

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
AGENDA**

Monday, November 6, 2023, 7:00 PM
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

	Pages
1. CALL TO ORDER	
2. O CANADA	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. APPROVAL OF AGENDA	
Additions, Deletions or Amendments	
All matters listed under Consent are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.	
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11.	CLOSED SESSION	
	BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item(s) under Section 239 (2) of the Municipal Act S.O. 2001;	
	(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;	
	(c) proposed or pending acquisition or disposition of land;	
	Specifically: agreement relating to municipal property interests	
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**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**October 16, 2023, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang,
Councillor Stephanie Jaworski, Councillor Sam McDonell and
Councillor Trevor Bougie.

STAFF Acting CAO/Clerk Kelli Campeau, GM Infrastructure Services
PRESENT: Sarah McDonald, GM Planning, Building & Enforcement
Joanne Haley, GM Parks, Recreation & Culture Sherry-Lynn
Servage, Fire Chief Dave Robertson, Deputy Treasurer Kaylyn
MacDonald, Deputy Clerk Kayce Dixon and
EA/Communications Coordinator Michelle O'Shaughnessy.

1. CALL TO ORDER

Resolution No. 298-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the OCTOBER 16, 2023 Council Meeting of the
Township of South Glengarry now be opened at 7:05 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Addition to the agenda:

8.b. Appointment - Manager of Municipal Law

Items Pulled from Consent Agenda:

10.a. Departmental Update - Corporate Services

10.c. Departmental Update - Fire Services

10.d. Departmental Update - Infrastructure Services

10.e. Departmental Update - Parks, Recreation & Culture

Resolution No. 299-2023

Moved by Councillor Jaworski
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry
approve the agenda as amended.

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 300-2023

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT the minutes of the following meetings be adopted as circulated:

- Previous Meeting Minutes - October 2nd, 2023
- Public Meeting Minutes - October 2nd, 2023
- Special Meeting Minutes - September 14, 2023

CARRIED

- 5.1 Previous Meeting Minutes - October 2, 2023
- 5.2 Public Meeting Minutes - October 2, 2023
- 5.3 Special Meeting Minutes - September 14, 2023
- 6. PRESENTATIONS AND DELEGATIONS
- 7. ACTION REQUESTS
- 7.1 2024 Council Meeting Schedule (K. Campeau)

Ms. Campeau noted a minor amendment to the meeting schedule, being that the first meeting of April will take place on Tuesday, April 2nd, 2024 due to the Easter Monday holiday.

Resolution No. 301-2023

Moved by Deputy Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 124-2023 be received and that the Council of the Township of South Glengarry approves the 2024 Council Meeting schedule attached to the report.

CARRIED

8. BY-LAWS

- 8.1 Struthers Zoning By-law Amendment (J. Haley)

Resolution No. 302-2023

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 125-2023 be received and that By-law 70-2023, being by-law to amend By-law 38-09 to rezone the property legally described as Part of lot 8 on Registered Plan 103 and being part 1 on Reference Plan 14R 4662 in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located on the east side of Arthur St, identified as PIN 671310369 from Residential One (R1) & Flood Plain Holding (FP-H) to Residential One - Exception Twenty (R1-20) and Flood Plain (FP) to permit a proposed greenhouse as a primary use on the subject property, to reduce the

watercourse setback to the canal to the east of the property from 30 meters to 15 meters, to reduce the Provincially Significant Wetland setback from 30 meter to 15 meters and to reduce the required front yard setback from 6 meters to 5.01 meters, be read a first, second and third time, passed, signed and sealed in open Council this 16th day of October 2023.

CARRIED

8.2 Appointment – Manager of Municipal Law (J. Haley)

Resolution No. 303-2023

Moved by Deputy Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 126-2023 be received and that By-law 72-2023, being a by-law to appoint Patrick Marion as a Property Standards Officer, By-law Enforcement Officer and Building Inspector for the Corporation of the Township of South Glengarry be read a first, second and third time, passed signed and sealed in open council this 16th day of October 2023.

CARRIED

9. ITEMS FOR CONSIDERATION

9.1 Discussion - Snow Clearing in Martintown (S. McDonell)

9.2 Notice of Motion - Letter of Support (L. McDonald)

Resolution No. 304-2023

Moved by Councillor McDonell
Seconded by Deputy Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry direct Administration to prepare a letter of support for the New Entrant Program with the Chicken Farmers of Ontario.

CARRIED

9.3 Departmental Update - Corporate Services (September 2023)

9.4 Departmental Update - Fire Services (September 2023)

9.5 Departmental Update - Infrastructure Services (September 2023)

9.6 Departmental Update - Parks, Recreation and Culture (September 2023)

10. CONSENT AGENDA

Resolution No. 305-2023

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council accepts the items listed on the Consent Agenda.

CARRIED

- 10.1 Departmental Update - Corporate Services (September 2023)
- 10.2 Departmental Update - Planning, Building & Enforcement (September 2023)
- 10.3 Departmental Update - Fire Services (September 2023)
- 10.4 Departmental Update - Infrastructure Services (September 2023)
- 10.5 Departmental Update - Parks, Recreation and Culture (September 2023)
- 10.6 RRCA Memo - Board Meeting Summary (September 21, 2023)
- 10.7 Minutes - Committee of Adjustment (October 2, 2023)
- 10.8 Proclamation - Local Government Week
- 10.9 Memo - Administrative Penalties Regulation under the Building Broadband Faster Act (Ministry of Infrastructure)
- 10.10 Resolution - Illegal Car Rally Provincial Task Force (Town of Wasaga Beach)
- 11. CLOSED SESSION

Resolution No. 306-2023

Moved by Councillor Bougie

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council convene to Closed Session at 8:04 pm to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001;

(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

(b) personal matters about an identifiable individual

Specifically: Municipal Employee

(e) litigation or potential litigation

Specifically: Tribunal Proceeding

(k) a position, plan, procedure, criteria or instruction to be applied to negotiations

Specifically: Plan for Land Negotiations

CARRIED

Resolution No. 307-2023

Moved by Councillor Jaworski

Seconded by Deputy Lang

BE IT RESOLVED THAT Council rise and reconvene at 9:04pm into open session without reporting.

Resolution No. 308-2023

Moved by Councillor McDonell

Seconded by Councillor Bougie

BE IT RESOLVED THAT Administration be directed to carry out all actions as specified in the Closed Session minutes.

12. CONFIRMING BY-LAW

Resolution No. 309-2023

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law 71-2023, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 16th day of October 2023.

12.1 Confirming By-law 71-2023

13. ADJOURNMENT

Resolution No. 310-2023

Moved by Deputy Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:05 pm.

Mayor

Clerk

TOWNSHIP OF SOUTH GLENGARRY
PUBLIC MEETING MINUTES

October 16, 2023, 6:30 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang,
Councillor Stephanie Jaworski, Councillor Sam McDonell and
Councillor Trevor Bougie

STAFF Acting CAO/Clerk Kelli Campeau, GM Planning, Building &
PRESENT: Enforcement Joanne Haley, Community Planner Maxwell Irwin,
Deputy Clerk Kayce Dixon and EA/Communications
Coordinator Michelle O'Shaughnessy.

1. CALL TO ORDER

Moved by: Sam McDonell

Seconded by: Trevor Bougie

THAT the meeting be called to order at 6:36 pm.

CARRIED

2. APPROVAL OF AGENDA

Moved by: Trevor Bougie

Seconded by: Martin Lang

THAT the agenda be adopted as circulated.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 ZBLW-12-2023 - Cornwall Gravel Co.

The proposed zoning amendment is to rezone a portion of the property described as Part of Lot 9, Concession 1 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 19380 County Road 2 from General Commercial (CG) and Floodplain-Holding (FP-H) to Residential One - Exception Twenty-One (R1-21) & Floodplain (FP) to permit a single detached dwelling as a primary use and to reduce the minimum size of the severed lot from 4000 meters squared to 1920 meters squared.

Richard McDonell (19381 County Rd. 2) inquired if there was already a severance completed on this property. Ms. Haley advised a portion of the property was severed off and added to the entranceway of Hamilton Island.

5. ADJOURNMENT

Moved by: Stephanie Jaworski

Seconded by: Trevor Bougie

THAT the meeting be adjourned at 6:58 pm.
CARRIED

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
SPECIAL MEETING MINUTES**

**October 26, 2023, 7:00 p.m.
Electronic Meeting**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang,
Councillor Stephanie Jaworski, Councillor Sam McDonell and
Councillor Trevor Bougie

STAFF Acting CAO/Clerk Kelli Campeau, GM Parks, Recreation &
PRESENT: Culture Sherry-Lynn Servage and Deputy Clerk Kayce Dixon

1. CALL TO ORDER

Resolution No. 311-2023

Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the October 26, 2023 Special Council Meeting of
the Township of South Glengarry now be opened at 7:05 pm

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 312-2023

Moved by Deputy Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry
approve the agenda as circulated.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

3.1 Councillor McDonell - CLOSED SESSION

Councillor McDonell declared pecuniary interest with regards to the Closed
Session item regarding solicitor-client privilege as the party for the
agreement being discussed is a family member.

4. APPROVAL OF MINUTES

5. PRESENTATIONS AND DELEGATIONS

6. ACTION REQUESTS

7. BY-LAWS

8. ITEMS FOR CONSIDERATION

9. CONSENT

10. CLOSED SESSION

Councillor McDonell declared a conflict on this item. (Councillor McDonell declared pecuniary interest with regards to the Closed Session item regarding solicitor-client privilege as the party for the agreement being discussed is a family member. ;)

Resolution No. 313-2023

Moved by Councillor Jaworski
Seconded by Councillor Bougie

BE IT RESOLVED that Council convene to closed session at to discuss the following item under Section 239 (2) of the Municipal Act S.O. 2001;

(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;

(c) acquisition or disposition of land

(f) advice subject to solicitor-client privilege

-Specifically: legal advice, potential easement agreement

(b) personal information about an identifiable individual;

-Specifically: Municipal Employee

CARRIED

Councillor McDonell logged out of the electronic meeting for the portion of the Closed Session discussion related to solicitor-client privilege and acquisition/disposition of land. He rejoined the meeting at the conclusion of the discussion.

Clerk Campeau logged out of the electronic meeting for the portion of the Closed Session discussion related to personal information about an identifiable individual. Deputy Clerk Kayce Dixon was the Acting Clerk for this portion of the meeting.

Resolution No. 314-2023

Moved by Councillor Jaworski
Seconded by Deputy Lang

BE IT RESOLVED THAT Council rise and reconvene at 8:05 pm into open session without reporting.

CARRIED

Resolution No. 315-2023

Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

11. CONFIRMING BY-LAW

Resolution No. 316-2023

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT By-law 73-2023, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 26th day of October 2023.

CARRIED

- 11.1 Confirming By-law 73-2023
- 12. ADJOURNMENT

Resolution No. 317-2023

Moved by Deputy Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 8:06 pm.

CARRIED

Mayor

Clerk



**CORNWALL
BUSINESS
ENTERPRISE
CENTRE**

**Shauna Baggs
sbaggs@cornwall.ca**

About CBEC



- Established in 1996 (25+ years!)
- Primarily funded by the Province through the Ministry of Economic Development, Job Creation and Trade
- Coverage area includes Cornwall, Akwesasne and Stormont, Dundas and Glengarry

Our Centre



First Breakfast Connection of 2023 – South Stormont
Photo Credit: Standard Freeholder

- Daily operations run through the office of Cornwall Economic Development, Civic Complex
- Our partners include United Counties of SDG, local Townships, City of Cornwall and Akwesasne
- We operate as part of a network of 54 Small Business Enterprise Centres across Ontario and Ontario Regional Innovation Centres (RIC) (Launch Lab eastern Ontario)

Our Goal



Our goal is to support the success and growth of small businesses by providing guidance, information, training and mentorship to business owners across Cornwall, Akwesasne and The United Counties of SDG.

Economic Development

CBEC actively works closely with your economic development office and local stakeholders to promote our region as an attractive destination for investment and entrepreneurship

98.1 %

Of employer businesses are small businesses and make up

64%

Of the total labor force.

Sources: Statistics Canada,

Business Development



- One-on-one consultations
- Registering a business
- Workshops
- Training programs
- Business Plan writing
- Funding opportunities

Connections



1200+

We have connected with small business owners over 1200 times this year through our support services.

Business Development



Fall Entrepreneur Roundtable
Photo Credit: Standard Freeholder

20+

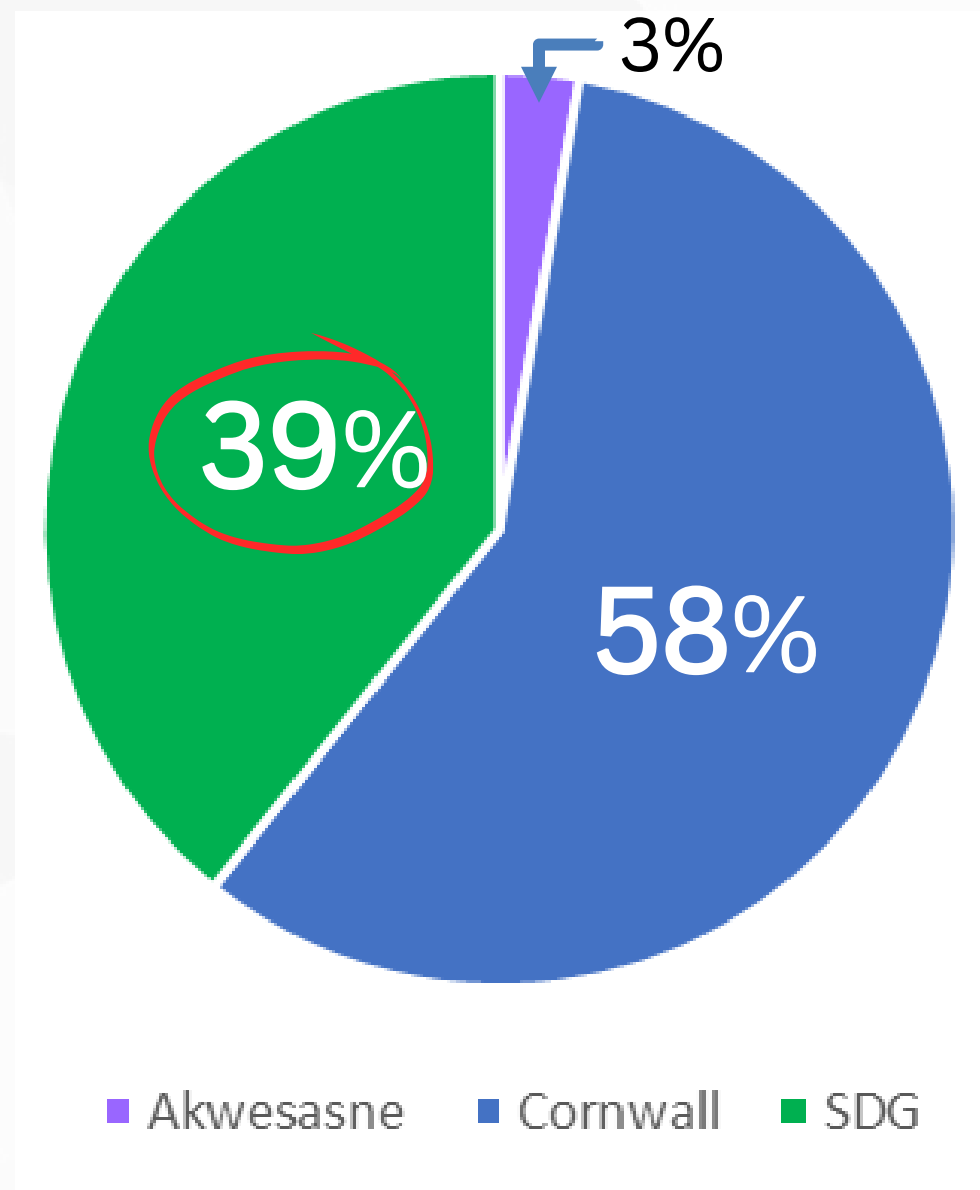
Each year we host 20+ training webinars/seminars for small business owners.

Starter Company Plus

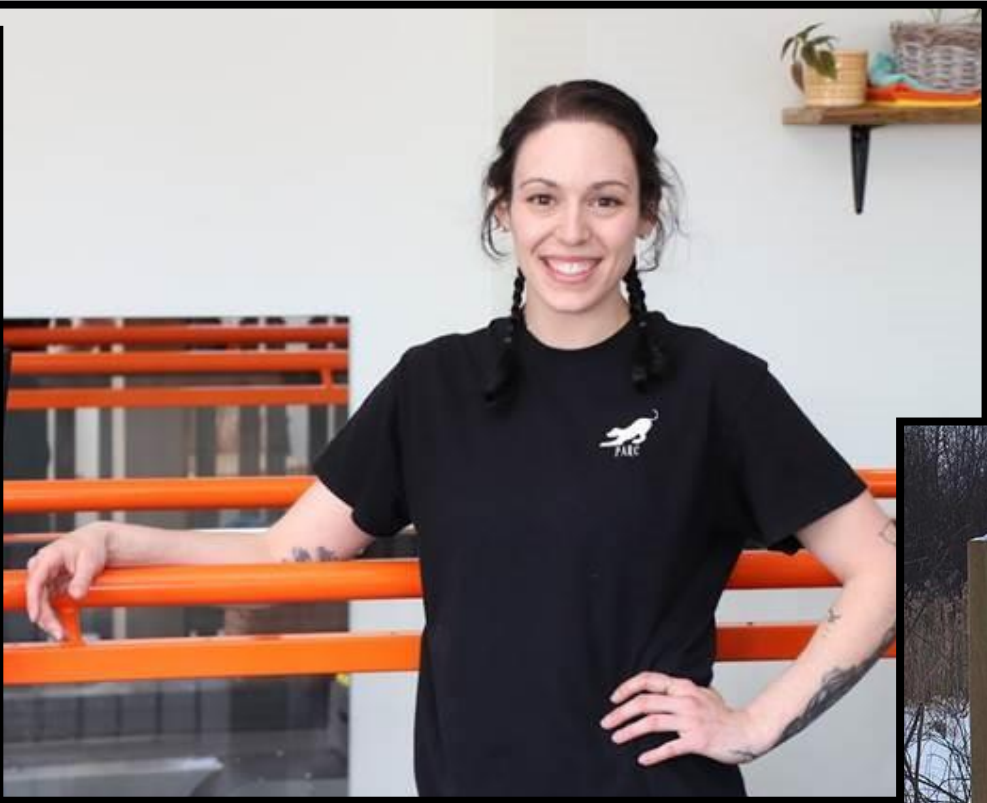


Starter Company Plus is a structured training program which provides entrepreneurs with the resources and knowledge they need to start, purchase or grow their own business.

Starter Company Plus 2022-2023



Our Clients

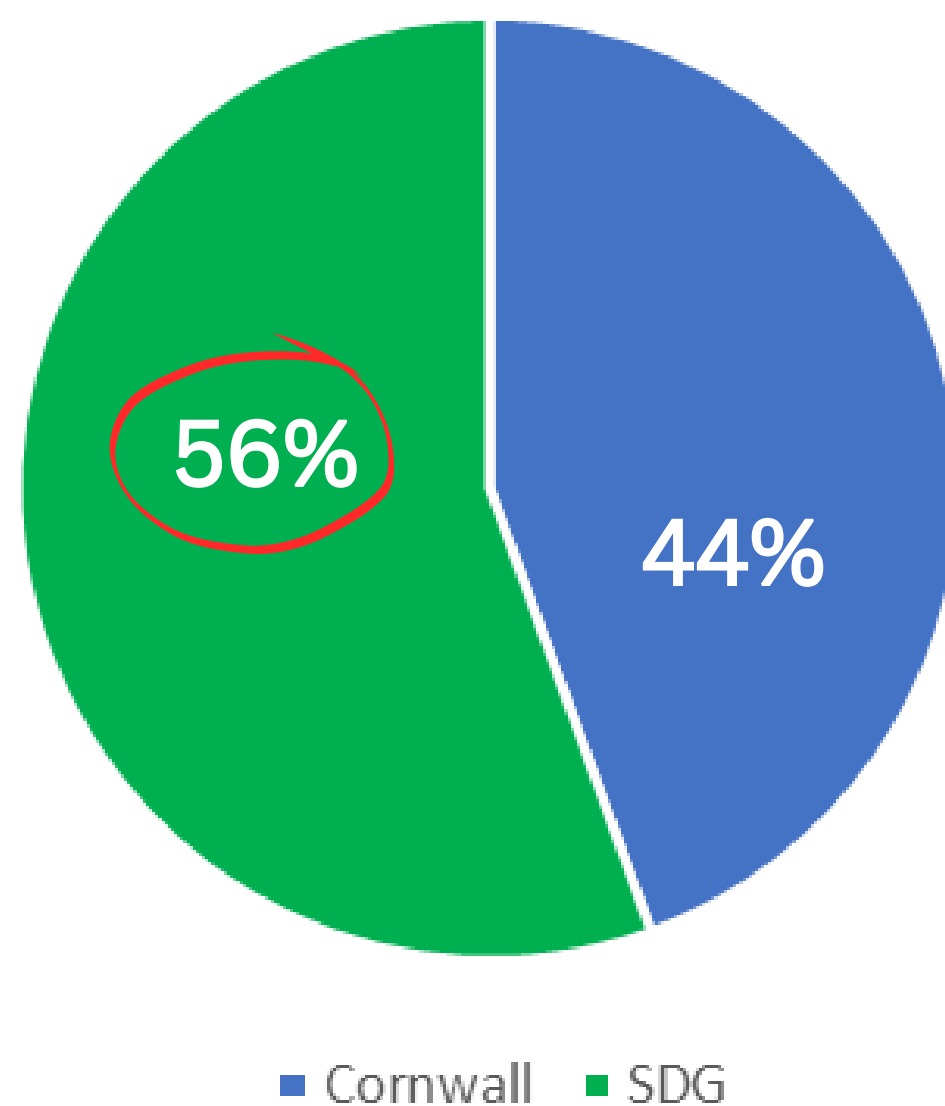


Summer Company



Summer Company helps young people between 15 and 29 years old start and run their own summer business.

Summer Company 2021-2023



Our Clients

Summer
Company



Tiffany Hill



Demi Sobanjo



Kurt Dillon



Bobby



Coralie



Connor



Thomas



Rebecca Reed



Mehdi Agouzoul



Tavish Mason



Hannah



Connor



Neika

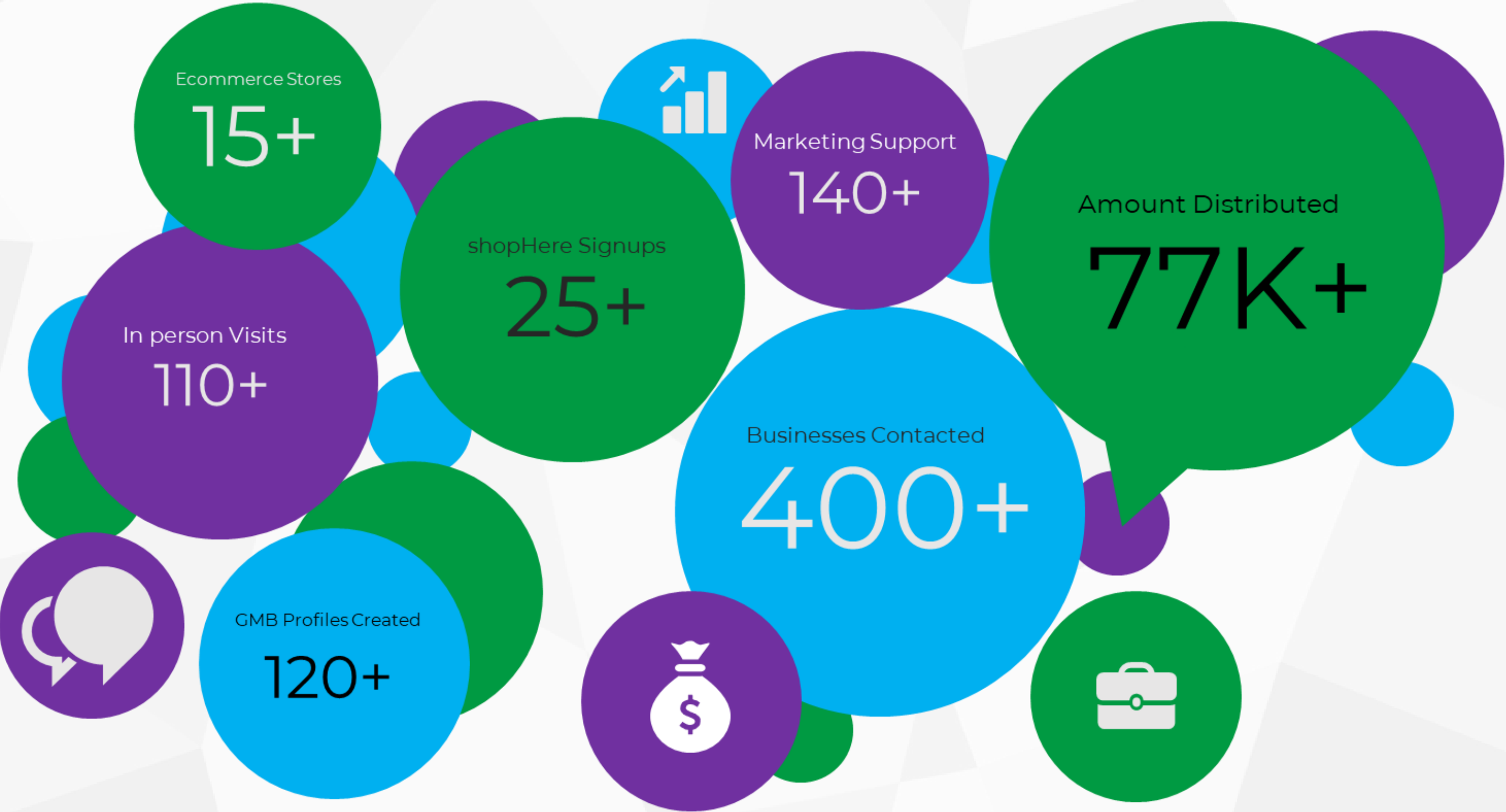


Rebecca

Digital Main Street



Digital Main Street



Our Clients



Networking & Collaboration

800+

We have hosted 10+ networking events this year with over 800 participants. Including, Breakfast Connections, Artpreneur, youth entrepreneurship and Entrepreneur Roundtables.



Breakfast Connection of 2023 – North Glengarry

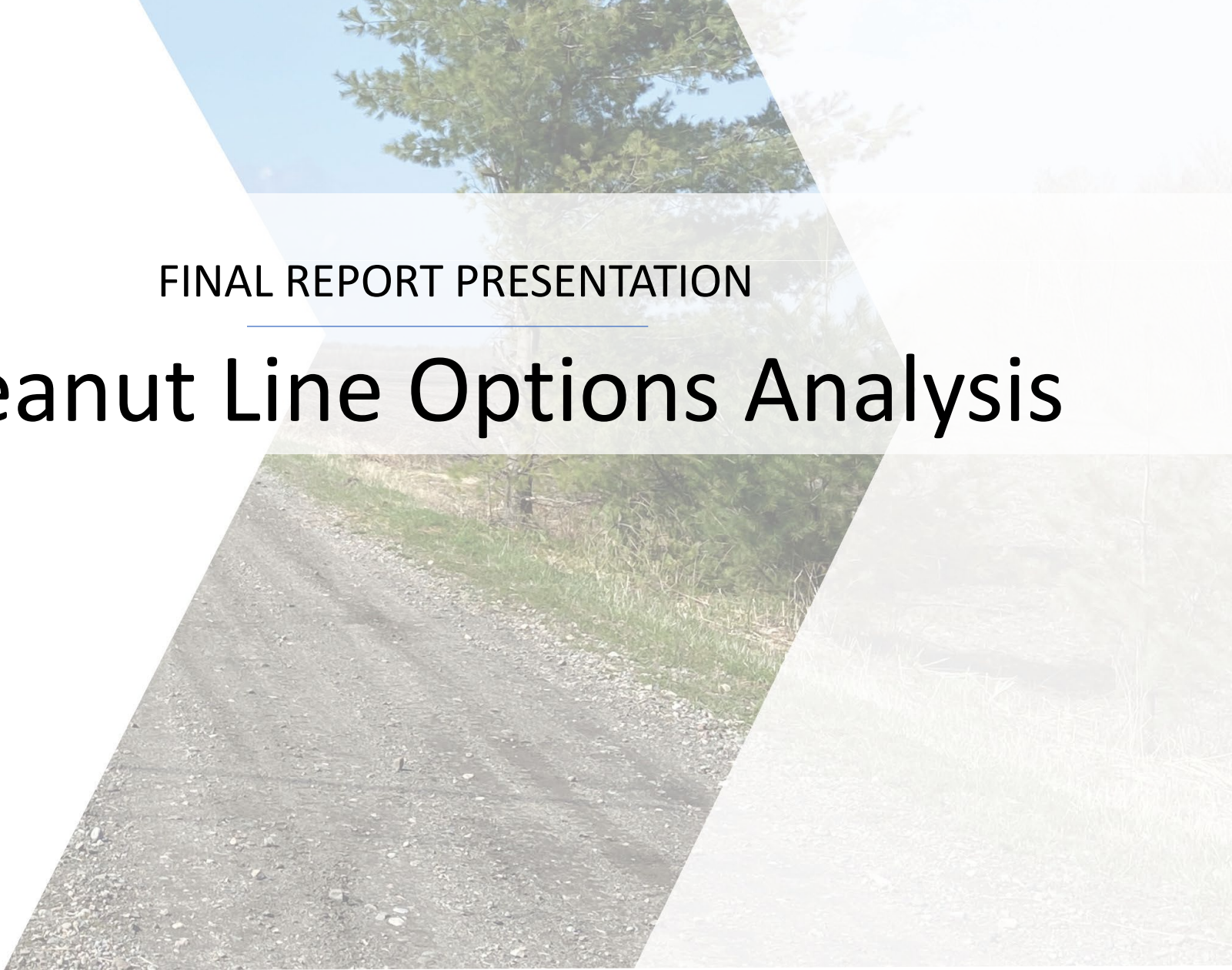
Visit Us At
www.BusinessEnterpriseCentre.ca

Questions?



FINAL REPORT PRESENTATION

Peanut Line Options Analysis



Indigenous Land Acknowledgement

- We acknowledge the land that our trail planning will take place on is the unceded and sovereign territory of the Akwesasne Mohawk and their ancestors.
- We also acknowledge the Algonquin, Haudenosaunee (Hod-en-o-show-nee) (Iroquois), Huron-Wendat (huron-wen-dat), and Abenaki who are neighbors and partners to the Akwesasne Mohawk.
- In times of great change, we recognize more than ever the importance to honour Indigenous history and culture and are committed to moving forward in the spirit of reconciliation, respect and good health with all First Nation, Métis and Inuit people and our community as a whole.
- As representatives of the people of the Township of South Glengarry, we are grateful to have the opportunity to work and live on these lands.

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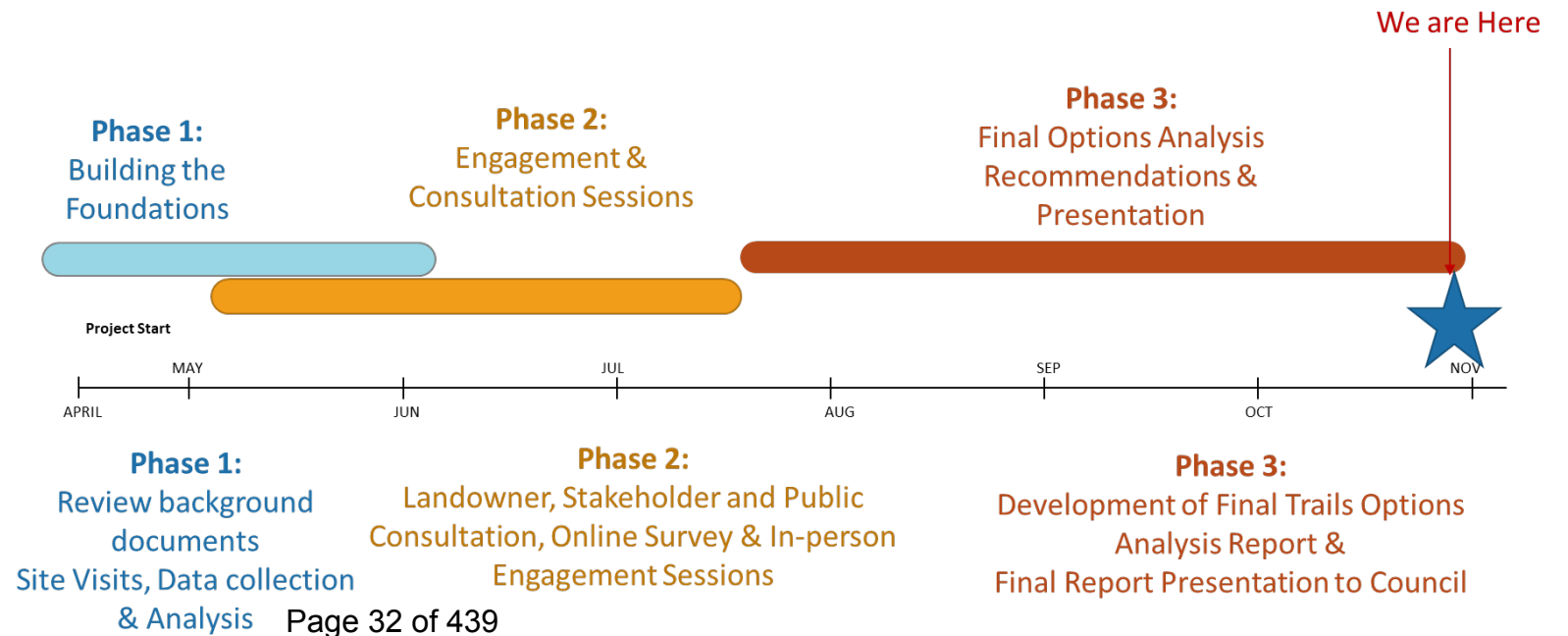
Source: Provincial Government of Ontario (2022). First Nations and Treaties.

-
- Map of Ontario showing First Nations and Treaties. The map highlights the Township of South Glengarry in the north, near the Quebec border. Key features include Treaty 57 (1847) and Treaty 27 (1819) in the north, and Treaty 3 (1792) and Treaty 4 (1793) in the south. Major cities like Toronto, Hamilton, and Kingston are marked. The map also shows the locations of various First Nations, including the Algonquins of Pikwakanagan and the Six Nations. A callout box points to the Township of South Glengarry, and a north arrow is present in the bottom right corner.

Project Scope

PROJECT PURPOSE:

- Develop options for the future of the Peanut Line Trail informed through public engagement
- Provide design standards and precedents for operations & maintenance, guidance on land-use/partnership agreements and road crossing typologies.
- Provide best practice examples, cost estimates for trail infrastructure & annual maintenance, and recommendations for the future of the trail.



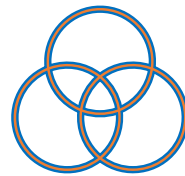
INTERIM PRESENTATION PROCESS:

Explored



Reviewed background documents and explored the existing conditions of the trail through desktop review and site visit.

Compared



Compared the advantages and disadvantages of each trail option.

Engaged



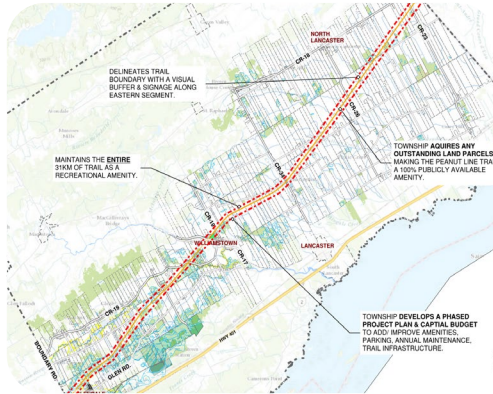
Consulted with adjacent landowners, stakeholders, and general public throughout all phases.

Identified



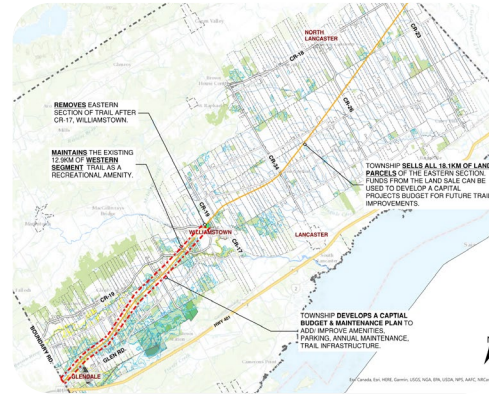
Identified four (4) potential trail options & received feedback through stakeholder & public PIC's & 1-on-1 consultation.

TRAIL OPTIONS



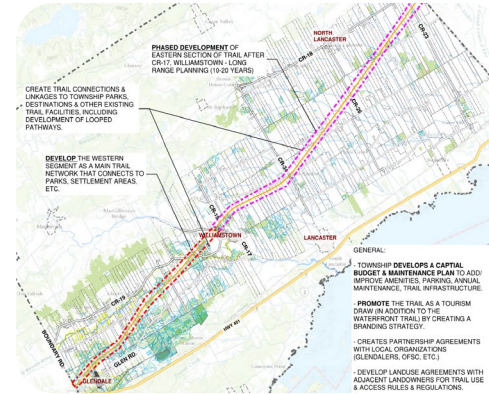
OPTION 1

Formalize trail as a township-wide trail system



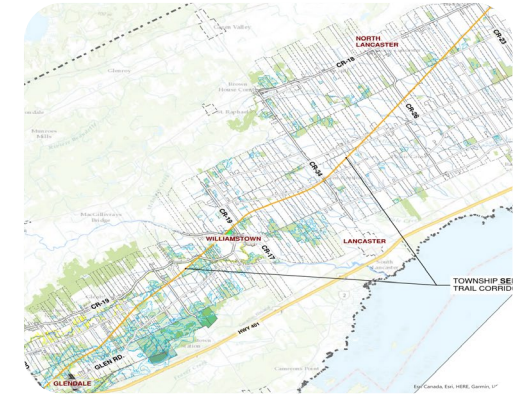
OPTION 2

Keep western portion and close eastern portion of trail and sell public lands.



OPTION 3

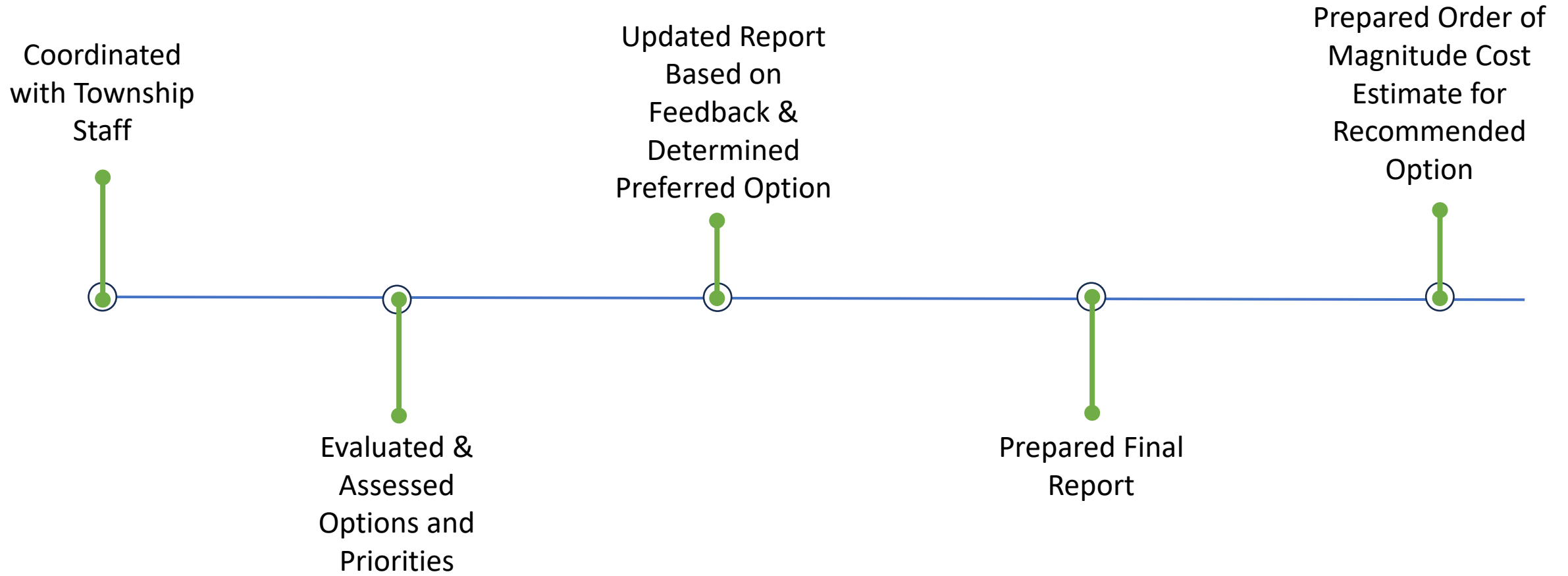
Hybridize trail and land usage approach
(phased 10–20 year plan)



OPTION 4

Sell entire trail corridor

TASKS COMPLETED SINCE INTERIM PRESENTATION:



PROCESS TO DETERMINE PREFERRED TRAIL OPTION:



Compared Options

Compared & Analyzed each options pros & cons



Evaluated & Assessed

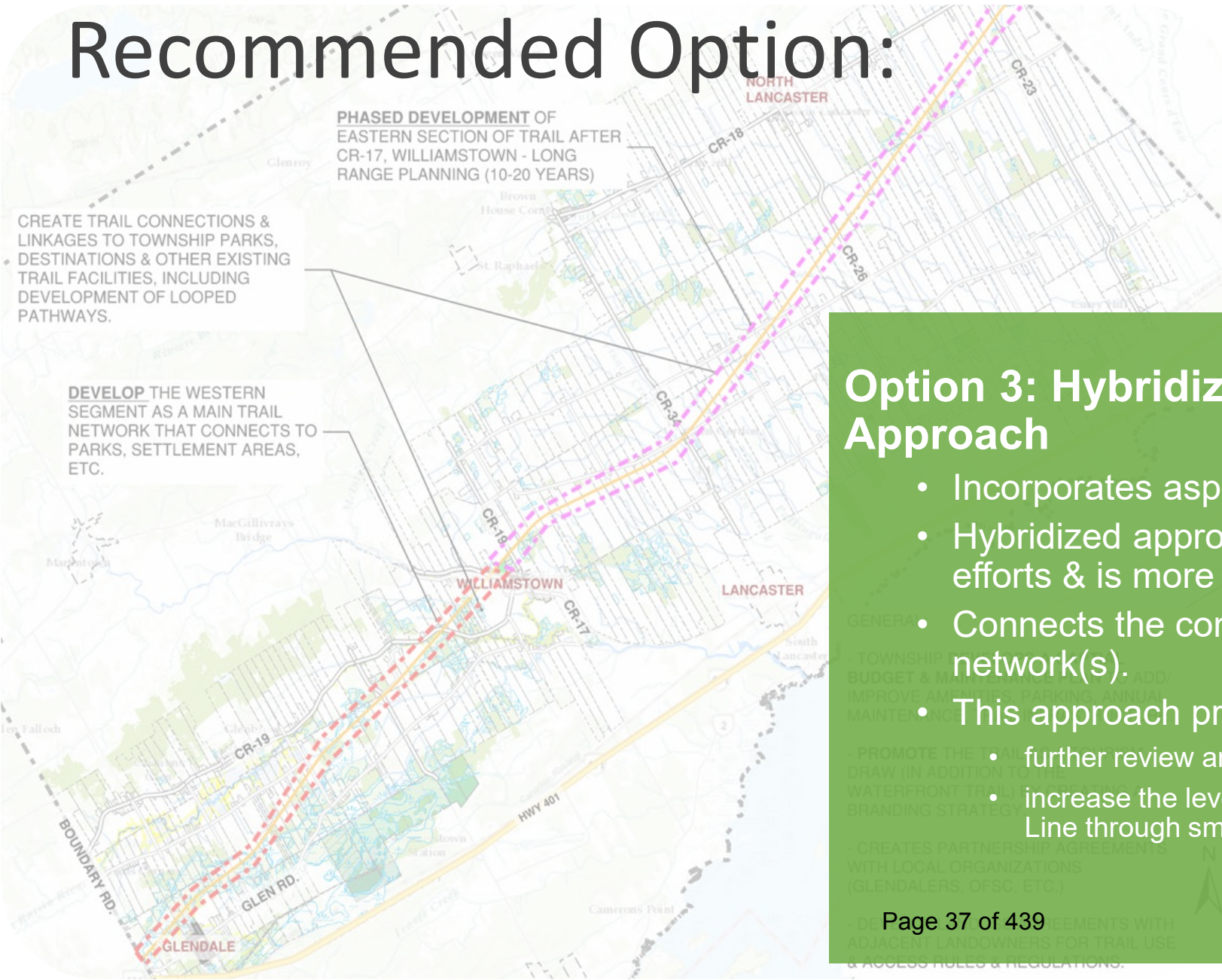
Developed a methodology to support the analysis and decision-making process



Opinion of Probable Cost

Conducted a high-level cost analysis for each trail option to determine financial feasibility.

Recommended Option:



Option 3: Hybridize Trail and Land Usage Approach

- Incorporates aspects of both Option 1 and 2.
- Hybridized approach focuses Township and community efforts & is more manageable.
- Connects the community to surrounding parks & AT network(s).
- This approach provides the Township the time to:
 - further review and execute a series of next steps
 - increase the level of service of the western segment of the Peanut Line through small 'quick win' projects and initiatives.

CONSIDERATIONS FOR IMPLEMENTATION

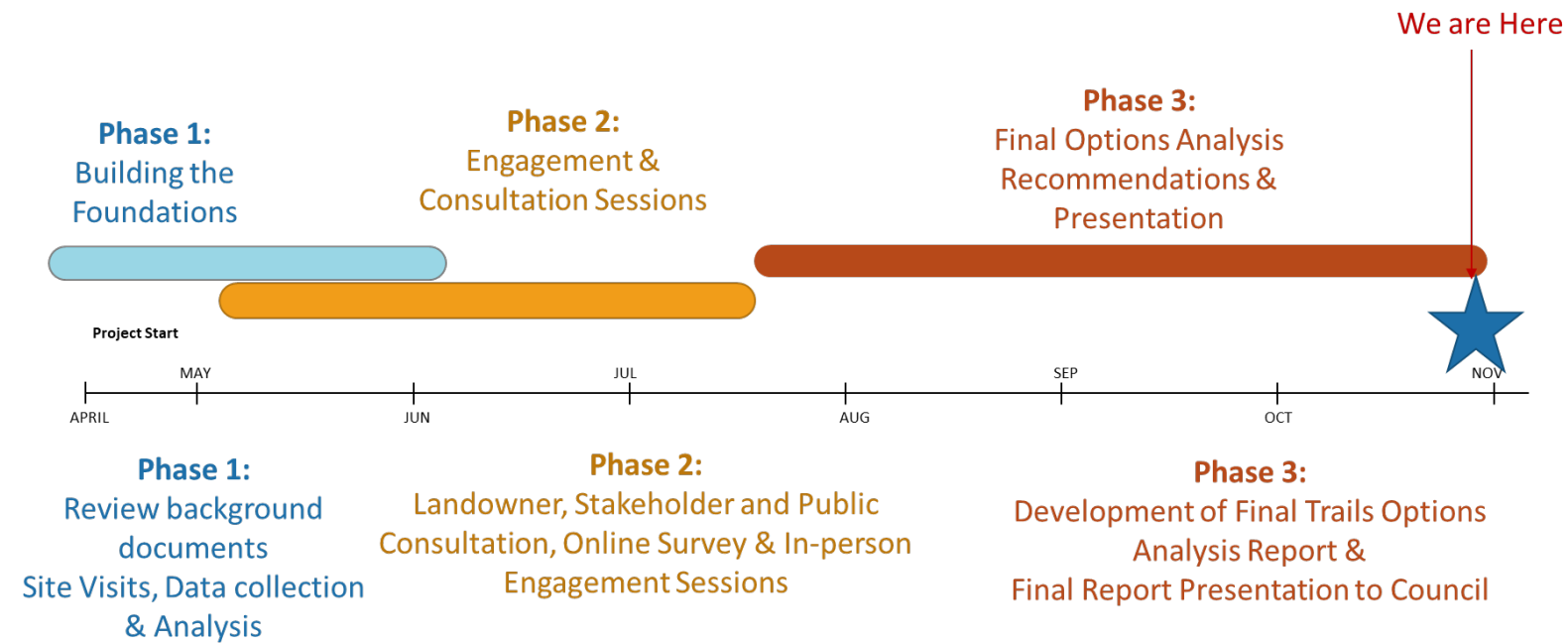
- Review staff resources & complimentary capital project planning/ schedule annually.
- Explore partnership opportunities, land-use agreements, and funding approaches to extend trail over time.
- "Decision gates" - review as circumstance (staff, council, property owners) change over the course of time/implementation of the trail.
- Review perceived future studies required for next phase.



NEXT STEPS

ADOPTION

- COUNCIL PRESENTATION
 - Final Comments & Approval of Document.
- PROJECT COMPLETE
 - Township Staff move forward on next phase of Peanut Line Trail.



QUESTIONS?



Thank
You

allison.good@wsp.com

Allison Good

Sr. Landscape Architect
WSP

amy.purvis@wsp.com

Amy Purvis

Intermediate Landscape Designer
WSP

2023

TOWNSHIP OF SOUTH GLENGARRY
OCTOBER 2023

DRAFT



PEANUT LINE TRAIL

OPTIONS ANALYSIS- Final Report





PEANUT LINE TRAIL OPTIONS ANALYSIS

TOWNSHIP OF SOUTH GLENGARRY

FINAL REPORT

DRAFT

PROJECT NO.: CA0002229.3054

CLIENT REF: TOWNSHIP OF SOUTH GLENGARRY


DATE: OCTOBER 30, 2023

WSP

WSP.COM

SIGNATURES

PREPARED BY



Amy Purvis, MLA
Intermediate Landscape Designer

October 30, 2023

Date

APPROVED¹ BY *(must be reviewed for technical accuracy prior to approval)*



Allison Good, OALA, CSLA
Senior Landscape Architect

October 30, 2023

Date

WSP Canada Inc. prepared this report solely for the use of the intended recipient, Township of South Glengarry, in accordance with the professional services agreement. The intended recipient is solely responsible for the disclosure of any information contained in this report. The content and opinions contained in the present report are based on the observations and/or information available to WSP Canada Inc. at the time of preparation. If a third party makes use of, relies on, or makes decisions in accordance with this report, said third party is solely responsible for such use, reliance or decisions. WSP Canada Inc. does not accept responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken by said third party based on this report. This limitations statement is considered an integral part of this report.

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CONTRIBUTORS

CLIENT

Sherry-Lynn Servage	General Manager of Parks, Recreation & Culture
Joanne Haley	General Manager of Planning, Building & Enforcement
Sarah McDonald	General Manager of Infrastructure

WSP

Allison Brown	Project Manager/ Sr. Landscape Architect
Amy Purvis	Landscape Designer/ Technical Lead
James Schofield	Senior Advisor
Nick Sully	Transportation Planner / Designer
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1 INTRODUCTION

1.1 PROJECT BACKGROUND

The Township of South Glengarry is located along the north shore of the St. Lawrence River in Eastern Ontario, between the City of Cornwall and the Province of Quebec. South Glengarry is a lower-tier municipality, within the United Counties of Stormont, Dundas & Glengarry, covering 605 km². WSP was retained to provide consulting services to create an Options Analysis for the existing Peanut Line Trail.

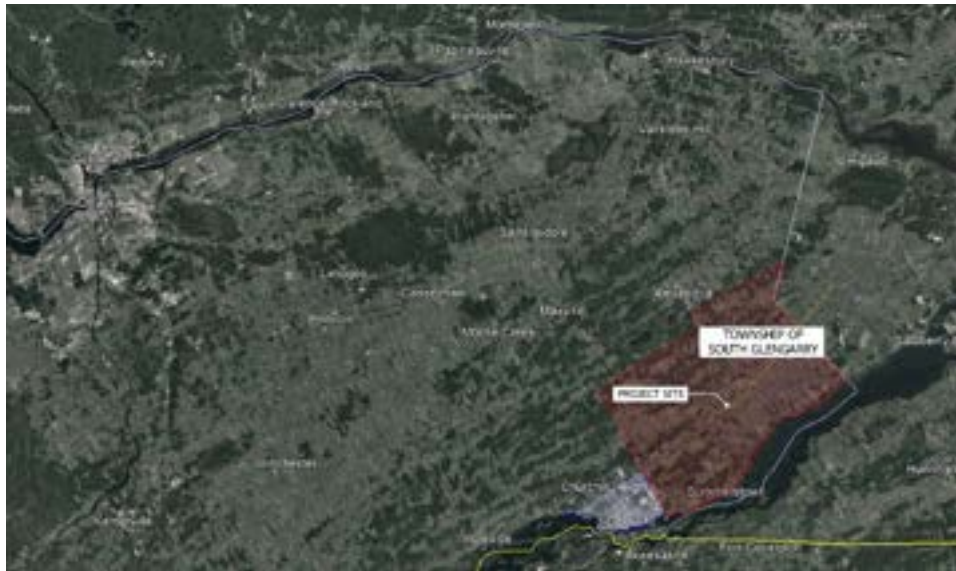


Figure 1: Project Site Key Map

This trail is a 31km rail bed located in the Township that runs from Boundary Road to the Quebec Border. The rail was active through 1980 prior to be decommissioned and removed in the early to mid 1990's. The trail includes:

- Approximately 100 ft. wide rail bed, expanding up to 200ft at former station locations,
- Approximately 3 main bridge structures in addition to steel and concrete culverts,
- Utilized as a multi-purpose trail that includes motorized recreational vehicles and OFSC trail use during the winter months, and
- Primary surfacing is granular and/or soil.

A unique aspect of this trail is the fact that it crosses through approximately 12 rural communities such as Glendale, Williamstown, Glen Gordon, North Lancaster and Bridge End, with a large portion of the trail on the east side being predominantly agricultural lands. The south end of the Township is geographically dominated by the St. Lawrence River which provides large natural areas and many recreational opportunities along the waterfront, including access to the Great Lakes Waterfront Trail.

The following report outlines and identifies the future opportunities for this piece of property, including an analysis of the physical, environmental, and future options of the trail alignment, trail crossing best practice review, land-use options including best practices for land-use agreements with users and adjacent landowners, maintenance standards, and next step recommendations.

We acknowledge the land that the Peanut Line Trail is the unceded and sovereign territory of the Akwesasne Mohawk and their ancestors. We also acknowledge the Algonquin, Haudenosaunee (Hoden-o-show-nee) (Iroquois), Huron-Wendat (huron-wen-dat), and Abenaki who are neighbors and partners to the Akwesasne Mohawk.

In times of great change, we recognize more than ever the importance to honour Indigenous history and culture and are committed to moving forward in the spirit of reconciliation, respect and good health with all First Nation, Métis and Inuit people and our community as a whole.

As representatives of the people of the Township of South Glengarry, we are grateful to have the opportunity to work and live on these lands.



Figure 2: Indigenous Lands Map

1.1.1 STUDY GOALS & OBJECTIVES

The purpose of this study is to evaluate potential trail development, expansion, or improvement options within the project area. To make informed decisions, it is essential to assess the current state of the trail, considering its physical attributes, environmental factors, user needs, and surrounding land use.

This study will provide the Township with options that outline long- and short-term direction for the future of the Peanut Line Trail through the follow objectives:

- Develop a strategic plan for the provision of the Peanut Line Trail that is informed through the consultation and engagement process which included key stakeholders, adjacent landowners, trail users, and the municipality.
- Provide options for future maintenance, land use, and trail segment ownership which is guided by the consideration of existing limited maintenance of the trail along the eastern section and current use by adjacent landowner properties.
- Provide best practices, trail options, and recommendations for the future of the trail.

1.1.2 PREPARING THE STUDY

The process undertaken to develop a cohesive options analysis, informed through extensive consultation, was accomplished via three-step approach:

- 1- Background review and existing conditions analysis, which included the review of the Township's Official Plan, Strategic Plan, Recreation and Parks Master Plan, and demographics study, and other related policy documents including SDG County and Rasin River Conservation Authority.
- 2- Extensive community consultation and engagement sessions, including virtual and in-person workshops with trail users, adjacent-landowners, key stakeholders, and the municipality. Indigenous consultation with the Mohawk Council of Akwesasne was explore via invitation to discuss this project, however no response was received.
- 3- Analysis of best practices for trail crossings (road intersections) and review of industry standards and studies with municipal examples.

1.2 EXISTING CONDITIONS

The intent of the Trail Options Analysis is to provide a comprehensive analysis of the existing conditions of the Peanut Line Trail, building upon the successes, lessons learned, and existing support for this recreational trail within the municipality. To do this, there needs to be a clear understanding of the existing conditions of the trail. Existing conditions, within this trails study context, refers to the existing infrastructure that is currently on the ground, the facilities and support for an overall trail network that have been previously identified in past planning and policy documents, as well as the current demand and usage for cycling, walking, and motorized use of this recreational trail. By examining the existing conditions, this report serves as a foundation for identifying opportunities, addressing constraints, and exploring viable trail options that align with the project's objectives.

1.2.1 SITE CONTEXT

To highlight the existing conditions, **figure 3** outlines the study area. As shown in figure 3, the trail runs along the entire width of the Township, from the edge of Cornwall to the Quebec Boarder. Due to the scale, length, and existing conditions of the trail, it has been separated into two sub-categories:

- Western Section, approximately 12.9km in length; running from Boundary Rd. to John St. and
- Eastern Section, approximately 18.1km in length; running from John St. to the Quebec boarder.

The western section is well maintained and highly active compared to the eastern section which is in poor condition, varying surface conditions, and blends into the existing agricultural landscape.



Figure 3: PROJECT SITE LOCATION & SEGMENT SECTIONS

1.2.2 PEANUT LINE TRAIL

The existing conditions of the project sites are separated into three (3) main categories:

- Peanut Line Trail - Rail Corridor:
 - The trail is 31 km in length from Boundary Road to the Quebec border.
 - The rail corridor is an approximately 100 ft. wide rail bed, expanding up to 200ft at former station locations.
 - The trail is approximately 3.0m wide in locations that are currently maintained, with a clear zone of 7.0m. The trail width and clear zone decreases and varies significantly within the eastern section.
 - There are approximately 57 steel and concrete culverts.

- The trail is currently utilized as a multi-purpose trail that includes motorized recreational vehicles and OFSC trail use during the winter months.
- The primary surfacing is granular and/or soil. The granular varies from compacted to loose, 40mm clear stone/ ballast stone which makes walking/cycling difficult.
- The western section of the trail has kilometer markers (on-going).
- Road Crossings:
 - There is a total of seven (7) County Road (CR) crossings along the trail corridor. There are no signs, road crossings, crosswalks, or crossovers including pavement markings to warn vehicles of the approaching trail crossing.
 - Caution and Stop signs are located along the trail when approaching a road crossing.
 - Many of the roadways have deep drainage ditches on either side with culverts.
 - Based on the site visit, it is assumed there are utilities running parallel along the roadway (i.e., Bell, Hydro, etc.).
- Bridge Crossings:
 - There are a total of three (3) metal bridge structure crossings along the trail corridor, with two (2) in the western section and one (1) in the eastern section.
 - One (1) location at the ON/QC boarder within the eastern section may require review for accessibility and safety measures as per the Canadian Highway Bridge Design Code and/or O. Reg. 104/97 Standards for Bridges. Recommended work as outlined in the 2022 Structure Inspection Summary (Structure 3A) included:
 - Rehabilitation within 1-5 years, including re-grading of approaches, adjusting hazard signs, installation of railing system on both sides of the structure and concrete and crack repairs to substructure concrete components.
 - Investigate if steel is weathering steel and re-coating the bridge if not, and
 - Complete a substructure condition survey.
 - The bridge crossings along CR19 and CR17 were recently rehabilitated and include rubber matts to improve surface crossing conditions.
- Trail Crossings:
 - Approximately 45 farm access points are located along the trail corridor. Amongst those crossings, there are a few locations which farm equipment travels along the trail to access neighbouring fields.

PHOTO INVENTORY

A site visit to confirm existing conditions of the trail, roadways, and infrastructure (storm water, hydrology, etc.) was conducted on April 27, 2023. The following images highlight key concerns/ opportunities that will influence proposed design considerations.

A full photographic inventory, including photograph location mapping, is provided in **Appendix A**. All images were geotagged and added to a google earth map for viewing & locating by the Township.

 <p>Trail encroachment by farmer – stop sign to notify farm vehicles of trail & barn built adjacent to trail edge.</p>	 <p>Trail blends into existing agricultural lands, rail bed & vegetation buffer removed and leveled out.</p>	 <p>Unauthorized signage posted along trail by ATV club.</p>
 <p>Bridge recently rehabilitated with guard rails and rubber mats to improve crossing conditions for pedestrian/equestrian/dog walking users.</p>	 <p>Bell lines and potential other utilities running along ROW of road perpendicular to trail. Potentially located along trail.</p>	 <p>Recently rehabilitated bridge crossing and look out/ rest spot along Eastern section of trail near CR-19. View of Rasin River.</p>

 <p>Advertising Billboard – overly large. May cause traffic sightline issues. Sponsorship/ promotional material for businesses and events at Boundary Rd. trail access. No formal agreement with Township regarding signage.</p>	 <p>One of numerous culverts along rail bed that require ongoing maintenance/ repairs by the Township.</p>	 <p>Trail at Fairgrounds blends into existing roadway. Can lead to confusion for users re: direction and no differentiation between vehicular & trail user interface. Potentially dangerous intersection.</p>
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STAFF RESOURCES

The Parks, Recreation and Culture Department currently has 4 full time and 2 part time (student) staff who are responsible for maintaining 13 facilities, the Peanut Line Trail, 16 parks, and various local school/sports fields.

The Roads Division undertakes a vast amount of maintenance upgrades along the Peanut Line annually, which includes gravel and culvert maintenance due to their experience and expertise with gravel road maintenance. The Roads Division is part of Infrastructure Services which is compiled of 9 full-time staff and 2 part-time staff, who also maintain 385 kilometers of roads.

From both an availability and financial perspective, staffing resources proves to be the greatest barrier – the challenge of having:

- limited capacity among Township staff, in relation to addressing stakeholder/user ideas and support forward,
- limited capacity to address key concerns, maintenance issues, and ability to implement any new programs as staff are largely already operating at or above capacity,
- need to adjust capital and operating budgets to maintain and enhance the trail experience has significant financial impacts including:
 - general trail conditions and infrastructure inspections/ maintenance of trail surfacing, vegetation buffers, culverts, amenities, etc.) on an annual basis,

- bridge inspections and repairs (on a biennial basis as per OSIM); and
- as the trail network expands (or in this case, general maintenance and surfacing requirements are met to unify the entire trail experience), limited operating funds may be available, competing with other demonstrated Township needs and priorities, resulting in not being able to meet evolving user expectations or levels of service.

1.2.3 DEMOGRAPHICS AND GROWTH PREDICTIONS

As of 2016 census, the Township has a population of 13,150, with the majority of residents falling in the age group of 18 to 64 years of age (8,370). Around 2,900 residents are considered seniors (over 65) and 1,880 residents are in the 0–14-year age group.

The population growth predictions by the Government of Ontario² for 2021–2046, for the census division of SDG County is expected to have a 0–25% growth. All regions in Ontario are projected to see a continuing shift to an older age composition of their population. The largest shifts in age structure are projected to take place in census divisions, many in rural areas. SDG Counties is estimated to see 27–30% of the population to be seniors by 2046.

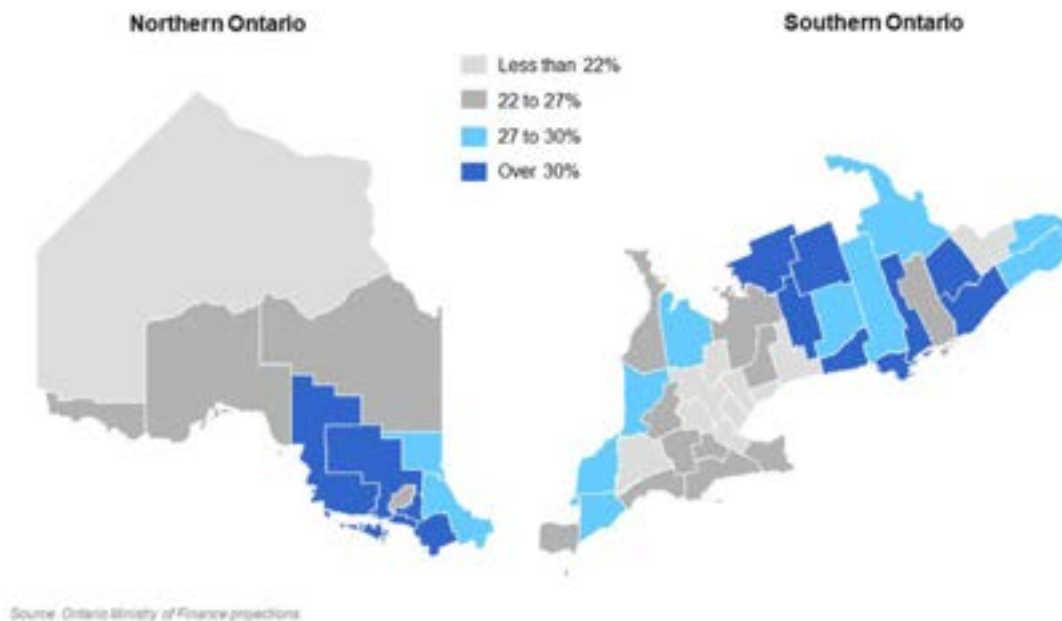


Figure 4: Share of seniors in population census division in 2046.

When developing policies and guidelines for recreational amenities (such as trails), it is important to be away of the current trends. The senior demographic prefers passive recreation and tend to have more free time and interest in volunteering with the community. The population projections for this areas census

² Source: Government of Ontario Growth Predictions 2021–2046, <https://www.ontario.ca/page/ontario-population-projections#:~:text=From%20a%20rate%20of%200.5.per%20cent%20by%202045%E2%80%93346>.

division in 2046 shows a positive increase in the senior's age demographic and a decline in children/ youth age group, thus passive recreational opportunities should be sought and planned for.

The "Population and Growth Projections" report by Hemson Consulting Ltd., published in January 2013, supports the above projections. This document provides an analysis of population and growth trends for the United Counties of Stormont, Dundas, and Glengarry in Ontario, Canada. The report focuses on projecting population changes and growth patterns over a specified time frame to assist in future planning and development efforts.

The key findings of the report include:



Projected population growth rates to grow slightly & demographic shifts to a more senior population.



Implications for various sectors such as housing (surplus of lands in most settlement areas), and employment (decreasing as more people are projected to retire and join the senior 65+ age range).

1.2.4 LAND OWNERSHIP

The Canadian Pacific Railway owned the rail corridor until its decommissioning when the lands were sold to the Township of South Glengarry in 2009. Based on documents retained to date, the majority of the former rail corridor is now fully owned by the Township. There are a few small segments of trail that are privately owned for agricultural access to land-locked agricultural land parcels for abutting landowners.

1.2.5 PARKS AND RECREATION MASTER PLAN (2023)

The following is a summary of the Township of South Glengarry Park and Recreation Master Plan (PRMP) document sections that are Peanut Line Trail specific. This summary document only discusses the sections within the master plan that directly referenced the Peanut Line. There are sections within the master plan that may also apply to the Peanut Line for example 6.5.1 Accessibility, that were not summarized.

The trail's main uses are walking/ dog walking, cross-country skiing, snowshoeing, cycling / biking, motorized sports, and equestrian. Its important to note that not all activities are permitted in all sections of the trail. The Peanut Line is a unique municipal asset and recreation amenity for year-round use by residents and visitors.

Its current classification in the proposed Municipal Parks Classification System is Trails, and current provision is noted as N/A. Future development considerations may include design based on targeted trail uses and amenities may include wayfinding signage, benches, lighting and trailheads with parking, bike racks, bike repair stations, washrooms, and mapping.

The following highlights of specific trail related sub sections and findings from the comprehensive engagement executed during the PRMP process will supplement engagement results conducted during this options analysis process.

Key findings from the PRMP include section 6.3 of the master plan which discusses Community Interest.

- Section 6.3.2 Trail Use portion of the online household survey and the telephone survey found:
 - o 84% use trails in South Glengarry (SG) that completed the online household survey compared to 48% that use the trails via the phone survey.
 - o Both the phone and household survey indicate that **walking/dog walking** is the top use of the trails in SG. The most frequently selected trail used is Summerstown Trails, and Peanut Line Boundary Rd. to Williamstown section (59%).
- Section 6.3.4 Trail Needs portion of the online household survey and the telephone survey found:
 - o 32% stated peanut line trail needs improvements.
 - o Better trail maintenance (63%)
 - o More/improved trail heads (57%)
 - o Links to Summerstown/ Waterfront Trails (54.4%)

Section 6.4 of the PRMP discusses Guiding Principles: Environmentally Focused Parks and Trails.

- Section 6.4.1 Stewardship found:
 - o Environmental concerns were identified during the consultation including wildlife disturbance along trail due to night time motorized vehicle use and damage and damage/ removal of trees and shrubs.
 - o The way in which the Township develops and manages the development of the Peanut Line and Cairnview Park can set a precedent about how environmental needs are, and should continue to be, integrated in parks and trail projects.

2 WHERE ARE WE NOW?

2.1 RATIONALE FOR THE STUDY

The development and implementation of municipal trails can have a significant impact on the community. There are many reasons why there should be additional consideration for and commitment to trails in South Glengarry, including supportive policies, guidelines and community and individual benefits. Each are outlined in more detail below.

2.1.1 POLICY SUPPORT

In the past decade, there has been an increase in support for active transportation and recreation from all levels of government. Provincial, County, and Municipal governments are now working together and establishing policies, research, strategies, and initiatives which provide support for investments and improvements which accommodate self propelled forms of transportation and improve the overall community quality of life.

To inform the development of the Trails Options Analysis, policies at each level of government were reviewed. Table 1 provides an overview of the policies that were reviewed.

Table 1: Summary of Policies Reviewed for the Study

PROVINCE OF ONTARIO	SDG COUNTY	TOWNSHIP OF SOUTH GLENGARRY
<ul style="list-style-type: none"> — Trails Strategy — Cycling Strategy: #CycleON — Cycling Tourism Plan — Ontario Traffic Manual Book 18: Cycling Facilities — Climate Change Action Plan — Provincial Policy Statement — Accessibility for Ontarian's with Disabilities Act — Ontario Trails Act 	<ul style="list-style-type: none"> — SDG County Official Plan 	<ul style="list-style-type: none"> — Township of South Glengarry Official Plan — Strategic Plan — Parks and Recreation Master Plan — Age-Friendly Community Action Plan — Concept 1 and Concept 2 Plan for CPR Right-of-Way Acquisition (2009) by McIntosh Perry

The Ontario Trails Act – 2016

The Ontario Trails Act is legislation enacted by the Government of Ontario in 2002 to support the development, management, and use of trails in the province. The Act establishes a framework for the creation, maintenance, and protection of trails, aiming to enhance recreational opportunities, promote healthy and active lifestyles, and conserve natural and cultural heritage. It provides definitions, establishes the authority and responsibilities of trail managers and landowners, and outlines various provisions related to trail planning, development, operation, and enforcement. The Act also enables the establishment of a voluntary trails classification system and grants certain legal protections for landowners who allow trails on their property. It is designed to facilitate collaboration among various stakeholders, including municipalities, landowners, trail user groups, and conservation authorities, in order to ensure the sustainable and responsible management of trails across Ontario.

The Ontario Trails Act includes provisions that aim to protect landowners who allow trails on their property. These protections are intended to provide reassurance and incentives for landowners to permit trail access on their lands. Some ways in which the Act offers protections for landowners include:

- **Liability protection:** The Act includes provisions that limit the liability of landowners who allow trails on their property. It states that landowners are not liable for injuries or damages that occur as a result of ordinary trail use, unless the landowner deliberately created the hazard or acted recklessly.
- **Indemnification:** The Act allows the government to indemnify landowners against legal actions related to trail use. This means that if a landowner is sued because of trail activities, the government may provide legal defense and cover any damages awarded.
- **Agreement requirements:** The Act enables landowners and trail authorities to enter into agreements that define the terms and conditions of trail use. These agreements can outline specific responsibilities, rights, and obligations of both parties, providing clarity and legal protection.
- **Compensation:** In certain circumstances where a trail use agreement affects the landowner's property rights or significantly interferes with their land use, the Act allows for compensation to be provided to the landowner.

These protections are intended to encourage landowners to participate in trail initiatives by alleviating concerns about legal liabilities and providing mechanisms for fair agreements and compensation. It helps foster a cooperative relationship between landowners and trail authorities for the benefit of trail users and the overall trail network.

The Ontario Trails Act applies to trails in the province of Ontario, regardless of whether they are located on lands owned by lower-tier municipalities or crown lands. The Act provides a framework for the establishment, management, and use of trails in Ontario, and it applies to various types of trails, including those owned by municipalities, conservation authorities, private landowners, and crown agencies. The Act

sets out the general rules and regulations that govern the development, maintenance, and use of trails, and it provides guidance on matters such as liability, agreements, permits, and trail management. However, it's important to note that specific details and requirements may vary depending on the jurisdiction and landowner involved. Local municipalities and landowners may have additional bylaws or agreements in place that complement or expand upon the provisions of the Ontario Trails Act.

2.1.2 TOWNSHIP REPORTS, STUDIES, AND POLICIES

The Township of South Glengarry has developed and adopted several standards, policies and guidelines which provide staff and partners with the necessary direction to plan, design and implement services and infrastructure Township-wide. Select standards and guidelines refer to the planning, design and construction of trail infrastructure were reviewed with an overview of those resources provided below in **Table 2**.

As part of the development of the Trails Options Analysis a comprehensive review of these guidelines and standards was completed. The review was completed to ensure that the trail recommendations align with and are supported by the trail policies and guidelines identified by the Township and current best practices in trail design.

Table 2: Supporting Documents & Policies

REPORT / GUIDELINE/ POLICY	APPLICABILITY
AGE- FRIENDLY COMMUNITY ACTION PLAN (JUNE 2016)	<p>Developed in 2016, TSG Age-Friendly Community Action Plan emphasizes the need for improved transportation and safe walking/cycling options, highlights the value placed on local recreation facilities and trails by the community, and identifies the strong interest of older adults in expanding outdoor active recreation programs. The plan also recognizes the significance of the trail network, volunteer groups, and meeting accessibility requirements for enhancing trail experiences and promoting age-friendly communities.</p> <ul style="list-style-type: none"> AODA requirements are important for trail improvement initiatives such as public washrooms year-round, warming stations, shelters, seating areas, shade, and wayfinding/ signage
PARKS & RECREATION MASTER PLAN (JAN 2023)	<p>Developed in 2023, the PRMP focuses on improving and enhancing the existing trail network, particularly the Peanut Line Trail. The plan recognizes the importance of trails for outdoor recreation, highlights the community's interest in trail usage, and acknowledges the need for trail improvements and connections.</p> <p>Rather than considering options to eliminate the trail, the master plan emphasizes the need for better trail maintenance, improved amenities along</p>

	<p>the trail, enhanced trailheads, and strengthened connections to other trails and community areas (such as parks). The plan also suggests conducting a Peanut Line Trail Study to address existing issues and inform future infrastructure work.</p> <p>Overall, the Township of South Glengarry Park and Recreation Master Plan aligns with the goal of preserving and expanding the trail network, making it more accessible, engaging, and enjoyable for residents and visitors. It aims to capitalize on the community's interest in trail-based recreation and recognizes the value of trails in promoting active and healthy lifestyles.</p> <p>Two key findings relating to this trail options analysis include:</p> <ul style="list-style-type: none"> • Peanut Line Trail Infrastructure: The master plan provides an overview of the Peanut Line Trail and identifies the opportunities it offers for multi-use trail-based recreation but also highlights areas that require improvement, such as seating, lighting, trash receptacles, parking, washrooms, and warming stations. The trail lacks direct connections to Township parkland and needs better links to communities and recreation areas. • Community Interest and Trail Use: Survey findings reveal that a significant percentage of residents use trails in South Glengarry, with walking and dog walking being the most common activities. The Summerstown Trails and the Peanut Line Trail section from Boundary Road to Williamstown are the most frequently utilized trails. Recommendations include better trail maintenance, improved trailheads, and connections to the Summerstown and Waterfront Trails.
STRATEGIC PLAN (2019-2022)	Developed in 2019, the Township of South Glengarry developed a strategic plan for the Township. Five strategic goals are identified with Goal 1 (Enhance economic growth and prosperity), Goal 2 (Invest in infrastructure and its sustainability), and goal 4 (Improve quality of life in our community) directly correlate to recreational trails.
GLENDALER'S COMMUNITY PARTNERSHIP AGREEMENT (2015-2016)	By-law 02-16 was developed and approved January 2016 by the Township to permit members of the Glendaler's Winter Sports Club to use the Peanut Line Trail for ATV's and Snowmobiles from November 2015 through March 2025. The community partnership agreement outlines responsibilities of both parties.
TSG RECREATION STANDARDS BY-LAW (2012)	By-law 47-12 sets the recreation standards for the Township and includes the definition of recreational trails. Recreational trails are to be inspected twice per year.

The Township is currently in the process of developing two policies for the Peanut Line including a Trail User Policy and Trail Maintenance Policy, both of which are draft documents and are not formalized as of yet.

- Peanut Line Trail User Policy (DRAFT):
 - o This policy outlines the permitted users on the trail, which is classified as a multi-use trail for motorized recreational vehicles (i.e., ATV/Snowmobile) and non-motorized (i.e.: pedestrian, cycling, snowshoeing, etc.). Responsibilities by the Township and Abutting property owners are addressed.
 - o Although automobiles and trucks are not allowed on the trail, property owners who need to access the trail must notify the Township with a written request and wait for a response on acceptance or denial.
- Peanut Line Maintenance Policy (DRAFT):
 - o The objective of this policy is to outline policies to ensure the safety of users on the trail and a systematic approach to the maintenance of the trail facilities. Trail reporting through bi-annual inspections and normal maintenance tasks are to be performed and captured in the maintenance logbook. Inspections are to occur in the spring and fall prior to the winter months (peak season use) in addition to a minimum of 2 additional inspections per year for further preventative measures. Inspections on the existing conditions, including all deficiencies regarding surface conditions, bridges and culverts, drainage, brushing, tree trimming and removal, debris and litter, and trespassing are to be recorded with exact locations.

2.1.3 ADDITIONAL SUPPORTING STUDIES

In 2009 the Township of South Glengarry contracted McIntosh Perry Consulting Engineers³ to conduct a high-level overview of two (2) concept plans for acquiring the decommissioned CP railway right-of-way (ROW) in the Township. The report outlines the objectives, methodology, and findings related to the proposed acquisition of the railway corridor for potential future use as a recreational trail. The concept plans explore the feasibility, benefits, and challenges associated with repurposing the railway ROW to enhance the recreational opportunities and community connectivity within South Glengarry. The report serves as a foundational document to guide decision-making and future planning processes for the acquisition and development of the railway corridor as a valuable asset for the township and its residents.

A summary of the recommendations and conclusions for both Concept 1 and Concept 2 can be found in **Appendix C**.

³ Source: McIntosh Perry Consulting Engineers Ltd. (May 2009) – Concept 1 and Concept 2 Plan for CPR Right-of-Way Acquisition, Township of South Glengarry.

In summary, Concept 1 Plan was identified in the approved Communications Plan as essentially a status report on the condition of the Peanut Line. The Concept 2 plan required a more in-depth analysis of policy documents and more detailed engineering inspections of the existing structures. The County, Regional and Township planning and recreational documents all support the public ownership and use of the property for recreational purposes. CN, the vendor of the property had also recognized the importance of this ROW being in public ownership and thus resisted the sale of the property to private interests – even at a substantial premium. The former track bed itself is somewhat fragmented, but the ROW is a continuous parcel of land that will not be available again if sold to private interests. There will be considerable discussion regarding the use and maintenance of the ROW, but it is likely that the concerns and desires of all stakeholders can be accommodated to some extent.

If the township decides to purchase then it is recommended that the township partner with all stakeholders including the County, Raisin River Conservation Authority, the public and the users of the trail (like the Glendaler's) to develop a trails master plan. Short-term, medium-term and longer-term goals should be identified and coordinated with the township's capital improvement programme.

A formal letter was sent to all abutting landowners of the CPR ROW on May 28, 2009, from the Township. Enclosed was a copy of the conclusions, recommendations, and next steps received from the Consultant in Concept 2 Plan with a notification of a presentation to Council.

2.2 ADDITIONAL TRAIL INFLUENCES:

The following section highlights clubs, developments, and surrounding trail networks that can influence the final recommendations for the Peanut Line Trail. Additional trail influences include successful trail precedent examples of similar nature as the Peanut Line Trail and road crossing legislation and guidance.

2.2.1 NEIGHBOURING RECREATIONAL TRAIL NETWORKS

Motorized Trail Networks:

The Glendalers Winter Sports Club (the Glendalers) has an agreement with the Township regarding usage and maintenance. The agreement allows for the Glendalers to help with maintenance on the trail. The agreement permits members of the Glendalers to use the trail for All Terrain Vehicles (ATVs) but in no way provides exclusive use by the Glendalers. Under the terms of the agreement, they are to provide inspections on a semi-annual basis as well and insurance documents. It is noted that the agreement was formed in 2016 and should be revisited to ensure it meets the needs of the Peanut Line, the Glendalers, other trail user groups and the Township.

The Glendalers also has existing advertisement board(s) (i.e.: 1 at Boundary Rd. trail head). The boards include advertising for private businesses and clubs. Consideration as to the future of these boards, including current and future locations, content, maintenance, management, and fees should be reviewed

in consideration of the total trail network wayfinding strategy. This signage type could also be a potential revenue opportunity for the Township and/or partners. Refer to **Appendix A** photo inventory.

The existing snowmobile trail network for the Glendaler's Winter Sports Group is shown below (**Figure 5**):



Figure 5: Existing Snowmobile Routes

Adjacent Trail Networks:

There are a few existing trail networks throughout the Township of which potential linkages could be made to the Peanut Line, creating a large Township-wide trail network. These trails include:

- The Great Lakes Waterfront Trail – this is a trail that is part of a national trail system. The segment within the Township boundary is on-road from the South Service Road between CR-34 and 4th Line before rejoining CR-2. The trail then moves off-road from Boundary Rd. to the paved trail system in Cornwall.
- Raisin Region Conservation Authority - The trail network spans across various natural areas and conservation lands, providing access to scenic landscapes and ecological habitats. The trail network consists of well-maintained paths that cater to a range of activities, including hiking, walking, cycling, and nature observation. The trails are designed to accommodate different skill levels and interests, offering both easy and challenging routes. One notable trail within the network is the Greys Creek Conservation Area Trail (owned by Raisin Region Conservation Authority), which meanders along the picturesque Raisin River and outlets to the St. Lawrence River. This trail provides scenic

views, wildlife viewing opportunities, and a tranquil atmosphere for visitors to immerse themselves in nature.

- Friends of Summerstown Trail – Is a community organization that maintains and promotes the trail network in Summerstown, Ontario. The trail network offers groomed cross-country ski, snowshoeing, and hiking trails through scenic woodlands and fields. They organize events and programs to engage the community and enhance the trail system. The Friends of Summerstown Trails provide a valuable outdoor recreational resource for residents and visitors and is owned by SDG County.

2.2.2 SUCCESSFUL TRAIL PRECEDENTS

Trail Precedent Examples

This section highlights successful trail precedent examples of which the Township can further review and investigate as they may provide ideas for internal discussion for future planning, studies, and master planning/ visioning for the Peanut Line Trail.

Table 3 is a comparison chart of successful trail examples. Although not an exhausted list, and 3 of the 4 are multi-jurisdictional entities, they all provide good information and resources for future considerations of the Peanut Line Trail.

Table 3: Successful Trail Precedent Examples Comparison Chart

	Millennium Trail- Prince Edward County	Bruce County Rail Trail:	Ottawa Valley Recreational Trail	Kawartha Trans Canada Trail
Website	Millennium Trail - Prince Edward County Ontario Trails Council	Bruce County Rail Trail Ontario Trails Council	Ottawa Valley Recreational Trail Ontario Trails Council	Kawartha Trans Canada Trail Ontario Trails Council
Region	Prince Edward County	Bruce, Grey, Simcoe	Lanark County, Renfrew County, Papineau-Cameron Township	Kawarthas and Northumberland
Length	49km	80km	296 km	44 km
Width	Approx. 3.0m	Approx. 3.0m	Approx. 5.0m	Approx. 2.5m-3.0m
Surface type	Gravel	Mixed	Natural surface, asphalt, gravel	Gravel
Maintenance standards/ guidelines	N/A	N/A	Trail management plan	N/A

	Millennium Trail- Prince Edward County	Bruce County Rail Trail:	Ottawa Valley Recreational Trail	Kawartha Trans Canada Trail
			The Rose Point Recreational Trail Management Plan (ottawavalleytrail.co m)	
Amenities	Free parking, seasonal toilets, trail heads, shelter	Free parking	Free parking	Free parking
ATV	Must be insured & licensed. Not allowed during winter	Permit required	Permit required (May 1-Nov. 30, OFATV)	Not allowed
Snowmobile	Permit Required (OFSC)	Permit Required (OFSC)	Permit Required (Dec. 1-Apr.30, OFSC)	Permit Required (OFSC)
Equestrian Users Allowed	Yes	Yes	Yes	Yes
Non-motorized Users	Cycling, hiking walking, mountain biking, snowshoeing & backcountry	Country skiing, Cycling, hiking walking, mountain biking, snowshoeing & backcountry, dog sledding,	Cycling, hiking walking, mountain biking, snowshoeing & backcountry	Cycling, hiking walking, mountain biking, snowshoeing & backcountry
Trail guidelines/ trail rules	PEC BY-LAW No. 3668-2045 princeedwardcounty .civicweb.net/docum ent/103630/	N/A	Trail Code of Conduct, BY-LAW 119-18 Microsoft Word - By-Law No. 2018-42 Ottawa Valley Recreational Trail.docx (civicweb.net) By-law 119-18 Regulation of Algonquin Trail (ottawavalleytrail.co m)	Trail Code of Conduct Trail Use – Kawartha Trans Canada Trail (ktct.ca)

	Millennium Trail- Prince Edward County	Bruce County Rail Trail:	Ottawa Valley Recreational Trail	Kawartha Trans Canada Trail
			TRAIL CODE OF CONDUCT OVRT (ottawavalleytrail.co m)	
Volunteer Organizations	Friends of Millennium Trail			Kawartha Trans Canada Trail Association (KTCTA)
Seasonal operation	Year round	Year round	Year round	Year round
Hours of operation	7am to 11pm	N/A	7am to 11pm	N/A
Notes	Farm tractors from adjacent lands, emergency and service vehicles do have access. Dirt bikes should review applicable by-laws.		No dirt bikes, motorcycles, motor vehicles. Trail passes through County of Renfrew, Lanark County and Papineau-Cameron Township each have their own separate rules.	Has a trail monitoring form: Trail Monitoring Form – Kawartha Trans Canada Trail (ktct.ca) , Trail use survey Trail Use Surveys – Kawartha Trans Canada Trail (ktct.ca) Shared usage of linear projects (i.e. water or gas pipelines and fibre optic cables). The trail can also provide access for utility service vehicles and limited access to homes and fields for farmers.

The **Ottawa Valley Regional Trail** requires ATV users to have permits to use the trail through the Ontario Federation of All-Terrain Vehicle Clubs (OFATV). The OFATV is a non-profit organization that represents and advocates for the interests of ATV riders in the province of Ontario. The OFATV works to promote responsible ATV use, develop and maintain trail networks, and engage in advocacy efforts to protect the

rights of ATV riders. They collaborate with local clubs, landowners, and government agencies to establish and maintain a sustainable trail system for ATV enthusiasts in Ontario.

The **Rails-to-Trails Conservancy**, although USA based organization, provides a wealth of information online for a variety of trail-related topics, including:

- ways to mitigate risk,
- liability and trail insurance considerations,
- management basics,
- trail conflicts and user speeds,
- programming and events,
- promoting equity in trail use and programming, and
- trail maintenance.



Example of rest and refuge and shelter amenity along the PEC Millennium Trail.



Example of existing trail surface along an old railway bed, that is now known as the PEC Millennium Trail.



Example of a natural trail within the Bruce Trail network.



Example of winter sport activities along the Bruce Trail network.



Wide trail bed allows for multiple user types to enjoy along the Ottawa Valley Trail.



Example of a dual trail system (W&OD Trail) in Arlington, VA. The central pavers are permeable while also visually separating the two user groups.

The **W&OD Trail** is a highly popular trail that serves as both a recreational amenity and a transportation route. Due to its popularity, conflicts often arise among users due to varying speeds. To address this issue, NOVA Parks proposed a project in 2019 to upgrade the section of the trail between Roosevelt St. and Carlin Springs Rd. in Arlington. The aim of the project was to enhance safety and comfort for trail users by reducing conflicts. The W&OD Trail serves more than 1,000 bicycle and pedestrian trips per day as the trail provides connections to major regional activity centers and transit station.

Note that the context of this trail is urban versus the rural nature of the Peanut Line Trail, however the width of the trail bed may allow of a similar idea to separate motorized and non-motorized users.

It should be noted that motorized users and equestrian users have different trail design requirements compared to non-motorized users (pedestrians and cycling). These can impact final decisions on permitted trail users.

- ATV users require a minimum of 8-10 feet wide trail (one way), or 12-14 feet wide trail for two way use. Sightlines require a minimum sight distance of 400 feet.
- Equestrian users require hard surfaces (prefer compacted natural dirt surfaces), a minimum of 5 feet wide with a sight distance of 100 feet.
- Vertical clearance of 8-10 feet required for both.

2.2.3 ROAD CROSSING LEGISLATION & INDUSTRY GUIDANCE:

Highway Traffic Act

The Highway Traffic Act (HTA) regulates how people may use roads within Ontario, including the rules for road crossings, crosswalks, and crossovers.

Crosswalks

The HTA defines a crosswalk as:

- (a) that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or
- (b) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface.

A crosswalk is typically located at an intersection and has pavement markings for pedestrians to cross the roadway. The HTA states that drivers must stop and yield the right of way to pedestrians lawfully within a crosswalk.

Pedestrian Crossovers

A crossover (PXO) is defined as “any portion of a roadway distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by the regulations”. The HTA requires that drivers stop when a pedestrian is within the crossover and shall not proceed until the pedestrian is no longer within the roadway. Riding or operating a bicycle within a crossover is not permitted. Municipalities may not pass by-laws to designate a crossover on a road where the speed limit exceeds 60 km/hr.

Crossrides

The HTA was recently amended in 2014 to allow for the legal creation and use of crossrides. Subsection 144 (29) previously stated: “No person shall ride a bicycle across a roadway within or along a crosswalk at an intersection or at a location other than an intersection which location is controlled by a traffic control signal system.” This section was amended to allow cyclists to ride their bicycle along a crosswalk, allowing for crossrides to be implemented at intersections. It is however noted that this amendment did not allow for people to ride bicycles along a crossover, so controlled mid-block crossings for bicycles are not currently legal under the HTA.

Off-Road Vehicles Act

The Off-Road Vehicles Act (ORVA) regulates the operation of off-road vehicles, including all-terrain vehicles (ATVs), that are not being operated on a roadway and off-road vehicles that are crossing a roadway. The regulations of the HTA apply to off-road vehicles operated on a public roadway. The ORVA sets requirements for permits, offenses, and other aspects of operating an off-road vehicle. The ORVA requires that off-road vehicles be operated with due care, attention, and reasonable consideration for other persons. The ORVA does not have specific requirements for the crossing of roadways.

Motorized Snow Vehicles Act

The Motorized Snow Vehicles Act (MSVA) regulates the operation of motorized snow vehicles, including snowmobiles, in Ontario. The MSVA sets requirements for permits, operation of snow vehicles, and provide authority for municipalities to regulate snow vehicles. The MSVA allows municipalities to regulate or prohibit the use of motorized snow vehicles on their roads. An upper-tier municipality may prohibit motorized snow vehicles from operating along or across any roads within their jurisdiction, including prohibiting crossing at local roads and trails. Where motorized snow vehicles are permitted to cross, the MSVA states that they must cross at an angle of approximately 90 degrees to the direction of the road.

Industry Guidance

Industry guidance for crosswalks, pedestrian crossovers, and crossrides in Ontario is provided through Ontario Traffic Manual (OTM) Books 15 and 18. Cycling and pedestrian crossing treatments are intended to allow cyclists and pedestrians to reach a destination on an opposing side of a roadway or to continue their trip along intersecting roadways by clearly delineating areas on a portion of roadway for cycling and pedestrian use through the provision of signage, surface lines or markings, etc. Crossings should be provided where there is the potential to connect active transportation facilities along both sides of the corridor. Roadway crossing treatments are offered at locations such as mid-block crossings and the crossing treatment selection is dependent on the complexity of the crossing environment and exposure to motor vehicle traffic, in which the principles used are similar between the selection of cycling and pedestrian crossing treatments. Crossing treatments have the following classifications:

- **Controlled** – locations where motor vehicle movements are controlled by stop or yield signs, traffic signals, pedestrian crossovers, etc. It is noted that an unsignalized crossing may not be warranted if the crossing site is within 200m of the nearest traffic control device.
- **Uncontrolled** – cyclists and pedestrians do not have the right-of-way to cross the roadway and are required to wait until it is safe to do so once there is a gap in the traffic stream. Cyclists are faced with a stop or yield sign and there is no requirement for motorists to yield to pedestrians or cyclists but must exercise caution.

Refer to **Appendix D** for future design details for all crossing types.

2.3 CHARACTER OF EXISTING CORRIDOR

2.3.1 TRAILS AUDIT & ASSESSMENT

The Peanut Line Trail in South Glengarry is a 31.8-kilometer rail trail that stretches from the east to west boundaries of the municipality. It offers a variety of outdoor recreational opportunities, including walking, jogging, hiking, motorized sports (ATV and Snowmobiling), and cross-country skiing activities. The trail passes through farmland with pockets of wooded areas, providing a scenic and diverse landscape. However, the trail currently lacks amenities such as seating, consistent trail surfacing, trash receptacles, parking, washrooms, and trail heads. It has limited connections to Township parkland and other recreation areas, which could be improved. Currently there are no road crossing markers or signage notifications for vehicles approaching.

The trail can be separated into two sections, the western section which runs from Boundary Road along the Township boundary to Williamstown, and the eastern section which runs from Williamstown to the Provincial boundary of Ontario and Quebec. The condition of these sections is drastic and varies:

- The western portion is in better condition, featuring a wider width, granular surfacing, maintenance, mile markers, and more canopy cover with scenic views and bridge crossings.
- The eastern portion is narrower, bumpy, and unsurfaced, running through farm fields. This section tends to blend into the existing landscape making it difficult for users to delineate the path from neighbouring private lands. The Peanut Line Trail is valued by the community, and there is a need for better trail maintenance, improved trailheads, and enhanced connections to other trail systems.

Overall, this trail corridor bisects the Township east to west and is centrally located. The trail passes through rural and residential communities, has approximately 45 farm access crossings, and has approximately 7 road crossings.

2.3.2 OPPORTUNITIES AND CONSTRAINTS OF THE TRAIL

To determine trail options for the future of this trail segment, it is important to understand the existing opportunities and constraints for which it presents. Opportunities and constraints have been categorized into Overall Trail Section, Western Section, and Eastern Section. Refer to **Figure 6**.

Overall Trail Section

Additional overall opportunities for the entire trail segment include:

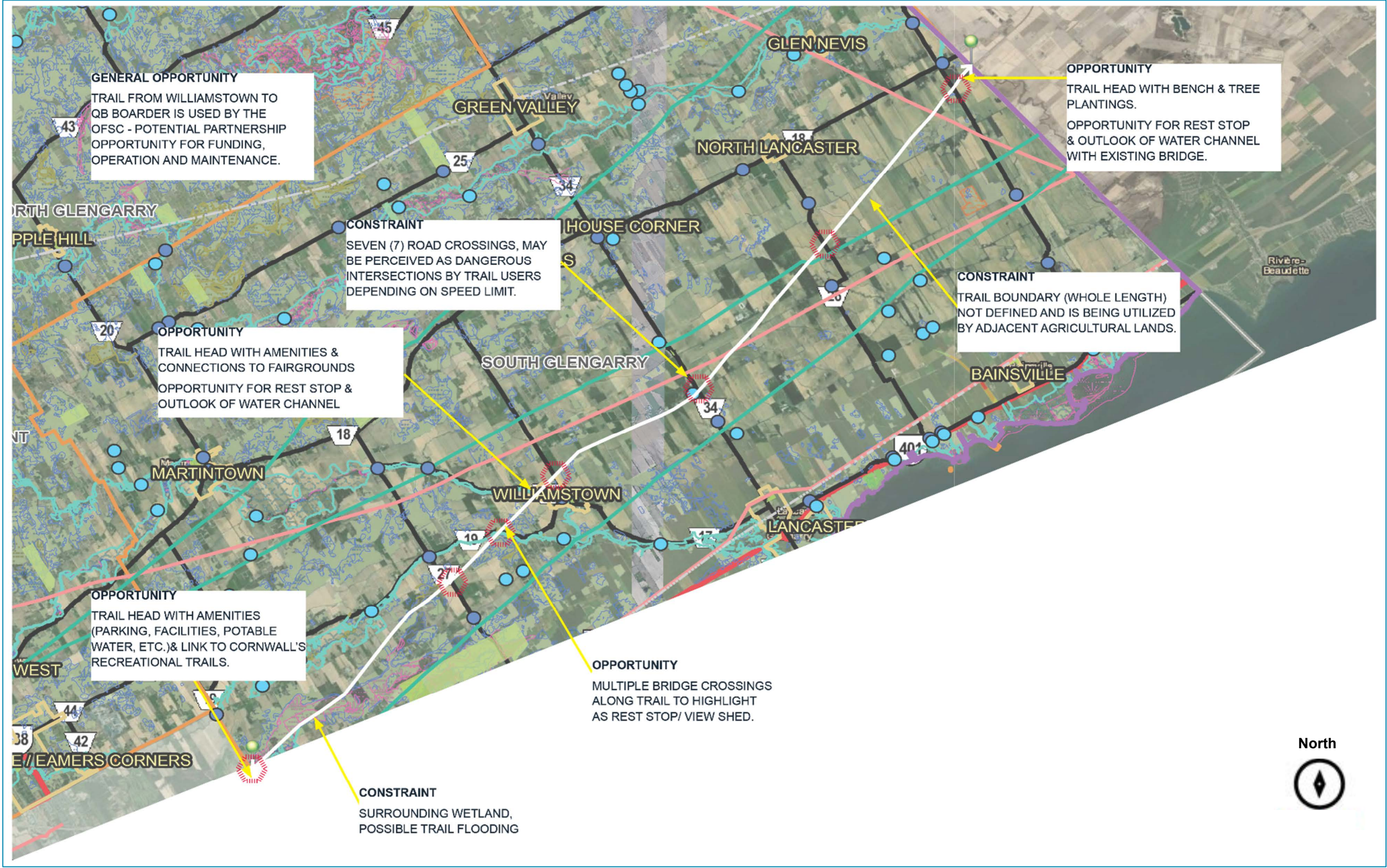
- Connectivity: Utilizing the existing rail corridor provides an opportunity to create a connected trail network, linking different areas and communities.
- Linear Route: The rail corridor offers a straight and linear path, making it easier for trail users to navigate and follow.
- Scenic Value: The rail corridor often passes through picturesque landscapes, offering scenic views and an enjoyable trail experience.
- Historic Preservation: Converting a rail corridor into a trail segment allows for the preservation of a historically significant transportation route.
- Reduced Environmental Impact: By repurposing an existing rail corridor, there may be minimal need for additional land clearing or disruption to natural habitats. The trail is an active transportation corridor which can encourage non-motorized means of travel, such as for recreation or commuting to work, promote sustainability and reduce carbon emissions. Choosing non-motorized transportation over vehicular commuting contributes to reducing air pollution, noise pollution, and dependence on fossil fuels, thereby benefiting the environment, and improving overall air quality in the community.

Additional constraints include:

- Financial and Staffing Limitations: The trail corridor will increase capital costs for the renewal and rehabilitation of infrastructure assets, in addition to annual maintenance expenses. Staffing resources will be stretched to accommodate the additional 18km of upgraded trail infrastructure and 31km total maintenance, monitoring, reporting, and additional trail amenities (garbage collection, inspections, etc.). This will increase the annual capital and operating expenditure.
- Infrastructure and Safety Upgrades: The existing rail corridor may require modifications and upgrades to meet safety standards, including the construction of pedestrian bridges, crossings, signage, and lighting.
- Maintenance and Management: Ensuring proper maintenance and management of the trail segment, including regular upkeep, monitoring, and addressing potential safety hazards, can be a resource-intensive task, especially with significant infrastructure to maintain along the trail (5 bridges, 57+ culverts, 31km of trail surfacing (filling, re-leveling/grooming), and limited staff availability.
- Land Ownership: Determining ownership rights and securing necessary permissions and agreements from landowners along the rail corridor can be a challenge. The legal liability with regards to meeting (or not meeting) maintenance and safety standards can increase Township risk in addition to the costs associated with the recommended safety upgrades.

- Land Use Conflicts: The rail corridor may intersect with or pass through areas designated for other purposes, such as private properties, industrial zones, or protected lands, leading to potential conflicts.
- Environmental Regulations: The rail corridor may traverse environmentally sensitive areas, requiring compliance with conservation requirements and regulations to protect flora, fauna, and ecosystems.

Figure 6: Opportunities and Constraints Map



Western Section

Overall, the western section of trail (approximately 12.9km) is in good condition, well maintained, and is highly active in use. Users include non-motorized groups such as walkers, hikers, bird watchers, dog walkers, and equestrians. Motorized users include ATV's (year-round) and snowmobiles during winter months. All land parcels within this section are owned by the Township.

Eastern Section

The eastern section (approximately 18.1km) is longer in length than the western segment and is in poor, deteriorating, condition. A vast majority of the rail bed has been removed, flattened, and damaged by adjacent agricultural vehicles and fields resulting in little to no shelter belt/woody buffer or fencing between the trail and fields. This causes the trail to not be visually defined, which can cause confusion on where a user is to go (public trail lands vs. private boundary), in addition to a lack of signage and consistent surfacing. For example, some areas of the trail divides fields where crops on either side part of the same farm field and the only way are to access them are to cross the PLT. Therefore, this section has higher trespassing and vandalism issues and concerns compared to the western portion. This is mainly due to the fragmented nature of this section of trail corridor, causing confusion by trail users driving onto adjacent private properties, causing damage to private land, including crop damage.

Land ownership within this section includes some narrow, privately owned strips of land. Based on the site visit, it can be surmised that these parcels are primarily used by the owners as a farm crossing to access their adjoining fields. Since the Township does not own this land, it could create gaps in the trail segment and pose liability concerns.

It is important to note that these opportunities and constraints are general considerations and can be used as a starting point for future discussions and agreements in addressing any potential challenges with relevant stakeholders, including landowners, conservation authorities, and local government entities.

2.3.3 AGRICULTURAL CONSIDERATIONS

The Peanut Line Trail is unique in nature as it bisects agricultural lands, thereby agricultural considerations should also be considered. Trails in rural and urban areas are beginning to function increasingly more as an integral part of transportation and recreation systems. In many cases, existing and proposed trails go through agricultural lands. Trail use has implications on farming that are often not identified or addressed. Trail planning should involve a strong partnership between the agricultural community and trail proponents (from concept through long-term management).

Figure 7 identifies the existing agricultural crossings located along the trail system in red. The majority of access points are direct crossings to adjacent fields, however there are a handful that require traveling along a length of trail (on the trail) to enter adjacent fields or to turn around, etc. With these crossings being unmarked (lack of signage, no warning to trail users, limited to no sight lines for vehicle turning, or clarification on who has the right-of-way (agricultural equipment or trail users), these crossings can pose serious challenges and potentially dangerous intersections that need to be addressed.



Figure 7: Existing Agricultural Access Point Crossings

The following opportunities and constraints/ threats have been identified:

OPPORTUNITIES	CONSTRAINTS/ THREATS
<ul style="list-style-type: none"> - Raising public awareness of agricultural processes and encouraging appreciation of our farmers can be enhanced with interpretive signage and brochures. - Trail can serve as a conduit for agri-Tourism and direct farm marketing. - Implementation of design solutions can address the above constraints (buffers, fencing, signage, trail/trail head closures during harvest time, long-term management & maintenance, etc.) 	<ul style="list-style-type: none"> - Trespassing and security - Interference with farming operations and/or crop and field damage - Liability and risk - Mountain bike, motorbike and ATV use can quickly degrade open grassland areas causing erosion problems and reducing forage areas for livestock. - Off-leash dogs can ruin crops, chase & harass livestock, and potentially contaminate food crops. - Land locked parcels not accessible if trail crossing is removed.

2.3.4 ENVIRONMENTAL AND NATURAL HERITAGE

The Peanut Line Trail offers several environmental and heritage benefits:

- 1 Environmental Preservation: The trail passes through farmland and wooded areas, providing a corridor for wildlife and preserving natural habitats. It helps protect biodiversity by creating a protected space for various plant and animal species.
- 2 Scenic Beauty: The trail showcases the natural beauty of the region, allowing users to enjoy picturesque views of the surrounding landscape. It offers opportunities for visitors to connect with nature and appreciate the unique environmental features of the area.
- 3 Cultural and Historical Significance: The trail follows the route of the former Canadian Pacific railbed, carrying a rich historical legacy. It provides a glimpse into the region's past and contributes to preserving the area's cultural heritage.
- 4 Interpretive Signage: The trail can incorporate interpretive signage that educates visitors about the natural and cultural history of the area. This promotes awareness and appreciation of the environment and heritage, enhancing the overall trail experience.
- 5 Outdoor Education: The trail can serve as an educational resource, offering opportunities for guided tours, nature walks, and environmental programs. It provides a platform for learning about the local ecosystem, heritage sites, and the importance of conservation.

Overall, the trail contributes to the conservation of the environment, showcases the region's cultural heritage, and provides educational and recreational opportunities that foster a deeper connection with nature and history.

2.3.5 CONSERVATION AUTHORITY

The Peanut Line Trail in relation to the Raisin River Conservation Authority (RRCA), offers several conservation benefits:

- 1 Riparian Conservation: The trail runs alongside or in close proximity to the Raisin River, contributing to the conservation and protection of riparian habitats. Riparian areas are critical for maintaining water quality, providing habitat for aquatic species, and supporting overall ecosystem health.
- 2 Biodiversity Preservation: The trail traverses diverse natural landscapes, including forests, wetlands, and open fields, which provide habitats for a variety of plant and animal species. By preserving and managing these habitats, the trail helps maintain biodiversity and supports the ecological balance within the RRCA's jurisdiction.
- 3 Watershed Stewardship: The trail's alignment along the Raisin River promotes awareness and appreciation of the watershed and encourages responsible stewardship practices among trail users. This increased connection to the watershed can lead to improved water management, pollution prevention, and conservation efforts.
- 4 Environmental Education: The trail offers opportunities for environmental education and interpretation, allowing visitors to learn about the natural and cultural heritage of the area. The RRCA can utilize the trail as an outdoor classroom, providing educational programs and interpretive signage that highlight the importance of conservation and ecological sustainability.
- 5 Conservation Partnerships: The Peanut Line Trail provides a platform for collaboration between the RRCA and other stakeholders, including trail user groups, local communities, and landowners. By working together, these partnerships can enhance conservation initiatives, promote responsible trail use, and implement sustainable practices along the trail corridor.

It's important to note that the specific conservation benefits within the RRCA's jurisdiction may vary depending on the location and management practices in place. The RRCA plays a crucial role in overseeing and implementing conservation efforts within its mandate, and the Peanut Line Trail can serve as a valuable asset in achieving their conservation objectives.

2.3.6 LAND USE AND LANDOWNERSHIP

The trail provides several benefits in terms of land ownership and land use, including:

- 1 Enhanced Property Value: The presence of a trail can increase the value of adjacent properties. Landowners who have trails passing through or near their land may experience a positive impact on property prices.
- 2 Recreational Opportunities: The trail offers landowners and the community recreational opportunities such as walking, cycling, jogging, and nature appreciation. It provides a convenient and accessible outdoor space for exercise and leisure activities.
- 3 Environmental Stewardship: The trail promotes environmental stewardship by providing a designated corridor for recreational activities, which helps minimize the potential for habitat fragmentation and destruction. It can contribute to preserving and protecting natural areas and wildlife habitats.
- 4 Conservation and Preservation: Trails can encourage landowners to preserve and protect ecologically sensitive areas or historic sites by incorporating conservation easements or protective measures. This helps safeguard important natural and cultural resources for future generations.
- 5 Community Engagement: The trail fosters community engagement and social connections by providing a shared space for people to interact, participate in events, and enjoy recreational activities. Landowners can benefit from an increased sense of community and social cohesion.
- 6 Tourism and Economic Opportunities: Trails often attract visitors, which can stimulate local tourism and generate economic opportunities for nearby businesses. Landowners in close proximity to the trail may benefit from increased foot traffic and potential customers.

Overall, the trail can have a positive impact on land ownership and land use by providing recreational, environmental, and economic benefits while enhancing the overall quality of life in the surrounding area.

3 WHAT WE HEARD

3.1 STAKEHOLDER ENGAGEMENT PROCESS

Engagement is vital in developing and implementing successful projects. Hearing from the community of their wants, needs, and concerns can influence the final design, guidelines, and implementation strategy of a project. In addition, the communities support and ownership of a project essentially secures its success and longevity.

The community is passionate about this trail, with many having differing opinions on Peanut Lines future. A comprehensive engagement strategy was developed to provide residents, key stakeholders/ trail users, and adjacent landowners with multiple opportunities to be engaged and involved in the process. These engagement sessions included:

- 1 Virtual (on-line) public house to learn about the project scope and intent for all stakeholders and adjacent landowners.
 - a *Note: Due to the rural nature of the community and senior population, hard copy invitations were also mailed out to inform the adjacent landowners about the project and engagement opportunities in advance of the dates. This is also how the email distribution list was created based on the response.*
- 2 An online survey that ran from May 25th- June 15th
- 3 In person stakeholder meeting sessions held July 20th. Two sessions were offered: adjacent landowners at 5:30-6:30pm, and trail stakeholders at 7:00-8:00pm.
- 4 Individual one-on-one sessions (as needed basis or requested).



Promotion of these events included on-line via the Township website, invitations via an email distribution list and hardcopy mail, local newspaper ads, and social media.

The feedback received throughout the engagement process will inform the final trail options and recommendations.

3.2 ENGAGEMENT FEEDBACK

This section will discuss the key stakeholders and community groups that were included during the engagement process including “what we heard” and how this information was utilized and influenced the final trail alignment design considerations. To supplement engagement efforts, results from the in-depth consultation process conducted during the Parks and Recreation Master Plan was reviewed and have been incorporated into the overall findings.

3.2.1 VIRTUAL PUBLIC CONSULTATION

A virtual introductory public consultation was held May 17th, 2023, at 7:00-9:00pm online via. zoom. There were approximately 41 participants. The session included a presentation and interactive component using menti-meter. The goal of this session was to introduce the project and provide an overview of the project scope and intent to members of the public and key stakeholders while also gathering information on the existing conditions of the trail, type of trail users, and problem areas/ concerns.

A SWOT analysis with questions for discussion were presented to gather feedback on the trail (the strengths, weaknesses, opportunities and threats/ concerns).

It is noted that the polling questions during this session are not statistically accurate and were used to gauge the user type of which made up the participants.

The following results from the interactive portion of the consultation are highlighted below. Refer to **Appendix B** for the engagement summary.

Key Findings:

- The majority of participants were motorized trail users (19), with 11 being landowner/farmer and 10 being irregular trail users (1 time a month or less).
- The majority of adjacent landowners are located in the east section (Williamstown to Quebec border). *It is noted that some farmers/ adjacent landowners were unable to participate due to scheduling conflicts/time of session but were provided a recording on request.*
- A summary of the responses from the SWOT analysis is below (in no particular order):

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">- Access to nature, bird watching, recreational opportunities (hiking, walking, jogging)- Safe place for motorized use (ATV, Snowmobiling),- Free to use,- Equestrian access,- Socialization and mental health,- Access point to land-locked agricultural fields, etc.	<ul style="list-style-type: none">- Lack of parking facilities, signage and amenities (trail heads, wayfinding, parking, potable water, etc.)- Low maintenance and consistent surfacing on the eastern portion of the trail and tree/ vegetation along the length of trail.- Noise – quiet zones and speed limits are often ignored.- Illegal dumping/ littering- No signage to promote local destinations.- Lack of buffer along trail and agricultural crops/ encroachment create gaps in the trail/ poor visibility/unclear of trail vs. private lands.

OPPORTUNITIES	THREATS/CONCERNS
<ul style="list-style-type: none"> - Potential to increase regional tourism & economic development (partnerships with neighbouring municipalities/county/ organizations and businesses). - Ability to connect/ link to the City of Cornwall trail/ AT network - Can highlight the historical and geographical information/ educational opportunities. - Improves habitat for wildlife and opportunity to further strengthen. - Partnership with Glendalers ATV club to continue to promote the trail and assist with maintenance. - Connection to Cornwall & Quebec networks, local trails & parks and residential communities. - Opportunity for programming and events for different user groups (Cycling, Running, Equestrian, and ATV) such as marathons, etc. - Cost sharing with OFSC, ATV, and other user groups. - Opportunity for volunteer group to assist with monitoring and reporting. 	<ul style="list-style-type: none"> -Vandalism, illegal dumping, littering. -Encroachment by farmers - Trespassing and vandalism on neighbouring/ adjoining properties and lack of adherence to quiet zones - Lack of enforcement of 'rules', maintenance standards, trail etiquette, poor tree removal, and potential legal liability for accidents. - Ongoing cost for maintenance and upgrades - Potential for damaging the natural area, including wetlands, etc. located along the trail. Ecology, trees, native plantings and wildlife habitats to remain intact. - User conflicts - Trail surfacing is not user friendly.

- As a person invested in the future of the trail, the majority of participants would like to see the trail remain as:
 - A multi-use trail,
 - Free to use,
 - Open to a variety of users,
 - Have ecological and environmental benefits included in the future of the trail for nature setting and habitat, etc., and
 - Township owned.

3.2.2 ONLINE SURVEY HIGHLIGHTS

An online survey was posted from May 24th to June 15, 2023, for public feedback. This survey was for all stakeholders, which includes adjacent landowners and any users of the trail. This survey was ten (10) questions long and was intended to be more specific to help guide the recommendations outlined in this report. A total of 331 responses were received.

Key Findings:

- Both portions of the trail are used heavily by active sport users (72% West Portion and 62% East Portion).
- About 15% of the respondents were farmers.
- In terms of suggested improvements, 76% suggested trail surfacing including filling potholes and trail surface levelling and 27% of trail users suggested tree pruning. Sight-improvements were cited as priority improvements for 13% of trail users.
- Washrooms and benches were the preferred amenity improvements for majority of the respondents.
- A large proportion of the users (60%) are not interested in volunteering to support maintenance of the trail, while 32% would prefer volunteering occasionally, on as needed basis.
- A majority (85% of trail users), believe the Township should retain the ownership of the entire trail, a small proportion about 10% believe that the municipality should retain only the West portion of the trail and 5% believe the East portion of the trail should be retained.
- Top three recommendations for the management of the trail included:
 - 1) That the existing users of the trail, such as The Glendaler's ATV club, be given the right of first refusal to lease the trails during the winter months.
 - 2) Glendaler's ATV club being allowed to continue to have year-round access to the trail with noise, etiquette, and share-the-trail rules in place.
 - 3) Glendaler's ATV club being requested to assist in the documentation of the condition and status of the trail to serve as a benchmark to monitor further destruction of the former track bed.

These results helped inform the 4 options being presented.

3.2.3 PUBLIC ENGAGEMENT SESSION

An in-person engagement session was held on July 20, 2023, to present the project process complete to date, confirm feedback heard to date was accurate, and to present the 4 trail options. Two sessions were held on this day, adjacent landowners at 5:30pm and general public/ key stakeholders at 7:00pm. Approximately 40 attendees participated which is a great turnout for this type and scale of project. A detailed summary of feedback from these sessions can be found in **Appendix B**.

A "What we've heard" panel highlighted the key findings to date, including concerns raised and recommendations to address those concerns.



The following highlights of key findings from these sessions include:

Landowner comments:

- The largest number of landowners were in favour of maintaining the entire trail under Township ownership. However, many landowners favoured the sale of the eastern section of the trail or the full sale of the entire trail. Those in favour of retaining the western section of the trail suggested using the money obtained from the sale of the eastern section to fix and maintain the western portion. The reasons justifying the sale of the eastern section included the trail being dangerous and lacking in maintenance, a potential liability issue.
- Multiuse trail should not include motorized vehicles, only bicycles, horses, walking, snowshoeing.
- If a sale option is pursued for the trail, any lease agreement must clearly identify responsibilities, accountability, liability and define whether the general public will have access to the trail.
- Any option to retain trails should include sound barriers near residents and addressing the speed, noise and trespassing issues. Concerns were raised regarding visibility and maintenance as well.

Trail User Comments:

- Trail users were in favour of maintaining Township ownership of the trail, as it is an asset to the Township and future generations and would be irreplaceable if lost. Nearly as many trail users were in favour of selling the eastern portion of the trail.
- Some trail users suggested raising the former rail bed in order to reduce trespassing.
- Coordinate trail user clubs to work together certain times of the year.
- Clearly mark trail through farmland using trees to keep people off private land.

Overall Summary:

While the most popular option amongst both the landowners and the public users/stakeholders was maintaining Township ownership of the trail, a second nearly as popular option was to sell the eastern portion of the trail and maintain Township ownership of the western portion. Several participants stated that the money gained from the sale of the eastern portion could be used to repair and maintain the western portion. An important point that was voiced during the public engagement session is that the suggested timeline of 10-20 years is too long to see results. Finally, participants across both groups agreed that trail maintenance and safety remain top priority.

3.2.4 INDIVIDUAL LANDOWNER MEETING HIGHLIGHTS

As part of the engagement process, individual adjacent landowners were presented with the opportunity to participate in one-on-one meetings with the project team virtually (online or via phone) to discuss their concerns for the future of this trail at the initial stakeholder meeting.

Upon completion of the in-person project meeting July 20th landowners who signed up to participate in this part of the process were invited to participate in a final one-on-one meeting. The meeting was offered during the following weeks on an “as needed basis” to discuss any outstanding property specific concerns.

One landowner participated in this opportunity to discuss a potential partnership in providing a location of private land as a public parking location adjacent to a minor trail head access point on the Peanut Line Trail. A land-use agreement and/or partnership agreement could be initiated, and the Township is encouraged to explore this opportunity as it provides several benefits for both parties and trail users. This could be a positive “quick win” in the short term for the community as it would be located approximately halfway between Glendale and Williamstown.

3.3 EMPOWER

Public engagement allows members of the public to become more informed about and influence public decisions about a specific project. Engaging the public allows for:

- Better identification of the public's values, ideas, and recommendations,
- Creates more informed residents, explores issues, generates ideas and obtains feedback while fostering community collaboration.
- Informs decision making with better impacts and outcomes as public voices are heard and creates community support, buy-in, and a sense of ownership.

The engagement process allowed for the project team and the Township to inform the public on the objectives of this study and assist the public in understanding the problem, alternatives, and/or solutions for the feasibility of the future of the Peanut Line Trail and the opportunities or constraints associated with it. The overall process of this trail options study is to gather all information available that will aid in the development of the final recommendations and next steps required for future projects.

Through consulting the public for feedback and involving the public and adjacent landowners throughout the three (3) stages of the engagement process, their concerns and aspirations are directly reflected in the presented trail options and final recommendation. The final four (4) trail options and preferred option recommendation were further informed by the in-depth statistically valid survey results conducted during the development of the Parks and Recreation Master Plan.

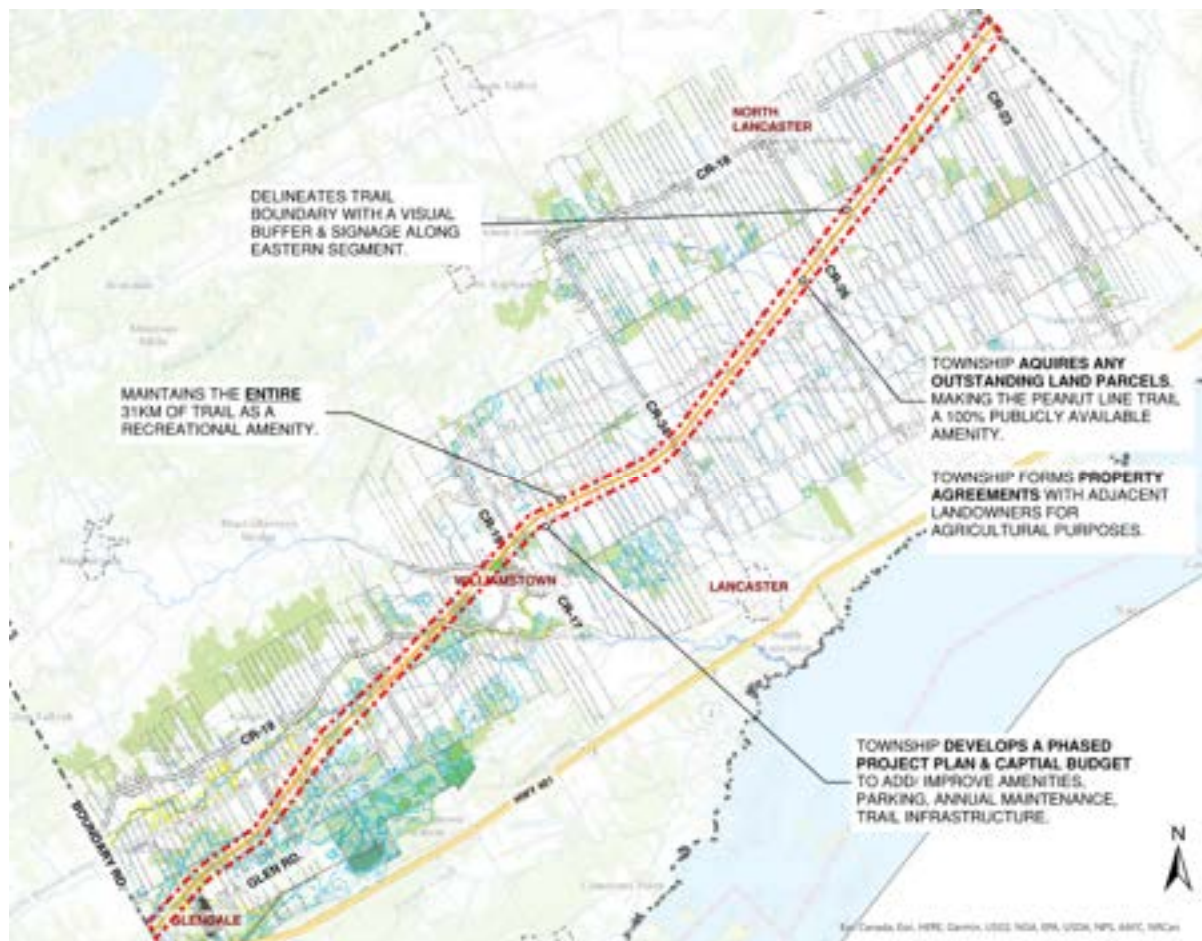
4 WHERE DO WE WANT TO GO?

4.1 EXPLORING THE OPTIONS

The following section presents four (4) trail options for consideration. Each includes its own set of pros and cons. Note that there is no formal recommendation or decisions being presented/ made at this time. This section is purely for information and discussion purposes and will continue to evolve.

Also note that the trail user group is still yet to be determined. Current trail users include hiking, walking, cycling, equestrian, ATVs, and snowmobiling. Organizations with partnership agreements include the Glendaler's ATV Club and the OFSC.

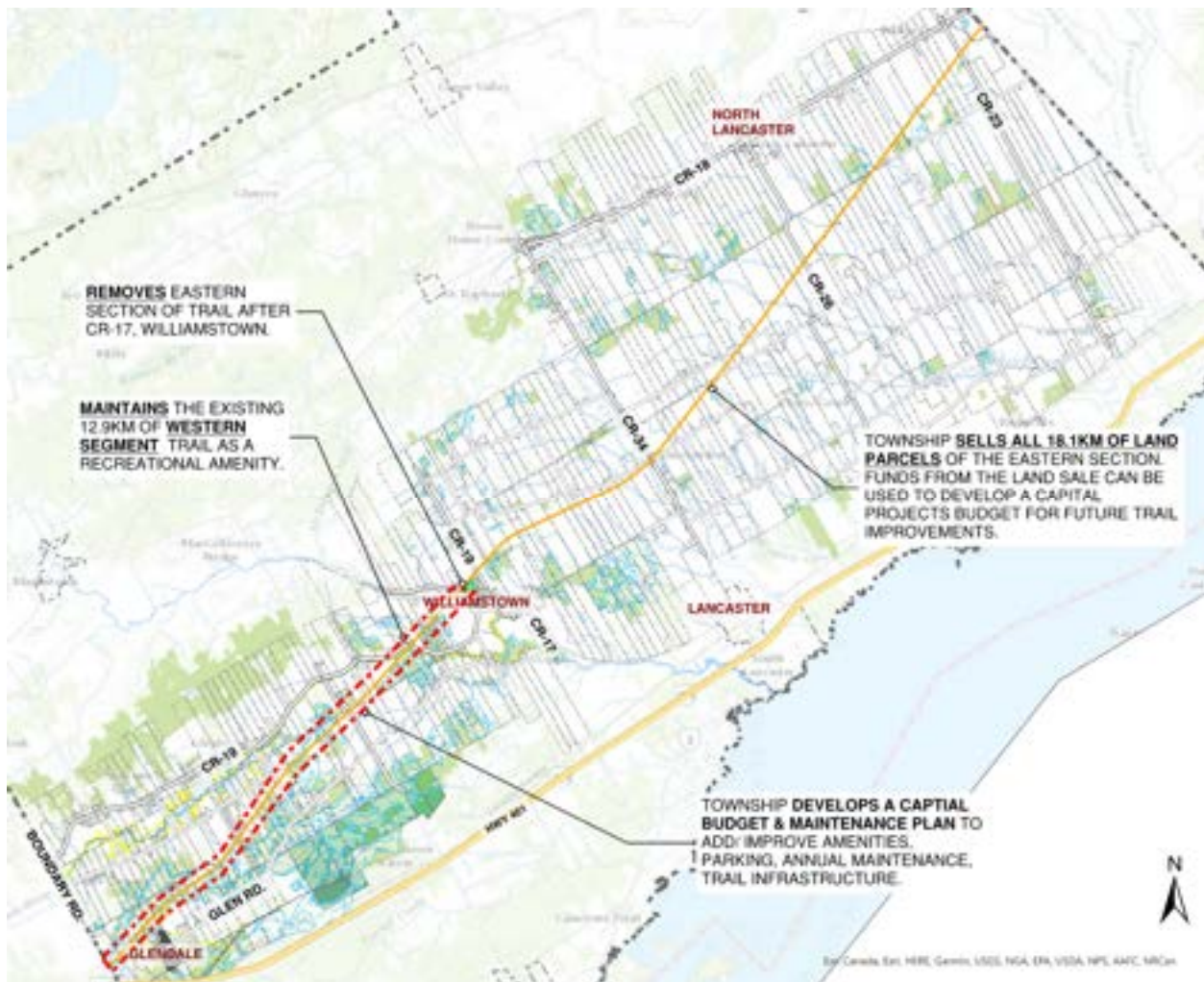
4.1.1 OPTION 1 – FORMALIZE TRAIL AS A TOWNSHIP-WIDE TRAIL SYSTEM



- The Township acquires all outstanding private parcels located within the trail corridor, making the Peanut Line Trail a 100% publicly available amenity. Acquire trail liability insurance and develop a risk management plan.
- Develop a phased project plan and capital budget to add trail amenities such as parking, wayfinding, rest and refuge, trail head with shelter, seating, bike fix stations, potable water.
- Delineate the trail on the eastern segment with fencing, natural buffering (softscape, shrubs trees, etc.) or armour stone. All visual buffers should prevent trespassing, however, allow for farming equipment to cross the trail and easily access the fields at gate points. Signage should also be installed notifying trail users of the rules and regulations.
 - This can include formal signage at all trail access points/ road crossings, private property signage posted along the trail, and on the Township website and trail organization sites to inform their members.
- Optional Land-use agreement:
 - Create dedicated access points (gated access) for all adjoining agricultural properties for specific farm vehicle access to enter their adjoining farm fields, OR
 - Prohibit farmers to use trail lands to access adjoining fields. Require all farmers to use concession roads and only create agreements with specific land-locked parcels.

PROS	CONS
<ul style="list-style-type: none"> - Creates a unified trail system for multiple users to enjoy and access year-round. - Provides a compromised solution delineating public vs. private lands. - Allows adjoining agricultural lands to access their lands on either side of the trail corridor. - Opportunity to create partnership agreements with passionate trail user groups/ agencies to share resources & expertise. 	<ul style="list-style-type: none"> - Trespassing is a private property concern, and no solution is 100% feasible. - Purchasing all outstanding land parcels may prove difficult or lengthy process resulting in delayed trail access, and a fragmented trail system. - Peanut Line Trail would not be 100% public lands until purchasing is complete or shared-use agreements are formalized. - Will require additional resources to implement agreements and enhance trail. - High cost to maintain all infrastructure.

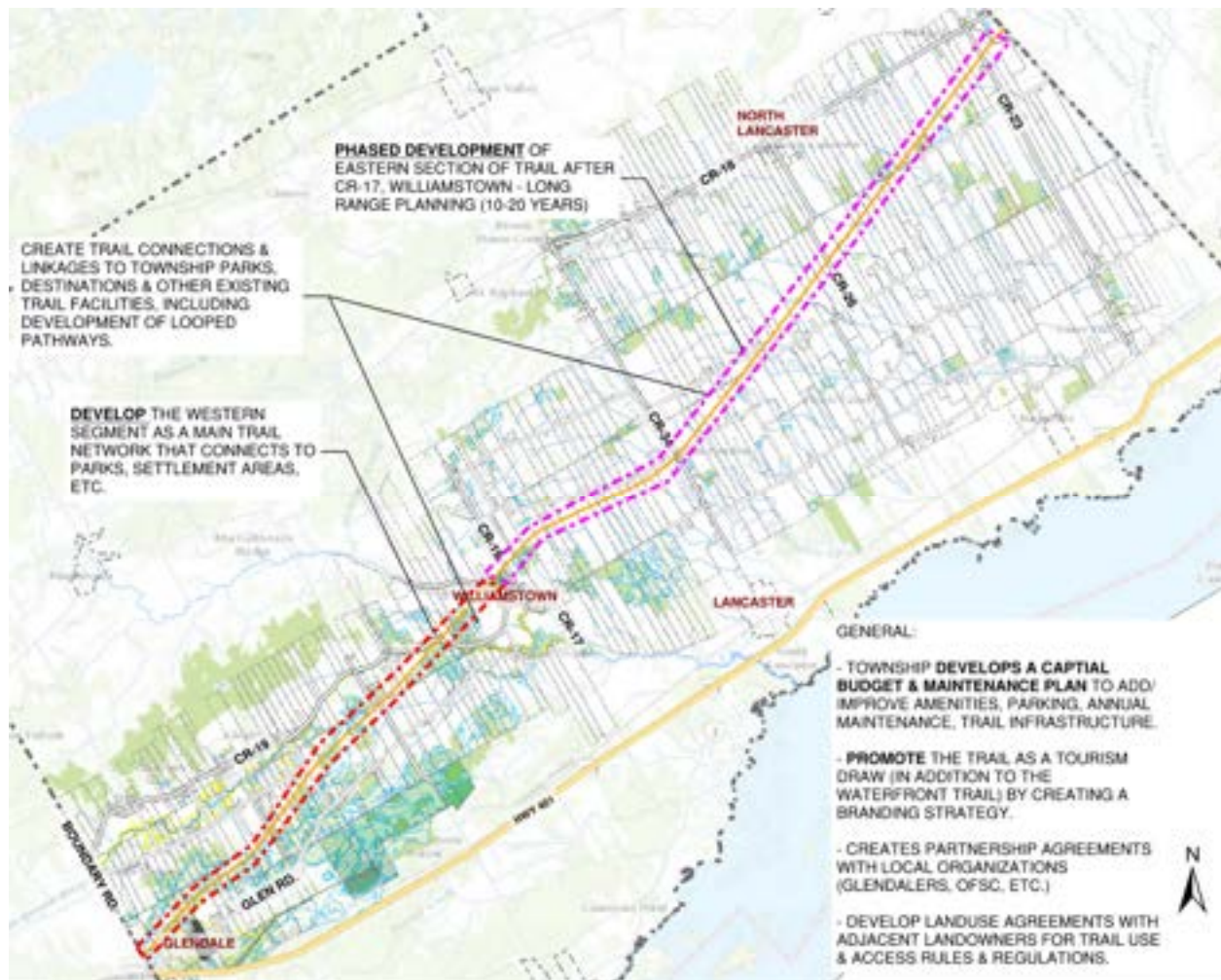
4.1.2 OPTION 2 –KEEP WESTERN PORTION AND CLOSE EASTERN PORTION OF TRAIL AND SELL PUBLIC LANDS.



- Continue to maintain western end of trail and add a few rest stops, parking, and connections to Glendale and Williamstown recreation facilities.
- Close the eastern portion of the trail after John Street and sell all the Township owned land parcels. This sale could be to adjoining owners or to a trail stewardship group who would retain the area as a public trail for its users, but all responsibilities, costs, and maintenance would no longer be the Townships. Funds from the land sale could be used to develop a capital projects budget for future trail and recreational infrastructure improvements.
 - It is highly recommended that this is an entire corridor approach rather than individual land parcels as it would create inconsistencies and lack of continuity from a management and maintenance perspective.

PROS	CONS
<ul style="list-style-type: none"> - Decreases the extent of trail maintenance and infrastructure costs for the Township (limited funds & staffing). - Decreases the safety & liability concerns of the eastern portion of the trail on the Township. - Allows the Township to continue to enhance the trail, incorporate events, programming, and promotion including a branding strategy in a quicker timeframe. - Township funding can be used for infrastructure and amenity improvements ("more bang for the buck"). - Decreases the cost to maintain infrastructure (13km vs. 31km). 	<ul style="list-style-type: none"> - Consensus with the public is to retain the entire trail corridor. - Once the eastern land parcels are sold, it will be extremely difficult for the Township to repurchase at a later date, if ever. No true control over who the purchaser may be (trail organization vs. private person(s)). - Potential loss to residents and visitors for having access to overall of the existing trail system.

4.1.3 OPTION 3 – HYBRIDIZE TRAIL AND LAND USAGE APPROACH (PHASED 10-20 YEAR PLAN)

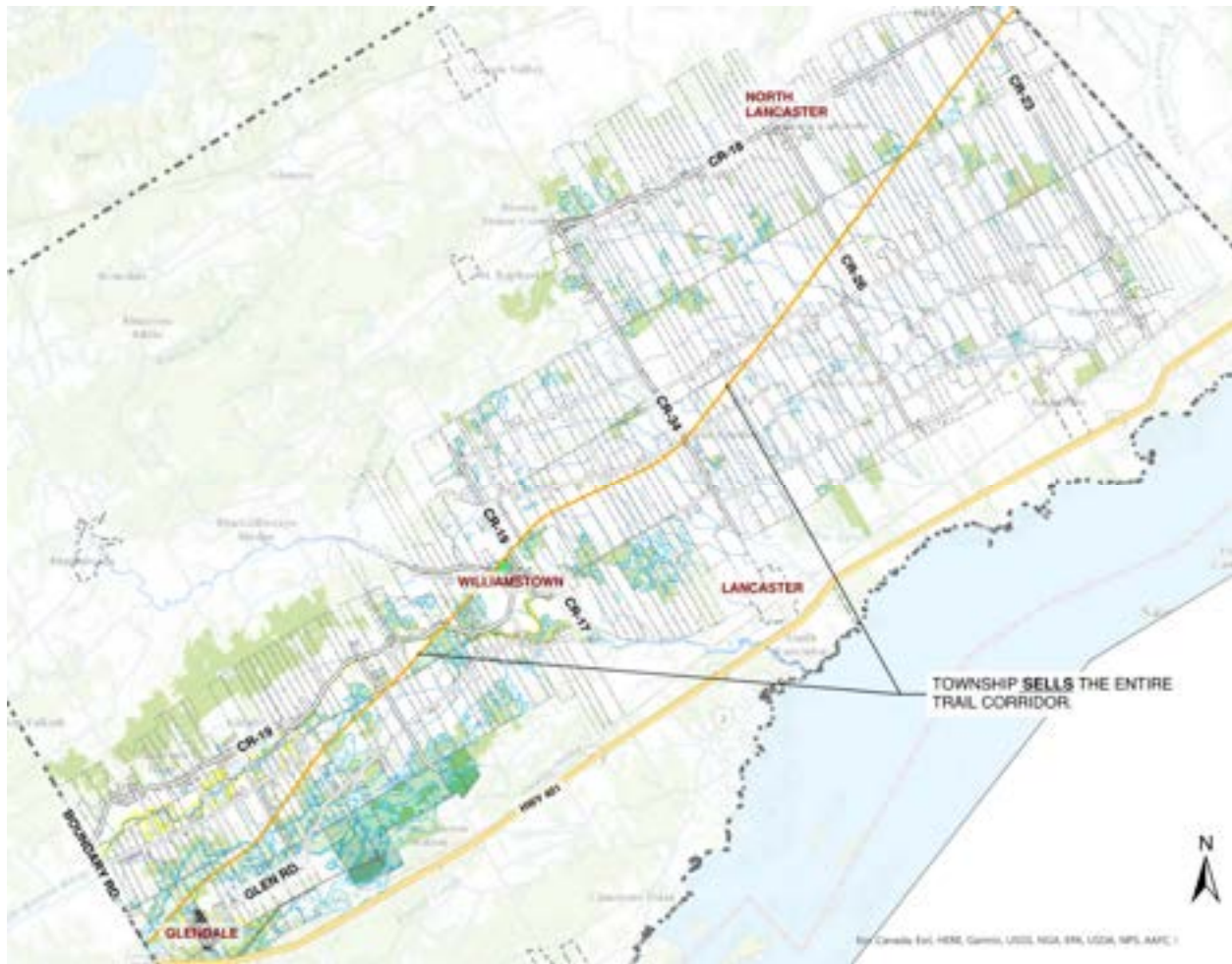


- Develop the western side of the trail as the main trail network that connects to parks, settlement areas, etc. Create trail connections and linkages to Township parks, destinations, and other existing trail facilities, including development of looped pathways.
- Promote the trail as a tourism draw in addition to the waterfront trail by creating a branding strategy.
- Continue to develop relationships with the OFSC and ATV clubs, however, create clear partnership agreements that include usage, maintenance responsibilities, oversight for trespassing and vandalism issues, and a reporting system to the Township (monthly or quarterly), and cost sharing options to support usage/ maintenance/ and infrastructure project costs. This creates shared responsibility for the trail with the Township and trail user groups.

- Create a land-use agreement with adjacent agricultural owners that includes a 10–20-year lease agreement where trail lands are available for them to use as a crossing/ access point for fields however land parcel remains property of the Township for future development until all outstanding land parcels are purchased.
- Confirm trail liability insurance and proof is provided for lease agreements. The Township shall consult and collaborate with the various user groups on signage such as the OFSC as their insurance is strictly tied to the signage.

PROS	CONS
<ul style="list-style-type: none"> - Incorporates both option 1 and 2. - Allows time to develop a trails management plan and funding projections for a phased capital project implementation plan. - Allows time for the Township to pursue purchasing outstanding private lands within the trail corridor. - Cements this trail corridor as a publicly accessible recreational amenity and tourism destination. - Supports and incorporates public engagement feedback and findings. - Encourages a multi-party partnership approach through leveraging volunteers, resources and expertise of local municipalities, conservation authorities, etc. - Creates opportunity for a long-term land use lease with adjacent landowners. 	<ul style="list-style-type: none"> - This is a long-term, multi-year process with multiple phases. - Will require additional studies to be conducted and additional funding. - Will require additional resources to implement agreements and enhance trail infrastructure & amenities. - High cost to maintain all infrastructure, even with partnership agreements, Township is still ultimately responsible for the trail conditions.

4.1.4 OPTION 4 – SELL ENTIRE TRAIL CORRIDOR



- The Township sells the entire trail system and no longer has the Peanut Line Trail within the Township infrastructure inventory.

PROS	CONS
<ul style="list-style-type: none"> - Provides opportunity for a trail user group (passionate stewards, community organization (such as the Glendaler's or OFSC), or agency to take over ownership, operation, and maintenance of the trail. - Relocates Township's resources (financial, staffing, etc.) to other strategic efforts/ departments with limited staffing and funds. - Trail interests may be represented more adequately by a specialized agency compared to a public authority managing diverse departments. - Private owner may have more resources for trail monitoring and improvements. 	<ul style="list-style-type: none"> - Once lands are sold, it will be difficult for the Township to acquire such an amenity in the future. - The Township could remain as a partner with the new buyer however final decisions on the future of the trail rests with the new owner. - Public feedback to date prefers keeping the trail lands as a public resource. - If private owner decides to close or shorten the trail in the future, the public will have limited recourse for voicing their opinions or concerns.

4.2 DESIGN STANDARDS

High level Trail Design Guidelines have been outlined as trail design standards and best practices; however, trail specific design guidelines should be developed as part as the next study for implementation. High level road crossing guidelines have also been developed with road crossing best practices. This information can be found in **Appendix D**.

5 HOW CAN WE GET THERE?

As previously mentioned, this feasibility study has been undertaken to guide the Township in decision making including identification of further studies required to inform future detailed design activities to bring the Peanut Line Trail vision to fruition. To successfully move forward, a preferred option needs to be identified and recommended. The recommendation incorporates all information found and reviewed to date, from existing conditions, existing studies and reports, successful trail precedents, engagement feedback and findings, best practices and legislation guidelines for trails and road crossings, and Opinion of Probable Cost.

Identified improvements and priorities for the recommended preferred Peanut Line Trail option will contribute to a cohesive and integrated design and provide the Township with the opportunity to implement phased improvements as resources allow.

The below steps were taken to come to a preferred option.

5.1.1 EVALUATION METHODOLOGY

In order to assess the trail options, a comprehensive evaluation matrix has been developed, encompassing specific criteria and objectives. This matrix serves as a robust tool to systematically assess the proposed trail options. The assessment considers a range of factors, ranging from the existing conditions of the project site to connectivity, accessibility, environmental and physical impacts, and implementation efforts and costs. Notably, this evaluation includes the existing conditions findings from:

- Background Review (site visits and a review of land use, policies and planned development);
- Character of existing corridor, potential connections and area amenities, existing conditions including road and bridge crossings, and public engagement feedback.
- Design considerations (crossings, speed, traffic and parking); and,
- Landowner and agency requirements.

Through this evaluation, a preferred route option is identified.

A Likert Scale was used to measure options based on level of preference for the scoring methodology. The level of preference ranges from most desirable (highest level at 4) to not desirable (lowest level at 1). The levels are colour coded for visual differentiation:

SCORING METHODOLOGY
Most Desirable (4/4)
Somewhat Desirable(3/4)
Least Desirable(2/4)
Not desirable (1/4)

The opinion of probable cost for both **Lifecycle & Project Cost** and **Annual Maintenance & Operating Cost** shown in the evaluation below has been developed to inform future decision making and potential prioritization of trail elements and implementation. Pricing is informed by current industry best practice and similar projects complete by WSP in the past 3 years. Pricing as illustrated below does not include legal fees, purchasing or selling of land, legal surveys, additional studies, permitting or approvals, etc. that may be required in next steps of the process. Fees for these vary depending on services required and thus estimates are not provided. This is meant to be used as an informational tool and is subject to change based on market conditions in future years.

5.2 ASSESSMENT OF OPTIONS

An evaluation of options matrix was developed to assess all four (4) trail options based on a set of four (4) criteria (shown below) with an opinion of probable cost for each option. All four criteria were then further detailed with specific objectives for consideration when evaluating and assessing each option.

CRITERIA	Safety / User Comfort	Connectivity / Directness	Environmental / Physical Impact	Construction and Operating Costs & Complexity
Objectives	<ul style="list-style-type: none"> -Minimize conflicts between all users -Improve safety (marked crossings, identified right-of-way, sight line maintenance) -Accessibility (access points, difficulty level, AODA standards, universal design principles) -User Experience (views, shade, refuge + seating, signage) -User comfort (vehicular speed, volume of traffic) -Opportunities to enhance public realm 	<ul style="list-style-type: none"> -Connectivity with proposed trail alignment -Direct access to adjacent communities and key destinations -User delay (shortest route vs. longest, multiple crossings/stops, etc.) -Links/connectivity to existing and potential trails/ parks/ open space/ destinations, etc. 	<ul style="list-style-type: none"> -Minimize impacts to existing vegetation and watershed flow -Minimize maintenance -Impact to surrounding vegetation & trees -Opportunity for landscape enhancement 	<ul style="list-style-type: none"> -Minimize cost to construction -Minimize operating costs -Minimize timeline for construction -Design and construction risks -Minimize impacts to existing infrastructure -Minimize permitting & approvals timing -Existing infrastructure vs. new construction required -Minimizes loss of public open space lands

Although public engagement is not a specific objective or criteria, the findings from all engagements were incorporated and considered in the evaluation within each criteria category of which the result/comments align. For example:

- The most popular option amongst both the landowners and the public users/stakeholders was maintaining Township ownership of the trail. This finding aligns with criteria "Safety/User Comfort", "Connectivity/ Directness", and "Physical Impacts".
- The second nearly as popular option (to sell the eastern portion of the trail and maintain Township ownership of the western portion) with suggestions of revenue from the sale of the eastern portion could be used to repair and maintain the western portion, was incorporated into all four (4) criteria.
- Finally, participants across both groups agreed that trail maintenance and safety remain top priority and the suggested timeline of 10-20 years was found to be too long to see results, was incorporated and considered within all four (4) criteria, with a focus on "Safety/ User Comfort" and "Construction and Operating Costs and Complexity".

Evaluation Matrix and Opinion of Probable Cost

CRITERIA	Safety / User Comfort	Connectivity / Directness	Environmental / Physical Impact	Construction and Operating Costs & Complexity		
Objectives	-Minimize conflicts between all users -Improve safety (marked crossings, identified right-of-way, sight line maintenance) -Accessibility (access points, difficulty level, AODA standards, universal design principles) -User Experience (views, shade, refuge + seating, signage) -User comfort (vehicular speed, volume of traffic) -Opportunities to enhance public realm	-Connectivity with proposed trail alignment -Direct access to adjacent communities and key destinations -User delay (shortest route vs. longest, multiple crossings/stops, etc.) -Links/connectivity to existing and potential trails/ parks/ open space/ destinations, etc.	-Minimize impacts to existing vegetation and watershed flow -Minimize maintenance -Impact to surrounding vegetation & trees -Opportunity for landscape enhancement	-Minimize cost to construction -Minimize operating costs -Minimize timeline for construction -Design and construction risks -Minimize impacts to existing infrastructure -Minimize permitting & approvals timing -Existing infrastructure vs. new construction required -Minimizes loss of public open space lands	Preference Level	OPINION OF PROBABLE COST
Option 1: FORMALIZE TRAIL AS A TOWNSHIP-WIDE TRAIL SYSTEM	3	4	3	3	Most Preferred	- Lifecycle & Project Cost: \$8,890,000.00 (upgrade existing plus new infrastructure) - Annual maintenance & operating cost: \$546,050.00
Option 2: KEEP WESTERN PORTION AND CLOSE EASTERN PORTION OF TRAIL AND SELL PUBLIC LANDS	3	2	3	3	Somewhat Preferred	- Lifecycle & Project Cost: \$3,111,000.00 (upgrade existing plus new infrastructure) - Annual maintenance & operating cost: \$ 149,550.00 - Revenue from land sale can be allocated to other recreation capital projects/ operating costs
Option 3: HYBRIDIZE TRAIL AND LAND USAGE APPROACH (PHASED 10-20 YEAR PLAN)	3	3	4	2	Somewhat Preferred	- Lifecycle & Project Cost: \$5,778,800.00 (18km eastern half) + upgrade existing western (13km trail) \$3,111,000.00 - Annual maintenance & operating cost: Range from \$149,550.00- \$546,050.00 with phased implementation - Revenue from land lease can be allocated to PLT capital projects/ operating costs during phases implementation.
Option 4: SELL ENTIRE TRAIL CORRIDOR	4	1	1	3	Least Preferred	- Lifecycle & Project Cost: \$ 0.00 - Annual maintenance & operating cost: \$ 0.00 - Revenue from sale can be allocated to other recreation capital projects/ operating costs

Please Note: This is evaluation assumes the highest level of elements implemented (general, amenity costs, infrastructure costs, crossing costs, additional studies, other cost factors, and contingency. If the level of elements are lowered and/or decreased, the cost would also decrease.

5.2.1 SUMMARY OF EVALUATION

Based on the evaluation methodology and assessment of options, the preferred trail option considerate of all criteria is **Option 3: Hybridize Trail and Land Usage Approach**.

While *Option 1: Formalize Trail as a Township-Wide Trail System* was the most preferred in the evaluation and amongst the majority of engagement findings, the feasibility for the Township to embark on such a large endeavour immediately is not realistic. The Opinion of Probable Cost for the implementation and the annual maintenance and operating costs of Option 1 are extremely high. This trail option would require significant support through external grant funding opportunities, additional studies, and a multitude of next steps executed in a short period of time. Preliminary discussions with adjacent landowners indicate that the Township may face resistance on acquiring the outstanding small pockets of privately owned land within the rail corridor needed to make the eastern segment of the trail fully public. This endeavour could be costly and difficult to secure land-use agreements or land acquisition from all landowners within the near future, compared to Option 3 which presents a phased approach that accommodates time for conversations and further investigation to occur.

Based on the background review, landowner feedback, and opinion of probable cost savings for the Township, *Option 4: Sell entire trail corridor* was expected to be enticing as it eliminates all responsibility for the Township. However, the connectivity/directness and environmental/physical impact scored low through evaluation/consultation. Although it may be feasible to “choose” the land purchaser based on a set of strict conditions of sale, the Township will lose any opportunity for oversight and control on the future of the land. Assessing this with the pros and cons outlined in **Section 4**, made this Option 4 the least preferred.

Option 2: Keep Western Portion and Close Eastern Portion of Trail and Sell Public Lands was found to be “somewhat preferred” in the evaluation, the environmental/ physical impact scored lower than Option 3. As this option retains the existing western section and sells the eastern option, both sections presented in this option are covered in the above option 1 and 4 analysis.

5.3 PREFERRED OPTION

Option 3: Hybridize Trail and Land Usage Approach incorporates aspects of both Option 1 and 2. This hybridized approach focuses Township and community efforts on upgrading the western section of trail that is well established, while concentrating Township resources to a shorter, more manageable segment of trail. This segment of trail connects the adjacent residential communities to the City of Cornwall active transportation and parks network and to Williamstown. This approach provides the Township the time to further review and execute a series of next steps outlined in Section 6 of this report while also increasing the level of service of the western segment of the Peanut Line through small ‘quick win’ projects and initiatives. In addition, this option scored well across 3 of the 4 criteria categories:

- Safety and User Comfort, which includes accessibility, user comfort and experience, and opportunities to enhance the public realm.
- Connectivity and Directness includes direct access to adjacent communities, key destinations and other trail networks and open space.
- Environmental and Physical Impact, which focuses on the following elements:
 - o Physical impacts and opportunities to enhance the natural environment;
 - o Impacts to existing surrounding vegetation & trees; and
 - o Minimized maintenance.

Furthermore, land use agreements can be developed with the adjacent landowners along the western segment of trail that details both parties' responsibilities, expectations, term length, and renewal options. This can include any partnership agreements, shared-use responsibilities, and on-going maintenance/access requirements needed. An example for land expectations could include a condition that clearly states that the land is to be returned back to the Township in the same or better condition from which it was leased, and that any alternations, infrastructure repairs, or vegetation removals/additions will need to be approved by the Township. If the land is modified from its current condition, all repairs to bring the land back to the original condition will be at the leases expense. This agreement would provide an opportunity for the landowners to use the parcel of public land for farming access while the ownership of the trail remains with the Township.

Based on the evaluation findings through this study, it is therefore, it is recommended that the Township of South Glengarry proceed with **Option 3: Hybridized Trail**, which combines elements of both Option 1 and Option 2. It is estimated that capital project cost to of this hybrid approach, including upgrading the western segment (12.9km trail) is estimated at **\$2,422,745.00**; with a further cost of extending and formalizing the trail along the eastern segment estimated to be **\$4,914,900.00 (18.1km eastern half)** at a future date.

- This cost estimate assumes a 5.0m wide, aggregate compacted surface. Typical trail width design standards are 3.0m to 3.6m in width with a 1.0m buffer on either side, however as the Peanut Line Trail currently allows motorized and non-motorized users, maintaining the trail width at would 5.0m allow room for all users to enjoy the amenity with space for safe passing. A 1.0m wide clear zone on either side of the trail can still be attained.
- Annual maintenance and operating cost is estimated to range from \$149,550.00- \$546,050.00 with a phased implementation (based on 2023 dollars)
- Potential revenue from land lease(s), motorized use permits, and other alternative funding sources could be allocated to Peanut Line Trail capital projects and operating costs during phased implementation.

A detailed breakdown of assumptions, rationale, and pricing broken down per trail section within the Western and Eastern Segment with estimated cost for the various elements of Option 3 is included in **Appendix E**.

5.3.1 IMPLEMENTATION SUPPORT AND CONSIDERATIONS

Trail Funding Opportunities

A review of external funding options was conducted to identify options available to support the Township through futures studies and implementation. The Township is encouraged to monitor available funding opportunities within and external to the Township, and to utilize the information contained within this analysis to support funding applications. The following is a list of potential external funding sources that could be explored; however, they are subject to change and should be reviewed again prior to applications. It is important for the Township to seek a diverse range of funding sources for the various initiatives and programs highlighted in this plan and external sources are an effective way to reduce the Township's costs while being an opportunity to develop new partnerships.

Table 4: Potential Trail Funding Opportunities

Funding Opportunities	Additional Details
Federal Active Transportation Fund	For additional details regarding the Active Transportation Fund refer to: https://www.infrastructure.gc.ca/trans/active-actif-eng.html
Canada Community – Building Fund / Provincial Gas Tax	For the federal Canada Community-Building Fund program please refer to: https://www.infrastructure.gc.ca/plan/gtf-fte-eng.html Be sure to check for when the provincial program gas tax program re-opens.
Federation of Canadian Municipalities Green Municipal Fund	For additional details regarding the Green Municipal Fund and potential funding alternatives refer to: https://fcm.ca/home/programs/green-municipal-fund.htm
Federal and Provincial Infrastructure/ Stimulus Programs	For Federal Government infrastructure stimulus fund details refer to: https://www.canada.ca/en/office-infrastructure.html For Provincial Government infrastructure stimulus fund details refer to: https://www.ontario.ca/page/ministry-infrastructure
Ontario Trillium Foundation	For details regarding potential funding alternatives refer to: https://otf.ca/
Ontario Rural Economic Development Program (RED)	For details refer to: http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities
Ontario Sport and Recreation Communities Fund	As part of the Ontario Sport and Recreation Communities Fund: https://www.ontario.ca/page/rural-economic-development-program
Tourism Economic Development and Recovery Fund	For additional details regarding the Tourism Development fund refer to: https://www.ontario.ca/page/available-funding-opportunities-ontario-government#section-26

Funding Opportunities	Additional Details
Service Club Support	Lions, Rotary and Optimist clubs who often assist with highly visible projects at the community level.
Corporate Environmental Funds (e.g.: Shell, TD, MEC, etc.)	For example, refer to: Shell Canada's Social Investment Program: https://www.shell.ca/en_ca/sustainability/communities/funding-guidelines-process.html or TD's Friends of the Environment Foundation Grant: https://www.td.com/ca/en/about-td/ready-commitment/vibrant-planet
The Greenbelt Foundation	For details regarding potential funding refer to: https://www.greenbelt.ca/apply_for_a_grant

Cost Recovery Option Additional Details

In addition to seeking external funding options, there are opportunities internally for the Township to recover the costs of infrastructure. **Table 5** outlines potential cost recovery opportunities and options that the Township can consider and potentially work with local partners and volunteers to promote and execute.

Table 5: Potential Cost Recovery Opportunities

Cost Recovery Option	Additional Details
User Contribution	All in-kind contributions to the trail should be tracked to show the investment made in the trail by all user groups and volunteers. If infrastructure requires replacement or remediation, then the user groups should be asked to assist with fund raising for the work.
Public Donation/ Bequeaths	Tax receipts may be issued by the Township for donations towards the maintenance and construction of the trail. The Township should consider exercises this benefit with future fundraising activities for capital development and replacement. For example: sponsorship opportunities for site furniture (bike racks, benches, trash receptacle's, pet waste stations) or sponsorship signage that connects to pedestrian directional trail marker destination signage.
Events	It is recommended that, whenever possible, the Township should consider hosting events using the trail as the venue. This is a possible revenue source for trail maintenance as well as a mechanism to bring awareness to the trail through unconventional users. Events like Adventure Races, Marathons, Poker Runs, cycling races, etc. may all be considered. Larger scale events such as temporary art exhibits featured by the Royal Botanical Garden's in Burlington. Temporary art-based installations can create event-based funds, however, can range greatly in up front cost.

Tourism Integration

Look for ways to market the trail system as a destination. This will require a collaboration between local tourism interest groups/businesses for cross-marketing. Tourism opportunities can be smaller in scale and focused on linking trail users to retail/hospitality opportunities near the trail and establishing strong active transportation connections to retail/ hospitality hubs. Establishment of trailheads and wayfinding signage must be in place prior to execution

Summary of recommendations include:

- As part of the annual budget review process, Township staff should use this study and future trails master plan/guidelines to inform prioritization and implementation of trail infrastructure and amenities.
- As part of scheduled roadway projects and capital budget forecasting, the Township should allocate funding to construct trail connections and linkages to the Peanut Line Trail, creating a township-wide trails network.
- The Township should continue to explore both internal (including development charges) and external funding sources and partnerships to help fund implementation of key objectives and priorities of the trail.
- The Township should apply for funding sources offered by both the Provincial and Federal government such as the National Active Transportation Fund and the Ontario Rural Economic Development Fund, etc.

5.4 SHORT AND LONG-TERM CONSIDERATIONS

5.4.1 LAND USE AGREEMENTS

This section will outline a high-level, general understanding of what land use agreements are, the importance and value of them, and how they are utilized by similar municipalities trail systems. These are to be used for acquiring the parcels and/or securing land use agreements for permissions to use the land/ lease the lands to guarantee a fully intact, accessible, and open trail with safety standards and guidelines.

Trail owners can address liability issues by taking proactive measures to mitigate risks and ensure user safety. Some steps the Township can take include:

- 1 Implement proper signage: Clearly post signs that indicate trail rules, potential hazards, and any specific guidelines for trail use.

- 2 Regular maintenance: Conduct routine inspections and maintenance of the trail to identify and address any hazards or issues promptly.
- 3 Provide warnings and disclaimers: Display warning signs at areas with potential risks, such as steep slopes or water crossings. Include disclaimers that inform users about the inherent risks associated with trail activities.
- 4 Educate users: Promote trail safety by providing information to users about proper trail etiquette, potential risks, and safety precautions. This can be done through signage, brochures, websites, or educational programs.
- 5 Obtain insurance: Explore liability insurance options that cover potential claims related to trail usage. Consult with insurance professionals to determine the appropriate coverage for the specific trail and its activities.
- 6 Establish trail agreements: When trails cross private properties or involve multiple jurisdictions, establish formal agreements with landowners, municipalities, or other stakeholders to clarify responsibilities and liability considerations.
- 7 Seek legal advice: Consult with legal professionals experienced in trail-related matters to understand the specific legal obligations and liabilities involved. They can provide guidance on risk management strategies and help draft appropriate liability waivers or releases if necessary.

It's important for trail owners to consult with legal professionals and insurance providers to ensure they have a comprehensive understanding of their specific liability concerns and the best practices to address them.

Trail Management Plan

The Ottawa Valley Recreational Trail Management Plan [The Rose Point Recreational Trail Management Plan \(ottawavalleytrail.com\)](http://ottawavalleytrail.com) is a great example of multi-jurisdiction trail corridor that permits off-road vehicles. This Ottawa Valley Recreation Trail (OVRT) transverse County of Renfrew, Lanark County, and Canton de Papineau-Cameron Township lands. The management plan was developed in 2018 and includes:

- Goals and objectives for the Ottawa Valley Recreational Trail
- Management of the OVRT
- Trail Management
- Signage
- Development Policies
- Economic Resources

- Implementation Schedule
- Plan Amendment and Review
- Garrison Petawawa and
- Algonquins of Ontario.

Appendices (not an exhaustive list) include co-owners' agreement, sample trail inspection and assessment forms, sample grooming agreement with snowmobile clubs, accessibility standards for trails, and links to adjacent trail systems.

External Resources

The following trail organizations can be a great resource for next steps in the process even though they are regional/ national trail systems that traverse multiple jurisdictions, they are large with multiple partners, staff, and resources to conduct studies, develop training and maintenance manuals, and studies/ plans.

- Trans Canada Trail Association
- Waterfront Regeneration Trust
- Ontario Trails Council
- Ontario by Bike
- The Bruce Trail Conservancy
- Ontario Federation of Snowmobile Clubs
- Ontario Federation of All-Terrain Vehicle Club

5.4.2 MAINTENANCE & OPERATIONS

Maintenance Management

Guiding next steps in the management and maintenance of trails, the Township should consider adopting a trail maintenance log to document maintenance activities. The log should be updated when features are repaired, modified, replaced, removed, or when new features are added.

Accurate trail logs also become a useful resource for determining maintenance budgets for individual items and tasks, and in determining total maintenance costs for the entire trail. In addition, they are a useful source of information during the preparation of tender documents for trail contracts, and to show the location of structures and other features that require maintenance. Having an accurate account of the costs to upgrade and maintain the trail will provide a useful framework to determine the necessary contributions from each partner to ensure that the trail is maintained in good working order.

Leveraging technology to collect managing data can be a powerful tool to finding efficiencies and more accurately budgeting for needs. Digital dashboard style programs can be an effective interface for staff to organize inputs and action items. This type of technology can be linked to digital trail logging, user reporting systems, and on-site sensors (such as waste bin sensors) to create the ability for on-demand

service and strategic deployment of resources. On demand service styles can replace regular maintenances practices and reduce overall demand on resources.

Reducing maintenance through strategic infrastructure investments, including trail realignment, surface treatment and use of structures should be considered for areas of reoccurring maintenance issues. Identifying problem areas of the trail, where maintenance activities are required on a recurring basis and tracking the costs of the necessary maintenance can help to build a business case for a more permanent solution, such as a new structure or trail alignment, in those areas.

Using the maintenance strategies outline above as well as any existing trail infrastructure maintenance practices should be a starting point from which a trail specific maintenance plan and budget can be developed. In addition, annual maintenance budgets should be refined to accommodate the maintenance of trail facilities. As the trail and future trail network is implemented the trail budget should increase to address the increasing number / length of trail facilities that have been implemented.

Resource Sharing

Resource sharing among local municipalities, conservation authorities, trail organizations, and other invested partners is essential for trail maintenance and sustainability in rural communities. It promotes financial efficiency, harnesses diverse expertise, provides access to equipment and tools, increases capacity, and fosters community engagement and support. By working together, stakeholders can ensure the long-term viability and enjoyment of trails for current and future generations.

A few recommendations include:

- Connect with neighbouring municipalities, conservation authorities, and other trail organizations/ groups to create partnerships and share resources. Discuss potential of resource sharing with SDG County, including funding and promotion of the trail as it can be an economic and tourism driver for the region. The Bruce Trail Conservatory is an example of an organization that successfully navigates partnerships and deployment of volunteers and utilizes 3 manuals to help facilitate their mandate:
 - Guide for Trail Workers
 - Basic trail maintenance Guide for Trail Captains and trail worker, and
 - Trail workers guide to sensitive species.
- Empower local users as volunteers to assist with maintenance and reporting potential issues/hazards/maintenance needs to the Township.
 - Develop a volunteer manual.
 - Develop a volunteer reporting system with a main contact within Township.
 - Review the possibility of developing a volunteer trail committee to oversee the volunteer training, reporting, etc. thus creating a sense of ownership with the local residents who report to the Township on a monthly/ quarterly basis.

- Develop a citizen science program to encourage users to update in real-time to gather data such as: tree identification, trail conditions, hazards, invasive species, birds & animal sightings, etc.
- Develop programming and events to heighten the awareness and promote this trail to Eastern Ontario and tourism groups. There are many great features, vistas, and outlooks/views including the Raisin River of which this Trail can be used as an economic driver for local tourism. I.e.: cycling events, guided hiking tours, etc. It can also be a great mode of commuter travel to connect citizens to work/school/recreation activities.

Appendix F provides an overview of maintenance and operational tasks and frequencies that should be executed as part of standard trail facility care.

Seasonal Maintenance

Seasonal maintenance should be informed by user experience and need, with realistic expectations outlined to the public. Each trail typology in the trail hierarchy provides a recommendation for the level of seasonal maintenance that should be expected, including winter maintenance, and this information should be made available to trail users. Seasonal maintenance includes:

- vegetation clearing along edge zones,
- hazard tree removal,
- surfacing repairs,
- signage repairs, and
- winter snow grooming/maintenance (this depends on the user group's ability to assist and need, for example: cross-country skiing).

Facilitating Winter Mobility Users

Snow covered trails offer recreation enthusiasts an exciting way to experience the winter months. Snowshoeing, cross-country skiing, and shuttling users in sleds are great examples of activities that require snow to be left on trails. Trails which serve less of a conveyance role, such the Peanut Line Trail, should not receive snow clearing treatments to facilitate these alternative seasonal uses. Note, select maintenance should be considered in areas or at times of year when icy build up presents a barrier to most uses.

Frequent pedestrian traffic can impede uses such as cross-country skiing and consideration should be lent to assigning specific trail sections for restricted use. Trail grooming should be considered for trails certain trails and could be supported by volunteers and/or informal 'user pass' donation style programs. Consider winter programming to encourage use in this off season, including event based, group activities and self-running activities that are geared to highlighting the joys of winter trail use.

Wayfinding signage is very important along trails that will not be winter maintained, and an increased frequency of directional markers and informational posting should be included along these trail types.

Material Lifecycles

As trail amenities, surfacing and signage, especially nodal areas such as trailheads, are a key aspect of trail infrastructure and function as a marketing agent for the greater trail system, it is critical that maintenance practices exemplify the standard of quality the Township wishes to deliver. Trail amenities tend to be highly used and exposed to harsh elements, thus are more heavily impacted by wear and tear and vandalism.

Identifying and managing the level of repair/replacement required is influenced by the frequency of use, type of user, and size/complexity of amenity programming. Assumptions can be made to provide baseline expectations for allocation of maintenance resources, however monitoring and collecting data on demands is necessary to inform the increase or decrease of future resource allocation.

When selecting materials and products, balancing lifecycle duration, capital costs and maintenance costs is important. Overall, selections that reduce capital, maintenance and overall labor budgetary costs is best, however there may be items where maintenance costs are preferred to higher capital investments and can have other benefits. Such an example is often the choice between paved and granular trails and parking areas. Granular surfaces require greater maintenance, however, are lower cost to install and have environmental benefits through infiltration and material composition.

As most damage is caused due to winter related impacts, inspection of all amenities and surfacing should occur each spring prior to increase in trail users as the weather turns more favorably. All damaged or hazardous conditions/features should be removed, identified, or signed appropriately on site to inform users that rectification is in progress. This action both limits the potential risk factor the failure has incurred and supports the Township's commitment to the upkeep of the trail system. **Appendix F** outlines key areas of consideration for amenity and material selection and guides the selection of each element with approximate life cycle and maintenance requirements.

6 WHATS NEXT?

Through this study, the project team with input from Township Staff, community members, key stakeholders, and Council have worked to identify the highest and best use for the future of the Peanut Line Trail. This has included, as outlined above and in the shared appendices:

- Analysis of the physical and environmental aspects of the trail corridor.
- Trail and road crossing best practice review and legislative guidelines.
- Potential options and impacts of various trail alignments and community connections.
- Road crossing options and alternatives.
- Land-use impacts and opportunities in consideration of the range of adjacent landowners.
- Maintenance standards and practices.
- Opinion of probable costs for capital, lifecycle, and maintenance requirements.

6.1 NEXT STEPS

The following steps outline a plan of action to move the trail forward. Understanding that these are big items that will require time, resources, and support, and will not be achieved overnight is critical to the long-term success of this trail. A mix of 'quick wins' and long-term planning, coordination, and priority setting is recommended. Refer to **Appendix D** for identified Road Crossing Priorities and guidance for crossing treatments and best practices.

Priority Items

To guide the Township in next steps, the following items are listed in order of priority:

- 1 Create a trail vision and mission with objectives and actions to achieve them.
 - a Create a trail working committee with representatives from key stakeholder groups and staff who can become champions of the trail and influence the ability to implement the objectives.
- 2 Confirm a trail option and create a plan to identify and complete a few small, 'quick win' projects in the near term, while developing an implementation plan that includes lifecycle and maintenance considerations, additional resources such as funding opportunities, empowering & mobilizing volunteers, etc.
 - a It would be valuable for the Township to conduct a cost benefit analysis of Options 1 and 3 to determine the future of the trail and to confirm a trail option.
 - b A "quick win" project could be constructing a small granular parking lot and minor trail head in partnership with private landowner(s).
- 3 Confirm who the ideal user group is and if motorized use of the trail will be allowed. This decision will affect the trail design standards (trail width) and projected capital costs.

- 4 If it is decided that the user groups are to remain motorized and non-motorized, the recommended design standard for the trail is:
 - a The trail width shall be widened by 2.0m to a total trail width of 5.0m. This width allows ample room for all users to enjoy the amenity with space for safe passing. A 0.5-1.0m wide buffer on either side of the trail can still be achieved.
 - b Typical trail width design standards are 3.0m to 3.6m in width with 1.0m buffer on either side. If the trail users are decided to be non-motorized, this is the design standard the Township should implement.
- 5 Review the road crossing priorities with the best practices and design guidelines to identify crossings of concern that need to be addressed in the short to medium term horizons (1-7 years).
- 6 In the immediate short term, develop trail etiquette rules and regulations and post on signage at all trail access points. Include signage that identifies sections of the trail that also permit agricultural crossing/ use so all parties are aware.
 - a Collaborate with adjacent landowners to post signs with clear language noting – “Peanut Line ends - entering Private Property” or “Entering Private Property – Trail Ends” Or clearly “ No Trespassing Private Property” so trail users are notified where the public trail limit ends. Maintenance of signage would be encouraged to ensure it is not taken down/missing or defaced. This could also be in agreement with the landowner.

Additional Considerations

A few additional priorities (in no specific order) for consideration as the Township cements decision-making (which can be executed during the above priorities if budget allows), include:

- Explore further consultation and guidance for legal issues which arose during this options analysis process.
- Complete outstanding trail surfacing improvements and vegetation buffer maintenance based on preferred option.
- Review of the Glendaler’s Trail Use Agreement/ policy, including any advertisements. Township staff should plan for implementation and enforcement, this may require additional staff resources or addition of funding to support.
 - o Review advertisement boards and the policy/ process of how this is implemented and reviewed. Typically, advertising can be included in an overall wayfinding signage plan with key destinations noted on trail markers that denote to users where an opportunity to visit a destination (e.g local business) is relative to the trail. These typically include a directional arrow and distance markers. Directional signage and advertising can be used as a revenue source by a specific group (i.e.: Glendaler’s) to support trail maintenance.
- Formalize both the Peanut Line Trail User Policy and Maintenance Policy.

- Create and install trail etiquette signage, define trail corridor (fencing, amour stones, vegetation, etc.), signage, and define permitted trail users.
- Developing trail design guidelines, wayfinding signage plan, and maintenance and management plan.
- Install amenities and develop an amenity plan that includes timeframe, budget planning, and funding opportunities (sponsorship, donation, labour, etc.).
- Developing a volunteer group to oversee and assist with the monitoring and reporting of trail conditions to the Township. This includes the creation of volunteer resources and manuals and training sessions.
- Develop a funding and sustainability plan, including review of and submission to various funding options and grant funding opportunities (federal, provincial, conservation authorities, etc.).
- Explore a financial audit and cost benefit analysis for the Peanut Line Trail and its inclusion in the Township Asset Management Plan.
- Identify additional studies required to guide the vision for the trail forward and incorporate them into the capital budget planning process.

6.2 SUMMARY

In summary, we recommend the following considerations be prioritized as the Township works to realize the potential of the peanut line corridor to bring value to the community as whole.

- As part of the annual budget review process, Township staff should use this study and future trails master plan/guidelines to inform prioritization and implementation of trail infrastructure and amenities.
- As part of scheduled roadway projects and capital budget forecasting, the Township should allocate funding to construct trail connections and linkages to the Peanut Line Trail, creating a township-wide trails network.
- The Township should explore similar successful trail models and discuss its success, trials, and learning points from the municipalities the trail traverses. This can help guide the Township in future decision making and encourage knowledge sharing.

Future studies as mentioned in throughout this document may include:

- Traffic and Road Crossing Study where the Township could explore the feasibility of safety improvements at road crossings, including improved warning signage, improved sightlines, and crossing realignments where crossings are constrained by intersections.

- Cost Benefit Analysis for the preferred trail option and its incorporation into the Townships Asset Management Plan.
- Trails Master Plan to develop and guide the future trail network within the Township and a Trails Signage Plan or overall Township Wayfinding Plan.
- Arboricultural Assessments and Stormwater Management Report as part of pre-detailed design preparations.
- Trail Safety Study and Condition Audit in long term once trail has been established with upgrades.

Funding opportunities as identified in section 5.3.1 may include:

- Internal and External Opportunities - The Township should continue to explore both internal (including development charges) and external funding sources and partnerships to help fund implementation of key objectives and priorities of the trail. This can also include exploring potential of shared resources with SDG County and Raisin River Conservation Authority and other organizations and associations with a shared, mutual interest.
 - o For example: potential sponsorship of a section of trail if private business provides materials and labour to update trail surfacing, or name plaques on site furniture from public and private donations/ sponsorships of specific amenity items (i.e.: bike racks, benches, trail head signage, etc.) or a “donor art piece” that highlights various levels of support in an artistic way at a highly visible, major trail head.
- Government Funding Sources - The Township should apply for funding sources offered by both the Provincial and Federal government such as the National Active Transportation Fund and the Ontario Rural Economic Development Fund, etc.

REFERENCES

- 1 Township of South Glengarry Park and Recreation Master Plan (PRMP), 2023
- 2 Ontario Federation of All-Terrain Vehicle Club: [OFATV | Ontario Federation of All Terrain Vehicle Clubs](#)
- 3 Rails to Trails Conservancy (USA based): [Liability and Trail Insurance | Rails-to-Trails Conservancy \(railstotrails.org\)](#)
- 4 Ottawa Valley Regional Trail Master Plan, 2018. [The Rose Point Recreational Trail Management Plan \(ottawavalleytrail.com\)](#)



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EXISTING CONDITIONS PHOTO INVENTORY

WSP conducted a thorough site visit of the entire Peanut Line Trail April 27, 2023. All photos collected are geo-located and a kmz map was created. The following pages are all photo's collected during the site visit. Since the visit, 1 bridge has been upgraded.





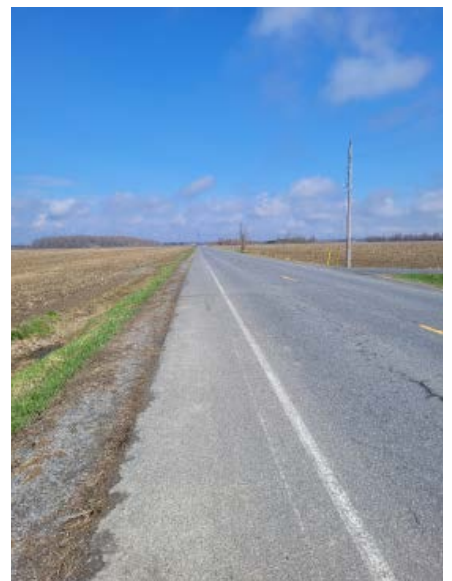
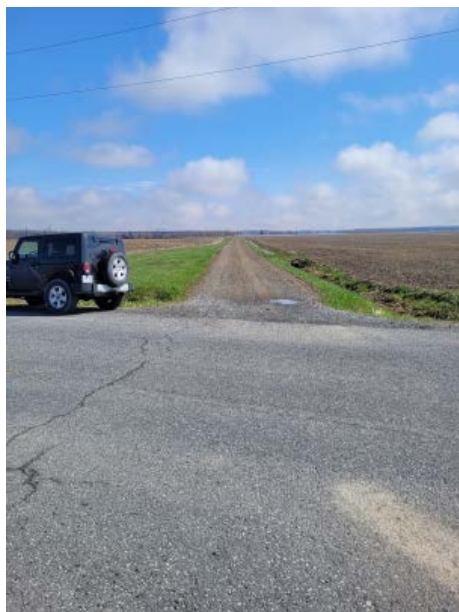
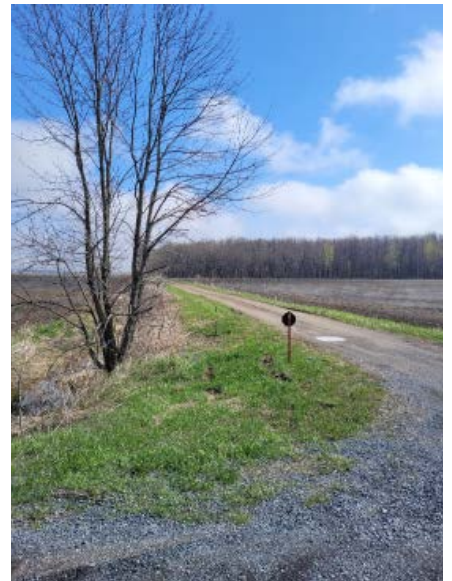


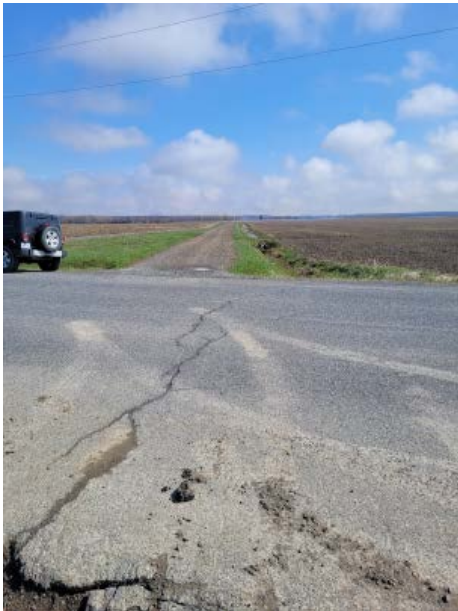


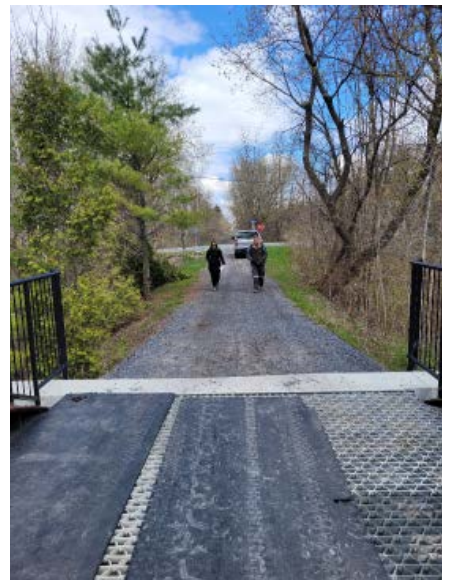
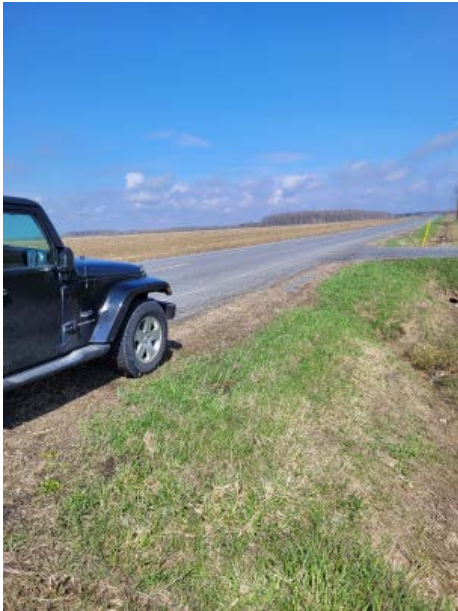


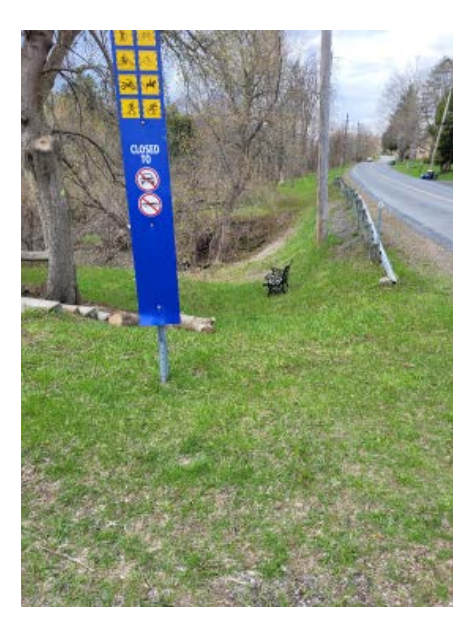


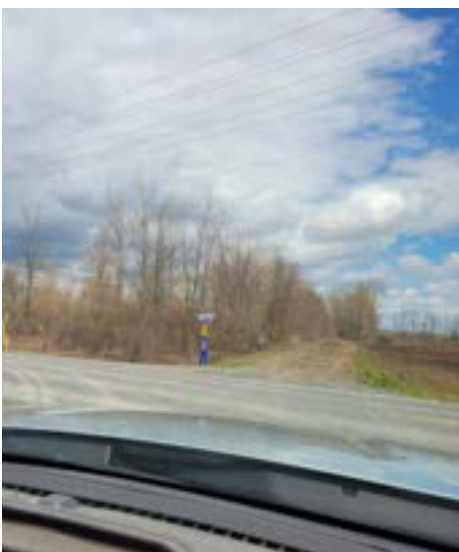
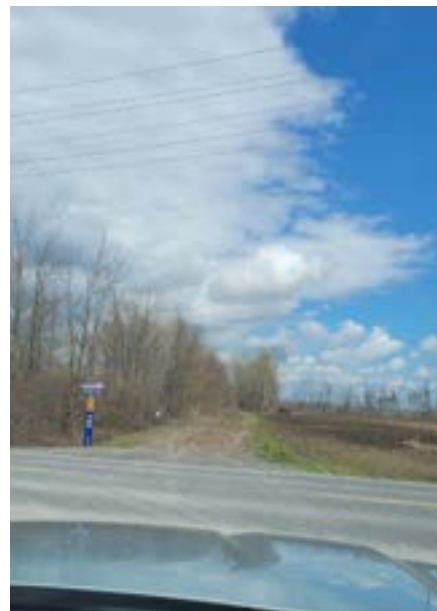




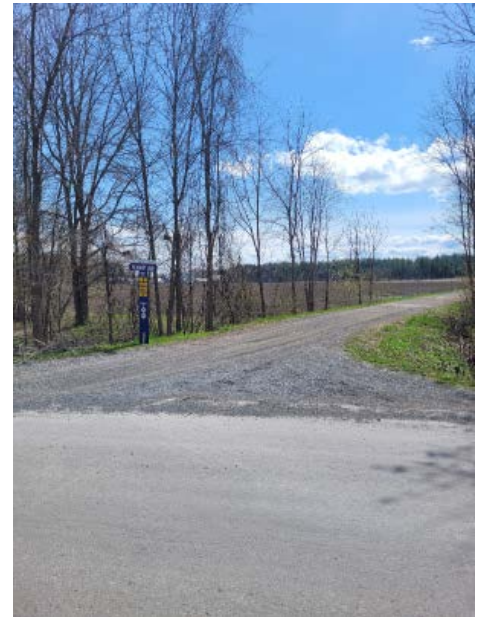
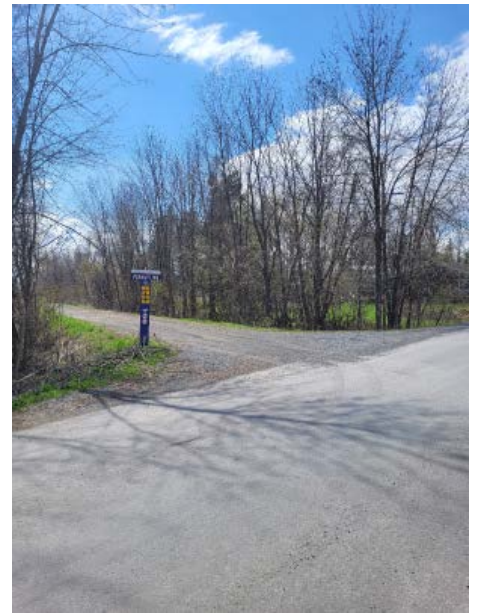








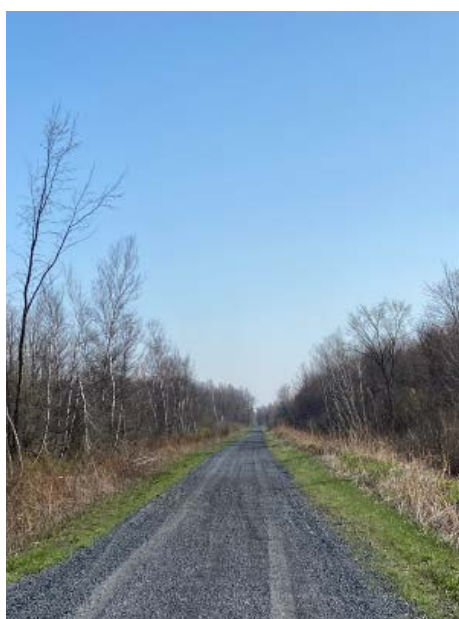
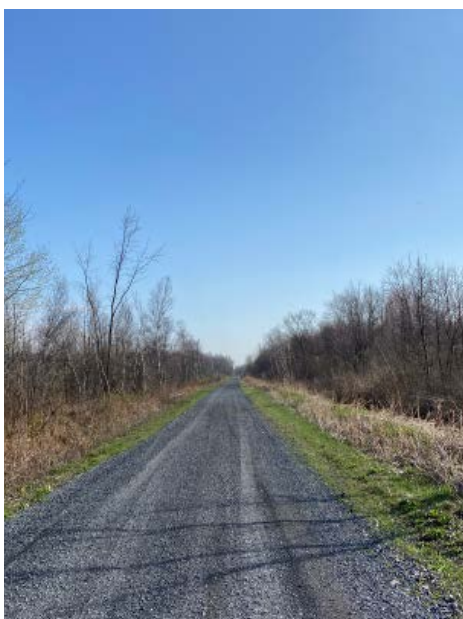


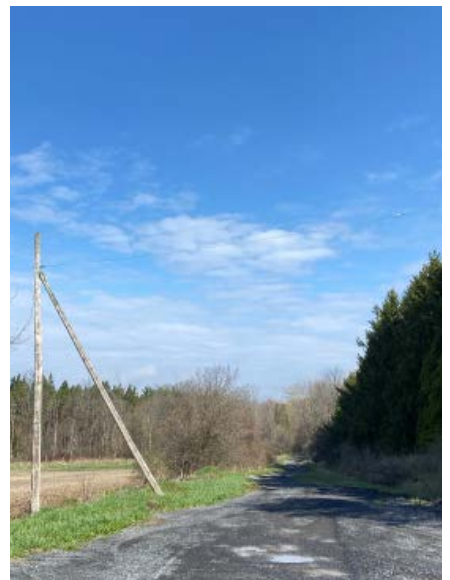


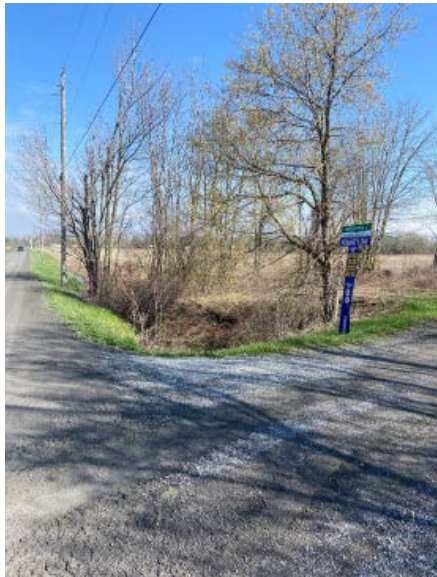
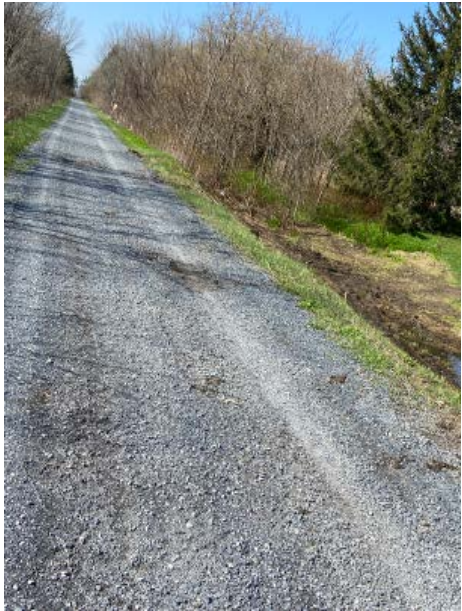


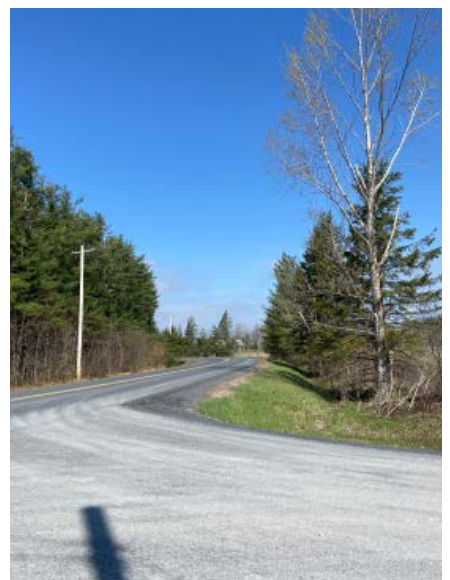


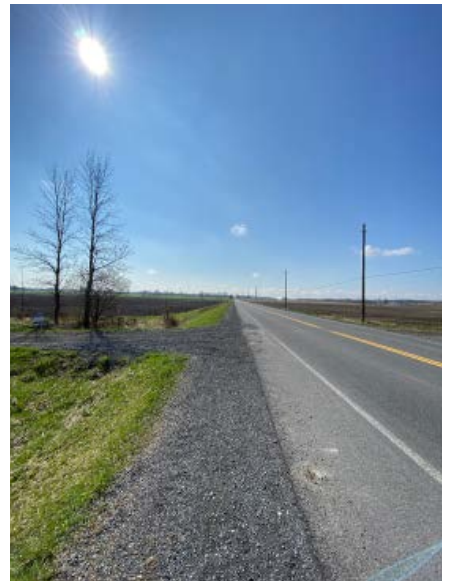




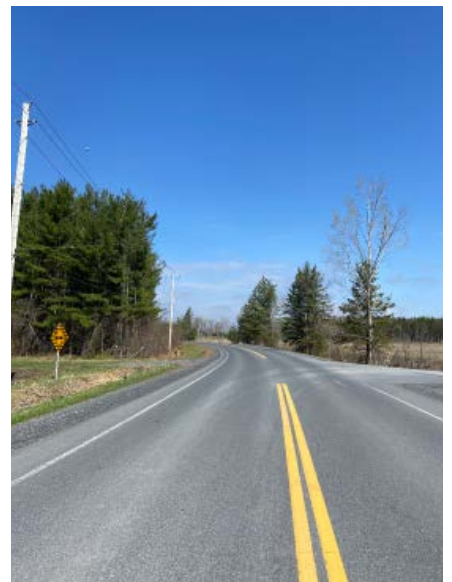




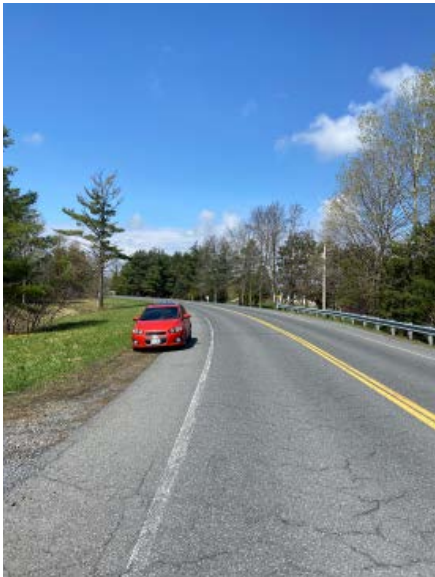






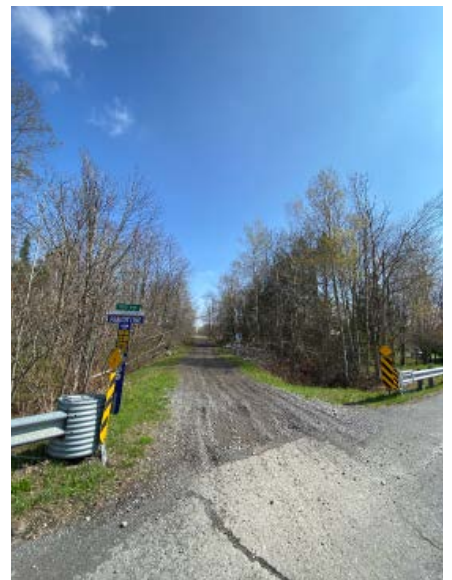








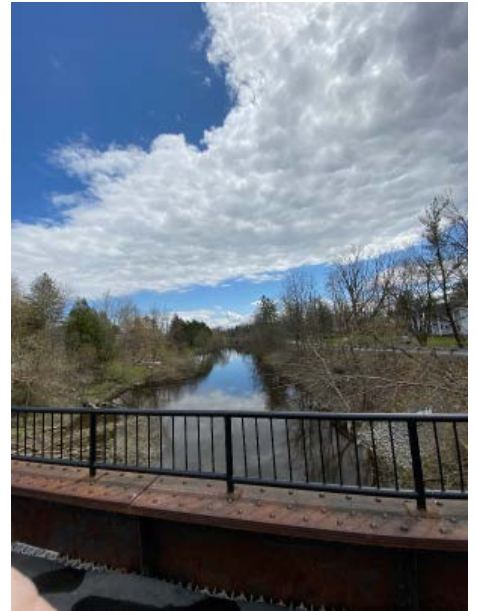
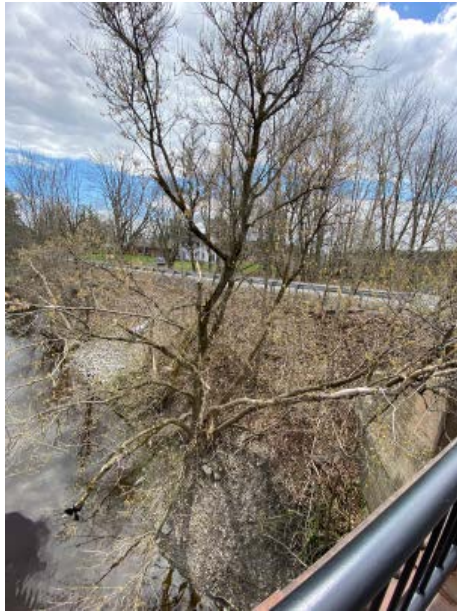


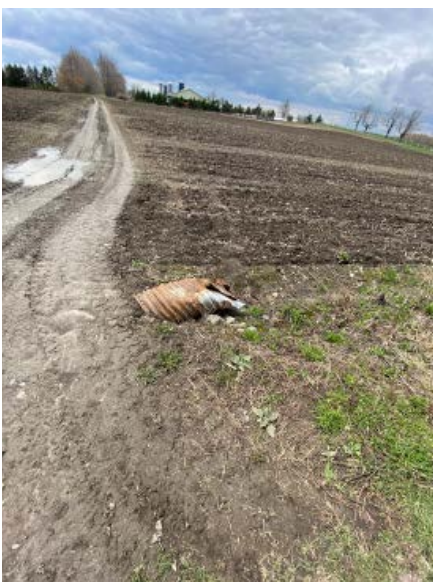




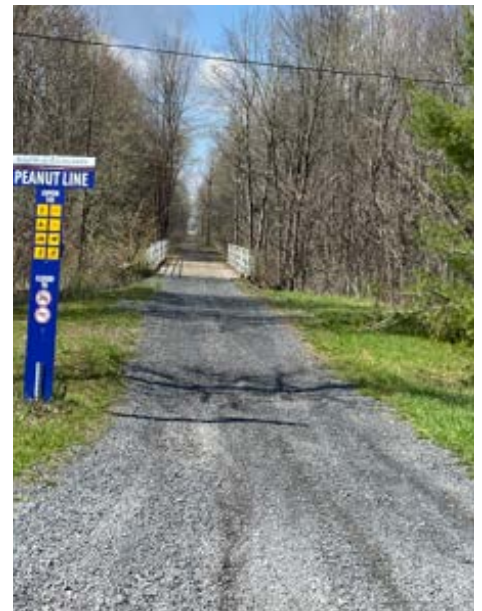


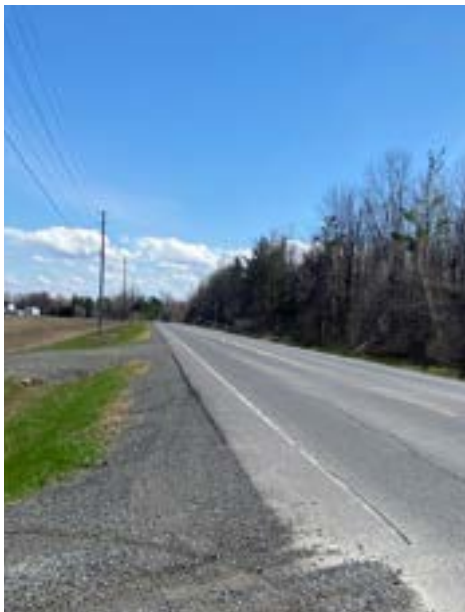
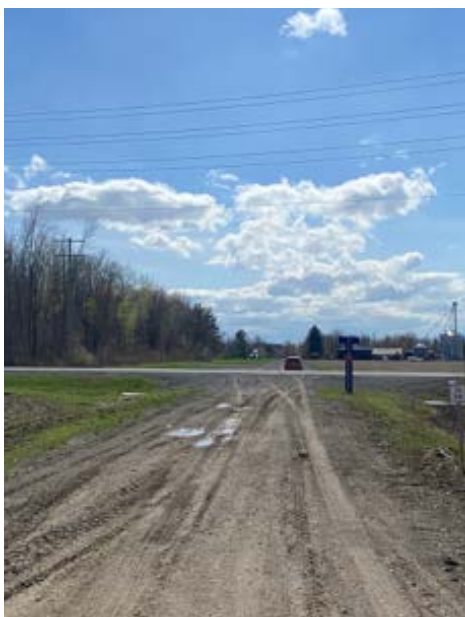


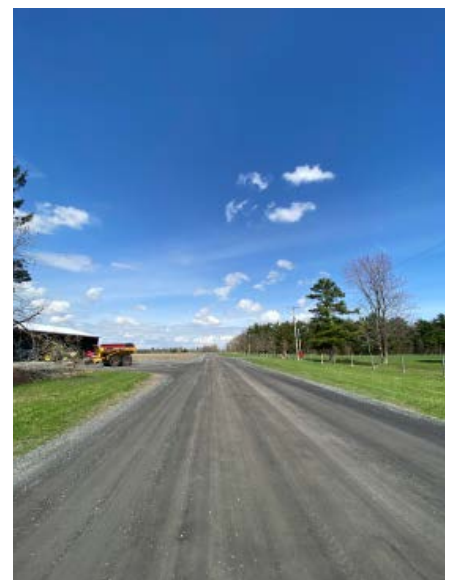












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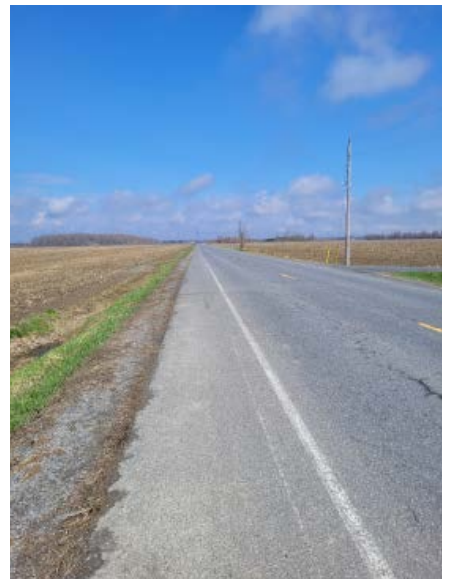
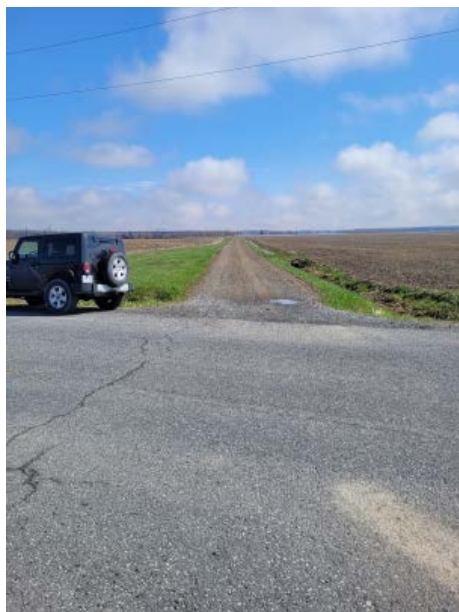
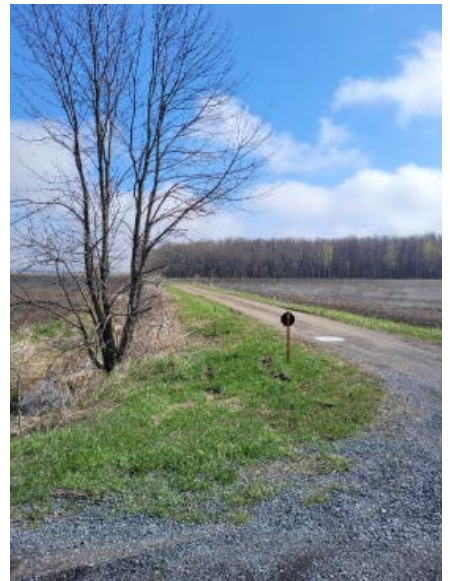


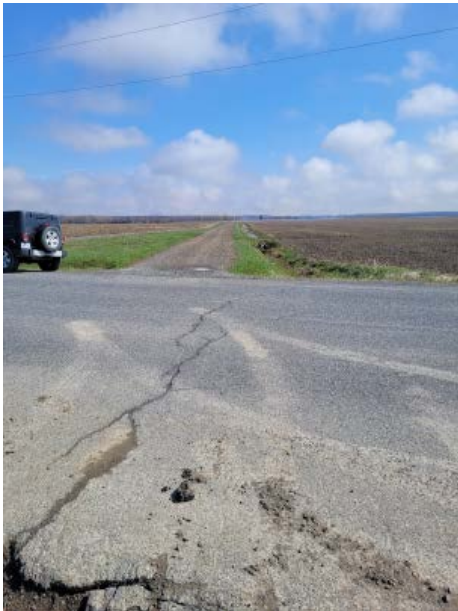


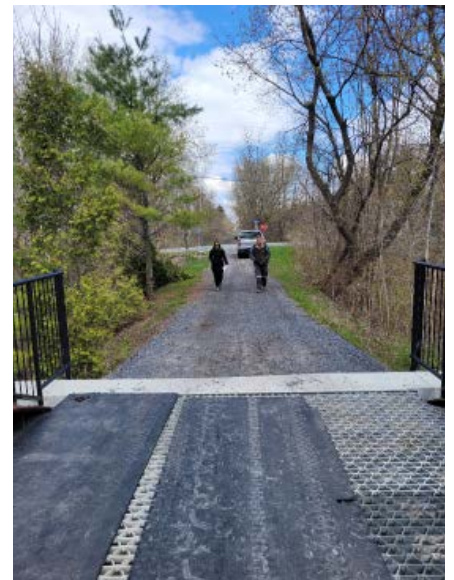
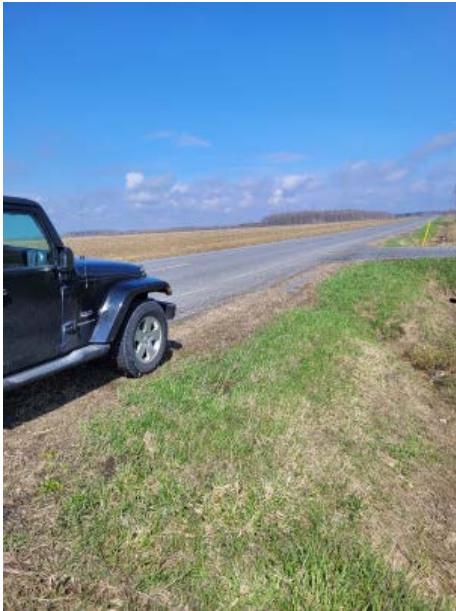


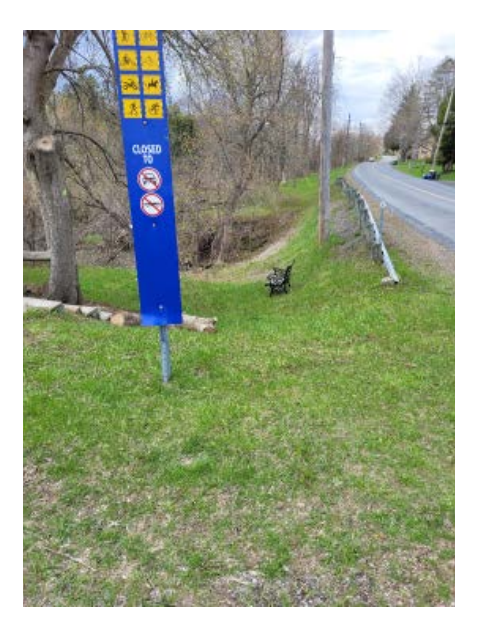


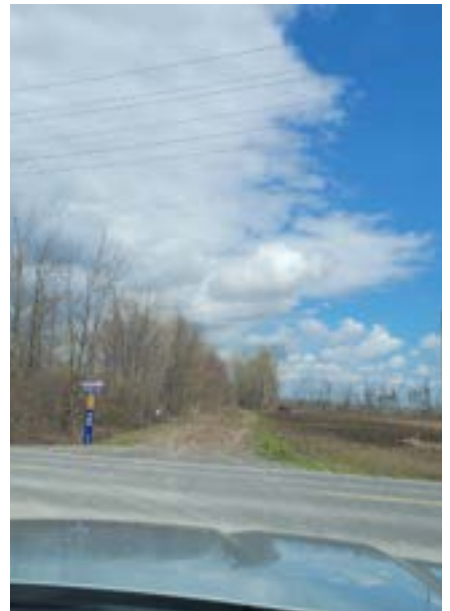












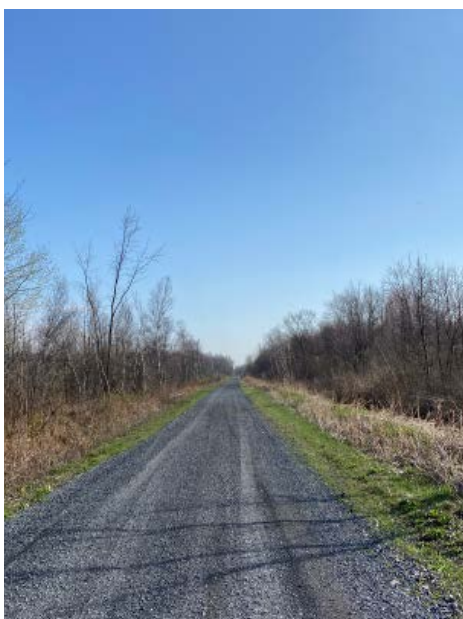


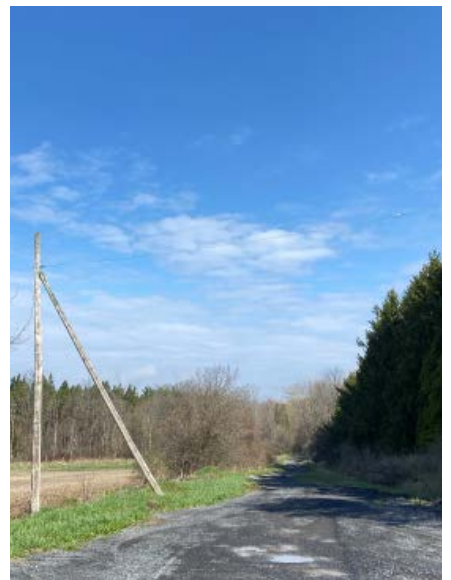
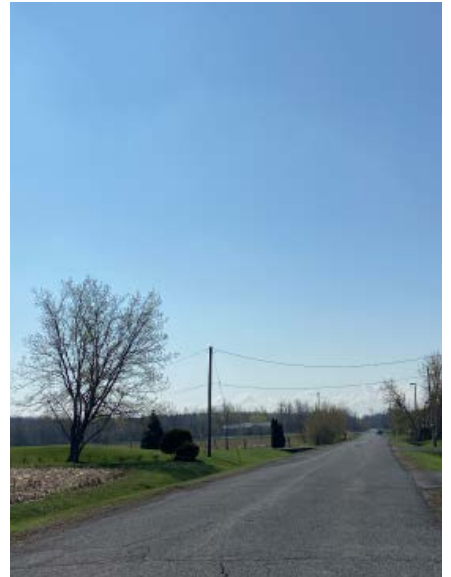


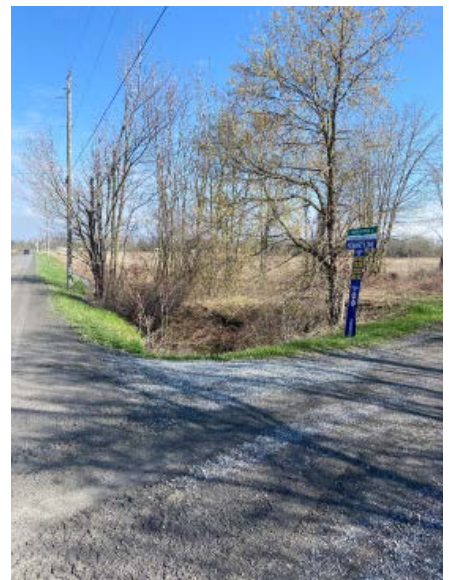
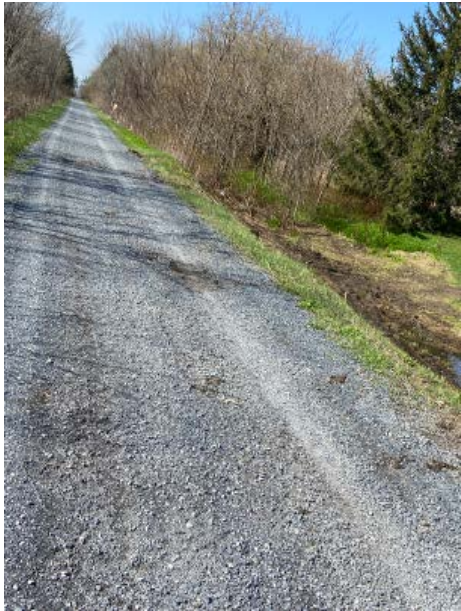


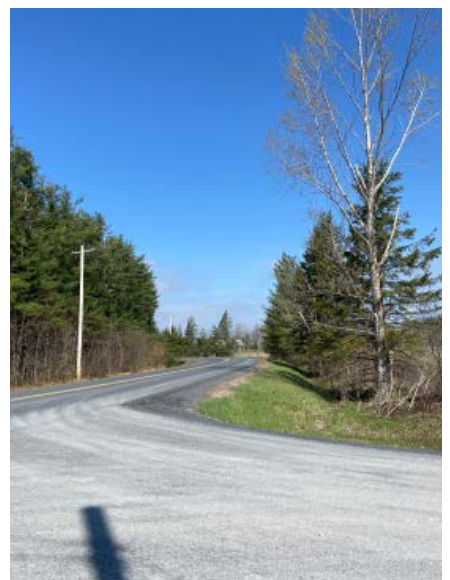


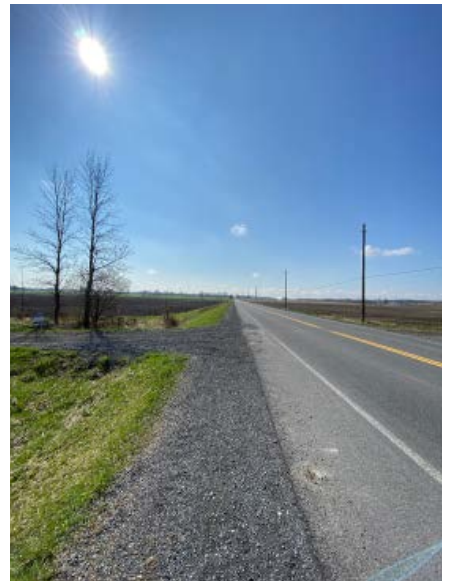




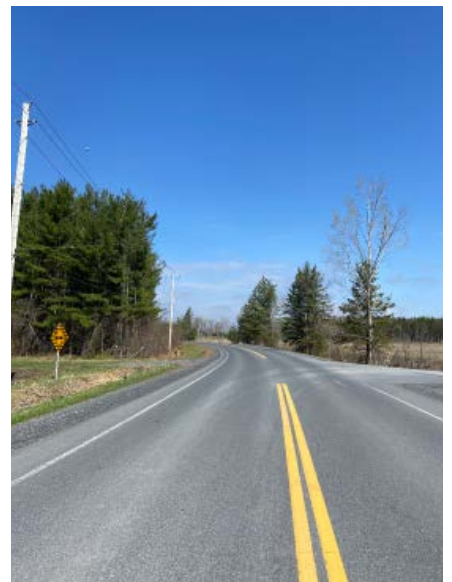




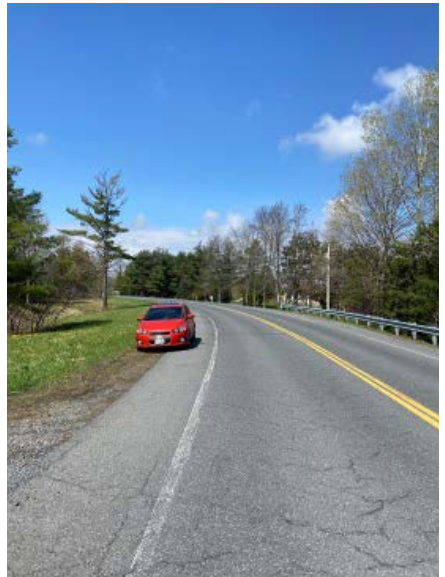




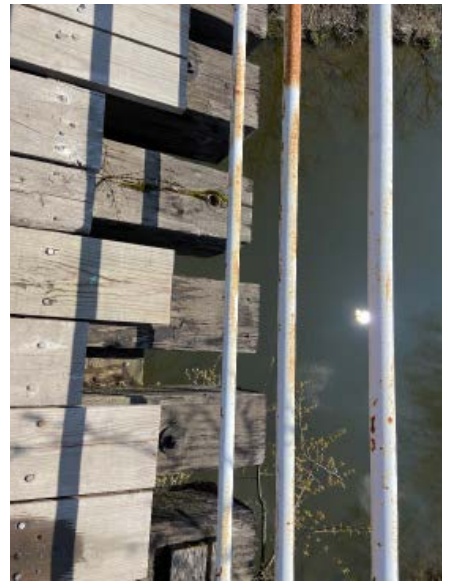


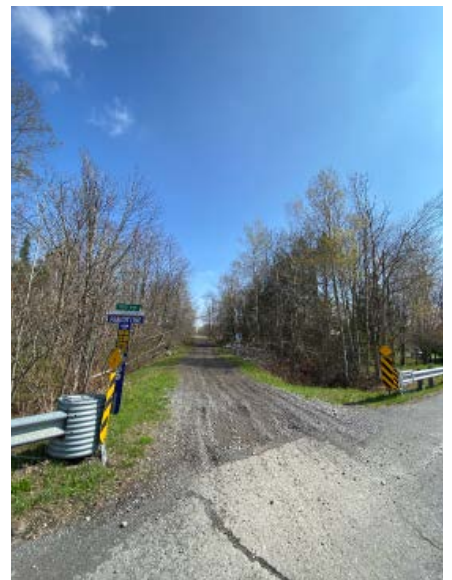




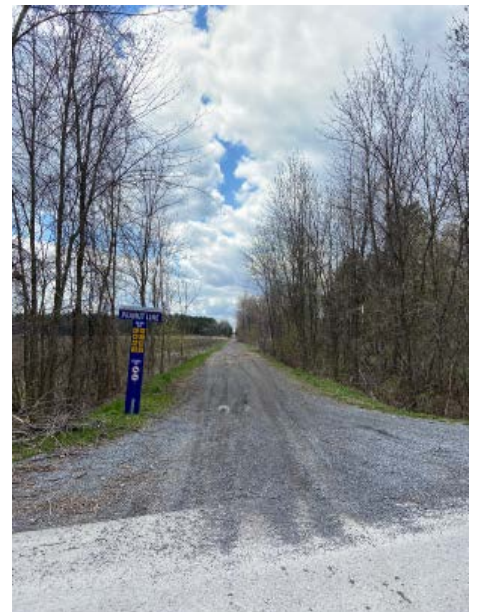




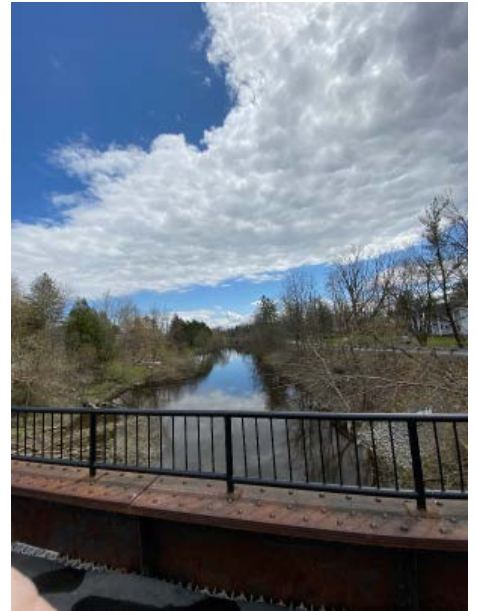
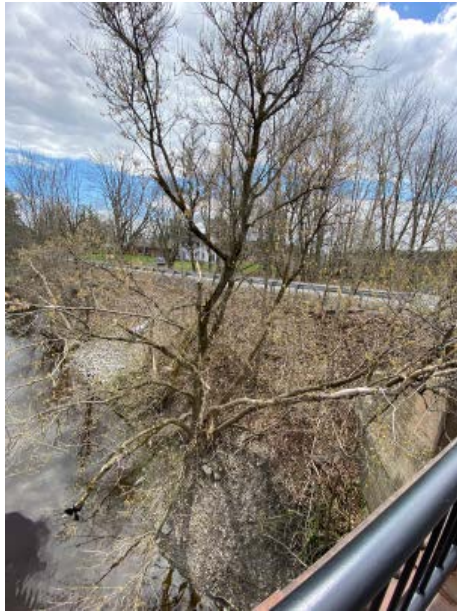


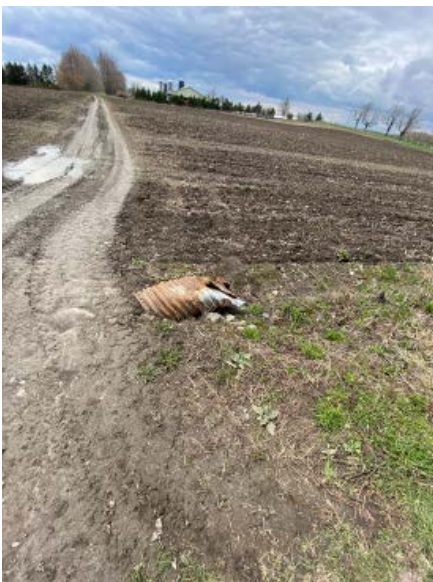
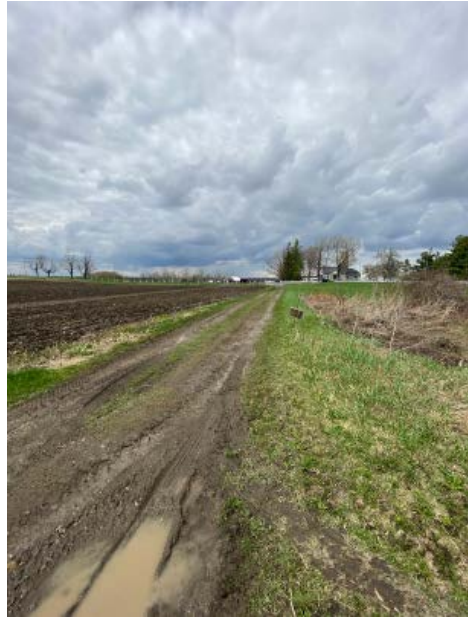


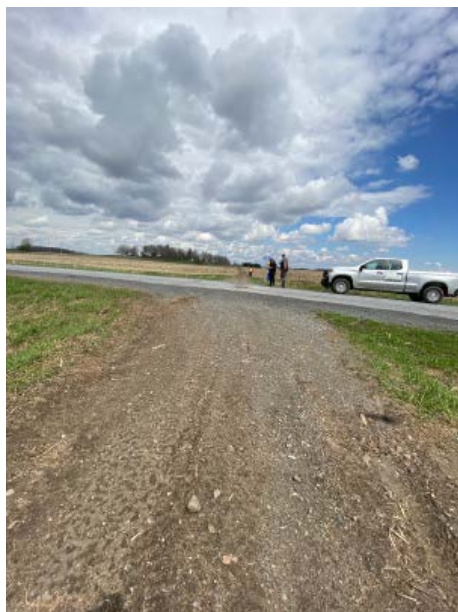


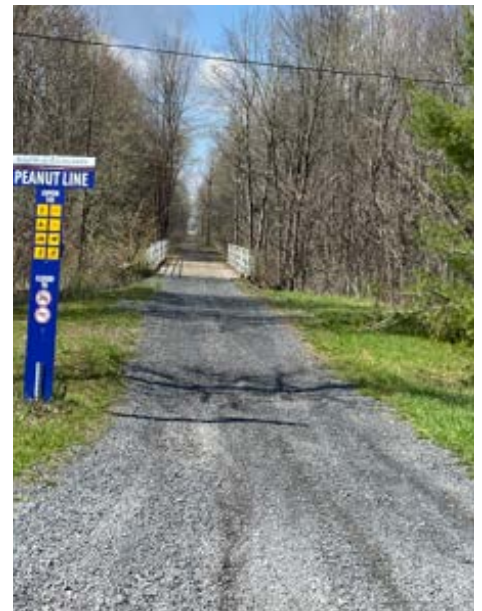


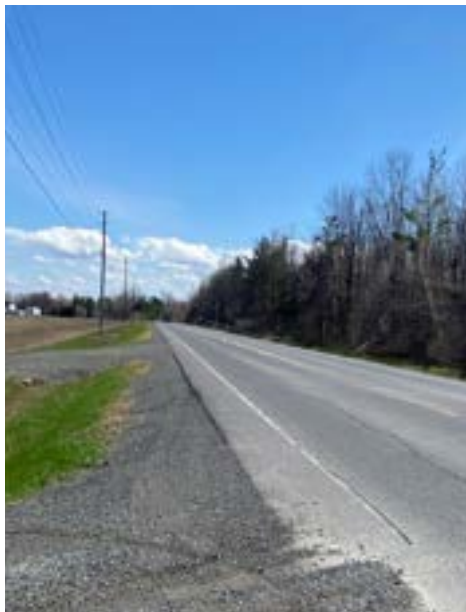
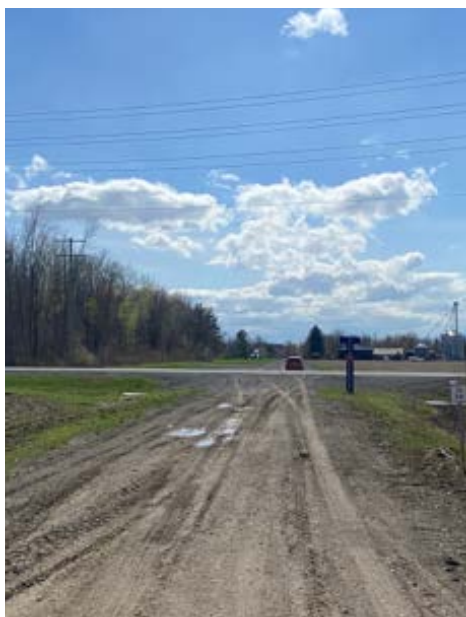
















B

PUBLIC ENGAGEMENT SESSIONS

WSP held a public engagement session was held in person at the Char-Lan Recreation Centre for adjacent landowners and the general public on July 20th 2023. Pictures of the presentation boards are below for comparison. The follow are the results:

STAKEHOLDER ENGAGEMENT RESULTS

4

Option 1: FORMALIZE TRAIL AS A TOWNSHIP-WIDE TRAIL SYSTEM

DELINEATES TRAIL BOUNDARY WITH A VISUAL BUFFER & SIGNAGE ALONG EASTERN SEGMENT.

MAINTAINS THE ENTIRE 31KM OF TRAIL AS A RECREATIONAL AMENITY.

TOWNSHIP ACQUIRES ANY OUTSTANDING LAND PARCELS, MAKING THE PEANUT LINE TRAIL A 100% PUBLICLY AVAILABLE AMENITY.

TOWNSHIP FORMS PROPERTY AGREEMENTS WITH ADJACENT LANDOWNERS FOR AGRICULTURAL PURPOSES.

TOWNSHIP DEVELOPS A PHASED PROJECT PLAN & CAPITAL BUDGET TO ADD/ IMPROVE AMENITIES, PARKING, ANNUAL MAINTENANCE, TRAIL INFRASTRUCTURE.

PROS

+

- Creates a unified trail system for multiple users to enjoy and access year-round.
- Provides a compromised solution delineating public vs. private lands.
- Allows adjoining agricultural lands to access their lands on either side of the trail corridor.
- Opportunity to create partnership agreements with passionail trail user groups/ agencies to share resources & expertise.

CONS

-

- Trespassing is a private property concern, and no solution is 100% feasible.
- Purchasing all outstanding land parcels may prove difficult or length process resulting in delayed trail access, and a fragmented trail system.
- Peanut Line Trail would not be 100% public lands until purchasing is complete or shared-use agreements are formalized.
- Will require additional resources to implement agreements and enhance trail
- High cost to maintain all infrastructure

Time to Vote!

PLEASE PLACE A STICKER BELOW TO RANK THIS OPTION.

BE SURE TO REVIEW ALL 4 OPTIONS FIRST PRIOR TO VOTING. Do Not Overlap Stickers.

Red, Yellow, Blue, or Green Stickers

Green = Top Choice, Yellow = 2nd choice,

Blue = Least Preferred, Red = Not Preferred.

PEANUT LINE TRAIL | TOWNSHIP OF SOUTH GLENCAIR

Page 194 of 439

PUBLIC ENGAGEMENT

GENERAL PUBLIC ENGAGEMENT RESULTS

4

Option 1: FORMALIZE TRAIL AS A TOWNSHIP-WIDE TRAIL SYSTEM

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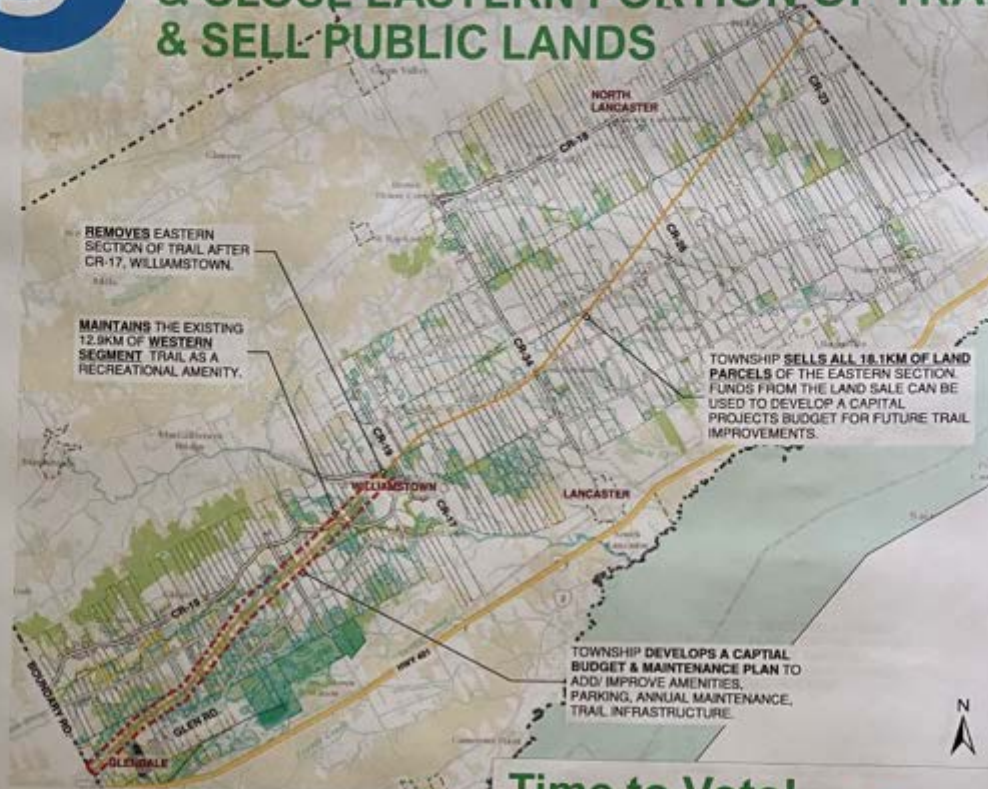
PEANUT LINE TRAIL

OPTIONS ANALYSIS

OPTIONS ANALYSIS

STAKEHOLDER ENGAGEMENT RESULTS

5 Option 2: KEEP WESTERN PORTION & CLOSE EASTERN PORTION OF TRAIL & SELL PUBLIC LANDS



PROS

- Decreases the extent of trail maintenance and infrastructure costs for the Township (limited funds & staffing).
- Decreases the safety & liability concerns of the eastern portion of the trail on the Township.
- Allows the Township to continue to enhance the trail, incorporate events, programming, and promotion including a branding strategy in a quicker timeframe.
- Township funding can be used for infrastructure and amenity improvements ("more bang for the buck").
- Decreases the cost to maintain infrastructure (13km vs. 31km).

CONS

- Consensus with the public is to retain the entire trail corridor.
- Once the eastern land parcels are sold, it will be extremely difficult for the Township to repurchase at a later date, if ever. No true control over who the purchaser may be (trail organization vs. private person(s)).
- Potential loss to residents and visitors for having access to overall of the existing trail system.

Time to Vote!

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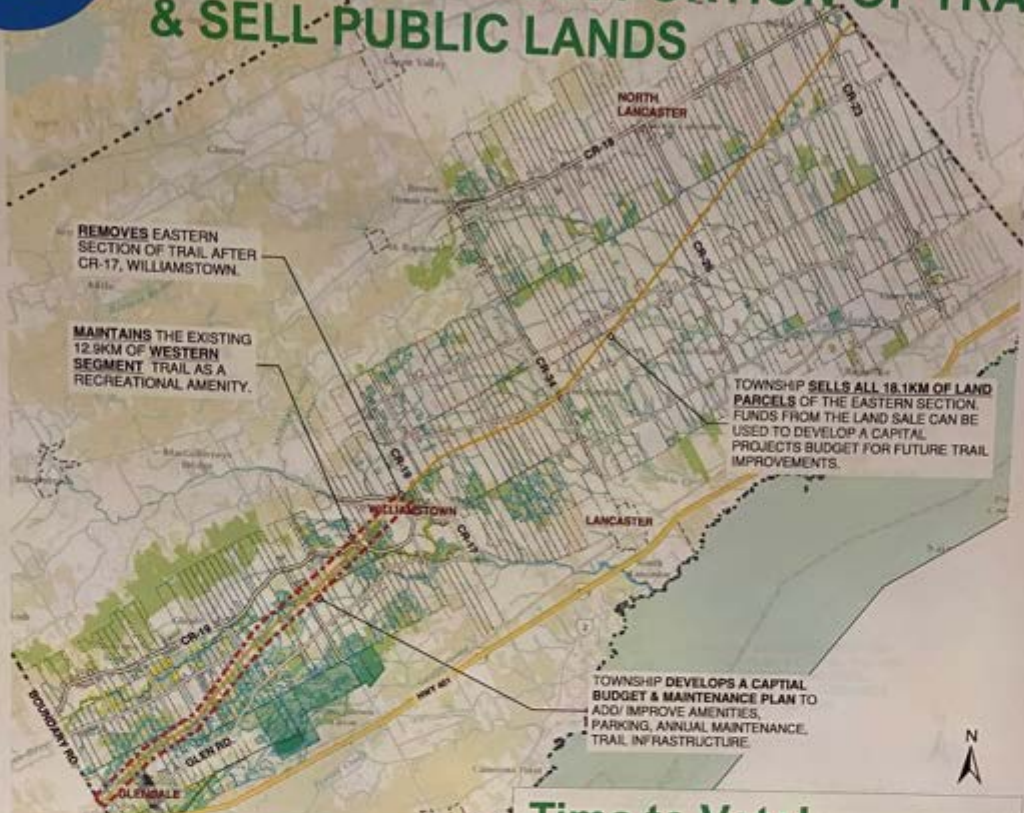
PEANUT LINE TRAIL
OPTIONS ANALYSIS

SOUTH
GLENGARRY

GENERAL PUBLIC ENGAGEMENT RESULTS

5

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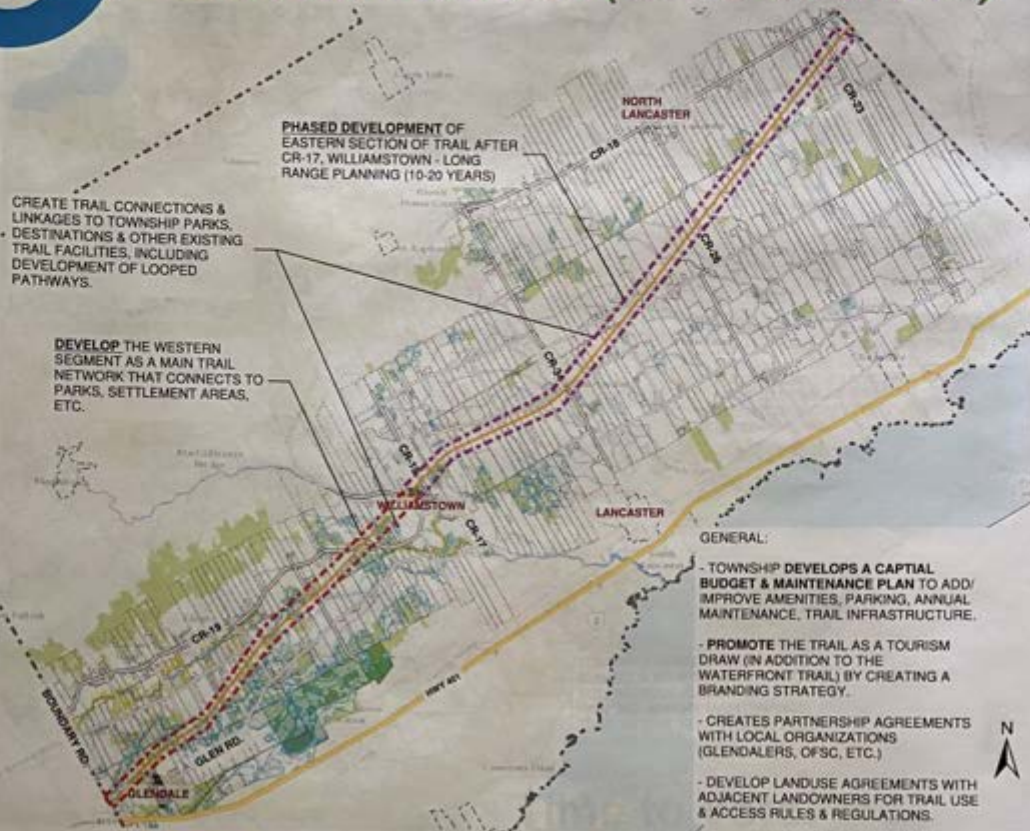


**PEANUT LINE TRAIL
OPTIONS ANALYSIS
OPTIONS ANALYSIS**



STAKEHOLDER ENGAGEMENT RESULTS

6 Option 3: HYBRIDIZE TRAIL & LAND USAGE APPROACH (10-20 YR. PLAN)



PROS

- Incorporates both option 1 and 2.
- Allows time to develop a trails management plan and funding projections for a phased capital project implementation plan.
- Allows time for the Township to pursue purchasing outstanding private lands within the trail corridor.
- Cements this trail corridor as a publicly accessible recreational amenity and tourism destination.
- Supports and incorporates public engagement feedback and findings.
- Encourages a multi-party partnership approach through leveraging volunteers, resources and expertise of local municipalities, conservation authorities, etc.
- Creates opportunity for a long-term land use lease with adjacent landowners.

CONS

- This is a long-term, multi-year process with multiple phases.
- Will require additional studies to be conducted and additional funding.
- Will require additional resources to implement agreements and enhance trail infrastructure & amenities.
- High cost to maintain all infrastructure, even with partnership agreements, Township is still ultimately responsible for the trail conditions.

Time to Vote!


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GENERAL PUBLIC ENGAGEMENT RESULTS

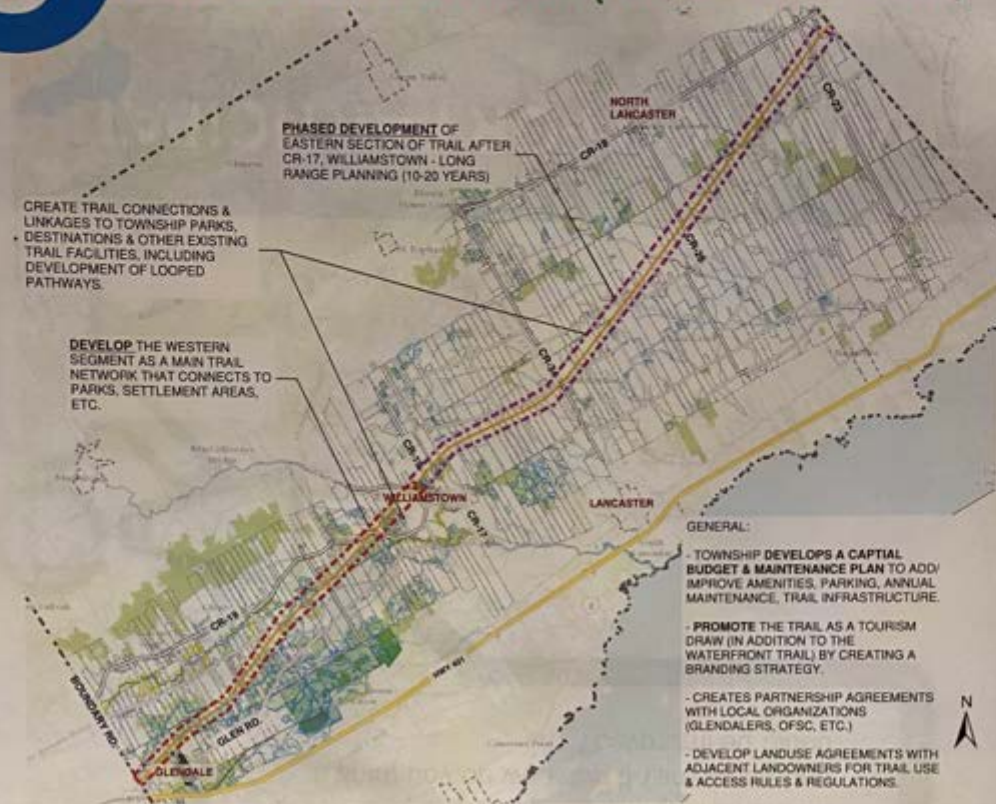


PEANUT LINE TRAIL OPTIONS ANALYSIS



6

Option 3: HYBRIDIZE TRAIL & LAND USAGE APPROACH (10-20 YR. PLAN)



PHASED DEVELOPMENT OF
EASTERN SECTION OF TRAIL AFTER
CR-17, WILLIAMSTOWN - LONG
RANGE PLANNING (10-20 YEARS)

CREATE TRAIL CONNECTIONS &
LINKAGES TO TOWNSHIP PARKS,
DESTINATIONS & OTHER EXISTING
TRAIL FACILITIES, INCLUDING
DEVELOPMENT OF LOOPED
PATHWAYS.

DEVELOP THE WESTERN
SEGMENT AS A MAIN TRAIL
NETWORK THAT CONNECTS TO
PARKS, SETTLEMENT AREAS,
ETC.

GENERAL:

- TOWNSHIP DEVELOPS A CAPITAL
BUDGET & MAINTENANCE PLAN TO ADD/
IMPROVE AMENITIES, PARKING, ANNUAL
MAINTENANCE, TRAIL INFRASTRUCTURE.
- PROMOTE THE TRAIL AS A TOURISM
DRAW (IN ADDITION TO THE
WATERFRONT TRAIL) BY CREATING A
BRANDING STRATEGY.
- CREATES PARTNERSHIP AGREEMENTS
WITH LOCAL ORGANIZATIONS
(GLENDALE, OFSC, ETC.)
- DEVELOP LANDUSE AGREEMENTS WITH
ADJACENT LANDOWNERS FOR TRAIL USE
& ACCESS RULES & REGULATIONS.

PROS

























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STAKEHOLDER ENGAGEMENT RESULTS

7

Option 4: SELL ENTIRE TRAIL CORRIDOR.



PROS

- Provides opportunity for a trail user group (passional stewards, community organization (such as the Glendaler's or OFSC), or agency to take over ownership, operation and maintenance of the trail.
- Relocates Township's resources (financial, staffing, etc.) to other strategic efforts/ departments with limited staffing and funds.
- Trail interests may be represented more adequately by a specialized agency compared to a public authority managing diverse departments.
- Private owner may have more resources for trail monitoring and improvements.

+

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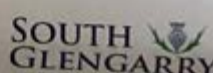
- Once lands are sold, it will be difficult for the Township to acquire such an amenity in the future.
- The Township could remain as a partner with the new buyer however final decisions on the future of the trail rests with the new owner.
- Public feedback to date prefers keeping the trail lands as a public resource.
- If private owner decides to close or shorten the trail in the future, the public will have limited recourse for voicing their opinions or concerns.

-

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PEANUT LINE TRAIL OPTIONS ANALYSIS



GENERAL PUBLIC ENGAGEMENT RESULTS

7

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**PEANUT LINE TRAIL
OPTIONS ANALYSIS**

STAKEHOLDER ENGAGEMENT RESULTS

8

VISUAL BUFFERS

Examples of visual buffer types as potential solutions to assist in:

- o Formalizing the trail boundary in areas where the existing railway bed vegetation has been removed or thinned, and
- o Delineate a visual barrier for where the trail boundaries are.

Fence



Please place a sticker in the box next to the example image you would like to see incorporated into the trail design guidelines.

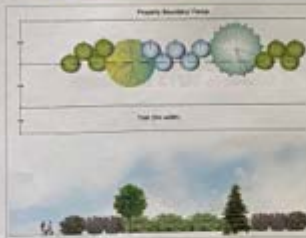
Amour stone



Place sticker here

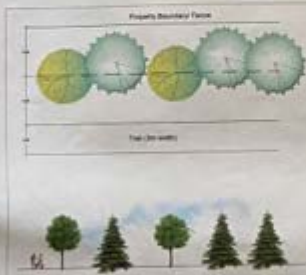


Vegetation Buffer Enhancement Planting:



A mix between deciduous and evergreen tree species and understory shrubs.
The intent is to create a tall and dense 'forest like' visual barrier and to prevent users from straying off trail.
The robust buffer enhancement planting is designed for:

- Desire for maximum privacy
- Where sightlines are not a priority (minimal CPTED needs)
- Areas where an enhanced level of privacy is desired.
- To create a barrier between the trail and residential properties.



A mix between deciduous and evergreen tree species (tall buffers 2 stories + in height) to provide a dappled view of the trail and surrounding landscape.
The light buffer enhancement planting is designed for:

- Where space is limited or where a light buffer is desired.
- Desire to maintaining the viewshed of the valley
- Desire to maintain stronger sightlines (support CPTED)

Place sticker here

wsp

PEANUT LINE TRAIL
OPTIONS ANALYSIS

SOUTH
GLEN GARRY

8

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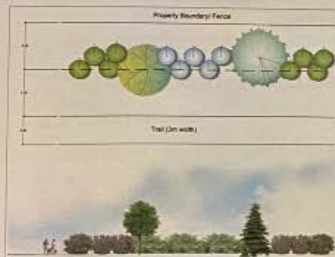
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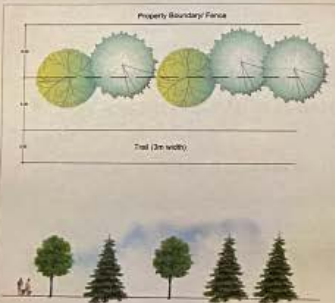


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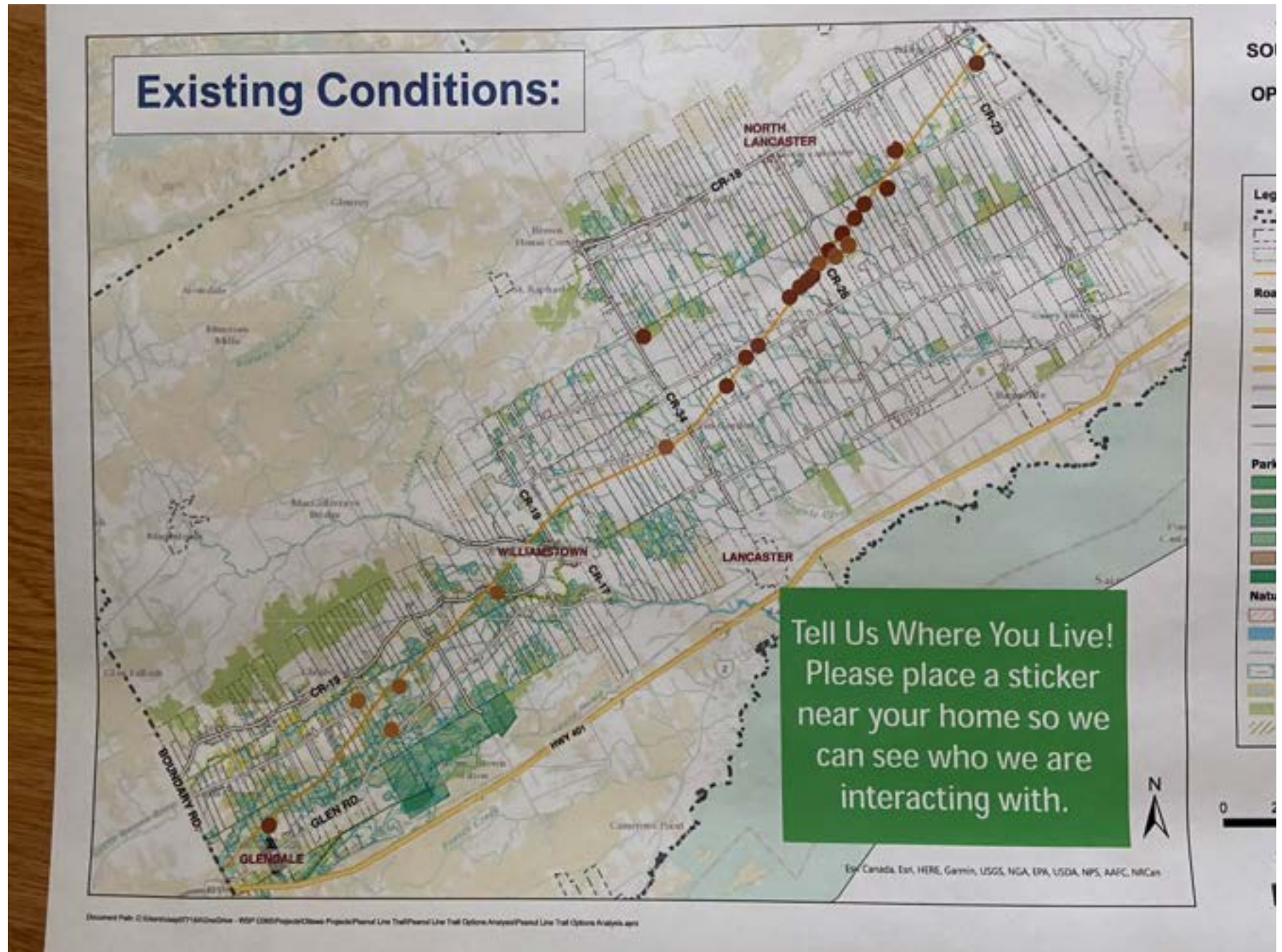
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STAKEHOLDER ENGAGEMENT RESULTS



GENERAL PUBLIC ENGAGEMENT RESULTS



Peanut Line Trail Options Analysis

Public Engagement Session #1

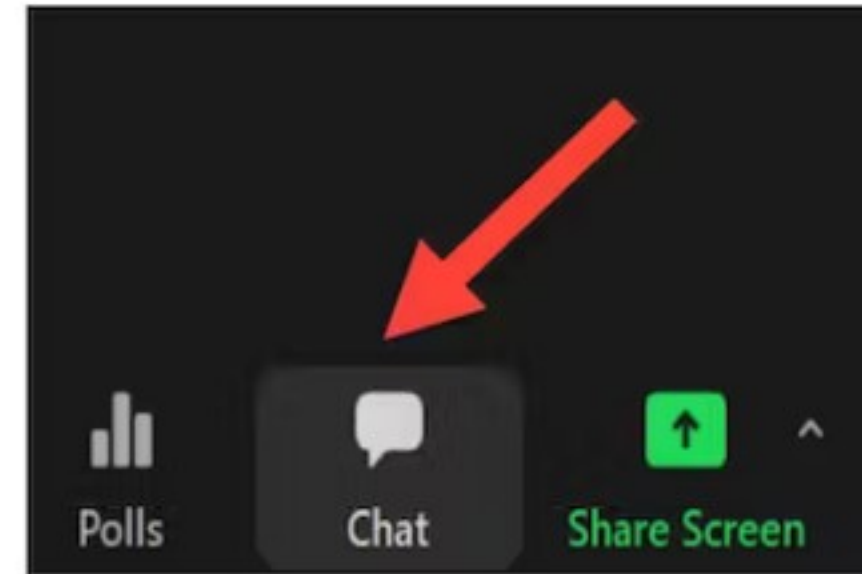


Indigenous Land Acknowledgement

- We acknowledge the land that our trail planning will take place on is the unceded and sovereign territory of the Akwesasne Mohawk and their ancestors.
- We also acknowledge the Algonquin, Haudenosaunee (Hoden-o-show-nee) (Iroquois), Huron-Wendat (huron-wen-dat), and Abenaki who are neighbors and partners to the Akwesasne Mohawk.
- In times of great change, we recognize more than ever the importance to honour Indigenous history and culture and are committed to moving forward in the spirit of reconciliation, respect and good health with all First Nation, Métis and Inuit people and our community as a whole.
- As representatives of the people of the Township of South Glengarry, we are grateful to have the opportunity to work and live on these lands.



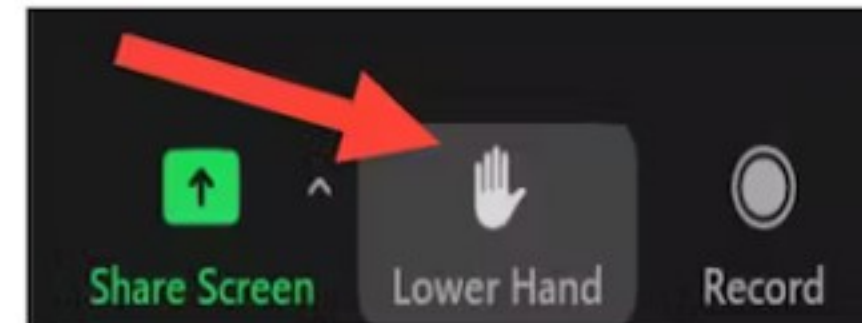
Zoom 101



Chat to send a message directly to the Project Team. The Project Team will answer your comments aloud during or after the presentation.



Raise Hand when you have a question or comment. A member of the Project Team will ask to unmute you when it is your turn to speak.



Lower Hand when your question or comment has been answered.

Agenda



Welcoming Remarks



Mentimeter Overview



Existing Conditions: Site Inventory



Interactive Discussion



Next Steps

Welcome!

You are being consulted today because you:

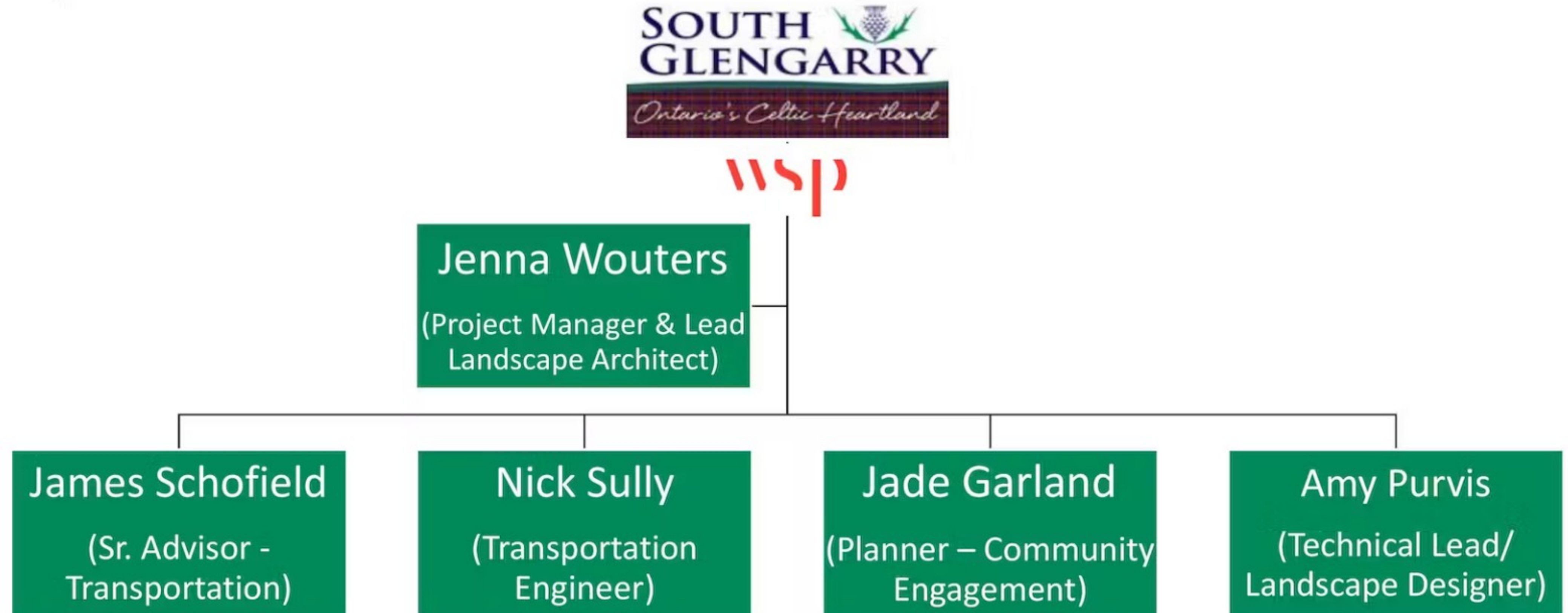
- Are a property owner along the Peanut Line Trail and/or
- A key Stakeholder invested in the Trail.

The purpose of today's session is to introduce the project and gather information on the trail.

Your input will help inform the development of the Trail Options Analysis.



Project Team



Project Purpose and Scope

- The purpose of this study is to provide the Township with options to outline long- and short-term direction for the Peanut Line Trail through the following:
 - Develop a strategic plan for the provision of the Peanut Line Trail informed through the engagement process with key stakeholders, adjacent landowners, trail users, and the Municipality.
 - Provide options for future maintenance, land use, and trail segment ownership guided by the consideration of existing limited maintenance of the trail and current use by adjacent landowner properties.
 - Provide best practices, trail options, and recommendations for the future of the trail.

Existing Conditions, data collection, and analysis

- Site visit and photo inventory
- Base mapping & data analysis
- Trail Crossing Best Practices Memorandum

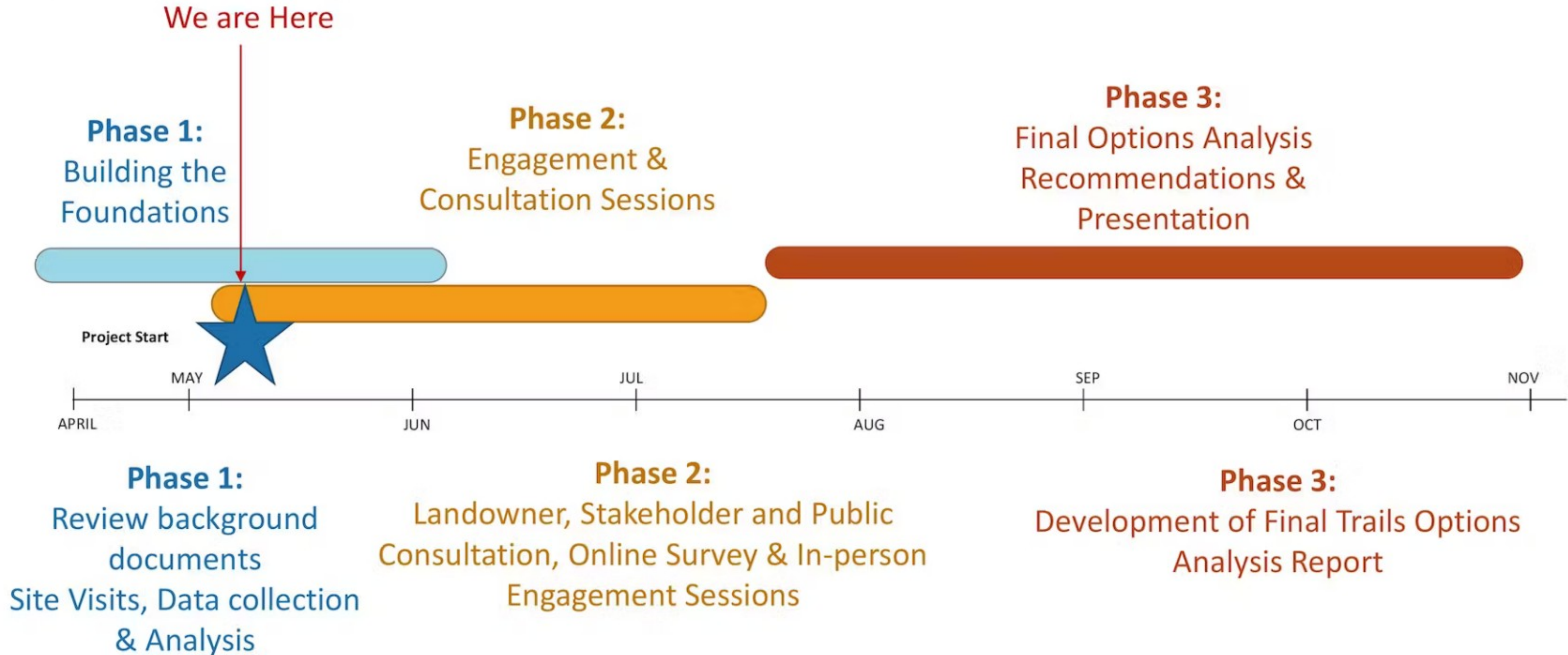
Engagement & Consultation Sessions

- Municipal Staff Session
- Key Stakeholder & General Public Sessions
- Individual landowner meetings

Trail Options Analysis

- Trail options analysis recommendations
- Options evaluation, maintenance standards, and costing
- Traffic/ Trail Crossing Best Practices
- Final Options Recommendation and Next Steps

Project Schedule



Mentimeter: How To Participate!

We have created questions throughout the presentation using Mentimeter to collect your feedback!

1

Grab your phone or laptop



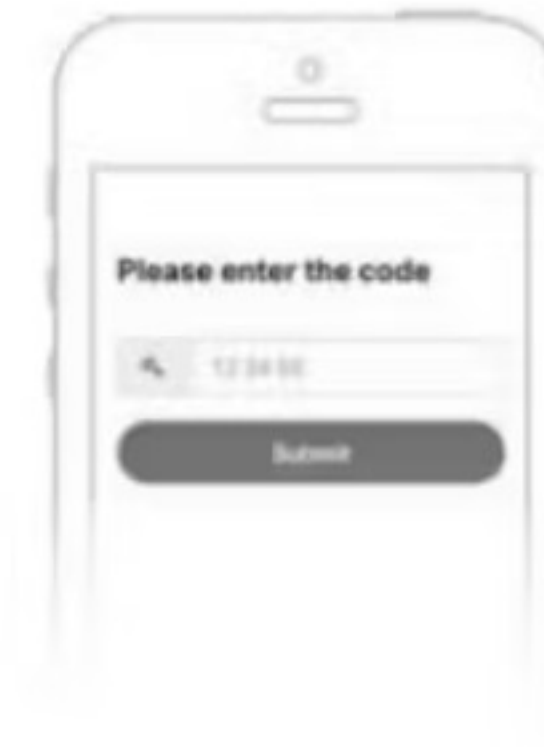
2

Go to www.menti.com

www.menti.com

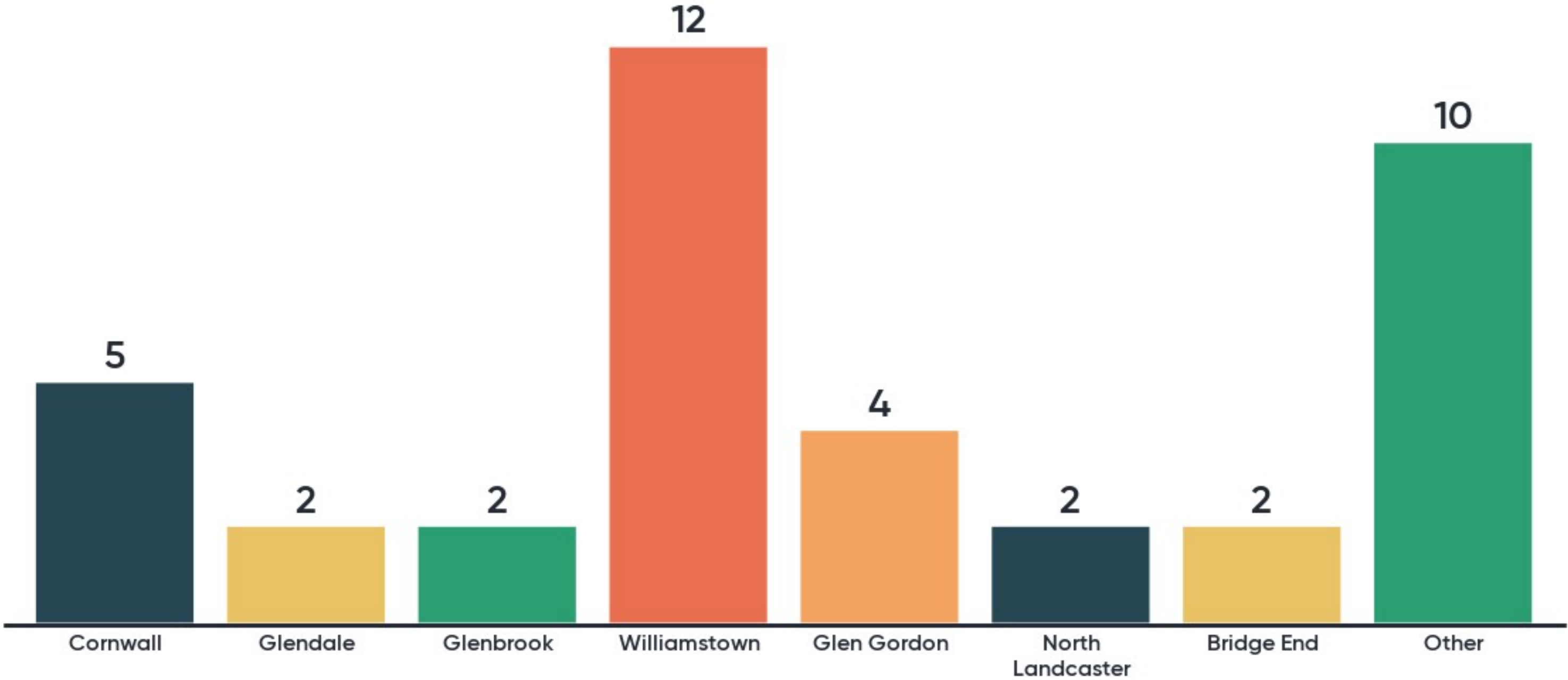
3

Enter the code 5268 6879 and vote!



You can also scan the QR code with your phone!

Let's give Mentimeter a try! – Where do you live?



Existing Conditions

Peanut Line Trail:

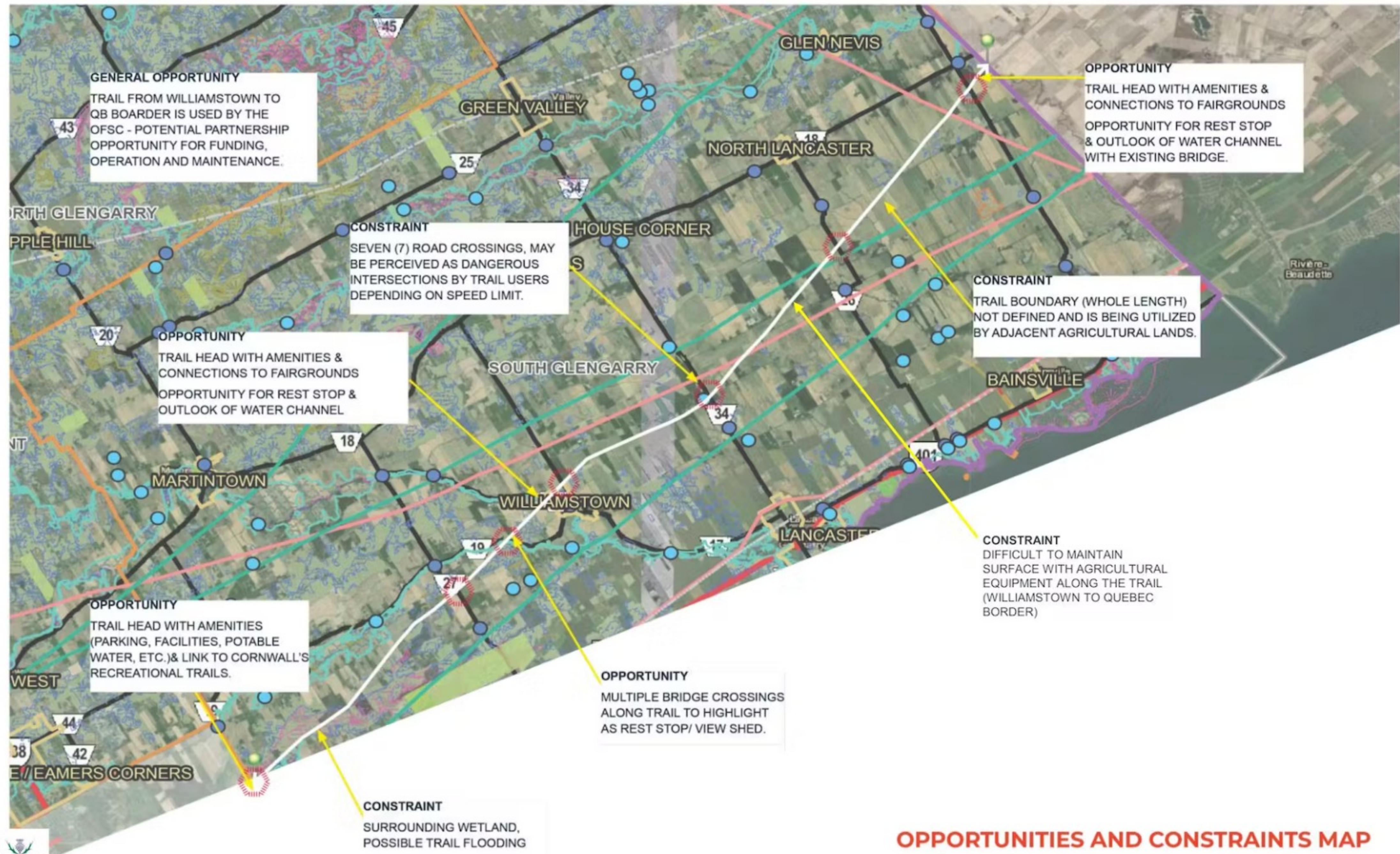
- 31 km in length from Boundary Road to the Quebec border
- Approximately 100 ft. wide rail bed, expanding up to 200ft at former station locations
- Approximately 3 main bridge structures in addition to steel and concrete culverts.
- Utilized as a multi-purpose trail that includes motorized recreational vehicles and OFSC trail use during the winter months
- The primary surfacing is granular and/or soil.



Existing Conditions

- West Section: Boundary Road to Williamstown
 - actively used 12 months of the year, surface allows for more manageable maintenance, crushed stone surface with markers & signage.
- East Section: Williamstown to Quebec border
 - less recreational use in spring-fall, maintenance on an as needed basis, limited defined boundaries and blends into existing agricultural fields/landscape

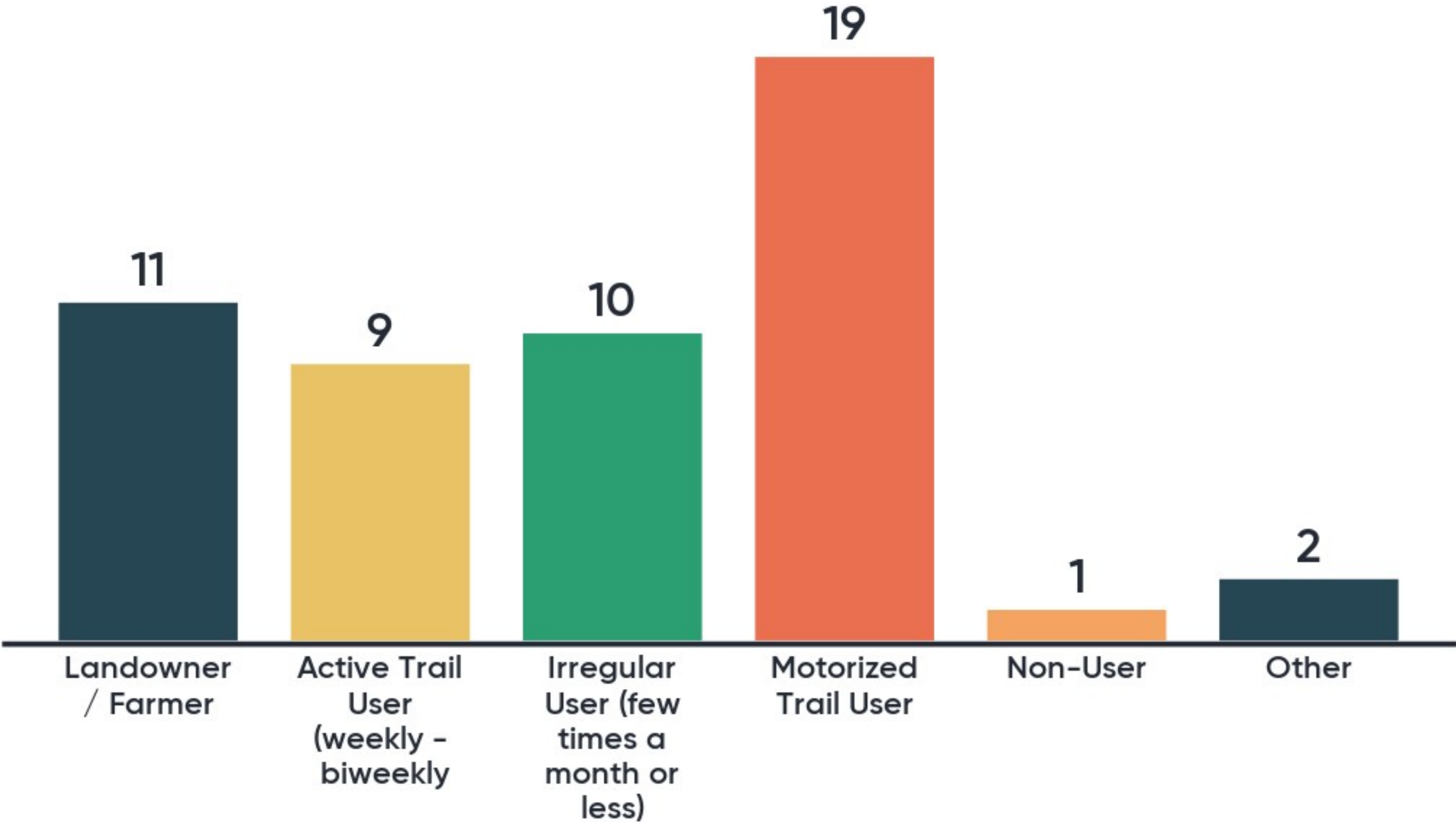




Interactive Discussion Time

- It is now your turn to provide insight and feedback.
- Why Participate?
 - Have your voice heard.
 - Share your local knowledge.
 - Your feedback will influence the options analysis recommendations.

What type of Trail User are you?



If you are an adjacent landowner, where are you located?

1st



East Section
(Williamstown to
Quebec border)

2nd



West Section
(Boundary Road
to Williamstown)

Engagement Exercise

- As a group lets gather information for the trail based on the following categories:

STRENGTHS

- ☐ **What positives does the trail provide?**
- ☐ i.e connect to nature, proximity to Williamstown & Glendale, Rasin River, etc.

WEAKNESSES

- ☐ **What comes to mind when you think of weaknesses?**
- ☐ i.e.: lack of amenities such as trail head, seating, etc.
- ☐ i.e.: linkages to existing communities, parks, etc.
- ☐ i.e: lack of signage, lack of differentiation of eastern section of trail

OPPORTUNITIES

- ☐ **What are the opportunities that the trail provides?**
- ☐ i.e. increase tourism as a destination, improve mental health
- ☐ i.e. can become part of a regional trail network, draw economic development & tourism from surrounding areas.

THREATS

- ☐ **What are the existing constraints or threats associated with the trail alignment?**
- ☐ i.e. trespassing & vandalism due to lack of signage, buffer, etc. on west end.
- ☐ i.e. unclear trail user etiquette & rules for use, lack of maintenance standards

Strengths

90

Answers

Great area to be used for recreational still being immersed in nature I love it	Nature viewing	Recreational opportunities
Access to snowmobile trail.	Nature, walking, bird watching	It allows familys to get out and SXS and use the trail. It connects us with nature and we use it 4+ times a week
A place to walk in nature. An opportunity for tourism.	To connect to nature and family recreation	connect to nature, habitat for warblers and other wild species, hiking and birdwatching

Strengths

90

Answers

Close to nature wide straight and safe to drive and see others coming

Access to snowmobile trail.

Natural setting . Access to trail use for ATV. Birding. Dog walking. Biking

Safe corridor for motorized users for recreation and tourism

nature, exercise, easy to access for people from Eastern Ontario, birdwatching,

recreational opportunities

Mental Health

Wildlife corridor. Nature preservation. Recreation. Bird watching. Snowshoe trail.

It is the only Authorized ATV trail in Cornwall or proximity to Cornwall. The gravel provides a nice base so no mud or barely little, Nice trail for a ride

Strengths

90

Answers

Opportunities to get fresh air & exercise away from traffic. Hopefully can be developed into a safe horse riding trail for our large riding community

Snowmobile trail very important

Psychological benefits of being in nature, close to trees, wildlife; important habitat for wildlife as it shrinks

Connects to nature. A place for my family to go atving, dog walking

Positive place to be in nature and enjoy the outdoors

Proximity to communities.Great connecting link between communities.

Atv trail

Safe corridor for motorized user

Connecting with nature, exercise

Strengths 90 Answers

walking and shoe shoing

Connects us to nature and it's free amazing

Connect to nature, exercise ie. hiking, crosscounty skiing etc

Birds very well lighted close to the city

it at present runs the length of the entire municipality, West half is in good shape. accessible for most with the means to travel to it. asset as far as public spaces

connection to Williamstown; beautiful rural/nature views; good spot to walk dog; wildlife

Attracts more users to the community

Snowmobile trail

Atv Trail

Strengths

90

Answers

bird watching, connect to nature – good for mental health, dog walking, biking

It’s free!

Meet people on the trails

Amamzing access for snowmobile network. Tourism locally and as an important connection to QC. Provides an opportunity for a multi-use trail. Multiple groups working together. Access to nature 365 days

Nice surfacing

I have met some very nice people

Provides a place for motorcycle rides in the summertime and ATV rides in the winter time is beautiful to have access to this

Year round horseback riding trail

windbreak. wildlife habitat

Strengths

90

Answers

Local outdoor clubs use trail to connect the east to west	snowshoeing, wild life habitat	Provides a major connection for glengarry snowmobile club s trails to quebec and seaway valley snowmobile club
raises awareness of importance of natural habitats for people and wild species	Important habitat surrounded by agriculture, is important wildlife corridor	Close to home and a place to take visitors
Great way to meet people and see the ways other people use it	Opportunity to get outside, enjoy nature, good exercise, good for health and wellness, ski doing, 4 wheeling, time to enjoy with family and friends, enjoy wildlife, tourism	The small stone edition, on the east side of the trail makes it very enjoyable to ride

Strengths

90

Answers

In the winter, the grooming that is done by the Glendale hours is also awesome

Seeing a variety of uses and how we all get along

It's natural

Access to my adjacent land

great access for land locked parcels

Non-snowmibile users access to a groomed trail - for free!

Very well signage

Love hearing it being used it means people are outside

Joins communities

Strengths

90

Answers

Its part of our areas history

Horseback trail riding

Volunteers help with the upkeep

Encroachment for private benefit.

Can't cycle on it. Trail is rough.

Eastern section some land owners have used for farming and trail isn't as good, lack of signage

accommodations for motorized vehicles put natural habitats at risk. noise, exhaust, brush clearing along the sides, etc.

Lack of amenities, gravel too large for horseback on western section

For what this is used for I don't see any weaknesses, this is not a bike path, it truly is made for offroad vehicles, that is it's purpose.

Strengths

90

Answers

Speed of limit 20km is only in quiet zones

Local foxes have used the trail as an access to my yard to steal my chickens.Very poor visibility at farm crossing making it very dangerous. Have had two very close calls with dirt bikes.Vandalis

lighting etc for safer road crossings

motorized vehicles can be intimidating for people on foot, horses and dogs

Every time I am out on there on the ATV I see way more people on ATV's than walking, Probably 5 times more people on ATV or motorcylces than walking. this trail is more conducive to riding

wildlife habitat, land-based learning, ecological education and awareness.

people want to go there for nature but natural systems are not prioritized

noise disrupts wildlife, especially fugitive species

increased opportunity for cycling club competitions

Strengths

90

Answers

Maintenance would need to improve a lot to make it safe.Cut weeds and branches and install signs

I agree we can all figure out how to have everyone use the trail

Biggest risk is recreational vehicles crossing farm traffic with poor visibility and no signage.Vandalism Wildlife using trail as corridor to access farm animals

Increase tourism definitely good for business, link to provincial trails,

If not properly maintained, liability issues.

I think it makes sense to close the east section and focus on the west end

great riding trails for other sporting activities

Change of use could mean the Fair loses access or parking.

Definitely evening

Weaknesses

90

Answers

Parking at road crossings are lacking

Master plan for users

High maintenance cost and a lot of liability

Signage could be improvef

No trailhead facilities or parking, which means dangerous roadside parking or even some people park directly on the trail

Portable water access

The seven road crossings should have big bold stop signs for the users, ensuring everyone’s safety

Need to make sure to have parking area for loading/unloading.

Speed signs, quiet zones and stop signs are often ignored

Weaknesses

90

Answers

Connection into Cornwall services	Lack of amenitiesLack of parking for trailer	Only weakness for me would be if I can't use my ATV on the trail
Lack of signage on the east section	Lack of tree maintenance.	unlimited access for those who do not use it responsibly
Lack of vegetative maintenance, ie down trees and growth.	Parking with enough space with trailers.	Signage is not clear; farmers use the trail to deliver manure for fields, makes a mess for all users; motorized vehicle users trail clearing is too wide, destroys trees and habitat

Weaknesses

90

Answers

Bathroom and water	Very rough on the east end towards the end of summer	Signage for amenities near towns or billagrs
Encroachment from farmers	from Williamstown to PQ border trucks hauling wood ruin the track	Parking facilities to be made available for example at the Boundary entrance
Farms have plowed out many section that make it hard to ride	Quiet zone is not respected by many motorized vehicles	Maintenance of trail base

Weaknesses

90 Answers

Cannot cross where agriculture has removed all trail trees, especially if wet

vehicular traffic not conducive to wild life habitat and walkers, bicyclists.

When corn is planted in the east its like riding in a tunnel with limited visibility

Lots of LiabilityEncourages trespassing and private property damage

No barriers for road vehicles. Access for people conducting illegal activity (smugglers); noise and speed of motorized vehicles; Excessive dumping.

Positives outweigh the weaknesses for sure, an amazing trail for our Township

20 km per hour speed is most often ignored

Very rough trees growing in

irresponsible landowner who think it is an extension of their property and treat it as such.

Weaknesses

90

Answers

Quite zone signage has noeffect on motorized vehicles

Gravel is too rough and potholes are bad in spots in West end, which means it’s not conducive for families enjoying by bicycle

Motorized vehicles need to concede to pedestrians, dog walkers & non motorized users such as np bikes & horseback riders

need to delineate sides of the trail for motorized vehicles, vast majority of user NOT motorized vehicle users; garbage left along the trail

No access to Cornwall-Picnic area/Rest area would be nice.

dumping

Spot for stop and relax like benches but with widen areas for stopping

history of use for illegal activity

Could benefit with rest stops with coverage and or picnic tables or benched

Weaknesses

90

Answers

Vehicular traffic is all year round, too fast, horrible what happens to the yrail

Cornwall needs make a plan for their section so that the whole thing can be used by citizens

A lot of none tax payers using the trail

No receptacles for trash

Does not highlight tourism attractions or local businesses

Users who throw garbage along the trail site.
Tremendous evidence of alcohol use and driving.

East section is wide open. No buffer of trees to protect trail. No barriers to road vehicles. Irregular surface at times.

unable to maneuver through farmers" crops sometimes

Nothing to attract people to want to use the traill

Weaknesses

90

Answers

littering - alcohol cans, food wrappers, etc

Some users dont respect private lands

Maps need refreshing

Need to plant more trees or else leave the existing ones to grow, stop mowing the sides so far over, not necessary for recreational vehicle useage and destroys habitat; this is not farmland

Motorized vehicles often do not respect walkers and do not slow down when meeting them

More Local businesses close by the trails

Connection to Cornwall lacking, would attract wider users

Trash dumping

Small children driving 4 wheelers and dirt bikes at fast speeds is quite dangerous to themselves and others

Weaknesses

90

Answers

Illegal trapping along the trail edge (dog caught in a conibear trap).

Lack of maintenance

Limited winter use to motorized only

Motorizwd vehicles not stopping at road crossings also very dangerous

vandilize peopls property, smuggling,, on a busy day it is very noisy, easy access to pri ate property trail not being patrolled garbage i

Very heavy motorized use compared to trail walking

Really can't use it for anything except getting out of vehicles way and shutting out ears

I see about 5 times more people on atv's when I am riding then people walking, this is truly a trail that is more condusive for atv's or motorcylces.

Undefined east portion,

Weaknesses

90

Answers

The 20km/hr speedlimit is only for quiet zones,

Increase tourism and economic feveloment

Removal of trees and brush along trail encourages folks to go off trail

Amazing opportunity to develop a multi-use trail for all
PLEASE pay attention to the user survey already done in the Parks and recreation master plan; this is NOT a motorized trail

Sale of eat end could generate upwards of \$2M

Introduce children to nature; schools; the ATV clubs DO NOT own this trail; all taxpayers are entitled to use; there's a trail outside Embrun on an old roadbed that is a good example; delineate lanes

Make it a true nature yrail

Make it a true nature trail

Overclearing of brush and trees by motorized vehicle clubs

Weaknesses

90

Answers

Inability to use parts taken by farmers	Defaced signage in the east end	ATV etc use year round
Lack of clear lanes for walkers vs motorized vehicle users	There is a new garbage receptacle now in the far eastern end, can use it	Destruction of habitat
Community groups could offer help	A nature trail, leave it alone,	Cannot see my comments

Increased regional tourism	Well managed and maintained multi-use trail.	Can post historical and geographical information boards
Increase tourism and economic development	Enhance non-vehicular use for nature promotion and preservation.	Make it a trail you can cycle on.
it can introduce people to our lovely Glengarry County	improve habitat for wildlife by putting in bird boxes and bat boxes -- attract nature lovers	The biggest attraction to this trail is the OFSC and the Glendalers ATV club, they are the ones that promote it the most and also do maintenance on said trail

Connection to Cornwall and Quebec trail networks	I know if it was opened up as a safe horse riding trail, there would be a lot more tourism from a large riding community	Keep the trail as natural as possible would cut down on expenses
Promote health and wellness	Increased recreation opportunities for region	Tourism love of your neighborhood
Tourism for sure	Can connect a network of trails and unopened road allowances	Connect trail to other multi-use trails. Awesome for tourism.

improve habitat by adding to the tree canopy -
- cool the trail in summer, more people then use it.

Possibility to bring ATV riders from other areas to spend money at local restaurants and stores

Have motorized vehicles limited to late fall to early spring to allow more families, children and seniors to walk or bike the trail safely

Promote different user modes through signage.

Cycling tourism

Encourage physical activity and outdoor recreation (cycling, snowshoeing)

Tourist attraction

It could give the opportunity to add onto the trail to allow for more ATV/Rec trails.....

Promote it as a horseback riding trail

Promote more use and gain more tourist dollrs into our area

Opportunity to connect to Great Wolfe Lodge development

Bird watching ; educational opportunities esp in connect with Raisin River Conservation

Encourage more green aspect for non-motorized use for young familues and seniors to be able to enjoy biking, stroller use without fear of fast moving vehicles

Bring in business for business owners

Sale of East side could generate upwards of \$2M

I don't want more people here lol

Opportunity for event planning to take place on the trail

a place to enhance the township's tree cover

Cost sharing with OFSC, ATV and other user groups.

In the winter months it's tourism from Quebec and eastern Ontario snowmobiles

Welcome families by stroller & bicycle; make portions designated dog walking areas: highlight nature & historical gems

natural habitat, land-based learning, species diversity

Increase the enjoyment of nature settings for all the residents in the area

Lots of opportunity to improve tourism both motorized and active transportation. Gets people to smaller communities that they may not have considered going to.

improve habitat with planting of vegetation that attracts native insects that are needed for pollination of food plants

All activities year round as from experience we all get along

Partnership with local groups ie Williamstown green thumbs or char-lan green team

Opportunities

61

Answers

A legal place to do recreation

Improve signage for ATVs to respect quiet zones

Better signage for all users.

a place to appreciate nature (without destroying it at the same time)

No separation of activities as open for all at all times more accessible then

many different ecosystems and habitats along the trail ... opportunity for teaching and learning

Marathon event???

there are groups in other communités that do ATV rides in the summer, this could be a destination for that

Keep it free to users

Mutual agreement with land owners and farmers with the user groups

Township should keep ownership as is

Evenings

Increased policing by OPP and SAVE Team.

No proper funding to make it a better trail

Trail running or bicycle events including Summerstown Forest, ending in a larger festival or dinner

A paved or well maintained trail for cycling from one end to the other

Threats

67

Answers

Unwanted waste	Encroachment by farmers for private benefit	Loss of a trail system that everyone loves
Incompatible user groups	Vandalism. someone set fire to one of the bridges a few years ago	Withdrawal or reduction of funding
Garbage dumping	people who have no respect for the trail	Deep holes

Encroachment by farmers	No clear signage on what is private property	Litter
garbage dumping	Township selling the trail	Farms taking over the land
Not enough signage for Quiet Zones	Clear signage on the modes of usage	If trail is lost for public benefit it will never be reestablished.

Threats

67

Answers

a few "yahoos" ruining it for the rest	over enthusiasm for clearing brush along the trail destroys the natural beauty that people go there for in the first place	Unsafe footing
Tresspassing onto private property	Changing the function or limiting use of the trail	Noise from motorized vehicles
If it is not maintained, it will become under-utilized	Lack of signage	Someone will get seriously hurt

Vandalism to private property and equipmentNo respect for abutting propertyaccess road for illegal activity

Lack of parking area for those not abutting the trail

Enforcement of rules/regulations

Motorized vehicle speeds

Adjacent landowner complaints

Lack of enforcement of no road vehicle use. Loss of part of trail by famer planting crops. Littering.

Sale of trail to private owner/group

Need more signage for locating where you are as well as signage to show people how to use the trail ex. walkers, motorized etc

Legal liability for accidents, Littering, vandalism. Cost of maintenance and upgrades.

More atvs and skidoo traveling roads	ATVs going too fast past walkers. Although, personally I have never seen this.	unauthorized vehicles like trucks
Doing too much to the trail, keep it natural and useable	No enforcing of speed limist and quiet areas	heavy use of motorized vehicles scares away fugitive species and damages natural habitats
Uneven terrain possibilities for accidents motorized and un motorized	Lack of organized volunteer groups to assist with maintainance and control.	Garbage on the trail People not staying on the trail

Extreme cost to maintain	Perhaps some added features for safety can be big bold stop signs at the seven street crossing intersections	Cost of maintenance for infrastructure (bridges/culverts)
motorized vehicles potential for injury		As noted, trespassing, vandalism, access by criminal elements
Garbage dumping	Walking people with dogs	
	Criminal elements using the trail.	Vandellism. Garbage dumping. Access to private property. Illegal activity hotspot. No policing. Poor maintenance

Slashing the trees and shrubs along the edge of the trail.

Major loss of trail system for local clubs

Trespassing on private property adjacent property

Develoment of other sources of funding.

Too many allowed usages, motorized vehicles dangerous for other users

Excessive noise at all times of day

Encroachment of farmers. Trespassing of users onto private property. Vandalism of necessary signage. Lack of enforcement of unauthorized users. Uninsured motorized use. I.e. dirt bikes

Driving to fast

Unwillingness for users to help by picking up litter or garbage that @#\$% users have left

Huge future cost on tax base

Multi use trail

Exaggeration of risks

drainage of wetlands to prevent flooding would destroy habitats that make the trail appealing to nature lovers

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

A mutli-use trail.

Usable, well maintained trail

In short, leave it alone.

To be an ATV or motorcylce or off raodTrail

A trail that can be enjoyed by as many members of the public as possible.

Multi-use trail

A trail for all users to enjoy regardless of how your are travelling the trail

Connectivity to other trail systems

multi use recreational

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Free access for everyone that is properly maintained.

Finer gravel, so that families can better access it.

Maintain entire trail as a recreation trail.

An exciting destination trail for all users.

Non motorized trail for walkers & horseback riding from spring to fall, all users in winter

Our community group got permission from council to plant trees in the far eastern end; was very educational and helpful initiative, would like to see more

whole- multiuse but defined uses.

The Township to remain ownership of it all for a nature trail for all to use free

A multi-use trail, that includes horseback riders

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Multi use trail! For everyone

Everyone ability to enjoy it, multi-use the whole way, tourism, events

Maintain and improve the West Section East section is beyond repair, sale would help with future costs

Multi use

Multi use trail

Multi Use-AVTS/Walkers etc. like in Verona

Township to keep ownership

Walkers can go on any bike path, Atv users cannot

Multi use trail. We can all play nice

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Tourism attraction, including local businesses access, historical highlights, nature placards etc

non motorized if possible, ecology a priority

To see part or all of the trail to become non-motorized during the summer months

schools and community groups could get involved; planting trees for windbreaks for all to benefit from, farmers and trail users alike

Township to maintain ownership and not lease to special interest groups.

Keep as recreational trail; bird watching trail, township ownership should remain

East section give it back to the farmers or buy back

The trail needs to remain a multi use trail for recreation for use by all forms of sports by locals and visitors alike

Non motorized, at least during summer

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Township should take back the parts that have been taken over by non owners

Establish user group for continued dialogue . People who use it often who can provide regular feedback

If it would stay as it is, it would be good. But adding stop signs of cross roads parking facilities at the entrances, and perhaps even picnic tables along the trail would be great.

A trail well maintained for riders

Township absolutely must retain ownership

Find ways to share the trail, either by "lanes", dividing by sections, or by seasons.

Township to act as land stewards in right of the land owners in SG Township

Township to maintain ownership to ensure continued use a s a recreational asset

A trail outside Embrun on decommissioned railbed has delineated lanes it could be a model

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Ecological criteria should be paramount

Ensure preservation of natural and ecological composition.

If a multy use, all quiet areas to have sound barriers installed

maintain trail in a way that it can always be rehabilitated to natural state (no pavement, minimal impacts on wildlife habitats and corridors)

I leave it as is

Trail is wide enough for multiuse safely; some parts could be developed more, other parts more wild

A good plan that volunteers could help implement for east section.

Township could act as mediator between landowners and user groups more respect from both sides is needed

Establish gating system that makes it obvious when approaching roadways

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Easy access trailheads with maps, attractions, seasonal use or information

East section to be moderately improved to maintain access for farmers but allow a reasonable trail base for bicycles atvs snowmobiles walking

User groups to be invested in the trail future

There are many trails where motorized vehicles are not allowed. Keep the Peanut Line open to motorized vehicles AND everyone else!

I would love to see it as a nature trail for people to enjoy outdoor activities safely. Perhaps having designated days for use by motorized vehicles or divided lanes ?

Reintroduce native species wild flowers, trees

Keep it simple to keep the costs down, nature is simple and should be enjoyed by all, free

Council should maintain ownership; charge motorized vehicle clubs for use

Kilometre markers along the trail

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Allow adjacent property owners to purchase/ have back

Volunteers are already doing so!

Is there a Friends of the Peanut Line group?

Lots of volunteers want to be involved in supporting the trail

Would like to see the entire trail to be multiuse with motorized users. Only winter motorize use would be snowmobile. Snowmobile and ATV can't share same multiuse trail. OFSC won't allow it.

ATVs are the main users on the trail in Winter...

public access/public is important as a place where all users can collaborate. perhaps in future there could be facilitated discussion between stakeholders to encourage collaboration and cooperation.

More activities

Yeah I already cleared some brachnes and trees off the trail from that ice storm we had a couple months ago

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

No there is not

There is no Friends of the Peanut Line Trail, yet.

More access from different areas

Put up barriers to keep road vehicles off the trail, except in case of emergency (the bike trail by the Upper Canada Migratory bird Sanctuary as an example).

Atv's use it year round, Atv are more suitable to summer than winter

It was such a huge benefit during covid for all to use

Our community group has done work on the Line

We are all friends of the trail 🥰

A trail for everyone

As a person invested in the future of the trail, what would you like the future of the Peanut Line Trail to be?

86 Answers

Friends of the Peanut Line facebook group!

Guided tours

Access to motorized vehicles restricted at night

Back of boundary trail to get there instead of driving on boundary

Noise frightens wildlife

Next Steps – Engagement Opportunities

Engagement Survey via Survey Monkey

- Will go live May 24th
- Online survey - a link will be sent via email
- Hard copies available through Township of South Glengarry

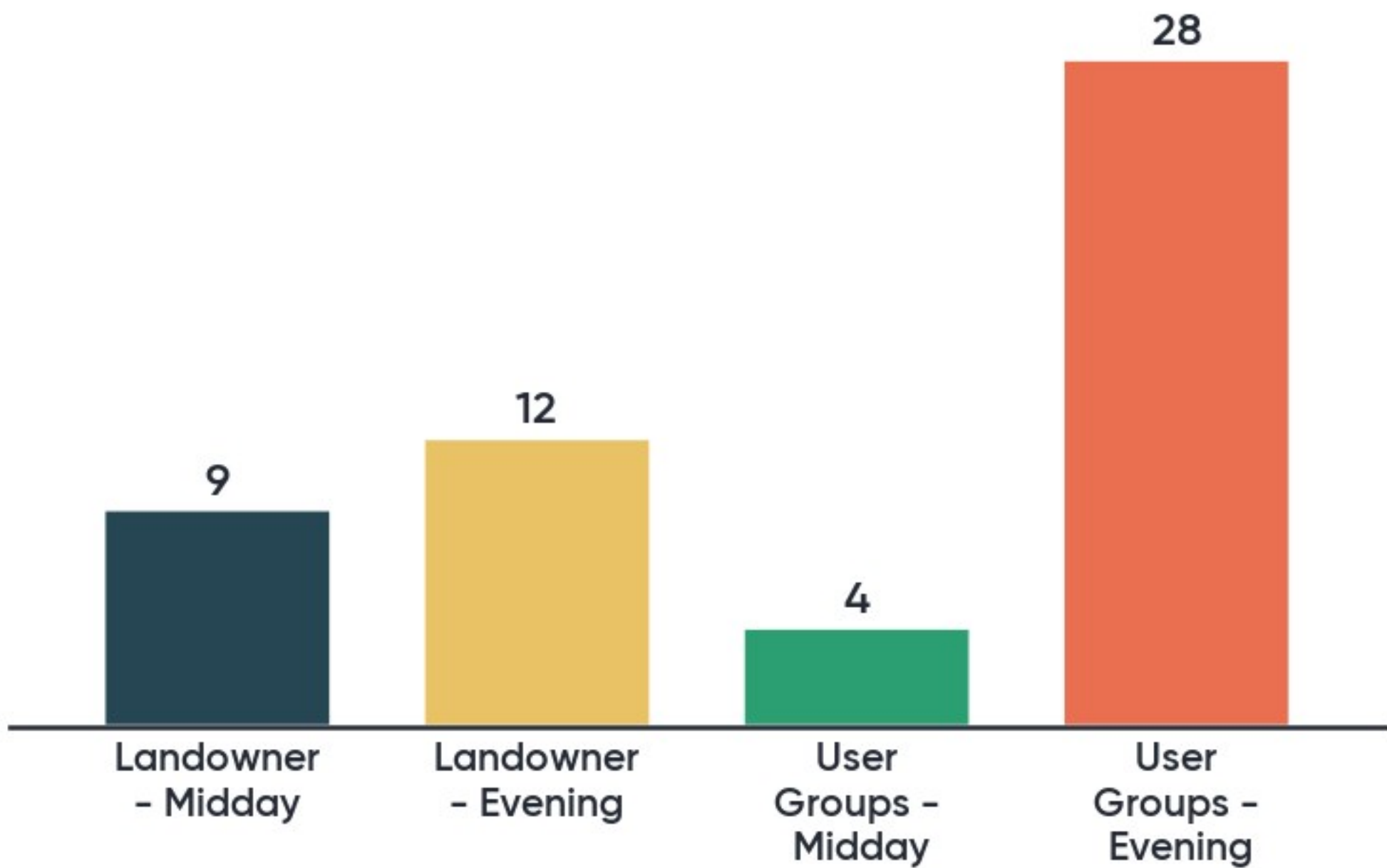
Meeting #2: User Groups and Landowners will receive an invitation via email.

- Discuss vision and aspirations for the future of the trail
- Session 1: User Groups
- Session 2: Adjacent Landowners

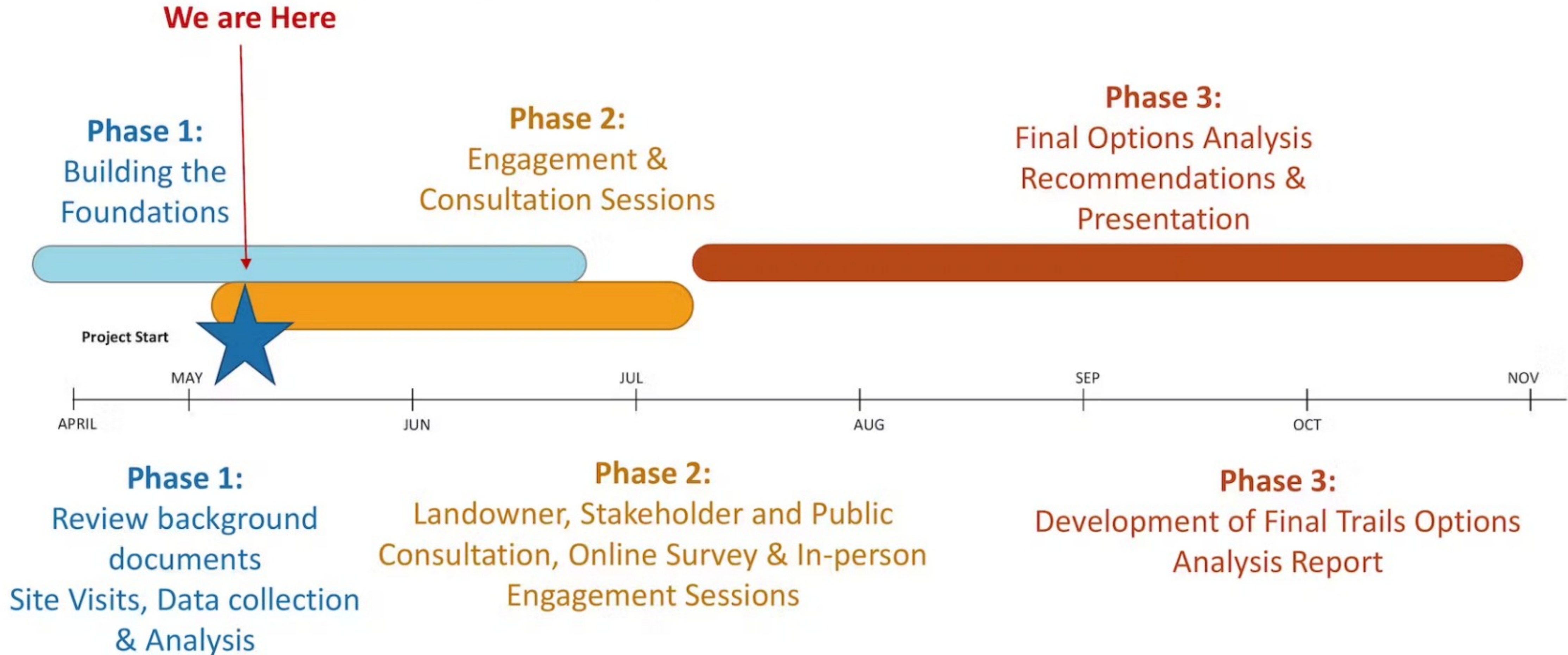
Individual Landowner Meetings (Virtual)

- On as-needed basis, 1 on 1 meetings with landowners to discuss property specific concerns over the course of the project.
- Contact Jenna Wouters to schedule

The next engagement opportunity will be held in person. What time of day works best for you?



Wrap up: Project Schedule



Thank You!

WSP

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Township of South Glengarry

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General Manager of Parks, Recreation and Culture



C

Concept Plan ROW 2009

APPENDIX C

Township of South Glengarry – Railway ROW Acquisition

2009 Concept Plan 1 Report (CM-09-029)

5.0 CONCLUSIONS, RECOMMENDATIONS, NEXT STEPS

Planning

1. The planning and policy context completely supports the acquisition of the abandoned ROW for the purposes of public and private recreation. There are some conflicting uses and conflicting opinions regarding the ROW, but these can be negotiated amongst the affected stakeholders and adjacent property owners.
2. The compiled R-Plans have been attached to this report in electronic format. It is recommended that this information be forwarded to the County GIS manager to begin incorporating it into the parcel fabric of the County GIS system.
3. The Municipalite Regionale de Comte (MRC) de Vaudreuil-Soulanges should be invited to participate in the consultation process. It is critical to understand the interface of the eastern extension of the trail.
4. Similarly, the City of Cornwall should be invited to participate in the consultation process to determine if there are any opportunities that can be shared for the western edge of the trail.

Environmental

5. There are few potential environmental issues associated with the use of the Peanut Line for recreational purposes. The lack of associated industrial development and the relatively light use of the former track bed have limited the liabilities' associated with the ROW.
6. Some testing of the trackbed materials for heavy metals and PAHs may be warranted.

Engineering

7. To properly assess the 3 bridges and 3 large culverts it is recommended that a visual inspection in accordance with the Ontario Inspection Structure Manual be undertaken for each. This will identify further detailed analysis needed for each.
8. The trackbed has been removed in a number of locations – there are cost implications to reinstate it (if the desire is to have a fully maintained trail system).
9. More detailed cost analysis will be required to determine the Capital and Operating Maintenance costs once a decision is made to purchase the ROW (or not) and what type of trails system is desired.

APPENDIX C

A Concept 1 Plan was identified in the approved Communications Plan as essentially a status report on the condition of the Peanut Line. This brief analysis has revealed that there are no environmental impediments to the use of the ROW for recreational or other intended uses. Further, the County, Regional and Township planning and recreational documents all support the public ownership and use of the property for recreational purposes. The former trackbed itself is somewhat fragmented, but the ROW is a continuous parcel of land that will not be available again if sold to private interests.

There will be considerable discussion regarding the use and maintenance of the ROW, but it is likely that the concerns desires of all stakeholders can be accommodated to some extent.

The next steps involve the preparation of mapping and the consultation of the stakeholders. Once a decision has been made to purchase/not purchase the ROW more detailed cost analysis of the options can be undertaken.

Township of South Glengarry – Railway ROW Acquisition

2009 Concept Plan 2 Report (CM-09-029)

5.0 CONCLUSIONS, RECOMMENDATIONS, NEXT STEPS

General Recommendations

1. That the township purchases the Peanut Line ROW.
2. That the township completes the recommended Phase 1 ESA for the ROW.
3. That the township works in conjunction with the County to develop a trails master plan as recommended by the township's Recreation Master Plan, and the OP.

Eastern Trail Recommendations

1. That the trail from School House Road west to the Quebec border (Eastern Trail) be classified for winter motorized use and that it be closed in non-winter months.
2. That the existing users of the trail, The Glendalers's ATV club be given the right of first refusal to lease the trails during the winter months.
3. That the local farming operations that have already removed the trackbed and/or vegetation be issued licenses of occupation or be offered to lease the property within the ROW for non-winter use for access purposes or as cropland. The township should review future requests to improve drainage and other encroachments on a case-by-case basis but should generally discourage any further fragmentation of the ROW or removal of the tree line.

APPENDIX C

4. That the Glendaler's ATV club be requested to assist in the documentation of the condition and status of the trail to serve as a benchmark to monitor further destruction of the former track bed.

Western Trail Recommendations

1. That the Western Trail, from School House Rd. west to the Cornwall municipal boundary be classified for winter motorized use and multi-purpose non-motorized use in non-winter months.
2. That the existing users of the trail, The Glendalers's ATV club be given the right of first refusal to lease the trails during the winter months.
3. That the local farming operations that have already removed the trackbed and/or vegetation be issued licenses of occupation or be offered to lease the property within the ROW for non-winter use for access purposes or as cropland. The township should review future requests to improve drainage and other encroachments on a case-by-case basis but should generally discourage any further fragmentation of the ROW.
4. That the roads and connections to the Waterfront Trail be examined in relation to the timing of the township and County capital improvement programmes and that bicycle lanes and stabilized shoulders be provided as available funds are identified.

A Concept 1 Plan was identified in the approved Communications Plan as essentially a status report on the condition of the Peanut Line. The Concept 2 plan required a more in-depth analysis of policy documents and more detailed engineering inspections of the existing structures. The County, Regional and Township planning and recreational documents all support the public ownership and use of the property for recreational purposes. CN, the vendor of the property has also recognized the importance of this ROW being in public ownership and has resisted the sale of the property to private interests – even at a substantial premium. The former trackbed itself is somewhat fragmented, but the ROW is a continuous parcel of land that will not be available again if sold to private interests. There will be considerable discussion regarding the use and maintenance of the ROW, but it is likely that the concerns desires of all stakeholders can be accommodated to some extent.

If the township decides to purchase then it is recommended that the township partner with all stakeholders including the County, Raisin River Conservation Authority, the public and the users of the trail (like the Glendaler's) to develop a trails master plan. Short-term, medium-term and longer-term goals should be identified and coordinated with the township's capital improvement programme.



D | TRAIL & ROAD CROSSING DESIGN GUIDELINES & PRIORITIES

APPENDIX D

TRAIL DESIGN GUIDELINES

Trail Accessibility (AODA)

The Ontario Government is committed to building a more accessible province. The goal of the Accessibility for Ontarians with Disabilities Act (AODA, 2005) is 'to make Ontario accessible for people with disabilities by 2025'.

As part of the AODA, a set of Accessibility Standards for the Design of Public Spaces are developed to inform pathway and trail design. The intent is that these standards will help remove barriers in outdoor spaces for people with disabilities. The standards are to be applied for new construction and / or extensive renovation of trails and exterior paths of travel. They do not apply to on-road cycling facilities. Ontario Regulation 413/12 groups outdoor pedestrian routes into one of the three categories:

1. **Paths of Exterior Travel;** which includes sidewalks and exterior walkways that connect directly to buildings and facilities. Examples include walkways that connect parking lots to buildings, main walkways in parks that connect to park pavilions, playgrounds and washroom buildings etc.
2. **Beach Access Routes;** which are defined as the main connecting walkway(s) and beaches intended for public use.
3. **Recreational Trails;** which encompass a range of facility types ranging from hard surfaces multi-use trails in major urban parks to natural surface walking trails in more remote areas.

Sections 80.8 and 80.10 in O.Reg. 413/12 provide the technical requirements for Recreational Trails. Some of the key requirements include:

- ✓ A minimum 1.0m wide tread free from obstructions;
- ✓ A minimum of 2.1m clear head room above trail;
- ✓ Trail surfaces that are firm and stable;
- ✓ Any openings in a trail's surface must not allow passage of an object that has a diameter of greater than 20mm, and elongated openings must be oriented perpendicular to the direction of travel;
- ✓ Where trails are constructed adjacent to water or a drop-off the trail must have edge protection that prevents users from slipping over the edge. The top of the edge protection must be at least 50mm above trail surface and it must be designed to not impede the drainage of the trail surface. Edge protection adjacent to water or a drop-off is not required where there is a protective barrier/railing that runs along the edge of the trail;
- ✓ Where there are gates/barriers at trail entrances they must have an opening of between 850mm and 1000mm;

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- ✓ Trailhead signage must be provided that indicated the length of the trail; type of surface; average and minimum trail width; average maximum running/longitudinal and cross slope; and the location of amenities (where provided). Signage must have text that has a high tonal contrast with background colours to facilitate visual recognition, and text must use a sans serif font; and
- ✓ Factual information on trailhead signs and brochures (e.g., slope, width etc.), as opposed to than subjective information (e.g., level of difficulty rating) about the trail's characteristics allows the user to make an informed decision whether or not to use the trail before they set out, based on their personal level of ability.

Safety and Security

Trails should be designed to allow users to feel comfortable, safe, and secure. Although personal safety can be an issue for all, women, the elderly, and children, are among the most vulnerable groups. Principles of Crime Prevention Through Environmental Design (CPTED) should be considered and applied to help address security issues concerning trail use, particularly in locations where trails are infrequently used, isolated, or in areas where security problems have occurred in the past.

The four (4) main underlying principles of CPTED are:

1. **Natural Access Control:** Deter access to a target and create a perception of risk to the offender.
2. **Natural Surveillance:** Place physical features and/or activities to provide natural visibility or observations.
3. **Territorial Reinforcement:** Define clear borders of controlled space from public to semi-private to private so that users of an area develop a sense of proprietorship.
4. **Maintenance:** Allow for the continued use of space for its intended purpose.

Specifically related to trails, the following CPTED-related design criteria include:

- ✓ Good visibility by having routes pass through well-used public spaces;
- ✓ Good Signage that tells users where they are along the trail system in order to obtain help;
- ✓ Provide “escape” routes from isolated areas at regular intervals;
- ✓ Maintain sight lines and sight distances that are appropriately open to allow good visibility by users;
- ✓ Provide trailhead parking in highly visible areas;
- ✓ Minimize routing close to features that create hiding places such as stairwells and dense shrubs;
- ✓ Design underpasses and bridges so that users can see to the end and beyond, and;

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- ✓ Use signs near entrances to identify and suggest alternative routes.

Trail Amenities

Trail Signage

The use of trails requires clear information on how to use the trail infrastructure, where to go and how to interact with other users. When designing a trail system, every effort should be made to provide users with sufficient information to feel safe and comfortable. This can be achieved through the design and implementation of trail signage. The design and construction of the network should incorporate a “family” of signs each with a different purpose and message. The wayfinding system goes beyond the physical expression of signs in the landscape; it is a comprehensive system built around a brand that is a key part of the customer experience. A strong brand is visually appealing, bold, immediately recognizable and enduring. A unified system becomes immediately recognizable by users and can become a branding element. Consistent with this approach is the correct use of signage, which in-turn reinforces the trail’s identity.

Gates and Barrier Systems

Access barriers are intended to allow free flowing passage by permitted users, and to prohibit access by others. Barriers typically require some mechanism to allow access by service and emergency vehicles. Depending on site conditions, it may also be necessary to provide additional treatments between the ends of the access barrier and limit of the trail right of way to prevent bypassing of the barrier altogether. The City of Ottawa Accessibility Design Standards, Design of Recreational Trails Section, (6.15.1) states that the entrance to a Recreational Trail must provide a clear opening of between 850 mm and 1000 mm whether the entrance includes a bollard, gate or some other form of entrance design.

Bollards

A bollard is the most simple and cost-effective barrier, and can range from permanent, direct buried wood or metal posts to more intricately designed cast metal units that are removable by maintenance staff. Commonly, an odd number of bollards (usually one or three) are placed in the multi-use pathway bed to create an even number of ‘lanes’ for users to follow as they pass through the barrier.

Swing Gates

A single swing gate combines the ease of opening for service vehicle access, with the ease of passage of the bollard. Gates also provide a surface/support for mounting signage. The swing gate should provide a permanent opening to allow permitted users to flow freely through the barrier. The width of the permanent opening must be carefully considered so that it will allow free passage by wheelchairs, wide strollers, bicycle trailers and electric scooters, yet not allow passage by unauthorized vehicles such as all-terrain vehicles.

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An offset gate is similar to the single swing gate, except that barriers are paired and offset from one another. Although they can be effective in limiting access unauthorized users and can be easily opened by operations staff, some groups including cyclists, especially cyclists pulling trailers and wheelchair users, can have difficulty negotiating the offset swing gate if the spacing between the gates is not adequate. Offset gates are not recommended. In urban areas the single swing gate or bollard is quite effective for most applications. For large parks, park service access/pathway routes, more rural settings and locations where unauthorized access is an ongoing problem, a more robust single swing gate should be considered.

Seating

Seating provides the opportunity to pause along the active transportation network at points of interest or just to rest. Young children, older adults and those with disabilities will need to rest more frequently than others. Benches are the most common form of seating, but walls of appropriate height and width, large flat boulders, and sawn logs are some alternatives depending on the network setting. Where seating/rest areas are planned, the design should consider a 1m wide level area with a curb or other appropriate wheel stop for mobility-assisted devices. Staging areas, trail nodes and heavily used active transportation network typically require a higher density of seating opportunities. For heavily used networks it is reasonable to provide some form of seating at approximately 500 m intervals.

Waste Receptacles

Waste and recycling receptacles are an absolute necessity throughout the active transportation network. Generally, they should be located at regular intervals and in locations where they can be easily serviced. Mid-block crossing points, staging areas, trail nodes and in association with other site amenities such as benches and interpretive signs are ideal locations. They must be monitored and emptied on a regular basis to prevent unsightly overflow. Several municipalities and cities are reporting good success with below ground trash receptacles in heavily used areas. These have a larger capacity, are “out of sight” and may result in fewer odors as trash is stored at cooler temperatures.

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AGRICULTURAL DESIGN GUIDELINES

As trails are developed throughout the Township, it is important that they are designed to be compatible with farming operations as South Glengarry is a farming community. Various tools and design guidelines can be used to effectively address most situations.

Signage and Education

Incorporating signage that announces the Peanut Line Trail as being part of a farming community and acknowledging that it is a shared trail between trail user groups and the agricultural community will notify trail users to be aware.

Examples of typical signage content can include:

<p>This sign outlines clear rules and expectations of trail users.</p>	<p>This signage would be located at all trail access points clearly outlining the permitted trail users (including farmers).</p>	<p>Similar signage as above notifies all users approaching an agricultural crossing to be aware of and on the look out for vehicles crossing/ using the trail. This can help mitigate potentially dangerous collisions between users.</p>

Source: [Exploring Trails through Agricultural Areas](#)

An example brochure, which could also be included on trail head signage and the Township website for "Exploring Trails through Agricultural Areas" by the BC Ministry of Agriculture is a great example of educating trail users on this unique trail experience. Information provided includes:

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- Rules of the Trail
- Sharing the Countryside – How can trails and farmers coexist?
 - Short explanation of how farms are active worksites and what that means.
 - Recreation trails through agricultural areas are a unique feature.

Land Use Planning

The BC Provincial Agricultural Land Commission provides a variety of land use planning document resources, including trails in farm and ranch areas, a guide to using and developing trails in farm and ranch areas, landscape buffer specifications, and a guide to edge planning. These are a great resource to reference. Source: <https://www.alc.gov.bc.ca/resources/land-use-planning/>

Visual Buffers

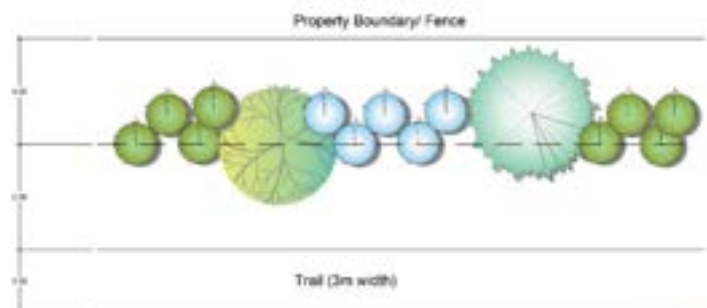
Visual Buffers can be used to delineate and formalize the trail boundary in areas where the existing railway bed vegetation has been removed or thinned, or where nearby adjacent properties are closely located to the trail.

Examples of buffer options include:

1. Vegetation Buffer Enhancement Planting (medium or robust):

Robust Planting: A mix between deciduous and evergreen tree species and understory shrubs. The intent is to create a tall and dense 'forest like' visual barrier and to prevent users from straying off trail. The robust buffer enhancement planting is designed for:

- Desire for maximum privacy
- Where sightlines are not a priority (minimal CPTED needs)
- Areas where an enhanced level of privacy is desired.
- To create a barrier between the trail and residential properties.

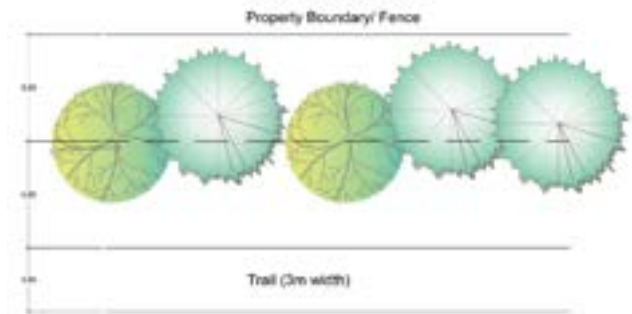


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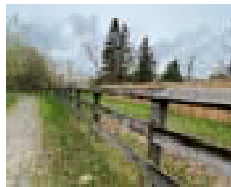
Medium Planting:

A mix between deciduous and evergreen tree species (tall buffers 2 stories + in height) to provide a dappled view of the trail and surrounding landscape. The light buffer enhancement planting is designed for:

- Where space is limited or where a light buffer is desired.
- Desire to maintaining the viewshed of the agricultural landscape.
- Desire to maintain stronger sightlines (support CPTED)



2. Fencing buffer



3. Armour stone buffer & signage



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ROAD CROSSING DESIGN GUIDELINES

OTM Book 15

Crosswalks

OTM Book 15 provides guidance for crosswalks and pedestrian crossovers. Crosswalks must be provided at all signal control and stopped controlled pedestrian crossings. Crosswalks are a minimum of 2.5 m wide and are typically 3 m to 4 m wide in urban areas. Standard crosswalk markings must include at minimum two white parallel lines that are 10 cm to 20 cm wide. Ladder crosswalk markings provide enhanced visibility of crosswalks and increase drivers' awareness of pedestrians. Typical ladder crosswalk markings are shown in Figure 1.

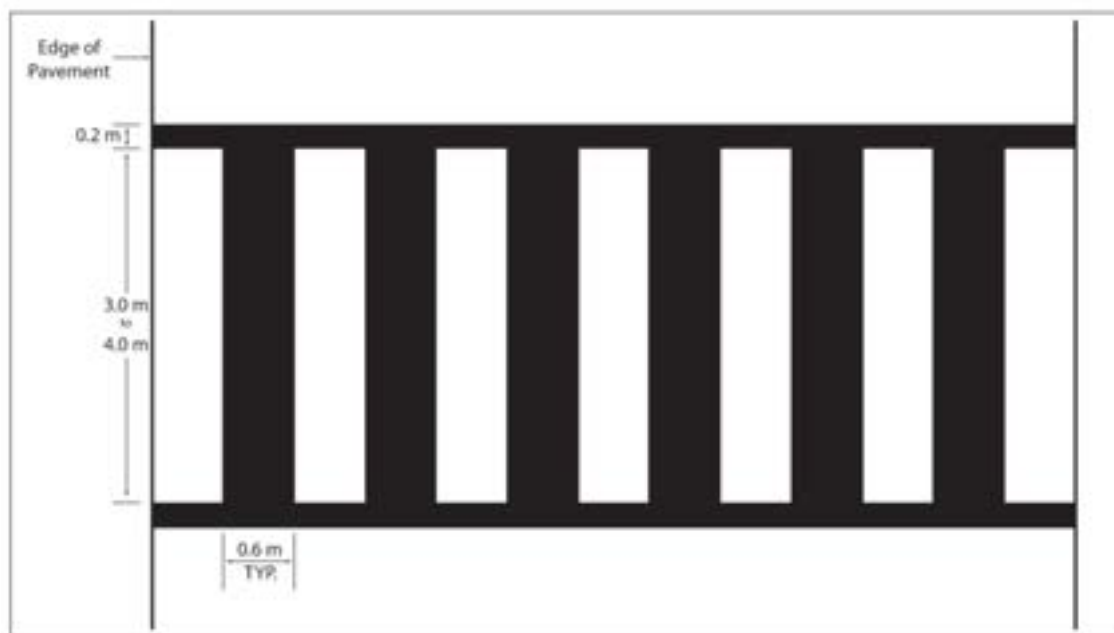


Figure 1: Typical Ladder Crosswalk Markings (Source: OTM Book 15)

Pedestrian Crossovers

A pedestrian crossover (PXO) is a controlled crossing that provide designated areas for pedestrian crossings where traffic signals are not provided. Four types of PXOs are provided in OTM Book 15 and the selection of PXO treatment systems is based on:

- Traffic volumes
- Roadway speed limit
- Number of vehicle lanes on the roadway
- Presence of raised pedestrian refuge islands or medians

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As traffic volumes, speed limits, and the number of crossing lanes increase the type of PXO required has additional features to provide additional awareness for crossing pedestrians. Typical components of PXOs include signage, ladder crosswalk markings, and yield lines. Types of PXOs include flashing amber beacons or rectangular rapid flashing beacons. An example of a PXO is shown in Figure 2.

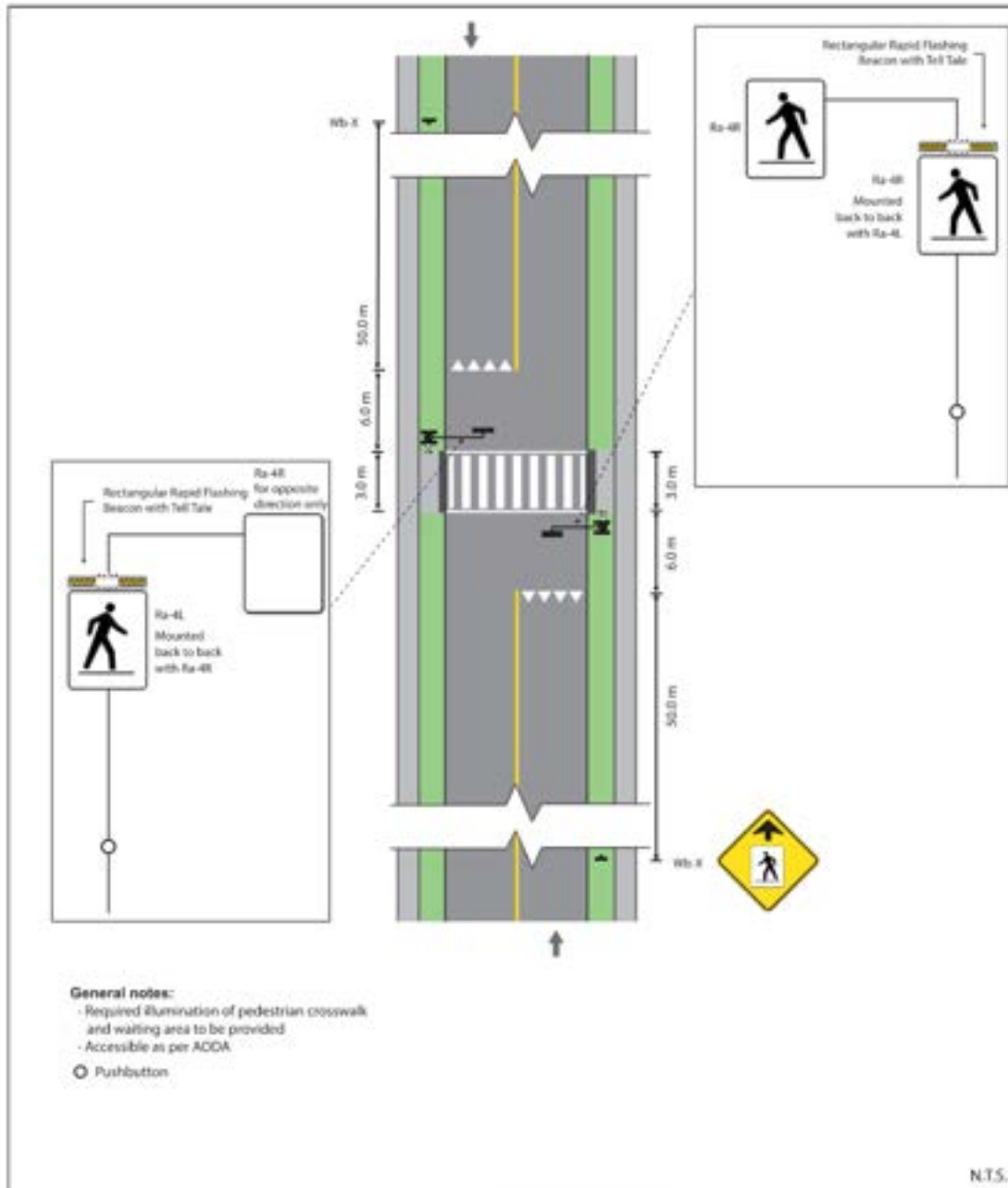


Figure 2: PXO Type B - Mid-block (Source: OTM Book 15)

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OTM Book 18

The principal source of design guidance for cycling facilities in Ontario is Ontario Traffic Manual (OTM) Book 18 – Cycling Facilities. This document provides general guidance on facility types, selection, design considerations, intersection and crossing treatments, maintenance, and unique considerations such as cycling wayfinding. OTM Book 18 was most recently updated in October 2021.

Uncontrolled crossings are the basic form of treatment amongst the hierarchy of cycling crossing treatments. Criteria that should be considered in determining the implementation of an uncontrolled crossing such that a comfortable and convenient crossing environment can be provided are as follows:

- Crossing distance – one- and two-lane crossings provide favourable conditions for uncontrolled crossings.
- Motor vehicle speeds – in a rural context, uncontrolled crossings may be considered on roadways with a posted speed limit up to 80 km/h.
- Traffic volumes – uncontrolled crossings are not recommended at locations where traffic volumes exceed an Average Daily Traffic (ADT) of 9,000.
- Illumination – the crossing location should be well-illuminated and additional guidance is provided in Section 6.2.6 of OTM Book 15 – Pedestrian Crossing Treatments and the Transportation Association of Canada (TAC) *Guide for the Design of Roadway Lighting* (2006).
- Sight Distance – sight distance requirements are based on the AASHTO sight distance model for a yield-controlled intersection as described in the TAC Geometric Design Guide for Canadian Roads.

The approach sight triangle, as shown in Figure 18, is composed of the sight distance along the cycling facility (variable a) and the sight distance along the roadway (variable b). For an uncontrolled cycling crossing, the minimum sight distance along the cycling facility is dependent on the approach speed of cyclists, whereas the minimum sight distance along the roadway is dependent on the approach speed of motor vehicles and the crossing width (i.e., number of lanes). Additional design treatments (ex. raised crossing, median refuge, etc.) to reduce operating speeds and minimize the crossing width can be used if the recommended sight distance along the cycling and roadway approaches cannot be provided.

An example of an uncontrolled crossing at a mid-block is shown in Figure 3:

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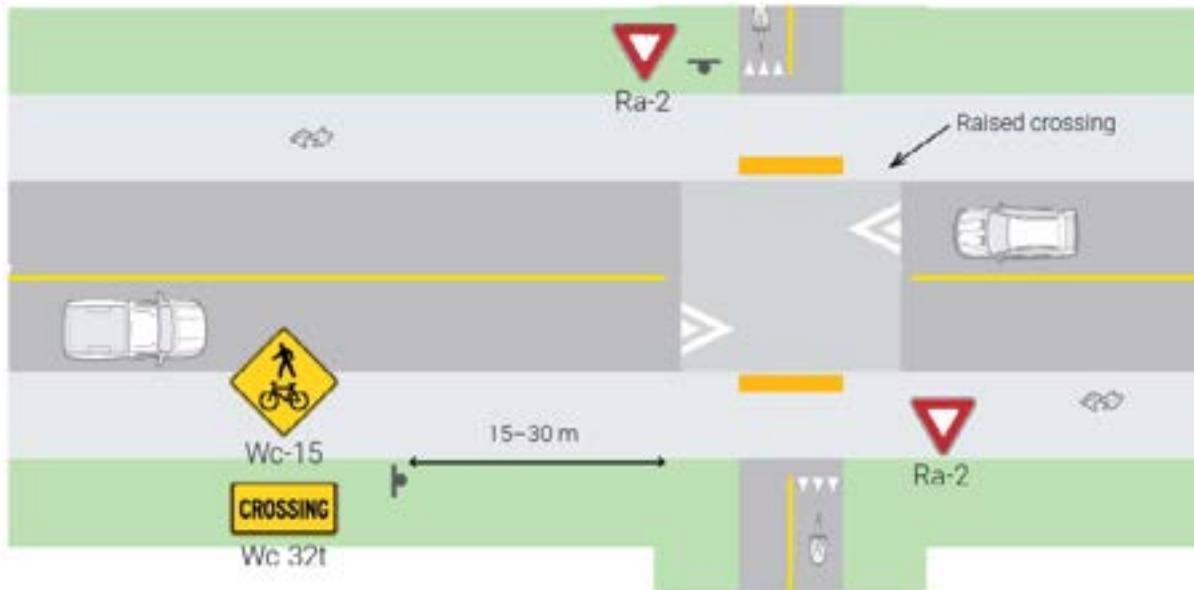


Figure 3: Mid-Block Uncontrolled Crossing (With Raised Crossing) (Source: OTM Book 18)

Crossrides

Crossrides are represented by “elephant’s feet” pavement markings white dashed lines. Bicycle stencils and directional travel arrows may be used within the cycling path. Combined crossrides as illustrated in Figure 42, provide a cycling crossing on both sides of a pedestrian crosswalk and are generally used in situations where pedestrians and cyclists approach the crossing on a shared facility, such as a multi-use path, and may be used at signalized or unsignalized crossings. Mixed crossrides as illustrated in Figure 53, provide a shared and delineated space for pedestrians and cyclists where pedestrians and cyclists approach the crossing on a shared facility, such as a multi-use path, but are not allowed at signalized intersections including mid-block signals or Intersection Pedestrian Signal (IPS). A mixed crossride is intended to be used at unsignalized crossings with low pedestrian and cyclist volumes. Crossride pavement markings should only be applied where cyclists have the right-of-way. In other words, uncontrolled crossings should not be marked. Dashed guide lines can however be used to provide guidance to cyclists through an intersection or crossing to delineate a cycling connection between facilities where motor vehicles are not required to yield to cyclists.

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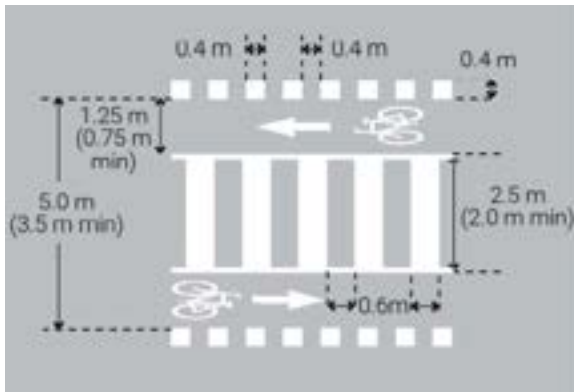


Figure 4: Combined Crossride (Source: OTM Book 18)

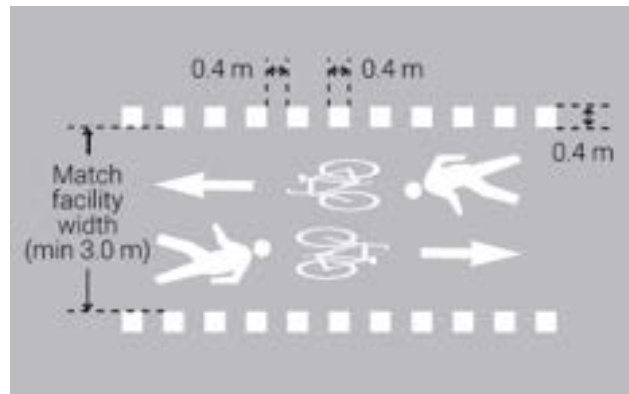


Figure 5: Mixed Crossride (Source: OTM Book 18)

ROAD CROSSING BEST PRACTICES

A best practice review was conducted to review the design of trail crossings for a range of trail types. The best practices include trails that only allow active modes, trails that allow active modes and snowmobiles, and trails that allow active modes, snowmobiles, and ATVs. The review of crossing treatments for each of these types of trails will provide different options to draw upon for the options analysis.

Town of Petawawa Algonquin Trail

During the development of the Petawawa Active Transportation Plan, design guidelines for trails within the Town were also developed. The trail design guidelines were developed to consider active users and motorized recreational vehicles both using the trails, but it was recognized that not all trails can be designed to accommodate all users in all locations. For roadway crossings of trails, the design guidelines recommend the following elements:

- Creating and maintaining an open sight triangle at the crossing point to allow trail users to see approaching vehicles and for trail users to be seen by drivers in approaching vehicles
- Access barriers on the trail which serve to:
- Prevent unauthorized users from entering the trail, and
- Act as a visual cue to trail users that they are approaching an intersection with the road
- Caution signs along the roadway in advance of the crossing point to alert motorists to the upcoming crossing
- Caution signs along the trail to alert users of the upcoming roadway crossing

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- Aligning the crossing point to achieve as close to possible a perpendicular crossing of the roadway to minimize the time that users are in the traveled portion of the roadway
- Curb ramps on both sides of the road to allow users to enter and cross the roadway efficiently and quickly
- Pavement markings where appropriate:
 - To delineate a crossing only where there is some form of vehicle control in place (e.g. stop sign, or traffic signal or pedestrian crossover).
 - Should not be used at uncontrolled trail intersections with roads (i.e. free flowing vehicular traffic that is not controlled by a stop sign or traffic signal). Trail users are required to stop and wait for a gap in traffic at uncontrolled intersections. Pavement markings at uncontrolled crossings may give trail users the false sense that they have the right-of-way over motor vehicles, which is contrary to the Highway Traffic Act.

The Petawawa Trail Design Guidelines do not discuss the specifics of accommodating active and motorized trail users at road crossings, but the built example of the Algonquin Trail in Petawawa demonstrates how to accommodate both motorized and active trail users. The trail was twinned to separate active users through Petawawa, as shown in Figure 14, creating a paved portion dedicated to active modes that is parallel to the unpaved trail for motorized trail users.

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Figure 6: Twinned Algonquin Trail in Petawawa

The trail generally runs parallel to Petawawa Boulevard through the Town. The proximity to a parallel road and the separation of active and motorized trail users created an opportunity for different types of road crossings. The unpaved trail for motorized users must cross roads directly at an uncontrolled crossing. Motorized users have a stop sign at the road crossing and must wait for a gap in traffic. The paved trail for active users is too close to an intersection for a mid-block crossing, so the trail is aligned to crosswalks of the intersections to create a controlled crossing for active users.

City of Ottawa Osgoode Pathway

The Osgoode Pathway in the City of Ottawa is a mostly rural trail outside of the urban area. The pathway connects the urban area to Osgoode Village. Under the City's Rural Pathway Shared Use Policy, the permitted uses on the pathway include active modes, horse-riding, and certain motorized vehicles. The motorized vehicles permitted include snowmobiles during the winter but do not include ATVs.

Rural road crossings are uncontrolled crossings. Swinging gates are installed at rural roads as access restriction to prevent motorized vehicles from entering the trail during warm months, as seen in **Figure 15**. The gate swings open to allow snowmobiles to use the trail during the winter.

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Figure 7: Osgoode Trail Access Gate in Ottawa

Within Osgoode Village, a pedestrian crossover is provided for the crossing of Osgoode Main Street. The pathway splits briefly at the road crossing to separate snowmobiles from active trail users since snowmobiles are not permitted to use the pedestrian crossover. The crossing is shown in **Figure 16**. A fence is used to delineate the trail boundary. This can be found in various locations along the trail to visually separate the public trail lands from private adjoining lands.

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Figure 8: Osgoode Pathway Crossing of Osgoode Main Street

City of Brantford Trails

The City of Brantford trail network consists of 40 kilometres of off-road trails. A safety audit of the City's trail network was recently conducted to review and address safety concerns. The audit found that many community members had concerns about the frequent use of ATVs, dirt bikes, and e-bikes on the City's trails. They noted that motorized vehicles cause damage to the trails and made the trails feel unsafe to use. To address safety concerns related to motorized vehicles on the trails the report reviewed trends for e-bikes and motorized vehicles. The review found that several Canadian municipalities have recently restricted the use of e-bikes and motorized vehicles on trails, including the Town of Midland, the North Okanagan Regional District, and the City of Calgary.

The trail audit review of road crossings found that many crossings were not up to standard and developed recommendations for remediation. Crossings were recommended to be designed to clarify who has the right-of-way. Where trail users have the right-of-way, it was recommended that signage and line painting be consistent with OTM Book 18 guidelines. At uncontrolled crossings, it was recommended that no crossing markings be provided to be clear that trail users do not have the right-of-way, as shown in **Figure 17**.

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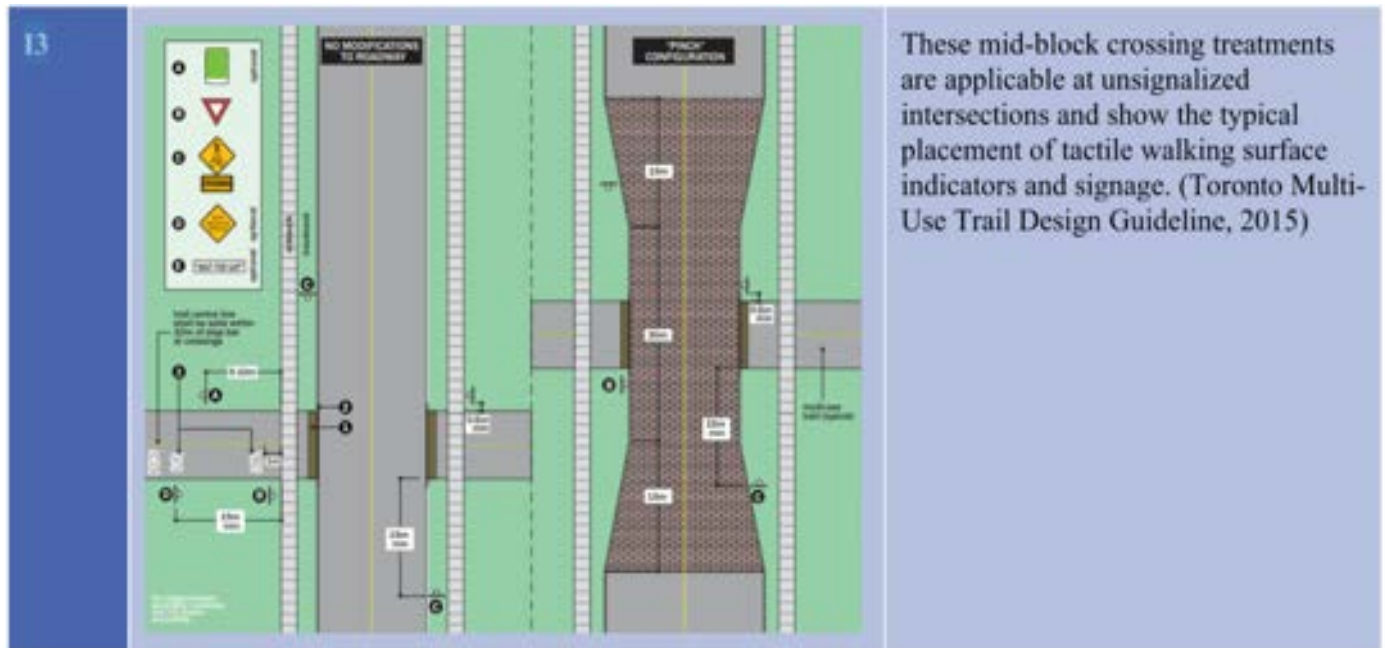


Figure 9: Brantford Trail Safety Audit Mid-block Crossing Treatment

Key Findings

Key findings developed through this best practice review include the following:

- Pedestrian crossovers, a controlled crossing at a mid-block location, are not permitted on roads where the speed limit exceeds 60 km/hr.
- Cyclists cannot ride their bicycle through a pedestrian crossover.
- ATVs may use and cross public roads.
- Permitting snowmobiles to drive along a public road depends on municipal by-laws.
- Snowmobiles crossing a public road must cross at approximately 90 degrees.
- Best practices show that uncontrolled crossings for all trail users are used in rural settings.
- In urban settings, best practices show that active and motorized trail users are typically separated. Active trail users cross at a controlled crossing while motorized trail users cross at an uncontrolled crossing.
- Careful considerations need to be made where motorized and active trail users are mixed.



E

PREFERRED OPTION OPINION OF PROBABLE COST

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PREFERRED OPTION OPINION OF PROBABLE COST & RATIONALE

An opinion of probable cost has been calculated for the preferred trail option with both capital costs (to build and/or improve the trail) and maintenance, operational (annual expense) and lifecycle renewal costs, which include the following assumed elements, (plus 20% contingency):

- Capital Costs (Refer to Table 1 below):
 - General (Trail length, trail surface type, and site preparation) assumes compacted aggregate surfacing.
 - Western section is an upgrade project, thus assumes a 50% reduction of unit costs due to the existing trail base.
 - Eastern section is a new project that assumes full value of unit costs.
 - Infrastructure costs (new or existing), parking spaces & material, utility adjustments, ditches/drains/culverts/retaining walls (if needed);
 - The western section of trail assumes one (1) parking surface that provides one (1) accessible and five (5) regular parking spots, on a granular surface within the Glen Brook Rd. trail access.
 - Detailed design may encourage additional of a small parking lot at the Boundary Rd. entrance and at a main access point within the Eastern trail section.
 - Amenity costs (seating, tables, trail heads, waste, crossings, wayfinding, regulatory/caution/advisory signs, bike parking, control barrier, interpretive signs, washroom).
 - Major wayfinding assumes large signage/ map feature, control barrier, seating, bike parking, supply of materials and installation.
 - Minor wayfinding assumes small to medium signage, control barrier, bike parking, supply of materials, and installation.
 - Seating is estimated at a Low frequency of seating, which assumes one (1) seat every 1,000m.
 - Waste assumes waste and recycle receptacles at one (1) unit per major entry point.
 - It is assumed the trail will not be lit thus not included in cost estimate.
 - It is assumed that two (2) flush toilet facilities (assumes washroom structure with single toilet and sink, excludes water and sewer); one (1) per section at major entrance point.

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- Note that this is the ideal facility for a destination trail but there are lower-cost alternatives available. It is understood that this level of infrastructure may not be possible due to lack of staff resources, capital funding, and feasibility of servicing & infrastructure required (utilities, sanitary or septic bed, winterization, maintenance, etc.). Alternative solutions include:
 - Compositing Toilet:
 - Two (2) cleanings per week and maintenance of building/ structure 1/ year, approx. estimate \$7,500 per unit.
 - Replacement every 20 years and no winterization needed.
 - Vault Toilet (similar to port-a-john but permanent structure):
 - One (1) cleaning per week and maintenance of building/ structure 1/ year, approx. estimate \$4,500 per unit.
 - Replacement every 20 years and no winterization required.
 - Crossing cost (pedestrian road crossing type) is assumed to be line paint and signage.
 - Detailed design can confirm road crossing re-alignment and crossing requirements as per regulation standards and improvements as outlined in section 6.2.
 - Three (3) bridge structures exist with two having been recently upgraded by the Township. No new water crossings are proposed.
 - Regulatory and Wayfinding Signage assumes interpretive signs (assumes high quality sign post with graphic sign plate including supply of materials and installation) and Regulatory/Caution/Advisory Signs (assumes metal post, sign plate, and supply of materials and installation) at specific areas along the trail.
 - It is assumed that two (2) regulatory signs will be placed at both access points for each segment along the Eastern Trail to notify users of farm crossings & trail rules.
 - Trail Markers are not included as the Township is already implementing them.
 - Direction signs with destination signage could be included as a future item but is not included in the cost estimate.

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- Other factors such as planning and design services, construction admin and inspection, construction support, etc. is estimated for the entire western section and the entire trail.
- Additional study costs (traffic study, EA, Arboricultural assessment, stormwater, road crossing & trail signage plan, safety study and condition audit, etc.) is estimated for the entire western section and the entire trail.
- Maintenance, Operational and Lifecycle Renewal Costs (Refer to Table 2 below):
 - Trail maintenance and lifecycle budget costs for annual surface maintenance, tree pruning, mowing, vandalism repairs, garbage cleaning schedule and number of cans, erosion control, etc.
 - Infrastructure costs including parking material fixes, drainage upkeep/ cleaning, etc.
 - Cleaning/ pressure washing amenities once a year and weekly cleaning of washroom(s)/ yearly maintenance of structure.
 - Construction administration and inspection.
 - Additional study costs (every 5 – 10 years) for planning including safety audit, hazard tree assessment, pedestrian bridge review, etc.
 - Lifecycle replacement and repairs.

It should be noted that both estimates assume the highest level of elements implemented (general, amenity costs, infrastructure costs, crossing costs, and contingency). If the level of elements or quantity of site furnishings are lowered/ decreased, the cost would also decrease.

The cost estimate below does not include the cost of planning, design or engineering fees, land acquisition fees or revenue, lawyer fees, or the costs associated with specialty studies and permitting.

Implementing the trail network will require funds and resources from the Township and its partners. Annual funding for construction, maintenance, operation, and programming should be identified in the annual budgeting process to strategically implement the network over time.

Additional funding sources should be sought by South Glengarry, such as from the Provincial or Federal government, to maximize budget efficiencies and coordination with other major projects. It is recognized that the level of effort will vary on a project-by-project basis and that the price of materials will vary over time. Certain projects could require additional work and further studies as they are considered for implementation.

The cost estimates/ opinion of probable costs within this plan are not intended to represent the total cost that the Township must shoulder, but a foundation to ensure the Township is equipped to leverage external funding opportunities as they arise and to set realistic goals for what will be internally funded.

APPENDIX E

Table 1: Proposed Capital Cost Estimate for Option 3: Hybridized Approach

PROPOSED CAPITAL COST ESTIMATE: OPTION 3										
DRAFT										
Trail Segment	Width (m)	Length (m)	Estimated General Cost	Infrastructure (Retaining Walls, Culverts, Utility Relocations, Parking)	Amenities (Wayfinding, Trailheads)	Bridge Crossings & Modifications	Road Crossings	Estimated Construction Subtotal (Excluding HST)	Contingency (20%)	Estimated Construction Total (Excluding HST)
Option 3: Western Segment										
Boundary Rd. to Glen Brook Rd.	5	6,000	\$ 885,000.00	\$ 9,504.00	\$ 75,000.00		\$ 5,000.00	\$ 974,504.00	\$ 194,900.80	\$ 1,169,404.80
Glen Brook Rd. to CR-27	5	2,430	\$ 358,425.00	\$ -	\$ 24,000.00		\$ 5,000.00	\$ 387,425.00	\$ 77,485.00	\$ 464,910.00
CR-27 to CR-19	5	2,110	\$ 311,225.00	\$ -	\$ 25,000.00	1	\$ 5,000.00	\$ 341,225.00	\$ 68,245.00	\$ 409,470.00
CR-19 to William St./ Heron Rd.	5	1,600	\$ 236,000.00	\$ -	\$ 25,000.00		\$ 5,000.00	\$ 266,000.00	\$ 53,200.00	\$ 319,200.00
William St./ Heron Rd. to John St.	5	80	\$ 11,800.00	\$ -	\$ 33,000.00	1	\$ 5,000.00	\$ 49,800.00	\$ 9,960.00	\$ 59,760.00
Option 3: Eastern Segment										
John St. to CR-19	5	720	\$ 147,600.00	\$ -	\$ 33,000.00		\$ 5,000.00	\$ 185,600.00	\$ 37,120.00	\$ 222,720.00
CR-19 to CR-34	5	5,050	\$ 1,035,250.00	\$ -	\$ 21,000.00		\$ 5,000.00	\$ 1,061,250.00	\$ 212,250.00	\$ 1,273,500.00
CR-34 to CR-26	5	6,100	\$ 1,250,500.00	\$ -	\$ 32,000.00		\$ 5,000.00	\$ 1,287,500.00	\$ 257,500.00	\$ 1,545,000.00
CR-26 to 3rd Line Rd.	5	3,230	\$ 662,150.00	\$ -	\$ 26,000.00		\$ 5,000.00	\$ 693,150.00	\$ 138,630.00	\$ 831,780.00
3rd Line Rd. to CR-23/ 4th Line Rd.	5	3,000	\$ 615,000.00	\$ -	\$ 46,000.00		\$ 5,000.00	\$ 666,000.00	\$ 133,200.00	\$ 799,200.00
CR-23/ 4th Line Rd. to Riviere Beaudette Rd.	5	850	\$ 174,250.00	\$ -	\$ 23,000.00	1	\$ 5,000.00	\$ 202,250.00	\$ 40,450.00	\$ 242,700.00
Sub-total:		18,100.00	\$ 3,884,750.00	\$ -	\$ 181,000.00		\$ 30,000.00	\$ 4,095,750.00	\$ 819,150.00	\$ 4,914,900.00

Table 1: Proposed Capital Cost Estimate for Other Cost Factors for Option 3 Hybridized Approach

Other Cost Factors	
Planning and Design Services	\$ 207,400.00
Construction Admin and Inspection	\$ 207,400.00
Construction Support	\$ -
Supply Chain Issues	\$ 311,100.00
Delayed Implementation	\$ 311,100.00
Sub-total:	\$ 1,037,000.00

Disclaimer:
This cost estimate is preliminary and shall not represent or be relied upon as the actual cost of works. The contents within this estimate are based previous data, observations and/or information available to WSP at the time of preparation. Note, no allowances have been made for additional studies, professional fees, or permits/approvals that may be required to implement some of the recommendations.

Other cost factors for design services, construction administration and inspection, etc. have been calculated for the entire trail. Costs may decrease and/or vary when applied to each specific trail segment as the project is implemented. This is to provide an approximate fee for pre-planning purposes only.

APPENDIX E

Table 2: Proposed Average Annual Maintenance and Lifecycle Cost Estimate for Option 3: Hybridized Approach

PROPOSED AVERAGE ANNUAL MAINTENANCE & LIFECYCLE COST ESTIMATE				
Option 3: Western Segment	Average Annual Maintenance Cost		Average Lifecycle Replacement Cost for Forecast Timeline	
	Notes	Total Average Annual Cost (Budgetary)	Notes	Total Average Cost for Forecast Timeline (Budgetary)
General Information				
Forecasted Timeline = 15 years Trail Length = 13,000m Trail Width = 5m				
Trail Surface Type (\$ per m2) *	Compacted aggregate screenings; patching of erosion areas every 2 years	\$ 4,875.00	Apply and compact skim coat every 5 years	\$ 975,000.00
Tree Pruning/ Hazard Tree Removal (\$ per m)	25% of Forest	\$ 13,000.00		
Mowing (\$ per m)	0.6- 1.2m buffer around trail 8 times a year	\$ 7,800.00		
Vandalism Repairs per year (Servicing or Mitigating)	Estimated 10 per year	\$ 1,000.00		
Total Garbage Cans (qty: 5) - Garbage Cleaning Schedule	Monthly	\$ 3,000.00		
Desired Density of Infill Tree and Shrub Planting	1 tree every 30m, no shrubs every 5 years	\$ 44,200.00		
Erosion control blanket (assumed 2% of trail length)	Erosion control installed along 2% of trail every 3 years.	\$ 2,167.00		
Trouble Erosion Areas (m) (assumed 5% of the trail length)	Regrading and patching along 5% of the trail every 2 years.	\$ 163.00		
Sub-total:		\$ 76,205.00	\$ 975,000.00	
* Assumes no winter maintenance				
Infrastructure Costs				
Total Area of Parking (350m2)				
Parking Material (Includes accessible and standard parking spaces)	Aggregate surface with patching of erosion areas every year.	\$ 20.00	Apply and compact skim coat every 5 years	\$ 5,250.00
Ditches Drainage*	Dredging and reseeding every 5 years	N/A		
Drainage Culverts (25)	Cleaning every 5 years.	\$ 2,500.00	Full replacement every 25 years	\$ 49,500.00
Sub-total:		\$ 2,520.00	\$ 54,750.00	
* Assumes no retaining walls and Drainage ditch maintenance could be an additional cost consideration not included in this scope.				

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Amenity Costs		Average Annual Maintenance Cost		Average Lifecycle Replacement Cost for Forecast Timeline	
Seating (x5)	Clean/ Pressure wash every year	\$	250.00	Replace every 20 years	\$ 7,875.00
Major Trailheads at major entry points (x2)	Clean/ Pressure wash every year	\$	1,000.00	Replace every 20 years	\$ 26,400.00
Minor trailheads for minor entry points (x3)	Clean/ Pressure wash every year	\$	750.00	Replace every 20 years	\$ 22,275.00
Waste Receptacles (x5)	Clean/ Pressure wash every year	\$	150.00	Replace every 20 years	\$ 12,375.00
General Wayfinding Signs (x4)	Clean/ Pressure wash every year	\$	80.00	Replace every 20 years	\$ 1,050.00
Regulatory/ Caution/ Advisory Signs (5)	Clean/ Pressure wash every year	\$	100.00	Replace every 20 years	\$ 1,312.50
Interpretive Signs (x2)	Clean/ Pressure wash every year	\$	40.00	Replace every 20 years	\$ 4,950.00
Toilet Facility (x2) *	1 cleaning per week and maintenance of building/ structure every year.	\$	8,400.00	Replace every 40 years	\$ 28,875.00
		Sub-total:	\$ 10,770.00		\$ 105,112.50
Crossing Costs					
Culvert (x25)	Culvert cleaning every 3 years	\$	6,667.00	Full replacement every 25 years	\$ 107,250.00
Prefabricated Metal Bridge (Metal Structure, single span 10 to 50m long) (x2)	Wood deck replacement every 15 years and regular spot treatment	\$	3,000.00	Full replacement every 50 years	\$ 132,000.00
		Sub-total:	\$ 9,667.00		\$ 239,250.00
Other Cost Factors					
Construction Admin and Inspection		\$	9,916.00		\$ 137,412.00
Construction Support		\$	5,950.00		\$ 82,447.00
		Sub-total:	\$ 15,866.00		\$ 219,859.00
Additional Study Costs				Total Cost for Forecasted Timeline	
Forecast Timeline = 15 years					
Safety Audit Study	Every 10 years	\$	26,000.00		
Hazard Tree Assessment	Every 5 years	\$	78,000.00		
Wayfinding Update Study	Every 10 years	\$	78,000.00		
Annual Pedestrian Bridge Structure Review (1 study per bridge) (x3)		\$	45,000.00		
		Sub-total:	\$ 227,000.00		

Total Yearly Maintenance Budget Cost for Western Section (2023 Dollars)	
Estimated Subtotal Annual Maintenance Cost (Excluding HST):	\$ 115,028.00
Contingency (30%)	\$ 34,508.40
ESTIMATED GRAND TOTAL:	\$ 149,536.40

A summary of yearly maintenance budget costs **for the western segment only** is below:

APPENDIX E

Exploring the overall budgeted cost needed for the total maintenance and lifecycle project costs plus additional studies, for the entire Peanut Line Corridor, assuming both the western and eastern sections are completed via the hybridized, phased approach recommended, it was found for a 15-year forecast timeline (2023 dollars):

- Estimated total maintenance cost with inflation (3%) would be (excluding HST): **\$ 7,812,142.**
- Estimated total lifecycle costs would be: **\$ 3,545,311.**
- Estimated Subtotal Lifecycle Projects + Maintenance + Additional Studies: **\$11,791,453.**
- Contingency (20%): **\$2.358.291**

The Estimated Grand Total for maintenance, lifecycle, additional study costs and 20% contingency (excluding tax) for the entire Option 3 trail is: **\$ 14,149,743.00.**

Note: If the Township decided to maintain the trail at a 3.0 – 3.6m width, these costs would decrease.



F

MAINTENANCE AND OPERATION GUIDELINES

APPENDIX F

MAINTENANCE & OPERATIONS

The following table outlines maintenance tasks and the frequency that the Township should prepare to provide for a strong level of service and standard trail facility care.

Trail Maintenance and Management: High Level Overview over Time

Frequency	Maintenance Task
IMMEDIATE (Within 24 hours of becoming aware of the situation through a “hotline”, email, or other notification or observation)	<ul style="list-style-type: none"> As a minimum, mark, barricade and sign the subject area to warn trail users or close the trail completely until the problem can be corrected. Remove vegetation and/or windfalls, downed branches, etc., where traffic flow on the trail is being impaired or the obstruction is resulting in a sight line issue. Remove hazard trees that have been identified. Repair or replace items that have been vandalized or stolen/removed. This is especially important for regulatory signs that provide important information about trail hazards such as road crossings, steep grades, and sharp curves. Removal of trash in overflowing containers or material that has been illegally dumped. Repair obstructed drainage systems causing flooding that pose a hazard to trail users or that is resulting in deterioration that poses an immediate safety hazard. Monitor trail areas and structures that are prone to erosion after severe summer storms and repair as required. Repairs to structural elements on bridges such as beams, railings, access barriers, and signs.
REGULARLY (Weekly/ bi-weekly/ monthly)	<ul style="list-style-type: none"> Trail patrols/ inspections should review the trail conditions (as often as weekly in high-use areas), to assess conditions and prioritize maintenance tasks and monitor known problem areas. Mow grass along edges of trails (in parks and open meadow settings only). Depending on trail location this may be done weekly, bi-weekly, or monthly and can vary according to the location (typically 0.5 to 1.0m). This helps establish a clear zone and can slow the invasion of weeds into granular trail surfaces. Not all trails will have mown edges. In woodland and wetland areas, pruning and brushing is often the only vegetation maintenance undertaken. Regular garbage pickup (10-day cycle or more frequently for heavily used areas). Repair within 30 days or less, partially obstructed drainage systems causing intermittent water backups that do not pose an immediate safety hazard, but that is left unchecked over time will adversely affect the integrity of the trail and/or any other trail infrastructure or the surrounding area.

APPENDIX F

ANNUALLY	<ul style="list-style-type: none"> • Conduct an annual safety audit. This task can be efficiently including with general annual safety audits for parks and other recreational facilities. • Evaluate support facilities/ trailside amenities to determine repair and/or replacement needs. • Examine trail surface to determine the need for patching and grading. • Grading/ grooming granular trail surface and topping up of wood chip trails. • Pruning/ vegetation management for straight sections of trail and areas where branches may be encroaching into the clear zone. This task is more of a preventative maintenance procedure. Cuttings may be chipped on site and placed appropriately or used as mulch for new plantings. Remove branches from the site unless they can be used for habitat (i.e.: brush piles in woodlot setting) or used as part of the rehabilitation of closed trails. Where invasive species are being pruned and/or removed, branches and cuttings should be disposed of in an appropriate manner. • Inspect and secure all loose side rails, bridge supports, decking (ensure any structural repairs meet the original design criteria).
EVERY 3 – 5 YEARS	<ul style="list-style-type: none"> • Cleaning and refurbishment of signs, benches and other trailside amenities.
EVERY 10 – 20 YEARS	<ul style="list-style-type: none"> • Resurface asphalt trails (assume approximately every 15 years). • Major renovation or replacement of large items such as bridges, kiosks, gates, parking lots, benches, etc.
COST EFFECTIVE	<ul style="list-style-type: none"> • Patching/minor regarding of trail surfaces and removal of loose rocks from trail. • Culvert cleanout where required. • Top up granular trail surfaces at approaches to bridges. • Planting, landscape rehabilitation, pruning/ beautification. • Installation/ removal of seasonal signage.

APPENDIX F

Trail Amenity Maintenance Guidelines

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
Parking, Drop Off Areas & Loading Zone	Granular	<ul style="list-style-type: none">- Improves access to trail facilities- Permeable	<ul style="list-style-type: none">- Ruts and potholes form seasonally- Increased risk for slip, trip, and falls- Less conducive to snow removal- Harder to delineate parking stalls to maximize use	5 – 10 years	<ul style="list-style-type: none">- Annual infill of potholes and ruts- Regrading and granular top up to ‘reset’ life cycle
	Asphalt/ Tar and Chip	<ul style="list-style-type: none">- Able to delineate stalls and maximize capacity- Conducive to snow removal	<ul style="list-style-type: none">- Impermeable- Need for drainage management/ infrastructure	15-25 years	<ul style="list-style-type: none">- Repaving or power washing- Minimal to no maintenance
	Permeable Systems (pour in place, modular paver and/or reinforced grids which support granular surfaces)	<ul style="list-style-type: none">- Permeable- Able to delineate stalls and maximize capacity- Conducive to snow removal	<ul style="list-style-type: none">- Higher cost- Susceptible to sediment clogging voids	15 – 40 years	<ul style="list-style-type: none">- Power washing to clear voids and maintain drainage function (frequency depending on winter maintenance and sediment flow into paved area)
Rest Area	Prefabricated benches and tables	<ul style="list-style-type: none">- Provides greater accommodation and comfort to those with limited mobility- Facilitate accessible seating options- Manufacturer warranty and replacement parts- Defines and encourages site use- Wide range of material options that can increase longevity and/or ease of maintenance and partial replacement	<ul style="list-style-type: none">- Susceptible to vandalism, theft, and degradation by elements, material composition considerations are important- Need to be kept in good condition or are strong negative reflection of the trail system	8 – 15 years	<ul style="list-style-type: none">- Minimal annual inspection for defects, basic landscaping
	Informal seating stones	<ul style="list-style-type: none">- Durable and low-cost option- Can facilitate a dual purpose for access barriers	<ul style="list-style-type: none">- Does not provide additional accessibility and comfort features	None	<ul style="list-style-type: none">- No maintenance
	Lawn area	<ul style="list-style-type: none">- Multi-purpose – picnic, child/dog friendly, area to prepare for trail	<ul style="list-style-type: none">- Requires some maintenance to enable a desirable level of function	None	<ul style="list-style-type: none">- Mowing every 3-4 weeks at a minimum

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		activity outside of active vehicular areas			
Lighting	LED	<ul style="list-style-type: none">- Low energy, low operational cost- LED lower cost savings benefits are reached with longer running lights such as at trailheads- Enhances trail safety (CPTED) and reduces potential crime	<ul style="list-style-type: none">- High procurement cost	10 – 15 years (bulbs) 35 – 45 years (poles)	<ul style="list-style-type: none">- Monitoring for bulb replacement and repairs due to vandalism
	Conventional Power	<ul style="list-style-type: none">- Reliable and best suited for facilities highly used in winter evenings- Lower capital costs and operational knowledge- Enhances trail safety (CPTED) and reduces potential crime	<ul style="list-style-type: none">- Higher operational cost	N/A	<ul style="list-style-type: none">- N/A
	Solar Power	<ul style="list-style-type: none">- Lower operational costs- Positive sustainability optics- Enhances trail safety (CPTED) and reduces potential crime	<ul style="list-style-type: none">- Higher capital cost and operational knowledge needed- Increased maintenance and vandalism	N/A	<ul style="list-style-type: none">- Cleaning to remove dust – 2 -5 year cycles reflective of seasonal rainfall
Signage	Detailed Maps/ Information	<ul style="list-style-type: none">- Large scale points of information, including trail mapping, interpretive information, user information- Key amenity to any trailhead that offers route options or multiple destinations, or features	<ul style="list-style-type: none">- Larger and/or more complex construction- higher maintenance and replacement costs- Require specialized skills to design	<ul style="list-style-type: none">- Depends on changes to posted information, materials, and design	<ul style="list-style-type: none">- Minimum seasonal inspection for vandalism and/or degradation- Monitoring for content update needs (approx. 2–5 year cycles)
	Wayfinding/ Placemaking	<ul style="list-style-type: none">- Minor signs are intended as simple directional	<ul style="list-style-type: none">- Are limited in the information they can communicate	5 - 10+ years	<ul style="list-style-type: none">- Minimal seasonal inspection for vandalism and/or degradation

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		<div>communication or placemaking identifier</div> <div><div>- Family of signs improves facility wayfinding and reinforces facility’s brand identity</div><div>- Directional markers often single post or simple construction – low maintenance and replacement cost</div></div>	<div><div>- Could require specialized skills to design</div><div>- Cost can vary depending on design, materials, and use.</div></div>		
Waste Management	Standard Waste Bins	<div><div>- Important tool to reduce littering</div><div>- Low cost install and replacement</div><div>- Fit well with standard waste collection practices</div><div>- Can range from barrel bins to more elaborate models with restricted lids</div></div>	<div><div>- Service collection is onerous as locations can be high in number and spread out. Limited winter maintenance can impede seasonal specific servicing</div><div>- Minimal capacity and or long durations between serviced lead to overflow and/or odors</div></div>	10 – 25 years (depending on chosen model)	<div><div>- General inspections with waste pick up for repair or replacement needs</div></div>
	Innovative Waste Bins	<div><div>- Important tool to reduce littering</div><div>- Improve feasibility of waste sorting options through collection efficiencies</div><div>- Reducing waste collection frequency – censored waste/recycling bins that inform the need for emptying through a centralized dashboard.</div><div>- Large, semi-underground waste collection systems (i.e.: Molock, Earthbin) that allow for more waste storage while reducing unwanted smells</div></div>	<div><div>- Service collection is onerous as locations can be high in number and spread out. Limited winter maintenance can impede seasonal specific servicing</div><div>- Can require changes to standard practices, equipment and/or 3rd party collection</div><div>- Can require specialized equipment for monitoring or collection</div><div>- Pet collection/ energy conversion systems require a process facility within regionally located near collection areas</div></div>	10 – 20 years	<div><div>- Functional maintenance per capacity projections or censor notifications – model specific</div><div>- General inspections with waste pick up for repair or replacement needs</div></div>

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		<ul style="list-style-type: none">- Independent pet waste collection, consider waste to energy conversion systems that showcase green initiatives while encouraging use- Often more durable than standard bins			
Gates	Metal Gates	<ul style="list-style-type: none">- Enables temporal access restrictions, including during periods of seasonal facility maintenance- Long lasting, low maintenance	<ul style="list-style-type: none">- Hinge and lock mechanisms are susceptible to damage and degradation	15 -25 years	<ul style="list-style-type: none">- Rust protection and hinge maintenance as needed – anticipate minor repair action every 5 years- General inspections for damages (i.e.: weather degradation or salt erosion)
	Wood or Metal/Wood Combination Gates	<ul style="list-style-type: none">- Can be selectively removed/opened for seasonal or maintenance access	<ul style="list-style-type: none">- Hinge and lock mechanisms are susceptible to damage and degradation <p>Less durable and long lasting, susceptible to impact damage and weather degradation</p>	10 – 15 years	<ul style="list-style-type: none">- Post replacement and hinge maintenance as needed – based on weather degradation and salt
Barriers	Bollards – Metal or Concrete	<ul style="list-style-type: none">- Removable options available to facilitate maintenance and other situational access	<ul style="list-style-type: none">- Partial barrier, does not restrict all access- Not suitable for seasonal removal	15 – 30 years	<ul style="list-style-type: none">- Damage repair as needed
	Post/ Post and Cable Post and Page Wire	<ul style="list-style-type: none">- Low cost barrier that restricts most access	<ul style="list-style-type: none">- Does not restrict pedestrian access	15 – 20 years	<ul style="list-style-type: none">- Select post replacement and cable/page wire after 5 – 10 year mark or in response to vandalism/ inappropriate use- Cable tensioning units can be installed to aid with periodic tightening and will increase overall lifespan
	Natural Stone	<ul style="list-style-type: none">- Durable and low-cost option- Good for restricting access by vehicles	<ul style="list-style-type: none">- Partial barrier, does not restrict all access	None	<ul style="list-style-type: none">- No maintenance
Shelter	Prefabricated - Metal	<ul style="list-style-type: none">- Encourages gathering and provides weather refuge- Helps to protect information/wayfinding signage	<ul style="list-style-type: none">- Contractor or supplier install needed	25 – 35 years	<ul style="list-style-type: none">- Bi-annual touch up paint over paint damage after warranty period (often 10 years)

Trail Amenity Maintenance Guidelines

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		<ul style="list-style-type: none">- Pre-engineered, warranted, vandal resistant- Provides protections from inclement weather- Provides greater accommodation and comfort to those with limited mobility	<ul style="list-style-type: none">- Can accommodate undesired activity such as illegal actions and homeless shelter		
	Custom - Wood	<ul style="list-style-type: none">- Encourages gathering and provides weather refuge- Can be installed by volunteers and easily repaired	<ul style="list-style-type: none">- Less durable and more susceptible to vandalism and weather degradation- Can accommodate undesired activity such as illegal actions and homeless shelter	15 – 25 years	<ul style="list-style-type: none">- Varies largely based on construction materials and design- Smaller structure should be inspected annually after initial 5 years
Potable Water	Simple Hose Bib/ Tap or Bottle Fill Station	<ul style="list-style-type: none">- Provide water for users or pets- Desirable amenity at remote or high-volume trailheads- Improves comfort of trail experience	<ul style="list-style-type: none">- Seasonal, more specialized, maintenance required- Public health risks to water quality, which requires monitoring and reporting- Additional infrastructure required to service.- Susceptible to vandalism	N/A (depends on the system)	<ul style="list-style-type: none">- Fall decommissioning to empty lines- Spring reactivation and quality testing prior to potable use- Consider non-potable or labelling as such to encourage use for pets and clean up only if there is a risk concern
Washrooms	Portable	<ul style="list-style-type: none">- Rental/3rd party maintained.- Can be limited to specific seasons when service is desired.- Ability to scale up or down based on location need.- Typically, a screen/ buffer made of wood to add privacy is expected	<ul style="list-style-type: none">- Lower standard facility that can be undesirable by users- Less control over maintenance due to rental contract structure- Standard models are not accessible, upgrading options recommended.	N/A	<ul style="list-style-type: none">- Periodic inspection and relay of issues to service provider- Annual inspections of wood, re-sealing or replacement of boards as needed.
	Permanent	<ul style="list-style-type: none">- Higher quality amenity, higher user satisfaction.	<ul style="list-style-type: none">- Require greater infrastructure and maintenance.	30 – 40 years	<ul style="list-style-type: none">- Daily to weekly inspections and cleaning,- Nightly locking, and daytime opening if evening use is not desired

Trail Amenity Maintenance Guidelines

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		<ul style="list-style-type: none">- More flexibility for dual purposes and accessibility.- Better addresses higher volumes of use – such as major trailheads.	<ul style="list-style-type: none">- Increased costs to install and maintain.- Increased responsibility for care and maintenance.- Can accommodate undesired activity such illegal actions and homeless shelter		<ul style="list-style-type: none">- Select replacement of fixtures after 10 years- Seasonal decommissioning if not heated

APPENDIX

MAINTENANCE & OPERATIONS

The following table outlines maintenance tasks and the frequency that the Township should prepare to provide for a strong level of service and standard trail facility care.

Trail Maintenance and Management: High Level Overview over Time

Frequency	Maintenance Task
IMMEDIATE (Within 24 hours of becoming aware of the situation through a “hotline”, email, or other notification or observation)	<ul style="list-style-type: none"> As a minimum, mark, barricade and sign the subject area to warn trail users or close the trail completely until the problem can be corrected. Remove vegetation and/or windfalls, downed branches, etc., where traffic flow on the trail is being impaired or the obstruction is resulting in a sight line issue. Remove hazard trees that have been identified. Repair or replace items that have been vandalized or stolen/removed. This is especially important for regulatory signs that provide important information about trail hazards such as road crossings, steep grades, and sharp curves. Removal of trash in overflowing containers or material that has been illegally dumped. Repair obstructed drainage systems causing flooding that pose a hazard to trail users or that is resulting in deterioration that poses an immediate safety hazard. Monitor trail areas and structures that are prone to erosion after severe summer storms and repair as required. Repairs to structural elements on bridges such as beams, railings, access barriers, and signs.
REGULARLY (Weekly/ bi-weekly/ monthly)	<ul style="list-style-type: none"> Trail patrols/ inspections should review the trail conditions (as often as weekly in high-use areas), to assess conditions and prioritize maintenance tasks and monitor known problem areas. Mow grass along edges of trails (in parks and open meadow settings only). Depending on trail location this may be done weekly, bi-weekly, or monthly and can vary according to the location (typically 0.5 to 1.0m). This helps establish a clear zone and can slow the invasion of weeds into granular trail surfaces. Not all trails will have mown edges. In woodland and wetland areas, pruning and brushing is often the only vegetation maintenance undertaken. Regular garbage pickup (10-day cycle or more frequently for heavily used areas). Repair within 30 days or less, partially obstructed drainage systems causing intermittent water backups that do not pose an immediate safety hazard, but that is left unchecked over time will adversely affect the integrity of the trail and/or any other trail infrastructure or the surrounding area.

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ANNUALLY	<ul style="list-style-type: none"> • Conduct an annual safety audit. This task can be efficiently including with general annual safety audits for parks and other recreational facilities. • Evaluate support facilities/ trailside amenities to determine repair and/or replacement needs. • Examine trail surface to determine the need for patching and grading. • Grading/ grooming granular trail surface and topping up of wood chip trails. • Pruning/ vegetation management for straight sections of trail and areas where branches may be encroaching into the clear zone. This task is more of a preventative maintenance procedure. Cuttings may be chipped on site and placed appropriately or used as mulch for new plantings. Remove branches from the site unless they can be used for habitat (i.e.: brush piles in woodlot setting) or used as part of the rehabilitation of closed trails. Where invasive species are being pruned and/or removed, branches and cuttings should be disposed of in an appropriate manner. • Inspect and secure all loose side rails, bridge supports, decking (ensure any structural repairs meet the original design criteria).
EVERY 3 – 5 YEARS	<ul style="list-style-type: none"> • Cleaning and refurbishment of signs, benches and other trailside amenities.
EVERY 10 – 20 YEARS	<ul style="list-style-type: none"> • Resurface asphalt trails (assume approximately every 15 years). • Major renovation or replacement of large items such as bridges, kiosks, gates, parking lots, benches, etc.
COST EFFECTIVE	<ul style="list-style-type: none"> • Patching/minor regarding of trail surfaces and removal of loose rocks from trail. • Culvert cleanout where required. • Top up granular trail surfaces at approaches to bridges. • Planting, landscape rehabilitation, pruning/ beautification. • Installation/ removal of seasonal signage.

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
Parking, Drop Off Areas & Loading Zone	Granular	<ul style="list-style-type: none">- Improves access to trail facilities- Permeable	<ul style="list-style-type: none">- Ruts and potholes form seasonally- Increased risk for slip, trip, and falls- Less conducive to snow removal- Harder to delineate parking stalls to maximize use	5 – 10 years	<ul style="list-style-type: none">- Annual infill of potholes and ruts- Regrading and granular top up to ‘reset’ life cycle
	Asphalt/ Tar and Chip	<ul style="list-style-type: none">- Able to delineate stalls and maximize capacity- Conducive to snow removal	<ul style="list-style-type: none">- Impermeable- Need for drainage management/ infrastructure	15-25 years	<ul style="list-style-type: none">- Repaving or power washing- Minimal to no maintenance
	Permeable Systems (pour in place, modular paver and/or reinforced grids which support granular surfaces)	<ul style="list-style-type: none">- Permeable- Able to delineate stalls and maximize capacity- Conducive to snow removal	<ul style="list-style-type: none">- Higher cost- Susceptible to sediment clogging voids	15 – 40 years	<ul style="list-style-type: none">- Power washing to clear voids and maintain drainage function (frequency depending on winter maintenance and sediment flow into paved area)
Rest Area	Prefabricated benches and tables	<ul style="list-style-type: none">- Provides greater accommodation and comfort to those with limited mobility- Facilitate accessible seating options- Manufacturer warranty and replacement parts- Defines and encourages site use- Wide range of material options that can increase longevity and/or ease of maintenance and partial replacement	<ul style="list-style-type: none">- Susceptible to vandalism, theft, and degradation by elements, material composition considerations are important- Need to be kept in good condition or are strong negative reflection of the trail system	8 – 15 years	<ul style="list-style-type: none">- Minimal annual inspection for defects, basic landscaping
	Informal seating stones	<ul style="list-style-type: none">- Durable and low-cost option- Can facilitate a dual purpose for access barriers	<ul style="list-style-type: none">- Does not provide additional accessibility and comfort features	None	<ul style="list-style-type: none">- No maintenance
	Lawn area	<ul style="list-style-type: none">- Multi-purpose – picnic, child/dog friendly, area to prepare for trail	<ul style="list-style-type: none">- Requires some maintenance to enable a desirable level of function	None	<ul style="list-style-type: none">- Mowing every 3-4 weeks at a minimum

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		activity outside of active vehicular areas			
Lighting	LED	<ul style="list-style-type: none">- Low energy, low operational cost- LED lower cost savings benefits are reached with longer running lights such as at trailheads- Enhances trail safety (CPTED) and reduces potential crime	<ul style="list-style-type: none">- High procurement cost	10 – 15 years (bulbs) 35 – 45 years (poles)	<ul style="list-style-type: none">- Monitoring for bulb replacement and repairs due to vandalism
	Conventional Power	<ul style="list-style-type: none">- Reliable and best suited for facilities highly used in winter evenings- Lower capital costs and operational knowledge- Enhances trail safety (CPTED) and reduces potential crime	<ul style="list-style-type: none">- Higher operational cost	N/A	<ul style="list-style-type: none">- N/A
	Solar Power	<ul style="list-style-type: none">- Lower operational costs- Positive sustainability optics- Enhances trail safety (CPTED) and reduces potential crime	<ul style="list-style-type: none">- Higher capital cost and operational knowledge needed- Increased maintenance and vandalism	N/A	<ul style="list-style-type: none">- Cleaning to remove dust – 2 -5 year cycles reflective of seasonal rainfall
Signage	Detailed Maps/ Information	<ul style="list-style-type: none">- Large scale points of information, including trail mapping, interpretive information, user information- Key amenity to any trailhead that offers route options or multiple destinations, or features	<ul style="list-style-type: none">- Larger and/or more complex construction- higher maintenance and replacement costs- Require specialized skills to design	<ul style="list-style-type: none">- Depends on changes to posted information, materials, and design	<ul style="list-style-type: none">- Minimum seasonal inspection for vandalism and/or degradation- Monitoring for content update needs (approx. 2–5 year cycles)
	Wayfinding/ Placemaking	<ul style="list-style-type: none">- Minor signs are intended as simple directional	<ul style="list-style-type: none">- Are limited in the information they can communicate	5 - 10+ years	<ul style="list-style-type: none">- Minimal seasonal inspection for vandalism and/or degradation

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		<div>communication or placemaking identifier</div> <div><div>- Family of signs improves facility wayfinding and reinforces facility’s brand identity</div><div>- Directional markers often single post or simple construction – low maintenance and replacement cost</div></div>	<div><div>- Could require specialized skills to design</div><div>- Cost can vary depending on design, materials, and use.</div></div>		
Waste Management	Standard Waste Bins	<div><div>- Important tool to reduce littering</div><div>- Low cost install and replacement</div><div>- Fit well with standard waste collection practices</div><div>- Can range from barrel bins to more elaborate models with restricted lids</div></div>	<div><div>- Service collection is onerous as locations can be high in number and spread out. Limited winter maintenance can impede seasonal specific servicing</div><div>- Minimal capacity and or long durations between serviced lead to overflow and/or odors</div></div>	10 – 25 years (depending on chosen model)	<div><div>- General inspections with waste pick up for repair or replacement needs</div></div>
	Innovative Waste Bins	<div><div>- Important tool to reduce littering</div><div>- Improve feasibility of waste sorting options through collection efficiencies</div><div>- Reducing waste collection frequency – censored waste/recycling bins that inform the need for emptying through a centralized dashboard.</div><div>- Large, semi-underground waste collection systems (i.e.: Molock, Earthbin) that allow for more</div></div>	<div><div>- Service collection is onerous as locations can be high in number and spread out. Limited winter maintenance can impede seasonal specific servicing</div><div>- Can require changes to standard practices, equipment and/or 3rd party collection</div><div>- Can require specialized equipment for monitoring or collection</div><div>- Pet collection/ energy conversion systems require a process facility within regionally located near collection areas</div></div>	10 – 20 years	<div><div>- Functional maintenance per capacity projections or censor notifications – model specific</div><div>- General inspections with waste pick up for repair or replacement needs</div></div>

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		waste storage while reducing unwanted smells - Independent pet waste collection, consider waste to energy conversion systems that showcase green initiatives while encouraging use - Often more durable than standard bins			
Gates	Metal Gates	- Enables temporal access restrictions, including during periods of seasonal facility maintenance - Long lasting, low maintenance	- Hinge and lock mechanisms are susceptible to damage and degradation	15 -25 years	- Rust protection and hinge maintenance as needed – anticipate minor repair action every 5 years - General inspections for damages (i.e.: weather degradation or salt erosion)
	Wood or Metal/Wood Combination Gates	- Can be selectively removed/opened for seasonal or maintenance access	- Hinge and lock mechanisms are susceptible to damage and degradation Less durable and long lasting, susceptible to impact damage and weather degradation	10 – 15 years	- Post replacement and hinge maintenance as needed – based on weather degradation and salt
Barriers	Bollards – Metal or Concrete	- Removable options available to facilitate maintenance and other situational access	- Partial barrier, does not restrict all access - Not suitable for seasonal removal	15 – 30 years	- Damage repair as needed
	Post/ Post and Cable Post and Page Wire	- Low cost barrier that restricts most access	- Does not restrict pedestrian access	15 – 20 years	- Select post replacement and cable/page wire after 5 – 10 year mark or in response to vandalism/ inappropriate use - Cable tensioning units can be installed to aid with periodic tightening and will increase overall lifespan
	Natural Stone	- Durable and low-cost option - Good for restricting access by vehicles	- Partial barrier, does not restrict all access	None	- No maintenance

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
Shelter	Prefabricated - Metal	<ul style="list-style-type: none">- Encourages gathering and provides weather refuge- Helps to protect information/wayfinding signage- Pre-engineered, warranted, vandal resistant- Provides protections from inclement weather- Provides greater accommodation and comfort to those with limited mobility	<ul style="list-style-type: none">- Contractor or supplier install needed- Can accommodate undesired activity such as illegal actions and homeless shelter	25 – 35 years	<ul style="list-style-type: none">- Bi-annual touch up paint over paint damage after warranty period (often 10 years)
	Custom - Wood	<ul style="list-style-type: none">- Encourages gathering and provides weather refuge- Can be installed by volunteers and easily repaired	<ul style="list-style-type: none">- Less durable and more susceptible to vandalism and weather degradation- Can accommodate undesired activity such as illegal actions and homeless shelter	15 – 25 years	<ul style="list-style-type: none">- Varies largely based on construction materials and design- Smaller structure should be inspected annually after initial 5 years
Potable Water	Simple Hose Bib/ Tap or Bottle Fill Station	<ul style="list-style-type: none">- Provide water for users or pets- Desirable amenity at remote or high-volume trailheads- Improves comfort of trail experience	<ul style="list-style-type: none">- Seasonal, more specialized, maintenance required- Public health risks to water quality, which requires monitoring and reporting- Additional infrastructure required to service.- Susceptible to vandalism	N/A (depends on the system)	<ul style="list-style-type: none">- Fall decommissioning to empty lines- Spring reactivation and quality testing prior to potable use- Consider non-potable or labelling as such to encourage use for pets and clean up only if there is a risk concern
Washrooms	Portable	<ul style="list-style-type: none">- Rental/3rd party maintained.- Can be limited to specific seasons when service is desired.- Ability to scale up or down based on location need.	<ul style="list-style-type: none">- Lower standard facility that can be undesirable by users- Less control over maintenance due to rental contract structure- Standard models are not accessible, upgrading options recommended.	N/A	<ul style="list-style-type: none">- Periodic inspection and relay of issues to service provider- Annual inspections of wood, re-sealing or replacement of boards as needed.

Trail Amenity Maintenance Guidelines

Key Areas of Consideration for Material & Amenity Selection					
Amenity	Infrastructure/ Materials	Benefits	Limitations	Life Cycle	Maintenance Considerations
		<ul style="list-style-type: none">- Typically, a screen/ buffer made of wood to add privacy is expected			
	Permanent	<ul style="list-style-type: none">- Higher quality amenity, higher user satisfaction.- More flexibility for dual purposes and accessibility.- Better addresses higher volumes of use – such as major trailheads.	<ul style="list-style-type: none">- Require greater infrastructure and maintenance.- Increased costs to install and maintain.- Increased responsibility for care and maintenance.- Can accommodate undesired activity such illegal actions and homeless shelter	30 – 40 years	<ul style="list-style-type: none">- Daily to weekly inspections and cleaning,- Nightly locking, and daytime opening if evening use is not desired- Select replacement of fixtures after 10 years- Seasonal decommissioning if not heated



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AGREEMENT EXAMPLES

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In 2020, the United Counties of Leeds and Grenville entered into agreements with the Ontario Federation of All Terrain Vehicle Clubs (OFATV), and the Johnstown ATV Club, and the Ontario Federation of Trail Riders (OFTR) and the Bytown Motorcycle Association. The agreements (By-Law's 20-42 and 20-44) state that anyone wishing to ride an ATV or motorcycle in Limerick Forest must be a member of the OFATV and/or the OFTR and one of its local clubs.

In turn, the two organizations will provide the following services:

- trail maintenance work (i.e., repairs to trails due to rutting);
- trail warden patrols;
- education of riders regarding irresponsible riding in the forest, the need for insurance and licensing, noise pollution, alcohol, riding on closed trails and littering;
- annual spring and fall trail inspections based on the Limerick Forest Minimum Trail Maintenance Standards and
- provision of additional liability insurance.

These by-laws do not mean that "other" user groups can't use the same trails, i.e., a horseback rider or a mountain biker can use the same trails as the motorcycles and ATV's. If someone wishes to drive through Limerick on one of the main access roads in their car or truck and can do so safely and without causing damage to themselves or the forest, then that is permitted as long as the trails are open.

To summarize, the "motorized" agreement refers only to the use of ATV's and motorcycles and does not affect other user groups.

Details regarding annual memberships and/or trail passes may be found on the respective web sites for the [Ontario Federation of ATV Clubs \(OFATV\)](#)/[Johnstown ATV Club \(JATV\)](#) or the [Ontario Federation of Trail Riders \(OFTR\)](#)/[Bytown Motorcycle Association \(BMA\)](#).

Source: [Motorized Vehicle Agreement - Leeds & Grenville \(leedsgrenville.com\)](#)

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A sample agreement among land manager, landowner, and trail organization is below. It is a typical agreement that addresses all issues and responsibilities of the parties to allow for trail use. In this case on the City of Austin's Water Quality Protection Lands (December 2004).

Source: [Sample agreement among land manager, landowner, and trail organization - American Trails](#)

From Hill Abell
Bicycle Sport Shop

MEMORANDUM OF AGREEMENT BETWEEN
CITY of AUSTIN
AUSTIN WATER UTILITY
WILDLAND CONSERVATION DIVISION
AND
AUSTIN METRO TRAILS AND GREENWAYS
AND
AUSTIN RIDGE RIDERS
AND
HILL COUNTRY FOUNDATION
FOR CONSTRUCTION, OPERATION AND MAINTENANCE
ON THE WATER QUALITY PROTECTION LANDS
SLAUGHTER CREEK MANAGEMENT UNIT

Purpose

The purpose of this agreement is to establish roles and responsibilities for parties engaged in implementing public access trails on the City of Austin's Water Quality Protection Lands (WQPL). The Austin City Council approved trail recommendations for WQPL tracts on December 13, 2003.

This approval is meant to help implement the City's philosophy of providing the public with access to land in order to learn the importance of our watersheds, how these natural systems function and how we manage

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the land. This access will leverage the City's investment by educating our constituents so that they may protect sensitive watersheds near their homes and businesses.

The recommendations approved by City Council are the result of an extensive public participation where stakeholders agreed to provide resources to implement them. This Memorandum of Agreement will also serve to protect the interests of all stakeholders involved in this project, including the City. This relationship between the City of Austin and the stakeholders participating in this Memorandum will serve as a model for Public - Private partnerships in Austin and other communities.

The City of Austin Agrees:

To make the site on the Slaughter Creek Management Unit available for planning, construction operation and maintenance of a public access trail suitable for hiking, bicycle, and equestrian access;

That prior to Construction, the Environmental Conservation Program Manager or designated representative shall review and approve any plans for public access trails;

To move plans, etc. through the City's regulatory process by obtaining permits and approvals in cooperation with other signatories to this Memorandum of Agreement;

To provide technical assistance on issues related to sensitive and sustainable design, construction, operation, and management of a public access trail on this site;

To provide technical assistance to stakeholders on education actions related to the public access trail on this site;

To provide advance notice of temporary closures for management or emergencies to the Stakeholder Steering Committee, Trail Administration Subcommittee and the Trail Steward;

To keep partners informed of management or policy changes that would affect access, when appropriate by notifying the Stakeholder Steering Committee, Trail Administration Subcommittee and/or the Trail Steward as appropriate.

To monitor public access effects on water quality and quantity, ecology, etc. and to inform partners and public of results

To conduct research on effects of access on water quality and quantity, as appropriate, and inform partners or the public

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To evaluate whether constraints and guiding principles, which are the basis of the original trail recommendation, are being met. When deficiencies are noted the City shall notify the Stakeholder Steering Committee, Trail Administration Subcommittee or the Trail Steward as appropriate of any deficiencies or concerns.

Notify partners in a timely manner when conditions may lead to revocation of access so that corrective measures may be planned and implemented

That any actions must comply with all local, State and Federal regulations.

Austin Metro Trails and Greenways Agrees:

To serve as the sponsor for the public access trail on Slaughter Creek Management Unit with primary fiduciary responsibility for the long term compliance with this memorandum of agreement and the constraints and guidelines contained in the approved public access recommendations;

To plan and develop trails for this site including preparation and submission of plans to City of Austin for approval;

To serve as the lead to secure and provide funding or other resources necessary to construct, operate, and maintain this trail;

To provide volunteers and other inputs for trail work days or other trail related or educational events;

To provide a representative to the Trail Administration Committee;

To assure that trail construction, maintenance, education activities and other trail related projects are completed according to the terms of this memorandum and the constraints and guidelines contained in the approved public access recommendations;

To assist with trail education, construction operations, and maintenance.

Austin Ridge Riders Agree:

To serve as the party responsible for initial construction of the trail and related facilities;

To provide leadership for planning and implementing routine and special maintenance on the trail and related facilities;

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To help plan and provide trail construction and maintenance training to stewards, volunteers, or others who work on the trails;

To provide volunteers and other inputs for trail work days or other trail related or educational events;

To provide a representative to the Trail Administration Committee;

To assure that trail construction, maintenance, education activities and other trail related projects are completed according to the terms of this memorandum and the constraints and guidelines contained in the approved public access recommendations;

To assist with trail education, construction operations, and maintenance.

Hill Country Foundation Agrees:

To provide leadership for planning and implementing educational components for the trail;

To provide periodic reports documenting results of educational activities associated with the trail;

To provide volunteers and other inputs for trail workdays or other trail related or educational events;

To provide a representative to the Trail Administration Committee;

To assure that trail construction, maintenance, education activities and other trail related projects are completed according to the terms of this memorandum and the constraints and guidelines contained in the approved public access recommendations;

To assist with trail education, construction operations, and maintenance.

It is Mutually Agreed:

That a Trail Administration Subcommittee of Stakeholder Steering Committee shall be organized. This subcommittee will serve as the entity that is accountable to the City of Austin for the construction, operation and maintenance of this public access trail

Purpose - Provide coordinated management for trail building, maintenance, and use policies and serve as a point of contact for trails.

Governance - the subcommittee shall conduct an annual meeting with additional called meetings as needed

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Organization and Individual Responsibilities

Chairperson

Will lead subcommittee and represent the interests of the trail stewards

Point of contact for all trail issues

Will handle trails issues directly or delegate

Will follow up on issues and be responsible for ultimate resolution

Will serve as single point of contact to the City of Austin regarding trails issues

May direct volunteers to areas where help is needed

Assists with acquiring grants for trail maintenance, etc.

Can call meeting when deemed necessary

Shall be elected annually from the subcommittee membership

MOU Signatories Representatives - represents interest of specific user groups who have agreed to participate in the MOA and be accountable for its implementation. Interests may include:

Equestrian

Mountain Bike

Hikers

Wildlife/native plants/birders/other signatories

others

Stakeholder Steering Committee Representative - member of the Stakeholder Steering Committee which serves as the public oversight group responsible for assisting the City of Austin with planning public access on Water Quality Protection Lands

Stewardship Committee Representative member of the trail stewardship committee. This committee is organized to train trail stewards and other volunteer leaders assisting Water Quality Protection Lands

Trails Stewards are trained volunteer leaders who are responsible for the day-to-day operations and maintenance on individual trails. They only attend meetings or provide reports on an AS-NEEDED basis

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Closings: actions to close public access trails or segments of trails due to trail related issues, concerns or emergencies Closings will be based on the following Grade/Priority of Threat

Extreme/Severe

Spill, pipeline threat, natural disaster. An Immediate life threatening or threat to public safety

Immediate closure of site or segment until resolved

City, signatory, or both are responsible to identify threats and assure they are addressed

These threats must be addressed before the trail or segment is reopened

City of Austin representative must be notified immediately.

Serious/High

Dangerous Trail Conditions, trail use would cause damage or pose potential threat to public safety.

Requires immediate public notification (upon discovery)

Requires closure of trail or segment until grade of priority is reduced to lower level

Both the City and/or the Trail Steward are responsible for making the closure determination

Mitigation or correction will initiate within 24 hours

City of Austin representative must be notified immediately

Concern/Moderate

Trail Maintenance Needs/Observed Water Quality/Quantity Threats

Public Notification within 24 hours

Notification of City or Trail Administration within 5 working days

Both the City and/or the Trail Steward are responsible for making the closure determination

Corrected or mitigated in 14 days

No closings unless further deterioration to next grade/priority is expected or occurs

Routine/Preventative

Trail and Facility Management/Maintain Water Quality Quantity measures

Public notice as needed to avoid conflicts

Both the City and/or the Trail Steward are responsible for making the closure determination

Address under routine maintenance schedule

Closure notifications shall be included as appropriate

City staff

Trail Administrative Subcommittee

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Stakeholder Steering Committee

Trail Steward

MOA Signatories with impacted responsibilities

Media Outlets

Law Enforcement and Public Safety agencies

Trail Users through trail postings

Trail rules: the Trail Administration Subcommittee shall develop rules governing public access and use of the trail supported by this memorandum. They must support the constraints and guidelines contained in the public access recommendations. Draft rules shall be presented to the Stakeholder Steering Committee for ratification. Should the stockholders fail to reach consensus to ratify these rules the ratification process shall proceed to the second level of the appeals process. All signatories agree to enforce trail rules through monitoring; educational interactions with trail users, and reporting of violations to City of Austin staff. In situations where rules violations or emergencies pose a threat to public health or safety an appropriate law enforcement agency shall be notified.

Revocation: is a decision by the City of Austin to indefinitely close a trail and revoke public access privileges. Revocation shall be through written notification to all signatories of this memorandum. This action shall be based upon non-compliance with this memorandum of agreement, or the constraints, guidelines, or other provisions of the public access recommendations. Revocation will be enforced until non-compliance is corrected. Revocation may be appealed through the appeals process.

Periodic review: the signatories of this agreement will meet to review the status of this agreement annually before its anniversary date. The status of each signatory shall be confirmed. If a signatory organization is no longer able to meet its obligations under this memorandum a substitute signatory may be added through modification of this agreement. The annual review will also confirm that all the obligations of this agreement are being met and that all trail activities are being conducted in compliance with the public access recommendations including the constraints and guidelines.

Following the annual review, the City of Austin shall notify the signatories to this memorandum of the results of the review in writing. Full compliance shall be so noted. Should deficiencies be revealed in the review, the City of Austin shall provide the signatories with written notice that shall also include a performance plan and schedule for correction of deficiencies.

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Appeals: any signatory to this memorandum of agreement may appeal revocation or decisions regarding trails rules. Appeals must be presented in writing to all memorandum of agreement signatories. The first level of appeal shall be to the Stakeholder Steering Committee. The Stakeholder Committee may receive and consider any information from the City of Austin or other signatories to this memorandum regarding the revocation and appeal. An appeal may be upheld using the Stakeholder Steering Committee's normal decision-making process of consensus. If the appeal is not upheld, the revocation may be appealed to the City Manager, whose decision is final.

This memorandum may be revised or modified only with consent of all parties.

Withdrawal: any signatory may withdraw from this agreement by providing 90 days notice to all other signatories. Furthermore, if the City of Austin withdraws from this agreement after the trail is constructed and begins operation, the City agrees to maintain public access and assume full responsibility for operation and maintenance. Should other signatories withdraw, they must provide a substitute for their organization who will join the memorandum through modification and assume the obligations of the withdrawing signatory.

STAFF REPORT

S.R. No. 127-2023

PREPARED BY: Dave Robertson, Fire Chief
Joanne Haley, GM Planning, Building and Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 6, 2023

SUBJECT: Declaration of Surplus Property – Former Williamstown Fire Station

BACKGROUND:

1. The former Williamstown Fire Station is located at 19652 John Street, Williamstown. It is believed that this fire station was built in the early 1970s and has been operated as a fire station for both the former Township of Charlottenburgh and now the Township of South Glengarry.



2. In the 2021 budget included funds to relocate this station to the former Williamstown public works garage, as a new garage was previously constructed and occupied on Airport Road, Summerstown.

3. Renovations for the new station, located at 19686 William Street, began late 2022 and were completed and occupied in May 2023. The new station can now accommodate modern fire vehicles and provides adequate office and training spaces for operations.



ANALYSIS:

4. The completion of the newly renovated fire station has resulted in the Township conducting an internal exercise to determine the possible usage and future need for the former fire station. Following a thorough review and the completion of a Building Condition Assessment, it has been determined by Administration that this structure is no longer needed and is recommended to be declared as a surplus facility to the needs of the Township.
5. The property presents several constraints for future usage and needs by the Township. The structure essentially covers almost the entire property which is only 0.36 acres in size.
6. The parking lot for this facility is located on the St. Lawrence Valley Agricultural Society lands to the west.
7. There appears to be inadequate space for a replacement septic system due to the size of the lot and the proximity to the Raisin River (see image below, lot line locations are approximate).



8. The Building Condition Assessment revealed the need for some repairs and improvements in the short term as well as some repairs and improvements in the medium term. The following is an excerpt from the Assessment, a full copy of this report is attached:

4 Summary and Conclusions

EVb was retained to conduct a building condition study of the former Williamstown Firehall. The visual assessment of the structure focused on the condition of the structural elements, utilities, and other non-structural components that are included in this report. Our summary and recommendations are listed as follows:

- In general, the overall condition of the structure is good, with some areas in fair to poor condition. Many of the repairs are preventative and can be addressed in the medium term (<5 yrs.) The roof repairs are recommended to be addressed in the short term (< 2 yrs.)
 - The exterior of the building foundation and walls exhibited minor cracking and spalling of the parging, masonry, and mortar. The control joints in the masonry siding have cracks in them. Preventative maintenance is recommended in the medium term (<5 yrs.).
 - The roof seems to have dry rot at the fascia and edges of the trusses, which would be responsible for the uplift of the metal roofing, the pulling away of the eavestrough, and the discoloration of the soffit. It is recommended that the dry rot be dealt with in the short term (<2 yrs.).
9. Once declared surplus, the facility will be winterized and Administration will proceed with following the provisions of By-law 21-21, being the Sale and Purchase of Property By-law (see attached by-law) to dispose of the property.
 10. Pursuant to By-law 21-21, an appraisal of the property must be obtained prior to its disposition.

11. Following the receipt of an appraisal, a Staff Report will be brought back to Council to seek approval to proceed with the disposition.

IMPACT ON 2023 BUDGET:

12. There is no impact to the 2023 budget. Should Council choose to declare the former Williamstown Fire Station surplus and choose to sell the property, this could result in revenue that may impact the 2024 budget.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 127-2023 be received and that the Council of the Township of South Glengarry declares the former Williamstown Fire Station, located at 19652 John Street, and legally described as Lot 21 on Registered Plan 19, PIN 671210448, as a surplus to the needs of the Township of South Glengarry.

**Recommended to Council for
Consideration by:
ACTING CAO – KELLI CAMPEAU**



Former Williamstown Fire Hall Building Condition Assessment

Prepared for The Township of South Glengarry

JOB#: 23063 | June 2023

SUBMITTED BY: EVB Engineering

800 Second Street West. Cornwall
ON K6J 1H6

613.935.3775
EVBengineering.com

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1 Introduction

EVB Engineering was retained by The Township of South Glengarry to conduct a building condition study of the former Williamstown Fire Hall located at 19652 John St. in Williamstown, Ontario. On May 17, 2023, Jordan Gandia from EVB Engineering visited the site to complete the investigative work.

1.1 Scope of Study

The focus of this study is on the current physical condition of the structure to determine repair recommendations and estimate pricing. As discussed on site, a brief overview of heating, other utilities and non-structural components is included. The conducted inspection was cursory and limited to the visible areas of the structure. No destructive testing, excavations or imaging was completed as part of the work. A review of existing mechanical and electrical systems was not included.

1.2 Building Description

1.2.1 Building Exterior

The former Williamstown Fire Hall is a single-story building that is approximately 50'8" long by 34'10" wide. The date of construction is not known conclusively. The building structure is composed of a concrete block foundation and 8" wide concrete block walls. The north, east and west walls have 2 wythes of brick veneer masonry and a concrete block wall. The south wall has exposed concrete block masonry. The gable roof is wood framed and spans between the east and west walls, and the roofing is an exposed fastener metal roof.

The north face of the building has 2 large overhead doors accessible from the road by a concrete apron and an asphalt driveway. The concrete apron is connected to the sidewalk on the west side of the building, which allows access from the asphalt parking lot to the side door. The grade on all sides slopes away from the building. The south side of the building overlooks a drop off to the Raisin River. The septic tank is located at the southeast side of the building.



Photo 1: Former Firehall North (Front) View

1.2.2 Building Interior

The interior of the building is divided by a wood stud wall running east to west, that supports the loft area above the south area of the building. The north area was used as a garage and is 31'8" by 31'10" in size, with a height of 12' to the underside of the ceiling. The walls in this area are covered with a metal liner panel. The interior floor is composed of an exposed concrete slab on grade, with a large drain in the center of the floor. It is not known where the drain leads to.

The south side was used as a conference room and is approximately 15'6" by 23'6", with a height of 7'4" to the underside of the ceiling. The southeast corner of the building houses the washroom and mechanical room. The washroom has two sinks, a toilet, and a shower. These spaces are partitioned by wood stud walls which support the loft area and ceiling above. The unfinished loft area is accessible via a suspended storage shelf with a ladder and is currently used for storage. The connection of the chains supporting the suspended shelf was not observed.



Photo 2: Left: North Area. Right: South Area.

1.2.3 Roofing

The roof is supported by a pre-engineered wooden gable roof truss system that is spaced at 24" o.c. The trusses are in the Fink configuration and are fastened with metal truss plates. It could not be observed if roof truss holdown ties were installed to connect the trusses to the concrete block walls. Roof vents are installed along the peak. A polyethylene vapour barrier is fastened to the underside of the bottom chords with strapping, which supports batt insulation. It was noted that the insulation was discolored in certain locations, indicative of current or past infiltration of moisture. The attic is accessible through a hatch from the loft above the washroom.



Photo 3: Roof Trusses

1.2.4 Utilities

The building is heated by a natural gas furnace. Water is provided through a pump located near the adjacent Raisin River, and the hot water tank is electric. There is no water treatment. There is currently a standby generator if power runs out. The building also has interior and exterior access to fire hydrants.



Photo 4. Interior and Exterior Fire Hydrants

1.2.5 Windows and Doors

The north face has two 12'Wx10'H overhead doors, each with three double pane windows. On the west side, there is a steel door with a wire mesh reinforced window. The steel door is barred with a combination lock.

Other than on the doors, the three other windows in the building are all on the south side overlooking the Raisin River. One window is in the washroom, and the other two are in the conference room. These windows are sliding single pane windows.



Photo 5. Left: Steel Door. Right: South elevation windows.

1.3 References

The building had a previous inspection completed in 2015 regarding the discoloration of the fiberglass batt insulation in the attic area. As a result of the inspection, a small portion of the insulation and vapour barrier were replaced.

- October 2015 – Collection and Analysis of Lift Tape and Bulk Material Samples for Quantification of Mould Genera Present – Lakeside Green Environmental Consulting

2 Condition Inspection Results

Observed deficiencies are presented in Table 1. The overall severity of a structural deficiency is classified in Table 1 under three colour-coded categories/levels described below. Only deficiencies related to the structure are categorized in this way.

Good Condition

3

In this case, the first sign of “Light” (minor) defects are visible. This usually occurs after the structure has been in service for several years. These defects would not normally trigger remedial action since the overall performance of the element is not affected (e.g., discoloration, light honey combing and peeling or delamination of coating).

Fair Condition

2

Medium defects are visible. These types of defects may trigger a “preventative” type of remedial action (e.g., repointing, sealing, coating, painting etc.) where it is necessary to do so (e.g., narrow to medium cracks, medium honey combing and pop-outs).

Poor Condition

1

Severe defects are visible or suspected. Any type of spalling, delamination or rot would be considered as “poor” since these defects usually may indicate more serious underlying problems. These types of defects would trigger rehabilitation or replacement if the extent and location affect the overall performance of the member (e.g., wide cracks, spalling, delamination, rot in wood).

Table 1: Deficiencies Summary with Class D Estimate**

Location	Noted Deficiency	Photo No.	Condition	Budget
Exterior	• Asphalt has cracked and tires have created grooves	Photo 6	N/A*	-
	• Concrete sidewalk has deteriorated and spalled	Photo 6	N/A*	-
Foundation	• Parging has spalled off in several locations along the sides and corners	Photo 7 Photo 8	3	\$2,000
	• Concrete blocks have spalled and cracked in several locations along the sides and corners	Photo 7 Photo 8 Photo 10	2	\$10,000
	• Head joints in concrete blocks have crumbled in several locations	Photo 9	2	
Walls	• Bricks have cracked at several locations	Photo 10	2	
	• Bricks have crumbled at corner	Photo 8	2	
	• Brick expansion joints in façade have separated at east and west sides and at southern corners	Photo 11	2	
	• Blocks on southern wall exhibit signs of diagonal cracking at several locations	Photo 12	2	
	• Washroom door requires to be left open so pipes in washroom do not freeze, as per discussion. Walls may require better insulation.	Photo 16	N/A*	-
Roof	• Uplift of steel roofing at edges in several locations	Photo 13	2	\$20,000
	• Truss fascia has dry rot, as per conversation. Extent of damage not observed	N/A	Unknown	
	• Install roof truss holdowns at each end of trusses	N/A	Unknown	
	• Eavestrough is pulling away from fascia at several locations	Photo 13	2	
	• Discoloration of soffit due to water damage	Photo 13	3	
	• Discoloration of roof batt insulation	N/A	3	\$5,000
Floors	• Cracks have appeared near control joints in slab, located at edges and at center of slab	Photo 14	2	\$1,000
	• Floor drain		N/A*	-
Windows	• (3) Windows are single pane	Photo 15	N/A*	-
Utilities	• Water treatment	N/A	N/A*	-
Interior Partitions	• Removal of partitions or rework of loft and hatch access	Photo 17	N/A*	-
SUBTOTAL		\$38,000		

*Condition assessment and budget estimate only included for structural items.

**A Class D estimate (as defined by PWGSC) provides an estimate of the total cost of the project, based on the user's requirements to the degree known at the time. It is based on historical cost data for similar

work. All related factors affecting cost are considered to the extent possible. Such an estimate is strictly an indication (rough order of magnitude) of the total cost of the project.
Expected degree of accuracy: 20%.

3 Discussion and Recommendations

This section provides a discussion of the state of the building and recommendations for the deficiencies noted in Table 1. The following proposed recommendations are cursory. Repairing sequence and details of modifications are to be provided by the contractor.

3.1 Exterior

The asphalt and sidewalk were observed to be in poor condition. In the asphalt, many cracks were visible, and grooves created by tires were observed in front of the overhead doors. The concrete sidewalk around the north and west sides of the structure has deteriorated in several locations, especially in front of the two overhead doors. While these deficiencies do not present any structural hazards, the client may choose to repair or replace them if desired.

The grade on all sides sloped away from the structure. It was discussed on site that the drop off on the south side of the structure never had any slope stability issues, however it is noted that the drop off may present a fall hazard. It was also discussed that there were no known issues with the septic tank.

3.2 Foundation

The exposed foundation above grade was in fair condition. The deficiencies noted include spalling of the parging, and some minor cracking and spalling of the concrete blocks.

It is recommended that preventative repairs be completed on the exposed foundation. Identify areas showing signs of cracking, spalling and mortar deterioration. The surface of the concrete should be cleaned, and any loose material be removed. Existing cracks should be sealed and spalled concrete patched with repair mortar. Deteriorated head joints should be repointed. The crack sealant and repair mortar used must be installed as per the manufacturer's recommendations. After the block has been repaired, the spalled parging should be reinstated. The foundation should be monitored after repair to see if cracks reappear. If they do, it may be an indication of active settlement.

3.3 Walls

The exterior walls were in fair condition. The brick façade has cracked in several locations, and some bricks at the bottom corners have partially crumbled. The expansion joints on the east and west walls, as well as the southern corners have separated slightly from the expansion material in the joint. As per the on-site discussion, these cracks have not grown in several years. There is evidence that some previous cracks have been repaired on the south face concrete block wall. No cracks have reappeared in these repairs, suggesting that the settlement of the building in this area is not active.

Preventative repairs are recommended and should include repointing the masonry joints that have cracks, resealing the expansion joints and repairing/replacing bricks that have cracked or partially crumbled. Prior to repointing, the surface of the concrete should be cleaned, and any loose material be removed. The repair mortar used must be installed as per the manufacturer's recommendations. The completed repairs should be monitored to see if cracks reappear. If they do, it may be an indication of active settlement.

On the interior of the building, the wall insulation in the washroom appeared to be inadequate. As per the on-site discussion, the washroom door must remain open when not in use to prevent the pipes behind the toilet from freezing. Depending on the future use of the building, the insulation of the washroom may be required to be replaced to reduce heat loss and prevent the plumbing fixtures from freezing.

3.4 Roof

The roof structure was generally in fair condition, with some areas in poor condition. The deficiencies include uplifting of the metal roof near the fascia and pulling away of the eavestrough in certain locations. As per the discussion on site, this may be due to the dry rot that is in the fascia and ends of the wood trusses. However, the dry rot was not observed during the site visit. In the attic, the trusses and sub-roofing plywood appeared in good condition. It was not observed if any roof truss holdowns were installed.

It is recommended that the rotted fascia be replaced. If the trusses are significantly rotted at the ends, engineering may have to be performed to provide a plan of repair. If missing, truss holdown ties must be installed. Once the rot has been removed, the metal roofing, eavestrough and soffit can be reinstated or replaced.

In certain locations in the loft, the batt insulation appeared to be discolored. According to the report 437A-15 by Lakeside Green Environmental Consulting, the discoloration of the insulation may be caused by air passing through the vapor barrier from the interior of the building bringing with it dust and humidity, which supports low level mold growth. The report concludes that for the current use of the building, the result of the samples and the location of where the samples were collected, the results did not present a concern at that time. They recommended that an annual inspection take place, and that if the condition worsens, replacement of the insulation and vapor barrier may be warranted. As a result of the report, a small portion of the insulation and vapour barrier were replaced, and since then, the client has not noticed any further comparable mold issues. If the use of the building were to change significantly, and as a result individuals were to spend more time in the building, it is recommended that the environmental consulting group be retained to determine the safety of the new occupancy.

3.5 Floors

The slab on grade was in fair condition. The cracks visible in the center of the room, and at the edges of the control joints appear to have been caused by the settlement of the slab. Currently, these cracks do not present a structural concern. If preventative repair is performed, the cracks in the concrete slab may be sealed with a crack sealant. The cracks must be cleaned thoroughly of foreign and loose material prior to the application of the sealant. The sealant must be applied according to the manufacturer's recommendations. Regardless if maintenance is conducted, these cracks should be monitored to see if they grow or reopen. If they do, it may be an indication of active settlement.

It is not known where the drain in the floor leads to. Depending on the future use of the building, it may be required to perform a more comprehensive investigation of the drain, and potentially install an oil separator, or to fill it with concrete and abandon the drain.

3.6 Windows

The three windows on the south side of the building are all single pane sliding windows. Depending on the future use of the building, new windows may be installed to provide better energy savings.

3.7 Utilities

There was no water treatment system in place. During the inspection, the taps in the sink were turned on, and discolored water appeared. Depending on the future use of the building, it may be beneficial to install a filtration or treatment system.

3.8 Interior Partitions

The interior stud wall partitions support the unfinished loft area above the conference room and washroom. The loft was only accessible via a suspended storage shelf with a ladder (see Photo 17). In some areas of the loft, the plywood was just laid in sections, and the joists were visible at other locations. Care had to be taken to access the hatch to see the roof trusses.

Together, these partition walls and the loft area may be removed if desired. If left as is, it is recommended that the loft be accessible directly with a ladder without having to use the suspended shelf. Flooring should be installed in the line of travel to the truss hatch.

4 Summary and Conclusions

EVB was retained to conduct a building condition study of the former Williamstown Firehall. The visual assessment of the structure focused on the condition of the structural elements, utilities, and other non-structural components that are included in this report. Our summary and recommendations are listed as follows:

- In general, the overall condition of the structure is good, with some areas in fair to poor condition. Many of the repairs are preventative and can be addressed in the medium term (<5 yrs.) The roof repairs are recommended to be addressed in the short term (< 2 yrs.)
- The exterior of the building foundation and walls exhibited minor cracking and spalling of the parging, masonry, and mortar. The control joints in the masonry siding have cracks in them. Preventative maintenance is recommended in the medium term (<5 yrs.).
- The roof seems to have dry rot at the fascia and edges of the trusses, which would be responsible for the uplift of the metal roofing, the pulling away of the eavestrough, and the discoloration of the soffit. It is recommended that the dry rot be dealt with in the short term (<2 yrs.).

The following suggestions may be acted upon at the discretion of the owner, as these points will depend on the future use of the building:

- The asphalt driveway and concrete sidewalk may be repaired or replaced if desired.
- The eavestrough and soffit may be replaced when work is done on the roof fascia and trusses if they are found to be damaged or if aesthetics is a factor.
- The insulation in the washroom may be replaced to reduce heat loss, and to prevent the pipes from freezing when the washroom door remains closed. Considering that the washroom pipes freeze, the insulation around the building may be minimal, and it may be useful to investigate or reinsulate the building.
- It may be beneficial to either replace the insulation in the attic, or to retain the referenced environmental consulting group to determine the risk of mold from the insulation caused by a new use of the building or a new occupancy.
- The concrete slab has cracks in the center of the room and at the edges near the control joints. While these cracks do not indicate a structural concern as of the site visit, they may be repaired if desired.

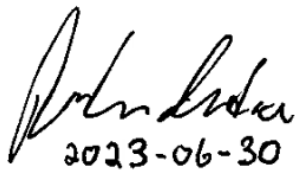
- The drain in the center of the room may have to be investigated, as it may be required to install an oil separator or to fill the drain with concrete.
- The three single pane windows on the south elevation may be replaced to reduce heat loss.
- A water treatment system may be installed to increase the quality of the running water.
- The interior wood stud partitions and loft area may be removed if desired. If left, access to the loft and hatch should be looked at to increase safety. The suspended shelf should not be in the path of travel to access the loft, and floor panels should be in all locations along the path of travel.

Limitations

- This report was prepared for The Township of South Glengarry only and shall not be used or relied upon by any third party without the written consent of EVB Engineering.
- The results of this review are based on the observed state of the building at the time of inspection and information provided by the client. Conditions may exist that differ from those observed during the inspection. No destructive testing, imaging or other means of investigation were completed.

We trust this report meets your requirements. Should you require any further information or have any questions, please do not hesitate to contact the undersigned.

EVB Engineering


2023-06-30

Jordan Gandia, E.I.T.
Structural Engineering Intern



Greg Esdale, P.Eng.
Structural Engineer

Appendix A: Photo Log

Photos shown here are referenced by Table 1: Deficiencies Summary, and other sections of the report.



Photo 6. Asphalt and sidewalk



Photo 7. Foundation parging and block



Photo 8. Foundation parging and spalling of block



Photo 9. Head joints crumbled



Photo 10. Cracking in foundation and wall facade



Photo 11. Expansion joints separation



Photo 12. Diagonal cracking at south elevation



Photo 13. Roof fascia and eavestrough



Photo 14. Drain and slab cracks



Photo 15. Single pane windows



Photo 16. Insulation in washroom



Photo 17. Loft access

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 21-2021
FOR THE YEAR 2021**

***BEING A BY-LAW TO REGULATE THE SALE AND PURCHASE OF
PROPERTY.***

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 *Municipal Act, 200*, c.25 S270(1)1. provides that a municipality shall adopt and maintain policies with respect to the sale and other disposition of land.

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

1. SHORT TITLE

- 1.1. This by-law may be cited as the "Sale and Purchase of Property By-Law" or "Sale and Purchase of Property Policy".

2. PURPOSE/OBJECTIVES

- 2.1. The objectives of this by-law are:
- 2.1.1. to purchase and administer property only in support of municipal objectives;
 - 2.1.2. to purchase, maintain, preserve and sell property to the maximum long-term economic advantage of the Township;
 - 2.1.3. to ensure an efficient process for simple property sales and purchases by the Township;
 - 2.1.4. to be transparent in the sale and purchase of property by the Township;
 - 2.1.5. to ensure public accountability.

3. DEFINITIONS

"Abutting" means adjoining or bordering property;

"Adjacent" means a nearby property;

"Agreement" means a binding contract, formal or informal, between two or more parties that creates an obligation to do or not to do a particular thing;

"Appraisal" means a written opinion of value providing information sufficient to satisfy the Treasurer that the opinion is reasonable for that property;

“CAO” means the Chief Administrative Officer of the Township, including his or her successor and designate from time to time;

“Clerk” means the Clerk of the Township, including his or her successor and designate from time to time;

“Council” means the Council of the Township;

“General Manager” means the person responsible for the operation of a Division, including his or her successor and designate from time to time, and includes: General Manager – Planning, Building and Enforcement and General Manager – Finance/Treasurer.

“Land” means real property or real estate, not including structures or whatever is attached or affixed to the land but including anything that grows on the land;

“Manager” means the person responsible for the operation of a Department, including his or her successor and designate from time to time, and includes: Director of Roads and Waste Management, Director of Water & Wastewater Operations, Director of Corporate Services/Clerk and Fire Chief.

“Nearest” means the closest property

“Property” means land or real estate, including any improvements, structures and whatever is attached or affixed to the property and whatever grows on the land, that is owned by the Township or that is owned by its agencies, boards or committees and the jurisdiction for the sale of which rests with the Township;

“Township” means The Corporation of the Township of South Glengarry.

4. BY-LAW EXEMPTIONS

4.1. The following are exempt from all provisions of this by-law:

- 4.1.1. Sale of property under Part XI of the Municipal Act, 2001 (Tax Arrears).
- 4.1.2. Property purchases under the Township’s Right-of-Way Policy.

5. PECUNIARY INTERESTS

If a Member of Council has a direct or indirect pecuniary interest, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, CHAPTER M.50, as amended, in a sale or purchase then in addition to any other process laid out herein the sale or purchase must be approved by Council in open session

6. GENERAL PROVISIONS

6.1.1. Conditions before sale:

- 6.1.1.1. the property shall be declared surplus by a Council resolution or by-law in open session;
- 6.1.1.2. an appraisal of the property shall be obtained;
- 6.1.1.3. public notice seeking offers shall at a minimum be given through an advertisement in a local newspaper and on the Township’s webpage two weeks prior to Council considering a sale in open session or a real estate agent may be retained to sell the surplus properties. The Agent shall be permitted to use various selling strategies such as

selling one lot at a time or sell multiple properties simultaneously using a “delayed offer” presentation strategy;

6.1.1.4. The CAO or his or her designate shall be authorized to negotiate a conditional offer on behalf of the Township when a full price offer has been received and is permitted to negotiate multiple offers.

6.1.1.5. The Mayor and Clerk shall be authorized to sign conditional offers, which shall be subject to the final approval of Council.

6.1.1.6. the sale shall be approved by Council resolution or by-law in open session;

6.1.1.7. once the above conditions have been met, the Mayor and Clerk shall be authorized to sign all applicable documents required to finalize the sale.

6.1.2. Conditions before purchase:

6.1.2.1. Council shall provide direction to Administration;

6.1.2.2. the CAO or his or her designate, based on the direction provided by Council, shall be authorized to negotiate an agreement to purchase which shall be subject to Council’s final approval;

6.1.2.3. the agreement to purchase shall be approved by Council resolution or by-law in open session;

6.1.2.4. subject to the above resolution or by-law, the Mayor and Clerk shall be authorized to sign all applicable documents required to finalize the purchase.

7. SPECIAL CLASSES

7.1. The following shall apply for special classes of property:

7.1.1. Conditions before sale:

7.1.1.1. If it is a closed highway and, is without any structures greater than 10 square metres, is sold to an owner of property abutting and/or adjacent to the closed highway and the sale has been recommended by Council Resolution or By-Law in open session then the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.2. If it is property that does not have direct access or access through a right of way or easement to a highway, is without any structures greater than 10 square metres, is sold to an owner of property abutting and/or adjacent to that property, and the sale has been approved by Council Resolution or By-law in open session then, the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.3. If the purchaser is an incorporated, not-for-profit organization, local board, including a school board or conservation authority, municipality, or crown in right of Ontario or Canada, and their agencies, and the sale has been approved by Council Resolution or By-law in open session then, the Mayor and Clerk shall be authorized to sign all applicable required for the sale.

7.1.1.4. If Council, by resolution, deems that the sale is an important means of promoting economic development, there is an appraisal for the property, and the sale has been approved by Council Resolution or By-Law in open session then the Mayor and Clerk shall be authorized to sign all applicable documents required for the sale.

- 7.1.1.5. If the Township's General Manager of Planning, Building and Enforcement deems that due to lot configuration it would be good planning to merge the property with an existing abutting lot, then if it is to be sold to the owner of the lot and the sale has been approved by Council in open session by Resolution or By-law, then the Mayor and Clerk shall be authorized to sign all applicable required for the sale.
- 7.1.1.6. If the Township's General Manager of Planning, Building and Enforcement deems that due to lot location it would be good planning to sell the property to the nearest adjacent property owner providing the property provides direct access to a body of water, a public road or any infrastructure that will add value to the adjacent property and the sale has been approved by Council in open session by Resolution or By-law then the Mayor and Clerk shall be authorized to sign any documentation required for the sale.

8. ROAD ALLOWANCES

- 8.1. The Township of South Glengarry encourages the preservation of road allowances leading to the water. The Township of South Glengarry requires that such road allowances remain in the Township's ownership to ensure that access to the water is available to the public now and in the future or the proposed purchaser shall offer an alternative means of guaranteeing access to the water that either provides at least the equivalent access to the water that the road allowance could provide or provides access appropriate for the location.
- 8.2. The Township of South Glengarry will not typically consider the stop up and closing of an unopened road allowance where the road allowance might potentially serve future development or movement of traffic.
- 8.3. All cost incurred for the road closing are borne by the applicant (e.g. legal fees, survey costs, advertising costs). Road closing that takes place, are at no expense to the Township.

9. OTHER

- 9.1. If any portion of this by-law is ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of the by-law shall remain valid and binding.

10. ENACTMENT

- 10.1. This by-law shall come into force and effect, and By-Law 11-18 shall be repealed, upon final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 15TH DAY OF MARCH, 2021.

MAYOR: **CLERK:**



STAFF REPORT

S.R. No. 128-2023

PREPARED BY: Sarah McDonald, P. Eng., GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 6, 2023

SUBJECT: Tyotown Heights Subdivision – Final Acceptance

BACKGROUND:

1. Tyotown Heights is located on Tyotown Road between Boundary Road and Purcell Road.
2. Council authorized the [Subdivision Agreement](#) for Tyotown Estate on February 16, 2023.
3. Preliminary Acceptance of the Works was issued in accordance with the Subdivision Agreement on March 25, 2022. At that time the Developer's Engineer (EVB) provided:
 - a. A written request for acceptance.
 - b. A certificate that the works have been constructed and installed in accordance with Township specifications, standards, and requirements and in accordance with the approved designs of the works.
 - c. "As-built" drawings of the works.
4. The "Works" were defined by Schedule 'D' of the Subdivision Agreement and include:
 - a. Stripping of topsoil.
 - b. Lot grading including construction of drainage swales and ditches.
 - c. Utility trenching and Hydro Servicing.
5. The one-year maintenance and warranty period has ended, and the Developer has requested Final Acceptance and provided a Statutory Declaration that accounts for works and materials.

ANALYSIS:

6. Administration recommends that the Township issue Final Acceptance of the Work and release the final 15% holdback.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 128-2023 be received and that the Council of the Township of South Glengarry direct the General Manager of Infrastructure Services to issue the Final Acceptance of the Works for the Tyotown Heights Subdivision and release the remaining security.

**Recommended to Council for
Consideration by:
ACTING CAO – KELLI CAMPEAU**



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411
www.southglengarry.com

PRELIMINARY
CERTIFICATE OF ACCEPTANCE
OF THE WORKS

Owner:	David Rothwell Grant
Subdivision Name:	Tyotown Heights Subdivision
Phase / Stage:	N/A
Description:	Part of Lots 38 & 39, Registered Plan 101 now designated as Lots 1 through 5

A Preliminary Certificate of Acceptance of the Works is hereby issued by the General Manager of Infrastructure Services in accordance with the subdivision agreement for the above noted development for the following work:

Type of Works	Scope of Works Completed	Portion of Security Released	Date Accepted
Site Works	Preliminary Acceptance site works	85%	March 25, 2022
	Completion of maintenance and warranty obligations	-	-

Sarah McDonald, P. Eng.
General Manager of Infrastructure Services

November 24, 2022

Date



Township of South Glengarry
6 Oak St., P.O. Box 220
Lancaster, Ontario
K0C 1N0

March 9th, 2022

Attn: Sarah MacDonald, P. Eng.
General Manager – Infrastructure

Re: Tyotown Heights Subdivision
EVB Project No. 19126

Dear Ms. MacDonald,

The contractor has completed construction of the Tyotown Heights Subdivision. This letter is prepared to request the following:

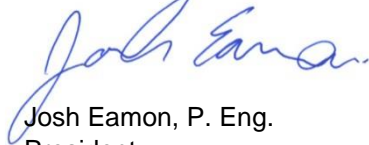
1. **Building Permits (Section 33 of Subdivider's Agreement):** It is our understanding that the requirements of clause 33 of the subdivider's agreement have been met and that the Township can proceed with the issuance of building permits when applied for. In support of this statement, please note the following:
 - a. EVB has measured the lot grade elevations and confirmed that all lots are graded to a tolerance of 0 to 300 mm below finished grade, which we deem to be in conformance with item 33 (b) of the subdivision agreement. Please find attached to this letter a drawing with the measured lot grades marked in red.
 - b. The Hydro servicing has been installed to each lot. The other utilities listed in item 33 (d) of the subdivision agreement were existing and no additional installation efforts were required by the developer.
2. **Preliminary Acceptance of Works (Section 18 of the Subdivider's Agreement):** We request the Township provides preliminary acceptance of the works completed by the developer. In support of this request, we offer the following:
 - a. This letter shall serve as the written request for acceptance of the works.
 - b. We will request that the client's solicitor provide you with a statutory declaration regarding payment of accounts and Liens.
 - c. EVB Engineering confirms that we were engaged by the developer to complete periodic site visits as necessary to inspect the works and we confirm the works have been constructed and installed in accordance with our drawings and Township standards.
 - d. The marked-up grading plan attached shall serve as the as-built drawing for the project.
 - e. Final acceptance of the works will be requested after the one-year warranty period has expired.

If the Township is in support of the request for preliminary acceptance, we recommend that 85% of the security be released, as defined in Schedule D of the subdivision agreement, and the remaining 15% is retained for the duration of the one-year maintenance period.



We trust that this information satisfies the Township's requirements. If you require any further information, please do not hesitate to contact the undersigned.

Sincerely,
EVB Engineering



Josh Eamon, P. Eng.
President

SUBDIVISION

AGREEMENT

DAVID ROTHWELL GRANT

PREPARED BY:

**TOWNSHIP OF SOUTH GLENGARRY
Planning Department
P.O. Box 220
6 Oak Street
Lancaster, Ontario
K0C 1N0**

**TEL: 613-347-1166
FAX: 613-347-3411
WWW.SOUTHGLENGARRY.COM**

SUBDIVISION AGREEMENT

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TOWNSHIP OF SOUTH GLENGARRY

SUBDIVISION AGREEMENT

THIS AGREEMENT made in QUADRUPLICATE on the 16th day of February 2021.

BETWEEN:

DAVID ROTHWELL GRANT

**hereinafter called the DEVELOPER
of the FIRST PART**

AND

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY**

**hereinafter called the TOWNSHIP
of the SECOND PART**

WHEREAS the Developer is the owner of the land described in Schedule "A" to this Agreement and proposes to subdivide it for purpose of selling, conveying, or leasing it in lots, by reference to a registered plan of subdivision;

AND WHEREAS the Developer warrants that he is the registered owner of the lands and has applied to the United Counties of Stormont, Dundas and Glengarry hereinafter called the United Counties, for approval of a plan of subdivision, hereinafter called the Plan, which is annexed hereto as Schedule "B" to this Agreement;

AND WHEREAS the Developer represents that there are no mortgages against the Lands upon conveyance;

AND WHEREAS the Township requires the Developer to agree to construct and install certain works as hereinafter provided and herein referred to as the "Works" set out in Schedule "C" and to make financial arrangements with the Township for the installation and construction of required services before final approval of the Plan by the approval

authority of the day (The County Planner, United Counties)

AND WHEREAS the Developer is required to make a cash payment to the Township in lieu of dedicating parkland in accordance with Schedule "F";

AND WHEREAS the word "Developer" where used in the Agreement includes an Individual, an Association, a Partnership, or a Corporation and wherever the singular is used herein it shall be construed as including the plural;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of other good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada, now paid by each of the parties hereto to each of the other parties hereto, (the receipt whereof is hereby acknowledged), the parties hereto hereby covenant, promise and agree with each other as follows:

1. ORDER OF PROCEDURE

- a) Upon Application to the Township for the Preparation of an Agreement, the Developer shall:
 - i) Submit the final engineering drawings and design calculations, including a drainage report and plan for approval.
- b) Prior to Signing the Agreement, the Developer shall:
 - i) Deposit with the Township the required Securities and proof of Insurance as outlined in the Agreement;
 - ii) Pay in full outstanding taxes, drainage, and local improvement charges;
 - iii) Pay in full the Cash in Lieu of Parkland;
 - iv) Secure final approval of engineering drawings and design calculations including a design brief, a drainage report and plan, as well as a Stormwater Management report and plan.
- c) Prior to starting construction on the Infrastructure in the Subdivision, the Developer shall:
 - i) Have obtained final approval of the Plan from the County Planner of the United Counties and have obtained Registration of the Plan by the United Counties.
- d) Prior to the Issuance of Building Permits, the Developer shall:
 - i) Have complied with all the requirements of Clause 38.

2. ATTACHED SCHEDULES

The following Schedules are attached to and form part of this subdivision agreement:

SCHEDULE "A"	Description of Lands being Subdivided
SCHEDULE "B"	Plan of Subdivision
SCHEDULE "C"	Works to be Provided
SCHEDULE "D"	Estimated Cost of the Works
SCHEDULE "E"	List of Easements to be Granted to the Township
SCHEDULE "F"	Parkland
SCHEDULE "G"	Declaration of Progress and Completion
SCHEDULE "H"	Design and Construction Drawings
SCHEDULE "I"	Certificate of Lot Grading
SCHEDULE "J"	Required Wording of Letter of Credit
SCHEDULE "K"	Required Wording of Surety Bond
SCHEDULE "L"	Required Wording of Certificate of Liability Insurance

3. TOWNSHIP'S LEGAL, PLANNING AND ENGINEERING COSTS

The Developer agrees to pay to the Township the cost of the Township's Engineer for peer review, supervision and inspection on behalf of the Township. Further, as accounts are received from the Township's lawyer, planner and engineer they will be paid by the Township and then submitted to the Developer for reimbursement. The Developer acknowledges that pre-engineering fees are in addition to any cost incurred by the Township's Engineer in relation to time and materials.

Interest on any outstanding amounts required to be paid pursuant to this clause or elsewhere in this Agreement shall be calculated in accordance with By-Law 16-09 approved by Township Council on May 25, 2009, being a rate of 1.25% per month compounded monthly after default.

4. DEVELOPER'S CONSULTING ENGINEER

The Developer shall employ engineers registered and in good standing with the Association of Professional Engineers of Ontario, or other competent persons:

- a) to prepare designs;
- b) to prepare and furnish all required drawings;
- c) to provide the field layout for the lots and grading and drainage;
- d) to maintain all records of construction and upon completion to advise the Township of all construction changes and to prepare final "As Constructed" drawings both hard copy and electronically;
- e) to act as the Developer's representative in all matters pertaining to the construction;
- f) to provide co-ordination and scheduling to comply with the timing provisions of this Agreement and the requirements of the Township, for all the works specified in this Agreement.

5. WORKS TO BE PROVIDED

The works to be installed are set out in Schedule "C" to this Agreement. This schedule is to set out the works in general terms only and shall not be construed as covering all items in detail. The engineering standards that are to apply to works are to be obtained from the Township. Generally, the works shall be in accordance with Township standards that will follow the Ontario Provincial Standard Specifications and Ontario Provincial Standard Drawings that are applicable to the proposed works. If at any time and from time to time during the development of the subdivision, the Township is of the opinion that additional works are necessary to provide any of the public services required by the Plan, the Developer shall construct, install or perform such additional works at the request of the Township.

6. APPROVAL OF PLANS

The Developer and the Engineers employed by him shall have the Design and Construction drawings and specifications for the works approved by the Township in advance of the commencement of said works.

7. NOTIFICATION OF COMMENCEMENT AND COMPLETION

The Developer shall not commence the construction of any of the works until the Plan has been registered and the Developer has provided 48 hours written notice to the Township of his intent to commence work. It is the intent of this Agreement that the works be performed expeditiously and continuously, in accordance with the Declaration of Progress and Completion as required under Clause 8 of this Agreement, unless extended by the Township.

8. DECLARATION OF PROGRESS AND COMPLETION

At the time of signing the Agreement the Developer shall complete Schedule "G" - Declaration of Progress and Completion which provides the Township with an undertaking for the completion dates of all works required by this Agreement. Any completion dates contemplated herein on Schedule "G" shall have no effect provided the Developer is not prevented from complying with the completion dates by some act of the Township, strikes, weather conditions and without limiting the generality of the foregoing, any other contingency over which the Developer has no control.

9. CONSTRUCTION OF WORKS

Following the registration of the Plan, the Developer shall cause to be constructed all requisite works, in order to provide the required work to the lots and building blocks within the Plan.

10. INSPECTION OF CONSTRUCTION

During construction of the works the Township may inspect the work at hand at such times and with such duration and frequency as the nature of the type of construction may dictate. Subject to the obligations of the Township Engineer to protect the interests of the Township through such inspections, every effort will be made to keep duplication of engineering services on site to a minimum. If during such inspections the Township Engineer perceives that construction, whether by method or otherwise, constitutes an immediate danger to life or property, or construction does not conform to acceptable practice in order to meet the requirements for services, he will have the authority to cease construction operations by verbal notice to the contractor and/or the Developer's Engineer, such notice to be confirmed in writing as soon as possible thereafter. A copy of this clause shall be delivered by the Developer to each and every contractor engaged in construction of services for the Subdivision.

11. QUALITATIVE AND QUANTITATIVE TESTS

The Township may perform or cause to have performed any qualitative or quantitative test of any of the materials which have been or are proposed to be used in the construction of any of the works required by this Agreement. Additionally, the Township may require such soil tests to be carried out as it may deem necessary. The Developer shall be responsible for the payment of the cost of all such tests reasonably required by the Township hereunder. Upon the completion of such tests and the obtaining of the reports for such tests, the Township will invoice the Developer for the costs of same and the Developer shall be responsible to pay said invoice within 30 days of the date of the invoice.

12. VOIDING AGREEMENT

In the event that the Plan of Subdivision is not registered within one year from the date of signing this agreement, or if the Developer has not commenced construction within 18 months from signing, the Township may, at its option, and on 30 days notice to the Developer declare this Agreement to be null and void and of no further effect. The refund of any fees, levies or other charges paid by the developer shall be in the sole discretion of the Township and the Developer acknowledges that under no circumstances will interest be paid on any refund.

13. DEVELOPER'S EXPENSE

Every provision of this Agreement by which the Developer is obligated in any way shall be deemed to include the words "at the expense of the Developer" unless specifically stated otherwise.

14. SECURITIES

The Township has established a policy that for rural Subdivisions (privately serviced), the security requirement is fifty percent (50%) of the value of the works. The process to release the securities is set out in Schedule "D" to this Agreement.

15. FINANCIAL SECURITY FOR PERFORMANCE OF WORKS

Before this Agreement is executed by the Township, the Developer shall deposit with the Township a sufficient sum in either cash, an irrevocable Letter of Credit or a Surety Bond that is in a format acceptable to the Treasurer, all of which will be referred to herein as the "financial security". The amount of the financial security will be sufficient to meet the financial requirements of this Agreement, based on the estimated cost of the work as outlined in the attached Schedule "D" to this Agreement. The Developer shall deposit with the Township the financial security required before commencing construction of any of the said works.

If the Owner satisfies the provisions of this clause by depositing an irrevocable letter of credit or Surety Bond with the Township and such letter of credit or Surety Bond contains an expiry or termination date, the following provisions shall also apply:

- a) The Letter of Credit or Surety Bond shall be in the format indicated on Schedule "J" or Schedule "K" to this Agreement.
- b) It shall be a condition of the Letter of Credit or Surety Bond that it be renewed automatically, without amendment.
- c) If such letter of credit or surety bond contains an expiry or termination date, then until the final acceptance of the work by the Township, the Letter of Credit or surety bond shall be renewed automatically in the same manner as provided in sub clause (b) hereof until the final acceptance of the works by the Township Engineer and the Council of the Township.
- d) If the Developer fails to deposit a new letter of credit or surety bond as required under sub clause (b) and (c) hereof, such failure shall be deemed to be a breach of this Agreement by the Developer, and the Township, without notice to the Developer, may call upon the whole or any part of the existing letter of credit or surety bond notwithstanding anything herein otherwise contained. Any amount received by the Township shall be held by the Township in the same manner as if it had originally been cash deposited under the provisions of this clause.

16. RELEASE OF FINANCIAL SECURITY

Securities will be released on the following basis:

Scope of Works Completed	Portion of Security Released
Other Works- Site Works	
• Preliminary acceptance by the Township	85%
• Completion of maintenance and warranty obligations	15%

-
- a) Upon preliminary acceptance of all site works (e.g. grading, drainage) by the Township, the Township may permit a reduction in the financial security relating to such other works by up to eighty-five (85%) percent. The preliminary approval of such works or part thereof shall be dated as of the date of the Developer's application for approval thereof. It is understood that the remaining fifteen (15%) percent of the financial security relating to such other works shall be held by the Township for a minimum of one year to cover the Developer's warranty and maintenance obligations stipulated in this Agreement with respect to such works. Such warranty and maintenance obligations relating to such works shall continue until the said works have been finally accepted by the Township and until "as built" drawings are provided.
 - b) After having first notified the Developer, the Township may at any time authorize the use of the whole or part of the amount of the financial security referred to in Clause 14 hereof to pay the cost of any work that the Township deems necessary to rectify default by the Developer or its assignees, or to pay the cost of any matter for which the Developer is liable under this Agreement, whether such cost is in relation to construction or installation of any works or service or any defects or required maintenance.
 - c) The Developer covenants and agrees to restore to the satisfaction of the Township, any faulty workmanship or materials used in construction of the works outlined in Schedule "C" or any damage done by the Developer or its successors or assignees or by its or their employees, contractors or agents during construction of the said works or buildings. Such responsibility for restoration shall continue until the said works have been finally accepted by the Township.
 - d) Upon final acceptance of the said works by the Township, the Developer shall be entitled to have released to it by the Township all financial security then held by the Township under this Agreement.
 - e) The Developer agrees that the Township may enforce, any Performance Bond or Letter of Credit or Surety Bond given by any contractor to the Developer under any agreement with such contractor for the construction of any of the works, provided that this shall not constitute any assignment of such security. Where the Township deems that there has been default by such contractor, the Township shall notify the Developer and the Developer shall proceed to enforce its said security within seven (7) days or within such further time as the Township may allow, failing which the Township may proceed to enforce such security as the Developer's attorney and at the Developer's expense.
 - f) The Developer covenants that it will comply with all financial requirements provided in this agreement.

17. CONSTRUCTION LIENS - CONSTRUCTION LIEN ACT, R.S.O. 1990

- a) The Developer agrees that it will hold back from its payments to any contractor who may construct any works such sums as are required in

accordance with the *Construction Lien Act*, R.S.O. 1990, Chapter C. 30, and will otherwise indemnify and save harmless the Township against any claims, actions or demands for construction liens or otherwise in connection with the works and all costs in connection with same, and on demand of the Township, shall forthwith take steps to discharge immediately all liens on the services. It is mutually understood by the parties hereto that this clause is not intended to affect or derogate from whatever rights the Developer may have to defend any claim, action or demand for construction liens in connection with the aforesaid works.

18. ACCEPTANCE OF WORKS

Before applying for final acceptance of any of the works or any part thereof, the Developer shall submit to the Township the following:

- a) A written request for acceptance;
- b) A Statutory Declaration that accounts for works and materials have been paid except normal guarantee hold-backs, and that there are no claims for liens in connection with such works done or material supplied for or on behalf of the Owner;
- c) A certificate from the Developer's Engineer stating that he has been engaged for general construction supervision of all services, and that the works have been constructed and installed in accordance with Township specifications, standards and requirements and in accordance with the approved designs of the works;
- d) "As-built" drawings of the works in both hard copy and electronically.

The performance by the Developer of its obligations under this Agreement to the satisfaction of the Township shall be a condition precedent to the final acceptance by the Township of the said works and final release of financial security to the Developer.

When the Township is satisfied:

- a) that the works; or portions thereof, as set out in this Agreement, or any part thereof, have been completed in accordance with this Agreement;
- b) that the Township standards, specifications and requirements at the time of installation of the works have been satisfied;
- c) that the Township accounts have been paid, and;
- d) that all maintenance requirements are met.

19. PROGRESS OF WORK

Prior to signing the Agreement, the Developer must complete Schedule "G" the Declaration of Progress and Completion. The Developer shall install all works in accordance with the Schedules "C" and "H" or as directed by the Township Engineer. If the Developer fails to do so, or having commenced to install the aforesaid works, fails or neglects to proceed with reasonable speed, or in the event that the aforesaid works are not being installed in the manner required by the Township Engineer, then upon the Township Engineer giving seven (7) days written notice by prepaid registered mail to the Developer, the Township Engineer may without further notice enter upon the said lands and proceed to supply all materials and do all the necessary works in connection with the installation of the said works, including the repair or reconstruction of faulty work and the replacement of material not in accordance with the specifications, and to charge the cost thereof together with an engineering fee of thirty-five percent (35%) of the cost of such materials and works to the Developer who shall forthwith pay the same upon demand.

If the Developer fails to pay the Township within thirty (30) days of the date of the bill, the amount owing may be deducted from the financial security held by the Township.

In the event the Township needs to exercise its rights to enter onto land as outlined in this clause it is understood and agreed between the parties hereto that such entry upon the lands shall be as agent for the Developer and shall not be deemed for any purpose whatsoever, as an acceptance or assumption of the said works by the Township. The Township, in addition to all other remedies it may have, may refuse to issue building permits until such works are completely installed in accordance with the requirements of the terms of this Agreement. It is agreed that a copy of this clause shall be delivered by the Developer to each and every builder obtaining a building permit for any lot or part of a lot on the said plan.

20. CONTRACTOR

The said works shall be installed by a contractor or contractors retained by the Developer and approved in writing by the Township, said approval not to be unreasonably withheld.

21. MAINTENANCE OF WORKS

The Owner covenants and agrees to restore to the satisfaction of the Township Engineer any faulty workmanship or materials used in construction of the works outlined in Schedule "C" or any damage done by the Owner or its successors or assigns or by its or their employees, contractors or agents during construction of the said works. Such responsibility for restoration shall continue until the date of final acceptance of the works by the Township.

22. EMERGENCY REPAIRS

Employees or agents of the Township may enter onto the lands at any time or from time to time for the purpose of making emergency repairs to any of the works. Such entry and repairing shall not be deemed an acceptance of the works by the Township or an assumption by the Township of any liability in connection therewith or a release of the Developer from any of his obligations under this Agreement.

23. DEVELOPER'S LIABILITIES

Until the Township's Final Acceptance of the works, the Developer covenants and agrees to indemnify, defend, release and save harmless the Township against all losses, claims, including charges, damages and expenses, which the Township may at any time or times bear, sustain, or suffer by reason or on account of breach of this Agreement by the Developer and the Developer will, upon demand by the Township, at its sole risk and expense, defend any and all suits, actions or other legal proceedings which may be brought or instituted by third parties against the Township on any such claim, demand or cause of action, and will pay or satisfy any judgement or decree which may be rendered against the Township in any such suit, action or legal proceeding, and will reimburse the Township for any and all reasonable legal expenses on a solicitor-client basis incurred in connection therewith.

24. INSURANCE

The Developer shall insure against all damages or claims for damage with an Insurance Company satisfactory to the Township Clerk. Such policy or policies shall be issued in the joint names of the Developer and the Township, and the form and content shall be subject to the approval of the Township. The policy shall remain in the custody of the Township during the life of this Agreement. The minimum limits of such policies shall be \$5,000,000 all-inclusive but the Township shall have the right to set higher amounts. The policy shall be in effect for the period of this Agreement including the period of guaranteed maintenance. The issuance of such a policy of insurance shall not be construed as relieving the Developer from responsibility for other or larger claims, if any, for which he may be held responsible.

It shall be a condition of the insurance policy or policies that it be renewed automatically, without amendment, for the life of this agreement. If such policy or policies contains an expiry or termination date, then until the final acceptance of the work by the Township, the insurance policy or policies shall be renewed automatically until the final acceptance of the works by the Township Engineer and the Township Council.

The Township may ask at any time for proof that the required insurance is in effect. If within twenty-four (24) hours the Developer cannot produce such proof, to the sole satisfaction of the Township, the Developer agrees that the Township

may draw upon the securities to purchase the required insurance and that the Township shall not be required to reimburse the Developer for these costs.

25. UTILITY COSTS AND CHARGES

The Developer shall deal directly with the appropriate Hydro Commission and all other Utility commissions and companies. He or his Consulting Engineer shall obtain all approvals and permits and pay all fees and charges directly to the Utility.

26. DAMAGE TO EXISTING PLANTS

The Developer shall repair any damages caused to any existing road, or existing structure or plant located on the road allowance as a result of the subdivision development and shall pay for any costs involved in the relocation of existing works which may become necessary because of the development of the subdivision.

27. DRAINAGE AND LOT GRADING

All lots within the Plan and all lands abutting the Plan shall be graded to drain in accordance with the overall Lot Grading Plan which includes stormwater management and sediment and erosion control practices as approved by the Township and the Raisin Region Conservation Authority (RRCA). Some fill and re-grading of lots may be necessary during or after building construction. See Plan C1-1 Note 7.

It is understood and agreed by the parties hereto that drainage of surface water on the Lots and Blocks on the Plan is the sole responsibility of the respective owners once the required drainage works have been constructed by the Developer.

The Developer agrees to deliver a copy of this clause to each and every prospective purchaser and/or builder obtaining a building permit for any Lot or part of a Lot on the said Plan of Subdivision.

In addition, the Developer agrees to incorporate into all contracts of purchase and sale for any lot or block on the Plan and in the transfer of any lot or block on the Plan, the following provisions so that they shall be covenants running with and for the benefit of the lands within the Subdivision:

- a) For the benefit of all lands within this Plan of Subdivision, the purchaser, for himself, his heirs, executors, administrators, successors and assigns, covenants and agrees that he will not interfere with any drains established on the said lands, except in accordance with the approved Grading Plan without the prior written consent of the Township;
- b) The Township may at any time enter upon the lands for the purposes of inspection or restoration of the approved Grading Plan and the cost of the Township in performing any restoration work shall be paid to the Township by the Owner of the lands upon which such restoration work was performed,

within thirty (30) days of demand therefore by the Township and failing payment as aforesaid the cost shall be deemed as taxes and collected in like manner as Municipal taxes. The express intent of this covenant is that same shall run with the lands and will benefit all lands within the subdivision by providing proper and adequate drainage.

The Grading Plan may be amended from time to time by the Developer upon first receiving written approval from the Township Engineer and such approval shall not be withheld except for sound engineering reasons. All surface drainage shall be directed in accordance with the approved Grading Plan. In all cases the Owner shall, at its own expense, maintain sufficient interim drainage and outlets to provide adequate drainage until pavement has been constructed and accepted by the Township. This shall include the installation and removal of culverts when required by Township.

The Developer for itself and its successors in title covenants and agrees to provide to the Township a certificate from a professional Engineer verifying that the "As Built" grades of any completed unit constructed in the subdivision complies in all respects with the approved grade control plan for the subdivision and the detailed lot drainage plan. The filing of such certificate shall be a condition precedent to the release of any performance deposit paid to the Township upon the issuance of a building permit. The form of such certificate is stipulated in Schedule "I".

28. INTERIM GRADING OF LOTS

The Developer for itself, its successors and assignees undertakes and agrees that prior to seeking final acceptance of site works within the subdivision, all abutting lots and open lands upon which construction has not been commenced will be filled and graded as necessary to provide positive drainage and maintained at the Developer's expense provided, however, that if any lot or open land was used as a dump site or if after the filling and grading of any lot or open land there shall remain exposed any building material or other debris other than native material the said lot or open space shall be top soiled, seeded and maintained at the Developer's expense. Where the ownership of such lots or open spaces has been transferred to a purchaser or transferee, the Developer covenants and agrees to ensure the enforcement of the requirements of this Clause by way of condition in such Transfer of Agreement of Purchase and Sale.

29. LANDS FOR MUNICIPAL PURPOSES

The Developer agrees to make a cash payment in lieu parkland as provided by the *Planning Act*, R.S.O. 1990, c. P.13,

30. CONSTRUCTION REFUSE

All construction refuse and debris from the subdivision must be disposed of in an orderly and sanitary fashion in a dumping area provided by the Developer and approved by the Township and the Ontario Ministry of the Environment and Climate Change off the site of the subdivision. The Township is not responsible for the

removal or disposal of refuse and debris but may give the Developer permission to use the Township Landfill where Tipping Fees are in effect. The Developer agrees to deliver a copy of this Clause to each and every builder obtaining a building permit for any lot or part of a lot on the said Plan of Subdivision.

31. LEGAL NOTICE TO DEVELOPER

Any notice required to be given hereunder may be given by registered mail addressed to the Developer at his principal place of business and shall be deemed to have been received five (5) days following mailing. Notices may also be hand delivered and shall be effective upon receipt.

32. REGISTRATION

The Developer consents to the registration of the Subdivision Agreement by the Township and at the sole discretion of the Township upon the title to the lands in accordance with section 71 of the *Land Titles Act*.

33. REQUIREMENTS FOR BUILDING PERMITS

The approval of the plan by the Township or the acceptance by the Township of the works shall not be deemed to have given any assurance that the Municipal building permits, when applied for, will be issued in respect of the lots or blocks shown on the plan.

Notwithstanding the foregoing, the Developer covenants and agrees that it will not apply for, nor will anyone claiming title from it, under it or under its authority apply for one or more building permits to construct any building or other structure of any sort on any lot or lots in the said subdivision until:

- a) All relevant development charges have been paid.
- b) The whole of such portion of the mass earth moving or general grading as required by good engineering practice has been completed to the satisfaction of the Township Engineer.
- c) A Grading Plan of each individual lot for which a building permit is sought has been submitted and approved by the Township.
- d) Utilities (i.e. Bell, Hydro, Gas, Cable and Lighting) have been installed and lots are ready for service.

34. EASEMENTS

The Developer agrees to grant at his expense all such easements and rights-of-way as may be required for the installation and supply of services to the subdivision. Prior to the Township signing this Agreement, all easements shall be executed and delivered to the Township in a form approved by the Township's

solicitor. A list of easements and rights-of-way to be granted to the Township and agencies shall be set out in Schedule "E" of this Agreement.

35. PLEDGE OF TITLE TO LANDS

The Developer hereby charges and pledges, as security for such levy payments and service charges, all its right, title and interest in those parts of the lands shown as numbered and/or lettered Lots and Blocks on the Plan and agrees that this Agreement may be registered against the lands and it is agreed that such payments and costs shall be a lien against the lands.

36. SPECIAL PROVISIONS

The following Special Provisions are required by the Raisin Region Conservation Authority (RRCA);

- a) That the final approved sediment and erosion control measures shall be implemented on site and regularly inspected until the site is re-established to pre-conditions or better (i.e., revegetated).
- b) The final approved Best Management Practices for SWM and the Lot Grading and Drainage Plans prepared by the developer shall be implemented.

37. DEFAULT PROVISIONS

Notwithstanding anything herein before contained in this Agreement, when the Developer is deemed by the Township to be in default of this Agreement, the Township reserves the right to use the financial security to recover costs incurred by the Township and/or to restrict building and/or occupancy permits. Liquidated damages can only be used in contracts where the parties make an effort to agree on the actual losses in the event of a breach. It must be a true estimate of the parties made in advance. It would not apply here.

38. NO FETTERING OF DISCRETION

Notwithstanding any other provisions of this Agreement, the Parties hereto agree that none of the provisions of this Agreement is intended to operate, nor shall have the effect of operating, in any way to fetter either the Township Council which authorized the execution of this Agreement or any of its successor councils in the exercise of any discretionary powers, duties or authorities.

39. SUCCESSORS AND ASSIGNS

It is hereby agreed that this Agreement shall be enforceable by and against the parties hereto, their heirs, executors, administrators, successors, and assigns and that the Agreement and all of the covenants of the Developer herein contained shall run with the Lands.

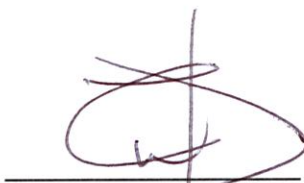
This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

SIGNED, SEALED AND DELIVERED THIS 26 DAY OF october, 2021

 } DAVID ROTHWELL GRANT

} THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY

 } DEPUTY MAYOR LYLE WARDEN

 } CLERK KELLI CAMPEAU

SCHEDULE "A" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

DESCRIPTION OF LANDS BEING SUBDIVIDED

Part of Lots 38 & 39, Registered Plan 101 now designated as Lots 1 through 5 and in the Geographic Township of Charlottenburgh, Township of South Glengarry, County of Glengarry.

SCHEDULE "B" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

PLAN OF SUBDIVISION

See Registered Plan 14m16 attached hereto.

PLAN 14M-16
I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND
REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF
GLENGARRY No. 14 AT 13:52 O'CLOCK ON THE 20TH
DAY OF OCTOBER, 2021 AND ENTERED IN THE PARCEL
REGISTER FOR PROPERTY IDENTIFIER (LT) 67128-0414 AND
THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT
No. GL39240
Blument
REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND TITLES
DIVISION OF GLENGARRY (No. 14)

THIS FINAL PLAN OF SUBDIVISION IS APPROVED UNDER
SECTION 51 (58) OF THE PLANNING ACT 1990 ON
THIS 1ST DAY OF OCTOBER, 2021
Peter Young
DIRECTOR OF PLANNING SERVICES
UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

THIS PLAN COMPRISES ALL OF THE LAND DESCRIBED
IN PIN # (LT) 67128-0414

PLAN OF SUBDIVISION OF
PART OF LOTS 38 & 39
REGISTERED PLAN No. 101
GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH
COUNTY OF GLENGARRY
RON M. JASON O.L.S.
SCALE: 1:500

METRIC
DISTANCES AND COORDINATES SHOWN ON
THIS PLAN ARE IN METRES AND CAN BE
CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES
DISTANCES ON THIS PLAN ARE GIVEN AND CAN BE CONVERTED TO GRID BY
MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.9996047.
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH
SECTION 14 (2) OF O. REG. 214/10.
BEARINGS ARE WITH GRID, DERIVED FROM OBSERVED REFERENCE POINTS
A AND B SHOWN HEREIN, BY REAL TIME NETWORK (RTN) OBSERVATIONS
AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75°W)
NAD83 (CSRS) (2010).
BEARING COMPARISONS SHOWN ARE WITH UNDERLYING PLANS.

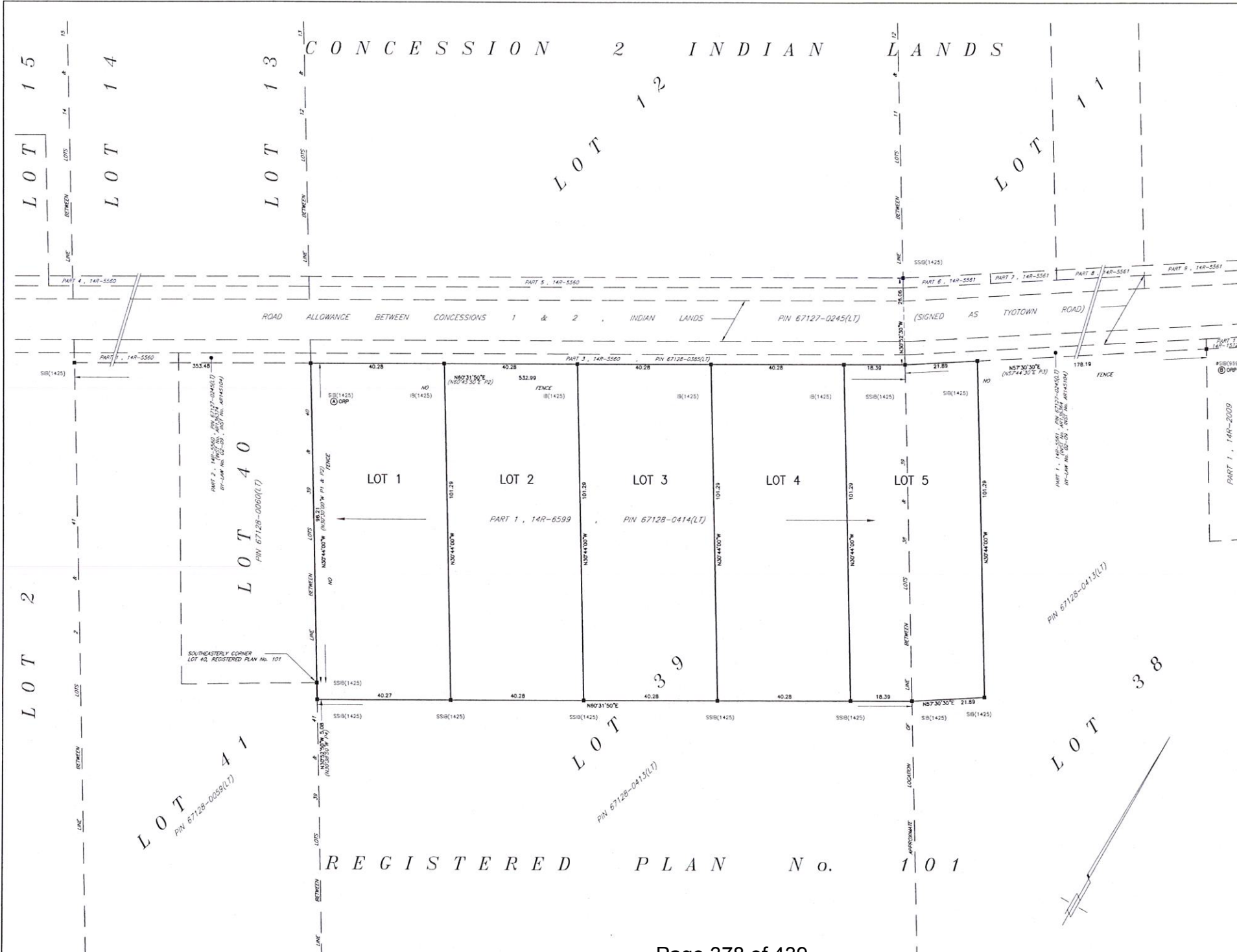
COORDINATES WERE DERIVED FROM REAL-TIME NETWORK OBSERVATIONS USING THE CAN-NET NETWORK (UTM, ZONE 18, NAD83, CSRS) (2010)		
STATION	NORTHING	EASTING
A	4388797.916	526275.769
B	4388881.949	526582.351

- LEGEND
- DENOTES PLANTED MONUMENT
 - DENOTES FOUND MONUMENT
 - SB DENOTES STANDARD IRON BAR
 - SB DENOTES SHORT STANDARD IRON BAR
 - CB DENOTES CONCRETE MONUMENT
 - CC DENOTES CUT CROSS
 - IP DENOTES IRON PIPE
 - W DENOTES WITNESS
 - ACC DENOTES ACCEPTED
 - MEAS DENOTES MEASURED
 - INST DENOTES INSTRUMENT
 - P1 DENOTES REGISTERED PLAN No. 101
 - P2 DENOTES PLAN 14M-5560
 - P3 DENOTES PLAN 14M-5561
 - P4 DENOTES PLAN OF SURVEY BY (644) DATED JUNE 18, 1979
ATTACHED TO INST No. A44501

DAVID GRANT
OWNER'S CERTIFICATE
I CERTIFY THAT:
1. LOTS 1 TO 5 HAVE BEEN LAID OUT IN ACCORDANCE WITH MY INSTRUCTIONS.
Sept 27 2021 *David Grant*
DATE DAVID ROTHWELL GRANT

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH
THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT
AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 1ST DAY OF OCTOBER, 2021
Aug 4 11 2021 *Ron M. Jason*
RONALD JASON
ONTARIO LAND SURVEYOR

Ron M. Jason Surveying Ltd.
ONTARIO & CANADA LAND SURVEYORS
PRESCOTT ALEXANDRIA
REF: 19-20-1031-1



SCHEDULE "C" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

WORKS TO BE PROVIDED

- a) Grading, drainage, ditching, seeding, outlet ditches, drainage swales;
- b) Hydro service- to be located within the existing road allowances;
- c) Telephone service- to be located within the existing road allowances;
- d) Gas service- to be located within the existing road allowances;
- e) Cable Service- to be located within the existing road allowances;
- f) Ontario Land Surveyor Certification;
- g) "As-built" plans (hard and electronic copy).

SCHEDULE "D" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement

ESTIMATED COST OF THE WORKS

Scope of Works Completed	Portion of Security Released
Other Works- Site Works	
• Preliminary acceptance by the Township	85%
• Completion of maintenance and warranty obligations	15%

Site Works	Costs \$
• Stripping of topsoil	\$4,500.00
• Lot grading including the construction all drainage swales and ditches and the topsoil and seeding of all swales and ditches as per drawings	\$15,500.00
• Utility trenching and Hydro Servicing	\$5,000.00
Total=	\$25,000.00
50% of Total =	\$12,500.00

In accordance with Clause 14 and 15 of the Agreement, the Letter of Credit or Surety Bond for 50% of the value of the estimated cost of the works shall be deposited with the Township in the form specified in Schedules "K" or "L" hereto on or before the execution of the Agreement.

SCHEDULE "E" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

LIST OF EASEMENTS TO BE GRANTED TO THE TOWNSHIP

1. A 3- metre Drainage Easement in favour of the Township to be located at the rear of lots 1 through to lot 5.

SCHEDULE "F" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

PARKLAND

The Developer shall provide cash in lieu of parkland in the value of \$1,000.00 per lot which equals \$5,000.00

SCHEDULE "G" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

DECLARATION OF "PROGRESS AND COMPLETION"

SUBDIVISION: Tyotown Heights
DEVELOPER: David Rothwell Grant
CONSULTING ENGINEER: EVB Engineering

As required by the Agreement between the Corporation of the Township of South Glengarry and **Grants Dairy Inc.**

1. The Developer hereby agrees and undertakes to complete the construction of the works as required by the above mentioned Agreement in accordance with the time schedule for completion of services as approved by the Township Engineer and more specifically in accordance with the following schedule and conditions:

- a) Grading, topsoil and seeding of ditches and back slopes on or before September 30, 2021.

The Developer agrees and undertakes to complete the construction of the works in accordance with the dates provided above, provided it is not prevented from doing so by some act of the Township, strikes, weather conditions and, without limiting the generality of the foregoing, any other contingency over which it has no control.

2. The Developer further agrees that the Township is hereby authorized to carry out at his expense any of the works set out in the Declaration not finished on or before the completion dates, to be commenced not sooner than one week following such completion date, it being understood and agreed that the Township's authorization is limited only to that work required under the Declaration.
3. The Developer further agrees and the Township is hereby authorized to undertake any of the maintenance work as set out under Section 3 hereof, not completed within twenty four (24) hours after receipt of such request for maintenance, at his expense, and without limiting the generality of the foregoing, the Township's cost shall be the cost of materials, equipment rental, labour, payroll burden, plus twenty (20%) percent for overhead.

SIGNED

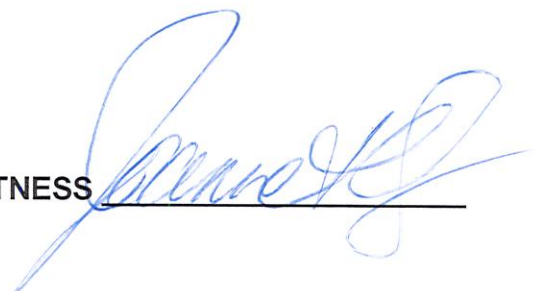


David Rothwell Grant

DATED

Oct 26/2021

SIGNATURE OF WITNESS



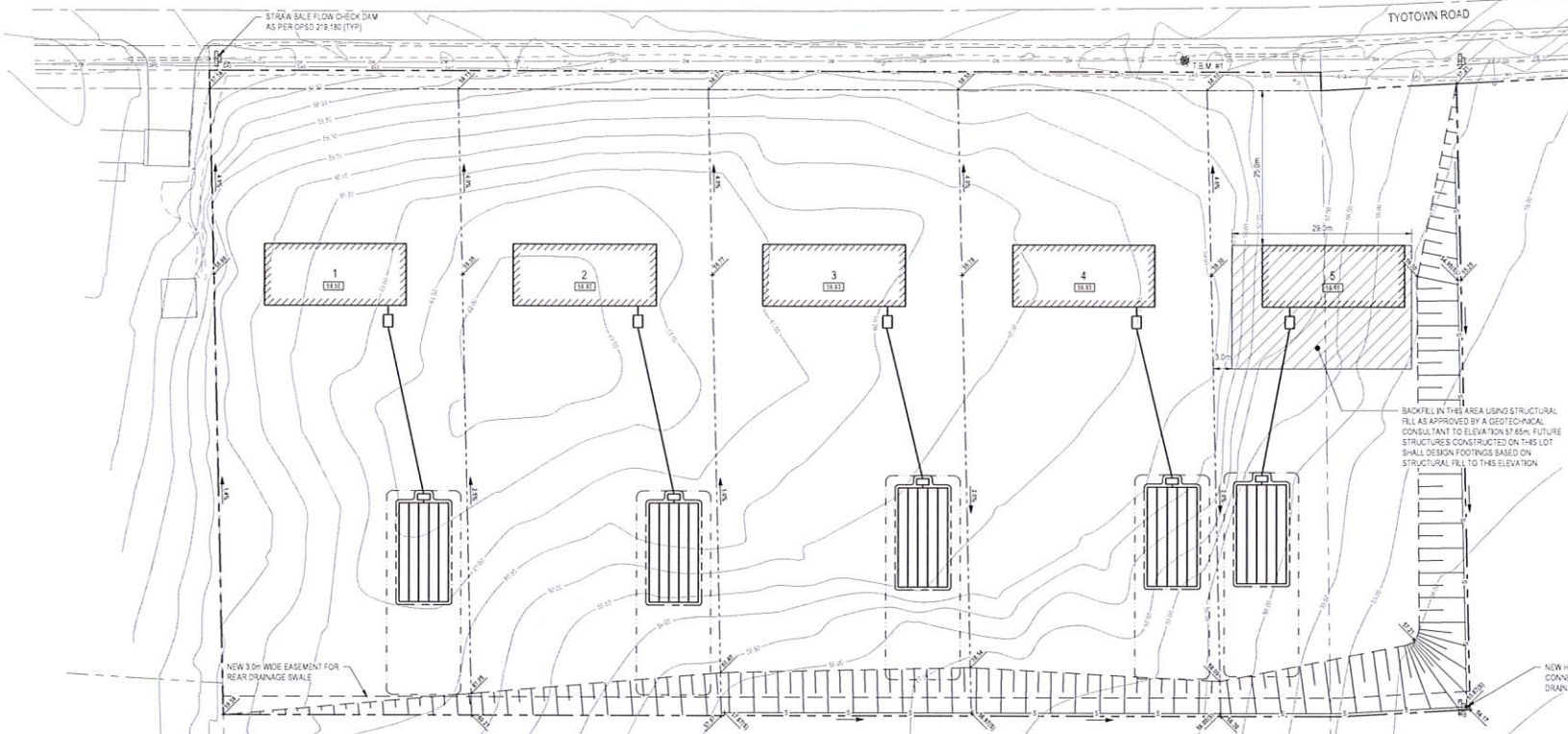
SCHEDULE "H" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

Design and Construction Drawings

As per the following drawings by EVB Engineering:

Drawing Name	Drawing No.	Revision No.	Drawing Date	Revision Date
Lot Grading Plan	C1-1	3	20/04/01	2020/01/29
Sewage Works Layout	C1-2	1	20/08/18	2020/10/29



- NOTES:**
- CONTRACTOR TO VERIFY LOCATION OF ALL BURIED SERVICES PRIOR TO START OF CONSTRUCTION.
 - TOPOGRAPHIC INFORMATION PROVIDED BY RON M. JASON SURVEYING LTD.
 - ELEVATIONS SHOWN ON THIS PLAN ARE GEODETIC.
 - ALL DISTURBED AREAS OF TO BE REINSTATED WITH 150mm TOPSOIL AND SOD UNLESS OTHERWISE NOTED.
 - FINAL GRADING OF LOTS SHALL BE COMPLETED TO MEET THE DESIGN INTENT OF THE GRADING PLAN AND FINAL ELEVATIONS SHALL BE WITHIN ± 100 mm OF THE DESIGN ELEVATION.
 - SIDE YARD SWALES SHALL BE CONSTRUCTED WITH:
 - MINIMUM GRADIENT OF 1%
 - PREFERRED MAX. SIDE SLOPE 4H:1V MAX. SIDE SLOPE 3H:1V
 - MINIMUM DEPTH 200mm
 - MAXIMUM DEPTH 600mm
 - SEDIMENT AND EROSION CONTROL MEASURES (I.E. STRAW BALE FLOW CHECKS) SHALL BE REGULARLY INSPECTED AND MAINTAINED BY THE CONTRACTOR UNTIL THE SITE IS REVEGETATED TO PRE-CONDITIONS OR BETTER.

TEMPORARY BENCH MARKS

T.B.M. No.	ELEV. (M)	T.B.M. DESCRIPTION
T.B.M. #1	17.974	SPIKE IN SOUTHERLY FACE OF HYDRO POLE (0.4M ABOVE GROUND)

- LEGEND:**
- EXISTING PROPERTY LINE
 - NEW PROPERTY LINE
 - NEW LOT LINE
 - NEW EASEMENT LINE
 - NEW CENTERLINE OF ROAD
 - NEW EDGE OF ASPHALT
 - EXISTING EDGE OF ASPHALT
 - NEW CURB
 - NEW DEPRESSION CURB
 - NEW DITCH CENTERLINE
 - EXISTING DITCH CENTERLINE
 - NEW SWALE
 - NEW TOP OF SLOPE
 - EXISTING TOP OF SLOPE
 - NEW BOTTOM OF SLOPE
 - EXISTING BOTTOM OF SLOPE
 - FINISHED GROUND ELEVATION
 - FINISHED TOP OF GRATE ELEVATION
 - FINISHED TOP OF CONCRETE ELEVATION
 - FINISHED SWALE ELEVATION
 - EXISTING GROUND ELEVATION
 - BUILDING FINISHED GRADE ELEVATION
 - EXISTING SANITARY MANHOLE
 - EXISTING STORM MANHOLE
 - EXISTING HYDRANT
 - EXISTING VALVE
 - SITE TEMPORARY BENCH MARK
 - LOT NUMBERING AND HOUSE OUTLINE



DATE	NO.	REVISION
2021/01/28	3	ISSUED FOR SUBDIVISION AGREEMENT
2020/12/18	2	ISSUED FOR REVIEW
2020/08/28	1	ISSUED FOR REVIEW

THE DRAWINGS, ARRANGEMENTS, ANNOTATIONS AND GRAPHICAL PRESENTATIONS ON THIS DOCUMENT ARE THE PROPERTY OF EYE ENGINEERING AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF EYE ENGINEERING. THE DOCUMENT IS A MEANS OF CONVEYING INFORMATION AND IS NOT A CONTRACT. THE CONTRACT IS THE AGREEMENT BETWEEN THE CLIENT AND EYE ENGINEERING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

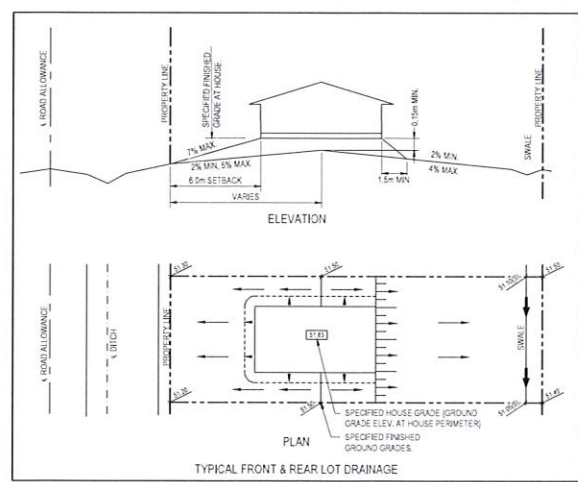
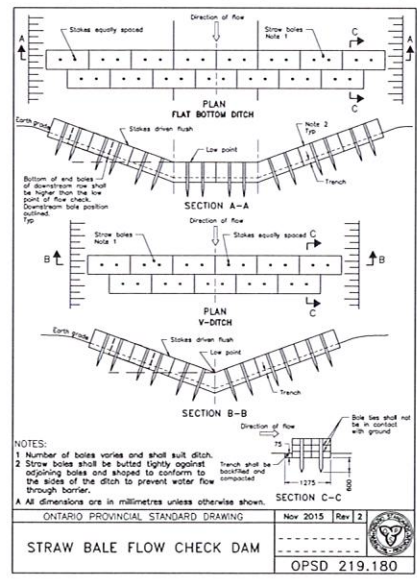


CLIENT: GRANT'S DAIRY Inc.

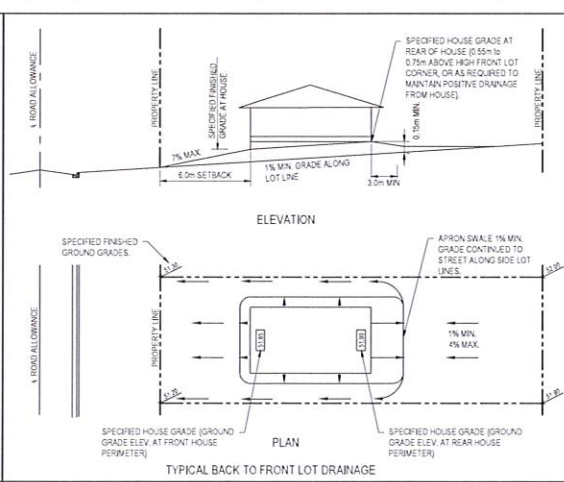
PROJECT: TYOTOWN HEIGHTS SUBDIVISION

TITLE: LOT GRADING PLAN

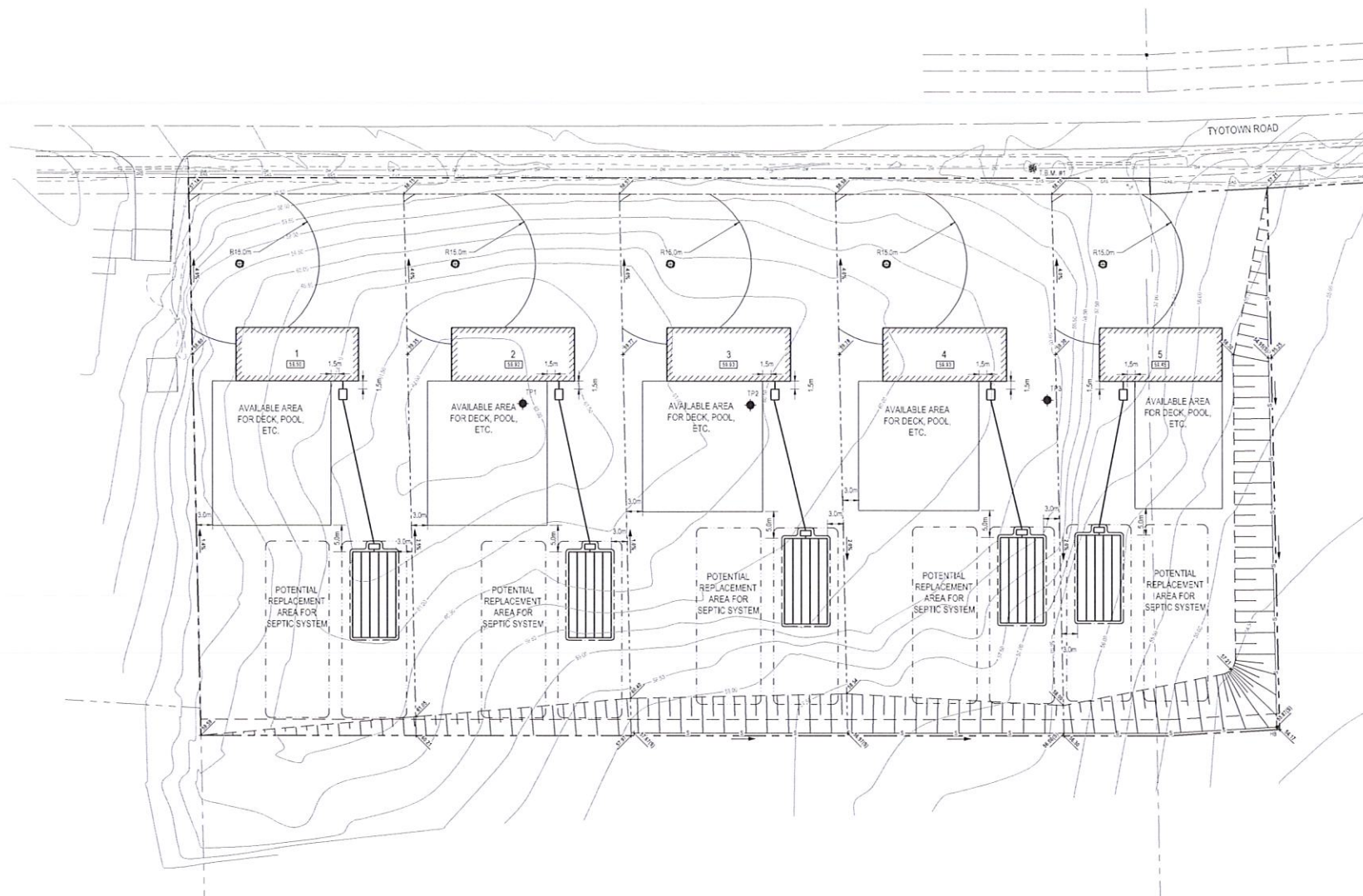
SCALE	JOB NO.
1:400	19126
DESIGNED BY	DATE
J.E.	2020/04/01
DRAWN BY	DRAWING NO.
M.K.	
CHECKED BY	
J.E.	C1.1



1 C4.2 TYPICAL LOT GRADING DETAIL SCALE: N.T.S.



1 C4.2 TYPICAL BACK TO FRONT LOT DRAINAGE SCALE: N.T.S.



- NOTES:**
1. CONTRACTOR TO VERIFY LOCATION OF ALL BURIED SERVICES PRIOR TO START OF CONSTRUCTION.
 2. TOPOGRAPHIC INFORMATION PROVIDED BY RON M. JASON SURVEYING LTD.
 3. ELEVATIONS SHOWN ON THIS PLAN ARE GEODETIC.
 4. ALL DISTURBED AREAS OF TO BE REINSTATED WITH 150mm TOPSOIL AND SOO UNLESS OTHERWISE NOTED.
 5. FINAL GRADING OF LOTS SHALL BE COMPLETED TO MEET THE DESIGN INTENT OF THE GRADING PLAN AND FINAL ELEVATIONS SHALL BE WITHIN ±100mm OF THE DESIGN ELEVATION.
 6. SIDE YARD SWALES SHALL BE CONSTRUCTED WITH:
 - MINIMUM GRADIENT OF 1%
 - PREFERRED MAX. SIDE SLOPE 4H:1V MAX. SIDE SLOPE 3H:1V
 - MINIMUM DEPTH 200mm
 - MAXIMUM DEPTH 600mm
 7. SEDIMENT AND EROSION CONTROL MEASURES (I.E. STRAW BALE FLOW CHECKS) SHALL BE REGULARLY INSPECTED AND MAINTAINED BY THE CONTRACTOR UNTIL THE SITE IS REVEGETATED TO PRE-CONDITIONS OR BETTER.

TEMPORARY BENCH MARKS

T.B.M. No.	ELEV. (m)	T.B.M. DESCRIPTION
T.B.M. #1	57.874	SPIKE IN SOUTHERLY FACE OF HYDROPOST (0.4m ABOVE GROUND)

- LEGEND:**
- EXISTING PROPERTY LINE
 - NEW PROPERTY LINE
 - NEW LOT LINE
 - NEW EASEMENT LINE
 - NEW CENTERLINE OF ROAD
 - NEW EDGE OF ASPHALT
 - EXISTING EDGE OF ASPHALT
 - NEW CURB
 - NEW DEPRESSION CURB
 - NEW DITCH CENTERLINE
 - EXISTING DITCH CENTERLINE
 - NEW SHALE
 - NEW TOP OF SLOPE
 - EXISTING TOP OF SLOPE
 - NEW BOTTOM OF SLOPE
 - EXISTING BOTTOM OF SLOPE
 - NEW SEPTIC SYSTEM
 - FINISHED GROUND ELEVATION
 - FINISHED TOP OF GRATE ELEVATION
 - FINISHED TOP OF CONCRETE ELEVATION
 - FINISHED SHALE ELEVATION
 - EXISTING GROUND ELEVATION
 - BUILDING FINISHED GRADE ELEVATION
 - EXISTING SANITARY MAN-HOLE
 - EXISTING STORM MAN-HOLE
 - EXISTING HYDRANT
 - EXISTING VALVE
 - SITE TEMPORARY BENCH MARK
 - PROPOSED DRILLED WELL LOCATION
 - LOT NUMBERING AND HOUSE OUTLINE

CLEARANCE DISTANCES - SEPTIC TANK/TREATMENT UNITS	
ALL SEPARATION DISTANCES AS PER OBC PART 8 SECTION 8.2.1.6 & TABLE 8.2.1.6A	
WELL	15 m
STORMWATER POND	15 m
PROPERTY LINE	3 m
STRUCTURE	1.5 m

CLEARANCE DISTANCES - DISTRIBUTION PIPING	
ALL SEPARATION DISTANCES AS PER OBC PART 8 SECTION 8.2.1.6 & TABLE 8.2.1.6B	
WELL WITH WATER TIGHT CASING 6m MIN	15 m
WELL	15 m
PROPERTY LINE	3 m
STRUCTURE	1.5 m

- SEPARATION/CLEARANCE DISTANCES NOTES:**
- TREES IN AREA OF SEPTIC SYSTEM SHALL BE REMOVED
 - SEPARATION DISTANCES SHALL BE INCREASED BY 2 TIMES THE ELEVATION THE DISTRIBUTION PIPES ARE RAISED ABOVE GRADE
 - PUMPING MAY BE REQUIRED BASED ON LOT SPECIFIC GRADING PLANS
 - IF SEPTIC SYSTEM REPLACEMENT IS REQUIRED IN THE FUTURE, THE HOMEOWNER MAY BE REQUIRED TO MODIFY THE LOT TO ACCOMMODATE THE FUTURE SEPTIC SYSTEM REPLACEMENT

SEPTIC SYSTEM DESIGN BASED ON PART 8 ONTARIO BUILDING CODE DESIGN SEWAGE FLOW RATE

CONCEPTUAL RESIDENTIAL DWELLING DETAIL:
4 BEDROOM HOUSE = 2,000 L/d
200 M² FINISHED FLOOR AREA = +300 L/d
LESS THAN 20 FIXTURE UNITS = N/A

TOTAL DESIGN SEWAGE FLOW = 2,000 L/d + 300 L/d = 2,300 L/d

SEPTIC TANK REQUIREMENTS
SEPTIC TANK CAPACITY = 2 X Q = 2 X 2,300 = 4,600 L (MIN)
STANDARD OF ACCEPTANCE = PRECAST CONCRETE 500 L SEPTIC TANK

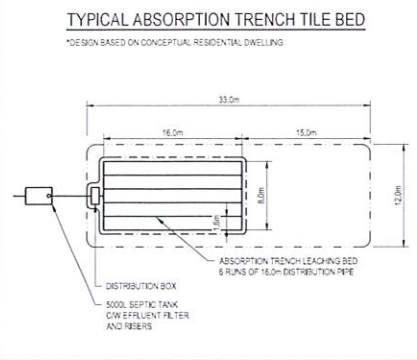
FULL BASED ABSORPTION TRENCH LEACHING BED

LENGTH OF DISTRIBUTION PIPE REQ'D. BASED ON ABSORPTION TRENCH REQUIREMENT, L = Q/1000;
DESIGN PERCOLATION RATE = 8 MIN/MCM;
L = 2,300 L/d ÷ 200 = 11.5 m

LOADING AREA BASED ON ASSUMED NATURAL PERCOLATION RATE OF 35:1±50 MIN/MCM;
O.B.C. REQUIRED LOADING RATE = 6 L/M²/DAY
REQUIRED LOADING AREA = 2,300 L/d ÷ 6 L/M²/DAY = 383 M²

LEACHING BED DESIGN
6 RUNS OF 16m PROVIDING A TOTAL LENGTH OF 96m OF DISTRIBUTION PIPING.
EACH RUN CONFIGURED WITH 100mm (4") PERFORATED DISTRIBUTION PIPE AND SEPTIC STONE MEETING THE REQUIREMENTS OF O.B.C. SECTION 8.7.3.3.A

LOADING AREA PROVIDED = 33m x 12m = 396 M² > 383 M² REQUIRED



CLIENT: GRANT'S DAIRY INC.

PROJECT: TYTOWN HEIGHTS SUBDIVISION

TITLE: SEWAGE WORKS LAYOUT

SCALE: 1:420

DATE: 2020/08/18

DRAWN BY: J.B.

CHECKED BY: J.B.

JOB NO: 19126

DRAWING NO: C1-2

PROFESSIONAL ENGINEER: J.D. BAKER, 10051537, PROVINCE OF ONTARIO

ENGINEERING: EVB ENGINEERING, 880 SECOND STREET WEST, CORNWALL, ONTARIO CANADA, K7J 1H6, TEL: 613-335-3773 FAX: 613-335-6858, WEBSITE: Evgengineering.com

SCHEDULE "I" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

CERTIFICATION OF LOT GRADING

TOWNSHIP OF SOUTH GLENGARRY
CERTIFICATE OF LOT GRADING

REGISTERED PLAN NO: ____
LOT NO: ____

NAME OF BUILDER: ____
ADDRESS: ____

The undersigned, being a registered Professional Engineer in the Province of Ontario, and having inspected the above-referred lot, hereby certifies that the finished grades are within acceptable tolerances. For the purpose of this certification, an acceptable tolerance shall be deemed to be the approved grade plus or minus twenty-five (25%), subject to a maximum difference in ground surface elevation of 0.1 meters (4 inches).

SIGNED: _____

NAME: _____

ADDRESS: _____

DATE: _____

FOR TOWNSHIP USE. DO NOT COMPLETE.

NAME OF DEVELOPER: _____
NAME OF DEVELOPMENT: _____
APPROVED: _____
DATE: _____
FILE NO: _____

SCHEDULE "J" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

REQUIRED WORDING OF LETTER OF CREDIT:

TO: The Corporation of the Township of South Glengarry
P.O. Box 220, 6 Oak Street,
Lancaster, Ontario
K0C 1N0

We, the undersigned, _____ (hereinafter called "the Bank") hereby establish an irrevocable Letter of Credit in favour of the Corporation of the Township of South Glengarry (hereinafter called "the Township") in the amount of _____ dollars (\$_____) which may be drawn on by you to the extent required for the proper fulfilment by _____ (hereinafter called "_____") of its obligation pursuant to an agreement between The Corporation of the Township of South Glengarry and _____ dated the ____ day of _____, 2021, (hereinafter called "The Agreement").

Drafts under this Letter of Credit shall be in the form of a written demand for payment made by The Township. The amount of this credit shall be reduced from time to time as advised by notice in writing given to the undersigned by the Township.

Any written demand for payment pursuant to this Letter of Credit by The Township will be the Bank's sufficient authority to make payment hereunder and the Bank shall not be required to determine the validity or sufficiency of such payment. The Township will, in its written demand for payment, confirm that monies drawn pursuant to this Letter of Credit are to be or have been expended pursuant to obligations incurred or to be incurred by _____ pursuant to the Agreement. Further, any breach by _____ of the Agreement shall entitle the Township to call upon the whole or any part of this Letter of Credit.

Partial drawings are permitted.

The registration of a lien pursuant to the *Construction Lien Act*, R.S.O. 1990 against any of the works for which this Letter of Credit is given shall entitle the Township to call upon this Letter of Credit to discharge the obligations imposed on the Township by virtue of said *Construction Lien Act*, R.S.O. 1990.

It is a condition of this letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least thirty (30) days prior to the present or any future expiration date, we shall notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any such additional period.

DATED AT _____ THIS ____ DAY OF _____ 2021

PER: _____

PER: _____

SCHEDULE "K" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

REQUIRED WORDING OF SURETY BOND

KNOWN ALL MEN BY THESE PRESENTS, that _____ as Principal, hereinafter called the "Principal", and _____ as Surety, hereinafter called the "Surety", are held and firmly bound unto _____ as Obligee, hereinafter called the "Obligee", in the amount of _____ dollars (\$ _____) lawful money of Canada, for the payment of which sum, well and truly be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED THIS _____ DAY OF _____ 2021.

WHEREAS the Principal has entered into _____ a contract with the Obligee, more particularly described in Schedule "A" attached hereto _____, which _____ agreement is by reference, made a part hereof and is hereinafter referred to as the "agreement".

NOW THEREFORE the conditions of this obligation are such that if the principal shall well and faithfully observe, perform, pay and discharge all the obligations on the part of the Principal to be observed, performed, paid and discharged in connection with the agreements, then this obligation shall be void, otherwise it shall remain in full force and effect.

WHENEVER the Principal shall be declared by the Obligee, in its sole discretion, exercised at any time and from time to time to be in default under the agreement the Surety shall, upon written demand or demands without enquiring whether the Obligee has a right between itself and the Principal to make such a demand or demands and without recognizing any claim of the Principal.

PROVIDED, however, that the Obligee is required to deliver to the Surety at such time _____ as a written demand _____ for payment is made upon the Surety, a certificate confirming that monies demanded pursuant to this Bond are pursuant to obligations incurred or to be incurred in connection with the agreement.

AND PROVIDED further that in no event shall:

- (a) The Surety be liable for a greater sum than that amount specified in this Bond, and
- (b) Any right of action accrue by reason hereof to or for the use or benefit of any person other than the Obligee.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these present to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and year first above written.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

PRINCIPAL

SURETY

OBLIGEE

SCHEDULE "L" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

REQUIRED WORDING OF CERTIFICATE OF LIABILITY INSURANCE

(INSURANCE COMPANY)
TO: The Corporation of the Township of South Glengarry
P.O. Box 220, 6 Oak Street,
Lancaster, Ontario
K0C 1N0

This is to certify that _____ whose address is _____ has Comprehensive Liability Insurance in this Company under Policy No. _____ subject to limits of not less than five million dollars (\$5,000,000.) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

The Comprehensive General Liability Insurance includes coverage for:

1. premises and operations liability
2. products or completed operations liability
3. blanket contractual liability
4. cross liability
5. contingent employer's liability
6. personal injury liability arising out of false arrest, detention or imprisonment or malicious prosecution; libel, slander or damnation of character; invasion of privacy, wrongful eviction or wrongful entry
7. shoring, blasting, excavating, underpinning, demolition, pile driving, and caisson work, work below surface, tunnelling and grading
8. liability with respect to non-owned licensed vehicles.

The policy contains the following endorsements:

1. The Corporation of the Township of South Glengarry and Township Engineer are added as additional Named Insureds with respect to the Subdivision known as " _____ " located in _____ Lot(s) Concession _____ Township of South Glengarry, particularly described in Schedule "A" to Subdivision Agreement(s) dated the _____ day of _____, 2021 between _____ (Name of Owner) and the Corporation of the Township of South Glengarry and shown on the Plan(s) of Subdivision entered in the Register for Section M-_____, M-_____ and M-_____ in the Office of the Land Titles Division of Glengarry.

2. It is understood and agreed that the coverage provided by this policy will not be changed or amended in any way which reduces the coverage, nor cancelled nor allowed to lapse until 30 days after written notice by registered mail or personal delivery of such change or cancellation, or lapse, shall have been given to the Corporation of the Township of South Glengarry.

DATE: _____ David Rothwell Grant

COUNTERSIGNED:

DATE _____ KELLI CAMPEAU, CLERK, TOWNSHIP
OF SOUTH GLENGARRY

FRANK PREVOST, MAYOR,
TOWNSHIP OF SOUTH GLENGARRY

DATE _____

IN THE MATTER OF a Tyotown Heights
Subdivision – David Rothwell Grant- Lots 1-5 on
14M16 Township of South Glengarry

I, David Rothwell Grant, SOLEMNLY DECLARE that:

1. I was the owner of Lots 1-5 on Plan 14M16 Township of South Glengarry and have knowledge of the matters hereinafter deposed to.
2. All of the works and materials for the above noted Tyotown Heights Subdivision have been paid except normal guarantee hold-backs and that there are no claims for liens in connection with such works done or material supplied for on or behalf of myself.

AND we make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

SEVERALLY DECLARED before me
at the City of Cornwall
in the County of Stormont
this 1st day of ~~September~~ October
2023.



}
}
}
}
}
}
}
}
}
}
}


David Rothwell Grant

A COMMISSIONER, ETC.

Jennifer Margaret McIntosh, a Commissioner, etc.,
Province of Ontario, for Grankie & Reynolds LLP,
Barristers and Solicitors. Expires March 1, 2026.



STAFF REPORT

S.R. No. 129-2023

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 6, 2023

SUBJECT: Request for Donation – Legion Poppy Campaign Br. 544

BACKGROUND:

1. The Royal Canadian Legion's annual Poppy Campaign is a local fundraising initiative conducted by Legion branches across Canada. Funds raised directly support veterans and their families within our community.

ANALYSIS:

2. Royal Canadian Legion Br. 544 has requested the Township support their 2023 Poppy Campaign with a donation of \$200.
3. Additionally, Br. 544 has requested that this donation be approved as an annual donation for their Poppy Campaign should revisions to our policy support standing requests in the future.

IMPACT ON 2023 BUDGET:

4. None, as funds remain within Council's discretionary budget.

ALIGNMENT WITH STRATEGIC PLAN:

5. Improve Quality of Life in our Community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 129-2023 be received and that the Township of South Glengarry authorizes a donation of \$200 to the Royal Canadian Legion Branch 544 Poppy Campaign.

**Recommended to Council for
Consideration by:
ACTING CAO – KELLI CAMPEAU**



STAFF REPORT

S.R. No. 130-2023

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 6, 2023

SUBJECT: Appoint Chief Administrative Officer

BACKGROUND:

1. Pursuant to Section 229 of the *Municipal Act*, a municipality may appoint a chief administrative officer.
2. The Township of South Glengarry has recently hired Doug Robertson to fulfill the role of Chief Administrative Officer (CAO) for the corporation, commencing November 6, 2023.
3. Reporting directly to Council, the CAO is responsible for the efficient administration of the Township and oversees the implementation of policies and directives throughout all municipal departments.

ANALYSIS:

4. A by-law to appoint Doug Robertson as Chief Administrative Officer is attached to this report.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 130-2023 be received and that By-law 74-2023, being a by-law to appoint a Chief Administrative Officer for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 6th day of November 2023.

**Recommended to Council for
Consideration by:
ACTING CAO – KELLI CAMPEAU**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 74-2023
FOR THE YEAR 2023**

***BEING A BY-LAW TO APPOINT A CHIEF ADMINISTRATIVE OFFICER
PURSUANT TO SECTION 229 OF THE MUNICIPAL ACT, 2001.***

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 *Municipal Act, 2001*, S.O. 2001, c. 25, Section 229 provides that a municipality may appoint a Chief Administrative Officer;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to appoint the following individual as Chief Administrative Officer.

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

1. **THAT** By-law 72-2019 be hereby rescinded.
2. **THAT** Doug Robertson be appointed as Chief Administrative Officer of the Corporation of the Township of South Glengarry.
3. **THAT** this appointment be for the term of employment in this position.
4. **THAT** this by-law will come into force and effect upon third and final reading.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 6TH DAY OF NOVEMBER 2023.***

MAYOR: CLERK:

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 6, 2023

SUBJECT: Functional Road Classification - Draft

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure

Background

As part of a larger project to prepare a framework for the Township's transportation network, Administration has developed draft definitions for municipal functional road classifications.

A **road classification** system designates roads into different groups according to the type of service each group is intended to provide to the public. This is a fundamental tool for road management and development since grouping roads with similar functions can improve transportation planning, road infrastructure design, maintenance, traffic and road operations.

The draft classifications were developed with consideration to:

- United Counties of Stormont, Dundas, and Glengarry, Official Plan (2018)
- Transportation Association of Canada, Geometric Design Guidelines for Canadian Roads (2017)
- Ministry of Transportation of Ontario, Design Supplement to TAC Guidelines (2023)
- MTO Connecting Links Program

The draft definitions for road classifications were circulated for review to SDG Counties Transportation Services to confirm that they integrate with the broader understanding of the transportation network in SDG.

The proposed classifications are expanded upon in the attached document, but generally include:

- Arterial Roads (Provincial Highways, County Roads, Municipal Connecting Links)
- Collector Roads (Rural Collector)
- Local Roads (Rural Local, Urban Local)
- Other Types (Private, Unopened)

Today's Conversation

Administration is seeking Council's endorsement of the definitions of the municipal road classification system (attached technical memorandum) prior to continuing with next steps.

The technical memorandum was reviewed by the SDG Counties Transportation Services and our Consultant, EVB Engineering.

Administrative Next Steps

0. [Committee of the Whole](#), February 1, 2023
 - a. Presented Concept of a Road Revitalization Plan
 - b. Presented 2023 Budget Discussion
 - c. Council Discussion
0. Council Meeting, November 6, 2023 (today!)
 - a. *Item for Consideration* discussing Road Classification Definitions
1. Council Meeting, November 20, 2023
 - a. *Item for Consideration* discussing the Municipal Level of Service Framework
2. Committee of the Whole, November 27, 2023
 - a. Presentation of Transportation Network Classifications and Options
 - b. Presentation of 10-year Capital Budget Implications of LOS Framework
 - c. Presentation of Policy Framework
 - d. Council Discussion
3. Council Meeting(s), TBD
 - a. Presentation and Adoption of Revised ROW Policy and Road LOS Policy
4. 2024 Budget, TBD
 - a. Present 2024 Capital Budget Options based on asset condition ratings, consideration to infrastructure needs, and an understanding of Levels of Service.

Technical Memorandum: Road Classifications

Prepared by: S. McDonald, P. Eng., General Manager Infrastructure Services

Date: October 31, 2023

Background

A road classification system designates roads into different groups according to the type of service each group is intended to provide to the public. This is a fundamental tool for road management and development since grouping roads with similar functions can improve transportation planning, road infrastructure design, maintenance, traffic and road operations.

The existing road classification available to South Glengarry is provided in the United Counties of Stormont, Dundas, and Glengarry (SDG Counties) Official Plan (2018, Section 4.3.6) and includes:

- **Provincial Highways:** Provincial highways are classified per their function by the Ministry of Transportation (MTO). All provincial highways are under the jurisdiction of the Province and the requirements of the MTO.
- **County Roads:** These roads serve a regional role by carrying traffic through the Municipality or from the Municipality to neighbouring municipalities. County Roads are also used as pedestrian and cycling facilities. All development abutting County Roads are subject to the jurisdiction of the SDG Counties.
- **Township Roads:** Township Roads, or Local Roads, provide direct access to abutting properties. The Official Plan notes that Local Municipalities may further classify local roads and establish standards for safe use, geometrics, construction and pavement standards, intersections, access, truck routes, fire access, parking lanes, speed zoning, maintenance, drainage, etc...

The Official Plan also provides guidance on other types of 'roads' including:

- **Private Roads:** Private roads are under private ownership serving multiple properties. New private road construction will be limited. Local Municipalities or school boards are not obliged to provide services (ex. emergency services, garbage collection, school bussing) on private roads which are impassable or sub-standard.
- **Unopened Road Allowances:** Local Municipalities may permit the use of an unopened road allowance by agreement and may open or close a road allowance in compliance with the requirements of the Municipal Act. Local Municipalities may enter into encroachment agreements for unused or un-assumed road allowances.

While the Official Plan provides a distinction between provincial, county, and municipal jurisdiction for the roads / road allowances within South Glengarry, it does not further classify municipal roads based on use or location. Instead, the Official Plan provides local municipalities with the opportunity to provide their own differentiation between all in-service roads under their jurisdiction.

Road Design Classification

The Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads (2017) includes a chapter on Design Controls, Classification and Consistency that provides guidelines and best practices for identifying road classifications in Canada. The MTO published a Design Supplement to the TAC Guidelines (2023) which offers an Ontario perspective when developing a road classification system.

The MTO design classifications streamlines the TAC design classifications for use in Ontario. The MTO classifications are categorized according to the predominant characteristics of the adjacent land (rural and urban) and are provided in the table below.

Table 1. MTO Road Design Classification System (2023)

Rural	Urban
Freeway	Freeway
Arterial	Arterial
Collector	Collector
Local	Local

The typical ownership, including patrol and maintenance responsibilities, of the various classes of roads is reflected in the following table.

Table 2. Typical Ownership for Various Road Classes

Class	Sub-Class	Ownership
Arterial	Provincial Highways	Province
	County Roads	SDG Counties
Collector	Connecting Links	SDG Counties
	Rural Collector	Township
Local	Urban Local	Township
	Rural Local	Township

In South Glengarry, urban local roads are predominantly located in Urban and Rural Settlement Areas, as defined the by Official Plan.

Considerations When Developing Design Classifications

The first step in any road planning, design or administrative study is to designate the design classification for each facility while considering the service function and the traffic characteristics. This generally includes the consideration of:

- **Land Use:** The nature of the adjacent land. The intensity of access needs change with land use and roads should be appropriately classified, designed, and maintained to meet the varying needs. In a rural community like South Glengarry, there is a need to accommodate locally prevalent vehicles such as agricultural equipment.

- **Service Function:** All roads provide either service to traffic, access to land, or both.
- **Traffic Volume:** Generally high traffic volumes are carried by freeways and arterials, while low volumes are associated with collectors and locals.
- **Flow Characteristics:** The desired characteristic of traffic flow determines the classification of a road. Uninterrupted flow (interchanges / signals) is desired for roads primarily serving traffic movement. The flow on local roads that provide full land service is restricted by traffic control devices.
- **Operating Speed:** Operating speeds vary on roads of the same classification depending on the type and condition of the surface; intensity of adjacent land development; accesses; vehicle types; and traffic flow controls. Operating speeds generally increase from locals to collectors to arterials to freeways.
- **Vehicle Type:** The proportion of passenger cars, buses, and trucks using a roadway is generally dependent on the purpose of the roadway and the surrounding land use. Local roads are used predominantly by passenger cars and small trucks, whereas collector and arterial roads are intended to serve greater percentages of commercial traffic. The typical traffic using the road influences its geometric and structural design.

Connecting Links Concept

The MTO Connecting Links Program identifies municipal roads that connect two ends of a provincial highway through a community. While South Glengarry has no roads that are eligible for the MTO Connecting Links Program, the concept of connecting links is applicable and relevant to select County road segments within South Glengarry.

The introduction of a Municipal Connecting Link classification for South Glengarry provides an understanding of locations where the Township provides enhanced infrastructure services along a County Road – such as sidewalks, street furniture, and specialty pavement markings (ex. hatched street parking). In practice, these areas are generally located along former Provincial Highways that have been transferred to the County or Municipality, where the service function temporarily transitions from traffic movement to main-street land access.

For the purpose of the classification of South Glengarry roads, all segments selected for this classification would:

- Be jointly identified by the Township and the SDG Counties
- Not impact or change the SDG Counties' road classification
- Not impact or change the current ownership, responsibility, or funding allocations

Recommended Road Classification

A defined road classification system for the Township of South Glengarry would allow the Township to better reflect the differences in road function and purpose and would provide the Township with a framework to assess:

- Levels of Service
- Maintenance and Operations
- Development Impacts
- Traffic Operations / Traffic Calming
- Design and Construction Standards
- Active Transportation Network
- Traffic and Right-of-Way Policies
- Future Roadway Links (*unopened road allowances*)

The following road classification definitions are prepared for the Township of South Glengarry. They were developed on the premise that the Rural Collector Road network, together with the County and Provincial roads, form the truck route network through South Glengarry. Consideration was also given to urban vs rural network needs and roadway services / maintenance.

Arterial Roads

- **Provincial Highways:** Highway 401 is the provincial highway within South Glengarry and provides an east-west connection across the province between Montreal and Toronto. Provincial highways are classified per their function by the MTO. All provincial highways are under the jurisdiction of the Province and the requirements of the MTO.
- **County Roads:** These roads serve a regional role by carrying traffic through the Municipality or from the Municipality to neighbouring municipalities. County roads are also used as pedestrian and cycling facilities. All development abutting County roads are subject to the jurisdiction of the SDG Counties.
- **Municipal Connecting Links:** Connecting links are segments where a County road temporarily transitions from providing rural traffic movement to slower commercial / residential land access with on-street parking and, often, an urban cross-section. These segments are located within the Settlement Areas. All development abutting County roads are subject to the jurisdiction of the SDG Counties.

Collector Roads

- **Rural Collector:** These roads are primarily intended to carry traffic from local roads to the arterial road network (Provincial and County) with moderate truck traffic. They are expected to carry higher volumes of traffic than local roads and they directly service the adjacent properties. Rural collectors can also be important pedestrian and cycling links.

Local Roads

- **Rural Local:** Rural local roads are located throughout the Township. These roads are intended to carry people and goods to individual properties.

- **Urban Local:** Urban local roads are within urban and rural settlement areas as defined through the Official Plan (Section 3.2.1). These roads carry people and goods to individual properties.

Other Types of Roads

- **Private Roads:** Private roads are under private ownership serving multiple properties. New private road construction will be prohibited. Local Municipalities or school boards are not obliged to provide services (ex. emergency services, garbage collection, school bussing) on private roads which are impassable or sub-standard. Consideration for implementing development restrictions on private roads unless the road is brought up to the minimum design standards.
- **Unopened Road Allowances:** The public has a right to traverse unopened road allowances. However, unopened road allowances have not been assumed for maintenance and all use is at the user's own risk. The municipality may enter into an agreement for alteration or encroachment of an unopen road allowance and the municipality may open or close a road allowance in compliance with the requirements of the Municipal Act.

Table 2. Typical Characteristics of Each Road Class

Characteristics	Arterial		Collector		Local	
	Provincial Highway	County Road	Municipal Connecting Link	Rural Collector	Urban	Rural
Jurisdiction	Province	County	County	Municipality	Municipality	Municipality
Service Function	Optimum mobility	Traffic movement primary consideration	Traffic movement / land access of equal importance	Traffic movement / land access of equal importance	Traffic movement secondary consideration	Traffic movement secondary consideration
Typical Traffic Volume	n/a	n/a	n/a	< 500	> 500	> 500
Desired Right-of-Way Width	Per Ministry Policy	Per County Policy	Per County Policy	26m	20m	20m
Flow Characteristics	Free flow major intersections	Uninterrupted flow except at major intersections	Interrupted flow	Interrupted flow	Interrupted flow	Interrupted flow
Posted Speed	100 km / hr	80 km / hr	40 – 50 km / hr	60 – 80 km / hr	40 – 50 km / hr	60 – 80 km / hr
Pedestrian and Cycling Facilities	None	Paved Shoulders. Wider right of ways that can facilitate multi-use pathways.	Opportunity for sidewalks and other active transportation infrastructure	Opportunity for paved shoulders	Opportunity for sidewalks	None
Vehicle Type	All types. No seasonal load restrictions	All types. Mixture of roads with and without seasonal load restrictions	All types.	Seasonal load restrictions applied. All types with up to 20% commercial motor vehicles.	Seasonal load restrictions applied. Predominantly passenger cars, light to medium trucks and the occasional heavy truck	Seasonal load restrictions applied. Predominantly passenger cars, light to medium trucks and the occasional heavy truck

INFORMATION REPORT

REPORT TO: SDG Accessibility Committee



MEETING DATE: October 26, 2023

SUBJECT: South Glengarry Multi-Year Accessibility Plan –
2023 Status Update

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

SUMMARY:

The *Accessibility for Ontarians with Disabilities Act* (AODA) outlines the requirement for municipalities, as a public sector organization, to establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under O. Reg. 191/11: Integrated Accessibility Standards. The Act further requires public sector organizations to prepare an annual status report on the progress of measures taken to implement the multi-year strategy. The Township of [South Glengarry's present Multi-Year Accessibility Plan](#) was approved by Council in 2020 and is for the term 2020-2025.

The attached report provides a status update regarding the Township's initiatives throughout 2023 to prevent and remove barriers related to accessibility and the integrated accessibility standards as outlined in O. Reg. 191/11.

For both Appendix A and Appendix B of the report, please note the following:

- Table rows that are shaded/light blue indicate initiatives/actions that have been completed or are completed and monitored on an ongoing basis.
- Text that is highlighted (yellow) indicates a change or revision to the plan.

REPORT CONTRIBUTOR(S):

Sherry-Lynn Servage, Director of Parks, Recreation & Culture

RECOMMENDATION:

THAT the SDG Accessibility Advisory Committee receive the annual update to the Township of South Glengarry's Multi-Year Accessibility Plan and recommend that the update be forwarded to South Glengarry's Council for adoption.



Township of South Glengarry Annual Accessibility Status Report 2023

Introduction

The Township of South Glengarry plays a critical role in ensuring that people with disabilities have the opportunity to interact and contribute to the community. We strive to meet the needs of employees, residents and customers with disabilities and are working towards removing and preventing barriers to accessibility.

Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. Pursuant to O. Reg. 191/11: Integrated Accessibility Standards Section 4(3), our organization is required to prepare an annual status report on the progress of measures taken to implement our Accessibility Plan and to post the report on our website. The report is also available in an accessible format upon request.

Achievements to Remove and Prevent Barriers

Since the adoption of our 2020-2025 Multi-Year Accessibility Plan, the Township of South Glengarry has implemented a number of projects and programs to improve accessibility for people with disabilities and to meet the requirements of applicable legislation.

The Township's accessibility achievements in 2023 include:

- The Township's former Public Works garage in Williamstown was renovated and converted to a Fire Hall, meeting accessibility standards per the Ontario Building Code.
- Design of an accessible play structure to be installed at Empey-Porier Park in the Glendale Subdivision before the end of 2023.
- The reconstruction of Warren, Middle and Bethune streets in Williamstown included accessibility improvements to the sidewalks with the installation of Tactile Walking Surface indicators to improve the Township's exterior paths of travel.
- Improvement of sidewalk access from Bethune Street to the Nor'Westers and Loyalist Museum.

Strategies and Actions Planned for 2020-2025

Appendix "A" outlines the projects and programs the Township of South Glengarry plans to complete between 2020 to 2025 to meet the requirements of the Accessibility for Ontarians with Disabilities Act and to remove and prevent barriers to people with disabilities.

Appendix "B" updates the Implementation Plan for Facilities and Infrastructure.

Appendix 'A' IASR Compliance Plan

CUSTOMER SERVICE STANDARD	ACTION(S)	2023 UPDATE
Develop, implement and maintain policies governing its provision of goods, services, facilities to persons with disabilities.	<ul style="list-style-type: none"> Existing "Accessibility Standards for Customer Service" policy to be reviewed and updated. 	<ul style="list-style-type: none"> Completed
Use of service animals and support persons.	<ul style="list-style-type: none"> Existing "Accessibility Standards for Customer Service" includes provisions for service animals and support persons. Policy to be reviewed and modified as necessary to reflect changes to the Act and/or Regulations. 	<ul style="list-style-type: none"> Completed.
Notice of temporary disruptions	<ul style="list-style-type: none"> Procedure for service disruption notification is included in "Accessibility Standards for Customer Service" policy and will be reviewed and modified as required. 	<ul style="list-style-type: none"> Completed.
Train staff, volunteers and others who provide goods/services/facilities on behalf of the Township about providing goods services to people with disabilities.	<ul style="list-style-type: none"> Continue to ensure all new hires complete applicable training. Train volunteers and others who provide services on behalf of the municipality. Complete annual training updates for existing staff members. 	<ul style="list-style-type: none"> All staff completed annual training in 2023 through HR Downloads program. Clerk's department developed training plan for Township committee members.
Establish a process for receiving and responding to feedback.	<ul style="list-style-type: none"> Update "Accessibility Standards for Customer Service" policy to reflect new mediums for providing feedback. Establish a method for tracking feedback received. 	<ul style="list-style-type: none"> Tracking method to be established and implemented in 2024.

Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> Continue to provide accessible documents and communication supports as requested. 	<ul style="list-style-type: none"> Ongoing
INFORMATION & COMMUNICATION STANDARD	ACTION	2023 UPDATE
Establish a procedure for receiving and responding to feedback.	<ul style="list-style-type: none"> Procedure is in place and will be reviewed and modified as required. 	<ul style="list-style-type: none"> Ongoing
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> Procedure is in place for accessible documents and communication supports. Staff to ensure that “accessible formats available upon request” is made available on print documents (ongoing). To be reviewed and modified as required. 	<ul style="list-style-type: none"> Ongoing
Where emergency procedures, plan and/or public safety information is available to the public, provide in accessible format or communication supports upon request.	<ul style="list-style-type: none"> Procedure is in place for accessible documents and communication supports. To be reviewed and modified as required. 	<ul style="list-style-type: none"> Ongoing
Accessible website and web content.	<ul style="list-style-type: none"> Website refresh in 2019 has brought the overall design of the Township website into compliance with accessibility standards. Work towards converting all PDFs on the Township website to accessible PDFs. Educate staff on the requirement for accessible documents and web content. 	<ul style="list-style-type: none"> Ongoing. Planned accessibility review of the corporate website for 2024.
Standards review	<ul style="list-style-type: none"> Continue to monitor changes to legislation and modify materials as required. 	<ul style="list-style-type: none"> Ongoing
EMPLOYMENT STANDARD	ACTION	2023 UPDATE
Recruitment, selection and notification	<ul style="list-style-type: none"> Regularly review our Human Resources Policy Manual to 	<ul style="list-style-type: none"> Ongoing

	<p>prevent or remove systemic employment barriers.</p> <ul style="list-style-type: none"> • Job postings will continue to include wording advising that accommodations are available for the recruitment process. 	
Accessible formats and communication supports for employees	<ul style="list-style-type: none"> • Continue to consult with employees to provide or arrange for accessible formats and communications supports as requested. 	<ul style="list-style-type: none"> • Ongoing
Workplace emergency response information	<ul style="list-style-type: none"> • Amend HR Policy Manual to include provision to provide employees with an individualized workplace emergency response plan upon request. 	<ul style="list-style-type: none"> • 2023 (not completed, revise to 2024)
Documented individual accommodation plans	<ul style="list-style-type: none"> • Amend HR Policy Manual to include development of individual accommodation plans for employees with disabilities. 	<ul style="list-style-type: none"> • 2023 (not completed, revise to 2024)
Return to work process	<ul style="list-style-type: none"> • Return to work process included in HR Policy Manual. 	<ul style="list-style-type: none"> • Completed
Performance management, career development and redeployment	<ul style="list-style-type: none"> • Continue to support employee development through learning opportunities. 	<ul style="list-style-type: none"> • Ongoing
Standards review	<ul style="list-style-type: none"> • Monitor changes to legislation and modify training materials as required. 	<ul style="list-style-type: none"> • Ongoing
DESIGN OF PUBLIC SPACES STANDARD	ACTION	2023 UPDATE
Consultation	<ul style="list-style-type: none"> • Consult with the SDG Accessibility Committee and public when designing public space such as: <ul style="list-style-type: none"> ○ Recreational Trails ○ Outdoor Play Spaces ○ Public Parking 	<ul style="list-style-type: none"> • Identified a need to remind staff of this requirement moving forward.
Recreational Trails and Beach Access Routes	<ul style="list-style-type: none"> • Consult with the SDG Accessibility Committee when needed. 	<ul style="list-style-type: none"> • Ongoing

Outdoor Public Access Eating Areas	<ul style="list-style-type: none"> • Accessible picnic tables are available in outdoor public eating areas. • Availability of accessible eating areas will continue to be monitored and any newly created spaces with eating areas will include barrier-free options. 	<ul style="list-style-type: none"> • Completed (Ongoing Review)
Outdoor Play Spaces	<ul style="list-style-type: none"> • Empey Porier Park accessible play structure to be installed in 2023. 	<ul style="list-style-type: none"> • 2023
Exterior Paths of Travel	<ul style="list-style-type: none"> • Continue to apply all technical requirements and design standards when constructing new or redeveloping existing paths of travel (ie. curbs, curb ramps, pathways, etc.) • SDG Accessibility committee visited the recent updates to sidewalks in Williamstown (installation of tactile walking surface indicators at sidewalk curb depressions). 	<ul style="list-style-type: none"> • Ongoing
Accessible Parking	<ul style="list-style-type: none"> • The Township will continue to apply requirements for accessible parking spaces for future developments. • Ensure that accessible parking spaces at Township/public facilities are properly marked and signed. • Work with local businesses to encourage the development of accessible parking spaces. 	<ul style="list-style-type: none"> • Ongoing
Obtaining Services	<ul style="list-style-type: none"> • Township will apply required standards when renovating service counters and public waiting areas. • Added signage at accessible service desk at the Township main office. 	<ul style="list-style-type: none"> • Completed
Maintenance Planning	<ul style="list-style-type: none"> • The Township will communicate emergency maintenance procedures and disruptions through the 	<ul style="list-style-type: none"> • Ongoing • Staff training required.

	Township's website, social media and signage at appropriate locations.	
Legislative Review	<ul style="list-style-type: none"> • Staff participate in training sessions when offered by Accessibility Ontario and other government organizations. 	<ul style="list-style-type: none"> • Ongoing

Appendix 'B' – Updated Facilities Implementation Plan

1. Bernie McDonell Memorial Park

Lancaster Heights, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Entrance	Widen path to accommodate wheelchairs	2024	
Wooden Bridge	Widen to accommodate wheelchairs	2024	

2. Char-Lan Recreation Centre

19740 John Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Light switches inaccessible	Switches to be lowered in washrooms or motions sensors installed.	2014	Complete
Entrance	Install automated doors at entrance.	2018	Complete

3. Empey-Poirier Park

6085 Vine Street, Glendale, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
No parking lot (park on grass)	Paved parking lot (with accessible parking space) and larger driveway in.	2024	Complete
No pathways	Paved pathways	2024 2026	

No wheelchair access to playground, rink etc.	Paved pathways	2024 2023	Accessible play structure to be installed in 2023.
Only 2 benches	Install additional benches	2015	Complete

4. Glen Walter Regional Park

6626 Wine Crescent, Glen Walter, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Parking lot not paved	Paved parking lot	2024	
No pathways to soccer fields, play structure, tennis courts, volleyball court, basketball court, etc.	Paved pathways	2015	Complete
Shaded area not accessible	Install ramp	2013	Complete
Ladies accessible washroom – no handle bars	Install bars	2013	Complete
Ladies Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2022 2023	Completed
Ladies Washroom – tower dispenser too high	Lower dispenser	2022	Complete
Men's Washroom – exterior access to washroom not wheelchair accessible	Paved pathway to washroom	2024	
Men's Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2022 2023	Completed

Men's Washroom – no handlebars above and beside toilet	Install handlebars	2022	Complete
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5. Green Valley Community Centre

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
No accessible parking space	Front parking space to be signed accessible	2013	Complete
Entrance (small groove)	Flatten down	2013	Complete
Light switches and paper towel dispenser too high	Lower switches or install motion sensors, lower dispenser	2014	Complete
No door handle on accessible stall in men's washroom	Install handle	2020	Complete
Ladies Washroom – no handle bars above or beside toilet	Install bars	2020	Complete
Entrance – non-accessible doors	Install automatic doors	2018	Complete

6. Green Valley Park

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Arena area, not wheelchair accessible	Pathways	2024 2026	
Soccer fields, baseball diamond not wheelchair accessible	Pathways	2024 2026	

No accessible parking space	Front parking space with accessible parking sign	2013	Complete
Pavement to walk from parking lot to tennis courts very rough, not wheelchair friendly	Clear the rocks, smooth out big ruts and bumps	2015	Ongoing (Annual)

7. Jack Danaher Park

21491 MacCuaig Drive, Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Parking lot	Paved parking lot	2024 2026	
Fireplace area not wheelchair friendly	Benches/pathway to fire	2024 2026	
No access ramp from change room to community centre	Install ramp	2014	Complete
Countertop too high	Lower countertop	2024 2026	
Gaps between boards – unsafe	Fill in gaps	2023	Complete
No assistant bars behind toilets (ladies and men's washrooms)	Install assistant bars	2020	Complete
Sink pipes not covered in washrooms	Cover pipes	2022	Complete
Paper towel/soap dispenser too high	Lower dispensers	2020	Complete
Men's Washroom – no pull levers	Install pull levers	2023	Complete
Entrance door loose	Tighten handle	2020	Complete
Entrance not accessible (step)	Install ramp	2024	
Railing along walkway	Install railing	2024	

8. Kenneth Parton Senior Park

4852 County Road 20, Martintown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Entrance	Widen path to accommodate wheelchair	2014	Complete

9. Lan-Char Medical Centre

20 Victoria Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
No accessible parking	Provide accessible parking/lines to be marked	2013	Complete
Outside lighting is insufficient (near dentist office)	Fix lighting	2013	Complete
No accessible signage	Add signage	2013	Complete
Lip at entrance or dentist office	Fix entrance	2013	Complete
Light switches inaccessible	Lower switches in washrooms or add motion sensor	2023	Complete

10. Martintown Community Centre/Park

4850 County Road 20

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Upgrades in 2016	Accessible play structure and walkways	2016	Complete

11. Nor'Westers and Loyalist Museum

19651 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
No parking lot	Create designated parking spot on street.	2024 2026	
Side entrance not wheelchair friendly	Install ramp	2013	Complete
Doorway entrance (small groove)	Smooth down to no bump	2020	Complete
Upstairs not accessible (stairs)	Elevator or escalator (Investigating video monitoring solution)	On Hold	
Grooves in floorboards	Smooth down	2020	On Hold
Emergency exit needs small ramp	Install ramp	2020	Complete
No assistant bars above and alongside toilets	Install bars	2019	Complete
Mirror not tilted	Install tilted mirrors	2019	Complete
Pipes under sinks are visible	Cover pipes	2019	Complete
Paper towel dispenser too high	Lower dispenser	2019	Complete

12. North Lancaster Optimist Club Hall & Park

4837 2nd Line Road, North Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Construction meets ODA requirements			Complete

13. Paul Rozon Park

19715 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Step up to enter building	Install ramp	2014	Complete
Approach to deck not wheelchair friendly	Grading/finer granular	2014	Complete
Access to rink not wheelchair friendly	Paved pathways	2014	Complete
Skate pads	Seasonal problem – edges could be tapered	2014	Complete
Parking lot is gravel – not wheelchair friendly	Paved parking lot	2024	
Washroom – no pull levers	Install pull levers	2020	Complete
Pipes under sink	Cover pipes	2020	Complete

14. Smithfield Park

119 Military Road, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Roadway to park needs to be paved	Pavement	2024	
No access to shaded building area	Pathway and small ramp required	2015	Complete
Play area not wheelchair accessible	Paved pathways	2015	Complete
No path to the ramp at the play structure	Paved pathway	2015	Complete

15. Township of South Glengarry Municipal Office

6 Oak Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
Outdoor lighting is insufficient	Add lighting near ramp	2013	Complete

16. Williamstown Office (Celtic Music Hall of Fame)

19687 William Street, Williamstown, Ontario

NOTE for 2023 – The Township of South Glengarry is presently completing a Building Condition Assessment (BCA) for Township-owned buildings, which will include a comprehensive facility condition assessment to help the Township understand the physical condition and life expectancy of our building assets. As the Celtic Music Hall of Fame is included in this analysis, the Township is not conducting any renovations on the building until the BCA has been completed.

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2023 Update
No accessible parking space	Provide accessible parking	2020	Complete
Lighting is insufficient	Fix lighting	2023	Complete
No accessibility signage	Add signage	2020	On hold – waiting for building condition assessment
Exterior door not wide enough	Consult with CBO	2024	On hold – waiting for building condition assessment
Light switches not accessible	Lower switches or add motion sensor lighting	2023	Complete
Bathroom door handles not lever style	Install lever handles	2023	Complete
Toilet placement unsatisfactory	Install new toilet when needed	2023	On hold – waiting for building condition assessment

Clearance beneath sink	Correct when new sink installed	2023	On hold – waiting for building condition assessment
Towel dispenser inaccessible	Relocate towel dispenser	2023	On hold – waiting for building condition assessment
Soap dispenser not accessible	Relocate soap dispenser	2023	On hold – waiting for building condition assessment
Mirror placement	Relocate/adjust mirror	2023	On hold – waiting for building condition assessment
Cup dispenser in washrooms	Install cup dispenser	2023	On hold – waiting for building condition assessment

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 6, 2023



SUBJECT: 2023 Building Permit Activity as of September 30th, 2023

PREPARED BY: Chris Raabe, Director of Development & Chief Building Official

This report is intended to provide an update regarding permit activity for the third quarter of 2023.

The table below shows issued permits from January 1st to September 30th for the current year and a comparison to the previous 3 years for the same period.

Construction Class	Issued Permits			
	2020	2021	2022	2023
Institutional	5	0	3	0
Commercial	6	4	9	5
Agricultural	12	10	10	9
Residential				
New Dwelling	27	41	38	23
Addition/Renovation	32	36	23	29
Accessory Buildings & Other	32	38	48	45
Water/ Sewer	N/A	11	12	5
Wood Stove	1	0	1	0
Demolition	19	9	9	13
On-site Sewage Systems	47	66	45	26
Tents	3	9	10	13
Swimming Pool	24	23	29	26
TOTAL	208	247	237	194
Total Construction Value	\$17,517,789.00	\$29,166,487.77	\$36,827,465.73	\$23,035,992.88
Total Permit Fees	\$194,640.17	\$413,916.55	\$438,597.00	\$352,397.29

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 6, 2023

SUBJECT: Postponement of Grants and Donations Policy Review


PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

In May 2017, the Township of South Glengarry adopted a Grants and Donations Policy with By-law 32-2017 (attached). The policy is intended to provide a fair and accountable process to assist our community groups that require financial assistance.

The policy is slated for review every five years with the expectation that it would be reviewed in 2023. Administration began reviewing our policy internally as well as community grant and donation policies from surrounding comparable municipalities earlier this year. Presently South Glengarry's Grants and Donations Policy seeks to "give priority to community groups that most align with its strategic plan and community vision."

As South Glengarry prepares to review its strategic plan in the new year, Administration has opted to leave the policy status quo for the 2024 application intake with a similar increase of \$2,500 to the amount budgeted for distribution to eligible requestors. This will allow any updates to our Township's strategic plan goals to be included in our revised policy.

Applications for the 2024 intake have already started to be received through our [website](#) with plans for notices to be prepared by our Communications Coordinator for our website and social media accounts. The deadline to apply for the 2024 intake is November 24th, 2023.

South Glengarry		POLICY	
Policy and Procedural Manual		Page Number:	1 - 5
		Review Frequency:	Every 5 Years
Approved By:	Bryan Brown - CAO	Date Approved:	
		Revision Date:	
Subject:	Municipal Grants and Donations		

Policy Statement:

The Township of South Glengarry (South Glengarry) recognizes the benefit that local volunteers provide our community and wish to recognize them by committing funds through our Grants and Donation Policy.

South Glengarry understands that from time to time, annually, or for a certain duration our volunteer groups require financial assistance. The Grants and Donations Policy reflects South Glengarry's commitment to assisting in addressing such needs.

The policy, and accompanying documents (application form and summary form), are to ensure an accountable and fair process that best reflects the needs of our community. Decisions on grants and donations will be made by South Glengarry Council and will be based on our strategic plan, community interests, financial capacity, and doing the greatest amount of good, for the most amount of people, for the longest duration.

South Glengarry understands that changing socio-economic issues may result in unique reviews of the Grants and Donation Policy. In any case, this document will be reviewed every 5 years.

Municipal Funding:

South Glengarry Council does not need to utilize the full allotment of monies designated for grants and donations, nor if insufficient requests are received is South Glengarry Council required to approve all requests. 15% of the yearly amount will be allotted for Council discretion. Council discretion is set aside for miscellaneous requests that are received after the November due date (i.e. request for fee waiver, etc.)

In addition to monetary requests, in-kind requests may be considered (i.e. township staff, equipment, etc.)

South Glengarry Council shall give priority to community groups that most align with its strategic plan and community vision. The most apparent connections to the strategic plan are outlined in the application form.

The following funds, reviewed and updated every five years, are available for application:

Year	Amount
2018	\$55,000
2019	\$55,000
2020	\$57,500
2021	\$57,500
2022	\$60,000

Deadline:

The deadline for the applications is the last Friday of November, unless otherwise indicated (i.e. funds set aside in Council discretion).

Eligibility Criteria:

- 1) Applicants must be an incorporated non-profit community group or organization whose primary focus is in South Glengarry.
- 2) Grants are intended to be supplementary to an organization's main source(s) of funding.
- 3) All funding will be for future projects. Retroactive funding will not be considered.
- 4) Repeat grant requests will only be available to organizations who are in good standing with South Glengarry.
- 5) Guaranteed funding is only for the fiscal year in which the organization has applied. Continued commitment will be considered on a year by year basis.
- 6) Respecting this policy South Glengarry may impose, at its sole and unique discretion, the conditions it deems fit.

Exclusions:

- 1) Individuals, businesses, and publicly funded organizations (i.e. schools, hospitals, etc.) are not eligible.
- 2) Organizations that may be located within the Township of South Glengarry, but are regionally-oriented, or that represent or service a special interest group, shall not be considered.

Application Guidelines:

All grant applications shall be submitted on the Grants and Donations Application Form and directed to the General Manager of Corporate Services by the last Friday of November of each year, unless otherwise indicated, and shall include all information required.

The application form is found at the end of this document. If you have any questions about your submission please contact the General Manager of Corporate Services before completing the form.

Review of Application:

- 1) All requests for financial grants will be reviewed.
- 2) Incomplete applications will not be considered.
- 3) Only one request per organization shall be considered per calendar year.
- 4) The maximum yearly request up to \$4,000 per calendar year.
- 5) All applications will be assessed in terms of the need for the project, cost effectiveness, financial viability, community involvement, and contribution to the quality of life of South Glengarry and its residents.

Application Deadline and Notification of Acceptance:

Applications must be received by the last Friday of November, unless otherwise indicated, for all events/projects in the upcoming calendar/fiscal year.

Notifications of acceptance will take place following the passing of the South Glengarry Municipal Budget. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in a time that suits their event or particular needs.

South Glengarry Council reserves the right to accept requests that do not conform to the two above statements if they deem them to be reasonable and contribute to the betterment of the community.

Summary Report:

- 1) Prior to the disbursement of any municipal funds, all grantees must provide a Summary Report, found at the end of this document, which aligns the actual outcome with the initial Application Form
- 2) Grants in future years may be reviewed based on past fiscal responsibility.
- 3) Without prior approval of South Glengarry Council grant money shall not be transferable between:
 - i. Projects or groups,
 - ii. Fiscal years

Groups are encouraged to submit photos of their activity/event and permit South Glengarry to use such photos to promote the Grants and Donations Program and/or the Municipality.

Failure to provide a Summary Report will result in funds not being released and future requests being denied.

Revised 2017-05-19

Revised 2017-05-19

Use of Funds (provide back-up where possible)

Applicants Declaration:

I confirm that the information contained in this summary and accompanying documents is true, accurate, and complete. I acknowledge that any misrepresentation will result in the forfeit of all funds.

Signature: _____ Title: _____

Name: _____

Treasury Declaration:

I confirm that the information contained in this summary and accompanying documents appear, in all material terms, to be true, accurate, and complete.

Signature: _____ Title: _____

Name: _____



MEMORANDUM

To: Township of South Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: October 23, 2023
Subject: RRCA Board of Directors meeting highlights (October 19, 2023)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December, unless a special meeting is called).

October 19, 2023 RRCA Board of Directors Meeting Highlights:

- Approved minutes from the September 21, 2023 meeting can be found at <http://www.rrca.on.ca/page.php?id=15>
- Board approved the 2024 RRCA Fee Schedules for planning advisory services, *Conservation Authority Act* permits, technical and environmental reviews, mapping and data services, conservation lands, Gray's Creek Marina, Charlottenburgh Park, and Stewardship Services.
- Board approved awarding the contract for the Gray's Creek Hazard Tree Abatement (Phase 2).
- Board approved the submission of a funding request to support RRCA community events.

Next RRCA Board meeting date: November 16, 2023

From: noreply@esolutionsgroup.ca
To: [Clerk](#)
Subject: New Response Completed for Flag Raising and Proclamation Request
Date: October 20, 2023 10:07:20 AM

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

Hello,

Please note the following response to Flag Raising and Proclamation Request has been submitted at Friday October 20th 2023 10:04 AM with reference number 2023-10-20-002.

- **Name of Group/Person or Organization**
Habitat for Humanity Cornwall & The Counties
- **Phone Number**
613-938-0413
- **Email**
breckyn.caers@gmail.com
- **Purpose of Request**
Proclamation request: To recognize the 25th Anniversary of Habitat Cornwall and National Housing Day (proclamation copy to be provided by organization if possible)
- **Flag Display - No ceremony; the flag is to be flown for a specific period of time after the event: Please specify date requested from and requested to.**
No flag display requested

[This is an automated email notification -- please do not respond]



Catherine Fife

MPP Waterloo

Lachlan McDonald
Mayor of Township of South Glengarry
6 Oak Street, PO Box 220 Lancaster ON K0C 1N0

RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

September 25, 2023

Dear Mayor McDonald,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,

Catherine Fife, Waterloo MPP
Finance & Treasury Board Critic

Constituency Office
100 Regina St. S., Suite 220
Waterloo, ON N2J 4A8
Ph: 519-725-3477 | Fax: 519-725-3667
Email: cfife-co@ndp.on.ca

Queen's Park Office
Room 154, Main Legislative Bldg.
Queen's Park, Toronto ON M7A 1A5
Ph: 416-325-6913 | Fax: 416-325-6942
Email: cfife-qp@ndp.on.ca

BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRlgQqDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 15.13.
Resolution Number 23-178
Title: Cigarette Producer Responsibility
Date: Friday, October 13, 2023

Moved by: Councillor Sheard
Seconded by: Councillor MacLeod

WHEREAS cigarette manufacturers play a crucial role in the creation and distribution of cigarette products. Cigarettes, are responsible for significant environmental damage and contribute to waste and pollution; and

WHEREAS cigarette butts are the most common form of litter worldwide and pose a threat to aquatic life and ecosystems. As reported 26 July 2023 to the Canadian Council of Ministers of the Environment, Pollution Probe's Great Lakes Plastic Cleanup identified cigarette butts one of the top five items of microplastics found in the Great Lakes, and

WHEREAS cigarette filters are composed of non-biodegradable materials that can take several years to degrade, exacerbating the problem of waste accumulation; and

WHEREAS the concept of producer responsibility promotes the idea that the party that profits from the creation and sale of a product should also be responsible for managing the product's end-of-life environmental impact; and

WHEREAS the Province of Ontario has successfully implemented producer responsibility programs for various industries, such as electronics, packaging, and batteries, resulting in significant improvements in waste management and environmental sustainability; and

WHEREAS the exclusion of cigarette manufacturers from current producer responsibility programs in our province creates an inconsistency in environmental policy and hampers our overall efforts to reduce waste and protect our environment. It is imperative to address the environmental impact of cigarette manufacturing, usage, and disposal.

NOW THEREFORE BE IT RESOLVED that the Township of The Archipelago hereby requests the Province of Ontario to include cigarette manufacturers within the scope of producer responsibility regulations and programs;

AND FURTHER BE IT RESOLVED that the Ontario Government takes necessary steps to develop and amend legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and the Province of Ontario be encouraged to work collaboratively with relevant stakeholders, including public health organizations, environmental groups, and retail associations, to develop comprehensive and effective strategies for the inclusion of cigarette manufacturers in producer responsibility program, taking into account the unique challenges posed by tobacco products;

AND FURTHER BE IT RESOLVED that the Province of Ontario allocate adequate resources and establish monitoring systems to ensure compliance with the newly imposed responsibilities by cigarette manufacturers, including penalties for non-compliance;

AND FURTHER BE IT RESOLVED that the Province of Ontario adopts regulations and policies that require cigarette manufacturers to:

1. Take financial responsibility for the collection, transportation, recycling, or safe disposal of discarded cigarettes and related waste materials.
2. Develop and engage in public awareness campaigns to educate the public about the environmental impact of cigarette butt litter and implement programs to educate the public on the safe disposal of cigarette butts.
3. Implement measures to minimize the environmental impact of their products through the use of sustainable materials, reduced packaging, and improved recycling initiatives;

AND FURTHER BE IT RESOLVED The Ministry of the Environment actively collaborates with other provinces and territories within Canada to encourage a nationwide approach towards including cigarette manufacturers in Producer Responsibility initiatives;

AND FURTHER BE FINALLY RESOLVED that copies of this Resolution be sent to the Honorable Doug Ford Premier of Ontario, the Honorable Andrea Khanjin Minister of the Environment, Conservations and Parks, relevant Members of Provincial Parliament (MPPs), Leader of the Opposition parties, All Municipalities in Ontario, Pollution Probe, Georgian Bay Forever, Georgian Bay Association, and other pertinent stakeholders as appropriate, urging their support and action in this matter.

Carried



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities



Town of Rainy River

RESOLUTION

MOVED BY  DATE: **October 10, 2023**

SECONDED BY  RESOLUTION: **23-020**

“WHEREAS the Corporation of the Town of Rainy River is a small community in Northwestern Ontario with limited financial resources;

AND WHEREAS the Town of Rainy River owns and operates the water treatment facilities, water distribution facilities, wastewater treatment facilities and wastewater collection facilities which service the residents of the Town of Rainy River;

AND WHEREAS the Town of Rainy River requires Class II Water Treatment Operators for its facilities;

AND WHEREAS the Corporation of the Town of Rainy River attempts to provide training as prescribed by the Province of Ontario to obtain the necessary classification(s);

AND WHEREAS the Town of Rainy River has been fortunate in obtaining a full staff compliment eager to take on the responsibilities of water treatment and distribution and wastewater collection and treatment operations;

AND WHEREAS any new employees of the Town of Rainy River require certification;

AND WHEREAS training is becoming increasingly difficult to procure;

AND WHEREAS the Province of Ontario has implemented stringent review of water treatment plants to ensure compliance;

AND WHEREAS the Province of Ontario is promoting and providing an increased number of training opportunities for a variety of trades;

BE IT HEREBY RESOLVED that the Corporation of the Town of Rainy River petitions the Province of Ontario to expand water treatment training opportunities for communities within Ontario;

AND FURTHER the training be delivered in a method that is flexible and affordable;

AND FURTHER utilize existing networks, such as Contact North, for on-line exam preparation and exam supervision;

AND FURTHER the Council of the Corporation of the Town of Rainy River forward copies of this resolution to Premier Doug Ford, Minister of Environment, Conservation and Parks Andrea Khanjin, MPP Greg Rickford, Walkerton Clean Water Centre, Ontario Municipalities.”

ABSTAIN _____
AYES _____
NAYES _____

D. ARMSTRONG _____
D. EWALD _____
J. HAGARTY _____
B. HELGESON _____
N. IVALL _____
M. KREGER _____
G. PROST _____

CARRIED _____ ✓
DEFEATED _____


MAYOR OR ACTING MAYOR



**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 75-2023
FOR THE YEAR 2023**

***BEING A BY-LAW A BY-LAW TO ADOPT, CONFIRM AND RATIFY
MATTERS DEALT WITH BY RESOLUTION.***

WHEREAS s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

AND WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council at its regular meeting of November 6th, 2023 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 6th DAY OF NOVEMBER 2023.***

MAYOR: _____ **CLERK:** _____