

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

Monday, October 17, 2022, 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 For Information Only, 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.	
5. APPROVAL OF MINUTES	
5.a. Previous Meeting Minutes - October 3, 2022	3
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7. ACTION REQUESTS	
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9. CONSENT AGENDA	

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9.b.	Departmental Update - Infrastructure Services (September 2022)	320
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10.	ITEMS FOR CONSIDERATION	
11.	CLOSED SESSION	
	BE IT RESOLVED THAT Council convene to Closed Session 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 considered is;	
	(b) personal matters about an identifiable individual	
	Specifically: Identifiable Individual	
12.	CONFIRMING BY-LAW	
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13.	ADJOURNMENT	

TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES

October 3, 2022, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

PRESENT: Mayor Lyle Warden, Deputy Mayor Stephanie Jaworski,
Councillor Martin Lang, Councillor Sam McDonell and
Councillor Rebecca Luck

STAFF CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau,
PRESENT: GM Planning, Building & Enforcement Joanne Haley, GM
Parks, Recreation and Culture Sherry-Lynn Servage, GM
Infrastructure Services Sarah McDonald, Fire Chief Dave
Robertson, Deputy Treasurer Kaylyn MacDonald, Deputy Clerk
Crystal LeBrun, Director of Water & Waste Water Dillen
Seguin, Manager of Municipal Law Veronique Brunet and
Executive Assistant/Communications Coordinator Michelle
O'Shaughnessy.

1. CALL TO ORDER

Resolution No. 291-2022

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the Month Day, 2021 Council Meeting of the
Township of South Glengarry now be opened at 7:00 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

3.1 Councillor Luck - Farlinger Drive – Turning Circle Request (S. McDonald)
Rebecca Luck works for EVB Engineering

3.2 Councillor Luck - Acceptance of Place St. Laurent Phase 5 (S. McDonald)
Rebecca Luck works for EVB Engineering

4. APPROVAL OF AGENDA

Presentation - Deleted Item 6A (Award Presentation)

Items pulled from the Consent Agenda:

10.a. Sapphire Estates Phase 5 Update

10.b. Lancaster Pump Station- Emergency Repair

10.c. Recycle Coach Implementation

Resolution No. 292-2022

Moved by Councillor Lang
Seconded by Councillor Luck

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

CARRIED

5. APPROVAL OF MINUTES

5.1 Previous Meeting Minutes - September 20, 2022

Resolution No. 293-2022

Moved by Councillor Luck
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on September 20, 2022 be approved as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 Glen Walter Water and Waste Water Treatment Environmental Assessment - Marco Vincelli

7. ACTION REQUESTS

7.1 South Glengarry Pet Accommodations – Boarding Request (V. Brunet)

Resolution No. 294-2022

Moved by Deputy Mayor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 151-2022 be received and that the Council of the Township of South Glengarry approves the application from South Glengarry Pet Accommodations located at 20735 Concession 2, for an increase of 10 dogs, for a total boarding capacity of 25 dogs at any time.

CARRIED

7.2 Williamstown Fire Station – Septic System Procurement (D. Robertson)

Resolution No. 295-2022

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 152-2022 be received and that the Council of the Township of South Glengarry award the supply and installation of a new septic system at the new Williamstown Fire Station located at 19686 William Street to Lauzon Trucking as per their submission of \$33,500 plus HST and furthermore, that the Mayor and Clerk be authorized to sign any applicable documents.

CARRIED

7.3 Rescheduling of 2023 Budget Meeting Dates (K. MacDonald)

Resolution No. 296-2022

Moved by Councillor Lang

Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 153-2022 be received and that the 2023 budget meeting dates scheduled in 2022 be revised to November 25th and December 9th, 2022.

CARRIED

7.4 Request to Purchase Unopened Road Allowance – William Street (K. Campeau)

Resolution No. 297-2022

Moved by Councillor Luck

Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 154-2022 be received and that the Council of the Township of South Glengarry declare the unopened road allowance located east of 19679 William Street to be surplus to the needs of the Township and that Administration proceed with obtaining an appraisal of the property.

CARRIED

7.5 Farlinger Drive – Turning Circle Request (S. McDonald)

Councillor Luck declared a conflict on this item. (Rebecca Luck works for EVB Engineering)

Resolution No. 298-2022

Moved by Deputy Mayor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 155-2022 be received and that the Council of the Township of South Glengarry receive the Farlinger's Point Petition submitted on July 6, 2022 and, furthermore, that in relation to the turning circle at the end of Farlinger Drive that Administration be directed to do nothing.

CARRIED

7.6 Acceptance of Place St. Laurent Phase 5 (S. McDonald)

Councillor Luck declared a conflict on this item. (Rebecca Luck works for EVB Engineering)

Resolution No. 299-2022

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 156-2022 be received and that Council approves the request for the Acceptance of the Works, including sanitary sewer, watermain, services to property line, roadway and

roadside drainage, from 2795264 Canada Inc., Place St. Laurent Phase 5 Subdivision.

CARRIED

- 7.7 2022 OSIM Reports for Peanut Line Structures and Targeted Municipal Drain Crossing (S. McDonald)

Resolution No. 300-2022

Moved by Councillor Lang
Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 157-2022 be received and that Council receive the Ontario Structural Inspection Manual (OSIM) summary report for five municipal drain road crossings and five Peanut Line structures.

CARRIED

- 7.8 Peanut Line Bridge – CR19 – Tender 25-2022 (S. Servage)

Resolution No. 301-2022

Moved by Councillor Luck
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 159-2022 be received, and that Tender No. 25-2022 for the Peanut Line Bridge Rehabilitation be awarded to Glengarry Millwrights per their submission of \$385,000 plus HST;

THAT \$223,000 be transferred from the Peanut Line Reserve and \$100,000 be transferred from General Reserves to fund the project;

AND FURTHERMORE that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

8. BY-LAWS

- 8.1 Newbrabant Farms Ltd. Zoning By-law Amendment (J. Haley)

Resolution No. 302-2022

Moved by Deputy Mayor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 159-2022 be received and that By-law 68-2022, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry to rezone the property legally described as part of Lot 26, Concession 4, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, from Agricultural (AG) to Agricultural – Exception Thirty Two (AG-32) to reduce the Minimum Lot Area from 20 hectares to 11.06 hectares and to prohibit residential construction be read a first, second and third time, passed, signed and sealed in open council this 3rd day of October 2022. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

CARRIED

8.2 Electronic Monitoring Policy (K. Campeau)

Resolution No. 303-2022

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 160-2022 be received and that By-law 65-2022, being a by-law to adopt an Electronic Monitoring Policy for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 3rd day of October 2022.

CARRIED

8.3 By-law to Accept Road Widening (K. Campeau)

M.Lang would like to see a map or location of road widening.

Furthermore he would like for us to start paying for road widenings.

Resolution No. 304-2022

Moved by Councillor Lang

Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 161-2022 be received and that By-law 67-2022, being a by-law to accept certain lands as road allowance within the Township of South Glengarry and to dedicate same to the public use as a public highway be read a first, second and third time, passed, signed and sealed in open council this 3rd day of October, 2022.

CARRIED

8.4 Road Naming By-law Amendment – Silmsen Road (K. Campeau)

Resolution No. 305-2022

Moved by Councillor Luck

Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 162-2022 be received and that By-law 64-2022, being a by-law to amend Road Naming By-law 16-96 be read a first, second and third time, passed, signed and sealed in open council this 3rd day of October 2022.

CARRIED

8.5 Mailbox Replacement Policy (S. McDonald)

Warden/McDonell - would like item 6. to be reviewed. (The policy notes the Township will only install 'standard' mailboxes and that there is no compensation whatsoever if the owner wishes to purchase another style of mailbox). Would like township to replace mailboxes to match the same value.

Resolution No. 306-2022

Moved by Deputy Mayor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 163-2022 be received and that By-law 66-2022 being a by-law to adopt a Mailbox Replacement Policy be read a first, second and third time, passed signed and sealed in open council this 3rd day of October 2022.

CARRIED

9. ITEMS FOR CONSIDERATION

9.1 SDG Draft Streetscaping and Roundabout Cost-Sharing Policy (S. McDonald)

9.2 Resolution - Bill 3 Strong Mayors Act

Resolution No. 307-2022

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Council of the Town of Kingsville opposing to Bill 3, the Strong Mayors, Building Homes Act, 2022;

THAT Council urges the Government of Ontario to consider other means to construct more housing in Ontario including amending the Planning Act and funding more affordable housing;

AND THAT a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Nolan Quinn, the Association of Municipalities of Ontario and all Ontario municipalities.

CARRIED

10. CONSENT AGENDA

Resolution No. 308-2022

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry accepts the Consent Agenda.

CARRIED

10.1 Sapphire Estate Phase 5 Update (Oct 2022)

10.2 Lancaster Pump Station - Emergency Repair (Sept 2022)

10.3 Recycle Coach Implementation

10.4 SDG County Council Draft Minutes - September 20, 2022

10.5 RRCA Board Meeting Highlights - September 15, 2022

10.6 Resolution - Increased Speeding Fines (Municipality of Grey Highlands)

10.7 Resolution - Removal of Councillors (Township of McGarry)

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

12. CONFIRMING BY-LAW

Resolution No. 309-2022

Moved by Councillor Lang
Seconded by Councillor Luck

BE IT RESOLVED THAT By-law 69-2022, 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 3rd day of October 2022.

CARRIED

12.1 Confirming By-law 69-2022

13. ADJOURNMENT

Resolution No. 310-2022

Moved by Councillor Luck
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 8:52 pm.

CARRIED

Mayor

Clerk

DRAFT FOR REVIEW PURPOSES ONLY

TOWNSHIP OF SOUTH GLENGARRY

FINANCIAL STATEMENTS

December 31, 2021

TOWNSHIP OF SOUTH GLENGARRY

December 31, 2021

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TOWNSHIP OF SOUTH GLENGARRY

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

To the Members of Council, Inhabitants and Ratepayer of the
Corporation of the Township of South Glengarry

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Corporation of the Township of South Glengarry' Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial statements. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

September 6, 2022

Chief Administrative Officer

Treasurer

To the Members of Council, Inhabitants and Ratepayers of Township of South Glengarry:

Opinion

We have audited the financial statements of Township of South Glengarry (the "Municipality"), which comprise the statement of financial position as at December 31, 2021, and the statements of financial activities, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

October 17, 2022

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

TOWNSHIP OF SOUTH GLENGARRY

STATEMENT OF FINANCIAL POSITION

As at December 31, 2021

	2021	2020
NET FINANCIAL ASSETS		
ASSETS		
Cash	\$ 13,766,353	\$ 10,316,905
Taxes receivable (Note 2)	3,252,856	4,353,188
Accounts receivable	816,122	928,456
	17,835,331	15,598,549
LIABILITIES		
Accounts payable	3,392,926	1,710,470
Deferred revenue - obligatory reserve funds (Note 3)	1,162,637	967,387
Municipal debt (Note 4)	37,862	47,309
Accrued landfill closure and post-closure costs (Note 5)	1,458,310	1,428,310
	6,051,735	4,153,476
NET FINANCIAL ASSETS	11,783,596	11,445,073
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedules 1 and 2)	51,749,752	50,640,373
Inventory	89,239	202,753
Prepaid expenses	107,607	99,053
	51,946,598	50,942,179
ACCUMULATED SURPLUS (Schedule 3)	\$ 63,730,194	\$ 62,387,252

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2021

	(Note 12) BUDGET 2021	ACTUAL 2021	ACTUAL 2020
REVENUES			
Taxation	\$ 9,633,770	\$ 9,533,016	\$ 9,943,367
Fees and service charges	2,277,675	3,282,694	2,745,328
Grants (Note 7)	1,200,748	1,295,294	1,232,136
Investment income	484,006	536,001	603,070
Other	-	3,000	-
	13,596,199	14,650,005	14,523,901
EXPENSES			
General government	1,587,101	1,735,789	1,760,577
Protection to persons and property	1,483,700	1,749,098	1,538,746
Transportation services	3,395,500	5,997,117	5,033,822
Environmental services	2,334,850	3,138,741	2,826,940
Health services	37,700	47,233	54,503
Recreation and cultural services	1,531,200	1,422,095	1,723,692
Planning and development	594,350	426,916	414,121
	10,964,401	14,516,989	13,352,401
OTHER REVENUE RELATED TO CAPITAL			
Deferred revenue earned (Note 2)	417,000	876,874	1,266,571
Grants (Note 7)	333,052	333,052	333,052
	750,052	1,209,926	1,599,623
SURPLUS FOR THE YEAR	3,381,850	1,342,942	2,771,123
ACCUMULATED SURPLUS, beginning of year	62,387,252	62,387,252	59,616,129
ACCUMULATED SURPLUS, end of year	\$ 65,769,102	\$ 63,730,194	\$ 62,387,252

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2021

	(Note 12) BUDGET 2021	ACTUAL 2021	ACTUAL 2020
Surplus for the year	\$ 3,381,850	\$ 1,342,942	\$ 2,771,123
Amortization of tangible capital assets	-	2,659,412	2,458,244
Acquisition of tangible capital assets	(5,128,500)	(3,768,791)	(3,772,054)
Change in inventory	-	113,514	130,236
Change in prepaid expenses	-	(8,554)	33,582
Increase (decrease) in net financial assets	(1,746,650)	338,523	1,621,131
Net financial assets, beginning of year	11,445,073	11,445,073	9,823,942
Net financial assets, end of year	\$ 9,698,423	\$ 11,783,596	\$ 11,445,073

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

STATEMENT OF CASH FLOWS

For the year ended December 31, 2021

	2021	2020
CASH FROM OPERATING ACTIVITIES		
Surplus for the year	\$ 1,342,942	\$ 2,771,123
Item not affecting cash		
Amortization of tangible capital assets	2,659,412	2,458,244
Changes in non-cash working capital balances		
Taxes receivable	1,100,332	(679,213)
Accounts receivable	112,334	87,337
Inventory	113,514	130,236
Prepaid expenses	(8,554)	33,582
Accounts payable (Page 5)	391,801	(73,535)
Deferred revenue - obligatory reserve funds	195,250	(275,843)
Accrued landfill closure and post-closure costs	30,000	30,000
	5,937,031	4,481,931
CASH USED IN FINANCING ACTIVITIES		
Repayment of municipal debt	(9,447)	(34,900)
Proceeds from the issue of municipal debt	-	16,200
	(9,447)	(18,700)
CASH USED IN CAPITAL ACTIVITIES		
Acquisition of tangible capital assets (Page 5)	(2,478,136)	(3,772,054)
INCREASE IN CASH	3,449,448	691,177
CASH, beginning of year	10,316,905	9,625,728
CASH, end of year	\$ 13,766,353	\$ 10,316,905

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2021

	Land	Buildings	Vehicles	Equipment	Plants and Facilities	Roads	Water and Sewer	Bridges	2021	2020
Cost										
Balance, beginning of year	\$ 1,724,559	\$ 11,297,529	\$ 4,832,368	\$ 3,020,186	\$ 22,208,108	\$ 45,012,999	\$ 12,564,748	\$ 10,956,280	\$ 111,616,777	\$ 107,844,723
Additions during the year	50,000	1,507,422	363,433	-	893,809	832,276	-	121,851	3,768,791	3,772,054
Balance, end of year	1,774,559	12,804,951	5,195,801	3,020,186	23,101,917	45,845,275	12,564,748	11,078,131	115,385,568	111,616,777
Accumulated Amortization										
Balance, beginning of year	-	4,783,435	2,582,394	1,467,388	13,359,107	29,100,740	3,452,511	6,230,829	60,976,404	58,518,160
Amortization during the year	-	247,537	269,266	104,362	481,134	1,196,757	154,644	205,712	2,659,412	2,458,244
Balance, end of year	-	5,030,972	2,851,660	1,571,750	13,840,241	30,297,497	3,607,155	6,436,541	63,635,816	60,976,404
Net book value	\$ 1,774,559	\$ 7,773,979	\$ 2,344,141	\$ 1,448,436	\$ 9,261,676	\$ 15,547,778	\$ 8,957,593	\$ 4,641,590	\$ 51,749,752	\$ 50,640,373

Included in additions is an amount of \$1,290,655 that was not paid as at December 31, 2021 (2020 - \$Nil); this amount was treated as a non-cash transaction for the purposes of the consolidated statement of cash flows.

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 2 - SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2021

	General Government	Protection Services	Transportation Services	Environmental Services	Health and Recreation	2021	2020
Cost							
Balance, beginning of year	\$ 2,273,947	\$ 6,938,073	\$ 60,803,184	\$ 35,567,597	\$ 6,033,976	\$111,616,777	\$107,844,723
Additions during the year	227,512	-	2,488,167	969,111	84,001	3,768,791	3,772,054
Balance, end of year	2,501,459	6,938,073	63,291,351	36,536,708	6,117,977	115,385,568	111,616,777
Accumulated Amortization							
Balance, beginning of year	606,110	2,165,175	38,156,974	17,023,600	3,024,545	60,976,404	58,518,160
Amortization during the year	32,474	215,806	1,594,490	658,830	157,812	2,659,412	2,458,244
Balance, end of year	638,584	2,380,981	39,751,464	17,682,430	3,182,357	63,635,816	60,976,404
Net book value	\$ 1,862,875	\$ 4,557,092	\$ 23,539,887	\$ 18,854,278	\$ 2,935,620	\$ 51,749,752	\$ 50,640,373

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 3 - SCHEDULE OF ACCUMULATED SURPLUS

For the year ended December 31, 2021

	2021	2020
Deficits		
Operating surplus (Note 10)	\$ -	\$ -
Street lights surplus	158,407	128,587
Unfunded liabilities to be recovered from future revenues		
Accrued landfill closure and post-closure	(1,458,310)	(1,428,310)
Total deficits	(1,299,903)	(1,299,723)
Reserves		
Reserves set aside for specific purposes by Council:		
Working capital	4,005,155	4,050,191
Waste management	931,878	766,878
Capital	55,068	55,068
Fire	1,743,627	1,336,247
Planning	192,164	207,664
Recreation and health	1,518,545	1,414,545
Roads	1,914,342	2,779,748
Sewer and water	2,612,375	2,132,294
Other	307,191	303,967
Total reserves	13,280,345	13,046,602
Equity in tangible capital assets		
Invested in tangible capital assets	51,749,752	50,640,373
ACCUMULATED SURPLUS	\$ 63,730,194	\$ 62,387,252

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 4 - SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS

For the year ended December 31, 2021

	Deficits	Reserves	Equity in Tangible Capital Assets	2021	2020
Balance, beginning of year	\$ (1,299,723)	\$ 13,046,602	\$ 50,640,373	\$ 62,387,252	\$ 59,616,129
Surplus (deficit) for the year	1,342,942	-	-	1,342,942	2,771,123
Reserve funds used for operations	490,055	(490,055)	-	-	-
Funds transferred to reserves	(2,909,205)	2,909,205	-	-	-
Current year funds used for tangible capital assets	(1,583,384)	(2,185,407)	3,768,791	-	-
Amortization of tangible capital assets	2,659,412	-	(2,659,412)	-	-
Change in accumulated surplus	(180)	233,743	1,109,379	1,342,942	2,771,123
Balance, end of year	\$ (1,299,903)	\$ 13,280,345	\$ 51,749,752	\$ 63,730,194	\$ 62,387,252

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 5 - SCHEDULE OF SEGMENTED DISCLOSURE

For the year ended December 31, 2021

	General Government	Protection Services	Transportation Services	Environmental Services	Water and Sewer Services	Health Services	Recreation and Cultural Services	Planning and Development	2021	2020
REVENUE										
Taxation	\$ 709,900	\$ 2,023,585	\$ 3,890,914	\$ 982,410	\$ -	\$ 9,871	\$ 1,729,570	\$ 186,766	\$ 9,533,016	\$ 9,943,367
Fees and service charges	760,082	3,550	35,046	173,323	1,637,434	47,195	146,614	479,450	3,282,694	2,745,328
Grants	1,134,014	19,302	27,624	114,354	-	-	-	-	1,295,294	1,232,136
Investment income	525,145	-	-	-	10,856	-	-	-	536,001	603,070
Other	-	-	-	-	-	-	3,000	-	3,000	-
	3,129,141	2,046,437	3,953,584	1,270,087	1,648,290	57,066	1,879,184	666,216	14,650,005	14,523,901
EXPENSES										
Wages and benefits	1,133,684	870,174	1,081,081	25,724	321,976	-	484,370	259,697	4,176,706	4,135,710
Interest on municipal debt	-	-	-	-	-	-	-	2,849	2,849	4,932
Materials and services	503,535	471,737	2,574,454	451,949	617,411	46,458	710,031	158,738	5,534,313	4,619,512
Contracted services	-	15,976	653,747	1,018,934	11,418	-	305	-	1,700,380	1,690,133
Insurance and financial costs	20,187	47,392	73,345	12,953	19,546	567	19,785	5,632	199,407	190,989
Third party transfers	45,909	128,013	20,000	-	-	-	50,000	-	243,922	252,881
Amortization	32,474	215,806	1,594,490	23,052	635,778	208	157,604	-	2,659,412	2,458,244
	1,735,789	1,749,098	5,997,117	1,532,612	1,606,129	47,233	1,422,095	426,916	14,516,989	13,352,401
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	1,393,352	297,339	(2,043,533)	(262,525)	42,161	9,833	457,089	239,300	133,016	1,171,500
OTHER REVENUE RELATED TO CAPITAL										
Deferred revenue earned	312,113	10,148	395,802	-	-	-	136,248	22,563	876,874	1,266,571
Grants	-	-	333,052	-	-	-	-	-	333,052	333,052
	312,113	10,148	728,854	-	-	-	136,248	22,563	1,209,926	1,599,623
SURPLUS (DEFICIT)	\$ 1,705,465	\$ 307,487	\$ (1,314,679)	\$ (262,525)	\$ 42,161	\$ 9,833	\$ 593,337	\$ 261,863	\$ 1,342,942	\$ 2,771,123

See Accompanying Notes

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

DESCRIPTION OF ORGANIZATION

The Corporation of the Township of South Glengarry (the "Municipality") is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the *Municipal Act*, *Municipal Affairs Act* and related legislation.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Basis of consolidation

(i) Consolidated entities

These financial statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, capital fund and reserves and include the activities of all committees of Council.

All interfund assets and liabilities and sources of financing and expenditures have been eliminated.

These financial statements reflect the investment in any government business enterprises and are consolidated using the modified equity method. Under the modified equity basis, the enterprises' accounting principles are not adjusted to conform with those of the Municipality and intergovernmental transactions and balances are not eliminated.

There are no government business enterprises.

(ii) Non-consolidated entities

There are no non-consolidated entities.

(iii) Accounting for United Counties and school board transactions

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards (the "School Boards"), and the United Counties of Stormont, Dundas and Glengarry (the "United Counties") are not reflected in the municipal fund balances of these financial statements.

(b) Accrual basis of accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) Taxation and related revenue

Property tax billings are issued by the Municipality based on assessment rolls prepared by the Municipal Property Assessment Corporation ("MPAC"). The Municipality collects property tax revenue for municipal purposes, county taxes on behalf of the United Counties of Stormont, Dundas and Glengarry, provincial education taxes on behalf of the Province of Ontario, payments in lieu of taxation, local improvements and other charges. The authority to levy and collect property taxes is established under the *Municipal Act 2001*, the *Assessment Act*, the *Education Act* and other legislation.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Taxation and related revenue (Continued)

Taxation revenue consists of non-exchange transactions and is recognized in the period to which the assessment relates and when a reasonable estimate of the amounts can be made. Annual taxation revenue also includes adjustments related to reassessments and appeals to prior years' assessments. The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

(d) Government grants and transfers

Government grants and transfers are the transfer of assets from other levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. The Municipality recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Municipality recognizes revenue as the liability is settled.

(e) Fees and service charges

Fees and service charges are recognized when the activity is performed or when the services are rendered. Examples include, but are not limited to, water and waste water charges, solid waste tipping fees, licensing fees, permits, and other fees from various recreation programs and facilities.

(f) Investment income

Investment income earned on surplus funds is reported as revenue in the period earned. Investment income earned on obligatory funds such as parkland allowances and gas tax funds is added to the associated funds and forms part of the respective deferred revenue, obligatory reserve fund balances.

(g) Cash

Cash is defined as cash on hand and cash on deposit.

(h) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and from reserves and reserve funds are an adjustment to the respective fund when approved.

(i) Deferred revenue - obligatory reserve funds

The Municipality receives restricted contributions under the authority of federal and provincial legislations. These funds by their nature are restricted in their use and are recorded as deferred revenue until applied to applicable costs. Amounts applied to qualifying expenditures are recorded as revenue in the fiscal period they are expended.

(j) Landfill closure costs

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Future employee benefits

Employee benefits include vacation entitlements. Vacation benefits are accrued in accordance with the Municipality's policy. The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS) as a defined benefit plan.

(l) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the surplus or deficit, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual values, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 to 40 years
Buildings	20 to 50 years
Vehicles	5 to 20 years
Machinery and equipment	3 to 30 years
Water and waste plants and networks	
Underground networks	50 to 100 years
Sewage treatment plants	50 to 75 years
Water pumping stations and reservoirs	50 to 75 years
Flood stations and other infrastructure	50 to 75 years
Transportation	
Roads	7 to 50 years
Bridges and structures	25 to 75 years

One half of the annual amortization is charged in the year of acquisition and the year of disposal. Assets under construction are not amortized until the assets are available for productive use, at which time they are capitalized. The Municipality has a capitalization threshold of \$25,000 so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons. Examples of pooled assets are desktop computer systems, vehicles, utility poles and defibrillators.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Non-financial assets (Continued)

(iv) Inventory

Inventory held for consumption is recorded at the lower of cost or replacement cost.

(m) Liability for contaminated sites

A liability for contaminated sites arises when contamination is being introduced into the air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Municipality is directly responsible, or accepts responsibility to remediate the site;
- (iv) The Municipality expects that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

Liabilities are accrued to record the estimated costs related to the management and remediation of contaminated sites. The liability estimate includes costs that are directly attributable to the remediation activities and includes integral post-remediation operation, maintenance and monitoring costs that are a part of the remediation strategy for the contaminated site. The costs that would be included in a liability include:

- Costs directly attributable to remediation activities (for example, payroll and benefits, equipment and facilities, materials, and legal and other professional services); and
- Costs of tangible capital assets acquired as part of remediation activities to the extent they have no other alternative use.

The measurement of a liability is based on estimates and professional judgment. The liability is recorded net of any expected recoveries. The carrying amount of a liability is reviewed at each financial reporting date with any revisions to the amount previously recognized accounted for in the period in which revisions are made.

A contingency is disclosed if all of the above criteria are not met.

(n) Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian public sector accounting standards requires administration to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Significant items subject to such estimates and assumptions include the estimated useful lives of tangible capital assets, the valuation of allowances for doubtful taxes and accounts receivable, the valuation of inventories, deferred revenue and the estimated landfill closure and post-closure costs. Actual results could differ from these estimates.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Segments

The Township conducts its operations through seven reportable segments: General government, Protection to persons and property, Transportation services, Environmental services, Water and Sewer services, Recreation and cultural services, and Planning and development. These segments are established by senior management to facilitate the achievement of the Township's long-term objectives to aid in resource allocation decisions, and to assess operational performance.

(p) Future accounting pronouncements

Financial instruments

PS 3450 established recognition, measurement, and disclosure requirements for derivative and non-derivative financial instruments. The standard required fair value measurement of derivatives and equity instruments that are quoted in an active market; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of remeasurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted. The Township has not yet determined the impact of this standard on its financial statements.

Asset Retirement Obligations

PS 3280 establishes standards on how to account for and report a liability for asset retirement obligations ("ARO"). As asset retirement obligations associated with landfills are included in the scope of PS 3280, PS 3270 Solid Waste Landfill Closure and Post-Closure Liability will be withdrawn. The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.

This standard is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted. The Township has not yet determined the impact of this standard on its financial statements.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

2. TAXES RECEIVABLE

The balance of taxes receivable reported on the Statement of Financial Position is comprised of the following:

	2021	2020
Taxes	\$ 2,816,003	\$ 3,651,791
Interest and penalties	466,853	731,397
Allowance for doubtful accounts	(30,000)	(30,000)
	\$ 3,252,856	\$ 4,353,188

3. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds are summarized as follows:

	COVID-19	Federal Gas Tax	Parkland	Development Charges	2021	2020
Balance, beginning of year	\$ 298,886	\$ 251,196	\$ 91,861	\$ 325,444	\$ 967,387	\$ 1,243,230
Grants received	230,437	817,980	14,000	-	1,062,417	975,121
Interest and other	-	6,355	738	2,614	9,707	15,607
Deferred revenue earned	(481,708)	(395,166)	-	-	(876,874)	(1,266,571)
Balance, end of year	\$ 47,615	\$ 680,365	\$ 106,599	\$ 328,058	\$ 1,162,637	\$ 967,387

4. MUNICIPAL DEBT

The balance of municipal debt reported on the Statement of Financial Position is comprised of the following:

	2021	2020
Tile drain loans, interest rates 6%, repayable over a ten year period in blended payments ranging between \$1,209 and \$4,171, maturity dates ranging from 2023 to 2029	\$ 37,862	\$ 47,309
Principal payments assuming the loans are renewed under the same terms and conditions are as follows:		
2022	\$ 10,025	
2023	10,626	
2024	4,647	
2025	4,926	
2026	1,743	
Thereafter	5,895	
	\$ 37,862	

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

5. ACCRUED LANDFILL CLOSURE AND POST-CLOSURE COSTS

The Municipality operates two solid waste landfill sites. The North Lancaster landfill site has an estimated remaining life of 13 years as the result of an amended provisional certificate of approval from the Ministry of the Environment dated March 2010. The Beaverbrook landfill site has an estimated remaining life of 12 years as the result of an amended provisional certificate of approval from the Ministry of the Environment dated December 2008. The estimates associated with closure and post-closure include costs such as clay, topsoil, hydro seed, site preparation, equipment, ditching, drainage, fencing and post-closure monitoring estimated for five years. Total closure and post-closure costs are estimated to be \$2,000,000 with \$1,458,310 (2020 - \$1,428,310) being accrued at the end of the current fiscal year. These costs are to be recovered from future taxation revenue and reserves.

The reported liability is based on estimates and assumptions using the best information available at the end of the reporting period. Future events, such as changes to regulatory requirements, may result in significant changes to the estimated total liability and will be recognized prospectively, as a change in estimate, when applicable.

6. AMOUNTS TO BE RECOVERED FROM FUTURE REVENUES

Amounts to be recovered from future taxation, benefiting landowners and reserves are as follows:

	2021	2020
Municipal debt	\$ 37,862	\$ 47,309
Accrued landfill closure and post-closure costs	1,458,310	1,428,310
	\$ 1,496,172	\$ 1,475,619

Amounts are to be recovered from the following sources:

General municipal revenues	\$ 1,458,310	\$ 1,428,310
Benefiting landowners	37,862	47,309
	\$ 1,496,172	\$ 1,475,619

7. GRANTS BY FUNDING SOURCE

	2021	2020
Received from Federal Government	\$ 442,503	\$ 1,036,539
Received from Provincial Government	2,062,717	1,795,220
	\$ 2,505,220	\$ 2,831,759

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

8. OPERATING EXPENDITURES BY OBJECT

	(Note 12) BUDGET 2021	ACTUAL 2021	ACTUAL 2020
Wages and benefits	\$ 4,330,950	\$ 4,176,706	\$ 4,135,710
Interest on municipal debt	20,000	2,849	4,932
Materials and services	4,598,951	5,534,313	4,619,512
Contracted services	1,552,000	1,700,380	1,690,133
Insurance and other financial costs	198,000	199,407	190,989
Third party transfers	264,500	243,922	252,881
Amortization	-	2,659,412	2,458,244
	\$ 10,964,401	\$ 14,516,989	\$ 13,352,401

9. PENSION AGREEMENTS

The Municipality is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are the joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS pension deficit of \$3.1 billion (2020 - \$3.2 billion) in these financial statements.

The employer amount contributed to OMERS for 2021 was \$241,970 (2020 - \$238,697) for current service and is included as an expenditure on the Statement of Financial Activities.

10. OPERATING SURPLUS

	(Note 12) BUDGET 2021	ACTUAL 2021	ACTUAL 2020
Surplus for the year	\$ 3,381,850	\$ 1,342,942	\$ 2,771,123
Funds transferred to reserves	(1,372,300)	(2,269,571)	(1,389,623)
Reserves used for operations	3,629,000	2,722,233	1,330,770
Change in accrued landfill closure and post-closure costs	-	30,000	30,000
Acquisition of tangible capital assets	(5,128,500)	(3,768,791)	(3,772,054)
Annual amortization expense	-	2,659,412	2,458,244
Operating surplus for the year	510,050	716,225	1,428,460
Transfer to street lights surplus	(97,000)	(29,820)	(90,819)
Transfer from (to) water and sewer surplus	(413,050)	(480,081)	(67,620)
Transfer from (to) working capital reserves	-	(206,324)	(1,270,021)
	\$ -	\$ -	\$ -

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

11. SEGMENTED INFORMATION

The Municipality is responsible for providing a range of services to its citizens. For management reporting purposes the Municipality's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the Municipality of South Glengarry and expended disclosure by object has been reflected in the Schedule of Segmented Disclosure.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

A brief description of each segment follows:

(a) General government

General government includes corporate services and governance of the Municipality. Administration as a segment includes operating and maintaining municipally-owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy development, by-law development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting, monitoring and overall budget status as well as frontline reception and customer service.

(b) Protection services

Protection services includes fire protection, conservation authority, protective inspection and control and emergency measures. Fire protection includes inspection, extinguishing and suppression services, emergency medical first response, and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

(c) Transportation services

Transportation services includes administration and operation of traffic and parking services for the Municipality. In addition, services are provided for winter and summer road maintenance along with the repair and construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of a fleet of vehicles and equipment for use in providing services to the Municipality.

(d) Environmental services

Environmental services includes waste collection, disposal and recycling services.

(e) Water and sewer services

Water and sewer services includes the operation of water and waste water facilities and infrastructure for the collection and distribution of both water and sewer services within the Municipality.

(f) Health services

Health services provides funding for local public health organizations.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

11. SEGMENTED INFORMATION (Continued)

(g) Recreation and cultural services

Recreation and cultural services provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, and arenas.

(h) Planning and development

Planning and development manages development for business interests, environmental concerns, heritage matters, local neighbourhoods and community development. It also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.

12. BUDGET FIGURES

The 2021 budget which includes operating, capital, reserves and reserve funds transactions were approved by Council on April 6, 2021. The budgets established for capital, reserves and reserve funds are based on a project-oriented basis, the costs of which may be carried out over one or more years.

13. TRANSFERS TO THE SCHOOL BOARDS AND UNITED COUNTIES

The Municipality collected and remitted county taxes on behalf of the United Counties of Stormont, Dundas and Glengarry in the amount of \$11,213,580 (2020 - \$11,276,302). During the year, the Municipality also collected and remitted \$3,944,793 (2020 - \$4,264,701) for provincial education taxes on behalf of the school boards.

14. CONTINGENCIES

Legal action

The Municipality is involved in various legal actions in the normal course of business. The Municipality and its insurers are defending all actions against the Municipality. In the opinion of administration, the aggregate amount of any potential liability is not expected to have a material adverse effect on the Municipality's financial position. Losses, if any, will be accounted for in the period they become determinable.

WSIB disability

As a result of recent changes to the *Workplace Safety and Insurance Act*, the Municipality would be responsible to reimburse WSIB for disability payments under the revised regulations for work-related disabilities for firefighters. The potential future benefit and administrative costs if claims are made are estimated at \$Nil. As at December 31, 2021 no claims have been filed.

TOWNSHIP OF SOUTH GLENGARRY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

15. SIGNIFICANT EVENT

During the previous year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Municipality received \$230,437 from the Corporation of the City of Cornwall to be used to cover additional operating costs resulting from the pandemic, and had \$298,886 in obligatory reserves from the previous year; \$481,708 was used in the year and the remaining \$47,615 has been included in deferred revenues - obligatory reserve funds (Note 3).

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Municipality as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

While the extent of the impact is unknown, we anticipate this outbreak may cause reduced customer demand, supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Municipality's financial condition.



STAFF REPORT

S.R. No. 164-2022

PREPARED BY: Tim Mills, Chief Administrative Officer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: Peanut Line Reserve

BACKGROUND:

1. On October 3, 2022 Council received Staff Report 159-2022 to award Tender 25-2022 for the Peanut Line Bridge – CR19 for \$385,000.
2. As the project had been budgeted in November 2021 for \$130,000, Administration requested that Council approve the transfer of \$223,000 from the Peanut Line Reserve with an additional \$100,000 to come from the General Reserves to cover the construction costs, as well as provisional items and maintenance costs to keep the bridge open.

ANALYSIS:

3. In reviewing the reserve transfer amount following the meeting, a misstatement of the reserve balance came to light.
4. The amount initially budgeted for the bridge in 2021 was intended to be fully offset by the Peanut Line Reserve but had not been transferred, so the available reserve balance was not as stated to Council on October 3rd.
5. In effect, the \$130,000 was double counted by including it as part of the reserve balance, when it had already been allocated but not transferred.
6. In light of this error, Administration requests that Council increase the amount to be transferred from General Reserves to \$230,000. Alternatively, planned maintenance for the Peanut Line may also be delayed, and the \$25,000 allocated for granular placement can be reallocated to this project with \$205,000 being taken from General Reserves.

IMPACT ON 2022 BUDGET:

7. The increased transfer from General Reserves will affect the amount of General Reserves held by the Township.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 164-2022 be received and that the Council of the Township of South Glengarry (choose one):

- A) approves an additional transfer of \$130,000 from the General Reserves for Tender 25-2022 for a total transfer of \$230,000 for Tender 25-2022.
- B) approves an additional transfer of \$105,000 from the General Reserves for Tender 25-2022 for a total transfer of \$205,000 for Tender 25-2022 and to reallocate \$25,000 from Peanut Line Maintenance.

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**



STAFF REPORT

S.R. No. 165-2022

PREPARED BY: Sherry-Lynn Servage, GM of Parks, Recreation and Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: Parks and Recreation Master Plan

BACKGROUND:

1. Mehak, Kelly and Associates were retained by the Township to conduct the Parks and Recreation Master Plan. The consultants also worked with thinc Design and Oraclepoll Research Inc. to create the report with their expertise in planning and consultation.
2. Administration worked with the consultants to provide background information through site visits, file sharing and ongoing meetings throughout the process.
3. Extensive consultation methods were utilized in order to build a plan that suited the needs of the community while also following strategic planning methods that align with the department's resources. The project timeline is described below
 - Phase 1: Project Initiation and Background Research - Fall 2021 and Winter 2021
 - Phase 2: Community Consultation – Winter 2021/2022 to Spring 2022
 - Phase 3: Assessments and Recommendations – Spring to Summer 2022
 - Phase 4: Prepare Parks and Recreation Master Plan – Summer 2022
4. At the August 2, 2022 Regular Council Meeting, Mehak, Kelly and Associates presented the Parks and Recreation Master Plan report along with thinc Design and Oraclepoll Research Inc.
5. Some projects, programs and resources may change over the 10-year term of the plan; therefore this document is adaptable.
6. When viewing projects and budget within the document, it is important to note that all projects will be brought forward through the budget process. Approving the Parks and Recreation Master Plan document does not approve the budget for each

of these items. Council will make the decisions for these projects each year during budget deliberations.

7. Overall, this plan provides strategic goals based on the information gathered over the period of the preparation of this plan.

ANALYSIS:

8. The Master Plan outlines a strategic plan for the next 10 years. It is an accomplishment of the department, Township and Council to have the Parks and Recreation Master plan completed. It will be important to have during budget planning for 2023, as well as when applying for future funding opportunities.
9. Master Plans provide the necessary framework to manage parks, trails, open spaces, programs and all other recreational elements in a cost-effective manner that is consistent with the Township's strategic goals. It also identifies current trends and conducts an analysis of community demographics and population statistics to help guide the needs of the Township.
10. The Master Plan will become a roadmap for the department to follow when updating and creating parks, trails, facilities and programs. In addition, it will help identify the needs and resources required in order to execute the items in the plan.
11. With the previous plan being completed in 2006, it is important that Township moves forward with an updated plan to help guide the department into 2032.

IMPACT ON 2022 BUDGET:

12. The Parks and Recreation Master Plan was included in the 2022 budget.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

Goal 4: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 165-2022 be received and that the Council of the Township of South Glengarry hereby adopt the Parks and Recreation Master Plan prepared by Mahak, Kelly and Associates.

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

FINAL DRAFT

**SOUTH
GLENGARRY**



Ontario's Celtic Heartland

Township of
South Glengarry

Parks and Recreation Master Plan

August 2022

Prepared by Mehak, Kelly & Associates in association with thinc design and Oraclepoll Research for the Township of South Glengarry.

August 2022

Land Acknowledgement

The Township of South Glengarry acknowledges that it exists on lands that have been inhabited by Indigenous peoples from the beginning.

We are grateful for the opportunity to live here and we thank all the generations of people who have taken care of this land before us.

We acknowledge we are living on the traditional territory of the Akwesasne Mohawks and their ancestors. These lands and waterways connect to vast traditional areas of the Haudenosaunee (Iroquois), Algonquin, Huron-Wendat, and Abenaki Peoples.

Township Acknowledgement

We thank all community members who shared their ideas, aspirations and insights through the consultation activities.

We would also like to thank following staff members who contributed their time, knowledge and expertise to developing the Township of South Glengarry Parks and Recreation Master Plan.

Tim Mills, Chief Administration Officer

Sherry-Lynn Servage, General Manager of Parks, Recreation and Culture

Cathy Macdonell, Recreation Facilitator

Dylan Rourke, Lead Hand

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Executive Summary

Master Plan Purpose and Framework

The Township of South Glengarry Parks and Recreation Master Plan is a high-level, living document that addresses the need for recreation programs and events, facilities, parks and trails, and their delivery to South Glengarry residents until the end of its timeframe - 2032. It was developed within a framework comprising the following parameters and characteristics:

- a current population of 13,330, with anticipated minimal growth to 13,900
- dispersed population and services across many settlement areas
- a primarily rural, agricultural community
- reliance on Cornwall for major recreation facilities and associated programs
- a largely indirect municipal role in parks and recreation services provision
- a relatively small municipal parks, culture and recreation department working with a strong volunteer sector/partners to develop and deliver services
- a generally good supply of services, with some areas in need of development
- an engaged, generally active community interested in - and willing to support - a range of parks and recreation experiences

Overview of Future Directions

Programs, Activities and Events

Programs, activities and events available in South Glengarry comprise a good supply of year-round opportunities for males, females, and family participation. Programs and events in the areas of culture and heritage are also well represented, especially in the areas of music and elements of local history. On balance, however, the existing structured program supply focuses on services for children and youth, and for seniors. Adults are also a growing market for municipal recreation services, which South Glengarry can further develop.

Community consultation findings indicated interest in additional sports/fitness programs/activities - to a greater or lesser degree - across a variety of areas. Those that appear to offer the most potential for future development include water-based recreation activities, court sports and outdoor ice activities. In the area of non-sport programming, areas of particular interest include visual arts, environmental, and artisanal pursuits, along with wellness, social activities and learning.

Community oriented events are important to building social connections and ties within the Township, and those that attract visitors contribute to tourism-related objectives. Future planning and provision of both types of events should be in keeping with the community's capacity to deliver them, combine themes that are South Glengarry specific, and focus on those that are sustainable and essential to social and economic objectives. The following lists the program, activity and event recommendations.

PE1	Use improvements at existing waterfront access points, and future development at Cairnview Park, to provide amenities for non-motorized, small craft water sports as self-directed activities.
PE2	Investigate opportunities to contract seasonal canoe/ kayak/paddle board rentals and instruction at designated waterfront locations.
PE3	Promote tennis courts in the Township and solicit for a volunteer base if the need for additional organized activity arises.
PE4	Focus on new program/ activity opportunities for which demand emerges that can be accommodated at existing facilities, can use both indoor outdoor spaces at different times of the year, and for which volunteer commitment can be instituted.
PE5	Continue to facilitate community use of schools for gym-based programming.
PE6	Work with fitness program providers in the community to provide options for less physically intense physical fitness programming (e.g., drum fit)
PE7	Work with local community partners to facilitate the development of visual arts, environmental, and artisanal programs/ activities with an emphasis on targeting combined objectives in design and delivery.
PE8	Work with fitness program providers in the community to provide low intensity, 'gentle' wellness programming such as yoga and tai chi.
PE9	Investigate opportunities to bring mental health-specific programming to South Glengarry.
PE10	Establish opportunities to introduce more social, drop-in programs for age/ interest groups such as youth, new moms, etc. and address, if required.
PE11	Pursue opportunities to introduce intergenerational programming.
PE12	Focus on developing program/ activities that build on/enhance current resources, can be accommodated at existing indoor and outdoor spaces, leverages existing or new partnerships, and for which volunteer commitment emerges.

PE13	Rationalize approach to supporting the provision of community events in terms of the annual number, type, scheduling and balance between local and/ or visitor-oriented themes and objectives.
PE14	To the extent possible, distribute programs, activities and events at parks and community facilities across the Township to encourage resident interaction, optimize the use of resources in providing the widest possible range of opportunities, and improve access to those with limited options to travel to other communities for these services.

Parks & Recreation Master Plan

Facilities

South Glengarry is well supplied with indoor and outdoor facilities for organized community recreation. Small halls dominate the supply of indoor facilities and sports fields are particularly well represented in the outdoor inventory. The Township is also home to many facilities and features dedicated to the area's history and cultural heritage.

The Township's community centres and halls can be viewed as comprising three general 'tiers' of service. The Char-Lan Recreation Centre is the primary recreation hub for the community, as it includes the arena and the main hall. Secondary hubs include Martintown Community Centre, North Lancaster Optimist Hall and Green Valley Community Centre. Local halls or community buildings include those at Paul Rozon, Jack Danaher and Smithfield Parks. All of these facilities - including the ice pad and arena floor - can accommodate additional use and will provide the spaces for future program/activity development.

Options to expanding the arena to address facility deficiencies were prepared in 2011 and the need to finalize plans and move forward with this initiative is pending. There may be opportunities to improve on the proposed 2011 space programs, and layout of the expansion. Regardless of the direction taken, costs will need to be updated to reflect current market conditions.

South Glengarry is very well supplied with sports (soccer) fields, with levels of use suggesting a potential excess in relation to need. There are very few playable ball diamonds but demand for them does not appear to exist, although retaining a number of un/under-used diamonds to accommodate possible future growth in participation is prudent. Working with community-based organizations to expand existing or develop new programs/activities with available facilities will be important to optimizing use of existing resources. The following lists the facilities recommendations.

FS1	No additional indoor recreation spaces are required to accommodate needs during the timeframe of the Master Plan.
FS2	Investigate the potential for increased ice use for additional school and adult programming.
FS3	Expand use of existing halls and community buildings, which are amenable to a range of uses that can be accommodated in available times at different locations to support improved distribution and access.
FS4	Focus on rebuilding the use of Green Valley Community Centre and North Lancaster Hall to provide services in these areas of the Township.
FS5	Consult with the Eastern Ontario Health Unit to investigate the potential to use the Tartan Hall kitchen for community programming and food producer rentals.
FS6	Update 2011 arena expansion plans and commence with detailed design and construction.
FS7	Verify the need for facility upgrades requested by users with evidence of demand, before the Township commits to implementation.
FS8	Conduct a review of all sports field scheduling/use to establish the costs of delivering the existing supply of fields to the community and, in consultation with organized users, investigate the potential to intensify and consolidate where it is reasonable to do so - especially on municipally owned fields.
FS9	The Paul Rozon and Martintown Parks ball diamonds will likely be sufficient to meet demand over the term of the Plan, given current use levels.
FS10	Retain a diamond to serve each quadrant of the Township - at least in terms of the space required to refurbish if warranted by future levels of organized participation/use - and consider repurposing others to provide park-based amenities.
FS11	Monitor tennis and pickleball to confirm use to establish need for future investment in supply.

FS12	Consult with Smithfield Park-based volleyball league to confirm demand for a lit court. Consider this option if and when potential funding opportunities become available.
FS13	Prepare a comprehensive study on needed infrastructure upgrades to Glengarry, Nor'Westers & Loyalist Museum and a schedule for budgeting and completion.
FS14	Prepare a comprehensive study on needed infrastructure upgrades to the Glengarry Celtic Music Hall of Fame and a schedule for budgeting and completion.

Parks and Trails

South Glengarry is very well supplied with a variety of parks, open spaces and trail assets, especially when non-municipal providers' contributions are considered. The Master Plan proposes a municipal parks classification system based on park function to guide future decisions on planning, design, and programming/activation of these spaces as well as environmental protection and enhancement. The classification system is applied to outlining development scopes for two new parks - a community serving waterfront park in South Lancaster and an active park in Summerstown Estates. Improvements to existing parks and trails are recommended to upgrade aging infrastructure and/or introduce new features, and to integrate an environmentally focused approach to operations and use. Additional studies are recommended for the Peanut Line, and trails master planning in conjunction with active transportation. The following lists the parks and trails recommendations.

PT1	Continue to make required accessibility upgrades to parks (including playground safety, routes and wayfinding, seating, shade and bicycle parking) as part of ongoing maintenance and upgrades.
PT2	Develop and implement Township-branded signage and wayfinding at Township parks, trails, facilities, heritage sites, natural spaces, and main arterials.

PT3	Develop a Parks and Trails Tree Strategy to guide the management of trees in parks and along trails in South Glengarry.
PT4	Replace play equipment and playground surfacing at Empey-Poirier Park. Provide seating and shade trees.
PT5	Consider removing the ball field at Empey-Poirier Park and providing a new park amenity if there is a community need.
PT6	Consider implementing a pathway loop at Empey-Poirier Park with seating and shade trees, if there is community interest, and funding opportunities become available. Connect facilities/amenities with accessible paths.
PT7	Implement naturalization throughout areas of Empey-Poirier Park.
PT8	Consider implementing a paved parking lot at Paul Rozon Memorial Park with an accessible parking spot and accessible paths to park facilities/amenities if funding opportunities become available.
PT9	Provide more shaded areas at Paul Rozon Memorial Park with trees or shade structures.
PT10	The existing skateboard equipment at Martintown Community Park should be inspected as per safety standards and removed if necessary. If the need for a skateboard park should arise, the Township could consider providing a pop-up skate park.
PT11	Provide seating (benches/picnic tables/armour stone etc.) near the playground at Martintown Community Park including at least one accessible bench or picnic table. Installation of accessible seating can be coupled with pathway connection installation.
PT12	Implement accessible pathways at Martintown Community Park to connect amenities in the future if funding opportunities become available.
PT13	Provide more shade at Martintown Community Park with shade trees or structures.

Parks & Recreation Master Plan

PT14	Monitor community interest in a dog park in Glen Walter Regional Park. Consider providing a temporary dog park to gauge use levels. If there is evidence the amenity will be well used, develop a permanent dog park based on community feedback and dog park design guidelines. Investigate the need for lighting along pathway leading to dog park.
PT15	Monitor community interest for an outdoor rink in Glen Walter Regional Park. Support community initiative to make seasonal rinks or staking loops when municipal servicing in the park is developed
PT16	Consider providing a paved lot and accessible parking at Glen Walter Regional Park and monitor funding opportunities that will support this project.
PT17	Monitor community interest in a splash pad at Glen Walter Regional Park. Design and implemented slash pad when municipal servicing becomes available.
PT18	Discuss opportunities, demand and options for the Smithfield driveway entrance, investigate providing a paved driveway if funding opportunities become available.
PT19	Implement naturalized borders and/or naturalized pockets at Smithfield Park.
PT20	Implement the pathway loop and adult exercise equipment at Smithfield Park.
PT21	The North Lancaster Optimist Park playground is scheduled for replacement in fall 2022. Prioritize shade and seating in its installation.
PT22	Remove the volleyball court at North Lancaster Optimist Park.
PT23	Consider removing the ball field at North Lancaster Park if it is no longer required, and investigate other potential park amenities in consultation with the community.
PT24	Implement naturalization and tree planting throughout North Lancaster Park.
PT25	Provide secondary entrances to Green Valley Park from the church and the end of Mackinnon Road.

PT26	Upgrade the existing playground at Green Valley Park to make it accessible or replace with a new playground in the long term. Consider tree planting around new structure.
PT27	Consult with the Green Valley community to determine if a different amenity would be better used in place of the combined sport field and ball field at Green Valley Park.
PT28	Consult with the Bainsville community to determine preferred off-season uses for the ice rink at Jack Danaher Park. Provide required upgrades.
PT29	Consider parking lot upgrades, accessible parking and providing accessible access to all amenities at Jack Danaher Park through funding opportunities.
PT30	Consult with the Bainsville community to determine priorities and preferences for the new playground at Jack Danaher Park. Complete new playground in the short term of this Plan.
PT31	Develop Summerstown Estates Park as an active park for the community of Summertown. Provide opportunities for community consultation from the concept design stage through to detailed design. Consult with the SDG Accessibility Committee and public concerning park accessibility.
PT32	Consult with the SDG Accessibility Committee and public concerning the bridge and pathway upgrades. Provide an alternate accessible amenity at Bernie MacDonnell Park should the accessible bridge not be feasible.
PT33	Consult with the RRCA and Watersheds Canada to implement a pond vegetation buffer at Bernie McDonnell Park
PT34	Develop Cairnview Park as a waterfront park to serve the Township and community of South Lancaster. Develop a concept plan, or a series of concept plans based on community consultation. Proceed to detailed design and construction.

PT35	Develop Glen Walter Waterfront Park to serve cyclists using the waterfront trail and residents throughout the Township. Provide opportunities for community feedback through the concept refinement and detailed design stage. Consult with the SDG Accessibility Committee and public concerning park accessibility.
PT36	Continue to implement the concept plan for Ken Barton Senior Park.
PT37	Continue to provide portable washrooms, picnic tables and trash cans at South Lancaster Wharf. Consider installing bike racks at or near the wharf, to accommodate cyclists using the Waterfront Trail. If Crown land can be acquired, continue to work with the South Lancaster Wharf Committee to improve recreation related uses in this area of the waterfront.
PT38	Conduct a Peanut Line Trail Study to resolve issues around use, access, trespass through stakeholder consultations, and inform future infrastructure work and estimated costs based on the preferred option and other relevant Township initiatives
PT39	In preparing a South Glengarry Active Transportation Plan, coordinate scope with with relevant studies recommended in the Parks and Recreation Master Plan (i.e., the Peanut Line Study and other trail connections and waterfront trail improvements). (Note: costs shown here are only for the Peanut Line Study and the capital costs for other trail connections and improvements)

Service Delivery

The community is well served by the Township in the area of parks, culture and recreation, and residents were very complimentary about staff's responsiveness to their needs and the amount of support they receive from staff. Despite the active engagement of volunteers, the level of service currently provided to the community is stretching Township capacity in terms of human resources. The Master Plan proposes both a review of operations to identify areas to streamline services, and the need to increase Parks, Culture and Recreation Department staffing. At the same time, the Township needs to work both internally and with community-based partners to revise approaches to service delivery and make the most of available capacity, in both practical terms and overarching policy. Part of this work will include instituting joint planning sessions with community partners, and strengthening monitoring and evaluation processes. The following lists the service delivery recommendations.

SD 1	Hire a qualified consultant to conduct a department operations review to identify opportunities to streamline work related to the day-to-day aspects of delivering services to facilities, parks and users.
SD 2	Use new recreation management software to collect a comprehensive data base for services planning and operations.
SD 3	Finalize agreements with Junior B Rebels, Char-Lan Minor Hockey Association and Char-Lan Skating Club on respective allocations of locations for arena advertising and retention of revenues generated.
SD 4	In consultation with the community, reconsider incremental user fees to help finance parks and recreation services.
SD 5	Develop programs related to revenue generation to help finance parks and recreation services.
SD 6	Review and update existing policies including Grants and Donations, and Ice Allocation.

Parks & Recreation Master Plan

SD 7	Develop a Community Group Affiliation Policy, based on the results of consultation with volunteer recreation groups to confirm the type and extent of required assistance to sustain/grow their programs/ events, and the Township's capacity to provide it.
SD 8	Develop an Event Policy to guide Township support for, and organizer management of, community-oriented and visitor-attractive events.
SD 9	Review lease agreements for buildings that are not required to deliver municipal services with the intent to transfer ownership to another party or reallocate costs between the municipality and the tenants in a more equitable arrangement.
SD 10	Review facility and park single use/ purpose rental agreements with the intent to better distribute responsibilities for set-up/ take-down between the Township and the renter.
SD 11	Enter short-term lease agreements with community-based facility user/ operators to provide the Township - as the owner - with the minimum it needs to limit exposure while, at the same time, strengthen working relationships with the organizations that are financially accountable and administratively supportive of their efforts to operate their own programs/activities.
SD 12	Investigate community interest in volunteer assumption of responsibility for horticultural beautification projects in Lancaster.
SD 13	Consult with the Martintown Horticultural Society to consider using bursary funds to hire a summer student to manage the organization's spring/summer horticulture projects.
SD 14	Consult with Cenotaph Committees to consider a single community-wide Remembrance Day service to be held in Martintown, Lancaster and Williamstown on an annual rotating basis.
SD 15	Use Master Plan survey results to follow up on expressed interest and encourage people to register for specific volunteer positions or for possible future engagement as need/ opportunity arises.

SD 16	Focus on post-pandemic interests/ opportunities to attract volunteers to help with Township projects and programs.
SD 17	Explore optional programming models such as short-duration programs, try-its and program packages to develop new and diverse activity opportunities with Township facilitation and support.
SD 18	The Township should take the lead in instituting joint service planning on a regular basis with the major program/ service providers in the Township.
SD 19	Request other interested parties to participate in planning activities, as need or opportunity arises.
SD 20	Institute ongoing service monitoring and evaluation to inform service planning in the areas of facility/space use, programs and events.
SD 21	Develop annual planning targets to allow outcomes to be measured and reported.
SD 22	Conduct a comprehensive review and update of the Master Plan in ten years.
SD 23	Continue producing both digital and print media information to promote/ communicate with residents about parks and recreation services.
SD 24	Create recreation-specific social media accounts.
SD 25	Expand coverage to include heritage and tours, and 'What's free to do in South Glengarry?'
SD 26	Consider reciprocal promotions with North Glengarry for both local and Glengarry-wide services/ experiences.
SD 27	Prepare and post an annual services 'year-in-review' that summarizes and informs the community about the Township's achievements in parks and recreation.
SD28	Hire additional staff to assist with program/service expansion, operations and administration.

Implementation Strategy

The implementation plan comprises a total of 95 recommendations in the above-discussed areas and distributes these initiatives over the Master Plan's ten year timeframe into short, medium and long terms. The total estimated cost for implementing the Master Plan that can be determined at this time is \$4,033,000 (including \$563,000 in capital costs estimated for projects that are totally contingent on funding becoming available).

Cost Summary of the Parks and Recreation Master Plan's Recommendations

Area of Recommendations	Timing				Total Cost
	Immediate	Short (Years 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PE: Programs and Events	-	-	-	-	-
FS: Facilities	\$25,000	\$75,000	-	-	\$100,000
PT: Parks and Trails	\$40,000	\$727,000	\$858,000	\$870,000	\$2,495,000
SD: Service Delivery	\$120,000	\$240,000	\$240,000	\$315,000	\$915,000
Total Cost	\$145,000	\$1,042,000	\$1,098,000	\$1,185,000	\$3,470,000



Figure 1-1: The Nor'Westers and Loyalist Museum

1.0 Introduction and Scope

Recreation is defined as, “the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.”¹

This document comprises the Township of South Glengarry Parks and Recreation Master Plan. It is a high level document that addresses the need for recreation programs and events, facilities, parks and trails, and their delivery to South Glengarry residents until the end of its timeframe - 2032. Information for the Master Plan was both provided by the Township and gathered through research activities - including extensive consultation with the community. A detailed report on the results of community consultation was submitted to

the Township under separate cover, some of which is reproduced in the Master Plan in full or summary form.

The Master Plan considers the Township's position within the larger 'community' of providers, including other area municipalities. The municipality's role as a facilitator to volunteer groups, not-for-profit agencies, and the private sector is a central premise. As such, it works with, and supports, these other providers to deliver services in a variety of ways. As in most Ontario communities, the Township has a long-standing working relationship with local volunteers, who are key providers of recreation programs and services. Strengthening these, and other, working relationships is part of the service delivery system.

1 Canadian Parks and Recreation Association/Interprovincial Sport and Recreation Council (February 2015). A Framework for Recreation in Canada - 2015 - Pathways to Wellbeing. Ottawa: Canadian Recreation and Parks Association

The Plan's analyses and recommendations are based on the situation today and what is anticipated or likely to happen, given available information and the possibilities identified by parties consulted. Monitoring and regularly evaluating the status of recommendations over the life of the Plan will be important to integrating change into chosen directions.

In some instances, the Plan indicates additional work that will be required to take high level recommendations to the detail that will be needed for implementation. Recommendations may also be contingent upon other decisions, both internally and externally. These considerations emphasize the need for ongoing communications among providers to collectively monitor changes in the service environment. In response to change, the Township can update the Plan by adjusting, as required, the timing and details of specific initiatives.



Figure 2-1: Summerstown Wharf

2.0 Community Context and Consultation

2.1 Introduction

This section presents South Glengarry's geographic, socio-demographic and corporate context for the Master Plan. The final section summarizes the various components of the consultation program that was conducted to engage the community in the Master Plan's preparation and develop the information base for analyses and recommendations.

2.2 Geographic Context

The Township of South Glengarry is a rural community in Eastern Ontario with a population of 13,330 (2021 Census). It is situated along the north shore of the St. Lawrence River, immediately west of the Province of Quebec, approximately 110 kilometres southeast of Ottawa (from Lanaster) and east of the City of Cornwall.

South Glengarry is the second largest municipality in the United Counties of Stormont, Dundas & Glengarry (SDG Counties) with an area of 605 square kilometres. It is also the second largest by population.

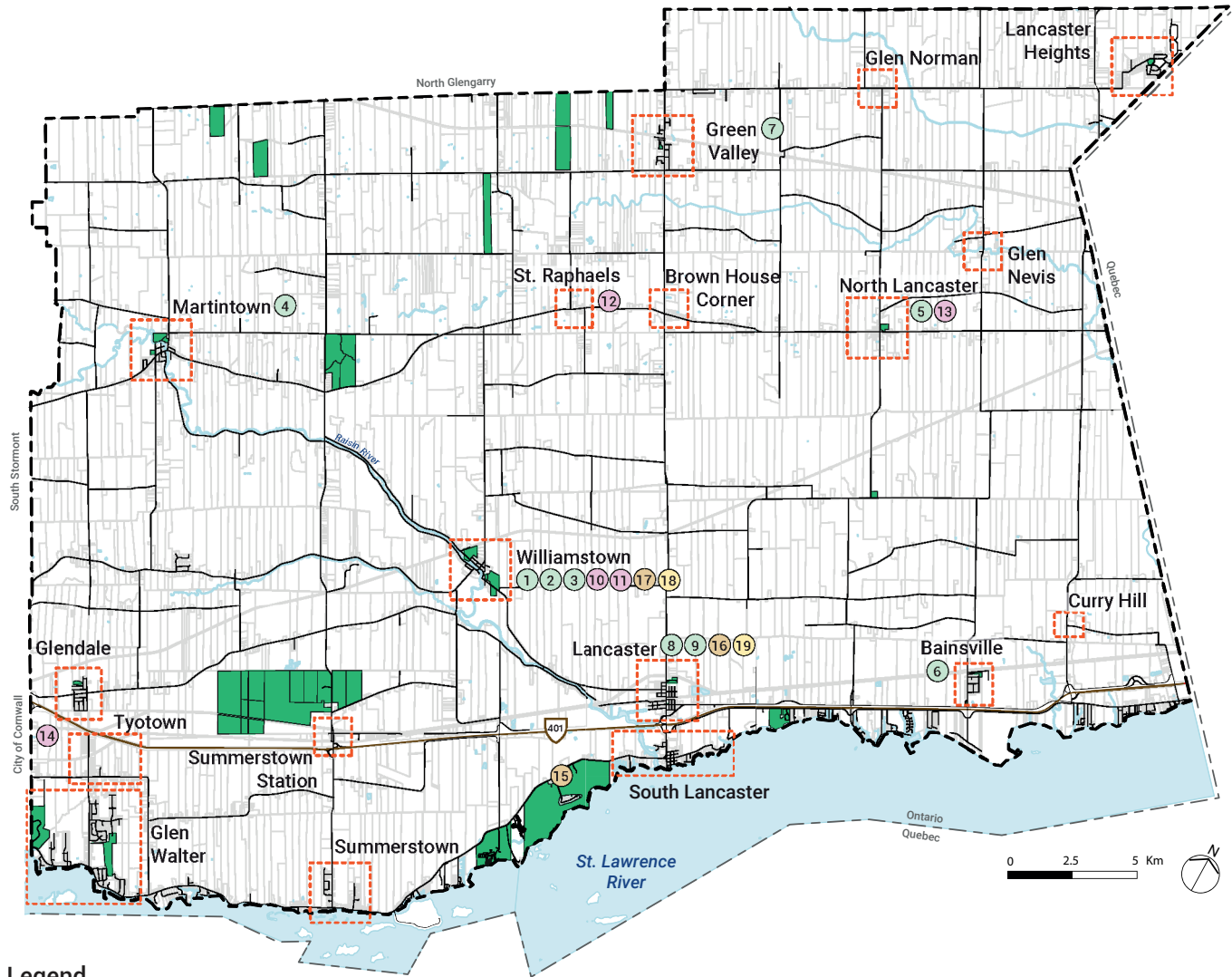
Privately owned property abuts much of the the St. Lawrence River, which runs the entire east-west length of the Township. A second smaller river, the Raisin River, runs through the villages of Martintown, Willamstown, Lancaster and South Lancaster where it opens into the St. Lawrence River. The Township has large areas

of provincially significant wetlands and prime agricultural land and 28.7 percent tree cover (South Nation Conservation, 2016).

Figure 2-3 shows the distribution of the fourteen settlement areas in South Glengarry which include Bainsville, Curry Hill, Glen Walter, Glendale, Green Valley, Lancaster, Martintown, North Lancaster, St. Raphael, South Lancaster, Summerstown, Summerstown Station, Tyotown and Williamstown. Lancaster is the urban centre of South Glengarry and is home to the Township's administrative offices. Highway 401 traverses the municipality's south end. Residents in the extreme southwest portion of the Township, therefore, may be more likely to be use services in the City of Cornwall than those elsewhere in South Glengarry. Residents in the north end of the Township may use services in Alexandria, which is in North Glengarry.



Figure 2-2: South Glengarry Context Map



Legend

	Township Boundary		Roads		Arena		Library
	Provincial Border		Highway 401		Hall		Multi-purpose Room
	Settlement Area		Parcels		Gymnasium		Full Kitchen
	Parks, Forests & Conservation Areas						

Municipal

- Char-Lan Recreation Centre
- Paul Rozon Memorial Park Building
- The Glengarry Celtic Music Hall of Fame
- Martintown Community Centre Hall
- North Lancaster Hall & Optimist Park
- Jack Danaher Hall and Park
- Green Valley Community Centre & Park
- Smithfield Park Building
- Lan-Char Centre

School Boards

- Char-Lan High School
- Williamstown Public School
- Iona Academy Catholic School
- L'Ecole Elementaire Catholique de l'Ange-Gardien
- Holy Trinity Catholic Secondary School

Other Public Agencies

- Raisin Region CA - The Cooper Marsh Visitor Centre
- SDG County Library - Lancaster Branch
- SDG County Library - Williamstown Branch

Non-Profit

- Glengarry, Nor'Westers & Loyalist Museum
- Royal Canadian Legion (Branch 544)

Figure 2-3: South Glengarry Settlement Areas

2.3 Socio-demographic Profile

2.3.1 Current

The 2021 Canada Census reports South Glengarry's population as 13,330, which represents a 1.4% increase since 2016. At the time of writing, population and age structure were the only data from the 2021 Census that had been released.

The following socio-demographic profile was assembled using data from the 2016 Canada Census, Ontario Populations Projections Update 2019-2046 (Ontario Ministry of Finance), and United Counties of Stormont, Dundas and Glengarry (SDG) Population Growth Predictions Report 2013. It presents population current and anticipated future population characters for the term of the Master Plan. Table 2-1 summarizes key socio-demographic indicators for the Township and SDG Counties from the 2016 Census (Figures for SDG Counties include the City of Cornwall).

Table 2-1: Socio-demographic Highlights 2016

	South Glengarry	SDG Counties
Population	13,150	113,429
Median after-tax income of households in 2015	\$67,413	\$53,615
Prevalence of low income based on the Low-income measure, after tax (LIM-AT)	10.7%	17.9%
Newcomers (immigrants)	960 (of 13,150) (7.3%)	7,170 (of 113,429) (6.3%)
Indigenous population	300 (of 13,150) (2.3%)	4,845 (of 113,429) (4.3%)

Table 2-2 illustrates the change from 2016 to 2021 in the numbers and proportions of South Glengarry's population in selected age groups. Although the largest proportionate increases occurred in the age groups over 64 years, there was a slight increase in children under four years of age, and the proportion of those between the ages of 5 and 14 years remained stable.

Table 2-2: South Glengarry Population Change 2016 to 2021

Age Group	2016*		2021*	
	#	%	#	%
0 - 4 years	515	3.9	610	4.6
5 -14 years	1,365	10.4	1,390	10.4
15 - 19 years	810	6.2	725	5.4
20 - 44 years	3,090	23.5	3,080	23.1
45 - 64 years	4,475	34.0	4,160	31.2
65 - 74 years	1,860	14.1	2,085	15.6
75+ years	1,045	7.9	1,265	9.5
total	13,160	100.0	13,315	100.0

* Census age cohorts vary slightly from totals noted above

2.3.2 Future

Table 2-3 shows growth in South Glengarry and SDG Counties from 2016 to 2031. Growth is expected to be modest over the next 10 years, totaling an estimated population of 13,900 in 2031. The current population of the County is 114,637 (2021 Census) and is expected to grow to 123,100 by 2031 (Figures for SDG Counties include the City of Cornwall).

Table 2-3: Current and Projected Populations in South Glengarry and SDG Counties

Year	South Glengarry	SDG Counties
2016	13,150*	113,429*
2021	13,300*	114,637*
2026	13,500**	121,400***
2031	13,900 ^p	123,100***

* From the Canada Census 2016 and 2021

** Mid-point between the 2021 and 2031 figures

*** From Ontario Population Projections, 2019 – 2046

p From Hemson's Population Growth Predictions Report 2013 for SDG Counties

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Table 2-4 illustrates the projected age distribution for the County's population for the next ten (10) years. Of the seven age groups shown, the largest projected population increase is in the 75+ years age group, which is anticipated to grow by 5,950 people or close to 50% by 2031. While it is anticipated that South Glengarry's population will follow the same general aging trend, as the County the proportionate balance between age groups may vary.

Table 2-4: SDG Counties Age Distribution Projection

Year	0-4	5-14	15-19	20-44	45-64	65-74	75+	Total
2021	5,961	12,848	6,452	31,864	33,810	16,006	12,280	119,221
2026	5,625	12,886	6,964	32,313	30,659	17,805	15,209	121,443
2031	5,518	12,543	7,037	32,803	28,017	18,985	18,230	123,133
Change from 2021 to 2031	- 7.4%	-2.4%	9.1%	2.9%	-17.1%	18.6%	48.5%	3.3%

2.4 Relevant Corporate Plans and Initiatives

2019 - 2022 Strategic Plan

The Township's Strategic Plan sets the overarching framework for service planning in all areas of service to the community. The Plan has five goals, all of which are relevant to parks and recreation to some extent. However, Goal 4: improve quality of life in our community, notes two specific strategic directions that are central to parks and recreation services - update the Master Recreation Plan, and promote the Active Living Charter. Both of these directions are reflected in this document. The Active Living Charter is contained in Appendix A and provides the framework for many of the Plan's recommendations.

The Strategic Plan also notes that success in implementation for all strategic directions is to be measured through various means (e.g., the development of departmental action plans, alignment of budget and staff performance goals with the goals of the Strategic Plan), which also pertains to the Parks and Recreation Master Plan.

Multi-year Accessibility Plan and Annual Updates

The Township's Multi-year Accessibility Plan outlines the long term strategy for implementing the AODA's goals for accessibility. Individual projects are identified, budgeted, and completed to work towards these goals over time. Parks and recreation facilities are key components of community infrastructure to be made accessible for residents' participation and enjoyment.

The Township of South Glengarry Age-Friendly Community Action Plan (2016) comprises analyses and recommendations on improving the community's recreation services for adults 55 years of age and older, in the following areas: improvements to programs, activities and services; facilitating access to services; communicating the availability of facilities, programs, activities and support services; service planning and delivery. While the Master Plan's scope is the community as a whole, its directions are in keeping with those of the Age-Friendly Plan.

2.5 Community Consultation Activities and Process

The community consultation program for the Township of South Glengarry took place in the fall and winter of 2021/2022 and comprised the following activities, which are described in more detail in Table 2-5:

- interviews with Council and Township staff
- random survey of resident households
- online survey of resident households
- survey of volunteer program / activity groups
- focus groups
- community consultation website
- unsolicited email submissions

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Table 2-5: SDG Counties Age Distribution Projection

Activity	Description
interviews with Council and Township staff	<ul style="list-style-type: none"> eleven (11) interviews completed in December 2021 to gather information and insights from those involved in decision-making and delivering parks and recreation services to the community
random survey of resident households	<ul style="list-style-type: none"> 200 completed surveys from a random sample of Township households, conducted by phone between January 24 and 29 2022, to gather information on residents' use of parks and recreation services and their interest in future service development
online survey of resident households	<ul style="list-style-type: none"> self-selected on-line participation in the above survey administered by phone, via a link posted on the Township's website from January 23 to February 16, 2022 three hundred and seventeen (317) people accessed the survey
survey of volunteer program / activity groups	<ul style="list-style-type: none"> survey of volunteer community organizations that are major users of municipal parks and recreation facilities to deliver programs to residents 23 organizations invited to participate via an introductory letter from the Township about the Master Plan with a link to the questionnaire. available from January 30 to February 15, 2022, with a reminder sent the week of February 7, 2022 14 of 23 groups responded
focus groups/meetings	<ul style="list-style-type: none"> two sessions addressed waterfront access/parks, and trail use, and three were held with representatives of volunteer committees, in early March 2022 Township-led public meeting on a potential park in Summerstown Estates was attended by the consultants to learn about the park's history and hear the community's interest in its development
community consultation website (sg-parksandrecplan.ca)	<ul style="list-style-type: none"> was launched at the outset of the project and remained active for the duration of the study. provided interested participants with numerous consultation tools to post ideas, comments, opinions and to ask questions about the Parks and Recreation Master Plan. tools included an ideas board, a discussion board, Q & A, household survey link, and interactive mapping
unsolicited email submissions	<ul style="list-style-type: none"> email submissions were received throughout the consultation period

The Township conducted a number of promotional activities to generate awareness of the Master Plan study and opportunities to participate, including invitations to participate in the group survey, and website and social media postings to the community at large about the study and opportunities to contribute. At the outset of the project, the Township reached

out to 25 relevant groups/service providers to announce the study and encourage their participation in the Plan's preparation through the various means available.

Appendix D contains a list of organizations that were invited to participate in consultation activities, and indicates those that engaged.



Figure 3-4: Glengarry, Nor'Westers Museum and Loyalist Museum Exhibit

3.0 Trends in Parks and Recreation Service Provision

Within the broad definition of recreation, there are many simultaneously evolving trends in the interests of service consumers and providers' responses. The following discussion summarizes several prevalent trends in community parks and recreation services. It is not an exhaustive review of changes in the field, and some are already reflected in South Glengarry. Others may not be immediately relevant to the Township. At the same time, they represent directions that might be applicable today on some level or may present opportunities as the Master Plan is implemented over time.

3.1 All Season Outdoor Recreation

Outdoor programming provides a critical benefit to the health and well-being of people, and particularly children and teens. Time spent outdoors has been shown to improve physical and mental health, boost confidence, reduce stress, and build understanding of, and respect for, the natural environment.

Outdoor learning and activities for children are common in many other countries (e.g., tropical and Nordic countries), and as awareness of the benefits have become more mainstream in Canada, their municipalities and schools have increased efforts to offer more outdoor programs for children and teens. The 2018 ParticipACTION Report Card on Physical Activity for Children and Youth Report¹ in Canada notes:

“The array of health benefits associated with physical activity in children and youth (5- to 17-year-olds) is truly extensive. Available evidence suggests that...higher levels of physical activity are associated with more favourable measures of: physical fitness, motor competence, weight status, metabolic health, arterial characteristics, bone health, academic achievement, health-related quality of life, brain and mental health, and the list goes on.”

In practical terms, parks are significant assets that are often not optimized from a use perspective and, therefore, offer the potential to increase recreation activity relatively inexpensively. While not supported by a review of available research, it also is reasonable to suggest that an active park is more likely to motivate onlookers to ‘join in’ than one that sits empty and idle.

For some time, municipalities in North America have been trying to encourage outdoor recreation in the winter, emulating approaches taken in many Nordic countries. Examples of

initiatives include 8-80 Cities’ Wintermission project, and activities and events in Edmonton and Michigan, both of which have been successful in developing winter recreation. ‘Winterising’ cities in North America is not a new topic, but the uptake has been slow, for a number of reasons that largely fall outside of the mandate of parks and recreation departments (e.g., perceived or real conflicts between designing for pedestrians versus snow clearing and emergency vehicles, liability concerns, insufficient staff or resources, etc.). South Glengarry has many assets such as outdoor rinks and trails residents use to enjoy winter outside, and which are programmed to promote engagement.

Municipalities can contribute to encouraging people to recreate outside in the winter by working to change the prevailing negative view of winter’s cold and snow. Municipalities can set the tone by framing winter as a season to look forward to, with many positive and fun opportunities for recreation.

Challenging Youth

The trend to programming that is physically challenging is one that may be particularly attractive to youth who are interested in ‘competition’ against themselves or others as individuals. These activities are fun and energizing, while building skills and social community. While this type of programming can sometimes require sophisticated equipment, along with indoors venues to provide, there may be opportunities to create youth-focused outdoor challenges in South Glengarry.

1 <https://www.cka.ca/en/mka-current-issues/2018-participaction-report-card-on-physical-activity-for-children-and-youth>

3.1 Adult Programs and Services

Historically, municipalities have focused on providing parks and recreation services to children, youth and seniors, with this last group becoming a much larger consumer of services as our population ages. Recent years, however, have seen a noticeable increase in adult interest in municipal recreation services for themselves. Anecdotal reasons for this trend are likely a blend of increased awareness of the importance of physical activity for long-term health, overall declines in disposable income and growth and greater sophistication in the provision and delivery of public recreation services. At the same time, current research indicates that adults are not turning this awareness and interest into action.

A recently released ParticipACTION report card on physical activity among Canadian adults (December, 2021) shows much higher “grades” in the areas of conceptual and environmental indicators than in activating, daily behaviours. The report suggests that beyond individual and environmental characteristics, there is a progressive decline in participation in activities that require a time commitment, specific movements and/or intense physical effort. Sport participation, muscle strengthening activities, balance activities and active transportation all scored grades D to F. The F grade in active transportation is a particularly interesting finding, given the promotion of active transportation and the increasing efforts of municipalities to make it safe and easy to access so people can integrate it into their daily lives.

The highest behavioural grades achieved are for light to medium-intensity activities that can be integrated into daily life. If the evolution to a highly active culture is viewed as a long-term social goal, and these findings are indicators of current progression to that end, it appears there is more work to do in the Bs and Cs before the Ds and Fs can improve. In terms of municipal programming for adults, therefore, progress in

the foreseeable future may need to focus on additional ways to translate the desire to be active into introductory “first steps” that provide flexible access to low to medium intensity activities.

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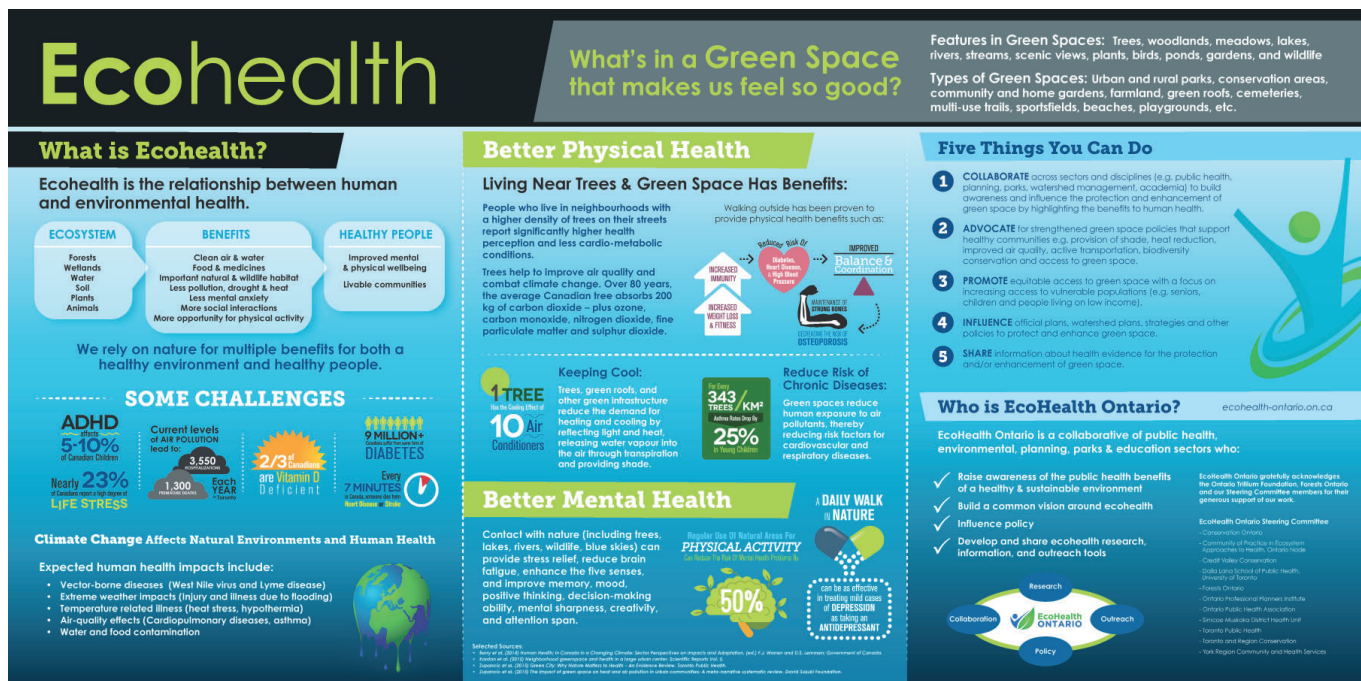


Figure 3-5: Glengarry, Nor'Westers Museum and Loyalist Museum Exhibit
(Source: <https://www.ecohealthontario.ca/communicating-ecohealth>)

3.3 Environmentally Focused Parks Planning and Management

In recent years, and particularly because of restrictions on indoor activity due to COVID-19, natural spaces have become much more attractive to people seeking recreation and physical activity. In some communities this has led to a large influx of visitors looking for more rural/natural settings, creating concern over the ability of some spaces to support a significant increase in use. While this trend may abate somewhat post-COVID as previous routines are resumed, it is likely that some of these 'undiscovered' places will continue to attract user levels beyond historic levels. Establishing appropriate boundaries around human encroachment on natural ecosystems is essential to avoid causing irreparable harm to the environment we want to experience for our enhanced well-being.

EcoHealth Ontario is a research and public policy collaborative of professionals in the fields of public health, medicine, education, planning and the environment that focuses on the interdependencies of mental and environmental health. Their vision is: "that everyone benefits from the provision of well-distributed, high quality greenspace, is aware of its contributions to health and wellbeing, and has access to its benefits." EcoHealth reports and tools can help municipalities achieve their own ecohealth related goals. Figure 3-2 is a graphic used for Communicating Ecohealth.

There are many opportunities to incorporate stronger environmental practices in parks and recreation service development and provision. In addition to the need to restore, protect and enhance the natural environment, municipalities can demonstrate leadership in how to take practical steps in this direction.

South Glengarry Tourism
invites you to
**Join Us For A
GUIDED TOUR!**
Thursday, August 15, 2019
Cost: \$20 per person



Figure 3-6: Glengarry Routes Heritage Tour Invite

3.4 Arts, Culture and Heritage

Public Art

Public art is often used to increase the vibrancy and attractiveness of parks, while supporting local artists and artisans. Public art can include both stand-alone commissioned pieces and art integrated into parks and trails. Commissions may include artwork for interpretive programs on local history. Another option is to provide an outdoor gallery - a space for local artists to display their works in art exhibitions on a rotating basis. Infrastructure such as, but not limited to paving, fencing, lighting, seating, signage/wayfinding and planting

can also be designed in an artistic way while still accomplishing their utilitarian functions. Municipalities and public agencies sometimes mandate (through policies, design guidelines, etc.) that art be part of all projects as either as stand-alone pieces or design-integrated, with a pre-determined percentage of the construction budget being assigned to public art.

Built, Natural, and Cultural Heritage

Heritage is an area that is of interest to both residents and visitors. Each community has unique heritage features that contribute to creating a sense of identity and can form the basis of programming and events with a heritage focus. Local heritage in South Glengarry is strong and comprises elements of built heritage, cultural history, and interpretive exhibits. It is the subject of several well mapped, self-guided tours, which can be accessed online. Guided tours are sometimes also offered, as shown in Figure 3-3.

Natural heritage programs can include educational walks or sessions to learn about the flora, fauna, landscapes, and stewardship practices particular to a certain area.

Cultural Tourism

Tourism is a major sector of today's service economy and ties local culture to economic development. The notion of 'place-based' attractions is typically tied to cultural tourism in building destination-related visitor experiences (Thorne, S. 2012; Smith, S. 2013)². It comprises those elements of culture and heritage that are intrinsically tied to a geographic place, and so cannot be replicated elsewhere. A Hills Strategy report summarizes the findings of online surveys of World Tourism Organization (UNWTO) Member States and cultural tourism experts around the world, and provides the following definition of cultural tourism:

“Cultural tourism is a type of tourism activity in which the visitor’s essential motivation is to learn, discover, experience and consume the tangible and intangible cultural attractions/products in a tourism destination. These attractions/products relate to a set of distinctive material, intellectual, spiritual and emotional features of a society that encompasses arts and architecture, historical and cultural heritage, culinary heritage, literature, music, creative industries and the living cultures with their lifestyles, value systems, beliefs and traditions.”

Almost all responding countries to the survey indicated that their definition of cultural tourism includes both “tangible (e.g., national and world heritage sites, monuments, historic places and buildings, cultural routes, and others), and intangible heritage (e.g., crafts, gastronomy, traditional festivals, music, oral traditions, religious/spiritual tourism, etc.).” Most countries also consider “cultural tourism to include contemporary culture (e.g., film, performing arts, design, fashion, new media, etc.).”

An area of rurally-based cultural tourism that is growing is agri-tourism, which is broadly defined as, “a form of commercial enterprise that links agricultural production or processing with tourism in order to attract visitors, with a number of financial, educational and social benefits for tourists, producers and communities.”³ As such, it covers a wide range and initiatives - from selling produce or produced-based products on site to extended stays on active farms. “Agri-tourism is the next step in eco-aware living, it’s an opportunity to educate and influence buying and lifestyle choices.”⁴ It contributes to producers’ incomes while offering visitors new experiences that can also strengthen their connection with the environment.

2 Thorne, S. (2012). Place-based cultural tourism: A new planning paradigm. Economic Development. org

3 <https://pebblemag.com/magazine/travelling/5-things-to-know-about-agri-tourism>

4 Ibid

3.5 Accessibility and Inclusion

Gender-neutral Facilities

Gender-neutral facilities are becoming the norm in recreation centres, advancing inclusivity while increasing flexibility in the use of space. Gender neutral changerooms and washrooms contain private change cubicles and washroom stalls within the larger space. Designated gender washrooms are smaller and fewer.

Social Inclusion and Children with Disabilities

Children and youth with disabilities are less active. Physical activity helps improve social integration which is a major challenge noted among children with brain-based disabilities. Physical activity provides opportunities for these children to enhance their interaction and communication skills, resulting in improved daily functions, health-related outcomes and quality of life.¹

- 1 Source: https://participation.cdn.prismic.io/participation%F38570bed-b325-4fc8-8855-f15c9ae-bac12_2018_participation_report_card_-_full_report_0.pdf

MagnusCards⁵

MagnusCards is a Canadian digital application dedicated to removing accessibility barriers. It is a tool that allows people with Autism and cognitive disabilities to live with independence and inclusion. MagnusCards comprises a library of digital guides (Card Decks) to destinations and activities. Each digital guide combines a proven method of instruction (applied behaviour analysis), visual cues and step-by-step instructions to map experiences, and prompts and positive reinforcement to support experiential learning.

Wascana Park Accessibility Project ⁶

The Canadian National Institute for the Blind (CNIB) recently completed a project in Regina's Wascana Park that installed more than 230 GPS points that speak to the BlindSquare Event app. The GPS points help mark amenities such as benches, park lookouts and monuments, but they also help mark the meandering trails which can be difficult to navigate. The project has resulted in Wascana Park, one of the largest urban parks in North America, becoming accessible for people with vision loss and is the third park in Regina to be installed on the app. CNIB is open to exploring opportunities with other communities to create accessible parks and recreation services.

Accessibility Apps

Beyond AODA's Design of Public Spaces Standards, accessibility and, therefore, inclusion is being facilitated by digital technologies that assist with navigating the built environment and day-to-day participation in recreation. These are new areas of endeavor that may evolve in upcoming years into commonly provided services as digital connectivity and products improve. Two examples of these applications are MagnusCards and a CNIB project in Regina.

5 <https://www.haltonhills.ca/en/news/town-launches-magnuscards-for-recreation-parks.aspx>

6 <https://www.spra.sk.ca/Blog/cnib-jrpm-2020//>

3.6 Pandemic Recovery

The Canadian Parks and Recreation Association led ReImagine RREC - Renew, Retool, Engage and Contribute is a multi-phase coronavirus (COVID-19) recovery initiative for the parks and recreation sector.⁷ In Phase 1 of this initiative CPRA and the ReImagine RREC Leadership Team identified the early outcomes learnings from surveys and focus groups. Some of these were already known factors that have accelerated or been exacerbated by the pandemic including sub-population groups being disproportionately impacted by the pandemic and staffing challenges within municipal parks and recreation. Others are a direct result of the pandemic's impact on day-to-day life and are anticipated to continue influencing service delivery over the long-term. It is noted, however, that these are anticipated impacts - the true outcomes of which remain to be seen. Although not mutually exclusive, key themes are summarized below by service area:

Parks, Trails and Open Space

The report notes the public's increased recognition of the importance of outdoor activity during the pandemic as well as dramatic increases in the use of parks, paths and trails. This has stimulated support for renewal and expansion of these assets to make them more accessible for year-round use, as well as demand to address the complexity of managing visitor volumes and user conflicts. 2020 data revealed 70% of Canadians expressed an increased appreciation for parks and green spaces; 66% reported increased levels of walking/jogging outdoors, and there was a 25% increase in cycling.

Programs, Activities and Events

The report notes Phase 1 findings confirm that some users are hesitant to return to organized sport and recreation programming, with a parallel increase in self-directed unstructured recreation and physical activity. At the same time, COVID-19 lockdowns have resulted in the widespread decrease of physical activity and increased sedentary behaviour, underscoring the importance of promoting the integration of health enhancing physical activity into everyday living and capitalizing on the heightened interest in parks and outdoor green spaces. The demand for outdoor, holistic and self-directed programming, is increasing. "Animating" outdoor programming to attract existing and new users - including vulnerable and hard-to-reach populations - has been identified as a best or "next" practice by leaders.

⁷ <https://cpa.ca/initiatives/reimagine-rrec/>



4.0 Programs, Activities and Events

4.1 Introduction

This discussion addresses the need for new and / or improved recreation programs, activities and events in the Township of South Glengarry. It first presents pertinent background through an overview of supply and contextual factors. This is followed by an assessment on areas for program /activity expansion, and event development. As a high-level document, the Master Plan cannot pinpoint specific program requirements in design or marketing terms. It identifies program / activity types, and event themes, for further investigation and development, based on community input to the Plan, broader trends in program directions, and the local context.

4.2 Overview of Supply

4.2.1 Programs and Activities

Programs in South Glengarry are provided by the Township, other public agencies, not-for-profit organizations, community-based volunteer groups, and commercial operators. Table 4-1 provides examples of program services in the Township, including those that are structured and require registration, and drop-in/casual activities.

Table 4-1: Sample of Programs/activities Provided in South Glengarry

Organizer	Programs
Township	Public Skate, Beginner Skate, 55+ Skate, 55+ Stick and Puck, 55+ Shinny, Nordic Pole Walking, Minor Sport Programming
Other Public Agencies	SDG Counties Library Programs (storytimes, book clubs, kids crafts, ancestry club), EarlyON Program (parent and tot programs), Cooper's Marsh March Break Camp (by Raisin Region CA), Seaway Valley Community Health Centre (Balance for Life)
Not-for-Profit Agencies	Boys and Girls Club of Cornwall Summer and March Break Day Camps, Glengarry Nor'Westers and Loyalist Museum "Tea Talks", The Glengarry Celtic Music Hall of Fame Weekly Ceilidhs
Community-based Volunteer Groups	Minor and Junior League Hockey, Char-Lan Skating Club Programs, Martintown Goodtimers Programs (sports, games and arts for seniors), Minor Outdoor Sports
Commercial Operators	Cross-Fit, Olympic Lifting Seminars, Kettlebell Bootcamp, Martial Arts

The program inventory information was supplemented by responses to the detailed volunteer group survey. The twelve groups that provided information collectively cover a wide range of interests:

- Sports/fitness: outdoor field sports, outdoor court sports, arena ice/floor; gym sports/recreation, fitness/wellness.
- Non-sport: heritage programs, children's play programs, arts/artisan programs; club/social; outdoor nature-based, learning programs.

Areas provided in the survey that cannot be categorized as either sport or non-sport include drop-in activities, social support, and seniors' programs.

4.2.2 Events

Events in the Township are mainly provided by not-for-profit, local volunteer groups, and the Stormont Dundas Glengarry Counties (SDG) Library. The Township hosts the Kilt Skate and Volunteer Wine and Cheese. It also provides support to many events run by other others, including the Raisin River Canoe Race. Table 4-2 provides examples of special events held in the Township. A total of 33 events are thought to have occurred annually in the Township in pre-pandemic years. A relatively large number of annual events are held during the winter in South Glengarry, as various holiday events are supplemented by outdoor active events provided by the Friends of the Summerstown Trails (FOTST) and the Glendaler's Winter Sports Club. Several South Glengarry events attract visitors from outside the Township including the Williamstown Fair and the St. Raphael's Parish Galarama.

Table 4-2: Examples of Events in South Glengarry

Organizer	Sample of Events Provided
Public Agencies	SDG Library Events (Meet the Author, etc.), Raisin River Canoe Race, Family Fishing Day
Not-for-Profits	Williamstown Fair, St. Raphael's Parish Galarama, Summerstown Trails Snowshoe Race, Santa Claus Parade (x2), Raisin River Canoe Race, Annual Strawberry Festival, Family Fishing Day, various snowmobile fund raiser runs, various social fund raisers (e.g., wine and cheese socials)
Community-based Volunteer Groups	Annual Kids Fishing Derby, Annual Lancaster Yard Sale, Canada Day (Lancaster and Glen Walter)

The events inventory information was supplemented by responses to the detailed volunteer user group survey. The four groups that responded provide events related to sports (Char-Lan Minor Soccer and Char-Lan Rebels Jr. B Hockey) and heritage (Glengarry NorWesters and Loyalist Museum) including: annual banquet, alumni golf tournament, semi-annual exhibits/educational programming on local history, guest speaker series, and fundraisers/ community engagement events. The Lancaster Optimists host a public speaking contest, a bike rodeo and Canada Day celebration.

Collectively, the 11 volunteer groups that responded to the relevant survey questions accommodated between 25 and 3,000 participants in their programs and/or events in their last full year of operation before COVID. Their programs and/or events serve all age groups and/or families, while the least reported cohorts were those between the ages of 20 to 44 years old. Together, the groups draw at least up to 10% of their participant/members from rural South Glengarry and each of the Township's 15 communities. May draw between 10% and to 30% from various Township communities, and very few are focused on serving only a single area within South Glengarry.

4.2.3 Summary

Programs and activities available in South Glengarry comprise a good supply of year-round sports / active pursuits for both males and females, as well as a variety of events held throughout the year. Programs and events in the areas of culture and heritage are also well represented, especially in the areas of music and elements of local history. On balance, however, the existing structured program supply focuses on services for children and youth, and for seniors. Adult fitness services are primarily delivered by commercial operators.

4.3 Contextual Factors

4.3.1 Role and Capacity of the Municipality in Providing Programs, Activities and Events

The Township operates as an indirect provider of recreation services. In this role, it facilitates or enables others - such as volunteer program providers, other agencies or individual instructors - in the delivery of programs, activities and events to the community. As an indirect service provider, therefore, the municipal focus is ensuring high quality parks and facilities are available for use by other programs providers and for general community activity and enjoyment. Parks and facilities capital projects, facilities scheduling, operations and community relations are key staff responsibilities in this model.

It is typical for relatively small municipalities to operate using this model, as there is neither the level of demand for specific types of programming nor the resources to institute direct service delivery by hiring dedicated program staff. While facilitation has been the Township's primary role over the years, South Glengarry has taken the lead in providing needed programs that have not generated a community-based, volunteer response. Table 4-3 presents the programs/activities that have been led by the Township in recent years, and their participation levels.

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Table 4-3: Township-led Programs and Participation 2015 to 2022

Program	2015	2017	2018	2019	2022
Glen Walter Soccer		209	185	146	104
Char-Lan Soccer		300	312	334	322
Ball Hockey League	50	80	84	87	-
Baseball		30	39	44	-
Summer Camp	311	329	274	266	-
Counselor in Training Leadership Program	8	9	11	15	-
Learn to Play Lacrosse				13	-
T-Ball		30	40	42	-
March Break Workshop		10	-	10	-
Halloween Fun Day			11	11	-
Christmas Baking			4	12	-
Nordic Pole Walking					20
Badminton					20

As indicated in the table, the current Township-led program supply is very limited, for several reasons:

- The Boys and Girls Club of Cornwall has recently begun operating both summer and March Break camps in South Glengarry.
- Uncertainty around post-COVID start up precluded committing to a larger roster of programs.
- Limited numbers of volunteers for T-ball and baseball in past years did not support a push to restart these programs now.
- Arena floor programs have been suspended while the arena floor project is taking place Summer of 2022.

Although there may be potential to reinstate some of these programs in upcoming years, a return to previous levels cannot be assumed. A former part-time program coordinator position with responsibility for supporting community-based providers was defunded in 2021. If this is to remain the case, the Township's enabling role will shift to greater reliance on volunteers willing to take on more responsibility for program provision.

Programming potential is theoretically limitless as long it is supported by the resources needed to implement and sustain it. Through consultation for the Master Plan, residents reported some level of interest in all activity categories. While the assessments in this discussion are not meant to preclude program/activity/event provision in any area of interest, they consider a number of factors to provide direction on areas that should be considered 'good fits' from the perspectives of the provision context, level of community interest and overall trends (see Section 3.0). In all areas, however, it is assumed that new/expanded programming in South Glengarry will be shaped by the following: 1) the Township's capacity as a facilitator will continue to focus on finding and helping volunteers to take responsibility for organized programs and, where required, contracting commercial operators or instructors to deliver the service; 2) opportunities for self-directed, unstructured activities will be an important component of supply.¹

¹ Trails are an important component of both self-directed and organized activity in South Glengarry and are discussed in Section 6.0.

4.3.2 Resident Participation Patterns in Recreation

As shown in Figure 4-1, the majority of respondents to the Master Plan surveys participate in structure or unstructured recreation in South Glengarry either frequently (about 1/week or more), occasionally (about 1/month) or rarely (2-3 times per year), based on pre-COVID experience. Online survey respondents reported noticeably higher levels of local participation in recreation than telephone survey participants. Typically, people who self-select to participate in an online survey about parks and recreation are more likely to be users of these services. Random sample surveys, by nature of their design, capture both users and non-users. These findings point to considering ways to engage non-users in recreation and to increase levels of participation among users.

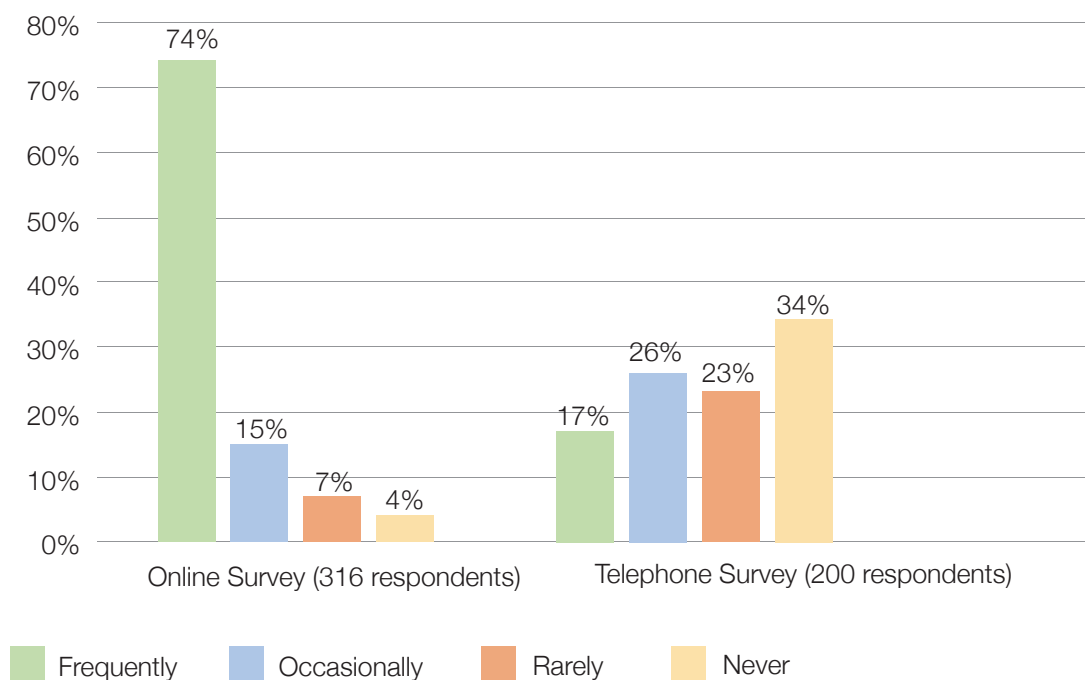


Figure 4-1: Frequency of Participation in Recreation in South Glengarry

Given its proximity to the Township, the City of Cornwall will continue to be a key destination for South Glengarry residents for recreation programs and services, and particularly those who live in the southwest portion of the community. With a population of 47,845 (2021 Census), the City can provide services that can only be supported in larger urban areas such as indoor aquatics and field sports. Other area municipalities also provide services that are not available in the Township - and could not feasibly be duplicated locally - but are close enough to serve South Glengarry residents. The Township of North Glengarry, for example, has a therapeutic pool that is a part of the Glengarry Memorial Hospital (HGMH). It is fully wheelchair accessible and is programmed for instruction, family swim and rentals. There is also an outdoor pool in St. Andrews West, South Stormont, which is a short drive from Martintown.

There are a number of programs provided in North Glengarry that are not available locally and could be considered as options for residents who live in the north end of the Township and/or want to participate in winter sports at the Tim Horton's Sports Dome, which provides an artificial turf field.

Given these considerations, Township-based service development should focus on programs, activities and events that are appropriate in scale to its population size, need to be closer to home, and/or are not available in the regional market.

Among 237 online survey respondents, the majority (82% or 194 respondents) indicated they or others in their household participate in recreation in communities outside of South Glengarry, and approximately half doing so most frequently in the City of Cornwall. Of the 50 telephone survey respondents reporting participating in other communities, Cornwall was most often reported as their destination either frequently, occasionally, or rarely. For both surveys, key reasons for travelling beyond South Glengarry for recreation were that services are not available in the Township and/or leagues are based elsewhere.

4.4 Assessment of Need for Service Development

4.4.1 Community Interest

Figure 4-2 shows results from the surveys on respondents' views on the need for additional programs and activities in South Glengarry. Online survey respondents are considerably more interested than telephone survey participants in an expanded supply of programs and activities in South Glengarry.

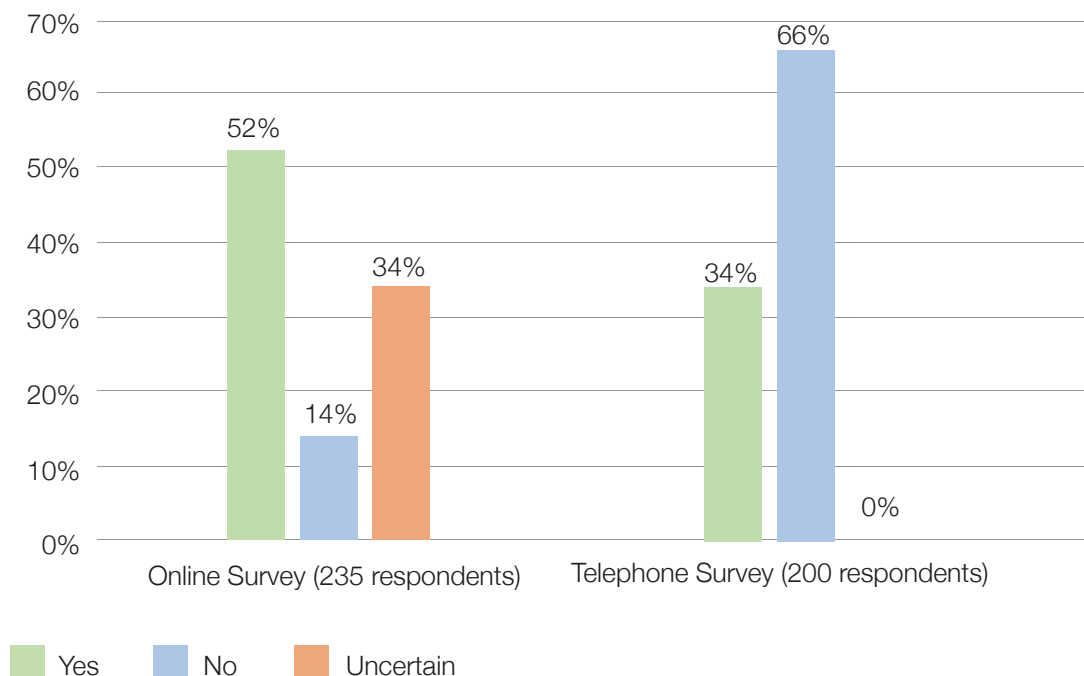


Figure 4-2: Need for Additional Recreation Programs and Activities

Table 4-4 ranks the types of sport/fitness and non-sport/fitness programs or activities of interest to South Glengarry households from the online survey. Those identified by more than half were water-based activities such as canoe, kayak, and swimming, and wellness programs such as yoga, tai chi, and mental health. Those noted by more than one-third to 60% of respondents included social/club activities, gymnasium sports, camps, visual arts, and group fitness. At the same time, there was some

level of interest reported in all program/activity areas identified in the survey, which included a variety of sport and non-sport programming, as well as those that could be held indoors and outdoors. On balance, however, it appears that there is greater interest in the non-sport categories.

Table 4-4: Program/activity Interests from Online Survey

Sport/Fitness Programs/activities		Non-sport Programs/activities	
Category	Level of Interest [121 respondents]	Level of Interest [117 respondents]	Category
water-based activities (e.g., canoe, kayak, swimming)	62%	61%	wellness programs (e.g., yoga, tai chi, mental health)
gymnasium sports (e.g., badminton, volleyball, pickleball, basketball)	44%	45%	social/club activities (e.g., youth drop-in, seniors, new moms)
group fitness classes (e.g., aerobics, Zumba)	35%	41%	camps (e.g., day, summer break)
court sports (e.g., tennis, pickleball)	28%	40%	visual arts (e.g., painting, photography, digital media)
arena ice activities (e.g., hockey, icestock, sledge hockey, skating, curling)	26%	31%	before and after school programs
field sports (e.g., soccer, lacrosse, ball)	25%	30%	seniors' programs
outdoor ice activities (e.g., learn to skate, shinny, etc.)	22%	27%	learning, self- improvement / interest (e.g., local heritage, nutrition, computer)
arena non-ice activities (e.g., floor hockey, box lacrosse)	16%	25%	environmental (e.g., pollinator gardens, xeriscape gardening)
wheel sports (e.g., BMX, skateboard)	16%	23%	play programs for preschoolers
marital arts (e.g., karate, tae kwon do, jiu jitsu)	11%	22%	performing arts (e.g., drama, choral)
none of the above	1%	21%	artisanal (e.g., quilting, handmade food, sculpting)
-	-	3%	none of the above

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Figure 4-3 shows the results of each survey about interest in additional programs/activities by age group. Over half (57% or 71) of online survey participants, and approximately one-third (34% or 68) of the telephone survey respondents, indicated age-group specific interest.

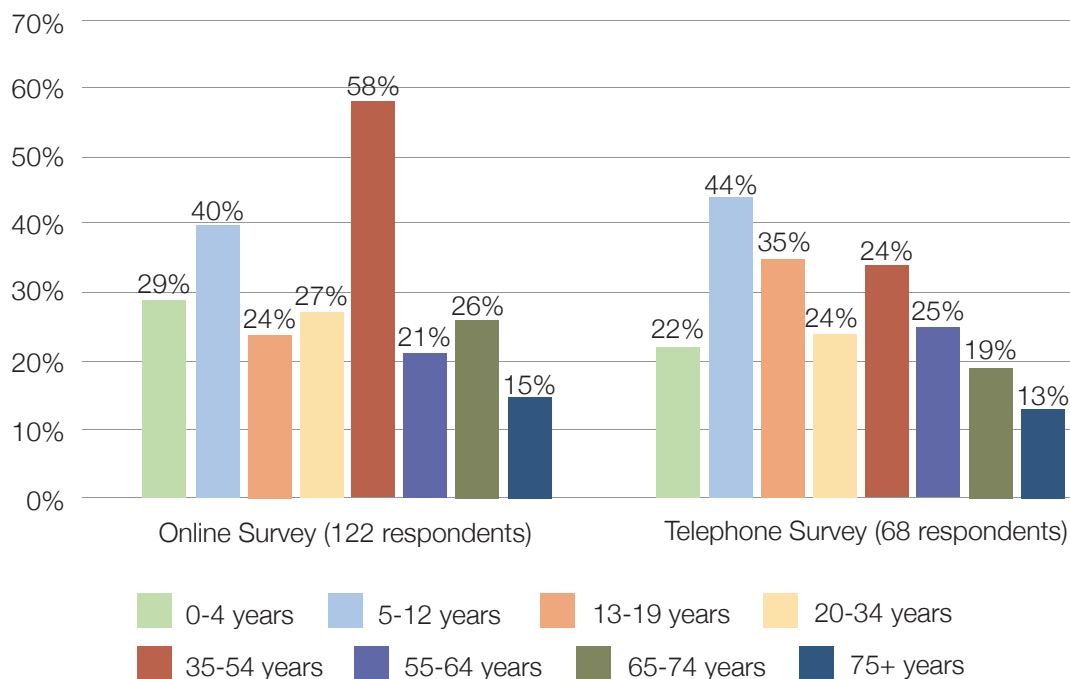


Figure 4-3: Interest in Additional Recreation Programs and Activities by Age Group

The findings show relatively similar patterns by age group in the two surveys, with adults and elementary school aged children showing relatively high proportions, the three oldest age groups comprising the lowest proportions, and teens and preschoolers falling in between.

In the online survey, the majorities (from 69% to 78% of 122 respondents) indicated interest in both active sport/fitness and non-sport recreation programs/activities for all age groups. Among those who selected sport/fitness or non-sport recreation, interest in the former exceeded that for the latter, except for adults between the ages of 55 and 65 years or those 75 years of age and older, who reported more interest in non-sport programs/activities.

In the telephone survey, the distribution pattern by active sport/fitness and non-sport program interest by age group was similar to that of the online survey. The largest proportions - although not the majorities - expressed interest in both active sport/fitness and non-sport programs for all ages groups, except for those between the ages of 55 and 74 years who indicated more interest in non-sport activities.

The relatively low results in interest among older residents likely reflects the work of both the Township and the volunteer community in implementing its Age Friendly plan, which was focused on the recreation needs of South Glengarry's seniors.

4.4.2 Sport/Fitness Programs/ Activities

Areas for Program Development

With a wide range of program/activity interests in the face of limited human and financial resources, it is helpful to establish the relative focus for future service development. The foregoing information was used to construct a qualitative analysis of community interest that also considers the current context and relevant trends. Each category of sport/fitness from the survey was assigned numeric values across three themes with relevant indicators, as described in Table 4.5. It is important to note, however, that the numbers are subjective evaluators used only to gauge relative positions. No category is precluded from potential service development should demand support provision. Moreover, each category used in the survey represented a range of activities/interests for which only a few examples were provided. Other interests to be considered may also emerge over the term of the Master Plan.

Table 4-5: Sport/fitness Program/activity Evaluation Indicators

Theme	Indicator	'Test'	Value Assigned
context	current supply	Is the activity category well represented in current supply?	yes = 1 no = 2
	asset-based	Does the Township own/have access to the natural or built assets to provide it?	yes = 2 no = 1
community interest	survey response	What level of interest was expressed by the community in the survey?	high = 3 (50% +) medium = 2 (20% to 49%) low = 1 (< 20%)
	relevant age groups	Which age groups are most likely to participate/engage in the activity?	all age groups = 1 (children, teens, adults and/or seniors) adults = +1 children = +1 (maximum 3 total)

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Theme	Indicator	'Test'	Value Assigned
trends	outdoor	Is it or could it be based outdoors?	yes/possibly = 2 no = 1
	nature-based	Does it focus on engagement with the natural environment?	yes = 2 no = 1
	winter	Is it or could it be a winter activity?	yes/possibly = 2 no = 1
	self-directed	Is it an activity that is amenable to self-directed engagement?	yes = 2 no = 1

Applying the values assigned to each of the activity categories listed in the survey resulted in the following totals, which are discussed further below (calculations are contained in Appendix B Table B.1).

water-based activities: 17

court sports and outdoor ice activities: 14

arena ice activities: 12

gym, wheel and field sports: 11

group fitness: 10

arena non-ice and martial arts: 9

Water-based Activities

In the survey, water-based activities included canoe, kayak, swimming as examples and, with few exceptions, respondents interpreted swimming to focus on recreational activity at waterfront locations. Residents understand the inability of the Township to finance a municipal pool.

Improvements at existing waterfront access points, and future development at Cairnview Park (see Section 6.0) will provide amenities to support non-motorized, small craft water sports as self-directed activities. There may also be opportunities to contract seasonal canoe/kayak/paddle board rentals and instruction at designated waterfront locations. These types of activities are also in keeping with increasing interest in outdoor recreation and engaging with nature.

While municipalities sometimes provide freshwater swim programs, opportunities for this approach are likely limited in South Glengarry. The parks discussion (Section 6.0) considers the potential development of Cairnview Park as another location for access to water-based activities.

Court Sports, Outdoor Ice Activities

Court sport examples were tennis and pickleball. Both are versatile in terms of their amenability to indoor and outdoor venues, self-directed or organized participation and, the future possibility of extended outdoor seasons due to climate change. Organized court sports, however, requires volunteers to take responsibility for programs with support from the Township. The Martintown Good Timers offer a pickleball program, which is held indoors at the Martintown Community Centre during the winter and moves outdoors for the summer. Glen Walter Regional Park is also used for regular drop-in pickleball and tennis.

There are currently seven (7) outdoor rinks in South Glengarry that rely on community volunteers to maintain in the winter months. A typical outdoor rink season may run from approximately January to March depending on weather. Each outdoor rink has a change shack for patrons to put on their skates, and this building also houses the access to water for flooding the ice. The Township supplies the outdoor rinks with snow blowers and maintains heat in these buildings to ensure the pipes do not freeze. Although the outdoor rinks rely on volunteers for day-to-day operations, the Township supplies a high level of service to these locations with facility maintenance, snow removal equipment, heating, etc. Regularly scheduled programming at outdoor rinks, however, is not recommended as the facility's seasonal usage is entirely weather dependent.

The Township is currently in the process of providing bocce ball courts at Ken Barton Senior Park, as part of the master plan for this site, which will add another opportunity for casual or organized outdoor activity.

Arena Ice Activities

Arena ice activities included hockey, icestock, sledge hockey, skating and curling as examples. Many of these sports are already provided in South Glengarry for children, youth, adults and seniors. Community interest, therefore, may reflect lack of awareness of their availability.

Ice stock is a relatively new sport in Canada and is growing in popularity in some communities.

"Ice Stock Sport is a winter sport that is somewhat similar to curling and bocce. Like Curling, ice stock sport is played on ice and involves sliding a heavy object (the stock) in the direction of the target. Unlike curling, the stock is much lighter, weighing on average under 10lbs and the stock comes with a handle that the competitors swing back and forth before releasing onto the ice. Similarly to bocce, this target (the daube) moves when it is hit and points are scored by the stocks closest to it once all players have had their turn. Although [the] sport was primarily played in Germany, Switzerland and Austria, it is now played all over the world. Over the years the sport has evolved to include playing on surfaces other than ice. With the ability to change parts of the equipment, ice stock sport can be played all year round on surfaces such as asphalt, concrete and paving stones."¹

¹ <http://icestockcanada.ca>

Given its suitability to ice and non-ice surfaces and, therefore, indoor and outdoor, year-round engagement, it may be an activity that could be tested as a drop-in program to gauge active interest and identify potential volunteers for organized programming.

Sledge hockey is a sport that is not always offered, as demand is more limited than for other arena ice activities. Available information does not indicate there is a league in the area, although demand may emerge at some point in the future.

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Gymnasium, Wheel, Field Sports

Gymnasium sports examples were badminton, volleyball, pickleball, and basketball. Like courts sports, these activities are amenable to both indoor and outdoor venues and all are part of the community's current supply of either programs or locations/facilities for self-directed play.

As noted above, sports such as pickleball can be accommodated in general program space, while others require the floor area and height of a regulation gym. The Township does not have a municipally owned regulation gym for indoor programming. Municipal gyms, ranging from \$1.5m to \$2m to develop, are typically provided as part of multi-use recreation complexes and are not recommended as stand-alone facilities. Municipalities without gyms often turn to local school boards to access their facilities for community programming. The Township of South Glengarry facilitates access to Char-Lan High School for a popular, volunteer run badminton program. Need for additional programming that requires a gymnasium, therefore, can be also be addressed through access to the high school gym.

Field sports included soccer, ball and lacrosse as examples in the survey. Minor soccer programming has been led by the Township for a number of years, and participation levels have been relatively high as noted in Table 4.1 above. Minor baseball has also been provided, with considerably lower participation. Moreover, difficulty finding volunteers to help run the program is one of the reasons ball is not being offered in the 2022 season.

As with arena ice activities, community interest in gym and field sports may reflect lack of awareness of available programs. At the same time, emerging interest in other types of field sports, such as lacrosse and field hockey, could be accommodated on existing fields in response to volunteer interest in program development.

Wheel sports referred to BMX and skateboarding, demand and facility needs for which are addressed in Section 6.0 on Parks and Trails

Group Fitness

There are a number of specialty fitness-related programs offered in the Township, including cross-fit and kettlebell bootcamp. Seniors programming also includes fitness-related activities such as Balance for Life.

The survey examples of group fitness included aerobics and Zumba, which are less specialized and intense programming than those currently offered and should be considered for future provision.

Arena Non-ice, Martial Arts

Floor hockey and box lacrosse were provided as examples of non-ice arena activities. The ball hockey program at the Arena is anticipated to return once the floor repair is complete. Box lacrosse may be an area for future development if volunteers are interested and available to run a program. Staff indicated interest in piloting a roller hockey program that was precluded due to COVID and this might be an option to consider as spaces reopen.

Martial arts programming is currently offered in the Township and could be expanded if needed.

Summary

The current supply of sport and fitness programs in South Glengarry is varied in terms of type, age groups served, and seasons offered - especially if both structured and self-directed opportunities are considered. Traditionally popular sports (e.g., hockey, figure skating, ball and soccer) are covered along with newer and more specialized activities (e.g., pickleball, martial arts, fitness bootcamp). Community consultation findings indicated interest in additional sports/fitness programs/activities - to a greater or lesser degree - across a variety of areas. Those that appear to offer the most potential for future development include water-based recreation activities, court sports and outdoor ice activities. While this does not mean other areas of program/activity development should be precluded, the prevalence of these three areas is based on an assessment that looks at the need in relation to community interest, current supply, asset-based development, interested/relevant age groups, and general trends in recreation.

Recommendations

- PE1. Use improvements at existing waterfront access points, and future development at Cairnview Park, to provide amenities for non-motorized, small craft water sports as self-directed activities.
- PE2. Investigate opportunities to contract seasonal canoe/kayak/paddle board rentals and instruction at designated waterfront locations.
- PE3. Promote tennis courts in the Township and solicit for a volunteer base if the need for additional organized activity arises.
- PE4. Focus on new program/activity opportunities for which demand emerges that can be accommodated at existing facilities, can use both indoor outdoor spaces at different times of the year, and for which volunteer commitment can be instituted (e.g., ice stock sport, field lacrosse, box lacrosse, etc.)
- PE5. Continue to facilitate community use of schools for gym-based programming.
- PE6. Work with fitness program providers in the community to provide options for less physically intense physical fitness programming (e.g., drum fit)

4.4.3 Non-Sport Programs/ Activities

Areas for Program Development

Analyzing the potential for non-sport program development used the same approach as for sport and fitness activities. Table 4-6 shows the indicators that were used for the assessment, which were limited to those related to context and community interest.

Trend-related indicators were not applied in this case since the same types of mutually exclusive indicators for these types of activities are difficult to identify, as they comprise a much broader range of interests. Moreover, in relation to the more traditional areas of municipal service provision in sport and fitness, non-sport programs/activities are collectively trending towards growth in demand/popularity.

Table 4-6: Non-sport Program/activity Evaluation Indicators

Theme	Indicator	'Test'	Value Assigned
context	current supply	Is the activity category well represented in current supply?	yes = 1 no = 2
	asset-based	Does the Township own/have access to the natural or built assets to provide it?	yes = 2 no = 1
community interest	survey response	What level of interest was expressed by the community in the survey?	high = 3 (50% +) medium = 2 (20% to 49%) low = 1 (< 20%)
	relevant age groups	Which age groups are most likely to participate/engage in the activity?	all age groups = 1 (children, teens, adults and/or seniors) adults = +1 children = +1 (maximum 3 total)

Applying the values assigned to each of the activity categories listed in the survey resulted in the following totals, which are discussed further below (calculations are contained in Appendix B Table B.2).

- visual arts, environmental, artisanal: 9
- wellness, social/club activities, learning, self-improvement / interest: 8
- camps, before and after school programs, seniors' programs: 6

Visual Arts, Environmental, Artisanal

Examples provided in survey:

- visual arts (e.g., painting, photography, digital media)
- environmental (e.g., pollinator gardens, xeriscape gardening)
- artisanal (e.g., quilting, handmade food, sculpting)

These areas of programming are becoming more popular. Community-based visual arts programming has historically been limited. Interest is also being fueled by growing awareness of/engagement in the outdoors and nature, where there is much to explore and record using various media.

Interest in environmental programs has grown in relation to concerns about its degradation and increasing evidence of climate change. A random survey by Abacus Data, conducted with a random sample of 1,500 Canadians aged 18 in July 2021 indicated that, "a majority of Canadians are extremely or quite concerned about climate change. More than half (52%) say they are extremely concerned or quite concerned about climate change. Another 35% say they are a little concerned while 13% are not concerned at all."² Environment-related interests provide both a learning and a 'doing' area of programming. Volunteer 'friends of'

groups now take responsibility for stewardship of parks and natural areas, with instruction/support from public agency-owners.

Interest in artisanal programming appears to have been prompted by heritage movements that highlight specific crafts such as the barn quilt trails. The Barn Quilt Trails exemplifies this type of programming, which also serves objectives related to visitor attraction.

"Barnquilttrails.ca is a Canadian network of quilters, rural organizers, museums, historians, sponsors and many others with a passion for rural Canada. We are working together to promote and enhance rural creativity, the arts, Canadian heritage and culture. Barn quilts...honour our quilters and the textile arts, draw attention to the magnificent barns that are fast disappearing, draw motorists to our rural highways, roads that have many stories to tell. Barn Quilts are rural graffiti – civic art pointing to sacred places, battlefields, and historic locations that we have forgotten about."¹

¹ <https://barnquilttrails.ca/about-us/>

Food-related programming has developed in response to social awareness about the importance of food in relation to health, growing cultural diversity in local cuisine and availability of a much wider variety of foodstuff, and the environmental aspects of food production.

Each of these areas offer potential for program development in South Glengarry. Facilitating their provision is discussed further in subsequent sections of the Master Plan.

² <https://abacusdata.ca/extreme-weather-climate-change-choices/>

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Wellness, Social/Club, Learning/self-improvement

Examples provided in survey:

- wellness programs (e.g., yoga, tai chi, mental health)
- social/club activities (e.g., youth drop-in, seniors, new moms)
- learning, self-improvement/interest (e.g., local heritage, nutrition, computer)

The current program supply includes active fitness programming but lacks less intense, gentler workouts such as tai chi and yoga. These instructor-led programs can be offered year-round using indoor and outdoor venues. Programs that specifically address mental health are also becoming more prevalent and can be directed to specific age groups. As specialist-led programs, partnerships with relevant agencies to deliver services in South Glengarry would be required. This topic is discussed in Section 7.0 on Service Delivery.

The supply of casual, drop-in programs could be expanded to include various age or interest groups provided the availability of suitable facilities, supervision (as appropriate), and a volunteer(s) to lead adult groups. A youth drop-in, for example, would need to be held during a time when facility staff are present or - if at a Township facility that does not house staff - when an adult volunteer is available to supervise. A new moms drop-in would need to be self-run using a Township space or spaces if get-togethers were to be rotated through different locations.

Learning, self-improvement, and general interest programs can cover an extensive range of topics. They also coincide with other types of programs discussed here. Visual arts, performing arts, environmental, and artisanal activities, for example, address all three areas. The existing program supply also includes both learning and interest-based programs through,

for example, the SDG Library, the Glengarry Nor'Westers and Loyalist Museum and the Glengarry Celtic Music Hall of Fame. Future programming of this type, therefore, should continue to leverage ways to blend various areas of interest and build on existing resources.

Camps, Performing Arts, Seniors, Children

Examples provided in survey:

- camps (e.g., day, summer break)
- before and after school programs
- seniors' programs
- play programs for preschoolers
- performing arts (e.g., drama, choral)

Seniors, camps and preschool programming is relatively well represented in current program supply. Seniors' services are well established and facility-based in Martintown. The Township has recently entered a partnership with the Boys and Girls Club of Cornwall to deliver its summer and March Break camp programs, EarlyON provides programs for parents and their preschoolers, and children's activities comprise much of the Library's services. Community interest may reflect lack of awareness of program availability. At the same time, there may be opportunities to improve/expand services to supplement those already offered. A respondent to the household survey indicated a lack of consistently available programming, especially those for children younger than three years old who could benefit from gross motor/team sport engagement.

Performing arts is a program area that is not typically of significant interest in communities without specialized facilities and amateur performance companies.

Intergenerational programming is an area that does not appear to be well represented in South Glengarry and for which interest in provision

should be investigated with the community and program providers. Section 7.0 on the Delivery System discusses program provision in terms of identifying needs and designing a response that is appropriate for the Township.

Summary

The current supply of non-sport program/activities in South Glengarry covers a range of interests and is well developed in the area of cultural heritage. Community consultation findings indicated varying degrees of interest in more non-sport programming, with a particular focus on visual arts, environmental, artisanal, wellness and new areas of social and learning/self-improvement. These prevalent areas of interest/need were identified in relation to context (current supply and potential for asset-based development) and community interest (survey responses and age groups).

Recommendations

- PE7. Work with local community partners to facilitate the development of visual arts, environmental, and artisanal programs/activities with an emphasis on targeting combined objectives in design and delivery.
- PE8. Work with fitness program providers in the community to provide low intensity, 'gentle' wellness programming such as yoga and tai chi.
- PE9. Investigate opportunities to bring mental health-specific programming to South Glengarry.
- PE10. Establish opportunities to introduce more social, drop-in programs for age/interest groups such as youth, new moms, etc. and address, if required.
- PE11. Pursue opportunities to introduce intergenerational programming.
- PE12. Focus on developing program/activities that build on/enhance current resources, can be accommodated at existing indoor and outdoor spaces, leverage existing or new partnerships, and for which volunteer commitment emerges.

4.4.4 Community Events

Community Interest

As shown in Figure 4-4 both online and telephone survey respondents indicated interest in attending community events, although the majority of each was or was not interested, respectively.

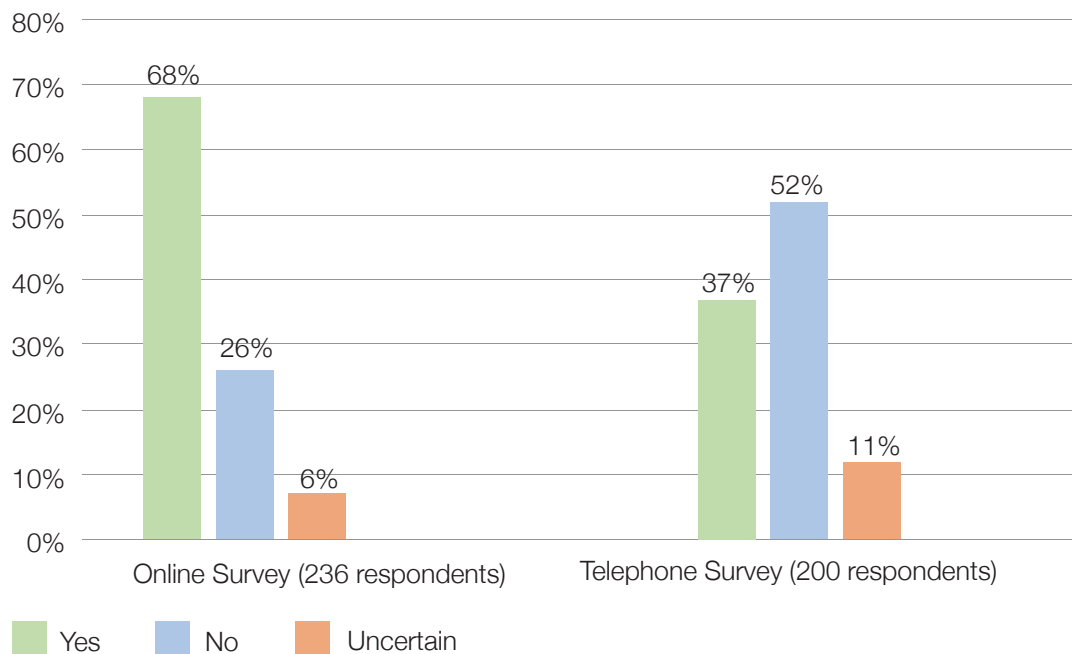


Figure 4-4: Interest in Additional Community Events

One hundred and five online survey respondents identified the types of events they would like to see provided in the Township. Just over one-third (37% or 73) telephone survey respondents reported events of interest. These findings are listed below by type of event and theme/description:

- festivals, carnivals, fairs: themes included music, winter, spring, summer, fall harvest
- sport/recreation/fitness/wellness: themes were skiing, hiking, hockey, tournaments, league events, yoga, swimming
- food: markets, community picnics, BBQs
- holidays: Canada Day, Family Day, Christmas, Easter, Remembrance Day, New Year's Eve, Halloween
- others: arts and culture, concerts, family activities, parades, nature, education/training, camps/playgroups/jamborees, workshops/clubs, fundraising.

Event Development and Provision

As noted above, pre-pandemic years included a large number of variously-themed events in South Glengarry throughout the year, which attests to both volunteer and Township effort in planning and provision. It remains to be seen, however, which of the pre-COVID events re-establish themselves as restrictions are rolled back. The community also expressed interest in a number of themes/topics for one-day or weekend events, some of which mirror those identified for new/expanded programs, as discussed above.

Given uncertainty regarding the ‘comeback’ of events that were suspended due to the pandemic and apparent community interest in new event themes, there may be need to rationalize the Township’s approach to its involvement in these services. In its role as facilitator, the resources available to engage in event provision as well as day-to-day services will continue to be limited. At the same time, opportunities to build the visitor-attractive side of events should be considered to increase tourism, in collaboration with the County - and possibly neighbouring municipalities, and particularly North Glengarry - in provision.

An initial step is to identify the ‘core’ events that define South Glengarry, are important to the community, and are to be sustained. These are most likely to be among the events that comprise current supply, as noted above. If there are some that are struggling or are difficult to deliver each year, combining or discontinuing them should be considered. To whatever extent is possible, new events should not replicate those that already exist. Local groups should be encouraged to offer events that will bring people of the Township together in different communities at different times.

Although certain events are by nature geared one way or the other, there is no hard line between community and visitor-oriented events and festivals in terms of who attends/

participates. Indeed, any event - if effectively promoted - has potential to attract visitors from outside the community. The primary distinction between the two is the objective or purpose of providing the event/festival, which in turn, determines the involvement of providers at various levels (e.g., local community or Township-serving volunteer group, the municipality, the County, commercial sector, etc.) to develop, finance, and deliver it. Local events are important to community building and offer opportunities for residents in different areas of the Township to come together. For visitor-directed events, satisfying the high expectations of tourists needs to be considered - particularly as word-of-mouth is a reliable source of promotion.

Weekends are generally preferred times for special events and festivals. If many events are offered each year, several are likely to occur on a number of weekends simultaneously. While there are no indications that concurrent events “split” the market of potential participants, it is a factor to consider in further developing this component of supply. At some point, the ‘investment’ in provision - including non-monetary resources - will render individual events too costly to deliver unless increasingly larger numbers of visitors can be attracted. Rationalizing the Township’s approach may require:

- identifying specific objectives related to visitors vs. local event development, and criteria to determine when a local event takes on a tourism-orientation and, therefore, requires additional support from the County (and possibly other parties)
- choosing appropriate, locally-specific themes to focus and build on
- evaluating the current situation in terms of themes, participation trends, issues around scheduling conflicts, access to facilities, competition for resources, service duplications, etc.

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- identifying opportunities to thematically link, better coordinate or combine smaller or differently located events, and to ‘piggy-back’ with other recreation initiatives

Ideally, tourism initiatives should focus on several themes that can be built and promoted as South Glengarry-specific. The first step, therefore, is to identify existing events/themes that are unique to South Glengarry and amenable to tourism objectives. One that immediately presents itself is “Ontario’s Celtic Heartland,” around which many successful programs and events have already been built. A second theme is agri-tourism, which focuses on the area’s agricultural roots and continuity to the present.

Tourism initiatives should be pursued with the County’s involvement and support, to ensure available funding is directed to local efforts that benefit larger tourism objectives, and to integrate a regional perspective in planning, promoting and delivering these experiences. South Glengarry, for example, has limited accommodations for overnight visitors but Cornwall has these services. “Visitor packages” might be developed with motels/hotels in the City that include the cost of visits to destinations, experiences and events within South Glengarry. Direct promotion to a larger geographic area could be undertaken to interest potential visitors in the area’s rich heritage to be experienced (e.g., through reciprocal agreements with other heritage organizations in the GTA).

Some of the local organizations involved in these efforts will be the same ones providing arts, culture and heritage programs/services to residents. As noted above, the Township and County together should take the lead in determining tourism objectives with North Glengarry, other area municipalities, and relevant public agencies, local volunteer groups, and interested commercial operators, to establish service directions and support. Section 7.0 on Service Delivery discusses policy related to events.

Summary

During a typical year, many events are held in Township, comprising both community and/or visitor-oriented initiatives. Residents reported interest in a variety of one-day or weekend events covering a number of themes, many of which could be combined in a single event. Community oriented events are important to building social connections and ties within the Township, and those that attract visitors contribute to tourism-related objectives. Future planning and provision of both types of events should be in keeping with the community’s capacity to deliver them with limited support from the Township and focus on those that are sustainable and essential to social and economic objectives.

Recommendation

PE13. Rationalize approach to supporting the provision of community events in terms of the annual number, type, scheduling and balance between local and/or visitor-oriented themes and objectives.

4.5 Geographic Distribution of Programs, Activities and Events

As discussed in Section 2.0 of the report, the historic settlement pattern of the Township is reflected in a legacy comprising many small communities throughout the municipality. Most of these have parks and/or community centres or small buildings that provide focal points for local and/or broader recreation activity. Future program, activity and event provision should, to whatever extent is possible, minimize duplication of services in multiple locations, and distribute programs/events across the Township to encourage resident interaction and optimize the use of resources in providing the widest possible range of opportunities. To some extent, this approach is hindered by the distance between communities. Improved distribution, however, can include both location and timing and could also involve rotating programs by community. Residents expressed interest in recreation programs and activities being made more widely available for different age groups throughout the week. This is an important consideration for those who are less mobile including seniors, new mothers who are home-based and would benefit from local preschool activities and all those without access to cars.

Recommendation

PE14. To the extent possible, distribute programs, activities and events at parks and community facilities across the Township to encourage resident interaction, optimize the use of resources in providing the widest possible range of opportunities, and improve access to those with limited options to travel to other communities for these services.



Figure 5-1: Green Valley Community Centre

5.0 Facilities

5.1 Introduction

The facilities section addresses indoor and outdoor facilities that are scheduled for organized use by the Township or volunteers that deliver community programs and services.

Facilities and features that provide heritage and culturally-related recreation - whether structured or self-directed are also addressed. The discussion presents pertinent background through an overview of supply and contextual factors specific to South Glengarry which is followed by an assessment of future directions for indoor and outdoor scheduled facilities.

Section 6.0 of the Master Plan considers needs and opportunities to enhance parks, trails and waterfront access locations with facilities and amenities for self-directed, casual use since these are often tied to the type of space being considered. Parks-based facilities of this nature include facilities such as splash pads, skate parks, basketball courts, playgrounds, outdoor fitness equipment, and picnic areas.

5.2 Overview of Supply

5.2.1 Indoor Recreation Facilities

As shown in Table 5-1, indoor facilities for recreation comprise those owned by the Township, School Boards, other public agencies such as the Conservation Authority, and the not-for-profit sector. For facilities located in schools, their availability for community use outside of academic hours/activities depends on the policy of the respective Board. The Township has an agreement with the Upper Canada District School Board for priority access to its facilities.

Table 5-1: Indoor Recreation Facilities in South Glengarry

	Name	Settlement Area	Arena	Hall/Multi-purpose Room	Full Kitchen	Library	Gymnasium
Municipal	Char-Lan Recreation Centre	Williamstown	1	1	1		
	Paul Rozon Memorial Park Building	Williamstown		1	1*		
	Martintown Community Centre Hall	Martintown		2	1		
	North Lancaster Hall	North Lancaster		1	1		
	Jack Danaher Hall	Bainsville		1	1*		
	Green Valley Community Centre	Green Valley		1	1		
	Smithfield Park Building	Lancaster		1	1		
	Lancaster Legion	Lancaster		1	1		
	Lan-Char Centre	Lancaster		1	1*		
	Total Municipal		1	11	9		
Public Agencies	Raisin Region CA - The Cooper Marsh Visitor Centre	South Lancaster		1			
	Total Other Public Agencies	1		2			

* small kitchen or kitchenette

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	Name	Settlement Area	Arena	Hall/Multi-purpose Room	Full Kitchen	Library	Gymnasium
School Boards	Char-Lan District High School	Williamstown					1
	Williamstown Public School	Williamstown					1
	Iona Academy	St. Raphael's					1
	École élémentaire catholique de l'Ange-Gardien	North Lancaster					1
	Holy Trinity Catholic Secondary School	Tyotown					1
	Total School Boards						5
Not-for-Profit	Royal Canadian Legion (Branch 544)	Lancaster			1		
	Total Not-for-Profit	1	1				

The Parks, Recreation and Culture Department is responsible for nine (9) indoor facilities, of which seven (7) are dedicated to recreation uses. The Lancaster Legion Hall is leased by the local chapter of the Canadian Legion. Except for the Lan-Char Centre, the Township's other facilities are suitable, and used for, general community programs/activities. The Char-Lan Recreation Centre in Williamstown is the community's main recreation facility with an ice pad, and a large hall. The Martintown Community Centre comprises a relatively large multi-purpose hall and a smaller program room. The Paul Rozon, North Lancaster, Jack Danaher, Green Valley and Smithfield Park buildings are smaller halls. Five community halls have full kitchens.

The Lan-Char Centre is the Lancaster location of the Eastern Counties Carefor Health & Community Services. The building is leased to Carefor, which is an agency that offers a wide range of in-home and community support services to seniors including caregiver support, befriending, in-home exercise, diners' club,

transportation, etc. While not considered a recreation facility, the Centre provides services that meet certain of these needs in the elderly (e.g., fitness, socializing, etc.)

Municipal facilities are supplemented by those of other agencies/organizations that collectively provide additional community recreation services, either through programming such as the Library or access to facilities for organized use such as the gym at Char-Lan District High School.

5.2.2 Outdoor Recreation Facilities

Table 5-2 lists the outdoor recreation facilities in South Glengarry that are - or could potentially be - scheduled for organized community activity. Supply includes a range of facilities for field and court sports. The Township is guaranteed priority access to facilities at Char-Lan District High School and Williamstown Public School through an agreement with the Upper Canada District School Board.

Table 5-2: Outdoor Recreation Facilities in South Glengarry

Facility	Ownership			Totals
	Municipal	School Board	Other	
ball diamond	9	1	0	10
sports field	6	15	4	25
tennis court	5*	0	1	6
volleyball court	3	0	1	4
pickleball court	6*	0	0	6
track	0	1	0	1

5.2.3 Culture and Heritage Facilities and Features

The Township has a considerable number of facilities and features that actively preserve and promote the area's unique heritage and culture. Table 5-3 lists these assets, of which the Township owns the Glengarry Celtic Music Hall of Fame, the Glengarry Nor'Westers & Loyalist Museum, and the Lancaster Branch of the SDG County Library.

Heritage assets owned and programmed by other organizations include Williamstown Fairgrounds, Sir John Johnson Manor House, the Bishop's House, St. Raphael's Ruins and the Martintown Grist Mill.

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Table 5-3: Culture and Heritage Facilities/Features in South Glengarry

Facility/Feature	Location	Owner	Volunteer Association
Glengarry Celtic Music Hall of Fame	Williamstown	Township	Glengarry Celtic Music Hall of Fame
Glengarry, Nor'Westers & Loyalist Museum	Williamstown	Township	Museum Members
Williamstown Fairgrounds	Williamstown	St. Lawrence Valley Agricultural Society	St. Lawrence Valley Agricultural Society
Lancaster Library	Lancaster	Township	-
Williamstown Library	Williamstown	SDG County	-
Sir John Johnson Manor House		Parks Canada	Sir John Johnson Manor House Committee
Bishop's House	St. Raphael	Glengarry Fencibles Trust	Glengarry Fencibles Trust
St. Raphael's Ruins	St. Raphael	Friends of the Ruins of St. Raphael Inc.	Friends of the Ruins of St. Raphael Inc.
Martintown Grist Mill	Martintown	Martintown Mill Preservation Society	Martintown Mill Preservation Society
Historic Cemeteries	<ul style="list-style-type: none"> - North Lancaster - Dalhousie Mills - 2nd Line & Conc. 7 - Cty. Rd. 27, south of Cty. Rd. 19 	Township	-

Certain of these assets are original structures that comprise designated built heritage features. These include the Glengarry, Nor'Westers & Loyalist Museum, the Sir John Johnson Manor House, the Bishop's House of Glengarry and St. Raphael's Ruins. The Sir John Johnson Manor House and St. Raphael's Ruins are also National Historic Sites.

The Glengarry Celtic Music Hall of Fame's focus is the preservation and continuation of Glengarry County's rich Celtic heritage through programming and recognition of the talented individuals who have represented/represent this tradition. The Glengarry, Nor'Westers & Loyalist Museum is dedicated to preserving and interpreting the history of the United Empire Loyalist migration to Glengarry County, and the Glengarry partners of the North West Company in the fur trade. The museum building is a two-story Georgian-style brick structure that was the former schoolhouse in Williamstown, built in 1862 on a plot of land donated by Sir John Johnson.

Agricultural fairgrounds are part of the legacy of most rural Ontario municipalities, and the annual Williamstown Fair is a major 3-day event at the grounds of the St. Lawrence Valley Agricultural Society. The Fair celebrates both the past and present rural-agricultural community of South Glengarry.

Both the built and cultural heritage components of South Glengarry are backed by strong, dedicated volunteer associations. These groups work to oversee fundraising, archival research and programming of the buildings, properties and services for which they are responsible. They are also responsible for developing and operating programs/services at their facilities/sites - either alone or in partnership with other agencies.

Given their role in literacy-related and learning related services/programming, libraries are often considered cultural service providers.

Glengarry County

Glengarry County is the easternmost county in Ontario, bordered on the east by the province of Québec and on the south by the St. Lawrence River. It was among the first European-settled areas in Ontario, and retains to this day the flavour of its early Highland settlements. Its population today of about 24,000 is a harmonious blend of Scottish, French-Canadian and diverse other origins. It is principally an agricultural district, of family-operated farms. In pre-European settlements, beginning in 1784, were of Loyalist Highlanders from the Thirteen Colonies. Immigration directly from Scotland began in 1786 with the settlement of St. Raphael's. French-Canadians from Québec arrived in numbers in the late 19th century, and Dutch and Swiss farmers, among others, in the mid-20th.¹

¹ <https://bishophouse.ca/about/>

5.2.4 Summary

South Glengarry is well supplied with indoor and outdoor facilities for organized community recreation. Small halls dominate the supply of indoor facilities and sports fields are particularly well represented in the outdoor inventory. The Township is also home to many facilities and features dedicated to the area's history and cultural heritage.

5.3 Contextual Factors

5.3.1 Geographic Distribution

As noted in Section 2.0 of the Master Plan, South Glengarry is a 'community of communities' and its legacy includes parks, halls and outdoor facilities that have developed to serve most of the historic settlement areas. As shown in Figure 5-2, Williamstown, Martintown, North Lancaster, Bainsville, Green Valley and Lancaster each have a community building (although they vary in size), and all are accompanied by parkland with varying levels of outdoor facility provision.

This disbursed distribution pattern has served residents well by providing decentralized access to recreation and focal points for local community activity. At the same time, facility duplication has resulted in below optimal overall use, while putting pressure on capital and operating costs to maintain numerous locations across a large geographic area.

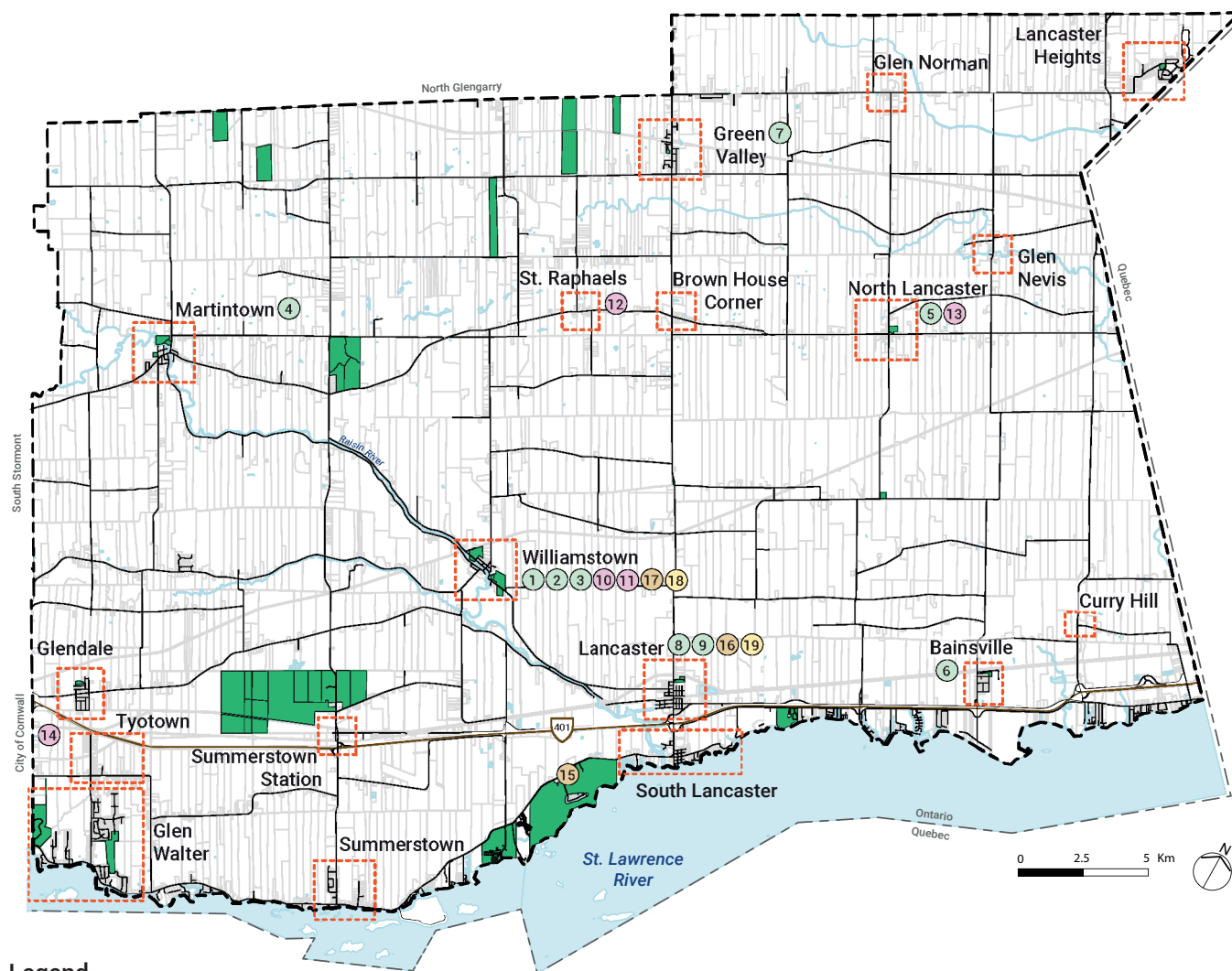
Heritage features and program centres are each unique in their contributions to a strong cultural heritage base. They are distributed throughout the Township, with most located in Williamstown.

5.3.2 Use of Recreation Facilities

Resident Household Surveys

Table 5.4 shows survey results on residents' use of indoor recreation facilities in South Glengarry. For almost all facilities, larger proportions of 227 online survey participants reported using each facility than the 132 telephone survey respondents. Use of the Tartan Hall in the Char-Lan Recreation Centre is noticeably higher than other community halls/building, likely given its function as part of the main recreation hub in the Township. In the online survey, the Martintown Community Centre and the hall in Paul Rozon Memorial Park accounted for the second and third highest use, respectively. The Smithfield Park building was second in terms of use among telephone survey respondents.

A noticeably smaller proportion of respondents (12%) to the telephone survey indicated not using Char-Lan Recreation Centre at all, compared to between 37% and 89% of participants who reported not using the other locations that include community buildings.



Legend

	Township Boundary		Roads		Arena		Library
	Provincial Border		Highway 401		Hall		Multi-purpose Room
	Settlement Area		Parcels		Gymnasium		Full Kitchen
	Parks, Forests & Conservation Areas						

Municipal

- 1 Char-Lan Recreation Centre
- 2 Paul Rozon Memorial Park Building
- 3 The Glengarry Celtic Music Hall of Fame
- 4 Martintown Community Centre Hall
- 5 North Lancaster Hall & Optimist Park
- 6 Jack Danaher Hall and Park
- 7 Green Valley Community Centre & Park
- 8 Smithfield Park Building
- 9 Lan-Char Centre

School Boards

- 10 Char-Lan High School
- 11 Williamstown Public School
- 12 Iona Academy Catholic School
- 13 L'Ecole Elementaire Catholique de l'Ange-Gardien
- 14 Holy Trinity Catholic Secondary School

Other Public Agencies

- 15 Raisin Region CA - The Cooper Marsh Visitor Centre
- 16 SDG County Library - Lancaster Branch
- 17 SDG County Library - Williamstown Branch

Non-Profit

- 18 Glengarry, Nor'Westers & Loyalist Museum
- 19 Royal Canadian Legion (Branch 544)

Figure 5-2: South Glengarry Indoor Facilities and Schools

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Table 5-4: Resident Use of Indoor Recreation Facilities

	arena ice		arena floor		hall /community building	
	Random telephone survey	Online survey	Random telephone survey	Online survey	Random telephone survey	Online survey
Char-Lan Recreation Centre	33% (43)	63% (143)	8% (10)	32% (72)	27% (35)	45% (103)
Paul Rozon Memorial Park	-	-	-	-	5% (7)	15% (34)
Green Valley CC	-	-	-	-	2% (3)	4% (9)
North Lancaster Optimist Park	-	-	-	-	1% (2)	4% (9)
Jack Danaher Park	-	-	-	-	1% (2)	7% (16)
Martintown Community Centre	-	-	-	-	4% (5)	24% (54)
Smithfield Park	-	-	-	-	9% (12)	6% (14)

As shown in Figure 5-3, reported use of culture and heritage facilities by residents was greater among online than telephone survey respondents. In both cases, however, library use was noticeably high and comparable for both groups. Similar proportions also reported no use of these facilities/features: 34% (83 respondents) and 36% (48 respondents) to the online and telephone surveys, respectively. Survey results on the use of outdoor facilities revealed the following;

- Reported ball diamond use by location ranged from 0% to 18% among telephone survey respondents, and from 1% to 15% among online survey participants
- Soccer field use by location ranged from 0% to 9% among telephone survey respondents and from 2% to 11% in the online survey
- Tennis/pickleball court use comprised the following proportions: 13% and 8% of online and telephone respondents, respectively, use courts at Martintown Community Centre; 1% and 6% of online and telephone respondents, respectively, use courts at Green Valley Community Centre

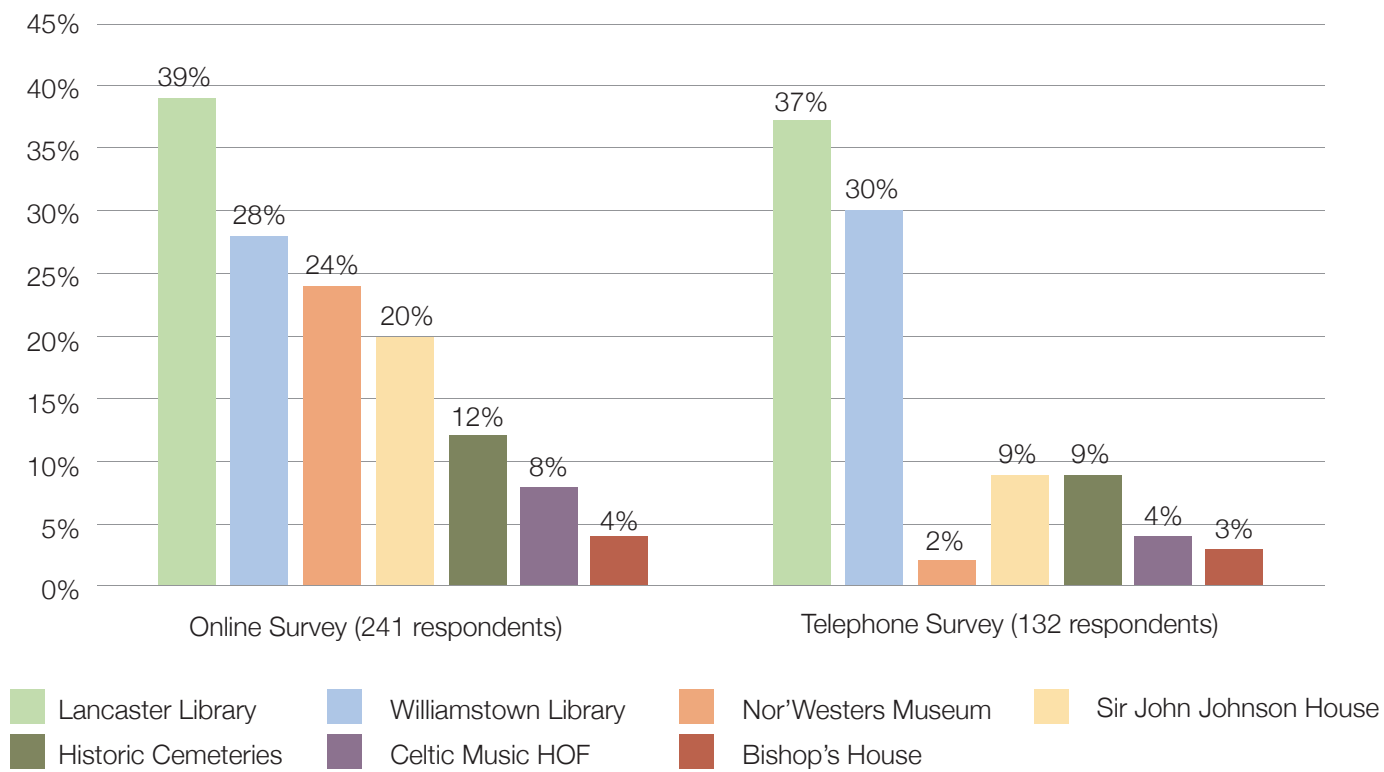


Figure 5-3: Resident Use of Culture and Heritage Facilities

Organizational

- Among 13 respondents to relevant questions in the survey, a majority (77% or 10 respondents) use Township indoor facilities to run programs/activities or events.
- Most frequently used is the Tartan Hall at Char-Lan Recreation Centre (70% or 7 groups), followed by the Char-Lan arena ice pad (40% or 4 groups), Martintown Community Centre (20%/2 groups), and Char-Lan arena floor, Lancaster Library, and Smithfield Community Building (each used by one group).
- Other community facilities used by individual groups include church halls and the Nor'Westers Museum.
- Among 13 respondents to relevant questions in the survey, 39% (5) use Township outdoor facilities or spaces to run programs/activities or events including Char-Lan Minor Soccer, GIAG - EarlyON, Lancaster Optimist Club and Martintown & District Goodtimers.
- Other community facilities used by individual groups include school playing fields and the agricultural fairgrounds, soccer fields, ball diamonds, tennis/pickleball courts, beach volleyball court, basketball courts, outdoor rinks, play structures, gazebo and open park space.

5.3.3 Township Scheduling

The individual facility assessments below discuss use in more detail. Overall, however, facilities are not optimally used, with most showing moderate to low levels of use in relation to available time in last full pre-COVID season (2019) and, in 2022 - for those that are now being scheduled again. This does not mean that the programs and activities that currently occupy these spaces are not appropriate to community needs/interests or well suited to the facilities used. It simply means that these spaces could accommodate more programming/use from a capacity perspective. For the most part, therefore, the program development that occurs over the course of the Master Plan will be comfortably accommodated within the existing facility supply. In some instances, however, facility 'fit' may be a concern. At the same time, there is enough variety in available facilities - particularly if non-municipal providers are considered - to meet many program/activity interests in some form.

Regardless of the amount of available time, there are always situations when uses cannot be accommodated due to demand during prime times. There are often groups or individuals interested in using the same facility at the same time and not all can be accommodated. As is typical in many communities, for example, prime time ice is in always in high demand and potential users are turned away due to the inability to schedule their preferred time, which is booked for another use.



Figure 5-4: Char-Lan Recreation Centre Arena

5.4 Facility Needs Assessment

5.4.1 Community Interest

Given the extent and range of supply, use levels, and future program, activity and event interests, additional facility development for scheduled/organized use is not warranted. Moreover, community interest in facility improvements was strongly focused on expanding opportunities for self-directed outdoor recreation in parks and along trails. These facility needs are discussed in Section 6.0.

At the same time, the Township has been considering ways to expand the arena to provide additional amenities, and community interest in these improvements emerged in the consultation. Other infrastructure concerns relate to the structure of the Celtic Music Hall of Fame building.

All user group survey respondents indicated that the indoor and/or outdoor facilities they use are well suited to their current program/activity or event requirements.

Among 13 respondents to the user group survey, the largest proportion (38.5% or five groups) anticipates between 5.1% and 10% growth in participation/attendance in the next five to ten years, followed by 23% (3) that are expecting up to 5% growth. The following three factors were identified most often as the reasons for expected growth:

- interest in our program/event focus: 92% (12 groups)
- programs/ events are social engaging/fun: 77% (10 groups)
- overall population growth in the area: 54% (7 groups)

Five groups anticipate that growth in their program participation/event attendance will require additional access to facilities in the next five to ten years. Four groups identified their expected facility requirements, as listed in Table 5-5.

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Table 5-5: User Groups Future Facility Access Needs

Facility Type	% (#) of Respondents
meeting space	75% (3)
arena ice	50% (2)
gymnasium	50% (2)
multi-purpose area	50% (2)
storage	50% (2)
arena floor	25% (1)
rectangular playing fields	25% (1)
pickleball courts	25% (1)
kitchen facilities	25% (1)
office space	25% (1)
area suitable for exercise/falls prevention classes for older adults	25% (1)
MCC facility will need a larger floor area	25% (1)

A local resident provided the following suggestions to be investigated as part of future arena expansion plans. Suggestions for consideration included:

- providing a fully equipped upstairs audio/video control room between the ice and the Tartan Hall or the new community room, to serve the ice and the Hall.
- installing a video wall, primarily for minor sports use of the arena, but also for uses such as movie nights, roller skating, corporate or social events, etc. The wall would also be used for paid advertisements and promotions, community announcements, etc.
- providing a skate and helmet lending library and locating battery ‘recycling’ deposit receptacles in the common area.
- improving heating in spectator area

5.4.2 Indoor Recreation Facilities

Char-Lan Recreation Centre (CLRC)

Programming and Use

Tartan Hall

The Char-Lan Recreation Centre includes the Tartan Hall with a capacity of 240 people, and a small meeting/board room. It is the Township's main hall for programming and rentals.

The months of November 2019 and April 2022 were used to represent the most recent (pre-COVID) typical month scheduling/use and the first full month of post-COVID scheduling, respectively. As shown Tables C-1 and C-2 in Appendix C, the hall accommodates a variety of uses, including paid instructor rentals, community volunteer group uses, and community rentals for social events. Non-paying uses include Council meetings, which are now regularly held in the Hall. The Junior B Hockey Club is regularly scheduled for 3.5 hours during home games on Saturday nights. Paid rentals, however, take precedence if they require this time.

Table 5-7 shows the total prime and non-prime time use of the Tartan Hall for November 2019 and April 2022. Opening (available) hours were estimated by bracketing the earliest use start time and the latest end times in November and April. Prime time use comprised hours scheduled for 6 pm and later.

Table 5-6: Use of Char-Lan Tartan Hall November 2019 and April 2022

	November 2019		April 2022	
	Prime time	Non-prime time	Prime time	Non-prime time
total weekly hours available	150	285	180	300
total weekly hours scheduled	53.5	49.5	60.5	59.5
% used weekly	35.7%	17.3%	33.6%	19.8%

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For each month, use in relation to capacity is relatively low, which indicates the potential to accommodate some of the groups reported need for space in the future, as well as new uses that emerge.

Of particular interest, however, is the apparent quick return of use post-COVID, which many commentators predicted would not happen. Moreover, staff in South Glengarry indicated that not all uses have yet restarted. Upcoming months, therefore, may exceed use levels to date. It is noted, however, that current staffing levels are insufficient to accommodate weekend rentals at Tartan Hall in the summer months. Staff must be present at all times, and covering weekend hours would require significant amounts of overtime for the current number of staff.

As noted above, user groups indicated potential need for meeting space. The board room at the Hall - in addition to some of the smaller Township buildings discussed below - can accommodate uses for small group meetings.

The Hall includes a fully equipped kitchen, which offers the potential for uses that are specific to it. A Health Unit certified kitchen can be used for a variety of food and nutrition programs, as well as projects/activities related to communal and/or commercial use of the kitchen. (The kitchen at the Green Valley Community Centre is currently rented for similar purposes).

The Township of North Glengarry is embarking on this type of initiative. Their website notes,

“Now accepting bookings: The Township of North Glengarry has partnered with the Eastern Ontario Health Unit to launch the new “North Glengarry Community Kitchen” pilot project. This initiative will enable food producers to rent time at the North Glengarry Community Kitchen, located at the Maxville & District Sports Complex (25 Fair Street, Maxville) so that they can produce food items for resale. The cost is \$50 per day and food producers are required to have their Food Handlers Certificate and have their recipe validated by the EOHU.”¹

As an agricultural community, the potential to generate revenues from kitchen rentals could be promising and should be investigated by the Township.

1 Source: <https://www.northglengarry.ca/en/things-to-do/community-kitchens-program.aspx>

Arena Ice

The month of November 2019 was used to represent the most recent (pre-COVID) typical month in the scheduling/use of the ice pad. Appendix C (Table C-3) is a visual depiction of the schedule differentiating between prime and non-prime time as follows:

- Prime time totals of 67 hours per week (Monday to Friday from 4 p.m. to 11:00 p.m. and 7:00 a.m. to 11:00 p.m. Saturday and Sunday)
- Non-prime time total 45 hours per week (Monday to Friday from 7:00 a.m. to 4:00 p.m.)

Using these parameters in relation to scheduled use, the total and weekly averages for November and their associated percentages are shown in Table 5-7.

Table 5-7: Use of Char-Lan RC Ice Pad November 2019

	Prime time	Non-prime time	Total
total hours scheduled for the month	224	38.5	262.5
average hours scheduled per week (4 wks)	56	9.6	65.6
available hours per week	67	45	112
average % use per week	83.6%	21.3%	58.6%

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As the figures indicate, prime time is very well used, and non-prime time use is considerably below capacity. While this pattern is typical of municipal arenas, there is much opportunity here to increase the use of non-prime time. Daytime use of the CLRC is currently geared towards free recreational skating for seniors, parent and tot skating, and school program rentals. Given available time, the potential for increased usage for additional school and adult programming should be investigated. As noted in Section 4.0, ice stock sport is a relatively new activity that may be attract participation in South Glengarry if there are volunteers interested in organization. Whether or not it could be scheduled during non-prime time would depend on the availability of those interested in participating.

The general availability of ice time suggests that groups expressing interest in access to more time in upcoming years may be able to be accommodated although evening and weekend rentals will likely continue to be almost fully booked. Users may be able to expand programming if they are able to accommodate times in the late afternoon (4:00 p.m.) for after school rentals or late evening hours that may be open. The ice allocation policy sets out the parameters for priorities related to scheduling, and is used each year to distribute available time among users/uses.

Arena Floor

The month of May 2019 was used to represent the most recent (pre-COVID) typical month in the scheduling/use of the arena floor during ice-out season, which runs from May to mid-August. As shown Table C-4 in Appendix C, the floor accommodates a variety of uses, the bulk of which occur on weekdays. During the months of July and August the Boys and Girls Club summer camp uses the arena floor every day for games. Beyond that, evenings - and particularly weekends - are not as well used.

Opening (available) hours were estimated by bracketing the walking program that starts at 8:30 am and the annual Air Cadet event that ends at 10:00 pm. Available time, therefore, totals 13.5 hours per day, of which 4.0 hours can be considered prime time (6pm +) and 9.5 hours are non-prime. Over the course of the month available hours total 418.5 of which 124 can be considered prime time and 294.5 are non-prime hours. For both blocks of time, use is low relative to capacity:

- Prime time use represents 20% of total for the month (24.25/124)
- Non-prime time use represents 16% of the monthly total (46/294.5)

As noted in Section 4.0, arena floor use has been suspended while construction is underway but will recommence once the work is complete. Covid-related restrictions are also being rolled back, which will allow reactivation of previous uses and new activities to be introduced. As the 2019 information indicates, there is considerable room to increase bookings. The Township's website indicates the floor is used for lacrosse and that the four pickleball courts are dual use as two tennis courts. While these uses are not shown in the May 2019 schedule, there is potential for future activity. Accommodating community demand for programming that is amenable to use of the arena floor will not be difficult, assuming the availability of volunteers to develop/run these initiatives.

Building Expansion

The Township is interested in expanding the Char-Lan Recreation Centre to address the need for more arena changerooms, a larger spectator seating area, additional storage and more circulation/office space. As shown in Figure 5-5, available space on the site is very limited, and adjacent properties comprise active agricultural land to the west and Williamstown Public School to the east. On-site parking is also insufficient at peak demand times.

A potential option to achieving the envisioned expansion is to extend west of the building into the existing parking area. In considering this approach, the Township has been investigating land acquisition but at this point has not been successful. Arena expansion to the east would require access to/acquisition of a portion of the Williamstown Public School property, which is not possible given the location of the school relative to the lot line.

There is considerable investment currently taking place in the arena, including floor, refrigerated pad and dasherboard replacement in 2022. A new dehumidifier is budgeted to be installed and the Township is currently researching potential grant opportunities to invest in the roof infrastructure, which may allow for insulation and structural improvements in addition to installing solar panels. Due to ongoing improvements and potential upgrades, relocating the arena is not being considered at this time. However, if other land and funding opportunities were to materialize to invest in new infrastructure that would suit community needs and address the size of the existing property, which continues to limit the facility's potential, the Township may consider the option to relocate in the future.

Three possible options to expansion were prepared in 2011 by COLE + Associates Architects to address desired improvements. The three options were contained within the boundaries of the property, one of which would require a minor variance. These are outlined in Figure 5-5.

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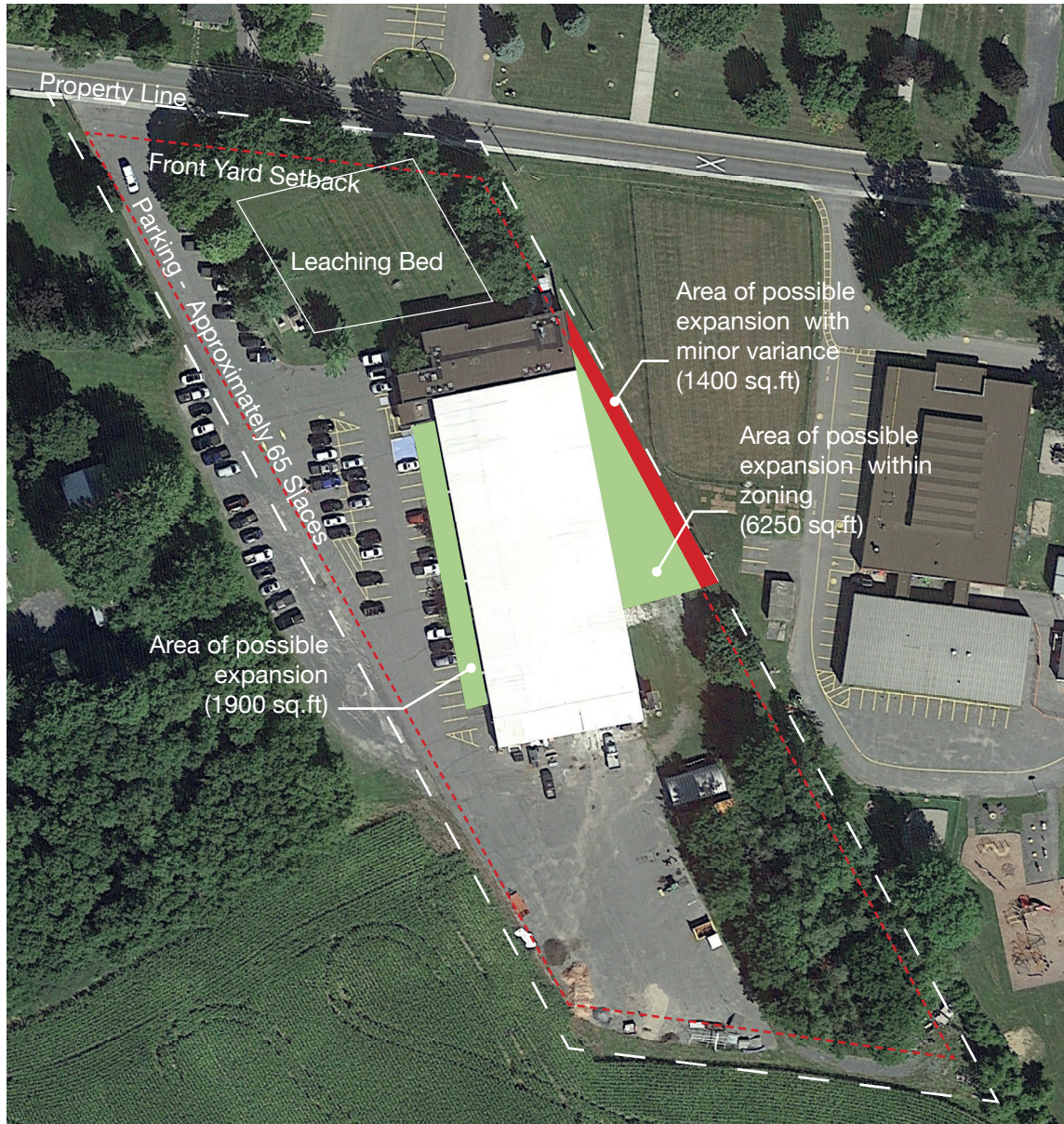


Figure 5-5: Options to Expand the Char-Lan Arena (COLE + Associates 2011)

Details on each of these three options are contained in Appendix C. In 2021, EVB Engineering reviewed and updated previous work on the arena and prepared current cost estimates for the expansion options as well as costs to maintain current service levels. These costs were presented as shown in Table 5-8 and the review concluded, that if the Township decides to proceed with an expansion, costs should be updated and confirmed at the time of the project to ensure they reflect current market conditions.

Table 5-8: Updated Expansion Options Cost Estimates as per EVB Engineering (2021)

Description	Option 1	Option 2	Option 3
Additional Area	8,900 sq. ft.	6,650 sq. ft.	5,000 sq. ft.
Renovation Area	4,300 sq. ft.	3,600 sq. ft.	1,600 sq. ft.
Project Cost (2011\$)	\$2,690,000	\$2,060,000	\$1,400,000
Project Cost (2021\$)*	\$3,982,000	\$3,050,000	\$2,072,000
Cost to Maintain Level of Service (2021\$)	\$1,121,880	\$1,121,880	\$1,121,880
Total 2021\$	\$5,103,880	\$4,171,880	\$3,193,880

* based on Non-Residential Consumer Price Index Average of 4% per year; includes a 20% contingency

These options were developed in 2011. The limited space to accommodate a larger building footprint indicates a first step would be to re-confirm what is needed in the way of spaces - in terms of function and size - while considering the following:

- how current design approaches might contribute to dual or multi-uses of space (e.g., gender neutral change rooms/ washrooms) and so reduce the overall space requirements.
- identifying existing spaces that are not used/ are minimally used and could be put to better use in a reconfiguration with their functions/ services being provided in other ways (e.g., eliminate kitchen/concession, introduce vending machines, and contract food vending trucks for major events or utilize Tartan Hall kitchen for tournaments, etc.)

Other possible options that the Township could investigate further to determine the feasibility and cost-benefit of implementing an expansion include:

- Expand the building to the west only within the existing parcel, with the proviso that parking can be relocated to the rear of the building and driveway access to this area can be provided along the east lot line. This would require clearing/relocating all material and storage containers that currently occupy this area and ensuring the ice resurfacer can still be safely operated.
- Expand to the north, towards John St./County Rd. 17 with the proviso that the existing septic beds can, and will, be replaced with a new system that occupies less space and will allow the area needed to extend the building. This could include the possibility of above-ground holding tanks.
- Investigate the potential to reorganize the interior space at the north end of the building and, within the existing footprint, provide additional space. While possibly the least costly option, it may not result in the optimal level of expansion in terms of needed spaces.
- Apply to the County to extend the urban settlement boundary to encompass land needed to accommodate an expanded Community Centre. This is an onerous process and would result in the loss of prime agricultural land, which detracts from this approach as a solution.

Martintown Community Centre

The Martintown Community Centre comprises a Main Hall with a capacity of 120 and a smaller Seniors Room. It is the second largest recreation centre in the Township.

As with the Tartan Hall, the months of November 2019 and April 2022 were used to represent the most recent (pre-COVID) typical month scheduling/use and the first full month of post-COVID scheduling, respectively, for each space.

As shown Tables C-5 and C-6 in Appendix C, the main hall accommodates a variety of uses. Much of the weekday use represents that organized by the Martintown Goodtimers 55+ group.

Table 5-9 shows the total prime and non-prime time use of the Community Centre's Main Hall for November 2019 and April 2022. Opening (available) hours were estimated by bracketing the earliest use start time and the latest end times in November and April. Prime time use comprised hours scheduled for 6 pm and later.

Table 5-9: Use of Martintown CC Main Hall November 2019 and April 2022

	November 2019		April 2022	
	Prime time	Non-prime time	Prime time	Non-prime time
total hours available	150.0	300.0	90.0	300.00
total hours scheduled	64.75	58.5	45.0	74.5
% used	43.1%	19.5%	50%	24.8%

For each month, use in relation to capacity is relatively low. At the same time, total use in April 2022 (119.5 hours) is comparable to that in November of 2019 (123.5 hours) and indicates a good return of use post-COVID. As might be expected, daytime use is more popular for seniors programming. Both days and evenings, however, can accommodate more use. Weekends are particularly underutilized, which are times when rentals are typically better reflected in municipal hall use.

Use of the Martintown Community Centre Seniors Room is generally limited (see Appendix C, Tables C-7 and C-8), especially on weekends. Although post-COVID use is returning, seniors' use alone appears to be insufficient to generate optimal levels of use. It is generally accepted, however, that the use of dedicated facilities is more limited than those that are available to the community at large.

Consultation results indicated some dissatisfaction with the Community Centre in terms of usable space. It was noted that, while generally suitable, the space is very limited and a redesign within the existing footprint is needed to provide a larger floor area. Information on the need for renovating this facility to better accommodate use should be confirmed before the Township commits to making changes.

Local Community Halls and Buildings

These facilities include the Paul Rozon Memorial Park Building, the North Lancaster Optimist Hall, the Jack Danaher Hall, the Green Valley Community Centre and the Smithfield Park Building. All are non-licensed, available for private rentals, and range in capacity from 30 to 80 people.

North Lancaster Hall and Green Valley Community Centre

Green Valley Community Centre and the North Lancaster Optimist Hall are the two larger of these spaces (capacities of 70 and 80, respectively), and both have full kitchens. Until recently, both halls were operated by local volunteer groups. Responsibility for all aspects of management and operations now rests with the Township.

Historically, both halls were active until COVID restrictions were introduced. Staff noted that Green Valley Community Centre was busy with weekend bookings, as well as a few programs that would run throughout the week. These programs were run by Knights of Columbus or other volunteers/organizations (e.g., bingo, Read it Know, meetings, GAIG after school program). The North Lancaster Optimist Hall had several daytime uses (e.g., weekly Optimist breakfast, seniors exercise classes, meetings), as well as private events on weekends.

Appendix C (Tables C-9 and C-10) contains the April 2022 schedules for these spaces, which are now being booked through the Township. Use is currently limited but is expected to increase over time post-COVID. Staff indicated that inquiries about certain uses are increasing (e.g., pickleball, exercise classes, meetings, private events).

Both halls are large enough, with needed amenities, to warrant re-building their function as recreation hubs.

Paul Rozon, Jack Danaher and Smithfield Park

These three buildings are smaller in size - up to 40 people capacity. The Paul Rozon and Jack Danaher buildings have kitchenettes. The Jack Danaher building is in Bainsville and is run by the Bainsville Recreation Committee. The Paul Rozon and Smithfield buildings are managed by the Township and booked through staff. The Lancaster Optimist Club uses the Smithfield building as its base for meetings and events. These three facilities are parks-based and serve both local residents and other users in need of small capacity spaces. The Paul Rozon building, for example, is being used by the Boys and Girls Club while the arena floor is under construction.

These facilities are used for smaller meetings and events and provide washroom access for events booked using the outdoor park facilities/spaces. Although bookings are regular, there is capacity available for additional use.

Summary and Recommendations:

South Glengarry's community centres and halls can be viewed as comprising three general 'tiers' of service. The Char-Lan Recreation Centre is the primary recreation hub for the Township, as it includes the arena and the main (Tartan) hall. Secondary hubs include Martintown Community Centre, North Lancaster Optimist Hall and Green Valley Community Centre. Local halls or community buildings include those at Paul Rozon, Jack Danaher and Smithfield Parks. All of these facilities - including the ice pad and arena floor - can accommodate additional use and will provide the spaces for future program/activity development. To some extent, additional use may emerge simply due to the removal of COVID restrictions. For most of the facilities that are being scheduled again, levels of use are already approaching those of the most recent full pre-COVID season. Regardless, there will be sufficient time available in existing indoor spaces to accommodate use during the term of the Plan. Weekends, in particular offer potential for additional use. Upgrades to individual facilities may be required to meet use needs but should be based on evidence of demand for proposed changes.

Options to expanding the arena to address facility deficiencies were prepared in 2011 and the need to finalize plans and move forward with this initiative is pending. There may be opportunities to improve on the proposed 2011 space programs, and layout of the expansion. Regardless of the direction taken, costs will need to be updated to reflect current market conditions.

Recommendations:

- F1. No additional indoor recreation spaces are required to accommodate needs during the timeframe of the Master Plan.
- F2. Investigate the potential for increased ice use for additional school and adult programming.
- F3. Expand use of existing halls and community buildings, which are amenable to a range of uses that can be accommodated in available times at different locations to support improved distribution and access.
- F4. Focus on rebuilding the use of Green Valley Community Centre and North Lancaster Hall to provide services in these areas of the Township.
- F5. Consult with the Eastern Ontario Health Unit to investigate the potential to use the Tartan Hall kitchen for community programming and food producer rentals.
- F6. Update arena expansion plans and commence with detailed design and construction.
- F7. Verify the need for facility upgrades requested by users with evidence of demand,

5.4.3 Outdoor Recreation Facilities

Sports Fields (Soccer Fields)

The Township has an abundant supply of sports fields that are used exclusively for soccer. In addition to seven (7) municipal fields, the Township schedules use on 11 school fields and is given priority by the Board for access to these in exchange for conducting field maintenance. Fields are as follows:

Glen Walter: 5 full fields, of which are 3 also used as micro fields

North Lancaster: 1 full field

Smith Field: 1 full field

Char-Lan High School: 7 full fields of which 3 are also used as micro fields

Williamstown Public School: 4 full fields - 2 also used for micro fields

Table 5-10 shows total hours scheduled on fields for soccer in July 2019, which was the last full season prior to COVID.

Table 5-10: Sports Field Use July 2019

Location/Name	Field ID for Micro	Hours Used	Age Groups/Users	Comments
Glen Walter Park				
diamond 1	8	4.0	U5 and U6	<ul style="list-style-type: none"> • concurrent use • on all fields • no weekend use
	9	4.0		
diamond 2	6	4.0		
	7	4.0		
south soccer field	4&5	50.	Seaway Valley Blazers, U5	<ul style="list-style-type: none"> • concurrent use • no weekend use
middle soccer field	10 &11	29.25	Seaway Valley Blazers, U8, soccer training	
north soccer field		15.0	men's and women's	<ul style="list-style-type: none"> • no weekend use
North Lancaster Soccer Field (lit)		20.5	<ul style="list-style-type: none"> • U8, U10, U12, U14, U16, men's, women's 	<ul style="list-style-type: none"> • no weekend use
total municipal		130.75		

Location/Name	Field ID for Micro	Hours Used	Age Groups/Users	Comments
Char-Lan High School (lit fields)				
track field (no. 7)		37.5	U14, U16, U17, U19, Cornwall Soccer, CL soccer, men's, women's	• concurrent use • no weekend use
barn field (no. 6)		14.0	CL soccer, U12, U14	
gym field	5A	14.0		
Williamstown Public School				
field C		13.0	U10, CL Soccer	• concurrent use • no weekend use
field A		15.0		
Total school		93.5		
Total 2019		224.25		

Total use on both municipal and school fields in 2019 was 224.25 hours, of which 58% occurred on Township fields. Although the use of all fields is not directly comparable due to age groups in relation to size, and concurrent use is desirable for some (and especially younger) age groups, it appears that there is a great deal of excess capacity on fields. If the hours of full field use from 2019 are divided by the number of full fields scheduled, the result is an average of 23.1 hours per field for the month (224.25 - 16 hours on ball diamonds at Glen Walter Park/9 full fields). Moreover, the 9 fields used represent half of total supply.

The July 2022 schedule totals 172 for all fields being used, which consists of 64 and 108 hours on municipal and school fields, respectively. Municipal fields are being used by Little Tikes, Seaway Valley Soccer, Cornwall Soccer, Coyotes U14, and Ladies soccer. School fields are scheduled for use by for CLSMA, GSLm and Cornwall Soccer Little Tikes, Seaway Valley Soccer, Cornwall Soccer, Coyotes U14, and Ladies soccer.

While this level of use represents a relatively strong post-COVID comeback, the majority (62.7%) is on school fields, with a 51% decline in use of Township fields.

While use of municipal fields will likely improve as reactivation continues, there is merit to conducting a review of all sports field scheduling/use to identify opportunities to intensify and consolidate organized activity on municipal fields. Understandably, it is preferable to have many good facilities to choose from across the Township. The home base of user groups, and travel distance between communities also make it a necessary to use fields in various locations. In addition, concurrent use is often related to the focus of demand for weekday evening prime-time. The number of fields relative to use in South Glengarry, however, points to an oversupply. All fields must be maintained to safely accommodate even minimal use and the Township is maintaining both municipal and school fields that are not being optimally scheduled. A better balance between demand (use) and supply will result in cost savings on field maintenance.

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There are enough fields in the Township so that, even with a reduction in the numbers maintained for organized use, a 'buffer' can be included to ensure fields are not overworked and that future uses for other types of field sports can be allocated equitable shares of prime time on good quality fields.

The Township should establish the costs of delivering the existing supply of sports fields to the community and, in consultation with organized users, investigate the potential to intensify and consolidate use where it is reasonable to do so - especially on municipally owned fields. Estimated cost savings to the community could be demonstrated as part of this exercise.

Ball Diamonds

The Township has nine (9) ball diamonds, but few are used for organized activity. In both July 2019 and July 2022, Paul Rozon Park diamond alone was/is scheduled for 15 and 12 hours, respectively. Martintown Park has one (1) playable diamond that is currently not being used. One (1) diamond at Glen Water Park is used for family events but is not maintained or scheduled. Others have either overgrown and are not used (one each (1) at Glen Walter Park and North Lancaster Park) or are unused scrub diamonds with backstops (one (1) each at Glen Walter Park, and Glendale subdivision and two (2) at Green Valley Park).

The Paul Rozon and Martintown Parks ball diamonds will likely be sufficient to meet demand over the term of the Plan, given current use levels, and lights to accommodate night use. While it is likely prudent to retain a diamond to serve each quadrant of the Township - at least in terms of the space required to refurbish if needed in future for organized use, if warranted by participation levels - others could be repurposed to provide park-based amenities, as discussed in Section 6.0.

Tennis/Pickleball Courts

The Township has a total of 11 courts, of which five (5) are dual pickleball/tennis, three (3) are tennis only and three (3) are pickleball only. Courts at Glen Walter Regional Park are lit. Court facilities are not scheduled by the Township and are used by volunteer groups (e.g., Martintown Goodtimers) for organized activities or are used for casual, self-directed activity.

There is limited information on the use of these courts. In order to establish requirements for investment in existing infrastructure (e.g., new nets, resurfacing, etc.) and/or to confirm the need to add to supply, the use of courts should be monitored over time. This is part of general planning and evaluation processes that are discussed further in Section 7.0.

If community-based organizations develop in the future around either or both of these sports, the Township should consider the merits of designated facilities for each of tennis and pickleball or designating time for each on dual purpose facilities (e.g., each activity is allocated half of available time per week with an equal split between prime and non-prime days/times.) Accommodating both organized tennis and pickleball at one location would likely be best met with lit facilities to extend overall usable time.

Volleyball Courts

For the most part, the four (4) volleyball courts in the Township are maintained for casual play. There are two (2) in Glen Walter Park, and one (1) each in Smithfield Park and Jack Danaher Park. The Bainsville Recreation Committee maintains the latter of the two.

The Township indicated that there were plans pre-COVID to start an adult league at the Glen Walter and Smithfield courts but they were stalled due to the shut-down. The community consultation results indicated that there is a community-based league that uses the Smithfield court all summer and into October - for both recreational and competitive volleyball. Users are interested in having lights installed for night play to align with a later start (7pm) in a farming community.

The Township should consult with the league to learn more about their program and plans and how they might align with the municipality's interest in growing the sport, and to determine the need to light a court for night play upon confirmation of demand.

Summary and Recommendations:

South Glengarry is extremely well supplied with sports (soccer) fields, with levels of use suggesting an excess in relation to need. There are very few playable ball diamonds but the demand for them does not appear to exist, although retaining a number of diamonds to accommodate possible future growth is prudent. There also appears to be potential for the municipality to work with and support a community-based volleyball league to grow the sport.

Recommendations:

- F8. Conduct a review of all sports field scheduling/use to establish the costs of delivering the existing supply of fields to the community and, in consultation with organized users, investigate the potential to intensify and consolidate where it is reasonable to do so - especially on municipally owned fields.
- F9. The Paul Rozon and Martintown Parks ball diamonds will likely be sufficient to meet demand over the term of the Plan, given current use levels.
- F10. Retain a diamond to serve each quadrant of the Township - at least in terms of the space required to refurbish if warranted by future levels of organized participation/use – and consider repurposing others to provide park-based amenities.
- F11. Monitor tennis and pickleball to confirm use to establish need for future investment in supply.
- F12. Consult with Smithfield Park-based volleyball league to confirm demand for a lit court. Consider this option if and when potential funding opportunities become available.

5.4.4 Culture and Heritage Facilities

As noted above in Table 5.3, the Glengarry, Nor'Westers & Loyalist Museum and the Glengarry Celtic Music Hall of Fame are Township-owned properties. Both are important contributors to the built and cultural programming aspects of local heritage. Each of these facilities is discussed below.

Glengarry, Nor'Westers & Loyalist Museum

The museum building is designated historic. It is...

...a two-story Georgian-style brick structure that was the former schoolhouse in Williamstown built in 1862 on a plot of land donated by Sir John Johnson. The school ran until 1962 and many of the bricks on the front first story have been etched with the names of past students. Also, present on the grounds are the original outhouses which can be found on the north end of the property as well as the museum community garden that is tended to by local summer camp children and volunteers.¹

1 <https://www.southglengarry.com/en/play-and-discover/history-and-historical-attractions.aspx#>

The building requires upgrades, which are prioritized and budgeted annually. The Township consults with the staff each year to determine what is needed. The windows are in line for upgrading. As a designated historic building, all improvements must comply with legislated requirements. A study should be conducted to confirm and assist in budgeting needed upgrades.

Celtic Music Hall of Fame

The building requires repairs to the structure on the riverfront side, and the interior lighting needs to be upgraded. The building is not AODA accessible. A comprehensive study should be prepared to itemize and cost these - and other needed infrastructure improvements. A schedule for completion to distribute the costs of the work over a reasonable number of years should be prepared and incorporated in the Township's Asset Management Plan.

Recommendations for culture and heritage facilities:

- F13. Prepare a comprehensive study on needed infrastructure upgrades to Glengarry, Nor'Westers & Loyalist Museum and a schedule for budgeting and completion.
- F14. Prepare a comprehensive study on needed infrastructure upgrades to the Glengarry Celtic Music Hall of Fame and a schedule for budgeting and completion.



6.0 Parks and Trails

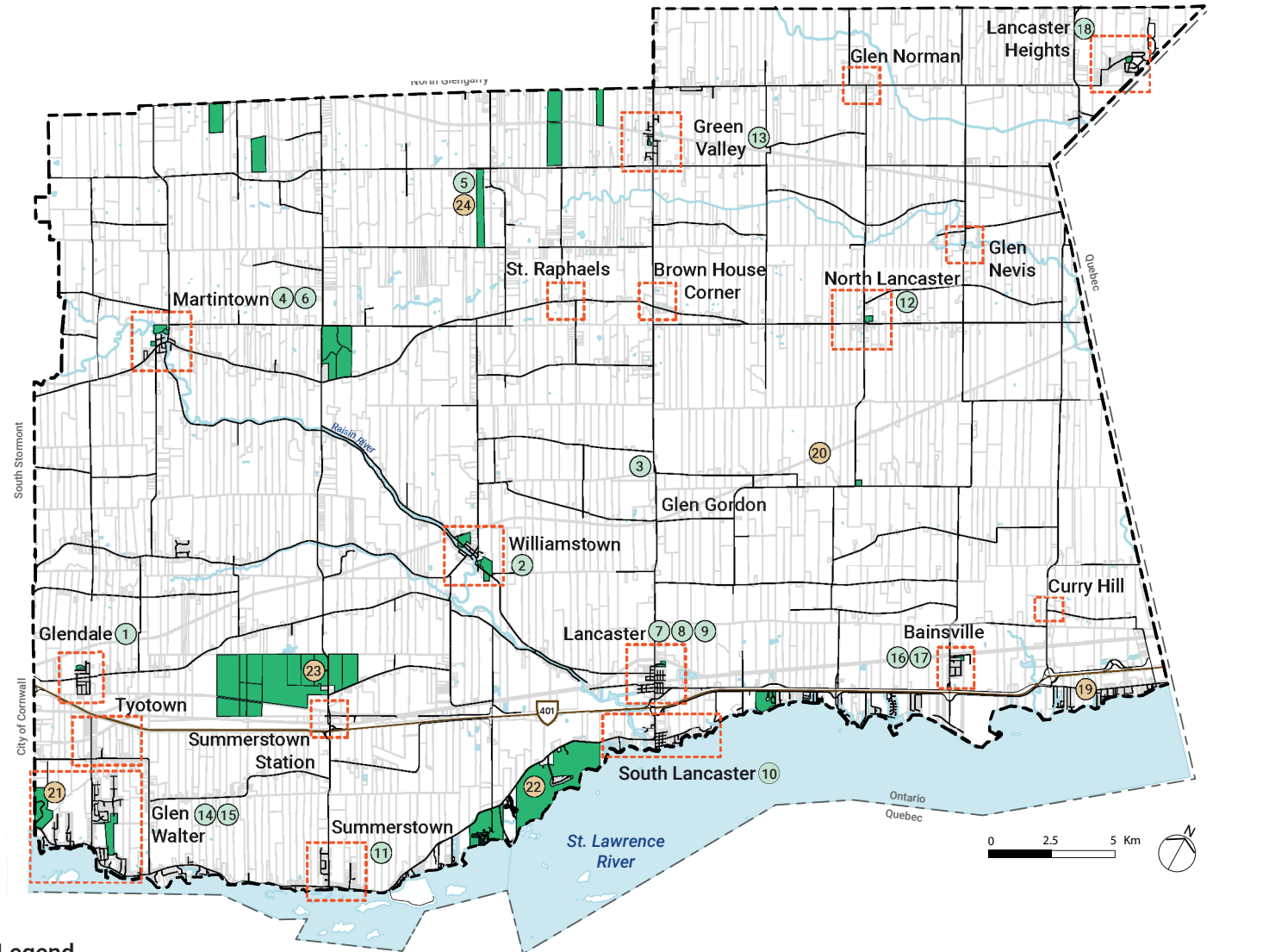
6.1 Parks

This section comprises an assessment of Township park needs based on current municipal supply, those of other providers that complement existing Township assets, community interest and trends in park development and use.

6.1.1 Overview of Supply

The Township of South Glengarry has 17 municipal parks. The location of these parks, and trails in the Township, is shown in Figure 6-1. Three of these parks are generally undeveloped except for some signage and a wharf structure (Cairnview Park, Summerstown Wharf and Glen Walter Waterfront Park). A potential new park in Summerstown Estates is not included in the current inventory.

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Legend

Township Boundary	Trails	Ball Field	Picnic Shelter	Splash Pad	Small Craft Launch
Provincial Border	Roads	Sports Field	Ice Rink & Change Shack	Passive Green Space	Restroom Access
Settlement Area	Highway 401	Tennis/Pickleball Court	Basketball Court	Pond	
Parks, Forests & Conservation Areas	Parcels	Volleyball Court	Skate Park	Docks	
		Trails/Path Loop	Playground	Riverfront Parkland	

Municipal Park Names and Amenities

- Empey-Poirier
- Paul Rozon Memorial Park
- Glen Gordon Park (Pines Park)
- Martintown Community Park
- Charlottenburg Managed Forest
- Kenneth Barton Senior Park
- Smithfield Park
- Library Park
- Cairnview Park
- South Lancaster Wharf
- Summerstown Wharf

- North Lancaster Optimist Park
- Green Valley Community Park
- Glen Walter Regional Park
- Glen Walter Waterfront Park
- Jack Danaher Park
- Women's Institute Park
- Bernie McDonnell Park

Trail Names

- The St. Lawrence Recreational Path
- The Peanut Line
- Gray's Creek Conservation Area Trails
- Cooper Marsh Conservation Area Trails
- Summerstown Trails
- Charlottenburgh Managed Forest Trail

Figure 6-1: South Glengarry Parks and Trails

The outdoor facilities and park amenities for Township parks are summarized by settlement area in Table 6-1. As discussed in Section 5.0, Township-own outdoor facilities used for organized and/or casual group activity include ball diamonds, sports fields, volleyball courts, and tennis and pickleball courts. Park amenities for self-directed casual use include playgrounds, ice rinks, and a splash pad, many of which have been developed and/or are operated in partnership with local community groups.

While there are no Township owned beaches in South Glengarry, people swim at the South Lancaster Wharf where there are floating docks, and a small craft launch to improve water access.

Table 6-1: Amenities and Facilities in Township Parks

			Outdoor Facilities							Park Amenities											
	Name	Size (hectares)	ball field	sports field	tennis court	volleyball court	pickleball court	trails/path loop	picnic shelter	ice rink	change shack	basketball court	skate park	playground	splash pad	passive green space	pond	docks	riverfront parkland	small craft launch	restroom
	Empey-Poirier	1.9	1							1*	1	1*		1		1					
	Paul Rozon Memorial Park	1.17	1							1*	1	1*		1	1	1					1
	Total Williamstown	3.07	2							2	2	2		2	1	3					1
Martintown	Martintown Community Park	1.42	1		1*		2*			1**	1	1**		1		1					
	Kenneth Barton Senior Park	1.9						1								1		1	1	1	1
	Total Martintown	3.32	1		1		2	2		1	1	1		1		2		1	1	1	1
Lancaster	Glen Gordon Park (Pines Park)	0.40														1					
	Smithfield Park	2.95		1		1			1	1	1			1		1					1
	Library Park	0.12														1					1
	Total Lancaster	3.47		1		1			1	1	1			1		2					2

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			Outdoor Facilities					Park Amenities													
	Name	Size (hectares)	ball field	sports field	tennis court	volleyball court	pickleball court	trails/path loop	picnic shelter	ice rink	change shack	basketball court	skate park	playground	splash pad	passive green space	pond	docks	riverfront parkland	small craft laucnh	restroom
South Lancaster	Cairnview Park	1.82														1			1		
	South Lancaster Wharf	0.2																1		1	
	Total South Lancaster	1.82														1		1	1	1	
Summers Town	Summerstown Wharf	0.06																1			
	Total Summerstown	0.06																1			
North Lancaster	North Lancaster Optimist Park	2.51	1	1						1	1			1		1					1
	Total North Lancaster	2.51	1	1						1	1			1		1					1
Green Valley	Green Valley Community Park	1.17	1	1	1*		1*			1	1	1*		1		1					
	Total North Lancaster	1.17	1	1	1		1			1	1	1		1		1					
Glen Walter	Glen Walter Regional Park	23.6	3	3	3	1	3	1	1			1		1		1					1
	Glen Walter Waterfront Park	0.14														1			1		
	Total Glen Walter	23.74	3	3	3	1	3	1	1			1		1		2			1		1
Bainsville	Jack Danaher Park	1.44				1				1*	1			1		1					1
	Women’s Institute Park	0.56														1					
	Total Bainsville	2				1				1	1			1		2					1
Lancaster Heights	Bernie McDonnell Park	2.14														1	1				
	Total Lancaster Heights	2.14														1	1				
	Total Township	43.3	7	6	5	3	7	3	2	8	8	5	1	8	1	14	1	2	3	1	8

Note: * or ** indicates that amenities/facilities accommodate more than one use. For instance, the Martintown Community Park has one court that combines tennis and pickleball as indicated with a single asterisk (*) beside each number. The Martintown Community Park also has a court that combines basketball and the ice rink as indicated with the double asterisk (**) beside each number. Restroom access at the Library, Ken Barton, Smithfield, North Lancaster, Green Valley, and Jack Danaher Parks comes with building rental only.

Additional parkland and outdoor facilities are provided by the Raisin Region Conservation Authority, the SDG Counties, not-for-profits, and private owners (campgrounds). Twenty-one (21) non-municipal parks and green spaces were inventoried, including several campgrounds, school grounds, and County forests. There are four (4) non-municipal parks with beaches, two of which (Glengarry Park and Charlottenburg Park) can be visited for day-use.

Table 6-2: Amenities and Facilities at Non-Municipal Parks and Green Spaces in South Glengarry

				Outdoor Facilities							Park Amenities											
	Name	Ownership	Size (hectares)	ball field	sports field	volleyball court	beach volleyball	basketball court	tennis court	track	playground	picnic shelter	garden	pool	pond	docks	riverfront parkland	beach	boat launch	campsites	boardwalk	trails (km)
Williamstown	Williamstown Public School	Upper Canada Public School Board	3.48	1	4						2		1									
	Iona Academy	Catholic District School Board of Eastern Ontario	5.30		2						2											
	Char-Lan District High School	Upper Canada Public School Board	11.0		7					1			1									
	Summerstown Forest	SDG Counties, MNR	443																			40
	SDG County Forest - Compartment #5 & #6	SDG Counties	73.00																			
	Williamstown Fairgrounds	St. Lawrence Valley Agricultural Society	9.91														1					
	Total Williamstown		545.69	1	12					1	4		2				1					
Martintown	SDG County Forest - Compartment #33	SDG Counties	31.6																			
	SDG County Forest - Compartment #34	SDG Counties	36.98																			
	Sandfield MacDonald Forest	SDG Counties	112.02																			yes*
	Total Martintown		180.6																			
Note: * indicates trails exist but extent of system was unavailable																						

Note: * indicates trails exist but extent of system was unavailable.

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Table 6-2: Amenities and Facilities at Non-Municipal Parks and Green Spaces in South Glengarry (cont'd)

				Outdoor Facilities							Park Amenities											
	Name	Ownership	Size (hectares)	ball field	sports field	volleyball court	beach volleyball	basketball court	tennis court	track	playground	picnic shelter	garden	pool	pond	docks	riverfront parkland	beach	boat launch	campsites	boardwalk	trails (km)
Lancaster	Glengarry Park	St. Lawrence Parks Commission	25		1						2	1				1		1		183		
	Lancaster Park	Private	18.21		1						1	1			1	1		1	1	508		yes
	Total Lancaster		43.21		2						3	2			1	2		2	1	691		
Summerstown	Cooper Marsh Conservation Area	Raisin Region CA	264.0									1	1				1				1	11.5
	Charlottenburgh Park	Raisin Region CA	94.97				1				1	1				1	1	1	1	208	1	yes
	Cameron’s Point Family Camp Site	Private	12.01								1			1	1	1		1	1	175		
	T&I Campground	Private	26.99					1	1					1		1			1	yes		
	Total Summerstown		397.97				1	1	1		2	2	1	2	1	3	2	2	3	383	2	11.5
North Lancaster	École élémentaire catholique de l’Ange-Gardien	Conseil scolaire de district catholique de l’Est ontarien	4.69		2						2											
	Total North Lancaster		4.69		2						2											
Green Valley	Frog Hollow Forest	SDG Counties	81.02																			yes
	SDG County Forest - Compartment #62	SDG Counties	18																			
	Total Green Valley		99.02																			
Glen Walter	Gray’s Creek CA	Raisin Region CA	43.01			1										1			1		1	6.5
	Copeland Park (in Gray’s CA)	Raisin Region CA	8.01		2						1	1										
	Total Glen Water		51.02																			
Bainsville	Maplewood Acres RV Park	Private	10.80								1	1		1						98		
	Total Bainsville		10.80								1	1		1						98		
	Total Non-Municipal		1,333	1	19	1	1	1	1	1	13	6	3	3	2	6	3	4	5	1,172	3	58

6.1.2 Parks Classification System

Classification

A parks classification system encourages an appropriate supply of parks in the Township by outlining for each park type: a description, a list of features and amenities, and the number of hectares that are currently provided relative to population size. The Township of South Glengarry currently does not have an established parks classification system. Table 6-3 proposes a parks classification system that organizes the current inventory of Township owned parks into four functional categories: Active Parks, Waterfront Parks or Waterfront Access, Natural or Passive Parks and Trails.

Table 6-3: Proposed Municipal Parks Classification System

	Description	Current Provision	Examples of Design, Facility and Program Considerations	Parks in this Category
Active Park	<p>A park with facilities and amenities that support active recreation – ideally for all ages year-round</p> <p>Should be located near residential areas</p> <p>May share a site with a community hall or recreation centre</p> <p>Generally 1.2 ha in size or greater</p>	<p>35.4 ha</p> <p>2.7 ha per 1,000 people</p>	<ul style="list-style-type: none"> • mix of manicured, natural and hardscape • can include sports fields/ ball diamonds fit for league play, ice rinks, skating loops, play structures, exercise equipment, skateboard parks, splash pads • supplementary features can include passive space, trails, gardens, lighting, and seating • has washroom access and parking • at a minimum parks should have: a waste receptacle, park sign, seating (picnic table and/or bench), a piece of play equipment (small playground or swing set), open lawn space for informal sports and games and trees 	<p>Glen Walter Regional Park</p> <p>Empey-Poirier Park</p> <p>Paul Rozon Memorial Park</p> <p>Martintown Community Park</p> <p>Smithfield Park</p> <p>North Lancaster Optimist Park</p> <p>Green Valley Community Park</p> <p>Jack Danaher Park</p> <p>Summertown Estates Park (undeveloped)</p>

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	Description	Current Provision	Examples of Design, Facility and Program Considerations	Parks in this Category
Waterfront Park or Waterfront Access	<p>A park or municipally owned access point like a wharf or small piece of land, located on the waterfront</p> <p>Should support typical waterfront uses such as boating, swimming and fishing</p> <p>Size varies</p>	<p>4.1 ha</p> <p>0.3 / 1,000 people</p>	<ul style="list-style-type: none"> • mix of manicured, natural and hardscape • waterfront amenities can include docks, boardwalks, picnic areas, small craft launch, boat launch, small craft rentals or storage areas, paths with trees and seating • should include washroom access and parking if feasible • can include supplementary active features such as playgrounds, trails, horseshoe, bocce ball, or beach volleyball • waterfront parks should have a vegetative buffer to provide habitat value and slope stabilization wherever feasible 	<p>Kenneth Barton Senior Park</p> <p>Cairnview Park (undeveloped)</p> <p>Glen Walter Waterfront Park (undeveloped)</p> <p>South Lancaster Wharf</p> <p>Summerstown Wharf</p>
Natural or Passive Park	<p>A park for activities/ functions such as nature appreciation, picnics, ceremonies, gardening or beautification. May be used for active uses such as walking, running, or group outdoor fitness such as tia chi or yoga</p> <p>Size varies</p>	<p>3.2 ha</p> <p>0.24 / 1,000 people</p>	<ul style="list-style-type: none"> • can be manicured with gardens and open lawn space, natural with natural or naturalized vegetation cover, or a mix of both • can include features such as pathways, seating, picnic areas, trash cans, lookouts, bridges, habitat enhancement features, public art, interpretive signage or monuments 	<p>Bernie McDonnell Park</p> <p>Library Park</p> <p>Glen Gordon Park</p> <p>Women's Institute Park</p>
Trails	<p>Includes unpaved hiking trails, paved multi-use trails, as well as on street cycling facilities</p> <p>Can be located throughout the Township</p>	NA	<ul style="list-style-type: none"> • design based on targeted trail uses • amenities may include wayfinding signage, benches, lighting and trailheads with parking, bike racks, bike repair stations, washrooms, and mapping 	Peanut Line Trail

Parks Supply and Distribution

Most settlement areas are supplied with at least two or three parks as demonstrated on the South Glengarry Parks and Trails map (Figure 6-1). However, there are several settlement areas in the Township that are not served by developed municipal parks. Most are very rural hamlets. Residential properties in these hamlets tend to be located along county or concession roads and have large lots. Table 6-4 lists settlement areas not served by municipal parks and for each identifies: the nearest Township park, the nearest non-municipal park and whether park development is recommended for the area.

Of all areas, Summerstown Station is furthest from a Township park with the closest one being 10.1 kilometres away. However, one of the most popular non-municipal parks in the Township, Summerstown Forest, is only 1.1 kilometres from Summerstown Station. Of the more populated settlement areas, Summerstown and South Lancaster have the least public green space. South Lancaster is better served with both a Township park and a non-municipal park within 3 kilometres.

Park supply and distribution must be considered in South Glengarry's specific context. For example, park provision standards are often generated for growing urban communities, considering the needs of residents in homes in moderate to high density neighbourhoods with little or no private outdoor space. This differs from South Glengarry, where growth is slower, less dense, and many residents have access to more private recreation space (e.g., large lots, waterfront properties). Therefore, the need for public greenspace is not as pressing in South Glengarry from a strict supply perspective. Public green spaces and parks, however, offer residents more than the benefits associated with private outdoor spaces. This includes community-building, by providing a place for people of all ages to come together, recreate, and socialize. For this reason, the Township

should continue to invest in improvements to existing parks to make them accessible and appealing to all residents.

As indicated in Table 6-4, it is recommended that Summerstown Estates Park be developed as an active park to serve the community of Summerstown and that Cairnview Park be developed as a waterfront park to serve the Township as a whole. The Township should also ensure that new residential developments incorporate adequate parkland and that, when possible, new parks are connected by pedestrian trails or pathways to existing parks, trails and amenities, and that consolidating subdivision parkland to create larger parks is considered.

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Table 6-4: Settlements Areas without Township Parks in South Glengarry

Settlement Name	Nearest Township Park	Nearest Non-municipal Park or Green Space	Recommendation
Curry Hill	Jack Danaher Park in Bainsville 4.4 km	Glengarry Park near South Lancaster 10.5 km	Park development is not recommended for Curry Hill at this time.
Glen Nevis	North Lancaster Optimist Park 5.2 km	École Élémentaire Catholique De L'Ange-Gardien in North Lancaster 4.6 km	Park development is not recommended for Glen Nevis at this time.
Glen Norman	Green Valley Community Park 7.5 km	Frog Hollow Forest near Green Valley (SDG County Forest) 10.9 km	Park development is not recommended for Glen Norman at this time.
Brown House Corner	Green Valley Community Park 4.9 km	Iona Academy Catholic School in St. Raphaels 2.8 km	Park development is not recommended for Brown House Corner at this time.
Tyotown	Glen Walter Regional Park 2.2 km	Gray's Creek Conservation Area in Glen Walter 3.6 km	Park development is not recommended for Tyotown at this time.
Summerstown Station	Empey-Poirier Park in Glendale 10.1 km	Summerstown Forest near Summerstown Station 1.2 km	Park development is not recommended for Summerstown Station at this time.
Sandywood Estates	Empey-Poirier Park in Glendale 6.9 km	Summerstown Forest near Summerstown Station 7.7 km	Sandywood Estates is a subdivision with very large lots. Park development is not recommended for Sandywood Estates at this time.

Settlement Name	Nearest Township Park	Nearest Non-municipal Park or Green Space	Recommendation
Summerstown	<p>Glen Walter Waterfront Park 6.7 km</p> <p>Note: Summerstown has a municipal wharf that has been classified as a parkette, however this wharf does not provide any park amenities and does not have space available for park amenities</p>	<p>Charlottenburgh Park near Summerstown 5.6 km</p>	Develop Summerstown Estates Park as an active park to serve the community.
South Lancaster	<p>Smithfield Park in Lancaster 2.4 km</p> <p>Note: South Lancaster has a municipal wharf that has been classified as a Waterfront Park/Waterfront Access. This wharf is well used by the community. Public greenspace, however, is lacking in South Lancaster.</p>	<p>Cooper's Marsh Conservation Area near South Lancaster 2.6 km</p>	Develop Cairnview Park as a waterfront park to serve the whole Township.

6.2 Trails

6.2.1 Overview of Supply

The Township has many kilometres of trails within its boundaries, most of which are owned and/or operated by the Township, Raisin Region Conservation Authority, the County and not-for-profit organizations. Table 6-5 is an inventory of trails in the Township. The location of these trails is shown in Figure 6-1.

Of the six trails/trail areas inventoried, one (The Peanut Line) is owned and managed by the Township, and one (segment of the Great Lakes Waterfront Trail) is owned and maintained by SDG Counties and managed by a not-for-profit. The following further describes these two trails and the opportunities and constraints they present.

6.2.2 The Peanut Line

The Peanut Line is a 40-kilometre rail trail that runs from the east to west boundaries of the municipality and presents significant opportunity for multi-use trail-based recreation in South Glengarry. This former Canadian Pacific railbed was purchased by the Township in 2009 with the intention of developing a Trail Master Plan to guide its design, management, and maintenance. The trail offers residents a variety of outdoor recreational opportunities, including motorized sports, walking, jogging, cross country skiing, equestrian, etc. The Trail is well used by the Glendalar's Winter Sports Club for snowmobile and ATV recreation.

Amenities along the Trail are minimal. As reported during the trails focus group, the Peanut Line currently lacks seating, lighting, trash receptacles, parking, washrooms and warming stations. There is a trailhead with route signage at the western entrance at Boundary Road. Blue post and paddle signs mark each road intersection and list permitted uses for the segment.

The landscape surrounding the trail is farmland with some pockets of wooded areas. Currently the trail has no direct connection to Township parkland, although it passes through the fairgrounds in Williamstown and passes very close to Empey-Poirier Park in Glendale. Trail access points are located not far from the Summerstown Forest Trails (2.6-km along County Rd 27) and the community of North Lancaster (3-km along County Rd 26). Improved connections to communities and recreation areas are needed.

In general, the western portion of the trail between Boundary Road and Williamstown is in better condition. This portion has granular surfacing, a wider trail width and more canopy cover than the eastern portion (Williamstown to the Quebec border). In the eastern portion the Peanut Line runs directly through several farm fields. In this section, the trail is narrow, bumpy, and unsurfaced.

6.2.3 The Great Lakes Waterfront Trail

The Great Lakes Waterfront Trail is a signed route connecting 155 communities and First Nations along the Canadian shore of the Great Lakes region. Most of this trail network is paved with both off-road and on-road sections. On-road sections consist of quiet residential streets, local roads, rural highways and, in a few places, Provincial Highways. For the Lake Ontario to St. Lawrence River section of The Great Lakes Waterfront Trail, about 30% is off-road. The South Glengarry segment is a 34.8 km “designated” paved shoulder along County Road 2 and the South Service Road. There is also a small segment of paved off-road multi-use trail that connects the eastern edge of Cornwall to Gray’s Creek Conservation Area. At eastern end of the South Glengarry segment the trail connects to La Route Verte, Quebec’s network of bicycle routes. At this spot, there is a rest area with a gazebo and signage that marks the eastern most point of The Great Lakes Waterfront Trail.

As for community connections, the trail passes through South Glengarry’s waterfront settlement areas: Glen Walter, Summerstown, and South Lancaster. Connections to Township parks include Glen Waterfront Park (passes by) and Glen Walter Regional Park (500m from the trail). The Waterfront Trail passes by several non-municipal campgrounds, and natural areas.

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Table 6-5: Trails in South Glengarry

Name	Distance (km)	Number of Trails	Surface	Uses	Location	Management	Extent	Notes
Great Lakes Waterfront Trail	21	1	paved shoulder	cycling	along County Road 2	The Great Lakes Waterfront Trail	regional	
The Peanut Line	40	1	crushed limestone	walking, cross-country skiing, snowshoeing, ATV, snowmobile	spans South Glengarry from east to west	Township of South Glengarry	local	<ul style="list-style-type: none"> not all activities are permitted on all sections of the trail users must defer to signage posted, includes 93 hectares of right of way
Gray's Creek CA Trails	6.5	4	natural surface and boardwalk	biking, walking, snowshoeing, cross-country skiing	Glen Walter	The Raisin Region Conservation Authority	local	<ul style="list-style-type: none"> snowshoe rentals available
Cooper Marsh CA Trails	11.5	3	natural surface and boardwalk	walking, snowshoeing, crosscountry skiing, wildlife viewing, bird watching	Summerstown	The Raisin Region Conservation Authority	local	<ul style="list-style-type: none"> visitor centre open weekends, educational tour bicycles, dogs and motorized vehicles are prohibited
Summerstown Trails	40	many loops	natural surface and groomed snow	cross-country skiing, snowshoeing, fat biking, hiking, mountain biking.	Williamstown	The Friends of the Summerstown Trails	local	<ul style="list-style-type: none"> rentals available for skis, snowshoes and fat bikes
Charlottenburgh Managed Forest Trail	4	1	natural surface with some wooden technical trail features	hiking, mountain biking	Martintown	Township of South Glengarry	local	
Total Trails (km)	123							

6.3 Community Interest

6.3.1 Park Use

Regarding use of parks and open space areas, online survey respondents most often reported using Glen Walter Regional Park (38.1% or 93 respondents) followed by “I/we do not use any of these parks” (36.5% or 89 respondents). In the telephone survey, the most frequent response was Glen Walter Waterfront Park (62% or 82 respondents), followed by “I/we do not use any of these parks” (22% or 29 respondents).

6.3.2 Trail Use

The online household survey and the telephone survey produced different results regarding trail use in the Township.

Among 260 respondents to the online household survey, a majority (84% or 217) indicated they use trails in South Glengarry, 14% (37) do not, and 2% (6) are uncertain (Figure 6-2). However, among the 200 respondents to the phone survey, a slight majority (52% or 104 respondents) indicated they do not use trails in South Glengarry, and 48% indicated they use trails (Figure 6-3).

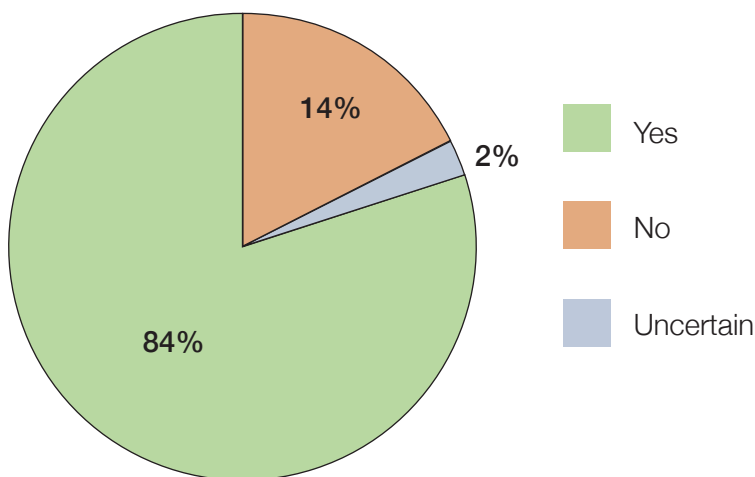
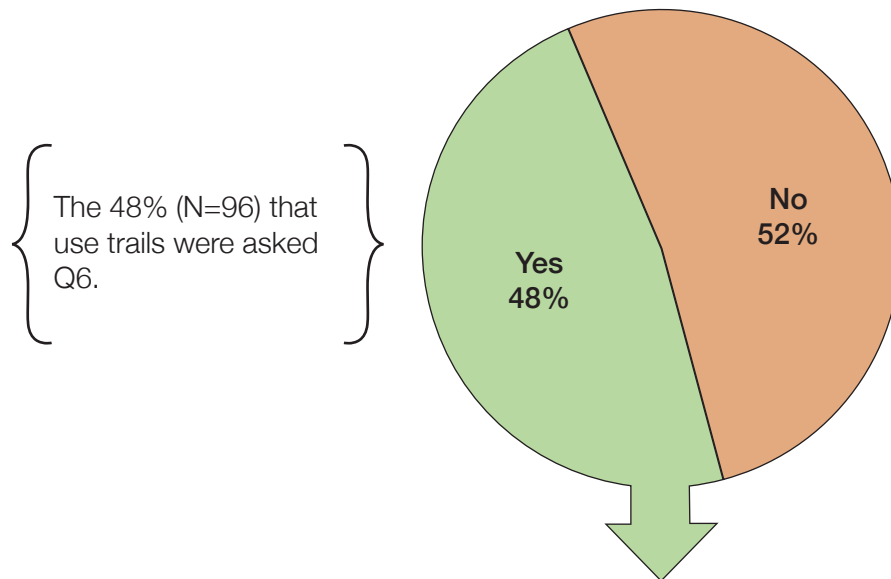


Figure 6-2: Use of Trails from the Online Household Survey

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All N=200 respondents were asked if they or others in their household use trails in the Township. The 48% (N=96) users were asked a follow-up question about what trails are frequented and how they are used.

Do you or others in your household use trails in the Township of Glengarry?



Which of the following trails are used by you or others in your household and how do you use them? (please select all that apply)

Q6a. Peanut Line - Boundary Rd. to Williamstown

walking/dog walking	31%
do not use	23%
cross-country skiing	14%
running/snowshoeing	11%
cycling/biking	9%
ATVing	3%
snowmobile	3%
dirt biking	3%
horse riding	2%

Q6b. Peanut Line - Williamstown to Quebec

walking/dog walking	33%
do not use	16%
cross-country skiing	15%
running/snowshoeing	13%
cycling/biking	13%
ATVing	4%
snowmobile	3%
dirtbiking	3%
horse riding	1%

Q6c. Glen Walter Park Trail/ Path

walking/dog walking	39%
do not use	38%
running/snowshoeing	13%
cross-country skiing	4%
cycling/biking	4%
horse riding	3%

Q6e. Summerstown Trails

do not use	57%
walking/dog walking	16%
cross-country skiing	14%
cycling/biking	7%
running/snowshoeing	6%

Q6e. Waterfront Trail

do not use	41%
walking/dog walking	31%
cycling/biking	16%
running/snowshoeing	9%
cross-country skiing	3%

Figure 6-3: Use of Trails from the Telephone Survey

Both the online household survey and the telephone survey indicate that walking/dog walking is the top use of trails in South Glengarry. Regarding which trails are most used, among 212 online survey respondents, the most frequently selected was Summerstown Trails (85% or 181 respondents) and the Peanut Line - Boundary Rd. to Williamstown (59% or 125 respondents).

6.3.3 Park Needs

The online household survey and the telephone survey produced different results regarding opinions on needed parks improvements.

When asked whether respondents thought that parks in South Glengarry require improvements, a majority of online survey respondents (56% or 141) indicated Township parks require improvements, 16% (39) noted they do not, and 28% (69) are uncertain (Figure 6-4). Of the 56% indicating improvements are needed, the top three selected improvements were:

- Washrooms and water fountains - 63.7% (86)
- More shade, seating, lighting, etc. - 55.6% (75)
- Water play features - 46.7% (63)

As for the telephone survey, a smaller percentage of respondents think Township parks require improvements (28% or 57 respondents). Just under half (48% or 95 respondents) indicated improvements are not needed and 24% (48) are uncertain (Figure 6-5). Of the 28% reporting the need for improvements, responses were split across the 16 park improvement options. The top three selected improvements were:

- Washrooms and water fountains - 13% (7)
- Increased maintenance/clean up - 13% (7)
- Food/wildlife gardens - 9% (5)

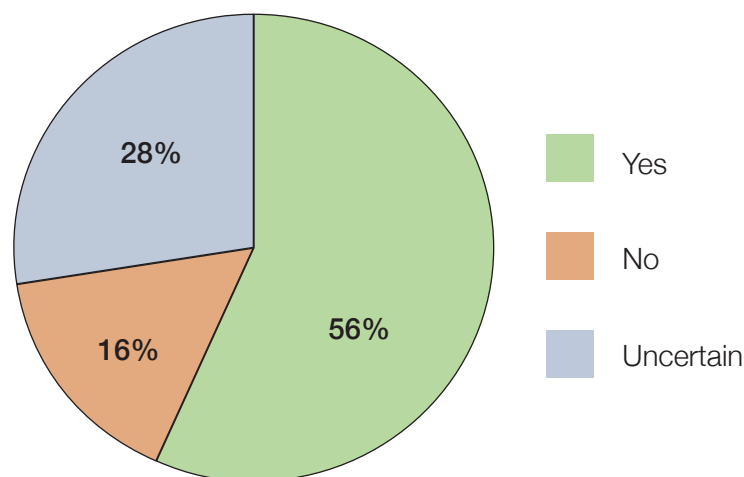


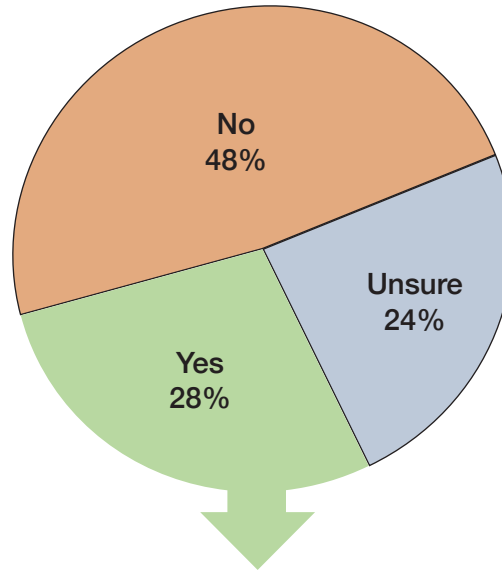
Figure 6-4: Improvements to Township Parks Needed- Online Household Survey

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A question about improvements required for Township Parks was asked to all N=200 residents. Those that said yes (28%, N=57) were then asked two follow-up questions. The first asked residents to name the types of improvements needed and the second to identify three parks in need of upgrades.

Do you think Township Parks need improvements?

The 28% (N=57) that said Parks need improvements were asked the question below.



What types of improvements do you think are needed to Township parks? (please select all that apply)

increased maintenance/clean up	13%	water play features	5%
washrooms and water fountains	13%	multi-purpose play courts	4%
food/wildlife gardens	9%	gym/fitness stations	5%
new/improved play equipment	8%	concrete pads for wheel sports	3%
better playing fields	8%	covered areas for markets, picnics, etc	3%
more shade, seating, lighting, etc.	7%	more walking paths to within/parks	4%
improved access to water for swimming boating	7%	dog park	2%
beautification	7%	AODA accessibility improvements	2%

Please list up to three parks that you think are in most need of improvements.

Of the N=57 asked, there were N=79 responses. The percentage of cases or the number of times each one was mentioned follows:

Glen Walter	49%
Green Valley	37%
Martintown	35%
Jack Danaher	16%
Paul Rozon	14%
North Lancaster	14%
Empey-Poirier	11%
Smithfield	5%

Figure 6-5: Improvements to Township Parks Needed – Telephone Survey

Eleven interviews and five focus groups took place between December 2021 and March 2022 as part of consultation. The following is a sample of key points relating to parks and green spaces from these sessions.

Needs and improvements for parks suggested during the stakeholder interviews include:

- develop a parks classification system to help determine what is needed or appropriate to provide in specific types of parks
- develop a dog park in South Glengarry
- provide more parking
- improve park accessibility standards

Needs and improvements for parks and the waterfront suggested during the focus groups include:

- develop a publicly available information portal that outlines the locations of all parks, trails and other open spaces and their respective amenities
- improve washroom access at parks/add more washrooms to parks
- address overcrowding at public docks and boat launches – overcrowding is an issue as there are not many public boat launches in South Glengarry
- develop Cairnview Park and provide amenities such as parking, more trees for shade, more seating, equipment rentals for water activities (e.g., kayaks, canoes, etc.), and washrooms (e.g., eco-friendly washrooms).

6.3.4 Trail Needs

In both the online household survey and the telephone survey, less than 50% of respondents indicated the Peanut Line needs improvements.

When asked if online household survey respondents thought the Peanut Line needs improvements, (32% or 79 respondents) indicated improvements are needed, 22% (54) indicated they are not needed and 46% (115) were uncertain (Figure 6-6). Of the 32% reporting need for improvements, the top three selected improvements were:

- better trail maintenance - 63.3% (50)
- more/improved trail heads - 57% (45)
- links to Summerstown/Waterfront Trails - 54.4% (43)

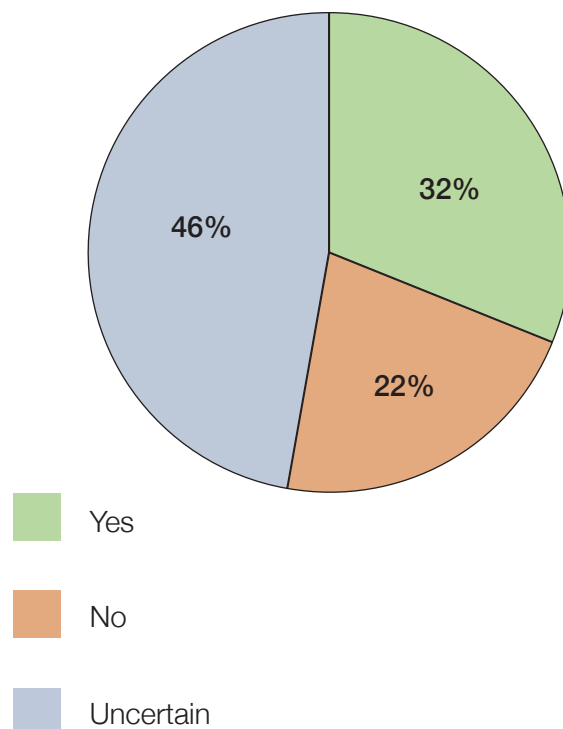
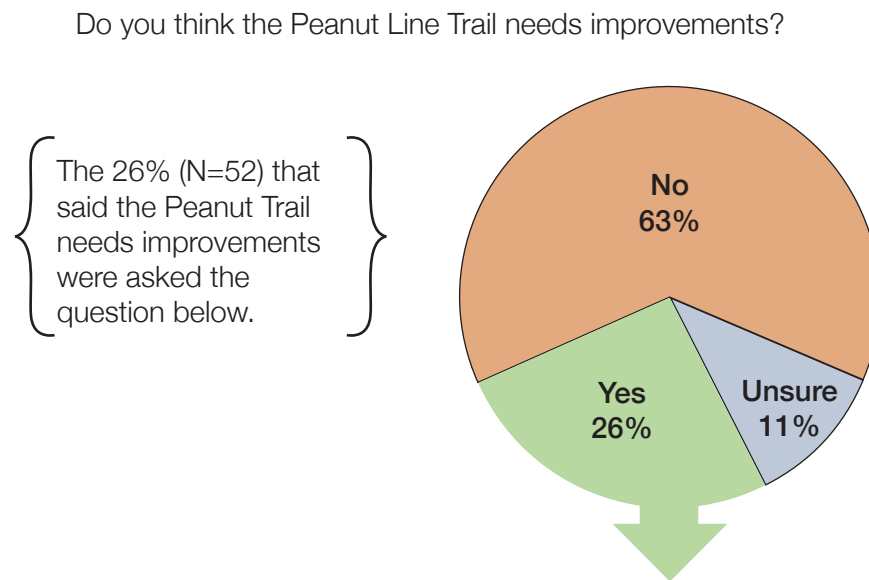


Figure 6-6: Improvements to Peanut Line Needed - Online Household Survey

Parks & Recreation Master Plan

As for the telephone survey, among 200 respondents 26% indicated that the Peanut Line needs improvements (Figure 6-7).

All respondents (N=200) were asked if they thought the Peanut Line Trail needs improvement. The 26% or N=52 that said yes were questioned about the improvements they think are needed.



What types of improvements do you think are needed to the Peanut Line? (please select all that apply)

better trail maintenance	28%
more patrols/monitoring	22%
amenities along trail (e.g., washrooms, benches, picnic spots, bike repair stations)	19%
signage and wayfinding along trail	8%
better separation of motorized and non-motorized uses	6%
more/improved trail heads (e.g. parking, trail maps/details, washrooms)	6%
links to Summerstown/Waterfront Trails	5%
educational/stewardship initiatives	4%
better AODA accessible segments	3%

Figure 6-7: Improvements to Peanut Line Needed – Telephone Survey

The following is a sample of key points relating to trails taken from the interviews and focus groups:

Needs and improvements regarding trails suggested during the stakeholder interviews include:

- further develop the Peanut Line with more signage and better surfacing
- improve connectivity throughout South Glengarry by developing the trail network
- address issues related to the intersection of the Peanut Line through farmers' fields (i.e. trespassing and encroachment issues)

Needs and improvements suggested during the focus groups include:

- improve the Peanut Line for all its users and increase connectivity between communities
- upgrade the Peanut Line with trail amenities including more signage, rest stops with seating, more trees for shade, and more trail heads
- provide off-road trails for cyclists to safely use (e.g., Lancaster)

Summerstown Trails

The Summertown Trails is a popular trail and nature area located just north of Summertown Station in South Glengarry. The trail area is used year-round for running, hiking, mountain biking, fat biking, cross-country skiing and snowshoeing. The trails are built, maintained, and operated by The Friends of the Summerstown Trails Inc. (FOTST) which is a community-based non-profit. The Summertown Forest, which the trails are within, is made up of several County forest components and partially managed by the Ministry of Natural Resources (MNR).

While the Summerstown Trails is not owned or operated by the Township of South Glengarry it is well used by many residents. Recommendations for the management of Summertown Trails is beyond the scope of this Master Plan. However, a significant concern was raised during the trails focus group concerning hunting in the Summerstown Forest, as summarized below:

Several attendees of the trails focus group would like to see a hunting ban at Summerstown Forest. Members of the FOTST fear that someone or someone's dog will be accidentally shot while using the trails. The focus of concern is a two-week hunting period during November. During this time hunters are active in the Summerstown Forest while the trails are being heavily used by hikers and dog-walkers.

If a hunting ban is to be imposed, it will need to be addressed at the County level with the involvement of the MNR.

6.4 Guiding Principle: Environmentally Focused Parks and Trails

6.4.1 Stewardship

It was apparent from consultations with the community that environmental health is highly valued, and preserving the natural assets of South Glengarry is a priority. Trails and natural areas are some of the best used outdoor spaces in South Glengarry. In the online survey, 85% (181 of 212) indicated using Summerstown Trails, which are part of the Township's largest publicly accessible natural space, Summerstown Forest. Comments from focus groups and from the project's consultation website often focused on nature and the environment (see Figure 6-8).

The following environmental concerns were voiced during the consultation:

- lack of tree canopy cover in the Township
- use of motorized vehicles within provincially significant wetlands
- wildlife disturbance along the Peanut Line due to motorized vehicle use at night
- excessive removal of, and damage to, trees and shrubs along the Peanut Line
- lack of environmental policy from the Township
- loss of tree canopy cover at Glen Gordon Park

Many communities face concerns over balancing increased outdoor activity with environmental protection. This is challenging to manage in South Glengarry where only a few natural areas and waterfront spaces are owned by the Township. However, the way in which the Township develops and manages the development of the Peanut Line and Cairnview Park can set a precedent.

"...as development has occurred and increased along South Glengarry shorelines it is glaring (sic) apparent the immense, life giving "ribbon of life" habitat that has been lost by human encroachment. Sadly South Glengarry has no policy in place requiring people to respect and live in harmony with our shorelines, fish, pollinators and wildlife."

In reference to Cairnview Park:

"Please make this a sustainable, shoreline using Watersheds Canada guidelines for sustainable shorelines!"

"It is imperative that when undertaking any project we work with respect for the health of humans, wildlife, and water health. All life is interconnected. The health or sickness of one, has effect on the other."

Figure 6-8: Comments from Master Plan Consultation on Environmental Priorities.

6.4.2 Managed Naturalization

Many parks in South Glengarry contain significant areas of mown grass that is not used for active or passive recreation purposes. Turf areas require significant resources for regular maintenance and provide minimal ecological benefit. Replacing some turf areas with other more diverse types of planting would provide a range of ecological benefits as well as reduce the cost and maintenance burden associated with turf grass. During the spring and summer months, significant staff resources are allocated to grass mowing. In addition to direct costs, already limited staff are precluded from undertaking other important tasks.

Naturalization is the process of allowing natural plant growth to occur, while managing that growth - typically by removing/limiting non-native and invasive species and planting and encouraging the growth of desired native species. Naturalization is an important strategy for improving ecosystem health, and, in turn, building climate change resilience.

Naturalization, for all its benefits, comes with two main challenges. First, some residents interpret naturalized landscapes as messy and unkempt, leading them to complain and lobby the Township to remove them. Second, contrary to perceptions, in the early stages of plant growth, naturalized spaces can require more maintenance and specialized knowledge than mown lawns, increasing demand on already stretched staff resources. However, within a couple of years, naturalized spaces should require less maintenance and resources than mowed areas.

Municipalities are often caught in the middle as they attempt to moderate between residents who dislike naturalization in parks and residents who want more naturalization for its environmental benefits. Joan Iverson Nassauer is a landscape architect in the field of ecological design, who has studied this problem extensively:

“Novel landscape designs that improve ecological quality may not be appreciated or maintained if recognizable landscape language that communicates human intention is not part of the landscape. Similarly, ecologically valuable remnant landscapes may not be protected or maintained if the human intention to care for the landscape is not apparent. Landscape language that communicates human intention, particularly intention to care for the landscape, offers a powerful vocabulary for design to improve ecological quality. Ecological function is not readily recognizable to those who are not educated to look for it. Furthermore, the appearance of many indigenous ecosystems and wildlife habitats violates cultural norms for the neat appearance of landscapes.”¹

1 Nassauer, J. I. 1995. Messy ecosystems, orderly frames. *Landscape Journal*. 14(2): pp. 161-170.

A key direction from that paper that can support efforts in naturalization is to implement “cues to care” – actions that increase the intentionality of naturalized spaces so that it is obvious that the treatment is deliberate, and that someone is caring for and grooming it. Some of these ‘cues’ or grooming practices include:

- Bold patterns/clean lines: While naturalized areas will naturally drift and change over time, the initial plantings should be laid out and confined to clear patterns or lines. This will help slowly introduce the idea to residents who request neat gardens.
- Bird feeders and pollinator gardens: Bird feeders and plants for pollinators (e.g., butterfly and bee gardens) communicate the intention of the place (a place for nature), and reinforce that it is not abandoned or

neglected. Also, encouraging birds could increase wildlife sighting and appreciation by residents.

- Borders: Borders have the quick ability to make any collection of plants look neater, and can be made by fences, plantings, shrubs, or by mowing around the edges.
- Signage: Educational signage describing the plants and/or process in the naturalized area may also help increase community understanding and, therefore, acceptance. Signage should also encourage visitors to stay out of the area, to avoid trampling plants and exposure to ticks.

The Township should implement some of these practices in future naturalized areas to increase resident support and acceptance. Potential sites for naturalization should be chosen in consultation with the community, and certain parks are suggested in the next section on park-specific recommendations. Consultation is an opportunity to educate about naturalization and develop a design plan that pleases residents. A naturalized garden, border or section could be added to almost any park if the resources are available.

6.5 General Parks and Trails Recommendations

6.5.1 Accessibility

Parks need to be upgraded over time to continue to address the need for accessible and safe paths of travel, connections, and entrances to on-site buildings (e.g., washrooms, change rooms), and other amenities. Infrastructure must meet AODA requirements regarding seating (benches and picnic tables), playground equipment, playground safety surfaces, and pavement surfaces/paths of travel (including tactile warning strips, handrails, and ramps).

Priority should be given to improvements to parks based on public/user safety and accessibility as per the Canadian Standards Association's requirements (CSA), Accessibility for Ontarians with Disabilities Act (AODA) requirements. This includes but is not limited to:

- Playground safety (protective fall surfaces and CSA approved equipment)
- Accessible routes through parks
- Seating (location and configuration)
- Wayfinding and user information

The Township is in the process of making accessibility upgrades to parks as part of ongoing maintenance and upgrades. The Township should also provide at least one accessible water access point.

Recommendation

PT1. Continue to make required accessibility upgrades to parks (including playground safety, routes and wayfinding, seating, shade and bicycle parking) as part of ongoing maintenance and upgrades.

6.5.2 Signage and Wayfinding

As a general rule, signage should be provided along major routes, at parks, heritage sites, trails, and facility entrances, and throughout the sites as needed. Signs should be AODA compliant. Aside from increasing awareness and user experience, signage contributes to building the community's sense of place when consistent, unique signs are used throughout the municipality. The Township should develop a consistent sign design for parks, trails, wharfs, facilities and heritage sites.

A signage and wayfinding strategy should be developed which outlines a hierarchy of signs, content, where they should be located, graphic standards (fonts, colours, icons, etc.), materials, and installation details. The strategy should be developed in consultation with stakeholders where the signs will interface with other jurisdictions, landowners, and public authorities to ensure a coordinated approach.

The strategy should:

- provide the location, hierarchy and graphic design/style for all trail signage including but not limited to directional signs, trail markers and trailhead signage.
- prioritize road highway signs for destinations such as heritage sites and natural spaces.
- include a trail map for both digital and print media, and for installation at trailheads, to be regularly updated and revised to reflect improvements to the trail network as the Master Plan is implemented.
- include road and highway directional signs to allow easy navigation to local and regional destinations.
- incorporate the Township's logo and branding.

Once the strategy is in place, signs would be fabricated and installed in a phased approach and as part of separate projects and initiatives. This could include but is not limited to: parks, trails, and boat launch improvements, trailheads, and other municipal infrastructure improvement projects.

Recommendation

PT2. Develop and implement Township-branded signage and wayfinding at Township parks, trails, facilities, heritage sites, natural spaces, and main arterials.

6.5.3 Parks and Trails Tree Strategy

Healthy, diverse and resilient forested areas are a significant public asset. Many parks and segments of trail in South Glengarry lack tree cover. In 2022 the Township adopted a “Tree Canopy and Natural Vegetation Policy” with the objective to reduce the loss of tree coverage in South Glengarry and to protect and increase tree coverage. The policy includes sixteen priority items including:

Priority Item #3 -Increase tree planting on Township-owned land, especially within public parks where possible.

A strategy is needed to guide the management of trees in parks and along trails in South Glengarry. The Parks and Trails Tree Strategy should act to protect, maintain, and expand tree coverage within Township-owned land. The strategy should address the following:

- protocols and standards for tree pruning, tree injury, tree protection and tree removal
- potential threats to trees such as lawn trimmer damage, gypsy moth defoliation or construction damage and associated mitigation tactics
- recommended tree species based on functions (street tree, shade tree, naturalization, riverbank stabilization, etc.)
- tree planting best practices
- stewardship and community engagement programming
- tree planting targets and timelines for completion
- existing relevant partnerships and potential partnership opportunities

Recommendation

PT3. Develop a Parks and Trails Tree Strategy to guide the management of trees in parks and along trails in South Glengarry.

6.6 Park Specific Recommendations

This section discusses recommendations for specific Township parks. If a park is not included in this section, specific changes to that park are not recommended during the term of this Plan. The general park considerations discussed above apply to all parks, including those not discussed here. Parks fall into one of the following categories: parks requiring standard park upgrades, parks that require minor upgrades, or parks that require major upgrades.

Standard Park Upgrades:

- tree planting and naturalized planting
- additional seating and picnic tables
- new/ upgraded paths
- lighting
- connections to adjacent existing/future trail networks
- wayfinding/ interpretive signage

Minor Park Improvements:

- upgrades to 1 or 2 existing infrastructure elements (e.g. playground equipment and surfacing, skate park, parking lot, basketball courts, shade structure), and/or new park elements

Major Park Improvements:

- upgrades to 3 or more existing infrastructure elements (e.g. playground equipment and surfacing, skate park, parking lot, basketball courts, shade structure), and/or new park elements

Park specific recommendations are not provided for the following Township parks:

- Glen Gordon Park
- Library Park
- Summerstown Wharf
- Women's Institute Park

6.6.1 Active Parks

Empey-Poirier Park

Empey-Poirier Park is a small active park located in Glendale. It serves the Glendale subdivision and is the closest Township park for residents of Sandywood Estates and Summerstown Station. Comments from the community consultation suggest there are many children in the neighbourhood that use the park.

The park features a lit ice rink, change shack, ball field, play equipment and passive green space. The ice rink is used as a basketball court in the summer. It is the only Township park located near the Peanut Line. Recent upgrades to this park include new benches and a paved parking lot with an accessible parking spot. Standard park upgrades and minor park improvements are recommended for this park.

Existing Amenities

1. **Playground:** The existing play equipment and surfacing is in poor condition. Both should be replaced in the short term of this Plan. Benches and/or picnic tables should be provided near the play area and shade trees should be planted to provide shade over seating and play areas. Retaining shade near play areas should be prioritized. Existing trees in this area should be retained and protected during construction unless hazardous or in poor condition.
2. **Ball Field:** The ball field is overgrown with grass and weeds. Better ball fields are located 8 kilometres away in Glen Walter Regional Park. The Township should consider removing the ball field and providing a new park amenity in its place. This new amenity doesn't necessarily need to be positioned where the ball field is located. Community consultation regarding replacing the ball field should occur in the long term of this Plan.

New Amenities

1. **Pathway Loop:** An accessible pathway loop running along the perimeter of the park should be developed. Using the large open space behind the playground, a 300 to 400 metre loop can be formed depending on the desired offset from the creek and property line. The pathway should facilitate activities such as walking, rollerblading and scootering. It should provide a safe and pleasant space for young children learning to bike and for people using wheelchairs, walkers and strollers etc. Shade trees should be planted along the extent of the path and benches and/or picnic tables should be provided.

Standard Upgrades

1. **Naturalization:** The majority of the park is open lawn which requires extensive lawn maintenance and creates a lack of shade on-site. Introducing naturalized borders or naturalized pockets will reduce maintenance costs in the long term and provide added interest and biodiversity to the park.
2. **Accessible Pathway Connections:** Pathways should connect the accessible parking spot, ice rink, change shack (if feasible) new playground, seating areas and proposed perimeter loop.

Recommendations

- PT4. Replace play equipment and playground surfacing at Empey-Poirier Park. Provide seating and shade trees.
- PT5. Consider removing the ball field at Empey-Poirier Park and providing a new park amenity if there is a community need.
- PT6. Consider implementing a pathway loop at Empey-Poirier Park with seating and shade trees, if there is community interest, and funding opportunities become available. Connect facilities/amenities with accessible paths.
- PT7. Implement naturalization throughout areas of Empey-Poirier Park.

Paul Rozon Memorial Park

Paul Rozon Memorial Park is a small active park located in Williamstown. It mainly serves Williamstown but also attracts residents from outside the community because it has the only splash pad in the Township.

The park features a lit ice rink, change shack, lit ball field, play equipment, splash pad, mature trees and passive green space. The ice rink is used as a basketball court in the summer. Public washrooms are available in the park building. Recent upgrades to this park include improved wheelchair accessibility to the park building and entrance deck and a paved pathway connecting to the ice rink. Standard park upgrades and minor park improvements are recommended for this park. No upgrades are currently needed to the existing amenities.

Standard Upgrades

1. Accessible Pathway Connections: In addition to the pathway to the ice rink, additional pathways would support improved connections.
2. Paved Parking Lot: An accessible parking spot should be located near the park building. The existing trees along the parking lot should be retained and protected during parking lot construction.
3. Shade and Seating: Additional shade and seating is needed.

Recommendations

- PT8. Consider implementing a paved parking lot at Paul Rozon Memorial Park with an accessible parking spot and accessible paths to park facilities/amenities if funding opportunities become available
- PT9. Provide more shaded areas at Paul Rozon Memorial Park with trees or shade structures.

Martintown Community Park

Martintown Community Park is an active park. It mainly serves Martintown but likely attracts residents from outside the community because it has a tennis/pickleball court and a new playground.

The park features an ice rink, change shack, ball field, junior and senior play equipment, and a tennis/pickleball court. The ice rink is used as a basketball court in the summer. The park has skateboard ramps, but they are not set up for use. Recent upgrades to this park include new accessible play structures and new pathways. Standard park upgrades and minor park improvements are recommended for this park.

Existing Amenities

Skate Park: The existing skateboard equipment at Martintown Community Park should be inspected as per safety standards and removed if necessary.

In replacing the existing equipment now or in the future to meet need for a skateboard park, the Township should consider providing a pop-up facility as a feasible and movable option. The following paved areas could be considered for hosting the pop-up:

- Martintown Community Park ice rink pad
- Martintown Community Park parking lot (if paved)
- Martintown Community Centre parking lot (if paved)
- A temporarily closed off section of Nine Mile Road (which borders the park)

Pop-up park site selection should be based on pavement quality and safety. Flat and smooth concrete or asphalt is needed.

The first day of the pop-up park could include a small fun fair with music and refreshments. If well-advertised, the pop-up park would be a fun

and simple way to create interest in the sport and to gauge the degree of use a permanent skate park could anticipate.

Standard Upgrades

1. **Playground Seating:** The playground lacks seating. At least one accessible bench or picnic table should be provided for caregivers to sit and watch over their children.
2. **Tree Planting:** Shade trees should be planted where space permits. There is currently space for tree planting along the south edge of the ball field. Large growing shade trees should be planted 6 to 8 metres apart.
3. **Accessible Pathway Connections:** Accessible pathways are needed to connect the park entrance, playground, ice rink, tennis court and any accessible seating.

Recommendations

PT10. The existing skateboard equipment at Martintown Community Park should be inspected as per safety standards and removed if necessary. If the need for a skateboard park should arise, the Township could consider providing a pop-up skate park.

PT11. Provide seating (benches/picnic tables/armour stone etc.) near the playground at Martintown Community Park including at least one accessible bench or picnic table. Installation of accessible seating can be coupled with pathway connection installation.

PT12. Implement accessible pathways at Martintown Community Park to connect amenities in the future if funding opportunities become available.

PT13. Provide more shade at Martintown Community Park with shade trees or structures.

Glen Walter Regional Park

Glen Walter Regional Park is a large active park. It serves Glen Walter and is the closest Township park to residents of Tyotown. With an area of 58.4 acres, it is the largest Township owned park. Along with active features, the park has some passive and natural spaces.

The park features 3 ball fields, 3 sports fields, 3 lit tennis/pickleball courts, 1 volleyball court, 1 picnic shelter, 1 basketball court, 1 playground, a 2.1-kilometer trail loop and washrooms. Recent upgrades to this park include new accessible pathways, and a ramp installed for improved access to the picnic shelter. The existing wooden play equipment is scheduled to be replaced with new equipment in summer 2022. Standard park upgrades and minor park improvements are recommended for this park.

New Amenities

Dog Park: There is community interest in a dog park in South Glengarry. There is room for a 2 acre dog park at the north end of Glen Walter Regional Park in place of the grass ball diamond. Before investing in a fully designed and developed dog park, the Township may choose to create a temporary dog off-leash area using deer fencing, t-posts, corrugated plastic signage and a prefab auto-closing gate. If community use warrants further investment, a dog park should be developed in this location. Refer to Appendix E for dog park design considerations.

Outdoor Rink/ Skating Loop: There is community interest in an outdoor rink at Glen Walter Regional Park. This park has two large areas for parking at the south entrance. It is unlikely that both areas are needed for parking during the winter. The larger parking area could be paved and converted to an ice rink or skating loop during the winter. Skating loops and skating trails have become popular in recent years. They are better suited for leisure skating than a hockey rink and appeal to a range of skating

abilities. Considering that all other outdoor rinks in South Glengarry are hockey rinks, providing a different skating experience may attract users from throughout the Township. At present the Park does not have municipal servicing so water could not be accessed to flood the ice.

Splash Pad: There is community interest in a splash pad at Glen Walter Regional Park. A splash pad could be located near the playground, washrooms and shade structure. The feasibility of a splash pad in this area will depend on the provision of municipal servicing, which is currently not available. Should municipal servicing be provided near the playground during the term of this Plan, plans for a splash pad should be implemented.

Standard Upgrades

Paved Parking Lot: An accessible parking spot should be located near the park entrance path. The existing trees along the parking lot should be retained and protected during parking lot construction unless they present a hazard, are in poor condition or cause sightline issues.

Recommendations

PT14. Monitor community interest in a dog park in Glen Walter Regional Park. Consider providing a temporary dog park to gauge use levels. If there is evidence the amenity will be well used, develop a permanent dog park based on community feedback and dog park design guidelines. Investigate the need for lighting along pathway leading to dog park.

PT15. Monitor community interest in an outdoor rink in Glen Walter Regional Park. Support community initiative to make seasonal rinks or skating loops when municipal servicing in the park is developed.

PT16. Consider providing a paved lot and accessible parking at Glen Walter Regional Park and monitor funding opportunities that will support this project.

PT17. Monitor community interest in a splash pad at Glen Walter Regional Park. Design and implement splash pad when municipal servicing becomes available.

Smithfield Park

Smithfield Park is a small active park located in Lancaster. It serves the community of Lancaster and is the closest public greenspace to residents of South Lancaster. It is the second largest Township park in South Glengarry, after Glen Walter Regional Park. It is used as an event space for Canada Day celebrations. The online survey showed that almost one quarter of respondents (22 of 103) think that Smithfield Park is the Township park most in need of improvements.

The park features a lit ice rink, sports field, sand volleyball court, play equipment, picnic shelter, passive green space, and mature trees. The ice rink was installed in 2019 in place of an old ball field. Other recent upgrades to this park include new benches, improved ramp access to the picnic shelter, and paved pathways connecting the picnic shelter and playground. New basketball nets are scheduled for installation in 2022..

Existing Facilities

1. **Volleyball Court:** There is community interest in lighting the sand volleyball court. According to the online survey, the Smithfield court is the most used volleyball court in the Township (14 of 30 respondents indicated using it). The purpose of the new lighting would be to extend hours of use into the evenings – which is important for use during the late summer and fall. New lights should be LED and night sky friendly. Solar lighting should be considered, depending on the length of the trench and conduit required to connect the lights to the hydro line. Section 4.0 notes the need to consult with the volleyball league on local activity needs to support investment in the courts.
2. **Playground:** The existing playground appears to be in fair condition. The play equipment is wood construction, and the surfacing is rubberized. The playground

should be evaluated to verify that it meets safety standards. This playground is best suited for younger children. Incorporating play equipment for both younger and older children should be prioritized when the playground is next updated.

Standard Upgrades

1. **Paved Driveway Entrance:** The driveway entrance to Smithfield Park extends to the very back of the park, dividing the park in half. The length and position of the driveway influences how people move through the park and how new amenities/facilities can be situated within the park. Consider opportunities, demand and options for the Smithfield driveway entrance, and investigate providing a paved driveway if funding opportunities become available. Before considering this work the Township should determine the required functions of the driveway, and the potential to shorten it.
2. **Naturalization:** The majority of the park is open or treed lawn space which requires extensive lawn maintenance. Introducing naturalized borders or naturalized pockets will reduce maintenance costs in the long term and provide added interest and biodiversity to the park.

New Amenities

1. **Pathway Loop and Adult Exercise Equipment:** An accessible pathway loop running along the perimeter of the park should be developed. Following the perimeter of the park, a loop of about 600 metres can be formed depending on the desired offset from the property line and whether the path is curvilinear or track-shaped. The pathway should facilitate activities such as walking, rollerblading and scootering. It should provide a safe and pleasant space for young children learning to bike and for people using wheelchairs, walkers and strollers etc. Shade trees

should be planted along the extent of the path and benches and/or picnic tables should be provided. In addition to the pathway loop, adult exercise equipment should be incorporated into the park. The selected equipment should be geared towards use by senior residents.

Care must be taken around existing trees during pathway installation, especially on the north side of the park where trees are dense. Existing trees in this area should be retained and protected during construction unless they pose a hazard or are in poor condition.

The Township should consult with the Lancaster long-term care residence to plan a wheelchair accessible route from the residence to the pathway loop.

Recommendations

PT18. Discuss opportunities, demand and options for the Smithfield driveway entrance, and investigate providing a paved driveway if funding opportunities become available.

PT19. Implement naturalized borders and/or naturalized pockets at Smithfield Park.

PT20. Implement the pathway loop and adult exercise equipment at Smithfield Park.

North Lancaster Optimist Park

North Lancaster Optimist Park is an active park located in North Lancaster beside the elementary school and the post office. It serves the community of North Lancaster and is the closest Township park to residents of Glen Nevis. It is the third largest Township park in South Glengarry, after Glen Walter Regional Park and Smithfield Park.

The park features a lit ice rink, change shack, lit ball field, sports field, sand volleyball court, play equipment and passive green space. The ice rink is used for ball hockey in the summer. Tree cover is severely lacking throughout this park. Recent upgrades to this park include new benches, new basketball nets, improved ramp access to the picnic shelter, and paved pathways connecting the picnic shelter and playground. Plans have begun for the removal of the volleyball court, as it is underused. Replacing the playground has been included in the 2022 budget. The 2021 Updated Facilities Implementation Plan list no outstanding accessibility upgrades for this park.

The community has expressed interest in adding a shade structure to the park, and fundraising towards this initiative.

Existing Amenities

1. **Playground:** The playground equipment and surfacing are old and in need of replacement. A new structure has been selected and is scheduled for installation in the fall of 2022. Shade and seating should be prioritized when installing the new playground.
2. **Volleyball Court:** The volleyball court is underused and has become overgrown with grass and weeds. Remove the volleyball court and replace sand surface with topsoil and sod.

3. Ball Field: It is identified in the facilities section of the master plan that the Township is oversupplied with ball fields. It is recommended that some ball fields be replaced with amenities better suited to current interests of the community. Should the North Lancaster ball field become underused and overgrown the Township should consider repurposing the space. The possible need to introduce other amenities should be investigated in consultation with the community.

Standard Upgrades

1. Naturalization and Tree Planting: The majority of the park is open lawn which requires extensive lawn maintenance and creates a lack of shade on-site. Introducing naturalized borders or naturalized pockets will reduce maintenance costs in the long term and provide added interest and biodiversity to the park. Extensive tree planting should be implemented in this park.

Both shade tree planting and naturalized tree planting should be implemented. Typically shade tree planting refers to planting large stock deciduous trees, spaced 6-8 meters apart, near amenities such as playgrounds. Naturalized tree planting refers to planting native saplings in groupings among native shrubs and herbaceous vegetation.

Recommendations

- PT21. The North Lancaster Optimist Park playground is scheduled for replacement in fall 2022. Prioritize shade and seating in its installation.
- PT22. Remove the volleyball court at North Lancaster Optimist Park.
- PT23. Consider removing the ball field at North Lancaster Park if it is no longer required, and investigate other potential park amenities in consultation with the community.
- PT24. Work with community to introduce a shade structure, and implement naturalization and tree planting throughout North Lancaster Park.

Green Valley Community Park

Green Valley Community Park is an active park located between the retirement residence (Valley Garden Retirement Center) and the Catholic church (Église catholique Sainte-Marie-de-l'Assomption). It serves the community of Green Valley and is the closest Township park to residents of Glen Norman and Brown House Corner. Along with Paul Rozon Memorial Park it is the smallest of the active parks in the Township. Unlike Paul Rozon, however, it doesn't have the benefit of bordering a high school green space with sports fields.

The park features a lit ice rink, change shack, a combined sports field and ball field, a combined tennis/pickleball/basketball court, fitness equipment, play equipment and passive green space. Washrooms can be accessed in the community hall. Over the last two years the ice rink has not been operational due to a lack of volunteers. Recent upgrades to this park include the addition of an accessible parking spot.

Standard Upgrades:

Community Connections: Circulation between the community and the park is prevented in areas due to a chain-link fence that runs along the western and southern perimeter of the park. The Township should consider eliminating sections of fence and creating secondary entrances to the park from the end of Mackinnon Road and from the back parking lot of the Catholic church. If residents of the retirement centre are interested, a tree lined accessible pathway with benches could be developed to connect the centre to the church through the park. This feature could be further developed to include a loop around the park perimeter.

Existing Amenities

Playground: There is community interest in a new playground. The existing playground is about ten years old. The play equipment is in relatively good condition, but the safety surfacing is sand. Playground upgrades or potentially a new playground should be provided in the long term of this Plan. Ideally the playground should include accessible play features and surfacing, junior and senior play features, shade trees, accessible seating, and an accessible pathway connection to the parking lot. In the meantime, shade trees should be planted along the front sidewalk and along the eastern edge of the park facing the back of the retirement residence. This L-shaped layout of shade trees should be offset from the existing playground, to leave space for playground expansion in the future.

Sports Field and Ball Diamond: The sports field and ball diamond are underused. The Township should consult with the Green Valley community to determine if a different amenity would be better suited to use of this space.

Recommendations

PT25. Provide secondary entrances to Green Valley Park from the church and the end of Mackinnon Road.

PT26. Upgrade the existing playground at Green Valley Park to make it accessible or replace with a new playground in the long term. Consider tree planting around new structure.

PT27. Consult with the Green Valley community to determine if a different amenity would be better used in place of the combined sport field and ball

Jack Danaher Park

Jack Danaher Park is a small active park located in Bainsville. It serves the community of Bainsville and is the closest Township park to residents of Curry Hill.

The park features a lit ice rink, change shack, volleyball court, play equipment and passive green space. Washrooms can be accessed through the community hall. Recent changes to this park include improved wheelchair access to the community hall (ramp installed) and removal of the old play structure.

Existing Amenities:

Ice Rink: Consult with the Bainsville community to determine potential support needed for improvements to support preferred off-season uses (e.g., volleyball).

Playground: Prior to removal, this park had a swing set and a wooden ship themed play structure. This play equipment was removed due to safety concerns including the lack of safety surfacing. A new playground is needed in its place. The new playground should include accessible play features and surfacing, junior and senior play features, shade trees, accessible seating and a pathway connection to the parking lot. Existing trees in this area should be retained and protected during construction unless they pose a hazard or are in poor condition. Consult with the Bainsville community to determine priorities and preferences for the new playground.

Standard Upgrades:

Paved Parking Lot and Pathway Connections: An accessible parking spot should be located near the park building. In addition, accessible pathways should be provided to connect the accessible parking spot, new playground, park building and ice rink entrance. The existing trees along the parking lot should be retained and

protected during parking lot construction unless they pose a hazard or are in poor condition.

Recommendations

PT28. Consult with the Bainsville community to determine preferred off-season uses for the ice rink at Jack Danaher Park. Provide required upgrades.

PT29. Consider parking lot upgrades, accessible parking and providing accessible access to all amenities at Jack Danaher Park through funding opportunities.

PT30. Consult with the Bainsville community to determine priorities and preferences for the new playground at Jack Danaher Park. Complete new playground in the short term of this Plan.

Summerstown Estates Park

Summerstown Estates Park is an undeveloped 3.5 acre parcel located in the Summerstown Estates subdivision. The community of Summerstown does not have a park and the Township wharf property does not have any space for park amenities. Summerstown Estates Park should be developed as an active park to serve the community of Summerstown.

As an active park according to the proposed classification system, potential options for amenities for this park include a junior play area, a senior play area, a shade structure, parking lot, shade trees, passive greenspace, and looped pathway connections.

Further consultation with the community is needed to inform the design of this park.

Recommendation

PT31. Develop Summerstown Estates Park as an active park for the community of Summerstown. Provide opportunities for community consultation from the concept design stage through to detailed design. Consult with the SDG Accessibility Committee and public concerning park accessibility.

6.6.2 Natural or Passive Parks

Bernie McDonnell Park

Bernie McDonnell Park is a passive park with natural features located in the subdivision of Lancaster Heights. It serves Lancaster Heights and is visited by people from throughout the Township due to its unique features and picturesque landscape.

The park features a pond with a small island, a footbridge, a picnic area, mature trees, and some open green space.

Standard Upgrades

Foot Bridge and Entrance Path: As noted in the 2021 Updated Facilities Implementation Plan, the entrance path is to be widened and the foot bridge replaced with a wider bridge by 2024. The upgrades are intended to improve wheelchair accessibility. Before implementing these changes the Township should consult with the SDG Accessibility Committee and public to ensure that these efforts will actually make it feasible for people using wheelchairs to cross the bridge. Along with bridge width, the slope, surfacing, handrails and edge protection need to be designed for accessibility. Space must be provided at either end of the bridge to allow a person using a wheelchair to make a full turn.

Accessible pathways should lead to accessible features. If feasible considering slope and existing trees, an accessible seating area should be provided on the island as a destination for those crossing the bridge.

Pond Vegetation Buffer: A vegetation buffer of a specific width should be developed and maintained along most of the pond perimeter. The function of the buffer is to provide habitat protection and slope stabilization. The Township should consult with the RRCA in determining an appropriate buffer width and native plant species composition. Environmental stewardship groups can be engaged to assist with planting and seeding.

It is important that the mowed grass area of the park doesn't encroach down the bank to the pond. In the first few years when the buffer is becoming established, simple markers such as coloured stakes should be used to indicate the edge of lawn to park maintenance workers. Gaps in the buffer should be provided in areas to allow people to access the water. Areas along the pond where the bank slope is gentle, or where it is rocky are preferred access points.

Recommendations

PT32. Consult with the SDG Accessibility Committee and public concerning the bridge and pathway upgrades. Provide an alternate accessible amenity at Bernie MacDonnell Park should the accessible bridge not be feasible.

PT33. Consult with the RRCA and implement a pond vegetation buffer at Bernie McDonnell Park.

6.6.3 Waterfront Parks and Waterfront Access

Cairnview Park

Cairnview Park is a 4.5-acre undeveloped park located on a peninsula on the Raisin River in the community of South Lancaster. South Lancaster lacks park space and does not have a Township park other than the South Lancaster Wharf. Cairnview Park should be developed as a waterfront park to serve all Township residents with some active park features to serve South Lancaster.

The Township should develop a concept plan for Cairnview Park based on the comments and ideas collected from the online survey and the waterfront focus group. Suggestions from the focus group are for the Township to provide parking, trees for shade, seating, equipment rentals for water activities (e.g., kayaks, canoes, etc.), and washrooms (e.g., eco-friendly washrooms). The online survey collected 150 responses regarding ideas for Cairnview Park. Popular suggestions included: small craft launch and rentals, fishing spots, picnic areas, playground, boat launch, swimming area, natural space and trails.

Recommendation

PT34. Develop Cairnview Park as a waterfront park to serve the Township and community of South Lancaster. Develop a concept plan, or a series of concept plans based on the community consultation. Proceed to detailed design and construction.

Glen Walter Waterfront Park

Glen Walter Waterfront Park is located in Glen Walter on a narrow piece of land between County Road 2 and the St. Lawrence River. It is located next to the Township water treatment plant. Apart from a sign, lawn area and dock, the park is currently undeveloped. As one of the Township's few waterfront parks, it could be used by residents from throughout the Township. As it is along the Great Lakes Waterfront Trail route, the park should be designed as a rest area for cyclists.

Figure 6-9 shows the concept plan for Glen Walter Waterfront Park. The development of the park has been organized in two phases. The following features are proposed for phase one:

- picnic tables (with optional concrete footings)
- benches (with optional concrete footings)
- path/trail (segment one)
- Waterfront Trail signage
- bike racks

These features are proposed for phase two:

- bike repair station
- new shrub planting
- additional bike racks
- Township park signage (as per proposed signage strategy)
- bollards at pathway entry



Figure 6-9: Glen Walter Waterfront Park Concept

Recommendation

PT35. Develop Glen Walter Waterfront Park to serve cyclists using the Waterfront Trail and residents throughout the Township. Provide opportunities for community feedback through the concept refinement and detailed design stage. Consult with the SDG Accessibility Committee and public concerning park accessibility.

Kenneth Barton Senior Park

Kenneth Barton Senior Park is a waterfront park in the community of Martintown. It is located on the Raisin River and, at 4.7 acres, is the largest Township-owned waterfront park.

The park features a dock, small craft launch, pathways, garden beds and passive greenspace. Washrooms can be accessed in the Martintown Community Centre which is located on site.

The dock, small craft launch, pathways and garden beds are new as of 2018. These features were installed based on a concept plan that was developed for the park in 2017. Proposed features shown in the concept plan that are yet to be implemented include:

- wood duck and bluebird nesting boxes
- conifer windbreak
- bocce ball courts
- gazebo
- several benches and picnic tables
- tree and shrub planting

Comments were received about the dock being unfinished and the small craft launch being unsafe and unusable. Improvements/upgrades to these amenities have been completed.

Recommendation

PT36. Continue to implement the concept plan for Kenneth Barton Senior Park.

South Lancaster Wharf

South Lancaster Wharf is a Township-owned wharf in South Lancaster that is well used by residents and tourists. The wharf features docks, a small craft launch and steps into the water for swimmers. The wharf is very popular

in the summer for activities like swimming, fishing, picnics, and watching the sunset. The wharf can become congested, causing conflicts between different uses at the same time. As Cairnview Park is developed, it will provide more space/opportunities for summertime access to waterfront amenities and uses.

The South Lancaster Wharf Committee and the Township have been working together to make this waterfront area more attractive and inviting to the public. The intent is to focus on the south ends of Grace Lane, Cairn View and Calvin Streets, to improve these locations by providing seating. A longer term initiative would be to add interpretive, historic signs at each location to support cultural tourism.

A first step in the initiative to provide seating was to conduct property surveys at the end of each street to confirm municipal ownership of the areas to be improved. These have now been completed and revealed that the lands in question are Crown land owned by the Province of Ontario. The Township, therefore, cannot make any changes to these sites. In view of this finding, Council has moved to investigate the possibility of acquiring these lands from the Crown. If successful in gaining ownership, the enhancements envisioned for these waterfront locations can be pursued.

Recommendation

PT37. Continue to provide portable washrooms, picnic tables and trash cans at South Lancaster Wharf. Consider installing bike racks at or near the wharf, to accommodate cyclists using the Waterfront Trail. If Crown land can be acquired, continue to work with the South Lancaster Wharf Committee to improve recreation related uses in this area of the waterfront.

6.7 Trail Specific Recommendations

6.7.1 Peanut Line Trail Study

The Peanut Line Trail crosses many farm fields along its 40-kilometre extent. In some areas the Trail divides fields where crops on either side are part of the same farm field and the only way to access both sides is to cross the Peanut Line. In these cases there is little to no shelter belt/woody buffer or fencing between the Trail and the fields. Without barriers there have been instances of Trail users on motorized vehicles leaving the Trail, driving onto the adjacent private property and causing damage to private land, including crop damage. This is a trespassing issue for the private property owners. Although organized users/Clubs that use the Trail have notified their members to respect the Trail and adjacent properties, the Trail is open to all patrons as it is public property owned by the Township. Trail permits, therefore, are not required - making it difficult to determine which users are trespassing onto private property from the Peanut Line. As the owner of the Peanut Line, the Township would like to find a solution to ensure users are respecting the trail and adjacent properties.

The Peanut Line is a unique municipal asset and recreation amenity for year-round use by residents and visitors. Landowners, local users, and the Township - along with the area's flora and fauna - are key stakeholders in its future. For this reason, a separate study on the Peanut Line Trail should be conducted to engage landowners and users in the determination of an acceptable, financially viable solution from the perspective of protection and access/use.

While not limited to these possibilities, two potential options to investigate include:

Option 1: Sell affected segments of the Peanut Line to landowners. Access agreements for users to continue to use these portions of the Trail could be made between trail-recreation

clubs and individual landowners. The funds collected from land sales could be put towards improvements to the Peanut Line.

Cons:

- eastern half of the Peanut Line will be fragmented
- loss of a unique recreational amenity to residents and visitors

Option 2: Work with affected landowners to install fencing and gating systems in these areas. For this to be an effective solution the fencing must prevent trespassing by motorized vehicles and also allow farming equipment to cross the Trail and easily access fields at gate points.

Both of these options, and others that emerge, will have different costs and benefits. The Study, therefore, should include developing criteria to be used in evaluating each proposed option to rank their acceptability and arrive at a preferred option. Criteria can address items in the areas of ownership, capital costs, ongoing maintenance costs, impact on flora and fauna, legal agreements, safety, etc. In terms of ownership, for example, if it is important to retain municipal ownership of the entire Trail these criteria would be weighted to place greater value on this objective than on a combination of private/public ownership.

The study should also address design, ongoing maintenance, etc. of the Trail infrastructure, associated amenities, and integrate other relevant initiatives such as branded signage and wayfinding and the Parks and Trails Tree Strategy, and the estimated costs for this work. The use/access options selected through the above-noted consultation will help inform these items.

Recommendation

PT38. Conduct a Peanut Line Trail Study to resolve issues around use, access, trespass through stakeholder consultations, and inform future infrastructure work and estimated costs based on the preferred option and other relevant Township initiatives.

6.7.2 Trails Master Planning

There is considerable opportunity for trail recreation and trail-based tourism in South Glengarry. With the Peanut Line Trail and the South Glengarry segment of the Great Lakes Waterfront Trail combined the Township owns 75-kilometres of recreation trail. These two trails are parallel arteries connecting communities and points of interest from east to west across the Township. By connecting them and investing in trail surface and trail amenity improvements, a trail network could be established with significant appeal for residents and visitors to South Glengarry.

As noted above, a separate study should be conducted for the Peanut Line Trail. The primary focus of trails master planning in South Glengarry should be the strategic development of the trail network as whole across the entire Township. This could include improvements, signage, and connections to encourage active transportation.

Objectives may include:

- Improve connectivity between the two arterial trails as well as settlement areas, and key points of interest including parks, natural areas, agri-tourism attractions, and heritage sites.
- Improve cyclist user experience along the waterfront trail and identify areas where the trail could be moved offroad. Consider route alternatives along the service route trail segment between Lancaster and Curry Hill.
- Identify trail segments to be developed as “family oriented”. These should be loops or sections of trail for active trail recreation that are safe, fun, and accessible for families. Ideally these segments should be paved, off-road and multi-use.
- Prioritize the development of certain trail amenities offerings such as trailheads, route signage, interpretive signage, washrooms,

bike racks, repair stations, water stations, warming huts and rest areas.

- Determine acceptable 'quiet time' hours for use of trails, both for residents and wildlife living in the vicinity of these assets, and implement signage to convey this message and hours-of-use.

The Township is interested in preparing an Active Transportation Master Plan, the scope of which should include the trails-related recommendations in the Parks and Recreation Master Plan.

Recommendation

PT39. In preparing a South Glengarry Active Transportation Plan, coordinate scope with with relevant studies recommended in the Parks and Recreation Master Plan (i.e., the Peanut Line Study and other trail connections and Waterfront Trail improvements).



7.0 Service Delivery

7.1 Introduction

The foregoing sections of the Plan addressed needs and opportunities to further develop services in the areas of program, activities and events, facilities, and parks and trails. This section deals with potential improvements to the ways in which these services are delivered to the community, with the overarching goal of making better use of all available resources in providing the best possible parks and recreation system for the South Glengarry community. The discussion is presented under the following main headings:

- overview of the service delivery system
- contextual factors
- delivery system needs assessment

7.2 Overview of the Service Delivery Structure

7.2.1 Municipal Organization

As noted in Section 4.0, the Township of South Glengarry functions as a facilitator in providing recreation services. Its role focuses on providing and maintaining parks, trails, and facilities to support community-based programs, self-directed activities and events. Enabling and helping others to deliver their services with municipal support makes the Township an indirect program provider. This role is carried out by the staff positions outlined in Figure 7-1.

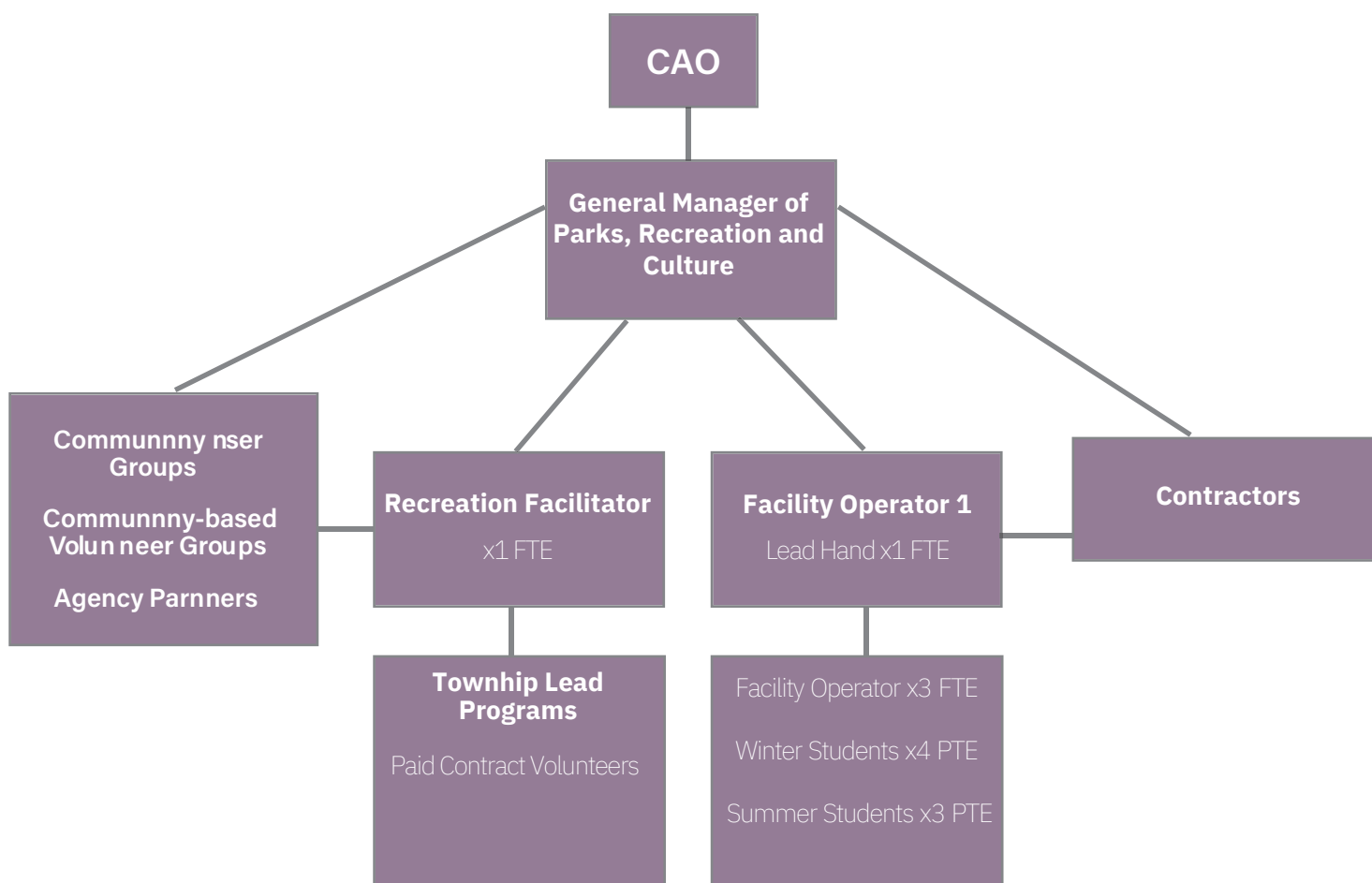


Figure 7-1: Structure of the Township's Parks, Recreation & Culture Department

The municipal structure for service delivery includes a number of committees of Council and boards, to which representatives are appointed by Township Council. Those that are most relevant to parks, recreation and culture services are noted below:

- The Accessibility Advisory Committee of the United Counties of Stormont, Dundas and Glengarry is a statutory body, for which the Township designates a representative.
- Standing committees include the Heritage Advisory Committee, the Environment Committee, and the Connectivity Committee.
- Joint committees/boards include the Glengarry Nor'Westers and Loyalist Museum, and the Raisin Region Conservation Authority.

7.2.2 Non-Municipal Service Providers

Municipalities that operate as facilitators or indirect providers rely on many different non-municipal organizations that provide a diverse range of services to their communities. Providers range from local volunteer groups to other formal agencies and organizations.

In South Glengarry, many community volunteer committees/associations contribute to parks and recreation services throughout the Township, a number of which are focused on a specific community, facility or park. Their involvement covers various areas including programming, fundraising, using facilities and parks, preservation work, etc. These groups include:

- Bainsville Recreation Committee
- Glen Walter Parks and Recreation Committee
- Lancaster Optimist Club
- Friends of the South Lancaster Wharf
- Glengarry Celtic Music Hall of Fame
- North Lancaster Optimist Club

- Williamstown Green Thumb Horticultural Society
- Martintown Horticultural Society
- Martintown Cenotaph Committee
- Lancaster Cenotaph Committee
- Williamstown Cenotaph Committee
- Martintown Mill Preservation Society
- Martintown and District Goodtimers Association
- Glengarry Nor'Westers & Loyalist Museum members
- Green Valley Knights of Columbus
- Lancaster Legion Branch 544

Non-municipal organizations that operate their own facilities/sites/programs and provide services to the community include the Williamstown Fair Board (St. Lawrence Valley Agricultural Society), Summerstown Trails, Sir John Johnson Manor House Committee, Glengarry Fencibles Trust, and Friends of the Ruins of St. Raphael.

There are also a number of formal agencies and organizations that provide services locally. The SDG Library Board is responsible for library services in the Township through branches in Lancaster and Williamstown, and an express depot in Glen Walter. The Glengarry Inter-Agency Group (GIAG) delivers an Early Years program. The Boys and Girls Club of Cornwall SDG operates Summer day and March Break camp programs in South Glengarry, and the Seaway Valley Community Health Centre provides programs for seniors. The Raisin Region Conservation Authority holdings in the Township provide additional resources for nature-based recreation.



7.3 Contextual Factors

7.3.1 Strong Volunteer Base

Unlike many communities that struggle to recruit and maintain volunteers for parks and recreation work, South Glengarry has a strong base of highly engaged volunteers. Volunteerism is a long standing tradition in the community, possibly due to its rural agricultural roots. Volunteer involvement covers a wide range of activities including fundraising for specific projects, running organized programs, activities, and events, participating in boards and committees, beautification initiatives, etc. In addition to involvement in the more ‘traditional’ areas of recreation, the range of interests, skills and volunteer commitment in the community is demonstrated in relatively highly developed heritage and seniors’ services.

7.3.2 Decentralized Service Delivery

As noted in foregoing sections, the Township comprises a large number of small communities, and almost all have a park and/or community building that functions as a focal point for local recreation. Many also have a strong history of volunteer involvement in both the provision and operation of these facilities and spaces.

As the owner of these assets, the Township is responsible for ensuring they meet legislated standards for public buildings and spaces. In addition to conducting required capital and maintenance functions associated with this role, staff also provide considerable day-to-day support to some of the groups that use these spaces (e.g., equipment set-up/take-down, clean-up, etc.). The Township owns a number of buildings that are not part of the inventory of recreation assets but for which Parks,

Recreation and Culture is also responsible in terms of day-to-day upkeep and maintenance.

Over the years, the combination of volunteer and staff involvement in providing services over a large geographic area has resulted in levels of support that vary widely across the community. Since these relationships have evolved organically, they involve various levels of interaction between volunteers and the Township, ranging from minimal to extensive. The groups consulted in preparing the Master Plan expressed strong praise for the support they receive from Township staff and suggested more staff is needed to reduce pressure on the individuals who are currently delivering high levels of support.

As noted above, current department staffing totals six (6) full-time employees and three (3) or four (4) part-time workers - depending on the season - who are responsible for 9 indoor facilities (including the Lan-Char Centre and the Lancaster Legion), 18 parks, the Peanut Line Trail, and school sports field maintenance. This includes the recent assumption of responsibility for programming two community facilities at which volunteers are no longer involved. The Master Plan also anticipates the development of two new parks - one in South Lancaster on the Raisin River, and one in Summerstown Estates. At the same time, a part-time program coordinator position was discontinued in 2021.

7.3.3 Collaborations

All of the organizations noted in 7.2.2 work with the Township in service provision, although the nature of these collaborations vary. Working relationships with organizations that use or support Township-owned facilities, parks and trails spaces largely regular and ongoing. Collaborations with organizations that own and operate assets that contribute to the community-wide recreation system are more likely to be initiative-specific requests for Township support. As noted above, these types of organizations (e.g., Glengarry Fencibles Trust,

Williamstown Fair Board, and Sir John Johnson Manor House Committee) are independent of the municipality.

In addition to these singular and ongoing collaborations, a five-year agreement with the Upper Canada District School Board (March 1, 2018 to February 23, 2023) outlines the terms and conditions for the Township's priority access to 3 sports fields at Char-Lan District High School and 3 sports fields at Williamstown Public School. It specifies costs, capital and maintenance responsibilities, and liabilities that the Township agrees to assume in exchange for guaranteed hours of use for community programs outside academic hours. From a policy perspective, the Township has also worked with the Eastern Ontario Health Unit to develop its Active Living Charter (see Appendix A).

When both community-based volunteer groups, other public, and external not-for-profit organizations are considered, the Township and these parties have considerable experience in building and maintaining collaborative relationships. This allows the municipality to bring programs to the community that might not be available otherwise, and to access the resources/support of other organizations in strengthening its position in its role in providing parks and recreation services.

7.3.4 Summary

South Glengarry is fortunate to have both a strong, engaged volunteer base and good working relationships between the Township and non-municipal service providers including community-based volunteer groups, other public agencies and formal not-for-profit organizations. These factors combine to provide a well-developed, diverse parks and recreation system that contributes to both individual and community well being.

Township staff are responsible for providing services to a decentralized parks and recreation system, including asset management and support to those who use these for their programs and activities. While this is the appropriate role for the municipality in indirect service provision, the number of staff available to maintain relatively high levels of service is limited and creates difficulties in keeping pace with demand and optimizing the use of staff time.

7.4 Delivery System Needs Assessment

7.4.1 Community Interest

Community Support for Service Development

Table 7-1 shows responses to the surveys on willingness to support recreation service development through a variety of methods.

Table 7-1: Resident Household Support for Service Development

		Random Survey (200 respondents)	Online Survey (200 respondents)
paying	paying more fees to use services	36%	35%
	accepting an increase in property taxes	6%	26%
volunteering	volunteering to work to source private sector grants/donors/sponsors	9%	17%
	volunteering to help run programs/activities	9%	29%
	joining a volunteer stewardship group (e.g., Friends of 'X' Park)	26%	30%
	organizing/assisting with local fundraising events	10%	38%
donating	donating an amenity for a park (e.g., bench, tree, picnic table)	30%	27%
	donating money to a capital campaign	21%	30%

Parks & Recreation Master Plan

Both resident household surveys revealed a relatively positive response to a number of suggestions on ways to support future service development, including paying more fees to use services, donating an amenity for a park, joining a volunteer stewardship group, and/or donating to a capital campaign. Online survey respondents were noticeably more likely to consider a property tax increase, volunteering to help run a program, and/or organizing/assisting with local fundraising events.

Collectively, there is solid community willingness to contribute to service development, and this is likely a reflection of past involvement in parks and recreation related projects - particularly among online survey respondents who are more likely to be service users.

As shown in Table 7-2, user groups most often reported disagreement with paying higher fees, although a comparable number were uncertain in this regard. Groups responded most positively to the helping with fundraising for facility development, and least positively to contributing to the capital costs of these.

Table 7-2: User Group Level of Agreement with Options to Supporting Service Development

	Agree	Disagree	Uncertain	Total
Our organization would start paying/ would pay higher user fees to improve the quality of recreation facilities we use	15.4% 2 groups	46.2% 6 groups	38.5% 5 groups	13 groups
Our organization would contribute to the capital costs of developing new facilities for our use	15.4% 2 groups	61.5% 8 groups	23.1% 3 groups	13 groups
Our organization would help with fundraising activities for facility development	61.5% 8 groups	15.4% 2 groups	23.1% 3 groups	13 groups

Township Support for Service Development

Among six respondents to the user group survey, a majority (66.7% or four organizations) indicated the Township could better assist them with communicating with the municipality, and with marketing and promotion (Table 7-3).

Table 7-3: User Group Interest in Additional Township Support

Areas of Interest for Support	% (#) of Groups
marketing and promotion	67% (4)
communicating with the municipality	67% (4)
assistance with funding applications	50% (3)
volunteer recruitment	33% (2)
better facility scheduling	33% (2)
facilitating partnerships among service providers	33% (2)
insurance (securing, cost, etc.)	17% (1)
fundraising	17% (1)
other	17% (1)
volunteer training	0
volunteer recognition	0

While the focus group participants were very complimentary about staff responsiveness to their needs, the practical help they provide, and good working relationships, the following points were reported areas of need:

- more staff should be hired to lessen workload on existing employees and better distribute tasks in supporting the day-to-day needs of groups using Township facilities
- assistance with grant applications and equipment storage
- considering the potential for local volunteer groups to meet program needs before engaging outside organizations
- facilitating inter-group, mutually beneficial working relationships
- investigating ways to access in-kind building services (e.g., trades, construction, etc.)
- more expeditious implementation of group-supported initiatives
- completing needed upgrades to facilities used

7.4.2 Municipal Structure and Capacity

Operations Review

Although the Master Plan's scope does not include a detailed operational review, the contextual factors discussed above indicate the need to look at ways to streamline the day-to-day aspects of delivering services to facilities, parks and users. Although hiring additional staff to redistribute the workload was a suggestion from the community, it is not necessarily the first step to finding a viable solution.

Identifying areas in which staff workload can be rationalized will be based on how time is currently being spent. Facility Operator time sheets currently track hours by facility category, which provides detail as to how much staff time is spent at each facility. The Township has financial accounts outlined for most parks, facilities, etc., which allows staff time to be coded to these sites. This practice should be continued as it can help identify the actual/relative extent of staff time spent on building/park maintenance. The resulting levels of service by location - ranging from low to high - can be aligned with the recommended parks classification system. Tracking can also help identify possible areas for increased efficiencies in the use of staff time (e.g., eliminating repetitive tasks or trips and duplications of effort, opportunities to combine tasks, etc.).

The Township's recreation management software will facilitate collecting the information needed to align services with priorities and available staff. The operations review, however, is something that is best conducted in the short-term to help establish directions early in Master Plan. Given its priority, scope and no in-house capacity to do the work, a qualified consultant should be hired to conduct the review. The tracked time sheet information noted above can be provided to the consultant as part of the data base for this work.

Part of the operations review should include consideration of the current arrangement with the Junior B Rebels for operating the Tartan Hall bar. Township staff are responsible for stocking the bar, and this expense - including staff time - is deducted from the amount the Junior B Rebels receive as profit. This task, however, detracts from the core program and administrative responsibilities of the position to which it is assigned. Further, there is no formal mechanism for tracking staff time spent on replenishing bar stock, meaning there is no guarantee that the deduction from profits is a true reflection of this expense. Transferring the responsibility for the bar to the Rebels would incur an annual insurance expense for the Rebels to assume the liquor license. At the same time, the Rebels could operate the bar during rentals to raise funds. Tracking the time for staff to do this work in the short-term would provide a clearer picture of the actual cost to the Township for this service, and be considered as a factor in the potential for the municipality to cover - or at least contribute a portion to - the cost to transfer the license to Junior B.

If the Township opts not to transfer the license to the Junior B Rebels, a Management Agreement between the Township and the Rebels is recommended. This agreement would stipulate that the bar is the responsibility of the Rebels for their game days, tournaments, etc., which would include stocking the bar, and the Township would continue to hold the license. The Rebels would still need to purchase the proper insurance coverage for their uses. Neighbouring municipalities have entered into these types of agreements. In addition, the Township should consider engaging locally-based, insured organizations and licensed caterers to operate the bar for private and/or community events at Tartan Hall to alleviate staff time spent operating the bar.

All services for parks and facilities for which Parks, Recreation and Culture is responsible should be included in the review to ensure a complete picture of task/time allocation by

location and type of work. As noted above, this review should be conducted in the immediate future to provide the data needed to evaluate and make necessary adjustments to the Township's approach to the day-to-day operations. Criteria to evaluate the findings should be identified in advance of data collection so that the information collected will be directly applicable to the answers being sought. If, for example, there needs to be a differentiation made between 'core' and 'non-core' services, what these comprise would need to be defined in advance of the review so that task/time allocations can be categorized accordingly.

The findings of the review should be used to identify opportunities to consolidate needed services and possibly discontinue those that are redundant, non-essential or could be part of rental/use agreements with park/facility users.

Recommendations

- SD1: Hire a qualified consultant to conduct a department operations review to identify opportunities to streamline work related to the day-to-day aspects of delivering services to facilities, parks and users.
- SD2: Use new recreation management software to collect a comprehensive data base for services planning and operations.

Fees and Revenue Generation

Increasing Fees for Use of Recreation Facilities

A 2020 staff report to Council (S.R. No. 08-2020) recommended incremental increases to 2025 in facility rental fees for Char-Lan Recreation Centre, Martintown Community Centre, and Paul Rozon Community Centre to bolster cost recovery over time. Council did not approve the proposed by-law. While the Master Plan survey results did not reveal majority support for higher fees, respondents clearly favoured this approach over property tax increases, and service development will need to be financed - at least to some degree - from these sources. In consultation with the community, Council should reconsider this approach to revenue generation.

Advertising Revenues

The current arrangement with the Junior B Rebels directs profits from rink board advertisements to the Club. The Club manages the advertisement program and collects all profits.

Other arenas user groups are requesting shares of advertising revenues to sustain their programs. Council is interested in the Township taking more ownership of the advertisements in the arena by obtaining proper agreements with those obtaining ads in the facility. Municipalities in the immediate vicinity - South Dundas, South Stormont, North Dundas, North Glengarry - solicit advertisements for their boards and retain all revenues.

Council has directed staff to prepare agreements for the major organized users of the arena ice - Junior B Rebels, the Char-Lan Minor Hockey Association, Char-Lan Skating Club - to allow each group to sell allocated locations (i.e., rink boards, ice logos and ice resurfacers) for advertising and to retain the profits from their respective allocations.

Commemorative Tree and Bench Program

These types of programs are designed to encourage citizens to commemorate people or events through donations that 'purchase' parks-based amenities, some of which are eligible for charitable tax receipts. A sample of municipal programs reveals some that encompass a potentially broader scope for community support, while others are more specific. The City of Greater Sudbury's Parks Services Donation and Memorial Program allows the public to "make donations to commemorate a special person, a momentous occasion or simply donate as a philanthropic gesture to beautify a community park. Donations

towards the purchase of park enhancements or memorial gifts can include park benches, trees (hardwood and conifers), bike racks, picnic tables, sun shelters, sports equipment (basketball standards, tennis nets, soccer goals, etc.), playground structures, other options to be discussed with Parks Services."¹ The policy also notes that donations for parks are guided by site-specific plans.

Strathcona County's (Alberta) Parkland Memorial Program notes:

"The Parkland Memorial Program provides individuals, groups and organizations with the opportunity to beautify Parkland in Strathcona County by planting trees or installing Parkland Amenities in remembrance, observance or acknowledgment of an appropriate event, occasion or individual. Approval of applications will be based on aesthetic considerations, improvements to the level of service to our Parkland users and with the intention of facilitating planned development in our Parkland. "Amenity" means any bench, table, park furnishing or other structure or development that increases the physical or material comfort of the park. It may include a memorial plaque."²

Donation Programs

A general donation program could be considered to support recreation services, although it would likely need to include other areas to which residents could donate. The City of Toronto includes an opportunity to donate to specific service areas in its tax mailouts. This Voluntary Contribution program notes, "You can make a voluntary contribution (donation) to support a variety of City programs and services that matter to you. You can make a donation in any amount from \$1 up to \$50,000 [which

1 Source: <https://agendasonline.greatersudbury.ca/?pg=feed&action=file&attachment=5992.pdf>

2 Source: <https://www.strathcona.ca/community-families/community-programs/parkland-memorial-program/>

include]: children; youth and parenting; history art, and culture; parks, gardens and beaches.”³

These are only four of 12 categories listed on the insert, including general revenues. Potential categories for the Township of South Glengarry could include recreation services in general or be refined to allow contributions to be directed to specific facility improvement projects or program areas.

Last Minute Ice Program

Last Minute Ice rentals can help generate revenue to offset arena operating costs. The City of Owen Sound⁴ lists these parameters for its program:

- Last minute ice is considered within 24 hours of the time of booking
- Will not apply to statutory holidays unless the facility is scheduled to be open
- Is not and cannot be used to replace regular bookings
- Regular bookings cannot be cancelled to book Last Minute Ice. All requirements of the City’s Ice Allocation Policy will apply (e.g., conditions of use, insurance)
- A rental contract provided by the City must be signed and proof of insurance must be provided prior to use
- Bookings are final and are non-refundable
- Bookings are for minimum of one hour
- One hour rental is equivalent to 50 minutes of ice time and 10 minutes for ice resurfacing
- City reserves the right to limit last minute ice bookings where it is considered to be used for profit or gain or is being abused to replace or in the place of a regular ice booking
- Is booked on a first come, first serve basis

- City reserves the right to cancel or amend the implementation of last-minute ice at any time at its discretion

Recommendations

- SD3: Finalize agreements with Junior B Rebels, Char-Lan Minor Hockey Association and Char-Lan Skating Club on respective allocations of locations for arena advertising and retention of revenues generated.
- SD4: In consultation with the community, reconsider incremental user fees to help finance parks and recreation services.
- SD5: Develop programs related to revenue generation to help finance parks and recreation services.

3 Source: <https://www.toronto.ca/services-payments/property-taxes-utilities/property-tax/voluntary-contributionoption/>

4 Source: <https://www.owensound.ca/en/exploring/ice-rental.aspx>

Policies and Agreements

Policies

The Township has an Ice Allocation Policy (March 2016) and a Municipal Donations and Grants Policy (2017), both of which appear to be working well with respect to intended objectives.

Typically, policies are reviewed periodically (e.g., every five years) to ensure they are current and working as intended. The Donations and Grants Policy is reviewed every five years, and will be addressed in 2022. The Ice Allocation policy indicates that it will be reviewed annually. At the time of review, the word ‘policy’ could be removed from this statement since the policy itself is not being reviewed - only the ice allocation for the year.

New areas of policy that should be considered focus on community group volunteer support for ongoing programs/activities and events.

Community Group Affiliation Policy

Although only six groups that participated in the Master Plan survey expressed interest in additional assistance from the Township, there are many that did not respond to the survey. The Township is also interested in solidifying its support to the community volunteer sector. In view of this, and anticipating more community-based programming, the Township should consider developing a policy aimed at equity and consistency in municipal assistance provided to volunteer groups and promote awareness of the help that is available. A Community Group Affiliation Policy describes the services available from the municipality to registered community groups in providing their program and services.

Although not-for-profit community groups or organizations must be registered to receive municipal assistance, registration does not guarantee support. A standard, typically annual,

registration/application process for eligible groups interested in municipal assistance “affiliates” them with the municipality and establishes a formal, consistent process for reviewing requests and monitoring policy effectiveness. Municipal staff review the applications and make recommendations to Council for approval. The support provided is typically in-kind, with major funding provided through a separate policy or policies (i.e., Municipal Donations and Grants). The extent of services available to affiliated groups depends on the capacity of the municipality to provide them.

The policy specifies criteria for affiliation and the services available to affiliated groups. Requirements for affiliation include items such as delivering programs and services that align with municipal goals/objectives in, for example, in the Parks and Recreation Master Plan; being an incorporated not-for-profit group operated by a volunteer board or executive committee; ensuring membership/participation in the group is available to all residents in the community; meeting criteria to measure the merit of the group’s programs/services (e.g., does not duplicate existing programs/services, fosters physical activity/healthy lifestyles, etc.); like the Grants and Donations policy, the group’s primary focus is in South Glengarry.

While several of the benefits to be considered are already available to local volunteer groups in South Glengarry, it may be useful to bring these - and others identified through consultation - into a single policy. It can be used to provide clarity and consistency in terms of the range of support services available to volunteer groups and what they must do to be eligible to be, and remain, affiliated. Benefits to affiliated groups might include:

- facilities and equipment: free or proportionate discounted fees for use of facilities, spaces, equipment
- marketing and promotion: distribution of approved promotional materials at municipal

facilities and assistance with contacts for the local media; free listing in the Community Guide

- grants and insurance: assistance from municipality in securing liability insurance, sourcing potential grants, and/or completing applications for non-municipal grant programs (e.g., Ontario Trillium Foundation, private sector, etc.)
- volunteer recruitment: posting volunteer needs for upcoming program season on the Township's website
- leadership training and development: course rebates for community volunteer development to a maximum amount/person/course (e.g., \$50/year) to a maximum amount per group/organization (e.g., \$200/year), provided the course is a core component of the organization/group's mandate, with priority being given to certain courses

The policy can also be structured to simplify its application over time. Specifying support in terms of, for example, percentage discounts on facility rentals, can help simplify fee schedules that change on a regular basis. The manner in which support is provided can also vary. While not precluding assistance to individual groups when needed, support in some areas can be collective. Assistance with accessing external funding, for example, can include group training sessions on writing grant applications.

Event Policy

There are a number of events held in South Glengarry each year - both Township and volunteer run. The Township does not have a municipal policy framework, administrative policies, or procedures on planning and delivering community events. There is also no policy framework articulating the municipality's services available to support volunteer-based events.

Given these considerations, a systematic approach to event planning and delivery would

be effective in ensuring the optimal delivery of municipal events as well as events delivered by community groups. Municipal policies and procedures addressing events serve to provide consistency in the planning and delivery of events and festivals held on municipal property, as well as those held on non-municipal properties that could impact municipal services. Establishing a municipal event policy serves to:

- articulate the Township's role in the planning and delivery of events and festivals;
- provide consistency to the public and community organizations regarding municipal supports and services such as in-kind staffing, municipal services provision, cost recovery, and financial contributions to community groups;
- support inter-departmental teamwork and clarify roles and responsibilities for municipal staff and volunteers to support event planning, promotion, attendance, and management (inter-departmental teams may include Parks, Recreation and Culture, Clerk's Office, Fire Services, Emergency Services, etc.); and
- address cost recovery for municipal services from event services (waste management, EMS, traffic management, labour, and repairs).

Staff Support and Administrative Procedures

A policy can establish clarity on the roles and responsibilities of both Township staff and community groups in delivering events including dedicated resources provided through in-kind staff contributions to support event delivery.

Municipalities generally provide support in facilitating event applications, permits, and coordination of municipal services through an events team. Internal policies/procedures should also be established to identify municipal staff contribution by department.

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Financial Support

An events policy can establish the municipality's position in providing financial support for qualified events. This can include fee waivers, cash grants or in-kind services. The fee waiver or cash grant is often tied to the cost of municipal services required to stage the event. The existing community grant program could be used to provide financial support for events or a separate budget could be set up for this type of funding.

Cost Recovery

A cost recovery framework serves to address recovery of municipal services from event services (waste management, EMS, traffic management, labour, and repairs), which may be constrained to support an increase in community events and festivals.

Policies and procedures vary and can be directed internally to clarifying municipal staff supports and inter-departmental collaboration and establishing cost recovery approaches or externally to organizations on guidelines and fees, adherence to municipal by-laws, and impacts on municipal service requirements. As an example, North Grenville's Festivals & Special Events Policy and Procedures includes a detailed policy with forms, procedures and guidelines for delivering events.

As noted above, there may be merit to separating community-serving events from those designed to attract visitors to the Township, to ensure that the municipality's contributions are in line with its capacity and the anticipated 'return on investment. The following criteria are suggested for determining an event's designation as visitor attractive. The event:

- must be open to the public and is expected to bring a substantial number of people into the community, and
- is expected to create a positive economic development impact for the community, and

- is expected to promote the area regionally, provincially, nationally or internationally.

The components of an events policy should include:

- an internal team of event management staff from various departments;
- an outline of the responsibilities of municipal team departments and event organizers;
- the support available by type of event (e.g., community or visitor-attractive) such as use of municipal supplies such as portable event fencing, trash cans, etc.; delivery and pick up of municipal equipment; assistance with developing a marketing/advertising plan, economic impact survey and analysis for visitor focused events;
- a process for event organizers to apply for funds or in-kind supports;
- a manual that includes standard forms and procedures, which may include guidelines for event organizers, event operations, vendor agreements, emergency procedures and volunteer registration;
- as required, approaches to transportation/traffic management plans to improve access to and from event sites.

Recommendations

- SD6: Review and update existing policies including Grants and Donations, and Ice Allocation.
- SD7: Develop a Community Group Affiliation Policy, based on the results of consultation with volunteer recreation groups to confirm the type and extent of required assistance to sustain/ grow their programs/ events, and the Township's capacity to provide it.
- SD8: Develop an Event Policy to guide Township support for, and organizer management of, community-oriented and visitor-attractive events.

Agreements

Leases

There are two Township-owned buildings that are not used for municipal purposes and which Parks, Recreation and Culture maintain: the Lancaster Legion Hall and the Lan-Char Centre. Both buildings are leased, and the Township is the landlord to non-municipal users. These arrangements should be reviewed to consider the potential to transfer ownership of these properties to the tenants or another party. While municipal responsibility of these buildings subsidizes users - some of which are not-for-profit organizations - there are outstanding capital investment needs for properties that are used for Township purposes, and limited funds to do the work. To the extent possible, therefore, Township assets should be confined to those that serve its mandate. If transferring ownership of these properties is not feasible, the agreements should be reviewed with the intent to reallocate costs between the municipality and the tenants in a more equitable arrangement.

Facility and Park Rentals

Facility rental agreements cover single uses of Township facilities such as Tartan Hall and Martintown Community Centre and park facilities and spaces. While it is reasonable to allocate staff time to support the use of these facilities for large events, for smaller halls/ buildings and small events/programs in larger spaces, these agreements should include terms that require users be responsible for set-up and clean-up. Alternatively, renters could pay a fee for this work to be done by staff. The rental agreement could be accompanied by a list of tasks to be covered by staff and those for which the renter is responsible.

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Agreements with User Groups

The Township should consider developing more clarity around its relationship with municipal facility-based users/operators. These are formally constituted groups/organizations that operate out of Township facilities, for which the municipality is responsible for capital/operating costs and day-to-day operations. The organizations program the facilities/associated parks/grounds for use by the community-at-large (may include visitors to the Township), and/or identifiable population groups (e.g., seniors, youth, etc.). There are five, as outlined in Table 7-4.

Table 7-4: Facility-based Organizations - Users/Operators

Organization	Services/Relationship to the Municipality
Glengarry Nor'Westers & Loyalist Museum	<ul style="list-style-type: none">• delivers history/heritage themed programs to community, schools and visitors• Township responsible for major facility maintenance/upgrades
Glengarry Celtic Music Hall of Fame	<ul style="list-style-type: none">• delivers heritage themed programs to community and visitors, takes programs on the road• Township responsible for major facility maintenance/upgrades
Martintown Goodtimers Association	<ul style="list-style-type: none">• based in Martintown Community Centre Hall• focus is seniors; delivers older adult/seniors' programs/activities• operates as a seniors' centre• staff is regularly involved in day-to-day operations
Lancaster Optimist Club	<ul style="list-style-type: none">• based in Smithfield Park building• focus is youth• limited Township involvement
Bainsville Recreation Committee	<ul style="list-style-type: none">• based in Jack Danaher Hall• focus is local community• limited Township involvement

For both liability and accountability reasons, both the municipality and users should be aware of how facilities are being used and the requirements/costs to ensure they are safe for public use. For each Township-owned facility that is used as the base of operations by a primary user group, there should be an agreement in place that - in all cases - covers the basic legal terms of a short-term rental with respect to the obligations of each party. The rent amount can be nominal (e.g., \$1.00), and beyond the basic requirements, can vary by agreement. Basics include such items as liability/indemnity/insurance, responsibility for capital repairs and maintenance and associated costs, rental rates, permitted uses and required permits, safety, etc. For financial reporting and planning purposes, records of expenditures and anticipated major budget items should be submitted each year to the municipality.

Some groups are interested in autonomy in certain areas of operation, while others require more Township support. Beyond the legal and reporting requirements, therefore, individual agreements can include items specific to the use/user of the facility to accommodate the various needs/interests of the group such as day-to-day operational support, responsibility for scheduling, use of outdoor facilities on the site, program planning and delivery, etc.

The essential purpose of these agreements is to provide the Township - as the owner - with the minimum it needs to limit exposure while, at the same time, strengthen working relationships with the organizations in ways that are financially accountable and administratively supportive of their efforts to operate their own programs/activities.

The municipality is interested in balancing needed Township functions with the understanding that volunteers are to be supported and encouraged to continue their essential work in ensuring a high-quality parks and recreation system. To this end, the Township should provide the organizations

with any assistance required to set up new procedures to meet the above parameters. All agreements would be in place for the duration of the use period - typically a year - and could also include an automatic renewal clause subject to conditions under which the agreement can be terminated before the end of the rental period. The foregoing discussion above addresses policy in support of all volunteer organizations.

Formal agreements are not required with all groups, depending on their relationship to the Township and the services they provide. In some instances, it is more beneficial to identify municipal support through procedures or policy, as described above. There are two other general categories of groups in South Glengarry, each of which is discussed below.

Non-facility based formally constituted organizations provide services to the community at various locations. They neither own nor operate facilities. There are two, which are described in Table 7-5.

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Table 7-5: Non-facility Based Organizations

Organization	Services/Relationship to the Municipality
Williamstown Horticultural Society	<ul style="list-style-type: none"> Williamstown Green Thumb Horticultural Society is dedicated to providing education and beautification through horticultural to our local community Township staff involved in support to provide/maintain beautification initiatives (e.g., planting trees, meeting set ups, watering annuals, removing flower boxes, etc.)
Martintown Horticultural Society	<p>focuses on:</p> <ul style="list-style-type: none"> erecting/maintaining planters comprising variety of annuals throughout Martintown, planting/maintaining beds at Community Centre; providing bursaries to high school students to further their education in horticulture or agriculture; monthly meetings for members, guests at Martintown Community Centre Township staff involved in support to provide/maintain beautification initiatives (e.g., planting trees, meeting set ups, flower bed rehabilitation and maintenance, removing flower boxes, etc.)

With respect to Township support for/assistance with horticultural beautification projects, there are three primary tasks: planting pots and/or garden beds at the beginning of the season, removing plants/pots and cleaning beds at the end of the season, and maintaining and/or rehabilitating certain flower beds.

In addition to the horticultural items listed above, the Township also installs and maintains the flower boxes in the village of Lancaster. This takes a considerable amount of staff time (approximately 2 to 3 hours, 3 days per week) to maintain. The flower boxes were installed through a street beautification grant and the Parks, Recreation and Culture department is now responsible to maintain them. Although the existing boxes have a water retaining system in the bottom to help eliminate daily watering, part time staff are still required to water up to three times a week depending on weather. Ideally, a local volunteer group should be established to take responsibility for horticultural beautification projects in Lancaster.

The Township should also consult with the Martintown Horticultural Society to consider using the Society's bursary funds to hire a summer student who is bound for university/college horticulture or agriculture studies to manage their spring/summer beautification projects. Part of the position's responsibilities could be to research and propose innovations in horticulture, including initiatives to reduce both water consumption and labour related to watering (e.g., using drought tolerant plant material; limiting use of annuals, etc).

Staff time committed to these tasks would be tracked as part of the operations review discussed above with the intent to determine ways to possibly improve efficiency.

Single facility/purpose, formally constituted volunteer organizations work to improve/maintain/program a municipal park, space or amenity within the Township or a built heritage resource. The heritage-focused organizations are also involved in related programming at

these sites. Due to each group's focus on a specific location or building, their needs and interests can vary considerably. At the same time, there are common areas of interest that could benefit from Township support, as discussed in above under Community Group Affiliation. There are eight organizations of this type, as outlined in Table 7-6.

Table 7-6: Single Facility/purpose Organizations

Organization	Services/Relationship to the Municipality
Friends of the South Lancaster Wharf	<ul style="list-style-type: none"> · fundraises and organizes events and · volunteers to work on projects (e.g., shed painting) · Township staff assistance with grant applications, project approvals, etc.
Glen Walter Parks and Recreation Committee	<ul style="list-style-type: none"> · fundraise for facility/infrastructure improvements at Park · Township manages approved projects and works with the community group on an ongoing basis
Cenotaph Committees (3): Martintown, Lancaster, Williamstown	<ul style="list-style-type: none"> · focus is Cenotaph preparation for Remembrance Day service and the service itself · staff involved in preparing the three sites for the services in the week leading up to November 11
Martintown Mill Preservation Society (MMPS)	<ul style="list-style-type: none"> · MMPS formed in 1976 as registered charity · Mill owned by Society since 1997 · stabilized and opened to public in 2004 · limited staff involvement
Glengarry Fencibles Trust	<ul style="list-style-type: none"> · incorporated not for profit citizens' groups · as owners of the property, mandate is to promote the preservation, rehabilitation, and re-use of the historic Bishop's House of Glengarry and grounds
Sir John Johnson Manor House Committee	<ul style="list-style-type: none"> · local resident committee with mandate to preserve the building, grounds and history of the Loyalist movement · national historic site
Friends of the Ruins	<ul style="list-style-type: none"> · committee formed in 1994 to purchase, restore and preserve the ruins of St. Raphael's, one of the earliest Roman Catholic churches in English-speaking Canada, which was largely destroyed in a 1970 fire · declared a national historic site 1999
Williamstown Fair Board (St. Lawrence Valley Agricultural Society)	<ul style="list-style-type: none"> · operates various, exhibits, programs competitions events related to rural agricultural living and weekend-long Annual Williamstown Agricultural Fair on the Fairgrounds · named Canada's Oldest Annual Fair

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Among these groups, there are three Cenotaph Committees that each hold services in memory of individuals from their respective communities who served in the armed forces and died in the line of duty. While it is recognized that each Cenotaph is dedicated to specific individuals, the potential to rotate the November 11 service each year should be considered. The need to simultaneously prepare three sites for Remembrance Day services requires a considerable amount of staff time and limits the effort that can be put into all three locations. Moreover, a single community-wide service would have a larger impact on observers and contribute to conveying the importance of continuing this observance to younger generations. Each year, the names of all those memorialised on the plaques at each site could be read aloud so that all deserving individuals will be named.

Recommendations

SD9: Review lease agreements for buildings that are not required to deliver municipal services with the intent to transfer ownership to another party or reallocate costs between the municipality and the tenants in a more equitable arrangement.

SD10: Review facility and park single use/purpose rental agreements with the intent to better distribute responsibilities for set-up/take-down between the Township and the renter.

SD11: Enter short-term lease agreements with community-based facility user/operators to provide the Township - as the owner - with the minimum it needs to limit exposure while, at the same time, strengthen working relationships with the organizations in ways that are financially accountable and administratively supportive of their efforts to operate their own programs/activities.

SD12: Investigate community interest in volunteer assumption of responsibility for horticultural beautification projects in Lancaster.

SD13: Consult with the Martintown Horticultural Society to consider using bursary funds to hire a summer student to manage the organization's spring/summer horticulture projects.

SD14: Consult with Cenotaph Committees to consider a single community-wide Remembrance Day service to be held in Martintown, Lancaster and Williamstown on an annual rotating basis.

7.4.3 Program and Service Development

Partnerships and Collaborations

As a long-term Plan, opportunities for partnerships beyond those that currently exist will emerge - and will involve either community-based organizations or those from outside South Glengarry. The 'fit' between local program/service needs and a response from the Township its partners will depend on a variety of factors including the specific nature of needs, the availability and suitability of municipal facilities and spaces, and costs to each party and participants, etc., which would be determined on a case-by-case basis. Ideally, these opportunities will become apparent through joint planning activities as discussed in Section 7.4.3.4.

Directions for initial investigations into partnerships based on work done for the Master Plan focus on strengthening ties to community-based heritage organizations, and other organizations such as the Library that deliver non-sport, cultural and educational programs.

Mental health and well-being programming is an area of community interest that be pursued, and which CMHA Champlain East indicated certain interest in exploring the potential to offer programs in South Glengarry. Three potential CMHA programs are:

Living Life to the Full is a fun and engaging eight-week course that provides people from all walks of life with effective tools to maximize their ability to manage life's challenges. The group-oriented course is based on the principles of cognitive behaviour therapy (CBT) which focuses on understanding how thoughts, feelings, and behaviours work together to impact well-being. Each 90-minute session focuses on a different topic, such as understanding unhelpful thoughts, engaging in enjoyable activities, coping with anger and

solving daunting problems. Living Life to the Full has been adapted for many demographics (e.g., seniors, youth). Living Life to the Full was developed by UK psychiatrist Dr. Chris Williams and CMHA British Columbia holds the exclusive license to the program in Canada. Training can be delivered in person and virtual (www.livinglifetothefull.ca).

Mood Walks is a provincewide initiative that promotes physical activity in nature, or "green exercise," as a way to improve both physical and mental health. Led by the Canadian Mental Health Association, Ontario, in partnership with Hike Ontario and Conservation Ontario, Mood Walks provides training and support for community mental health agencies, social service organizations and other community partners to launch educational hiking programs, connect with local resources, find volunteers, and explore nearby trails and green spaces (<https://www.moodwalks.ca/>).

In the Know: A mental health literacy program for farmers and the agricultural community. In the Know is a mental health literacy program designed specifically for farmers, their families and those who are involved and/or support the agriculture sector. Through this free, four-hour training program, participants will cover the topics of stress, depression, anxiety, substance use disorder and how to start a conversation around mental well-being. The workshops are facilitated by one of CMHA's mental health professionals using 'real-life' examples from agriculture. Training can be delivered in person and virtual (<https://ontario.cmha.ca/programs-services/living-life-to-the-full/>).

Inclusive programming is another area for potential growth. Through its program development function, Special Olympics Ontario (SOO) is seeking to partner with municipal recreation departments to bring more inclusive programs to communities.

“Over the past 50 years Special Olympics has grown from a modest program serving local athletes to become the world’s largest movements [sic] dedicated to promoting respect, acceptance, inclusion, and human dignity for people with intellectual disabilities through sports. Special Olympics Ontario has optimized the benefits of a healthy and active lifestyle through sport to improve the well-being of individuals with an intellectual disability. Their vision is that sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities all across Ontario.”⁵

To this end Special Olympics is partnering with municipalities in Ontario to support them in developing and providing programs for people with intellectual disabilities. SOO provides assistance in the areas of volunteer and coach training courses; athlete and volunteer recruitment for the program; support for promotion; and competition opportunities. Municipal contribution to the partnership may include facilitating / running the program as part of its regular roster; providing facilities, equipment, etc.; setting the price for participation; providing necessary coaching, staff and volunteers; providing SOO with limited feedback on participant profile (e.g., age and gender); encouraging all involved with the program to register with SOO; abiding by SOO policies and procedures; paying relevant expenses (as agreed upon between the parties); providing insurance coverage for events / programs. The municipality retains all income from the program.

Volunteers

Despite the generally high level of volunteer involvement in South Glengarry, development in this area will continue to be needed if services are to be delivered largely through facilitation. Respondents to the household surveys - and especially online participants - indicated willingness to volunteer in a variety of ways.

The Township can use the results of the Master Plan surveys to seek out these individuals and encourage them to come forward. A general registry of those potentially available to volunteer could be set up, and identifying areas of specific interest, with the understanding that signing up means that they would be contacted about any opportunities that arise with relevant details/expectations before being asked to commit. As program/activity requirements are better defined, individuals with related interests can be sought if they are not available through the registry. A relatively high level of interest was expressed in stewardship groups, of which there are several already in the Township. This interest is in keeping with findings on COVID-related impacts, which shows the potential to leverage this area of interest among park users.

The Canadian City Parks Report: Centring Equity & Resilience (2021) by Park People is the 3rd annual look at trends, challenges, and opportunities related to Canada’s city parks. As part of the study, a survey on COVID-19 was launched in April 2021. It was open to all Canadians and promoted through the Park People newsletter, social media and partner networks. Nearly 3,500 responses were received, including representation from all provinces and territories. The survey results showed a renewed interest in parks, a trend that was anecdotally reported throughout the pandemic, as well as continued support for expanded parks-based activities:

- 89% had tried a new activity in a park in 2020, with top activities including regular

⁵ <https://www1.specialolympicsontario.com/our-mission/>

walks through parks and trails (56%) and socializing with friends and family (40%).

- 50% reported their winter park use increased during COVID-19 compared to pre-pandemic winters with 73% saying they expected this use to continue or increase in post-pandemic winter seasons.
- 76% want to see more community programming in parks.
- 53% want outdoor arts/culture events.
- 51% want increased access to winter recreation activities in parks.

As might be expected, the survey findings showed that COVID-19 reduced volunteer opportunities. “The average number of volunteers per thousand dropped from 11.6 to 2.7 compared to last year’s report, reflecting reduced opportunities for park volunteering due to the pandemic” (p. 39). At the same time, “volunteer interest is likely to rebound. 58% of Canadians said that COVID-19 had caused them to become more interested in getting involved in stewardship projects [i.e., tending a community garden or assisting with invasive species removal] suggesting new interest in city, non-profit, and resident-led volunteer programs post-pandemic” (p.39).

These findings suggest the pandemic may have instilled a new, experiential-based appreciation of parks that can be tapped for volunteer involvement. The Park People survey also indicated that, “of all park types, Canadians prefer to visit their local neighbourhood parks (71%), naturalized or “wild” parks or green spaces (61%) and trails (60%)” (p. 5), which points to potentially specific types of volunteer involvement to be pursued in the short-term.

Recommendation

SD15: Use Master Plan survey results to follow up on expressed interest and encourage people to register for specific volunteer positions or for possible future engagement as need/opportunity arises.

SD16: Focus on post-pandemic interests/opportunities to attract volunteers to help with Township projects and programs.

Optional Program Models

Short Duration Programming

Short-duration programming (e.g., single classes or workshops) is an effective way to help ensure resources are invested in activities of interest, and to potentially boost uptake and success. This programming model allows community members to explore different topics. For some, it could be the first step to engaging in an activity that captures their interest. It is ideal for ‘testing the waters’ and is appealing to many adults since an ongoing commitment is not required upfront. This approach also makes use of local knowledge and skills and is an opportunity for local artists, artisans, and experts to increase their exposure, share their knowledge, build awareness of their skills and serve a broader market.

Westboro Brainery in Ottawa⁶ is a successful model for this type of short-duration, citizen-led programming delivered with limited municipal resources. Single-session classes up to 3 hours in length are offered at affordable prices (\$0-\$60) for community members aged 14 years and up, led by local instructors ranging from seasoned professionals and quasi-experts to passionate enthusiasts. Those with little to no teaching experience deliver their first class pro-bono and receive access to a free class by another instructor as compensation. Provided the class is generally well-received and there is interest in additional sessions, future teaching is compensated at an hourly rate.

Classes are typically held at community centres, municipal facilities, music schools, parks, cafés, pubs and churches. Members of the public are encouraged to contribute ideas for new classes and sign up to share their own skills or knowledge. Past classes at the Brainery have included:

- Intro to Crocheting
- The 5 Rs of a Zero Waste Life
- How to Make Seriously Good Pie
- Foraging Fundamentals
- Homeschooling 101
- Bullet Journaling
- Handmade Holiday Cards
- Food and Menu Planning for Summer Camping
- Intro to Improv
- How to Start Your Own Podcast
- Pickling 101
- Bead and Tassel Necklace Workshop
- Calligraphy 101
- Artisan Bread Basics
- Cross Stitch 101
- Henna Art DIY
- Dairy-Free Foods Workshop
- The Art of the Butter Tart
- Gnocchi Workshop
- How to Green Clean Your Home
- Intro to Collage
- Sketching Fundamentals

⁶ <https://www.facebook.com/westborobrainery/> Modelled on the Brooklyn Brainery in Brooklyn, New York, the Westboro Brainery is a program initiative of the Dovercourt Recreation Association (DRA), a non-profit, charitable organization formed in 1977. The DRA selects programs that suit the Westboro community's needs and deliver them both at the Centre and in satellite facilities. The DRA is supported by in-kind and cash funding from the City of Ottawa as well as sponsorship from local businesses, government grants, fundraising and partnerships with community groups and volunteers.

Try-Its

By hosting ‘try-it’ days, the municipality can also gauge community interest in particular areas of activity before dedicating resources to longer-term programs. If short-duration programs and ‘try-its’ are successful and participants want to engage further, the municipality can explore opportunities to develop more extensive programs.

Program Packages

Opportunities to access ‘program packages’ developed by interest-based agencies and organizations are numerous. Canadian Wildlife Federation (CWF) programs provide just one example.⁷

The CWF website notes, “CWF is dedicated to ensuring that our wildlife and natural spaces remain a treasured part of our country. The challenge is inspiring that same conservation ethic in new generations of Canadians to ensure they develop their own passion for wildlife conservation. At CWF, we develop education programs to help connect Canadians to nature. We encourage Canadians of all ages to participate in individual conservation actions and to experience, enjoy and value nature. In an ever-increasing urban society, the greatest challenge is developing those connections to our natural world. Education and experiential learning are key pillars in programming designed to meet this challenge.”

The Federation provides well developed resources to support its goals through education and leadership, which could be used as the basis for local initiatives facilitated by the municipality. Themes/program areas, as described on the website include:

WILD Generations Gardening Club promotes intergenerational mentorship in gardening for wildlife. The program supports organizations working with youths and seniors with resources to empower them towards enhancing community gardens into wildlife-friendly habitat. When we enrich our outdoor spaces with natural sources of food, water and shelter for wildlife and practice earth-friendly gardening, we contribute to healthy ecosystems and create habitats to support animals that pollinate our fruits and vegetables.

WILD Outside is a national leadership program currently focused on youth ages 15 to 18. We developed the program as a way for CWF facilitators to help young Canadians learn how to be part of a team, develop a conservation ethic and plan a community-based action project. Teams then deliver their nature connection projects in their community. The WILD Outside program will expand to 20 cities across Canada in 2020 thanks to funding provided by the Canada Service Corps initiative established by the Government of Canada.

WILD About Sports encourages Canadians to get outside and enjoy Canada’s waterways, coastline and oceans by providing training, resources and opportunities for them to get involved and take action. The program uses watersports and related activities to increase Canadians’ awareness of the environment and wildlife habitat. The WILD About Sports guide features 20 activities that will build your confidence in using conservation messaging as they work with groups and individuals outdoors and in, on and around the water.

⁷ Source: <https://cwfc-fcf.org/en/?src=topleftlogo>

This program is delivered through partners such as Conservation Authorities, School Boards and post secondary institutions, that host local workshops.

Recommendation

SD17: Explore optional programming models such as short-duration programs, try-its and program packages to develop new and diverse activity opportunities with Township facilitation and support.

Joint Services Planning

Beyond the need for internal planning activities, joint service planning by all key providers in the community should occur on a regular basis, with a view to integrating the efforts of all in the parks and recreation system.. The Township should take the lead in instituting planning activities with this core group of organizations covering several general tasks to align with annual budgeting:

- verifying community service needs/demands
- determining which of these can be addressed
- detailing the program/service response by area (parks, trails, facilities, programs and/or delivery)
- determining the delivery method and, if appropriate, the organizations to share in provision
- developing budgets to support the action(s)

Partnerships among participating organizations should emerge in response to specific required actions, which may be continuous or self-limiting, depending on the initiative. They will also constitute different contributions to service delivery (e.g., municipal space for a program, run by a volunteer group, with guidance from the Health Unit).

The number of sessions per year in which all participants should engage can be determined collectively. At least one full-group session per year, however, would be required - and likely supplemented by smaller group meetings throughout the year to deal with specific topics emerging from the collective session or unforeseen issues. Events, for example, may require separate groups/sessions and include the business community in planning activities.

The first planning activity noted above, “verifying community service needs/demands,” will involve periodic research to clarify program and service needs by age group, content and delivery method. The Master Plan surveys revealed areas of interest that can be used

as starting points for further investigation with the community. Those that emerged as most preferred and can be offered most easily should be pursued first. Moreover, programs that can potentially address several areas of interest simultaneously should be considered in the early stages of new service development. The act of coming together itself will facilitate communication among the various organizations involved in sport, recreation and heritage services and contribute to innovative ideas for collaboration in areas of mutual interest/benefit. It will also help identify areas of common concern among groups that can be addressed collectively. Some of the concerns expressed by groups that participated in consultations were not major concerns but, if addressed, would improve their services to the community (e.g., access to washrooms - including portable units, storage, managing phone inquiries during the off-season, etc.).

As noted above, there is the potential to strengthen working relationships with organizations in the culture and heritage sector, which could encompass those that own and program their own facilities. The Glengarry Fencibles Trust, the Sir John Johnson Manor House Committee and the Friends of St. Raphael's Ruins were contacted to investigate their interest in the potential for future service collaboration with the Township in heritage services. Both the Fencibles Trust and Sir John Johnson Manor House indicated they are interested in exploring opportunities to work with the municipality.⁸ The nature of these collaborations may vary considerably and could be the result of joint service planning sessions. Typically, joint or reciprocal promotion is an area that seems to work for all types of service providers since it's a common need. How joint programs/services might be developed/delivered, however, is something that cannot be foreseen until the work starts. This is one of the key purposes of joint planning - to get all interested/affected parties together to collectively identify where they can help/

support each other and pursue complementary objectives through joint efforts. At the same time, the Township is open to being approached at any time by groups that it supports at arm's length with suggestions for collaborations.

Ongoing service monitoring and evaluation will also inform planning to address needs year over year. The Township's recreation management software can generate information on a variety of variables to use in service planning, some of which has been used in preparing the Master Plan. Monitoring use of non-scheduled facilities such as tennis courts and multi-use pads will help confirm use for different activities and the need for improved or additional facilities. These facilities can be visited on a random, rotating basis throughout the year to record use levels and types. As outdoor facilities are used largely in the summer, this task could be assigned to a student position.

Parks and Recreation Ontario's Manual entitled Measuring Customer Value and Satisfaction for Parks and Recreation is a practical guide to supporting service evaluation work. As noted in the Manual, it is "intended to enable providers of parks and recreation to easily and consistently assess customer value and related issues. [It] includes a common set of core questions and an enhanced set of questions that can be used by providers to evaluate the effectiveness of their programs and services, as well as advice on approaches to administering surveys" (p. 1).

The ability to evaluate progress will require annual targets that can be measured. For example, a program objective for an upcoming budget year may be to introduce four new programs in areas of particular interest emerging from the Master Plan's consultation. As is the case now, each new program is essentially a pilot designed to optimize participation and should be evaluated upon completion to determine future options to continue - with any required adjustments - or discontinue. The results of each year's

⁸ Friends of St. Raphael's Ruins did not respond. Other existing or potential partners contacted were the SDG Library and the Canadian Mental Health Association (CMHA), of which the latter responded.

programming would provide the basis for reporting on outcomes and planning for the upcoming year. Volunteers' experience should also be evaluated to identify areas where it can be improved to enhance the program so that existing volunteers will see their contributions are valued, and potential new volunteers will benefit from a well-designed approach.

Many commentators are predicting permanent shifts in the demand for recreation services post-COVID, and the need for municipalities to respond accordingly. The actual implications of the pandemic, however, will only become apparent over time. For example, the expectation that more people will continue to work from home on flexible schedules can be anticipated to translate into greater levels of demand for recreation programs/access to facilities in traditionally non-peak times. Monitoring these factors will contribute to verifying anticipated changes in recreation service needs and the need to adjust municipal delivery responses to this demand.

If the Master Plan's progress is monitored, evaluated and updated annually, and there are no major unforeseen changes affecting its continued relevance, it should undergo a comprehensive review and update in ten (10) years. A mid-term update may be required, however, if changing circumstances demand it (e.g., if internal or external factors result in significant unanticipated service needs).

Recommendations

- SD18: The Township should take the lead in instituting joint service planning on a regular basis with the major program/service providers in the Township.
- SD19: Request other interested parties to participate in planning activities, as need or opportunity arises.
- SD20: Institute ongoing service monitoring and evaluation to inform service planning in the areas of facility/space use, programs and events.
- SD21: Develop annual planning targets to allow outcomes to be measured and reported.
- SD22: Conduct a comprehensive review and update of the Master Plan in ten years.

Communications and Promotions

The Township produces a well-designed, informative guide twice a year (Spring/Summer and Fall/Winter) and also provides detailed information on its website on recreation opportunities and programs on its website.

The Internet and social media tend to be the focus for information provision. While these channels are important, print continues to be a key medium. While not evidence-based research, the following suggests the continuing importance of printed promotional material - at least for programs related to continuous learning.

BROCHURE TRENDS FOR 2020:

Put it in print...Set aside your notions that millennials want everything online and that baby boomers want everything in print. You have it backwards! Boomers in the U.S. lead all other nations in computer literacy of older adults. And millennials prefer print catalogs. Yes.

The popularity of print continues to rise as more younger people begin to participate in lifelong learning.

Increasingly, lifelong learning members are noting that when they improve their print catalog, their online and digital presence is more effective. The catalog drives traffic to your website. Tips:

- Integrate your print materials with digital communication
- Focus on creating well-designed, easily navigable web pages and good social media

And memorize this: "Print drives decisions. Decisions are implemented online."¹

1 <https://lern.org/>

South Glengarry's Spring Summer 2022 Community Guide organizes information under the following topics: Parks, Community Spaces (to rent), Outdoor Spaces, (includes non-municipal providers), Trails (includes non-municipal providers), and Recreation (programs). This is a very simple and clear way to communicate opportunities for both structured and self-directed recreation.

Potential areas for further development of the Guide and web-based material include heritage programs and places, and greater promotion of for the Heritage Tour Route Map and Cycling Routes within the Township (Fat in the Forest, River to Ruins, Tour De Lancasters). Additional 'topics' for the guide could be Heritage Places and Experiences, Cycling Routes and Heritage Tours. Campgrounds and Beaches, which are listed separately on-line, could also be included. To the extent possible, topic/interest headings in the Guide and on the Township's website should be consistent, even if more or less information under each is provided.

The activities and programs of the following organizations form part of the community-wide recreation system and would benefit from inclusion in promotional efforts.

- The Sir John Johnson Manor House Committee hosts two runs for athletic individuals, the Great Raisin River Footrace and the Chilly Willy Run; educational events for some of Glengarry area schools including the Victorian Christmas and Education Day, which highlights life in the late 1700s; an annual Summer Social and Doors Open. The Committee is continuing to restore the Manor House with the intention of having visitors from around the world use the archives and space for genealogy research in reading and research spaces, and/or stay overnight in refurbished second storey accommodations.
- The Glengarry Fencibles Trust is in the process of restoration of the Bishop's House and property with the initial goal of reopening

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the first floor for hospitality, cultural and interpretive activities.

- St. Raphael's Ruins are open to the public at no charge, with a curator on site during the week in July and August. The site is also available to book for events (e.g., weddings, photography sessions, etc.)

Another 'topic' to consider is "What's free to do in South Glengarry?" A number of survey respondents suggested that programs such as public skating be offered at no cost, which is already the case. Bringing all free activities available through the Township and other organizations under a single heading would clarify questions around cost.

Creating social media accounts (e.g., Facebook, Instagram) specific to recreation and opportunities in the Township is a more direct way to promote services. Residents who are interested in recreation activities may be more likely to follow/subscribe to an account dedicated to this topic than general municipal updates. Staff operating these accounts can also quickly re-share upcoming programs, events and news from other community providers. This is particularly useful for community events that are not regular occurrences and so not published in the Community Guide. Those that are spontaneously organized or occur only once can be quickly promoted via dedicated social media channels.

Finally, the Township could consider reciprocal promotion with other area municipalities - and especially North Glengarry - to help direct local residents to services not available locally and vice versa, and/or to jointly promote Glengarry-wide programs (e.g., Encore Education) and experiences (e.g., connected heritage routes).

Communications channels can also be used by the Township to promote its work in parks and recreation services. The Municipality of Port Hope, for example, produces an annual graphically portrayed Parks, Recreation and Culture Year-in-Review that summarizes the past year's work in developing, operating and maintaining these services. Much of this information is already available or would be captured in monitoring activities and could be used to produce an 'annual report' to Township residents.

Recommendations

- SD23: Continue producing both digital and print media information to promote/communicate with residents about parks and recreation services.
- SD24: Create recreation-specific social media accounts.
- SD25: Expand coverage to include heritage and tours, and 'What's free to do in South Glengarry?'
- SD26: Consider reciprocal promotions with North Glengarry for both local and Glengarry-wide services/experiences.
- SD27: Prepare and post an annual services 'year-in-review' that summarizes and informs the community about the Township's achievements in parks and recreation.



8.0 Implementation Strategy

8.1 Introduction

This section outlines the proposed implementation strategy for the Master Plan's 94 recommendations. Following a discussion of key considerations, the recommendations are presented by the service areas in the Master Plan: Programs, Activities and Events (PE), Facilities (FS), Parks and Trails (PT), and Service Delivery (SD). Recommendations are accompanied by anticipated costs and timelines for completion of discrete tasks. For a more complete explanation of each recommendation, please refer to the corresponding discussion in the preceding sections. In the interests of consistency, all recommendations from the text are repeated in the table even though there are several that do not reflect changes to the current process, but may include enhancements

(e.g., Continue to facilitate community use of schools for gym-based programming.).

The Master Plan should be considered a living document. In monitoring and evaluating its progress, changes that result from work completed should be reflected in regular reviews that track the initiation, progress and completion of each item as they are implemented through annual work plans and budgets.

8.2 Implementation Considerations

The proposed roll-out of recommendations is based on information available at the time of Plan development and includes the following considerations:

8.2.1 Operations, Capital Projects and Studies

Of the 94 recommendations, the majority are operational in nature. Their implementation would be undertaken by staff as part of their day-to-day activities. There are 28 capital project recommendations (of which six are fully contingent on available funding), and nine recommendations to undertake supplementary studies, which are assigned estimated budget allocations for execution. This includes both improvements/repairs to existing facilities, as well as the design and construction of new facilities and amenities.

8.2.2 Immediate Need

Several recommendations are identified as immediately needed. These address repair backlogs to aging infrastructure and facilities, completing prerequisites to other work or closing gaps in services/processes for decision-making. These projects are scheduled for the first year in the implementation strategy.

8.2.3 Dependencies and Efficiencies

While recommendations are described as discrete initiatives, many are interrelated and need to be considered within the larger context of achieving efficiencies in implementation. Some recommendations must be initiated and completed before other recommendations can begin, while others may benefit from being undertaken simultaneously in terms of process efficiency and to take a more fulsome approach to improvements.

8.3 Budget Considerations

8.3.1 Cost Distribution and Summary

The implementation sequence attempts to distribute costs evenly over the ten-year time frame of the Master Plan. The total cost of all projects over the ten-year schedule is approximately \$4,033,000 (including \$563,000 capital costs estimated for projects that are totally contingent on funding becoming available), with \$145,000 allocated for the first year (see Table 8-1).

It is important to note that the budgeted amounts do not account for grants that may become available from time to time for specific initiatives and, therefore, cannot be anticipated. The cost to the Township, therefore, will be reduced by the amount of funding that it is successful in receiving from upper levels of government (or other potential sources).

Table 8-1: Cost Summary of the Parks and Recreation Master Plan's Recommendations

Area of Recommendations	Timing				Total Cost
	Immediate	Short (Years 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PE: Programs and Events	-	-	-	-	-
FS: Facilities	\$25,000	\$75,000	-	-	\$100,000
PT: Parks and Trails	\$40,000	\$727,000	\$858,000	\$870,000	\$2,495,000
SD: Service Delivery	\$120,000	\$240,000	\$240,000	\$315,000	\$915,000
Total Cost	\$145,000	\$1,042,000	\$1,098,000	\$1,185,000	\$3,470,000

The figures include only initiatives for which discrete, order of magnitude estimates could be provided. Process and operations recommendations that will be assigned to staff, ongoing operating and maintenance costs, and recommendations that require additional investigation by the Township to confirm costs, are not included. These have been colour-coded in the detailed plan (Table 8-2) and would be in addition to the figures provided here. Table 8-1 also does not include \$563,000 in capital costs estimated for projects that are totally contingent on funding becoming available. These figures are shown separately in Table 8-2.

Another factor to consider is cost premiums/ fluctuations due to the impacts of the COVID-19 pandemic and inflation, which makes it especially difficult to attach firm estimates to recommendations. This is particularly true at a Master Plan level where the potential range in design and the quality of materials and finishes are also unknown and are determined by the municipality at the project design/construction phase.

8.3.2 Staff Resources

In view of the anticipated work to implement the Master Plan, additional staff should be hired to provide the Parks, Culture and Recreation Department with the manpower for program/ service expansion related to post-COVID comebacks and recommended new initiatives. Support is needed for existing program and operations staff as well as administratively for the General Manager. An allowance of \$80,000 per year has been added to the implementation strategy to provide (part-time) assistance in these areas. Specific staff allocations will be determined through the operations service review recommended above. Successful Plan implementation and service development over time, however, may point to the need for additional staff to effectively serve the community. The Township can monitor the potential need to increase staffing in specific areas through the results of ongoing service evaluations in terms of program/service growth.

Recommendation

SD28: Hire additional staff to assist with program/service expansion, operations and administration.

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8.3.3 Flexibility





The proposed schedule reflects a reasonable roll-out, assuming no major obstacles to activation. However, it is expected that some projects may need to be delayed due to unforeseen circumstances. There may also be opportunities to “fast-track” other initiatives.

Recommendations identified as ongoing initiatives are to be carried through each year to the end of the Plan’s term. Their applicability throughout the entire period, however, will depend on evolving needs in relation to service development. Program expansion, for example, for specific interests may be sufficient to meet demand in considerably less than ten

years (subject to potential changes based on continuation of monitoring and verification of need). The point at which this will happen, however, is unknown and thus not identified as an “end-date” in implementation. The recommendations shown as time-limited endeavors may also extend beyond the years shown. It may take longer to complete the identified activities and/or completing a recommendation may result in a new system component or procedure. Recommendations to establish formal agreements or contracts, for example, are shown as time-limited for negotiating arrangements that will create new, ongoing relationships between the Township and other providers (e.g., volunteers, agencies, etc.).

8.4 Anticipated Costs and Timing

Table 8-2 outlines the anticipated costs and time frame for implementing each of the Master Plan’s recommendations.

-  operating cost - within existing budget
-  capital cost
-  cost for study to be undertaken
-  ongoing/enhanced

costs shown in red font are fully contingent on available funding

Table 8-2: Anticipated Costs and Time Fame for Master Plan Recommendation Implementation

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
Programs, Activities and Events						
PE1	Use improvements at existing waterfront access points, and future development at Cairnview Park, to provide amenities for non-motorized, small craft water sports as self-directed activities.		timing related to PT36, PT36 & PT37			
PE2	Investigate opportunities to contract seasonal canoe/ kayak/paddle board rentals and instruction at designated waterfront locations.					
PE3	Promote tennis courts in the Township and solicit for a volunteer base if the need for additional organized activity arises.					

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short [Year 2-4]	Medium [Years 5-7]	Long [Years 8-10]	
PE4	Focus on new program/ activity opportunities for which demand emerges that can be accommodated at existing facilities, can use both indoor outdoor spaces at different times of the year, and for which volunteer commitment can be instituted.	related to PE 12 (non-sport programming)				
PE5	Continue to facilitate community use of schools for gym-based programming.					
PE6	Work with fitness program providers in the community to provide options for less physically intense physical fitness programming (e.g., drum fit)					
PE7	Work with local community partners to facilitate the development of visual arts, environmental, and artisanal programs/ activities with an emphasis on targeting combined objectives in design and delivery.					
PE8	Work with fitness program providers in the community to provide low intensity, 'gentle' wellness programming such as yoga and tai chi.					
PE9	Investigate opportunities to bring mental health-specific programming to South Glengarry.					
PE10	Establish opportunities to introduce more social, drop-in programs for age/ interest groups such as youth, new moms, etc. and address, if required.					
PE11	Pursue opportunities to introduce intergenerational programming.					
PE12	Focus on developing program/ activities that build on/enhance current resources, can be accommodated at existing indoor and outdoor spaces, leverages existing or new partnerships, and for which volunteer commitment emerges.	related to PE 4 (active sport/fitness programming)				
PE13	Rationalize approach to supporting the provision of community events in terms of the annual number, type, scheduling and balance between local and/ or visitor-oriented themes and objectives.					

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	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PE14	To the extent possible, distribute programs, activities and events at parks and community facilities across the Township to encourage resident interaction, optimize the use of resources in providing the widest possible range of opportunities, and improve access to those with limited options to travel to other communities for these services.					
Total Estimated Costs for Programs and Events						
Facilities						
FS1	No additional indoor recreation spaces are required to accommodate needs during the timeframe of the Master Plan.					
FS2	Investigate the potential for increased ice use for additional school and adult programming.					
FS3	Expand use of existing halls and community buildings, which are amenable to a range of uses that can be accommodated in available times at different locations to support improved distribution and access.					
FS4	Focus on rebuilding the use of Green Valley Community Centre and North Lancaster Hall to provide services in these areas of the Township.					
FS5	Consult with the Eastern Ontario Health Unit to investigate the potential to use the Tartan Hall kitchen for community programming and food producer rentals.					
FS6	Update 2011 arena expansion plans and commence with detailed design and construction.		\$35,000			\$35,000
FS7	Verify the need for facility upgrades requested by users with evidence of demand, before the Township commits to implementation.					
FS8	Conduct a review of all sports field scheduling/use to establish the costs of delivering the existing supply of fields to the community and, in consultation with organized users, investigate the potential to intensify and consolidate where it is reasonable to do so - especially on municipally owned fields.					

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short [Year 2-4]	Medium [Years 5-7]	Long [Years 8-10]	
FS9	The Paul Rozon and Martintown Parks ball diamonds will likely be sufficient to meet demand over the term of the Plan, given current use levels.					
FS10	Retain a diamond to serve each quadrant of the Township - at least in terms of the space required to refurbish if warranted by future levels of organized participation/use - and consider repurposing others to provide park-based amenities.					
FS11	Monitor tennis and pickleball to confirm use to establish need for future investment in supply.					
FS12	Consult with Smithfield Park-based volleyball league to confirm demand for a lit court. Consider this option if and when potential funding opportunities become available.					\$60,000
FS13	Prepare a comprehensive study on needed infrastructure upgrades to Glengarry, Nor’Westers & Loyalist Museum and a schedule for budgeting and completion.		\$40,000			\$40,000
FS14	Prepare a comprehensive study on needed infrastructure upgrades to the Glengarry Celtic Music Hall of Fame and a schedule for budgeting and completion.	\$25,000				\$25,000
Total Estimated Costs For Facilities		\$25,000	\$75,000			\$100,000
Parks and Trails						
PT1	Continue to make required accessibility upgrades to parks (including playground safety, routes and wayfinding, seating, shade and bicycle parking) as part of ongoing maintenance and upgrades.					
PT2	Develop and implement Township-branded signage and wayfinding at Township parks, trails, facilities, heritage sites, natural spaces, and main arterials.					
PT3	Develop a Parks and Trails Tree Strategy to guide the management of trees in parks and along trails in South Glengarry.		\$20,000			\$20,000
PT4	Replace play equipment and playground surfacing at Empey-Poirier Park. Provide seating and shade trees.		\$150,000			\$150,000

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	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PT5	Consider removing the ball field at Empey-Poirier Park and providing a new park amenity if there is a community need.					
PT6	Consider implementing a pathway loop at Empey-Poirier Park with seating and shade trees, if there is community interest, and funding opportunities become available. Connect facilities/amenities with accessible paths.					\$77,000
PT7	Implement naturalization throughout areas of Empey-Poirier Park.		\$10,000			\$10,000
PT8	Consider implementing a paved parking lot at Paul Rozon Memorial Park with an accessible parking spot and accessible paths to park facilities/amenities if funding opportunities become available.					\$97,000
PT9	Provide more shaded areas at Paul Rozon Memorial Park with trees or shade structures.		\$29,000			\$29,000
PT10	The existing skateboard equipment at Martintown Community Park should be inspected as per safety standards and removed if necessary. If the need for a skateboard park should arise, the Township could consider providing a pop-up skate park.					
PT11	Provide seating (benches/picnic tables/armour stone etc.) near the playground at Martintown Community Park including at least one accessible bench or picnic table. Installation of accessible seating can be coupled with pathway connection installation.		\$6,000			\$6,000
PT12	Implement accessible pathways at Martintown Community Park to connect amenities in the future if funding opportunities become available.		\$20,000			\$20,000
PT13	Provide more shade at Martintown Community Park with shade trees or structures.		\$3,000	\$3,000		\$6,000

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PT14	Monitor community interest in a dog park in Glen Walter Regional Park. Consider providing a temporary dog park to gauge use levels. If there is evidence the amenity will be well used, develop a permanent dog park based on community feedback and dog park design guidelines. Investigate the need for lighting along pathway leading to dog park.			\$60,000		\$60,000
PT15	Monitor community interest for an outdoor rink in Glen Walter Regional Park. Support community initiative to make seasonal rinks or staking loops when municipal servicing in the park is developed					
PT16	Consider providing a paved lot and accessible parking at Glen Walter Regional Park and monitor funding opportunities that will support this project.					\$138,000
PT17	Monitor community interest in a splash pad at Glen Walter Regional Park. Design and implemented slash pad when municipal servicing becomes available.			\$200,000		\$200,000
PT18	Discuss opportunities, demand and options for the Smithfield driveway entrance, investigate providing a paved driveway if funding opportunities become available.					\$104,000
PT19	Implement naturalized borders and/or naturalized pockets at Smithfield Park.			\$10,000		\$10,000
PT20	Implement the pathway loop and adult exercise equipment at Smithfield Park.				\$120,000	\$120,000
PT21	The North Lancaster Optimist Park playground is scheduled for replacement in fall 2022. Prioritize shade and seating in its installation.			\$150,000		\$150,000
PT22	Remove the volleyball court at North Lancaster Optimist Park.					
PT23	Consider removing the ball field at North Lancaster Park if it is no longer required, and investigate other potential park amenities in consultation with the community.					

Parks & Recreation Master Plan

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PT24	Implement naturalization and tree planting throughout North Lancaster Park.		\$10,000			\$10,000
PT25	Provide secondary entrances to Green Valley Park from the church and the end of Mackinnon Road.			\$10,000		\$10,000
PT26	Upgrade the existing playground at Green Valley Park to make it accessible or replace with a new playground in the long term. Consider tree planting around new structure.		\$7,000	OR	\$150,000	\$157,000
PT27	Consult with the Green Valley community to determine if a different amenity would be better used in place of the combined sport field and ball field at Green Valley Park.					
PT28	Consult with the Bainsville community to determine preferred off-season uses for the ice rink at Jack Danaher Park. Provide required upgrades.					
PT29	Consider parking lot upgrades, accessible parking and providing accessible access to all amenities at Jack Danaher Park through funding opportunities.					\$87,000
PT30	Consult with the Bainsville community to determine priorities and preferences for the new playground at Jack Danaher Park. Complete new playground in the short term of this Plan.		\$150,000			\$150,000
PT31	Develop Summerstown Estates Park as an active park for the community of Summertown. Provide opportunities for community consultation from the concept design stage through to detailed design. Consult with the SDG Accessibility Committee and public concerning park accessibility.	\$20,000	\$250,000			\$270,000
PT32	Consult with the SDG Accessibility Committee and public concerning the bridge and pathway upgrades. Provide an alternate accessible amenity at Bernie MacDonnell Park should the accessible bridge not be feasible.			\$25,000		\$25,000
PT33	Consult with the RRCA and Watersheds Canada to implement a pond vegetation buffer at Bernie McDonnell Park		\$5,000			\$5,000

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
PT34	Develop Cairnview Park as a waterfront park to serve the Township and community of South Lancaster. Develop a concept plan, or a series of concept plans based on community consultation. Proceed to detailed design and construction.	\$20,000		\$200,000	\$400,000	\$620,000
PT35	Develop Glen Walter Waterfront Park to serve cyclists using the waterfront trail and residents throughout the Township. Provide opportunities for community feedback through the concept refinement and detailed design stage. Consult with the SDG Accessibility Committee and public concerning park accessibility.		\$21,000			\$21,000
PT36	Continue to implement the concept plan for Ken Barton Senior Park.					
PT37	Continue to provide portable washrooms, picnic tables and trash cans at South Lancaster Wharf. Consider installing bike racks at or near the wharf, to accommodate cyclists using the Waterfront Trail. If Crown land can be acquired, continue to work with the South Lancaster Wharf Committee to improve recreation related uses in this area of the waterfront.		\$1,000			\$1,000
PT38	Conduct a Peanut Line Trail Study to resolve issues around use, access, trespass through stakeholder consultations, and inform future infrastructure work and estimated costs based on the preferred option and other relevant Township initiatives					\$45,000
PT39	In preparing a South Glengarry Active Transportation Plan, coordinate scope with with relevant studies recommended in the Parks and Recreation Master Plan (i.e., the Peanut Line Study and other trail connections and waterfront trail improvements). (Note: costs shown here are only for the Peanut Line Study and the capital costs for other trail connections and improvements)			\$200,000	\$200,000	\$400,000
Total Estimated Costs for Parks and Trails		\$40,000	\$682,000	\$858,000	\$870,000	\$2,495,000

Parks & Recreation Master Plan

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short [Year 2-4]	Medium [Years 5-7]	Long [Years 8-10]	
Service Delivery						
SD 1	Hire a qualified consultant to conduct a department operations review to identify opportunities to streamline work related to the day-to-day aspects of delivering services to facilities, parks and users.	\$40,000				\$40,000
SD 2	Use new recreation management software to collect a comprehensive data base for services planning and operations.					
SD 3	Finalize agreements with Junior B Rebels, Char-Lan Minor Hockey Association and Char-Lan Skating Club on respective allocations of locations for arena advertising and retention of revenues generated.					
SD 4	In consultation with the community, reconsider incremental user fees to help finance parks and recreation services.					
SD 5	Develop programs related to revenue generation to help finance parks and recreation services.					
SD 6	Review and update existing policies including Grants and Donations, and Ice Allocation.					
SD 7	Develop a Community Group Affiliation Policy, based on the results of consultation with volunteer recreation groups to confirm the type and extent of required assistance to sustain/grow their programs/ events, and the Township's capacity to provide it.					
SD 8	Develop an Event Policy to guide Township support for, and organizer management of, community-oriented and visitor-attractive events.					
SD 9	Review lease agreements for buildings that are not required to deliver municipal services with the intent to transfer ownership to another party or reallocate costs between the municipality and the tenants in are more equitable arrangement.					
SD 10	Review facility and park single use/ purpose rental agreements with the intent to better distribute responsibilities for set-up/ take-down between the Township and the renter.					

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short [Year 2-4]	Medium [Years 5-7]	Long [Years 8-10]	
SD 11	Enter short-term lease agreements with community-based facility user/operators to provide the Township - as the owner - with the minimum it needs to limit exposure while, at the same time, strengthen working relationships with the organizations that are financially accountable and administratively supportive of their efforts to operate their own programs/activities.					
SD 12	Investigate community interest in volunteer assumption of responsibility for horticultural beautification projects in Lancaster.					
SD 13	Consult with the Martintown Horticultural Society to consider using bursary funds to hire a summer student to manage the organization's spring/summer horticulture projects.					
SD 14	Consult with Cenotaph Committees to consider a single community-wide Remembrance Day service to be held in Martintown, Lancaster and Williamstown on an annual rotating basis.					
SD 15	Use Master Plan survey results to follow up on expressed interest and encourage people to register for specific volunteer positions or for possible future engagement as need/ opportunity arises.					
SD 16	Focus on post-pandemic interests/ opportunities to attract volunteers to help with Township projects and programs.					
SD 17	Explore optional programming models such as short-duration programs, try-its and program packages to develop new and diverse activity opportunities with Township facilitation and support.					
SD 18	The Township should take the lead in instituting joint service planning on a regular basis with the major program/ service providers in the Township.					
SD 19	Request other interested parties to participate in planning activities, as need or opportunity arises.					
SD 20	Institute ongoing service monitoring and evaluation to inform service planning in the areas of facility/space use, programs and events.					

	Recommendation	Time Frame				Total Estimated Cost
		Year 1	Short (Year 2-4)	Medium (Years 5-7)	Long (Years 8-10)	
SD 21	Develop annual planning targets to allow outcomes to be measured and reported.					
SD 22	Conduct a comprehensive review and update of the Master Plan in ten years.				\$75,000	\$75,000
SD 23	Continue producing both digital and print media information to promote/communicate with residents about parks and recreation services.					
SD 24	Create recreation-specific social media accounts.					
SD 25	Expand coverage to include heritage and tours, and 'What's free to do in South Glengarry?'					
SD 26	Consider reciprocal promotions with North Glengarry for both local and Glengarry-wide services/ experiences.					
SD 27	Prepare and post an annual services 'year-in-review' that summarizes and informs the community about the Township's achievements in parks and recreation.					
SD28	Hire additional staff to assist with program/service expansion, operations and administration.	\$80,000	\$240,000	\$240,000	\$240,000	\$800,000
Total Estimated Costs for Service Delivery		\$120,000	\$240,000	\$240,000	\$315,000	\$915,000
Total Estimated Costs for Master Plan Implementation		\$145,000	\$1,042,000	\$1,098,000	\$1,185,000	\$3,470,000

SOUTH GLENGARRY



Ontario's Celtic Heartland

Appendix A



Active Living Charter for Residents of the Township of South Glengarry



BSEO
Bureau de santé
de l'est de l'Ontario

***Physical activity, sport, recreation, and play can occur
anywhere and at any time!***

The development of a more physically active community is seen by the Township of South Glengarry ("the Township") as a favorable component to increase the quality of life of its residents. The Township also believes that partaking in physical activity is a key element to an individual's physical and mental health, and well-being.

The Township of South Glengarry's Physical Activity Charter aims to ensure that:

- The positive impact of physical activity, sport, recreation, and play is acknowledged;
- All residents have the right to be physically active (regardless of citizenship, place of origin, race, ancestry, creed, sex, sexual orientation, age, marital status, family status, and / or disability);
- Opportunities and facilities to participate in physical activity, sport, recreation, and play should be equally accessible and available to all;
- All residents can be active participants in promoting participation in physical activity, sport, recreation, and play and that coaches, volunteers, instructors, event organizers, and other Township of South Glengarry residents who provide opportunities to become active are recognized for their valuable contributions to the community;
- The successful promotion of the Township's Active Living Charter is achieved through partnerships with various stakeholders including upper levels of government, educational facilities, not-for-profit organizations, sporting organizations, faith-based organizations, the private sector, clubs, and families.

The Township of South Glengarry supports physical activity through:

- Equipment such as playground structures and sports fields;
- Education and awareness to motivate the residents of the Township to be active;
- Community recreation programming that encourages healthy active lifestyles in recreation centres, community schools, and parks and open spaces;
- Working together with people and organizations to promote South Glengarry as an active community.

South Glengarry

Ontario's Celtic Heartland

Appendix B

Table A-3: Sport/fitness program/activities analysis

Category	Context		Community Interest		Trends				Total
	Well represented current supply	asset based	survey response	relevant age groups	outdoor	nature based	winter	self-directed	
water-based activities	N (2)	Y (2)	H (3)	C/T/A/S (3)	Y (2)	Y (2)	N (1)	Y (2)	17
gym sports	N (2)	N (1)	M (2)	C/T/A/S (3)	P (2)	-	-	N (1)	11
group fitness classes	N (2)	Y (2)	M (2)	Y/A/S (1)	P (2)	-	-	N (1)	10
court sports	Y (1)	Y (2)	M (2)	C/T/A/S (3)	Y (2)	-	P (2)	Y (2)	14
arena ice activities	Y (1)	Y (2)	M (2)	C/T/A/S (3)	N (1)	-	Y (2)	N (1)	12
field sports	Y (1)	Y (2)	M (2)	C/T/A (2)	Y (2)	-	N (1)	N (1)	11
outdoor ice activities	Y (1)	Y (2)	M (2)	C/T/A/S (3)	Y (2)	-	Y (2)	Y (2)	14
arena non-ice activities	Y (1)	Y (2)	L (1)	C/T/A (2)	N (1)	-	N (1)	N (1)	9
wheel sports	N (2)	N (1)	L (1)	C/T/A (2)	Y (2)	-	N (1)	Y (2)	11
marital arts	Y (1)	Y (2)	L (1)	C/T/A (2)	P (2)	-	-	N (1)	9

Parks & Recreation Master Plan

- well represented current supply: yes = 1 no = 2
- asset based: yes = 2 no = 1
- category: high = 3, medium = 2, low = 1
(based on survey results 50% + = high; 20% to 49% = medium; < 20% = low)
- (maximum 3 total) all age groups = 1; adults = +1; children = +1 (maximum 3); C/T/A/S = children, teens, adults, seniors
- outdoor: yes/possibly = 2 no = 1
- nature-based: yes = 2 no = 1
- winter: yes/possibly = 2, no = 1
- self-directed: yes = 2 no = 1
- p = possibly

Table A-4: Non-sport program/activities analysis

Category	Context		Community Interest		Total
	Well represented current supply	asset based	survey response	relevant age groups	
wellness programs	N (2)	Y (2)	H (3)	T/A/S (1)	8
social/club activities	N (2)	Y (2)	M (2)	T/A/S (2)	8
camps	Y (1)	Y (2)	M (2)	C (1)	6
visual arts	N (2)	Y (2)	M (2)	C/T/A/S (3)	9
before and after school programs	N (2)	N (1)	M (2)	C (1)	6
seniors' programs	Y (1)	Y (2)	M (2)	S (1)	6
learning, self-improvement / interest	Y (1)	Y (2)	M (2)	C/T/A/S (3)	8
environmental	N (2)	Y (2)	M (2)	C/T/A/S (3)	9
play programs for preschoolers	Y (1)	Y (2)	M (2)	C (1)	6
performing arts	N (2)	N (1)	M (2)	T/A/S (1)	6
artisanal	N (2)	Y (2)	M (2)	C/T/A/S (3)	9

- well represented current supply: yes = 1 no = 2
- asset based: yes = 2 no = 1
- category: high = 3, medium = 2, low = 1 (based on survey results 50% + = high; 20% to 49% = medium; < 20% = low)
- age groups: all age groups = 1; adults = +1; children = +1 (maximum 3); C/T/A/S = children, teens, adults, seniors

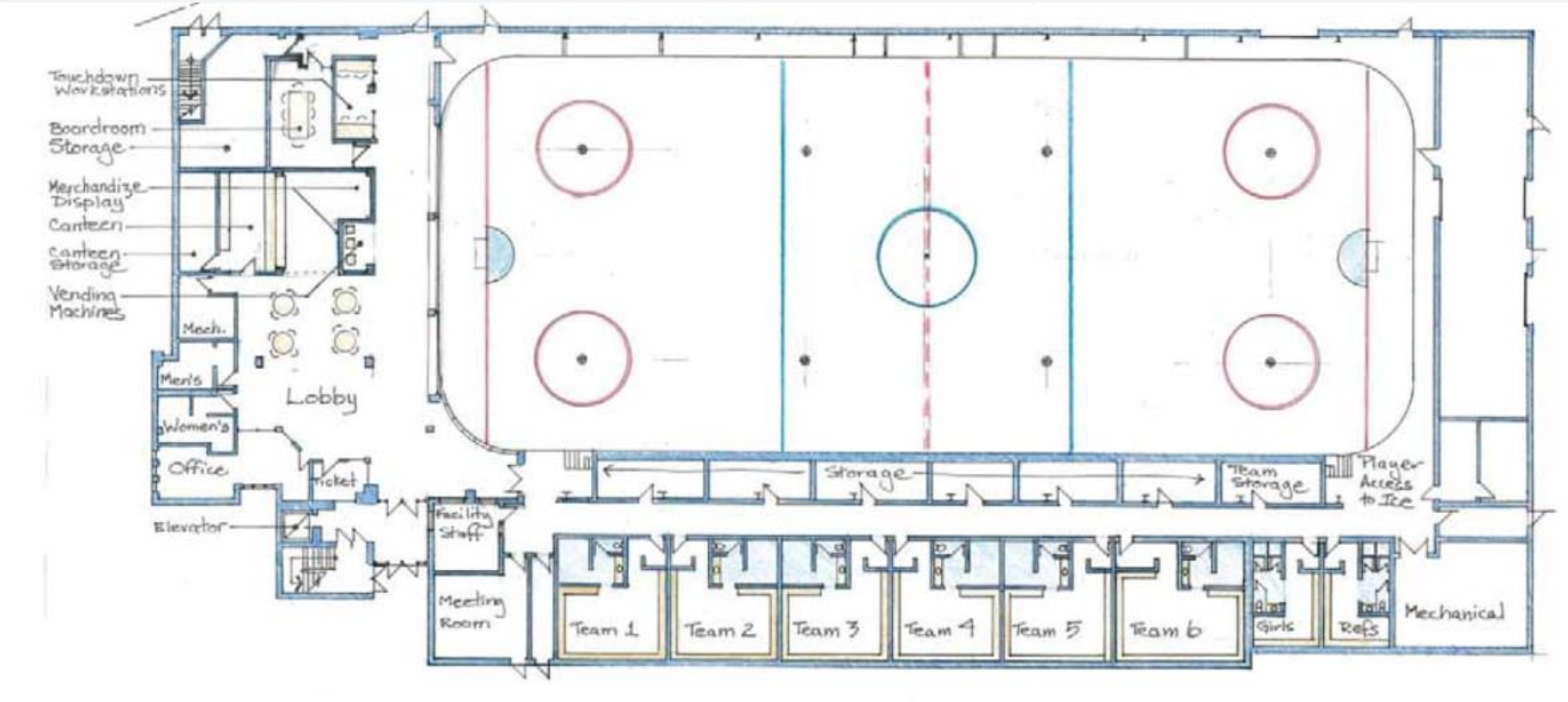
Appendix C

2011 Building Condition Assessment

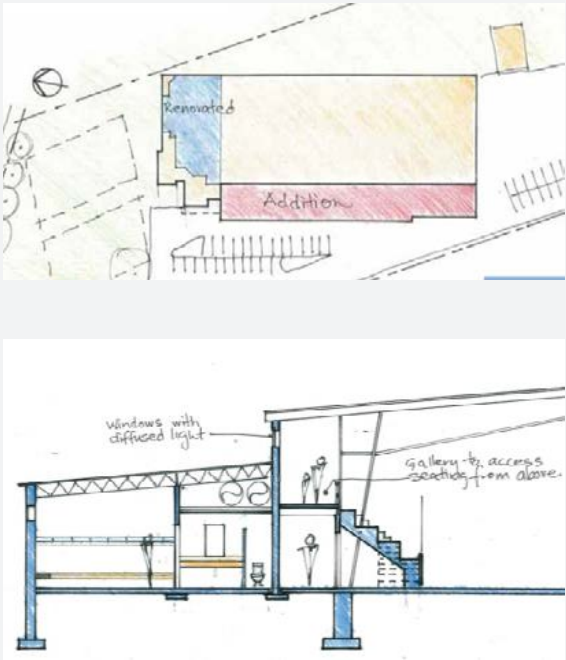
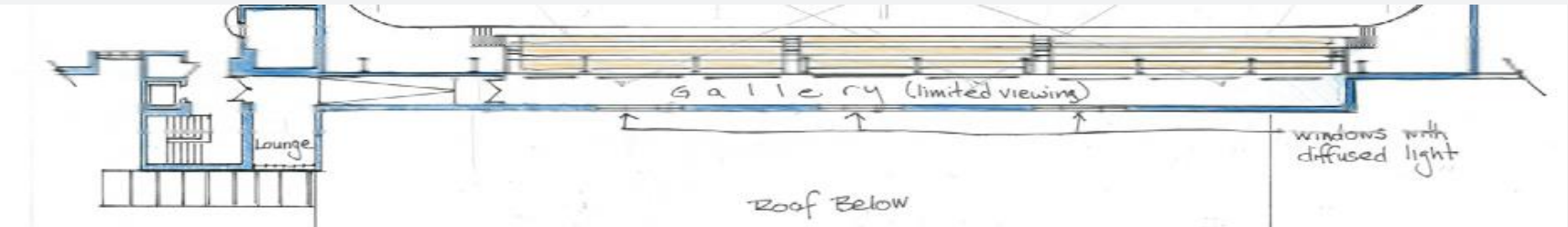
by COLE + Associated Architects Inc.

Expansion Option 1

First Floor Plan



Second Floor Plan

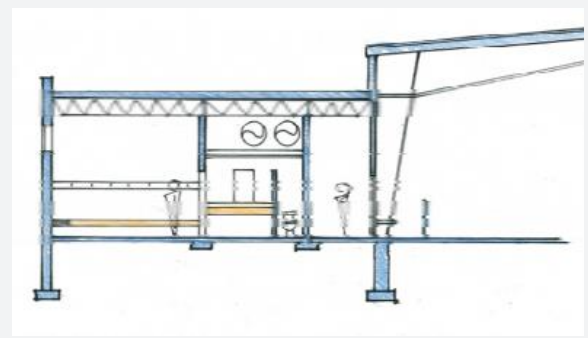
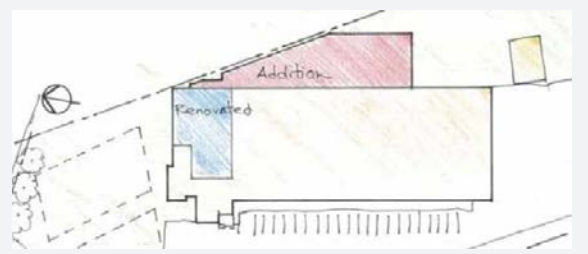
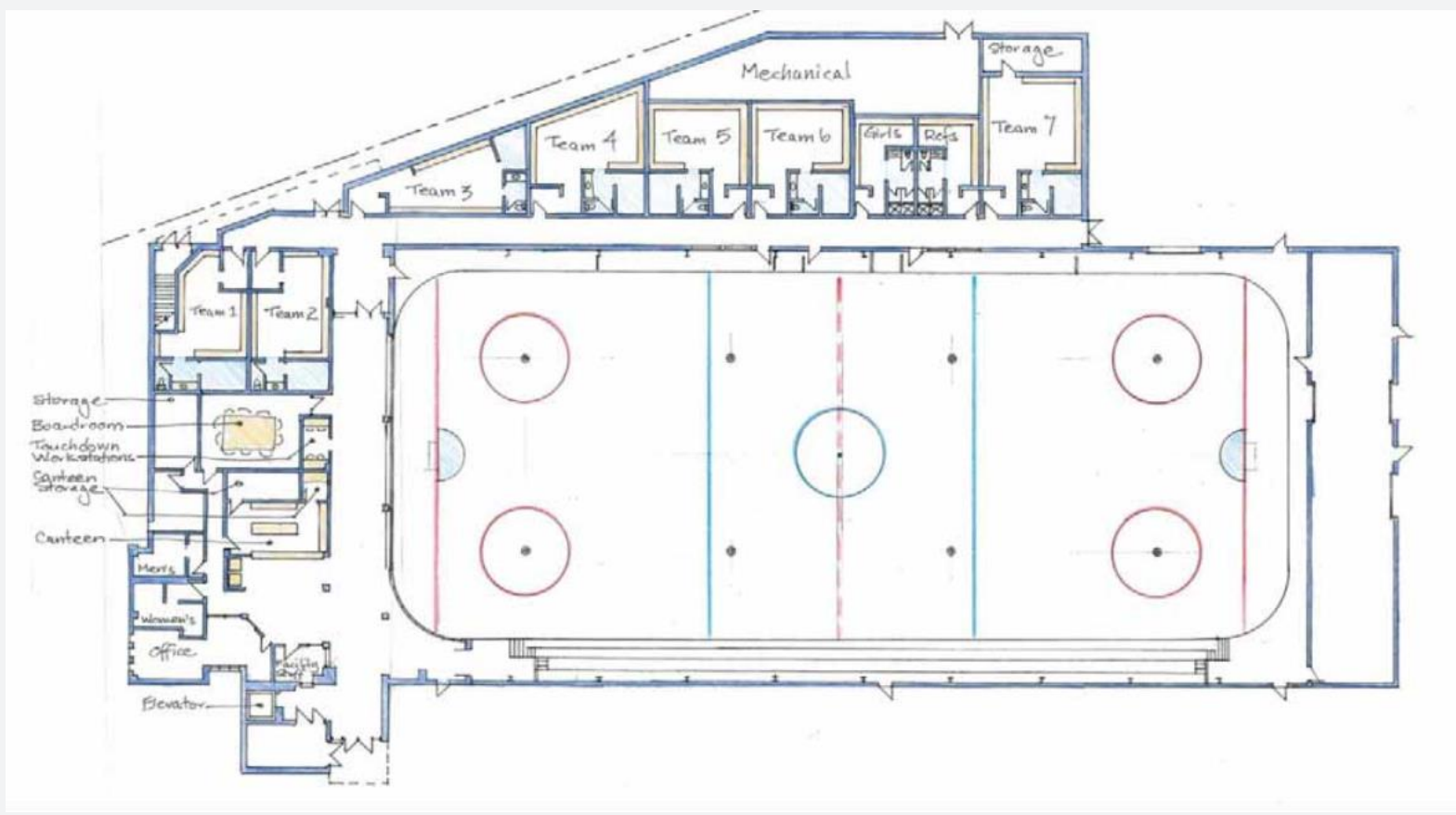


2011 Building Condition Assessment

by COLE + Associated Architects Inc.

Expansion Option 2

First Floor Plan



2011 Building Condition Assessment

by COLE + Associated Architects Inc.

Expansion Option 3

First Floor Plan

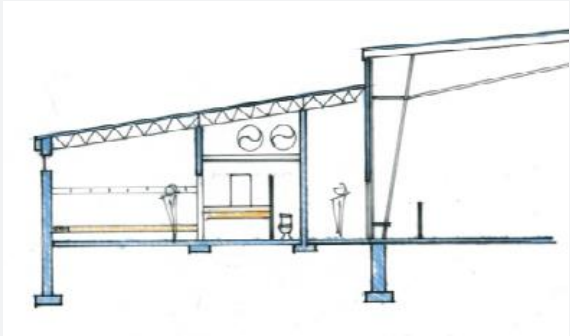
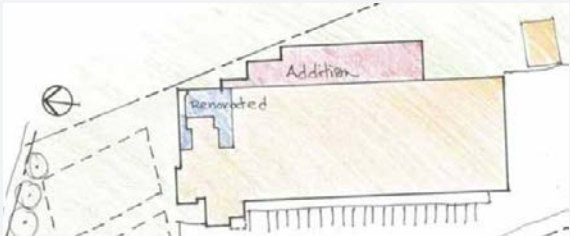
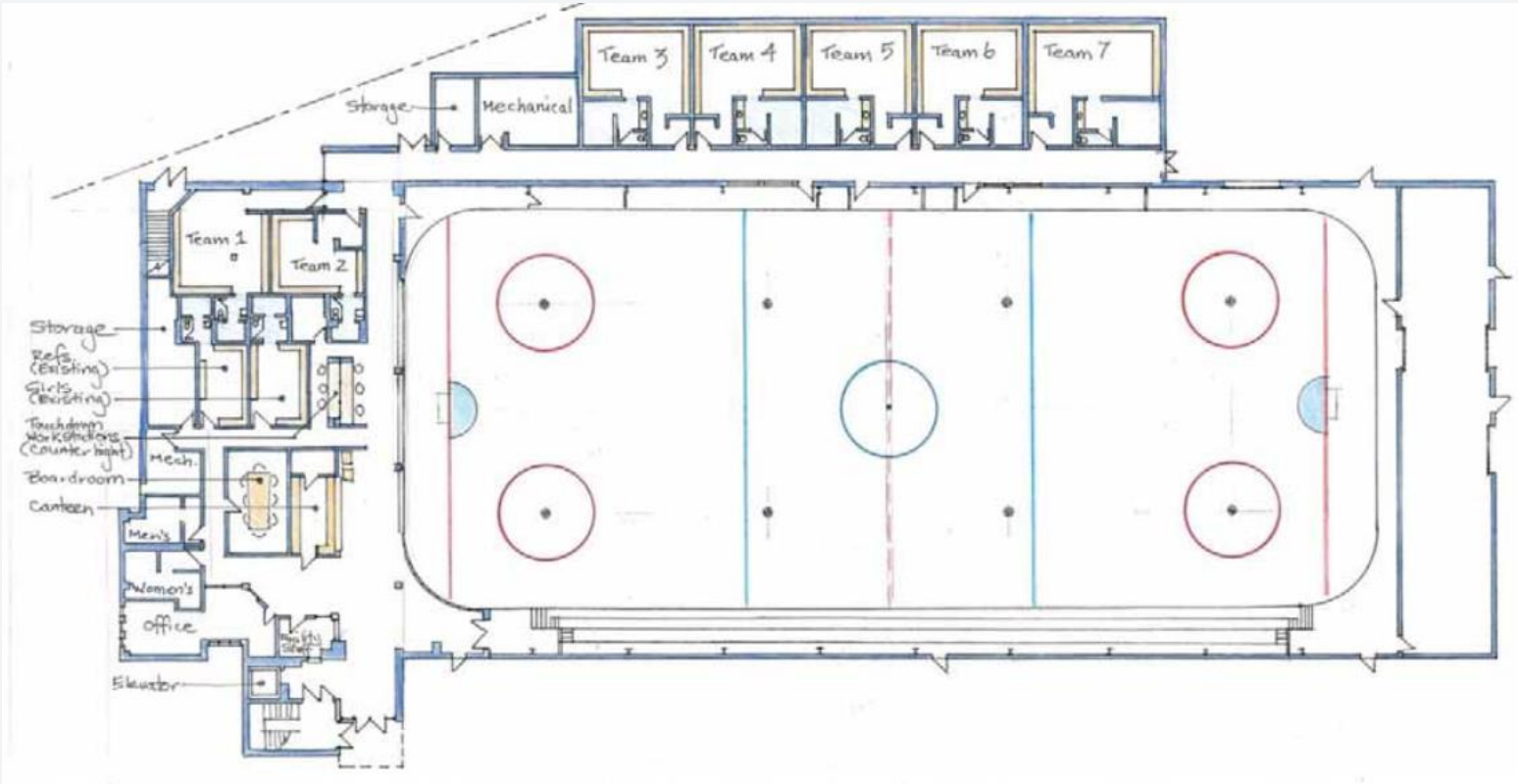


Table C-1 Tartan Hall Use November 2019

	Non-prime time use		Prime time use (6pm+)		
	Hours	Use/User	Hours	Use/User	
1	1.0	Essentrics	2.0	Marital Arts	
2			3.5	Jr. B	WE
3					WE
4	2.0	Balance for Life	2.0	Marital Arts	
5	3.0	GIAG Early Years	1.0	Essentrics	
6	2.0	Balance for Life			
	2.0	Dance class	1.5	Dance class	
7	7.5	SDG Summit	2.0	Marital Arts	
8	1.0	Essentrics			
9			3.5	Jr. B	WE
10					WE
11	2.0	Balance for Life	2.0	Marital Arts	
12	3.0	GIAG Early Years	1.0	Essentrics	
13	2.0	Balance for Life			
	2.0	Dance class	1.5	Dance class	
14	1.0	Essentrics	2.0	Marital Arts	
15	1.0	Essentrics			
16			3.5	Jr. B	WE
17					WE
18	2.0	Balance for Life	2.0	Marital Arts	
19	3.0	GIAG Early Years	1.0	Essentrics	
20	2.0	Balance for Life			
21	2.0	Dance class	1.5	Dance class	
22	1.0	Essentrics	2.0	Marital Arts	
23			3.5	Jr. B	WE
			4.0	Skate Club Movie Night	WE
24			4.0	Skate Club Paint Night	WE
25	2.0	Balance for Life	2.0	Horticultural Society	
26	3.0	GIAG Early Years	1.0	Essentrics	
27	2.0	Balance for Life			
28	2.0	Dance class	1.5	Dance class	
29	1.0	Essentrics	2.0	Marital Arts	
30			3.5	Jr. B	WE
Totals	49.5		53.5		103.0
	WE - weekend				
	no use scheduled				

Table C-2 Tartan Hall Use April 2022

	Non-prime time use		Prime time use		
	Hours	Use/User	Hours	Use/User	
1					
2					WE
3					WE
4	2.0	Balance for Life			
	6.0	Council meetings	5.0	Council meetings	
5	3.0	GIAG Early Years	2.0	Marital Arts	
6	2.0	Balance for Life			
	2.0	Dance class	1.5	Dance class	
7			2.0	Marital Arts	
8					
9	3.0	Stag & Doe	5.5	Stag & Doe	WE
10	7.0	Canoe Race	2.0	Canoe Race	WE
11	2.0	Balance for Life			
12	3.0	GIAG Early Years	2.0	Marital Arts	
13	2.0	Balance for Life			
	2.0	Dance class	1.5	Dance class	
14			2.0	Marital Arts	
15					
16			3.0	CLMHA Awards	WE
17					WE
18	6.0	Council meetings	5.0	Council meetings	
19	3.0	GIAG Early Years	2.0	Marital Arts	
20	2.0	Balance for Life			
	2.0	Dance class	1.5	Dance class	
21			2.0	Marital Arts	
22					
23			9.0	Hort Society AGM	WE
					WE
24			9.0	Canoe Race	WE
25					
26	3.0	GIAG Early Years	2.0	Marital Arts	
27	2.0	Balance for Life			
	2.0	Dance class	1.5	Dance class	
28			2.0	Marital Arts	
29	1.5	Township meeting			
30	4.0	NorWesters Museum			
Totals	59.5		60.5		120.0
	WE - weekend				
	no use scheduled				

Table C-3: Char-Lan Ice Schedule: 2019

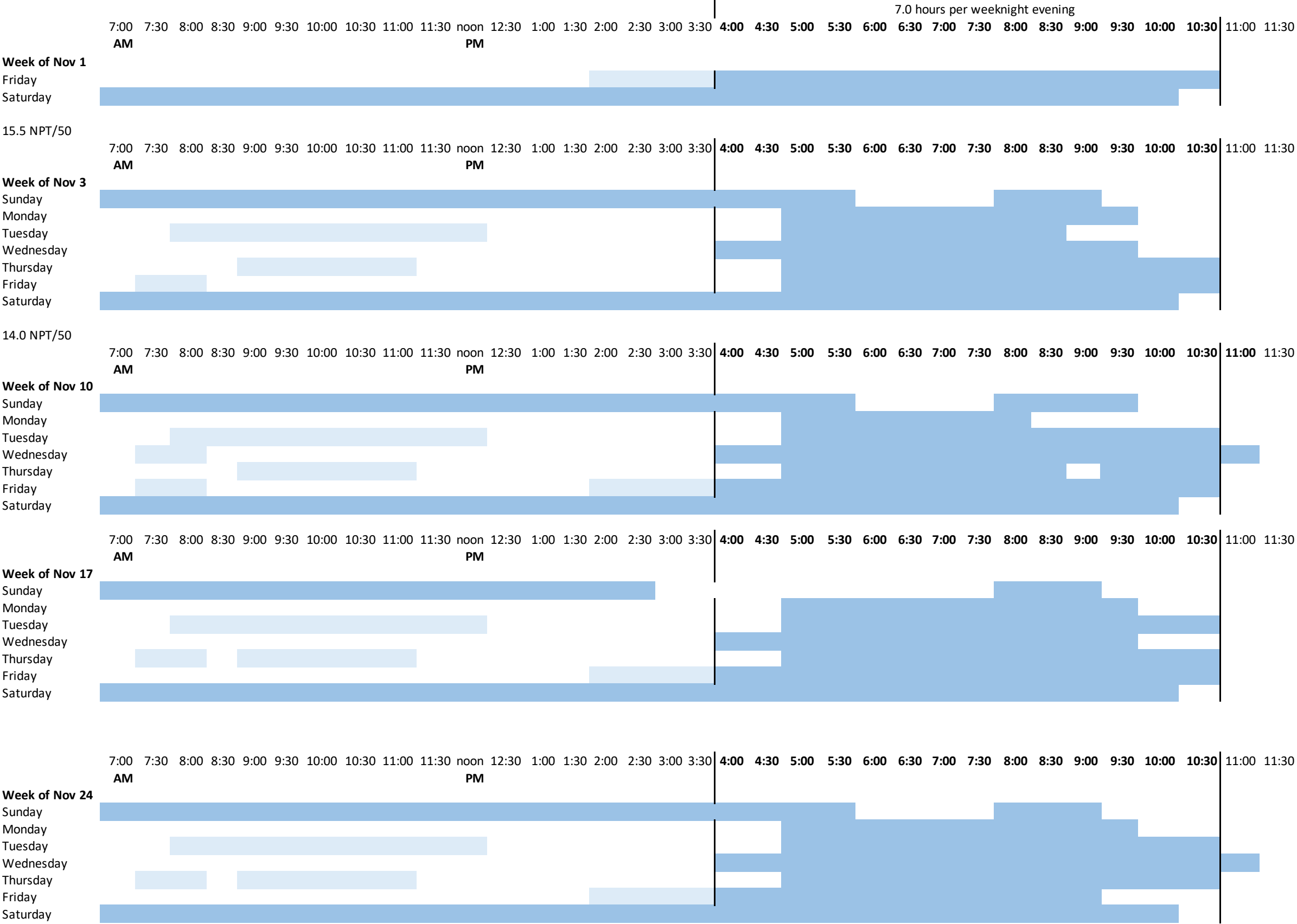


Table C-4 Char-Lan Arena Floor Use May 2019

Non-prime time use		Prime time use (6pm +)		
Hours	Use/User	Hours	Use/User	
1				
2	5.0 Bike Rodeo	2.0 Bike Rodeo		
3	6.0 Bike Rodeo			
4				WE
5				WE
6				
7	2.0 walking program	1.0 CLMSA meeting		
8	2.0 walking program	2.5 ball hockey		
	1.0 ball hockey			
9	2.0 pickleball			
10				
11				WE
12				WE
13	2.0 pickleball	0.75 Nerf Gun Mania		
14	2.0 walking program	1.0 GW Soccer coaches mtg		
15	2.0 walking program	2.5 ball hockey		
	1.0 ball hockey			
16	2.0 pickleball	1.0 CLMSA coaches meeting		
17				
18				WE
19				WE
20				
21	2.0 walking program	1.0 LTP Lacrosse		
22	2.0 walking program	2.5 ball hockey		
	1.0 ball hockey			
23	2.0 pickleball			
24				
25				WE
26				WE
27	2.0 pickleball	3.5 Air Cadets Annual		
28	2.0 walking program	4.0 Air Cadets Annual		
	3.0 Air Cadets Annual			
29	2.0 walking program	2.5 ball hockey		
	1.0 ball hockey			
30	2.0 pickleball			
31				
Totals	46.0	24.25		
WE - weekend				
	no use scheduled			

Table C-5 Martintown CC Main Hall Use November 2019

Non-prime time use		Prime time use (6pm+)		
Hours	Use/User	Hours	Use/User	
1	1.0 GT 55+ Dance Exercise	2.0 AA		
2				WE
3		9.0 Bridal Shower		WE
4	1.0 GT 55+ Exercise	2.0 Exercise class		
5	1.0 GT 55+ Yoga			
	3.5 GT 55+ Duplicate Bridge			
	2.0 Dance class	3.0 Dance class		
6	1.0 GT 55+ Exercise			
	0.5 Martintown Hort Society	4.0 Martintown Hort Society		
7	3.0 GT 55+ Shuffleboard	2.0 Bingo		
	1.0 GT Line Dancing			
8	1.0 GT 55+ Dance Exercise	2.0 AA		
9				WE
10				WE
11	1.0 GT 55+ Exercise	2.0 Exercise class		
12	1.0 GT 55+ Yoga			
	3.5 GT 55+ Duplicate Bridge			
	2.0 Dance class	3.0 Dance class		
13	1.0 GT 55+ Exercise	1.0 Exercise class		
14	3.0 GT 55+ Shuffleboard	1.0 Exercise class		
	1.0 GT Line Dancing			
15	1.0 GT 55+ Dance Exercise	2.0 AA		
16				WE
17				WE
18	1.0 GT 55+ Exercise	2.0 Exercise class		
19	1.0 GT 55+ Yoga			
	3.5 GT 55+ Duplicate Bridge			
	2.0 Dance class	3.0 Dance class		
20	1.0 GT 55+ Exercise	1.0 Marilyn		
	4.0 55+ Diners' Club			
21	3.0 GT 55+ Shuffleboard	1.0 Exercise class		
	1.0 GT Line Dancing			
22		2.0 AA		
23				WE
24				WE
25	1.0 GT 55+ Exercise	2.0 Exercise class		
26	1.0 GT 55+ Yoga			
	3.5 GT 55+ Duplicate Bridge			
	2.0 Dance class	3.0 Dance class		
27	1.0 GT 55+ Exercise	1.0 Exercise class		
28	3.0 GT 55+ Shuffleboard	1.0 Exercise class		
	1.0 GT Line Dancing			
29	1.0 GT 55+ Dance Exercise	2.0 AA		
30		13.75 Private rental		WE
Totals	58.5	64.75	123.25	
WE - weekend				
	no use scheduled			

Table C-6 Martintown CC Main Hall Use April 2022

Non-prime time use		Prime time use (6pm+)		
Hours	Use/User	Hours	Use/User	
1	2.5 Pickleball	1.5 Martintown Mill Comm		
2				WE
3				WE
4	2.5 Pickleball	2.0 Exercise class		
5	1.0 Essentrics Class			
	2.0 Dance class	3.0 Dance class		
6	2.5 Pickleball	3.5 Horticultural Society		
7	3.0 Shuffleboard	1.0 Exercise class		
	2.0 pickleball			
8	2.5 Pickleball			
9		8.0 Baby shower		WE
10				WE
11	2.5 Pickleball	1.0 Exercise class		
12	1.0 Essentrics Class			
	2.0 Dance class	3.0 Dance class		
13	2.5 Pickleball	1.0 Exercise class		
14	3.0 Shuffleboard			
	2.0 pickleball			
15	2.5 Pickleball			
16				WE
17				WE
18	2.5 Pickleball	1.0 Exercise class		
19	1.0 Essentrics Class			
	2.0 Dance class	3.0 Dance class		
	3.5 GT 55+ Duplicate Bridge			
20	2.5 Pickleball	2.0 Exercise class		
	1.0 GT 55+ Exercise			
21	3.0 Shuffleboard			
	2.0 pickleball			
22	2.5 Pickleball			
23				WE
24				WE
25	2.5 Pickleball	1.0 Exercise class		
	1.0 GT 55+ Exercise			
26	1.0 Essentrics Class			
	2.0 Dance class	3.0 Dance class		
	3.5 GT 55+ Duplicate Bridge			
27	2.5 Pickleball	2.0 Exercise class		
	1.0 GT 55+ Exercise			
28	3.0 Shuffleboard			
	2.0 pickleball			
29	2.5 Pickleball			
30		9.0 Bridal shower		WE
Totals	74.5	45.0	119.5	
WE - weekend				
	no use scheduled			

Table C.7 Martintown CC Seniors Room Use November 2019				
Non-prime time use		Prime time use (6pm+)		
Hours	Use/User	Hours	Use/User	
1	3.5 Artists Hangout	2.0 AA		
2				WE
3				WE
4	3.0 MT 55+ Bridge Party			
5	3.5 MT 55+ Duplicate Bridge			
6				
7	3.5 Artists Hangout			
8	3.5 Artists Hangout	2.0 AA		
9				WE
10				WE
11	3.0 MT 55+ Bridge Party			
12	3.5 MT 55+ Duplicate Bridge			
13				
14	3.5 Artists Hangout			
15	3.5 Artists Hangout	2.0 AA		
16				WE
17				WE
18	2.0 Martintown Hort Society			
	3.0 MT 55+ Bridge Party			
19	3.5 MT 55+ Duplicate Bridge			
20				
21	3.5 Artists Hangout			
22	3.5 Artists Hangout	2.0 AA		
23				WE
24				WE
25	3.0 MT 55+ Bridge Party			
26	3.5 MT 55+ Duplicate Bridge			
27				
28	3.5 Artists Hangout			
29	3.5 Artists Hangout	2.0 AA		
30				WE
Totals	59.5	10.0		
WE - weekend				
	no use scheduled			

Table C.8 Martintown CC Seniors Room Use April 2022				
Non-prime time use		Prime time use (6pm+)		
Hours	Use/User	Hours	Use/User	
1		1.0 confidential meeting		
2				WE
3				WE
4				
5				
6		3.5 Horticultural Society		
7	4.25 Wild & Wooly Hookers			
8		1.0 meeting		
9				WE
10				WE
11	5.0 MT 55+ Bridge Party			
12				
13				
14	4.25 Wild & Wooly Hookers			
15		1.0 meeting		
16				WE
17				WE
18	5.0 MT 55+ Bridge Party			
19	2.0 Horticultural Society			
20				
21	4.25 Wild & Wooly Hookers			
22		1.0 meeting		
23				WE
24				WE
25	5.0 MT 55+ Bridge Party			
26				
27				
28	4.25 Wild & Wooly Hookers			
29				
30		9.0 Wiliamstown Fair mtg		WE
Totals	34.0	16.5		
WE - weekend				
	no use scheduled			

Table C.10 North Lancaster Optimist Hall Use April 2022

Non-prime time use		Prime time use	
Hours	Use/User	Hours	Use/User
1	10.0 Church Supper		
2			WE
3			WE
4			
5			
6			
7			
8			
9			WE
10			WE
11			
12			
13			
14			
15			
16			WE
17			WE
18			
19			
20	11.5 Environment meetings*	0.5 Environment meetings	
21	11.5 Environment meetings	0.5 Environment meetings	
22	11.5 Environment meetings	0.5 Environment meetings	
23		12.0 Environment meetings	WE
24		12.0 Environment meetings	WE
25	11.5 Environment meetings	0.5 Environment meetings	
26	11.5 Environment meetings	0.5 Environment meetings	
27	11.5 Environment meetings	0.5 Environment meetings	
28	11.5 Environment meetings	0.5 Environment meetings	
29	5.5 Environment meetings		
30		17.0 Hockey event	WE
Totals		86.0	44.5

*an emergency response group that was called in to deal with an outbreak of Avian Flu in the area
WE - weekend
no use scheduled

Table C.9 Green Valley Community Hall Use April 2022

Non-prime time use		Prime time use	
Hours	Use/User	Hours	Use/User
1			
2		4.0 Family Event	WE
3			WE
4			
5			
6		2.0 Glengarry Federation of Agriculture	
7			
8	8.0 Family Reunion		
9			WE
10			WE
11			
12			
13			
14			
15			
16			WE
17		10.0 Family Event	WE
18			
19			
20	1.0 Kitchen rental	4.0 Kitchen rental	
21	1.0 Kitchen rental	4.0 Kitchen rental	
22	2.0 Kitchen rental	4.0 Kitchen rental	
23		6.0 Music lessons	WE
24			WE
25			
26			
27			
28			
29			
30			WE
		12.0	34.0

WE - weekend
no use scheduled

Appendix D

Parks & Recreation Master Plan

Committee/Association Participation in Focus Groups/Interviews (* indicates those that participated)

Glen Walter Parks and Recreation Committee*

Bainsville Recreation Committee*

Friends of the South Lancaster Wharf*

Martintown Mill Preservation Committee*

Lancaster Optimist Club*

Martintown Cenotaph Committee*

Williamstown Cenotaph Committee

Lancaster Cenotaph Committee

Heritage Committee

Williamstown Fair Board

Williamstown Green Thumb Horticultural Society*

Martintown Horticultural Society

Friends of the Summertown Trails*

North Lancaster Optimist Club

Lancaster Legion

ATV Club* (Glendaler's Winter Sports Club)

Glengarry Snowmobile Club*

Martintown Goodtimers Association*

Glengarry Celtic Music Hall of Fame*

Bainsville Bay Citizen's Advocacy Association*

Waterfront Regeneration Trust*

South Lancaster Wharf Group*

Focus Groups for Casual/non-organized Users

Waterfront Users (#7 attended)

Recreational Trail Users of Peanut Line (12 attended)

Contacts made by email/phone (* indicates those that responded)

CMHA*

SDG Counties Library

Sir John Johnson Manor House

Friends of the Ruins

Glengarry Fencibles Trust*

User Group Survey Invitees and Participants

	Group/Organization	Responded to Survey?
1	Char-Lan Minor Hockey Association	Yes
2	Char-Lan Skating Club	Yes
3	Junior B Rebels Club	Yes
4	Char-Lan Minor Soccer	Yes
5	Glen Walter Minor Soccer	-
6	Martintown and District Goodtimers Association	Yes
7	MacCulloch School of Dance	-
8	Williamstown Green Thumb Horticultural Society	Yes
9	Martintown Horticultural Society	-
10	Glengarry Nor'Westers & Loyalist Museum	Yes
11	Friends of the Summerstown Trails	-
12	Essentrics Classes	-
13	Seaway Fitness (SD & G Fitness)	Yes
14	GIAG - EarlyON	Yes
15	Lancaster Optimist Club	Yes
16	North Lancaster Optimist Club	-
17	Lancaster Legion	-
18	Ken Sei Kai Academy of Martial Arts	Yes
19	Seaway Valley Community Health Centre	Yes
20	Glengarry Celtic Music Hall of Fame	-
21	ATV Club (user of the Peanut Line)	-
22	Glengarry Snowmobile Club - OFSC District (user of the Peanut Line)	Yes
23	Boys and Girls Club - User and Community Partner	-

Parks & Recreation Master Plan

The following email and attachment were sent from the Township to the groups listed below on January 25, 2022:

Char-Lan Minor Hockey Association
Char-Lan Skating Club
Jr B Rebels
Char-Lan Minor Soccer Association
Martintown Good Timers
Glen Walter Parks and Recrea9on Committee
Bainsville Recreation Committee
Martintown Cenotaph Committee
Lancaster and Williamstown Cenotaph Committee
Martintown Mill Preservation Committee
South Lancaster Wharf Committee
Lancaster Optimist Club
Williamstown Fair Board
MacCulloch School of Dance
Williamstown Horticultural Society
Martintown Horticultural Society
Glengarry Nor'Westers & Loyalist Museum
Friends of the Summerstown Trails
Lancaster Optimist Club
North Lancaster Optimist Club
Lancaster Legion
Seaway Valley Community Health Centre
Glengarry Celtic Music Hall of Fame
Glengarry ATV Club
Glengarry Snowmobile Club

Community Partners,

The Township of South Glengarry is embarking on a study to prepare a Parks and Recreation Master Plan. The purpose of the Plan is to provide the Township with long-term direction for the provision of parks and recreation services to community residents and visitors.

The Township has hired a consulting team to prepare the Plan, comprising Mehak, Kelly & Associates, thinc design and Oraclepoll Research. The study process includes a broad-based consultation program, reflecting the Township's interest in extensive community participation in preparing the Master Plan.

As part of the consultation process, there is an online survey that is now available until Monday, February 7. This survey is for resident households, if you would be able to forward this to your members, it would be greatly appreciated. I have provided the link below to complete the survey. I have also attached a poster to advertise the survey, if you are a community partner that has a facility that will be open to the public as of next week, please feel free to post.

South Glengarry Parks and Recrea9on Master Plan | South Glengarry Parks and Rec Plan (sg-parksandrecplan.ca)

Lastly, there will be a separate survey for groups and organizations in the Township and the consultants will be in touch with you in the coming weeks in order to understand your needs to sustain/grow your programs and services.

Thank you.



Parks & Recreation Master Plan

The following email and attachment were sent from the General Manager of Parks, Recreation and Culture to the groups listed below on January 31, 2022, with a follow-up/reminder on February 7, 2022:

Char-Lan Minor Hockey Association

Char-Lan Skating Club

Jr B Rebels

Char-Lan Minor Soccer Association

Martintown Good Timers

MacCulloch School of Dance

Williamstown Horticultural Society

Martintown Horticultural Society

Glengarry Nor'Westers & Loyalist Museum

Friends of the Summerstown Trails

Essentrics Classes (Heather Hughes)

Seaway Fitness

Early ON

Lancaster Optimist Club

North Lancaster Optimist Club

Lancaster Legion

Martial Arts

Seaway Valley Community Health Centre

Glengarry Celtic Music Hall of Fame

Glengarry ATV Club

Glengarry Snowmobile Club

Boys and Girls Club

Good afternoon,

The Township of South Glengarry is preparing a Parks and Recreation Master Plan, which

will serve to guide the planning of programs, activities and special events, indoor and outdoor recreation facilities, and parks owned by the municipality, over the next ten years. The firms Mehak, Kelly & Associates and thinc design have been engaged to conduct the study, an essential part of which is community consultation. The Township is requesting sports, recreation, arts and heritage

groups that serve South Glengarry residents to contribute to the study.

This letter has been sent to this email address using the most recent contact information available for your organization. If you are not the correct contact person and we should be directing it to someone else, please email Mary Catherine Mehak at mc@mehak-kelly.com, with current contact information.

The following link leads to a survey designed to gather information on your group's needs and interests in providing services to the community: <https://www.surveymonkey.com/r/SGGroupSurvey>.

We are requesting you to complete it on behalf of your group. If you have questions or concerns about the project, please feel free to contact me. Please respond by Thursday, February 10, 2022. Thank you for participating in the Master Plan study.

Appendix E

DESIGN GUIDELINES FOR OFF LEASH AREAS

Off-leash areas have their own unique design and maintenance considerations to ensure a safe, attractive and practical space for dogs and dog owners. While each space is unique and must be assessed for its own merits in regards to its ability to successfully host an off-leash area, the following recommendations are based on best practices employed throughout the world.

FENCING AND ENTRANCES



Not all off-leash areas (OLA) need to be fenced. However, for leash-free areas in more urban or high activity parks, fencing should be considered.

- Use high quality latches that can withstand repeated use with minimal maintenance. Latches should also be quiet (especially around residential areas)
- Use a double gated system at all entrances and exits
- Use 1.5 metre (5') high steel fencing
- Provide a concrete pad at all entry/exit points

AMENITIES



A wide number of amenities should be considered in off-leash areas to improve accessibility and the experience for both dogs and their owners.

- Install dog agility equipment
- Accommodate a Small/Shy Dog Area
- Provide an accessible pathway to and within the off-leash area
- Provide recycling, garbage and green bins outside main entry/exits
- Provide accessible seating away from entrances and exits
- Provide by-law signage within OLA and prior to entry

LIGHTING



Lighting increases safety and extends the hours when OLAs can be used in the winter. Lighting should address issues regarding access, safety, environmental impacts, and community concerns.

- Provide user activated lights at entrance(s) to allow lights to turn off when not in use
- Use solar lighting if no electrical service exists
- Provide lighting along paved pathway within OLA
- Ensure lighting does not impact adjacent residences or encourage noise or illicit activities after hours

SURFACING AND DRAINAGE



Appropriate selection of surfacing is critical from a number of perspectives including maintenance, drainage, health, dog and human comfort, accessibility, safety and cost. Ideally an off-leash area will use more than one surface and will be selected based on site characteristics.

- Provide a minimum of 2% slope to ensure positive drainage and avoid pooling (mud)
- Use multiple surface types, select type based on level of use and budget
- Use durable fescue mix where level of use permits
- Use wood chips or engineered wood fibre in well drained, sunny locations
- Avoid gravel or crushed granite surfaces except in poorly drained locations or small, high intensity use areas

WATER



Water should be provided for: drinking (both dogs and humans); play for dogs; and irrigation (surface dependent). All the water recommendations are dependent on having access to water service and require the installation of gravel/concrete pad at the water source to prevent puddling and erosion.

- Provide an accessible multi-tier drinking fountain
- Install spray feature for cooling and play
- Install irrigation if using crushed granite surfacing to rinse urine and reduce dust

SHADE



Shade is important for both dogs and humans by way of trees and/or shade structures with special consideration required for long-term tree health:

- Provide a minimum 20% shade coverage within off-leash area
- Protect trees within off-leash area (fencing) to prevent dogs from accessing tree
- Install a shade structure (open on all sides) if tree planting is not possible



STAFF REPORT

S.R. No. 166-2022

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: 2021 OSIM Report for Road Structures

BACKGROUND:

1. The Township of South Glengarry retained Morrison Hershfield to undertake the biennial 2021 Ontario Structure Inspection Manual (OSIM) inspections for fifty (50) structures in accordance with the Ontario Standards for Bridges (O. Reg. 104/97).
2. The goals of undertaking these visual inspections are to ensure that:
 - a. The municipal structures remain in an acceptable level of safety.
 - b. The useful life of the structures is prolonged.
 - c. Maintenance and rehabilitation needs are identified.
 - d. The Municipality has adequate information to economically plan for studies, repairs and / or replacement of their infrastructure.

ANALYSIS:

3. In addition to the detailed OSIM inspection sheets, the report provides the Township with a prioritized 10-year Capital Work Program based on the condition of the structures for budgeting purposes.
4. The report provides a detailed summary of the findings for each of the fifty (50) structures.
5. The high-level summary of findings of the OSIM report are:
 - a. Options Renewal Study (1-5 years): 1
 - b. Detailed Deck Condition Survey (1-5 years): 4
 - c. Minor Rehabilitation (1-5 years): 1
 - d. Minor Rehabilitation (6-10 years): 3
 - e. Major Rehabilitation (1-5 years): 10
 - f. Major Rehabilitation (6-10 years): 4
 - g. Replacement (1-5 years): 5
 - h. Replacement (6-10 years): 2

6. The inspections and results of this report were completed prior to the 2022 structure rehabilitation projects which included six (6) of the structures that required Major Rehabilitation (1-5 years).

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in Infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT the Staff Report 166-2022 be received and that the Council of the Township of South Glengarry receive the 2021 Ontario Structural Inspection Manual Report prepared by McIntosh Perry Consulting Engineers Ltd..

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

TOWNSHIP OF SOUTH GLENGARRY 2021 OSIM INSPECTION REPORT



Prepared for:

The Township of South Glengarry
6 Oak Street
P.O. Box 220
Lancaster, Ontario
K0C 1N0

Prepared by:

McIntosh Perry Consulting Engineers Ltd.
115 Walgreen Road
Carp, ON
K0A 1L0

January 11, 2022

MPCE File No. CCO-21-2948

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APPENDICES

APPENDIX A – OSIM INSPECTION FORMS

1.0 INTRODUCTION

McIntosh Perry Consulting Engineers Ltd. was retained by the Township of South Glengarry to carry out the 2021 inspections of fifty (50) structures in accordance with the most recent Ontario Structure Inspection Manual. This report contains the detailed inspection forms, a summary of recommendations for repairs and maintenance for each structure, as well as any roadside safety issues, and an associated ten-year capital plan.

2.0 GOALS OF DETAILED VISUAL INSPECTION

The goals of the detailed visual inspection are to ensure that (1) the municipal structures remain in an acceptable level of safety, (2) the useful life of the structures are prolonged, (3) maintenance and rehabilitation needs are identified, and (4) the Municipality has adequate information to economically plan for studies, repairs and/or replacement of their infrastructure.

3.0 SCOPE OF DETAILED VISUAL INSPECTION

The detailed visual inspections are conducted in accordance with the Ontario Structure Inspection Manual. The detailed visual inspection is a “close-up” visual assessment (with estimation of some remaining inaccessible parts) of each element for material defects, performance deficiencies and maintenance needs of the structure. The inspection may involve some non-destructive evaluation such as using hammers to sound concrete. The inspector under the direction of the engineer measures and records information on prescribed forms, in which the engineer develops a program for rehabilitation and/or replacement for the city infrastructure.

All bridges with a span of three (3) metres or greater must be inspected biennially. For culverts with three (3) to six (6) metres span, the inspection interval may be increased from two (2) to four (4) years if the culvert is in good condition and it is the engineer's belief that the condition of the culvert will not change significantly before the next inspection. The inspection frequency identified above is the maximum interval for structures in good condition. The engineer may require more frequent inspections for some of the reasons listed below:

- Structure with a high proportion of elements in poor condition;
- Structure with a load limit;
- Structures with load or clearance restrictions;
- Single load path structures;
- Structures with fatigue prone details; and
- Structures with fracture critical components.

In addition, some structures may require a more thorough inspection by getting within arm's reach of all areas of the structure often with the use of special equipment and tools such as Bridgmaster, bucket trucks, ladders, etc. This type of inspection is referred to as an Enhanced OSIM inspection and requires the following:

- Determine areas of delamination and spalling in concrete elements by tapping with a hammer;
- Determine limits of rot in wood elements by tapping with a hammer and selective wood coring; and
- Clean and wire brush all areas of steel to examine section loss.

Typically, an enhanced inspection is required on all structures over 30 years of age with critical components in poor condition and should be completed a maximum of every 6 years.

During a detailed visual inspection, if more detailed information is required, additional investigations can be requested by the inspector. Some of these investigations include the following:

- Detailed Deck Condition Survey;
- Non-destructive Delamination Survey of Asphalt Covered Decks;
- Concrete Substructure Condition Survey;
- Detailed Coating Condition Survey;
- Detailed Timber Investigation;
- Post-Tensioned Strand Investigation;
- Underwater Investigation;
- Fatigue Investigation;
- Seismic Investigation; or
- Structure Evaluation.

4.0 SUMMARY OF EACH STRUCTURE AND SIGNIFICANT FINDINGS

This section briefly describes the existing condition of each structure and the recommended capital improvements. Bridge and culvert inspection frequency and roadside safety have been dealt with separately and are presented in sections 6.0 and 7.0, respectively. Complete inspection details including maintenance for each structure can be found in the Municipal Structure Inspection Forms contained in **Appendix A**.

4.1 30002 – Purcell Road

This 4.9 m span open footing culvert is on Purcell Road about 1.92 km north of County Road 2. The asphalt roadway is 6.5 m wide. The culvert was built in 1950 and is rated in general good condition.

30002 – Purcell Road Culvert Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> • West extension and new guiderail added in 2006.
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Wide vertical cracks with areas of delamination in the abutment walls and extension joint locations with severe scour/erosion near bottom of wall at north. • Disintegration with efflorescence and stalactites at east end of soffit. • Severe disintegration throughout fascia, with exposed rebar at south. • Debris (hazard signs and tree branches) within culvert near west end. • Severe impact damage at end treatment at south
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023 • Concrete repairs at extension joints and east fascia within 2 years. • Clear flow obstructions within 2 years.

30002 – Purcell Road Culvert Summary Table	
	<ul style="list-style-type: none"> Repair/replace end treatment at southeast quadrant as soon as possible. Miscellaneous guiderail repairs within 1 year.

4.2 30003 – Kinloch Road

This twin corrugated steel arch culvert with 4.0 m spans is located on Kinloch Road about 0.68 km south of County Road 19. The asphalt roadway is 6.1 m wide. The structure was built in 1985 and is rated in poor condition.

30003 – Kinloch Road Bridge Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Guiderails severely misaligned throughout with several posts detached. Some guiderails overlapped in wrong direction and no end treatments. Deformation at crown of both barrels Reverse curvature and global deformation at east end of north barrel Medium to wide transverse and pattern cracks above barrels. Global deformation of south barrel below roadway Erosion between culverts Very severe channel blockage
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. Recommend urgent replacement of the SBGR with end treatments due to unsafe and poor condition. The municipality should continue monitoring deformations in both culverts. Remove debris from channel. Resurface roadway in 1 to 5 years. The Municipality should consider replacing the structure in 1 to 5 years.

4.3 30004 – Cemetery Road

This three-span (9.2 m/14.6 m/9.2 m) concrete T-beam bridge is on Cemetery Road about 0.66 km north of County Road 18. The asphalt wearing surface is 7.5 m wide. The structure was built in 1967 and is rated in good to fair condition.

30004 – Cemetery Road Bridge Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was conducted by Levac Robichaud Leclerc Associates Ltd. in July 2009.
2021 Significant Findings	<ul style="list-style-type: none"> Exposed rebar at the mid span at the west curb, large spall with exposed rebar at the northeast curb. Spalling and delamination at abutment wall at southeast. Undermining up to ± 200 mm at south abutment exposing top of H-Piles. Monitor undermining during bi-annual inspections. Very large area of delamination and spalling with exposed corroded rebar at east bay in north span of interior soffit, with active leaking and areas of efflorescence. Areas of delamination at centre bay at north of interior soffit and area of light spalling/delamination with active leaking, efflorescence, and stalactite at west bay north span. Isolated areas of delamination and spalling with exposed corroded rebar throughout girders. Surface ponding on west side of deck near midspan. Potholes at centerline of structure at west side of deck
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. An updated detailed deck condition survey should be considered in the next 1 to 5 years to determine the extent of the deterioration and the condition of the deck. It is recommended that the large delamination/spall area in the east bay of the north span be repaired in the next year. Prolonged deterioration could result in a full depth deck spall creating a hazard for motorists. A major rehabilitation should be considered in the next 1 to 5 years including replacement of asphalt and installation of a waterproofing system; concrete patch repairs on structure; and installation of deck drains and asphalt drain tubes. Potholes on the structure should be patched in the next 1 year.

4.4 30005 – Cemetery Road

This 18.3 m single span rigid frame bridge is on the Cemetery Road about 0.65 km south of North Branch Road. The concrete riding surface is 7.3 m wide. The structure was built in 1985 and it is rated in good condition.

30005 – Cemetery Road Bridge Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Depressions, potholes, and extensive patches at both approaches, more severe at south. Surface ponding at edges at south approach. Loss of material at northeast and south end of deck along east edge. Medium to wide vertical cracks in abutment walls extending into soffit. Spall with exposed corroded rebar at northeast barrier wall end post. Wide crack observed on exposed deck top at south end.
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023 The municipality should continue monitoring cracks in abutment walls that extend to the soffit. Southwest and northwest deck drains should be extended to prevent further deterioration of soffit and substructure Replace wearing surface at approaches.

4.5 30008 – Rae Road

This 3.0 m span open footing culvert is on Rae Road about 0.68 km north of County Road 2. The asphalt roadway is 6.5 m wide. The structure was built in 1954 and is rated in good condition.

30008 – Rae Road Culvert Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> Concrete repairs to the ends of the structure and deck soffit in September 2011 under Contract No. 11-10.
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Some hairline map cracking initiating on the rehabilitated concrete portions Light to medium scaling throughout south half of fascia and the south wall Narrow transverse and longitudinal cracks with efflorescence extending from abutment walls at west end Severe scour/disintegration below patch Light with localized severe scour along bottom portion of abutment walls primarily at west end Wide crack with area of disintegration at southeast of deck top
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.6 30009 – Rae Road

This 4.2 m span open footing culvert is on Rae Road about 1.36 km north of County Road 2. The asphalt roadway is 6.1 m wide. The structure was built in 1954 and is rated in good condition.

30009 – Rae Road Culvert Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> Concrete repairs to the ends of the structure and deck soffit in September 2011 under Contract No. 11-10.
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Light scour/erosion along waterline throughout abutment walls Area of staining on soffit near west end Gabion baskets at west slightly rotated outwards with some light corrosion of baskets up to high waterline. Water infiltration and damp staining at the soffit/abutment wall interface
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.7 30010 – Glen Road

This 3.0 m span open footing culvert is on Glen Road about 1.88 km east of Cornwall Boundary Road. The asphalt roadway is 6.1 m wide. The structure was built in 1950 and is rated in good to condition.

30010 – Glen Road Culvert Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> Concrete repairs to the ends of the structure and deck soffit in September 2011 under Contract No. 11-10
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Isolated area of severe scaling below patch at southeast end wall Medium scaling near north end of east abutment wall and light scaling throughout up to high waterline Localized light honeycombing and efflorescence staining in haunches Narrow transverse cracks with efflorescence near centreline of soffit. Settlement of wearing surface observed at ends of deck Some rotation and bulging of gabion basket walls at southeast and southwest
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. Monitor rotation of gabion walls at southeast (± 460 mm from top of wall to fascia) and southwest (± 330 mm from top of wall to fascia). A minor rehabilitation of the gabion basket retaining walls should be considered in the next 6 to 10 years.

4.8 30011 – Cashion Road

This 15.2 m single span, 4 steel “I” girders with reinforced concrete deck bridge is on Cashion Road about 0.60 km south of County Road 19. The concrete riding surface is 7.3 m wide. The structure was built in 1957 and is rated in fair condition.

30011 – Cashion Road Bridge Culvert Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was conducted by McIntosh Perry in July 2009.
2021 Significant Findings	<ul style="list-style-type: none"> Area of spalling/delamination at north end of soffit near center of deck Areas of light to medium surface corrosion on girders and diaphragms with coating failure Spalling and delamination in barrier rails and posts with areas of exposed rebar Bearing pad missing at southwest end
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. An updated detailed deck condition survey should be considered in the next 1 to 5 years to determine the extent of the deterioration and the condition of the deck. Waterproof and paving of deck should be considered in the next 1 to 5 years. Paving of the deck is subject to the bridge having adequate load carrying capacity. A structure evaluation should be undertaken to confirm the load carrying capacity. The barrier should be also replaced with proper end treatments installed.

4.9 30013 – Nine Mile Road

This 3.4 m span corrugated steel pipe arch culvert is on Nine Mile Road about 2.9 km north of County Road 19. The asphalt roadway is 6.1 m wide. The culvert was built in 1960 and is rated in good condition.

30013 – Nine Mile Road Culvert Summary Table	
Rehabilitation History	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Light to medium corrosion up to the high waterline of the culvert with localized areas of severe corrosion along springline of both walls just east of centreline Corrosion at some bolt hole connections above springline Salt staining at plate laps and bolt holes in obvert
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.10 30014 – MacGillivray Road

This 4.0 m span corrugated steel pipe arch culvert is on MacGillivray Road about 2.08 km south of Martintown. The gravel roadway is 5.8 m wide. The structure was built in 1960 and is rated in good to fair condition.

30014 – MacGillivray Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Bolt hole cracks up to ± 30 mm at nine bolts (1.2m along wall) at south wall near center line • Minor sag below roadway and/or heaved ends • Light with localized areas of medium to severe corrosion with some flaking up to the high waterline • Light corrosion and salt staining at plate lap joints
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The municipality should continue monitoring the bolt hole cracks and the sag and/or heaved ends

4.11 30015 – Glenbrook Road

This 18.9 m single span rigid frame bridge is on Glenbrook Road about 0.09 km south of County Road 19. The concrete riding surface is 7.3 m wide. The structure was built in 1968 and is rated in good condition.

30015 – Glenbrook Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Several medium vertical cracks in abutment walls extend into soffit • Delamination in soffit at southeast deck drain • Medium to wide horizontal cracks along total length of fascia at east and west • Medium to wide vertical crack at interface of abutment and deck at corner • Several medium to wide vertical cracks in both parapet walls • Diagonal cracks with efflorescence in wingwalls
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The municipality should continue monitoring cracks in abutment walls that extend into the soffit. • The municipality should consider repairing the damaged guiderail and clearing the debris from the deck drains in the next 1 year.

4.12 30016 – Squire Road

This twin corrugated steel round culvert with 3.6 m span is on Squire Road about 0.5 km south of County Road 25. The gravel roadway is 4.2 m wide. The structure was built in 1980 and is rated in fair to poor condition.

30016 – Squire Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Light corrosion up to the high water level of both the culverts. • Light to medium corrosion below waterline in both culverts. • Deformations along walls in both north and south barrels – continue to monitor • Sag below roadway centreline in both north and south barrels • Barrel heaved at ends in both north and south barrels • Settlement and erosion of shoulders primarily between two culverts resulting in unstable guiderail posts • Granular buildup below guiderail causing poor drainage of roadway. • Guiderail severely misaligned with some posts are undermined and some rails lapped in the wrong direction.
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Recommend urgent repair of the guiderail due to unsafe and poor condition. • The Municipality should continue monitoring deformations in both culverts. • The Municipality should consider replacement of this structure in the next 1 to 5 years.

4.13 30017 – Squire Road

This twin corrugated steel round culvert with 3.6 m spans is on the Squire Road about 0.2 km south of Kenyon Road. The gravel roadway is 5.8 m wide. The structure was built in 1982 and is rated in fair condition.

30017 – Squire Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Light corrosion up to high water level in both north and south barrels • Light sag in obvert below roadway centreline in both north and south barrels • Barrel slightly heaved at ends in both north and south barrels • Guiderail is misaligned both horizontally and vertically with some rails lapped in wrong direction.

	<ul style="list-style-type: none"> • Wooden guiderail posts severely rotting at centers, with 13 posts detached from ground due to rot.
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Recommend urgent repair/replacement of the guiderail due to unsafe and poor condition. • The municipality should continue monitoring deformations in both culverts • Large trees at inlet of both barrels. • The Municipality should consider replacement of this structure in the next 6 to 10 years

4.14 30018 – Chapel Road

This 6.1+10.7+6.1m three span pre-cast solid slab bridge is on Chapel Road about 0.45 km north of Caber Road. The concrete riding surface is 7.3 m wide. The structure was built in 1970 and is rated in fair condition.

30018 – Chapel Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Possible lateral movement of entire deck section from east to west observed, lateral displacement measured between approach and deck curbs and between box girders and wingwalls ranged between ± 15-25 mm • Joints seals are severely damaged and leaking • Light to medium transverse cracks in concrete deck over piers and medium to wide longitudinal cracks along the total length of the deck • Severe spalling and delamination at north and south ends of deck • Evidence of ponding due to low point/depression in deck at east and west edges of deck over south pier • Dampness throughout both walls and between box girders suggesting failure of expansion joint seals • Localized areas of spalling, delamination, and disintegration at both abutment walls
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Lateral displacement of the deck should continue to be monitored during biennial inspections. • A detailed deck condition survey should be considered to determine the extent of deterioration and condition of the deck. • Waterproofing and paving the deck should be considered in the next 1 to 5 years to prevent any further corrosion on deck. Paving the deck is

30018 – Chapel Road Bridge Summary Table

	<p>subject to the bridge having adequate load carrying capacity. A structure evaluation should be undertaken to confirm the load carrying capacity.</p> <ul style="list-style-type: none"> • A major rehabilitation should be considered in the next 1 to 5 years including concrete repairs on structure.
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4.15 30019 – Glen Donald Road

This 3.0 m span open footing culvert is on Glen Donald Road about 1.43 km east of County Road 27. The asphalt roadway is 6.7 m wide. The structure was built in 1955 and is rated in fair to poor condition.

30019 – Glen Donald Road Culvert Summary Table

Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • South end of deck soffit experiencing advanced concrete loss with exposed rebar • Large spall with exposed rebar in soffit at the north end • Severe spalling/deterioration with exposed longitudinal and transverse rebar along entire fascia at south • Localized spall areas in abutment walls • Medium erosion and encroachment at southwest, with severe erosion at southeast embankments • Gabion baskets at north are rotating outwardly with severe settlement behind walls.
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The Municipality should monitor the rotation of the gabion walls and the settlement behind them. • A major rehabilitation should be considered in the next 1 to 5 years including concrete repairs on structure at spalling areas, as well culvert should be extended or wingwalls installed at the south to prevent erosion issues at each corner. Appropriate SBGR end treatments should also be installed.

4.16 30020 – Spring Creek Road

This 4.1 m span corrugated steel pipe arch culvert is on Spring Creek Road about 0.23 km south of Glen Road. The gravel roadway is 3.4 m wide. The structure was built in 1960 and is in fair condition.

30020 Spring Creek Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Light to severe corrosion with flaking up to high water level Salt staining at plate joints and bolt locations Localized area of severe corrosion in north wall at lap joint Localized medium cusping (<10mm) observed
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. The Municipality should consider replacement of this structure in the next 6 to 10 years. Recommend dewatering culvert and undertaking a more detailed assessment of the culvert.

4.17 30021 Airport Road

This 3.0 m span open footing culvert is on Airport Road about 0.50 km west of Fraser Road. The gravel roadway is 6.8 m wide. The structure was built in 1970 and is rated in good condition.

30021 Airport Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Signs of water infiltration / efflorescence and rust staining at both walls near centreline of structure. Disintegration with exposed corroded rebar at northeast corner of fascia. Narrow longitudinal cracks with efflorescence in soffit Areas of severe honeycombing with exposed corroded rebar in soffit near centreline. Light spalls with exposed corroded rebar near south end of soffit. Footing exposed up to ±550 mm depth at northeast corner, however no evidence of undermining.
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. Monitor depth of footing scour during biennial inspections. Concrete repairs of the inlet fascia should be considered in the next 2 years.

4.18 30022 – Kraft Road

This 18.3+18.3+18.3 m three span pre-cast thin-slab slab on precast concrete T-beam bridge is on Kraft Road about 0.1 km north of Glen Donald Road. The concrete riding surface is 7.3 m wide. The structure was built in 1962 and is rated in good condition.

30022 – Kraft Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Concrete repairs and replacement of joint seals in 2010 Major rehabilitation in 2016 which included: replacement of deck, barriers, curbs, approach slabs, diaphragms, bearings, and deck drains; conversion to semi-integral abutments; and concrete repairs to girders, abutment walls, piers and wingwalls.
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was performed in June 2009 A structural evaluation was performed in November 2009
2021 Significant Findings	<ul style="list-style-type: none"> Patch in girder failed between first and second girder at southwest Severe corrosion, delamination, and spalls, primarily at end of 2nd from exterior girders Disintegration at southwest corner of ballast wall, with spalls and delaminations at northeast and northwest corners.
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.19 30023 – Glen Roy Road

This 15.2 m single span solid slab bridge is on Glen Roy Road about 0.35 km south of County Road 25. The concrete riding surface is 7.3 m wide. The structure was built in 1968 and is in fair to poor condition.

30023 – Glen Roy Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was performed by McIntosh Perry in August 2012. A structural evaluation was performed by McIntosh Perry in April 2015 where it was determined that the existing and the proposed rehabilitated structure (waterproofing and paving) is adequate for CL-625-ONT loading.
2021 Significant Findings	<ul style="list-style-type: none"> Light pattern cracks throughout east parapet wall Large areas of delamination and spalling with narrow to medium longitudinal cracks in the concrete deck Spalling with exposed rebar in soffit at both ends and around deck drains

	<ul style="list-style-type: none"> Spalling and delamination in bottom of abutment walls. Signs of water leakage at two joints at west side of deck soffit Narrow to medium cracks throughout abutment walls and wingwalls
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. A major rehabilitation should be considered in the next 1 to 5 years including concrete repairs to structure and placing asphalt and waterproofing system to prevent further deterioration of deck top and deck soffit.

4.20 30024 Glen Roy Road

This 3.1 m span open footing culvert is on Glen Roy Road about 0.5 km north of County Road 25. The asphalt roadway is 6.2m wide. The structure was built in 1940 and is rated in fair to poor condition.

30024 – Glen Roy Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Water infiltration at both extension joints resulting in minor delamination/spalling at the extension joint on the west end of the soffit and small spall at the bottom northwest corner of the abutment wall Localized spalling/delamination and efflorescence areas at the construction joint between the headwall and the deck extension at the west elevation Embankments at four quadrants experiencing medium to severe erosion. Guiderail posts severely undermined at all quadrants at deck ends. Severe impact damage at guiderail at southwest quadrant.
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. A major rehabilitation should be considered in the next 1 to 5 years including concrete repairs of spalling/delaminated areas, sealing extension joints to prevent further water infiltration, repairing gabions at each corner, repair/replace existing Steel Beam Guide Rail and install appropriate end treatments.

4.21 30025 – Loyalist Road

This 45.1m single span bowstring arch bridge is on Loyalist Road about 1.6 km east of Fraser Road. The concrete riding surface is 5.1 m wide. The structure was built in 1995 and is rated in good condition.

30025 – Loyalist Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Hairline to medium vertical cracks in parapet walls • Minor abrasion throughout deck • Minor spalling areas in deck adjacent to armouring at both ends • Handrails completely broken off and missing. Some sections in waterway • Plow damage at northeast and southwest approach guardrail • Slight camber deflection in north section at west and south section at east of both bottom chords
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Repair handrails on structure

4.22 30026 – Frog Hollow Road

This 11.6+15.2+11.6m three spans precast solid slab bridge is on Frog Hollow Road about 1.08 km south of County Road 25. The concrete riding surface is 4.4 m wide. The structure was built in 1970 and is rated in fair to poor condition.

30026 – Frog Hollow Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • Detailed deck condition survey completed spring 2014 by McIntosh Perry
2021 Significant Findings	<ul style="list-style-type: none"> • Severe spalls and areas of delamination throughout deck wearing surface. Some spalls have visible corroding rebar. • Spalling and areas of delamination at soffit near deck drains. Deck drains are constructed flush with the bottom of the concrete deck • Narrow cracks throughout both abutment walls and large water stain at north abutment • Substandard mounting height at south approach guiderails • Undermining/erosion at northwest wingwall ±380 mm deep
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • A major rehabilitation should be considered in the next 1 to 5 years including concrete repairs, replacing existing barrier with parapet wall and steel beam guiderail with appropriate end treatments and structure

	<p>connections, replacement of the deck joints, and waterproofing and paving the deck to prevent any further corrosion on deck. Paving the deck is subject to the bridge having adequate load carrying capacity. A structure evaluation should be undertaken to confirm the load carrying capacity.</p> <ul style="list-style-type: none"> • The Municipality should consider extending the deck drains to prevent further deterioration of the deck soffit during rehabilitation. • The Municipality should monitor the undermining of the northwest wingwall during biennial inspections.
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4.23 30027 – Cedar Grove Road

This 4.8 m span open footing culvert is on Cedar Grove Road about 0.18 km west of County Road 34. The gravel roadway is 5.5 m wide. The structure was built in 1952 and is rated in good to fair condition.

30027 – Cedar Grove Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Narrow pattern cracks throughout deck soffit • Spalling and delamination areas near both ends of soffit • Light to medium erosion/scour visible below water line at both abutment walls • Area of heavy efflorescence on exterior wall at northwest • Deterioration/delamination at northwest corner of the deck
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • A minor rehabilitation of the structure including the deck top, soffit, and abutment walls, should be considered in the next 6 to 10 years.

4.24 30028 – Fallowfield Road

This 3.9 m span Corrugated Steel Pipe Arch culvert is on Fallowfield Road about 0.2km West of County Road 34. The asphalt roadway is 5.3 m wide. The structure was built in 2013 and is in good condition.

Fallowfield Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Light corrosion observed at edges of sections at center joint • Slight sag below roadway

2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. (Changed from 4-year cycle to 2-year cycle to monitor sag below roadway)
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4.25 30030 – Concession Road 2

This 6.1m single span rigid frame bridge is on Concession Road 2 about 0.2 km east of County Road 34. The asphalt wearing surface is 4.6 m wide. The structure was built in 1950 and is rated in good to fair condition.

Concession Road 2 Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Concrete repairs to deck soffit and reinstatement of utility duct on fascia in February 2012 under Contract No. 12.01
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Severe honeycombing at bottom of west wall above concrete footing Several medium to wide vertical cracks in east abutment wall Delamination/spall at south edge of west abutment wall Delamination/spall at the edge of patch location in soffit near the west abutment wall Minor spalling in wingwalls Evidence of minor erosion at all four corners of embankment Previous deck drains blocked after paving
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.26 30033 – First Line Road

This 21.5 m single span, 4 precast 'I' girders composite with reinforced concrete deck bridge is on the First Line Road about 0.82 km south of Concession Road 7. The concrete riding surface is 8.0 m wide. The structure was built in 1982 and it is rated in good condition.

30033 – First Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Vegetation build up along edges of approach wearing surface limiting drainage. Light settlement in approach wearing surface at deck ends. Wooden SBGR posts at approaches rotting at centres Minor spalling at concrete end dams and concrete deck adjacent to joints patched with asphalt. Damp area with delamination along drip edge and staining at exterior

	cantilevers <ul style="list-style-type: none"> • Spalls in deck soffit ends at joints. • Medium spalls with exposed rebar at southwest and northeast girder ends • Medium vertical crack in north wall along total height. • Hairline to narrow horizontal cracks at bearings with wide horizontal cracks at southwest and northeast
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The Municipality should consider a detailed deck condition survey in the next 1 to 5 years. • Concrete repairs to the joints should be considered in the next 2 years.

4.27 30034 – Concession 7 Road

This 4.3 m span open footing culvert is on Concession Road 7 about 0.21 km east of First Line Road. The asphalt roadway is 6.3 m wide. The structure was built in 1950 and is rated in fair condition.

30034 – Concession 7 Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Settlement at both approaches, more severe at southeast edge. • Cracks in deck and approaches • Severe spalling, delamination, and disintegration at south end of deck and fascia • Wide crack at northeast and northwest abutment/deck interface. • Advanced disintegration/erosion/scour of concrete footing at east side of structure due to stream alignment
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • A major rehabilitation should be considered in the next 6 to 10 years including concrete repairs to deck, abutments and footings, and resurfacing of asphalt roadway

4.28 30035 – First Line Road

This 3.6 m span open footing culvert is on First Line Road about 0.1 km north of Concession Road 7. The asphalt roadway is 6.2 m wide. The structure was built in 1982 and it is rated in fair to poor condition.

30035 – First Line Road Culvert Summary Table
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Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Settlement of wearing surface at all 4 corners • Severe disintegration with exposed rebar at ends of structure • Delamination, disintegration, efflorescence, and damp staining throughout deck soffit • Light spalling and areas of delamination on abutment walls • Areas of medium to severe scaling and disintegration at footings • Wide crack at northwest deck/abutment joint
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The Municipality should consider a major rehabilitation in the next 1 to 5 years including concrete repairs to the soffit, fascia and abutment walls, resurfacing deck and approaches and installation of steel beam guiderail with end treatments.

4.29 30036 – First Line Road

This 3.3m span corrugated steel pipe arch culvert is on First Line Road about 0.32 km north of Concession Road 7. The asphalt roadway is 6.6 m wide. The structure was built in 1970 and is rated in poor condition.

30036 – First Line Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Light to medium corrosion up to springline with medium to severe corrosion and isolated perforations along invert. • Severely corroded and heaved section of invert at centre • Barrel heaved at east and west ends • Small puncture hole in obvert near east end • Salt staining at plate lap joints in obvert • Undermining of invert observed at east end • West outlet perched
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The Municipality should monitor the extent of undermining. • The Municipality should monitor the heaved sections of the invert. • The Municipality should consider replacing this structure in the next 1 to 5 years.

4.30 30038 – South Service Road

This 4.95 m span open footing culvert is on the South Service Road about 3.98 km east of County Road 34. The asphalt roadway is 7.0 m wide. The structure was built in 1970 and it is rated in good condition.

30038 – South Service Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Area of severe honeycombing at southwest at bottom of haunch and extends to back face of wall. Isolated light spalling and delamination in soffit, with small area of exposed rebar near west wall. Guiderail not connected to post at southwest approach.
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. Re-connect guiderail to post at southwest approach

4.31 30039 – South Service Road

This 8.6 m single span rigid frame bridge is on the South Service Road about 0.11 km east of Second line Road. The asphalt roadway is 9.5 m wide. The structure was built in 1963 and is rated in fair condition.

30039 – South Service Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Rehabilitation in 2009 included paving and waterproofing, installing curbs and gutter at four quadrants, installing SBGR with appropriate end treatments, rip-rap spillway at NE and SE corners, and modification of two deck drains.
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was conducted by McIntosh Perry in September 2009
2021 Significant Findings	<ul style="list-style-type: none"> Guiderail post disconnected at thrie-beam transition at northeast Impact damage at the southwest guiderail, post disconnected and tilting outwards Wide pattern cracks at centreline of approaches Medium to wide cracks in abutment walls, some extend to soffit, some with efflorescence staining Damp staining and efflorescence throughout deck soffit Narrow to medium cracks throughout deck soffit with some extending full width Areas of delamination and damp staining near south end of deck soffit
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

	<ul style="list-style-type: none"> A major rehabilitation should be considered in the next 6 to 10 years including concrete repairs and crack injection to the soffit and abutment walls, asphalt repairs and steel beam guide rail repairs.
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4.32 30040 – South Service Road

This 5.5 m single span rectangular culvert is on the South Service Road about 0.55 km east of Second Line Road. The asphalt roadway is 7.0 m wide. The structure was built in 1970 and it is rated in good condition.

30040 – South Service Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Substandard leaving end treatments on steel flex beam Medium honeycombing at bottom of northwest inlet component and abutment Low concrete cover and spalls exposing rebar in deck soffit. Areas of delamination and spalls with exposed corroded rebar in soffit. Medium to severe erosion of shoulder material at north with asphalt patch repair at northwest failing
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.33 30042 – Concession Road 3

This 9.1 m single span rigid frame bridge is on Concession Road 3 about 1.23 km east of County Road 26. The asphalt wearing surface is 6.8 m wide. The structure was built in 1930. The bridge was recently rehabilitated and is in good condition.

30042 – Concession Road 3 Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Major rehabilitation performed in 2013; new parapet walls, hand railings, refacing of exterior soffit, approach protection
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was conducted by Levac Robichaud Leclerc Associates Ltd. in June 2009 Structural evaluation in November 2012 completed by McIntosh Perry. The report concluded that the bridge should be posted at 31/23/13
2021 Significant Findings	<ul style="list-style-type: none"> Collision damage at northeast rail near mid length and at northwest structure connection. Collision damage to southwest and northeast end treatment. Barrier handrail not connected at the northwest, northeast, and

	southeast <ul style="list-style-type: none"> • Spall at southeast end northwest parapet wall • 4 of 6 bolts missing at north handrailing. 3 bolts missing at southeast handrailing. • Deck drains blocked and severely corroded • Areas of delamination, spalls, cracks, and damp staining throughout soffit • Light to severe scaling in abutment walls • Severe honeycombing/ scour along waterline at west abutment wall • Narrow to wide cracks some with efflorescence, spalls, delamination, honeycombing, and scaling in wingwalls
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Repair/replace southwest and northeast end treatment as soon as possible

4.34 30043 – Second Line Road

This 15.0 m single span precast box girder bridge is on Second Line Road about 0.5 km south of Concession Road 7. The concrete riding surface is 7.5 m wide. The structure was built in 1980 and it is rated in fair to poor condition.

30043 – Second Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • A detailed deck condition survey was conducted by McIntosh Perry in November 2017 • A structural evaluation was performed by McIntosh Perry in December 2017
2021 Significant Findings	<ul style="list-style-type: none"> • Substandard end treatments and structure connections and mounting height of steel beam guiderail • Low concrete cover in interior face of barrier exposing rebar. Delamination throughout barrier wall • Full depth disintegration with exposed rebar at southeast and southwest barrier wall • Settlement of approach asphalt at south and in north approach patch • Joint seals pinched, damaged, and leaking • Very severe deterioration of concrete end dams with asphalt patches throughout surface. • Delamination throughout deck top and spalls in southbound lane. • Spall with exposed rebar at southeast and southwest beams • All bearings are bulging and cracked

	<ul style="list-style-type: none"> Severe disintegration with exposed rebar at southwest and southeast ballast wall corners.
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. The municipality should consider a major rehabilitation in the next 1 to 5 years to stop the progression of the concrete deterioration at the joint locations. The scope of work will include: replace expansion joints, install concrete overlay; waterproof and pave the deck, install approach slabs; and perform concrete repairs to the barriers, soffit, abutment walls and wingwalls. Paving the deck is subject to the bridge having adequate load carrying capacity.

4.35 30044 – Second Line Road

This 28.5 m single span, 3 precast “I” girders composite with reinforced concrete deck bridge is on Second Line Road about 1.38 km north of County Road 25. The concrete riding surface is 6.0 m wide. The structure was built in 1988 and it is rated in good condition.

30044 – Second Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Expansion joint seals are torn and leaking. Efflorescence staining on ballast wall due to leaking. Minor settlement (± 10 mm) at south approach Area of severe pattern cracks with loss of material in south approach Small spalls along deck in both lanes, appear to be from heavy equipment (possible excavator tracks) Narrow pattern cracks at interior and ends of deck soffit Medium vertical crack along full height of north abutment wall Buildup of debris on bearing seat behind girders Substandard end treatments on guiderail Rot, checks, and splits in wooden posts. One wooden post at southeast and northeast severely damaged. Abrasion along majority of steel beam guiderail with large tear at east Severe flattening of guiderail along bridge Post anchor split at east edge of deck
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. Replacement of expansion joint seals should be considered within the next 1 to 5 years

4.36 30045 – South Service Road

This 3.7 m span rectangular culvert is on the South Service Road about 2.15 km east of Second Line Road. The asphalt roadway is 8.7 m wide. The structure was built in 1970 and it is rated in good condition.

30045 – South Service Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Guiderail post twisted and detached from guiderail at northwest Substandard leaving end treatments for guiderail Exposed horizontal rebar in north fascia Exposed longitudinal rebar near south end of deck soffit and localized minor spalling with rebar exposed near north end Light longitudinal sag at midspan Animal burrows in southwest and southeast embankments
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.37 30047 – Roy's Road

This 3.6 m span open footing culvert is on Roy's Road about 2.02 km east of County Road 26. The gravel roadway is 6.0 m wide. The structure was built in 1950 and is rated in good to fair condition.

30047 – Roy's Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Concrete repairs carried out in 2012
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Areas of light to localized severe honeycombing throughout soffit Severe scour/erosion of abutment walls Medium scaling at vertical portions of inlet and outlet components. Severe scaling at northeast Embankment encroachment at all 4 corners Gabion retaining walls recently installed at all four quadrants. Light bulging
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023. Minor rehabilitation in 6 to 10 years which will include concrete repairs to abutment walls and soffit and installation of steel beam guide rail with end treatments.

4.38 30050 – Butternut Lane

This 15 m single span steel “A” truss bridge is on the Butternut Lane about 0.76 km west of the Third Line Road. The wooden riding surface is 4.3 m wide. The structure was built in 1920 and it is rated in poor condition.

30050 – Butternut Lane Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> Structural evaluation completed by McIntosh Perry in March 2015; the bridge should remain closed to all traffic other than snowmobiles. MPCE performed a limited evaluation for groomer loading and it was determined the existing timber deck is insufficient for the loading. It is therefore recommended that the Township immediately implement measures to prohibit groomer traffic across the structure and/or perform a more comprehensive analysis to determine the necessary load posting for groomer traffic.
2021 Significant Findings	<ul style="list-style-type: none"> Severe rotting of wooden deck and some timber sections lost Large gaps up to ± 180 mm between timber decking The north barrier over the structure at the east end is detached and severely deformed from an impact Bottom chords – south side leaning outward, and north side bowed vertically and horizontally Severe section loss of bottom chord at northwest end Very severe corrosion with section loss at southwest end abutment Wide vertical crack in east and west abutment, south of centreline
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2022. Although the previously noted live load capacity factors for snowmobile loading are not explicitly contingent upon repairs being made to the structure, it is strongly recommended that repairs be made to the timber deck and noted damaged sections of the structural steel. As such, some timber planks should be replaced, and additional planks installed to fill the wide gaps in the deck. Urgent repairs to the structural steel and timber deck should be carried out immediately. Recommend carrying out a renewal options analysis study in the next 1 to 5 years to determine the most feasible renewal option

4.39 30051 – Third Line Road

This 6.3+10.5+6.3 m three spans cast-in-place continuous thin slab bridge is on Third Line Road about 0.57 km north of Concession Road 2. The concrete riding surface is 8.3 m wide. The structure was built in 1970 and is in fair condition.

30051 – Third Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Rehabilitation in 2018
Additional Investigation History	<ul style="list-style-type: none"> A detailed deck condition survey was conducted by McIntosh Perry in June 2009. Structural evaluation in 2012 completed by McIntosh Perry. The report concluded that the structure can carry normal traffic and has sufficient capacity to allow for rehabilitation of superstructure including placement of 60 mm thick concrete overlay, and 90 mm asphalt & waterproofing
2021 Significant Findings	<ul style="list-style-type: none"> Areas of delamination, spalls, and cracks with stains throughout barrier walls. Spalls and isolated areas of light to medium scaling throughout curbs Some areas of light raveling on deck wearing surface, and light settling of wearing surface at ends of approaches Medium to wide crack in soffit at centre span at centreline. Area of efflorescence with stalactites in soffit at centreline of north span. Narrow cracks and efflorescence around northwest deck drain. Medium longitudinal crack with efflorescence at soffit ends at centerline at south span. Narrow vertical and horizontal cracks with efflorescence in fascia over piers Hairline stained cracks, some staining at joints and some areas of efflorescence staining at wingwalls Efflorescence at top of north walls, and stained pattern cracks at northwest and northeast ends. Light erosion of embankment material near south abutment exposing footing by ± 50 mm. Narrow cracks with efflorescence at north pier cap
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.40 30052 – Roy's Road

This 4.9m span open footing culvert is on Roy's Road about 0.37 km west of Third Line Road. The gravel roadway is 6.0 m wide. The structure was built in 1950 and is in fair condition.

30052 – Roy's Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Severe disintegration and heavy efflorescence at deck ends • Wide crack at the construction joint between the deck and abutment walls; crack visible along back face of abutment walls • Areas of spalling and delamination with efflorescence and damp staining at north and south ends of soffit • Localized spalling/disintegration throughout top portion of both abutment walls • Narrow to medium transverse and longitudinal cracks with stalactites on soffit below roadway. • Medium to severe scaling along exposed portions of footings • Medium vertical crack with efflorescence in west abutment wall with active leaking • Inward rotation of abutment walls and wide cracks between abutment wall and soffit interface suggests some footing instability • ±0.9 m of footing exposed at west due to scour (monitor) • Small sinkhole forming at northwest above gabion basket
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Major rehabilitation recommended in 1 to 5 years which would include concrete repairs to the soffit, fascia, and abutment walls and installing a steel beam guide rail with end treatments.

4.41 30053 – Third Line Road

This 21m single span precast concrete girder bridge is on Third Line Road about 0.25 km south of Butternut Lane. The asphalt roadway is 7.4 m wide. The structure was built in 1975 and it is rated in good condition.

30053 – Third Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • A detailed deck condition survey was conducted by Levac Robichaud Leclerc Associates Ltd. in June 2009.
2021 Significant Findings	<ul style="list-style-type: none"> • Approach barrier posts are rotten

	<ul style="list-style-type: none"> • Guiderail end treatments are substandard • Deck drains completely paved over • Expansion joints have been paved over, evidence of leaking at underside of structure • Light spalling, some with exposed rebar on interior face of parapet walls • Area of severe disintegration at bottom face of northeast parapet wall. • East handrail mounting post sheared off • Spall/delamination at northwest diaphragm, center diaphragm at south, and second diaphragm from east. • Spall at north abutment below second girder from west at north end • Areas of active leaking at southwest and southeast wingwalls
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023 • An updated detailed deck condition survey should be considered in the next 6 to 10 years to determine the extent of the deterioration and the condition of the deck. • A major rehabilitation is recommended within the next 6 to 10 years including concrete repairs and crack injection to concrete components, replacing expansion joints, extending the steel beam guide rail and installing appropriate end treatments.

4.42 30054 – Third Line Road

This 28 m single span precast concrete girder bridge is on Third Line Road about 1.18 km south of County Road 25. The concrete riding surface is 5.9 m wide. The structure was built in 1980 and it is rated in fair to poor condition.

30054 – Third Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • A detailed deck condition survey was conducted by McIntosh Perry in June 2009.
2021 Significant Findings	<ul style="list-style-type: none"> • Gaps at north and south joints appear narrow (± 0 mm at edges, ± 30 mm at centre) for temperature of 6°C. Joints wedged underneath each other at northeast and are pinched at southeast • Large portion of northbound lane deck delaminated, and portions of southbound lane deck delaminated • Majority of spall areas in deck patched with asphalt • Impact damage at northwest eccentric loader with 3 broken posts. • Full depth spall at northwest end of exterior soffit, spall area with exposed rebar at northeast

	<ul style="list-style-type: none"> • Spalling/delamination and cracking along outside edge of drip edge along exterior soffit • Narrow pattern cracks, stained pattern cracks most prominent at east side, rust staining from rebar chairs through out interior soffit. • Efflorescence staining along longitudinal cracks in north and south interior soffit • Narrow horizontal and vertical cracks in abutment walls • Light honeycombing at south abutment wall, and area of medium honeycombing below west draining in north abutment • Spall with exposed rebar at southwest cantilever • Wide crack at top of southwest wingwall. • Medium crack with efflorescence in southwest wingwall corner
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • An updated detailed deck condition survey should be considered in the next 1 to 5 years to determine the extent of the deterioration and the condition of the deck. • The Municipality should consider a major rehabilitation within the next 1 to 5 years including replacing expansion joints, concrete repairs on deck top and fascia and repairing/extending the steel beam guide rail and installing appropriate end treatments. • Structural evaluation should be carried out to determine feasibility of rehabilitation with an asphalt and waterproofing system.

4.43 30055 – Third Line Road

This corrugated pipe arch culvert with 3.8 m span is on Third Line Road about 0.55 km north of County Road 25. The gravel roadway is 6.0 m wide. The structure was built in 1980 and is rated in good condition.

30055 – Third Line Road Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • Roadside safety investigation to determine the need for approach barriers. Recommend erecting hazard signs in the interim
2021 Significant Findings	<ul style="list-style-type: none"> • No approach protection • Light to medium corrosion up to high waterline and active leaking at bolts. • Salt staining at bolts • Small perforation below high waterline at northwest end • Minor deformation at top west end • Deformation/dent at waterline at the southeast

	<ul style="list-style-type: none"> • Tear in wall at northeast near waterline • Medium sag below roadway • Erosion at all 4 corners, steep slopes, culvert ends only ± 1.5 m from edge of travelled lane • Debris build up downstream causing blockage
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Recommend dewatering culvert and undertaking a more detailed assessment of the culvert. • Recommend monitoring the deformations in barrel.

4.44 30056 – South Service Road

This 7.5+12.8+7.8 m three spans steel “I” girder bridge is on South Service Road about 0.3 km west of County Road 2. The asphalt roadway is 7.0 m wide. The structure was built in 1963 and it is rated in fair condition.

30056 – South Service Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • Rehabilitation in 2009 included asphalt paving and waterproofing system on deck, installing curbs and gutter at four quadrants, installing SBGR with end treatments at four quadrants, installing concrete outlet and rip-rap spillway at northeast corner, modifying four deck drains, and replacing the strip seals.
Additional Investigation History	<ul style="list-style-type: none"> • A detailed deck condition survey was conducted by McIntosh Perry in September 2009. • Burgess Engineering carried out a structure evaluation in 2009, in which the study found that the bridge could carry current design loads.
2021 Significant Findings	<ul style="list-style-type: none"> • Substandard leaving end treatments on guiderails • Localized hairline cracks on deck soffit with some efflorescence/stalactites and some damp staining • Light to severe corrosion and section loss at girder ends – more pronounced on exterior girders and the girders at the west end on the south side. • All bearing pads at abutments exhibit medium to severe bulging • Anchor rod rusted out and not adequately anchored at west at second girder from south • Localized areas of medium honeycombing on piers • Spall in south face of west pier • Build-up of debris on bearing seats • Wide vertical cracks at west abutment wall • Area of medium honeycombing at east wall

	<ul style="list-style-type: none"> • Medium spalling on the ballast walls at the southeast and southwest corners with some disintegration initiating in the areas. • Areas of exposed corroded rebar in curb faces.
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Clean debris on bearings seats within 1 year • The municipality should consider a major rehabilitation in the next 6 to 10 years including cleaning and coating the surfaces of the existing structural steel and concrete repairs.

4.45 30057 – Concession Road 7

This 16.4 m single span precast concrete box girder bridge is on Concession Road 7 about 1.56 km west of County Road 23. The asphalt wearing surface is 9.2 m wide. The structure was built in 1980 and is rated in good condition.

30057 – Concession Road 7 Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Impact damage at approach post at southwest. One bolt connection missing. • Joints are covered with asphalt pavement, however evidence of water staining on the abutment walls observed • Evidence of extensive leaking efflorescence and stalactites between precast units in soffit; defect has not progressed since previous inspection suggesting leaking had occurred prior to the most recent rehabilitation • Delamination/spall with exposed corroded rebar at bottom of east abutment wall pedestal • Very wide crack at northwest pedestal. • Water staining on top portion of east and west abutment • Evidence of damp staining at bearing seats
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023 • A detailed deck condition survey should be considered in the next 6 to 10 years to determine the extent of the deterioration and the condition of the deck. The scope of work will be pending the results of the detailed deck condition survey.

4.46 30058 – North Service Road

This 4.9 m span rectangular culvert is on the North Service Road about 0.37 km east of County Road 23. The asphalt roadway is 6.3 m wide. The structure was built in 1970 and it is rated in good condition.

30058 – North Service Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Minor settlement at both approaches Several barrier posts missing Wide transverse crack across total width of west approach Isolated medium raveling on wearing surface above deck top Delamination/spall with exposed rebar at both ends of deck soffit Wide construction joint at west wall below haunch Area of localized erosion/scour in west abutment wall near mid-length Area of medium honeycombing at the south end soffit and west haunch
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.47 30059 – North Service Road

This 8.3 m single span rigid frame bridge is on the North Service Road about 1.15 km east of County Road 23. The asphalt roadway is 9.2 m wide. The structure was built in 1970 and it is rated in good condition.

30059 – North Service Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> N/A
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Some severe longitudinal and transverse cracks in asphalt pavement Severe longitudinal crack near centerline along total length in eastbound lane wearing surface Failure of coating system on majority of barrier railing sections Missing caps at three barrier post locations at north side, bulging and vertical cracks observed in posts Light scaling throughout barrier posts, exposed rebar at southwest due to low cover and spalling with exposed rebar at northeast Vertical cracks with efflorescence at centreline in east and west abutment walls Hairline to narrow map cracks on wingwalls, and light to medium honeycombing in northwest wingwall
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2023.

4.48 30060 – Concession Road 2

This twin corrugated steel ellipse culvert with 3.6 m spans is on Concession Road 2 about 0.70 km east of County Road 23. The gravel roadway is 6.5m wide. The structure was built in 1980 and is rated in good to fair condition.

30060 – Concession Road 2 Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • No approach protection • Light, transitioning to severe corrosion with flaking, below high water line. • Salt staining at the joints in the obvert near the north and south ends of both barrels • Light erosion at northeast embankment and medium erosion at northwest
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • Recommend dewatering culvert and undertaking a more detailed assessment of the culvert.

4.49 30061 – Concession Road 3

This 3.9 m corrugated steel pipe arch culvert is on Concession Road 3 about 0.05 km west of County Road 23. The gravel roadway is 6.4 m wide. The structure was built in 1970 and it is rated in fair to poor condition.

30061 – Concession Road 3 Culvert Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> • N/A
Additional Investigation History	<ul style="list-style-type: none"> • N/A
2021 Significant Findings	<ul style="list-style-type: none"> • Light corrosion below springline with medium to severe corrosion and flaking at invert • Localized area of medium cusping at the east edge of the obvert at north end • Several loose bolts and cusping at west at north • Localize bolt cracking (\pm 40 mm long) at east side north of center span • Light to medium encroachment at all embankments
2021 Recommended Actions	<ul style="list-style-type: none"> • Re-inspection in 2023. • The municipality should continue monitoring the cusping in the obvert • Recommend bolt-crack repairs within the next 2 years. • The Municipality should consider replacing the structure in the next 1 to 5 years.

4.50 30062 – First Line Road

This 2.5 m single span fibreglass composite slab bridge is on First Line Road about 1.0 km south of County Road 18. The gravel roadway is 6.9 m wide. The structure was originally built in 1930 and it is rated in fair to poor condition.

30062 – First Line Road Bridge Summary Table	
Rehabilitation history	<ul style="list-style-type: none"> Rehabilitation in 2009 Repair work in August 2017 (post OSIM inspection) which included installation of gabion basket retaining walls on the roadway slopes and removal and replacement of the dislodged/shifted concrete blocks with mass concrete.
Additional Investigation History	<ul style="list-style-type: none"> N/A
2021 Significant Findings	<ul style="list-style-type: none"> Severe disintegration and spalling at all visible portions of old concrete abutment wall Severe honey combing and exposed wire mesh at northeast and northwest rehabilitated sections of abutment walls Full depth hole at northeast rehabilitated section of abutment wall Concrete blocks constricting the channel at the inlet resulting in high flow velocity at the structure. High velocity contributing to the progressive undermining of the concrete blocks at all quadrants Severe honeycombing with visible existing concrete blocks and wire mesh of wingwalls with damp staining throughout concrete surface
2021 Recommended Actions	<ul style="list-style-type: none"> Re-inspection in 2022. The Municipality should consider replacing the structure in the next 1 to 5 years

5.0 OSIM AND ENHANCED OSIM INSPECTION SCHEDULE

Table 5.1 identifies the frequency, timing and type of OSIM inspection (Ontario Structure Manual Inspection). Section 3.0 of the Report contains a discussion on inspection frequency.

Table 5.1: Inspection Frequency, Timing and Type for Each Structure

Site No.	Road	OSIM			ENHANCED OSIM
		Annual	Biennial	Every 4 Yrs.	Every 6th Year
30001*	Tyotown Road			X (2023)	
30002	Purcell Road		X		
30003	Kinloch Road		X		

Site No.	Road	OSIM			ENHANCED OSIM
		Annual	Biennial	Every 4 Yrs.	Every 6 th Year
30004	Cemetery Road		X		
30005	Cemetery Road		X		
30006*	North Branch Road			X (2023)	
30007*	Robertson Road			X (2023)	
30008	Rae Road		X		
30009	Rae Road		X		
30010	Glen Road		X		
30011	Cashion Road		X		
30013	Nine Mile Road		X		
30014	MacGillivray Road		X		
30015	Glenbrook Road		X		
30016	Squire Road	X			
30017	Squire Road		X		
30018	Chapel Road		X		
30019	Glen Donald Road		X		
30020	Spring Creek Road		X		
30021	Airport Road		X		
30022	Kraft Road		X		
30023	Glen Roy Road		X		Starting 2023
30024	Glen Roy Road		X		
30025	Loyalist Road		X		
30026	Frog Hollow Road		X		
30027	Cedar Cove Road		X		
30028	Fallowfield Road		X		
30030	Concession 2 Road		X		
30031*	The Little 5 th Road			X (2023)	
30032*	South Service Road			X (2023)	
30033	First Line Road		X		

Site No.	Road	OSIM			ENHANCED OSIM
		Annual	Biennial	Every 4 Yrs.	Every 6 th Year
30034	Concession 7 Road		X		
30035	First Line Road		X		
30036	First Line Road		X		
30037*	First Line Road			X (2023)	
30038	South Service Road		X		
30039	South Service Road		X		Starting 2023
30040	South Service Road		X		
30041*	Roy's Road			X (2023)	
30042	Concession 3 Road		X		
30043	Second Line Road		X		
30044	Second Line Road		X		
30045	South Service Road		X		
30046*	Roy's Road			X (2023)	
30047	Roy's Road		X		
30048*	Concession Road 3			X (2023)	
30049*	Concession Road 4			X (2023)	
30050	Butternut Lane	X			Starting 2022
30051	Third Line Road		X		Starting 2023
30052	Roy's Road		X		
30053	Third Line Road		X		
30054	Third Line Road		X		
30055	Third Line Road		X		
30056	South Service Road		X		
30057	Concession Road 7		X		
30058	North Service Road		X		
30059	North Service Road		X		
30060	Concession Road 2		X		
30061	Concession Road 3		X		

Site No.	Road	OSIM			ENHANCED OSIM
		Annual	Biennial	Every 4 Yrs.	Every 6 th Year
30062	First Line Road	X			
30063*	Loyalist Road			X (2023)	

*Inspection not completed on this structure

6.0 BARRIER SYSTEMS AND ROADSIDE SAFETY

The Ontario Structure Manual and Canadian Highway Bridge Design Code, CAN/CSA-S6-19 set out the requirements for a barrier across a structure. Rehabilitation of the structure typically triggers the requirement to upgrade the barrier across the structure to current design standards. The Ontario Geometric Design Guide sets out the requirements for the installation of steel beam guide rail for approaches. This report identifies structures that may not meet the current design standards. Upgrading roadside safety is fully justified when vehicular volumes are high. However, when traffic volumes are low and there is no existing accident experience at the site, this justification may be questioned.

As most municipalities have limited financial resources, under these circumstances a risk analysis should be undertaken. This analysis is required because the funds spent for a safety issue like guiderail on a bridge approach may mean that adequate funds are then not available to be spent on another safety need elsewhere in the municipality. Under the requirements for a thorough bridge inspection, a review of, and recommendation for, any roadside safety/barrier upgrades must be identified. As only the Municipality can decide on the risk management assessment, the decision to complete the recommendations must remain with the Municipality. Table 6.1 lists recommended roadside safety improvements. The costs for any guiderail construction decided by the Township will have to be added to Table 7.1: Capital Work Program. Structures identified for rehabilitation will be governed by the Bridge Code and the capital cost for barrier and/or steel beam guide rail improvements will have already been included in Table 7.1.

Table 6.1: Roadside Safety Improvements

Site No.	Road	Comments	Recommended Work
30001*	Tyotown Road	<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> None.
30002	Purcell Road	<ul style="list-style-type: none"> Substandard end treatments on leaving ends 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving ends
30003	Kinloch Road	<ul style="list-style-type: none"> Existing SBGR end treatments are substandard Existing steel beam guiderails are severely misaligned and in poor condition with some rails overlapped in the wrong direction 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.

Site No.	Road	Comments	Recommended Work
30004	Cemetery Road	<ul style="list-style-type: none"> No protection on approaches Existing barrier system on structure does not meet the current standards 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments. Assess roadside safety of the structure barrier system and install barrier system on structure to meet current standards.
30005	Cemetery Road	<ul style="list-style-type: none"> Substandard end treatments and structure connections. Substandard mounting height on existing SBGR. 	<ul style="list-style-type: none"> Assess roadside safety. Adjust SBGR mounting height and add appropriate end treatments and structure connections.
30006*	North Branch Road	<ul style="list-style-type: none"> Substandard end treatments on leaving ends. Substandard mounting height on existing SBGR. 	<ul style="list-style-type: none"> Assess roadside safety. Adjust SBGR mounting height. Install appropriate end treatments at leaving ends.
30007*	Robertson Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30008	Rae Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30009	Rae Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30010	Glen Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30011	Cashion Road	<ul style="list-style-type: none"> No protection at approaches Existing barrier system on structure does not meet the current standards 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments. Assess roadside safety of the structure barrier system and install barrier system to meet current standards.
30013	Nine Mile Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30014	MacGillivray Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30015	Glenbrook Road	<ul style="list-style-type: none"> Existing SBGR is substandard on approaches 	<ul style="list-style-type: none"> Assess roadside safety. Extend existing SBGR and install appropriate end treatments. Install structure connection to meet current standards

Site No.	Road	Comments	Recommended Work
30016	Squire Road	<ul style="list-style-type: none"> Existing SBGR is substandard Some rails overlapped in the wrong direction 	<ul style="list-style-type: none"> Assess roadside safety. Realignment of the SBGR and installation of the appropriate end treatments may be required
30017	Squire Road	<ul style="list-style-type: none"> Existing SBGR is substandard Some rails overlapped in the wrong direction 	<ul style="list-style-type: none"> Assess roadside safety. Realignment of the SBGR and installation of the appropriate end treatments may be required
30018	Chapel Road	<ul style="list-style-type: none"> No protection at approaches 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30019	Glen Donald Road	<ul style="list-style-type: none"> Existing SBGR end treatments are substandard 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments.
30020	Spring Creek Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30021	Airport Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30022	Kraft Road	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30023	Glen Roy Road	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30024	Glen Roy Road	<ul style="list-style-type: none"> Existing SBGR is substandard 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments, repairs should be made to the west SBGR in the interim.
30025	Loyalist Road	<ul style="list-style-type: none"> Existing SBGR end treatments are substandard 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments.
30026	Frog Hollow Road	<ul style="list-style-type: none"> Existing SBGR end treatments are substandard Substandard mounting height at south SBGR Existing barrier system on structure does not meet the current standards 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR and Install appropriate end treatments Assess roadside safety of the structure barrier system and install barrier system to meet current standards.
30027	Cedar Cove Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30028	Fallowfield Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.

Site No.	Road	Comments	Recommended Work
30030	Concession 2 Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30031*	The Little 5 th Road	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30032*	South Service Road	<ul style="list-style-type: none"> Substandard end treatments on leaving ends 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving ends
30033	First Line Road	<ul style="list-style-type: none"> Existing SBGR is substandard on approaches 	<ul style="list-style-type: none"> Assess roadside safety. Extend existing SBGR and install appropriate end treatments
30034	Concession 7 Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30035	First Line Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30036	First Line Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30037*	First Line Road	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30038	South Service Road	<ul style="list-style-type: none"> Substandard end treatments on leaving end at northwest 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving end at northwest
30039	South Service Road	<ul style="list-style-type: none"> Substandard end treatments on leaving end at northwest 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving end at northwest
30040	South Service Road	<ul style="list-style-type: none"> Substandard end treatments on leaving ends 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving ends
30041*	Roy's Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30042	Concession 3 Road	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30043	Second Line Road	<ul style="list-style-type: none"> Substandard end treatments Substandard structure connection 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments and structure connection

Site No.	Road	Comments	Recommended Work
30044	Second Line Road	<ul style="list-style-type: none"> Existing SBGR end treatments are substandard 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments
30045	South Service Road	<ul style="list-style-type: none"> Substandard end treatments on leaving ends 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving ends
30046*	Roy's Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30047	Roy's Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30048*	Concession Road 3	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30049*	Concession Road 4	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30050	Butternut Lane	<ul style="list-style-type: none"> Existing roadside safety features are substandard 	<ul style="list-style-type: none"> Assess roadside safety.
30051	Third Line Road	<ul style="list-style-type: none"> Channel terminations are substandard 	<ul style="list-style-type: none"> Extend termination end of channels.
30052	Roy's Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30053	Third Line Road	<ul style="list-style-type: none"> Existing SBGR is substandard on approaches 	<ul style="list-style-type: none"> Assess roadside safety. Extend existing SBGR and install appropriate end treatments.
30054	Third Line Road	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
30055	Third Line Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30056	South Service Road	<ul style="list-style-type: none"> Substandard end treatments on leaving ends 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving ends
30057	Concession Road 7	<ul style="list-style-type: none"> Substandard end treatments on leaving ends 	<ul style="list-style-type: none"> Assess roadside safety. Install appropriate end treatments on leaving ends
30058	North Service Road	<ul style="list-style-type: none"> No roadside safety features at south Single-cable guiderail at 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.

Site No.	Road	Comments	Recommended Work
		north substandard	
30059	North Service Road	<ul style="list-style-type: none"> No protection at approaches Existing barrier system on structure does not meet the current standards 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments. Assess roadside safety of the structure barrier system and install barrier system to meet current standards.
30060	Concession Road 2	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30061	Concession Road 3	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30062	First Line Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.
30063*	Loyalist Road	<ul style="list-style-type: none"> No roadside safety features 	<ul style="list-style-type: none"> Assess roadside safety. Install new SBGR with appropriate end treatments.

*Inspection not completed on this structure. Recommendations are based on previous inspection.

7.0 CAPITAL PROGRAM

The recommended Ten-Year Capital Plan is presented in Table 7.1. Estimates include engineering and contingencies, but do not include taxes. Estimates are in 2021 Dollars and it is therefore important to add appropriate construction inflation each year when budgeting.

Table 7.1: Capital Work Program (\$1,000s)

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
30003	Kinloch Road Road (Twin 4.0 m Ø SPCSP)											
	Replacement Design	1~5		50								
	Construction and CA	1~5			495							
30004	Cemetery Road (3-Span Thin Slab on Concrete T-Beam)											
	Detailed Deck Condition Survey	1~5			28							
	Major Rehabilitation											
	Design	1~5			33							

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Replace Existing Barrier with Parapet Wall and SBGR with End Treatment	1~5				65						
	Environmental Assessment	1~5				7.5						
	Concrete Repairs - Soffit, Girders, Abutments, Wingwalls, Curbs	1~5				50						
	Waterproof and Pave Deck, and Pave Approaches	1~5				50						
30010	Glen Road (3.0 m Span Open Footing Culvert)											
	Minor Rehabilitation	6~10										
	Design	6~10									6	
	Repair Gabion Walls	6~10										22
30011	Cashion Road (15.2 m Span Thin Slab on Steel I-Girder)*											
	Detailed Deck Condition Survey	1~5		22								
	Structural Evaluation (Addition of Asphalt and Waterproofing)	1~5		17								
	Major Rehabilitation	1~5										
	Design	1~5		33								
	Replace Existing Barrier with Parapet Wall and SBGR with End Treatment	1~5			50							
	Environmental Assessment	1~5			7.5							
	Concrete Repairs - Soffit, Girders, Abutments, Wingwalls, Curbs	1~5			40							
	Waterproof and Pave Deck, and Pave Approaches	1~5			28							
30016	Squire Road (Twin 3.6 m Ø SPCSP)											

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Replacement Design	1~5			45							
	Construction and CA	1~5				450						
30017	Squire Road (Twin 3.6 m Ø SPCSP)											
	Replacement Design	6~10								45		
	Construction and CA	6~10									450	
30018	Chapel Road (3-Span Precast Concrete Box Girder)*											
	Detailed Deck Condition Survey	1~5		28								
	Structural Evaluation (Addition of Asphalt and Waterproofing)	1~5		17								
	Concrete Repairs to Soffit, Abutment Walls, Wingwalls and Curbs	1~5		45								
	Repair Joints	1~5		17								
30019	Glen Donald Road (3 m Open Footing Culvert)											
	Design	1~5	17									
	Concrete Repairs and install gabion basket wingwalls at south embankments	1~5	50									
	Installation of appropriate end treatments	1~5										
30020	Spring Creek Road (4.1 m Span SPCSPA)											
	Replacement Design	6~10							38			
	Construction and CA	6~10								330		
30023	Glen Roy Road (15.2 m Span Precast Concrete Box Girder)											
	Detailed Deck Condition Survey	1~5	10									
	Major Rehabilitation	1~5										

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Design	1~5		33								
	Concrete Repairs - Soffit, Abutments, Wingwalls, Curbs	1~5			66							
	Waterproof and Pave Deck, and Pave Approaches	1~5			38							
30024	Glen Roy Road (3.1 m Span Open Footing Culvert)											
	Major Rehabilitation	1~5										
	Rehabilitation Design	1~5	17									
	Concrete Repairs	1~5	40									
	Replace/Repair Existing SBGR and Install Appropriate End Treatments	1~5										
30026	Frog Hollow Road (3-Span Precast Concrete Box Girder)*											
	Structure Evaluation - (Addition of Asphalt and Waterproofing)	1~5			23							
	Major Rehabilitation	1~5										
	Design	1~5			33							
	Replace Existing Barrier with Parapet Wall and SBGR with End Treatment	1~5				65						
	Environmental Assessment	1~5				7.5						
	Concrete Repairs - Soffit, Girders, Abutments, Wingwalls, Curbs	1~5				50						
	Waterproof and Pave Deck, and Pave Approaches	1~5				28						
30027	Cedar Grove Road (4.8 m Open Footing Culvert)											
	Minor Rehabilitation	6~10										

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Rehabilitation Design	6~10										17
	Concrete Repairs	6~10										45
30033	First Line Road (21.5 m Thin Slab on CPCI Girder)*											
	Detailed Deck Condition Survey	1~5				22						
30034	Concession 7 Road (4.3 m Span Open Footing Culvert)											
	Major Rehabilitation	6~10										
	Rehabilitation Design	6~10							17			
	Resurface Deck and Approaches	6~10								11		
	Concrete Repairs	6~10								50		
	Install SBGR with end treatments	6~10								45		
30035	First Line Road (3.6 m Span Open Footing Culvert)											
	Major Rehabilitation	1~5										
	Rehabilitation Design	1~5	17									
	Resurface Deck and Approaches	1~5	17									
	Concrete Repairs	1~5	60									
	Install SBGR with Appropriate End Treatments	1~5										
30036	First Line Road (3.3 m Span SPCSPA)											
	Replacement Design	1~5				33						
	Construction and CA	1~5					380					
30039	South Service Road (8.6 m Span Rigid Concrete Frame)											

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Major Rehabilitation	6~10										
	Rehabilitation Design	1~5					17					
	Concrete Repairs	6~10						60				
	Asphalt Repairs at Joint	6~10						6				
	SBGR Repairs	6~10						3				
30043	Second Line Road (15m Span Precast Concrete Box Girders)											
	Major Rehabilitation	1~5										
	Design	1~5										
	Concrete Repairs, Semi-integral Conversion, Approach Slabs, SBGR with end treatments, Waterproof and Pave.	1~5	380									
30047	Roy's Road (3.6 m Span Open Footing Culvert)											
	Rehabilitation Design	6~10							17			
	Concrete Repairs	6~10								44		
	Installation of SBGR with Appropriate End Treatments	6~10								44		
30050	Butternut Lane (15 m Span Steel Pony Truss - Road Closed)											
	Environmental Assessment	1~5		7.5								
	Renewal Options Study	1~5		25								
30052	Roy's Road (4.9 m Span Open Footing Culvert)											
	Major Rehabilitation	1~5										
	Rehabilitation Design	1~5	17									
	Repair Deck Ends	1~5	22									

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Repair Concrete at Abutments	1~5	22									
	Installation of SBGR with Appropriate End Treatments	1~5										
30053	Third Line Road (21 m Span Thin Slab on CPCl Girder)											
	Detailed Deck Condition Survey	6~10							25			
	Minor Rehabilitation	6~10										
	Rehabilitation Design	6~10							35			
	Concrete Repairs	6~10								100		
	Repair Joints	6~10								11		
	Extend existing SBGR & install appropriate end treatments	6~10								28		
30054	Third Line Road (28 m Span Thin Slab on CPCl Girder)											
	Detailed Deck Condition Survey	1~5		22								
	Structural Evaluation (Addition of Asphalt and Waterproofing)	1~5		18								
	Major Rehabilitation	1~5										
	Rehabilitation Design	1~5			45							
	Concrete repairs on Deck Top and Fascia	1~5			65							
	Replacement of Expansion Joints	1~5			127							
	Repair and Extend Existing SBGR & Install Appropriate End Treatments	1~5			33							
30056	South Service Road (3-Span Thin Slab on Steel I-Girder)											
	Minor Rehabilitation	6~10										

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
	Rehabilitation Design	6~10							33			
	Re-coat Structural Steel	6~10								110		
	Concrete Repairs and Deck Drain Repairs	6~10								28		
30057	Concession Road 7 (16.4 m Span Precast Concrete Box Girder)*											
	Detailed Deck Condition Survey	6~10								28		
30061	Lot 9. Concession III (3.9 m Span SPCSPA)											
	Replacement Design	1~5				33						
	Construction and CA	1~5					330					
30062	First Line Bridge (2.5 m Span Custom Built)											
	Replacement Design	1~5			50							
	Construction and CA	1~5				495						
Maintenance												
30003	Kinloch Road (4.0 m, 4.0m Span Twin SPCSPA)											
	Replace Guiderail	Urgent	18									
30016	Squire Road (3.6m, 3.6m Span Twin SPCSP)											
	Replace Guiderail	Urgent	18									
30017	Squire Road (3.6m, 3.6m Span Twin SPCSP)											
	Replace Guiderail	Urgent	18									
30044	Second Line Road (28.5 m Span Thin Slab on CPCI Girder)											
	Replace Expansion Joint Seals	1~5		18								

No.	Description	Urgency (yrs)	22	23	24	25	26	27	28	29	30	31
30050	Butternut Lane (15 m Span Steel Pony Truss - Road Closed)											
	Structural Steel and Timber Deck Repairs	Urgent	18									
Enhanced OSIM				\$6						\$6		
OSIM Inspection			\$2	\$19	\$2	\$24	\$2	\$20	\$2	\$19	\$2	\$24
Total Rehabilitation/Replacement			\$518	\$260	\$601	\$634	\$710	\$0	\$80	\$509	\$456	\$84
Total Maintenance			\$72	\$18								
Total			\$592	\$303	\$603	\$658	\$712	\$20	\$82	\$534	\$458	\$108

8.0 CLOSURE

The investigation undertaken by McIntosh Perry with respect to this report and any conclusions or recommendations made in this report reflect our best judgment based on the site conditions observed at the time of the site inspections on the date(s) set out in this report and on information available at the time of the preparation of this report.

We trust that this report meets the project requirements. Should any additional information be required, please feel free to contact the undersigned.

This report is respectfully submitted on January 11, 2022.

Report Prepared By



Matthew Lazurek, E.I.T.
Engineering Intern
McIntosh Perry Consulting Engineers Ltd.

Report Reviewed By



Julian Rhebergen, P. Eng.
Structural Engineer
McIntosh Perry Consulting Engineers Ltd.



STAFF REPORT

S.R. No. 167-2022

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: Update to Asset Management Plan: 10-Year Capital Bridge Plan

BACKGROUND:

1. Council approved the Asset Management Plan for Core Assets on July 4, 2022 per O. Reg. 588/17.
2. The Asset Management Plan was completed prior to the successful closing and award of Procurement 20-2022 for the Five Bridges Bundle, which advanced the rehabilitation work of five structures from the 2023 column to the 2022 column.
3. Administration has prepared an amended 10-Year Capital Bridge Plan that takes into consideration:
 - a. The structure rehabilitation works completed / underway in 2022
 - b. The recommendations of the 2021 Ontario Structural Inspection Manual (OSIM) report
 - c. The priorities of the current 10-Year Capital Bridge Plan provided as Appendix E of the Asset Management Plan
 - d. \$510,000 transferred annually to the Roads, Bridges, and Structures Reserve
 - e. An estimated \$200,000 additional Ontario Community Infrastructure Funding (OCIF, to be confirmed)

ANALYSIS:

4. The revised 10-Year Capital Bridge Plan follows the recommendations from the 2021 OSIM report with no modifications.
5. The estimated funding is appropriate for the next two fiscal years (2023 and 2024).
6. The 10-Year Capital Bridge plan and allocated funding sources should be reviewed and revised during 2024, following receipt of the 2023 OSIM inspection reports and prior to setting the 2025 budget.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in Infrastructure and its sustainability

RECOMMENDATION:

BE IT RESOLVED THAT the Staff Report 167-2022 be received and that the Council of the Township of South Glengarry accept and amend the Asset Management Plan's 10-Year Capital Bridge Plan as presented.

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

Existing Version
Approved July 4, 2022

10-Year Bridge Capital Plan

Asset Id	Bridge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
30003	Kinloch Road (Twin 4m SPCSP)										
	Engineering				\$50,000						
	Construction					\$495,000					
20004	Cemetery Road (3-span Thin Slab)										
	Engineering					\$28,000	\$41,000				
	Construction							\$165,000			
30010	Glen Road (3m Span)										
	Engineering									\$6,000	
	Construction										\$22,000
30011	Cashion Road (15.2m Thin Slab)										
	Engineering	\$72,000	\$7,500								
	Construction		\$118,000								
30016	Squire Road (twin 3.6m SPCSP)										
	Engineering				\$45,000						
	Construction					\$250,000					
30017	Squire Road (twin 3.6m SPCSP)								\$45,000		
	Engineering									\$450,000	
	Construction										
30018	Chapel Road (3-span)	\$45,000									
	Engineering		\$62,000								
	Construction										
30019	Glen Donald Rd (3m Culvert)										
	Engineering	\$17,000									
	Construction		\$50,000								
30020	Spring Creek Rd (4.1m SPCSPA)										
	Engineering						\$38,000				
	Construction							\$330,000			
30023	Glen Roy Rd (15.2m Box)										
	Engineering	\$43,000									
	Construction		\$104,000								
30024	Glen Roy Rd (3.1m Culvert)										
	Engineering	\$17,000									
	Construction		\$40,000								
30026	Frog Hollow Rd (3-span Box)										
	Engineering			\$63,500							
	Construction				\$143,000						
30027	Cedar Grive Road (4.8m culvert)										
	Engineering										\$17,000
	Construction										\$45,000
30033	1st Line Rd (21.5m Thin Slab)										
	Engineering						\$22,000				
	Construction										
30034	Concession 7 (4.3m Culvert)										
	Engineering							\$17,000			
	Construction								\$106,000		
30035	1st Line Rd (3.6m Culvert)										
	Engineering	\$17,000									
	Construction		\$77,000								
30036	1st Line Rd (3.3m SPCSPA)										
	Engineering		\$33,000								
	Construction			\$380,000							
30039	South Service Rd (8.6m Span)										
	Engineering							\$17,000			
	Construction								\$69,000		
30043	2nd Line Rd (15m Box)										
	Engineering										
	Construction	\$380,000									
30047	Roy's Rd (3.6m Culvert)										
	Engineering									\$17,000	
	Construction										\$88,000
30050	Butternut Lane (15m span)										
	Engineering	\$32,500									
	Construction										
30052	Roy's Rd (4.9m Span)										
	Engineering	\$17,000									
	Construction		\$44,000								
30053	3rd Line Rd (21m Span)										
	Engineering						\$25,000	\$35,000			
	Construction								\$139,000		
30054	3rd Line Rd (28m Span)										

10-Year Bridge Capital Plan

Asset Id	Bridge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Engineering			\$85,000							
	Construction				\$225,000						
30056	South Service Rd (3-Span Thin)										
	Engineering							\$33,000			
	Construction								\$138,000		
30057	Concession Rd 7 (16.4m Span)										
	Engineering								\$28,000		
	Construction										
30061	Lot 9 Concession III (3.9m span)										
	Engineering									\$33,000	
	Construction										\$330,000
30062	1st Line Bridge (2.5m Span)					\$50,000					
	Engineering						\$495,000				
	Construction										
30044	2nd Line Rd (28.5m Thin Slab)										
	Engineering										
	Construction		\$15,000								
30050	Butternut Lane (15m span)										
	Engineering										
	Construction		\$15,000								
	OSIM REPORT	\$2,000	\$19,000	\$2,000	\$24,000	\$2,000	\$20,000	\$2,000	\$19,000	\$2,000	\$24,000
	TOTAL	\$642,500	\$584,500	\$530,500	\$487,000	\$825,000	\$641,000	\$599,000	\$544,000	\$508,000	\$526,000

Updated to reflect 2021 OSIM Report

DRAFT FOR APPROVAL**10-Year Bridge Capital Plan**

Current to September 29, 2022

Asset ID	Bridge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
30003	Kinloch Road (Twin 4m SPCSP)										
	Engineering		\$50,000								
	Construction			\$495,000							
20004	Cemetery Road (3-span Thin Slab)										
	Engineering			\$61,000	\$7,500						
	Construction				\$165,000						
30010	Glen Road (3m Span)										
	Engineering									\$6,000	
	Construction										\$22,000
30011	Cashion Road (15.2m Thin Slab)										
	Engineering		\$72,000	\$7,500							
	Construction			\$118,000							
30016	Squire Road (twin 3.6m SPCSP)										
	Engineering			\$45,000							
	Construction				\$450,000						
30017	Squire Road (twin 3.6m SPCSP)										
	Engineering								\$45,000		
	Construction									\$450,000	
30018	Chapel Road (3-span)										
	Engineering		\$45,000								
	Construction		\$62,000								
30019	Glen Donald Rd (3m Culvert)										
	Engineering	\$17,000									
	Construction	\$50,000									
30020	Spring Creek Rd (4.1m SPCSPA)										
	Engineering							\$38,000			
	Construction								\$330,000		
30023	Glen Roy Rd (15.2m Box)										
	Engineering	\$43,000									
	Construction	\$104,000									
30024	Glen Roy Rd (3.1m Culvert)										
	Engineering	\$17,000									
	Construction	\$40,000									
30026	Frog Hollow Rd (3-span Box)										
	Engineering			\$56,000	\$7,500						
	Construction				\$143,000						
30027	Cedar Grive Road (4.8m culvert)										
	Engineering										\$17,000
	Construction										\$45,000
30033	1st Line Rd (21.5m Thin Slab)										
	Engineering				\$22,000						
	Construction										
30034	Concession 7 (4.3m Culvert)										
	Engineering							\$17,000			
	Construction								\$106,000		
30035	1st Line Rd (3.6m Culvert)										
	Engineering	\$17,000									
	Construction	\$77,000									
30036	1st Line Rd (3.3m SPCSPA)										
	Engineering				\$33,000						
	Construction					\$380,000					
30039	South Service Rd (8.6m Span)										
	Engineering					\$17,000					
	Construction						\$69,000				
30043	2nd Line Rd (15m Box)										
	Engineering										
	Construction	\$380,000									
30044	2nd Line Rd (28.5m Thin Slab)										
	Engineering										
	Construction		\$15,000								
30047	Roy's Rd (3.6m Culvert)										
	Engineering							\$17,000			
	Construction								\$88,000		
30050	Butternut Lane (15m span)										
	Engineering		\$32,500								
	Construction										

10-Year Bridge Capital Plan

Current to September 29, 2022

Asset ID	Bridge	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
30052	Roy's Rd (4.9m Span)										
	Engineering	\$17,000									
	Construction	\$44,000									
30053	3rd Line Rd (21m Span)										
	Engineering							\$60,000			
	Construction								\$139,000		
30054	3rd Line Rd (28m Span)										
	Engineering		\$40,000	\$45,000							
	Construction			\$225,000							
30056	South Service Rd (3-Span Thin)										
	Engineering							\$33,000			
	Construction								\$138,000		
30057	Concession Rd 7 (16.4m Span)										
	Engineering								\$28,000		
	Construction										
30061	Lot 9 Concession III (3.9m span)										
	Engineering				\$33,000						
	Construction					\$330,000					
30062	1st Line Bridge (2.5m Span)										
	Engineering			\$50,000							
	Construction				\$495,000						
	TOTAL (2021 Dollars)	\$806,000	\$316,500	\$1,102,500	\$1,356,000	\$727,000	\$69,000	\$165,000	\$874,000	\$456,000	\$84,000



STAFF REPORT

S.R. No. 168-2022

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: By-law to Transfer Lands (Lucien Lefebvre Subdivision)

BACKGROUND:

1. The Township of Lancaster entered into a Subdividers Agreement with Lucien Lefebvre on August 31, 1976 for the Plan of Subdivision of Part of Lot 38, Con. 8 Township of Lancaster, County of Glengarry. The plan was registered April 4, 1977 (attached).
2. The Lucien Lefebvre Subdivision is located along Gabrielle Street and Lefebvre Street in Green Valley.
3. The Agreement states, *“that temporary turning circles be established, as shown on the attached copy of the draft plan, and that the segments shall be shown on the final plan as blocks, which shall be conveyed to the municipality and held by the municipality until the road allowance has been produced. The blocks shall then revert to the owners of the abutting lots.”*

ANALYSIS:

4. Lefebvre Street has since been extended northward and the land for the temporary turning circle located in Blocks ‘F’ and ‘G’ of the subdivision are no longer required for operations.
5. A by-law to transfer the Deed of Land to the abutting property owners is required in order to transfer the excess land (Blocks ‘F’ and ‘G’) in accordance with the Subdividers Agreement.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 168-2022 be received and that By-law 70-2022 being a by-law to transfer Blocks 'F' and 'G' of the Plan of Subdivision of Part of Lot 38, Con. 8 (Township of Lancaster, County of Glengarry) to the abutting landowners in accordance with the Subdividers Agreement, be read a first, second and third time, passed, signed and sealed in Open Council this 17th day of October 2022.

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 70-2022
FOR THE YEAR 2022**

***BEING A BY-LAW TO TRANSFER CERTAIN LANDS AND TO AUTHORIZE
THEIR DISPOSAL IN ACCORDANCE WITH THE ABUTTING LANDOWNERS
IN ACCORDANCE WITH THE LUCIEN LEFEBVRE SUBDIVISION
AGREEMENT***

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 temporary turning circles were established for the plan of subdivision of Part of Lot 38, Concession 8, Township of Lancaster, County of Glengarry and are shown on the final plan as blocks which shall be conveyed to and held by the municipality until the road allowance has been produced, at which time they shall revert to the owners of the abutting lots;

AND WHEREAS Lefebvre Street has since been extended northward and the land for the temporary turning circle located in Blocks 'F' and 'G' of the subdivision are no longer required for operations;

AND WHEREAS the Corporation of the Township of South Glengarry will transfer the land to the abutting landowners who claim legal possessory title to this land;

AND WHEREAS the Corporation of the Township of Lancaster amalgamated with the Township of Charlottenburgh and the Village of Lancaster, effective January 1, 1998, and is now the Corporation of the Township of South Glengarry;

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

- 1. THAT** Blocks 'F' and 'G' for the Plan of Subdivision of Part of Lot 38, Con. 8 Township of Lancaster, County of Glengarry be transferred to the abutting landowners.

- 2. THAT** the Mayor and Clerk be authorized to sign all necessary documents to complete this transaction.

***READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND
SEALED IN OPEN COUNCIL THIS 17TH DAY OF OCTOBER 2022.***

MAYOR:

CLERK:

-

TOWNSHIP OF CHARLOTTENBURGH

from the offices of
HAZEN MELDRUM LIMITED
Ontario Land Surveyors
Cornwall and Winchester.

(CONCESSION ROAD ALLOWANCE)
COUNTY ROAD NO. 25

LIMIT AS WIDENED BY UNITED COUNTIES

N.W. Angle of
LOT 38, Con. 8

(DEPOSITED PLAN NO. 322)
FD. D.H.M. NO. 112
23 82.26'

N 30° 19' W
0.90'

PLAN OF SUBDIVISION OF
PART OF LOT 38, CON. 8
TOWNSHIP OF LANCASTER
COUNTY OF GLENGARRY

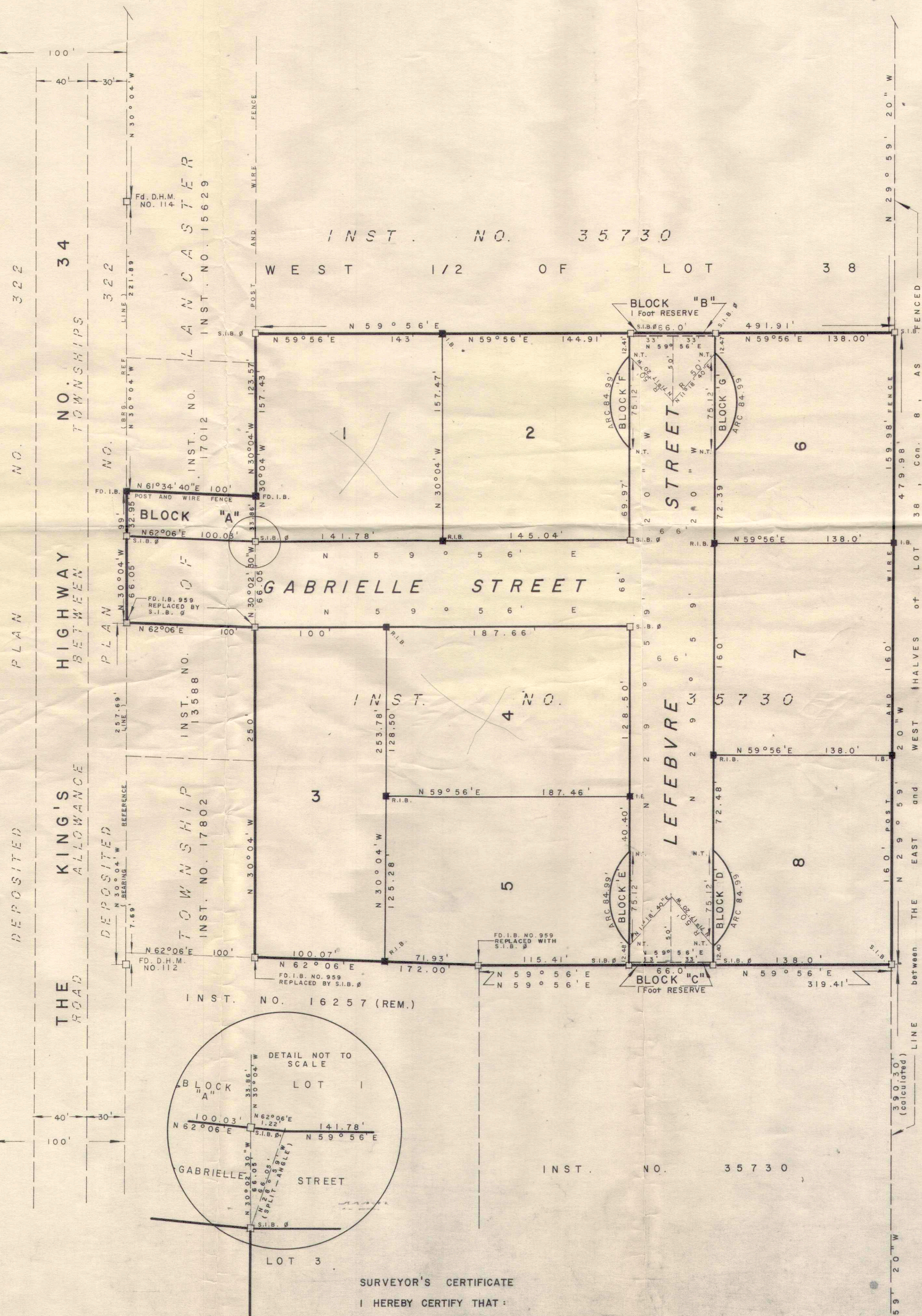
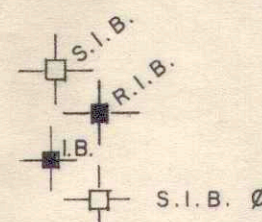
SCALE: 1 inch = 50 feet.

1 9 7 6

BEARINGS ARE ASTRONOMIC DERIVED FROM THE LIMIT OF KING'S HIGHWAY
NO. 34 BETWEEN D.H.M. NO. 112 AND D.H.M. NO. 114, ACCORDING TO
DEPOSITED PLAN NO. 322, IT BEING N 30° 04' WEST.

1" sq. x 48" long, Standard Iron Bars planted shown thus
5/8" Round Iron Bars planted shown thus
5/8" sq. x 24" long, Iron Bars planted shown thus
1" sq. x 48" long, Round Iron Bars planted shown thus

ALL HANGING LINES ON THIS PLAN HAVE BEEN VERIFIED.



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT:

1. This survey and plan are correct
and in accordance with The Surveys
Act and The Registry Act and the
regulations made thereunder.

2. The survey was completed on the
21st day of May 1976

MAY 25th 1976
dated Hazen B. Meldrum
Ontario Land Surveyor
Cornwall Ont.

OWNER'S CERTIFICATE

1. This is to certify that:

Lots 1 to 8, both inclusive, Blocks 'A', 'B',
'C', 'D', 'E', 'F' and 'G' all inclusive, the streets,
namely Gabrielle Street and Lefebvre Street
as designated within the area of survey outlined
have been laid out in accordance with our instructions.

2. The streets are hereby dedicated as public highways.

Dated the 25th day of MAY 1976

John Charles
witness

Lucien Lefebvre
signature
Lucien Lefebvre (Owner)

AFFIDAVIT OF WITNESS TO
OWNER'S CERTIFICATE

I, John Charles, of the Town of ALEXANDRIA

in the County of GLENGARRY, make oath and
say that:

1. I was personally present and did see the owner's
certificate on this plan signed by LUCIEN LEFEBVRE.

2. The said certificate was signed by the said
party at ALEXANDRIA

3. I know the said party.

4. I am a subscribing witness to the signing of
the said certificate.

Sworn before me

at the Town of

of ALEXANDRIA

this 25th

day of MAY

1976
Jean-Marc Lefebvre
A Commissioner, etc.
Jean-Marc Lefebvre

John Charles
signature
witness

AFFIDAVIT AS TO AGE

I, Lucien Lefebvre make oath
and say that at the time of execution of this plan
I was of the full age of twenty-one years.

Sworn before me

at the Town of

of ALEXANDRIA

this 25th

day of MAY

1976
Jean-Marc Lefebvre
A Commissioner, etc.
Jean-Marc Lefebvre

Lucien Lefebvre
signature
Lucien Lefebvre

Approved under Section 33 of
THE PLANNING ACT.

This 10th day of March 1977

John R. Rhodes
Minister of Housing

CERTIFICATE OF REGISTRATION
OF PLAN

I CERTIFY THAT THIS PLAN IS DULY REGISTERED
IN THE REGISTRY OFFICE FOR THE REGISTRY
DIVISION OF GLENGARRY AT 3:30 O'CLOCK ON THE
4th DAY OF APRIL 1977 AS NO. 137

Terrence S. Bishop
Dep. REGISTRAR



STAFF REPORT

S.R. No. 169-2022

PREPARED BY: Sarah McDonald, P. Eng., GM – Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: By-law for Assumption of Works – Place St. Laurent
Phase 5 – Yacht Boulevard

BACKGROUND:

1. The Council of the Township of South Glengarry accepted the works of Place St. Laurent Phase 5 at the October 3, 2022 Council meeting.

ANALYSIS:

2. Administration is further recommending assumption of a portion of Yacht Boulevard for public use – as shown on Registered Plan 14M-15 (attached).
3. Assumption takes place by way of a by-law, as required under Section 31 (4) of the Municipal Act, R.S.O. 1990, as amended.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 169-2022 be received and that By-law 71-2022, being a by-law to assume a portion of Yacht Boulevard as shown on Registered Plan 14M-15 (PIN 671280411) as a public street be adopted.

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 71-2022
FOR THE YEAR 2022**

***BEING A BY-LAW TO ACCEPT CERTAIN LANDS AS ROAD ALLOWANCE
WITHIN THE TOWNSHIP OF SOUTH GLENGARRY AND TO DEDICATE
SAME TO THE PUBLIC USE AS PUBLIC HIGHWAY.***

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, c. 25 S. 31 (4) 2. Provides that a municipality may by by-law assume a road allowance, highway, street or lane shown on a registered plan of subdivision for public use.

AND WHEREAS the Council of the Township of South Glengarry has accepted the works of Place St. Laurent Phase 5 and shall assume a portion of Yacht Boulevard for public use pursuant to the subdivision agreement.

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

- 1. THAT** the Corporation of the Township of South Glengarry accepts the conveyance of Yacht Boulevard as shown on Registered Plan 14M-15 (PIN 671280411) and that such conveyance is hereby accepted as a road allowance and dedicated to the public use as public highway.

- 2. THAT** the Mayor and Clerk be authorized to sign all applicable documents.

***READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND
SEALED IN OPEN COUNCIL THIS 17TH DAY OF OCTOBER 2022.***

MAYOR: _____ **CLERK:** _____

-

Schedule “A” to By-law 71-2022

Description of lands accepted by the Township of South Glengarry
as Open Road Allowances:

Lot #	Concession	Part(s)	Reference Plan	PIN #
PT LT 13	9	2	14R4791	67114-0160

PLAN of SUBDIVISION
SHOWING
PART OF LOT 3, REGISTERED PLAN No. 101
TOWNSHIP OF SOUTH GLENGARRY
(GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH)
UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

SCALE 1 : 500
METRES

K. L. STIDWILL
ONTARIO LAND SURVEYOR

PLAN 14M-15

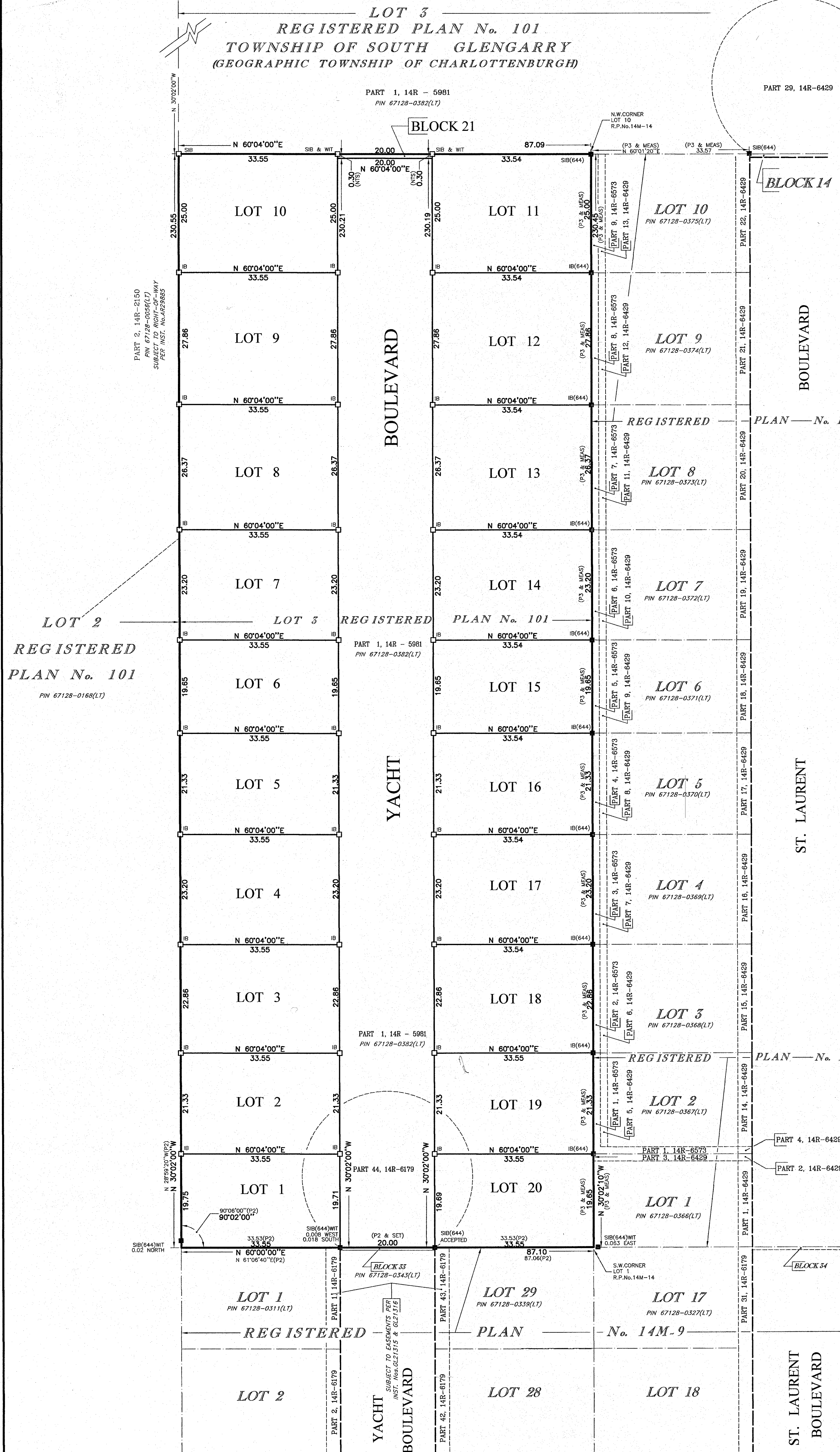
I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF GLENGARRY No. 14 AT 12:33 O'CLOCK ON THE 13 DAY OF July, 2021 AND ENTERED IN THE PARCEL REGISTER FOR PIN 67128-0382(LT) AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. 14M-15

B. Blument
REPRESENTATIVE FOR THE LAND REGISTRAR

THIS FINAL PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 51 (58) OF THE PLANNING ACT 1990 THIS 8 DAY OF July, 2021

B. Blument
BENJAMIN DEHAAN DIRECTOR OF TRANSPORTATION AND PLANNING SERVICES UNITED COUNTIES STORMONT, DUNDAS AND GLENGARRY

NOTE : THIS PLAN IS COMPRISED OF PART OF PIN 67128-0382(LT)





STAFF REPORT

S.R. No. 170-2022

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 17, 2022

SUBJECT: Appointment of Treasurer and Signing Authority

BACKGROUND:

1. Pursuant to the *Municipal Act, 2001*, a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.
2. Suday Jain has recently been hired to fill the vacant position of General Manager of Finance/Treasurer.

ANALYSIS:

3. The attached by-law appoints Mr. Jain as Treasurer for the duration of his employment with the Township of South Glengarry.
4. Furthermore, the resolution associated with this report grants Mr. Jain financial signing authority, in addition to Mayor Lyle Warden, CAO Tim Mills and Deputy Treasurer Kaylyn MacDonald.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 170-2022 be received and that By-law 72-2022, being a by-law to appoint Suday Jain as Treasurer 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 17th day of October 2022;

AND FURTHERMORE that the Council of the Township of South Glengarry authorizes that all cheques of the Corporation drawn on its accounts may be signed by Mayor Lyle Warden, CAO Tim Mills, Treasurer Suday Jain and Deputy Treasurer Kaylyn MacDonald and that they also be authorized to sign all other documents required in this matter.

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 72-2022
FOR THE YEAR 2022**

BEING A BY-LAW TO APPOINT A TREASURER PURSUANT TO SECTION 286 (1) 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 286 (1) provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and directed by the council of the municipality;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to appoint the following individual as Treasurer.

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

1. **THAT** Suday Jain be appointed as Treasurer for the Corporation of the Township of South Glengarry for the duration of his employment with the corporation or until such time that this by-law is rescinded.
2. **THAT** By-law 06-2022 be hereby rescinded.
3. **THAT** this by-law will come into force on the date of its adoption.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 17TH DAY OF OCTOBER 2022.

MAYOR: **CLERK:**

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: October 17, 2022

SUBJECT: Departmental Update – Corporate Services
(September 2022)

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk
Crystal LeBrun, Deputy Clerk

CAO'S OFFICE

- Attended various Council and Committee meetings (Regular Council Meeting, Special Council Meeting, Airport Commission meetings).
- Met with and addressed various constituent concerns and complaints.
- Preparation and review of Staff Reports.
- Attended and facilitated Management Team meetings.
- Attended and facilitated Quarterly Budget Meetings.
- Managed various HR matters.
- Work on various legal files.
- Ongoing Management of RATI Grant for Airport
- Attended Financial Statements Review Meeting with City of Cornwall re: Airport.
- Ongoing Review of Asset Management Plan.
- Continued work on Cornwall Electric Streetlight file.
- Attended meetings with MNP regarding financial Audit.
- Attended SDG CAO's Meeting.
- Attended Roads Committee meetings.
- Participated in Glen Walter Environmental Assessment Steering Committee.
- Conducted Interviews for the position of General Manager of Finance/Treasurer.
- Attended Eastern Ontario Municipal Conference.
- Attended South Glengarry Business and Community Awards Gala.
- Coordinated Flag Raising Ceremony for Every Child Matters.
- Completed 4 Seasons of Reconciliation Training
- Attended Queen Elizabeth II Memorial Service

CLERK'S OFFICE

- Council and Committee agenda/meeting preparation, facilitation, and wrap-up.
- Attended management team meetings.

- Prepared documentation for legal files.
- Preparation of Staff Reports and by-laws.
- Provided Commissioner of Oath services as needed.
- Issued marriage and lottery licences.
- Provided marriage solemnization services.
- Continued work on Service Delivery Review Project and Reviewed Interim Report with KPMG.
- Ongoing Preparation for 2022 Municipal Election, preparation of voter's list and voter information letters, voter registration, preparation of communications materials, distributing information to candidates and preparation for Voter Help Centre.
- Attended SDG Clerk's Meetings.
- Assisted Finance department as needed.
- Deputy Clerk Completed Community Emergency Management Coordinator Training
- Ongoing Grant tracking and reporting
- Completed 4 Seasons of Reconciliation Training.
- Attended Queen Elizabeth II Memorial Service
- Established and launched Staff Social-Wellness Committee.

COMMUNICATIONS

- Daily preparation of website and social media content.
- Responded to general inquiries received through website and social media.
- Preparation of Council Meeting Newsletters.
- Preparation of Elections communications plan and advertisements.
- Assisted Economic Development with various communications projects (Business & Community Awards Gala).
- Managed Council meeting technology and livestream.
- Preparation for launch of Recycle Coach app.
- Attended Emergency Management – Note Taking Training
- Collaborated with all departments to complete the fall/winter Community Guide.

COMMUNICATIONS STATS

- YouTube Stats:
 - +9 new subscribers
 - 605 video views
 - Most watched videos:
 - October 3rd Regular Council Meeting (130 views)
 - September 20, 2022- Regular Council Meeting (104 views)

- September 6th Regular Council Meeting (71 Views)
 - October 3, 2022- Committee of Adjustment (50 Views)
- Website – Most Popular Searches:
 - Cloud Permit (10)
 - Household Hazardous Waste Day (8)
 - Asset Management Plan (6)
 - Pay Online (5)
 - Careers (3)
- Facebook Stats – Posts with Highest Reach
 - Hydro One Planned Outage (28.3K)
 - South Glengarry Firefighter Tribute for 9/11 (25.6K)
 - Congratulations – Lapierre Veggie Stand (8.5K)
 - Free Mulch – GW Regional Park (7.2K)
 - Fire Services Open House (7K)

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: October 17, 2022

SUBJECT: Departmental Update – Infrastructure Services
(September 2022)

PREPARED BY: Sarah McDonald, P. Eng. – GM Infrastructure
Services

Staffing Highlights:

- **Belinda Dixon joins the Township as Infrastructure Coordinator**
- **Adam Hebert joins the Township as a Water Operator**

Administration

- Glen Walter EA Steering Committee Meeting (September 12 and 26, 2022)
- Roads Working Group Meeting (September 26, 2022)
- Consultant discussions (service reviews, five-structures, asset management)
- Attended MOE Landfill Inspection (GM Infrastructure and Roads Manager)
- Budget Preparation (GM Infrastructure and Director Water / Wastewater)
- Regional Waste Management Group – review of document for County Council
- Monthly All-Hands Meeting

Water / Wastewater Division

- Water and Sewer Routine Operations
- Water Meter Reading Ongoing
- Yacht - Pump Station Cleaning
- Valve Box Repairs (Glen Walter)
- Glen Waler UV Bulb Replacement
- Yacht Blvd. Flushing Force main (Hydro-Cam 1,500')
- Hydro-One Power Outage (Monitor Plants/Stations)
- Pump Maintenance/New Impeller Yacht
- Check Valve Maintenance Yacht
- Aluminum Sulfate Delivery
- Sodium Hypo Chlorite Delivery

- 72/Hour Checks
- New Employee Training

Roads Division

- Monitor weather forecasts
- Maintenance Grading
- Sign Replacement
- Culvert Replacements
- Drainage Concerns Reviewed
- Preparation to Fleet for Winter Activities
- General pothole repair
- Stone Dust Delivered
- Salt Delivered
- Winter Mix Preparation Begun
- Routine Day Road Patrols
- Roadside Debris Collection

Waste Management

- Ministry of Environment Inspection (Beaver Brook)
- Household Hazardous Waste Day - ~300 residents participated
- Landfill Compaction Maintenance Duties – North Lancaster Landfill Site
- Receipt and response to inquiries related to the current recycling / garbage contract
- Review and response to requests for garbage bag limit exemptions
- Environment Committee Meeting

Municipal Drains

- Filion Drain – Engineer's Report Advancement (culvert schedule)
- Ongoing review and maintenance (MacDonald Technical Services Inc.)

Engineering Services

- Bundled Bridges – Pre-start meeting (Township, Dalcon, McIntosh Perry)
- 1st Line Road Culvert – Pre-start meeting (Township, Fidelity, Morrison Hershfield)
- Reviewed entrance permits
- Approved filled-in ditch applications (x5 or 6)

Active Subdivisions	Active Site Plan Control
<ul style="list-style-type: none"> • Sapphire Estates Phase 5 <ul style="list-style-type: none"> ○ Granular 'B' applied to roadways • South Beech <ul style="list-style-type: none"> ○ Reviewed engineering submission for review • Place St. Laurent Phase 5 <ul style="list-style-type: none"> ○ Received and reviewed final acceptance package 	<ul style="list-style-type: none"> • LTC Facility <ul style="list-style-type: none"> ○ No activity

Training

- VoyentAlert! training for Infrastructure, Water, and Communications
- OGRA Snow School for Mechanics (N. Arsenault)
- OGRA Snow School (T. Levert)
- Onboarding (B. Dixon, A. Hebert)
- Ongoing, all staff

Health, Safety, and Environment

- Monthly inspections

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 17, 2022

SUBJECT: Departmental Update – Finance (September 2022)

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer



AR Activity

- Began completing 2022 assessment changes and supplementary/omitted assessment billings
- Water bills were due September 15, 2022

AP Activity

- Continued payment of vendors, keeping our suppliers current.

Treasury Activities

- Worked with MNP to review and finalize 2021 Draft Financial Statements
- Prepared and invoiced Payment-In-Lieu (PIL) property owners
- Prepared tax allocations for airport hangar owners
- Prepared quarterly school board installment and reviewed 2021 disbursements
- Ongoing review of properties in significant tax arrears
- Assisted general managers with financial preparation of Staff Reports
- Virtually attended Municipal Financial Officer's Association Conference September 20-23rd

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: October 17, 2022

SUBJECT: Departmental Update – Parks, Recreation and Culture (September 2022)

PREPARED BY: Sherry-Lynn Servage, GM of Parks, Recreation and Culture

ADMINISTRATION:

- Facility bookings and coordination
- Assisting Economic Development with Awards Gala Event
- Recreation software implementation – complete
- Green and Inclusive Community Building Grant – ongoing
- Grant Funding Coordination and Reporting – ongoing
- Glen Walter Waterfront Park – facilitating signage installs
- Glen Walter Regional Park – facilitating sponsorship signage install
- Peanut Line signage – KM markers – research and planning stage
- Tree planting coordinating
- RFQ 24-2022 – Tree and Stump Removal
 - Implementation
- Tender 25-2022 - Peanut Line Bridge Repair – CR19
 - Ongoing
- OPA Training – Registered Playground Practitioner Course – Completed by Lead Hand, D. Rourke
- Facility Operator Assistant (students) Interviews, hiring and training
- External Meetings
 - Char-Lan Recreation Centre Floor and Dasher Board Project
 - Ongoing site visits, construction meetings and project coordination with EVB Engineering, Bradley Contracting, CIMCO and Athletica Sport Systems
 - Junior B Rebels – CLRC Advertisements
 - Char-Lan Skating Club – pulley system, coordinating storage
 - Char-Lan Minor Hockey – coordinating storage
 - Lan Char Centre – Team Leader
 - Parks Canada – Cairn Future Interpretation Site
 - Fed Dev Ontario – CCRF Grant

- Internal Meetings
 - Departmental Team Meetings – ongoing
 - Management meetings – ongoing
 - Student Orientation
 - GM of Infrastructure – Peanut Line & CLRC Drainage

OPERATIONS

- New ice resurfacers blade changer training
- Smithfield Basketball System Installation Coordinating
- Addressing ongoing vandalism at parks and facilities
- Coordinating propane tank switchover
- Empey Poirier Play Structure Removal Coordinating
- Recreation facility prep, cleaning and maintenance - ongoing
- Schedules – Facility Operators and students
- Tree management – ongoing
- Ongoing maintenance requests
 - Lancaster Library
 - Lan-Char Medical Centre/Dentist
 - Main Office
- Park and Peanut Line inspections and maintenance
- Garbage pickup
- Tennis/Pickleball Court cleaning/maintenance
- Ongoing flower boxes and flower bed maintenance – Lancaster, Main Office, CLRC and Martintown Community Centre
- Splash Pad ongoing maintenance and performing closure for season
- Preparing Char-Lan Recreation Centre Ice Surface and Facility for re-opening

HEALTH AND SAFETY

- Building and site inspections continue.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: October 17, 2022

SUBJECT: Departmental Update – Fire Services
(September 2022)

PREPARED BY: Dave Robertson, Fire Chief

OPERATIONS and RESPONSES:

- Motor Vehicle Collisions: 5
- Alarms: 3. Medical: 5
- Burn Complaint / Unauthorized Burns: 1
- Fire – Structural: 2, Brush / Grass: 1, Vehicle: 1, Other: 0
- False: Public Hazard: 2
- Rescue: 0
- Incidents of note.
 - 3 residential structure fires with fire loss confined to area of origin.

TRAINING:

- Pumps, Tanker shuttles, 1st Aid.
- Clean up and organize of the Fire Training Ground on Airport Rd.
- Deputy Chief is now certified as a trainer for Basic Life Support and Advanced 1st Aid

FIRE PREVENTION:

- Crews assisted North Glengarry in their Tanker Shuttle Accreditation testing

HEALTH AND SAFETY:

- Building inspections continue

ADMINISTRATION:

- Fire Co-ordinator meeting with Cornwall Fire Services,
- Fire Chief attended the Canadian Assoc. of Fire Chiefs annual seminar and conference in Ottawa,

- Meetings with Parks Canada regarding a possible shared water source for fire suppression system at the Sir John Johnson House,
- Consultation / Committees
 - Hwy 401 construction projects – Emergency Management Group
 - Canadian Assoc of Fire Chiefs, RPAS (Drone) Committee
 - Municipal construction projects (traffic safety plans)
- Virtual inspections were completed on the 2 new Pumper trucks,
- Project management oversight for new Williamstown Fire Station location – renovation,
- Fire Chief attended the Glengarry Federation of Agriculture annual meeting to discuss various road construction projects and detours,
- Members from all 5 stations attended a family BBQ at the Paul Rozon Park,
- Staff assisted with the Hazardous materials collection event,
- Station 3 Williamstown assisted with the Char-Lan Terry Fox fundraiser.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 17, 2022

SUBJECT: Departmental Update – Planning, Building & Enforcement (September 2022)

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement



Planning

- Received, processed and reviewed consent, minor variance, site plan control and zoning amendment applications
- Prepared staff reports and information reports for Council meetings
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on subdivision files in various stages
- Participated in biweekly Management Meetings
- Conducted staff meetings
- Reviewed draft staff/info reports
- Prepared staff reports and info reports
- Conducted site visits
- Worked on preparations for the 2022 Business & Community Awards Gala
- Attended Awards Gala
- Participated in mental health first aid
- Attended and organized public meetings
- Attended Council meetings

Building

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Attended various walk-in appointments with the public
- Conducted building inspections
- Completed Site Plan Control reviews
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for Tarion, MPAC, CMHC, and Statistics Canada
- Received applications for and assigned civic addresses

- Ordered and distributed civic address signs and posts
- Applied, reviewed and issued building permits via Cloud Permit
- Changed Civic Addresses to correct number sequence
- Inspected open legacy building permits as a result of work order requests
- Addressed reports and internal sightings of residents building without permits
- Updated Erica-Rose (Building Information Officer) who returned from maternity leave
- Prepared documentation for and attended court proceedings

GIS & Planning

- Filed in TOMRMS zoning by-laws, site plan control, subdivision, consents.
- Prepared and mailed out minor variance and zoning amendment notices along with minutes and decisions.
- Performed duties as Building Information Officer (BIO).
- Attended staff meeting.
- Attended Mental Health First Aid Training.
- Prepared maps for staff as required (Building, Planning).
- Commissioned documents as required.
- Provided map for signage locations for Peanutline.
- Provided mapping for hazardous waste collection.
- Attended Social-Wellness Committee.
- Participated in baseball vs North Glengarry.
- Attended webinar for National Day of Truth and Reconciliation.
- Commenced work on assetID, drain and culvert map for GM – Infrastructure.

By- Law

- Responded and investigated By-law complaints.
- Investigated Dog Attacks.
- Corresponded and assist with OPP and Ministry of the Solicitor General.
- Completed Mental Health First Air Training.
- Collected and installed Minor Variance Signs.
- Collected Civic Posts and Blades.
- Conducted Pool Permit reviews and inspections.
- Arranged and attended meetings with the public.
- Attended MLEOA Annual Training Seminar.
- Successfully elected on the Board of Directors for the MLEOA.
- Attended and reviewed sites that are building without permits.
- Attended Social-Wellness Committee Planning Meeting.
- Approved 6 Temporary Nuisance Exemption Permits (delegated Authority from Council); 11 Total.

- Participated in Ontario Ombudsman Inquiry; complaint determined to be unfounded.

Economic Development

- Awards Gala ticket sales promotion sponsor management, nomination review/selection and event planning
- Attended Awards gala
- Attended staff meetings
- Attended local economic development officer meetings
- Community Guide Economic Development Office Page
- Review/Edit South Glengarry Tourism Videos
- Organized Christmas Shop Local campaign
- Attended Social-Wellness Committee Planning Meeting.
- Provided support to businesses for new funding programs
- Responded to general inquiries from existing and potential Business Owners
- Responded to real estate and developer inquiries

Emergency Planning

- Monitored all EMO situation reports and updates
- Commenced update to Emergency Plan
- Extended Invites to County Emergency Planning and Exercise



September 6, 2022

**MINUTES OF
COMMITTEE OF ADJUSTMENT**

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00pm on September 6, 2022 via a public meeting and zoom webinar.

Committee Members present were: Mayor Lyle Warder (Chairperson), Deputy Mayor Stephanie Jaworski, Councillor Martin Lang, Councillor Sam McDonell, Councillor Rebecca Luck, Clerk Kelli Campeau, and Secretary-Treasurer Joanne Haley

MOVED BY: Stephanie Jaworski

SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Committee of Adjustment meeting of September 6, 2022 is hereby called to order.

CARRIED

Meeting was called to order at 6:00pm

Chair Mayor Lyle Warden confirmed that there were no additions to the agenda.

Approval of Minutes

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the July 4, 2022 meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

Councillor Rebecca Luck works for EVB which is associated with file A-17-22

Members of the public that participated in this meeting via zoom or in person were as follows:

- Mary Lee Smith and Ray Lepage – 6777 Pilon Point Rd – (Neighbour) A-16-22



- Sheila Jasmin – 6771 Pilon Point Rd – A-16-22 - owner
- Jeremy Velocci – 19590 Glen Rd – A-17-22 representative of applicant
- John & Joanne Porporo – 6798 Pilon Point Rd – A-18-22 applicant
- John Rodrigues & Susie Vizies – 6769 Pilon Point Rd – (Applicant representing numbered company) A-16-22

Review of Application:

1. Application A-16-22-Jasmin (4274512 Canada Inc.)

- **Subject Property:**
 - Lot 2, Registered Plan 112, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry located at 6771 Pilon Point Road, Summerstown.
 - The subject property is 0.46 acres in area.
- **Proposed Minor Variance:**
 - The owner of the subject property erected a fence on their lot line several years ago. This resulted in impeding access to the abutting properties driveway to the north of the subject property.
 - Following lengthy negotiations, the owner agreed to sever a very small portion of the property that will merge to the abutting property to the north, this triggered a requirement for a minor variance as the subject property is being further reduced in lot area.
 - To reduce the minimum lot area from 4000 sq. meters to 1,733 sq. meters.
 - If this property was created today, it is required to be 4000 sq meters or 1 acre in area. This property is already less than that and will be smaller once the Consent is finalized.
- **Planning:**
 - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Rural (RU) and Floodplain- Holding and conforms to the general intent of the Zoning By-Law.
- **Consultation:**
 - This application was circulated to the RRCA for review and comment- The RRCA does object to the minor variance as presented.
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I received one call from a neighbour seeking clarification on the proposed minor variance.
 - Planning and Building Departments support this application and recommend it to be approved.

Discussion:

No discussion



MOVED BY: Martin Lang
SECONDED BY: Sam McDonell

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

2. Application A-17-22-Williamstown Mini Storage (2851853 Ontario Inc.- Velocci)

- **Subject Property:**
 - Part of Lot 5, Concession 3, SSRR, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry located at 19590 Glen Road, Williamstown. It is also known as Williamstown Mini Storage.
 - The subject property is 2.02 acres in area.
- **Proposed Minor Variance:**
 - The owner proposes to demolish the existing office/dwelling and to construct a mini storage building with accessible washrooms, therefore the following relief from Part 8.2 the Zoning By-Law 38-09 is requested:
 - To reduce the Rear Yard Setback from 8 meters to 3 meters.
 - To reduce the interior Side Yard Setback from 6 meters to 3 meters.
 - To increase the Maximum Lot Coverage from 35% to 38%.
- **Planning:**
 - The property is designated Agricultural Resource in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Light Industrial (ML) and conforms to the general intent of the Zoning By-Law.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff.
 - To date I have one phone call from a neighbouring property owner regarding the activity at the site and possible fencing.
 - Planning and Building support this application and recommend it to be approved.
 - Additional comments from the neighbour to the west: concerns about the adjustment and pooling, additionally building close to the property line can affect the trees along the property line and their root system.

Discussion:

Member Stephanie Jaworski asked Mrs. Joanne Haley if the pooling would be affected by interior side yard or rear yard.



Ms. Joanne Haley explained it is the rear yard as Kraft Road is the front based on how the by-law is written.

Member Stephanie Jaworski asked the owner why his design requires a 3 meter setback as opposed to 8 meters.

Jeremy Velocci explained how they work with consultants to determine the size and location of the proposed building. They review all aspects as the site plan and storm water management. He added the sizing is feasible in this industry and they have scaled it back somewhat to meet conformity for parking and snow removal on site and he finds it reasonable.

Member Stephanie Jaworski asked for clarification on the location of the new building and its requested setbacks in relation to the residential dwelling on the west side.

Jeremy Velocci clarified the field to the west is the one setback and the rear of the building adjacent to the house would be the other setback. He added that it would be worth noting to look at the elevation of the house versus the elevation of the storage facility it is much higher. We see water run off coming from the property down to them. They have had to manage with the septic system and pooling on their property. All that said it can all be managed using swales and sending it towards Glen Road in the ditch.

Member Martin Lang asked about the swale and if it would be handled through site plan control.

Mrs. Joanne Haley confirmed that yes it would be handled through site plan control. She further explained for the public to understand, if the minor variance process is approved and the project able to move forward, there is another planning process required that is site plan control. At that stage a professional engineering firm can be used to design the site plan. We would ask for elevations on this site plan now that we know water ponding has been brought to our attention. The property is large enough to accommodate swales and grade it accordingly.

Chair Lyle Warden asked for confirmation about access to the proposed structure. Will there be access to the building from the west side or the south side?

Jeremy Velocci confirmed all access will be from the other side and the roof will be slanted towards the open field that is where the tenants will come and go from.

Member Stephanie Jaworski has a question for Mrs. Joanne Haley, considering this is a commercial property with setbacks next to a residential site, putting all ponding aside, she asked how she supports it from a planning perspective.

Ms. Joanne Haley explained that she feels there is sufficient space for maintenance, drainage, and swales. Looking at development on the abutting property it is some distance away, so they are not encroaching on personal space. She does not see a negative impact. Currently there



is a home, and it meets the 8 meters rear yard set back. We have not had any comments or complaints and she doesn't see any major concerns. The site can be designed accordingly to meet the site plan control by-law.

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

3. Application A-18-22- Porporo

- **Subject Property:**
 - Part of Lot 5, Concession 1, Front, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry located at 6798 St. Francis Lane, Summerstown.
 - The subject property is 0.13 acres in area.
- **Proposed Minor Variance:**
 - The owner proposes to construct an attached garage to the existing dwelling, therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 6.2 – to reduce the interior Side Yard Setback from 1.2 meters to 0.6 meters.
 - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 21.5 meters from the St. Lawrence River to the proposed addition.
- **Planning:**
 - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Limited Services Residential (LSR) and Floodplain-Holding.
- **Consultation:**
 - This application was circulated to the RRCA for review and comment- "The RRCA does object to the minor variance as presented.
 - With respect to the reduction of side-yard setback, the RRCA's primary concern is ensuring adequate access from the front of the dwelling to the waterfront to permit the passage of sufficiently sized machinery if future shoreline repairs are required. The proposed dwelling uses a "pass-through" garage that will satisfy this requirement; as such, the RRCA does not have any objections to the reduction.
 - With respect to the reduction of watercourse setback, the RRCA's primary concern is ensuring the dwelling is sufficiently setback from natural hazards. This



includes slope stability and flooding hazards. A review of the site plan, and LiDAR elevation data shows that the proposed addition is located sufficiently outside of these hazard areas; as such, the RRCA does not have any objections to the reduction in the watercourse setback.

- The proposed work is within an area regulated by the RRCA under O. Reg. 175/06 and will be subject to our permitting requirements and regulation policies.
- In conclusion, the RRCA does object to the minor variance as presented.”
- With respect to the requested variance to reduce the interior side yard setback, Planning and Building do not support this requested setback.
- 0.6 meter setback (2 feet) does not provide sufficient space for maintenance, an adequate separation from the neighbouring property line and dwelling, blocks the neighbour’s view out of their east side windows.
- With respect to the reduction in the watercourse setback, Planning and Building Departments can support this as it is greater than 15 meters.
- This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I received an email from an abutting property owner looking for the Township to confirm that the proposed development will not impede their access on the private road.
- I received the following comments from the neighbour (2 properties west) located at 6792 St. Francis Lane:
- “For clarity Pam and Shawn Maloney who resides at 6792 St. Francis Lane, do not have any objection for the Garage structure and its encroachment on the zoning by-law 6.2 and 3.39. We will not be at the meeting, just wanted you to know we support the addition of the proposed garage”.

- **Discussion:**

Member Stephanie Jaworski asked if this property would be subject to site plan control and how does drainage affect the setback issue.

Ms. Joanne Haley responded by explaining yes it will be subject to based on the size of the property and size of the addition. She further explained that it may be tricky to meet the requirements of the site plan control by-law. It is used to improve drainage when redevelopment occurs. The site plan control by-law was only implemented in 2010, prior to that there was a lot of flexibility in terms how people could redevelop their properties. One of the requirements in the by-law is swales are required along the property lines a minimum of 0.5 meters inside the property lines. That will be difficult to do however it has been achieved. We will look for the engineer to design alternative solutions be it a French drain, or big “o” pipe. This property is entirely paved in the front yard. If successful, with the application to move forward with construction, we will be asking that only 50% of the front yard be paved to help with permeability.

Member Martin Lang questioned the size noted on the plans and the presentation saying the space in between both properties is tight and he could not fit through there. He asked the homeowners if there was any way to get more room in there.



Mr. John Porporo explained there was previously a car port that was recently taken down that was exactly on the 0.6 meter line, he thought it was part of the original footprint. They are just replacing the car port with a garage. They realize the space is tight as the neighbour is 4 feet from the line and the neighbouring property is raised up and they can walk through on their side. The Porporo's are proposing a walk-through garage and the proposed side door can be moved or removed. All they are proposing is to change from a carport to a garage.

Member Martin Lang was relieved to hear the neighbouring property is higher as it will eliminate water running onto that property.

Mr. John Porporo confirmed there has never been water drainage issues.

Member Rebecca Luck has concerns with the water run off. With 0.6 meters nothing can be done with a swale. The design of the roof is also a concern as all of the waterfall is diverted onto the lot line and onto the neighbouring property. She asked the owners if there had been any discussion with the designer about the roof design.

Mr. John Porporo mentioned that there will be eavestroughing on that side of the house.

Ms. Joanne Porporo explained the design of the roof as presented was to show that is simply wasn't just a garage with a huge door on it, they made it look different however can be modified if need be.

Member Rebecca Luck asked Ms. Joanne Haley to confirm if any concerns had been brought up by the neighbour immediately to the west.

Ms. Joanne Porporo stated they were ok with the development and looking forward the development and increasing the property value.

Member Sam McDonell questioned how the roof line of the previous car port was lined up, if it was slanted or if it followed the house?

Mr. John Porporo answered that it was the same as the proposed structure.

Member Sam McDonell explains his concerns with run off and snow load and that the current neighbour to the west is ok with it but will the owners 50 years from now be and this is a concern for the Committee.

Mr. John Porporo clarified that the provided drawing looks a little off. The garage is almost the same height as the house.



Member Sam McDonell suggests maybe redesigning to direct the running water towards the waterfront depending on where the septic is located. He is still on the fence about this project.

Member Stephanie Jaworski thanked member Rebecca Luck for bringing up the snow load and the angle of roof. She questioned Mrs. Joanne Haley on whether or not the committee can ask about getting the orientation of the roof changed or if we only deal with setbacks and to the applicants point about how there used to be a car port, why is not considered a pre-existing structure.

Ms. Joanne Haley explained that there is no record of a car port being built with a permit, nor did the RRCA have any record of it. Based on information from the applicants, the car port was removed to get equipment in to install the new septic system. The Township was not involved in those processes. For this reason, it is not considered as grand-fathered as it did not go through a proper process. The first question, if you are looking at a design change, then it is recommended to defer the application and give the applicants time to look at different options and get a new design and not have to reapply in terms of time and the process. It is up to the committee to decide.

Mr. John Porporo explained that they are trying to do things legitimately however they could not get an answer, so they went ahead with the septic system at the back. As far as the roof line, we can have the house continue across.

Member Sam McDonell concluded that if the Committee is looking to defer, however he is willing to approve as presented.

Member Martin Lang would be willing to second it as long as site plan control and all is taken care of.

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

4. Application A-19-22- Brunet (Wilson Architectural Design Inc.)

- **Subject Property:**



- Lot 2, Plan 14M-13, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry located at 6830 Lalonde Blvd, Summerstown.
- The subject property is 1.31 acres in area.
- **Proposed Minor Variance:**
 - The owner proposes to construct a residential detached garage on the subject property, therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.1 (4) – to increase the maximum height of the residential garage from 4.5 meters to 5.6 meters.
 - Part 3.1 (5) - to increase the maximum gross floor area of the residential garage from 100 sq. meters to 126 sq. meters.
- **Planning:**
 - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Residential One (R1) and conforms to the general intent of the Zoning By-Law.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff
 - I have not received any written or oral comments to date from members of the public
 - Planning and Building support this application and recommend it to be approved
- **Discussion:**

No discussion

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

Mrs. Joanne Haley stated there were currently no applications for the next meeting.

Next Meeting date: October 3, 2022

MOVED BY: Sam McDonell

SECONDED BY: Rebecca Luck



Adjournment

BE IT RESOLVED THAT the meeting of September 6, 2022 be adjourned to the call of the Chair @ 6:51pm



October 3, 2022

**MINUTES OF
COMMITTEE OF ADJUSTMENT**

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:30pm on October 3, 2022 via a public meeting and zoom webinar.

Committee Members present were: Mayor Lyle Warder (Chairperson), Deputy Mayor Stephanie Jaworski, Councillor Martin Lang, Councillor Sam McDonell, Councillor Rebecca Luck, Clerk Kelli Campeau, and Secretary-Treasurer Joanne Haley

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of October 3, 2022 is hereby called to order.

CARRIED

Meeting was called to order at 6:30pm

Chair Mayor Lyle Warden confirmed that there were no additions to the agenda.

Approval of Agenda

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

Approval of Minutes

MOVED BY: Sam McDonell

SECONDED BY: Rebecca Luck

BE IT RESOLVED THAT the Minutes of the September 6, 2022 meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None



Members of the public that participated in this meeting via zoom or in person were as follows:

- Andre and Claire Morris – 20364 First St – A-20-22 – owner
- Brock Wilson (Wilson Architectural Design Inc.) – 19406 County Rd 2 – A-21-22 - Agent

Review of Application:

1. Application A-20-22-Morris

- **Subject Property:**
 - Lot 18, Registered Compiled Plan 143, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 20364 First Street, Green Valley
 - The subject property is 0.16 acres in area.
- **Proposed Minor Variance:**
 - The owner is proposing to construct an addition to the front of their single detached dwelling, the following relief from Part 6.2 the Zoning By-Law 38-09 is requested:
 - To reduce the front yard setback from 6 meters to 4.57 meters
- **Planning:**
 - The property is designated Urban Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Residential One (R1) and conforms to the general intent of the Zoning By-Law.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
 - Planning and Building Departments support this application and recommend it to be approved.

Discussion:

Clair Morris explained that the addition is for extra space as the house is so tiny.

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this



application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

2. Application A-21-22-Belair – (Wilson Architectural Design Inc.)

- **Subject Property:**

- Part of Lot 9, Concession 1 Front, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 19406 County Road 2.
- The subject property is 0.91 acres in area.
- This complete application included a:
 - Site plan
 - Topo survey
 - EIS

- **Proposed Minor Variance:**

- The owner is proposing to construct an addition on the west side of their single detached dwelling, the following relief from the Zoning By-Law 38-09 is requested:
- Part 3.39 (7) (c)- To reduce the Watercourse setback from 30 meters to 15 meters from the canal to the proposed residential addition;
- Part 3.39 (12)- To reduce the Wetland setback from 30 meters to 15 meters to permit the development of the proposed residential addition.

- **Planning:**

- The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
- The property is zoned Residential One (R1) and Floodplain Holding and it is located adjacent to a PSW, the proposed addition conforms to the general intent of the Zoning By-Law.

- **Consultation:**

- This application was circulated to all abutting property owners within 60 meters and applicable municipal staff. To date I have no written or verbal comments from the public.
- This application was circulated to the United Counties of SDG and the RRCA.
- The United Counties of SDG had no comments.
- Planning and Building support this application and recommend it to be approved.
- The RRCA reviewed this application and provided the following comments:
 - A regulation permit is required before there is any site alteration or development.
 - The RRCA does not object to the requested reduction in the watercourse setback and the wetland setback.
 - The EIS recommended that a development agreement be prepared, the RRCA will include these requirements within their permit conditions.



Discussion:

No discussion

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

Next Meeting date: October 17, 2022

MOVED BY: Sam McDonell

SECONDED BY: Rebecca Luck

Adjournment

BE IT RESOLVED THAT the meeting of October 3, 2022 be adjourned to the call of the Chair @ 6:44pm

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 73-2022
FOR THE YEAR 2022**

***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 October 17, 2022 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 17TH DAY OF OCTOBER 2022.***

MAYOR: _____ **CLERK:** _____