



**AGENDA
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT**

**Monday, April 15, 2024, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario**

- 1. Call to Order – Chair, Chris Ward**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee Meeting Minutes (if any)**
- 5. Delegations and Presentations**
None
- 6. Action/Information/Discussion Items**
 - a. Live: Land Use Planning
 1. Site Plan Control Agreement, 2062 County Rd 22 (Markus)
 2. Zoning Bylaw Housekeeping Amendment
 3. Discussion: Regulate the Use of Signs
 4. Information: Proposed Changes to Regulations Under the Planning Act and Proposed New Provincial Planning Policy Instrument
 - b. Work: Economic Development
 1. Discussion: Child Care Facilities and Directed Growth Strategy
 2. Information: Community Improvement Plan Report 2023
 3. Information: Recap of Digital Service Squad Activities
 4. Information: Leeds Grenville Thousand Islands Rideau Lakes 2024 Business Survey Report
 - c. Play: Recreation
 1. Information: Recreation Programming Update
 2. Cardinal Boat Launch Fee Schedule
- 7. Inquiries/Notices of Motion**

8. Question Period

9. Closed Session

- a. Section 239(2)(b) Personal matters about an identifiable individuals; including municipal or local board employees; Specifically: Minutes of Closed Session dated June 5, 2023
- b. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Administration
- c. Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Byers Rd Property
- d. Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Specifically: Organizational Structure

10. Report Out of Closed Session

11. Adjournment

MINUTES
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT

Monday, March 4, 2024, 6:30 PM
South Edwardsburgh Community Centre
24 Sutton Dr.
Johnstown Ontario

PRESENT: Councillor Chris Ward
Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail

STAFF: Dave Grant, CAO
Rebecca Crich, Clerk
Sean Nicholson, Treasurer
Wendy VanKeulen, Community Development Coordinator
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Chris Ward

Councillor Ward called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: S. Dillabough
Seconded by: J. Martelle

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof

- a. J. Martelle - Spencerville Business & Community Connections - Holly Howard & Kirsha Hutchcroft

Delegate is a direct family member of the Councillor.

4. Business Arising from Previous Committee Meeting Minutes (if any)

None.

5. Delegations and Presentations

a. RNJ Youth Services - Rachel Burns

Ms. Burns, the executive director of RNJ Youth Services, provided an overview of the organization noting a client age range of 8 - 17 years old. She highlighted the following services offered: early prevention, pre/post charge youth diversion, mental health support/diversion, educational programming, life skills, after-school programming and adult diversion services.

Ms. Burns noted a significant increase in demand for programming across the board, especially prevention programming in schools, however, there has not been an increase to the government-issued funding amounts in 17 years. Due to staff cuts last year, a staff of 5 was noted to be accommodating approximately 1700 youth across Lanark, Leeds and Grenville, highlighting the request for funding to support staff capacity and programming.

There was discussion regarding the following: the number of Edwardsburgh Cardinal youth using the programming, police contact referrals, the effects of the pandemic on program demand, statistics following participation in the programming, and the transitional process for youth over 17 still requiring assistance. Ms. Burns noted that 78% of the youth referred to services in 2023 no longer required services by the end of the year.

Committee thanked Ms. Burns for her presentation.

b. Spencerville Business & Community Connections - Holly Howard & Kirsha Hutchcroft

J. Martelle declared a conflict on this item. (Delegate is a direct family member of the Councillor.)

Councillor Martelle left the table and did not participate in the discussion.

Ms. Howard noted that Ms. Kirsha Hutchcroft would be presenting in replace of Ms. Sara Dove. Ms. Howard highlighted partnerships with local community groups and the intent to secure sponsorships for the planned events by the SBCC. She highlighted 5 main events including the membership drive and fundraiser, hoppin' spencerville, art explosion, spooky spencerville, and spencerwhoville.

Ms. Howard outlined the request for \$5000.00 for signage and event supply costs, plus in-kind support including road closure assistance and arena rental fee exemptions.

Members discussed the collaboration opportunities with other local community groups to offset costs and the benefits of a volunteer database for all local groups to access.

Committee thanked Ms. Howard and Ms. Hutchcroft for their presentation.

c. Rural FASD Support Network - Rob More

Mr. Rob More and Mr. Mark DeRose provided an overview of the program's history and objectives, highlighting 230 families and 600 people supported in Lanark, Leeds and Grenville. He highlighted that the Ontario Trillium Foundation recognized the FASD Support Network as the number 1 scaled model in addition to providing the grant. The funding received from the grant was noted to support wage costs, highlighting that all other funding received is allocated directly to the families supported by the program.

Mr. More outlined the statistics of people affected by this syndrome, diagnostic hurdles, and that 85% of the 600 people in the program are with adoptive families. The red shoe was noted to be the universal symbol of FASD awareness. Mr More highlighted an upcoming "Red Shoe Run" event to support fundraising efforts for the FASD Support Network to be held at Montague Public School on May 11, 2024. In addition to the run, he noted that various family activities will be available for the public to enjoy. Mr. More noted that while the initial Red Shoe Run event will be held in Smiths Falls, the intent is to run subsequent events at differing locations including Edwardsburgh Cardinal with a goal of 4 events annually.

The request for \$5000.00 was noted as a one-time request that would support start-up costs including website design, marketing, and signage.

There was discussion regarding details for the Red Shoe Run event, the intent to host the second run in Edwardsburgh Cardinal and the various activities available at the May 11th event.

Committee thanked Mr. More for his presentation.

6. Action/Information/Discussion Items

a. Live: Land Use Planning

1. Notice of Decision for OPA2

Committee was provided with a summary of the report and discussed the following: the 20-day appeal period, the effective date of the decision should no appeals be received and the next steps for increasing the permitted number of severances per lot from 2 to 4. It was noted that previous discussions highlighted the required rationale to support the proposed intensification efforts by demonstrating a need for additional lots in the Township. Currently, it was noted that the Township has over 500 vacant lots that are buildable, not including the lots dedicated to planned subdivisions.

2. Information: Additional Residential Units Information Sessions

Committee was provided with an overview of the report noting 42 attendees registered for the session scheduled for March 5 at 5:30 p.m. There was a brief discussion regarding the background of the anticipated attendees, which was noted to be a range of homeowners, developers and contractors.

b. Work: Economic Development

1. Information: Prescott Spring Home and Trade Show

Committee was provided with a summary of the report and discussed mechanisms for generating feedback on the return on investment of the Township attending the home and trade show for local businesses. It was noted that the feedback received to date was positive but limited.

2. Digital Service Squad Funding

Committee was provided with a summary of the report which highlighted the end of provincial funding for the program. There was discussion regarding short-term funding of the program, possible alternate funding sources, collaborating and cost-sharing with neighbouring municipalities, and the program's success rate to date.

Members noted their support of the program for the short-term to allow an opportunity to explore alternate funding sources and encourage creative options to continue the programming to the benefit of local businesses.

Moved by: T. Deschamps

Seconded by: J. Martelle

That Committee recommend that Council support the Town of Prescott's resolution for the continuation of funding for the Digital Service Squad program through Digital Main Street; and authorize an upset contribution limit of \$5,100 to fund a 3-month extension of the Digital Service Squad program while staff work with the Town of Prescott and Augusta Township to find solutions to continue this support for our local businesses.

Carried

c. Play: Recreation

None.

d. Information: Foodcycler 2nd Pilot Program

Committee was provided with a summary of the report and discussed general feedback from the program, product warranty, market cost versus

subsidized unit cost, and the value of additional programming. It was noted that this type of programming is valuable to rural municipalities where costs for composting services are not fiscally viable, however, additional programming is not deemed beneficial at this time.

e. **Strategic Plan - Community Engagement Phase**

The committee was provided with a summary of the report outlining April 2, from 3:00 p.m.- 7:00 p.m. as the tentative date. It was noted that the intent is to host focus groups from 3:00 p.m.- 5:00 p.m., and the public open house from 5:00 p.m.-7:00 p.m.

7. Inquiries/Notices of Motion

Deputy Mayor Dillabough inquired about information on the proposed transition for the Blue Box program. It was noted that additional information would be provided at the March 11 Administration and Operations meeting.

8. Question Period

None.

9. Closed Session

None.

10. Adjournment

Moved by: J. Martelle

Seconded by: S. Dillabough

That Committee does now adjourn at 8:04 p.m.

Carried

Chair

Deputy Clerk

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Community Development

Topic: Site Plan Control Agreement, 2062 County Rd 2 (Markus)

Purpose: To review a site plan control agreement for the development of a commercial landscaping depot at 2062 County Rd 22. The owner has made an application for site plan control with site alterations proposed to accommodate the storage and sales of landscaping material.

Background: The subject property is approximately 4ha in area with 211m of frontage on County Rd 22. The property is located within the Township's rural policy area. Schedule B of the Official Plan indicates there are significant woodlands on the property. The property is located on the west side of County Road 22, approximately 600m south of Highway 401. The property is currently developed with a single dwelling and outbuildings.

The property owner is planning to develop a landscaping depot on 0.92 ha of the property. The development includes a new entrance from County Road 22, 8,500m² of new gravel area, 4 new storage buildings, one 22m² building at the entranceway, 15 uncovered material storage bins, parking and loading areas, and a new lighted sign at the site entrance.

An application was submitted for site plan control, including:

- Site Plan and Grading and Drainage Plan;
- Environmental Impact Assessment (updated from the assessment provided in 2022 for the zoning amendment); and
- Stormwater Management Report.

Site Plan

The applicant has obtained a permit from the Counties for a second entranceway to the site, located approximately 50m south of the existing entrance. The Counties requirements for lighting, signage, stormwater management, road widening, and the entranceway have been addressed through the application and/or the proposed draft agreement.

It has been noted that the new building proposed near County Rd 22 does not comply with the 7.5m front yard setback for the Rural zone. This correction will be made through the conditions of approval and within the draft agreement.

Updated Environmental Impact Study

The Official Plan considers Significant Woodlands to be treed areas which provide a wide range of environmental and economic benefits to landowners and the general public. It is a policy of the Plan that site alteration within or up to a 120m distance from Significant Woodlands shall not be permitted unless an Environmental Impact Assessment (EIS) demonstrates there will be no negative impacts on the woodlands or their ecological functions (Policies 6.17.5.1, 6.17.5.2 and 6.17.5.3). The Environmental Impact Study that was submitted for the Zoning Bylaw Amendment has been updated to address this policy requirement.

The Updated Environmental Impact Study finds that the woodlands on the property do not meet the criteria for significant woodlands due to their size. However, their proximity to wetlands and a watercourse on the property indicates that they do provide some ecological benefit to these natural heritage features. The report finds unevaluated wetlands on the property and recommends a 10m setback from the wetland, except for a small area of development to encroach into the wetland area.

The EIS cautions that this type of development can result in changes in hydrology, sedimentation, and changes in the quality of water entering the system; however, none of these potential impacts are anticipated if the recommended mitigation measures are properly followed, including; sediment control measures during construction; a berm along the south and west end of the property; and native plantings within the wetland setback. The EIS is included in the draft site plan control agreement for Committee and Council consideration.

SNC cautions that a high water table and organic soils may be present on the property. The Conservation Authority recommends that the applicant consult a qualified professional to confirm the suitability of the soils for the proposed uses, including any requirements to support the proposed structures. The applicant has been advised to consult with our Building Official prior to making an application for a Building Permit as this additional investigation may be required.

Stormwater Management Report

The Official Plan considers stormwater management to be an important part of the Township's broader interest in protecting water quality. A stormwater management plan was requested in accordance with OP section 5.5.4 to determine the impact of the development with respect to flooding and sedimentation; and to provide measures for mitigating any adverse impacts if such are likely to result from the proposed development.

The Stormwater Management Report provides that there will be 2900m² of new gravel area for the landscaping depot. The report recommends sediment and erosion control measures, including silt fencing during construction to remain in place until re-vegetation has occurred. The report concludes that the site is considered low-risk with

regards to stormwater runoff affecting neighbouring properties due to the location of the site and its size.

SNC comments that development can increase surface runoff due to changes in impervious areas. A calculation of increased runoff was not provided at the time their comments were made, and consequently, the runoff volume, storage, and ponding requirements if any were unknown. Upon receiving the recommendation from the Conservation Authority, the Stormwater Management Report was updated to assess the impacts of runoff to the remainder of the property, and concludes that based on the analysis, the change in land use will not result in local nuisance flooding during a significant storm event.

Policy Implications: A zoning bylaw amendment was passed by bylaw 2022-83, designating the property RU-7, which permits a Contractor's Yard, limited to a landscaping contractor, and includes the storage of landscaping materials, vehicles and equipment and also includes the sale of landscaping material.

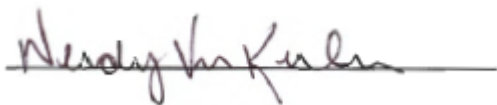
Council has delegated authority of site plan control approvals to the CAO by bylaw 2022-39, as required by the *Planning Act* s.41(4.0.1).

Our Site Plan Control Bylaw 2023-47 provides that applicants may be required to enter into an agreement with the Township to ensure development proceeds in accordance with the approved plans and drawings, and to ensure the provision of certain items, in accordance with the *Planning Act* section 41(7). Such an agreement may be registered against the land to which it applies.

The site plan was approved on April 11th, with the condition that the applicant enters into a Site Plan Control Agreement with the Township, that the agreement is registered to the property, and that the correct front yard setback be acknowledged. A draft agreement is provided with this report for the Committee's review.

Financial Considerations: The applicant has remitted the required fee deposit for site plan control to the Township.

Recommendation: That Committee recommend that Council enter into a site plan control agreement with the owner of 2062 County Rd 22, as attached.

A handwritten signature in dark ink, appearing to read "Wendy Van Kesteren", is written over a horizontal line.

Community Development Coordinator



Via E-mail (wvankeulen@twpec.ca)

April 2, 2024(Revised)

Ms. Wendy Van Keulen
Community Development Coordinator
Township of Edwardsburgh Cardinal
18 Centre St, Spencerville, ON K0E 1X0

Subject: Site Plan Proposal Review
2062 County Road 22 (Shanly Road)
Lot 7, Concession 2 (Edwardsburgh)
Roll Number: 070170101018600

Dear Ms. Van Keulen,

South Nation Conservation (SNC) has reviewed the Site Plan Proposal for a commercial landscaping business at the above-noted property. The proposal includes 15 uncovered material storage areas, a 12.19m x 7.32m workshop, three storage buildings plus a storage container, customer parking and loading areas, and a berm. The full development area is .71 hectares. It is assumed that the proposed structures will not be serviced with water or sanitary services.

SNC's review considers the potential impacts of development on public health, safety, and the protection of property in accordance with Section 3.1 (Natural Hazards) of the Provincial Policy Statement (May 1, 2020) issued under Section 3 of the *Planning Act*.

It identifies possible regulatory requirements under Section 28 of the *Conservation Authorities Act* and Ontario Regulation 170/06, Development Interference with Wetlands and Alterations to Shorelines and Watercourses.

It considers the Sewage System Management Agreement between SNC and the Township of Edwardsburgh Cardinal.

Finally, it reviews the vulnerability mapping from the approved South Nation Source Protection Area Assessment Report and the policies of the Raisin-South Nation Source Protection Plan to determine whether activities related to future land use may impact Municipal sources of drinking water.

The following documents were included in the review.



- i. Stormwater Management Report. Prepared by Eastern Engineering Group Inc. Signed, stamped and dated October 5, 2023.
- ii. Drainage and Grading Plan. Dwg. C1. Prepared by Eastern Engineering Group Inc. Signed, stamped and dated March 8, 2024.
- iii. Updated Environmental Impact Study. Prepared by BCH Environmental Consulting Inc. Dated November 10, 2023.

Natural Hazards

There are no mapped natural hazards on the property.

Unstable Soils

The Updated Environmental Impact Study confirms wetlands to the south and west of the property, while historic mapping completed by the Ontario Ministry of Natural Resources considers almost the entire property to be wetland. A high water table and organic soils may be present on the property.

1. It is recommended that the applicant consult a qualified professional to confirm the suitability of the soils for the proposed uses, including any requirements to support the proposed structures.

Stormwater Management

Development can increase surface runoff due to changes in impervious areas. These changes should not result in flooding and erosion, on and adjacent to the property.

For the subject property, approximately 2,800 m² of grass will be converted to 55 cm-thick gravel with four new structures totaling 312 m².

The Stormwater Management Report acknowledges the standard practice of controlling stormwater runoff but does not propose stormwater quantity control. Runoff from the graveled and material storage areas will instead be directed towards existing ponds, and the southern wetland via a berm constructed on either side of the ponds. A calculation of increased runoff is not provided, and consequently, the runoff volume, storage, and ponding requirements if any are unknown.

The Updated Environmental Impact Study indicates that stormwater will collect and be stored in front of the berm, and the berm will be designed to allow infiltration through to



sheet-flow into the wetland. There is no information on the berm in the Stormwater Management Report, however, and the Drainage and Grading Plan depicts a berm as well as structures on the edge of the gravel, approximately 5m from the proposed berm. It is not clear that the berm will function as recommended by the Updated Environmental Impact Study.

2. It is recommended that the Stormwater Management Report include a clear professional opinion that the change in land use will not result in local flooding on and adjacent to the property during a significant storm event.
3. If a Site Plan Agreement is required for the development, the Township may consider a clause in the Agreement indicating that any future changes to the site plan will require an update to the Stormwater Management Report, and quantity control may be required at that time.

Conservation Authority Regulations

SNC implements Ontario Regulation 170/06, Development Interference with Wetlands and Alterations to Shorelines and Watercourses, developed under Section 28 of the *Conservation Authorities Act*.

Please note that any interference with a watercourse may require a permit and restrictions may apply. The site plan as proposed does not require a permit.

Source Water Protection

The Property is not within a municipal drinking water Wellhead Protection Area or Intake Protection Zone.

I trust this review is to your satisfaction. If there are any questions, please feel free to contact our office.

Kind regards,

James Holland, MSc RPP
Senior Planner
South Nation Conservation

April 11, 2024

Tim Markus
15 Riverview Cres
Johnstown ON K0E 1T1

By Email: pads29@cogeco.ca

**RE: Notice of Decision for Site Plan Control Application
2062 County Road 22; 070170101018600**

Dear Mr. Markus;

Pursuant to subsection 41(4) of the Planning Act, I am pleased to inform you that your application for site plan control for the property mentioned above, which was deemed a complete application on March 13, 2024, has received **conditional approval** by the Township of Edwardsburgh Cardinal on April 11, 2024.

Conditions

The following conditions of approval must be carried out prior to any *development*, as defined by bylaw 2023-47, on this property:

1. That the property owner enter into a Site Plan Control Agreement to the satisfaction of the Township, ensuring that the development and maintenance of the property proceeds in accordance with the approved plans and drawings, and dealing with the works that are required by the Township in accordance with the Township's Site Plan Control Bylaw 2023-47.
2. That the Site Plan Control Agreement is registered against the land to which it applies. The municipality is entitled to enforce the provisions of the agreement against the owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land.
3. That the owner acknowledge in writing, that the new building at the entrance to the site will comply with the required front yard setback in the Township's Zoning Bylaw 2022-37, as amended.

Approval of the application shall not be deemed to exempt any person from the requirement to obtain permits or approvals under any other legislation nor exempt any person from complying with any requirement set out in the Township's Zoning Bylaw.

Next Steps

A draft copy of the Site Plan Control Agreement is attached to this letter for your review. We welcome further communication if you have any concerns about any of the provisions in this draft agreement. The agreement is subject to the approval of Council and must be entered into by bylaw.

Any documents related to the clearance of the above conditions can be sent to the Community Development Coordinator at wvankeulen@twpec.ca.

The required deposit fee of \$1,000.00 was received by the Township on December 1, 2023. Any additional fees related to the processing of this application and registration of the site plan control agreement will be billed to you in accordance with the Township's Planning Fees Bylaw 2022-40.

We wish you great success in the development and future growth of the Bedrock Depot.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Grant'.

Dave Grant
CAO, Township of Edwardsburgh Cardinal

Attached: Draft Site Plan Control Agreement for Review
Site Plan Control Approval Process
Site Plan Control Bylaw 2023-47

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL
SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made in triplicate this ____ day of _____, 2024

BETWEEN: TIMOTHY ROBERT MARKUS

Hereinafter called the "Owner" of the first part

AND: THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

Hereinafter called the "Township" of the second part

WHEREAS the Owner has applied to the Township in accordance with the Site Plan Control provisions of Bylaw No. 2023-47, to permit the development of the lands described in Schedule "A" attached hereto;

AND WHEREAS the Owner has agreed with the Township to undertake, furnish and perform the works, material, matter and things required to be done, furnished and performed in the manner hereafter described in connection with the proposed use of the land and in conformity with the Zoning Bylaw;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of other good and valuable consideration and the sum of two dollars (\$2.00) of lawful money of Canada now paid by the Owner to the Municipality, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

1. Land to Which this Agreement Applies

This is an agreement made pursuant to the provisions of Section 41 of the Planning Act, RSO 1990, as amended, and applies to the lands described in Schedule "A" to this agreement.

2. Statutes, Bylaws, Licenses, Permits and Regulations

The Owner undertakes and agrees that prior to the commencement of any development, redevelopment, site alteration, construction or other works, the Owner shall obtain all necessary permits and approvals required by the

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

Government of Canada, the Province of Ontario or any agency thereof, the Township and any other affected agency. The Owner undertakes and agrees to comply with the requirements of all relevant municipal bylaws, provincial and federal statutes and regulations, permits, approvals or licenses in addition to the terms of this agreement.

3. Schedules

The Owner hereby agrees that prior written approval by the Township and/or an amendment to a Schedule shall be required for any departure, change or modification from the Schedules.

The following list of schedules attached hereto are deemed to be and form part of this Agreement:

- 3.1 Schedule "A" -Legal Description of the Land to which this Agreement applies.
- 3.2 Schedule "B" -Site Plan, Grading and Drainage Plan by Eastern Engineering
- 3.3 Schedule "C" -Stormwater Management Report, by Eastern Engineering
- 3.4 Schedule "D" -Environmental Impact Study, by BCH Environmental Consulting
- 3.5 Schedule "F" -Special Conditions

4. Registration of Agreement and Commencement of Work

The Owner covenants that he/she/they shall not commence any development or site alteration whatsoever until this Agreement is registered on title against the land at the expense of the Owner.

5. Completion Date

The owner agrees to complete the work required under this Agreement within two (2) years of the date of the commencement of works. Notwithstanding, if exceptional circumstances prevent the owner from complying with the requirements, the Township may extend the completion date.

6. Default

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

In the event the Owner defaults in the performance of an obligation under this agreement or for reasons of public safety as determined by the Chief Building Official under the Building Code Act of Ontario or the Fire Marshall under the Fire Protection & Prevention Act of Ontario, the Township may, at the expense of the Owner, enter upon the lands and do all such matters and things as may be required to comply with any Order of the Chief Building Official or Assistant to the Fire Marshall (local Fire Chief). Such actual costs incurred by the Township plus an overhead charge of 15%, shall be deemed to be recoverable from the Owner by invoice and may be recovered in like manner as municipal taxes pursuant to the Municipal Act.

7. Facilities and Work to be Provided and Maintained

The Owner covenants and agrees to provide and maintain, at his/her/their sole expense each and every facility, work or other matter illustrated on the Schedules to the satisfaction of the Township, acting in a commercially reasonable manner, and to engage qualified professionals, where required, to design and carry forth any of the work undertaken under this Agreement. This shall include the restoration of any faulty workmanship or materials.

8. Certificate of Compliance

Upon the satisfactory completion of all matters and things to be provided and maintained by the Owner pursuant to this Agreement, the Owner shall be entitled to obtain a Certificate of Compliance from the Township confirming that all provisions of this Agreement have been complied with in full to the date of such Certificate.

9. Notice to Parties

Any Notice by any party to this agreement to another shall be given in writing and mailed or delivered to the Party:

9.1 In the case of the Municipality:

To the Clerk of the Township of Edwardsburgh/Cardinal
18 Centre Street
P.O. Box 129
Spencerville, ON KOE 1X0

9.2 In the case of the Owner(s):

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBUGH CARDINAL**

Tim Markus
15 Riverview Crescent
Johnstown ON K0E 1T1

10. Severability

The terms of this agreement are severable, and the unenforceability of any part hereof shall not render the whole unenforceable. No forbearance or failure by the Township to strictly enforce any term or covenant herein shall prevent the Township from insisting upon strict compliance by the Owner subsequent to such forbearance or failure to strictly enforce its terms. The terms of this agreement may not be altered except by a subsequent agreement in writing between the parties.

11. Successors and Assigns

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of each of the parties hereto.

12. Force and Effect

This Agreement comes into force after it has been executed by all parties hereto and registered against the title to the lands described in Schedule "A".

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals, corporate parties over the hand(s) of their duly authorized signing officers in that regard.

OWNER/AUTHORIZED AGENT

Owner
I have the authority to bind the corporation

**SITE PLAN CONTROL AGREEMENT
BETWEEN TIMOTHY MARKUS AND
THE TOWNSHIP OF EDWARDSBURGH CARDINAL**

CORPORATION OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL

Mayor

Clerk

We have the authority to bind the corporation.

DRAFT

SCHEDULE "A"

Site Plan Control Agreement

DESCRIPTION OF THE PROPERTY

PT LT 7 CON 2 EDWARDSBURGH AS IN PR31919; EDWARDSBURGH/CARDINAL

PIN: 68149 0210

DRAFT

SCHEDULE "B"

Site Plan Control Agreement

SITE PLAN, GRADING AND DRAINAGE PLAN

Prepared by Eastern Engineering, dated March 8, 2024

DRAFT

1. THE OWNER SHALL COORDINATE AND PAY FOR ALL CONSTRUCTION RELATED PERMITS, FEES, INSPECTIONS AND APPROVALS REQUIRED BY THE TOWNSHIP OF EDWARDSBURGH CARDINAL.
2. ALL ELEVATIONS ARE GEODETIC AND UTILIZE METRIC UNITS.
3. THE OWNER SHALL PROTECT ANY SUCH EXISTING SERVICES & FACILITIES, SUCH REQUIRED MEASURES INCLUDE, BUT ARE NOT LIMITED TO: ENSURE ALL CONCERNED UTILITIES HAVE LOCATED THEIR PLANT PRIOR TO ANY EXCAVATING, LOCATE AND FLAG/PAINT THE LOCATIONS OF ANY U/G PLANT WHICH MIGHT BE DAMAGED BY EXCAVATIONS AND CONSTRUCTION TRAFFIC, HAND DIG IN PROXIMITY TO EXISTING BURIED SERVICES TO LOCATE THEM WITHOUT ANY RESULTING DAMAGE, BRACE AND SUPPORT WHERE REQUIRED.
4. THE OWNER SHALL REFER TO AND COMPLY WITH THE ENGINEER'S SITE PLAN FOR BUILDING DIMENSIONS AND SITE LAYOUT. LATEST DESIGN DIMENSIONS AND LAYOUT INFORMATION SHALL BE CONFIRMED BY THE ENGINEER PRIOR TO ANY CONSTRUCTION OF THE PROJECT.
5. THE CONTRACTOR SHALL APPRAISE HIS/HER SELF OF ALL SURFACE AND SUBSURFACE CONDITIONS TO BE ENCOUNTERED AND SHALL CARRY OUT THEIR OWN TEST PITS AS REQUIRED TO MAKE THEIR OWN INDEPENDENT ASSESSMENT OF GROUND CONDITIONS, THE CONTRACTOR SHALL NOT MAKE ANY CLAIM FOR ANY EXTRA COST DUE TO ANY SURFACE OR SUBSURFACE CONDITIONS VARYING FROM THOSE ANTICIPATED BY THE CONTRACTOR.
6. DESIGN ELEVATIONS GIVEN ON THIS PLAN ARE TO BE ADHERED TO WITH NO CHANGES WITHOUT PRIOR WRITTEN APPROVAL BY EASTERN ENGINEERING GROUP.
7. COORDINATE AND SCHEDULE ALL WORK WITH OTHER TRADES AND CONTRACTORS.
8. THE CONTRACTOR SHALL COMPLETE ALL RESTORATION WITHIN R.O.W.'S TO THE CITY STANDARDS AND TO THE APPROVAL OF MUNICIPAL AUTHORITIES.
9. THE CONTRACTOR SHALL COMPLY WITH THE MURRAYS FOR T-1 TRAFFIC CONTROL WHEN WORKING IN MUNICIPAL R.O.W.'S AND PRIVATE STREETS.
10. ALL GROUND SURFACES SHALL BE EVENLY GRADED WITHOUT PONDING AREAS AND WITHOUT LOW POINTS EXCEPT WHERE APPROVED SWALE OR CATCHBASIN OUTLETS ARE PROVIDED.
11. ALL EDGES OF DISTURBED PAVEMENT SHALL BE SAW CUT TO FORM NEAT AND STRAIT LINES PRIOR TO PLACING NEW PAVEMENT. . .

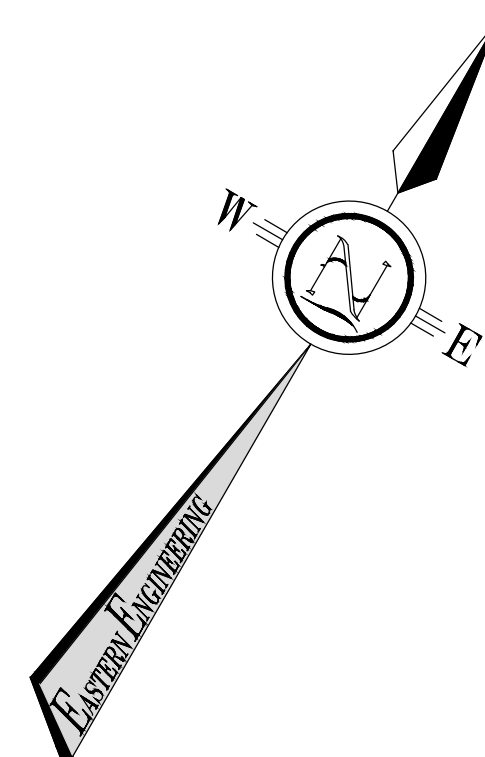
12. IN ACCORDANCE WITH BEST MANAGEMENT PRACTICES FOR EROSION & SEDIMENT CONTROL:
 - LIGHT DUTY SILT FENCE AND STRAWBALE CHECKS SHALL BE INSTALLED AT LOCATIONS AS SHOWN ON THE DRAWING.
 ALL SEDIMENT AND EROSION CONTROL MEASURE SHALL BE INSPECTED DAILY AND AFTER EVERY RAIN EVENT BY THE CONTRACTOR. ALL SEDIMENT AND EROSION MEASURES SHALL BE REPAIRED, REPAVED OR REPLACED AS REQUIRED UNTIL CONSTRUCTION IS COMPLETE AND GROUND COVER HAS STABILIZED. IMMEDIATELY CONTAIN AND REMOVE ANY SEDIMENTS THAT BREACH SILT BARRIERS.
 13. THE CONTRACTOR SHALL PROTECT ALL TREES NOT DESIGNATED FOR REMOVAL. TREES SHALL BE PROTECTED FROM: CONSTRUCTION EQUIPMENT MOVEMENT, STOCKPILING OF ANY MATERIALS WITHIN DRIPLINES AND FROM UNNECESSARY ENCRANCHING WITHIN DRIP LINES. THE CONTRACTOR SHALL SUPPLY, INSTALL AND MAINTAIN TREE PROTECTION BARRIERS AS PER MSD 222. INSPECT, MAINTAIN, REPAIR AND REPLACE AS NECESSARY UNTIL CONSTRUCTION IS COMPLETE.
 14. IN THE EVENT THAT THE EROSION AND SEDIMENT CONTROL MEASURE INDICATED ON THIS PLAN ARE NOT SUFFICIENT, THE CONTRACTOR SHALL PROVIDE ADDITIONAL "ESC" MEASURED TO MINIMIZE THE RELEASE OF SOLIDS AND SEDIMENT INTO BODIES OF WATER AND SEWERS.

- ALL WORK ON CITY PROPERTY TO BE PERFORMED BY A CONTRACTOR APPROVED BY THE CITY.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.
- CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS PRIOR TO START OF CONSTRUCTION.

1. ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE PROTECTED.
2. THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE SITE IS UNKNOWN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
4. IF UNDERGROUND INFRASTRUCTURE IS ENCOUNTERED THAT HAS NOT BEEN SHOWN ON THE CONTRACT DRAWINGS THE CONTRACTOR WILL RECORD IT'S LOCATION, NOTIFY THE CONTRACT ADMINISTRATOR AND FURNISH A COPY OF THE LOCATION OF SAID INFRASTRUCTURE.
5. IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN CONFLICT WITH ANY OF THE WORK OF THIS CONTRACT THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE CONTRACT ADMINISTRATOR IN WRITING AND WHERE PRACTICABLE PROCEED WITH OTHER WORK THAT IS NOT AFFECTED BY THE CONFLICT.
6. IT WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PRESERVE AND PROTECT ALL EXISTING INFRASTRUCTURE WITHIN THE CONTRACT LIMITS. ALL DAMAGES TO THE INFRASTRUCTURE FROM THE WORK OF THE CONTRACTORS OR SUBCONTRACTORS OPERATIONS SHALL BE REPAIRED TO THE SAME OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.

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<u>92.90</u>	PROPOSED GRADE
92.90	EXISTING GRADE
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	SANITARY SEWER
W	WATERMAIN
B	BELL UNDERGROUND
G	GAS UNDERGROUND
C	CABLE UNDERGROUND
E	ELECTRICAL UNDERGROUND
OH	OVERHEAD UTILITIES
	UTILITY POLE
• AN	UTILITY ANCHOR
□	UTILITY PEDISTAL
■	PROPERTY BAR FOUND
▷ RS	ROAD SIGN
	FENCE
	TREELINE TREE
11.58	
N49°15'50"E	PROPERTY BOUNDARY
	EXISTING BUILDING

N.T.S.



ELEVATIONS ARE DERIVED FROM GPS
OBSERVATIONS.
(UTM NORTH-ZONE 18, NAD 83)

CONTRACTOR TO CONTACT UTILITY COMPANIES TO DETERMINE TYPE, LOCATION, AND CONFIGURATION OF EXISTING PLANT.

1	Q.T	3/8/2024	TOWNSHIP COMMENTS
0	Q.T	2/13/2024	SITE PLAN FOR APPROVAL
No.	By	Date	Revisions

All drawings, specifications and related documents are the copyright property of the Engineer and must be returned upon request. Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the Engineers' written permission.

The contractor must check and verify all dimensions on the job prior to start of construction.

Drawings are not to be scaled.



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ENGINEERING GROUP INC.
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Facsimile: (613) 345-0008
www.EastEng.com

Project Title:

THE BEDROCK DEPOT
2062B SHANLY RD
CARDINAL, ON

Drawing Title:

DRAINAGE & GRADING PLAN

Design: C.J	Checked: C.J	Approved: C.J	Project No.: 11046
Drawn: Q.T	Checked: .	Date: 3/8/2024	Contract No.: 11046

Scale:	Drawing No.:
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File No.: 11046 Site Proposal rev3 widen

SCHEDULE "C"

Site Plan Control Agreement

STORMWATER MANAGEMENT

Prepared by Eastern Engineering, dated October 5, 2023

DRAFT

**THE BEDROCK DEPOT
2062 SHANLY ROAD
CARDINAL, ON
TOWNSHIP OF EDWARDSBURGH-CARDINAL**

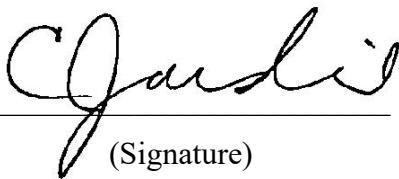
STORMWATER MANAGEMENT REPORT

PREPARED BY



April 11, 2024

This document entitled Stormwater Management Report was prepared by Eastern Engineering Group Inc. for the account of the Tim Markus (the “Client”). Any reliance on this document by any third party is strictly prohibited. The material in the report reflects Eastern Engineering Group’s professional judgement in light of the scope, schedule and other limitations stated in the document and in the contract between Eastern Engineering Group and the Client. The opinions in the document are based on conditions and information existing at the time the document was prepared and published and do not take into account any subsequent changes. In preparing the document, Eastern Engineering Group did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Eastern Engineering Group shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions take based on this document.

Prepared by 
(Signature)

Colin A. Jardine, P. Eng

President, Eastern Engineering Group

Director of Civil Engineering

2062 SHANLY ROAD, CARDINAL, ON

STORMWATER MANAGEMENT REPORT

PROJECT

The Owner of the property at 2062 Shanly Road, Cardinal, Mr. Tim Markus, is proposing to re-develop the current residential property into a mixed commercial/residential development. The commercial portion is proposed to be a landscape depot business, selling materials for landscaping. The existing residence will remain on the site. A new small building will be constructed for the commercial portion near a new entrance of Shanly Road, just south of the existing driveway.

The area of the property being developed is approximately 0.9220 ha. A portion of the existing area is a driveway. The remaining is grass field and treed area. The treed area north of the new entrance will remain as a buffer between the residential and commercial. There are two existing wet ponds on site that will remain and be used to direct surface runoff towards. A new 8520 m² gravel area will be constructed for the landscaping depot. The remaining land will remain grass.

SUPPORTING INFORMATION

The Preliminary Servicing Report was developed using background information provided by the Owners and the City of Brockville.

Project Name: Tim Markus Landscape Project
Owner: Tim Markus
2062 Shanly Road
Cardinal
Site Address: 2062 Shanly Road, Cardinal
Phone Number: 613-803-8061
Email: pads29@cogeco.ca

The following documents were referenced in preparing the stormwater management design for the 2062 Shanly Road, Cardinal lot re-development:

- Stormwater Management Planning and Design Manual, Ministry of the Environment, 2003
- MTO Drainage management manual
- SNCA Design Manual

PROPOSED DEVELOPMENT

The proposed development is shown on Drawing No. C1. It consists of the following:

- 22.6 sq. m building.
- 8520 sq. m of new gravel parking lot and driving area.
- 700 sq. m of grass area.
- New road entrance from Shanly Road.
- Erosion and sediment control measures installed for construction of the facility and parking area, maintained until the vegetation has taken.

PROPOSED CONDITIONS

The change in area is 9220 sq. m from grassed surface to gravel surface.

The Runoff Coefficient for pre conditions is 0.35 (grassed field). The Runoff Coefficient for post condition is 0.58 (gravel). The area changing is 9220 sq. m.

There will be an increase in runoff from the gravel surface but the permeability of the gravel will allow stormwater to infiltrate into the soils. The direction of drainage of surface flow is directed to the existing ponds on the site.

The image below shows the existing view facing north looking at the site from Shanley Road.



Photo 1 – Site Looking North

STORM WATER MANAGEMENT

The normal requirement for a site is to match pre-development to post-development conditions. The intention of the design in this report does not aim for pre to post as the increase we feel is negligible and presents a minimal risk to the surrounding properties. As determined by a topographic survey, the natural drainage of the entire site is generally to from north to south to the pond that is on property. This drainage pattern will not be modified.

There is natural wet area south of the cleared property as well which acts as a natural filter for sediment control.

QUALITY – BEST MANAGEMENT PRACTICES

The modified area of the site is 0.922 ha, as defined in the MOE stormwater design manual, section 4.1.1, the amount of land being developed, we treat this as a smaller developable site and recommend Lot Level and Conveyance Controls should be allowed for the site.

THE BEDROCK DEPOT

The flow from the site will follow natural drainage paths from the west in the rear and east in the front of the property to existing ditches. To help with water quality, Best Management Practices and Low Impact Development strategies are addressed by the nature of the development which includes the following factors:

Infiltration

Long flow paths will help with the removal of sediment and keeping temperature of the water lower.

Preserve areas of undisturbed soil and vegetation

Areas that can retain their natural soils and current conditions should be included in the planning.

Fit design to terrain

The parking lot will be constructed to match existing grades where possible. The undeveloped grass land area will be utilized to promote infiltration and sediment removal.

Lot level Controls

It is now standard practice to direct roof leaders onto grassed areas, as opposed to a hard surface. Discharge from any roof drains be implemented wherever possible, increasing the likelihood of particle filtration and runoff re-absorption.

At the lot level, the effects of runoff reduction measures are enhanced by minimizing lot grades to promote natural infiltration. Due to the natural topography or relief of the site, the existing grading of the entire site will be maintained and thus allowing natural filtration and absorption to continue while maintaining base flows and reducing TSS levels.

Conveyance Control

The use of low gradient grassed waterways having minimal side slopes is one of the best conveyance controls available. The flat grades help to reduce flow velocities, reducing erosion potential.

STORMWATER QUANTITY CONTROL**PRE-DEVELOPMENT FLOW**

The water quantity objective for the storage areas is to not exceed the existing stormwater flows from the area. The flow is limited to the pre-development runoff rates. Please note that it is widely recognized that the rationale method typically overestimates peak runoff flows and as a result is an extremely conservative prediction method. Any facilities that are sized using results from the rationale method are expected to function in “real world” conditions.

The total area of the proposed site is 0.9220 ha which will be converted from grass to the gravel storage yard. The surface runoff will drain to the existing ponds on the site which currently collect water runoff from the property. Swales and berms will be used to direct the water to the existing ponds. The developed site will support sheet flow from north to south.

The predevelopment runoff coefficient using MTO Design Manual is 0.35 for treed/grassed areas. The post-development runoff coefficient is calculated based on surfaces shown on engineering plans. See table below.

Runoff Coefficient Calculation

AREA 0.922 ha	IMPERVIOUS C Value	EXISTING PRE (ha)	C x Area PRE	POST CONST (ha)	C x Area POST
Grassed Area	0.35	0.922	0.323	0.070	.0245
Compacted Gravel	0.6	0	0	0.8520	.5112
			Cpre = 0.35		0.5357/0.922 Cpost = 0.58

THE BEDROCK DEPOT

The pre-development flow for the drainage area is calculated using the Rational Method.

$$Q = 2.78 C i A$$

where

Q = flow volume, L/s
 C = runoff coefficient
 i = rainfall intensity, mm/hr.
 A = drainage area, ha.

Total area of the site = 0.922 ha.

Using the Design Guidelines, the runoff coefficient for the existing condition runoff coefficient of 0.35 is assumed based on above table.

Time of Concentration (Airport Formula)

T_c assumed to be 15 mins

Rainfall intensity of the property is calculated from the IDF curves available at MTO IDF Curve Finder

Intensity Duration Frequency calculated using online MTO curve.

$i_5 = 70.9$ mm/hr.

$$Q_5 = 2.78 * .35 * 0.922 \text{ ha} * 70.9 = \underline{\underline{115.40 \text{ L/s}}}$$

POST-DEVELOPMENT FLOW- CONTROLLED FLOW

The post development flows are calculated using Modified Rationale method for various times and rainfall intensities, to determine how much storage is required for each drainage area.

The post development runoff coefficient is calculated to be 0.58.

The allowable release rate from the site is 115.40 L/s (5 year)

5 Year Storage – A=0.922 ha, c=0.58, Q allowable 115.40 L/s

Tc (min.)	I (mm/hr.)	Q (L/s)	Qallow (L/s)	Net Runoff (L/s)	Storage (m³)
5	152.8	227.1574918	115.40	111.76	33.53
10	94.1	139.8921465	115.40	24.49	14.70
15	70.9	105.4022655	115.40	0	0
30	43.7	64.97	115.40	0	0

100 Year Storage – A=0.922 ha, c=0.58, Q allowable 115.40 L/s

Tc (min.)	I (mm/hr.)	Q (L/s)	Qallow (L/s)	Net Runoff (L/s)	Storage (m³)
5	255.6	379.98	115.40	264.58	79.38
10	157.4	234.00	115.40	118.60	71.16
15	118.6	176.32	115.40	60.91	54.82
30	73.1	108.67	115.40	0	0

Therefore, based on Modified Rationale Method, the storage requirement for the site modifications are for 5 year – 33.53 m³ and for 100 year - 79.38 m³. The stormwater flows overland to the swale and into the existing ponds. Overflow is to the natural wetlands south of the property.

STORAGE PROVIDED

The existing ponds will store stormwater. In spring months, there is 0.3m of storage in the ponds, and during dry months it would be 1.0 m of storage. The areas of the ponds are 878 m² combined, for a spring storage of 263 m³ and summer storage of 878 m³.

This exceeds the requirements for 100 year storm storage.

SEDIMENT AND EROSION CONTROL

To control sediment and erosion during construction the Contractor shall install silt fences on the site as per OPSD 219.110 as needed around the construction site.

Sediment and erosion control barriers shall be monitored daily and maintained, as necessary. The Contractor shall remove the sediment and erosion control measures upon completion of construction and after re-vegetation has occurred. Care shall be taken at the removal stage to ensure that any silt that has accumulated is properly handled and disposed of.

The owner shall be responsible for monitoring and maintaining the stormwater facilities.

The Sediment and Erosion Control Plan shall be considered a ‘living document’ that may need to be changed or adjusted during the life of the project to be effective.

CONCLUSION – LOW RISK SITE

The area of the site being developed is a small portion of the larger 0.922 ha lot.

Stormwater runoff from the developed area of the site will flow overland to the existing pond, and overflow to the south of the property.

As the site being less than 2 ha, as defined in the MOE stormwater design manual, section 4.1.1, the amount of land being developed is much smaller and Lot Level and Conveyance Controls

THE BEDROCK DEPOT

should be allowed for this site. The site has controls for Lot Level controls naturally on the site with reduced grading, and large areas of grassed, vegetated land for infiltration.

The site as proposed, is a low risk with regards to stormwater runoff affecting neighboring properties due to the location of the site, the amount of area for dispersion and infiltration of runoff from the developed portion. The increase in runoff is negligible when considering the wide sheet flow and very low flow velocities of the stormwater.

Prepared by:

Eastern Engineering Group Inc.

100 Strowger Boulevard, Suite 207

Brockville, ON K6V 5J9

Colin A. Jardine, P. Eng

April 11, 2024



SCHEDULE “D”

**Site Plan Control Agreement
ENVIRONMENTAL IMPACT STUDY**

Prepared by BCH Environmental Consulting, dated November 10, 2023

DRAFT

Updated Environmental Impact Study (EIS)

2062 Shanly Road

Part Lots 7, Concession 2

**Township of Edwardsburgh/Cardinal
United Counties of Leeds and Grenville**

November 10, 2023

Prepared By:



**BCH Environmental Consulting Inc.
20373 Bethune Street,
South Lancaster, On
K0C 2C0**

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1.0. Introduction

As requested by Tim Markus an Environmental Impact Study (EIS) was completed to assess the environmental impacts of the creation of a landscaping business at 2062 Shanly Road, Cardinal, ON (Figure 1).

1.1. Site Context

The entire property parcel (Subject Lands) is approximately 3.8 ha in size and the legal land description is Part Lot 7, Concession 2, Township of Edwardsburgh/Cardinal, United Counties of Leeds and Grenville. The proponent wishes to utilise a portion of his property as a landscaping business (1.15 ha). The subject lands are bordered to the east by Shanly Road (Figure 1). The proponent wished to create access lanes for trucks, a truck turnaround/dumping area, and open storage area for landscaping supplies (soil, rock and mulch). Preliminary plans are available in Appendix C.

The subject lands were designated as Rural within the Township of Edwardsburgh/Cardinal zoning by-law No. 2012-35 and Rural Area with Significant Woodland in the Townships Official Plan. Additionally, within the United Counties of Leeds and Grenville Official Plan the subject lands are designated as Rural and Natural Heritage System.

Through a background review, potential environmental constraints have been identified as; Natural Heritage System, Significant Woodland, Potential Wetland and Potential Fish Habitat (Tributary to McLaughlin Creek). Additionally, the proposed development is located in Ecoregion 6E.

A watercourse draining to McLaughlin Creek has been identified within the northern edge of the subject lands. This creek can potentially support numerous types of aquatic habitat including fish and has been identified as being potential environmental constraints to future development.

The Provincial Policy Statement (PPS) states that natural heritage systems should be maintained, restored, or improved for the purpose of linkages between natural heritage features and areas. The PPS states that site development and alteration shall not be permitted in provincially significant wetlands in Ecoregion 6E and site development and alteration shall not be permitted in provincially significant woodlands in Ecoregion 6E unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Additionally, development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

No portion of the subject lands appear to be within a South Nation Conservation Authority regulated areas.

2.0. Methodology

This report is prepared in accordance with the Official Plan for the United Counties of Leeds and Grenville (2021) and the Official Plan of the Township of Edwardsburgh/Cardinal (2019) Section 6.10 with guidance from the Natural Heritage Reference Manual (OMNR, 2010). This EIS includes an assessment of the identified environmental constraints and the potential for Species at Risk.

This EIS will provide the methodology to mitigate, as required, negative impacts on significant features and functions. Potential Species at Risk in the general area were identified from the Ministry of Natural Resources and Forestry databases, the Department of Fisheries and Ocean databases, the Ontario Breeding Bird Atlas, Ontario Reptile and Amphibian Atlas, iNaturalist and the Global Biodiversity Information Facility.

Colour aerial photography was used to assess the natural environment features in the general vicinity of the proposed building.

A field survey of the subject and adjacent lands was completed by BCH Environmental (C.Fontaine/ S.St.Pierre) on May 17, 2022 from 0800h to 1100h (air temperature was 13°C, with a light breeze and overcast skies changing to light rain). Staff qualifications are available in Appendix B.

The area was extensively walked and surveyed for significant natural areas, potential species at risk and their associated habitat.

Upland vegetation communities were described utilising the Ecological Land Classification Southern Manual (Lee et al. 1998), while wetland communities if present were described utilising the Ontario Wetland Evaluation System Southern Manual (MNR 2022).

Significant Wildlife Habitat was determined from the Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement (OMNRF 2010).

Observed plants were recorded for each individual community, the plants utilized in the descriptions are the most abundant specimens observed. A complete observed species list is provided in Appendix A. Plants that could not be identified in the field were collected for a more detailed examination. Nomenclature used in this report follows the Southern Ontario Vascular Plant List (Bradley, 2013) which aligns with the Integrated Taxonomic Information System (ITIS).

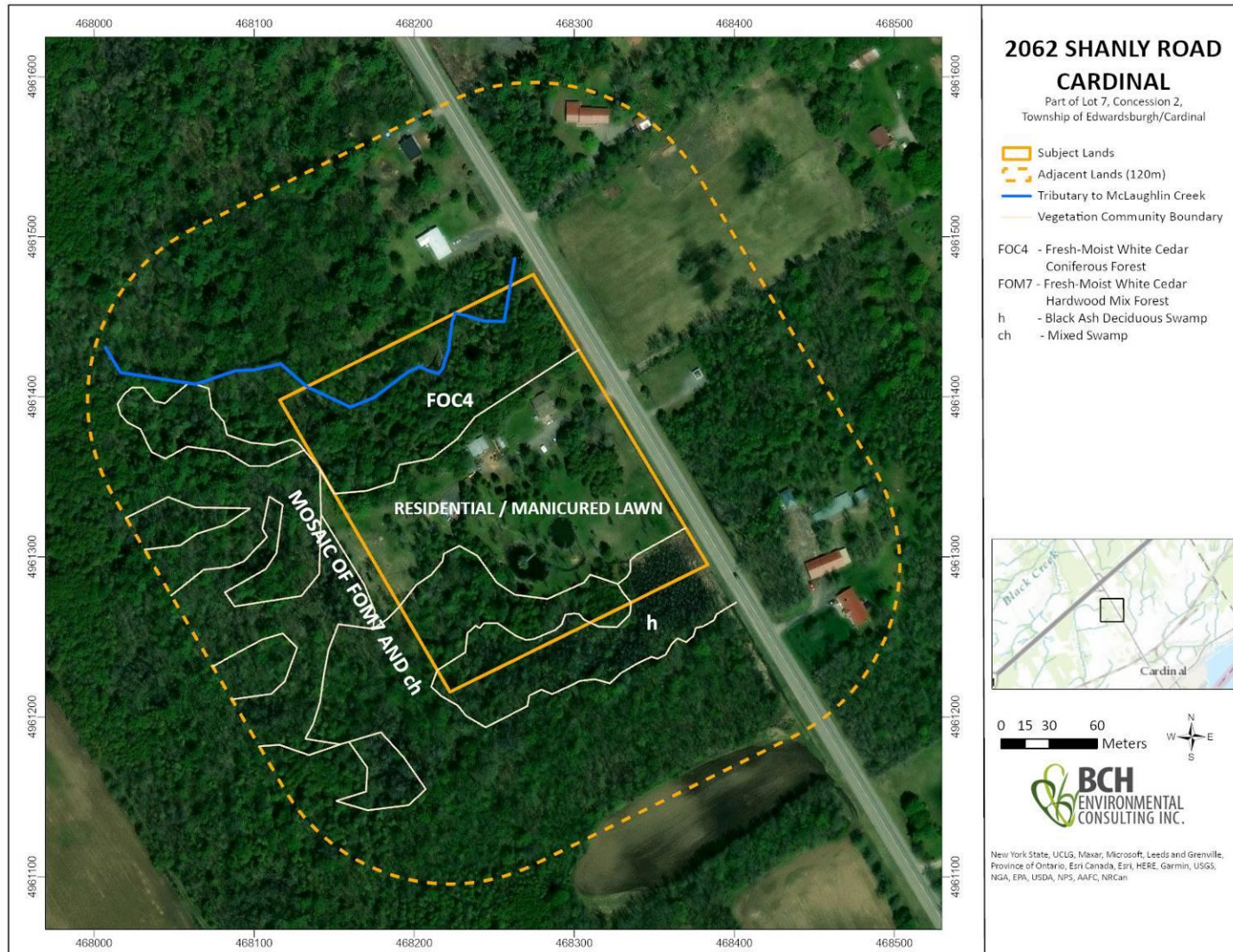
3.0. Field Surveys

A butternut survey was conducted along with a search for cavity trees by systematically moving through the subject lands and adjacent lands (discussed in section 4.3 and 4.4). Vegetation communities along with the pond and watercourse areas are described in section 3.1.

3.1. Existing Conditions

A large portion of the subject lands consisted of mowed/maintained area with a residential building and accessory buildings, two ponds were located within the mowed area. The remaining land within the subject lands consisted of a mosaic of deciduous/coniferous swamp and deciduous/coniferous forests. Within the northern portion there is a tributary to McLaughlin Creek.

FIGURE 1: SUBJECT LANDS



3.1.1. Mowed/Manicured Residential

Portions within the center of the subject lands consisted of residential and accessory buildings and manicured lawn. Some trees individually or in clumps were present; mostly green ash, white cedar, and white pine (average DBH: 25-35cm). The majority of the proposed development occurs within this community.

Located within the southeast portion of this area were two manmade ponds, they do not represent fish habitat. The ponds do not appear to be connected to each other; however, the east pond has an outlet which travels about 45m before draining into the black ash deciduous swamp. This swamp was thoroughly investigated and no channels or connections to other wetlands/watercourses were present.

The west pond is approximately 17m x 30m in size, and just 10m to the east, the east pond is approximately 15m x 20m in size. Both ponds and the watercourse were mowed around but contained a small natural shoreline buffer. The most dominant species were: willows, white cedar, narrowleaf cattail, and sensitive fern. The outlet contained an average wetted width and depth of 1m and 6cm, respectively. Much of the outlet was choked with cattail.

Both ponds are to remain.



Photo 1: Residential (May 15, 2022)



Photo 2: West Pond (May 15, 2022)



Photo 3: East Pond (May 15, 2022)



Photo 4: Pond Outlet (May 15, 2022)

3.1.2. Fresh-Moist White Cedar Coniferous Forest (FOC4)

This community was present within the northern portion of the subject lands. The average tree diameter was 20-30cm, maximum 90cm, and the majority provided 100% cover. This community consisted of coniferous trees with the occasional deciduous tree. The canopy was the dominant layer. The canopy (11-13m tall; 100% cover) was dominated by white cedar with the very occasional green ash and white birch present. The sub-canopy (8-9m tall; 30% cover) consisted of white cedar. The understory (1-2m tall; 5% cover) was dominated by alternate-leaved dogwood followed by tartarian honeysuckle, green ash, and common buckthorn. The ground layer varied in cover, along the north portion of this community there was very little cover. Moving towards the south there was some mowing/clearing activities and as such, the ground cover was greater (10%-100% cover). The ground layer included grasses, sensitive fern, ostrich fern, mosses, and red trillium.



Photo 5: Fresh-Moist White Cedar Coniferous Forest (May 15, 2022)

3.1.3. Mosaic of Mixed Swamp (ch) and Fresh-Moist White Cedar Hardwood Mix Forest (FOM7)

This community was present within western side of the subject and adjacent lands. The average tree diameter was 20-30cm and the majority provided 100% cover. This community was highly variable and consisted of a mixture of coniferous and deciduous trees. This area can only be described as a mosaic of wetland and upland habitat. Individual communities have been delineated for constraint purposes but this area should really be described as a whole. A small portion of the Fresh-Moist White Cedar Hardwood Mix Forest is designated for use for the landscaping business. This area drains into the creek.

Within the low lying areas (wetland areas) dominate vegetation consisted of black ash, green ash, white cedar, American elm, and sensitive fern. Vernal pools were noted but fish habitat was not present.

Upland areas consisted of a fresh-moist white cedar hardwood mix forest. The canopy was the dominant layer. The canopy (10-13m tall; 100% cover) consisted of sugar maple, white cedar, green ash, and white pine. The sub-canopy (7-8m tall; 40% cover) consisted of the same species present in the canopy layer. The understory (1-2m tall; 40% cover) consisted of green ash, white cedar, Tartarian honeysuckle, and alternate-leaved dogwood. The ground layer provided 80-100% coverage and consisted of sensitive fern, wild sarsaparilla, field horsetail, ostrich fern, reed canary grass, and mosses.



Photo 6: Fresh-Moist White Cedar Hardwood Mix Forest (May 15, 2022)



Photo 7: Mixed Swamp (May 15, 2022)

3.1.4. Black Ash Deciduous Swamp (h)

A small portion of the subject lands and adjacent lands have been identified as black ash deciduous swamp (figure 1). This swamp presented one form: deciduous tree (black ash). The canopy consisted entirely of black ash however, all trees were dead (7-8m tall; 0% cover). The sub-canopy (5-6m tall; 85% cover), and understory (2-3m tall; 50% cover) also consisted entirely of black ash. The ground layer provided 100% cover and consisted entirely of reed canary grass. A small cattail/reed canary grass marsh was located within the north western portions of this community. This area drains into the roadside ditch.

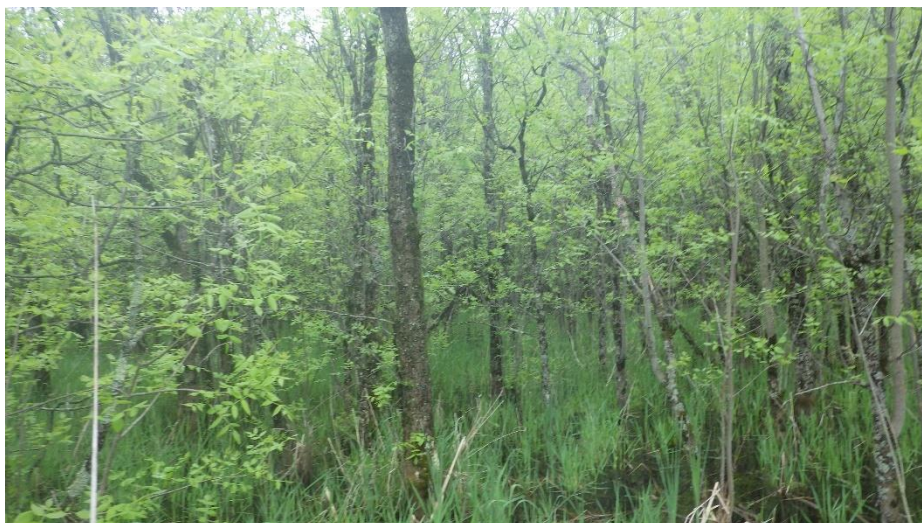


Photo 8: Deciduous Swamp (May 15, 2022)

3.1.5. Tributary to McLaughlin Creek

Running along the northern border of the subject lands and adjacent lands was a watercourse which originates onsite and continues offsite, flowing to McLaughlin Creek and represents fish habitat. The

watercourse flowed in a westerly direction and contained substantial flow during the May 15, 2022 visit. The average wetted width and water depths were 1.2m and 7cm, respectively. A ponded area (approximately 12m x 8m in size) with surrounding vernal pools draining into the watercourse was noted within the adjacent lands. Small woody debris and organics were the only in-water cover present. The substrate consisted of fines. Much of the watercourse contained full canopy cover and bank vegetation. The most common species were: sugar maple, white cedar, green ash, sensitive fern, and ostrich fern.



Photo 9: Tributary to McLaughlin Creek (May 15, 2022)

4.0. Potential Species at Risk

The Make a Map: Natural Heritage online database (OMNRF) was reviewed on April 28, 2022. This database provides sightings of provincially tracked species including Threatened and Endangered species covered by the 2008 Endangered Species Act in 1 km squares across most of Ontario. A search was conducted on the site and adjacent lands (18VQ6861, 18VQ6761, 18VQ6760, and 18VQ6860). The following species were identified for these squares:

- Eastern Meadowlark (Threatened)
- Bobolink (Threatened)
- Snapping Turtle (Special Concern)
- Henslow's Sparrow (Endangered)

The Ontario Breeding Bird Atlas provides a searchable database in the form of a 10km square grid. A query revealed the following Species at Risk and species of special concern identified within the 10km square that encompasses the site and adjacent lands (18VQ66):

- Chimney Swift (Threatened)
- Eastern Wood-Pewee (Special Concern)
- Barn Swallow (Special Concern)

- Wood Thrush (Special Concern)
- Bobolink (Threatened)
- Eastern Meadowlark (Threatened)

Similar to the Ontario Breeding Bird Atlas, the Ontario Reptile and Amphibian Atlas provides a searchable database in the form of a 10km square grid. A query revealed the following species of special concern was identified within the 10km square that encompasses the subject lands and adjacent lands (18VQ66):

- Snapping Turtle (Special Concern)

iNaturalist and the Global Biodiversity Information Facility provides a searchable database. A query revealed no Species at Risk in the vicinity of the Subject Lands.

The Department of Fisheries and Oceans provide species at risk sightings via their online map tool. A query found no results in the vicinity of the site.

In addition to the above potential Species at Risk, other endangered and threatened species may potentially occur in the general area:

- Little Brown Myotis (Endangered)
- Northern Myotis (Endangered)
- Tri-coloured Bat (Endangered)
- Eastern Small-footed Myotis (Endangered)
- Butternut (Endangered)
- Black Ash (Endangered)

4.1. Turtles and Reptiles

Snapping turtles are designated as special concern under the Ontario Endangered Species Act (ESA). The habitat of species of special concern is not regulated under the Ontario ESA. Although the ponds may be used by turtles, they lack size, depth and cover, and it is highly unlikely to be utilised by snapping turtles. Additionally the ponds will remain as is, and any indirect impacts on turtles as a result of the proposed development can be mitigated provided the mitigation measures in this report are properly implemented.

4.2. Birds

Eastern wood-pewee, barn swallow, and wood thrush are designated special concern under the Ontario Endangered Species Act (ESA). The habitat of species of special concern is not regulated under the Ontario ESA. The eastern wood-pewee is mostly associated with the mid-canopy layer of forest clearings and edges of deciduous and mixed forests (COSEWIC 2012a). The on-site forests did not contain this forest type. Barn swallow nest sites are commonly found along the interior or exterior of building structures, under bridges and wharves, and in road culverts (Heagy et al. 2014.). No barn swallow or barn swallow nests were observed. Nesting structures were present (accessory buildings), no nests were observed. The wood thrush nests mainly in second-growth and mature deciduous and mixed forests, with saplings and well-developed understory layers (COSEWIC 2012b). The on-site forests do not support this forest type.

Chimney swift, bobolink, and eastern meadowlark are designated as threatened under the Ontario Endangered Species Act (ESA). Henslow's sparrow is designated as endangered under the Ontario

Endangered Species Act (ESA). Chimney swift are aerial foragers, associated with water where insects are abundant and urban and rural areas where chimneys are available for nesting and roosting (COSEWIC 2007). No suitable chimneys were observed for this species use. Henslow's Sparrow, bobolink, and eastern meadowlark are associated with native and non-native larger grassland habitats such as hayfields (COSEWIC 2010, and COSEWIC 2011). No suitable habitat for either species were present.

4.3. Mammals

Little brown Myotis, northern Myotis, Eastern Small-footed Myotis, and tri-coloured bat are designated endangered under the Ontario Endangered Species Act (ESA). All four bats may forage in open areas on-site and may roost in trees or buildings on or adjacent to the Site. The Atlas of Mammals of Ontario (Dobbyn, 1994) suggests that the tri-colored bat is not present within this part of Ontario however, the NatureServe mapping in the COSSARO (2015) includes all of southeastern Ontario. Based on this information, this species is considered to have a very low potential of occurring. To prevent impacts to bats, no clearing of trees greater than 10cm on-site should take place between March 15 and November 30 (inclusive) without a qualified biologist first confirming the absence of bats (i.e., open work timing window from December 1 to March 14). If tree clearing is conducted between December and March 14, no interactions with bats are anticipated, and therefore, significant negative impacts to SAR bats would be avoided.

Maternity colonies are established by females in the summer, often in buildings, or large-diameter trees with suitable cavities (COSEWIC 2013b). No caves, bedrock fissures, mining shafts, abandoned buildings, or other features which may function as bat hibernacula habitat were noted within the subject lands. No suitable cavity trees that may be used by bats were observed within the subject lands.

4.4. Vegetation

Butternut (designated as endangered by the ESA) tends to reach greatest abundance in rich well-drained mesic loams in floodplains, streambanks, terraces and ravine slopes, but can occur in a wide range of other situations (COSEWIC 2017). No butternuts were observed within the subject lands or adjacent lands (50m).

Black ash (designated as endangered by the ESA) occurs most frequently in floodplain forests, basin, seepage and lacustrine swamp forests, shoreline forest margins, and fens (COSEWIC 2017). The ministry temporarily suspended protections for Black Ash for a period of two years from the time the species was added to the Species at Risk in Ontario List (Ontario Regulation 230/08). During this time, proponents will not need to seek authorizations for activities that impact Black Ash and its habitat. Black ash was present within the deciduous swamp.

4.5. Species at Risk Summary

In summary, based on the habitat present within the buildable area and the field visit, no Species at Risk are anticipated to be present within the development area. Indirect impacts on potential species as a result of the proposed development can be mitigated provided the mitigation measures in this report are properly implemented.

5.0. Natural Heritage System

A Natural Heritage System (NHS) has been identified in accordance with the direction of the Provincial Policy Statement. Its intent is to reinforce the conservation, restoration and enhancement of identified natural heritage features and areas and promote the overall diversity and interconnectivity of natural heritage features and areas.

United Counties of Leeds and Grenville Official Plan identified natural heritage system features (NHS) as covering the subject lands. A refined search identified the following NHS (discussion below): Significant Woodland, Unevaluated Wetlands and Tributary to McLaughlin Creek.

5.1. Significant Woodland

The woodland within the subject lands is part of a larger woodland that totals 24.39ha in size. Clearing within the potential development area would result in the removal of approximately 0.34ha. The significance of this woodland was evaluated using the criteria in the Natural Heritage Reference Manual (OMNR, 2010). The PPS does not permit development in significant woodlands south and east of the Canadian Shield unless it has been demonstrated that there will be no negative impacts on the natural features or the ecological functions. Woodlands are significant if they meet the criteria presented in the NHRM: size, ecological function, uncommon characteristics, and economical and social functional values. If the woodland meets any one of these criteria, then it could be deemed to be significant. Table 1 demonstrates the factors determining significance pre and post construction as per the NHRM.

Within the portion proposed to be removed there were no seasonal concentration areas of animals, rare vegetative communities, raptor overwintering sites, caves, or suitable tree cavities.

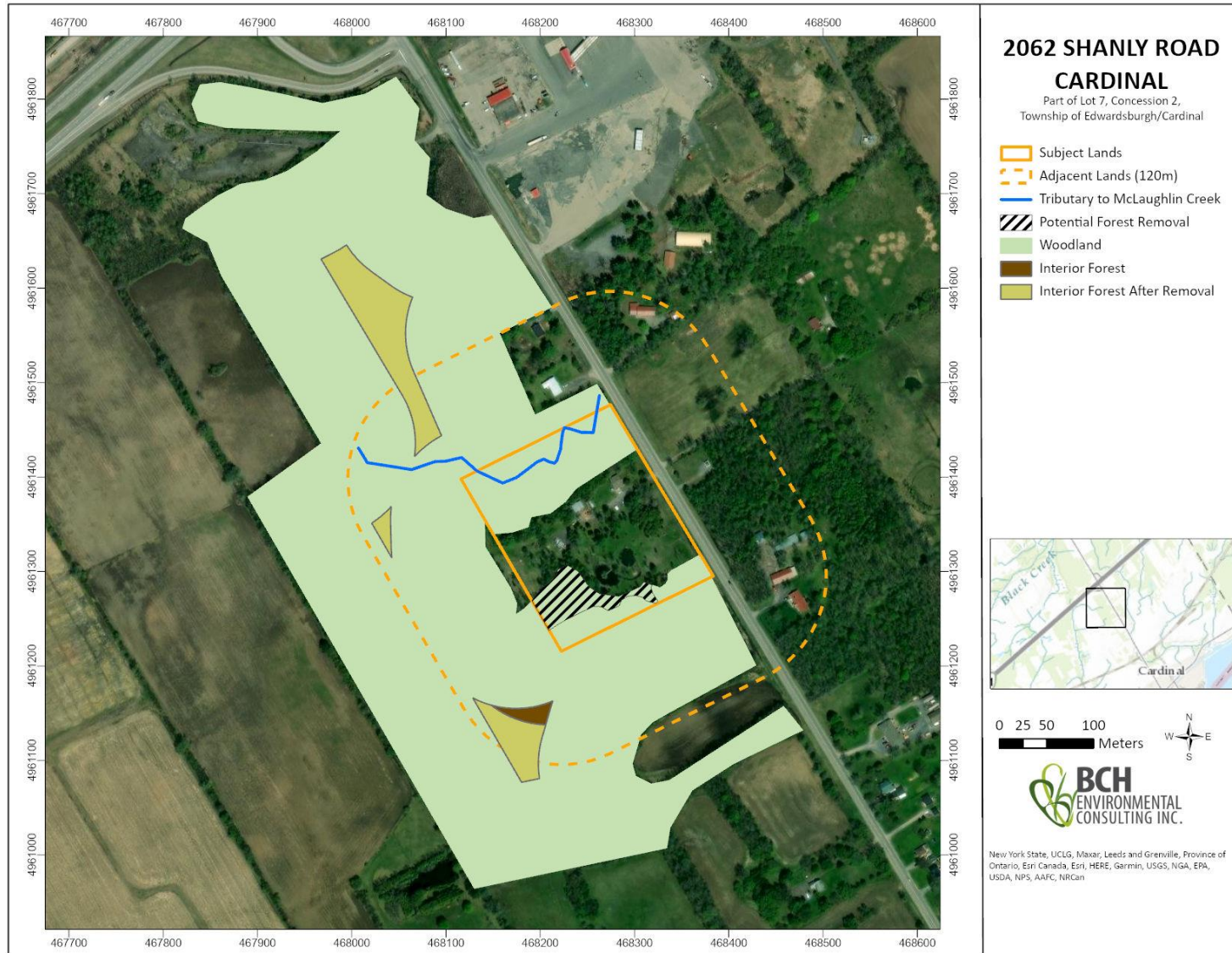
TABLE 1: WOODLAND ANALYSIS

CRITERIA	PRE CONSTRUCTION	POST CONSTRUCTION	DISCUSSION
WOODLAND SIZE	DOES NOT MEET THE CRITERIA		<p>The woodland is located within the Upper South Nation Subwatershed where the percent forest cover is 39%.</p> <p>The NHRM states that where woodland cover is about 30-60% of the land cover, woodlands 50 ha in size or larger should be considered significant.</p> <p>The woodland size is 24.39ha before removal and 24.05ha after removal therefore does not meet this criteria.</p>

CRITERIA		PRE CONSTRUCTION	POST CONSTRUCTION	DISCUSSION
ECOLOGICAL FUNCTION CRITERIA	Woodland Interior	DOES NOT MEET THE CRITERIA		Where woodlands cover about 30-60% of the lands; when 8 ha or more of interior habitat is present, they are considered significant. Therefore, this forest does not meet the criteria. Forest interior is 1.19ha before forest removal and 1.12ha after removal.
	Proximity to other woodlands or other habitats	MEETS THE CRITERIA		Outside of the subject lands this woodland connects with wetlands and watercourses (fish habitat) and they are likely receiving ecological benefit from the woodland.
	Linkages	MEETS THE CRITERIA		Woodland is located within a defined natural heritage system.
	Water protection	DOES NOT MEET THE CRITERIA		Watercourses are present (outside of the subject lands and the adjacent lands), but are not located within a sensitive or threatened watershed or a specified distance (e.g., 50 m or top of valley bank if greater) of a sensitive groundwater discharge, sensitive recharge, sensitive headwater area, sensitive watercourse or sensitive fish habitat.
	Woodland diversity	DOES NOT MEET THE CRITERIA		Within the subject lands this forest did not contain any declining natural communities or a high variety of native diversity through composition or terrain.
UNCOMMON CHARACTERISTICS CRITERIA		DOES NOT MEET THE CRITERIA		Within the subject lands there are no uncommon species composition,

CRITERIA	PRE CONSTRUCTION	POST CONSTRUCTION	DISCUSSION
			cover type, age or structure.
ECONOMIC AND SOCIAL FUNCTIONAL VALUES CRITERIA	DOES NOT MEET THE CRITERIA		Within the subject lands the woodlands did not have high economic or social values through particular site characteristics or deliberate management.

FIGURE 2: WOODLAND ANALYSIS



As per the criteria set out in the NHRM this woodland should be considered significant, furthermore the woodland retains this designation of significant even after construction is completed. This woodlands significance was established from the following criteria: proximity to other habitats, and linkages. After removal (0.34ha), the woodland (24.05ha after removal) still meets the criteria for significance (Table 1). Removal of 0.34ha of the forest at this location will not negatively impact this feature or its ecological functions. Woodland significance is retained.

5.2. Unevaluated Wetland / Tributary to McLaughlin Creek

The wetland/watercourse has been taken into account while establishing the developable area. A 30m setback has been established along the watercourse.

The west wetland drains into the creek and within the vicinity of the development area we are proposing a 10m setback from this wetland. A small 0.001394ha portion of the southern wetland is proposed to be removed. Except at the location of wetland removal there will be a 10m setback in place for the remaining of the southern wetland. The southern wetland drains towards the road ditch. These wetlands lack the size and diversity to ever be considered significant (no formal evaluation has been undertaken). As they are not to be considered PSW, they are not protected under the PPS or Official Plan.

Potential impacts to the wetland due to this type of development includes: changes in hydrology, sedimentation, and changes in the quality of water entering the system. None of these potential impacts are anticipated if mitigation measures provided below are properly followed.

Additionally, the stormwater management plan will provide/design a berm. Stormwater will collect and be stored in front of the berm. The berm will be designed in such a way as that stormwater can then infiltrate through the berm and then sheet drain into the the wetland.

To provide further protection to the wetland after completion of construction, native grasses, shrubs and trees will be planted within the setback area. As much of this area consists of manicured lawn these plantings should be viewed as an enhancement to the area. Planting densities should achieve full coverage with shrubs planted at 1 metre on centre. Examples of acceptable species include but are not limited to: red-osier dogwood (*Cornus stolonifera*), Willows (*Salix discolor* and *Salix bebbiana*), nannyberry (*Viburnum lentago*), common elder (*Sambucus canadensis*), staghorn sumac (*Rhus typhina*), red maple (*Acer rubrum*), green ash (*Fraxinus pennsylvanica*) and black ash (*Fraxinus nigra*). Contact the Conservation Authority to inquire about their seedling program.

During construction sediment erosion control measure prescribed in section 8, must be in place.

As these features represent surface water features, additional authorization from the conservation authority may be required.

No impact to the watercourse is anticipated. Removal of 0.001394ha portion of the southern wetland will not negatively affect the overall health and function of the wetland. Mitigation measures provided below will limit the potential for indirect impacts on the wetland. For a description of the wetland/watercourse present within the adjacent lands see section 3.1

5.3. Significant Wildlife Habitat

The potential for significant wildlife habitat was assessed using the guidance in OMNR (2010) and MNRF (2015). Potential components which may lead to a designation of significant wildlife habitat include seasonal concentration areas of animals, rare vegetation communities or specialized habitat for wildlife, habitat for species of conservation concern, and animal movement corridors. No rare vegetative communities, raptor overwintering sites, or caves were located within the subject or adjacent lands.

No significant wildlife habitat will be negatively impacted. Prescribed mitigation measures in section 8.0 will limit the potential for indirect impacts.

6.0. Development Constraints and Cumulative Impacts

Constraints that have been identified are discussed below:

Tributary to McLaughlin Creek/Wetlands: See section 5.2

The Canadian Environmental Assessment Agency (CEAA) defines cumulative effects as... "the effects on the environment caused by an action in combination with other past, present, and future human actions..." They occur when two or more project-related environmental effects, or two or more independent projects, combine to produce an augmented effect. These cumulative effects may be positive or negative.

There are no significant natural heritage features within the proposed developable area. Given that the proposed location consists of mowed/manicured lawn this project in no way contributes to any cumulative effect. This EIS directed development away from all natural heritage features (woodland, wetlands and watercourse) and through the mitigation measures protected these lands from future development.

With proper implementation of the mitigation measures described in this report it is anticipated that the construction of the proposed landscaping business will not increase the potential for cumulative effects in the general landscape.

7.0. Tree Protection

Tree removal will occur as needed within the developable area, a reasonable effort will be made to retain a majority of the trees. Potential impacts during construction of the proposed facility and associated removal of trees and other vegetation includes impacts on wildlife, increased erosion and release of sediments and other potential contaminants from truck traffic and construction activity, harm to wildlife remaining in the work area during construction, and impacts associated with an increase in noise, dust and light. The proposed works are within a manicured lawn and only the occasional tree will need to be removed.

Removal of tree cover within the developable area is not anticipated to result in significant negative impacts to the environmental features and functions of the general area. Any tree in the vicinity of works but not slated for removal will have its critical roots zone protected by temporary fencing (snow



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fencing) to ensure it is not affected. Prescribed mitigation measures in section 8.0 will limit the potential for indirect impacts.

FIGURE 3: ENVIRONMENTAL CONSTRAINTS

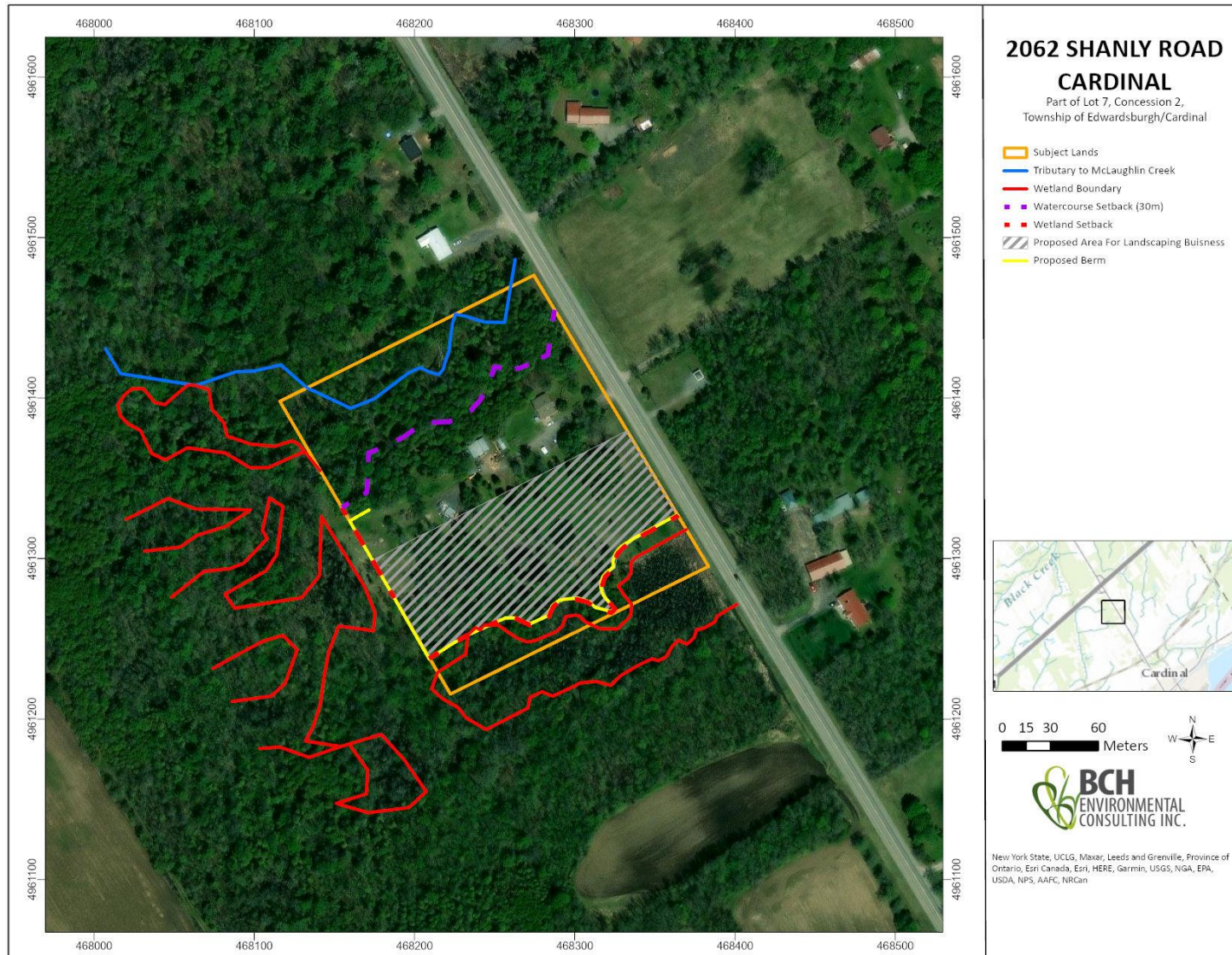
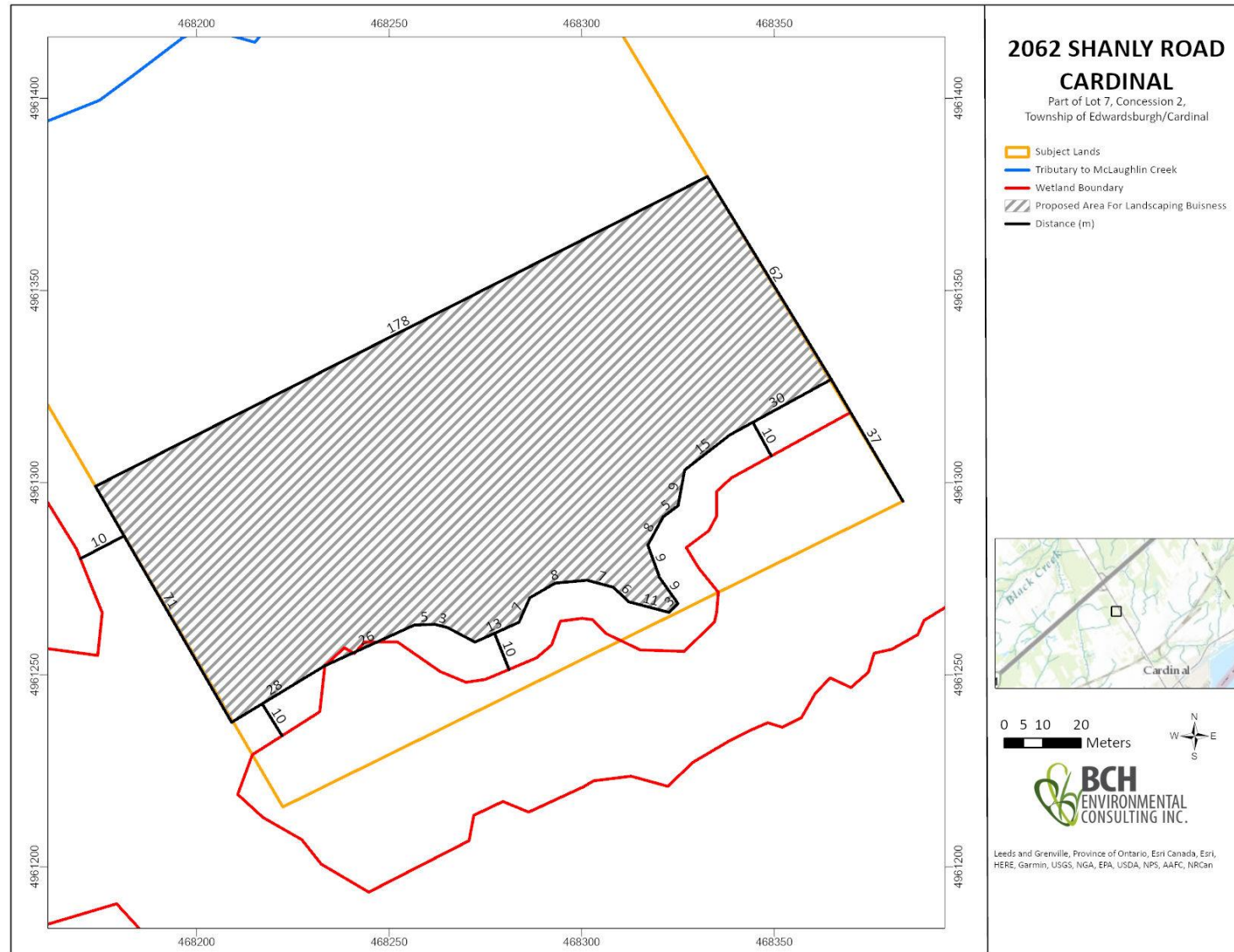


FIGURE 4: DISTANCES



8.0. Recommendations and Conclusion

This study's recommendations are intended to mitigate potential negative impacts due to the proposed creation of a landscaping facility and should be implemented through a development agreement between the owners and the municipality in order to control development of the site. Properly implemented controls within this agreement are deemed sufficient to mitigate the potential impacts of the proposed development on the natural heritage features present.

8.1. Mitigation for the Species at Risk and Migratory Birds Convention Act

- 1- To protect breeding birds, no tree or shrub removal should occur between April 1th and August 30th, unless a breeding bird survey is completed by a qualified biologist within two days of the woody vegetation removal and identifies no nesting activity.
- 2- With regard to turtles, clearing of vegetation should be undertaken between October 15th and April 15th, which is outside of the more active season for turtles.
- 3- To prevent impacts to bats, no clearing of trees greater than 10cm on-site should take place between April 1 and September 30 (inclusive) without a qualified biologist first confirming the absence of bats (i.e., open work timing window from October 1 to March 3). If tree clearing is conducted between October and April, no interactions with bats are anticipated, and therefore, significant negative impacts to SAR bats would be avoided.
- 4- Construction staff is to be made aware of the characteristics of species at risk and in the event that any Species at Risk (SAR) are encountered during site clearing, work in the area will be stopped immediately. Measures will be undertaken to ensure the animal is not harmed and the project biologist and the Ministry of the Environment, Conservation and Parks contacted to discuss how to proceed.

8.2. Wetland Protection Recommendations and Mitigation Measures

- 1- The hydrology and quality of the wetlands should not be impacted and should be maintained.
- 2- All lands within 30m of any watercourse are to be maintained in a natural vegetated state.
- 3- Except at the location of proposed wetland removal there will be a 10m setback in place for the remaining wetland.
- 4- It is the landowner's responsibility to make sure all material stocked onsite is kept contained and no material is permitted to enter the wetlands.
- 5- A stormwater management plan will provide/design a berm. Stormwater will collect and be stored in front of the berm. The berm will be designed in such a way as that stormwater can then infiltrate through the berm and then sheet drain across the setback area towards the wetland. Location of the berm is provided in Figure 3.
- 6- To provide further protection to the wetland after completion of construction, native grasses, shrubs and trees will be planted within the setback area. As much of this area consists of manicured lawn these plantings should be viewed as an enhancement to the area. Planting

densities should achieve full coverage with shrubs planted at 1 metre on centre. Examples of acceptable species include but are not limited to: red-osier dogwood (*Cornus stolonifera*), Willows (*Salix discolor* and *Salix bebbiana*), nannyberry (*Viburnum lentago*), common elder (*Sambucus canadensis*), staghorn sumac (*Rhus typhina*), red maple (*Acer rubrum*), green ash (*Fraxinus pennsylvanica*) and black ash (*Fraxinus nigra*). Contact the Conservation Authority to inquire about their seedling program.

- 7- Install and maintain the erosion control measures during construction. No work will occur until the appropriate sediment and erosion control measures have been designed and implemented prior to any work. At a minimum these will include:
 - a. Provide regular maintenance to the sediment and erosion control measures during construction. Contractor shall be responsible for ensuring that the sediment and erosion control measures are maintained. No turbid water is permitted to leave the work area.
 - b. Additional materials (i.e. rip rap, filter cloth and silt fencing) will be readily available in case they are needed promptly for erosion and/or sediment control.
 - c. Any stock piles of soil or fill material will be stored as far as possible from the wetland/creek and protected by silt fencing.
 - d. Sediment fencing will be installed at the edge of the work area, and kept in good working condition. The sediment fencing will not be removed until the area has stabilized.

8.3. Mitigation for Tree Protection

- 1- Any tree in the vicinity of works but not slated for removal will have its critical roots zone protected by sturdy temporary fencing at least 1.3 metres in height installed from the tree trunk to a distance of ten times the retained tree's diameter where possible.
- 2- No grading, heavy machinery traffic, stockpiling of material, machinery maintenance and refueling, or other activities that may cause soil compaction are to occur within three metres of the critical root zone of the trees to be protected.
- 3- The root system, trunk, and branches of the trees to be protected are to be protected and not damaged. If any roots of trees to be retained are exposed during site alterations, the roots shall be immediately reburied with soil or covered with filter cloth, burlap or woodchips and kept moist until the roots can be buried permanently. A covering of plastic should be used to retain moisture during an extended period when watering may not be possible. Any roots that must be cut are to be cut cleanly to facilitate healing and as far from the tree as possible. Overhanging branches from protected trees that may be damaged during construction are to be pruned by a qualified arborist prior to construction.
- 4- Exhaust fumes from all equipment during construction will not be directed towards the canopy of the adjacent protected trees.

8.4. Additional Mitigation Measures

- 1- The extent of any vegetation removal is to be minimized where possible and limited to the proposed development area.
- 2- All rules governing septic systems and wells must be followed and be kept in good operational order.
- 3- There will be no use of herbicides in clearing of vegetation.

- 4- Municipal by-laws and provincial regulations for noise will be followed.
- 5- To discourage wildlife from entering the work areas during construction, the site should be kept clear of food wastes and other garbage. Proper drainage should be provided to avoid accumulation of standing water, which could attract amphibians, birds, and other wildlife to the work areas.

To conclude this EIS, it is the professional opinion of the authors that with proper implementation and maintenance of the mitigation measures (see above), the proposed development will not negatively impact any natural heritage features, or any habitat of species at risk.

Thank you for the opportunity to work with you. If you have any questions or comments please do not hesitate to contact our office.



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Cody Fontaine, Wildlife Technologist

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APPENDIX A: OBSERVED SPECIES LIST

COMMON NAME	SCIENTIFIC NAME	SRANK	SARA STATUS	SARO STATUS	COEFF. CONSERVATISM
Field Horsetail	<i>Equisetum arvense</i>	S5			0
Ostrich Fern	<i>Matteuccia struthiopteris</i> var. <i>pennsylvanica</i>	S5			5
Sensitive Fern	<i>Onoclea sensibilis</i>	S5			4
White Spruce	<i>Picea glauca</i>	S5			6
Eastern White Pine	<i>Pinus strobus</i>	S5			4
Eastern White Cedar	<i>Thuja occidentalis</i>	S5			4
Narrowleaf Cattail	<i>Typha angustifolia</i>	SNA			
Common Reed	<i>Phragmites australis</i>	S4?			0
Wild Lily-of-the-valley	<i>Maianthemum canadense</i>	S5			5
Large False Solomon's Seal	<i>Maianthemum racemosum</i>	S5			4
Red Trillium	<i>Trillium erectum</i>	S5			6
White Trillium	<i>Trillium grandiflorum</i>	S5			5
Trembling Aspen	<i>Populus tremuloides</i>	S5			2
Bebb's Willow	<i>Salix bebbiana</i>	S5			4
Bitternut Hickory	<i>Carya cordiformis</i>	S5			6
White Birch	<i>Betula papyrifera</i>	S5			2
Bur Oak	<i>Quercus macrocarpa</i>	S5			5
Northern Red Oak	<i>Quercus rubra</i>	S5			6
American Elm	<i>Ulmus americana</i>	S5			3
Canada Anemone	<i>Anemonastrum canadense</i>	S5			3
Field Mustard	<i>Brassica rapa</i>	SNA			
Wild Red Raspberry	<i>Rubus idaeus</i> ssp. <i>strigosus</i>	S5			2
Black Medic	<i>Medicago lupulina</i>	SNA			
Common Prickly-ash	<i>Zanthoxylum americanum</i>	S5			3
Staghorn Sumac	<i>Rhus hirta</i>	S5			1
Manitoba Maple	<i>Acer negundo</i>	S5			0
Red Maple	<i>Acer rubrum</i>	S5			4
Sugar Maple	<i>Acer saccharum</i>	S5			4
Common Buckthorn	<i>Rhamnus cathartica</i>	SNA			
Riverbank Grape	<i>Vitis riparia</i>	S5			0
Wild Carrot	<i>Daucus carota</i>	SNA			
Alternate-leaved Dogwood	<i>Cornus alternifolia</i>	S5			6
White Ash	<i>Fraxinus americana</i>	S4			4
Black Ash	<i>Fraxinus nigra</i>	S4			7
Green Ash	<i>Fraxinus pennsylvanica</i>	S4			3
Common Plantain	<i>Plantago major</i>	SNA			

COMMON NAME	SCIENTIFIC NAME	SRANK	SARA STATUS	SARO STATUS	COEFF. CONSERVATISM
Smooth Bedstraw	<i>Galium mollugo</i>	SNA			
Tartarian Honeysuckle	<i>Lonicera tatarica</i>	SNA			
Maple-leaved Viburnum	<i>Viburnum acerifolium</i>	S5			6
Common Yarrow	<i>Achillea millefolium</i>	SNA			
Common Ragweed	<i>Ambrosia artemisiifolia</i>	S5			0
Common Burdock	<i>Arctium minus</i>	SNA			
Common Sow-thistle	<i>Sonchus oleraceus</i>	SNA			
Common Dandelion	<i>Taraxacum officinale</i>	SNA			
Black Cherry	<i>Prunus serotina</i> var. <i>serotina</i>	S5			3
Common Mullein	<i>Verbascum thapsus</i> ssp. <i>thapsus</i>	SNA			
Reed Canary Grass	<i>Phalaris arundinacea</i> var. <i>arundinacea</i>	S5			0
Eastern Poison Ivy	<i>Toxicodendron radicans</i> var. <i>radicans</i>	S5			2
Currant sp.					
Goldenrod sp.					
Willow sp.					
Mosses					
Eastern Phoebe	<i>Sayornis phoebe</i>	S5B			
Blue Jay	<i>Cyanocitta cristata</i>	S5			
American Crow	<i>Corvus brachyrhynchos</i>	S5B			
Black-capped Chickadee	<i>Poecile atricapilla</i>	S5			
Ovenbird	<i>Seiurus aurocapillus</i>	S4B			
Common Grackle	<i>Quiscalus quiscula</i>	S5B			

APPENDIX B: QUALIFICATIONS

SHAUN M. ST.PIERRE, B.Sc. Biology

EDUCATION

B.Sc. Biology, Trent University 2007

Fisheries and Wildlife Technology, Frost Campus, Sir Sandford Fleming College, 2005

Fisheries and Wildlife Technician, Frost Campus, Sir Sandford Fleming College, 2004

LANGUAGES

Fluent in French and English

POSITIONS HELD

2018 - : BCH Environmental Consulting Inc., Biologist / Owner
 2006-2017: Bowfin Environmental Consulting Inc., Biologist / GIS Specialist / Environmental Site Inspector
 2005: St. Lawrence River Institute of Environmental Sciences, Field Research Assistant
 2004: MNR Kawartha Lakes, Field Research Assistant
 2003: DFO- Experimental Lake Area, Field Research Assistant
 2001: Resource Stewardship S, D & G, Stewardship Ranger

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

MTO/DFO/OMNR Fisheries Protocol, Ecological Land Classification, Certified in Inventory and Identification Methods for Ontario's Reptiles and Amphibians, North American Benthological Society (NABS) Certified Family Level Taxonomist, Ontario Benthos Biomonitoring Network (OBBN), Ontario Stream Assessment Protocol (OSAP), Certified Ontario Wetland Evaluator (OWES), Butternut Health Assessor (BHA), first aid, CPR, Pleasure Craft Operator Card, Marine Radio Operator, WHMIS, WHSA, Hazard Identification, Assessment and Control, All Terrain Vehicle Riders Course (issued by the Manitoba Safety Council), Water Safety Training (Bronze Cross), Possession / Acquisition Firearms Licence, Ontario Hunter Education Course Certificate, Ontario Trapper Education Course Certificate, Wildlife Chemical Immobilization, Vaccination, and Euthanasia- Certificate of Knowledge, South Lancaster Fish and Game Club (SLFGC; president 2012 and 2013; executive member 2014-2018), Ontario class G driver's license, and Snowmobile License.

EXPERIENCE

Experience in environmental impact assessments, environmental monitoring, environmental assessments, terrestrial habitat assessment, species at risk surveys, amphibian surveys, avian surveys, freshwater habitat assessment, collection and identification of plants, collection and identification of aquatic invertebrate, collection and identification of fish, fish salvage, fish behavioral studies, winter bat hibernaculum inventories and fisheries inventories including habitat mapping, electroshocking, FWIN and RIN. Other experience include GIS mapping.

Environmental and Fisheries Inspections

- Provided environmental and fisheries inspections for the construction of the Cataraqui Crossing HWY 401-MTO (Kingston, ON).
- Provided environmental and fisheries inspections for the construction of the Three Nations Bridge including surveys for nesting species at risk (Cornwall, ON).
- Provided environmental and fisheries inspections for construction (Ottawa, ON).
- Conducted nest surveys (Kemptonville, ON.; Stittsville, ON.; Cornwall, ON.)
- Conducted environmental inspections for the construction of the Clarkson WWTP outfall, Lake Ontario.
- Conducted environmental inspections for the construction of a new bridge crossing Bearbrook Creek along the 417.

- Provided environmental and fisheries inspections for the blasting and drilling operation for the Burloak Water Purification Tunnel project (Burlington, ON).
- Provided environmental and fisheries inspections for the construction of the Poole Creek Re-alignment/Huntmar Drive Crossing.

Species at Risk Inventories / Monitoring

- Butternut survey and assessment for proposed developments (Brockville, Carleton Place, Carp, Clarence-Rockland, Cornwall, Munster, Hawkesbury, Kemptville, Ottawa, South Lancaster, Smith Falls, Stittsville, Prospect, Vars, Moose Creek, Prescott, Westminister, Renfrew, Battersea, Jones Falls, and Millbrook).
- American Eel surveys using the boat electrofisher on the Mississippi River (Almonte, ON), South Nation River (Casselman, ON) and Ottawa River (Renfrew, ON; Ottawa, ON: Shawville, QC)
- American Eel collection on the St. Lawrence River for the St. Lawrence River Institute (Cornwall, ON)
- American Ginseng survey for proposed development (Kanata, South Lancaster and Renfrew).
- Whip-poor-will survey for proposed development (Navan, ON; Kemptville, ON; Stittsville, ON; Prescott, ON; Alexandria, ON) and quarries (Avonmore, Moosecreek, Prospect, Stittsville, Kanata, Ottawa)
- Assisted in a Least Bittern survey (Avonmore, ON)
- Conducted turtle surveys: Blanding's turtle, Eastern musk turtle (Carleton Place, ON; Ottawa, ON; Stittsville, ON; Kanata, ON, Prospect, ON)
- Conducted rapid clubtail surveys (Almonte, ON)
- Bat maternal nesting site surveys (Prescott, ON; Battersea, ON; Prescott, ON; Hawkesbury, ON; Russell, ON)

Aquatic Inventories

- Boat electrofishing along the shoreline of the Ottawa River (Chat Falls, ON) along the shoreline of the Cataraqui River (Kingston, ON), downstream of the Carillion Dam (Pointe-Fortune, QC), Lake St. Francis (South Lancaster, ON), South Nation River (Casselman, ON), Raisin River (Lancaster, ON), and the St. Lawrence River (Cornwall, ON)
- Collecting and data entry for benthic macroinvertebrate community surveys on several watercourses within Ontario including: Bonnechere River (Renfrew, ON), Montreal River (Latchford, ON), Jock River (Ottawa, ON), tributaries of the Bonnechere River (Renfrew, ON), tributaries to Feedmill Creek (Ottawa, ON), tributary to Chippewa Creek (North Bay, ON) and tributary to the Beaudette River (Alexandria, ON).
- Collecting and data entry for several fish community surveys including: Black Creek (Westminister, ON), Bonnechere River (Renfrew and Douglas, ON), Butler's Creek (Brockville, ON), East Branch of Little Cataraqui Creek (Kingston, ON), Kehoe Ditch (Greely, ON), Lac Opemisca (Ouje-Bougoumou, QC), Marshall Seguin Municipal Drain (Vars, ON), Montreal River (Latchford, ON), tributaries of Laval Creek (Carleton Place), tributaries to Feedmill Creek (Ottawa, ON), tributaries to Lafontaine Creek (Clarence-Rockland), tributaries to Shirley's Brook (Kanata, ON), tributaries to the Beaudette River (Alexandria, ON), tributaries to the Bonnechere River (Renfrew, ON), tributaries to the Ottawa River (Carp, ON; Ottawa, ON; Wendover, ON; Clarence-Rockland, ON), tributaries to the South Nation River (Casselman, ON), tributaries to the South Nation River (Jessup Falls, ON), tributary to Hawkesbury Creek (Hawkesbury, ON), Hawkesbury Creek (Hawkesbury, ON), tributary to the St. Lawrence River (Prescott, ON) and tributary to the North Castor River (Greely, ON).
- Mapped fish habitat in many watercourses including: Black Creek (Westminister, ON), Bonnechere River (Renfrew and Douglas, ON), Butler's Creek (Brockville, ON), Kehoe Ditch (Greely, ON), Lac Opemisca/Lac Barlow Bypass channel (Ouje-Bougoumou, QC), Marshall Seguin Municipal Drain (Vars, ON), McKinnons Creek (Navan, ON), Montreal River (Latchford, ON), tributaries of Laval Creek (Carleton Place), tributaries of the Bonnechere River (Renfrew, ON), tributaries to Lafontaine Creek (Clarence-Rockland), tributaries to McKinnons Creek (Navan, ON), tributaries to Shirley's Brook (Kanata, ON), tributaries to the North Castor River (Greely, ON), tributaries to the Ottawa River (Ottawa, ON; Wendover, ON), tributaries to the South Nation River (Casselman, ON), tributaries to the South Nation River (Jessup Falls, ON), tributary to the St. Lawrence River (Prescott, ON) and tributary to Hawkesbury Creek (Hawkesbury, ON).
- Assisted in YOY sampling on the Raisin River (Lancaster, ON).
- Conducted riverine index netting on the Bonnechere River (Renfrew, ON).

- Assisted in gill netting on Bonnechere River (Renfrew, ON), Lac Barlow (Ouje-Bougoumou, QC), Lac Opemisca (Ouje-Bougoumou, QC), Montreal River (Latchford, ON), and Raisin River (Lancaster, ON).
- Assisted in conducting larvae surveys on Bonnechere River, Hoople Creek, Montreal River and Raisin River,
- Collected walleye eggs from the spawning grounds on the Bonnechere River, Montreal River, Raisin River and Hoople Creek.
- Assisted in the monitoring of a new wetland channel created in the Little Cataraqui River.
- Marsh monitoring program breeding amphibian survey at Stittsville, ON; Cornwall, ON; Kanata, ON; Hoople Creek and the Bonnechere River.
- Assisted in conducting fall walleye index netting for the MNR in Kawartha Lakes
- Conducted turtle surveys (Carleton Place, ON; Ottawa, ON)
- Conducted headwater waters assessment (Kanata, ON; Navan, ON, Ottawa, ON)

Terrestrial Inventories

- Multiple Environmental Impact Assessments across Ontario
- Tree Inventory for construction of the light rail (LRT; Ottawa, ON)
- Winter white-tailed deer survey (Edwardsburgh, ON)
- Plant community inventories for proposed developments, quarries, sand pits and road extensions (Brockville, Carleton Place, Carp, Casselman, Elgin, Griffith, Hamilton, Jessup Falls, Navan, Ottawa, Stittsville, Rockland, Simcoe, Cornwall, Kemptville, Hawkesbury, Smith Falls, Wendover, Moosecreek, Westminster, Prescott, Renfrew, Jones Falls, Michipicoten Island and in Ouje-Bougoumou in QC)

Aquatic Habitat Mapping for Municipal, City Roads and Provincial Highways

- Conducted MTO habitat assessments at Galetta Side Road, Torbolton Road, Kinburn Side Road (Ottawa, ON)
- Conducted MTO habitat assessments at Prince of Wales, Fernbank Road, Fallowfield Road, HWY 115, Arbuckle drain, the Carp river, tributaries to the Carp river and tributaries to Mud creek (Ottawa, ON)
- Conducted MTO habitat assessments at Innes Road, Ottawa, ON.
- Conducted MTO habitat assessments at MacLaren Side Road, Ottawa, ON.

Other

- Fish salvage: Mississippi River (Almonte, ON), Monaghan Drain (Ottawa, ON), tributary to the Rideau Canal (Kemptville, ON), and tributary to Feedmill Creek (Ottawa ON), Bonnechere River (Renfrew, ON)
- Assisted in conducting a winter bat hibernaculum inventory (Plantagenet, ON)
- Field research assistant for the Metaliculus study and EDC study (Experimental Lakes Area, ON)
- Captured, pit tagged, telemetry tagged and tracked Northern Pike (Experimental Lakes Area, ON)
- Construction and maintenance of nature trail (the Cornwall Outdoor Recreational Area, ON)
- Conducted frog deformities surveys (Glengarry, ON)
- Organized youth fishing derbies through SLFGC (2011-2013; South Lancaster)
- Organized the St. Francis Walleye Tournament through SLFGC (2012-2013; South Lancaster)

CODY J.C FONTAINE, Fisheries and Wildlife Technologist**EDUCATION**

Fisheries and Wildlife Technology, Frost Campus, Sir Sandford Fleming College, 2012
Fisheries and Wildlife Technician, Frost Campus, Sir Sandford Fleming College, 2011

LANGUAGES

Fluent in English

POSITIONS HELD

2022: BCH Environmental Consulting Inc., Fisheries and Wildlife Technologist
2014: Bowfin Environmental Consulting Inc., Fisheries and Wildlife Technologist
2009: Raisin Region Conservation Authority, Field Research Assistant

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

MTO/DFO/OMNR Fisheries Protocol, Environmental Monitoring For Construction Projects Practitioner (EMCPP), Ontario Stream Assessment Protocol (OSAP), Class 2 Electroshocking, first aid, CPR, Pleasure Craft Operator Card, WHMIS, WSHA, Hazard Identification, Assessment and Control, Ice Safety Training, Possession / Acquisition Firearms License, Fish Identification Certificate, Radio Telemetry Certificate, Fish Hatchery Operations Certificate, Ontario Hunter Education Course Certificate, Ontario trapper Education Course Certificate, Ontario class G driver's license.

EXPERIENCE

Experience in environmental monitoring, environmental assessments, terrestrial habitat assessment, species at risk surveys, amphibian surveys, freshwater habitat assessment, collection and identification of plants, collection and identification of fish, fish salvage, bat hibernaculum inventories and fisheries inventories including netting and electroshocking. Other experiences include GIS mapping.

Aquatic Inventories

- Assisted with boat electrofishing along the shoreline of the Ottawa River (Chat Falls and Ottawa, ON), Lake St. Francis (South Lancaster, ON), Bonnechere (Renfrew, ON), Raisin River (Lancaster, ON), Buckhorn Lake (Peterborough, ON) and the St. Lawrence River (Cornwall, ON)
- Assisted in collecting and data entry for several fish community surveys including: Bonnechere River (Renfrew, ON), tributaries to Feedmill Creek (Ottawa, ON), tributaries to Shirley's Brook (Kanata, ON), tributaries to the Ottawa River (Ottawa, ON), tributaries to the Rideau River (Manotick, ON), tributaries to the Castor River (Vars, ON), tributaries to the Otonabee River (Lakefield, ON), tributary to the Madawaska River (Arnprior, ON), tributaries to Kemptville Creek (Kemptville, ON), tributary to Blairs Creek (Clarence Creek, ON), tributaries to South Indian Creek River (Russell, ON) tributaries to the South Nation River (Casselman, ON), tributaries to Fraser Clarke Drain (Nepean, ON), tributaries to the Raisin River (Long Sault, ON), Oliver-Magee drain (South Glengarry, ON) and tributary to Hawkesbury Creek (Hawkesbury, ON).
- Assisted in collecting walleye eggs from the spawning grounds on the Raisin River.
- Marsh monitoring program breeding amphibian surveys (Stittsville, Lakefield, Cornwall, Long Sault, South Glengarry, Bourget, Manotick and Kanata, ON).
- Conducted turtle surveys (Carleton Place, Ottawa, Cornwall and Lancaster, ON)
- Conducted Headwater Assessments (Ottawa, Stittsville and Manotick, ON)
- Invasive Species Survey (Ottawa, ON)

Species at Risk Inventories / Monitoring

- Assisted in butternut surveys, inventories and assessments for proposed developments (Carleton Place, Casselman, Cornwall, South Glengarry, Long Sault, Kemptville, Smiths Falls, Ottawa, Stittsville, Peterborough, Lakefield, Brockville, Alfred, Orleans, Kanata and Prescott, ON).
- American Eel surveys using the boat electrofisher on the Ottawa River (Ottawa, ON)
- American Eel collection on the St. Lawrence River for the St. Lawrence River Institute (Cornwall, ON)
- Conducted tailrace surveys for hydro facilities regarding American eel and lake sturgeon fatalities (Almonte, Renfrew, Ottawa and Fitzroy Harbour, ON)
- Whip-poor-will survey for proposed development (Ottawa, Kemptville, Bourget, Stittsville, Alfred, South Glengarry and Alexandria, ON) and quarries (Ottawa and Cornwall, ON)
- Surveyor for Little Brown bat, Eastern Small Footed Bat and Northern Long Eared Bat surveys at Ernestown Windpark (Ernestown, ON)
- Gray Ratsnake Survey (Smiths Falls and Lakefield, ON)
- Bat Cavity Survey (Lakefield, Smiths Falls, Bourget, Clarence Creek, Casselman, Orleans, Kanata, South Glengarry and Embrun, ON)
- Conducted Least Bittern surveys (Prospect, Alexandria, and Lancaster, ON)
- Conducted Black Tern nest surveys (Alexandria, and Cornwall, ON)
- Conducted turtle surveys: Blanding's turtle, Musk turtle and Northern Map turtle, Painted turtle and Snapping turtle (Carleton Place, Ottawa, Stittsville, Kanata, Rockland, Cornwall, Lakefield, Alfred, Clarence Creek and Lancaster, ON)
- Conducted American Ginseng Survey (Alfred, ON)
- Conducted rapid clubtail surveys (Almonte, ON)
- Conducted Osprey nest surveys (Cornwall, ON)

Terrestrial Inventories

- Assisted plant community inventories for proposed developments (Ottawa, Cornwall and Prescott, ON)
- Assisted in ELC inventories (Ottawa, Lakefield, Alfred, Kanata, Long Sault, South Glengarry and Peterborough ON)
- Nesting Bird Survey (Stittsville and Brockville ON)
- Large Tree Survey (Carp, Kanata and Orleans, ON)
- Deer and Moose Overwintering Survey (Alfred, ON)

Environmental and Fisheries Inspections

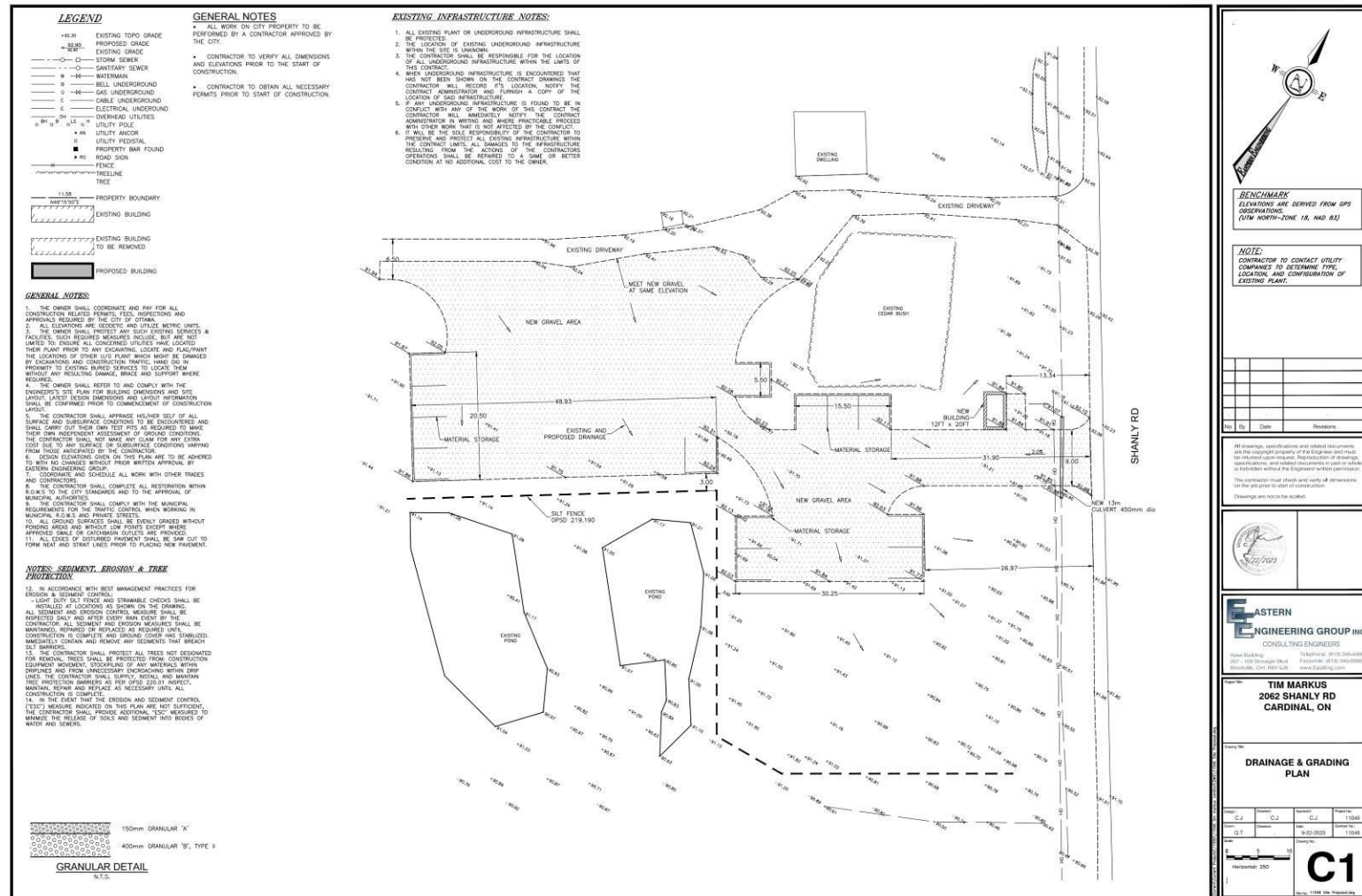
- Assisted in providing environmental and fisheries inspections for construction (Ottawa, ON)
- Assisted in turtle salvage during construction at the Cavanagh Snow Dump (Kanata, ON)

Fish Salvage

- Highway 401 Fish Salvage – Brockville, ON and Prescott, ON (Cruikshank, MTO Contract)
- Other fish salvages: Cardinal Creek (Ottawa, ON), Monaghan Drain (Ottawa, ON), tributary to the Rideau Canal (Kemptville, ON), tributary to Feedmill Creek (Ottawa ON), Bonnechere River (Renfrew, ON), Mississippi River (Almonte, ON), Ottawa River (Ottawa, ON), Tributary to Fraser Clarke Drain (Nepean, ON), tributary to St. Lawrence River (Newington, ON), Davidson Pond (Ottawa, ON),. Hazeldean tributary (Ottawa, ON), tributary to Jock River (Richmond, ON), culvert on Thunder Road (Gloucester, ON), culvert on Dunning Road (Cumberland, ON)

Other

- Organized fishing derby through RRCA (2008-2012; Cornwall, ON)
- Conducted environmental education presentations to many school groups (Cornwall, and Lancaster, ON)
- Tree Planting (2008-2012; Cornwall, ON)



SCHEDULE “E”

Site Plan Control Agreement

SPECIAL CONDITIONS

1. Location of Building Structures and Facilities

Building structures and facilities shall be located as per the site plan forming Schedule “B” to this Agreement.

Notwithstanding the above requirement and the building location shown on the plan and drawing forming Schedule “B”, the new building at the entrance to the site must comply with the required front yard setback in the Township’s Zoning Bylaw 2022-37, as amended.

At the discretion of the Chief Building Official, a soil analysis and recommendation from a qualified professional for requirements to support the proposed structures may be required prior to any building permits being issued.

2. Stormwater Management

Stormwater shall be managed as per the Stormwater Management Plan by Kollaard Associates, forming Schedule “C” to this agreement.

Any changes to the existing proposal, including paving, may require an update to the Stormwater Management Plan.

3. Sediment and Erosion Control

Sediment and erosion control shall be managed as per the professional recommendations provided within the schedules of this agreement.

4. Sediment and Erosion Control

Potential impacts to the natural heritage features on the site shall be mitigated as per the professional recommendations within the Environmental Impact Assessment forming Schedule “D” to this agreement.

5. Entranceway

The site shall be accessed as per the site plan forming Schedule “B” and as per the entranceway permits issued by the United Counties of Leeds and Grenville. No

additional entranceways shall be established without the consent of the appropriate road authority.

6. Refuse Storage and Disposal

The property shall be maintained in a neat and tidy condition and all refuse shall be deposited in proper containers which are screened from view. The owner shall be responsible for the disposal of refuse from his/her/their property.

7. Snow Removal

Snow removal is the responsibility of the owner.

8. Signage

Prior to the installation of any signage visible from County Road 22, the applicant shall obtain the necessary approval from the United Counties of Leeds and Grenville. Digital/LED signage is not permitted.

9. Lighting

All outdoor lighting, including fixtures and signs, shall be designed, installed and maintained to prevent light spill over or glare onto the Township and County Road allowances and neighbouring residential properties as determined by the Director of Public Works of the United Counties of Leeds and Grenville or his/her designate.

TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Community Development

Topic: Housekeeping Amendment to Zoning Bylaw 2022-37

Purpose: To review the process of a housekeeping amendment for Zoning Bylaw 2022-37.

Background: Council passed Zoning Bylaw 2022-37 on June 27, 2022, which is a new Zoning Bylaw for the Township. As staff have worked regularly with the new bylaw, we've found that there are a few zone provisions and schedule changes that should be revised to clarify the intent of a provision or correct minor errors. It is not uncommon for municipalities to correct or clarify a new Zoning Bylaw through a housekeeping amendment within the first few years of its adoption.

Staff have engaged Novatech to discuss the anticipated work and associated fees to preparing a general housekeeping amendment. A summary of the process is provided below. It is anticipated that the public meeting will be advertised in June and held over the summer. We aim for a final draft to be prepared by Fall this year.

1. Staff will review required amendments with Novatech.
2. Novatech will prepare the revisions and a draft amending bylaw for public and agency consultation.
3. A Public Meeting will be held by the CoW-CD in accordance with the Planning Act. A brief planning report will be prepared for the meeting.
 - Committee may request that further discussion take place at a future Committee meeting, or that a final draft is prepared based on the feedback received.
4. Staff and Novatech will review comments received from the public, agencies, and Committee for the preparation of a final draft.
5. CoW-CD reviews the final draft and makes a recommendation to Council
6. Council makes a decision and notice is prepared.
7. Bylaw is final if no appeals are filed within 20 days of the notice.

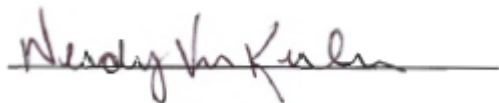
The intent of the housekeeping amendment is to provide interpretation clarity and correct known text and schedule errors without changing the intent of the Zoning Bylaw or opening up the entire Bylaw for review. The introduction of new standards or revisions that are beyond the intent of this general housekeeping amendment would be best addressed through a separate zoning amendment process.

Policy Implications: Amendments to the Zoning Bylaw are subject to the provisions of the Planning Act. The proposed process follows the steps prescribed by section 34 of the Planning Act (Zoning Bylaws) and generally follows the steps approved by Council for other zoning amendment applications.

Financial Considerations: Novatech has provided an estimate of \$12,500 - \$15,000. It is understood that fees for additional in-person meetings or any additional amendments that require significant review and discussion beyond the scope of the housekeeping amendment would be billed as extras on an hourly basis. Novatech's fees are also exclusive of any fees associated with an OLT hearing if there is an appeal. Additional expenses are expected for advertising the public meeting.

\$20,000 was budgeted for the housekeeping amendment under Planning Policy Review 91-5336. The project is expected to be completed within this budget.

Recommendation: That Committee direct staff to proceed with the housekeeping amendment to Zoning Bylaw 2022-37.

A handwritten signature in dark ink, appearing to read "Neelby Van Kester", is written over a horizontal line.

Community Development Coordinator



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Administration

Topic: Regulate the Use of Signs within the Township

Background: During Councillor inquiries, a request was made to include an item to discuss the regulation of signage within the Township due to concerns related to billboard signs.

Staff are seeking direction from Committee and Council regarding the regulation of signage and have provided some questions to help with the discussion:

- How restrictive do you perceive the bylaw to be?
- Regulate size, setback and type of signs?
- Do you want to have a permit system where someone must apply prior to erection of signage?
- Regulating home business signage beyond what is included within the Zoning Bylaw?
- Further regulating municipal election signage?
- Regulate location by zone/use and type of signs permitted?
- Regulate billboard signs?
- Regulate illumination of signage?
- Regulate the number of signs permitted for businesses?
- Regulate real estate signs?
- Regulate portable/trailer/mobile signs?

Policy Implications: If Committee determines that the Township should regulate the use of signs within the Township, a bylaw to that effect would be brought back for review and approval.

Financial Considerations: No financial impact at this time, however, minor costs may be associated with enforcement through set fines issuance.

Handwritten signature of Rebecca Crick in cursive script.

Clerk

Handwritten signature of the CAO in cursive script.

CAO

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Community Development

Topic: Proposed Changes to Regulations under the Planning Act and Proposed New Provincial Planning Policy Instrument

Background: On April 10, 2024, the province announced several proposed changes to the Planning Act and the Provincial Policy Statement.

Proposed Planning Act Changes

The province has announced proposed changes to the Planning Act through the proposed Bill 185, Cutting Red Tape to Build More Homes Act, 2024. The commenting period on the proposed changes is from April 10, 2024 to May 10, 2024.

You can read highlights, status updates and the view Bill 185 online:

<https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-185>

Related Notices on the ERO include:

- Proposed Planning Act and Municipal Act changes: <https://ero.ontario.ca/notice/019-8369>
- Housing initiatives: <https://ero.ontario.ca/notice/019-8365>
- Removing barriers for additional residential units: <https://ero.ontario.ca/notice/019-8366>
- Newspaper notice requirements: <https://ero.ontario.ca/notice/019-8370>

Proposed New Provincial Planning Policy Instrument

From April 6 to August 4, 2023, the province undertook a public consultation on a proposed Provincial Planning Statement, seeking input on the creation of a streamlined province-wide land use planning policy framework.

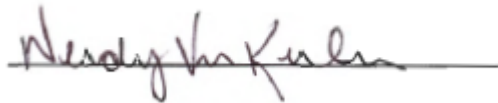
The public consultation process helped inform an updated proposed Provincial Planning Statement with new and updated policies, which is now available to view and comment. The commenting period on the proposal is from April 10, 2024 to May 10, 2024.

These policies are grouped under 5 pillars:

1. Generate an appropriate housing supply
2. Make land available for development
3. Provide infrastructure to support development
4. Balance housing with resources
5. Implementation

You can view the proposal details through the ERO: <https://ero.ontario.ca/notice/019-8462>

You can view a copy of the proposed Provincial Planning Statement, 2024 online: [https://prod-environmental-registry.s3.amazonaws.com/2024-04/Proposed%20Provincial%20Planning%20Statement,%20April%2010,%202024%20-%20EN%20\(2\).pdf](https://prod-environmental-registry.s3.amazonaws.com/2024-04/Proposed%20Provincial%20Planning%20Statement,%20April%2010,%202024%20-%20EN%20(2).pdf)

A handwritten signature in dark ink, appearing to read 'Neelofa Khan', is written over a horizontal line.

Community Development Coordinator

TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Community Development

Topic: Daycare Facilities and Child Care Directed Growth Strategy

Background: In 2023, the Provincial Government introduced Canada Wide Early Learning Childcare (CWELCC) Directed Growth Strategy initiative. As the designated CMSM, the County was tasked by the Provincial Government to identify the communities that will receive the new licensed child care spaces being created under the 2022-2026 CWELCC Directed Growth Strategy. The province identified specific population criteria that CMSMs were required to use in the identification of designated communities for the CWELCC Directed Growth Strategy child care spaces.

Through extensive research and community consultation, the Counties strategy determined that the new spaces should be dedicated to serving infants, toddlers and/or preschool children; more flexible hours are needed to accommodate parents with shift work; and programming should reflect the assets of our communities in both design and operation, while also honouring the indigenous people who first lived on the lands that encompass the communities of Leeds and Grenville.

The Counties was allocated a total of 397 new licensed child care spaces to be created from 2022 to 2026 under the CWELCC Directed Growth Strategy. Edwardsburgh Cardinal, Prescott and Augusta (combined) have been allocated 66 of these spaces.

Federal/Provincial funding is being provided to the County to support CWELCC Directed Growth Strategy Implementation. The funds cannot be used to purchase land or build a new building. Funds can be provided for:

- Minor renovation/retro-fit of existing space
- Start up: Toys, materials, equipment, office furniture, appliances
- Ongoing Operational funding (i.e. General Operating, etc.)
- Workforce Compensation funding

In the Fall of 2023, the Counties reached out to the Township for help in identifying suitable locations in Cardinal or Spencerville, where EC's greatest child care needs were identified. During a presentation to Committee in October 2023, members asked staff to continue to support the Counties in their initiative of bringing additional child care spaces to EC.

Update: Although we continue to investigate options in Cardinal and Spencerville, the Counties have also considered expanding their search to include Johnstown, which is uniquely situated to support our Industrial Park employers, where access to child care may be a barrier for employers and employees.

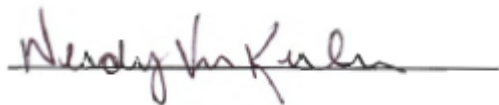
A recent business survey finds that 3 of 15 Edwardsburgh Cardinal employers (20%) rated “absenteeism due to child care” as somewhat to very challenging and 33% of businesses surveyed believe that “available daycare” presents a challenge to their employees.

Township staff have identified some land in Johnstown that is owned by the Township and may be suitable for a new child care building at 24 Sutton Drive, near Albert Street. As mentioned above, the provincial and federal funding to support the growth strategy will not cover the purchase of land or the construction of a new building. It may be possible to gather support, donations or in-kind contributions from employers that would benefit from the daycare.

Township and Counties staff met with Alantra and discussed the possibility of leasing a new building. The company’s modular construction method would significantly lower cost and construction timelines, but there would still be many unbudgeted expenses to fund.

For Discussion: This idea is brought to Committee for discussion so that staff can determine whether further time and resources should be used in investigating this possibility.

- **If the project could be funded through financial and in-kind donations, does the Committee feel they would support the use of this land for a daycare?**
- **Staff would appreciate any early comments or discussion on the Township becoming landlords of this building and renting to a daycare operator.**



Community Development Coordinator

potential child care general area



2024-04-10, 9:01:06 a.m.

Parcel
Surrounding Parcel
LG_RoadNetwork
Municipal Road

1:2,257
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.08 km

Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

Leeds Grenville GIS

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Community Development

Topic: Community Improvement Plan Report 2023

Background: A Community Improvement Plan (CIP) is a revitalization tool, permitted under section 28 of the Planning Act, with policies in section 7.5 of the Township's Official Plan. A Community Improvement Plan is a tool used to achieve community planning, urban design and economic development objectives for a defined area. Community Improvement Plans are currently in effect for Cardinal and Spencerville areas, as defined by bylaws 2012-03 and 2013-71. The plans require that a report be brought to Council annually, through the Community Development Committee.

Both Community Improvement Plans include Financial Incentive Programs aimed at improving the downtown core areas, including;

- Façade and Property Improvement Program;
- Application and Building Permit Fees Rebate Program;
- Heritage Property Improvement Program;
- Tax Increase-Based Equivalent Rebate Program;
- Downtown Housing Improvement Program; and
- Project Feasibility Program (Cardinal Only)

The Community Improvement Plan and Financial Incentive Programs are advertised on the Township's website and through a print brochure. Applications can be made online through our website or in person, following preconsultation with the Community Development Coordinator.

In 2023, only 1 application was received. The project included renovations to the exterior sign box for Spencerville Pharmasave. The Township's contribution was \$1,658. One project from 2022 is outstanding and expected to be paid out upon completion of the development at 11 Centre St. in Spencerville.

The following chart provides a summary of completed applications and the Township's contribution to the Cardinal and Spencerville Financial Incentive Programs (combined).

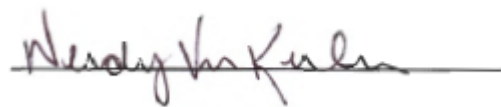
Year	Applications	Amount
2013	6	\$ 25,746.00
2014	12	\$ 27,092.00
2015	5	\$ 20,803.00
2016	4	\$ 7,289.00
2017	3	\$ 9,484.00
2018	2	\$ 6,500.00
2019	3	\$ 7,485.00
2020	3	\$ 11,756.00
2021	4	\$ 5,933.00
2022	2	\$ 5,225.00*
2023	1	\$ 1,658.00
Total	45	\$ 128,971.00*
Avg	4	\$ 11,725.00

*+\$5000 pending successful completion of S-02-22

One application has been approved this year in Cardinal for CPR-Pro at 2099 Dundas St.

Additional work has been completed or is in progress related to the goals and objectives of the Cardinal and Spencerville Plans.

- RED Grant application was submitted to fund improvements to the Cardinal Canal and cenotaph area at the waterfront (Cardinal CIP Goal #2 and #7)
- Worked with UCLG's Affordable Housing Coordinator to facilitate presentations and panel discussions on additional residential units (Cardinal CIP Goal #3)
- Continue to partner with SNC to offer free trees to private residents (Cardinal CIP Goal #4; Spencerville CIP Goal #2)
- New development and façade improvements through private investment and our financial incentive programs, including CPR-Pro, Spencerville Pharmasave (Cardinal CIP Goal #6; Spencerville CIP Goal #2)
- Increased level of support for the Spencerville Fair (Spencerville CIP Goal #4)



Community Development Coordinator

Goals and Objectives

The goals and objectives build upon the objectives established in the Official Plan, and are based primarily on consultation with the community and the assessment of Cardinal contained in the Community Improvement Strategy.

Goal #1: Cardinal is a walkable, well-connected community that is integrated with its waterfront, the historic Canals and the Village Core.

Objectives:

- Improve the walkability of streets through sidewalk improvements.
- Improve major crossings in the Village core and crossings over Highway No. 2.
- Improve connectivity between the Village Core and waterfront through the provision of a new walkway.

Goal #2: Cardinal's community facilities and infrastructure are of a high-quality, supportive of a walkable community and waterfront tourism and use.

Objectives:

- To enhance the waterfront area along Legion Way as a key public destination that is well-connected by pedestrian routes.
- To enhance the boating facilities and tourism attractions in the waterfront area.
- Improve the range and quality of services in the waterfront area.
- Improve the range of retail services in the Village, including basic services (grocery store, financial services) as well as

community gathering places, such as coffee shops and continued support for public facilities, including the arena.

- Improve the walkability of streets through sidewalk and crossing improvements, as well as accessibility improvements

Goal #3: That Cardinal offers a range of housing types, including affordable housing and moderate income housing which is provided in the Village's core.

Objectives:

- Utilize upper storeys as residences through conversion or improvement of space.
- Support adaptive re-use of heritage buildings for residential uses, including residences for a full range of income levels.
- Work with the united Counties of Leeds and Grenville, the Consolidated Municipal Service Manager, in the provision of affordable housing incentives and in the Counties' administration of programs, under the *Housing Services Act*.

Goal #4: That the Village's pride is evident in the care and maintenance of its buildings, landscaping and public space.

Objectives:

- Support façade improvements which are consistent with the character of the Village.
- Support property improvements, such as landscaping, to show pride in ownership.

- Plant trees in public areas and within the public right-of-way on Highway No. 2 and within the Village Core or offer trees/incentives for private property owners to plant their own trees.

Goal #5: Cardinal's existing historic buildings are well-utilized and restored.

Objectives:

- Encourage adaptive re-use of heritage buildings, including upper storeys.
- Encourage restoration of heritage properties.
- Set an example for historic preservation through utilization of the Galop canal as a pedestrian trail.

Goal #6: Encourage compatible new development and improvement of existing properties and buildings through private investment.

Objectives:

- Redevelop the building that was demolished at Lewis/Dundas, in a character that respects the historic, pedestrian-oriented form of the Village's core.
- Re-establishment of a range of retail services servicing basic needs (banking, grocery, etc.), and focusing in the long-term on boutiques and specialty shops to draw visitors into the village.
- Utilization of upper storeys of buildings as residences.
- Improved façades and properties.

Goal #7: The Village is an attractive community, with pedestrian-scaled streetscapes, high quality buildings and public spaces that have sense of place.

Objectives:

- Provide for pedestrian-scaled lighting, street furniture, public art, signage and other amenities which are designed to harmonize with the Village's historic features and the St. Lawrence River.
- Reintroduce pedestrians to the Galop canal and the waterfronts through improved connections.
- Support façade and property improvements which contribute positively to the character of the community.
- Improve the integrity of the Canal bank through restoration, in partnership with senior levels of government and external funding partners.
- Enhance the gateway at Highway No. 2 and Shanly Road.

Vision

Based on consultation with the community and the critical needs for Spencerville, the following statement establishes the long-term vision for community improvement activities:

“Spencerville is well-known for its history, which comes alive through the charming historic main street, unique shops and services, the Spencerville Mill and the renowned Spencerville Fair.”

Goals and Objectives

The goals and objectives build upon the community improvement objectives established in the Official Plan, and are intended to translate the vision into more meaningful, measurable performance metrics.

Goal #1: Spencerville’s streets are well-connected, safe, accessible, walkable and complementary to the community’s historic character.

Objectives:

- a) Implement a Streetscape Plan for Spencerville, which outlines potential improvements to sidewalks, street furniture, street parking, and crossings, and gives consideration to right-of-way reconfiguration on Spencer Street and Centre Street, in particular.
- b) Design streetscape improvements to be complementary and appropriate to Spencerville’s scale and historic character.
- c) Ensure the implementation of streetscape improvements over the long term, inclusive of a consistently applied maintenance strategy.
- d) Design streetscapes to be universally accessible for people of all abilities.

Goal #2: Spencerville is an attractive, unique and historic village.

Objectives:

- a) Improve commercial and mixed use properties, including façades and landscaping.

- b) Conserve historic buildings and structures and the Village's cultural heritage landscape.
 - c) Improve multi-unit residential properties in the Community Improvement Project Area.
 - d) Support and encourage activities by private property owners to beautify their properties and the edge of the sidewalk.
 - e) Retain mature trees, which form an important aspect of Spencerville's streetscape and character.
- b) Improve upper storey units, including units geared toward a wide range of demographics, special needs and income levels.
 - c) Recognize that modest growth in the community is desirable, including infill development, to accommodate new residents and support the commercial base.

Goal #3: Spencerville is a well-known destination for visitors and tourists, attracted annually by festivals and events, and throughout the year by Spencerville's unique character, its parks, amenities, history and unique shops.

Objectives:

- a) Improve gateway features and wayfinding signage.
- b) Support the continued revitalization of the Spencerville Mill and surrounding park.
- c) Improve the clock parkette at Spencer Street and Centre Street.
- d) Continue support for annual fairs and events, including but not limited to the Spencerville Fair, as a critical element of the community's tourism base.

Goal #4: Spencerville offers a wide range of housing options, attracting a diverse group of residents and ensuring the long-term prosperity of the community.

- a) Encourage improvements to properties and building conditions and maintenance.

South Grenville Digital Main Street - TWPEC



Digital Main Street Grants and Services

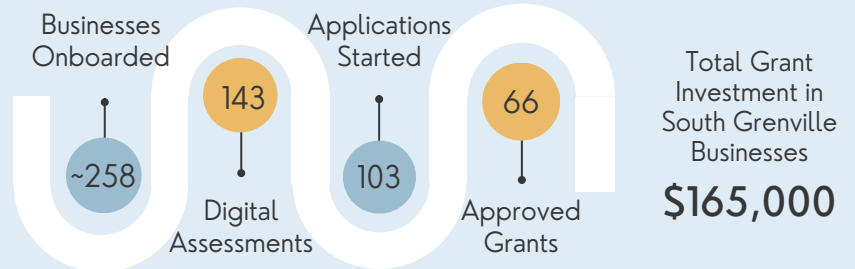
Digital Transformation Grant Program - Since Inception

Provided up to \$2,500 for eligible brick-and-mortar small businesses to assist with digital improvements.

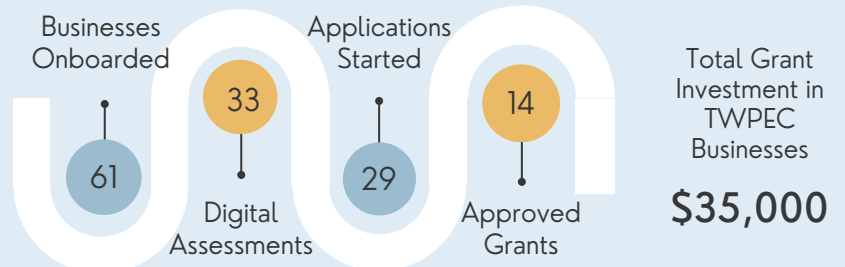
In TWPEC

- 61 unique businesses on-boarded to Digital Main Street
- 33 digital assessments completed
- 29 applications started
 - completed/not completed/denied
- 14 approved grants
 - Spencerville: 10
 - Johnstown: 2
 - Cardinal: 2
- \$35,000 invested in TWPEC for digital improvements

South Grenville



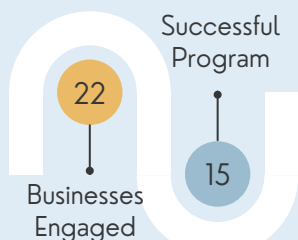
Edwardsburgh Cardinal



South Grenville



Edwardsburgh Cardinal



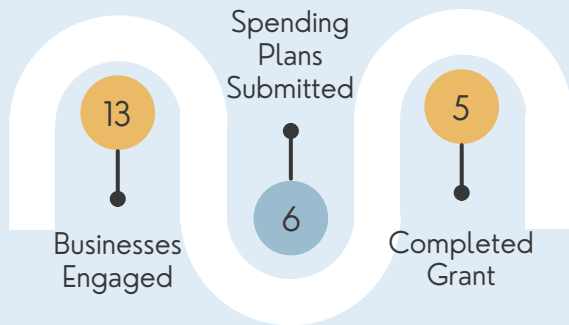
ShopHere - Since Inception

One-on-one support for small businesses (home-based or brick-and-mortar) to build a free website or offer support with their current e-commerce website.

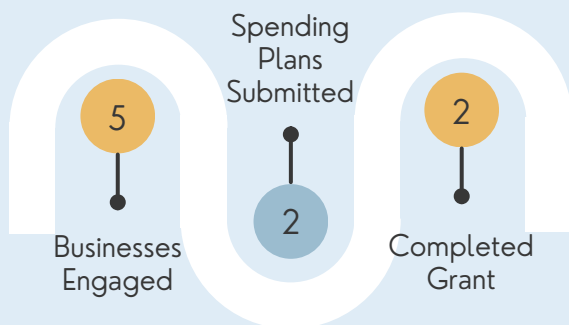
In TWPEC

- 22 businesses participated in the program
- 15 businesses successfully completed the program
- 11 websites built

South Grenville



Edwardsburgh Cardinal



CDAP - Since Inception

Provides \$2,400 to small businesses to assist in implementing or improving their e-commerce strategy - Started in 2022

In TWPEC

- 5 business applied for the grant
- 2 have submitted their spending plan for approval
- 2 businesses have completed the program

Additional Services Offered from the South Grenville DSS

Digital Support

Hands-on local consulting for small businesses through SGDSS.

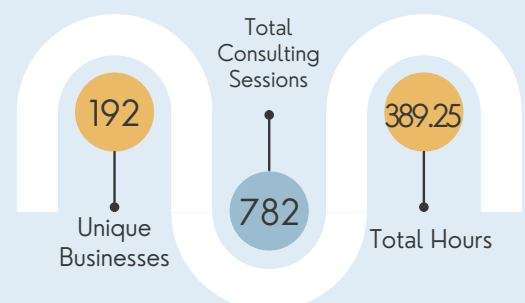
In TWPEC

- Unique businesses to receive digital support: 45
 - 15 from Cardinal
 - 7 from Johnstown
 - 23 from Spencerville
- Total consulting sessions: 199
- One-on-one digital consulting hours completed in TWPEC: 108.75

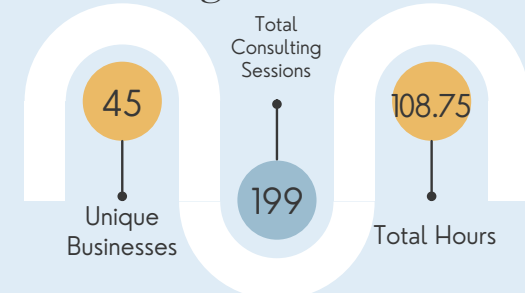
DSS Resources offered

- 12 webinars/information session completed for local business owners
- Podcasts for local business owners
- Digital Service Squad Menu

South Grenville



Edwardsburgh Cardinal



DIGITAL SERVICE SQUAD MENU

DIGITAL SERVICE SQUAD

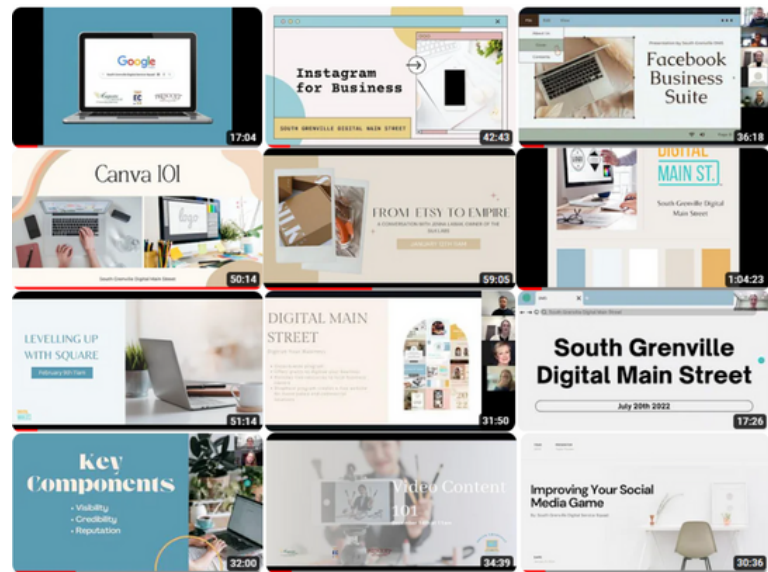
Menu



<p>- Digital Audits -</p> <p>Social Media Audit <i>Free</i> We take a deep dive into your social media pages and see what you're doing well and what to improve on</p> <p>Website Audit <i>Free</i> We look into the design and structure of your website and provide recommendations to improve on</p> <p>- Grant Program Help -</p> <p>DTG Application Help <i>Free</i> Help with the onboarding process and creating your Digital Transformation Plan</p> <p>CDAP Application Help <i>Free</i> Help with the onboarding process to get you set up with an e-commerce advisor</p>	<p>- Social Media -</p> <p>Creating Social Media Pages <i>Free</i> Walkthrough the steps on setting up a business page on any Social Media Platform</p> <p>Posting to Social Media <i>Free</i> Training on how to post to social media and tips for creating content</p> <p>Social Media Advertising <i>Free</i> Training on how to boost posts on social media and create regional targeted ads</p> <p>Creating a Social Media Strategy <i>Free</i> Training on how to create and implement a social media strategy for your small business</p>	<p>- Online Presence -</p> <p>Google Business Profile <i>Free</i> Help with creating a Google Business Profile for your business</p> <p>360 Photo <i>Free</i> Get a 360 degree photo taken of the inside of your store for potential customers to interact with on your Google Business Profile</p> <p>SEO <i>Free</i> Training on SEO practices and analyze your current SEO</p> <p>Digital Marketing <i>Free</i> Assist with Digital Marketing Initiatives including Social Media Advertising, Google Ad's, and tips and tricks for advertising</p>
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If you are interested in ordering any of these services contact Taylor at dms@prescott.ca!

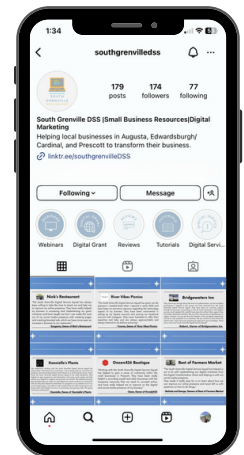
WEBINAR SERIES



[SGDSS YouTube Page](#)

SOCIAL MEDIA

<p><u>Facebook</u></p> <ul style="list-style-type: none"> 107 followers 12,998 views <p>@SouthGrenvilleDSS</p>	<p><u>Instagram</u></p> <ul style="list-style-type: none"> 175 followers 888 views 179 posts 	<p><u>YouTube</u></p> <ul style="list-style-type: none"> 16 subscribers 19 videos 526 views
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TESTIMONIALS - EDWARDSBURGH CARDINAL



Bridgewaters Inn

"We cannot say enough about the level of professionalism and the excellent proficiency in regards to the service we have received from the South Grenville Digital Service Squad. They have been an amazing support through this process, in providing us with all of the information and support we very much needed. We couldn't have done this without their support, they have been absolutely fantastic. We are still in the process of developing our system, however we can see that the benefits of this wonderful opportunity will be so very powerful to our business. We just could not have done this without their initial kind and professional approach and knowledge. Thank you so very much South Grenville Digital Service Squad!"

-Robert, Owner of Bridgewaters Inn



The Odd Spot

"With the support of South Grenville Digital Main Street, we were able to purchase accessories needed for our Point-of-Sale system to easily add products to our website for online sales. In addition, we were able to activate our social media campaign to grow our audience and followers in hope to engage with loyal customers. We have also integrated a loyalty program with the ease of our POS system and website!"

- Marquis, Owner of The Odd Spot



Nicky's Place

Nicky's Place was able to implement a new Point-of-Sale system for their business with the DTG 3.0 Grant. The South Grenville DSS provided assistance and guidance to assist them as they found their perfect POS system. We were also able to assist them with the set-up and installation of their system.

"Love our new POS system! Working with Digital Main Street has been a pleasure! So looking forward to what the POS system has to offer for my business with tracking sales and inventory. Thank you Digital Main Street"

- Nichole, Owner of Nicky's Place

UPCOMING 3 MONTHS: APRIL - JUNE

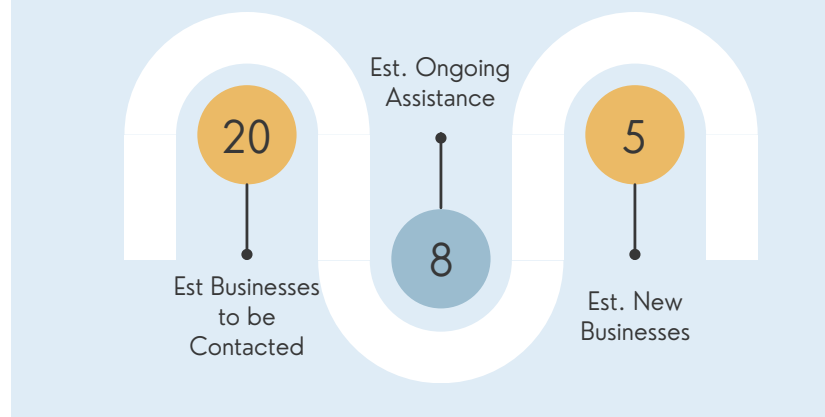
- Continue assisting businesses with improving their online presence, social media/website development supports
 - Offering more hands on support than previously allowed due to program restrictions
- River Route Marketing campaign highlighting destination businesses along the route
- Provide Community Marketing Supports - content creation (business/tourism), social media material development/posting, website content, business communications
- Provide businesses with surveys on the support they have received from the Digital Service Squad

Future Businesses Supported

In TWPEC

- Estimated businesses to be contacted to offer support: 20
- Estimated new businesses working with: 5
- Estimated businesses to receive ongoing support: 8

Edwardsburgh Cardinal



Township of Edwardsburgh Cardinal Leeds-Grenville-Thousand Islands and Rideau Lakes 2024 Business Survey: Report



March 25, 2024

Survey Timeframe: February 6 – March 10, 2024

Prepared by:

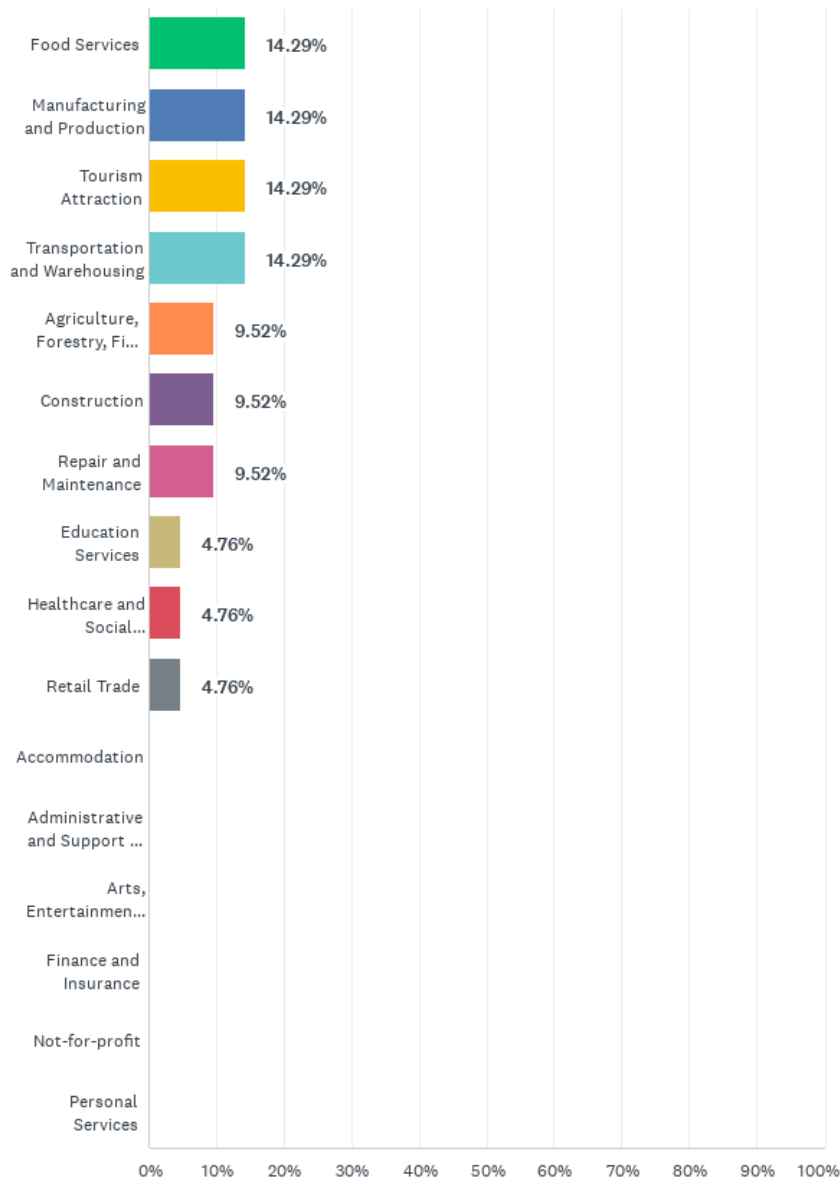
United Counties of Leeds and Grenville
Economic Development Office
32 Wall Street, Suite 300, Brockville, ON



invest.leedsgrenville.com/reportsandplans

#2 What sector is your business primarily operating in?

Answered: 21 Skipped: 1

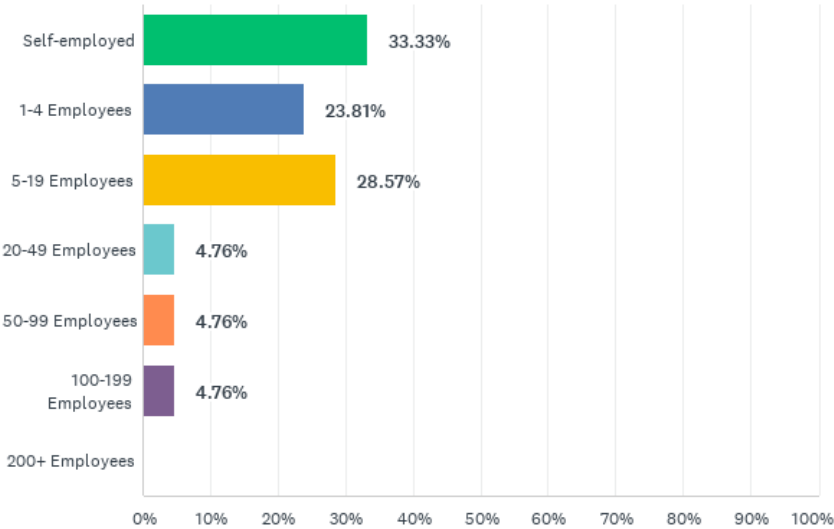


#2 continued...

ANSWER CHOICES	RESPONSES	
Food Services	14.29%	3
Manufacturing and Production	14.29%	3
Tourism Attraction	14.29%	3
Transportation and Warehousing	14.29%	3
Agriculture, Forestry, Fish and Hunting	9.52%	2
Construction	9.52%	2
Repair and Maintenance	9.52%	2
Education Services	4.76%	1
Healthcare and Social Assistance	4.76%	1
Retail Trade	4.76%	1
Accommodation	0.00%	0
Administrative and Support - Business Services	0.00%	0
Arts, Entertainment and Recreation	0.00%	0
Finance and Insurance	0.00%	0
Not-for-profit	0.00%	0
Personal Services	0.00%	0
TOTAL		21

#3 Typically, how many full-time equivalent employees does your company have?

Answered: 21 Skipped: 1

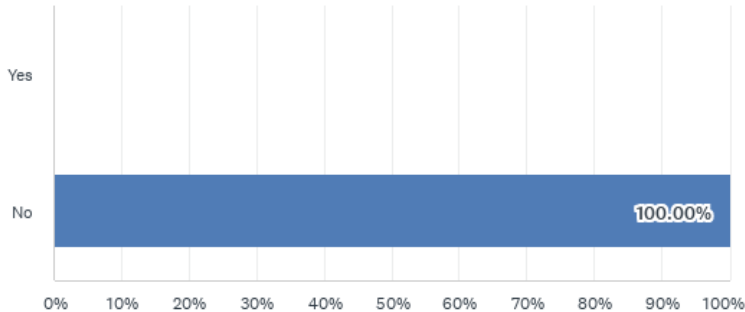


#3 continued...

ANSWER CHOICES	RESPONSES	
Food Services	14.29%	3
Manufacturing and Production	14.29%	3
Tourism Attraction	14.29%	3
Transportation and Warehousing	14.29%	3
Agriculture, Forestry, Fish and Hunting	9.52%	2
Construction	9.52%	2
Repair and Maintenance	9.52%	2
Education Services	4.76%	1
Healthcare and Social Assistance	4.76%	1
Retail Trade	4.76%	1
Accommodation	0.00%	0
Administrative and Support - Business Services	0.00%	0
Arts, Entertainment and Recreation	0.00%	0
Finance and Insurance	0.00%	0
Not-for-profit	0.00%	0
Personal Services	0.00%	0
TOTAL		21

#4 For medium / large business (50 and above employees) -
Are your employees unionized?

Answered: 3



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	3
TOTAL		3

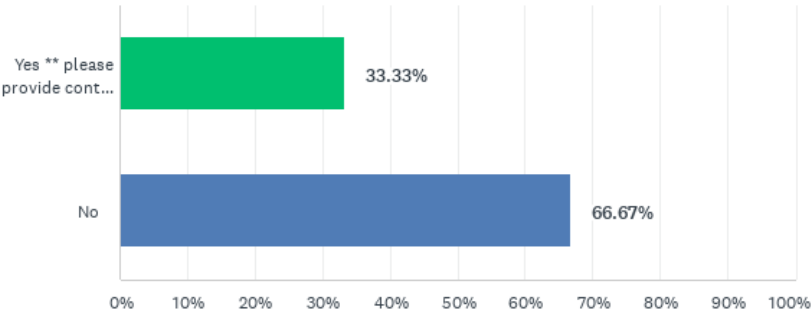
#5 For medium / large business (50 and above employees) -
What are your top infrastructure issues, and why? i.e. hydro, natural gas, rail, etc.

Answered: 3

- Hydro
- Hydro and internet connectivity
- Internet communications from work site

#6 For medium / large business (50 and above employees) -
Are you interested in participating in an Ottawa job fair in October?

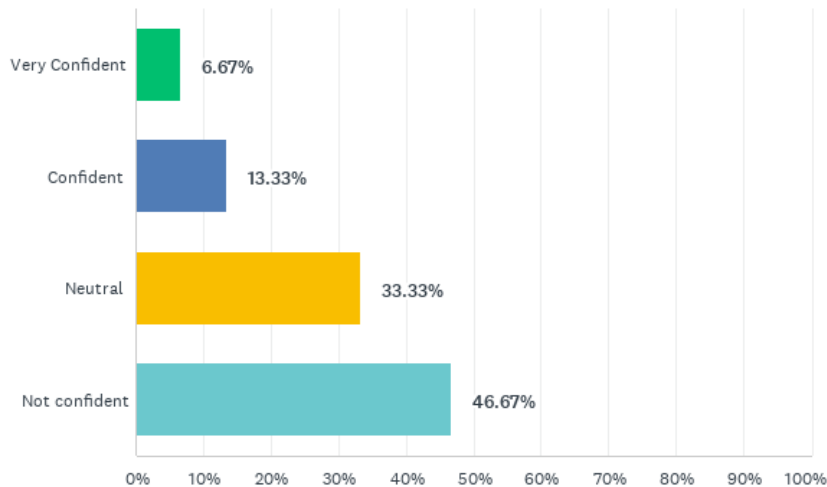
Answered: 3



ANSWER CHOICES	RESPONSES	
Yes ** please provide contact info at end of survey	33.33%	1
No	66.67%	2
TOTAL		3

#7 How confident are you in the strength of the economy?

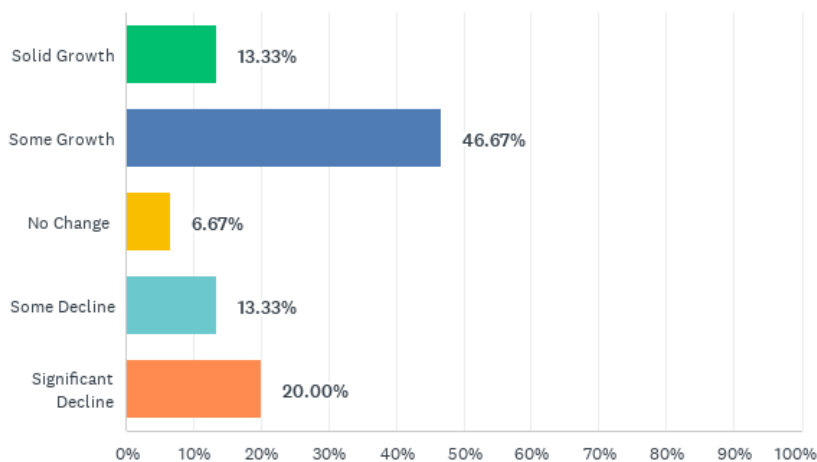
Answered: 15 Skipped: 7



ANSWER CHOICES	RESPONSES	
Very Confident	6.67%	1
Confident	13.33%	2
Neutral	33.33%	5
Not confident	46.67%	7
TOTAL		15

#8 In the last couple of years, what has your business experienced?

Answered: 15 Skipped: 7



#8 continued...

ANSWER CHOICES	RESPONSES
▼ Solid Growth	13.33% 2
▼ Some Growth	46.67% 7
▼ No Change	6.67% 1
▼ Some Decline	13.33% 2
▼ Significant Decline	20.00% 3
TOTAL	15

#9 Rate the level of challenge to your business for each item.

Answered: 15

Skipped: 7

	1-NOT A CHALLENGE	2	3-SOMEWHAT CHALLENGING	4	5-VERY CHALLENGING	TOTAL
▼ Increasing overhead costs	6.67% 1	20.00% 3	20.00% 3	26.67% 4	26.67% 4	15
▼ Increasing product prices	13.33% 2	6.67% 1	13.33% 2	33.33% 5	33.33% 5	15
▼ Changes in demand for your product / service	33.33% 5	13.33% 2	20.00% 3	6.67% 1	26.67% 4	15
▼ Borrowing costs	46.67% 7	13.33% 2	13.33% 2	13.33% 2	13.33% 2	15
▼ Repayment of CEBA loan	80.00% 12	6.67% 1	6.67% 1	0.00% 0	6.67% 1	15
▼ Supply chain instability	20.00% 3	13.33% 2	20.00% 3	26.67% 4	20.00% 3	15
▼ Ability to find skilled employees	20.00% 3	0.00% 0	26.67% 4	13.33% 2	40.00% 6	15
▼ Ability to offer competitive wages and benefits	20.00% 3	13.33% 2	20.00% 3	20.00% 3	26.67% 4	15
▼ Ability to retain employees	26.67% 4	6.67% 1	33.33% 5	20.00% 3	13.33% 2	15
▼ Absenteeism due to reliable child care	80.00% 12	0.00% 0	20.00% 3	0.00% 0	0.00% 0	15

- Seasonal employment- finding summer employees

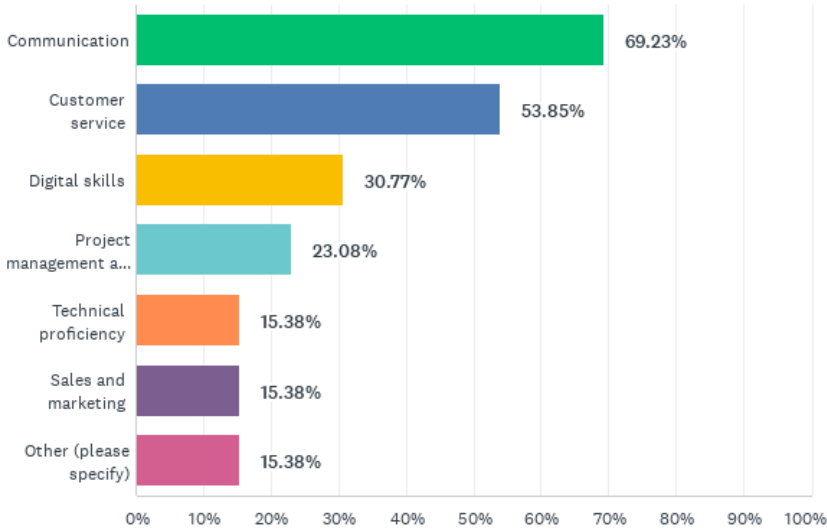
#10 Rate the level of challenge to your employees or as a self employed individual for each item.

Answered: 15 Skipped: 7

	1-NOT A CHALLENGE	2	3-SOMEWHAT CHALLENGING	4	5- VERY CHALLENGING	TOTAL
Available housing / accommodation	46.67% 7	0.00% 0	33.33% 5	6.67% 1	13.33% 2	15
Available daycare	66.67% 10	0.00% 0	6.67% 1	13.33% 2	13.33% 2	15
Cost of Living ie. inflation	20.00% 3	6.67% 1	6.67% 1	33.33% 5	33.33% 5	15
Public transportation	66.67% 10	20.00% 3	6.67% 1	0.00% 0	6.67% 1	15
Caring for elders	60.00% 9	6.67% 1	20.00% 3	6.67% 1	6.67% 1	15

#11 What skill gaps do you believe exist within your employees? (Choose all that apply)

Answered: 13 Skipped: 9



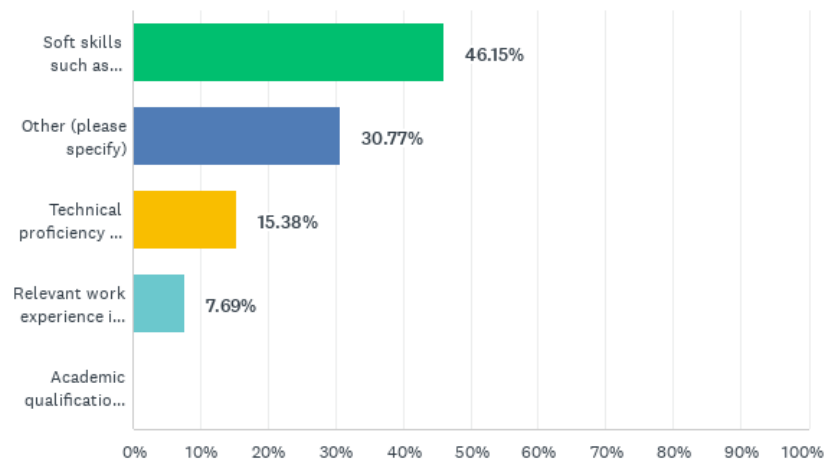
#11 continued...

ANSWER CHOICES	RESPONSES	
Communication	69.23%	9
Customer service	53.85%	7
Digital skills	30.77%	4
Project management and organization	23.08%	3
Technical proficiency	15.38%	2
Sales and marketing	15.38%	2
Other (please specify)	Responses 15.38%	2
Total Respondents: 13		

- Basic math, spelling and writing

#12 When hiring new employees, which is the most significant? (Choose 1)

Answered: 13 Skipped: 9



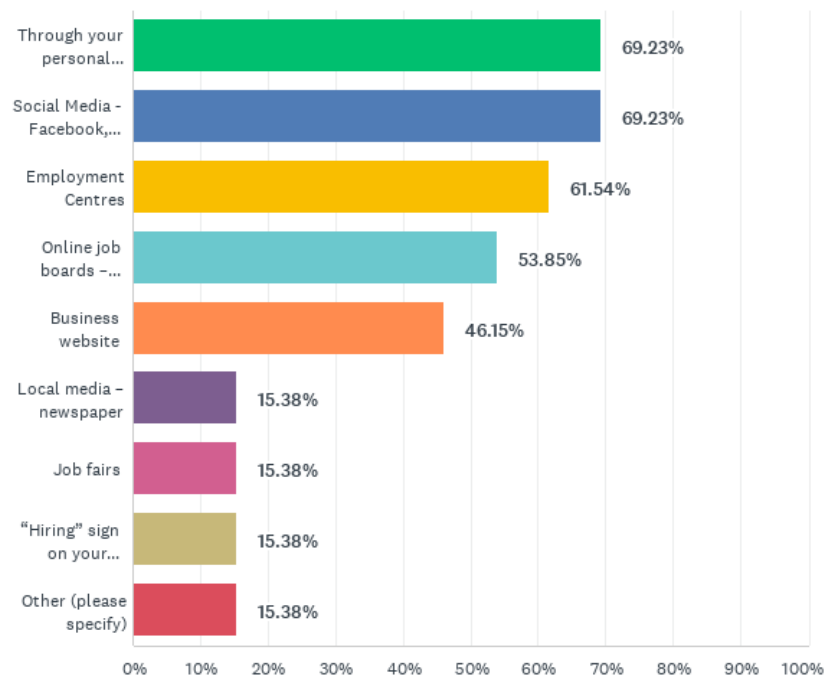
ANSWER CHOICES	RESPONSES	
Soft skills such as teamwork and communication	46.15%	6
Other (please specify)	Responses 30.77%	4
Technical proficiency and specific job-related skills	15.38%	2
Relevant work experience in a similar role	7.69%	1
Academic qualifications and certifications	0.00%	0
TOTAL		13

- Coming to work on time and giving an honest day’s work. Just terrible.
- Interaction with the public, self confidence, working alone and decision making.
- The ability to work diligently and consistently.

#13 What methods do you utilize for employee recruitment?

(Choose all that apply)

Answered: 13 Skipped: 9

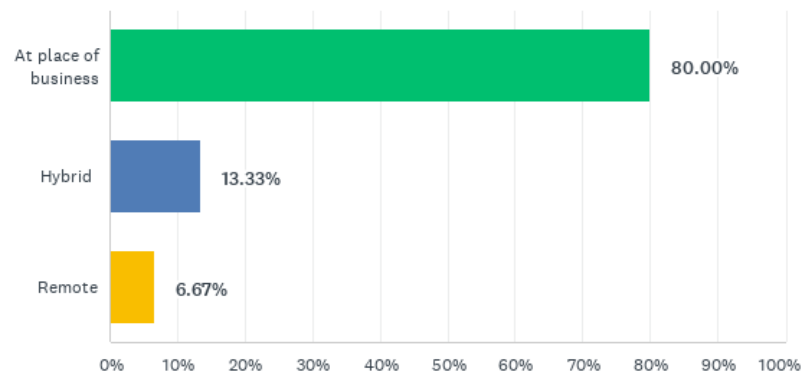


ANSWER CHOICES	RESPONSES	
Through your personal network	69.23%	9
Social Media - Facebook, Instagram	69.23%	9
Employment Centres	61.54%	8
Online job boards - Indeed, LinkedIn	53.85%	7
Business website	46.15%	6
Local media - newspaper	15.38%	2
Job fairs	15.38%	2
"Hiring" sign on your premises	15.38%	2
Other (please specify)	Responses 15.38%	2
Total Respondents: 13		

- Recruiter services

#14 What type of work environment do you offer?

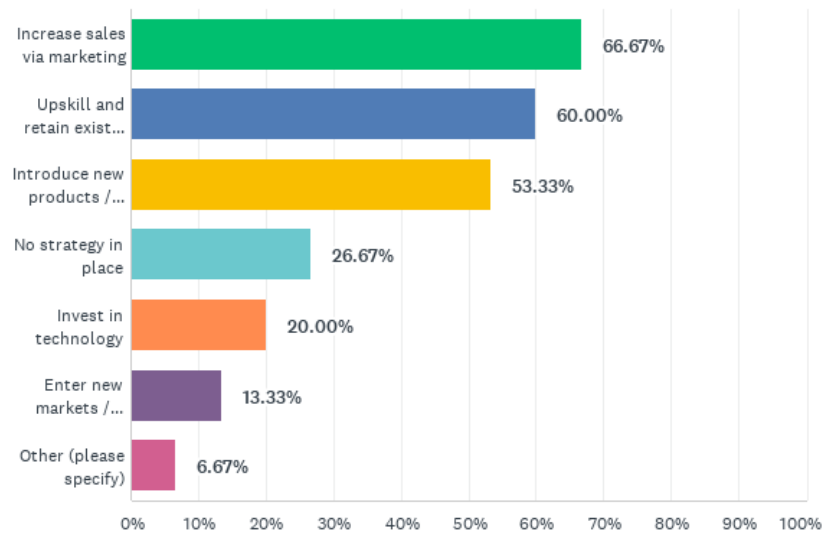
Answered: 15 Skipped: 7



ANSWER CHOICES	RESPONSES	
At place of business	80.00%	12
Hybrid	13.33%	2
Remote	6.67%	1
TOTAL		15

#15 What are your top 3 strategies for growing your business. (Choose 3)

Answered: 15 Skipped: 7



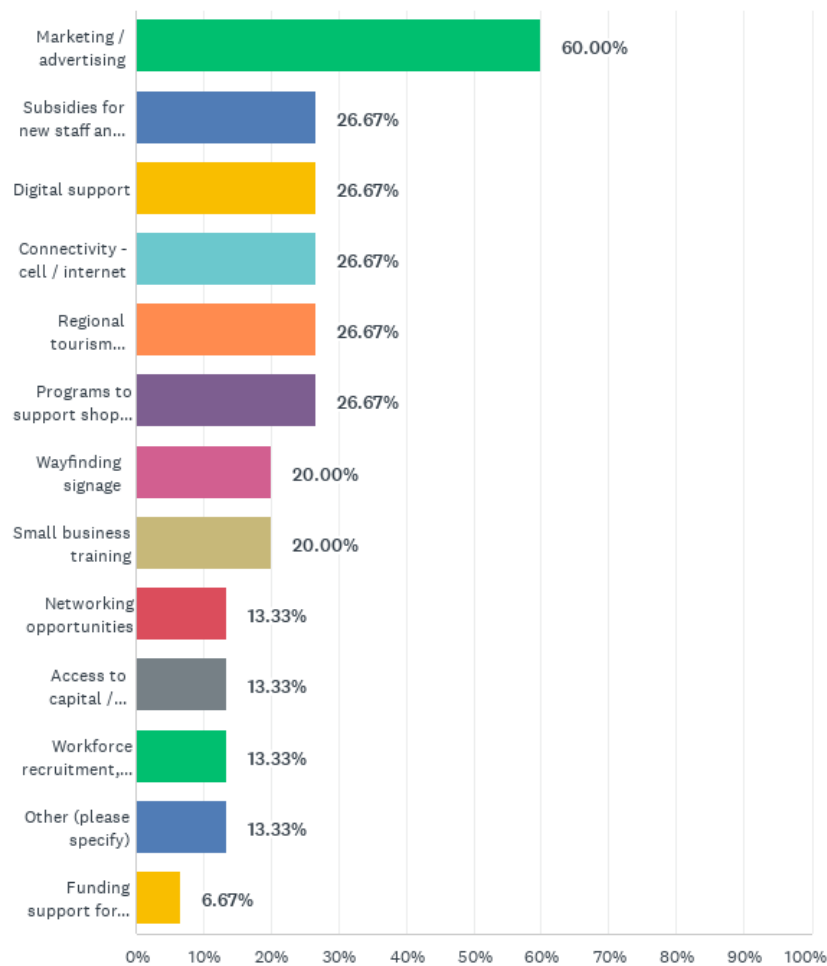
#15 continued...

ANSWER CHOICES	RESPONSES	
▼ Increase sales via marketing	66.67%	10
▼ Upskill and retain existing talent	60.00%	9
▼ Introduce new products / services	53.33%	8
▼ No strategy in place	26.67%	4
▼ Invest in technology	20.00%	3
▼ Enter new markets / export	13.33%	2
▼ Other (please specify)	Responses 6.67%	1

- Advertising, social media, newspaper

#16 What are the 3 top areas of support that would be most helpful to your business right now? (Choose 3)

Answered: 15 Skipped: 7



#16 continued...

ANSWER CHOICES	RESPONSES	
Marketing / advertising	60.00%	9
Subsidies for new staff and training	26.67%	4
Digital support	26.67%	4
Connectivity - cell / internet	26.67%	4
Regional tourism destination development – products, marketing	26.67%	4
Programs to support shop local	26.67%	4
Wayfinding signage	20.00%	3
Small business training	20.00%	3
Networking opportunities	13.33%	2
Access to capital / business loans	13.33%	2
Workforce recruitment, hiring and resourcing staff	13.33%	2
Other (please specify) Responses	13.33%	2

- Cut social catchall so people must work. Open more immigrants who all like older Canadians want a job and want to work
- Subsidize highway 416 signage to drive business to Spencerville

#17 What type of workshops / training would you like to see offered? (Choose 3)

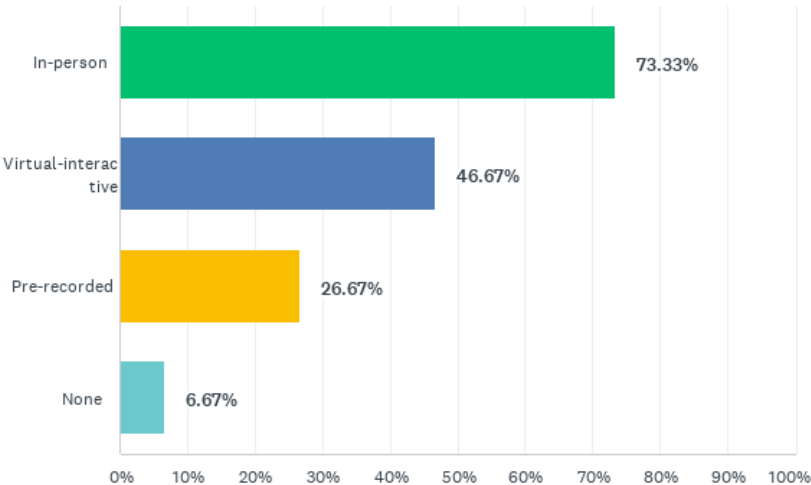
Answered: 15

Skipped: 7

ANSWER CHOICES	RESPONSES	
Service Canada Programs ie. work sharing, record of employment	40.00%	6
Talent attraction	33.33%	5
Navigating growth for small business	33.33%	5
LEAN / efficiency training	33.33%	5
Social media	26.67%	4
Succession planning	26.67%	4
AI for business	26.67%	4
Immigrant recruitment programs	13.33%	2
Accessibility requirements	13.33%	2
EV adoption for business	0.00%	0
Other (please specify) Responses	0.00%	0
Total Respondents: 15		

#18 How do you prefer the delivery of workshops / training? (Choose all that apply)

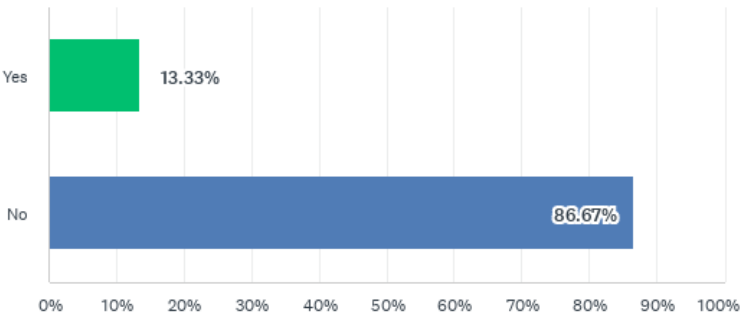
Answered: 15 Skipped: 7



ANSWER CHOICES	RESPONSES	
In-person	73.33%	11
Virtual-interactive	46.67%	7
Pre-recorded	26.67%	4
None	6.67%	1
Total Respondents: 15		

#19 Do you have plans to close your business or transfer ownership in the next 3-5 years?

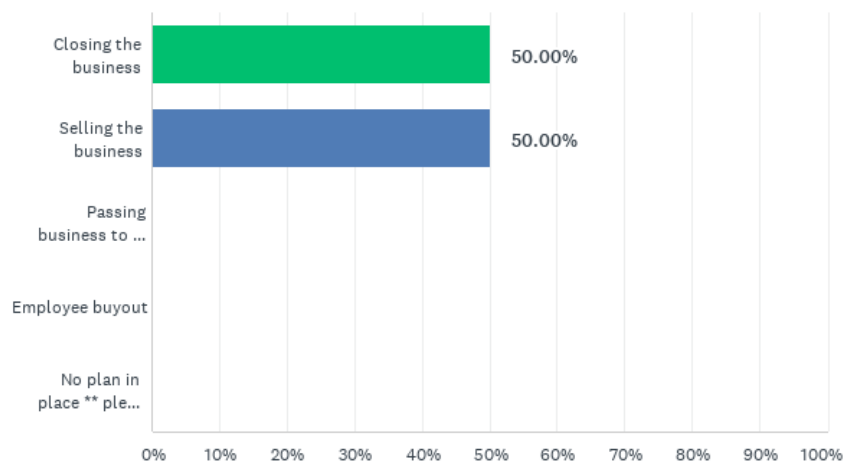
Answered: 15 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	13.33%	2
No	86.67%	13
TOTAL		15

#20 If yes, what is your succession plan?

Answered: 2

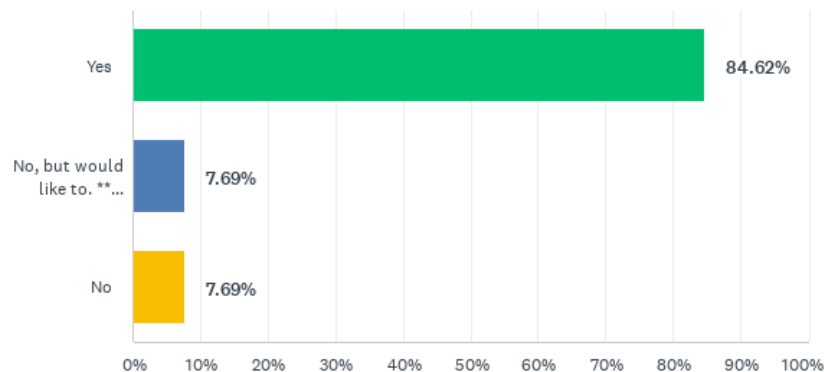


ANSWER CHOICES	RESPONSES	
▼ Closing the business	50.00%	1
▼ Selling the business	50.00%	1
▼ Passing business to a family member	0.00%	0
▼ Employee buyout	0.00%	0
▼ No plan in place ** please provide contact info at end of survey for support	0.00%	0
TOTAL		2

#21 Do you currently receive the Leeds Grenville business eNewsletter?

Answered: 13

Skipped: 9



#21 continued...

ANSWER CHOICES	RESPONSES	
Yes	84.62%	11
No, but would like to. ** Please provide contact info at end of survey	7.69%	1
No	7.69%	1
TOTAL		13

#22 Please provide any additional comments related to your business viability and your challenges as a business owner.

Answered: 4 Skipped: 18

- Started a new business and the red tape was time consuming and expensive. No sense of urgency or understanding to get it started. Municipal and Provincial roadblocks from understanding rules diversified business on agricultural land to MOE to MOL on a provincial level. Even hydro getting something done was pain staking.
- National historic site- summer operation only, one summer student.
- Cost of the supply chain and the inconsistency of supply. Interest rates and spiraling overhead costs. Navigating social media marketing.
- The only signage on the 416 to Spencerville is Drummonds Gas Bar. The cost last time I was aware was \$5,000/yr. This is a very high cost for smaller businesses. Is it possible for Counties or Municipal support to subsidize this cost? I believe it would bring traffic to and from Ottawa down the 416 Corridor.

#23 If you would like to speak to someone regarding support available to business

Answered: 4 Skipped: 18

ANSWER CHOICES	RESPONSES	
Contact Name	Responses	100.00% 4
Business Name	Responses	100.00% 4
Contact Number	Responses	100.00% 4
Email	Responses	100.00% 4

Additional Notes:

- Survey Timeframe: February 6, 2024 to March 10, 2024
- Survey Distribution: Businesses that were part the Counties Economic Development business directory, with active email addresses, received the survey directly. In addition, some members of Business Support Working Group distributed the survey through their membership lists and social media channels.

Business Support Working Group:

Municipalities

Athens | Augusta | Brockville | Edwardsburgh Cardinal | Elizabethtown-Kitley | Front of Yonge | Gananoque | Leeds and the Thousand Islands | Merrickville-Wolford | North Grenville | Prescott | Rideau Lakes | Westport

MP / MPP

MP Office of Leeds-Grenville-Thousand Islands and Rideau Lakes

MPP Office of Leeds-Grenville-Thousand Islands and Rideau Lakes

Community Futures Development Corporations

1000 Islands CDC | Community Futures Grenville | Valley Heartland CFDC

Small Business Centres

Leeds Grenville Small Business

Small Business Advisory Centre – Smiths Falls | Lanark

Chambers of Commerce

1000 Islands Gananoque | Brockville and District | Lyndhurst, Seeley's Bay & District | Merrickville and District | North Grenville | South Grenville | Smiths Falls

BIAs

Downtown Brockville | Downtown Gananoque | Downtown Prescott | Old Town Kemptville

Employment Services

CSE Consulting | Employment and Education Centre | KEYS Job Centre

Other Business & Education Agencies

Regional Tourism Organization 9 | St. Lawrence Corridor Economic Development Commission | Eastern Ontario Workforce Innovation Board | St. Lawrence College | Kemptville Campus Education and Community Hub | Ontario Tourism Education Corporation | St. Lawrence-Rideau Immigration Partnership | Ministry of Economic Development Job Creation and Trade – East Region

THANK-YOU!

On behalf of the Business Support Working Group, I would like to thank each business who took the time to complete the survey. Members of the Working Group will be reaching out to assist businesses who indicated they would like assistance. The Working Group contact list is available on the webpage, along with any new programs and resources as they become available.

Ann Weir, Economic Development Manager

United Counties of Leeds and Grenville

W: invest.leedsgrenville.com/reportsandplans | E: ann.weir@uclg.on.ca

Leeds-Grenville-Thousand Islands and Rideau Lakes 2024 Business Survey: Report March 25, 2024



Survey Timeframe: February 6 – March 10, 2024

Communities

Athens | Augusta | Brockville | Edwardsburgh Cardinal | Elizabethtown-Kitley | Front of Yonge
Gananoque | Leeds and the Thousand Islands | Merrickville-Wolford | North Grenville | Prescott
Rideau Lakes | Westport

Prepared by:

United Counties of Leeds and Grenville
Economic Development Office
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www.investleedsgrenville.com

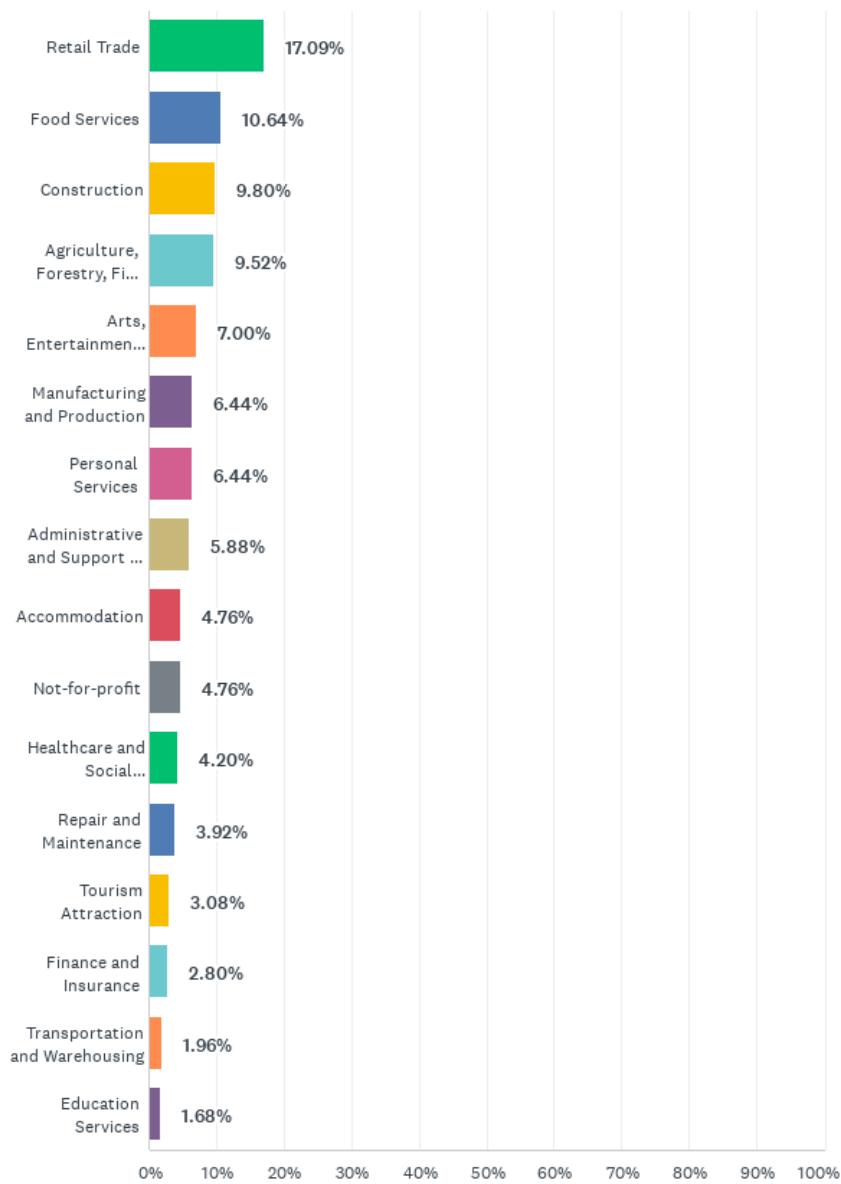
#1 Where is your business located? (if servicing multiple communities, please identify main office)

Answered: 362 Skipped: 1

ANSWER CHOICES	RESPONSES	
▼ Township of Athens	3.59%	13
▼ Township of Augusta	4.14%	15
▼ City of Brockville	18.78%	68
▼ Township of Edwardsburgh Cardinal	6.08%	22
▼ Township of Elizabethtown-Kitley	5.52%	20
▼ Township of Front of Yonge	3.04%	11
▼ Town of Gananoque	4.70%	17
▼ Township of Leeds and the Thousand Islands	11.60%	42
▼ Village of Merrickville-Wolford	5.80%	21
▼ Municipality of North Grenville	16.30%	59
▼ Town of Prescott	5.52%	20
▼ Township of Rideau Lakes	9.12%	33
▼ Village of Westport	5.80%	21
TOTAL		362

#2 What sector is your business primarily operating in?

Answered: 357 Skipped: 6

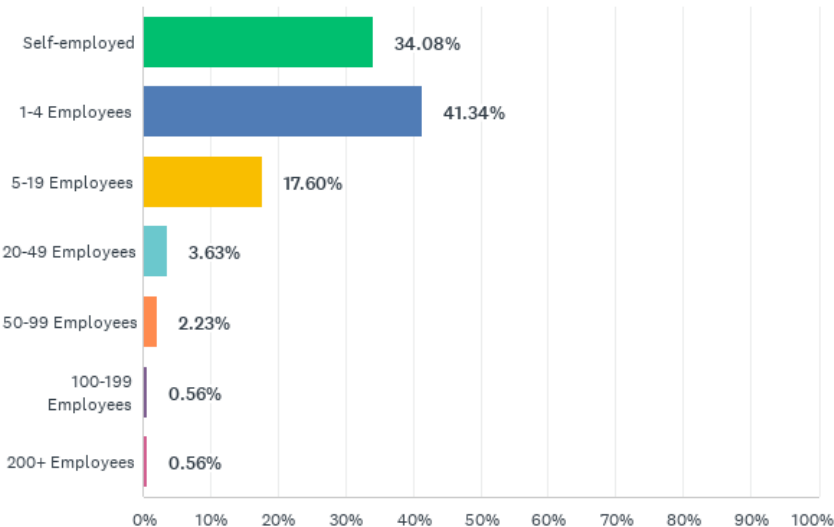


#2 continued...

ANSWER CHOICES	RESPONSES	
▼ Retail Trade	17.09%	61
▼ Food Services	10.64%	38
▼ Construction	9.80%	35
▼ Agriculture, Forestry, Fish and Hunting	9.52%	34
▼ Arts, Entertainment and Recreation	7.00%	25
▼ Manufacturing and Production	6.44%	23
▼ Personal Services	6.44%	23
▼ Administrative and Support - Business Services	5.88%	21
▼ Accommodation	4.76%	17
▼ Not-for-profit	4.76%	17
▼ Healthcare and Social Assistance	4.20%	15
▼ Repair and Maintenance	3.92%	14
▼ Tourism Attraction	3.08%	11
▼ Finance and Insurance	2.80%	10
▼ Transportation and Warehousing	1.96%	7
▼ Education Services	1.68%	6
TOTAL	357	

#3 Typically, how many full-time equivalent employees does your company have?

Answered: 358 Skipped: 5

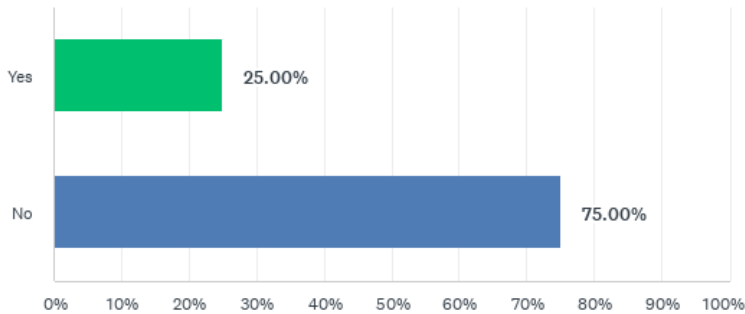


#3 continued...

ANSWER CHOICES	RESPONSES	
Self-employed	34.08%	122
1-4 Employees	41.34%	148
5-19 Employees	17.60%	63
20-49 Employees	3.63%	13
50-99 Employees	2.23%	8
100-199 Employees	0.56%	2
200+ Employees	0.56%	2
TOTAL		358

#4 For medium / large business (50 and above employees) -
Are your employees unionized?

Answered: 12



ANSWER CHOICES	RESPONSES	
Yes	25.00%	3
No	75.00%	9
TOTAL		12

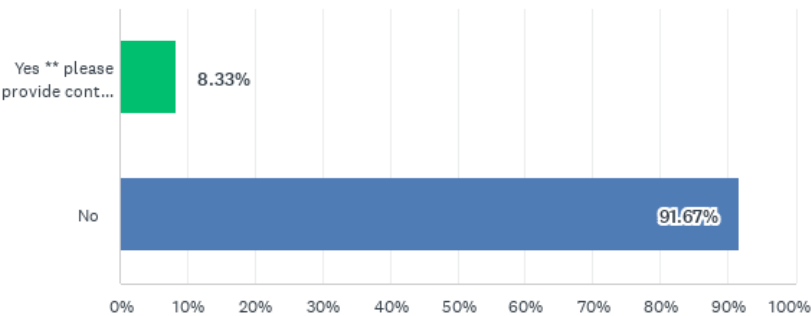
#5 For medium / large business (50 and above employees) -
What are your top infrastructure issues, and why? i.e. hydro, natural gas, rail, etc.

Answered: 12

- Hydro (x4)
- Internet connectivity (x2)
- Aging facilities
- Gas inflation
- Roads and bridges because they've been underfunded for years
- Rail - transport by rail has become difficult at best. Railcars become "stuck" at the Brockville interchange for days, sometimes weeks. Scheduled switches are regularly missed due to rail issues with staffing.
- As the first tier of learning, lack of registered early childhood educator staff affects the stability of the service we are providing. Lack of child care due to staffing shortages affects the economy when parents cannot join or stay in the workforce.

#6 For medium / large business (50 and above employees) -
Are you interested in participating in an Ottawa job fair in October?

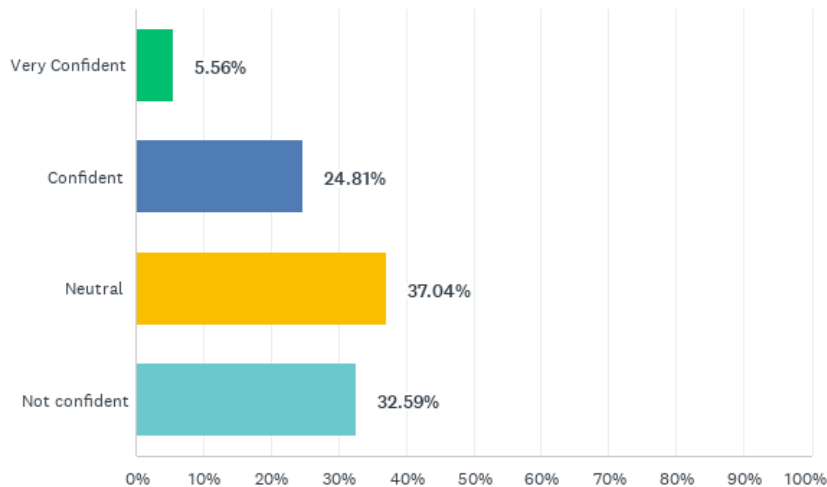
Answered: 12



ANSWER CHOICES	RESPONSES	
Yes ** please provide contact info at end of survey	8.33%	1
No	91.67%	11
TOTAL		12

#7 How confident are you in the strength of the economy?

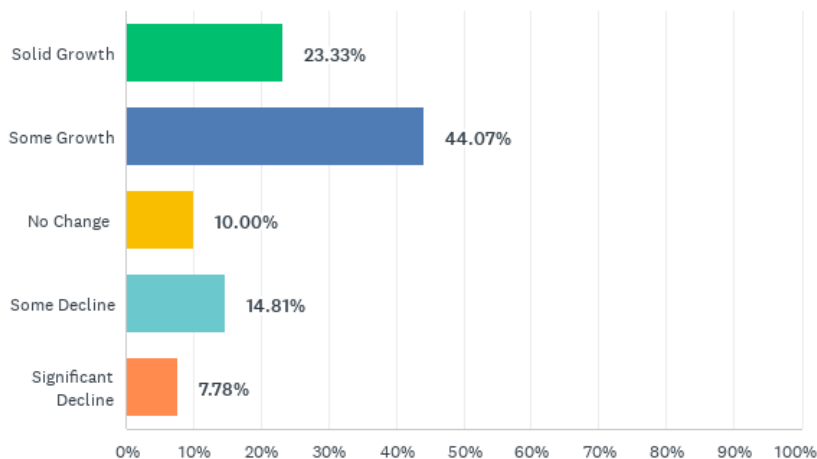
Answered: 270 Skipped: 93



ANSWER CHOICES	RESPONSES	
Very Confident	5.56%	15
Confident	24.81%	67
Neutral	37.04%	100
Not confident	32.59%	88
TOTAL		270

#8 In the last couple of years, what has your business experienced?

Answered: 270 Skipped: 93



#8 continued...

ANSWER CHOICES	RESPONSES
▼ Solid Growth	23.33% 63
▼ Some Growth	44.07% 119
▼ No Change	10.00% 27
▼ Some Decline	14.81% 40
▼ Significant Decline	7.78% 21
TOTAL	270

#9 Rate the level of challenge to your business for each item.

Answered: 270

Skipped: 93

	1-NOT A CHALLENGE	2	3-SOMEWHAT CHALLENGING	4	5-VERY CHALLENGING	TOTAL
▼ Increasing overhead costs	5.24% 14	7.12% 19	32.21% 86	23.60% 63	31.84% 85	267
▼ Increasing product prices	8.65% 23	7.52% 20	24.81% 66	25.94% 69	33.08% 88	266
▼ Changes in demand for your product / service	20.45% 55	23.05% 62	31.23% 84	14.13% 38	11.15% 30	269
▼ Borrowing costs	33.85% 88	14.23% 37	20.38% 53	13.46% 35	18.08% 47	260
▼ Repayment of CEBA loan	69.41% 177	5.10% 13	4.71% 12	3.92% 10	16.86% 43	255
▼ Supply chain instability	33.33% 88	18.18% 48	27.27% 72	14.02% 37	7.20% 19	264
▼ Ability to find skilled employees	27.80% 72	10.42% 27	19.69% 51	13.90% 36	28.19% 73	259
▼ Ability to offer competitive wages and benefits	27.10% 71	7.63% 20	23.28% 61	19.08% 50	22.90% 60	262
▼ Ability to retain employees	40.23% 105	17.24% 45	19.92% 52	9.96% 26	12.64% 33	261
▼ Absenteeism due to reliable child care	71.04% 184	9.65% 25	9.27% 24	5.02% 13	5.02% 13	259

#9 continued...

Workforce Challenges:

- Ability to find regular/student employees
- Very hard to find suitable professional healthcare worker
- No before and after school care available
- Lack of work ethic from many
- Seasonal employment - finding summer employees

Financial Challenges:

- Increasing service costs to the customer is no longer an option to increase revenue
- Affordability: Inability to reinvest in facilities, therefore no growth; carbon tax on inputs
- I hire contract people for specialized jobs; they are more costly every year and hard to find
- The interest rates on the COVID loans have doubled, combined with decreased consumer spending because of a lagging economy, making it almost impossible to make our monthly payments
- Specialized training costs and time are very challenging

Regulatory and Administrative Challenges:

- Access to grants for non-profit corporations that have a business side
- Government is far too excessive in the administration to operate a business
- Municipal government... too big, uneducated
- Government legislation and red tape

Environmental and External Factors:

- Water levels unpredictably low on St Lawrence River
- Seasonal flux is a high challenge of a tourist area (very busy in summer, very quiet in winter)
- Changing weather patterns & how it affects outdoor events
- A pervasive sense of insecurity due to the wars in Ukraine and in Palestine and the deterioration of the environment.

Pandemic-Related Challenges:

- Most of the challenges above have been a direct result of all of the damages done during the pandemic and all of the knockdowns imposed on our business. Also, people's habits have changed.
- The bigger issue is since the pandemic, a child can't go to school if they have as much as a sniffle or a headache, and that makes the mom unable to work or the dad.

Others:

- No housing for employees
- Getting people to understand the links of mass timber, housing, and mental health in the bio-economy
- Off-season support of our business
- N/A

#10 Rate the level of challenge to your employees or as a self employed individual for each item.

Answered: 267

Skipped: 96

	1-NOT A CHALLENGE	2	3-SOMEWHAT CHALLENGING	4	5- VERY CHALLENGING	TOTAL
Available housing / accommodation	43.68% 114	6.51% 17	22.61% 59	13.03% 34	14.18% 37	261
Available daycare	62.65% 161	6.61% 17	12.45% 32	8.56% 22	9.73% 25	257
Cost of Living ie. inflation	7.95% 21	6.44% 17	22.35% 59	27.65% 73	35.61% 94	264
Public transportation	59.00% 154	10.34% 27	12.64% 33	4.21% 11	13.79% 36	261
Caring for elders	50.78% 130	11.72% 30	19.92% 51	11.33% 29	6.25% 16	256

Transportation Challenges:

- One of our staff members is using a taxi to and from work as they don't drive and there is no option for transportation.
- Rural remote location for part-time seasonal contracts
- Employee commuting costs are very high; no public transit in rural Ontario. Need the provincial government to offer rebate/tax break for employee commuting expenses.
- None of my employees use Brockville Transit. I don't believe any of them have ever used Brockville Transit.

Staffing Challenges:

- Sustaining full-time employment during the slow season is very challenging, keeping competitive with wages/perks.
- Finding younger workers that aren't nearly at retirement age.

Miscellaneous Challenges:

- Not Applicable (x6)
- Lack of local knowledge and collaboration from local authorities
- Cost of food, working multiple positions, even as full-time employees.
- Lack of medical/dental/health benefits.
- Township of Rideau Lakes municipal bureaucracy.
- No doctors or NP available, and not one of the 32 walk-in clinics are taking new patients! So, no healthcare for many, many thousands of people in this whole region. Disabled parent (legally blind, no doctors, so they can't get the disability forms signed by a GP!) so a legally blind person is without ANY disability supports or disability income too. We can't even get a disability parking permit without a GP Doctor! The MP and MPP have completely failed everyone in this region and are not honestly funding Canadians with the medical care they pay for in their taxes!

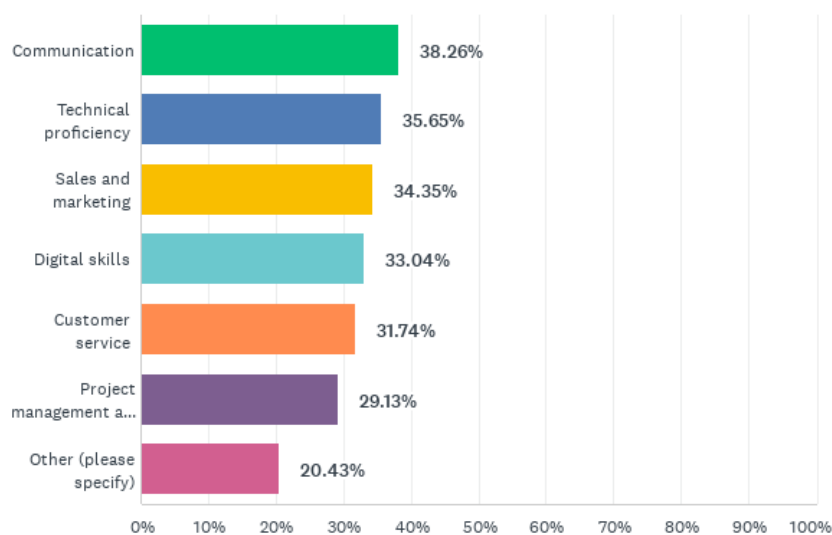
#10 continued...

- Inflation.
- We own a campground, there is a home on the property, and we no longer have school-age children or elders to care for.
- Our employees are treated as family members, and we have been able to reduce their challenge levels by effective people management.
- I employ 1 part-time individual.

#11 What skill gaps do you believe exist within your employees?

(Choose all that apply)

Answered: 230 Skipped: 133



ANSWER CHOICES	RESPONSES	
Communication	38.26%	88
Technical proficiency	35.65%	82
Sales and marketing	34.35%	79
Digital skills	33.04%	76
Customer service	31.74%	73
Project management and organization	29.13%	67
Other (please specify)	Responses 20.43%	47
Total Respondents: 230		

#11 continued...

Employee Skills and Training:

- Experience in our trade.
- Experience.
- Leadership.
- Specific, I have a law practice and have many applicants with no law office experience.
- Wanting to do hard work.
- Trade knowledge. Work ethics.
- Ability to learn new skills and operate different machinery.
- Basic math, spelling, and writing.
- Understanding the whole concept of running a small business.
- Lack of dedication and devotion to the employer and the employment engagement agreement.
- Many people in the service industry left during the pandemic, and have not returned so skilled hairstylists and aestheticians are at a shortage.
- Technology advancements.
- Skilled labourers.
- Drive & motivation. Drive for financial success.
- Penmanship of students and young adults is not legible; leading to many problems and concerns.

No Employees/ Not Applicable

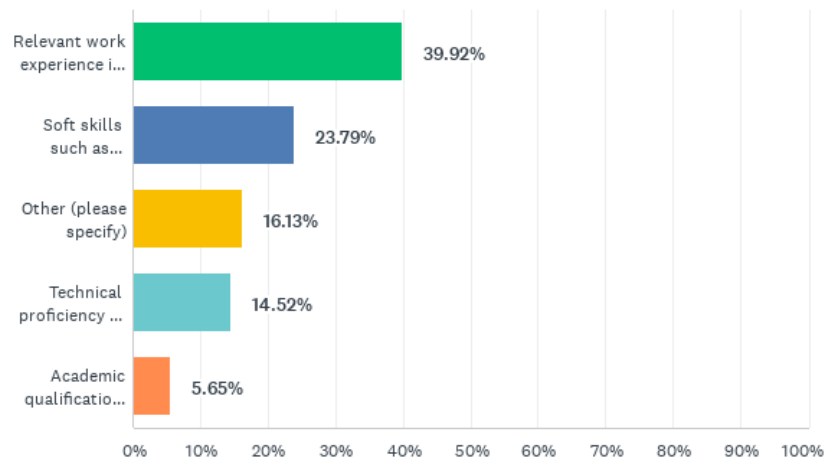
- No employees (x8)
- Not Applicable (x6)
- We don't have any employees other than us. We are looking for one for 6-8 months.
- We have no employees, minimum wage too high for us. It's just my husband and I.
- We have laid off all staff. There isn't enough income to support a payroll with decreased consumer spending and increased cost of doing business.

Other:

- Our current staff (albeit limited) is highly skilled and experienced where they need to be. Previous recent new hires (who are no longer with us) are a different story.
- No skill gaps.
- None - we work hard to train and support our staff.
- Time - not really a skill, just not enough hours.

#12 When hiring new employees, which is the most significant? (Choose 1)

Answered: 248 Skipped: 115



ANSWER CHOICES	RESPONSES	
Relevant work experience in a similar role	39.92%	99
Soft skills such as teamwork and communication	23.79%	59
Other (please specify)	16.13%	40
Technical proficiency and specific job-related skills	14.52%	36
Academic qualifications and certifications	5.65%	14
TOTAL		248

Soft Skills and Attitudes:

- Motivation.
- Academics are important for the job; however, dedication to the job (coming to work) and a willingness to learn are most important today!
- Attitude - we can train skills required.
- The ability to work diligently and consistently.
- Willingness to learn.
- Drive, motivation, willingness, and eagerness to learn, personal drive to improve skillset for advancement.
- Willing to show up and work. Grow with the business.
- Customer service.
- Time management
- Interaction with the public, self-confidence, working alone, and decision-making.

#12 continued...

Technical Proficiency and Specific Skills:

- Technical proficiency in terms of their specific job-related skills while also being able to market themselves and fill their practices.
- That the custom operator has all the right equipment and skills and training needed for the job.

Financial Constraints:

- Because we ask for OCT certification but can only pay 1/2 to 1/3 of what is offered in the public boards, we struggle.
- We aren't generating enough income to support staff.

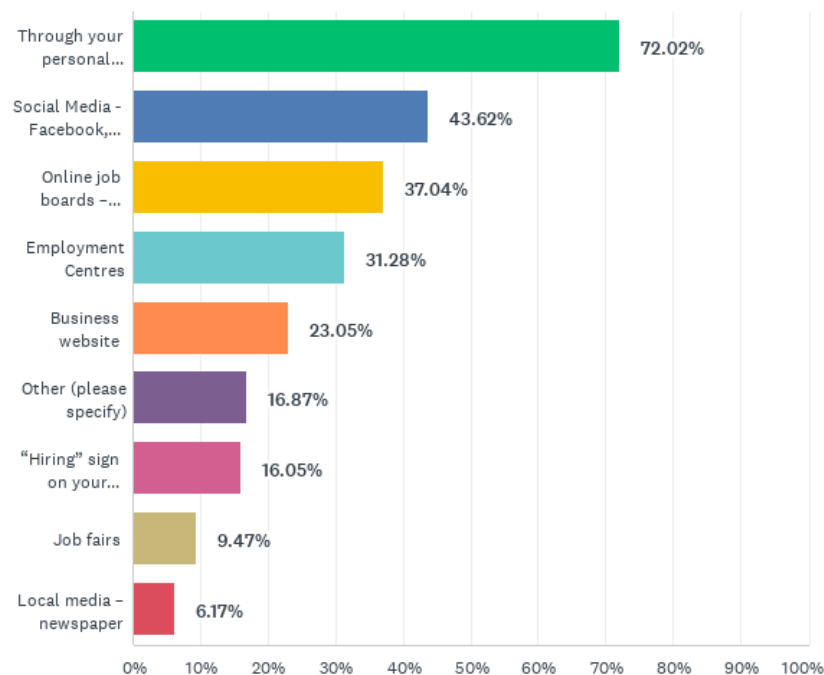
Others:

- Not Applicable or Irrelevant (x12)
- Finding services in Canadian dollars.
- Transportation.
- Meet Rotary's objectives.
- Physical ability to lift, work on uneven ground, endure a longer day.
- As with most small businesses, a long-term hire would require a broad skill set to be able to wear multiple hats. I can train people but they have to be a rare person.
- We have learned the hard way, through experience, that each of the above are almost of equal importance.
- A pulse. The market is so tight we basically hire anyone.

#13 What methods do you utilize for employee recruitment?

(Choose all that apply)

Answered: 243 Skipped: 120



ANSWER CHOICES	RESPONSES	
▼ Through your personal network	72.02%	175
▼ Social Media - Facebook, Instagram	43.62%	106
▼ Online job boards - Indeed, LinkedIn	37.04%	90
▼ Employment Centres	31.28%	76
▼ Business website	23.05%	56
▼ Other (please specify)	Responses 16.87%	41
▼ "Hiring" sign on your premises	16.05%	39
▼ Job fairs	9.47%	23
▼ Local media - newspaper	6.17%	15
Total Respondents: 243		

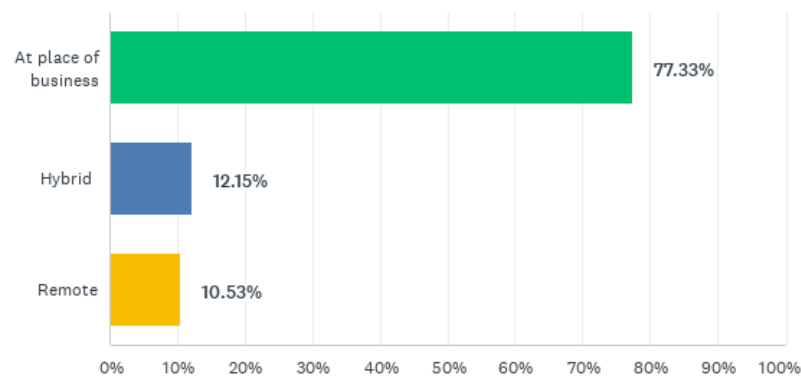
#13 continued...

Recruitment Methods:

- Not Applicable (x13)
- Referrals (x5)
- Word of mouth (x2)
- Resumes
- Indeed website
- Kijiji
- Always have resumes on file
- Head-hunter
- Walk-ins
- Government sites
- Recruiter services
- Have used all of the above with the exception of a job fair
- Family

#14 What type of work environment do you offer?

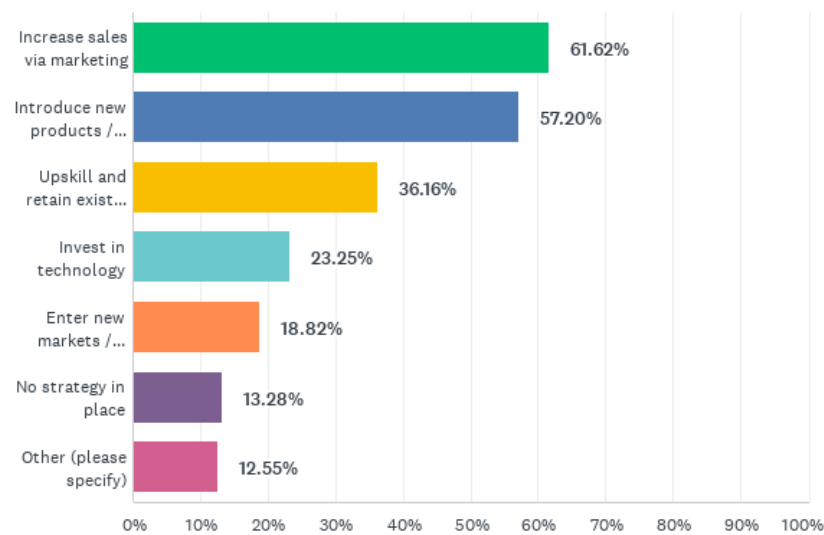
Answered: 247 Skipped: 116



ANSWER CHOICES	RESPONSES	
At place of business	77.33%	191
Hybrid	12.15%	30
Remote	10.53%	26
TOTAL		247

#15 What are your top 3 strategies for growing your business. (Choose 3)

Answered: 271 Skipped: 92



ANSWER CHOICES	RESPONSES	
▼ Increase sales via marketing	61.62%	167
▼ Introduce new products / services	57.20%	155
▼ Upskill and retain existing talent	36.16%	98
▼ Invest in technology	23.25%	63
▼ Enter new markets / export	18.82%	51
▼ No strategy in place	13.28%	36
▼ Other (please specify)	Responses 12.55%	34
Total Respondents: 271		

Growth / Increase in Assets or Staff:

- Provide new products and services in response to current client’s requests.
- Find 1 or 2 qualified trainers.
- Bring on more practitioners offering additional services.
- Scale up/hire.
- Purchase other properties.
- Upgrade equipment.
- Currently preparing to publish a book, marketing it through established networks to build reputation. Public Speaking has also been a huge asset for building a client base that meets my target market.

#15 continued...

Improving Current Processes / Assets:

- Focus on top selling products.
- Keep doing what we're doing, it works well, lots of word of mouth publicity.
- My current strategies deliver the results I want.
- My business is where I want it to be. Growing through client referrals.
- My business grows as my skills have no competition
- Quality, customer-focused service.
- Offer exceptional customer service from older knowledgeable employees.
- To provide the very best quality training in a safe, welcoming, and inclusive atmosphere.
- Build relationships to turn one-time customers into lifetime fans

Marketing and Advertising:

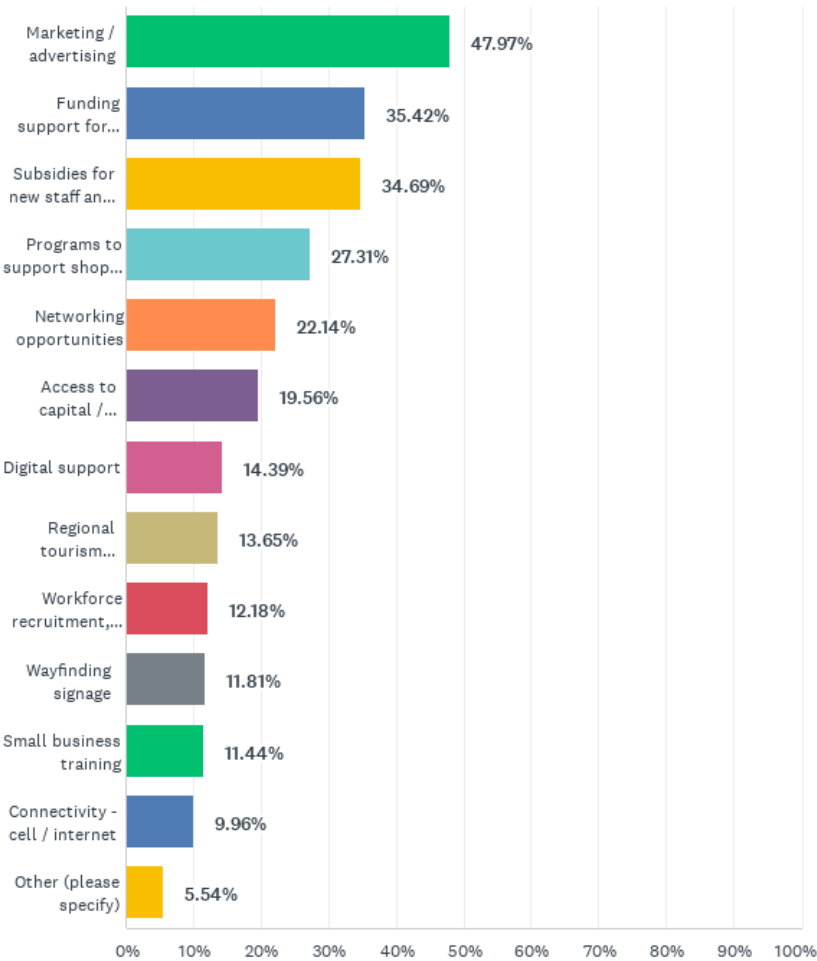
- Word of mouth
- Online advertising
- Advertising, social media, newspaper
- Word of mouth and referrals
- Networking and references

Other:

- Raise the price
- Cost control
- We are maxed out, trying to coast now.
- Status quo
- We are just trying to pay our monthly expenses at the moment. Strategic "break even" with minor maintenance & operational upgrades. Playing a long game to stay open.

#16 What are the 3 top areas of support that would be most helpful to your business right now? (Choose 3)

Answered: 271 Skipped: 92



#16 continued...

ANSWER CHOICES	RESPONSES	
Marketing / advertising	47.97%	130
Funding support for business expansion	35.42%	96
Subsidies for new staff and training	34.69%	94
Programs to support shop local	27.31%	74
Networking opportunities	22.14%	60
Access to capital / business loans	19.56%	53
Digital support	14.39%	39
Regional tourism destination development – products, marketing	13.65%	37
Workforce recruitment, hiring and resourcing staff	12.18%	33
Wayfinding signage	11.81%	32
Small business training	11.44%	31
Connectivity - cell / internet	9.96%	27
Other (please specify)	Responses 5.54%	15
Total Respondents: 271		

Funding and Support for Businesses:

- Funding assistance for specialized training for solopreneurs.
- Funding support for business expansion and being able to access My Main Street and/or CIP or other grants.
- Specific opportunities for sole proprietors running virtual businesses to connect. We don't have storefronts or brick and mortar businesses and I feel our businesses and our needs as business owners are not seen or understood by business development organizations.
- Be nice if Digital Main Street was an actual program.

Government and Policy Changes:

- Recognition at the Municipal level that agriculture is a thriving BUSINESS (not potential land for development); and transferring Economic Development from OMAFRA to the Ministry of Municipal Affairs.
- Scrap the carbon tax.
- Cut social catchall so people must work. Open more immigrants who all like older Canadians want a job and want to work.
- Less taxes - less government intervention.

Housing and Accommodation:

- Housing, housing, housing. Did I mention housing?
- Ability to have temporary housing for farm partners, interns.

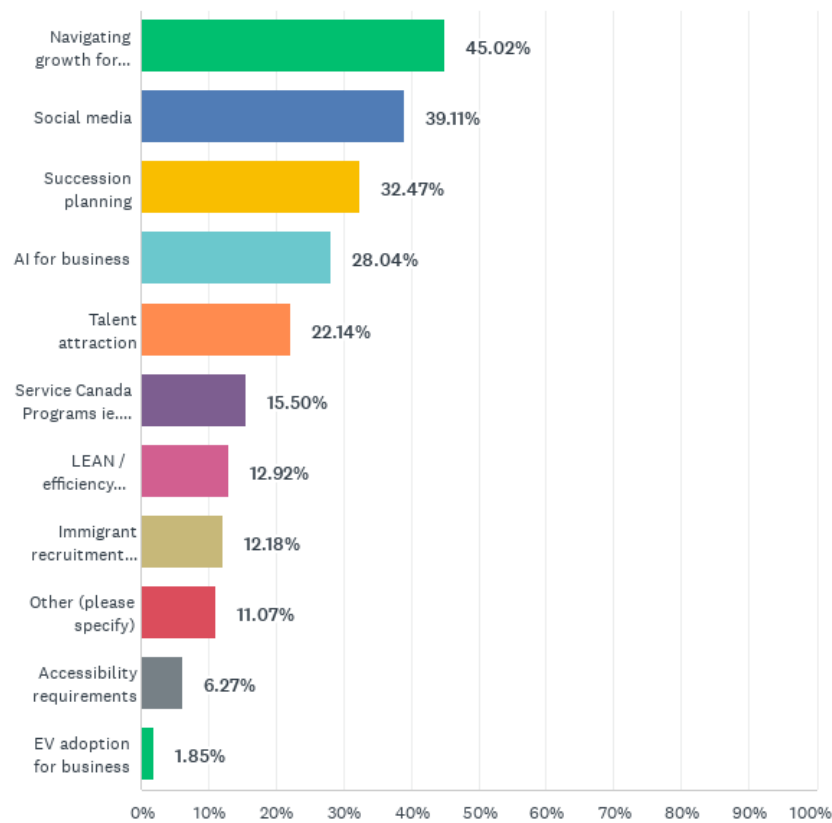
#16 continued...

Individual Statements:

- Subsidize highway 416 signage to drive business to Spencerville.
- Keeping up with changing technology of computers, phones, TV monitor.
- More focus on supporting local year-round; rather than focusing so much on a few months of tourists and seasonal.
- I'm not in need of support.
- Non-profit access to all of the above.

#17 What type of workshops / training would you like to see offered?
(Choose 3)

Answered: 271 Skipped: 92



#17 continued...

ANSWER CHOICES	RESPONSES	
▼ Navigating growth for small business	45.02%	122
▼ Social media	39.11%	106
▼ Succession planning	32.47%	88
▼ AI for business	28.04%	76
▼ Talent attraction	22.14%	60
▼ Service Canada Programs ie. work sharing, record of employment	15.50%	42
▼ LEAN / efficiency training	12.92%	35
▼ Immigrant recruitment programs	12.18%	33
▼ Other (please specify)	Responses 11.07%	30
▼ Accessibility requirements	6.27%	17
▼ EV adoption for business	1.85%	5
Total Respondents: 271		

Skill Development:

- Instagram training
- Safety training
- Need people who can sew drapery and do upholstery
- Advanced carpentry
- Customer service programs
- Basic like accounting, administration, and marketing advice and training
- Communication skills
- Social media but with a focus on understanding analytics and less about how to post or when to post etc.
- Basic math and writing skills; without the use of phones or calculator

Business Training

- Business Planning skills, the start-up program may be a good option if they'll accept me at this point in my business.
- Leadership training, wage subsidies for succession planning.
- HR workplace policies update.
- Scaling up for sole proprietors running virtual businesses.
- Maximizing corporation to further growth capabilities, grant potentials.
- Programs for women-owned businesses.
- Financial

#17 continued...

Legislative / Regulatory Requirements:

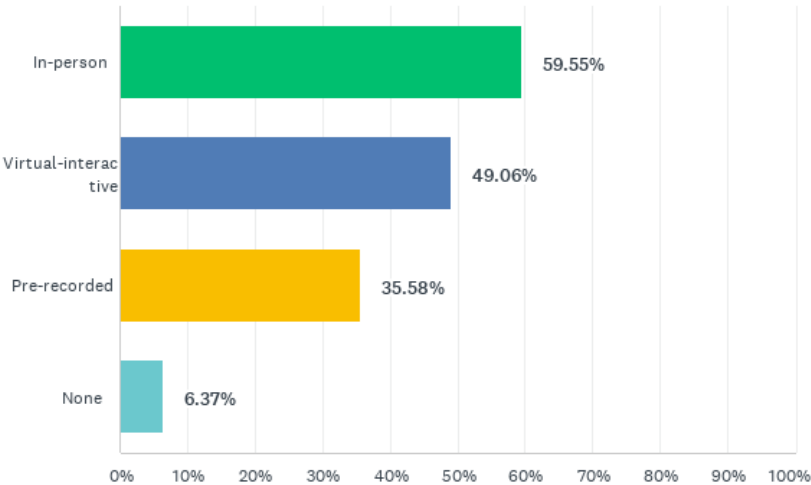
- Tax/Legislative Requirements.
- Offer webinar links to compliance, regulatory & legal updates by others.

Other

- Newcomer education credential equivalency and assessments.
- How to attract labour to markets with no housing.
- There are lots of workshops and training offered online; more than I can attend. I think an approach of working directly on a problem or project or priority area would be more effective.
- Training is available everywhere, do not duplicate.
- How to survive high-interest rates on debt accumulated because of repeated mandatory lockdowns.
- Cap and Trade/Carbon tax avoidance.
- How a small business can survive when the government refused to extend the CEBA loan when small businesses are already drowning in debt
- GST.

#18 How do you prefer the delivery of workshops / training? (Choose all that apply)

Answered: 267 Skipped: 96



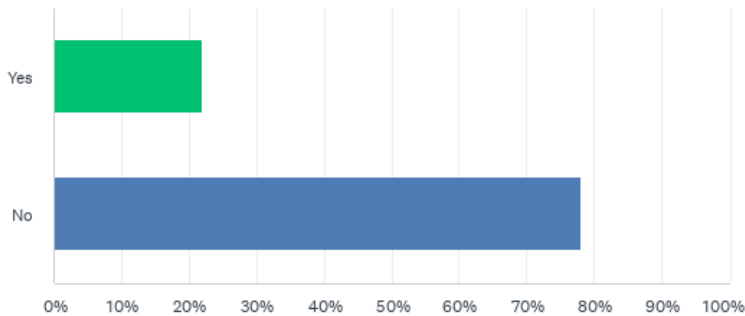
#18 continued...

ANSWER CHOICES	RESPONSES	
In-person	59.55%	159
Virtual-interactive	49.06%	131
Pre-recorded	35.58%	95
None	6.37%	17
Total Respondents: 267		

- I don't find workshops very helpful to be honest.
- Posted to economic development web sites short information and training videos 24/7.
- In my business my schedule is set 2 months in advance so by the time I see the workshops in the newsletters it's difficult to work it into the schedule. I like workshops because it also can be a networking opportunity vs online.
- All
- Open to any delivery method.
- All of this is a waste of time if you don't address housing. I'm not doing any major capital investing in my business as long as there's no affordable housing in my community. Minimum income needed to live in Westport is a school teacher's salary.
- If pre-recorded, please have it in a format where it can be played back at a higher speed. I retain information better at 2-4x speed if I am unable to do hands on work.
- I like in-person workshops most - especially post COVID, but sometimes they are hard to attend due to timing. Evening or even lunch time is a good time to offer workshops. Even a Friday afternoon.

#19 Do you have plans to close your business or transfer ownership in the next 3-5 years?

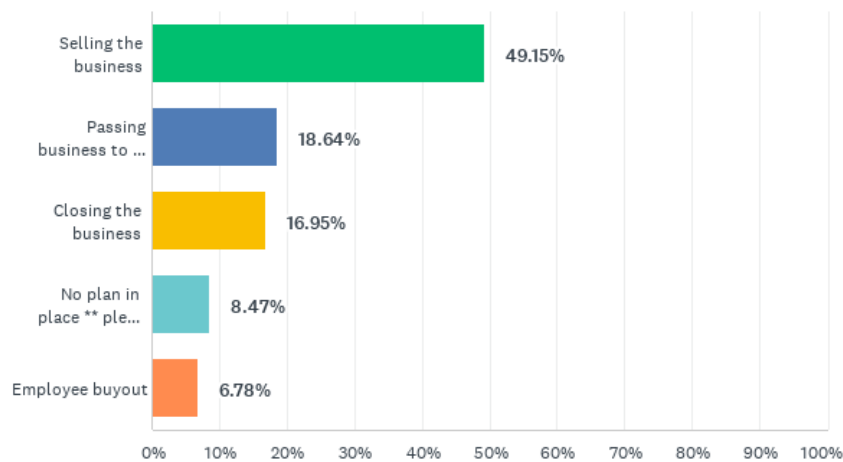
Answered: 268 Skipped: 95



ANSWER CHOICES	RESPONSES	
Yes	22.01%	59
No	77.99%	209
TOTAL		268

#20 If yes, what is your succession plan?

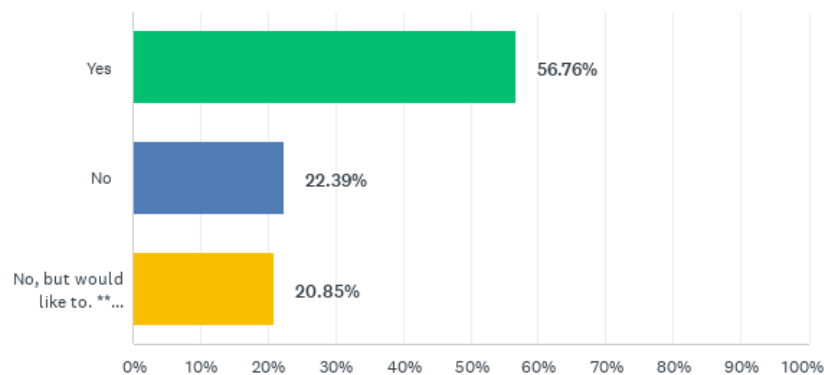
Answered: 59



ANSWER CHOICES	RESPONSES	
Selling the business	49.15%	29
Passing business to a family member	18.64%	11
Closing the business	16.95%	10
No plan in place ** please provide contact info at end of survey for support	8.47%	5
Employee buyout	6.78%	4
TOTAL		59

#21 Do you currently receive the Leeds Grenville business eNewsletter?

Answered: 259 Skipped: 104



ANSWER CHOICES	RESPONSES	
Yes	56.76%	147
No	22.39%	58
No, but would like to. ** Please provide contact info at end of survey	20.85%	54
TOTAL	259	

#22 Please provide any additional comments related to your business viability and your challenges as a business owner.

Answered: 61 Skipped: 302

Financial Challenges:

- The current economic situation and lack of operational funding are our greatest challenges.
- I'm facing financial problems with the high price of everything. Finding good employees is a huge challenge
- Increased interest rates on the debit accumulated during mandatory lockdowns is unsustainable. Consumer spending is down - people are struggling to meet their basic needs leaving little left to spend on extras. We have no choice but to sell our property to pay back debit as the monthly payments are unsustainable. The water/sewer bills are outrageously high. Energy bills have doubled. We can't afford to stay in business.
- The cost of some of my inputs have almost doubled in the last 3 years but I've been unable to increase my sales prices to compensate because I'm pretty much already at what my market will bear
- This business just started in 2020 so we are learning as we go...it's gotten better each year for expenses and hopefully we get to a place where we can pay down our business loans significantly. Overhead and start-up costs were huge and now we are maintaining equipment and not thinking too big for our business future just yet. Making ends meet in this climate is a goal in itself.

#22 continued...

- Currently still in the "stage" of paying off business debt so that I can start paying myself. This is another factor that's deterring me from hiring help and growing the business.
- Not getting an extension beyond January 18th on the CEBA loan was very difficult. It will take the business YEARS to recover from the damages/losses incurred since March 2020. Staffing has become a MAJOR challenge since March 2020. We offer competitive wages and hardly get any hits on our job ads.
- Would like to wind business down gradually but cost of insurance and software seems to be forcing an abrupt sale or closure of the business.
- We expect to grow. The area we work in (sustainability) is growing exponentially. The sub-area (Circular Economy) likewise. We are a 're-startup' and our challenges right now is that there is more opportunity than we can address, and we are undercapitalized

Community and Government:

- Too much bureaucracy when trying to add some accommodation.
- I am actively trying to sell the store because the county and municipality aren't listening and there's no prospect of having access to a work force to support the growth of my business.
- Thankful for the support offered from the Municipality of North Grenville and their staff. They have helped me grow my business and learn more about the new digital world.
- Started a new business and the red tape was time consuming and expensive. No sense of urgency or understanding to get it started. Municipal and Provincial roadblocks from understanding rules diversified business on agricultural land to MOE to MOL on a provincial level. Even hydro getting something done was pain staking.
- I've seen growth every year since opening but have not made any money yet. The township has too many permit fees for expansion, does nothing to help businesses exist or grow, does not do the right things to promote tourism or encourage people to spend time in our villages. TLTI is not small business friendly.
- As a business owner in the Township of Leeds and the Thousand Islands, I'm disappointed by the lack of recognition that is given to small businesses. I see other neighbouring townships (Rideau Lakes and Front of Yonge) recognizing their small businesses annually with events and awards. To my knowledge, no such events occur in TLTI. While my motivation to be an entrepreneur and to operate a small business is not driven by whether or not I receive awards, holding recognition events is a nice way to thank small businesses for making contributions to the community. Do better TLTI.
- It seems that the town is finding more ways to charge businesses for new things, such as backflow water devices and charging for additional delivery fees for water to a property with more than one use. Our water is going up by 14%. I believe in taxes by 7% Considering small business is a backbone of our nation, it's becoming harder and harder to keep that backbone supported.
- The only signage on the 416 to Spencerville is Drummonds Gas Bar. The cost last time I was aware was \$5,000/yr. This is a very high cost for smaller businesses. Is it possible for Counties or Municipal support to subsidize this cost? I believe it would bring traffic to and from Ottawa down the 416 Corridor.
- The biggest challenge is government regulation. The cost of doing business. No control over input costs or what the market will pay for the product we produce.

#22 continued...

- Brick and mortar stores, independently owned by locals, and selling retail goods like clothing, jewelry, gift items etc. are being undermined in the recent explosion of craft and farmers' markets in small and medium-sized towns on weekends and across the warmer months at festivals. These markets have become prolific in recent years as more people look to add another income source to help make ends meet. Often the market promoters/owners as well as the vendors are not subject to municipal fees or tax collection requirements. In addition, these markets are allowed to advertise on social media pages which do not allow brick and mortar stores to do the same. This creates an unfair playing field. While weekend markets can be a great draw for a small town, they can also divert shoppers away from the downtown stores, and they tend to be perceived as less expensive sales-tax-free "supporting local growers and makers" alternatives. Fees for the smaller market vendors tend to be small. A town that doesn't promote and help its brick and mortars but is all gung-ho to encourage more craft festivals and markets is in danger of ending up with a hollowed-out shopping core that looks dismally unattractive.
- Townships are killing small businesses in villages settlement areas with Planning and Building Departments excessive use of additional permits and fees created since the pandemic started. Townships are being aggressive, and the Mayors and Councils are out of touch with reality, and are no longer even listening to the people they are supposed to serve. Townships Mayors and Councils are ONLY listening to staff who are killing businesses with no internet, and excessive damaging fees, permits, and a utter lack of housing available again due to land Planning and ridiculous issues with red tape hence cost out of control via massive delays, egregious additional fees created, excessive permits, and Building Departments refusing illegally to inspect, and demanding Engineers to their job and inspect, and write reports all which cost many many thousands hence costs businesses way too much unfairly as well.
- Consumer spending is down over 50% not just with our business but with all the others we've spoken to. Our small towns and villages will be forever changed if small family businesses are lost, replaced with big box stores. Our municipalities need to lobby the government to take the pressure off loan repayment. We haven't come close to reaching pre-pandemic sales yet with a dragging economy. Consumers have no money left over after basic expenses to spend. The government's refusal to extend the CEBA loan is going to cause a bloodbath of small business bankruptcies. We don't need your help expanding. We need you to fight for us to stay viable until consumers feel financially confident spending money again.

Tourism:

- An increase to tourism strategy
- We need additional businesses in our area to attract tourists.
- Stable water levels on the St Lawrence river. Maintaining higher levels into the end of October each year. Start taking recreational use of this waterway seriously as a commodity

Miscellaneous:

- Starter Company Plus program has helped in so many ways.
- Need for collaboration in-person!!
- Back to basics

#22 continued...

- National historic site- summer operation only, one summer student
- Work life balance and personal health
- World events, the economy in general and financing
- I would like to know how I can put up additional signage on nearby corners so people know we exist.
- Main challenge is balancing time/cost of apprenticing/training employees.
- Culture and Heritage should be a sector option in this survey
- Ability for future growth is dependent on other resources such as utilities (hydro) and their availability
- Hard to find well-paying part-time gigs in my field (editing, mainly medical, but experienced in many genres).
- My biggest challenge is growth but I am having more success with it through strategic social media marketing.
- Internet is the biggest concern as always. It's impossible to efficiently run a business without good internet
- I am a new sole proprietor and have had a successful launch. My goal at this time is to ensure sustainability and growth in a manageable way
- Cost of the supply chain and the inconsistency of supply. Interest rates and spiralling overhead costs. Navigating social media marketing.
- Our firm built the plant in 1985 producing business forms. Our relationship with many businesses from BC to Newfoundland developed with Canadian Tire stores. We now provide many Government required business forms related to Environmental policy, (Ozone Emission Control Service Logs & Driver's Vehicle Inspection Report Books) The business related to that fact alone makes us proud to taking part in this important field of work.
- On your Opening page - Gardening/ Landscaping aren't even listed as a business option! Supporting businesses that are providing service or teaching to build sustainable food networks in our communities has to be priority. Planting properties for biodiversity must start happening to ensure pollinators thrive. This survey doesn't address the need for businesses that exist to ensure our sustainability.
- Need more abattoirs, especially poultry. Need to have more flexible housing arrangements to allow tiny houses, bunkies, etc. for potential farm partners.
- We have proven we can overcome obstacles (e.g. Covid), and have a loyal customer base. Ongoing challenges would include the seasonality of our business (dries up in the winter), lack of corporate and week-day clients
- The homeless population often try to find refuge from the elements, and hang out in my front door, falling asleep, and leaving garbage, create a mess.
- Short of my frustration keeping up with daily changes on my computer, phone and tv, my business is thriving and I love it here!
- I find out the most challenging thing is finding professional therapist. And try to learn about marketing on social media and making advertisement.
- We sell books, which is how we are able to fund our work as a non-profit, but everything is so focused on the idea that a business must have employees. We're a volunteer-run organization, but have many of the same challenges, yet because we're a non-profit we're not given access to the same resources - when arguably we need them more.

#22 continued...

- Making our sanctuary accessible when grants from Rideau Lakes township are not extended to our street. We could offer an incredible opportunity for classrooms and retirement homes and other community members to experience an educational sanctuary tour, but are limited by our non-profit budget.
- The Leeds Community Pasture is an unincorporated volunteer not-for-profit that has provided livestock grazing services for the past 60+ years.
- Competition in the field. Local businesses are not actually locally owned but some have ownership out of county but have local employees
- Cell phone coverage in Elgin is basically non-existent. This impacts the ability to run the business properly and also impacts the attraction of customers since they can't use mobile navigation or search online while in this area.
- The big problem for my industry is beauty has been deemed "non-essential" thus with cost of living the industry as a whole has suffered with clients cutting back, and wages and products increasing revenue is stagnant.
- It has been a challenge to assess sales demographics; poor investments on my part for retail end of business. We will be moving to another province in the fall and I would like information regarding new location.
- Biggest challenge right now is needing space for expansion. To build my demonstration site, nursery, and to host workshops and classes I would benefit from 10-50 acres of land (ideally a minimum of 15 acres).

#23 If you would like to speak to someone regarding support available to business

Answered: 75 Skipped: 288

ANSWER CHOICES		RESPONSES	
Contact Name	Responses	97.33%	73
Business Name	Responses	93.33%	70
Contact Number	Responses	94.67%	71
Email	Responses	98.67%	74

Additional Notes:

- Survey Timeframe: February 6, 2024 to March 10, 2024
- Survey Distribution: Businesses that were part the Counties Economic Development business directory, with active email addresses, received the survey directly. In addition, some members of Business Support Working Group distributed the survey through their membership lists and social media channels.

Business Support Working Group:

Municipalities

Athens | Augusta | Brockville | Edwardsburgh Cardinal | Elizabethtown-Kitley | Front of Yonge | Gananoque | Leeds and the Thousand Islands | Merrickville-Wolford | North Grenville | Prescott | Rideau Lakes | Westport

MP / MPP

MP Office of Leeds-Grenville-Thousand Islands and Rideau Lakes

MPP Office of Leeds-Grenville-Thousand Islands and Rideau Lakes

Community Futures Development Corporations

1000 Islands CDC | Community Futures Grenville | Valley Heartland CFDC

Small Business Centres

Leeds Grenville Small Business

Small Business Advisory Centre – Smiths Falls | Lanark

Chambers of Commerce

1000 Islands Gananoque | Brockville and District | Lyndhurst, Seeley's Bay & District | Merrickville and District | North Grenville | South Grenville | Smiths Falls

BIAs

Downtown Brockville | Downtown Gananoque | Downtown Prescott | Old Town Kemptville

Employment Services

CSE Consulting | Employment and Education Centre | KEYS Job Centre

Other Business & Education Agencies

Regional Tourism Organization 9 | St. Lawrence Corridor Economic Development Commission | Eastern Ontario Workforce Innovation Board | St. Lawrence College | Kemptville Campus Education and Community Hub | Ontario Tourism Education Corporation | St. Lawrence-Rideau Immigration Partnership | Ministry of Economic Development Job Creation and Trade – East Region

THANK-YOU!

On behalf of the Business Support Working Group, I would like to thank each business who took the time to complete the survey. Members of the Working Group will be reaching out to assist businesses who indicated they would like assistance. The Working Group contact list is available on the webpage, along with any new programs and resources as they become available.

Ann Weir, Economic Development Manager

United Counties of Leeds and Grenville

W: invest.leedsgrenville.com/reportsandplans | E: ann.weir@uclg.on.ca



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Recreation

Topic: April Recreation Update

Background: The last session of the adult fitness class at the South Edwardsburgh Community Centre wrapped up on Tuesday, April 9th.

Pickleball sessions will commence on Tuesday, April 23rd, at the Spencerville Arena. Sessions will be held on Tuesday and Thursday evenings from 6 pm to 8 pm. The arena features three courts suitable for individuals or teams of all skill levels.

Hip Mobility Workshop:

The Township is organizing a free hip mobility workshop on Sunday, April 21st, from 10 am to 12 pm at the South Edwardsburgh Community Centre.

Summer Programs:

Online registration for summer camps began on Monday, April 1st. This year, the Township is offering four two-week sessions of camp in Cardinal and four two-week sessions in Johnstown. Each session will accommodate 40 participants. The camp fee is \$225.00 per child per session, \$425.00 for two children, and \$575.00 for three children. The themes for this year's camps include Sports, Survivor, Arts and Crafts, and Everyday Hero.

Swimming Lessons Registration:

In-person registration for swimming lessons will be available on Thursday, May 16th, from 4 pm to 7 pm at the South Edwardsburgh Community Centre, Thursday, May 23rd, from 4 pm to 7 pm at the Ingredion Centre, and on Saturday, May 25th, from 9 am to 12 pm at the South Edwardsburgh Community Centre.

Earth Day 2024:

Once again, the Township is collaborating with local businesses and industries to organize a clean-up and BBQ on April 22nd. The Township will provide garbage bags, gloves, and garbage collection for the clean-up, and there are plans for potential flower planting along County Road 2.

Ingredion will conduct a separate clean-up in Cardinal on April 18th

Community-Wide Pitch-In Week:

A community-wide pitch-in week is scheduled from April 15th to 21st, encouraging participation from all residents.



Recreation Coordinator



Facility Manager



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Community Development

Date: April 15, 2024

Department: Parks & Recreation

Topic: Cardinal Boat Launch Fee Schedule

Purpose: Propose a Boat Launching fee for non-residents

Background: At the December Committee of the Whole – Administration and Operations meeting staff presented a discussion item with a number of options for the upcoming boating season in regards to a launching fee. Based on the information from that meeting the consensus from the committee was that we should be charging nonresidents a launching fee and allowing our residents to launch free of charge. Nonresidents would be required to complete a short form either through our website or log on using a QR Code at the launch site. Non-residents would provide their vehicle and trailer license plate, permanent address and pay a one-time yearly fee of \$ 25.00 to launch their boat. The enforcing of the boat launch would be done by our By-Law enforcement officer who would get copies of the registration showing the plate and vehicle description. This would be a passive enforcement approach.

Policy Implications: Bylaw 2024-08, the bylaw that establishes rates and fees for services performed by the recreation department would require an amendment to incorporate the new charge. Staff will advertise this at the boat launch and on social media platforms.

Financial Considerations: This would be a trial project for the upcoming season where we could gain greater knowledge on the usage from non-residents and a true figure would be placed in the 2025 budget.

Recommendation: That Committee recommends that Council direct staff to create a Web Based registration form for non-residents with an annual fee of \$ 25.00 for the Cardinal boat launch and direct staff to update Schedule A of the recreation fee bylaw to reflect the new charge.

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Facilities Manager