to restore the system to the original design. Where only a partial cleanout is completed, only those upstream of the works would be assessed. Where the entire drain is maintained, the entire watershed would be assessed. Whether partial or full maintenance, assessed costs would be in accordance with the assessment schedule enclosed in **Appendix B**.

10.0 ASSESSMENTS

Updates to the assessment schedules for the McRae Branch and Brabant Branch have been undertaken to account for the lands acquired by the County from the properties adjacent to County Road 22 to accommodate the road widening project.

As per Section 21 of *the Act*, “*The engineer in the report shall assess for benefit, outlet liability and injuring liability, and shall insert in an assessment schedule, in separate columns, the sums assessed for each opposite each parcel of land and road liable therefor.*” As this is an existing drain and the scope of works does not include any works that would be considered injuring to lands or roads, injuring liability is not considered applicable for this project. And as the land acquisition was part of the County Road project (i.e. not the Drainage Act component), no allowances for land acquisition have been included.

As the overall changes to the land use have been minimal *for lands directly abutting the drain*, and as it can reasonably be assumed that the overall benefit-to-outlet ratio of the drain can be considered to be relatively proportional today to that of the governing Engineer's Report from 1975 (i.e. the benefit area has not measurably changed in size); the total benefit apportionment has not been changed from that of the previous governing reports, and has instead been reapportioned amongst the lands who meet the definition of such an assessment. Under *the Act*, lands eligible for benefits assessment are defined as those "*lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance or repair of a drainage works may be assessed for benefit. R.S.O. 1990, c. D.17, s. 22.*"

Finally, all lands within the watershed are assessed outlet liability, which is defined as "*lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse, may be assessed for outlet liability. R.S.O. 1990, c. D.17, s. 23 (1).*"

The method for determining the appropriate apportionment of benefit and outlet liability assessment is the responsibility of the appointed Drainage Engineer. The Drainage Engineer shall use their best judgement to determine an apportionment that is considered fair to all those assessed.

For the purposes of assessing outlet and benefit across the lands within the watershed, the Drainage Engineer has generally followed the Factored Areas Method. Under this method, the areas of land within the watershed are assigned factors based on land use, proximity to the drain and general location in the watershed (sub-section factor). Calculations were initially completed using the distance factor as well (offset from the drain) but the results appeared to skew assessments in a manner that the engineer deemed to be unfair to certain landowners. With that, distance factor has not been considered in the calculations. The summation of these factors provides a factored area that allows lands within the watershed to be compared on what has been considered a fair basis. The appropriate factors are assigned by the engineer, on a case-by-case basis, as deemed appropriate and fair by the engineer.

As the cost for maintenance on an enclosed drain is generally considered lower compared to maintenance of an open channel (on a life-cycle analysis), separate assessment schedules have been prepared for maintenance versus replacement. Specifically, the following assessment schedules have been enclosed:

Schedule 'A' – McRae Branch Enclosure – New Construction (One-Time Use) – Stations
0+568 – 1+712

Schedule 'B' – McRae Branch – Maintenance of Open Channel – Stations 1+712 – 3+438

Schedule 'C' – McRae Branch – Maintenance of Enclosure + Open Channel Upstream –
Station 0+000 – 1+712

Schedule 'D' – McRae Branch – Replacement of Enclosure – Station 0+200 – 1+712

Schedule 'E' – Brabant Branch – Future maintenance

10.1 LAND USE FACTORS

Each property was assigned a land use factor based on current aerial mapping. The assigned values for the respective land use have been summarized in Table 2.

Table 3: Land-use factors

Land Use Description	Factor
Agricultural	1.0
Commercial/Industrial	4.0
Roads	2.0

10.2 LENGTH FACTORS

Each property was assigned a factor between 0 and 1 based on their relative location in the watershed. Properties farthest upstream (top of the watershed) make use of the entire length of the drain and were assigned a factor of 1.0, while properties at the outlet of the drain only make use of a small relative apportionment of the total system; and were assigned a smaller factor. Properties throughout the watershed were then assigned factors between 1.0 and 0.18 based on their relative location within the watershed. Factors were determined based on the approximate outlet station of where water from the property would be expected to enter the drain, and pro-rated accordingly.

For example, when calculating the assessments for a property draining halfway along the length of a given drain at 500m in length, the property would be assigned a factor of 0.5.

This would be calculated as follows:

$$(500-250) / 500 = 0.5$$

This calculation equates the total linear length of the drain used (500 – 250; where 500 is the total length of the drain in meters, and 250 is the approximate point at which the property's water enters the drain) and assigns that value as a factor.

Each of these factors (land use, offset, and length) was used to determine an equivalent area, which was used to determine the apportionment of the associated outlet liability for each property.

11.0 ESTIMATED FEES

11.1 REALIGNMENT ESTIMATED FEES

As the realignments of the municipal drains is being undertaken as part of the County Road 22 reconstruction contract, with all costs to be borne by the County as part of their capital project; no separate construction cost estimate has been prepared for the realignments. As the realignments are needed to accommodate the proposed road widening, it is generally understood that the *construction cost* associated with the realignments is not a concern to the County and the works would be expected to proceed at any cost.

11.2 ENCLOSURE ESTIMATED FEES

The estimated fees for the enclosure are anticipated to be \$505,960, plus any applicable taxes. This includes estimated construction costs, engineering fees, and associated permitting fees. A breakdown of the estimate fees has been enclosed in **Appendix F**. All costs associated with the enclosure, including applicable permitting fees, labour, equipment, material and engineering fees are to be assessed to the requesting landowner. Schedule 'A' shows the proposed assessment associated with this work. Although it is understood to be a single property owner, the impacted lands are two roll numbers – so the proposed costs have been assessed to both those roll numbers.

11.3 FUTURE MAINTENANCE FEES

Additional construction cost estimates have been prepared for future maintenance works. Note these are estimates only and are based on 2024/2025 pricing. Future pricing may be higher/lower depending on inflation at the time of the works. Shade Group is not aware of any intentions to undertake maintenance at this time, however these costs have been prepared to allow for the update to the associated assessment schedules. Future maintenance works would be assessed to the associated lands in the same apportionments as reflected in the enclosed assessment schedules.

Assessment Schedule 'B' breaks down the assessment for if works are done between the outlet of the new enclosure of the McRae Branch (Station 1+712) to the outlet of the McRae Branch (Station 3+438).

Assessment Schedule 'C' is the assessment schedule to be used for any *maintenance* works done between Station 0+000 to 0+200 (open channel) and 0+200 to 1+712 (enclosure). As maintenance costs are generally less on enclosed systems compared to open channels, these maintenance costs are to be assessed across all those upstream of the enclosure.

Assessment Schedule 'D' is for the replacement of the enclosure. For the replacement of the enclosure, the author has calculated what the equivalent maintenance costs would have been had the channel remained as open ditch, factoring in anticipated maintenance already performed. The author has assumed that two rounds of maintenance would have occurred

during the equivalent life cycle of the enclosure. The difference between these two values is what has then been assessed to the initiating landowner. This equates to 7% of the estimated future replacement costs being assessed to the drain (upstream of the enclosure); and the remaining 93% assessed solely to the original petitioning landowner as a Special Benefit.

It should be noted that the proposed enclosure would be expected to provide an overall improvement to the drainage system and reduced maintenance needs as the soils are known to be relatively sandy, and prone to erosion.

12.0 PERMITTING & SPECIAL CONSIDERATIONS

As part of the preparation of this report, the author conducted a review of AgMaps, the Geographic Information System managed by the Ministry of Agriculture, Food and Rural Affairs. AgMaps identifies the Brabant Branch (incorrectly labeled the Howes Branch) and the McRae Branch both as 'Class F' drains. Class F drains are defined as intermittent watercourses that are dry for at least 3 months of the year.

No fisheries studies were conducted as part of Shade Group's scope.

12.1 SOUTH NATION CONSERVATION AUTHORITY

The design of the enclosure (Lot 9, Concession 7) was circulated to the South Nation Conservation Authority (SNCA) for review and permit for the enclosure works. A separate application to SNCA was circulated for the realignments – as filed by the County. SNCA provides permits under the Conservation Authorities Act, R.S.O. 1990, c. C 27 for the Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

The applicable permitting documents have been enclosed in **Appendix H**.

12.2 DEPARTMENT OF FISHERIES AND OCEANS

Consultation with Fisheries and Oceans Canada (DFO) was completed by both Shade Group and the County. Shade Group submitted a "Request for Review" for the proposed enclosure works; while the County submitted a "Request for Review" for the realignment works adjacent County Road 22. Both projects were issued a "Letter of Advice". Both letters can be found enclosed in **Appendix H**.

12.3 OTHER CONSIDERATIONS

BLIND INLETS

Blind inlets have been proposed at eleven locations along the enclosure through Lot 9, Concession 7. The location of the proposed blind inlets was provided by the initiating landowner (Lot 9, Con 7). These inlets are comprised of clear stone areas overtop of privately owned perforated pipe which will allow surface water to enter the enclosure along various points of the property. As the primary intention of these blind inlets is to ensure that surface water from the

adjacent lands is able to enter the drain, and as the blind inlets include perforated pipe that is assumed to be connected to the privately owned tile drainage system, these blind inlets will be considered private infrastructure – and the initial construction and continued maintenance of these blind inlets would be the responsibility of landowner on which the inlet is located. When required, the Township's Drainage Superintendent shall have the authority to repair, maintain and reinstate as required, at the sole expense of the landowner on which the blind inlet is located.

UTILITIES

The contractor shall acquire applicable utility clearance prior to excavation as per the Ontario Underground Infrastructure Notification System Act. Should utility conflicts be identified, BTE is to be notified to address any redesign considerations. Any changes to the design would need to be incorporated into the Engineer's Report. Changes needed during construction may be eligible to be incorporated through 84.1 (1) of the Drainage Act, as outlined in O. Reg 500/21, Part III, Process for Amendments to an Engineer's Report.

WORKING SPACE

The Drainage Act specifies that works (both maintenance and initial construction) are to be completed within the working space designated in the Engineer's Report (Section 63(1)).

For the initial construction, the working space shall be considered to be 30m from the top of bank on both sides of the drain. For residential properties, this working space shall be reduced to 8m for the initial construction. For future maintenance, the working space is specified as 20m from the top of bank on either side of the drain. Where the working space impacts a residential property, the working space shall be reduced to 6m from the top of bank on the side impacting the residential property for future maintenance.

This working space will allow the Drainage Superintendent to complete works either from the south or north side of the drain. This working space is required to ensure that maintenance works can be performed and allows excavated materials to be spread within the working space (as applicable).

Permanent obstructions should not be installed within the working space, including (but not limited to) trees, fences, structures, etc. Obstructions that impact future maintenance works maybe removed by the Drainage Superintendent or the property owner – at the expense of the property owner. Where fences are installed – reinstatement costs would be the responsibility of the property owner.

SPREADING OF MATERIAL – FUTURE MAINTENANCE

When undertaking future maintenance, it is anticipated the sediment from the ditch bottom will need to be excavated out of the channel to restore the original drain design. The bottom of the ditch shall be excavated to an even grade so that no water may lay stagnant therein.

The excavated earth/silt from the drain cleanout shall be spread on the north side of the drain. In cultivated lands, the depth of spread materials shall not exceed 150mm (6 inches) above grade and relief channels shall be cut at a maximum spacing of 50m to allow surface water to continue to sheet flow into the drain – so as not to berm the adjacent lands by the excavated materials. Materials shall be taken a minimum of 3m back from the top of slope.

OFF-SITE DISPOSAL – OWNER'S EXPENSE

Where offsite disposal is requested by a property owner, the property owner may make arrangements with the Contractor to have the material hauled away. Costs would be borne solely by the requesting property owner – and a signed agreement between the Contractor and property owner would need to be presented to the Drainage Superintendent. The property owner would pay the Contractor directly for these additional works. Note that off-site removal may be subject to other legislative requirements, including the “Excess Soil Regulations”.

ADDITIONAL CONSTRUCTION SPECIFICATIONS

Additional construction specifications can be found in the **Special Provisions** as taken from the County Road 22 Tender Document – available under separate cover. The entirety of the Special Provisions are available for completeness, however some provisions may be irrelevant to the specific drainage works and may not be relevant to future maintenance works. Applicability of the special provisions shall be at the discretion of the Drainage Superintendent, who shall be responsible for administering the maintenance works.

13.0 ADIP GRANTS

Properties that are registered with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the Farm Property Class Tax Rate Program may be eligible for a 1/3 grant from the Province. As no current maintenance is planned, and as grant eligibility may vary year to year based on the property's registered status with the Farm Property Class Tax Rate Program, grant eligibility has not been reflected on the assessment schedules at this time.

Based on current ADIP policy:

“The cost of enclosing or replacing an existing open ditch municipal drain with a buried pipe is not eligible for grant if, using normal design standards, more pipe flow capacity is required than can be provided by a single 300 millimeter (mm) diameter corrugated plastic pipe (or equivalent capacity).”

As the current realignment works are being undertaken by the County as part of their capital roads project; and as the proposed enclosure through Lot 9, Concession 7 is greater than 300mm in diameter, it is not expected that any of the immediate planned improvement works would be eligible for grant. Future maintenance works however may be eligible for grant, depending on ADIP policy at the time of the maintenance works.

14.0 CLOSING

This submission is respectfully submitted to the Council of the Township of North Stormont this February 6, 2025.

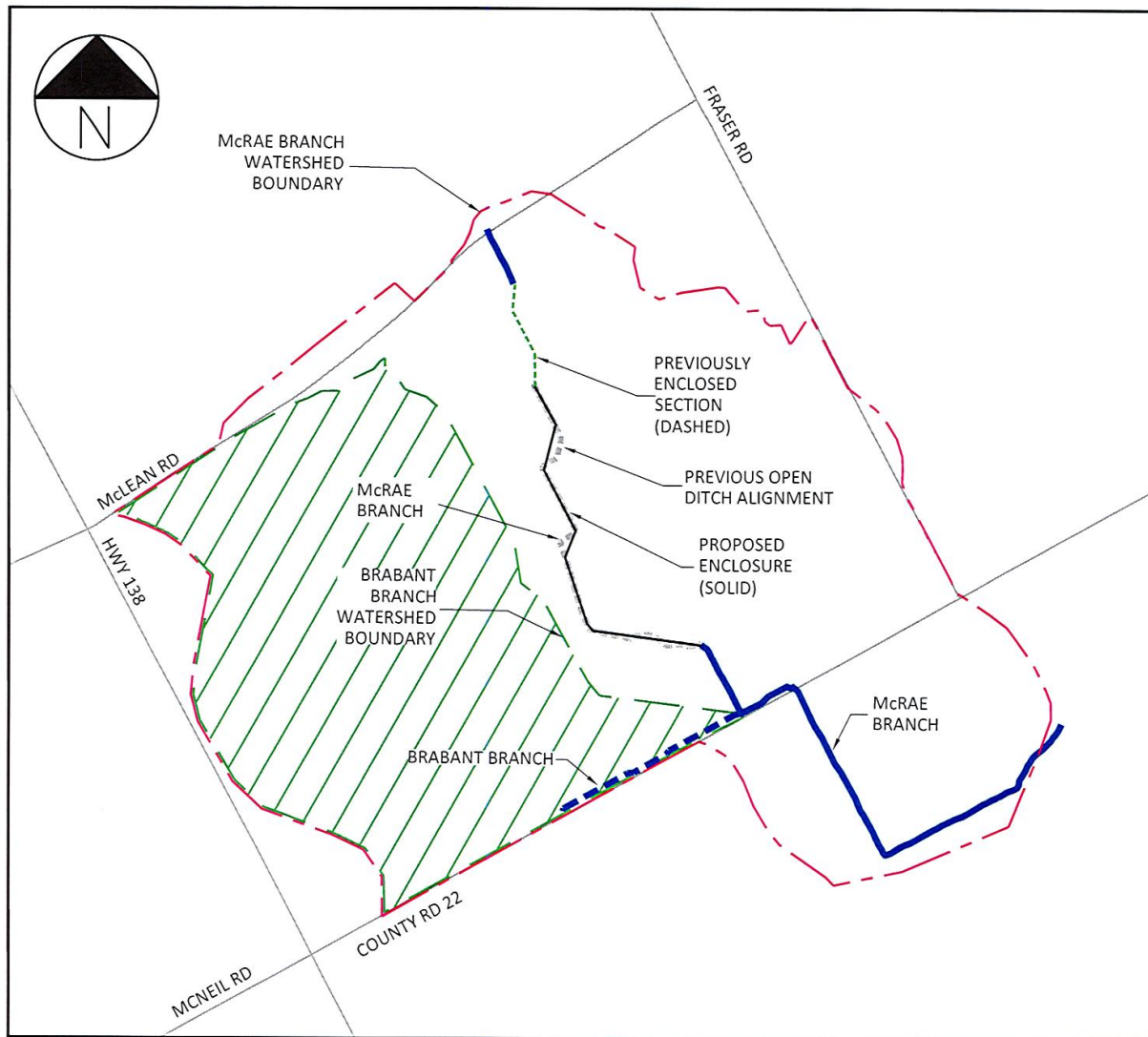
Should you have any questions or concerns, please do not hesitate to contact the undersigned.



Monica Shade, P. Eng.
Drainage Engineer
Shade Group Inc.

APPENDIX A

LOCATION PLAN



LOCATION PLAN
N.T.S.

MCRAE & BRABANT BRANCH
OF THE MCKENZIE DRAIN
TOWNSHIP NORTH STORMONT
2025

SHADE
GROUP INC

APPENDIX B

ASSESSMENT SCHEDULES

Assessment Schedule - Updated 2025

Schedule 'A'

Station 0+568 - 1+712

Proposed Enclosure - Initial Construction - McRae Branch (One-Time Use)

Property ID No.	Roll No.	Con	Lot	Area drained (Acres)	% Length of Enclosure	Special Benefit (\$)*
23	41101600949001	7	9	73.3	49%	\$ 249,655.00
24	41101600948800	7	9	78.8	51%	\$ 259,845.00
Sub-Total						\$ 509,500.00

Assessment Schedule - Updated 2025
Schedule 'B'
Station 1+712 - 3+438
Future Maintenance of Open Channel - McRae Branch

Property ID No.	Roll No.	Con	Lot	Area drained (Acres)	Outlet (\$)	Benefit (\$)	Est Assess. (\$)*
1	41101600954000	7	11	0.6	\$ 27.50	\$ -	\$ 27.50
2	41101600952210	7	11	0.5	\$ 21.70	\$ -	\$ 21.70
3	41101600952205	7	11	0.6	\$ 24.35	\$ -	\$ 24.35
4	41101600952200	7	11	0.9	\$ 37.04	\$ -	\$ 37.04
5	41101600952005	7	11	1.4	\$ 60.24	\$ -	\$ 60.24
6	41101600951100	7	10	1.6	\$ 68.29	\$ -	\$ 68.29
7	41101600951000	7	10	6.2	\$ 134.70	\$ -	\$ 134.70
8	41101600950000	7	9	1.1	\$ 45.47	\$ -	\$ 45.47
9	41101600948000	7	9	0.8	\$ 35.02	\$ -	\$ 35.02
10	41101600947000	7	8	1.6	\$ 34.93	\$ -	\$ 34.93
11	41101600947002	7	8	0.6	\$ 24.24	\$ -	\$ 24.24
12	41101600957000	7	12	25.7	\$ 486.43	\$ -	\$ 486.43
13	41101600955002	7	12	2.6	\$ 111.93	\$ -	\$ 111.93
14	41101600955000	7	12	57.5	\$ 1,089.20	\$ -	\$ 1,089.20
15	41101600955010	7	12	1.8	\$ 69.72	\$ -	\$ 69.72
16	41101600953050	7	11	1.6	\$ 60.64	\$ -	\$ 60.64
17	41101600953400	7	11	0.8	\$ 30.26	\$ -	\$ 30.26
18	41101600953000	7	11	119.8	\$ 2,270.78	\$ -	\$ 2,270.78
19	41101600951200	7	10	2.0	\$ 74.39	\$ -	\$ 74.39
20	41101600951010	7	10	169.4	\$ 3,208.88	\$ -	\$ 3,208.88
21	41101600949200	7	9	1.0	\$ 37.39	\$ -	\$ 37.39
22	41101600949000	7	9	1.0	\$ 37.43	\$ -	\$ 37.43
23	41101600949001	7	9	73.3	\$ 1,580.24	\$ -	\$ 1,580.24
24	41101600948800	7	9	78.8	\$ 1,699.22	\$ 594.33	\$ 2,293.55
25	41101600944500	7	8	1.7	\$ 72.94	\$ 130.73	\$ 203.67
26	41101600946000	7	8	2.7	\$ 45.19	\$ -	\$ 45.19

Assessment Schedule - Updated 2025
Schedule 'B'
Station 1+712 - 3+438
Future Maintenance of Open Channel - McRae Branch

Property ID No.	Roll No.	Con	Lot	Area drained (Acres)	Outlet (\$)	Benefit (\$)	Est Assess. (\$)*
27	41101600946200	7	8	140.7	\$ 3,032.68	\$ 718.61	\$ 3,751.29
28	41101600947003	7	8	12.4	\$ 267.84	\$ -	\$ 267.84
29	41101600945400	7	7	55.8	\$ 1,203.92	\$ -	\$ 1,203.92
30	41101600945200	7	7	0.6	\$ 20.05	\$ -	\$ 20.05
31	41101600945000	7	7	1.2	\$ 39.69	\$ -	\$ 39.69
32	41101600944000	7	7	44.2	\$ 735.60	\$ -	\$ 735.60
33	41101600944007	7	7	2.6	\$ 55.29	\$ -	\$ 55.29
34	41101600943004	7	6	2.4	\$ 39.86	\$ -	\$ 39.86
35	41101600856000	6	8,9	0.6	\$ 23.75	\$ -	\$ 23.75
36	41101600857000	6	8,9	34.7	\$ 650.63	\$ 858.51	\$ 1,509.14
37	41101600855000	6	8	5.6	\$ 421.94	\$ 356.10	\$ 778.04
38	41101600854000	6	8	32.0	\$ 368.09	\$ 1,475.74	\$ 1,843.83
39	41101600853000	6	7	32.0	\$ 291.64	\$ 652.88	\$ 944.52
40	41101600852300	6	7	28.2	\$ 190.23	\$ 514.54	\$ 704.77
41	41101600852000	6	7	0.9	\$ 7.21	\$ -	\$ 7.21
42	41101600848000	6	6	9.5	\$ 37.24	\$ 130.75	\$ 167.99
Sub-Total					\$ 18,773.78	\$ 5,432.19	\$ 24,205.97

Assessment Schedule - Updated 2025

Schedule 'B'

Station 1+712 - 3+438

Future Maintenance of Open Channel - McRae Branch

Roads

ID/Name	Owner	Outlet (\$)	Benefit (\$)	Net Assessment (\$)
County Road 22	United Counties of Stormont, Dundas and Glengarry	\$ 401.39	\$ 97.51	\$ 498.90
McLean Road	North Stormont	\$ 312.19	\$ -	\$ 312.19
Fraser Road		\$ 117.94	\$ -	\$ 117.94
Sub-Total		\$ 831.52	\$ 97.51	\$ 929.03

Summary

Real Properties	\$ 18,773.78	\$ 5,432.19	\$ 24,205.97
North Stormont - Roads	\$ 430.13	\$ -	\$ 430.13
United Counties of Stormont, Dundas, and Glengarry - Roads	\$ 401.39	\$ 97.51	\$ 498.90
Sub-Total (Pre-Tax/Grant)	\$ 19,605.30	\$ 5,529.70	\$ 25,135.00

Assessment Schedule - Updated 2025

Schedule 'C'

Station 0+000 - 1+712

Future Maintenance of Open Channel + Enclosure - McRae Branch

Property ID No.	Roll No.	Con	Lot	Area drained (Acres)	Outlet (\$)	Benefit (\$)	Est Assess. (\$)*
1	41101600954000	7	11	0.6	\$ 25.25	\$ -	\$ 25.25
2	41101600952210	7	11	0.5	\$ 19.81	\$ -	\$ 19.81
3	41101600952205	7	11	0.6	\$ 22.24	\$ -	\$ 22.24
4	41101600952200	7	11	0.9	\$ 33.82	\$ -	\$ 33.82
5	41101600952005	7	11	1.4	\$ 55.00	\$ -	\$ 55.00
6	41101600951100	7	10	1.6	\$ 62.35	\$ -	\$ 62.35
7	41101600951000	7	10	6.2	\$ 122.98	\$ -	\$ 122.98
8	41101600950000	7	9	1.1	\$ 41.52	\$ -	\$ 41.52
9	41101600948000	7	9	0.8	\$ 63.95	\$ 23.60	\$ 87.55
10	41101600947000	7	8	1.6	\$ 63.79	\$ 38.83	\$ 102.62
11	41101600947002	7	8	0.6	\$ 44.26	\$ -	\$ 44.26
19	41101600951200	7	10	1.5	\$ 49.29	\$ -	\$ 49.29
20	41101600951010	7	10	8.1	\$ 134.23	\$ -	\$ 134.23
23	41101600949001	7	9	60.9	\$ 2,369.89	\$ 803.38	\$ 3,173.27
24	41101600948800	7	9	64.0	\$ 2,489.84	\$ 1,313.26	\$ 3,803.10
27	41101600946200	7	8	74.4	\$ 1,859.64	\$ -	\$ 1,859.64
28	41101600947003	7	8	8.5	\$ 247.77	\$ 89.59	\$ 337.36
29	41101600945400	7	7	16.4	\$ 202.99	\$ -	\$ 202.99
32	41101600944000	7	7	0.8	\$ 6.27	\$ -	\$ 6.27
33	41101600944007	7	7	2.6	\$ 20.94	\$ -	\$ 20.94
Sub-Total					\$ 7,935.83	\$ 2,268.66	\$ 10,204.49

Assessment Schedule - Updated 2025

Schedule 'C'

Station 0+000 - 1+712

Future Maintenance of Open Channel + Enclosure - McRae Branch

Roads

ID/Name	Owner	Outlet (\$)	Benefit (\$)	Net Assessment (\$)
McLean Road	North Stormont	\$ 215.17	\$ 30.34	\$ 245.51
Sub-Total		\$ 215.17	\$ 30.34	\$ 245.51

Summary

Real Properties	\$ 7,935.83	\$ 2,268.66	\$ 10,204.49
North Stormont - Roads	\$ 215.17	\$ 30.34	\$ 245.51
Sub-Total (Pre-Tax/Grant)	\$ 8,151.00	\$ 2,299.00	\$ 10,450.00

Assessment Schedule - Updated 2025
Schedule 'D'
Station 0+200 - 1+712
Future Enclosure Replacement - McRae Branch

Property ID No.	Roll No.	Con	Lot	Area drained (Acres)	Outlet (\$)	Benefit (\$)	Special Benefit (\$)	Est Assess. (\$)*
1	41101600954000	7	11	0.6	\$ 64.43	\$ -	\$ -	\$ 64.43
2	41101600952210	7	11	0.5	\$ 50.56	\$ -	\$ -	\$ 50.56
3	41101600952205	7	11	0.6	\$ 56.74	\$ -	\$ -	\$ 56.74
4	41101600952200	7	11	0.9	\$ 86.30	\$ -	\$ -	\$ 86.30
5	41101600952005	7	11	1.4	\$ 140.33	\$ -	\$ -	\$ 140.33
6	41101600951100	7	10	1.6	\$ 159.09	\$ -	\$ -	\$ 159.09
7	41101600951000	7	10	6.2	\$ 313.80	\$ -	\$ -	\$ 313.80
8	41101600950000	7	9	1.1	\$ 105.93	\$ -	\$ -	\$ 105.93
9	41101600948000	7	9	0.8	\$ 163.16	\$ 60.22	\$ -	\$ 223.38
10	41101600947000	7	8	1.6	\$ 162.77	\$ 99.08	\$ -	\$ 261.85
11	41101600947002	7	8	0.6	\$ 112.93	\$ -	\$ -	\$ 112.93
19	41101600951200	7	10	1.5	\$ 125.77	\$ -	\$ -	\$ 125.77
20	41101600951010	7	10	8.1	\$ 342.51	\$ -	\$ -	\$ 342.51
23	41101600949001	7	9	60.9	\$ 6,046.95	\$ 2,049.90	\$ 173,374.74	\$ 181,471.59
24	41101600948800	7	9	64.0	\$ 6,353.03	\$ 3,350.90	\$ 180,451.26	\$ 190,155.19
27	41101600946200	7	8	74.4	\$ 4,745.01	\$ -	\$ -	\$ 4,745.01
28	41101600947003	7	8	8.5	\$ 632.20	\$ 228.59	\$ -	\$ 860.79
29	41101600945400	7	7	16.4	\$ 517.95	\$ -	\$ -	\$ 517.95
32	41101600944000	7	7	0.8	\$ 15.99	\$ -	\$ -	\$ 15.99
33	41101600944007	7	7	2.6	\$ 53.43	\$ -	\$ -	\$ 53.43
Sub-Total					\$ 20,248.88	\$ 5,788.69	\$ 353,826.00	\$ 379,863.57

Assessment Schedule - Updated 2025

Schedule 'D'

Station 0+200 - 1+712

Construction - For Future Replacement of Enclosure

Roads

ID/Name	Owner	Outlet (\$)	Benefit (\$)	Special Benefit (\$)	Net Assessment (\$)
McLean Road	North Stormont	\$ 549.04	\$ 77.39	\$ -	\$ 626.43
Sub-Total		\$ 549.04	\$ 77.39	\$ -	\$ 626.43

Summary

Real Properties	\$ 20,248.88	\$ 5,788.69	\$ 353,826.00	\$ 379,863.57
North Stormont - Roads	\$ 549.04	\$ 77.39	\$ -	\$ 626.43
Sub-Total (Pre-Tax/Grant)	\$ 20,797.92	\$ 5,866.08	\$ 353,826.00	\$ 380,490.00

Assessment Schedule - Updated 2025



Schedule 'E'
Brabant Branch
Future Maintenance

Property ID No.	Roll No.	Con	Lot	Area Drained Acres	Outlet (\$)	Benefit (\$)	Special Benefit (\$)	Est Assess. (\$)*
12	41101600957000	7	12	24.5	\$ 162.20	\$ -	\$ -	\$ 162.20
13	41101600955002	7	12	2.6	\$ 34.41	\$ -	\$ -	\$ 34.41
14	41101600955000	7	12	56.8	\$ 376.13	\$ -	\$ -	\$ 376.13
15	41101600955010	7	12	1.8	\$ 24.38	\$ -	\$ -	\$ 24.38
16	41101600953050	7	11	1.6	\$ 21.21	\$ -	\$ -	\$ 21.21
17	41101600953400	7	11	0.8	\$ 10.58	\$ -	\$ -	\$ 10.58
18	41101600953000	7	11	119.8	\$ 794.16	\$ -	\$ -	\$ 794.16
19	41101600951200	7	10	0.5	\$ 3.21	\$ -	\$ -	\$ 3.21
20	41101600951010	7	10	161.3	\$ 1,068.60	\$ 1,599.52	\$ -	\$ 2,668.12
21	41101600949200	7	9	1.0	\$ 7.86	\$ 180.51	\$ -	\$ 188.37
22	41101600949000	7	9	1.0	\$ 6.73	\$ 167.33	\$ -	\$ 174.06
23	41101600949001	7	9	8.0	\$ 32.01	\$ 563.86	\$ -	\$ 595.87
24	41101600948800	7	9	2.9	\$ 5.77	\$ 282.74	\$ -	\$ 288.51
Sub-Total					\$ 2,547.25	\$ 2,793.96	\$ -	\$ 5,341.21

*Estimated Assessment does not include Farm Tax Credit (FTC). Farm Tax Credit eligibility to be confirmed at time of maintenance.

Assessment Schedule - Updated 2025



Schedule 'E'
Brabant Branch
Future Maintenance

Roads

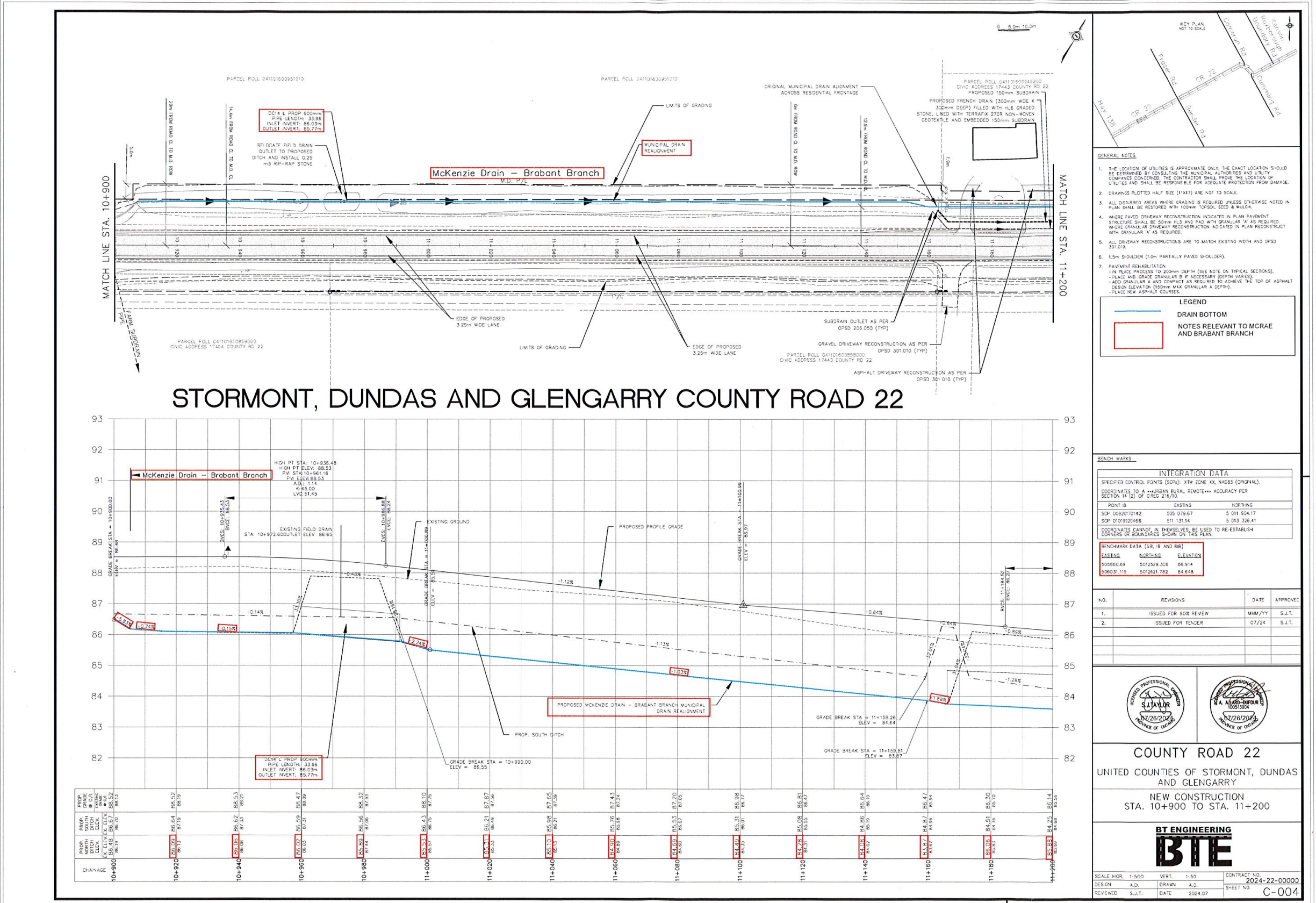
ID/Name	Owner	Outlet (\$)	Benefit (\$)	Special Benefit (\$)	Net Assessment (\$)
County Road 22	United Counties of Stormont, Dundas, and Glengarry	\$ 76.69	\$ 436.74	\$ -	\$ 513.43
McLean Road	North Stormont	\$ 19.36	\$ -	\$ -	\$ 19.36
Sub-Total		\$ 96.05	\$ 436.74	\$ -	\$ 532.79

Summary

Real Properties	\$ 2,547.25	\$ 2,793.96	\$ -	\$ 5,341.21
North Stormont - Roads	\$ 19.36	\$ -	\$ -	\$ 19.36
United Counties of Stormont, Dundas, and Glengarry - Roads	\$ 76.69	\$ 436.74	\$ -	\$ 513.43
Sub-Total (Pre-Tax/Grant)	\$ 2,643.30	\$ 3,230.70	\$ -	\$ 5,874.00

APPENDIX C

ENGINEERING PLANS – REALIGNMENTS (BTE)



- GENERAL NOTES**
1. THE LOCATION OF UTILITIES IS APPROXIMATE ONLY. THE EXACT LOCATION SHOULD BE DETERMINED BY CONSULTING THE MUNICIPAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF UTILITIES AND SHALL BE RESPONSIBLE FOR ADEQUATE PROTECTION FROM DAMAGE.
 2. DRAWINGS PLOTTED HALF SIZE (1:1X1) ARE NOT TO SCALE.
 3. ALL DISTURBED AREAS WHERE GRADING IS REQUIRED UNLESS OTHERWISE NOTED IN PLAN SHALL BE RESTORED WITH 100mm TOPSOIL, SEED & MULCH.
 4. WHERE PAVED DRIVEWAY RECONSTRUCTION IS INDICATED IN PLAN PAVEMENT STRUCTURE SHALL BE 200mm HLB AND PAD WITH GRANULAR 'A' AS REQUIRED. WHERE GRANULAR DRIVEWAY RECONSTRUCTION IS INDICATED IN PLAN RECONSTRUCT WITH GRANULAR 'A' AS REQUIRED.
 5. ALL DRIVEWAY RECONSTRUCTIONS ARE TO MATCH EXISTING WIDTH AND OPSD 301.010.
 6. 15m SHOULDER (10m PARTIALLY PAVED SHOULDER).
 7. PAVEMENT REHABILITATION:
 - IN PLACE PROCESS TO 200mm DEPTH (SEE NOTE ON TYPICAL SECTIONS).
 - PLACE AND GRADE GRANULAR B IF NECESSARY (DEPTH VARIES).
 - ADD GRANULAR A AND COMPACT AS REQUIRED TO ACHIEVE THE TOP OF ASPHALT DESIGN ELEVATION (150mm MAX GRANULAR A DEPTH).
 - PLACE NEW ASPHALT COURSES.

LEGEND

— DRAIN BOTTOM

NOTES RELEVANT TO MCRAE AND BRABANT BRANCH

BENCHMARK DATA

POINT ID	EASTING	NORTHING
SCP 0082070142	505 079.67	5 011 504.17
SCP 0101920466	511 131.14	5 013 326.41

COORDINATES CANNOT IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BENCHMARKS SHOWN ON THIS PLAN.

BENCHMARK DATA (SB, IB AND RB)

EASTING	NORTHING	ELEVATION
505860.69	5012529.306	86.914
506031.115	5012621.782	84.648

REVISIONS

NO.	REVISIONS	DATE	APPROVED
1.	ISSUED FOR BOM REVIEW	MM/YY	S.J.T.
2.	ISSUED FOR TENDER	07/24	S.J.T.

COUNTY ROAD 22
UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

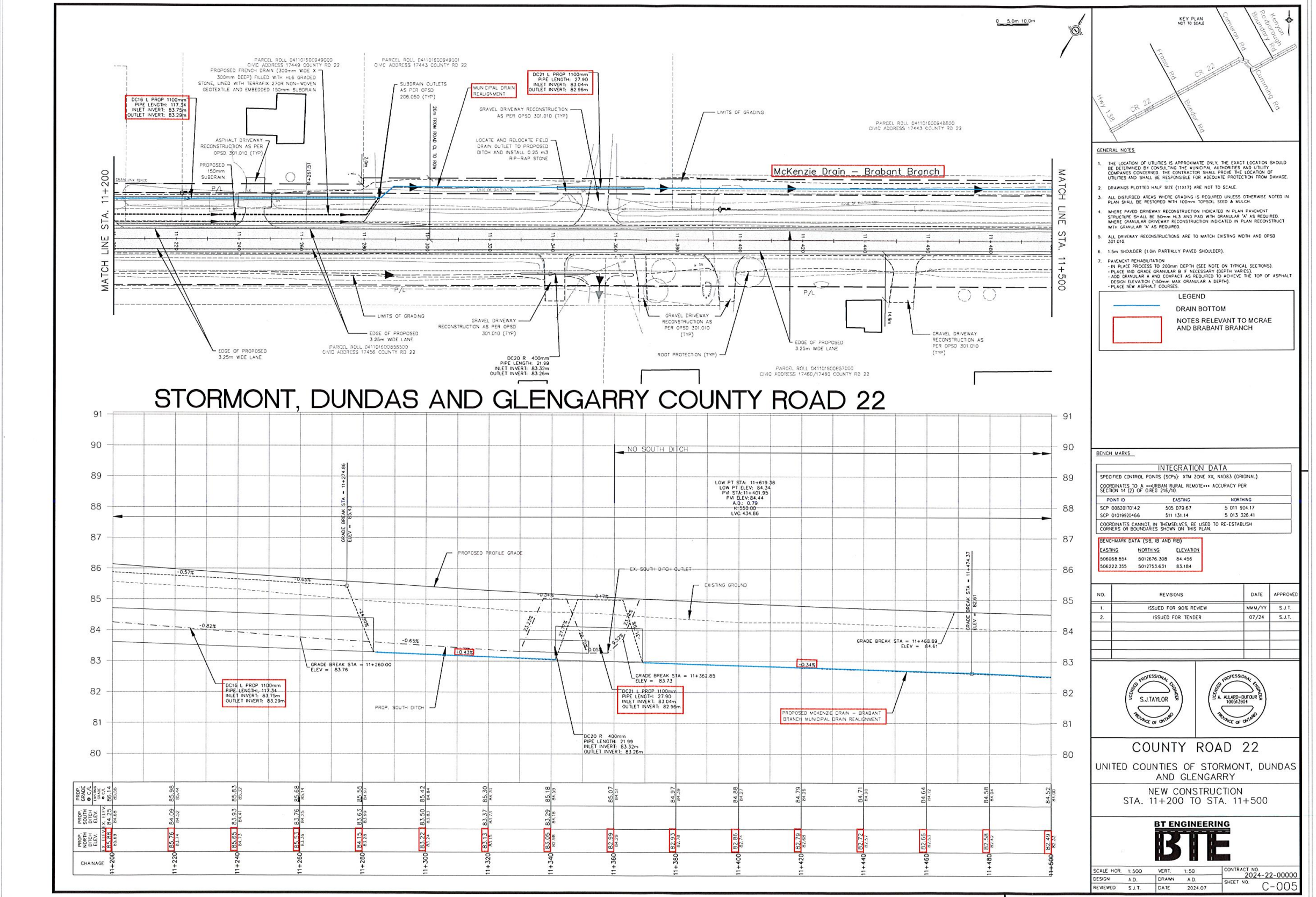
BT ENGINEERING
BTE

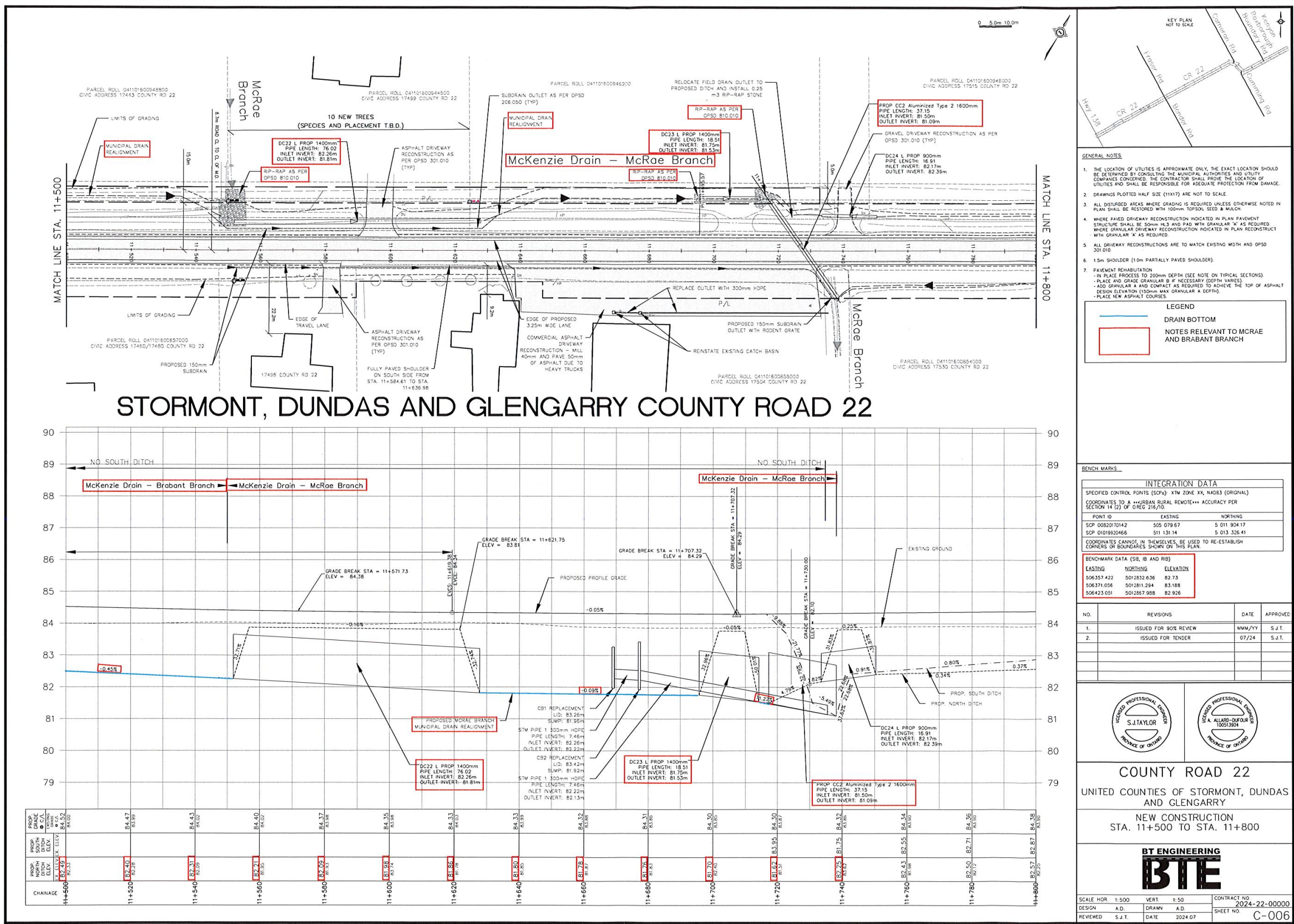
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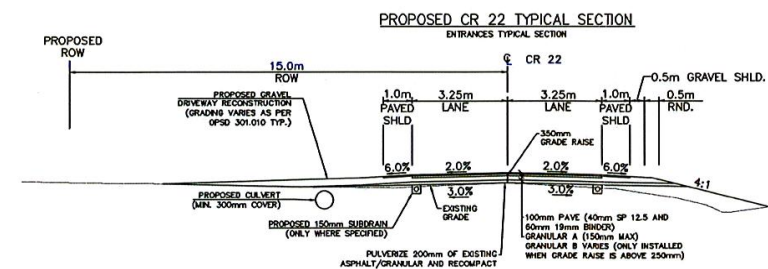
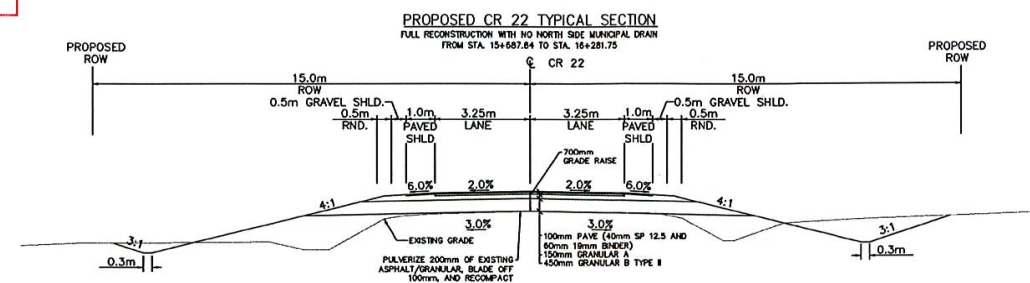
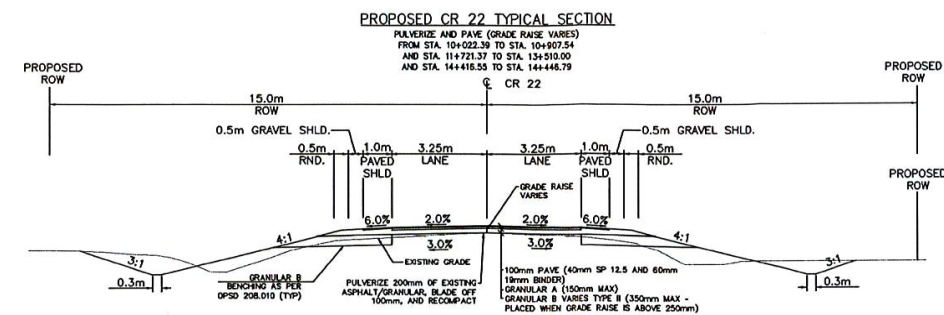
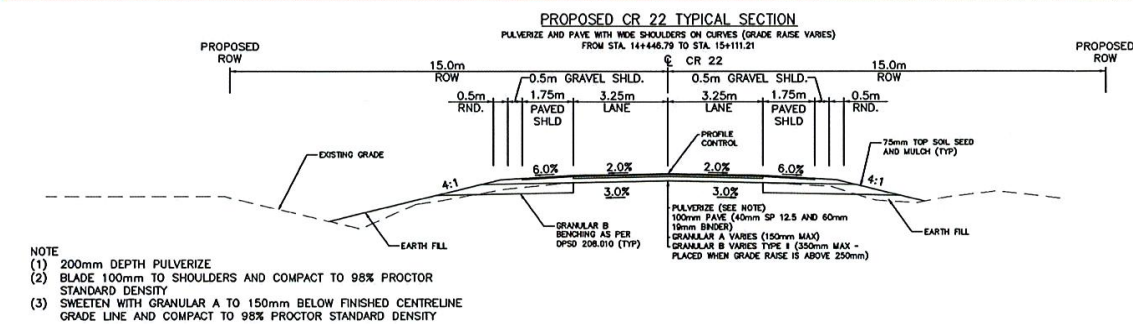
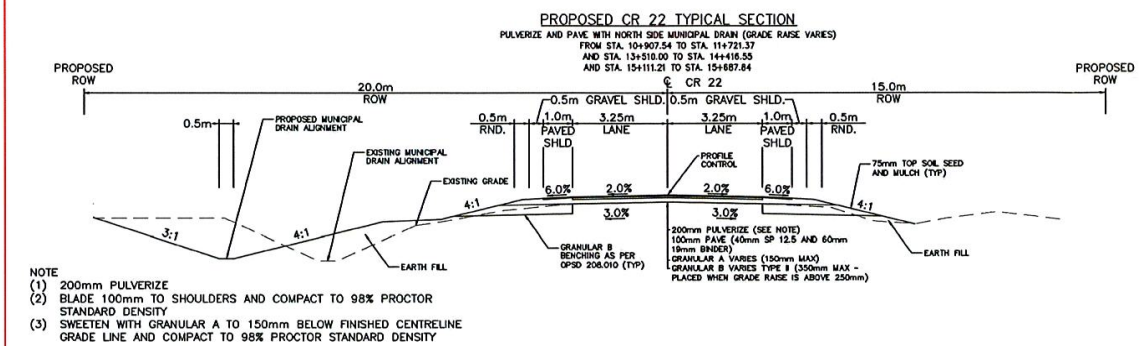
CONTRACT NO. 2024-22-00000

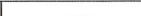
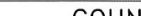
DESIGN A.D. **DRAWN** A.D. **DATE** 2024.07

REVIEWED S.J.T. **SHEET NO.** C-004







GENERAL NOTES	BENCH MARKS	<table><tr><th>NO.</th><th>REVISIONS</th><th>DATE</th><th>APPROVED</th></tr><tr><td>1.</td><td>ISSUED FOR 90% REVIEW</td><td>MM/YY</td><td>S.J.T.</td></tr><tr><td>2.</td><td>ISSUED FOR TENDER</td><td>07/24</td><td>S.J.T.</td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>	NO.	REVISIONS	DATE	APPROVED	1.	ISSUED FOR 90% REVIEW	MM/YY	S.J.T.	2.	ISSUED FOR TENDER	07/24	S.J.T.																							COUNTY ROAD 22 UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY		<div>BT ENGINEERING</div> <div>BTE</div>		CONTRACT NO.	
			NO.	REVISIONS	DATE	APPROVED																																				
			1.	ISSUED FOR 90% REVIEW	MM/YY	S.J.T.																																				
			2.	ISSUED FOR TENDER	07/24	S.J.T.																																				
SHEET NO.																																										
TYPICAL SECTIONS		SCALE HOR. N.T.S.	VERT. N.T.S.	CX-001																																						
DESIGN	A.D.	DRAWN	A.D.																																							
REVIEWED	S.J.T.	DATE	2024.07																																							

Subject: Municipal Drain Assessment

Project: BTE File 22-019, Stormont, Dundas and Glengarry Counties, County Road 22 Rehabilitation

Date: July 30, 2024

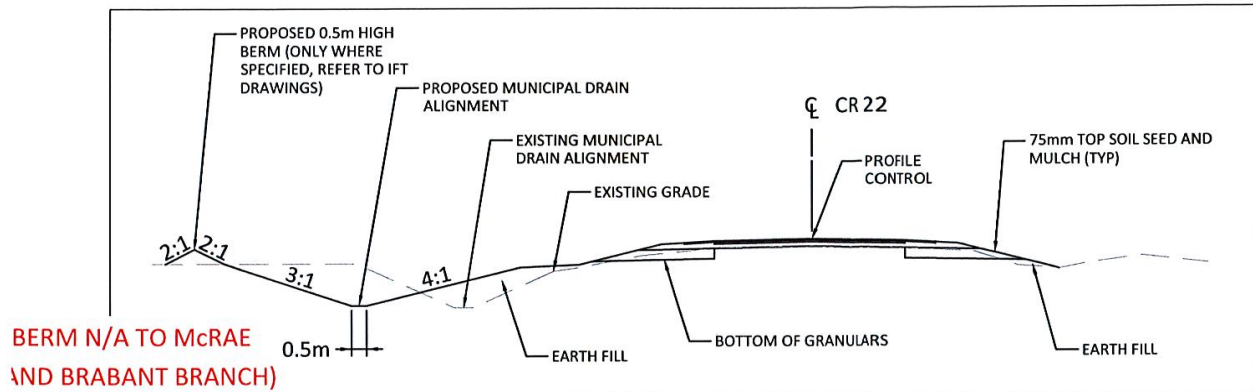


Figure 3: Municipal Drain Typical Section

7.0 RESULTS AND COMMENTS

7.1 Design Flows

Peak flows for the driveway culverts along the realigned drain sections are summarized in **Table 4**.

Table 4: Proposed Municipal Drain Realignment Peak Flow Results

Municipal Drain Branch	Design Flow (m ³ /s)
Brabant Branch	0.58
McRae Branch	1.66
Morrow-Brabec Branch	0.49
County Road Branch	1.21

7.2 Culvert Sizing

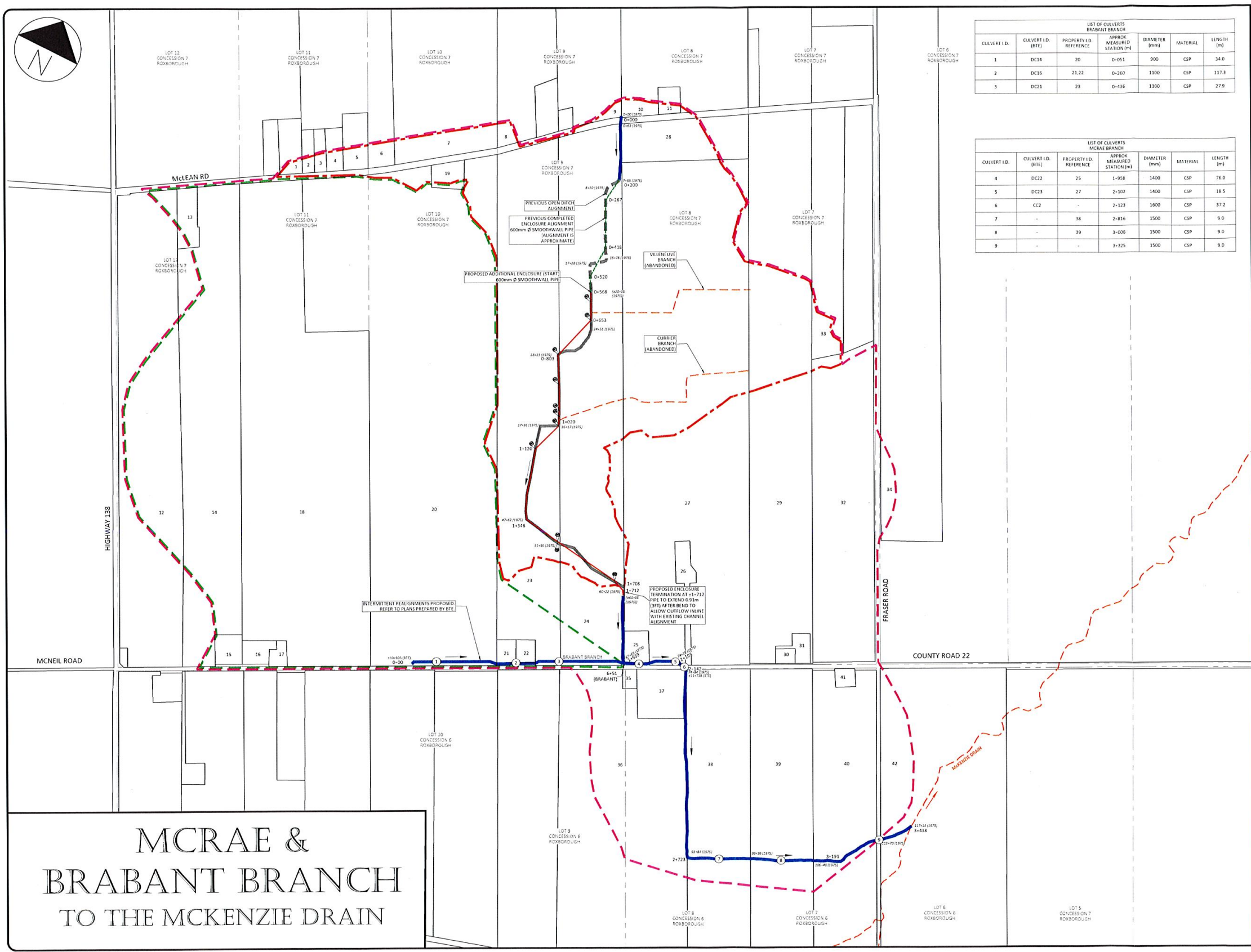
Table 5 shows the recommended sizes for the driveway culverts to convey the minimum 10-year design flow. HEC-RAS Analysis Report and Results are presented in **Appendix A**.

Table 5: Proposed Culvert Configuration

Culvert ID	Branch	Start Station	Type	Size (mm)	Length (m)	Slope (m/m)
DC6	Roadside Ditch	10+464.578	Circular CSP	500	45.45	0.011
DC9	Roadside Ditch	10+654.500	Circular CSP	600	16.74	0.004
DC11	Roadside Ditch	10+759.487	Circular CSP	600	16.50	0.003
DC14	Brabant Branch	10+957.300	Circular CSP	900	33.96	0.008
DC16	Brabant Branch	11+166.137	Circular CSP	1100	117.34	0.004
DC21	Brabant Branch	11+341.302	Circular CSP	1100	27.90	0.003
DC22	McRae Branch	11+551.830	Circular CSP	1400	76.02	0.006
DC23	McRae Branch	11+695.744	Circular CSP	1400	18.51	0.012
DC42	Morrow-Brabec Branch	13+664.102	Circular CSP	1000	26.14	0.004

APPENDIX D

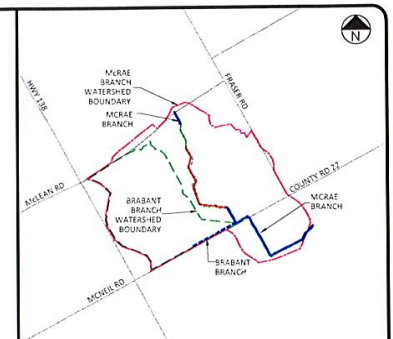
ENGINEERING PLANS – ENCLOSURE (LOT 9, CON 7)



MCRAE &
BRABANT BRANCH
TO THE MCKENZIE DRAIN

LIST OF CULVERTS BRABANT BRANCH					
CULVERT I.D.	CULVERT I.D. (BTE)	PROPERTY I.D. REFERENCE	APPROX. MEASURED STATION (m)	DIAMETER (mm)	LENGTH (m)
1	DC14	20	0+051	900	34.0
2	DC16	21.22	0+260	1100	117.3
3	DC21	23	0+436	1100	27.9

LIST OF CULVERTS MCRAE BRANCH					
CULVERT I.D.	CULVERT I.D. (BTE)	PROPERTY I.D. REFERENCE	APPROX. MEASURED STATION (m)	DIAMETER (mm)	LENGTH (m)
4	DC22	25	1+958	1400	76.0
5	DC23	27	2+102	1400	18.5
6	CC2	-	2+123	1600	37.2
7	-	38	2+816	1500	9.0
8	-	39	3+006	1500	9.0
9	-	-	3+325	1500	9.0



SCALE BAR
0 50 125 250 500m
DO NOT SCALE DRAWING
ALL DIMENSIONS ARE IN METRES
UNLESS OTHERWISE MARKED.
PAGE SIZE 24" x 36" SCALE 1 : 5000

SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ON
K0A 1A0
SHADE GROUP INC.

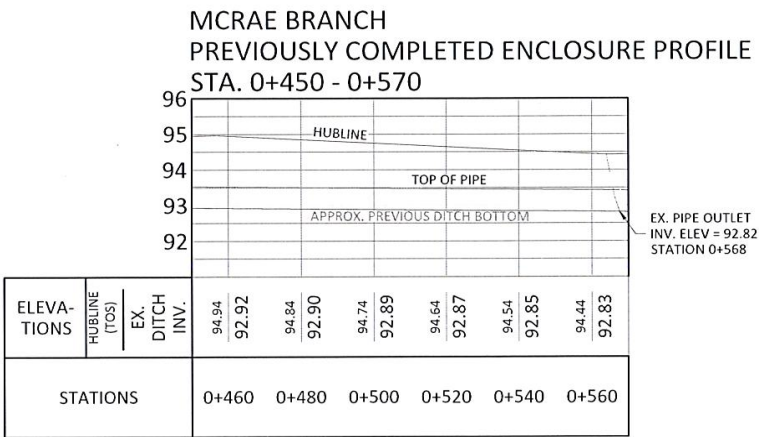
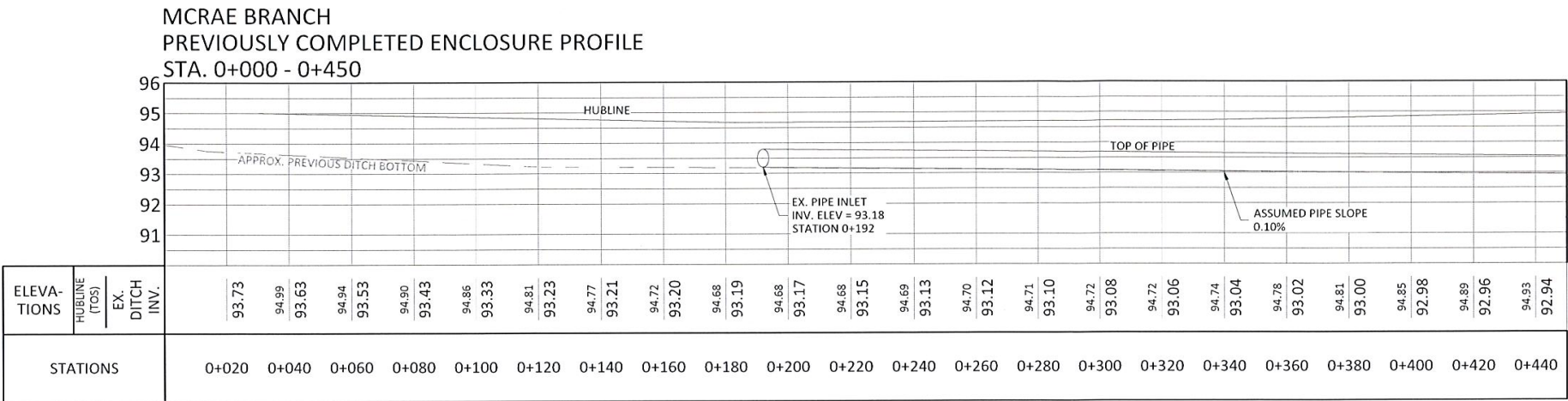
- LEGEND**
- 2024 PROPERTY LINES (GIS DATA)
 - MUNICIPAL DRAIN ALIGNMENT
 - MCRAE BRANCH OPEN DITCH ALIGNMENT
 - MCRAE BRANCH PREVIOUS OPEN DITCH ALIGNMENT
 - MCRAE BRANCH PROPOSED ENCLOSURE ALIGNMENT
 - MCRAE BRANCH PREVIOUS COMPLETED ENCLOSURE ALIGNMENT
 - MCRAE BRANCH WATERSHED BOUNDARY
 - ENCLOSURE SUBWATERSHED BOUNDARY
 - BRABANT BRANCH WATERSHED BOUNDARY
 - STATIONS (FT) - PER 1975 ENGINEER'S REPORT
 - STATIONS (m) - MEASURED STATIONS
 - STATIONS (m) - PER BTE PROFILE DRAWINGS
 - WATERCOURSES
 - LOT & CONCESSION LINES
 - PROPERTY ID REFERENCE REFER TO ASSESSMENT SCHEDULES
 - DIRECTION OF FLOW
 - APPROX. BLIND INLET TILE DRAINAGE CONNECTION POINT FOR VENTING (SEE BLIND INLET TILE DRAINAGE CONNECTION DETAIL IN ESC PLAN)
 - APPROX. LOCATION OF CULVERT

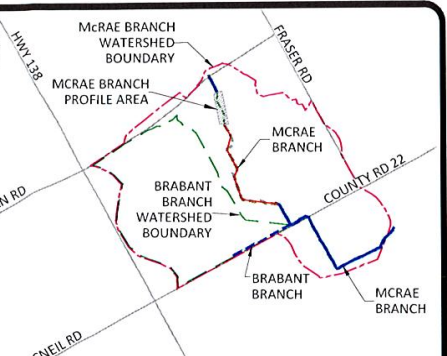

- NOTES**
- ALL STATION LABELS ARE APPROXIMATE. THIS MAP IS FOR INFORMATION PURPOSES ONLY AND IMPLIES NO GUARANTEE OF ACCURACY. DO NOT SCALE DRAWING.
 - ALL PROPERTY LINES ARE AS SUPPLIED BY THE COUNTIES OF STORMONT, DUNDAS & GLENAGARRY, AS ACQUIRED FROM THEIR GEOGRAPHIC INFORMATION SYSTEM (GIS) AUGUST 2022. THIS IS NOT A LEGAL SURVEY.
 - THIS MAP AND THE WATERSHED BOUNDARY SHOWN HERE HAS BEEN PREPARED IN REFERENCE TO THE 1975 ENGINEER'S REPORT AS PREPARED BY STONWELL & ASSOCIATES LTD.

REV. #	REVISION DESCRIPTION	DATE
02	ISSUED WITH ENGINEER'S REPORT	FEB 6, 2025
01	ISSUED WITH DRAFT REPORT	JAN 22, 2025
00	ISSUED TO SNCA	JULY 16, 2024



PROJECT TITLE
McRAE & BRABANT BRANCH
TO THE MCKENZIE DRAIN
DRAWING TITLE
WATERSHED MAP
PLAN VIEW
DRAWING NO.
1 OF 1






SITE LOCATION MAP

N.T.S.

PAGE SIZE 11" x 17" SCALE H: 1:1750 V: 1:175

SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ONTARIO
K0A 1A0




NOTE

PLAN TO BE READ IN CONJUNCTION WITH DRAWING TITLED
"MISC. CROSS-SECTIONS AND EROSION AND SEDIMENT CONTROL
MEASURES"

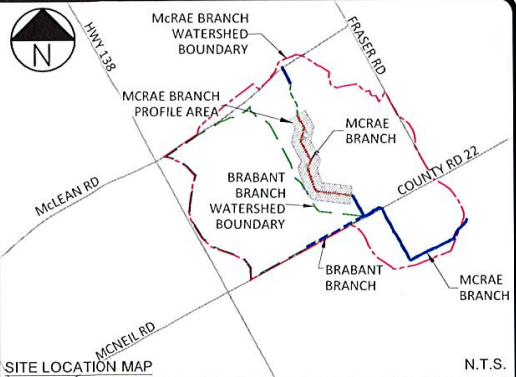
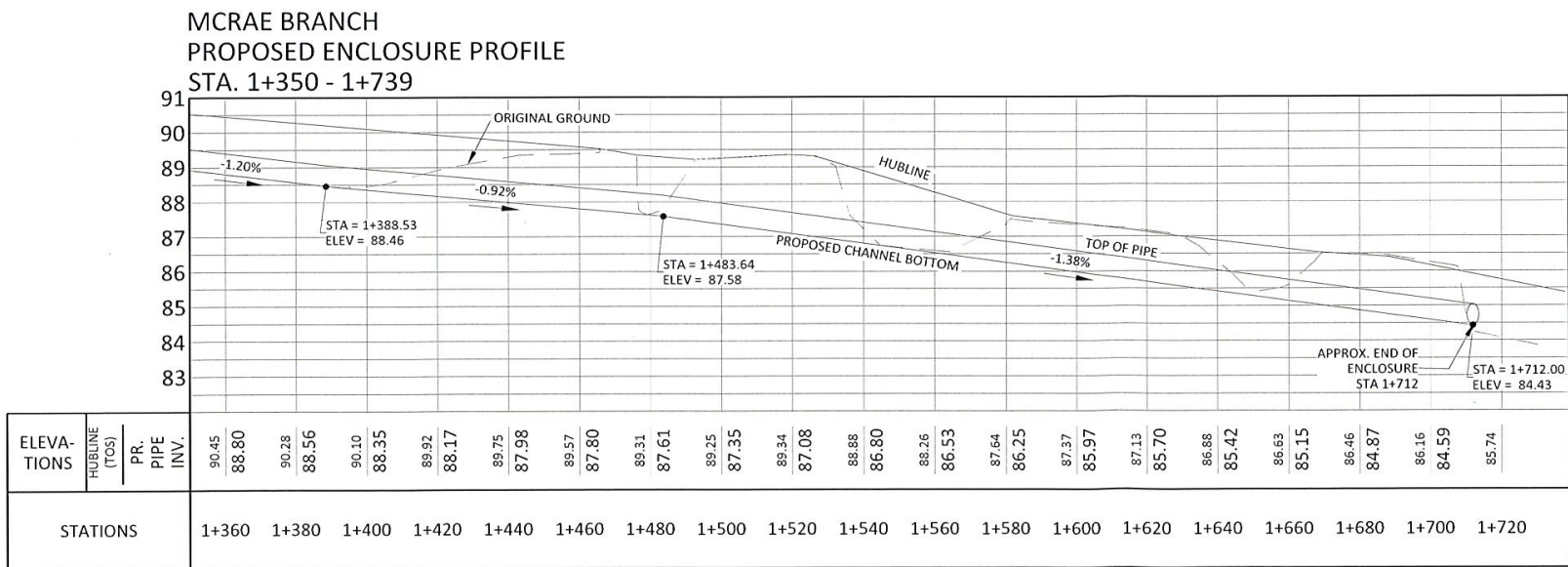
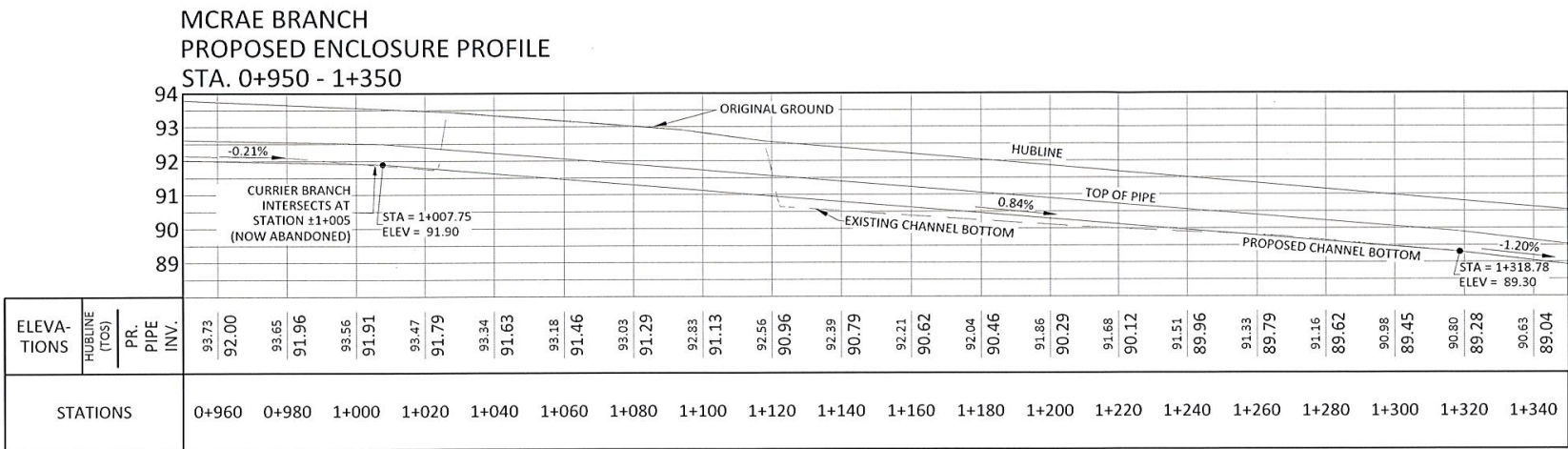
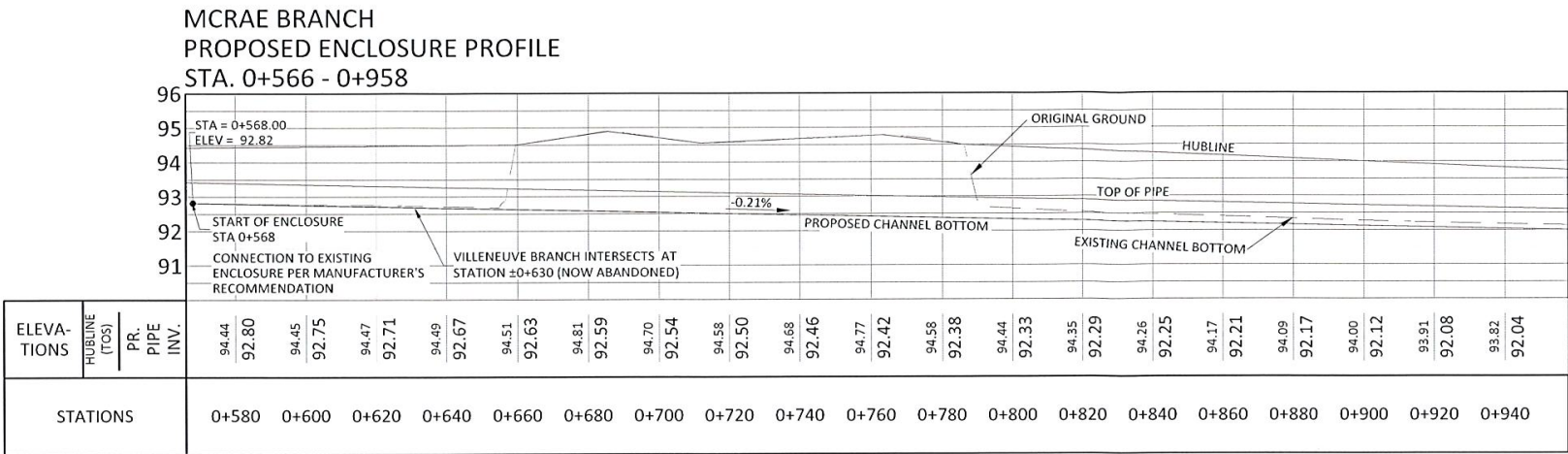
TOS: TOP OF SLOPE

REV.	DESCRIPTION	DATE
02	ISSUED WITH ENGINEER'S REPORT	FEB 6, 2025
01	REVISED PER SNCA COMMENTS	SEPT 13, 2024
00	ISSUED TO SNCA	JULY 16, 2024

STAMP



PROJECT TITLE	McCRAE BRANCH PARTIAL ENCLOSURE
DRAWING TITLE	PROFILE VIEW - PREVIOUSLY COMPLETED ENCLOSURE
DRAWING NO.	1 OF 2



PAGE SIZE 11" x 17" SCALE H: 1:1750 V: 1:175

SHADE GROUP INC.
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ALMONTE, ONTARIO
K0A 1A0

SHADE GROUP INC.

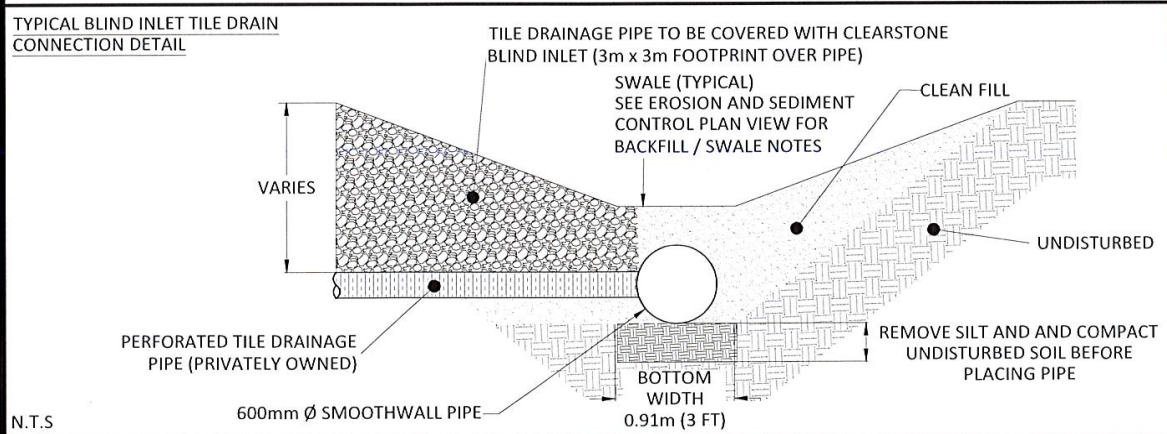
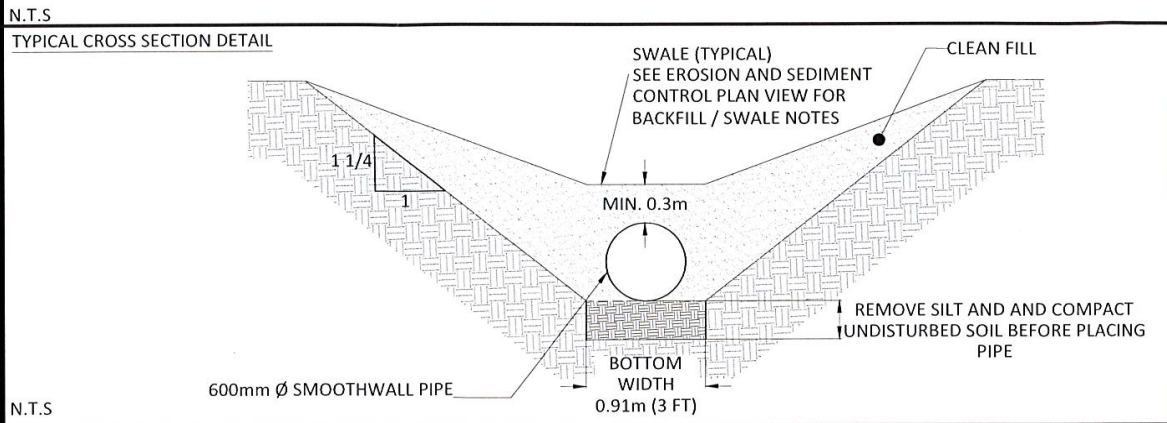
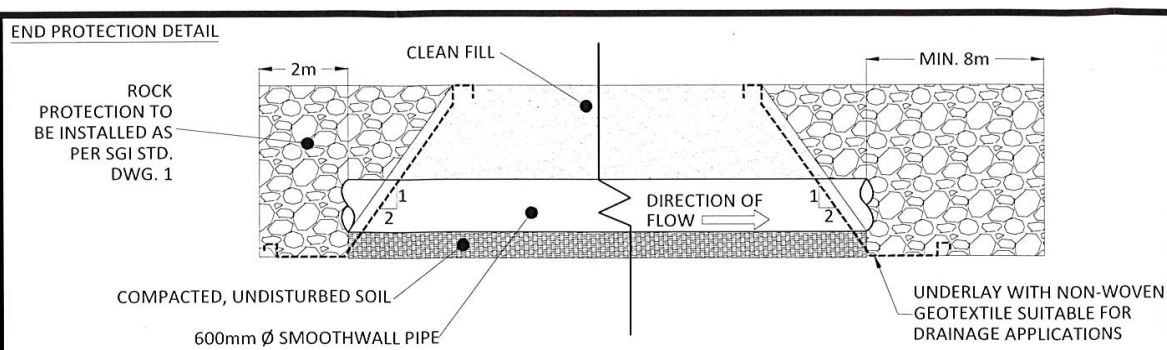
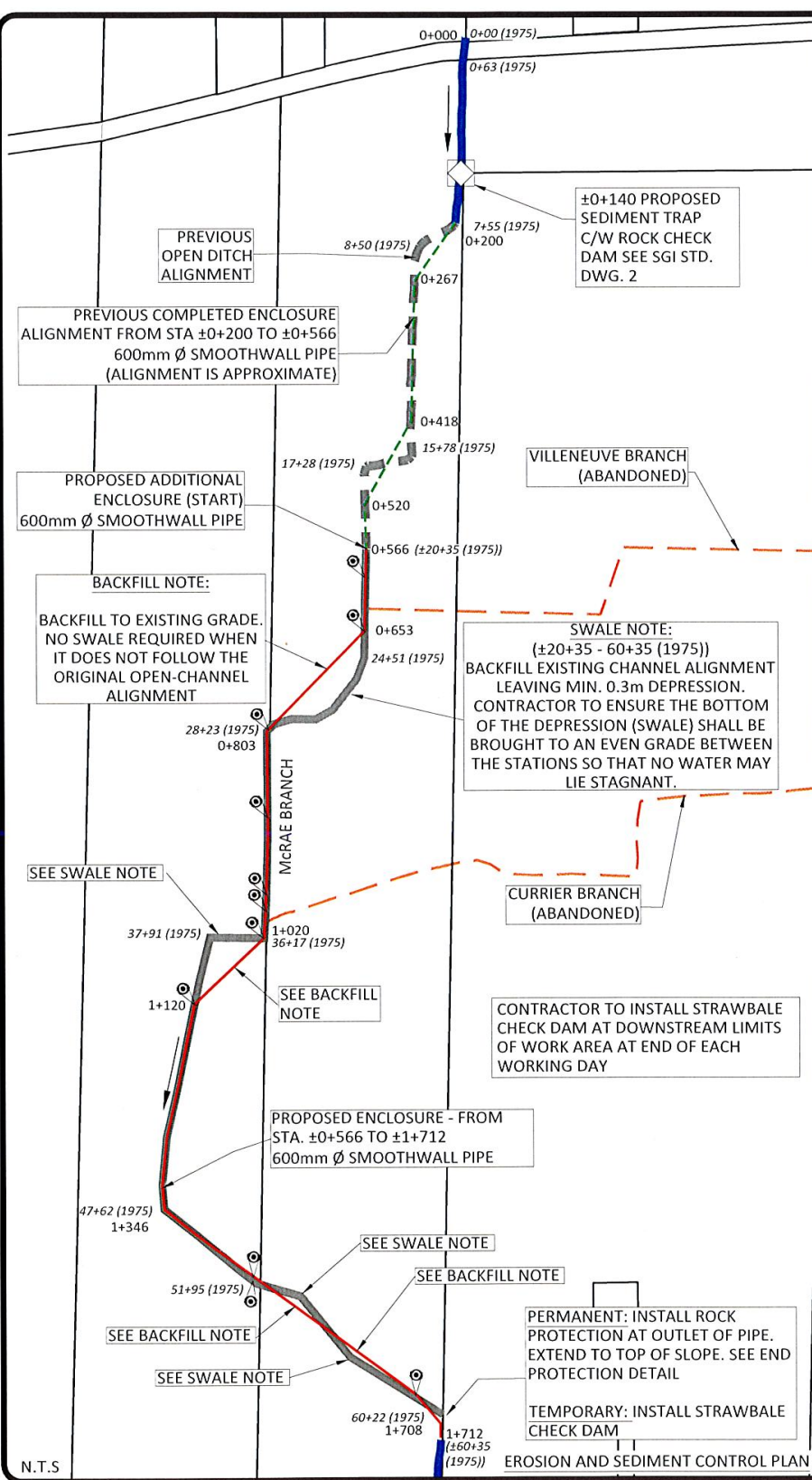
NOTE
PLAN TO BE READ IN CONJUNCTION WITH DRAWING TITLED
"MISC. CROSS-SECTIONS AND EROSION AND SEDIMENT CONTROL
MEASURES"

TOS: TOP OF SLOPE

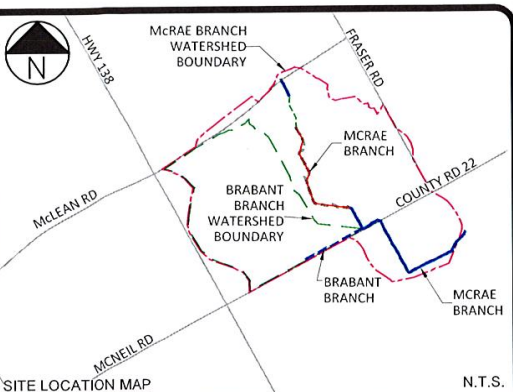
02	ISSUED WITH ENGINEER'S REPORT	FEB 6, 2025
01	REVISED PER SNCA COMMENTS	SEPT 13, 2024
00	ISSUED TO SNCA	JULY 16, 2024
REV.	DESCRIPTION	DATE



PROJECT TITLE	MCRAE BRANCH PARTIAL ENCLOSURE
DRAWING TITLE	PROFILE VIEW - PROPOSED ENCLOSURE
DRAWING NO.	2 OF 2



- EROSION AND SEDIMENT CONTROL NOTES**
1. THIS PLAN INCLUDES PERMANENT AND TEMPORARY EROSION CONTROL MEASURES WHICH ARE TO BE APPLIED DURING THE INITIAL CONSTRUCTION AND DURING FUTURE MAINTENANCE WORKS.
 2. IN ADDITION TO THOSE SPECIFICATIONS PROVIDED ON THE PLAN VIEW, THE CONTRACTOR SHALL ALSO INCLUDE FOR THE ERECTION OF SILT FENCE AROUND THE BASE OF ANY EXCAVATED STOCKPILES DURING THE INITIAL CONSTRUCTION, PRIOR TO THE FILLING IN OF THE PREVIOUS ALIGNMENT.
 3. EROSION AND SEDIMENT CONTROL PLANS ARE CONSIDERED TO BE LIVING DOCUMENTS, AND ADDITIONAL MEASURES MAY BE REQUIRED AT THE DIRECTION OF THE ENGINEER, MUNICIPALITY, SNCA OR DFO, AS NEEDED TO ADDRESS SITE CONDITIONS AT THE TIME OF CONSTRUCTION (BOTH DURING THE INITIAL CONSTRUCTION AND FUTURE MAINTENANCE).
 4. MAINTENANCE OF THE TEMPORARY EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR DURING AND IMMEDIATELY FOLLOWING CONSTRUCTION. THE CONTRACTOR SHOULD REVIEW AND DOCUMENT THE CONDITION OF THE TEMPORARY EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION, AT THE START OF EACH DAY OF ON-SITE WORKS AND AFTER EVERY RAINFALL EVENT (>10mm). CORRECTIVE MEASURES TO REMOVE SEDIMENT BUILD UP, RESTORE EROSION CONTROL MEASURES, ETC. SHALL BE PERFORMED WITHIN NO MORE THAN 24 HOURS FOLLOWING THE RAINFALL EVENT, FOLLOWING OBSERVATION OF THE FAILED MEASURE, OR FOLLOWING NOTIFICATION FROM THE DRAINAGE SUPERINTENDENT, ENGINEER OR CONSERVATION AUTHORITY OVER A MEASURE REQUIRING MAINTENANCE. CONTINUED MAINTENANCE OF TEMPORARY MEASURES MAY STILL BE REQUIRED IMMEDIATELY FOLLOWING FUTURE MAINTENANCE AND/OR THE INITIAL CONSTRUCTION, UP UNTIL SUCH A TIME AS THE SITE CONDITIONS ARE DEEMED TO BE ADEQUATELY STABILIZED AS PER THE ENGINEER, SNCA, DFO OR MUNICIPALITY.
 5. THE ON-GOING MONITORING AND CORRECTIVE ACTION ASSOCIATED WITH THE PERMANENT EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE LANDOWNERS ADJACENT THE DRAIN, AND THE MUNICIPALITY (DRAINAGE SUPERINTENDENT). IT IS EXPECTED THAT LANDOWNERS WOULD PROVIDE NOTIFICATION TO THE MUNICIPALITY WHEN CORRECTIVE ACTION IS REQUIRED, WHILE THE MUNICIPALITY WOULD LOOK AFTER HIRING A CONTRACTOR TO COMPLETE MAINTENANCE WORKS AS REQUIRED, IN FITTING WITH THE DIRECTIVES OF THE DRAINAGE ACT.
 6. CONSTRUCTION WORKS (INITIAL + FUTURE MAINTENANCE) ARE TO BE COMPLETED IN LOW OR NO FLOW CONDITIONS, OUTSIDE OF ANY TIMING WINDOW RESTRICTIONS.
 7. SCHEDULING OF CONSTRUCTION WORKS SHOULD AVOID WET, WINDY OR RAINY PERIODS (AND HEED WEATHER ADVISORIES) AS THESE MAY RESULT IN HIGH FLOW VOLUMES AND/OR INCREASED EROSION AND SEDIMENTATION.
 8. THE CONTRACTOR SHALL OPERATE MACHINERY ON LAND IN STABLE, DRY AREAS.
 9. THE CONTRACTOR SHALL DEVELOP AND IMPLEMENT A RESPONSE PLAN TO AVOID A SPILL OF DELETERIOUS SUBSTANCES.



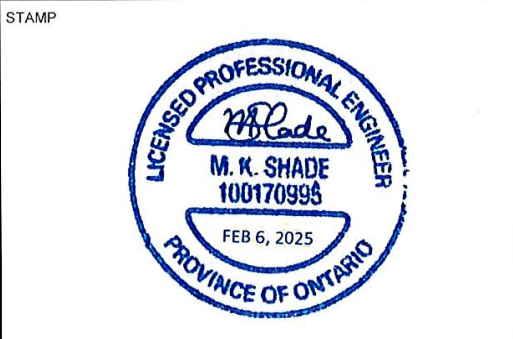
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SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ONTARIO
K0A 1A0

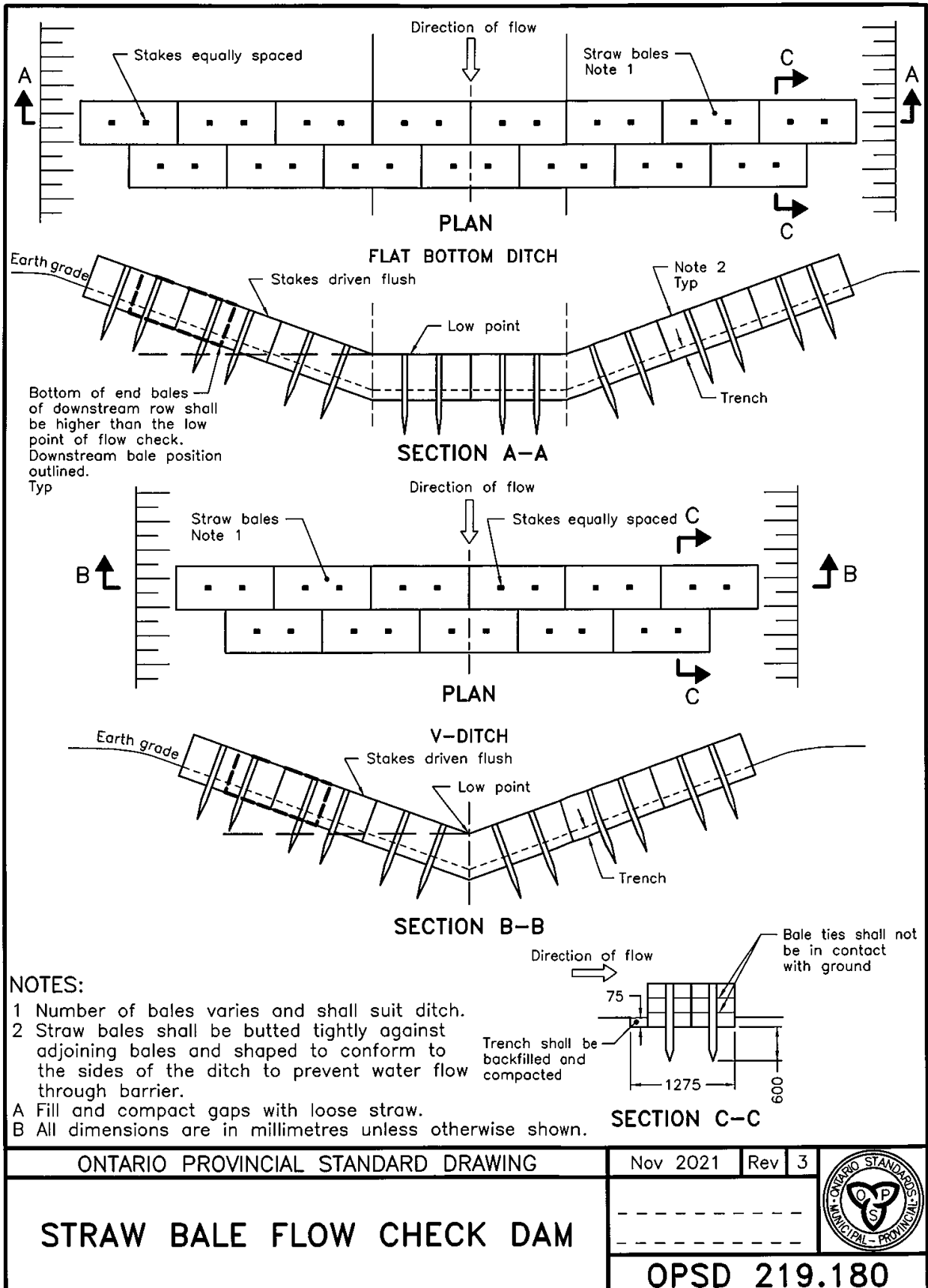
SHADE GROUP

- 2023 PROPERTY LINES (GIS DATA)
- MUNICIPAL DRAIN ALIGNMENT
- McRAE BRANCH OPEN DITCH ALIGNMENT
- McRAE BRANCH PREVIOUS OPEN DITCH ALIGNMENT
- McRAE BRANCH PROPOSED ENCLOSURE ALIGNMENT
- McRAE BRANCH PREVIOUS COMPLETED ENCLOSURE ALIGNMENT
- 00+00 (1975) STATIONS (FT) - PER 1975 ENGINEER'S REPORT
- 0+100 STATIONS (m) - NEW ALIGNMENT
- WATERCOURSES
- PR. SEDIMENT TRAP - SEE SGI STD. DWG 2
- APPROX. BLIND INLET TILE DRAINAGE CONNECTION POINT FOR VENTING

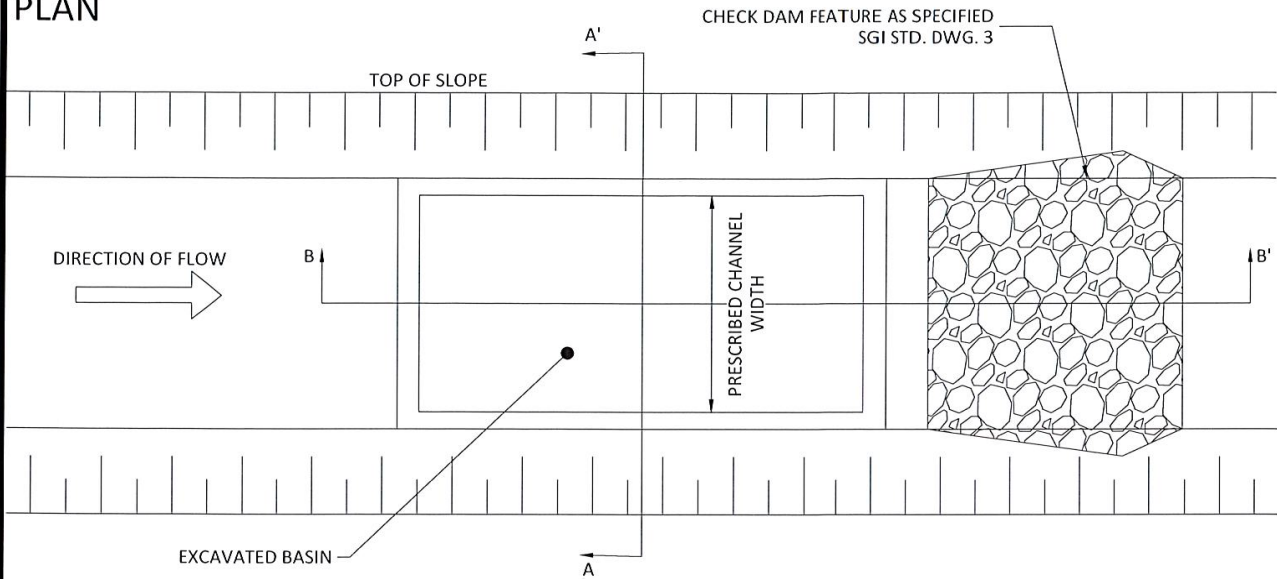
REV.	DESCRIPTION	DATE
02	ISSUED WITH ENGINEER'S REPORT	FEB 6, 2025
01	REVISED PER SNCA COMMENTS	SEPT 13, 2024
00	ISSUED TO SNCA	JULY 16, 2024



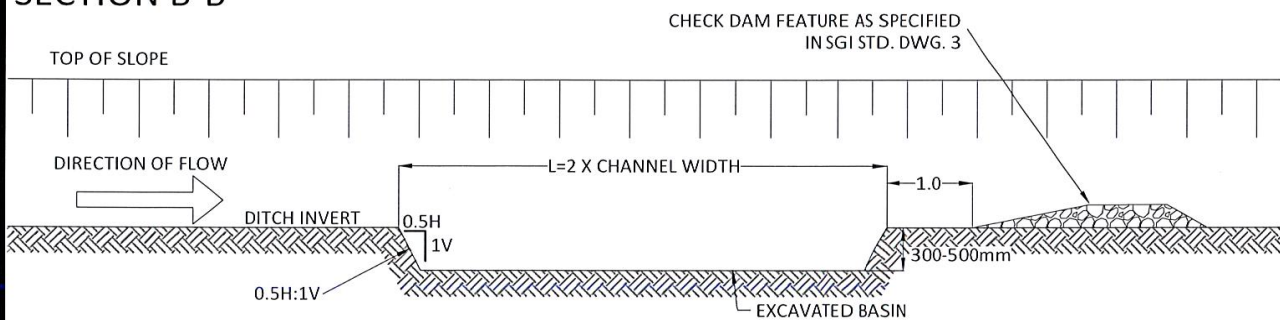
PROJECT TITLE	McRAE BRANCH PARTIAL ENCLOSURE
DRAWING TITLE	MISC. CROSS-SECTIONS AND EROSION AND SEDIMENT CONTROL MEASURES
DRAWING NO.	1 OF 1



PLAN



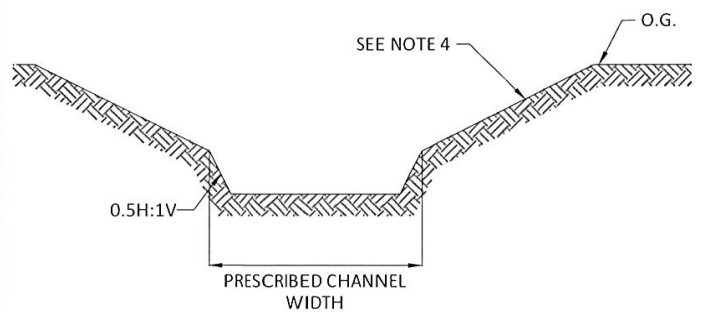
SECTION B-B'



NOTES:

1. THIS DRAWING MODIFIES OPSD 219.220
2. DITCH CROSS-SECTION UPSTREAM OR DOWNSTREAM OF SEDIMENT TRAP MAY BE FLAT BOTTOM OR V-SHAPED, FLAT BOTTOM SHOWN.
3. THIS STANDARD DRAWING SHALL BE READ IN CONJUNCTION WITH OPSD 219.180 OR 219.191 OR 219.211 FOR THE SPECIFIED CHECK DAM FEATURE.
4. MIN. SIDE SLOPES AS SPECIFIED IN ENGINEER'S REPORT OR CONTRACT DRAWINGS
5. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SHOWN.

SECTION A-A'



PETITION DRAIN STANDARD DRAWING

EXCAVATED SEDIMENT TRAP

DETAIL DWG. NO.
SGI STD. DWG. 2

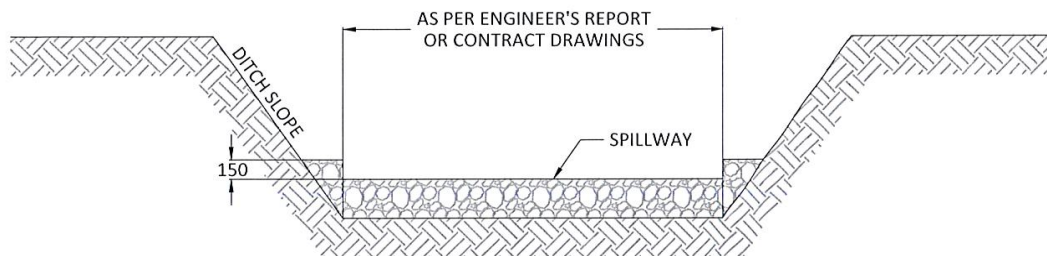
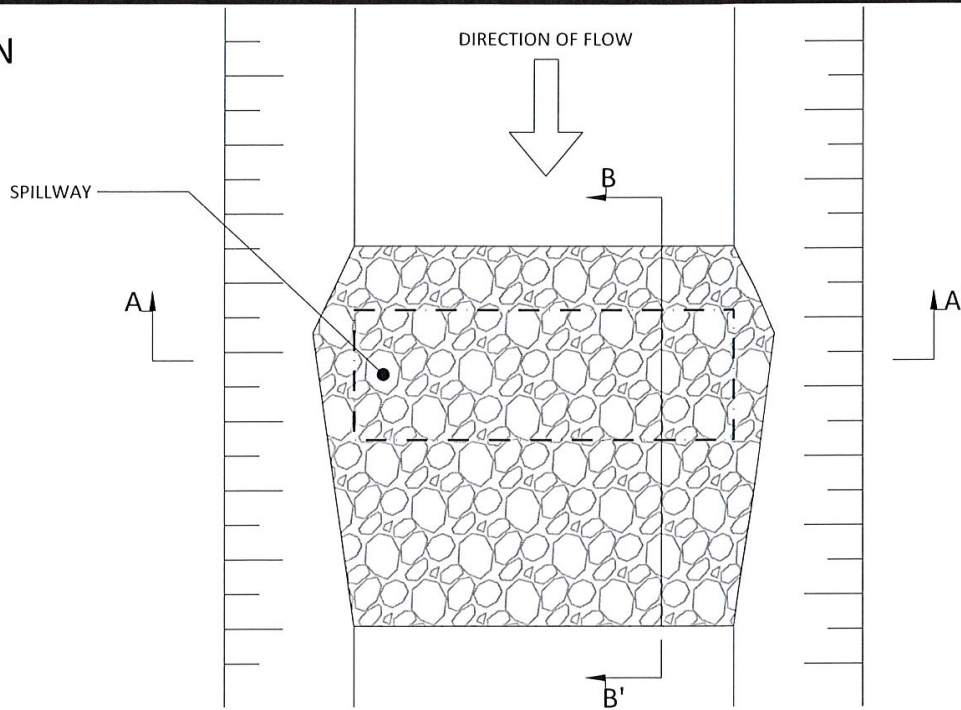
REVISION
1.0

DATE
Jan/24

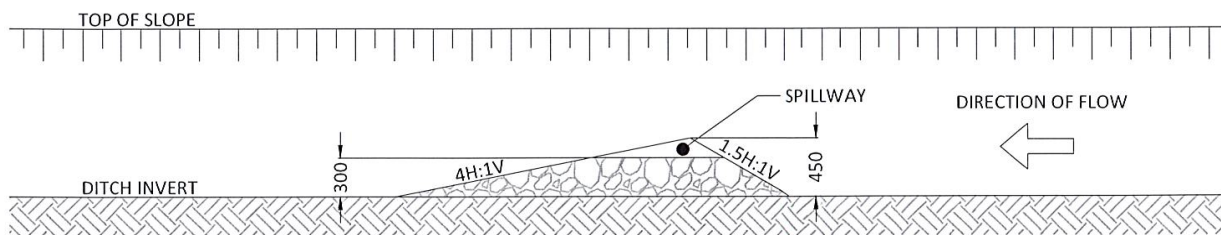
SCALE
N.T.S

SHADE
GROUP
INC.

PLAN



SECTION A-A'



SECTION B-B'

NOTE:

1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SPECIFIED.
2. THIS DRAWING IS A MODIFICATION OF OPSD 219.211

PETITION DRAIN STANDARD DRAWING

ROCK FLOW CHECK DAM

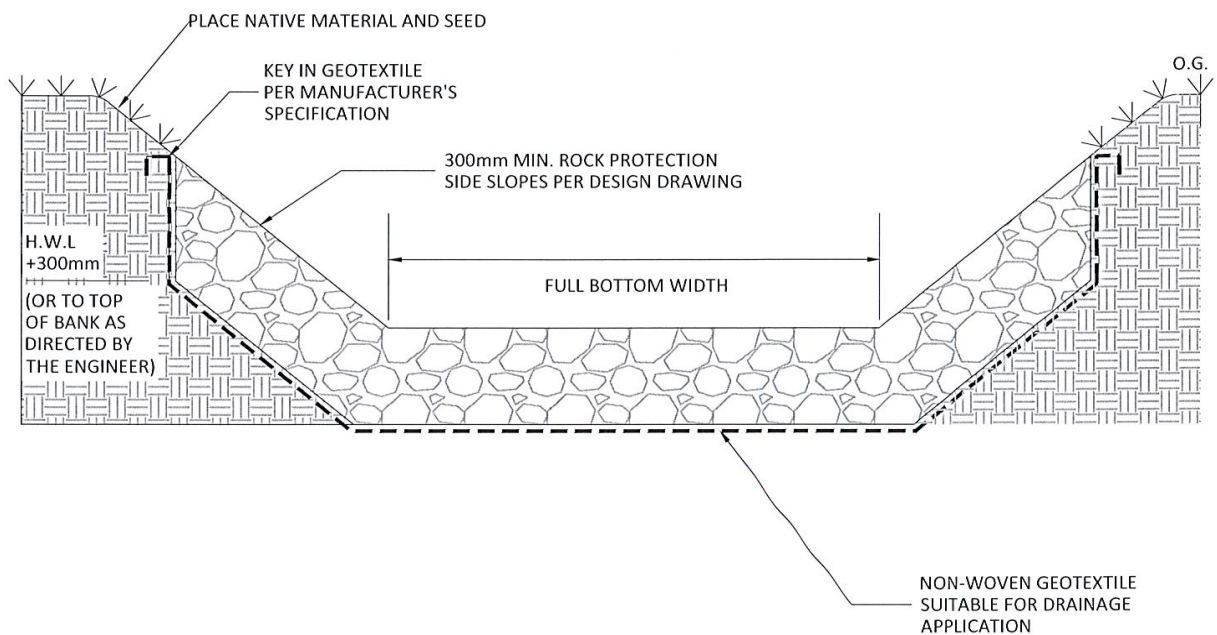
DETAIL DWG. NO.
SGI STD. DWG. 3

REVISION
1.0

DATE
Jan/24

SCALE
N.T.S

SHADE
GROUP
INC.



NOTE:

1. SURFACE OF ROCK PROTECTION TO BE FLUSH WITH THE FINISHED SURFACE OF DRAIN UPSTREAM AND DOWNSTREAM OF THE EROSION CONTROL. MIN. SIDE SLOPE AS SPECIFIED IN THE ENGINEER'S REPORT OR THE CONTRACT DRAWINGS.
2. ROCK TO BE R-50 PER OPSS 1004.05.05.02 OR OPSS 1004.05.05.03. BLAST ROCK MAY BE SUBSTITUTED SUBJECT TO ENGINEER APPROVAL.

PETITION DRAIN STANDARD DRAWING

TYPICAL ROCK PROTECTION EROSION CONTROL

DETAIL DWG.NO.
SGI STD. DWG. 1

REVISION
1.0

DATE
Jan/24

SCALE
N.T.S

**SHADE
GROUP**
INC.

APPENDIX E

HYDROLOGY / HYDRAULICS - ENCLOSURE



McRae Municipal Drain Hydrologic & Hydraulic Analysis Brief

Revised July 12, 2024

Prepared for:

SHADE
GROUP INC

Headway Engineering
23-500 Fairway Road South
Suite 308
Kitchener, Ontario N2C 1X3
226 243 6614
www.headwayeng.ca

Kitchener, Ontario
Revised July 12, 2024

To Shade Group Inc.

**Re: McRae Municipal Drain
Hydrologic & Hydraulic Analysis Brief
Our Reference No. SG-001**

1.0 INTRODUCTION

Headway Engineering has been asked by Shade Group Inc. to conduct a hydrologic and hydraulic analysis of recent changes, and proposed changes to the McRae Municipal Drain. This analysis is required for the possible incorporation of a recently installed pipe system, previously constructed outside the bounds of the Drainage Act. Section 78 of the Drainage Act authorizes the possible incorporation of the recent construction, as well as the downstream extension of the enclosure to further manage the watershed's drainage needs.

This analysis synthesizes the hydrologic and hydraulic data for the existing and proposed McRae Drain enclosures. Utilizing the watershed plan, existing pipe data (size, material, elevations), and a previous drainage report prepared by Stidwill & Associates, dated September 16, 1975, all of which was provided by Shade Group Inc., and without conducting additional fieldwork, the analysis aims to evaluate the existing enclosure's adequacy, and to provide design details for a downstream enclosure that conforms to rural Ontario design standards.

Information provided by Monica Shade, P.Eng., V.P. of Engineering and Sales at Shade Group Inc., served as the basis for this evaluation, which focused on verifying the current and proposed drainage systems against hydrological demands and hydraulic capacities.

2.0 METHODOLOGY

2.1 Data Analysis:

Utilization of GIS tools facilitated an examination of the watershed area using current provincial data. This included defining sub-catchment and comprehensive watershed boundaries.

The GIS delineated watershed boundaries were compared to the previously determined watershed boundaries contained in the previous engineer's report.

2.2 Hydrologic Assessment:

Flow requirements for the existing and proposed enclosures were calculated based on commonly accepted design standards for rural settings in Ontario. More specifically, the proposed drainage system is sized using the Drainage Coefficient method contained in the OMAFRA Publication 29 – 'Drainage Guide for Ontario'. The Drainage Coefficient describes a depth of water to be conveyed by the drainage works per a 24-hour period and is expressed in millimeters per 24 hours. The



drainage coefficient design standard used for the works proposed in this report is 38mm per 24-hour period.

2.3 Hydraulic Design:

The analysis included the assessment of pipe sizes, materials, and required grades to ensure adequate drainage and compliance with established design standards. The Pipe Size Design Calculations are attached to this report for detailed review of each station range.

3.0 FINDINGS AND RECOMMENDATIONS

Headway Engineering's analysis, informed by the collected data and documentary review, yields the following insights and guidance:

1. The GIS analysis of the most current provincially available topographic data largely validates the watershed determined by Stidwill & Associates noted in the report dated September 16, 1975, albeit with some exceptions.
2. The existing enclosure was recently constructed and includes the installation of approximately 360m of 600mm diameter, smooth wall HDPE pipe.
3. **The capacity of the existing enclosure complies with or exceeds the prevalent rural design standards of Ontario, based on the information available.**
4. Inspection and confirmation of the existing enclosure's pipe condition are advised.
5. As much as 1,200m of additional downstream enclosure is contemplated.
6. **The continuance of the 600mm diameter smooth wall HDPE pipe is appropriate, with a recommended gradient increase at the confluence of the Villeneuve Branch to about 0.20% to retain adequate capacity. Aside from this specified minimum grade near the Villeneuve Branch, grades similar to that of the previous report will provide adequate capacity.**
7. Detailed design and drafting responsibilities, including the finalization of construction plans, catch basin placements, and other structural elements are to be undertaken by Shade Group Inc.

4.0 CONCLUSION

The assessments affirm that the existing drain enclosure satisfies or surpasses current hydrologic and hydraulic criteria for today's standards of drainage in rural settings. The proposed drainage enclosure with the installation of a 600mm diameter smooth wall HDPE pipe on grades similar to the previous report dated 1975 will provide adequate capacity at today's standards of drainage, with the exception of a length of drain located downstream of the Villeneuve Branch, where the gradient should be increased to a minimum of 0.20%. Detailed design, conforming to the specifications herein, should be pursued by Shade Group Inc.



Yours truly,

Stephen Brickman, P.Eng.
Project Engineer and Manager
HEADWAY ENGINEERING
SB/

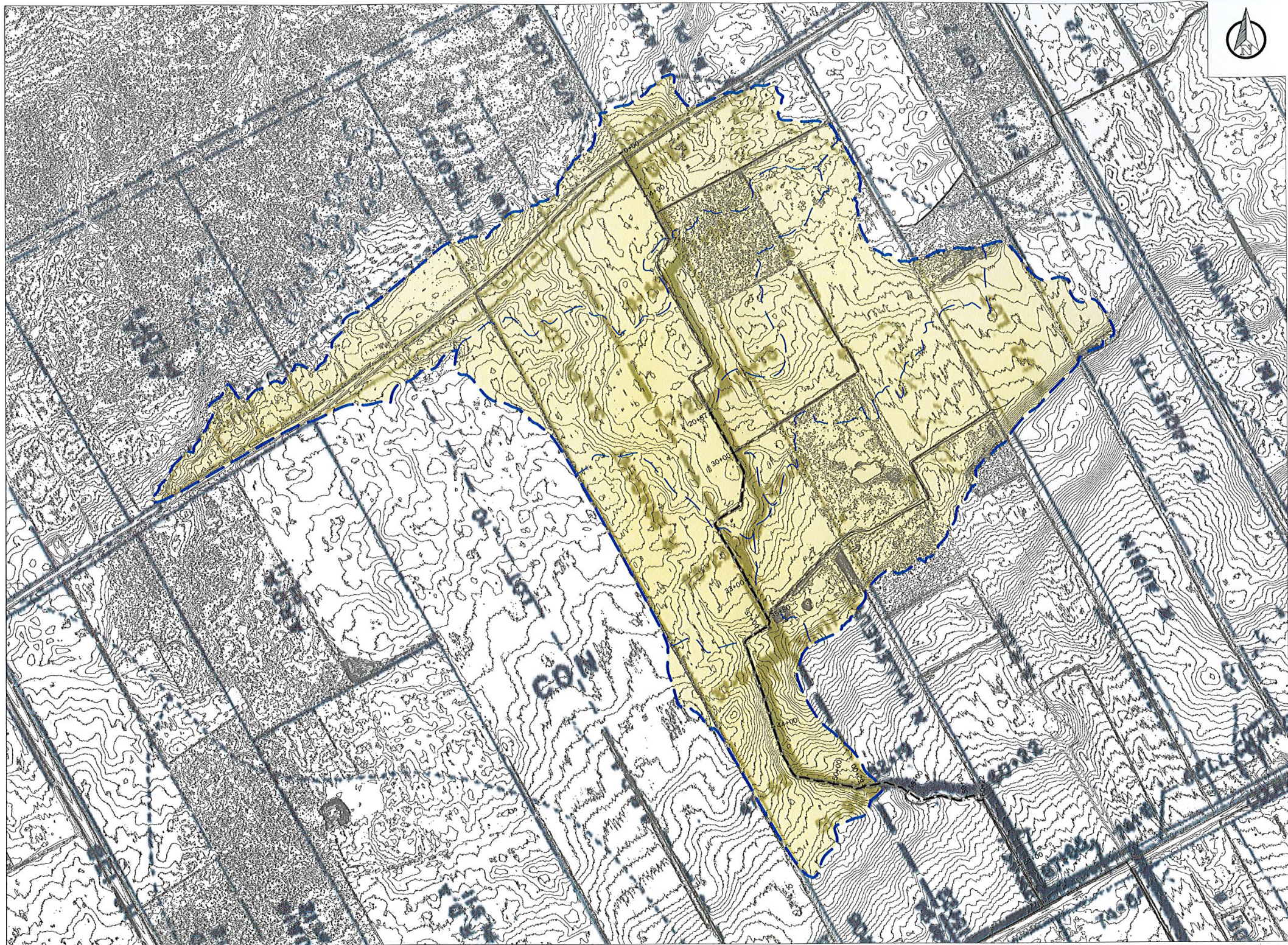


McRae Drain
Ex. Main Drain (Closed)

Drainage Coefficient 1.5		Required Flow (C.F.S.)	Grade	Pipe Diameter (Inches)	Manning's 'n'	Flow Velocity (ft/s)	Calculated Flow (C.F.S.)	Required Diameter (Inches)	Required Percent Grade	Comments
Station Range (Upper to Lower)	Drainage Area (Hectares)									
0+192 - 0+567.6	26.38	4.11	0.10%	24	0.012	2.47	7.77	18.9	0.03%	ex enclosure

Pr. Main Drain (Closed)

Drainage Coefficient 1.5		Required Flow (C.F.S.)	Grade	Pipe Diameter (Inches)	Manning's 'n'	Flow Velocity (ft/s)	Calculated Flow (C.F.S.)	Required Diameter (Inches)	Required Percent Grade	Comments
Station Range (Upper to Lower)	Drainage Area (Hectares)									
0+567.6 - 0+630	46.38	7.22	0.21%	24	0.012	3.58	11.26	20.3	0.09%	
0+630 - 1+007.75	61.92	9.64	0.21%	24	0.012	3.58	11.26	22.6	0.15%	0+630 Villeneuve Br enters
1+007.75 - 1+200	91.75	14.29	0.84%	24	0.012	7.17	22.52	20.2	0.34%	1+005 Currier Br enters
1+200 - 1+318.78	101.43	15.80	0.84%	24	0.012	7.17	22.52	21.0	0.41%	
1+318.78 - 1+388.53	101.43	15.80	1.20%	24	0.012	8.57	26.92	19.7	0.41%	
1+388.53 - 1+483.64	101.43	15.80	0.92%	24	0.012	7.50	23.57	20.7	0.41%	
1+483.64 - 1+712	101.43	15.80	1.38%	24	0.012	9.19	28.87	19.1	0.41%	



McRAE DRAIN



- NOTES:**
1. THE BASE PLAN DEPICTED HEREIN IS DERIVED FROM THE 1975 REPORT BY SIDWELL AND ASSOCIATES. IT HAS BEEN ALIGNED TO BEST FIT, AND IS USED FOR REFERENCE PURPOSES ONLY.
 2. THE CONTOURS WERE CREATED USING LIDAR DERIVED DIGITAL DATA (2022) FROM LAND INFORMATION ONTARIO.

- LEGEND**
- MAJOR WATERSHED BOUNDARY
 - MINOR WATERSHED BOUNDARY

- EXISTING FEATURES:**
- DRAIN NAME** (with crossing symbol) OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
 - DRAIN NAME** (with catch basin symbol) CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION

- PROPOSED FEATURES:**
- DRAIN NAME** (with crossing symbol) OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
 - DRAIN NAME** (with catch basin symbol) CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION



APPENDIX F

CONSTRUCTION COST ESTIMATE

Project Cost Estimate
(Schedule 'A')
Station 0+568 - 1+712
Proposed Enclosure - McRae Branch

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
600mm HDPE - Smoothwall Pipe (Supply + Install)	m	1146	\$ 275.00	\$ 315,150.00
Backfill (Supply + Install)	m ³ (P)	10500	\$ 12.50	\$ 131,250.00
Strawbale Check Dam (Supply + Install)	ea	3	\$ 200.00	\$ 600.00
Rip Rap End Treatment (Supply + Install)	m	10	\$ 150.00	\$ 1,500.00
Sediment Trap with Rock Check Dam (Supply + Install)	ea	1	\$ 1,000.00	\$ 1,000.00
Sub-Total - Construction Costs				\$ 449,500.00
Contingency Allowance - Construction		10%		\$ 44,950.00
Sub-Total - Construction Costs (Pre-Tax)				\$ 494,450.00

Administration/Engineering Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Permitting				
SNCA	Lump Sum	100%	\$ 2,050.00	\$ 2,050.00
Engineering				
Engineer's Report	Lump Sum	1	\$ 13,000.00	\$ 13,000.00
Sub-Total - Administration/Engineering Costs (Pre-Tax)				\$ 15,050.00

Summary		
Sub-Total - Construction Costs (Pre-Tax)		\$ 494,450.00
Sub-Total - Administration/Engineering Costs (Pre-Tax)		\$ 15,050.00
Estimated Project Total		\$ 509,500.00



**Project Cost Estimate
(Schedule 'B')**

Station 1+712 - 3+438

Future Maintenance of Open Channel - McRae Branch

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Mobilization	Lump Sum	1	\$ 1,500.00	\$ 1,500.00
Maintenance	m	1735	\$ 10.00	\$ 17,350.00
Strawbale Check Dam	ea	4	\$ 125.00	\$ 500.00
Misc. Bank Stabilization	Lump Sum	2	\$ 750.00	\$ 1,500.00
Sediment Trap with Rock Check Dam	ea	2	\$ 1,000.00	\$ 2,000.00
Sub-Total - Construction Costs				\$ 22,850.00
Contingency Allowance - Construction		10%		\$ 2,285.00
Sub-Total - Construction Costs (Pre-Tax)				\$ 25,135.00



**Project Cost Estimate
(Schedule 'C')**

Station 0+000 - 1+712

Future Maintenance of Open Channel + Enclosure - McRae Branch

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Mobilization	Lump Sum	1	\$ 1,500.00	\$ 1,500.00
Flushing of Enclosure	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
Open Channel Maintenance	m	200	\$ 10.00	\$ 2,000.00
Sediment Trap with Rock Check Dam (Reinstatement)	ea	1	\$ 1,000.00	\$ 1,000.00
Sub-Total - Construction Costs				\$ 9,500.00
Contingency Allowance - Construction		10%		\$ 950.00
Sub-Total - Construction Costs (Pre-Tax)				\$ 10,450.00



Station 0+200 - 1+712
Equivalent Open Channel Maintenance Costs - McRae Branch

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Mobilization	Lump Sum	1	\$ 1,500.00	\$ 1,500.00
Maintenance	m	1512	\$ 10.00	\$ 15,120.00
Strawbale Check Dam	ea	4	\$ 125.00	\$ 500.00
Misc. Bank Stabilization	Lump Sum	6	\$ 750.00	\$ 4,500.00
Sub-Total - Construction Costs				\$ 21,620.00
Contingency Allowance - Construction		10%		\$ 2,162.00
Sub-Total - Construction Costs (Pre-Tax)				\$ 23,782.00

Project Cost Estimate
(Schedule 'D')
Station 0+200 - 1+712
Future Enclosure Replacement - McRae Branch

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
600mm HDPE - Smoothwall Pipe Replacement, including removal & disposal of old pipe	m	1146	\$ 300.00	\$ 343,800.00
Strawbale Check Dam	ea	3	\$ 200.00	\$ 600.00
Rip Rap End Treatment	m	10	\$ 150.00	\$ 1,500.00
Sediment Trap with Rock Check Dam	ea	1	\$ 1,000.00	\$ 1,000.00
Sub-Total - Construction Costs				\$ 345,900.00
Contingency Allowance - Construction		10%		\$ 34,590.00
Sub-Total - Construction Costs (Pre-Tax)				\$ 380,490.00

Construction Cost Assessed to Landowners (2 cleanouts)*	\$ 26,664.00	7%
Remainder Assessed to Initiating Landowner (Lot 9, Con 7)	\$ 353,826.00	93%

2 cleanouts of an open ditch	\$ 47,564.00
2 x 10k maintenance	\$ 20,900.00
Remainder	\$ 26,664.00



**Project Cost Estimate
(Schedule 'E')
Future Maintenance - Brabant Branch**

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Mobilization	Lump Sum	1	\$ 1,500.00	\$ 1,500.00
Open Channel Maintenance	m	534	\$ 10.00	\$ 5,340.00
Sub-Total - Construction Costs				\$ 5,340.00
Contingency Allowance - Construction	10%			\$ 534.00
Sub-Total - Construction Costs (Pre-Tax)				\$ 5,874.00



APPENDIX G

RESOLUTION + BY-LAW



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: July 26, 2022

Resolution No. 219-2022

MOVED BY:

Deputy Mayor F. Landry _____
Councillor S. Densham _____
Councillor R. Douglas _____ ✓
Councillor R. Villeneuve _____

SECONDED BY:

Deputy Mayor F. Landry _____
Councillor S. Densham _____ ✓
Councillor R. Douglas _____
Councillor R. Villeneuve _____

THAT Council approves of the SDG Counties request, and appoint Shade Group Inc. under Section 78(1) of the Drainage Act, R.S.O 1990 Chapter D. 17 to update the necessary engineer's report to legitimize all drainage works required to be completed as part of the SDG County Road 22 project.

☒ **CARRIED** ☐ **DEFEATED** ☐ **DEFERRED**

Mayor

Declaration of Conflict of Interest: _____

☐ **Disclosed His/Her/Their Interest**

☐ **Vacated His/Her/Their Seat**

RECORDED VOTE

Councillor S. Densham	_____
Councillor R. Douglas	_____
Councillor R. Villeneuve	_____
Deputy Mayor F. Landry	_____
Mayor J. Wert	_____



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: July 18, 2023

Resolution No. 219-2023

MOVED BY:

Mayor F. Landry _____
 Deputy Mayor S. Densham _____
 Councillor A. Bugelli _____
 Councillor A. McDonald _____
 Councillor C. Shane _____

SECONDED BY:

Mayor F. Landry _____
 Deputy Mayor S. Densham _____
 Councillor A. Bugelli _____
 Councillor A. McDonald _____
 Councillor C. Shane _____

THAT Council receive this information report and extend the appointment of Shade Group Inc under Section 39(1) of the Drainage Act, as the Drainage Engineer appointed under Section 78 of the Drainage Act for the drains affected by the County Road 22 improvements.

☒ **CARRIED** ☐ **DEFEATED** ☐ **DEFERRED**


 Mayor

Declaration of Conflict of Interest: _____

☐ **Disclosed His/Her/Their Interest**

☐ **Vacated His/Her/Their Seat**

RECORDED VOTE

Councillor C. Shane _____
 Councillor A. McDonald _____
 Councillor A. Bugelli _____
 Deputy Mayor S. Densham _____
 Mayor F. Landry _____

APPENDIX H

AGENCY CONSULTATION & PERMITS



PERMIT FOR DEVELOPMENT ACTIVITY WITHIN A REGULATED AREA

Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits



Permit Holder: Alain Leduc
16999 MacKillican Road
Moose Creek, ON
K0C 1W0

Decision: **Approved With Conditions**

Issued: October 3, 2024
Expires: October 3, 2026

Work Description: Enclosure of the McRae Branch of the McKenzie Drain

Location: Lot 9, Concession 7, Former Township of Roxborough
County Road 22, North Stormont Township
Roll No. 041101600948800 & 041101600949001

The attached Schedules form part of this permit for the approved work and must be implemented in accordance with the stated conditions. A copy of this permit must be kept at the worksite.

The Permit Holder, by acceptance and in consideration of the issuance of this permit, agrees to the permit conditions.

Dated at Finch, Ontario, this 3rd day of October 2024.

Jennifer Boyer, M.Sc., MCIP RPP

Managing Director, Approvals
South Nation Conservation
jboyer@nation.on.ca



SCHEDULE A: WORK DESCRIPTION

SNC understands the following work will be completed (the "Work"):

1. The applicant proposes to enclose a portion of the McRae Branch of the McKenzie Municipal Drain.
2. A 600mm diameter smooth wall HDPE pipe will be used to enclose 1,200m of the McRae Branch of the McKenzie Municipal Drain.

The details of the Work are outlined in the following documents forwarded to SNC:

1. South Nation Conservation Section 28.1 Permit Application Form – Signed by Alain Leduc, dated May 10, 2024, signed by Monica Shade, dated May 22, 2024.
2. Drawing: "Misc. Cross Sections and Erosion and Sediment Control Measures", prepared by Shade Group, dated Sept 13, 2024.
3. Drawing: "Profile View – Previously Completed Enclosure", prepared by Shade Group, dated Sept 13, 2024.
4. Drawing: "Profile View – Proposed Enclosure", prepared by Shade Group, dated Sept 13, 2024.
5. Drawing: "Watershed Map Plan View", prepared by Shade Group, dated July 16, 2024.
6. Report: "McRae Municipal Drain, Hydrologic and Hydraulic Analysis Brief", prepared by Headway Engineering, revised July 12, 2024, stamped by S.G.R. Brickman.
7. Comment response letter, dated July 16, 2024, signed by Monica Shade.



SCHEDULE B: CONDITIONS

The Permit Holder must adhere to the following conditions for permit compliance:

1. Erosion Control

- a) 8 metres of rock is proposed at the outlet of the pipe to prevent erosion. A strawbale check dam is proposed as a temporary erosion control measure.
- b) The Permit Holder must ensure no erosion occurs in or near a watercourse or waterbody that is in proximity to the Work.
- c) In the event of unexpected rainfall, any fill that is removed from the site and placed on the shore (above the high-water mark) is to be properly stabilized as required through the implementing of appropriate erosion control measures.
- d) SNC may visit the Work location anytime from application submittal through to the expiration of the permit to inspect the implementation of erosion control measures on site. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.
- e) Disturbed areas must be stabilized and revegetated as required upon completion of Work and restored to a pre-disturbed state or better.



SCHEDULE C: ADDITIONAL COMMENTS

SNC makes the following additional comments:

1. This permit does not review, certify, or provide permission for any works that may be located outside the above noted property boundary.
2. Nothing in this permit relieves the Permit Holder(s) from obtaining, where necessary, regulatory approval from any other agency, government including the Majesty the King in Right of Ontario, municipality, landowner, or authority having legal jurisdiction regarding development at the above noted location or any adjacent lands that may be impacted by the Work. SNC makes no representation and has made no representation as to whether the Permit Holder(s) must obtain any other approval(s) regarding the Work. SNC hereby confirms that it is the Permit Holder(s)' sole and complete responsibility to ensure that it applies for and obtains all necessary regulatory approvals prior to undertaking the Work.
3. Permit review completed by L. Crites. Technical review completed by M. Rajaie and S. Zand.



SCHEDULE D: GENERAL CONDITIONS

1. Term

This permit is valid for 24 months from the date of issuance. No notice will be issued on expiration. It is the responsibility of the Permit Holder to ensure a valid permit is in effect at the time the Work is occurring. The Permit Holder may, at least 60 days before the expiry of the permit, apply to SNC and pay a fee for an extension of the permit.

2. Other Permits and Permissions

This permit does not relieve the Permit Holder of the responsibility to obtain any other documents or permits that the Work may require from the Government of Canada, the Government of Ontario, or the local municipality. It is the responsibility of third-party agents to secure property owner permission to undertake the Work.

3. Right to Hearing

A Permit Holder who disagrees with the conditions attached to their permit has the right to request a hearing before the SNC Board of Directors. Please contact our office for further details.

4. Property Entry

SNC may enter the subject property where the Work is taking place during the permit's period of validity to ensure compliance with the conditions of the permit. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.

5. Cancellation of Permit

SNC may cancel a permit or change the permit conditions if:

- a) false information was submitted as part of the permit application; or
- b) the Work deviates from the conditions of the permit without SNC's prior written approval.

6. Offences

It is an offence to undertake work in a regulated area without a permit or to contravene the conditions of a permit. A person who commits an offence under the *Conservation Authorities Act* is liable on conviction:

- a) in the case of an individual,
 - (i) to a fine of not more than \$50,000 or to a term of imprisonment of not more than three months, or to both, and



- (ii) to an additional fine of not more than \$10,000 for each day or part of a day on which the offence occurs or continues; and
- b) in the case of a corporation,
 - (i) to a fine of not more than \$1,000,000, and
 - (ii) to an additional fine of not more than \$200,000 for each day or part of a day on which the offence occurs or continues.

Despite the maximum fines, a court that convicts a person of an offence may increase the fine it imposes on the person by an amount equal to the amount of the monetary benefit that was acquired by the person, or that accrued to the person, as a result of the commission of the offence.

In addition to any other remedy or penalty provided by law, the court, upon convicting a person of an offence, may order the convicted person to,

- a) remove, at the convicted person's expense, any development within such reasonable time as the court orders; and
- b) take such actions as the court directs, within the time the court may specify, to repair or rehabilitate the damage that results from or is in any way connected to the commission of the offence.

7. Liability

The Permit Holder acknowledges that the sole function of this permit is to confirm the Work is consistent with Part VI of the *Conservation Authorities Act*, O. Reg. 41/24, and SNC policies. SNC makes no representations or warranties regarding any other aspect of the Work.

By accepting this permit, the Permit Holder agrees:

- a) to indemnify and save harmless, SNC and its officers, employees, and agents, from and against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the Permit Holder or of any of their agents, employees, or contractors relating to any of the particular terms or conditions of this permit; and
- b) that this permit shall not release the Permit Holder from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law.

SNC assumes no responsibility or liability for flood, erosion, or slope failure damage that may occur to the subject property, nor any activity undertaken by the Permit Holder affecting the property interests of adjacent landowners.



Fisheries and Oceans
Canada

Ontario and Prairies Region
Fish and Fish Habitat
Protection Program
867 Lakeshore Road
Burlington, ON L7S 1A1

Pêches et Océans
Canada

Région de l'Ontario et des Prairies
Programme de la protection
du poisson et de son habitat
867 Lakeshore Road
Burlington, ON L7S 1A1

Your file Votre référence
24-HCAA-01176

September 6, 2024

Alain & Susan Leduc
16999 Mackillican Rd RR 1
Moose Creek, ON K0C 1W0

**Subject: Drain Enclosure, McRae Branch of the McKenzie Drain, North Stormont
– Implementation of Measures to Avoid and Mitigate the Potential for
Prohibited Effects to Fish and Fish Habitat**

Dear Alain & Susan Leduc:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on May 23rd, 2024. We understand that you propose to:

- Enclose approximately 1,200 linear m of the McRae Branch of the McKenzie municipal class F drain running through agricultural land.

We understand that you propose to formally abandon both the Currier and Villeneuve Drains. These drains have been partially enclosed already. In addition, these drains enclosures are linked to an occurrence file 24-HCAA-01926 which concluded with a letter outlining implications under the *Fisheries Act*.

Our review considered the following information:

- Request for Review and supporting documents received on May 23rd, 2024.
- Call with Monica Shade (Shade Group Inc.) and Sean MacDonald (Township Drainage consultant) on July 30th, 2024.
- Additional information provided by Monica Shade and Sean MacDonald following up the call from July 30th, 2024.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*. ; and

Canada

The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures outlined in your plan, in addition to the following listed below:

- Plan in-water work, undertaking or activity to respect timing windows (i.e. NO in-water work between March 15 – July 15).
- Develop and implement an Erosion and Sediment Control Plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity.
- Restore the banks and riparian vegetation to their natural state, with native species suitable for the site.
- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Aquatic invasive species are introduced and spread through transporting sands and sediments and using contaminated construction equipment. To prevent the spread of aquatic invasive species during construction in aquatic environments:
 - Clean, drain and dry any equipment used in the water; and,
 - Never move organisms or water from one body of water to another.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act* or permit under the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html>).

Notify this office at least 10 days before starting any in-water works. Send your notification to Kirsten Luck (kirsten.luck@dfo-mpo.gc.ca) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Kirsten Luck at our Burlington office at (506) 269-5694 or by email at kirsten.luck@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E. Schimmens'.

Elyjah Schimmens
A/Senior Biologist
Fish and Fish Habitat Protection Program
Fisheries and Oceans Canada

COPY: Kirsten Luck – Fisheries and Oceans Canada
Sean MacDonald – Township of North Stormont Drainage Superintendent
consultant



PERMIT FOR DEVELOPMENT ACTIVITY WITHIN A REGULATED AREA

Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits



Permit Holder: United Counties of SDG
Care of: Dana Grant
26 Pitt Street
Cornwall, ON
K6J 3P2

Decision: **Approved With Conditions**

Issued: December 3, 2024
Expires: December 3, 2026

Work Description: Relocate Municipal Drains as part of the County Road 22 Reconstruction Project

Location: County Road 22, from Highway 138 to the Urban Limit of Maxville
Township of North Stormont
Geographic Township of Roxborough

The attached Schedules form part of this permit for the approved work and must be implemented in accordance with the stated conditions. A copy of this permit must be kept at the worksite.

The Permit Holder, by acceptance and in consideration of the issuance of this permit, agrees to the permit conditions.

Dated at Finch, Ontario, this 3rd day of December 2024.

Jennifer Boyer, M.Sc., MCIP RPP
Managing Director, Approvals

South Nation Conservation
jboyer@nation.on.ca



SCHEDULE A: WORK DESCRIPTION

SNC understands the following work will be completed (the "Work"):

1. County Road 22 will be reconstructed from Highway 138 to Roxborough Kenyon Boundary Road. The reconstruction design includes the relocation of several Municipal drain segments where the road will be widened.
2. The Permit Holder identified 8 locations where the road reconstruction will interfere with a watercourse:
 - I. **Howes Branch of the McKenzie Municipal Drain:** located across the road from 17404 County Road 22 and flows east to the southwest corner of 17499 County Road 22.
 - Approximately 650m of the drain will be relocated further away from the road. The proposed drain alignment does not differ substantially from the existing alignment. Along the front of residential properties, the municipal drain will follow the existing alignment and be enclosed.
 - II. **McRae Branch of the McKenzie Municipal Drain:** located on the southeast corner of 17499 County Road to and flows east for 180m.
 - 180m of the drain will be relocated further away from the road. The municipal drain will follow the existing alignment and be enclosed.
 - III. **McRae Branch of the McKenzie Municipal Drain:** located east of 17504 County Road 22.
 - The existing culvert on County Road 22 is a 1300mm diameter corrugated steel pipe (CSP) and is proposed to be replaced with a 1600mm diameter CSP.
 - IV. **Morrow Brabec Municipal Drain:** located across the road from 17750 County Road 22 and flows east for 925m.
 - Approximately 925m of the drain will be relocated further away from the road. The relocated drain will differ from the existing



alignment by approximately 1m, north or south, varying by location along the length of the drain.

- V. **Cumming Drain:** located approximately 400m east of the entrance to 17810 County Road 22.
- The existing culvert on County Road 22 is a 1500mm diameter CSP, and is proposed to be replaced with a 1600mm diameter CSP.
- VI. **County Road Branch of the Cumming Municipal Drain:** officially located on the south side of the Road from 18032 County Road 22 and flows west for approximately 850m.
- A 900mm CSP cross culvert was installed near the western entrance at 17996 County Road 22, and the flows were directed along the north side of County Road 22. There is another cross culvert near the residential entrance at 17946, returning flows to the south side of County Road 22.
 - The existing 900mm CSP cross culvert will be removed. A new 1000mm CSP cross culvert will be installed closer to Kenyon-Roxborough Boundary Road. The municipal drain will be located on the north side of County Road 22 and flow into the Morrow Branch of the Cumming Municipal Drain.
- VII. **Morrow Branch of the Cumming Municipal Drain:** the cross culvert is located approximately 135m west of the entrance to 17946 County Road 22.
- The existing twin 1600mm CSP will be replaced with a 1200mm x 1200mm concrete box culvert.
- VIII. **Morrow Spur Branch of the Cumming Municipal Drain:** the cross culvert is located approximately 200m west of the entrance to 17946 County Road 22.
- The existing 500mm CSP will be replaced with a 600mm CSP.



The details of the Work are outlined in the following documents forwarded to SNC:

1. South Nation Conservation Section 28.1 Permit Application Form – signed by Mike Jans on June 27, 2024.
2. Letter: “RE: County Road 22 Reconstruction – Project Context and Permit Application”, signed by Mike Jans, dated May 13, 2024.
3. Technical Memorandum: “Stormont, Dundas & Glengarry Counties Road 22 Rehabilitation, Culvert Replacement Recommendations”, signed, stamped, and dated by L. Sanchez, P. Eng, on June 11, 2024.
4. Drawing Package: “County Road 22 – Reconstruction and Drainage Improvements from Highway 138 to 0.6km East of the Roxborough Kenyon Boundary Road”, signed, stamped and dated by S.J. Taylor, P.Eng, and A. Allard-Dufour, P.Eng on 6/18/2024.
5. Memorandum: “Municipal Drain Assessment”, prepared by BT Engineering, signed, stamped, and dated by L. Sanchez, P. Eng, on June 7, 2024.
6. “SNCA Comments and Response Table – 2024”, not signed, or stamped, dated 2024, received via email from Mike Jans on September 3, 2024.
7. “CR 22 – Proposed Transverse Culverts”, not signed, stamped or dated, received via email from Mike Jans on September 3, 2024.
8. “SNCA Comment and Response Table – 2024”, prepared by BT Engineering, dated 2024, not signed, or stamped, received via email from Mike Jans on October 21, 2024.
9. Email Correspondence: “Follow-up: SDG Answers to SNCA Comments- County Road 22 Reconstruction”, sent by Steve Taylor on November 15, 2024.
10. Email Correspondence: “Re: County Road 22”, sent by Michael Jans on July 26, 2024.



SCHEDULE B: CONDITIONS

The Permit Holder must adhere to the following conditions for permit compliance:

1. Erosion Control

- a) The Permit Holder must ensure no erosion occurs in or near a watercourse or waterbody that is in proximity to the Work.
- b) Any fill that is removed from the site and placed on land above the high-water mark is to be properly stabilized as required through the implementing of appropriate erosion control measures.
- c) SNC may visit the Work location anytime from application submittal through to the expiration of the permit to inspect the implementation of erosion control measures on site. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.
- d) Disturbed areas must be stabilized and revegetated as required upon completion of Work and restored to a pre-disturbed state or better.



SCHEDULE C: ADDITIONAL COMMENTS

SNC makes the following additional comments:

1. According to the construction drawings, the existing twin box culverts on the McKenzie Municipal Drain will be maintained and no watercourse interference is anticipated. However, the contractor should ensure there is sufficient erosion protection at this location prior to commencing road work.
2. This permit does not review, certify, or provide permission for any works that may be located outside the above noted property boundary.
3. Nothing in this permit relieves the Permit Holder(s) from obtaining, where necessary, regulatory approval from any other agency, government including the Majesty the King in Right of Ontario, municipality, landowner, or authority having legal jurisdiction regarding development at the above noted location or any adjacent lands that may be impacted by the Work. SNC makes no representation and has made no representation as to whether the Permit Holder(s) must obtain any other approval(s) regarding the Work. SNC hereby confirms that it is the Permit Holder(s)' sole and complete responsibility to ensure that it applies for and obtains all necessary regulatory approvals prior to undertaking the Work.
4. Permit review completed by L. Crites. Technical review completed by F. Forough.



SCHEDULE D: GENERAL CONDITIONS

1. Term

This permit is valid for 24 months from the date of issuance. No notice will be issued on expiration. It is the responsibility of the Permit Holder to ensure a valid permit is in effect at the time the Work is occurring. The Permit Holder may, at least 60 days before the expiry of the permit, apply to SNC and pay a fee for an extension of the permit.

2. Other Permits and Permissions

This permit does not relieve the Permit Holder of the responsibility to obtain any other documents or permits that the Work may require from the Government of Canada, the Government of Ontario, or the local municipality. It is the responsibility of third-party agents to secure property owner permission to undertake the Work.

3. Right to Hearing

A Permit Holder who disagrees with the conditions attached to their permit has the right to request a hearing before the SNC Board of Directors. Please contact our office for further details.

4. Property Entry

SNC may enter the subject property where the Work is taking place during the permit's period of validity to ensure compliance with the conditions of the permit. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.

5. Cancellation of Permit

SNC may cancel a permit or change the permit conditions if:

- a) false information was submitted as part of the permit application; or
- b) the Work deviates from the conditions of the permit without SNC's prior written approval.

6. Offences

It is an offence to undertake work in a regulated area without a permit or to contravene the conditions of a permit. A person who commits an offence under the *Conservation Authorities Act* is liable on conviction:

- a) in the case of an individual,
 - (i) to a fine of not more than \$50,000 or to a term of imprisonment of not more than three months, or to both, and



- (ii) to an additional fine of not more than \$10,000 for each day or part of a day on which the offence occurs or continues; and
- b) in the case of a corporation,
 - (i) to a fine of not more than \$1,000,000, and
 - (ii) to an additional fine of not more than \$200,000 for each day or part of a day on which the offence occurs or continues.

Despite the maximum fines, a court that convicts a person of an offence may increase the fine it imposes on the person by an amount equal to the amount of the monetary benefit that was acquired by the person, or that accrued to the person, as a result of the commission of the offence.

In addition to any other remedy or penalty provided by law, the court, upon convicting a person of an offence, may order the convicted person to,

- a) remove, at the convicted person's expense, any development within such reasonable time as the court orders; and
- b) take such actions as the court directs, within the time the court may specify, to repair or rehabilitate the damage that results from or is in any way connected to the commission of the offence.

7. Liability

The Permit Holder acknowledges that the sole function of this permit is to confirm the Work is consistent with Part VI of the *Conservation Authorities Act*, O. Reg. 41/24, and SNC policies. SNC makes no representations or warranties regarding any other aspect of the Work.

By accepting this permit, the Permit Holder agrees:

- a) to indemnify and save harmless, SNC and its officers, employees, and agents, from and against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the Permit Holder or of any of their agents, employees, or contractors relating to any of the particular terms or conditions of this permit; and
- b) that this permit shall not release the Permit Holder from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law.

SNC assumes no responsibility or liability for flood, erosion, or slope failure damage that may occur to the subject property, nor any activity undertaken by the Permit Holder affecting the property interests of adjacent landowners.



Fisheries and Oceans
Canada

Ontario and Prairies Region
Fish and Fish Habitat
Protection Program
867 Lakeshore Road
Burlington, ON L7S 1A1

Pêches et Océans
Canada

Région de l'Ontario et des Prairies
Programme de la protection
du poisson et de son habitat
867 Lakeshore Road
Burlington, ON L7S 1A1

October 22, 2024

Our file *Notre référence*

24-HCAA-01679

United Counties of SD&G
ATTENTION: Michael Jans
Manager of Infrastructure
26 Pitt St
Cornwall, ON
K6J 3P2

Subject: Drain Realignment, Road Reconstruction, County Road 22, North Stormont – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

Dear Michael Jans:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on July 8th, 2024. We understand that you propose to:

- Realign approximately 1,840 m of class C, E and F municipal drains to accommodate road reconstruction activities on County Road 22.
- Enclose approximately 700 m of class F municipal drains in segments running through landowner driveways.
- Replace existing culvert crossings and driveway culverts of class C, E and F municipal drains to accommodate road reconstruction activities.

Our review considered the following information:

- Request for Review and supporting documents received on July 8th, 2024.
- Call with Michael Jans (The Counties), Derek McMillan (The Counties), Andrea Doherty (DFO) and Kirsten Luck (DFO) on August 21st, 2024.
- Additional information provided by Michael Jans following up the call from August 21st, 2024.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and



- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*; and
- The introduction of aquatic species into regions or bodies of water frequented by fish where they are not indigenous, which is prohibited under section 10 of the *Aquatic Invasive Species Regulations*.]

The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures outlined in your plan, in addition to the following listed below:

- Plan in-water work, undertaking or activity to respect timing windows (i.e. NO in-water work between March 15 – July 15).
- Develop and implement an Erosion and Sediment Control Plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity.
- Restore the banks and riparian vegetation to their natural state, with native species suitable for the site.
- Aquatic invasive species are introduced and spread through transporting sands and sediments and using contaminated construction equipment. To prevent the spread of aquatic invasive species during construction in aquatic environments:
 - Clean, drain and dry any equipment used in the water; and,
 - Never move organisms or water from one body of water to another.
- Replace removed trees at a 1:1 replacement ratio onto the back-slopes of the channel.
- In areas where proposed realignment overlaps with existing realignment AND takes place in a class C or E drain, conduct work in the dry. If working in the dry is not possible, work in isolation of flow with pump bypass, fish salvage and silt fencing used in workable segments.
- Replace the Cumming Main Branch culvert (CC6) in isolation of flow with pump bypass, fish salvage, silt fencing, and riprap armouring along the eroded bank.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act* or permit under the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html>).

Notify this office at least 10 days before starting any in-water works. Send your notification to Kirsten Luck (kirsten.luck@dfo-mpo.gc.ca) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Kirsten Luck at our Burlington office at (506) 269-5694 or by email at kirsten.luck@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,



Elyjah Schimmens
A/Senior Biologist
Fish and Fish Habitat Protection Program
Fisheries and Oceans Canada

COPY: Kirsten Luck – Fisheries and Oceans Canada

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 33-2025

BEING a By-law to amend By-law No. 76-2024, the Brisson Municipal Drain, to provide for amendments to an engineer's report pursuant to *Section 84.1(1) and 84.1(2) of the Drainage Act, R.S.O. 1990, C.D.17* for unforeseen circumstances during construction.

WHEREAS the *Municipal Act, 2001*, c.25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c.25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Drainage Act, R.S.O. 1990, c.D.17 s. 78* provides that if drainage works have been constructed under a By-law passed under the *Act* and Council considers it appropriate to undertake one or more of the minor improvement projects listed in subsection 1.1 the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it;

AND WHEREAS the Council of the Township of North Stormont has directed, under section 78(5) of the *Drainage Act, R.S.O. 1990*, that an Engineer's Report shall be prepared by Shade Group Inc. for the drain known as the Brisson Municipal Drain;

AND WHEREAS the appointed engineer has prepared an Engineer's Report, amending the original drainage report, dated April 25, 2025 due to unforeseen circumstances and attached hereto as Schedule "A";

AND WHEREAS the Council of the Township of North Stormont has considered the Engineer's Report, as amended in accordance with Section 84.1(1) and 84.1(2) of the *Drainage Act, R.S.O. 1990* and under Part III of Ontario Regulation 500/21 and is desirous of adopting the report.

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

1. That the Engineer's Report, as amended, dated April 25, 2025 prepared under Section 84.1(1) and 84.1(2) of the *Drainage Act, R.S.O. 1990* for the Brisson Municipal Drain, attached hereto as Schedule "A", due to unforeseen circumstances during construction is hereby adopted and the drainage works therein indicated and set forth is hereby authorized and shall be completed accordingly, as amended.
2. That this By-law shall come into force and effect upon its final passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 13th day of May 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

April 25, 2025

Township of North Stormont
15 Union Street
Berwick, ON K0C 1G0

PARTIAL REALIGNMENT OF THE BRISSON DRAIN – LOT 13, CONCESSION 9, GEOGRAPHIC TOWNSHIP OF FINCH

SECTION 84.1(1) – AMENDMENT TO AN ENGINEER’S REPORT

This letter report is being issued to address requirements of Section 84.1(1) of the Drainage Act (R.S.O. 1990, Chapter D.17, last amendment 2021) which reads:

This section applies with respect to engineer’s reports that are prepared for the purpose of a petition under section 4 or for the purpose of section 78 and that are adopted by a municipal by-law. 2020, c. 18, Sched. 4, s. 10.

Specifications for the Amendments to an Engineer’s Report are outlined in Ontario Regulation 500/21, Part III.

UNFORSEEN CIRCUMSTANCES DURING CONSTRUCTION

When Shade Group initially completed the field work for the Brisson Drain at the project on-set - the area where the realignment was proposed to be located was considerably overgrown with vegetation having overtaken the fence line, and grass being 5-6 feet tall throughout the area. During construction, the area was cleared of vegetation in anticipation of undertaking the proposed realignment. At that time, it was uncovered that a hydro-pole was located on the northern boundary of the initiating landowner’s property, for the purposes of serving the adjacent residential property. The hydro-pole serving civic address 20 County Road 13 in Crysler included a supporting guy wire that extended into the area where the proposed realignment was to be located. The following photo was provided by the Township’s Drainage Superintendent, highlighting the previous cross-sectional conflict with the existing infrastructure:



Figure 1: Photo taken October 16, 2024 showing conflict between proposed realignment + existing pole / guy wire.

Shade Group Inc.
4625 March Road, Almonte, ON, K0A 1A0

Through consultation with Township staff, the initiating landowner and multiple contractors, it was proposed that the bottom slope of the channel would be reduced to allow for a shallower cut of the channel; which in turn reduced the total cross-sectional width. The reduced channel width would then allow for the hydro pole to remain in its current location with only a relocation of the supporting guy wire being required.

An experienced contractor was retained to relocate the existing supporting guy wire, and the new realignment design was able to proceed between the new supporting guy wire and the existing pole, without needing to relocate the pole.

While relocation of the hydro pole was discussed, the approach would have been considerably more complicated; would have incurred considerable additional costs, and would have been subject to possible disputes with the adjacent landowner. That approach would have also had an unknown timeline of when the relocation could be accommodated, given the requirement for not only potential dispute resolution with the neighbour, but coordination with Hydro One. The relocation of the pole would have also required a service disruption to the neighbouring landowner, which would have presented a further nuisance to the neighbour. The amendments made allowed the construction to proceed in a timely manner, with minimal additional fees. The costs of relocating the guy wire were paid directly by the initiating landowner at the time of the works so have not been included in the project costs.

The design change made was determined to be the most appropriate for the constraints presented and did not provide any measurable change to the overall intentions of the project.

The proposed change was made in consultation with the South Nation Conservation Authority and Fisheries and Oceans Canada and did not require *new* approvals.

The initial estimated project cost was approximately \$73,000; while the revised construction cost estimate was approximately \$70,000. The reduction in cost between the original design and the amended design was primarily due to the reduction in amount of earth moving required, due to the shallower slope of the drain.

The design changes were confirmed by Shade Group to not impact the existing drainage capacity. Details are provided in the enclosed amended report.

The amended design drawing has been attached to this report and shall be referenced for future maintenance works.

CLOSING

This letter report is respectfully submitted to the Council of the Township of North Stormont this April 25, 2025.

Sincerely,

Monica Shade, P. Eng.
Vice President of Engineering
T: 613.889.9733
E: monica@shadegroup.ca

Attached: Brisson Drain – Proposed Partial Realignment – Rev 04 – April 25, 2025

**BRISSON DRAIN
PROPOSED PARTIAL REALIGNMENT
S. 78 (5) ENGINEER'S REPORT
TOWNSHIP OF NORTH STORMONT**



PREPARED BY

SHADE GROUP INC
4625 MARCH ROAD
ALMONTE, ON
K0A 1A0

PREPARED FOR

THE TOWNSHIP OF NORTH STORMONT
15 UNION STREET
BERWICK, ON
K0C 1G0

REV 04 – APRIL 25, 2025

EXECUTIVE SUMMARY

This Engineer's Report has been prepared under Section 78(5) of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78(5) refers to 'minor improvements' which may be completed through an expedited process compared to 'major improvements' (Section 78(1)). This report has been prepared in reference to the process outlined in Ontario Regulation 500/21, which details the process to be undertaken for a minor improvement. To undertake a 'minor improvement', the project must meet several conditions which have been discussed in further detail in Section 5.2 of this report.

The proposed 'minor improvement' is to realign a portion of the Brisson Drain within part of Lot 13, Concession 9, Geographic Township of Finch, United Counties of Stormont, Dundas and Glengarry. The realignment impacts the property identified as Roll Number 00901-002000. The realignment impacts approximately 160m of the existing Brisson Drain which is to be abandoned, while the new alignment will measure approximately 190m through the impacted area. For an overview of the current and proposed alignment, refer to the Plan and Profile drawing enclosed in **Appendix B**. A map showing the location of the proposed works has been enclosed in **Appendix A**.

The governing Engineer's Report for the Brisson Drain is understood to be from November 1978 and was authored by Kostuch Engineering Limited. The 1978 Engineer's Report describes the Brisson Drain as a new petition drain, however it also notes that the Brisson Drain was "in part originally constructed as an offtake ditch to provide outlet for County Road No. 12 and adjacent lands during its reconstruction in 1967".

Shade Group Inc. (Shade Group) was appointed as the engineer to prepare an Engineer's Report for a minor improvement on the Brisson Drain by Resolution on May 14, 2024. A copy of the resolution has been enclosed in **Appendix E**.

A capacity review was conducted to compare the current cross-section and the re-aligned cross-section, and the cross-section of the new alignment is expected to have equal or greater capacity than current conditions. Overall, the proposed realignment is not expected to have any measurable impacts on erosion or maintenance and would still be expected to offer comparable levels of service as the intentions of the 1978 Engineer's Report.

Future maintenance of the Brisson Drain shall be assessed in accordance with the assessment schedule enclosed within the governing 1978 Engineer's Report with the exception of the assessment of the various permanent erosion control measures, which are to be assessed entirely to the property on which the realignment took place (Roll No. 00901-002000).

Future construction (maintenance) works shall be performed in conformance with the same governing 1978 report; **except** the realigned portion described herein.

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APPENDICES

APPENDIX A: LOCATION PLAN
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REVISIONS & SUBMISSIONS

Revision #	Comments	Date
00	Draft Submission to Township, Landowner, SNCA & DFO	July 18, 2024
01	Draft Compiled Submission to Township	August 29, 2024
02	Final Submission	September 4, 2024
03	Design Revision due to Unforeseen Circumstances During Construction	November 1, 2024
04	Amended Submission to Council	April 25, 2025

1.0 OBJECTIVE

This Engineer's Report has been prepared under Section 78(5) of the *Drainage Act, R.S.O. 1990, c. D. 17* (henceforth referred to as *the Act*). Section 78(5) refers to 'minor improvements' which may be completed through an expedited process compared to 'major improvements' (Section 78(1)). This report has been prepared in reference to the process outlined in Ontario Regulation 500/21, which details the process to be undertaken for a minor improvement. To undertake a 'minor improvement', the project must meet several conditions which have been discussed in further detail in Section 5.2 of this report.

The proposed 'minor improvement' is to realign a portion of the Brisson Drain within part of Lot 13, Concession 9, Geographic Township of Finch, United Counties of Stormont, Dundas and Glengarry. The realignment impacts the property identified as Roll Number 00901-002000. The realignment impacts approximately 160m of the existing Brisson Drain that is to be abandoned, while the new alignment will measure approximately 190m through the impacted area.

For an overview of the current and proposed alignment, refer to the Plan and Profile drawing enclosed in **Appendix B**. A map showing the location of the proposed works has been enclosed in **Appendix A**.

2.0 DRAIN HISTORY

The Township of North Stormont was consulted about the history of the Brisson Drain as part of the project undertaking. Per the supplied information, the governing report for the Brisson Drain is understood to be from November 1978 and authored by Kostuch Engineering Limited.

The 1978 Engineer's Report describes the Brisson Drain as a new petition drain, however it also notes that the Brisson Drain was "in part originally constructed as an offtake ditch to provide outlet for County Road No. 12 and adjacent lands during its reconstruction in 1967". The Brisson Drain begins in Lot 13, Concession 9, on the west side of County Road 12, and continues to its ultimate outlet of the Dillabough Drain at Station 17+33. Works completed in the 1978 Engineer's Report were limited to upstream of Station 13+70, however the 1978 Engineer's Report describes that "the entire length of the Brisson Drain shall be deemed to be a drain constructed under the provisions of the Drainage Act" which includes up to Station 17+33.

The proposed realignment was initially adopted under By-Law 76-2024 – with the provisional readings held on September 17, 2024 and final reading on October 8, 2024. During the initial layout and start of construction it was observed that a hydro pole servicing the adjacent residential property (20 County Road 13) presented a conflict to the alignment design previously proposed. With that, an amendment was proposed during construction to accommodate unforeseen circumstances. This report reflects the amended design works needed to accommodate those unforeseen circumstances. The amendment to the design has been accommodated under Section 84.1 (1) of the Drainage Act.

3.0 EXISTING CONDITIONS

3.1 AREA REQUIRING DRAINAGE

The area requiring drainage as impacted by the proposed realignment is Part of Lot 13, Concession 9, Geographic Township of Finch, United Counties of Stormont, Dundas and Glengarry. The realignment is located within the property identified as Roll Number 00901-002000.

3.2 1978 ALIGNMENT OF THE DRAIN – STATION 10+89 – 16+15

The proposed realignment impacts the existing drainage channel between approximately Stations 10+89 and 16+15 (1978 Report). The existing alignment flows from Station 10+89 in a easterly direction before turning north at approximately Station 12+20. The drain continues in a northerly direction to its outlet – the Dillabough Drain – at Station 17+33.

The existing channel has an average slope of approximately 1.54% based on observations noted in the field and the impacted area is approximately 160m of channel that is to be abandoned.

4.0 PROPOSED WORKS

The proposed realignment would see the drain realigned to the outer perimeter of the property identified as Roll Number 00901-002000 to facilitate more efficient farming practices. The existing alignment bisects the property and landlocks an approximately 2-acres piece of land. The area formerly housed a barn structure which has since been removed and it is our understanding that the owner wishes to farm these lands after the realignment has been completed.

The proposed channel will have a finished length of approximately 190m and an average slope of approximately 0.50% for the majority of the drain, with a small stretch at 6.80%. The impacts to capacity and erosion have been reviewed as part of this project – and details can be found in Section 6.0 of this report.

For an overview of the current and proposed alignment, refer to the Plan and Profile drawing enclosed in **Appendix B**.

5.0 DRAINAGE ACT, 1990, PROCESS

5.1 TO DATE

Shade Group Inc. (Shade Group) was appointed as the engineer to prepare an Engineer's Report for a minor improvement on the Brisson Drain by Resolution on May 14, 2024. A copy of the resolution supplied by the Township has been enclosed in **Appendix E**.

Site visits were conducted on May 29 and June 18, 2024 by the engineer (author) as per Section 8(3) of Ontario Regulation 500/21 at the project location. Additional on-going consultation has taken place with both the Township's Drainage Superintendent and the initiating landowner throughout the duration of this project.

The proposed realignment was initially adopted under By-Law 76-2024 – with the provisional readings held on September 17, 2024 and final reading on October 8, 2024. During the initial layout and start of construction it was observed that a hydro pole servicing the adjacent residential property (20 County Road 13) presented a conflict to the alignment design previously proposed. With that, an amendment was proposed during construction to accommodate unforeseen circumstances. This report reflects an amendment to the design completed under Section 84.1(1) of the Drainage Act which allows for amendments to Engineer's Reports due to unforeseen circumstances encountered during construction.

5.2 CONDITIONS FOR MINOR IMPROVEMENT

As per Section 7 of Ontario Regulation 500/21 which outlines the approval process for a minor improvement under Section 78(5) of the Drainage Act, to undertake a minor improvement, the project must meet the following conditions:

- 1) *The activity takes place on an individual property.*

All works are to take place on a single property: Part of Lot 13, Concession 9, Geographic Township of Finch, Roll No. 00901-002000. Furthermore, a legal survey was conducted by an Ontario Land Surveyor (JayMac Land Surveyors) to confirm the location of the northern and western property lines – to confirm that the proposed realignment shall be located within the initiating landowner's property.

- 2) *The costs and fees associated with the activity, including the fees and expenditures of the engineer and the construction, contingency, incremental future maintenance, and eligible municipal administrative costs, are the responsibility, whether the activity proceeds or not, of,*
 - i. *the person initiating the activity,*
 - ii. *the Municipality in which the activity is taking place, or*
 - iii. *both the person initiating the activity and the Municipality in which the activity is taking place.*

The initiating owner will be paying for all costs associated with the Section 78(5) realignment, including (but not limited to) construction, permitting and engineering related fees.

- 3) *The activity,*
 - i. *does not require construction access from neighbouring properties,*
 - ii. *does require construction access from neighbouring properties and the person initiating the activity has,*
 - A. *obtained the consent for the construction access from all applicable owners of the neighbouring properties prior to beginning the activity, and*
 - B. *provided such proof of consent to the municipality as part of the application to carry out the activity.*

The activity does not require construction access from neighboring properties. All construction works can be completed while on the initiating landowner's property.

4) The activity will not result in any changes to the way in which future repair and maintenance costs are allocated to other property owners in the watershed.

The existing and proposed alignments are relatively similar in that future repair and maintenance requirements would be expected to be comparable. There are not anticipated to be any measurable changes to future maintenance costs; and as such, maintenance costs are proposed to be assessed in the same apportionment as those adopted in the governing Engineer's Report. For more detail on this, refer to Section 9.0 of this report.

5) The activity does not change existing drainage capacity or erosion capacity.

As part of the design process, the capacity of the existing cross-section has been compared to that of the proposed realignment.

Erosion control measures have been proposed to the satisfaction of permitting agencies.

With that, the proposed realignment is not expected to have any measurable impact on erosion nor drain capacity.

Further discussion of capacity and erosion has been discussed in Section 6.0 of this report.

6) The activity does not result in the existing drainage works being enclosed.

The proposed realignment would remain as an open ditch. No enclosures are proposed.

7) The activity does not take place within any wetlands.

The proposed project does not take place within any wetlands.

Based on the above noted reasonings, it is my professional opinion that the proposed activity generally meets the intentions of Section 7 (1) Ontario Regulation 500/21.

6.0 DESIGN CONSIDERATIONS

6.1 HYDROLOGY CONSIDERATION

The proposed realignment is anticipated to occur between approximately Station 10+89 and 16+15 per the 1978 Engineer's Report, impacting approximately 160m of the existing drainage channel. The 1978 Engineer's Report did not include any improvements through this area of the drain, and as such, the information on the 1978 profile drawing is somewhat limited. With that, our analysis of the existing conditions is based on the typical cross-section for the Brisson Drain (1978) and the observed conditions as measured in the field.

Table 1: Existing Design Criteria

Design Criteria	Specification	Source
Side Slopes	1.5 Horizontal to 1 Vertical	1978 Typical Cross-section
Average Grade	1.5%	Field Measurements 2024
Bottom Width	914 mm (3 ft)	1978 Typical Cross-section

The following design criteria have been applied to the proposed realignment:

Table 2: Proposed Design Criteria – 2024 Realignment

Design Criteria	Specification
Side Slopes	1.5 Horizontal to 1 Vertical
Grade	0.50% 6.80%
Bottom Width	914 mm (3 ft)

The capacity of the existing alignment was reviewed based on the shallowest section of the drain (i.e. where the delta between the top of slope and ditch invert would be the least), as this is where it would be expected to spill over in the event of a larger storm event. The shallowest area of the existing alignment is at approximately Station 15+50 – where the east bank provides a maximum available conveyance depth of 1.45m.

The proposed realignment will have a conveyance depth of not less than 2.4m; 1.5:1 side slopes, a bottom width of 914mm and a slope of approximately 0.50%. In order to tie into the previous alignment of the channel, there is to be a small section of the drain at 6.80%. Further analysis of the steep section of drain is discussed below.

As this alignment will result in a deeper channel due to the natural topography of the land, the cross-section offers an increased channel capacity compared to the existing channel. With that increased conveyance capacity, it would be expected that the system would be able to contain a larger storm event within its banks compared to existing conditions. This has since been confirmed through further analysis as required to confirm velocities.

Capacity was calculated using Manning's Equation where:

$$Q = VA = \frac{1}{n} AR^{\frac{2}{3}} \sqrt{S}$$

Where

Q = flow rate (m³/s)

V = velocity (m/s)

A = flow area (m²)

n = Manning's Roughness coefficient

R = Hydraulic Radius (m)

S = Channel Slope (m/m)

The existing channel is estimated to have a capacity of not less than 18 m³/s (contained within the banks). The proposed channel has been designed to match or exceed the capacity of the existing alignment.

With the proposed design there are no concerns for changes in capacity compared to the existing alignment as the proposed design offers more conveyance capacity than existing conditions. It shall however be noted that our review was limited to *matching (or exceeding)* the existing capacity. We are not aware of any concerns with the capacity of the existing system and cannot comment on whether runoff would be expected to be contained within the banks at all times (for all storm events). Instead, our capacity review suggests that the system would be expected to perform similarly following the realignment to how it performs in its current configuration. Given our correspondence with the Township's Drainage Superintendent, it is our understanding that there are no current concerns with flooding raised by either the landowners or the upstream/downstream road authorities, based on the current conveyance capacity.

As the proposed channel realignment will have a relatively steep section to connect the new alignment to the previous alignment, the author conducted a hydrologic analysis of the channel to verify the anticipated flow rates through the channel and associated velocities during the 100-year storm event.

The approximate contributing drainage area was analysed using the previous adopted Engineer's Report, findings from the Ontario Watershed Information Tool, and finally a review of publicly available LiDAR data for the province. The contributing area is estimated to be approximately 58 hectares.



Figure 1: Contributing
Drainage Area - Brisson
Drain

A review of soil mapping as accessed from AgMaps suggests the area is comprised of Hydrologic Soil Group C for the developed areas of Crysler, and Hydrologic Soil Group D for the undeveloped areas of the watershed (agricultural lands). Peak flow rates were estimated using Visual Otthymo, and the distribution used was the 12-Hour SCS Type II. Based on the watershed characteristics, the estimated peak flow rates within the channel at the project area are estimated as follows:

Table 3: Estimated Peak Flow Rates – Brisson Drain

Return Period	Results (m ³ /s)
2-Year	0.30
5-Year	0.51
10-Year	0.65
25-Year	0.83
50-Year	0.98
100-Year	1.13

Using Manning's Equation (see previous page), the author estimated the approximate anticipated depth of ponding for the 100-year storm event, and the associated velocity. Based on the results for the stretch of channel at 6.80%, it's estimated that the peak velocity during the 100-year storm event would be approximately 2.98m/s.

Using this information, the required stone size for scour and erosion protection was determined in reference to the Ministry of Transportation's Highway Drainage Design Manual – WC-3:

Table 4: Stone Sizing – WC-3 – HDDS (MTO)

Stone Sizes For Scour And Erosion Protection – Low Volume Roads							
Velocity (m/s)	< 2.0	< 2.6	< 3.0	< 3.5	< 4.0	< 4.7	< 5.2
Nominal Stone Size ⁽¹⁾ (mm)	100	200	300	400	500	800	1000
Notes 1) Maximum stone size to be 1.5 times the nominal stone size. 80% of stones (by mass) must have a diameter of at least 60% of nominal stone size.							

Based on the above table, the proposed stone sizing is to be a nominal size of 300mm.

Through discussions with the initiating landowner, it is understood that the proposed source of blast rock is generally up to 16" in approximate diameter, which is in fitting with the requirements noted from WC-3. The proposed blast rock used during construction shall be underlain with non-woven geotextile and the sizing of the stone shall comply with the specifications as noted in the table able (see Notes) and as summarized in the Construction Specifications found in Appendix D.

For more details on the capacity and velocity review – please refer to the calculations as enclosed in **Appendix C**.

6.2 EROSION CONSIDERATIONS

Erosion is generally a concern where there are sudden changes in direction of flow (i.e. 90-degree turns in the channel) or where there are areas of restriction (e.g. culverts or enclosures). For the existing (1978) alignment, changes in direction are generally at (approximately) 45-degree angles, and there are two existing crossings within the existing alignment. The 1978 Engineer's Report does not appear to have any specifications for erosion control or bank stabilization measures.

For the proposed realignment, while there are three changes in direction, erosion control measures are proposed through these areas of concern. No culverts are proposed at this time.

The proposed rock protection at the bends will offer slope protection, attenuation of flows, and reduce the likelihood of erosion along these areas. Furthermore, sediments traps have been proposed along the length of the proposed works, which will offer additional means of flow attenuation and serve as a permanent erosion and sediment control measure within the work area. These erosion control measures are considered part of the drainage infrastructure and should be restored and maintained as part of the continued future maintenance works.

Overall, the proposed realignment is not anticipated to have any measurable negative impacts to erosion of the system compared to its current adopted design, as long as the proposed erosion control measures are installed and maintained.

7.0 PLAN, PROFILE & SPECIFICATIONS

It is intended that the accompanying Plan, Profile and Specifications form part of this report, and that they together govern the performance of the work.

The enclosed plans (**Appendix B**) show:

- The general course of proposed works (existing alignment to be abandoned + new alignment to be adopted), and
- Turns and intersections have been referenced.

8.0 EXISTING ALIGNMENT – ABANDONMENT

As the intention is to realign the existing channel, not to create a diversion or overflow channel, the existing alignment is to be abandoned as per the attached plan (**Appendix B**). The new alignment is to be adopted under by-law and maintained as per the specifications provided herein. The former alignment between approximately Stations 10+89 and 16+15 (1978 Report) is to be abandoned and will no longer be maintained by the municipality as part of the system.

9.0 FUTURE MAINTENANCE

9.1 ASSESSMENT OF COSTS

Future maintenance works shall be assessed in accordance with the assessment schedule enclosed within the November 1978 Engineer's Report for the Brisson Drain prepared by Kostuch Engineering Limited; or the applicable governing by-law. The proposed realignment does not impact the governing assessment schedule as the overall function and intent remains in conformance with the original design.

As the erosion control measures are considered an improvement not noted in the 1978 Engineer's Report, reinstatement of these measures and on-going maintenance of these measures (including, but not limited to, the sediment traps, rock check dams, and rock protection for bank stabilization) shall be assessed solely to the initiating landowner for the realignment. That is, until such a time that a full update is done to the Brisson Drain during which these measures could be adopted under a Major Improvement project (Section 78(1)).

9.2 FUTURE MAINTENANCE - CONSTRUCTION

All specifications for maintenance shall be in accordance with the Engineer's Report from 1978, **except for** the alignment as outlined within the report. The specifications for maintenance for the realignment shall be in accordance with the details outlined in this report.

Maintenance shall include reinstatement of the open channel to the design specifications as described on the enclosed Plan and Profile drawings and reinstatement of the permanent erosion control measures, as necessary.

The former sections noted as approximately stations 10+89 to 16+15 of the Brisson Drain, per the 1978 Engineer's Report, shall be considered abandoned following the construction of the new alignment.

10.0 PERMITTING & SPECIAL CONSIDERATIONS

As part of the preparation of this report, the author conducted a review of AgMaps, the Geographic Information System managed by the Ministry of Agriculture, Food and Rural Affairs. AgMaps identifies the Brisson Drain as an entirely enclosed channel, which is incorrect, however the receiving watercourse (Dillabough Drain) is noted as a 'Class F' drain. Class F drains are defined as intermittent watercourses that are dry for at least 3 months of the year. As the receiving watercourse has been denoted as a 'Class F' drain, it can reasonably be concluded that the Brisson Drain would also be considered a 'Class F' drain, being that it is upstream of the Dillabough Drain.

No fisheries studies were conducted as part of Shade Group's scope.

10.1 SOUTH NATION CONSERVATION AUTHORITY

The Engineer's Report was circulated to the South Nation Conservation Authority (SNCA) for review and permit. SNCA provides permits under the Conservation Authorities Act regarding the Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

A copy of the permit has been enclosed in **Appendix F**. Please note this permit is only intended for the initial construction. Future maintenance may require new permitting, subject to legislative requirements at the time of future maintenance works.

10.2 DEPARTMENT OF FISHERIES AND OCEANS

Consultation and permitting with Fisheries and Oceans Canada (DFO) was conducted as part of the preparation of this report. A "Request for Review" application was submitted along with a copy of this Engineer's Report (and associated drawings). Projects in or near water may require authorization under the Fisheries Act.

As the project is not expected to cause harm or death to fish, Fisheries Authorization was not required, and instead a Letter of Advice was received. The Letter of Advice has been enclosed in **Appendix F**.

As part of the amendment to the profile, DFO was once again consulted. An email received from DFO stated they had no concerns with the amendment. A copy of the email is enclosed in **Appendix F**.

10.3 OTHER CONSIDERATIONS

WORKING PLATFORM

Excavation of the realignment is expected to occur from the east and south sides of the proposed realignment. Future maintenance works would also be expected to be completed from the east and south sides.

EROSION AND SEDIMENT CONTROL

Permanent erosion and sediment control measures have been shown on the enclosed engineering plans and include the installation of sediment traps and rock protection. Banks are to be seeded following excavation. Refer to **Appendix D**, Construction Specifications, for additional information.

Temporary erosion and sediment control measures shall include the erection of silt fencing around the base of excavated stockpiles. Connection of the realignment to the existing channel shall not occur until after the entire realignment has been excavated. Additional temporary erosion and sediment control measures shall include the placement of strawbale check dams within the work area. Recommended locations for these strawbale check dams is noted on the enclosed plans, however additional measures may be required to suit site conditions at the time of the work.

Inspection and ongoing maintenance of the erosion and sediment control measures shall be the responsibility of the contractor throughout construction. Following the excavation works, the erosion and sediment control measures are to be kept in place until the area is deemed sufficiently stabilized by the engineer, Drainage Superintendent or applicable permitting agency. It shall be the contractor's responsibility to maintain these measures after every rainfall event (>10mm) and as required throughout construction to ensure they are operating as per standard industry practice.

On-going maintenance of the temporary erosion and sediment control measures is to be continued until such a time as sufficient vegetation has established to stabilize the banks and bottom of the system; to the satisfaction of the engineer, permitting agencies or Drainage Superintendent. Eventual removal and proper disposal of the erosion and sediment control measures, following site stabilization, shall be considered part of the contract.

Maintenance of all erosion and sediment control measures, both permanent and temporary, shall conform with the Ministry of Transportation of Ontario's Environmental Guide for Erosion and Sediment Control (February 2007).

Additional erosion and sediment control measures may be required at the direction of the engineer, municipality, SNCA or DFO, as needed to address site conditions at the time of the work. The review and implementation of erosion and sediment control measures is intended to be a living practice, where additional measures may be required depending on the conditions at the time of the work, including maintenance activities.

An Erosion and Sediment Control Plan, intended for initial construction and future maintenance, has been enclosed in **Appendix B** as part of the engineering plans.

UTILITIES

The contractor shall acquire applicable utility clearance prior to excavation as per the Ontario Underground Infrastructure Notification System Act. Should utility conflicts be identified, Shade Group shall be notified.

ADDITIONAL CONSTRUCTION SPECIFICATIONS

Additional construction specifications have been included in **Appendix D**.

11.0 PROJECT COSTS

11.1 ENGINEERING

The final engineering costs associated with this project are estimated to be \$16,515 + HST.

11.2 CONSTRUCTION

The cost of construction is estimated to be approximately \$52,257 plus applicable taxes. Permit fees totalled approximately \$1,560 (not taxed).

A detailed breakdown of the project costs has been enclosed in **Appendix G**.

This estimate is based on 2024 costing, assumed for construction in 2024/2025. Should there be delays in construction, construction costs may be higher. Final construction costs may be higher or lower than those estimated herein.

Per Section 8(10) of Ontario Regulation 500/21, should the contract price exceed the engineer's estimate by more than 133%, the applicant may choose to either consent to the new contract price or withdraw their project (and the by-law would be repealed).

Construction specifications and standard drawings have been included in **Appendix D** for the proposed realignment works.

11.3 SUMMARY OF COSTS

The following provides a breakdown of the anticipated project costs as described above. It does not include any administrative costs from the municipality (printing, photocopying, postage, etc.), nor does it include any applicable taxes or grant.

Engineering Fees	\$16,515
Estimate Construction Costs	\$52,257
Permitting Fees	\$1,560
Total Estimated Cost	\$70,332

The initiating landowner (the applicant) is to be assessed for all fees associated with this realignment, including all engineering, permitting and construction fees summarized herein.

11.4 ADIP GRANTS

Properties that are registered with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the Farm Property Class Tax Rate Program may be eligible for a 1/3 grant from the Province. If the applicant has any questions on whether the property is eligible for grant, please contact the Township's Drainage Superintendent or the undersigned to discuss further.

As the initiating landowner's property is understood to be an active agricultural operation, it is anticipated that the project may be eligible for grant. Note that grant availability is not guaranteed and is at the discretion of the province.

12.0 CLOSING

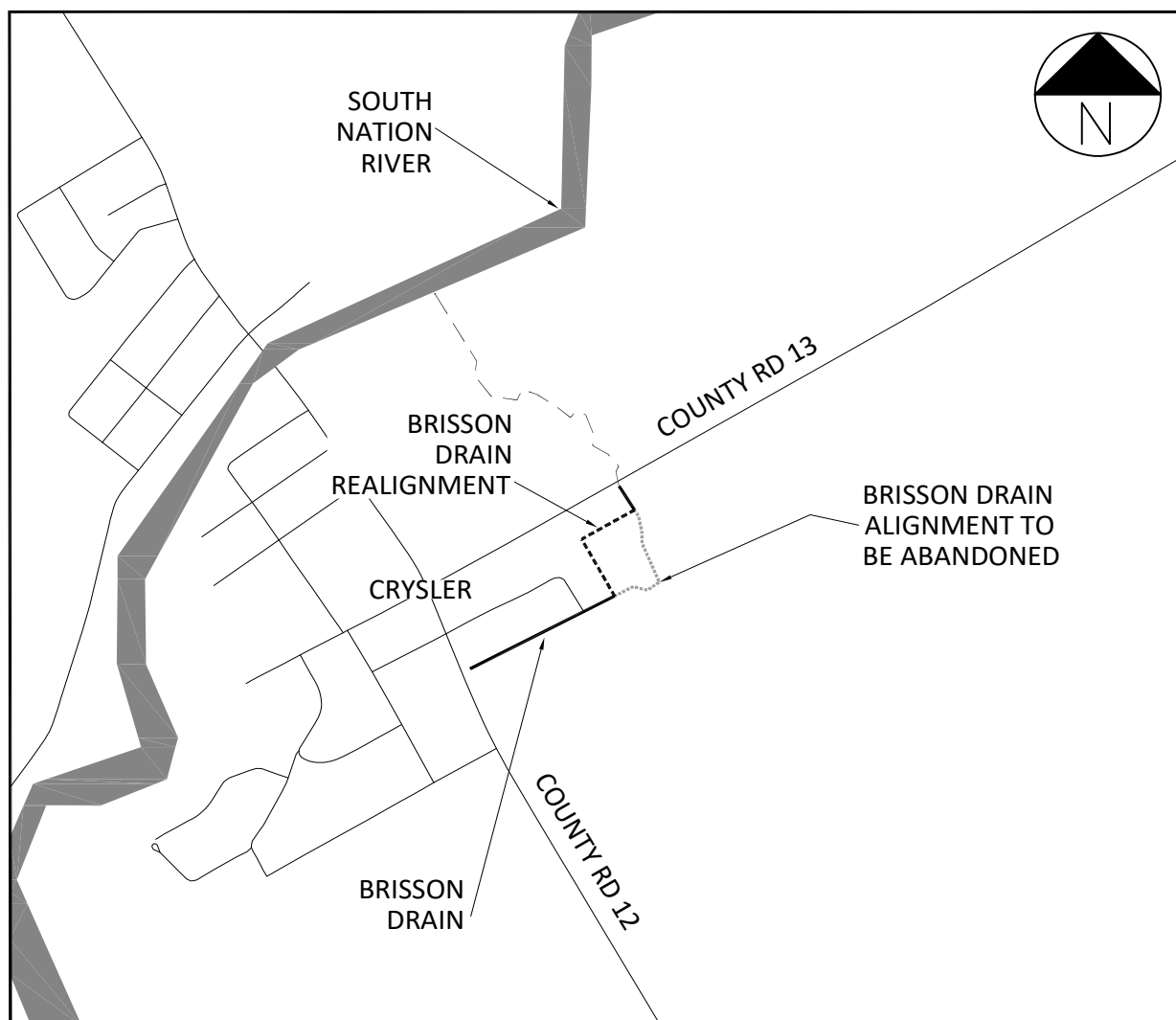
This report is respectfully resubmitted this April 25, 2025.

Should you have any questions or concerns, please do not hesitate to contact the undersigned.



Monica Shade, P. Eng.
Drainage Engineer
Shade Group Inc.

APPENDIX A
LOCATION PLAN

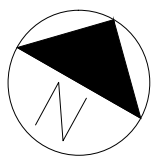


LOCATION PLAN
N.T.S.

BRISSON DRAIN
NORTH STORMONT
2024/2025

APPENDIX B

ENGINEERING PLANS



BRISSON
DRAIN

TOP OF SLOPE OFFSET MIN. 0.9m (3ft) FROM
PROPERTY LINE (TYP). FENCE LINE TO REMAIN

SUBJECT PROPERTY
LOT 13, CONCESSION 9
GEOGRAPHIC TOWNSHIP
OF FINCH
ROLL # 009-010-02000

SITE BENCHMARK
TOP SPINDLE OF FIRE HYDRANT
ELEV = 66.95

TIE INTO
EXISTING ALIGNMENT

CULVERT TO
BE REMOVED

EXISTING TWIN CULVERTS
AT ±13+70 (1978) TO BE
REMOVED

EXISTING DRAIN ALIGNMENT
(APPROXIMATE)

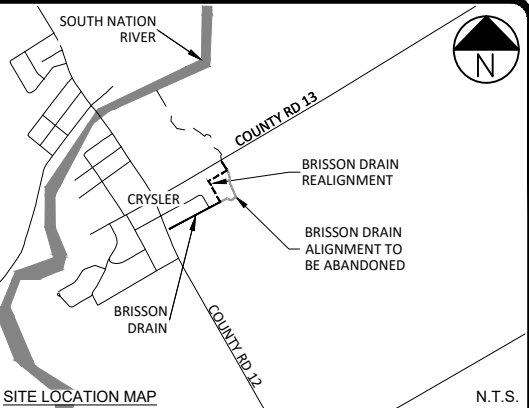
EXISTING DRAIN BETWEEN START OF
REALIGNMENT AND END OF
REALIGNMENT (~STA. 10+89 - 16+15
(1978)) TO BE ABANDONED AND
FILLED IN

BACKFILL WITH NATIVE MATERIAL
FROM NEW ALIGNMENT

TIE INTO
EXISTING ALIGNMENT

DRAIN CROSS-SECTION

SIDE SLOPES 1.5 HORIZONTAL TO 1 VERTICAL
BOTTOM WIDTH 0.91 m (3 FT)



ALL DIMENSIONS ARE IN METRES. DO NOT SCALE DRAWING

PAGE SIZE 11" x 17" SCALE PLAN 1:750 | PROFILE H 1:750 V 1:150

SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ONTARIO
K0A 1A0



LEGEND

- PROPERTY LINE
- EXISTING TOP OF BANK (APPROX.)
- EXISTING DITCH CENTERLINE (APPROX.)
- PROPOSED CENTERLINE OF RE-ALIGNMENT
- APPROX. TOP OF BANK OF RE-ALIGNMENT
- ±00+00 (1978) APPROX. PREVIOUS STATIONS PER 1978 ENGINEER'S REPORT (FT)
- 0+000 NEW STATIONS (m)
- DIRECTION OF FLOW
- SITE BENCHMARK

02	ISSUED WITH 84.1(1) REPORT	APRIL 25, 2025
01	REVISED PROFILE	NOV. 01, 2024
00	ISSUED WITH ENGINEER'S REPORT	SEPT. 04, 2024
REV.	DESCRIPTION	DATE

STAMP

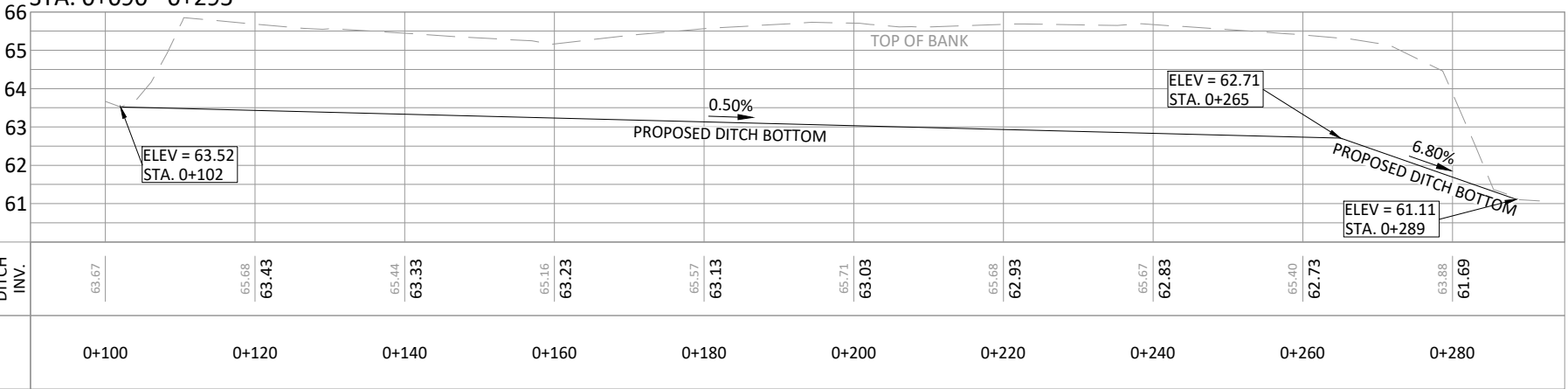


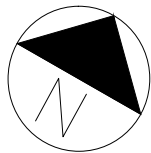
PROJECT TITLE	BRISSON DRAIN REALIGNMENT
DRAWING TITLE	PLAN AND PROFILE VIEW
DRAWING NO.	1 OF 1

PLAN VIEW

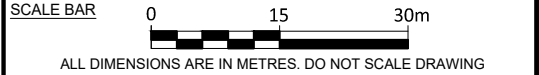
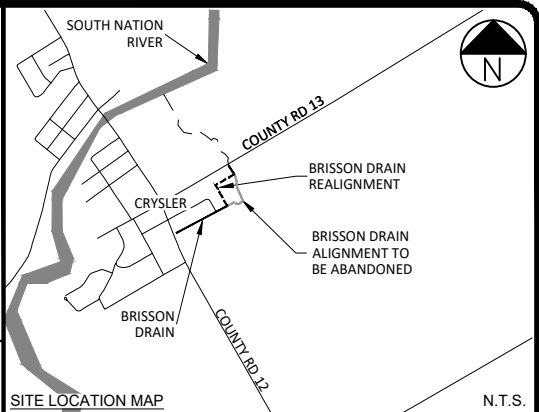
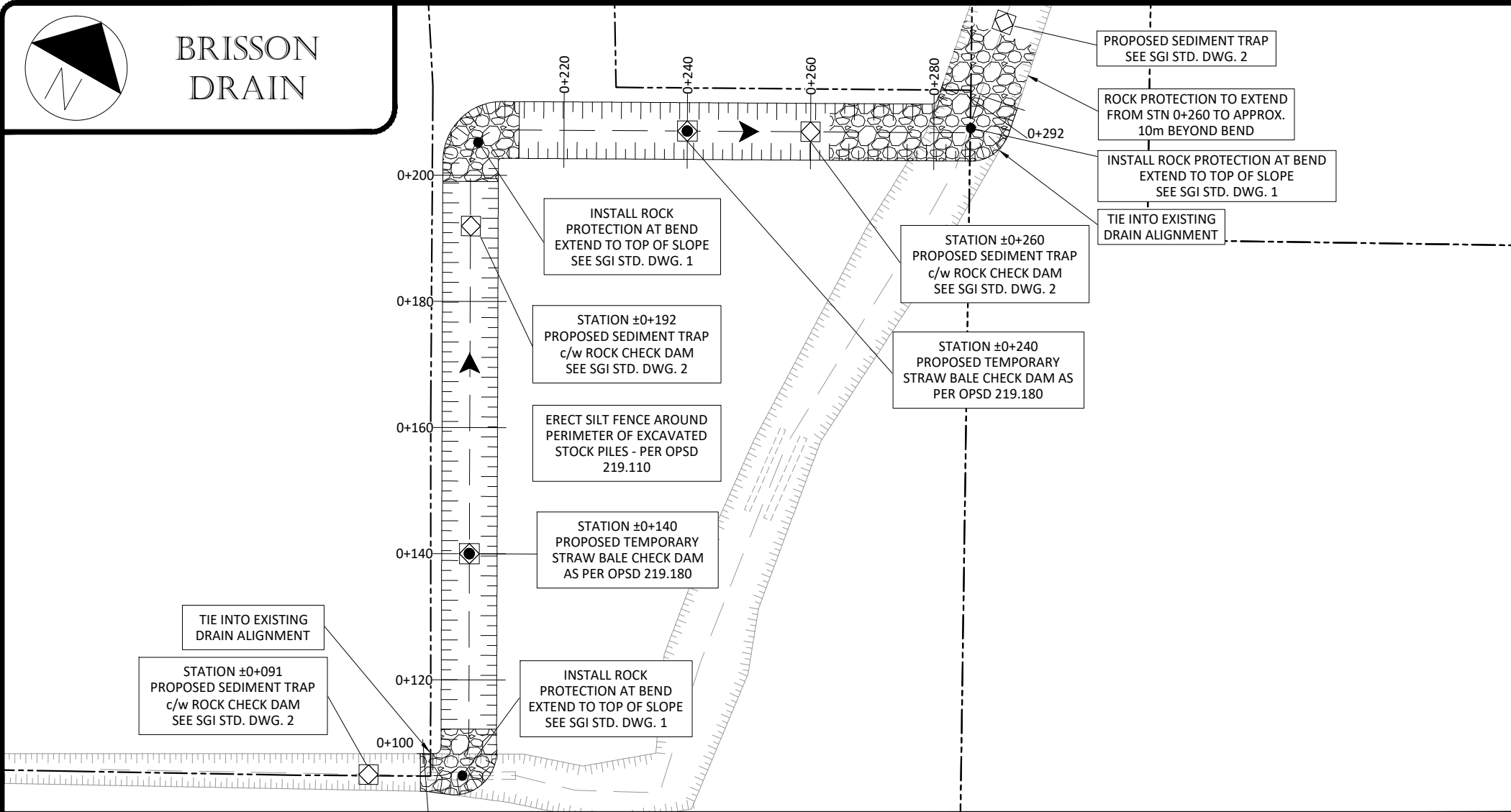
PROFILE VIEW

BRISSON DRAIN
REALIGNMENT PROFILE
STA. 0+090 - 0+295





BRISSON
DRAIN



PAGE SIZE 11" x 17" SCALE 1:750

SHADE GROUP INC.
4625 MARCH ROAD
ALMONTE, ONTARIO
K0A 1A0



LEGEND	
	PROPERTY LINE
	EXISTING TOP OF BANK (APPROX.)
	EXISTING DITCH CENTERLINE (APPROX.)
	PROPOSED CENTERLINE OF RE-ALIGNMENT
	APPROX. TOP OF BANK OF RE-ALIGNMENT
	DIRECTION OF FLOW
	0+000 NEW STATIONS (m)
	PR. SEDIMENT TRAP - SEE SGI STD. DWG 2
	PR. TEMP STRAW BALE CHECK DAM - PER OPSD 219.180
	PR. ROCK PROTECTION

02	ISSUED WITH 84.1(1) REPORT	APRIL 25, 2025
01	REVISED PROFILE	NOV. 01, 2024
00	ISSUED WITH ENGINEER'S REPORT	SEPT. 04, 2024
REV.	DESCRIPTION	DATE



PROJECT TITLE	BRISSON DRAIN REALIGNMENT
DRAWING TITLE	EROSION AND SEDIMENT CONTROL PLAN
DRAWING NO.	1 OF 1

EROSION AND SEDIMENT CONTROL NOTES

1. THIS PLAN INCLUDES PERMANENT AND TEMPORARY EROSION CONTROL MEASURES WHICH ARE TO BE APPLIED DURING THE INITIAL CONSTRUCTION AND DURING FUTURE MAINTENANCE WORKS.
2. THE CONTRACTOR SHALL INCLUDE FOR THE ERECTION OF SILT FENCE AROUND THE BASE OF THE EXCAVATED STOCKPILES DURING THE INITIAL CONSTRUCTION; PRIOR TO THE FILLING IN OF THE PREVIOUS ALIGNMENT.
3. DURING THE INITIAL CONSTRUCTION, THE PREVIOUS ALIGNMENT IS NOT TO BE FILLED IN UNTIL AFTER THE NEW ALIGNMENT HAS BEEN CONSTRUCTED IN FULL AND IS DEEMED ADEQUATELY STABILIZED BY THE ENGINEER, CONSERVATION AUTHORITY OR DRAINAGE SUPERINTENDENT.
4. EROSION AND SEDIMENT CONTROL PLANS ARE CONSIDERED TO BE LIVING DOCUMENTS, AND ADDITIONAL MEASURES MAY BE REQUIRED AT THE DIRECTION OF THE ENGINEER, MUNICIPALITY, SNCA OR DFO, AS NEEDED TO ADDRESS SITE CONDITIONS AT THE TIME OF CONSTRUCTION (BOTH DURING THE INITIAL CONSTRUCTION AND FUTURE MAINTENANCE).
5. MAINTENANCE OF THE TEMPORARY EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR DURING AND IMMEDIATELY FOLLOWING CONSTRUCTION. THE CONTRACTOR SHOULD REVIEW AND DOCUMENT THE CONDITION OF THE TEMPORARY EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION, AT THE START OF EACH DAY OF ON-SITE WORKS AND AFTER EVERY RAINFALL EVENT (>10mm). CORRECTIVE MEASURES TO REMOVE SEDIMENT BUILD UP, RESTORE EROSION CONTROL MEASURES, ETC. SHALL BE PERFORMED WITHIN NO MORE THAN 24 HOURS FOLLOWING THE RAINFALL EVENT, FOLLOWING OBSERVATION OF THE FAILED MEASURE, OR FOLLOWING NOTIFICATION FROM THE DRAINAGE SUPERINTENDENT, ENGINEER OR CONSERVATION AUTHORITY OVER A MEASURE REQUIRING MAINTENANCE. CONTINUED MAINTENANCE OF TEMPORARY MEASURES MAY STILL BE REQUIRED IMMEDIATELY FOLLOWING FUTURE MAINTENANCE AND/OR THE INITIAL CONSTRUCTION, UP UNTIL SUCH A TIME AS THE SITE CONDITIONS ARE DEEMED TO BE ADEQUATELY STABILIZED AS PER THE ENGINEER, SNCA, DFO OR MUNICIPALITY.
6. THE ON-GOING MONITORING AND CORRECTIVE ACTION ASSOCIATED WITH THE PERMANENT EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE LANDOWNERS ADJACENT THE DRAIN, AND THE MUNICIPALITY (DRAINAGE SUPERINTENDENT). IT IS EXPECTED THAT LANDOWNERS WOULD PROVIDE NOTIFICATION TO THE MUNICIPALITY WHEN CORRECTIVE ACTION IS REQUIRED, WHILE THE MUNICIPALITY WOULD LOOK AFTER HIRING A CONTRACTOR TO COMPLETE MAINTENANCE WORKS AS REQUIRED, IN FITTING WITH THE DIRECTIVES OF THE DRAINAGE ACT.
7. CONSTRUCTION WORKS (INITIAL + FUTURE MAINTENANCE) ARE TO BE COMPLETED IN LOW OR NO FLOW CONDITIONS, OUTSIDE OF ANY TIMING WINDOW RESTRICTIONS.
8. SCHEDULING OF CONSTRUCTION WORKS SHOULD AVOID WET, WINDY OR RAINY PERIODS (AND HEED WEATHER ADVISORIES) AS THESE MAY RESULT IN HIGH FLOW VOLUMES AND/OR INCREASED EROSION AND SEDIMENTATION.
9. THE CONTRACTOR SHALL OPERATE MACHINERY ON LAND IN STABLE, DRY AREAS.
10. THE CONTRACTOR SHALL DEVELOP AND IMPLEMENT A RESPONSE PLAN TO AVOID A SPILL OF DELETERIOUS SUBSTANCES.

APPENDIX C

CAPACITY + VELOCITY CALCULATIONS

Active coordinate

45° 12' 45" N, 75° 8' 15" W (45.212500,-75.137500)

Retrieved: Tue, 29 Oct 2024 16:04:33 GMT



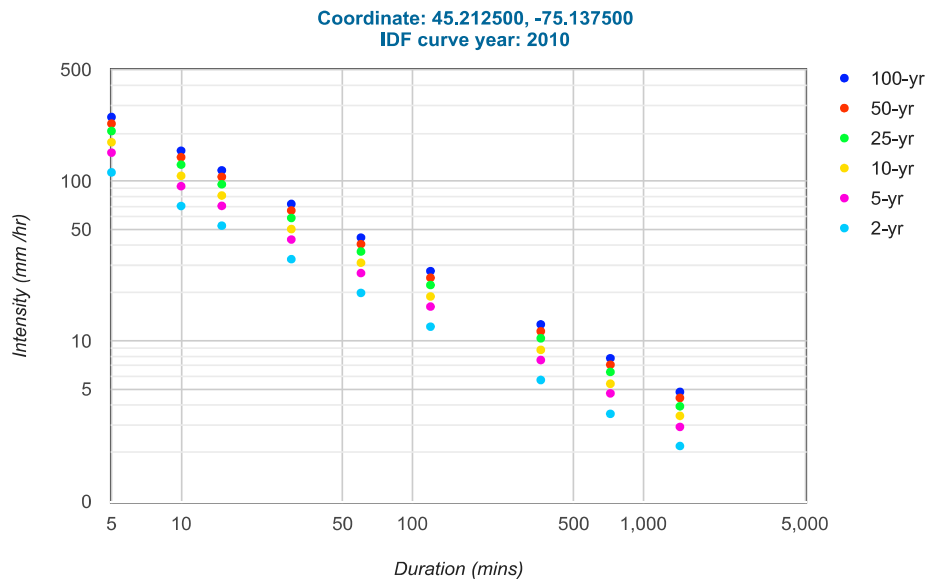
Location summary

These are the locations in the selection.

IDF Curve: 45° 12' 45" N, 75° 8' 15" W (45.212500,-75.137500)

Results

An IDF curve was found.



Coefficient summary

IDF Curve: 45° 12' 45" N, 75° 8' 15" W (45.212500,-75.137500)

Retrieved: Tue, 29 Oct 2024 16:04:33 GMT

Data year: 2010

IDF curve year: 2010

Return period	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
A	20.0	26.6	30.9	36.3	40.4	44.4
B	-0.699	-0.699	-0.699	-0.699	-0.699	-0.699

Statistics

Rainfall intensity (mm hr⁻¹)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	113.6	70.0	52.7	32.5	20.0	12.3	5.7	3.5	2.2
5-yr	151.1	93.1	70.1	43.2	26.6	16.4	7.6	4.7	2.9
10-yr	175.5	108.1	81.4	50.2	30.9	19.0	8.8	5.4	3.4
25-yr	206.2	127.0	95.7	58.9	36.3	22.4	10.4	6.4	3.9
50-yr	229.5	141.4	106.5	65.6	40.4	24.9	11.5	7.1	4.4
100-yr	252.2	155.3	117.0	72.1	44.4	27.4	12.7	7.8	4.8

Rainfall depth (mm)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	9.5	11.7	13.2	16.2	20.0	24.6	34.3	42.3	52.1
5-yr	12.6	15.5	17.5	21.6	26.6	32.8	45.6	56.2	69.2
10-yr	14.6	18.0	20.4	25.1	30.9	38.1	53.0	65.3	80.4
25-yr	17.2	21.2	23.9	29.5	36.3	44.7	62.2	76.7	94.5
50-yr	19.1	23.6	26.6	32.8	40.4	49.8	69.3	85.4	105.2
100-yr	21.0	25.9	29.3	36.0	44.4	54.7	76.1	93.8	115.6

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Last Modified: September 2016

Brisson Drain Realignment
Peak Flow Rate Analysis

Methodology
Unit Hydrograph
Distribution
Description
Use

VISUAL OTTHYMO
NasHYD
SCS Type II - 12-Hour
Brisson Drain
Open Channel

Watershed Area

A= 58.3 ha

Curve Number

Land Use	Curve Number	Area (ha)	Balanced Curve Number
Developed	87	9	85.24
Undeveloped	85	49	

*Reference Source: MTO Drainage Management Manual, Table 1.09 & Central Oregon Stormwater Manual, Table 5-1

Runoff Coefficient

Land Use	Runoff Coefficient	Area (ha)	Balanced Runoff Coefficient
Developed	0.50	9	0.54
Undeveloped	0.55	49	

*Reference Source: Hydrological Analysis + Design, Richard McCuen, 2006, Table 7.9

Initial Abstraction

CN > 80<90	Ia = 0.15S
S =	43.97
Ia =	6.60

Time of Concentration

Total Overland Flow Distance (m)	Slope of Land (%)	Overland Flow Tc (min)
1040	0.50	337

Ditch Length (m)	Ditch Slope (%)	Ditch Velocity (m/s)	Ditch Tc (min)
165	0.500	0.32	9
25	6.800	1.19	0

Total Tc (min)	Total Tp (hr)
346	3.86

Peak Flow

Return Period	Results (m ³ /s)
2-Year	0.30
5-Year	0.51
10-Year	0.65
25-Year	0.83
50-Year	0.98
100-Year	1.13

Velocity Analysis
Brisson Drain - Realignment

Velocity @ 0.5%

Elevation (m)	Depth (m)	Channel Slope (%)	Area (m ²)	Wetted Perimeter (m)	R (m)	Q (m ³ /s)	Velocity (m/s)*
62.71	0.00	0.5	0.00	0.91	0.00	0.00	0.00
63.27	0.56	0.5	0.99	2.94	0.34	1.13	1.14
63.37	0.66	0.5	1.26	3.30	0.38	1.57	N/A
63.87	1.16	0.5	3.09	5.10	0.60	5.20	
64.37	1.66	0.5	5.66	6.91	0.82	11.69	
64.87	2.16	0.5	8.99	8.71	1.03	21.63	
65.31	2.60	0.5	12.53	10.30	1.22	33.68	

Stage-Depth @ 6.8%

Elevation (m)	Depth (m)	Channel Slope (%)	Area (m ²)	Wetted Perimeter (m)	R (m)	Q (m ³ /s)	Velocity (m/s)*
62.71	0.00	6.8	0.00	0.91	0.00	0.00	0.00
62.99	0.28	6.8	0.38	1.93	0.20	1.11	2.93
63.00	0.29	6.8	0.40	1.97	0.20	1.18	2.98
63.50	0.79	6.8	1.66	3.77	0.44	8.39	
64.00	1.29	6.8	3.68	5.57	0.66	24.31	
64.50	1.79	6.8	6.45	7.37	0.88	51.33	
65.31	2.60	6.8	12.53	10.30	1.22	124.19	

*Velocities have been calculated up to the 100-year storm event.


```

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V   V   I   SSSSS U   U   A   L           (v 6.2.2015)
V   V   I   SS   U   U   A A   L
V   V   I   SS   U   U   AAAAA L
V   V   I   SS   U   U   A   A   L
VV    I   SSSSS UUUUU A   A   LLLLL

```

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    000   TTTT   TTTT   H   H   Y   Y   M   M   000   TM
O   O   T       T   H   H   Y   Y   MM MM   O   O
O   O   T       T   H   H   Y   Y   M   M   O   O
    000   T       T   H   H   Y   Y   M   M   000

```

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***** D E T A I L E D O U T P U T *****

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DATE: 11-01-2024 TIME: 12:08:11

USER:

COMMENTS: _____

** SIMULATION : 002yr 12hr 15min SCS Type II **

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Ptotal= 42.25 mm	Comments: 002yr 12hr 15min SCS Type II (MTO)

TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.00	0.00	3.25	1.69	6.50	7.61	9.75	1.48
0.25	1.06	3.50	1.69	6.75	3.38	10.00	1.48
0.50	1.06	3.75	1.69	7.00	3.38	10.25	0.85
0.75	1.06	4.00	1.69	7.25	2.54	10.50	0.85
1.00	1.06	4.25	2.54	7.50	2.54	10.75	0.85
1.25	1.06	4.50	2.54	7.75	2.54	11.00	0.85
1.50	1.06	4.75	3.38	8.00	2.54	11.25	0.85
1.75	1.06	5.00	3.38	8.25	1.48	11.50	0.85
2.00	1.06	5.25	5.07	8.50	1.48	11.75	0.85
2.25	1.27	5.50	5.07	8.75	1.48	12.00	0.85
2.50	1.27	5.75	20.28	9.00	1.48		
2.75	1.27	6.00	55.77	9.25	1.48		
3.00	1.27	6.25	7.61	9.50	1.48		

CALIB	Area (ha)= 58.30	Curve Number (CN)= 85.2
NASHYD (0001)	Ia (mm)= 6.60	# of Linear Res.(N)= 3.00
ID= 1 DT=10.0 min	U.H. Tp(hrs)= 3.86	

NOTE: RAINFALL WAS TRANSFORMED TO 10.0 MIN. TIME STEP.

---- TRANSFORMED HYETOGRAPH ----							
TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.167	0.00	3.333	1.48	6.500	7.61	9.67	1.48
0.333	0.53	3.500	1.69	6.667	7.60	9.83	1.48
0.500	1.06	3.667	1.69	6.833	5.49	10.00	1.48
0.667	1.06	3.833	1.69	7.000	3.38	10.17	1.48
0.833	1.06	4.000	1.69	7.167	3.38	10.33	1.16
1.000	1.06	4.167	1.69	7.333	2.96	10.50	0.85
1.167	1.06	4.333	2.11	7.500	2.54	10.67	0.85
1.333	1.06	4.500	2.54	7.667	2.53	10.83	0.85

1.500	1.06	4.667	2.53	7.833	2.53	11.00	0.85
1.667	1.06	4.833	2.96	8.000	2.54	11.17	0.85
1.833	1.06	5.000	3.38	8.167	2.53	11.33	0.85
2.000	1.06	5.167	3.38	8.333	2.01	11.50	0.85
2.167	1.06	5.333	4.22	8.500	1.48	11.67	0.85
2.333	1.16	5.500	5.07	8.667	1.48	11.83	0.85
2.500	1.27	5.667	5.07	8.833	1.48	12.00	0.85
2.667	1.27	5.833	12.67	9.000	1.48	12.17	0.85
2.833	1.27	6.000	20.28	9.167	1.48	12.33	0.42
3.000	1.27	6.167	55.77	9.333	1.48		
3.167	1.27	6.333	31.69	9.500	1.48		

Unit Hyd Qpeak (cms)= 0.577

PEAK FLOW (cms)= 0.304 (i)
 TIME TO PEAK (hrs)= 10.833
 RUNOFF VOLUME (mm)= 15.960
 TOTAL RAINFALL (mm)= 42.250
 RUNOFF COEFFICIENT = 0.378

(i) PEAK FLOW DOES NOT INCLUDE BASEFLOW IF ANY.

```

V  V  I  SSSSS  U  U  A  L  (v 6.2.2015)
V  V  I  SS    U  U  A  A  L
V  V  I  SS    U  U  AAAAA L
V  V  I  SS    U  U  A  A  L
VV   I  SSSSS  UUUUU  A  A  LLLLL

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000  TTTT  TTTT  H  H  Y  Y  M  M  000  TM
O  O  T  T  H  H  Y  Y  MM MM  O  O
O  O  T  T  H  H  Y  Y  M  M  O  O
000  T  T  H  H  Y  Y  M  M  000

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***** D E T A I L E D O U T P U T *****

Input filename: C:\Program Files (x86)\Visual OTTHYMO 6.2\VO2\voin.dat
 Output filename: C:\Users\monic\AppData\Local\Civica\XH5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\d6df27b3-65a6
 Summary filename: C:\Users\monic\AppData\Local\Civica\XH5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\d6df27b3-65a6

DATE: 11-01-2024 TIME: 12:08:11

USER:

COMMENTS: _____

 ** SIMULATION : 005yr 12hr 15min SCS Type II **

READ STORM	Filename: C:\Users\monic\AppData\Local\Temp\91d4e2d1-446f-4f55-9f31-5df1ba55a0b9\7073aa53
Ptotal= 56.20 mm	Comments: 005yr 12hr 15min SCS Type II (MTO)

TIME	RAIN	TIME	RAIN	TIME	RAIN	TIME	RAIN
hrs	mm/hr	hrs	mm/hr	hrs	mm/hr	hrs	mm/hr
0.00	0.00	3.25	2.25	6.50	10.12	9.75	1.97
0.25	1.40	3.50	2.25	6.75	4.50	10.00	1.97
0.50	1.40	3.75	2.25	7.00	4.50	10.25	1.12
0.75	1.40	4.00	2.25	7.25	3.37	10.50	1.12
1.00	1.40	4.25	3.37	7.50	3.37	10.75	1.12
1.25	1.40	4.50	3.37	7.75	3.37	11.00	1.12
1.50	1.40	4.75	4.50	8.00	3.37	11.25	1.12
1.75	1.40	5.00	4.50	8.25	1.97	11.50	1.12
2.00	1.40	5.25	6.74	8.50	1.97	11.75	1.12
2.25	1.69	5.50	6.74	8.75	1.97	12.00	1.12
2.50	1.69	5.75	26.98	9.00	1.97		
2.75	1.69	6.00	74.18	9.25	1.97		
3.00	1.69	6.25	10.12	9.50	1.97		

CALIB
NASHYD (0001)
ID= 1 DT=10.0 min

Area (ha)= 58.30 Curve Number (CN)= 85.2
Ia (mm)= 6.60 # of Linear Res.(N)= 3.00
U.H. Tp(hrs)= 3.86

NOTE: RAINFALL WAS TRANSFORMED TO 10.0 MIN. TIME STEP.

```
----- TRANSFORMED HYETOGRAPH -----
TIME RAIN TIME RAIN TIME RAIN TIME RAIN
hrs mm/hr hrs mm/hr hrs mm/hr hrs mm/hr
0.167 0.00 3.333 1.97 6.500 10.12 9.67 1.97
0.333 0.70 3.500 2.25 6.667 10.12 9.83 1.97
0.500 1.40 3.667 2.25 6.833 7.31 10.00 1.97
0.667 1.41 3.833 2.25 7.000 4.50 10.17 1.97
0.833 1.41 4.000 2.25 7.167 4.50 10.33 1.55
1.000 1.40 4.167 2.25 7.333 3.93 10.50 1.12
1.167 1.41 4.333 2.81 7.500 3.37 10.67 1.12
1.333 1.40 4.500 3.37 7.667 3.37 10.83 1.12
1.500 1.40 4.667 3.37 7.833 3.37 11.00 1.12
1.667 1.40 4.833 3.93 8.000 3.37 11.17 1.12
1.833 1.40 5.000 4.50 8.167 3.37 11.33 1.12
2.000 1.40 5.167 4.50 8.333 2.67 11.50 1.12
2.167 1.40 5.333 5.62 8.500 1.97 11.67 1.12
2.333 1.55 5.500 6.74 8.667 1.97 11.83 1.12
2.500 1.69 5.667 6.74 8.833 1.97 12.00 1.12
2.667 1.69 5.833 16.86 9.000 1.97 12.17 1.12
2.833 1.69 6.000 26.98 9.167 1.97 12.33 0.56
3.000 1.69 6.167 74.18 9.333 1.97
3.167 1.69 6.333 42.15 9.500 1.97
```

Unit Hyd Qpeak (cms)= 0.577

PEAK FLOW (cms)= 0.505 (i)
TIME TO PEAK (hrs)= 10.833
RUNOFF VOLUME (mm)= 26.289
TOTAL RAINFALL (mm)= 56.200
RUNOFF COEFFICIENT = 0.468

(i) PEAK FLOW DOES NOT INCLUDE BASEFLOW IF ANY.

```
V V I SSSSS U U A L (v 6.2.2015)
V V I SS U U A A L
V V I SS U U A A A A L
V V I SS U U A A L
VV I SSSSS UUUUU A A LLLLL
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000 TTTT TTTT H H Y Y M M 000 TM
O O T T H H Y Y MM MM O O
O O T T H H Y M M O O
000 T T H H Y M M 000
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***** D E T A I L E D O U T P U T *****

Input filename: C:\Program Files (x86)\Visual OTTHYMO 6.2\VO2\voin.dat
Output filename: C:\Users\monic\AppData\Local\Civica\XH5\0f83aad3-e0bc-4b71-a77f-aca9f1eddc2\18e06c11-7485
Summary filename: C:\Users\monic\AppData\Local\Civica\XH5\0f83aad3-e0bc-4b71-a77f-aca9f1eddc2\18e06c11-7485

DATE: 11-01-2024

TIME: 12:08:11

USER:

COMMENTS: _____

** SIMULATION : 010yr 12hr 15min SCS Type II **

 READ STORM

 Ptotal= 65.28 mm

Filename: C:\Users\monic\AppData\Local\Temp\91d4e2d1-446f-4f55-9f31-5df1ba55a0b9\be04db5f
 Comments: 010yr 12hr 15min SCS Type II (MT0)

TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.00	0.00	3.25	2.61	6.50	11.75	9.75	2.28
0.25	1.63	3.50	2.61	6.75	5.22	10.00	2.28
0.50	1.63	3.75	2.61	7.00	5.22	10.25	1.31
0.75	1.63	4.00	2.61	7.25	3.92	10.50	1.31
1.00	1.63	4.25	3.92	7.50	3.92	10.75	1.31
1.25	1.63	4.50	3.92	7.75	3.92	11.00	1.31
1.50	1.63	4.75	5.22	8.00	3.92	11.25	1.31
1.75	1.63	5.00	5.22	8.25	2.28	11.50	1.31
2.00	1.63	5.25	7.83	8.50	2.28	11.75	1.31
2.25	1.96	5.50	7.83	8.75	2.28	12.00	1.31
2.50	1.96	5.75	31.33	9.00	2.28		
2.75	1.96	6.00	86.17	9.25	2.28		
3.00	1.96	6.25	11.75	9.50	2.28		

 CALIB
 NASHYD (0001)
 ID= 1 DT=10.0 min

Area (ha)= 58.30 Curve Number (CN)= 85.2
 Ia (mm)= 6.60 # of Linear Res.(N)= 3.00
 U.H. Tp(hrs)= 3.86

NOTE: RAINFALL WAS TRANSFORMED TO 10.0 MIN. TIME STEP.

----- TRANSFORMED HYETOGRAPH -----

TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.167	0.00	3.333	2.28	6.500	11.75	9.67	2.28
0.333	0.82	3.500	2.61	6.667	11.75	9.83	2.28
0.500	1.63	3.667	2.61	6.833	8.49	10.00	2.28
0.667	1.63	3.833	2.61	7.000	5.22	10.17	2.28
0.833	1.63	4.000	2.61	7.167	5.22	10.33	1.80
1.000	1.63	4.167	2.61	7.333	4.57	10.50	1.31
1.167	1.63	4.333	3.26	7.500	3.92	10.67	1.31
1.333	1.63	4.500	3.92	7.667	3.92	10.83	1.31
1.500	1.63	4.667	3.92	7.833	3.92	11.00	1.31
1.667	1.63	4.833	4.57	8.000	3.92	11.17	1.31
1.833	1.63	5.000	5.22	8.167	3.92	11.33	1.31
2.000	1.63	5.167	5.22	8.333	3.10	11.50	1.31
2.167	1.63	5.333	6.53	8.500	2.28	11.67	1.31
2.333	1.80	5.500	7.83	8.667	2.28	11.83	1.31
2.500	1.96	5.667	7.83	8.833	2.28	12.00	1.31
2.667	1.96	5.833	19.58	9.000	2.28	12.17	1.31
2.833	1.96	6.000	31.33	9.167	2.28	12.33	0.65
3.000	1.96	6.167	86.17	9.333	2.28		
3.167	1.96	6.333	48.96	9.500	2.28		

Unit Hyd Qpeak (cms)= 0.577

PEAK FLOW (cms)= 0.647 (i)
 TIME TO PEAK (hrs)= 10.667
 RUNOFF VOLUME (mm)= 33.540
 TOTAL RAINFALL (mm)= 65.280
 RUNOFF COEFFICIENT = 0.514

(i) PEAK FLOW DOES NOT INCLUDE BASEFLOW IF ANY.

=====

V	V	I	SSSSS	U	U	A	L		(v 6.2.2015)
V	V	I	SS	U	U	A A	L		
V	V	I	SS	U	U	AAAAA	L		
V	V	I	SS	U	U	A A	L		
VV		I	SSSSS	UUUUU		A A	LLLLL		
000	TTTTT	TTTTT	H	H	Y	Y	M	M	000 TM
O O	T	T	H	H	Y Y		MM	MM	O O
O O	T	T	H	H	Y		M	M	O O
000	T	T	H	H	Y		M	M	000

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***** D E T A I L E D O U T P U T *****

Input filename: C:\Program Files (x86)\visual OTTHYMO 6.2\VO2\voin.dat
Output filename: C:\Users\monic\AppData\Local\Civica\vh5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\ffe363f0-d405
Summary filename: C:\Users\monic\AppData\Local\Civica\vh5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\ffe363f0-d405

DATE: 11-01-2024

TIME: 12:08:12

USER:

COMMENTS: _____

** SIMULATION : 025yr 12hr 15min SCS Type II **

READ STORM	Filename: C:\Users\monic\AppData\Local\Temp\91d4e2d1-446f-4f55-9f31-5df1ba55a0b9\05b203ad
Ptotal= 76.69 mm	Comments: 025yr 12hr 15min SCS Type II (MTO)

TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.00	0.00	3.25	3.07	6.50	13.80	9.75	2.68
0.25	1.92	3.50	3.07	6.75	6.14	10.00	2.68
0.50	1.92	3.75	3.07	7.00	6.14	10.25	1.53
0.75	1.92	4.00	3.07	7.25	4.60	10.50	1.53
1.00	1.92	4.25	4.60	7.50	4.60	10.75	1.53
1.25	1.92	4.50	4.60	7.75	4.60	11.00	1.53
1.50	1.92	4.75	6.14	8.00	4.60	11.25	1.53
1.75	1.92	5.00	6.14	8.25	2.68	11.50	1.53
2.00	1.92	5.25	9.20	8.50	2.68	11.75	1.53
2.25	2.30	5.50	9.20	8.75	2.68	12.00	1.53
2.50	2.30	5.75	36.81	9.00	2.68		
2.75	2.30	6.00	101.23	9.25	2.68		
3.00	2.30	6.25	13.80	9.50	2.68		

CALIB	Area (ha)= 58.30	Curve Number (CN)= 85.2
NASHYD (0001)	Ia (mm)= 6.60	# of Linear Res.(N)= 3.00
ID= 1 DT=10.0 min	U.H. Tp(hrs)= 3.86	

NOTE: RAINFALL WAS TRANSFORMED TO 10.0 MIN. TIME STEP.

---- TRANSFORMED HYETOGRAPH ----							
TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.167	0.00	3.333	2.68	6.500	13.80	9.67	2.68
0.333	0.96	3.500	3.07	6.667	13.80	9.83	2.68
0.500	1.92	3.667	3.07	6.833	9.97	10.00	2.68
0.667	1.92	3.833	3.07	7.000	6.14	10.17	2.68
0.833	1.92	4.000	3.07	7.167	6.14	10.33	2.11
1.000	1.92	4.167	3.07	7.333	5.37	10.50	1.53
1.167	1.92	4.333	3.83	7.500	4.60	10.67	1.53
1.333	1.92	4.500	4.60	7.667	4.60	10.83	1.53
1.500	1.92	4.667	4.60	7.833	4.60	11.00	1.53
1.667	1.92	4.833	5.37	8.000	4.60	11.17	1.53
1.833	1.92	5.000	6.14	8.167	4.60	11.33	1.53
2.000	1.92	5.167	6.14	8.333	3.64	11.50	1.53
2.167	1.92	5.333	7.67	8.500	2.68	11.67	1.53
2.333	2.11	5.500	9.20	8.667	2.68	11.83	1.53
2.500	2.30	5.667	9.20	8.833	2.68	12.00	1.53
2.667	2.30	5.833	23.01	9.000	2.68	12.17	1.53
2.833	2.30	6.000	36.81	9.167	2.68	12.33	0.77
3.000	2.30	6.167	101.23	9.333	2.68		
3.167	2.30	6.333	57.52	9.500	2.68		

Unit Hyd Qpeak (cms)= 0.577

PEAK FLOW (cms)= 0.833 (i)

TIME TO PEAK (hrs)= 10.667
RUNOFF VOLUME (mm)= 43.066
TOTAL RAINFALL (mm)= 76.690
RUNOFF COEFFICIENT = 0.562

(i) PEAK FLOW DOES NOT INCLUDE BASEFLOW IF ANY.

V V I SSSSS U U A L (v 6.2.2015)
V V I SS U U A A L
V V I SS U U A A A A L
V V I SS U U A A L
VV I SSSSS UUUUU A A LLLLL

000 TTTT TTTT H H Y Y M M 000 TM
O O T T H H Y Y MM MM O O
O O T T H H Y M M O O
000 T T H H Y M M 000

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***** D E T A I L E D O U T P U T *****

Input filename: C:\Program Files (x86)\Visual OTTHYMO 6.2\VO2\voin.dat
Output filename: C:\Users\monic\AppData\Local\Civica\5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\d2e6f766-28c9
Summary filename: C:\Users\monic\AppData\Local\Civica\5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\d2e6f766-28c9

DATE: 11-01-2024

TIME: 12:08:12

USER:

COMMENTS: _____

** SIMULATION : 050yr 12hr 15min SCS Type II **

READ STORM
Ptotal= 85.35 mm
Filename: C:\Users\monic\AppData\Local\Temp\91d4e2d1-446f-4f55-9f31-5df1ba55a0b9\d8e6a27a
Comments: 050yr 12hr 15min SCS Type II (MTO)

TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.00	0.00	3.25	3.41	6.50	15.36	9.75	2.99
0.25	2.13	3.50	3.41	6.75	6.83	10.00	2.99
0.50	2.13	3.75	3.41	7.00	6.83	10.25	1.71
0.75	2.13	4.00	3.41	7.25	5.12	10.50	1.71
1.00	2.13	4.25	5.12	7.50	5.12	10.75	1.71
1.25	2.13	4.50	5.12	7.75	5.12	11.00	1.71
1.50	2.13	4.75	6.83	8.00	5.12	11.25	1.71
1.75	2.13	5.00	6.83	8.25	2.99	11.50	1.71
2.00	2.13	5.25	10.24	8.50	2.99	11.75	1.71
2.25	2.56	5.50	10.24	8.75	2.99	12.00	1.71
2.50	2.56	5.75	40.97	9.00	2.99		
2.75	2.56	6.00	112.66	9.25	2.99		
3.00	2.56	6.25	15.36	9.50	2.99		

CALIB
NASHYD (0001)
ID= 1 DT=10.0 min
Area (ha)= 58.30 Curve Number (CN)= 85.2
Ia (mm)= 6.60 # of Linear Res.(N)= 3.00
U.H. Tp(hrs)= 3.86

NOTE: RAINFALL WAS TRANSFORMED TO 10.0 MIN. TIME STEP.

----- TRANSFORMED HYETOGRAPH -----
TIME RAIN | TIME RAIN | TIME RAIN | TIME RAIN
hrs mm/hr | hrs mm/hr | hrs mm/hr | hrs mm/hr

0.167	0.00	3.333	2.99	6.500	15.36	9.67	2.99
0.333	1.07	3.500	3.41	6.667	15.36	9.83	2.99
0.500	2.13	3.667	3.41	6.833	11.10	10.00	2.99
0.667	2.13	3.833	3.41	7.000	6.83	10.17	2.99
0.833	2.13	4.000	3.41	7.167	6.83	10.33	2.35
1.000	2.13	4.167	3.41	7.333	5.97	10.50	1.71
1.167	2.13	4.333	4.27	7.500	5.12	10.67	1.71
1.333	2.13	4.500	5.12	7.667	5.12	10.83	1.71
1.500	2.13	4.667	5.12	7.833	5.12	11.00	1.71
1.667	2.13	4.833	5.97	8.000	5.12	11.17	1.71
1.833	2.13	5.000	6.83	8.167	5.12	11.33	1.71
2.000	2.13	5.167	6.83	8.333	4.05	11.50	1.71
2.167	2.13	5.333	8.53	8.500	2.99	11.67	1.71
2.333	2.35	5.500	10.24	8.667	2.99	11.83	1.71
2.500	2.56	5.667	10.24	8.833	2.99	12.00	1.71
2.667	2.56	5.833	25.60	9.000	2.99	12.17	1.71
2.833	2.56	6.000	40.97	9.167	2.99	12.33	0.85
3.000	2.56	6.167	112.66	9.333	2.99		
3.167	2.56	6.333	64.01	9.500	2.99		

Unit Hyd Qpeak (cms)= 0.577

PEAK FLOW (cms)= 0.979 (i)

TIME TO PEAK (hrs)= 10.667

RUNOFF VOLUME (mm)= 50.529

TOTAL RAINFALL (mm)= 85.350

RUNOFF COEFFICIENT = 0.592

(i) PEAK FLOW DOES NOT INCLUDE BASEFLOW IF ANY.

```

V  V  I  SSSSS  U  U  A  L  (v 6.2.2015)
V  V  I  SS  U  U  A  A  L
V  V  I  SS  U  U  AAAAA  L
V  V  I  SS  U  U  A  A  L
VV  I  SSSSS  UUUUU  A  A  LLLLL

```

```

OOO  TTTT  TTTT  H  H  Y  Y  M  M  OOO  TM
O  O  T  T  H  H  Y  Y  MM  MM  O  O
O  O  T  T  H  H  Y  M  M  O  O
OOO  T  T  H  H  Y  M  M  OOO

```

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***** D E T A I L E D O U T P U T *****

Input filename: C:\Program Files (x86)\Visual OTTHYMO 6.2\VO2\voim.dat
Output filename: C:\Users\monic\AppData\Local\Civica\XH5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\d83ac299-5330
Summary filename: C:\Users\monic\AppData\Local\Civica\XH5\0f83aad3-e0bc-4b71-a77f-aca9f1eddca2\d83ac299-5330

DATE: 11-01-2024

TIME: 12:08:12

USER:

COMMENTS: _____

** SIMULATION : 100yr 12hr 15min SCS Type II **

READ STORM		Filename: C:\Users\monic\AppData\Local\Temp\91d4e2d1-446f-4f55-9f31-5df1ba55a0b9\5dfbfe3b	
Ptotal= 93.80 mm		Comments: 100yr 12hr 15min SCS Type II (MTO)	
TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
0.00	0.00	3.25	3.75
0.25	2.35	3.50	3.75
0.50	2.35	3.75	3.75
0.75	2.35	4.00	3.75
1.00	2.35	4.25	5.63
TIME hrs	RAIN mm/hr	TIME hrs	RAIN mm/hr
6.50	16.88	9.75	3.28
6.75	7.50	10.00	3.28
7.00	7.50	10.25	1.88
7.25	5.63	10.50	1.88
7.50	5.63	10.75	1.88

1.25	2.35	4.50	5.63	7.75	5.63	11.00	1.88
1.50	2.35	4.75	7.50	8.00	5.63	11.25	1.88
1.75	2.35	5.00	7.50	8.25	3.28	11.50	1.88
2.00	2.35	5.25	11.26	8.50	3.28	11.75	1.88
2.25	2.81	5.50	11.26	8.75	3.28	12.00	1.88
2.50	2.81	5.75	45.02	9.00	3.28		
2.75	2.81	6.00	123.82	9.25	3.28		
3.00	2.81	6.25	16.88	9.50	3.28		

```

-----
CALIB
NASHYD ( 0001)   Area (ha)= 58.30   Curve Number (CN)= 85.2
ID= 1 DT=10.0 min Ia (mm)= 6.60   # of Linear Res.(N)= 3.00
-----
U.H. Tp(hrs)= 3.86

```

NOTE: RAINFALL WAS TRANSFORMED TO 10.0 MIN. TIME STEP.

```

----- TRANSFORMED HYETOGRAPH -----
TIME    RAIN    TIME    RAIN    TIME    RAIN    TIME    RAIN
hrs      mm/hr   hrs      mm/hr   hrs      mm/hr   hrs      mm/hr
0.167    0.00    3.333    3.28    6.500    16.88    9.67     3.28
0.333    1.17    3.500    3.75    6.667    16.88    9.83     3.28
0.500    2.35    3.667    3.75    6.833    12.19    10.00    3.28
0.667    2.35    3.833    3.75    7.000    7.50     10.17    3.28
0.833    2.35    4.000    3.75    7.167    7.50     10.33    2.58
1.000    2.35    4.167    3.75    7.333    6.57     10.50    1.88
1.167    2.35    4.333    4.69    7.500    5.63     10.67    1.88
1.333    2.34    4.500    5.63    7.667    5.63     10.83    1.88
1.500    2.35    4.667    5.63    7.833    5.63     11.00    1.88
1.667    2.34    4.833    6.57    8.000    5.63     11.17    1.88
1.833    2.34    5.000    7.50    8.167    5.63     11.33    1.88
2.000    2.35    5.167    7.50    8.333    4.46     11.50    1.88
2.167    2.34    5.333    9.38    8.500    3.28     11.67    1.88
2.333    2.58    5.500    11.26   8.667    3.28     11.83    1.88
2.500    2.81    5.667    11.26   8.833    3.28     12.00    1.88
2.667    2.81    5.833    28.14   9.000    3.28     12.17    1.88
2.833    2.81    6.000    45.02   9.167    3.28     12.33    0.94
3.000    2.81    6.167    123.82  9.333    3.28
3.167    2.81    6.333    70.35   9.500    3.28

```

Unit Hyd Qpeak (cms)= 0.577

PEAK FLOW (cms)= 1.125 (i)
 TIME TO PEAK (hrs)= 10.500
 RUNOFF VOLUME (mm)= 57.964
 TOTAL RAINFALL (mm)= 93.800
 RUNOFF COEFFICIENT = 0.618

(i) PEAK FLOW DOES NOT INCLUDE BASEFLOW IF ANY.

FINISH

Capacity Review
Brisson Drain - Realignment

Current Capacity (Prior to Realignment) - Station ±15+50 (1978)

Ditch Invert =	61.47	m	
Top of Slope Elev =	62.92	m	
Bottom Width =	0.91	m	
Depth =	1.45	m	
Side Slopes	66.67	%	1.5:1

Roughness Coeff	0.03		
Channel Slope	1.50	%	
Area	4.47	m ²	
Wetted Perimeter	6.14	m	
R	0.73	m	
Q	14.79	m ³ /s	

Proposed Capacity (Realignment) - Station ±0+160 (2024)

Ditch Invert =	63.29	m	
Top of Slope Elev =	65.16	m	
Bottom Width =	0.91	m	
Depth =	1.87	m	
Side Slopes	66.67	%	1.5:1

Roughness Coeff	0.03		
Channel Slope	0.50	%	
Area	7.34	m ²	
Wetted Perimeter	7.87	m	
R	0.93	m	
Q	16.53	m ³ /s	

APPENDIX D

CONSTRUCTION SPECIFICATIONS

Please refer to the following construction specifications and instructions for the proposed realignment works.

Earth Moving Operations

Earth moving operations shall be considered all works associated with the excavation of the new channel and backfill of the existing channel, as per the supplied engineered plans enclosed in Appendix B of this Engineer's Report.

Payment for this item shall be a lump sum price presented by the contractor for all labour and equipment required to complete the prescribed works, or by hourly rates if otherwise agreed upon by the Township's Drainage Superintendent and the proponent. Layout is to be the responsibility of the contractor and is to be approved by the Township's Drainage Superintendent or the Drainage Engineer prior to commencement of construction.

Approximate estimated volumes for excavation and volume are included in the Construction Cost Estimate as found in Appendix G.

Excavation of New Ditch

The new bottom of the ditch shall be excavated to an even grade so that no water may lie stagnant therein.

The new channel shall be excavated in conformance with the specifications outlined herein and in conformance with the engineered plans included in Appendix B of the Engineer's Report.

Design Criteria	Specification
Side Slopes	1.5 Horizontal to 1 Vertical
Grade	0.50% 6.80%
Bottom Width	914 mm (3 ft)

The excavated material shall be used to backfill the existing channel alignment; but only after the entire length of the new channel has been constructed, so as not to block flow within the existing channel. This order of construction may be altered only through written approval from the applicable permitting agencies.

Works shall be completed in low or no flow conditions. Works shall be completed as efficiently as possible; works should not be left partially started and unattended for long periods of time. It is expected that the duration of the contract shall be no more than 2 weeks from start-to-finish, unless otherwise authorized by the Township's Drainage Superintendent, the applicable permitting agencies or the engineer.

Works shall be completed in conformance with the permit specifications from the applicable approval agencies. Permits received are enclosed with **Appendix F** and are to be read in full by

the contractor prior to commencing construction. Copies of the permits are to be kept on-site during construction.

All construction works are to be overseen by the Township's Drainage Superintendent or by the Engineer.

Backfill of Existing Ditch

The contractor shall fill in the abandoned ditch throughout its entire length from shoulder to shoulder with the excavated material taken from the drain. In some cases, this work may entail transportation of the excavated material from one end of the field to the other by trucks or other equipment. Estimated cut/fill calculations suggest there should be adequate amount of material generated by the excavation to account for the backfill of the abandoned channel and the import of new material is not expected to be required.

Backfill of the existing ditch shall not occur until after the realignment construction is complete so as not to cause any blockages of the existing channel.

Excess Material

It is anticipated that the excavation of the new channel will result in the generation of excess material – beyond that required to fill in the previous alignment. This material is to be spread on the adjacent lands or may be suitable for the backfill of the Dillabough Drain Realignment, a project that is proceeding concurrent with this; by the same initiating landowner. Hauling the excess material away for disposal off-site has not been accounted for in the estimated costs.

Sediment Trap Installation

Three sediment traps have been proposed along the new alignment; at approximately Station 0+091 (2024), 0+192 (2024) and Station 0+272 (2024).

A standard drawing for the sediment traps has been included at the end of these written construction specifications. Installation of the sediment traps includes the installation of a rock check dam, as per the specifications found on the enclosed standard drawing. Standard drawings for the rock check dam are also enclosed and construction is to be completed in conformance with these specifications.

These sediment traps are considered as permanent erosion control measures and shall be reinstated during future maintenance works.

Payment for the sediment traps and their associated rock flow check dams will be on a per unit basis. Unit pricing should account for all labour, equipment and materials required to install the sediment traps and their associated check dams.

Rock Protection Installation

Rock protection shall be installed at those locations shown on the enclosed plans (Appendix B) to provide bank stabilization. The rock shall be underlain with geotextile and shall be placed with

machinery capable of controlling the drop of the rock, rather than dumped over the edge of the bank. The rock shall be placed immediately following preparation of the banks. The minimum thickness of the rock shall be 300mm unless otherwise specified in the engineered plans. The rock shall be angular in nature. It shall be installed along both the inner and outer bank, as well as along the bottom width and is to be embedded. A standard drawing for the rock protection for bank stabilization has been included at the end of these written construction specifications.

The rock protection is a permanent erosion control measure and shall be reinstated as needed during future maintenance practices.

Payment for this item will be per meter squared with measurements made in place. Payment will only be made for the area of rock protection as denoted on the engineered plans, or as agreed to in advance by the Drainage Engineer or Drainage Superintendent. Payment will be per the unit price tendered and shall include for all labour, equipment and material required to complete the works as prescribed. Included in this item is the installation of non-woven geotextile below the base of the rock.

Specifications for the rock shall be as follows:

Nominal Stone Size (mm) – 300mm

Maximum stone size to be 1.5 times the nominal stone size. 80% of stones (by mass) must have a diameter of at least 60% of the nominal stone size.

Seeding

The newly excavated channel is to be seeded as soon as possible after excavation. Seed may be hand spread or hydroseeded.

Seed mix shall be in conformance with OPSS.Muni 804: Crown Vetch Mix or Lowland Mix. Should the contractor wish to deviate from the specifications, it will need to be demonstrated that the proposed seed mix is appropriate for the intended application.

Seed shall not be placed from November 1 through April 30 of any calendar year. Should excavation occur between November 1 and April 30, seeding shall be done as soon as possible after April 30, or as directed by the Township's Drainage Superintendent or the Drainage Engineer.

Payment for this item shall be by the square meter for placement within the prescribed areas. The prescribed area is limited to the banks and bottom of the excavated channel. Payment will not be made for any areas seeded outside the prescribed area. The unit pricing is to account for all labour, materials and equipment required to complete the seeding.

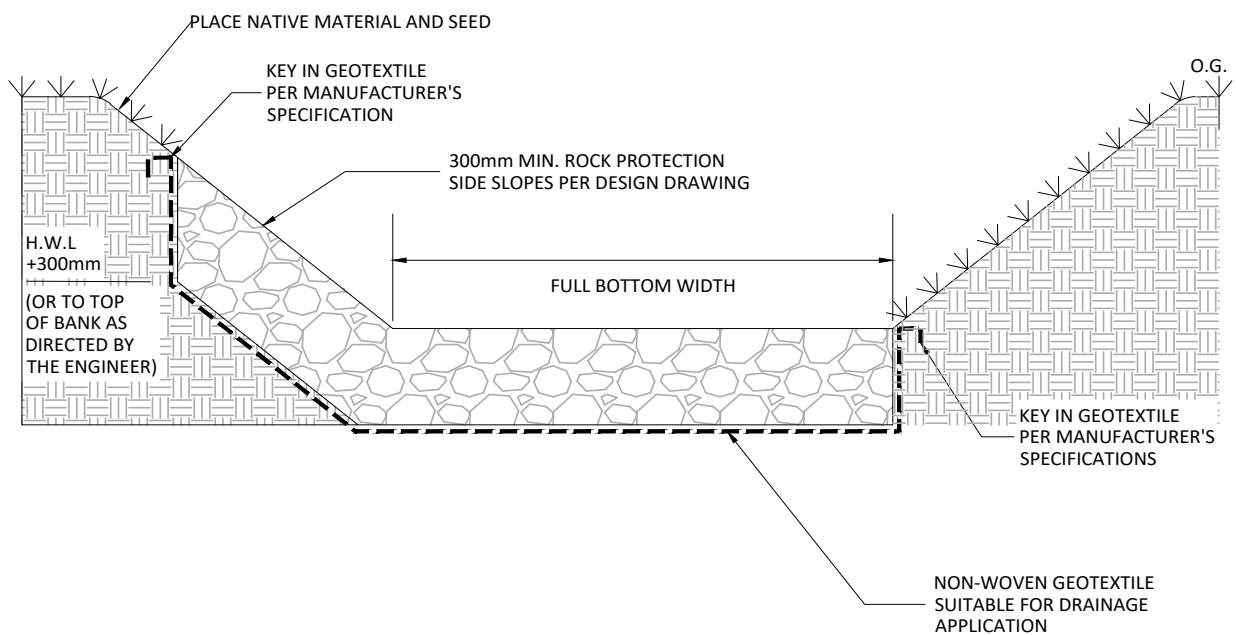
The contractor will not be paid for reinstatement of other areas disturbed by construction activities.

Temporary Erosion and Sediment Control Measures

Temporary erosion and sediment control measures shall include the erection of silt fencing around the base of excavated stockpiles as applicable. Connection of the realignment to the existing channel shall not occur until after the entire realignment has been excavated. Additional temporary erosion and sediment control measures shall include the placement of strawbale check dams within the work area.

Additional temporary measures may also be required to the satisfaction of the permitting agencies or at the direction of the engineer or Drainage Superintendent. It shall be the contractor's responsibility to maintain these measures after every rainfall event (>10mm) and as required throughout construction to ensure they are operating as per standard industry practice. On-going maintenance of the temporary erosion and sediment control measures is to be continued until such a time as sufficient vegetation has established to stabilize the banks and bottom of the system; to the satisfaction of the engineer, permitting agencies or Drainage Superintendent. Eventual removal and proper disposal of the erosion and sediment control measures, following site stabilization, shall be considered part of the contract.

Payment for this item shall include all supply, installation, and on-going maintenance until such a time as the Drainage Engineer or Drainage Superintendent deems it appropriate to remove the erosion control measures.



NOTE:

1. SURFACE OF ROCK PROTECTION TO BE FLUSH WITH THE FINISHED SURFACE OF DRAIN UPSTREAM AND DOWNSTREAM OF THE EROSION CONTROL. MIN. SIDE SLOPE AS SPECIFIED IN THE ENGINEER'S REPORT OR THE CONTRACT DRAWINGS.
2. ROCK TO BE R-50 PER OPSS 1004.05.05.02 OR PER OPSS 1004.05.05.03 OR BLAST ROCK AS APPROVED BY ENGINEER.

PETITION DRAIN STANDARD DRAWING

**TYPICAL ROCK PROTECTION
EROSION CONTROL**

DETAIL DWG.NO.
SGI STD. DWG. 1

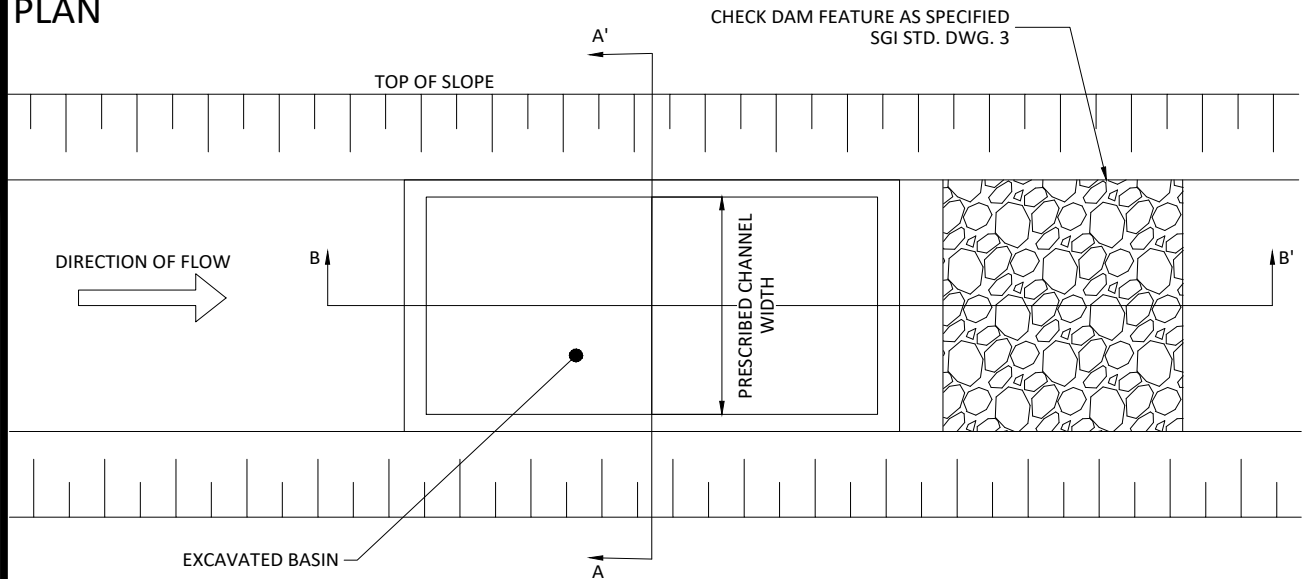
REVISION
1.0

DATE
Jan/24

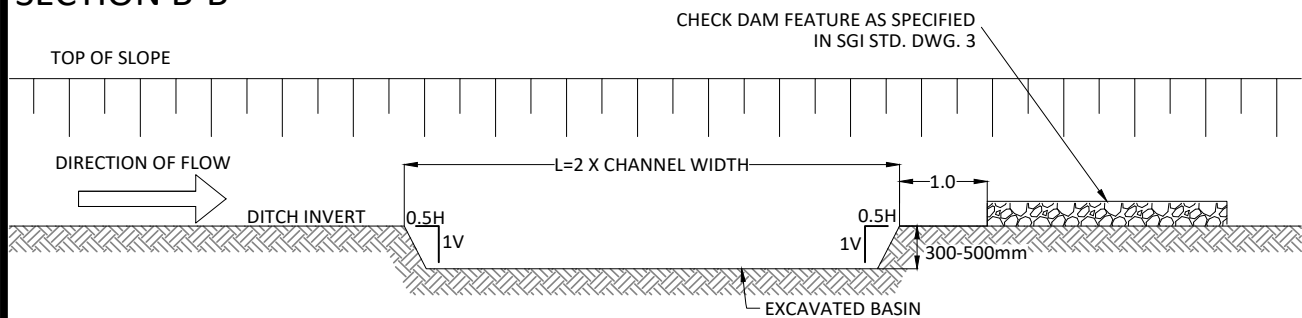
SCALE
N.T.S

**SHADE
GROUP** INC.

PLAN



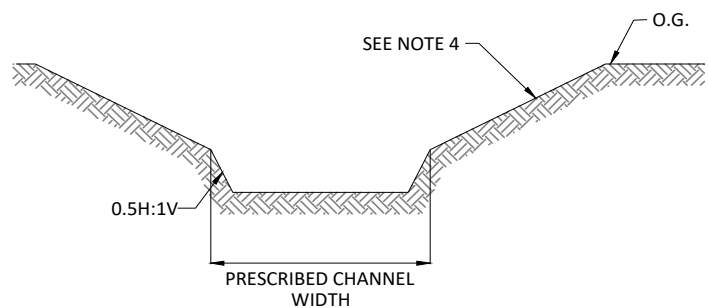
SECTION B-B'



NOTES:

1. THIS DRAWING MODIFIES OPSD 219.220
2. DITCH CROSS-SECTION UPSTREAM OR DOWNSTREAM OF SEDIMENT TRAP MAY BE FLAT BOTTOM OR V-SHAPED, FLAT BOTTOM SHOWN.
3. THIS STANDARD DRAWING SHALL BE READ IN CONJUNCTION WITH OPSD 219.180 OR 219.191 OR 219.211 FOR THE SPECIFIED CHECK DAM FEATURE.
4. MIN. SIDE SLOPES AS SPECIFIED IN ENGINEER'S REPORT OR CONTRACT DRAWINGS
5. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SHOWN.

SECTION A-A'



PETITION DRAIN STANDARD DRAWING

EXCAVATED SEDIMENT TRAP

DETAIL DWG. NO.
SGI STD. DWG. 2

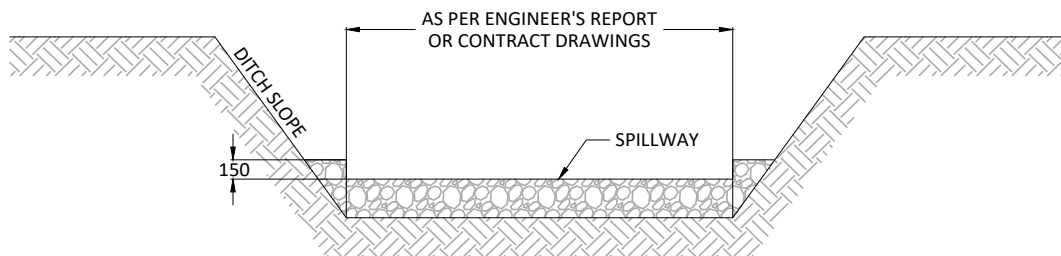
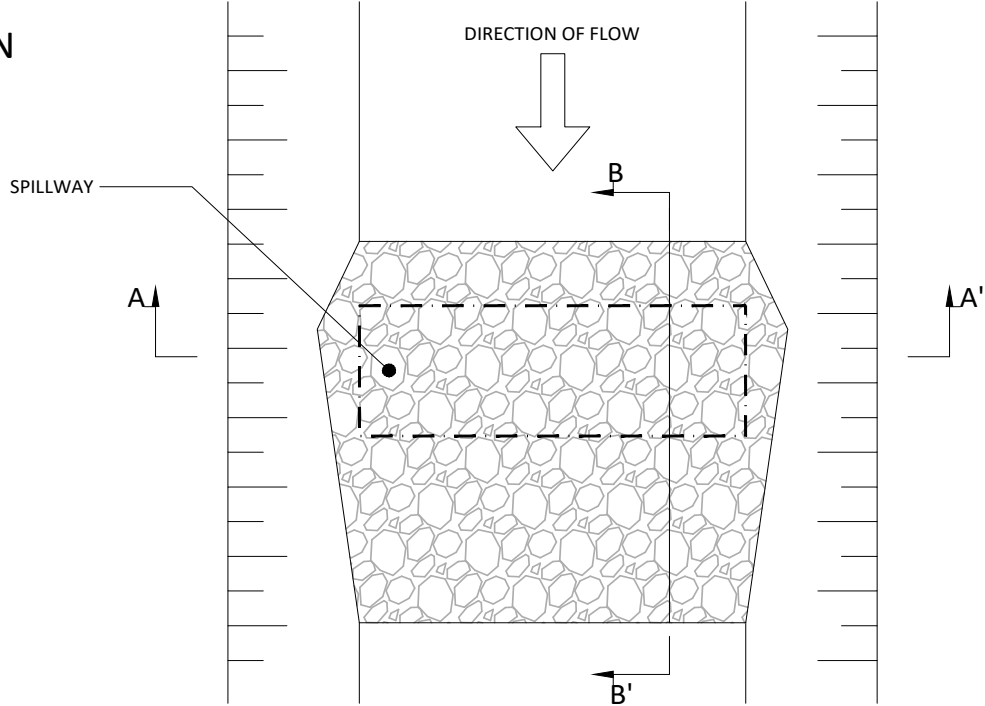
REVISION
1.0

DATE
Jan/24

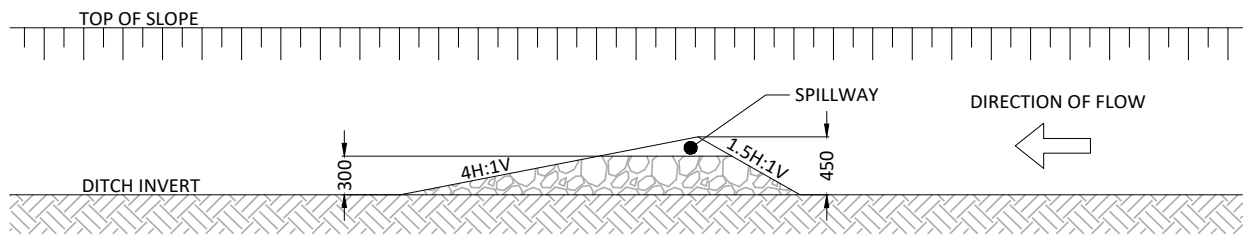
SCALE
N.T.S

SHADE
GROUP INC.

PLAN



SECTION A-A'



SECTION B-B'

NOTE:

1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SPECIFIED.
2. THIS DRAWING IS A MODIFICATION OF OPSD 219.211

PETITION DRAIN STANDARD DRAWING

ROCK FLOW CHECK DAM

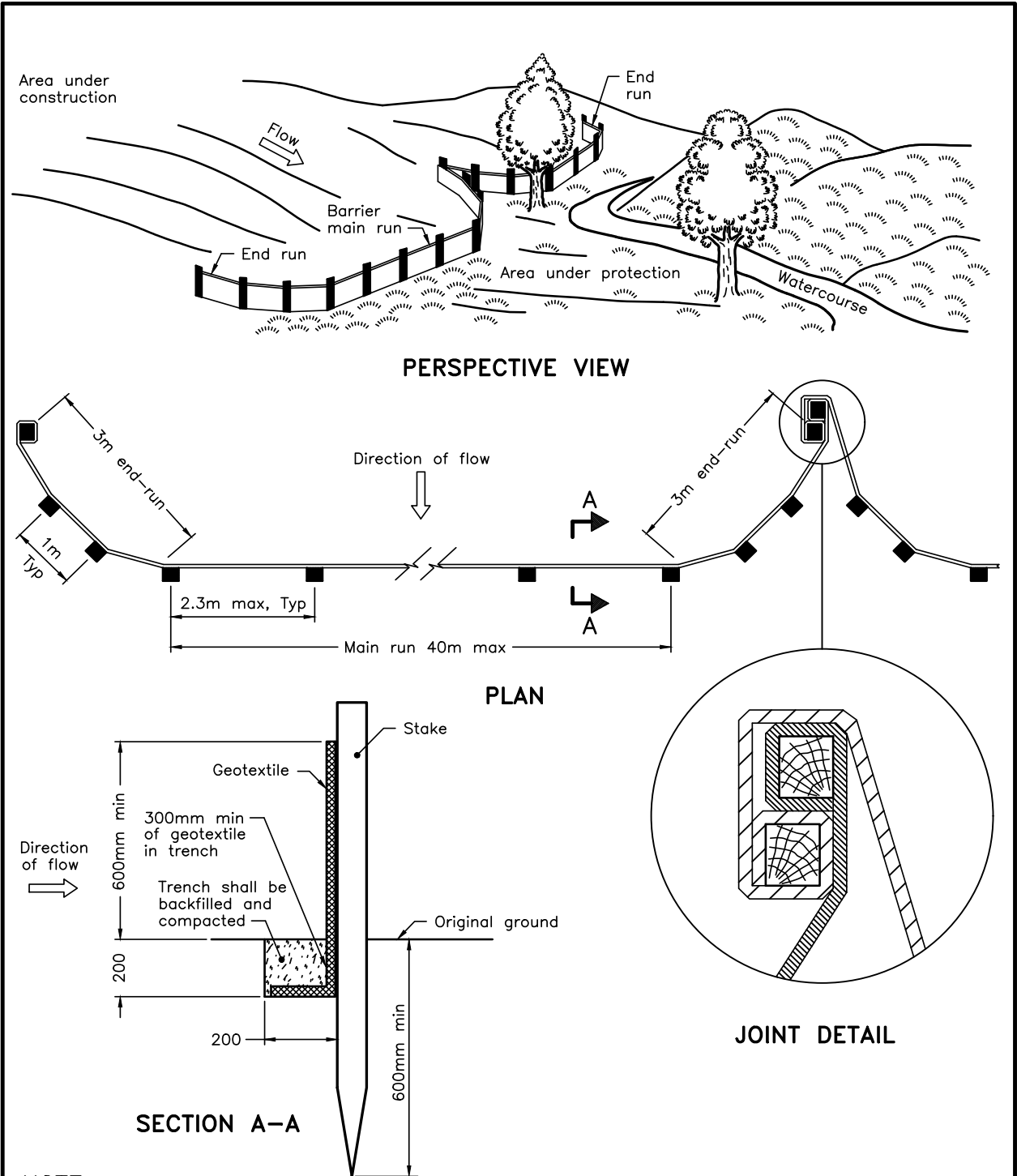
DETAIL DWG.NO.
SGI STD. DWG. 3

REVISION
1.0

DATE
Jan/24


SCALE
N.T.S

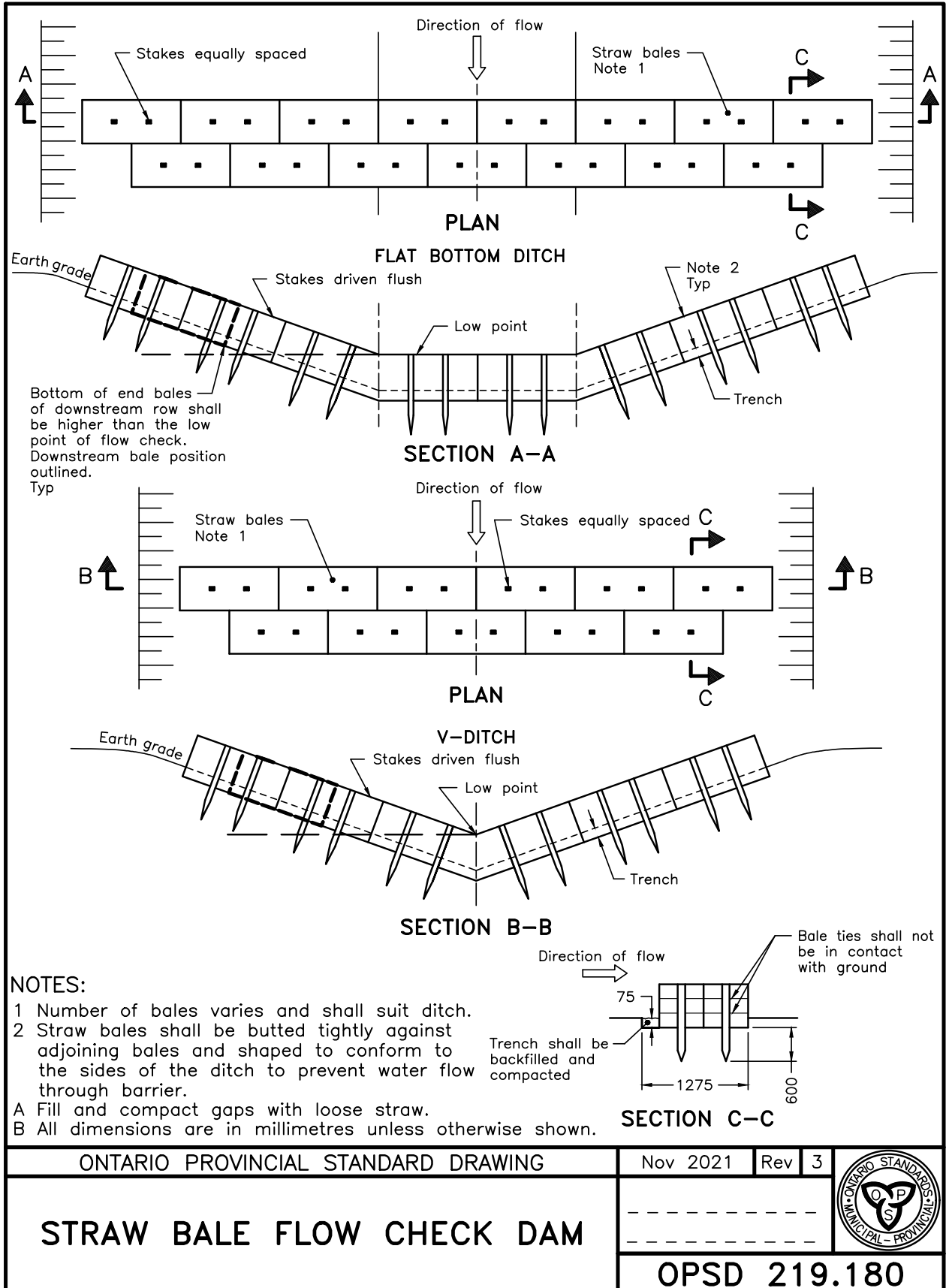
SHADE
GROUP INC.



NOTE:

A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2021	Rev	3	
LIGHT-DUTY SILT FENCE BARRIER				
	OPSD 219.110			



APPENDIX E

RESOLUTION + BY-LAW



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: May 14, 2024

Resolution No. 163-2024

MOVED BY:

Mayor F. Landry
Deputy Mayor S. Densham
Councillor A. Bugelli
Councillor A. McDonald
Councillor C. Shane

SECONDED BY:

Mayor F. Landry
Deputy Mayor S. Densham
Councillor A. Bugelli
Councillor A. McDonald
Councillor C. Shane

THAT the Council of the Township of North Stormont accepts the Notice of Request for a Drain Minor Improvement under Section 78(5) of the *Drainage Act*, R.S.O. 1990 for part of the Brisson Municipal Drain from Bretzler Farms Ltd.

AND FURTHER THAT the Council of the Township of North Stormont appoints Shade Group Inc. under Section 78(5) of the *Drainage Act*, to update the Brisson municipal drain Engineer's report to legitimize the drain relocation request.

☒ CARRIED ☐ DEFEATED ☐ DEFERRED

Chair

Declaration of Conflict of Interest: _____
☐ Disclosed His/Her/Their Interest
☐ Vacated His/Her/Their Seat

RECORDED VOTE	
Councillor C. Shane	_____
Councillor A. McDonald	_____
Councillor A. Bugelli	_____
Deputy Mayor S. Densham	_____
Mayor F. Landry	_____

APPENDIX F

PERMITS



PERMIT FOR DEVELOPMENT ACTIVITY WITHIN A REGULATED AREA

Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits



Permit Holder: Bretzler Farms Ltd.
15722 La Freniere Road
Crysler, ON
K0A 1R0

Decision: **Approved With Conditions**

Issued: August 23, 2024
Amended: November 29, 2024
Expires: August 23, 2026

Work Description: Municipal Drain Realignment — Brisson Drain

Location: Lot 13, Concession 9, former Township of Finch
Township of North Stormont
Roll No. 041100901002000

The attached Schedules form part of this permit for the approved work and must be implemented in accordance with the stated conditions. A copy of this permit must be kept at the worksite.

The Permit Holder, by acceptance and in consideration of the issuance of this permit, agrees to the permit conditions.

Dated at Finch, Ontario, this 29th day of November, 2024.

Jennifer Boyer, M.Sc., MCIP RPP
Managing Director, Approvals

South Nation Conservation
jboyer@nation.on.ca



SCHEDULE A: WORK DESCRIPTION

SNC understands the following work will be completed (the "Work"):

1. Approximately 190m of the Brisson Municipal Drain shall be realigned.
2. The proposed realignment shall relocate the drain to the west of the current alignment, travelling north; then reconnecting with the current alignment just south of County Road 13.
3. The realignment shall be constructed according to the following design criteria:
4. The Permit Holder requested an amendment to the permit to allow for minor changes to the previously proposed realignment. The primary reasoning for the desired amendment is to reduce the depth of the channel so that the overall cross-sectional area takes up less space. The changes are as follows:
 - a. The previous proposed profile was proposed at 1.29% from the start to finish of the realignment. The proposed change would see the drain excavated at a longitudinal slope of 0.5% for the majority - and tie in at approximately 6.8% down to the existing channel. The 0.5% would be for approximately 160m, while the 6.8% tie in would extend approximately 20-25m.
 - b. With the proposed steeper section, the entirety of the 6.8% stretch would be lined with non-woven geotextile and capped with 0.3m (depth) of blast rock.

The details of the Work are outlined in the following documents forwarded to SNC:

1. South Nation Conservation Section 28.1 Permit Application Form – signed by Monica Shade and Frank Bretzler, dated July 19th, 2024.
2. Email correspondence: "Re: Permit 2024-NST-R156 – Brisson Drain", dated November 8, 2024.
3. "Capacity Review Brisson Drain – Realignment", prepared by Shade Group, not dated or stamped.
4. Report: "Brisson Drain Proposed Partial Realignment", Rev 00- July 2024 (Draft), prepared by Shade Group Inc.



SCHEDULE B: CONDITIONS

The Permit Holder must adhere to the following conditions for permit compliance:

1. The Permit Holder shall provide to South Nation Conservation the final Brisson Drain Proposed Partial Realignment Engineer's Report, including final signed and stamped Engineering Plans (Appendix B): Plan and Profile View and Sediment and Erosion Control Plan.
2. Erosion Control
 - a) The Permit Holder must ensure no erosion occurs in or near a watercourse or waterbody that is in proximity to the Work.
 - b) It is understood the contractor will maintain the temporary sediment and erosion control measures after every rainfall (>10mm) throughout the construction. It is also the responsibility of the contractor to remove and dispose of the sediment and erosion control measures following site stabilization.
 - c) In the event of unexpected rainfall, any fill that is removed from the site and placed on the shore (above the high-water mark) is to be properly stabilized as required through the implementing of appropriate erosion control measures.
 - d) SNC may visit the Work location anytime from application submittal through to the expiration of the permit to inspect the implementation of erosion control measures on site. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.
 - e) Disturbed areas must be stabilized and revegetated as required upon completion of Work and restored to a pre-disturbed state or better.
 - f) The applicant is aware the sediment and erosion control plan is a living document and additional measures may be required depending on the conditions at the time of work.



SCHEDULE C: ADDITIONAL COMMENTS

SNC makes the following additional comments:

1. This permit does not review, certify, or provide permission for any works that may be located outside the above noted property boundary.
2. Nothing in this permit relieves the Permit Holder(s) from obtaining, where necessary, regulatory approval from any other agency, government including the Majesty the King in Right of Ontario, municipality, landowner, or authority having legal jurisdiction regarding development at the above noted location or any adjacent lands that may be impacted by the Work. SNC makes no representation and has made no representation as to whether the Permit Holder(s) must obtain any other approval(s) regarding the Work. SNC hereby confirms that it is the Permit Holder(s)' sole and complete responsibility to ensure that it applies for and obtains all necessary regulatory approvals prior to undertaking the Work.
3. Permit review completed by L. Crites. Technical review completed by M. Rajaie.



SCHEDULE D: GENERAL CONDITIONS

1. Term

This permit is valid for 24 months from the date of issuance. No notice will be issued on expiration. It is the responsibility of the Permit Holder to ensure a valid permit is in effect at the time the Work is occurring. The Permit Holder may, at least 60 days before the expiry of the permit, apply to SNC and pay a fee for an extension of the permit.

2. Other Permits and Permissions

This permit does not relieve the Permit Holder of the responsibility to obtain any other documents or permits that the Work may require from the Government of Canada, the Government of Ontario, or the local municipality. It is the responsibility of third-party agents to secure property owner permission to undertake the Work.

3. Right to Hearing

A Permit Holder who disagrees with the conditions attached to their permit has the right to request a hearing before the SNC Board of Directors. Please contact our office for further details.

4. Property Entry

SNC may enter the subject property where the Work is taking place during the permit's period of validity to ensure compliance with the conditions of the permit. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.

5. Cancellation of Permit

SNC may cancel a permit or change the permit conditions if:

- a) false information was submitted as part of the permit application; or
- b) the Work deviates from the conditions of the permit without SNC's prior written approval.

6. Offences

It is an offence to undertake work in a regulated area without a permit or to contravene the conditions of a permit. A person who commits an offence under the *Conservation Authorities Act* is liable on conviction:

- a) in the case of an individual,
 - (i) to a fine of not more than \$50,000 or to a term of imprisonment of not more than three months, or to both, and



- (ii) to an additional fine of not more than \$10,000 for each day or part of a day on which the offence occurs or continues; and
- b) in the case of a corporation,
 - (i) to a fine of not more than \$1,000,000, and
 - (ii) to an additional fine of not more than \$200,000 for each day or part of a day on which the offence occurs or continues.

Despite the maximum fines, a court that convicts a person of an offence may increase the fine it imposes on the person by an amount equal to the amount of the monetary benefit that was acquired by the person, or that accrued to the person, as a result of the commission of the offence.

In addition to any other remedy or penalty provided by law, the court, upon convicting a person of an offence, may order the convicted person to,

- a) remove, at the convicted person's expense, any development within such reasonable time as the court orders; and
- b) take such actions as the court directs, within the time the court may specify, to repair or rehabilitate the damage that results from or is in any way connected to the commission of the offence.

7. Liability

The Permit Holder acknowledges that the sole function of this permit is to confirm the Work is consistent with Part VI of the *Conservation Authorities Act*, O. Reg. 41/24, and SNC policies. SNC makes no representations or warranties regarding any other aspect of the Work.

By accepting this permit, the Permit Holder agrees:

- a) to indemnify and save harmless, SNC and its officers, employees, and agents, from and against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the Permit Holder or of any of their agents, employees, or contractors relating to any of the particular terms or conditions of this permit; and
- b) that this permit shall not release the Permit Holder from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law.

SNC assumes no responsibility or liability for flood, erosion, or slope failure damage that may occur to the subject property, nor any activity undertaken by the Permit Holder affecting the property interests of adjacent landowners.

**RE: 24-HCAA-01896 - Application to Alter a Watercourse - Brisson Drain
Realignment, North Stormont Township**

1 message

OP Habitat (DFO/MPO) <DFO.OPHabitat.MPO@dfo-mpo.gc.ca>

Tue, Aug 27, 2024 at 10:43 AM

To: Monica Shade <monica@shadegroup.ca>

Cc: Bretzler Farms <info@bretzlerfarms.ca>, Sean MacDonald <drainsuperintendent@northstormont.ca>

Fisheries and Oceans Canada

Pêches et Océans Canada

Ontario and Prairie Region

Région de l'Ontario et des Prairies

Fish and Fish Habitat Protection
ProgramProgramme de protection du poisson et de son
habitat[867 Lakeshore Rd.](#)

867 chemin Lakeshore

[Burlington, ON](#)

Burlington, ON

[L7S 1A1](#)

L7S 1A1



Dear Monica:

**Subject: [Drain Realignment, Brisson Drain, North Stormont Township] (24-HCAA-01896) –
Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to
Fish and Fish Habitat**

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on July 18, 2024. We understand that you propose to:

- Realign existing Brisson Drain to new alignment (decommission of approximately 160m and creation of new 210m drain; and
- Remove 3 existing culverts in existing alignment; and
- Work in isolation of flow or under dry conditions to avoid sedimentation of the watercourse.

Our review considered the following information:

- Request for Review form and associated documents.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*;
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*; and,

- the introduction of aquatic species into regions or bodies of water frequented by fish where they are not indigenous, which is prohibited under section 10 of the *Aquatic Invasive Species Regulations*.

The aforementioned impacts are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below:

- Plan in-water works, undertakings and activities to respect **timing windows** to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed and migrate;
- Aquatic invasive species are introduced and spread through transporting sands and sediments and using contaminated construction equipment. To prevent the spread of aquatic invasive species during construction in aquatic environments:
 - Clean, drain and dry any equipment used in the water; and,
 - Never move organisms or water from one body of water to another;
- Develop and implement an erosion and sediment control plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity;
 - Conduct all in-water works, undertakings or activities in isolation of open or flowing water to reduce the introduction of sediment into the watercourse;
 - Schedule work to avoid wet, windy and rainy periods (and heed weather advisories) that may result in high flow volumes and/ or increase erosion and sedimentation;
 - Regularly monitor the watercourse for signs of sedimentation during all phases of the work, undertaking or activity and take corrective action;
 - Operate machinery on land in stable dry areas; and,
- Develop and implement a response plan to avoid a spill of deleterious substances.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act*, the *Aquatic Invasive Species Regulations* or the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, and the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to FisheriesProtection@dfo-mpo.gc.ca or 1-855-852-8320.

Please notify this office at least 10 days before starting any in-water works. Send your notification to the assessor (contact information below) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. We recommend that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Lucas Coletti at Lucas.Coletti@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

Lucas Coletti

Biologist | Biologiste

Fisheries and Oceans Canada | Pêches et Océans Canada

Fish and Fish Habitat Protection Program | Programme de Protection du Poisson et de Son Habitat

M: (905)-317-1541

Email/Courriel: Lucas.Coletti@dfo-mpo.gc.ca

From: Monica Shade <monica@shadegroup.ca>

Sent: Thursday, July 18, 2024 3:46 PM

To: OP Habitat (DFO/MPO) <DFO.OPHabitat.MPO@dfo-mpo.gc.ca>

Cc: Bretzler Farms <info@bretzlerfarms.ca>; Sean MacDonald <drainsuperintendent@northstormont.ca>

Subject: 24-HCAA-01896 - Application to Alter a Watercourse - Brisson Drain Realignment, North Stormont Township

To whom it may concern,

Please find enclosed the following:

- 1) Request for Review form
- 2) Draft Engineer's Report outlining the proposed project, including Plan and Profile drawings for the proposed works.

The project involves a proposed partial relocation of an open channel to relocate the existing channel to the perimeter of the property to facilitate more efficient farming practices.

Works are proposed to be completed in dry or low/no flow conditions - outside of any timing windows (e.g. after July 15; before March 15).

Please let me know if you have any questions or concerns.



Monica Shade <monica@shadegroup.ca>

**RE: 24-HCAA-01896 - Application to Alter a Watercourse - Brisson Drain
Realignment, North Stormont Township**

1 message

Coletti, Lucas (DFO/MPO) <Lucas.Coletti@dfo-mpo.gc.ca>

Tue, Oct 22, 2024 at 10:30 AM

To: Monica Shade <monica@shadegroup.ca>

Cc: Bretzler Farms <info@bretzlerfarms.ca>, Sean MacDonald <drainsuperintendent@northstormont.ca>

Hello Monica,

Thank you for the update. DFO has no concerns with the proposed changes. The Letter of Advice is still valid. However, I will make a note to the file reflecting the changes. All good to go.

Regards,

Lucas Coletti

Biologist | Biologiste

Fisheries and Oceans Canada | Pêches et Océans Canada

Fish and Fish Habitat Protection Program | Programme de Protection du Poisson et de Son Habitat

Email/Courriel: Lucas.Coletti@dfo-mpo.gc.ca

APPENDIX G

CONSTRUCTION COST ESTIMATE

Project Cost Estimate
Brisson Drain - Partial Realignment

Construction Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Site Preparation Activities				
Mobilization	Lump Sum	100%	\$ 1,500.00	\$ 1,500.00
Silt Fence (around excavation stockpiles)	m	150	\$ 5.00	\$ 750.00
Strawbale Check Dam	ea	3	\$ 250.00	\$ 750.00
Excavation Activities				
Earth Excavation - New Channel	m ³ (P)	1926	\$ 10.00	\$ 19,260.00
Earth Moving - Backfill	m ³ (P)	1200	\$ 5.00	\$ 6,000.00
Earth Moving - Excess Material	m ³ (P)	726	\$ 1.00	\$ 726.00
Reinstatement Activities				
Seeding	m ²	2200	\$ 0.50	\$ 1,100.00
Sediment Trap w. Rock Check Dam	ea	3	\$ 1,000.00	\$ 3,000.00
Rock Protection - Bank Stabilization	m ² (P)	412	\$ 35.00	\$ 14,420.00
Sub-Total - Construction Costs				\$ 47,506.00
Contingency Allowance - Construction		10%		\$ 4,750.60
Sub-Total - Construction Costs (Pre-Tax)				\$ 52,256.60

Administration/Engineering Estimate				
Item	Unit	Quantity	Cost/Unit	Total
Permitting				
SNCA	Lump Sum	100%	\$ 1,560.00	\$ 1,560.00
Engineering				
Engineer's Report	Lump Sum	1	\$ 16,515.00	\$ 16,515.00
Sub-Total - Administration/Engineering Costs (Pre-Tax)				\$ 18,075.00

Summary		
Sub-Total - Construction Costs (Pre-Tax)		\$ 52,256.60
Sub-Total - Administration/Engineering Costs (Pre-Tax)		\$ 18,075.00
Estimated Project Total		\$ 70,331.60



THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 34-2025

BEING a By-Law to repeal and replace By-Law No. 49-2024 to appoint Deputy Fire Chiefs for the Township of North Stormont Fire Department.

WHEREAS the *Municipal Act, 2001*, c.25, Section 5 (1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25, Section 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Act, 2001*, c.25, and the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 as amended, permits the Council to enact a By-law to establish and regulate a fire department;

AND WHEREAS By-Law No. 65-2016 of the Township of North Stormont establishes and regulates the North Stormont Fire Department and permits Council to appoint Deputy Fire Chief(s).

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

1. That the following are hereby added and appointed as Deputy Fire Chiefs:

Steve Tait
Todd Bayly
Nicholas Forgues
2. That By-Law No. 49-2024 and any other By-laws inconsistent herewith are hereby repealed.
3. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 13th day of May, 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 35-2025

BEING a By-Law to appoint an Acting Deputy Fire Chief for the Township of North Stormont Fire Department.

WHEREAS the *Municipal Act, 2001*, c.25, Section 5 (1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25, Section 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Act, 2001*, c.25, and the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 as amended, permits the Council to enact a By-law to establish and regulate a fire department;

AND WHEREAS By-Law No. 65-2016 of the Township of North Stormont establishes and regulates the North Stormont Fire Department and permits Council to appoint Deputy Fire Chief(s).

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

1. That the following is hereby added and appointed as Acting Deputy Fire Chief:

Daniel Richer
2. That any other By-law inconsistent herewith is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 13th day of May 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 36-2025

BEING a By-Law to repeal and replace By-Law No. 33-2017 and to adopt Policy Number Admin. 01-2025, the Harassment and Sexual Harassment and Violence in the Workplace Policy, for the Township of North Stormont.

WHEARAS the *Municipal Act, 2001*, c. 25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 224 provides that the Township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of preventing and addressing workplace violence, harassment and sexual harassment.

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

1. That the attached Harassment and Sexual Harassment and Violence in the Workplace Policy attached hereto as Schedule "A" forming part of this By-law be approved.
2. That Resolution No. 417-2019 be rescinded.
3. That any By-law No. 33-2017 is hereby repealed in its entirety, and any other By-law inconsistent with this By-law is hereby repealed.
4. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 13th day of May 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

SCHEDULE "A"

To BY-LAW NO. 36-2025

POLICY MANUAL	Policy No. Admin. 01-2025
For: Township of North Stormont	Effective Date: May 13, 2025
Subject: Harassment and Sexual Harassment and Violence in the Workplace Policy	Department: Administration

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HARASSMENT AND SEXUAL HARASSMENT IN THE WORKPLACE POLICY

POLICY STATEMENT

Workplace harassment can undermine dignity and impact job performance. Left unaddressed, it may escalate into violence. All workers deserve a safe, respectful, and harassment-free environment.

The Township of North Stormont is committed to maintaining a respectful workplace where harassment of any kind is not tolerated—from employees (part-time, casual/temporary, full-time), elected officials, board and committee members, volunteers, contractors, and visitors.

PURPOSE

This policy outlines the Township's responsibilities in preventing and addressing workplace harassment. It supports employees in reporting incidents and sets out the Township's investigation procedures. No reprisal shall be taken against those who act in good faith in reporting or participating in an investigation.

SCOPE

This policy applies to all persons in the workplace including:

- Employees (full-time, part-time, casual, temporary)
 - Elected officials
 - Volunteers
 - Contractors and suppliers
 - Visitors to Township properties
-

DEFINITIONS

Workplace Harassment (OHSA Sec. 1(1))

- Vexatious comment or conduct known or reasonably known to be unwelcome
 - Includes **Workplace Sexual Harassment**
-

Workplace Sexual Harassment

- Unwelcome conduct or comments based on sex, sexual orientation, gender identity/expression
- Sexual solicitations/advances made by someone in a position of power

Workplace

- Any place where work or work-related activities occur, including offices, worksites, off-site meetings, Township vehicles, and business travel.

Inspector

- A person appointed under the *Occupational Health and Safety Act* to enforce the Act.
-

RESPONSIBILITIES

Management and Supervisors

- Must ensure a harassment-free environment
- Required to take all reports seriously and respond appropriately

All Workers

- Must report harassment using the procedure outlined
 - Must cooperate with investigations and respect confidentiality
-

REPORTING PROCEDURE

1. Make it clear to the harasser that the behavior is unwelcome.
2. Keep written records of incidents (dates, times, witnesses).
3. If the issue continues, report to your supervisor or next-level management if the supervisor is involved.
4. If needed, submit a written complaint to:
 - Chief Administrative Officer (CAO), or
 - Mayor/Council if the CAO is the alleged harasser

The complaint must include:

- Complainant and respondent names/contact info
 - Details of the incident(s)
 - Witnesses and supporting documentation
-

If a senior official is involved, an **external investigator** will be engaged (see Appendix B).

INVESTIGATION PROCEDURE

- Investigations must be **prompt, impartial, and confidential**
- The employer must ensure an investigation is conducted, whether formal or informal
- Investigations should be completed within **90 days** unless extenuating circumstances exist

Steps:

1. Notify complainant and alleged harasser
 2. Separate the parties if necessary
 3. Interview all involved parties and witnesses
 4. Maintain confidentiality throughout
 5. Consult external authorities if needed
 6. Document findings and issue a decision
 7. Provide results in writing within **10 calendar days**
-

RESULTS & CORRECTIVE ACTION

If harassment is confirmed, actions may include:

- Training or re-training
- Policy or process updates
- Disciplinary action up to dismissal

If the complaint is not supported, the parties will be notified, and no retaliatory action will be permitted.

CONFIDENTIALITY & RECORD KEEPING

Records will be securely maintained, including:

- Complaint documents
 - Interview notes
 - Investigation report and results
 - Any corrective action taken
-

Retention:

- Minimum one year from conclusion (as per OHSA)
 - Longer if required under the *Municipal Act*
-

MALICIOUS COMPLAINTS

Deliberate false or malicious complaints will result in disciplinary action.

REPRISALS

Reprisal against any person acting in good faith under this policy is strictly prohibited and will result in disciplinary action.

RIGHTS UNDER LAW

This policy does not prevent any individual from seeking recourse through:

- Ontario Ministry of Labour
 - Ontario Human Rights Commission
 - Human Rights Legal Support Centre
-

TRAINING & EDUCATION

All Township workers will receive training on:

- Harassment definitions and examples
- How to report concerns
- The investigation and response process
- Roles and responsibilities

Supervisors and designated investigators will receive enhanced training.

DUTY TO CONSULT

Management must consult with workplace health and safety representatives during policy development and updates.

ANNUAL REVIEW

This policy and program will be reviewed:

- Annually
 - Following any incident or investigation revealing deficiencies
-

Signed: _____

Date: _____

This policy will be posted in all Township workplaces and made accessible to all employees.

Appendix A

What to Do If You Are Accused of Harassment

Being accused of harassment can be distressing. If someone tells you your behavior is unwelcome or offensive, take it seriously, regardless of your intentions. You are responsible for your actions and how they are perceived.

Steps to Take:

1. **Reflect and Respond Appropriately**
 - If a co-worker asks you to stop behavior they find offensive, stop immediately.
 - Understand that intent does not negate impact—what matters is how your actions are received.
 2. **Apologize and Modify Your Behavior**
 - Apologize sincerely to the affected person.
 - Avoid repeating the behavior—continuing it could result in a formal complaint and disciplinary action if substantiated.
 3. **If You Disagree with the Complaint**
 - If you believe the complaint is unfounded or made in bad faith, raise the concern with your supervisor or Department Head.
 - You are entitled to be informed of the allegations and to respond.
 4. **Document Your Account**
 - Record your version of events including dates, times, locations, descriptions, and witnesses.
-

Examples of Directed and Intentional Harassment

These behaviors are typically targeted at individuals and often easily identifiable:

- Written or verbal insults, abuse, or threats
- Racial or ethnic slurs, derogatory nicknames
- Inappropriate jokes or comments about age, gender, marital status, disability, religion, or ethnicity
- Persistent leering or suggestive staring
- Unwanted physical contact
- Sexual remarks, invitations, flirtations, or propositions
- Inquiries or jokes about someone's sex life or orientation
- Physical or sexual assault
- Abuse of authority based on irrelevant personal factors
- Repeated unwanted contact after a relationship ends
- Requests for sexual favors
- Retaliation against someone who reports or supports a complaint

Examples of Undirected and Unintentional Harassment

This includes behavior that contributes to a hostile or “poisoned” work environment, even if not aimed at a specific individual:

- Displaying sexually explicit, racist, or offensive material
 - Jokes or comments reinforcing stereotypes
 - Language or behaviors that create discomfort or undermine professionalism
 - Actions that, over time, make the work environment unpleasant or intimidating
-

Appendix B

Third Party Investigation Contact

To ensure impartiality in cases involving senior management or Council, the Township of North Stormont has retained an external workplace investigator:

The Township of North Stormont reserves the right to solicit, secure and acquire professional labour relations investigative services from various service providers within the region that is mutually agreed upon by both parties.

Workplace Anti-Violence Policy and Program

Purpose

This policy is intended to:

- Maintain a work environment that is free from workplace violence.
- Establish clear measures and procedures to identify and control risks related to violence in the workplace.
- Outline steps to report incidents and summon immediate assistance.
- Ensure fair and prompt handling of all reports and investigations related to workplace violence.

Scope

This policy applies to all employees, volunteers, contractors, clients, and visitors across all organizational locations, including remote or off-site work, work-related events, and digital communications.

Definition of Workplace Violence

As per the Ontario Occupational Health and Safety Act, *workplace violence* includes:

1. The exercise of physical force that causes or could cause injury to a worker.
2. An attempt to exercise physical force that could cause injury.
3. A statement or behavior that a worker could reasonably interpret as a threat to exercise physical force.

"Workplace" includes any location where work-related activities occur, including offices, off-site locations, and work-related electronic communications.

Policy Statement

The Township of North Stormont is committed to providing a safe and respectful work environment, free from all forms of workplace violence. Acts or threats of violence by or against employees, clients, or others will not be tolerated. All incidents will be addressed promptly, fairly, and confidentially.

Responsibilities

Employees Must:

- Understand and comply with this policy.
- Immediately report any incident or threat of violence.
- Participate in investigations as needed.
- Refrain from retaliating against any individual involved in a report or investigation.
- Attend required training sessions related to workplace violence prevention.

Supervisors and Management Must:

- Identify and assess potential risks of violence in the workplace.
 - Take reasonable steps to prevent or mitigate these risks.
 - Respond promptly to any reported incidents.
 - Investigate complaints fairly and confidentially.
 - Take corrective and disciplinary action where appropriate.
 - Review the policy annually and after any incident.
-

Reporting Incidents

- Employees must report all incidents or threats of violence to their immediate supervisor, manager, or designate.
 - Informal meetings can also be requested to discuss safety concerns or domestic violence risks that may impact the workplace.
 - Employees are encouraged to notify the organization if a restraining order is in effect or if there is potential for violence from personal relationships impacting the workplace.
-

Immediate Assistance

If you are in immediate danger:

- Call **911**.
 - Follow internal emergency procedures.
 - If unable to call:
 - Yell for help.
 - Use your vehicle's horn, hazard lights, or alarm.
 - Move to a safe location and notify management.
-

Right to Refuse Unsafe Work

If you believe workplace violence poses a danger to your health or safety, you have the right to refuse work and must report this to your supervisor immediately. An investigation will be initiated, and you are required to remain in a safe area nearby and available for the investigation.

History of Violent Behaviour

Where an individual with a known history of violence may pose a risk, the organization will disclose only necessary information to protect employees. Disclosure will be limited to those who reasonably need the information to prevent injury.

Domestic Violence

If the organization becomes aware of a risk of domestic violence entering the workplace, it will take all reasonable precautions to protect affected employees, including creating personalized safety plans.

Risk Assessment

The Township of North Stormont will conduct regular assessments of the workplace to identify potential risks of violence, considering:

- Public interaction or work with potentially volatile clients.
- Handling money.
- Working alone, in isolated areas, or at night.
- Location in high-crime areas.

Assessment findings will be shared with the Joint Health and Safety Committee (JHSC), where applicable.

Investigation Procedure

Upon receipt of a complaint or observation of violence, the organization will:

1. Appoint a qualified investigator (internal or external) with no conflict of interest.
2. Notify the respondent in writing of the complaint and allegations.
3. Interview the complainant, respondent, and any witnesses.
4. Place involved parties on paid administrative leave if necessary.
5. Review all relevant documentation and determine findings based on the balance of probabilities.
6. Provide a final report summarizing the investigation process, findings, and recommendations.
7. Issue a written outcome to the complainant and respondent (if an employee).
8. Take corrective action if a policy violation occurred. Disciplinary actions may include warnings, training, suspension, termination, or referral to legal authorities.
9. The Township of North Stormont reserves the right to solicit, secure and acquire professional labour relations investigative services from various service providers within the region that is mutually agreed upon by both parties.

Retaliation and Bad Faith Complaints

Any employee who retaliates against a person involved in a complaint, or who knowingly makes a false complaint, will face disciplinary action. This may include termination of employment.

Confidentiality

All aspects of a workplace violence report and investigation will remain confidential, shared only when required to protect workers, to conduct the investigation, or when required by law. Parties involved are expected to maintain confidentiality throughout.

Record Keeping

The Township of North Stormont will securely maintain records of all workplace violence complaints, including:

- Complaint details
- Investigation notes and reports
- Witness statements
- Investigation outcomes
- Disciplinary actions if any

Only confirmed disciplinary records will be added to personnel files.

Reporting Obligations

The organization will comply with all reporting duties under the *Occupational Health and Safety Act* and WSIB, including:

- **Critical injury or death:** Immediate notification to the Ministry of Labour and written report within 48 hours.
- **Disabling injury or medical attention:** Notify the JHSC within four days.
- **Lost-time injury:** Report to WSIB within 24 hours.

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 37-2025

BEING a By-Law to adopt Policy Number FIN 01-2025, a Release of Tax Information Policy, for the Township of North Stormont.

WHEARAS the *Municipal Act, 2001*, c. 25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 224 provides that the township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of standardizing its processes as well as implementing best practices to reduce risk.

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

1. That the attached Release of Tax Information Policy attached hereto as Schedule "A" forming part of this By-law be approved.
2. That this By-law shall come into full force and effect on the date of passing and any By-law inconsistent with this By-law is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 13th day of May 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL

SCHEDULE "A"

To BY-LAW NO. XX-2025

POLICY MANUAL	Policy No. FIN 01-2025
For: Township of North Stormont	Effective Date: May 13, 2025
Subject: Release of Tax Information Policy	Department: All

BACKGROUND

Every year, as required by the *Assessment Act* section 39(1) the Municipal Property Assessment Corporation (MPAC), produces an assessment roll for each Ontario municipality. The municipal Clerk or designate is subsequently required to make the roll available for inspection by the public during office hours as they are the key to ensuring public access to various municipal records.

Once delivered, these assessment rolls belong to the Township and the Township has the jurisdiction to determine how to make the tax roll "available for inspection" as required by the *Assessment Act* section 39(2).

PURPOSE

The purpose of this Policy is to establish procedures for public access to information found in the Tax Assessment Roll of the Township as per the *Assessment Act, RSO 1990* and the *Municipal Freedom of Information and Protection of Privacy Act, RSO, 1990*.

DEFINITIONS

Clerk – means the Chief Administrative Officer/Clerk of the Township.

Township - Indicates the Corporation of the Township of North Stormont.

Staff – Refers to the employees of the Corporation of the Township of North Stormont.

Tax Assessment Roll – refers to the document produced and distributed to the Township by MPAC.

ALIGNMENT WITH STRATEGIC DIRECTION

This policy is in line with the Township's vision to ensure continued strong customer service with clear procedures and tools.

ROLES & RESPONSIBILITIES

This policy is administered by the Finance Department, where the Treasurer is responsible for ensuring outstanding Release of Tax Information processes are performed in accordance with this policy and all applicable legislation. In addition, the Treasurer, or designate, is responsible to:

- Ensure this policy remains consistent with current legislation;
- Ensure applicable staff are aware of and trained on this policy including any revisions; and
- Ensure this policy is used in a consistent and equitable manner by all staff.

PROCEDURES

- a. A member of the public may view the Tax Assessment Roll for the Township. The information provided in this document provides:
 - Name
 - Address and 911 address, if applicable
 - Property Roll Number
 - Legal Description
 - Assessment
 - Classification
 - School support
- b. "Inspection" means "viewing only" and only copying by hand or keying information into a laptop or other electronic device is permitted.
- c. The Tax Assessment Roll for the Township shall not be photocopied.
- d. The Tax Assessment Roll for the Township shall not be reproduced by means of a scanner.
- e. The Tax Assessment Roll for the Township may not be reproduced by means of a camera or cell phone.
- f. Staff are not responsible for the correctness of the Tax Assessment of the Township.
- g. Staff shall not provide any information additional to what is on the Tax Assessment Roll for the Township.
- h. Personal information contained in the Tax Assessment Roll for the Township shall not be provided by staff via the phone or email for example, names, addresses, etc. **Property information only shall be provided** such as assessment and lot size. Personal details such as payment history, arrears, outstanding taxes, and personal identifiers

(mailing address, names) are generally protected under privacy laws like the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The tax status of a property in the Township shall not be released by staff to any person except the property owner. Release of this information to another party can only be upon the written consent of the property owner or their legal representative.



26557 Civic Centre Rd.
Keswick, Ontario L4P 3G1
905-476-4301

GEORGINA

Legislative Services Department/Clerk's Division

April 7, 2025

Via email; premier@ontario.ca

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

The Honourable Premier Ford:

Re: Resolution regarding Salt Management

Please be advised that Town Council adopted the following motion concerning Salt Management;

RESOLUTION NO. C-2025-0077

Moved By Councillor Neeson

Seconded By Regional Councillor Davison

WHEREAS road salt is a known toxic substance designated under the Canadian Environmental Protection Act because of tangible threats of serious and irreversible environmental and public health concerns associated with road salt; and

WHEREAS salt levels in Ontario's groundwater aquifers, creeks, rivers, and lakes have increasingly worsened since the 1970s, seriously affecting municipal drinking water sources and aquatic life; and

WHEREAS Lake Simcoe is our closest freshwater lake and is the 4th largest inland lake within Ontario, host to a number of functions including a biodiverse habitat for over 56 species of fish, the source water for municipal drinking water for hundreds of thousands of residents within the watershed, including 41,000 here in the Town of Georgina, and the many other recreational and commercial functions it serves; and

WHEREAS Lake Simcoe's salinity concentrations have increased over 500% since monitoring began over the past 50 years, with the primary contributor being runoff from the use of salt for winter maintenance; and

WHEREAS the Ontario and Canadian governments have taken many actions over the past 25 years including setting water quality guidelines, developing voluntary codes of practice, signing the Canada-Ontario Great Lakes Agreement, and holding workshops, yet still the salt problem continues to grow; and

WHEREAS numerous situation analyses have recommended salt solutions involving liability protection, contractor certification, government-approved Best Management Practices (BMPs) and salt management plans; and

WHEREAS increased numbers of slip and fall claims, and other injury/collision claims related to snow and ice, are resulting in salt applicators overusing salt beyond levels considered best practices; and

WHEREAS unlimited contractor liability is making it difficult or expensive for snow and ice management contractors to obtain insurance coverage, resulting in contractors leaving the business, thereby making it difficult for municipalities and private owners to find contractors; and

WHEREAS the Snow and Ice Management Sector (SMS) of Landscape Ontario is working with the Ontario government to institute a limited liability regime for snow and ice management, including enforceable contractor training/certification and government-approved BMPs for salt application; and

WHEREAS many Ontario municipalities have Salt Management Plans, but these often require updating in light of improved science and better salt management practices now available; and

WHEREAS The Town of Georgina shares fifty-two (52) kilometers of beautiful Lake Simcoe shoreline and all 288 square kilometers of the Town of Georgina are encompassed by sub-watersheds that drain into Lake Simcoe; and

WHEREAS road authorities that use salt, such as the Town of Georgina, must abide by, and benefit from, established provincial regulations around snow clearing and maintenance, whereas private contractors only have voluntary programs for salt use for private and commercial property management; and

WHEREAS the Town of Georgina has demonstrated great initiative in salt mitigation efforts including committing to the use of rock salt alternatives, installation of electronic spreader controllers on all material spreading units, reduced application rates when appropriate, use of pre-wet and brine when appropriate, and an updated salt management plan that outlines salt best management practices specific to the Corporation of the Town of Georgina's winter maintenance operations

NOW THEREFORE BE IT RESOLVED THAT:

1. That the Town of Georgina urges the Province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially endorsed standard Best Management Practices for snow and ice management; and

2. That the Town of Georgina urges the Province of Ontario to create and fund an expert stakeholder advisory committee to advise the province and municipalities on the best courses of action to protect freshwater ecosystems and drinking water from the impacts of salt pollution; and

3. That the Town of Georgina continues to commit to the reduction of the use of road salt as much as possible while meeting local service levels and maintaining safety on roads and sidewalks; and

4. That a copy of this resolution be sent to all municipalities in York Region, all Lake Simcoe Watershed municipalities; all municipalities in Ontario; The Chippewas of Georgina Island First Nation and The Lake Simcoe Region Conservation Authority requesting their endorsement; The Association of Municipalities of Ontario (AMO); all Lake Simcoe Watershed MPPs; Conservation Ontario; The Ontario Salt Pollution Coalition; The Rescue Lake Simcoe Coalition; Minister Todd McCarthy (MECP); Attorney General Doug Downey, and The Honourable Premier Doug Ford.

Accordingly, we respectfully request your consideration of this resolution.

Sincerely,
FOR THE TOWN OF GEORGINA,



Carolyn Lance
Council Services Coordinator

cc: Minister Todd McCarthy, Ministry of Environment, Conservation and Parks; todd.mccarthy@pc.ola.org
The Honourable Doug Downey, Attorney-General; doug.downey@pc.ola.org
York Region municipalities
Ontario municipalities
Lake Simcoe Watershed municipalities
Lake Simcoe Region Conservation Authority; r.baldwin@LSRCA.on.ca
The Chippewas of Georgina Island First Nation; sylvia.mccue@georginaisland.com
Association of Municipalities of Ontario; resolutions@amo.on.ca
Lake Simcoe Watershed MPP's
Conservation Ontario; info@conservationontario.ca
Ontario Salt Pollution Coalition; dani@waterwatchers.ca
The Rescue Lake Simcoe Coalition; rescuelakesimcoecoalition@gmail.com



9, 5, 4

THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 046

DIVISION LIST

YES NO

DATE: April 15, 2025

Councillor **G. ASHFORD**
Councillor **J. BELESKEY**
Councillor **P. BORNEMAN**
Councillor **B. KEITH**
Councillor **D. McCANN**
Councillor **C. McDONALD**
Mayor **J. McGARVEY**

MOVED BY:

SECONDED BY:

CARRIED: ☒ DEFEATED: ☐ Postponed to: _____

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.

Mayor Jamie McGarvey

Township of Champlain

**Resolution
Regular Council Meeting**

Agenda Number: 11.1.
Resolution Number 2025-120
Title: Councillor Gerry Miner - Surveillance and Monitoring of Heavy Vehicles in Ontario
Date: April 24, 2025

Moved By: Gérard Miner
Seconded By: Paul Burroughs

Whereas the Council of the Township of Champlain is of the opinion that additional surveillance and monitoring of heavy vehicles in Ontario is required to ensure the safety of other motorists, property owners, and pedestrians.

Be it resolved that the Township of Champlain calls upon the Government of Ontario to: increase surveillance and spot checks of all heavy vehicles travelling on Ontario roads; as well as monitoring the testing standards maintained by privately-owned heavy licensing facilities.

Be it further resolved that this resolution be forwarded to the Minister of Transportation of Ontario, the Minister of Municipal Affairs and Housing, the MPP Glengarry-Prescott-Russell, the Ontario Provincial Police, AMO and all municipalities in Ontario.

Carried

Certified True Copy of Resolution

Alison Collard, Clerk Date:

Canton de Champlain
Résolution
Réunion régulière du Conseil

No. du point à l'ordre du jour: 11.1.
No. du point 2025-120
Titre: Conseiller Gerry Miner - Surveillance et contrôle des véhicules lourds en Ontario
Date: le 24 avril 2025

Proposée par: Gérard Miner
Appuyée par: Paul Burroughs

Attendu que le Conseil du Canton de Champlain est de l'avis qu'une surveillance et un contrôle accrus des véhicules lourds en Ontario sont nécessaires pour assurer la sécurité des autres automobilistes, des propriétaires fonciers et des piétons.

Qu'il soit résolu que le Canton de Champlain demande au gouvernement de l'Ontario d'accroître la surveillance et les vérifications de tous les véhicules lourds circulant sur les routes de l'Ontario, et de contrôler les normes de vérification maintenues par les installations privées d'immatriculation des véhicules lourds; et

De plus, qu'il soit résolu que cette résolution soit transmise au ministre des Transports de l'Ontario, au ministre des Affaires municipales et du Logement, au député provincial de Glengarry-Prescott-Russell, à la Police provinciale de l'Ontario, à l'AMO et à toutes les municipalités de l'Ontario.

Adoptée

Copie certifiée conforme

Alison Collard, greffière Date :

April 29, 2025

Office of the Prime Minister
80 Wellington St
Ottawa, ON
K1A 0A2

Dear Prime Minister Mark Carney:

Re: Support of Canadian Economy

This is to confirm that at the April 28, 2025 Council Meeting the following resolution was adopted with respect to the above noted matter:

WHEREAS The Township of West Lincoln recognizes the economic challenges posed by the proposed U.S. tariffs on local and domestic businesses, workers and economic stability on both sides of the border; and

WHEREAS at the Niagara borders, 9.1 million people crossed into the US from Canada, and 9.3 million people crossed from the US into Canada; and

WHEREAS a total of \$119.5 billion in goods transited the borders in Niagara: \$57.8 billion were exports to the US, and \$61.6 billion were imports to Canada; and

WHEREAS Niagara borders with the US accounted for 11.4% of total goods traded between Canada and the US; and

WHEREAS Premier Doug Ford has stated the proposed tariffs could cost Ontario 500,000 jobs; and

WHEREAS in 2023, 532 businesses in Niagara exported \$5.9 billion in goods to the US, and the US market accounts for 72% of total exports from Niagara; and

WHEREAS the implementation of a 25% tariff on Canadian goods threatens not only local businesses but also the broader supply chain that fuels economic activity across Ontario and the rest of Canada; and

WHEREAS it is imperative that all levels of government work together to address these challenges, ensuring that our procurement policies support domestic industries while maintaining competitive and sustainable growth; and

WHEREAS, given the importance of trade and infrastructure investments in shaping the future of our communities, West Lincoln stands ready to take decisive action in collaboration with provincial and federal stakeholders; and

WHEREAS municipalities have traditionally been restricted by Federal and Provincial trade agreements from giving preference to “Buy Canadian” initiatives; and

NOW THEREFORE BE IT RESOLVED that the Township of West Lincoln Council calls on provincial and federal governments to remove any impediments to municipalities preferentially procuring from Canadian companies for capital projects and supplies; and

BE IT FURTHER RESOLVED that Township Council calls on the provincial and federal governments to continue to work together on a response that protects the Canadian economy through measures such as expanding export opportunities outside of the US market, removing inter-provincial trade barriers, continuing to push for exemptions and tariff reductions via diplomatic channels; and

BE IT FURTHER RESOLVED THAT the Township of West Lincoln Council formally acknowledges the economic challenges posed by the proposed U.S. tariffs and commits to adopting strategies that will protect our local and domestic economy; and that subject to provincial and federal changes to legislation, adjustments will be made to our procurement policies that prioritize Canadian businesses, strengthen trade advocacy efforts, and promote interprovincial collaboration to mitigate the impact of tariffs; and

BE IT FURTHER RESOLVED that copies of this motion be sent to.

The Prime Minister of Canada
The Honourable Doug Ford, Premier of Ontario
The Minister of Foreign Affairs
The Minister of Economic Development, Job Creation and Trade
The Minister of Housing, Infrastructure and Communities
The Minister of Municipal Affairs and Housing
AMO (Association of Municipalities of Ontario)
Niagara Region Municipalities

Niagara Region MPPs
Niagara Region MPs

If any further information is required, please contact the undersigned at 905-957-3346, Ext 5129.

Yours Truly,



Justin J. Paylove
Manager, Legislative Services/Clerk
jpaylove@westlincoln.ca

JJP/jmt

cc. Premier Doug Ford
Melanie Joly, Minister of Foreign Affairs
Victor Fedeli, Minister of Economic Development, Job Creation and Trade
Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
Rob Flack, Minister of Municipal Affairs and Housing
Dean Allison, MP
Sam Oosterhoff, MPP
Chris Bittle, MP
Tony Baldinelli, MP
Fred Davies, MP
Jennifer Stevens, MPP
Wayne Gates, MPP
Jeff Burch, MPP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Niagara Region Municipalities



The Corporation of the Township of Otonabee-South Monaghan

April 29, 2025

Via Email: premier@ontario.ca

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

Dear Premier Ford:

Re: Proposal to End Daylight Savings Time in Ontario

Please be advised that the Council of the Township of Otonabee-South Monaghan at its meeting on April 28th, 2025 passed the following resolution:

R107-2025

Moved by Councillor Terry Holmes
Seconded by Councillor Mark Allen

Whereas Ontario already has the legislative framework to end the antiquated practice of Daylight Saving Time (DST), as per the Time Amendment Act of 2020: But New York has delayed us for over 4 long years.

And Whereas the Case for Ending DST immediately pertains to clear and present Health and Public Safety concerns: Clock shifts spike heart attacks, accidents, and stress, per the Canadian Society for Chronobiology. Kids lose focus, domestic violence rises, and vulnerable folks—mentally ill, homeless, addicts—face unnecessary strain and relapse risks. Indigenous health gaps deepen as DST clashes with traditions. Standard Time aligns with nature, easing healthcare burdens and healthcare costs.

And Whereas ending DST is a clear and permanent assertion of the economic independence of Ontario: Our new, post tariff economic reality exposes the reliance on New York for our internal policy as outdated. Ontario should look out for Ontarians, and

Email: deputy-clerk@osmtownship.ca Telephone: 705.295.6852 Facsimile 705.295.6405
P.O. Box 70 20 Third St Keene, ON K0L 2G0 Visit our website at www.osmtownship.ca

our sovereignty must be asserted. Quebec already considers the change; so 15 million Ontarians should not continue to wait on NY. Businesses will adapt; citizens will gain stability. Over 100,000 petition voices and 70% of Ontarians agree. Ontario must take the lead, and hopefully NY can eventually follow our lead for the good of their own people.

Therefore be it resolved that we request staff to distribute this communication to all the Municipalities, Chiefs & Councils of Ontario in addition to the Premier of the Govt. of Ontario and urge the Premier to:

1. Amend the Time Amendment Act 2020 to drop New York's contingency, effective immediately.
2. Set permanent Standard Time (EST) from November 2, 2025.

CARRIED.

Yours truly,
Township of Otonabee-South Monaghan



Liz Ross
Deputy Clerk

Sent via Email:
Honourable Doug Ford, Premier of Ontario, premier@ontario.ca
Municipalities of Ontario



Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

April 11, 2025

BY E-MAIL: lamunro@northstormont.ca

Township of North Stormont
15 Union Street
P.O. Box 99
Berwick, Ontario
K0C 1G0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2024
Our File No. 26503-2**

This report summarizes the services provided by the Integrity Commissioner to the Township of North Stormont in 2024, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") to members of council and of local boards.

{01273166.DOCX:}

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: info@cswan.com
WEB: www.cswan.com

Smith Robinson Building, Suite 300 • 27 Princess St, Kingston, ON, K7L 1A3

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

Requests for Advice

We received one request for advice in 2024 under the Code of Conduct, relating to potential conflicts of interests either general or under the *Municipal Conflict of Interest Act*.

We continue to encourage members of Council and Local Boards for the Township of North Stormont to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

¹ *Municipal Act*, section 223.3(1).

Complaints/Applications for Inquiry

There was one complaint submitted to the Township of North Stormont in 2024.

There were no reports submitted to Council. The reason for dismissing a complaint varies, but can include complaints that are not within the jurisdiction of the Integrity Commissioner, or that despite being within the Integrity Commissioner's jurisdiction, allegations that do not amount to a breach after undertaking a preliminary review of the facts.

With respect to the advice and investigations:

1. Costs associated with Advice provided was \$649.75; and
2. Costs associated with Complaints was \$565.00.

Closing Remarks

As Council is no doubt aware, prior to calling a Provincial election, the government was proposing changes to the *Municipal Act* to significantly change the Integrity Commissioner regime. While we cannot predict the election or whether these amendments will be re-introduced, it is interesting to consider what aspects of this regime the province was considering for amendment.

One of the changes that would impact elected officials most is the proposal to impose a province-wide code of conduct. No details were available, but we encourage all municipalities to participate in consultation on any amendments that might be implemented so that you have some input should this be re-introduced.

The proposal would also create an Ontario Integrity Commissioner whose role would be to provide advice to municipalities about removing a member from council in certain circumstances.

The ability to remove a member from council is the other significant change that members of Council should be aware of if this legislation is reintroduced. If it is re-introduced, this amendment would establish rules to allow the new Ontario Integrity Commissioner to recommend to Council that it remove a member if they meet four criteria:

1. The member must contravene the Code;
2. The contravention must be of a serious nature;
3. The conduct resulted in harm to health, safety or well-being of persons; and
4. Existing penalties are insufficient to address the contravention or ensure that it is not repeated.

We thank the Township of North Stormont for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide

advice in accordance with the Act regarding a member's obligations. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:sw



TOWNSHIP OF
**NORTH
STORMONT**
A good place to grow

COMING EVENTS

May-June

Avonmore Recreation NSP Place

Committee Meeting June 26th

For all other events see: **Facebook:**
Avonmore Community Athletic Association

Crysler Community Centre

Bingo Every Wednesday Night – 7:00 pm
Sports Registration See Chrysler Facebook Page
Community Garage Sale May 17th
Touch a truck May 31st 10:30 am - 1:30 pm

For all other events see: **Facebook:**
Crysler Community Center
Website: cryslercommunitycenter.ca

Finch Community Centre

For all other events see: **Facebook:**
Finch Recreation & Community Connections

Monkland Community Centre

Committee Meeting	May 12 th – 6:30 pm
Dart & Euchre Night	May 16 th – 5:00 pm
Dart & Euchre Night	May 23 rd – 5:00 pm

For all other events see: **Facebook:**
Monkland Community Center

Moose Creek Community Center

Cornhole	May 14 th – 6:30 pm (final night of season)
Cork & Keg Tour	May 24 th
Monthly Meeting	June 4 th – 7:00 pm
Golf Tournament	June 7 th
Father's Day BBQ & Activities	June 14 th
Yoga	May 5 th - June 25 th (Mondays) 7:00 pm
Yoga	May 5 th - June 25 th (Wednesdays) 9:00 am
Summer sports Registration	Open

For all other events see: **Facebook:**
Moose Creek Recreation Association

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 38-2025

BEING a By-law to adopt, confirm and ratify matters dealt with by resolution.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by By-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of North Stormont does not lend itself to the passage of an individual By-law.

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

1. That the actions of Council, at its regular meeting held on May 13, 2025 in respect of which recommendations, each motion and resolution passed and taken by the Township of North Stormont is, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby required for the exercise of any powers therein by the Township of North Stormont.
3. That the Mayor and the appropriate officers of the Township of North Stormont are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of North Stormont, to obtain approvals where required and except as otherwise provided, the Mayor and CAO/Clerk are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of North Stormont and to affix the corporate seal.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 13th day of May 2025.

François Landry, Mayor

Craig Calder, CAO/Clerk

SEAL