

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

**Monday, February 7, 2022, 7:00 PM
Electronic Meeting**

	Pages
1. CALL TO ORDER	
2. O CANADA	
3. APPROVAL OF AGENDA	
Additions, Deletions or Amendments	
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.	
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8. CLOSED SESSION

BE IT RESOLVED THAT Council convene to Closed Session to discuss the following items under Section 239 (2) of the Municipal Act;

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

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

Specifically: Staff Report 13-2022

(d) labour relations or employee negotiations;

Specifically: Staff Report 14-2022

(f) advice subject to solicitor-client privilege

Specifically: legal opinion

9. CONFIRMING BY-LAW

9.a. Confirming By-law 09-2022

309

10. ADJOURNMENT

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**January 17, 2022, 7:00 p.m.
Electronic Meeting**

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

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

1. CALL TO ORDER

Resolution No. 08-2022

Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT the January 17, 2022 Council Meeting of the
Township of South Glengarry now be opened at 7:01 pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Items moved to Other Business for discussion:

-7.c.a. Environment Committee Minutes - September 20, 2021

-7.d.a. Co-operative Purchasing - Results

-7.d.b. 2021 Building Permit Activity

-7.d.d. 2021 By-law Enforcement Activity

-7.d.i. Press Release - Community Schools Alliance

-7.d.j. AMO Policy Update

7.d.m. Resolution - Abandoned Cemeteries

Resolution No. 09-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

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

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

5. APPROVAL OF MINUTES

5.1 Previous Meeting Minutes - December 20, 2021

Resolution No. 10-2022

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the December 20, 2021 Regular Council Meeting, including the Closed Session Minutes, be adopted as circulated.

CARRIED

5.2 Public Meeting Minutes - December 20, 2021

Resolution No. 11-2022

Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT the Minutes of the December 20, 2021 Public Meeting be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 Councillor Vacancy Appointment

Resolution No. 12-2022

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Rebecca Luck be appointed to the vacant office of Councillor pursuant to Section 263(1)(a) of the Municipal Act.

Recorded Vote:	Yes	No
Mayor Warden	X	___
Deputy Jaworski	X	___
Councillor Lang	X	___
Councillor McDonell	X	___

CARRIED

7. NEW BUSINESS

7.1 Staff Reports

7.1.a Capacity Allocation - Water & Wastewater (D. Seguin)

Resolution No. 13-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 01-2022 be received and that the Council of the Township of South Glengarry acknowledge receipt of the 2022 Allocation Report, being a report which details available capacity for

allocation at the Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants for the year 2022.

CARRIED

7.1.b Zoning By-law Amendment - Peters and Dy (J. Haley)

Resolution No. 14-2022

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 02-2022 be received and that By-law 02-2022, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry to rezone the property legally described as Part Lot 24, Concession 1, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry, located at 18594 County Road 2 from Limited Services Residential (LSR), Floodplain- Holding (FP-H) and Provincially Significant Wetland (PSW) to Limited Services Residential Exception 9 (LSR-9), Floodplain- Holding (FP-H) and Provincially Significant Wetland (PSW) to permit a secondary dwelling unit within an attached garage ancillary to the existing primary dwelling unit located on a private road known as Prevost Point Road, be read a first, second and third time, passed signed and sealed in open council this 17th day of January, 2022. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

CARRIED

7.1.c Zoning By-law Amendment - Laframboise (J. Haley)

Resolution No. 15-2022

Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 03-2022 be received and that By-law 03-2022, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry to rezone the property legally described as Part of Lot 38, Concession 9, located on the east side of County Road 34, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry from Rural (RU) to General Commercial (CG) to permit commercial development in the future, be read a first, second and third time, passed, signed and sealed this 17th day of January, 2022. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

CARRIED

7.1.d Zoning By-law Amendment – Laframboise & Mines (J. Haley)

Resolution No. 16-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 04-2022 be received and that By-law 04-2022, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry to rezone the property legally described as Part of Lot 38, Concession 9, located on the east side of County Road 34, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry from Rural (RU) to General Commercial (CG) to permit commercial development in the future, be read a first, second and third time, passed, signed and sealed in open council this 17th day of January, 2022. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

CARRIED

7.2 Other Business

7.2.a Notice of Motion to Reconsider (L. Warden)

Resolution No. 17-2022

Moved by Deputy Warden
Seconded by Councillor McDonell

BE IT RESOLVED THAT resolution 437-2021 hereby be reconsidered.

CARRIED

Resolution No. 18-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED that Staff Report 176-2021 be received and that the Council of the Township of South Glengarry direct Administration to not accept the land for parkland purposes as per the subdivision approval, request cash in lieu of parkland from the developer and permit the developer to create lots for the subject property known as Summerstown Estates Subdivision Phase II, legally described as Part of Lot 14, Concession 1 Front, Registered Plan 14M13, Block 23, former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

DEFEATED

7.2.b Environment Committee Minutes - September 21, 2021

7.2.c 2021 Building Permit Activity (C. Raabe)

7.2.d 2021 By-law Enforcement Activity Report (V. Brunet)

7.2.e Press Release - Community Schools Alliance

7.2.f AMO Policy Update

Resolution to be brought forward at the next meeting.

7.2.g Resolution - Abandoned Cemeteries (SDG Counties)

Resolution to be brought forward at the next meeting.

Resolution No. 19-2022

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry accept the items presented on the agenda as Committee Reports and For Information Only.

CARRIED

7.3 Committee Reports

7.3.a SDG County Council Draft Minutes - December 20, 2021

7.4 For Information Only

7.4.a Co-Operative Purchasing - Results (S. Servage)

7.4.b 2021 Land Use Planning Activity Report (J. Haley)

7.4.c Consent Application B-192-21

7.4.d Consent Application B-193-21

7.4.e Consent Summary 2021- January

7.4.f Notice of Consent Decisions- B-179-21- B-180-21

7.4.g Letter - RRCA Transition Plan

7.4.h Letter - Aggregate Resources Act

7.4.i Resolution - Catch and Release Justice (City of Sarnia)

7.4.j Resolution - Province-wide Assessment Update (Tay Valley Township)

7.4.k Resolution - Motion Against Quebec's Bill 21 (Bradford West Gwillimbury)

8. CLOSED SESSION

Resolution No. 20-2022

Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT Council convene to Closed Session at 7:55 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

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

(b) personal information about an identifiable individual

Specifically: identifiable individual

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

Specifically: Disposition of lands

(d) labour relations or employee negotiations

Specifically: HR Matter

(e) litigation or potential litigation, including matters before administrative tribunals

Specifically: OLT Memorandum

CARRIED

Resolution No. 21-2022

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Tim Mills be appointed Acting Clerk for the portion of Closed Session relating to an identifiable individual.

CARRIED

Resolution No. 22-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene into open session at 8:47 pm without reporting.

CARRIED

Resolution No. 23-2022

Moved by Councillor McDonell
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 06-2022 be received and that Administration be directed to carry out all actions as specified in the Closed Session Minutes.

CARRIED

- 9. CONFIRMING BY-LAW
- 9.1 Confirming By-law 05-2022

Resolution No. 24-2022

Moved by Councillor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 05-2022, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed and sealed in open council this 17th day of January, 2022.

CARRIED

- 10. ADJOURNMENT

Resolution No. 25-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 8:47 pm.

CARRIED

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
SPECIAL MEETING MINUTES**

**January 13, 2022, 7:00 p.m.
Electronic Meeting**

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

STAFF
PRESENT: CAO Tim Mills, Director of Corporate Services/Clerk Kelli Campeau

1. CALL TO ORDER

Resolution No. 01-2022

Moved by Councillor Lang
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT the January 13, 2021 Council Meeting of the Township of South Glengarry now be opened at 7:02 pm

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 02-2022

Moved by Deputy Mayor Jaworski
Seconded by Councillor McDonell

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 Councillor Vacancy - Candidates (K. Campeau)

The candidates for the vacant office of Councillor addressed Council and responded to questions asked by members of Council.

5. CLOSED SESSION

Resolution No. 03-2022

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT Tim Mills be appointed Acting Clerk for the portion of Closed Session relating to labour relations or employee negotiations.

CARRIED

Resolution No. 04-2022

Moved by Councillor Lang
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Council convene to Closed Session at 8:15 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001;

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

(b) personal matters about an identifiable individual

Specifically: Councillor Candidates

(d) Labour relations or employee negotiations

Specifically: Staffing Update

CARRIED

Resolution No. 05-2022

Moved by Deputy Mayor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene into open session at 9:54 pm without reporting.

CARRIED

- 6. CONFIRMING BY-LAW
- 6.1 Confirming By-law 01-2022

Resolution No. 06-2022

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 01-2022, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 13th day of January, 2022.

- 7. ADJOURNMENT

Resolution No. 07-2022

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:55 pm.

CARRIED

Mayor

Clerk



STAFF REPORT

S.R. No. 07-2022

PREPARED BY: Joanne Haley, GM Planning, Building & Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 7, 2022

SUBJECT: Appointment of Councillor Luck to the Committee of Adjustment

BACKGROUND:

1. Section 44 (1) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states “the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable”
2. Section 44(3) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states “The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually”.
3. Section 44 of *The Planning Act*, Chapter P.13, s.44 (4) R.S.O. 1990, as amended, permits Councils of a Municipality to appoint a member (s) of Council annually to sit on the Committee of Adjustment Committee.
4. The Committee of Adjustment is empowered by by-law to grant minor variances from the Township’s zoning by-law in respect of the land, building or structure, or use thereof providing in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained as per section 45 (1) of the Ontario *Planning Act*.

ANALYSIS:

5. On December 20, 2021, Council passed a by-law appointing all of Council as the Committee of Adjustment; however, Council was comprised of 4 members at that time.
6. The attached by-law, if approved, appoints Councillor Rebecca Luck to the Committee of Adjustment for the year 2022 as per the Ontario Planning Act.



IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 07-2022 be received and By-law 07-2022, being a by-law to appoint Councillor Rebecca Luck to the Committee of Adjustment for the Township of South Glengarry for the year 2022 be read a first, second and third time, passed, signed and sealed this 7th day of February 2022.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 07-22
FOR THE YEAR 2022**

***BEING A BY-LAW TO CONSTITUTE AND APPOINT A MEMBER TO
THE COMMITTEE OF ADJUSTMENT FOR THE YEAR OF 2022.***

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

AND WHEREAS the Municipal Act, 2001, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law.

AND WHEREAS pursuant to Section 44(1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended (the Planning Act), the council of a municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable;

AND WHEREAS pursuant to Section 44(3) of the Planning Act, the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under Section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development of use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

AND WHEREAS pursuant to Section 45(3) of the Planning Act, the Council may by by-law empower the Committee of Adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan;

AND WHEREAS the Council of the Corporation of the Township of South Glengarry passed By-law 104-21 to constitute and appoint a Committee of Adjustment that is comprised of all of Council for the year of 2022.

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

1. **THAT** Councillor Rebecca Luck is hereby appointed to the Committee of Adjustment for the Corporation of the Township of South Glengarry for the year of 2022

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 7TH DAY OF FEBRUARY 2022

MAYOR: _____ **CLERK:** _____



STAFF REPORT

S.R. No. 08-2022

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 7, 2022

SUBJECT: Appointment of Interim Treasurer and Signing Authority

BACKGROUND:

1. Pursuant to the *Municipal Act*, 2021, a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.
2. The treasurer is not required to be an employee of the municipality.
3. Michael Hudson has been hired on contract to fill the role of Treasurer on an interim basis until such a time as the role is filled permanently.

ANALYSIS:

4. The attached by-law appoints Mr. Hudson as Treasurer for the duration of his contract with the Township of South Glengarry.
5. Furthermore, the resolution associated with this report grants Mr. Hudson financial signing authority, in addition to Mayor Lyle Warden, CAO Tim Mills and Deputy Treasurer Kaylyn MacDonald.

IMPACT ON 2022 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 08-2022 be received and that By-law 06-2022, being a by-law to appoint Michael Hudson as Treasurer for the Corporation of the

Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open Council this 7th day of February, 2022.

AND FURTHERMORE that the Council of the Corporation of the Township of South Glengarry authorize that all cheques of the Corporation drawn on its accounts may be signed by Mayor Lyle Warden, CAO Tim Mills, Interim Treasurer Michael Hudson and Deputy Treasurer Kaylyn MacDonald and that they also be authorized to sign all other documents required in this mater.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 06-2022
FOR THE YEAR 2022**

BEING A BY-LAW TO APPOINT A TREASURER PURSUANT TO SECTION 286 (1) OF THE MUNICIPAL ACT, 2001.

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

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

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, Section 286 (1) provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and directed by the council of the municipality;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to appoint the following individual as Treasurer.

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

1. **THAT** Michael Hudson be appointed as Treasurer for the Corporation of the Township of South Glengarry for the duration of his employment with the corporation or until such time that this by-law is rescinded.
2. **THAT** By-law 44-17 be hereby rescinded.
3. **THAT** this by-law will come into force on the date of its adoption.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 7TH DAY OF FEBRUARY, 2022.

MAYOR: **CLERK:**



STAFF REPORT

S.R. No. 09-2021

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 7, 2022

SUBJECT: Place St. Laurent – Dedication of 1-Foot Reserve

BACKGROUND:

1. On [October 19, 2020](#), Council received a Staff Report and subsequently passed a resolution authorizing the removal of the 1-foot reserve on St. Laurent Blvd. in the Place St. Laurent Subdivision.

ANALYSIS:

2. When removing a 1-foot reserve, a by-law must be passed by Council in order to register the removal on title.
3. It has recently been brought to Administration's attention that the initial authorization did not include a by-law.
4. This is a housekeeping item which is required to register the removal of this 1-foot reserve.

IMPACT ON 2021 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 09-2022 be received and that By-law 08-2022, being a by-law to remove the 1-foot reserve legally described as Block 34 on Plan 14M-9, PIN 67128-0344 be read a first, second and third time, passed, signed and sealed in open council this 7th day of February 2022.



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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 08-2022
FOR THE YEAR 2022**

BEING A BY-LAW TO REMOVE THE 1-FOOT RESERVE LEGALLY DESCRIBED AS BLOCK 34 ON PLAN 14M-9, PIN 67128-0344 ON ST. LAURENT BOULEVARD IN THE PLACE ST. LAURENT SUBDIVISION.

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

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

AND WHEREAS the *Municipal Act*, 2001, c. 25 S. 31(4) provides that a municipality may by by-law assume a road allowance, highway, street or lane shown on a registered plan of subdivision.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

1. **THAT** the 1-foot reserve legally described as Block 34 on Plan 14M-9, PIN 67128-0344 hereby be removed.

READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 17TH DAY OF SEPTEMBER 2021.

MAYOR: _____ **CLERK:** _____

-



STAFF REPORT

S.R. No. 10-2022

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 7, 2022

SUBJECT: SDG History Plaque Project Recommendations

BACKGROUND:

1. At the December 6, 2021 Regular Council meeting, Council received a delegation from Todd Lihou, Communications Coordinator with the United Counties of SDG, regarding the SDG Historic Plaque project.
2. The plaque project will see the creation of three (3) plaques in each lower tier municipality of SDG. The plaques will include reproductions of historic photos and content and preferably will be located on township-owned property or public lands that are easily accessible by the general public.
3. Council requested that Administration seek feedback from the Township's Heritage Advisory Committee and provide recommendations for plaque content and locations.

ANALYSIS:

4. The Heritage Advisory Committee met on January 14th and January 21st, 2022. Mr. Lihou was present at both meetings to provide information and to answer questions about the project. GM of Corporate Services Kelli Campeau and Director of Parks, Recreation and Culture Sherry-Lynn Servage were also present.
5. As a result of the discussions held at these meetings, the Heritage Advisory Committee is recommending the following themes and locations for the three South Glengarry plaques:

Plaques	General Theme	Preferred Location
Green Valley	Overall history of Green Valley, including <ul style="list-style-type: none">• rail/train history• French language education	Green Valley Community Centre

	<ul style="list-style-type: none"> Green Valley Pavilion (dance hall) 	
Glen Walter	Water/St. Lawrence River theme, including: <ul style="list-style-type: none"> History of the St. Lawrence Fishing Waterfront trail 	Township-owned green space/parkland on County Rd, 2 (across from Glen Walter Park Rd.)
Peanut Line	History of the Peanut Line: <ul style="list-style-type: none"> focusing on transition from rail line to recreational trail. 	Near Williamstown Fairgrounds (County Rd. 19) or other highly visible/high traffic area along Peanut Line (to be determined in consultation with Administration)

6. The Committee's recommendations are based on a number of factors, including identifying areas of the Township that do not currently have historical plaques/markers or are not present in the Glengarry Routes heritage tour, as well as focusing on areas that are both Township-owned/accessible to the public and see relatively high traffic.

IMPACT ON 2022 BUDGET:

7. There is no impact on the 2022 budget for the initial 3 plaques (SDG Counties project).
8. Should Council wish to expand on the initial pilot of this project and add more plaques throughout the Township, additional costs would be incurred, and Administration would coordinate with the Counties to determine said costs.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community,

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 10-2022 be received and that Council approve the recommendations of the Heritage Advisory Committee and recommend to the United Counties of SDG that historical plaques be located in Green Valley (History of Green Valley), Glen Walter (history of the St. Lawrence River/Waterfront theme) and along the Peanut Line (history of the Peanut Line).



STAFF REPORT

S.R. No. 11-2022

PREPARED BY: Sarah McDonald, P. Eng., GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 7, 2022

SUBJECT: Glen Walter Water and Wastewater Servicing Master Plan –
Final Report Approval

BACKGROUND:

1. The Glen Walter Water and Wastewater Plant was built in the late 1980s and is located along County Road, 2 approximately two kilometres east of Cornwall.
2. The objective of the Glen Walter Water and Wastewater Servicing Master Plan, prepared by EVB Engineering, is to develop a preferred strategy to provide water and wastewater services to the Glen Walter Community while meeting the requirements of the *Environmental Assessment Act, R.S.O. 1990*.
3. The Water Treatment Plant (WTP) has a rated capacity of 995 cubic metres of water per day for a design population of 1,080 people. The Servicing Master Plan notes that the Glen Walter WTP capacity is over committed by ~25 residential lots and growth outside of the committed capacity should be restricted.
4. The Water Pollution Control Plant (WPCP) has a rated capacity of 787 cubic meters per day; that is raw influent (flow) into the plant for treatment. The Servicing Master Plan notes that the Glen Walter WPCP capacity is over committed by ~22 residential lots and growth outside of the committed capacity should be restricted.
5. Study communications included three Project Notifications, two virtual Public Information Centres (PICs), and a presentation to Council.
 - a. The PICs each included a Project Notification and were hosted on June 17, 2020 and September 28, 2021.
 - b. The project consultants, EVB Engineering, provided a presentation on the draft Servicing Master Plan to Council on September 7, 2021 in advance of PIC #2.
 - c. The Notice of Study Completion was filed on November 24, 2021 and the study document was placed on public record for comment for 30-calendar days. No comments from the public were received.

ANALYSIS:

6. The Servicing Master Plan considered three options:
 - a. Option 1 – Maintain a Mix of Municipal and Private Services
 - b. Option 2 – Expansion of South Glengarry's Infrastructure
 - i. 2A – Expansion to Entire Area
 - ii. 2B – Expansion to Expanded Service Area (New Development)
 - c. Option 3 – Obtain Services from City of Cornwall
7. The preferred option identified by the study is Option 2B – Expansion of the Municipal Services Boundary. This option position the Township to provide sufficient capacity in the municipal water and wastewater systems to support growth within the following areas: infill within the Glen Walter Core and Farlinger Point, Place St. Laurent, Country Club Estates, and two other areas identified in Figure 6 of the Study Report. The development of these areas is expected to increase the service population within the municipal serviced area from 1,000 persons (2021) to 3,000 (2051).
8. The infrastructure required to implement the preferred option includes:
 - a. Expansion of the Glen Walter Water Treatment Plant
 - b. Construction of a new Glen Walter Water Pollution Control Plant
 - c. Construction of an elevated water storage tower
 - d. Replacement of some areas of the water distribution system
 - e. Upgrades to Place St. Laurent Sewage Pumping Station
 - f. Replacement of some areas of the wastewater collection system
9. The next step required for implementing the preferred option is to complete a Schedule 'C' Environmental Assessment for the expansion of each plant.

IMPACT ON 2022 BUDGET:

10. The 2022 Budget included \$100,000 - \$150,000 to undertake the recommendation from this report and complete an Environmental Assessment, Schedule 'C', for the proposed Plant Expansion.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 11-2022 be received and that Council accept the Glen Walter Water and Wastewater Servicing Master Plan and furthermore that Administration be directed to complete a Schedule "C" Environmental Assessment for the expansion of the Glen Walter Water Treatment Plant and Glen Walter Water Pollution Control Plant

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

The background of the slide is a black and white photograph of a water treatment plant. The top half shows large pipes and valves, with a label 'F-2' visible. The bottom half shows a walkway with railings overlooking a large circular tank filled with water.

FINAL

Glen Walter Area Water and Wastewater Master Servicing Plan

800 Second Street West, Cornwall, ON K6J 1H6
(613) 935-3775
evbengineering.com



PROJECT# 19030 | 10.01.2022

Prepared for the Township of South Glengarry

Page 28 of 309

Prepared By:

A handwritten signature in blue ink, appearing to read 'Marco Vincelli', with a long horizontal stroke extending to the right.

Marco Vincelli, P.Eng.
Project Manager

EVB Engineering

The disclosure of any information contained in this report is the sole responsibility of the intended recipient. The material in it reflects EVB's best judgement in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decision to be made based on it are the responsibility of such third parties. EVB Engineering accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report. This limitations statement is considered part of this report.

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Schedule A6a – Glen Walter (the Counties of SDG Official Plan)

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APPENDIX B – WSP Water and Wastewater Master Servicing Plan (Draft)

APPENDIX C – Public Consultation

1 Introduction

1.1 Purpose

The Township of South Glengarry (Township) had retained the services of WSP Canada Inc. (WSP) to undertake a Water and Wastewater Master Servicing Plan for the Glen Walter Area. WSP prepared a draft document but prior to initiating the public consultation process, the Township retained EVB Engineering to review the recommendations and complete the environmental assessment process in accordance with the Municipal Engineers Association Publication *Municipal Class Environmental Assessment*.

Although EVB Engineering's evaluation and recommendations differ from those made in the WSP report, many of the sections and supporting studies in WSP's report remain relevant. The relevant sections from WSP's report will be referenced in this document and the report completed by WSP can be found in Appendix B.

1.2 Glen Walter Area

For the purpose of this study, the Glen Walter Area is defined by the following borders:

- North Boundary: South Side of Highway 401 Right-Of-Way
- South Boundary: St. Lawrence River
- East Boundary: Rae Road
- West Boundary: Boundary Road

Schedule A6a from the United Counties of Stormont, Dundas and Glengarry (SD&G) Official Plan is provided in Appendix A which delineates the Glen Walter Area as well as the current urban settlement boundary for the Glen Walter Service Area.

1.3 Background Information

WSP's Report (Appendix B) contains Technical Memorandum No. 2: Growth Scenarios, which provides the following growth prediction.

Table 1 – Growth Prediction

GROWTH SCENARIO	NUMBER OF LOTS SERVICED	PROJECTED SERVICE POPULATION
Existing (Water/Wastewater)	339 / 321	746 / 667
Within 5 Years ¹	684	1,505
Within 10 Years	781	1,719
Within 20 Years	941	2,071

1 Included municipal servicing of Sutherland Subdivision, Sapphire Hills Subdivision and Sabourin Subdivision within the next five years.

WSP's memo provided that the growth forecast was in line with the forecast completed in the Glen Walter Water and Wastewater Servicing Master Plan (TSH 2008). The resultant growth rate for a 20-year period is approximately 2% per year.

1.4 Urban Settlement Area

The boundaries of the Urban Settlement Area for Glen Walter were modified during the 2018 Amendments to the Official Plan. The Urban Settlement Area can be found on Schedule A6a in the Official Plan and is provided in Appendix A.

1.5 Historic Growth Rate

Although the Official Plan does not indicate significant growth for the Glen Walter Area, over the past five years there have been approximately 6-10 building permits issued every year for homes within the municipal serviced area, representing a growth rate of 1% per year. This growth rate is hindered because of the available capacity in the Glen Walter Water and Wastewater Treatment Systems. Should additional municipal servicing capacity be made available, the number of building permits is expected to increase.

1.6 Boundary Road Industrial Park Servicing

The Township had been in negotiations with the City of Cornwall to provide municipal servicing from the City of Cornwall to the properties on the East side of Boundary Road, that are within the Township of South Glengarry. An analysis was completed that demonstrated that it was the most cost-effective solution to have these properties serviced for water and wastewater from City of Cornwall rather than extend services from the Glen Walter facilities.

The City of Cornwall had provided the Township with a draft Shared Services Agreement. When the property owners on Boundary were approached with the approximate cost for obtaining municipal services, there was an overwhelming response against carrying the project forward.

Once the feedback from the majority of the property owners was against the provision of municipal water and wastewater services, the pursuit of providing municipal services to this area was removed from the scope of this assignment.

2 Environmental Assessment Process

Refer to Appendix B, Section 2 of the WSP Report.

3 Literature Review

Refer to Appendix B, Section 3 of the WSP Report.

4 Existing Infrastructure

4.1 Glen Walter Drinking Water System

4.1.1 Glen Walter Water Treatment Plant (WTP)

As per the description in the WSP Report, Section 4.2.1, the Glen Walter WTP is located at 18352 County Road 2, Glen Walter, and operates under Ontario Drinking Water License #185-102. The WTP is a direct filtration plant with a rated capacity of 995 m³/d. Source water from the St. Lawrence River flows by gravity into the low lift pumping station. Low lift pumps transfer raw water to a flocculation tank. An in-line mixer combines coagulant with the raw source water prior to entering the flocculation tank. Following flocculation, the water is conveyed to two (2) pressure dual-media filters that operate in parallel. The filtered water is then directed to two (2) pressurized granular activated carbon filters to remove constituents associated with taste and odour. Finally, the treated water is dosed with chlorine before entering a storage reservoir from where it is pumped via high lift pumps to the distribution system. The WTP Treatment process design details are provided in Table 2.

Table 2 – Glen Walter WTP Process Details

Process Component	Parameter	Design Value
Intake Pipe	Diameter	300mm
	Length	390m
Pre-Chlorination	Type	Sodium Hypochlorite
	Chlorine Capacity	2 kg/d
Low Lift Pumping Station	Well Dimensions	4.5 m (L) x 2.0 m (W) x 3.9m (D)
	# of Pumps	2 (1 duty / 1 standby)
	Capacity of Pumps	11.52 L/s at 31.6m TDH
Coagulation	Type	Aluminum Sulphate (PAS-8)
	# Metering Pumps	2 (1 duty / 1 standby)
	Type of Metering Pumps	Diaphragm
	Metering Pump Capacity	3.8 L/hr
Flocculation	# of Tanks	1
	Dimensions	2.7m dia. X 3.5m height
Pressure Filtration	Type	Multi-media Filters
	Quantity	2 (in parallel)
	Dimensions (ea)	1.8m dia. X 2.7m height
Activated Carbon Filters	Type	Granular Activated Carbon
	# of Tanks	2 (in series)
	Dimensions	2.6m dia x 3.2m height
Post Chlorination	At Clearwell Inlet	
	Type	Sodium Hypochlorite
	Chlorine Capacity	2 kg/d
	At High Lift Well	
	Type	Sodium Hypochlorite
	Chlorine Capacity	2 kg/d
Storage Reservoir	# of Reservoirs	2 (in series)
	Dimensions	15.3m (L) x 12.2m (W) x 3.9m (D) (North Cell) 5.1m (L) x 12.2m (W) x 3.9m (D) (South Cell)

Process Component	Parameter	Design Value
	Total Capacity	623 m ³
High Lift Pumps	Pump Well Dimensions	2.3m (L) x 7.2m (W) x 3.9m (D)
	Pump Type	Vertical Turbine
	# of Pumps	2 (1 duty / 1 standby)
	Capacity of Pumps	16.44 L/s

4.1.2 Water Distribution System

As per the description in Section 4.2.2 of the WSP Report, treated water from the Glen Water WTP is pumped directly into the distribution system, providing potable water to the Glen Walter population within the serviced area. There are no additional booster stations or storage tanks within the existing distribution system. The pipes that make up the distribution network are primarily PVC with a small number of HDPE pipes. Pipe diameters range from 75mm to 300mm. Figure 1 illustrates the existing Glen Walter Water Distribution System.

4.1.3 Glen Walter WTP Performance

The following table provides a summary of flows from the Glen Walter WTP for the period of 2016 through 2020.

Table 3 – Historic Flows from the Glen Walter WTP

Year	2016	2017	2018	2019	2020	Criteria
Raw Water ADF (m³/d)	438	486	572	583	650	
Raw Water MDF (m³/d)	738	792	895	897	912	995
Treated Water ADF (m³/d)	365	389	434	453	500	
Treated Water MDF (m³/d)	539	522	652	638	587	995

Raw water flows are higher than treated water flows due to the use of water for backwashing the filters on site as well as the use of carrier water for chlorine addition prior to the raw water flow meter.

4.1.4 Uncommitted Reserve Capacity at the Glen Walter WTP

The uncommitted reserve hydraulic capacity of the water plant has been calculated based on the requirements of the Ministry of Environment (MOE) Procedure D-5-1 (April 2016):

$$C_U = C_R - \frac{[L \times F \times P]}{H}$$

Where:

C_U : uncommitted hydraulic reserve capacity (m³/d)

C_R : hydraulic reserve capacity (m³/d)

- L: number of unconnected approved lots (committed)
- P: existing connected population
- H: number of households or residential connections
- F: maximum daily flow per capita (m³/capita/d) (water treatment plant). The MDF from 2016-2020 was reported as 897 m³/d in the annual report.

The uncommitted reserve capacity at the Glen Walter WTP is calculated as follows:

Hydraulic reserve capacity:

$$\begin{aligned} C_r &= 995 \text{ m}^3/\text{d} - 897 \text{ m}^3/\text{d} \\ &= 98 \text{ m}^3/\text{d} \end{aligned}$$

Theoretical max day water demand of committed residential lots not currently in service:

$$\begin{aligned} \left[\frac{F \times P}{H} \right] &= (897 \text{ m}^3/\text{d}) / 440 \text{ lots} = 2.04 \text{ m}^3/\text{d}/\text{lot} \\ L &= 73 \text{ committed lots} \\ \left[\frac{L \times F \times P}{H} \right] &= 2.04 \text{ m}^3/\text{d}/\text{lot} \times 73 \text{ lots} = 149 \text{ m}^3/\text{d} \end{aligned}$$

Uncommitted hydraulic reserve capacity at Glen Walter WTP:

$$\begin{aligned} C_u &= 98 \text{ m}^3/\text{d} - 149 \text{ m}^3/\text{d} \\ &= \text{Overcommitted } 51 \text{ m}^3/\text{d} \text{ or } \sim 25 \text{ residential lots} \end{aligned}$$

Therefore, the Glen Walter WTP capacity is over committed and growth outside of the committed capacity should be restricted.

4.2 Glen Walter Wastewater System

4.2.1 Glen Walter Wastewater Collection System

As per the description in Section 4.3.1 of the WSP Report, the collection system in the Glen Walter Service Area is comprised of a network of gravity sewers, forcemains, and sewage pumping stations. The collection system can be separated into two (2) main catchment areas: west of the WPCP and east of the WPCP. The east catchment area flows by gravity to the Raw Sewage Pumping Station (RSPS), located on the site of the

WPCP. The west catchment area conveys wastewater through a network of two pumping stations and forcemains combined with a gravity sewer that discharge to the RSPS.

The gravity sewers range in size from 200mm to 300mm while the forcemains range in size from 100mm to 150mm. All pipes are made of PVC. Figure 2 illustrates the existing Glen Walter Wastewater Collection System.

There are no designated combined sewers in the Glen Walter Service Area.

4.2.2 Sewage Pumping Stations

Excluding the RSPS, there are two (2) sewage pumping stations servicing the west catchment area.

Table 4 – Sewage Pumping Stations

Pumping Station	Yacht Blvd SPS #1	Bray St. PS #2
Location	6734/6736 Yacht Blvd	6649 Bray Street
Service Area	All Sewage from Place St. Laurent is collected at the Yacht Blvd SPS and is transferred to the collection system which drains to the Bray Street SPS.	All Sewage from Place St. Laurent, Bray Street, and Purcell Street Flow to the Bray Street SPS and is transferred to the Gravity sewer on Lawrence Street which flows by gravity to the RSPS.
# of Pumps	2 (1 duty / 1 Standby)	2 (1 duty / 1 Standby)
Pump Capacity	10 L/s @9.44m TDH ¹	25 L/s @ 8.3m TDH

1 Initial size of the pumps was 10 L/s. The station was designed to be upgraded to 18.8 L/s should the full development reach the originally proposed 170 lots.

4.2.3 Glen Walter Water Pollution Control Plant

As per the description in Section 4.3.2 of the WSP Report, the Glen Walter WPCP is a secondary treatment system based on an extended aeration process with UV disinfection and chemical addition for phosphorus removal. The Glen Walter WPCP has a rated capacity of 787 m³/d and operates under Environmental Compliance Number 3-0464084-889.

Raw sewage is pumped from the Raw Sewage Pumping Station (PS #3) into the circular treatment system. The first stage of treatment occurs in an aerated tank for grit removal. Post grit removal, aluminum sulphate is dosed into the flow which enters the second stage of treatment which is the extended aeration tank. Mixed Liquor overflows a weir at the end of the aeration tank into the secondary clarifier, located in the middle of the circular treatment tank. Clarified effluent undergoes disinfection through a UV channel prior to

discharge, by gravity, to the outfall located in the St. Lawrence River. Settled sludge from the clarifier is transferred back to the aeration tank as return activated sludge or transferred to the aerobic digester as waste activated sludge. Stabilized sludge is hauled to the Lancaster WPCP for storage.

WPCP Treatment process design details are provided in Table 5.

Table 5 - Glen Walter WPCP Process Component Details

Process Component	Parameter	Design Value
Raw Sewage Pumping Station (PS#3)	Pump Well Dimensions	3.3m (L) x 1.06m (W) x 5.5m (D)
	Inlet	Screening Basket
	Pump Type	Submersible
	# of Pumps	2 (1 duty / 1 standby)
Grit Removal	Capacity of Pumps	26.6 L/s
	Type	Aerated Grit Tank
	Quantity	1
Coagulant Addition	Volume	16.8 m ³
	Type	Aluminum Sulphate
	Pump Type	Diaphragm
Biological Treatment	# of Pumps	2 (1 duty / 1 standby)
	Type	Extended Aeration
	Total Volume	525 m ³
Aeration System	Diffuser Type	Coarse
	Blower Type	Rotary Positive Displacement
	# of Blowers	2
	Blower Capacity	340 L/s
Secondary Clarifier	Type	Circular
	# of Clarifiers	1
	Total Surface Area	65.5 m ²
	MDF Capacity	2,290 m ³ /d
Disinfection	Type	Ultraviolet
	# of Units	1
	Peak Capacity	2,290 m ³ /d
Outfall	Diameter	300mm
	Length	375m
Sludge Digester	Type	Aerated
	# of Units	1
	Total Volume	100 m ³

4.2.4 Glen Walter WPCP Performance

The following table provides a summary of flows from the Glen Walter WPCP for the period of 2016 through 2020.

Table 6 - Historical Performance for the Glen Walter WPCP

Year	2016	2017	2018	2019	2020	Criteria
ADF (m ³ /d)	626	786	727	782	700	787
MDF (m ³ /d)	1639	2037	1059	1144	1100	
Effluent BOD5	3.68	3.5	3.2	3.13	3.04	25
Effluent TSS	5.34	5.3	7.37	5.33	4.86	25
Effluent TP	0.25	0.24	0.24	0.16	0.22	0.86

4.2.5 Uncommitted Reserve Capacity at the Glen Walter WPCP

The uncommitted reserve hydraulic capacity of the wastewater plant has been calculated based on the requirements of the Ministry of Environment (MOE) Procedure D-5-1 (April 2016):

$$C_U = C_R - \frac{[L \times F \times P]}{H}$$

Where:

C_U : uncommitted hydraulic reserve capacity (m³/d)

C_R : hydraulic reserve capacity (m³/d)

L : number of unconnected approved lots (committed)

P : existing connected population

H : number of households or residential connections

F : maximum daily flow per capita (m³/capita/d) (wastewater treatment plant)
The five (5) year average daily flow at the WPCP is 724 m³/d.

The uncommitted reserve capacity at the Glen Walter WPCP was calculated as follows:

Hydraulic reserve capacity:

$$\begin{aligned} C_R &= 787 \text{ m}^3/\text{d} - 724 \text{ m}^3/\text{d} \\ &= 63 \text{ m}^3/\text{d} \end{aligned}$$

Using the five-year average day flow (724 m³/d) and the total number of existing sewage connections (424), the average day flow per connection is 1.708 m³/d/lot. This is higher than the flowrate typically expects from new development, and is associated with the high volume of inflow and infiltration experienced with the system. To reflect the expected sewage flows more closely from the committed and future development, a theoretical sewage generation of future growth was used and is based on the typical design parameters of 3.5 persons per lot and a wastewater generation rate of 450 litres per person per day. Theoretical sewage generation for future growth associated with the committed residential lots not currently in service:

$$\begin{aligned} \left[\frac{F \times P}{H} \right] &= 0.450 \text{ m}^3/\text{person/d} \times 3.5 \text{ person/lot} \\ &= 1.575 \text{ m}^3/\text{d/lot} \\ L &= 73 \text{ committed lots} \\ \left[\frac{L \times F \times P}{H} \right] &= 1.575 \text{ m}^3/\text{d/lot} \times 73 \text{ lots} \\ &= 115 \text{ m}^3/\text{d} \end{aligned}$$

Uncommitted hydraulic reserve capacity at Glen Walter WPCP:

$$\begin{aligned} C_u &= 63 \text{ m}^3/\text{d} - 115 \text{ m}^3/\text{d} \\ &= \text{Overcommitted } 52 \text{ m}^3/\text{d or } \sim 33 \text{ residential lots} \end{aligned}$$

Therefore, the Glen Walter WPCP capacity is over committed and growth outside of the committed capacity should be restricted.

4.3 Privately Servicing Properties

Outside of the Glen Walter Core Area, most of the remaining study area is serviced with private wells and septic systems. Only Farlinger Point has been provided with municipal water service but maintains private wastewater servicing through individual septic beds.

In Section 4.4 of the WSP Report, they describe a door-to-door survey of private services in Farlinger Subdivision, Sutherland Subdivision, Bayview Estates and Sapphire Hill Estates.

The findings of their field investigation are contained in Section 4.4.9 of their report, and summarized as follows:

- Many residents would benefit from information regarding the care and maintenance of well and septic systems, including, but not limited to, information regarding:
 - Discharging sump pumps, rain gutters or storm drains away from septic systems;
 - Regular inspections of their septic system (every 3 to 5 years) and pump-out of their septic tanks when the sludge depth reaches 1/3 the depth of the septic tank;
 - The Eastern Ontario Health Unit recommends residents test their well water three (3) times per year (free analysis service if bottles are dropped off at EOHU office)
- The field investigation also identified seven (7) homes in Bayview Estates that have septic systems and their drinking water supply well less than the regulated minimum separation distance from each other.

5 Growth Forecast

In order to determine the required capacity of future municipal infrastructure, the service area and the projected growth within the delineated service area need to be identified. Figure 3 identified blocks of land that are available for development and the timeline that the Township expects development to occur.

5.1 Glen Walter Development Areas

As previously indicated in Section 1, the previous studies targeted a 2% growth rate and historic building permit issuance rates reflect a 1% growth rate in the Glen Walter Area. This growth rate is hindered by the uncommitted reserve capacity at both the Glen Walter Water Treatment Plant as well as the Glen Walter Water Pollution Control Plant.

It is believed that should capacity be made available to encourage growth within the Glen Walter Area, the growth rates will more closely reflect the building rates currently occurring in the Village of Long Sault, which is directly to the west of the City of Cornwall. Based on information obtained by the Township of South Stormont Planner, the current growth rate in Long Sault is approximately 3.2%.

To ensure capacity is available in infrastructure improvements in Glen Walter, flows related to growth will be basing on a growth rate of 3% for 30 years.

5.2 Growth Potential within Areas

As identified in the Technical Memorandum No. 1, where plans of subdivision exist for proposed subdivisions, the number of units were based on the plans and population estimates were based on 3.5 persons per lot.

Where plans of subdivision were not available, EVB utilized a combination of low-density housing (estate lot configuration) and high-density housing (urban development) based on the following assumptions.

Table 7 – Population Growth Assumptions

Area for Development	Assumptions
For Areas with Site Plan Approvals	Persons per lot: 3.5
For High Density Developments	Lots per Ha: 14.3 Persons per Ha: 50
For Low Density Developments	Lots per Ha: 5.8 Persons per Ha: 20

Additionally, flows from these areas are based on the following assumptions:

Table 8 – Water and Wastewater Design Rate Assumptions

Description	Design Rate
Water Flow Per Person	350 L/capita/d
Maximum Day Factor	2
Wastewater Flow Per Person	450 L/capita/d
Inflow & Infiltration	90 L/cap/d

6 Alternative Servicing Options

6.1 Alternative Servicing Options

There are three main options that need to be considered when evaluating the servicing of the Glen Walter system:

Option 1 – Maintain a Mix of Municipal and Private Services

Option 2 – Expansion of South Glengarry's Infrastructure

Option 2A – Expansion to Entire Area

Option 2B – Expansion to Expanded Service Area (New Development)

Option 3 – Obtain Services from City of Cornwall

6.2 Option 1 – Maintain a Mix of Municipal and Private Services

6.2.1 Description

As identified earlier, there is a mix of municipal and private servicing for the study area. Maintaining this configuration (status quo) is possible for the existing development within

the Glen Walter Area, however, this will have the following impact on the development of the Glen Walter Area:

- a) Onsite sewage systems require larger lots and does not optimize land use and potential population densities;
- b) Private servicing will restrict the type of development (i.e. residential and dry commercial only) preventing potential opportunities with commercial, industrial and institutional developments;
- c) Fire protection services will not be expanded into the areas that remain on private services;
- d) The capacity of both the Glen Walter WTP and Glen Walter WPCP cannot provide services beyond the existing committed capacity. (Growth in the serviced area is halted).

Option 1 is not recommended since municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety as noted in the Provincial Policy Statement.

The Glen Walter WTP and WPCP will need to be expanded to service the committed growth as well as infill within the settlement boundaries. The design population for Option 1 is based on current planned or approved subdivision that are proposed to be developed with municipal services as well as providing for infill within the Glen Walter Core area. The ultimate service population is shown in the following table.

Table 9 – Option 1 Design Population

Area	Population
	Based on Infill
Municipal Water/Wastewater Service	963
Existing Private Serviced Development	0
Approved Plans of Subdivision	252
Regional Growth (Infill)	124
TOTAL POPULATION	1,339
Growth Rate (within Serviced Area)	0.33%

The design water and wastewater requirements for this population is presented in the following table.

Table 10 – Option 1 Water and Wastewater Design Flows

System	Ultimate Capacity
WTP (MDF)	1,175
WPCP (ADF)	989

Based on these design flows, the existing Glen Walter WTP and WPCP do not have the capacity to meet the design daily flows and will require an expansion of both facilities.

6.2.2 Water Storage Requirements

As per the MECF's *Design Guidelines for Drinking-Water Systems*, the requirement for total treated water storage is based on the population and maximum daily flows within the water distribution system, and can be calculated as follows:

$$\text{Total Treated Water Storage} = A + B + C$$

Where: A = Fire storage
 B = Equalization storage (25% of maximum day demand); and
 C = Emergency storage (25% of A + B)

The water storage requirements were calculated for the various scenarios and are shown in the following table.

Table 11 – Water Storage Requirements

Storage Requirements	30-Year Projection
Fire Water Storage	570
Equalization Storage	294
Emergency Storage	216
Total Required Storage	1,080
Available Storage at WTP	230
Minimum Additional Storage Required	850
Recommended Additional Storage	1,000

It is recommended that a slightly larger storage volume be provided, which will add nominal costs to the project at this point but will provide significant flexibility should the Township wish to expand the municipal water servicing in the future.

6.2.3 Water Distribution System

WSP completed a hydraulic model of the water distribution system. Through the use of the hydraulic model, it was determined that sections of the existing water distribution system were identified for rehabilitation to ensure that the water distribution system can support fire flows throughout the entire system.

6.2.4 Wastewater Collection System

WSP completed a hydraulic model of the wastewater collection system. Through the use of the hydraulic model, it was determined that sections of the existing wastewater collection system were identified for rehabilitation as they could not convey the peak sanitary sewage flows during a 100-year rain event.

6.2.5 Infrastructure Requirements for Option 1

Should Option 1 be selected as the preferred option, the following works are required to support the existing service area, including potential infill and committed plans of subdivision:

- The Glen Walter WTP will require an expansion to support the existing service area, the committed developments as well as the growth within the next 30-years (growth rate of 0.33%).
- Increase water storage on the system with an elevated tower that will provide sufficient storage to meet the MECP requirements for fire flows, equalization storage and emergency storage.
- Replacement of parts of the existing distribution system to ensure fire flows are achieved within the entire serviced area.
- Expansion of the Glen Walter Wastewater Treatment Plant is required to support the existing service area, the committed developments as well as the growth within the next 30-years (growth rate of 0.33%).
- Replacement of parts of the collection system to ensure the collection system is capable of carrying the 100-year design flows.

6.2.6 Cost Estimate

Based on the cost models developed in the Ontario Ministry of Public Infrastructure Renewal publication “Water and Wastewater Asset Cost Study”, a total project cost estimate has been generated for the implementation of this solution.

Table 12 – Opinion of Total Project Cost for Option 1

Opinion of Construction Cost	Option 1
Water Treatment	\$3,156,000
Water Storage	\$1,713,000
Linear Water	\$900,000
Wastewater Treatment	\$10,019,000
Linear Wastewater	\$400,000
CONSTRUCTION SUBTOTAL	\$16,188,000
Design/CA (15%)	\$2,428,000
Contingency (30%)	\$4,856,000
TOTAL ESTIMATED COST	\$23,472,000
Potential Funding (2/3)	\$15,648,000
Net Township Cost	\$7,824,000

6.3 Option 2 – Expansion of South Glengarry’s Infrastructure

6.3.1 Description

The second servicing option considers the provision of municipal sewage and water services to the entire Glen Walter study area and includes major upgrades to the existing infrastructure as required to provide municipal services to all existing developments while creating capacity for future growth.

6.3.2 Option 2A - Phased Approach for Servicing the Entire Study Area

This option requires a multi-phased approach to expanding municipal servicing throughout the entire study area. This will be achieved by setting a 30-year and a 50-year goal for the expansion of services.

30-Year Expansion

The goal for Phase 1 is to provide both water and wastewater servicing for the Glen Walter Core Area, Farlinger Point (Area A), Sutherland Subdivision (Area B), Sapphire Hills (Area C), Bayview Estates (Area C), Place St. Laurent (Area D), Country Club Estates (Area E) and Boundary Road (Area T). In additional, capacity allocation will be made available in areas J, K, and L1. (Figure 4)

Table 13 – 30 Year Population Requirements

Area	Population
Municipal Water/Wastewater Service	963
Existing Privately Serviced Development	882
Approved Plans of Subdivision	417
Regional Growth	3,228
TOTAL POPULATION	5,490
Growth Rate	3%

The goal for Phase 2 is to provide both water and wastewater servicing for the entire Glen Walter Study Area (Figure 5), including growth in Areas F1, F2, G1, G2, H, I, M, N, O, Q, R and S.

Table 14 – 50 Year Population Requirements

Area	Population
Municipal Water/Wastewater Service	963
Existing Privately Serviced Development	1,425
Approved Plans of Subdivision	568
Regional Growth	10,003
TOTAL POPULATION	12,959
Growth Rate	3.00%

6.3.3 Option 2B – Expansion of the Municipal Service Boundaries

The goal for this phase is to provide both water and wastewater servicing for new developments fronting the existing Glen Walter Core Area, including infill within the Glen Walter Core and Farlinger Point (Area A), Place St. Laurent (Area D), and Country Club Estates (Area E). In additional development will be permitted in areas K and U. (Figure 6)

Table 15 – Option 2B – 30 Year Population Requirements

Area	Population
Municipal Water/Wastewater Service	963
Approved Plans of Subdivision	252
Regional Growth	1,734
TOTAL POPULATION	2,949
Growth Rate	3%

6.3.4 Option 2 – Water and Wastewater Treatment Facility Requirements

The design water and wastewater requirements for the population described in Option 2A and 2B are presented in the following table.

Table 16 – Option 1 Water and Wastewater Design Flows

System	2A (30-Years)	2A (50-Years)	2B (30-Years)
WTP (MDF)	4,100	9,300	2,300
WPCP (ADF)	3,200	7,300	1,900

Based on these design flows, the existing Glen Walter WTP and WPCP do not have the capacity to meet the design daily flows and will require an expansion of both facilities.

6.3.5 Option 2 – Water Storage Requirements

As per the MECP's *Design Guidelines for Drinking-Water Systems*, the requirement for total treated water storage is based on the population and maximum daily flows within the water distribution system, and can be calculated as follows:

$$\text{Total Treated Water Storage} = A + B + C$$

Where:

- A = Fire storage
- B = Equalization storage (25% of maximum day demand); and
- C = Emergency storage (25% of A + B)

The water storage requirements were calculated for the various scenarios and are shown in the following table.

Table 17 – Option 2 - Water Storage Requirements

Storage Requirements	2A (30-Years)	2A (50-Years)	2B (30-Years)
Fire Water Storage	1,717	2,376	792
Equalization Storage	1,020	2,327	576
Emergency Storage	684	1,176	342
Total Required Storage	3,421	5,879	1,710
Available Storage at WTP	230	230	230
Minimum Additional Storage Required	3,191	5,649	1,480
Recommended Additional Storage	3,200	5,750	1,500

It is recommended that a larger storage volume be constructed, which will add nominal costs to the project at this point but will provide significant flexibility should the Township wish to expand the municipal water servicing in the future.

6.3.6 Linear Water Infrastructure Requirements

As previously discussed, the expansion of South Glengarry's infrastructure requires water storage, which is proposed to consist of an elevated storage tank in a location to be determined. Upgrades to the existing watermains and an expansion of the infrastructure will also be required to service existing and future development.

Generally, the water distribution system is expected to consist of trunk watermains from the Glen Walter WTP to the elevated storage tank, and along the major roadways (County Road 2 & Purcell Road) as required to provide sufficient domestic and firefighting flows from the elevated storage tank to areas located within the limit of the Glen Walter area, such as Area I (future development on Rae Road North) and Area F & M (Edgewater Subdivision). Smaller watermains would be installed within new and existing developments to provide servicing to all properties.

The need for trunk watermains in Glen Walter's ultimate development area is exacerbated by cost inefficiencies related to installation of long watermain loops through areas not slated for development. For example, it may not be cost-efficient to construct a watermain loop between the east limit of Area C1 (Sapphire Hills) and the south limit of Area Q (Rae

Road East) if development does not occur alongside the watermain loop. This loop would however be beneficial to provide system redundancy and possibly decrease the diameter of trunk watermains.

A more detailed analysis consisting of water modeling of the entire collection system would be needed to review the benefits of loops in conjunction with alternative locations for the elevated storage tank.

Upgrades to the pumps at the Glen Walter WTP would also be required to supply the necessary flows from the Glen Walter WTP to the elevated storage tank.

6.3.7 Linear Wastewater Infrastructure Requirements

EVB Engineering reviewed the existing infrastructure, areas slated for future development, existing topography and information pertaining to proposed developments, and developed a conceptual servicing plan for Glen Walter seeking to minimize capital costs as well as operation and maintenance costs.

The use of gravity sewers was preferred where possible, however pumping stations could not be avoided due to the challenging topography of the area. The conceptual plan makes very little use of the existing infrastructure since the future flows at full development are significant and could not be accommodated by the existing infrastructure.

It is however important to note that interim servicing of new sanitary pumping stations is possible to some extent using existing infrastructure. For example, the forcemain from proposed SPS #6 (Edgewater Subdivision) is proposed to outlet to the gravity sewer on County Road 2, and a similar arrangement could be done for proposed SPS #4 (Country Club Estates) with its forcemain outletting to the existing gravity sewer on Purcell Road. As development occurs and flows increase, these forcemains would need to be extended to the wastewater treatment plant to avoid surcharging existing sewers.

The conceptual sanitary servicing plan for Glen Walter based on an expansion of South Glengarry's infrastructure is shown on Figure 4 (30-Year) and Figure 5 (50-year) and is discussed in greater detail in the following table. Note that all flows discussed below consist of maximum daily flows (MDF) with an allowance of 0.19 L/s/ha for infiltration and inflow and were based on the 50-year low-density scenario.

Table 18 - Details of Sanitary Conceptual Plan (Expectation is for Developers to Pay for this Component)

Sanitary Pumping Station (SPS)	Servicing Areas	Description
SPS #1, Existing Place St. Laurent	Existing: D, D3, D4, D5 Future: A, B	Extension of relatively deep gravity sewers along County Road 2 & easements to service Areas A (Farlinger Point) and B (Sutherland Subdivision). Replacement of existing pumps from 10 L/s to 20.8 L/s, slightly exceeding original design flow of 18.8 L/s for the SPS but can easily be accommodated with the existing wet-well and new pumps.
SPS #2, Existing Bray Street	Existing: SPS #1, northwest area of Glen Walter Future: K	SPS was upgraded in 2021.
SPS #3, Existing Wastewater Treatment Plant	Existing: Glen Walter Future: A & B (SPS #1), R & S (SPS #8), O	A sewer extension along County Road 2 was proposed as part of the development of Area F (Edgewater Subdivision) to provide an outlet for the new forcemain and provide servicing to Area O (dwellings along County Road 2 and Sabourin Drive). Pumps will need to be replaced at the RSPS to accommodate an additional 10.8 L/s from SPS #1, 4.2 L/s from SPS #8 and 2.1 L/s from Area O.
SPS #4, Proposed Country Club Estates	Existing: n/a Future: C1, C2, E, G1, G2, J, L, N, P, SPS #5	Construction of deep gravity sewers and new large SPS to accommodate 98.7 L/s from Areas C1, C2, E, G1, G2, J, L, N, P and 58.4 L/s from SPS #5, for a total of 157.1 L/s, and new forcemain along Purcell Road and County Road 2 directly to the Glen Walter WPCP. We understand a SPS is already proposed as part of the preliminary servicing report prepared as part of the draft plan submission for the development of Area E (Country Club Estates), hence the SPS could be designed to accommodate higher flows and/or deeper sewers.
SPS #5, Proposed Boundary Road	Existing: n/a Future: T	Construction of new 58.4 L/s SPS at the southeast limit of the Boundary Road area, gravity sewers as per the preferred option in the <i>Boundary Road Servicing Study</i> (EVB, 2017). Construction of new forcemain to new gravity sewers on Tyotown Road, discharging into new SPS #4.
SPS #6, Proposed Edgewater Subdivision	Existing: n/a Future: F, M, SPS #7	Construction of deep gravity sewers and new SPS to accommodate 20.1 L/s from Areas F and M and 49.3 L/s from SPS #7 (total = 69.4 L/s).

Sanitary Pumping Station (SPS)	Servicing Areas	Description
		<p>A SPS is already proposed as part of the development of Area F (Edgewater Subdivision), hence the SPS could be designed to accommodate higher flows. Its proposed depth appears sufficient.</p> <p>It is expected that the forcemain will eventually have to be brought directly into the WPCP as development occurs and flows increase.</p>
SPS #7, Proposed Rae Road	Existing: n/a Future: Q, I	<p>Construction of gravity sewers and new SPS to accommodate 49.3 L/s from Areas Q and I. As can be seen, this also relies on a sewer in an easement to avoid unnecessarily deep sewers at the large hill at the intersection of Rae Road and Tyotown Road.</p> <p>Forcemain from SPS #7 was taken to SPS #6 in order to minimize flows to SPS #4 and since a gravity sewer discharging to SPS #6 will be required in the south portion of area Q due to existing topography.</p> <p>For phasing reasons, forcemain could instead be redirected to new gravity sewers on Tyotown Road, discharging to new SPS #4.</p>
SPS #8, Proposed Craig Road Subdivision	Existing: n/a Future: R, S	<p>Construction of gravity sewers and small SPS to accommodate low-lying Area R and S, and extension of the sanitary sewer along County Road 2.</p> <p>Forcemain is proposed to discharge to the existing sanitary sewer along County Road 2 or to the sewer extension proposed for the development of Area F (Edgewater Subdivision).</p>

6.3.8 Cost Estimate

Based on the cost models developed in the Ontario Ministry of Public Infrastructure Renewal publication “Water and Wastewater Asset Cost Study”, a total project cost estimate has been generated for the implementation of this solution.

Table 19 – Opinion of Total Project Cost for Option 1

Opinion of Construction Cost	Option 2A		Option 2B
Project Component	30-Year	50-Year	30-Year
Water Treatment	\$22,892,000	\$17,792,000	\$15,823,000
Water Storage	\$3,825,000	\$3,161,000	\$2,312,000
Linear Water	\$3,100,000	\$3,100,000	\$3,100,000
Wastewater Treatment	\$27,072,000	\$26,610,000	\$17,137,000
Linear Wastewater	\$3,322,000	\$3,322,000	\$3,322,000
CONSTRUCTION SUBTOTAL	\$60,211,000	\$53,985,000	\$41,694,000
Design/CA (15%)	\$9,032,000	\$8,098,000	\$6,254,000
Contingency (30%)	\$18,063,000	\$16,196,000	\$12,508,000
TOTAL ESTIMATED COST	\$87,306,000	\$78,279,000	\$60,456,000
Potential Funding (2/3)	\$58,204,000	\$52,186,000	\$40,304,000
Net Township Cost	\$29,102,000	\$26,093,000	\$20,152,000

Please note that the costs for Option 2A – 50-Year Phase are an incremental cost to the Option 2A – 30-Year Phase.

6.4 Option 3 – Connection to Cornwall Infrastructure

The third option considered to provide municipal sewage and water services to the Glen Walter area consists of a connection to the City of Cornwall's infrastructure. As the City of Cornwall and the Township of South Glengarry failed to come to a suitable arrangement to supply municipal services from the City of Cornwall to the portion of South Glengarry on the East side of Boundary Road, the Township has chosen to stop exploring this opportunity with the City of Cornwall.

7 Evaluation of Alternative Solutions

7.1 Evaluation Approach

Utilizing the evaluation criteria prepared in conjunction with WSP (WSP Section 10.2), each of the servicing options will be evaluated in terms of their impacts on the natural, social, economic and technical criteria.

Following the application of the evaluation criteria, a preferred alternative will be identified for the future servicing of the study area.

7.2 Evaluation Criteria

EVB Engineering utilized the evaluation criteria prepared by WSP (WSP Table 10.1) for the evaluation of the servicing options.

Table 20 – Evaluation Criteria

Category	Criteria	Description
Natural Environment	Surface Water and Groundwater Impacts	Impact on water quantity and water quality of receiving waters including the St. Lawrence River and area municipal drains as well as groundwater quality and quantity
	Impact on natural heritage features/vegetation	Impacts on terrestrial resources such as trees and other vegetation
Social and Cultural Heritage	Impact to development areas and private properties	Noise, traffic, odour and visual distraction impacts on residents resulting from construction and/or long-term operation of the facilities
	Compatibility with proposed land uses	Compatibility of official plan land use with proposed land use
Economic Viability	Capital Cost	Estimated capital cost
	Operating and Maintenance Costs	Estimated annual operating and maintenance costs
Technical Sustainability	Ease of Construction and Site Access	Ability to maintain the performance of the treatment process during construction
	Impact on operations during construction	Change to operational requirements and impact on operations
	Ease of integration with existing infrastructure and ability to expand in the future	Compatibility with existing infrastructure in terms of use of existing infrastructure
	Ease of operation	Change to operational requirements and complexity of operations
	Impact on vulnerability to future climate changes	Ability to address potential issues arising from climate change (peak wet weather flows)

7.3 Evaluation of the Alternative Servicing Solutions

Table 21 provides a summary of the evaluation of the alternative servicing solutions.

Notes regarding construction cost estimate:

- Construction dollars are expressed in 2020\$
- Although linear costs are shown in the table, some of these costs can be assumed by the developers of the vacant properties
- Linear costs are shown for service connections, water mains, wastewater sewers, and sewage forcemains within areas that are developed on private services which will be converted to municipal servicing. Infrastructure within undeveloped lots will be financed through the developers.
- Assumed sewer installation at 4-6m depth without rock removal.
- Excludes HST
- Assumed 2/3s funding from higher levels of government
- Assumed funding is not available for Capital Buy-in costs

Table 21 – Evaluation of Servicing Alternatives

Evaluation Criteria	Option 1 – Status Quo	Option 2 – South Glengarry Servicing Extension
Natural Environment		
<ul style="list-style-type: none"> • Surface water and groundwater impacts • Impacts on natural heritage / vegetation 	<ul style="list-style-type: none"> • Potential for tree removal for new water tower location and site for Glen Walter WPCP. • Expansion of Glen Walter WPCP will improve effluent quality returned to St. Lawrence. • Expanded WPCP will handle peak flows reducing bypass events. • Potential requirement for dewatering during construction. 	<ul style="list-style-type: none"> • Potential for tree removal for new water tower location and site for Glen Walter WPCP. • Expansion of Glen Walter WPCP will improve effluent quality returned to St. Lawrence. • Expanded WPCP will handle peak flows reducing bypass events. • Potential requirement for dewatering during construction. • Removal of private water and sewage systems will potentially improve groundwater quality in the area
Social and Cultural Heritage		
<ul style="list-style-type: none"> • Impact to development areas and private properties • Compatibility with proposed land uses 	<ul style="list-style-type: none"> • Minimizes the area to which municipal water and wastewater services will be offered. • Provides for fire flow within the service area. • Dust and noise impacts should be controlled during construction. • Less opportunity for expansion of services in the future. • Private water and sewage system remain in use. 	<ul style="list-style-type: none"> • Provides a long-term plan for the municipal servicing of the study area. • Provides for fire flow within the entire study area. • Dust and noise impacts should be controlled during construction. • Removes private water and sewage systems from operation within the study area which will improve enjoyment of properties. • Municipal services allows for higher intensity of development.
Economic Implications ¹		
<ul style="list-style-type: none"> • Capital Cost 	Capital Cost: \$29,102,000	Capital Cost: 2A (Phase 1) \$87,306,000 2A (Phase 2) \$78,279,000 2B \$60,456,000
Technical Suitability		
<ul style="list-style-type: none"> • Ease of Construction and Site Access • Impact on Operations During Construction • Ease of Integration with Existing Infrastructure and ability to expand in the future 	<ul style="list-style-type: none"> • Existing site is restrictive and new property acquisition may be required. • New elevated water storage will allow for modifications on the treated water line from the WTP • Schedule “C” EA required for WPCP works. 	<ul style="list-style-type: none"> • Existing site is restrictive and new property acquisition will be required. • New elevated water storage will allow for modifications on the treated water line from the WTP • Schedule “C” EA required for WPCP works.

Evaluation Criteria	Option 1 – Status Quo	Option 2 – South Glengarry Servicing Extension
<ul style="list-style-type: none"> Ease of Operation Impact on Vulnerability to Future Climate Change 	<ul style="list-style-type: none"> MECP approvals required for WPCP works and amendment to Drinking Water Works Permit for water storage. Improved redundancy within both water and wastewater systems. 	<ul style="list-style-type: none"> MECP approvals required for WPCP works and amendment to Drinking Water Works Permit for water storage. Improved redundancy within both water and wastewater systems.

8 Identification of Preferred Alternative

8.1 Description of Preferred Alternative

The preferred option for the provision of water and wastewater servicing within the Study area is Option 2B: Expansion of the Municipal Services Boundaries. This option includes ensuring that there is capacity in the municipal water and wastewater systems to support growth within the following areas: infill within the Glen Walter Core and Farlinger Point (Area A), Place St. Laurent (Area D), and Country Club Estates (Area E). In addition, development will be permitted in areas K and U (refer to Figure 6). The development of these areas is expected to increase the service population within the municipal serviced area from just under 1,000 persons (2021) to just under 3,000 persons (2051).

The infrastructure required to implement this servicing plan includes:

- Expansion of the Glen Walter Water Treatment Plant from 995 m³/d to 2,300 m³/d;
- Construction of a new Glen Walter Wastewater Treatment Plant increasing the capacity from 787 m³/d to 1,900 m³/d;
- Construction of a 1,500 m³ elevated water storage tower;
- Replacement of some areas of the water distribution system to ensure that peak flows and fire flows can be conveyed through the system;
- Upgrades to the Place St. Laurent Sewage Pumping Station to support additional growth within its catchment area; and
- Replacement of some areas of the wastewater collection system to ensure that peak flows can be conveyed to the new Glen Walter Water Pollution Control Plant.

The next steps for the implementation of this project include:

Year 1

- Complete a Schedule “C” Environmental Assessment for the expansion of the Glen Walter Water Treatment Plant and Glen Walter Water Pollution Control Plant.
- As per initiatives that have already commenced, implement a leak detection and correction program to reduce the 50% water loss on the water distribution system. If water loss reduction efforts are successful, it may delay the timing for the expansion of the Glen Walter Water Treatment Plant.
- Advocate for funding from higher levels of government.

Year 2

- Implement the land acquisition requirements from the Schedule “C” EA.
- Advocate for funding from higher levels of government.

Year 3

- Initiate the Design of the Glen Walter Water Pollution Control Plant
- Advocate for funding from higher levels of government.

Year 4-5

- Construct the Glen Walter Water Pollution Control Plant
- Initiate the Design of the Glen Walter Water Treatment Plant

Year 5-6

- Construct the Glen Walter Water Treatment Plan

8.2 Public Consultation Requirements of the Environmental Assessment Process

As described in Section 2 of this report the preparation of a Master Plan must follow the requirements of the MEA's publication "Municipal Class Environmental Assessments". When this process is completed, in accordance with this process, Phases 1 and 2 of the EA process is complete and works that are categorized as Schedule A, A+ and B may proceed to implementation.

In order for this document to comply with the EA process, the public consultation component of the process must be completed. The public consultation requires two components:

- Public Notifications; and
- Public Information Centre.

8.2.1 Project Notifications

The notification requirements consist of three mandatory notices being circulated for including:

- Notice #1 – Public Consultation Centre #1
- Notice #2 – Public Consultation Centre #2
- Notice #3 – Notice of Study Completion

Copies of these notices are in Appendix C.

8.2.2 Public Information Centre

Public consultation is an integral component of the environmental assessment process, allowing the public and various governmental agencies an opportunity to provide input

into the selection of a preferred solution for the expansion of water and wastewater servicing within the Glen Walter Area.

Upon the onset of the project a list of entities (first nation groups and agencies) was developed and is provided in Appendix C.

Public Information Centre #1

The Public Information Centre #1 was advertised in the Glengarry News on June 17, 2020 as well as on the Township's website.

The virtual Public Information Centre was held on June 24, 2020 from the times of 6:00pm to 8:00pm. Presentation information was also made available through the Township website.

The presentation materials and comments sheets are included in Appendix C.

Public Information Centre #2

The Public Information Centre #2 was advertised in the Glengarry News on September 21, 2021 as well as on the Township's website.

The virtual Public Information Centre was held on September 28, 2021 from the times of 5:00pm to 7:00pm. Presentation information was also made available through the Township website.

The presentation materials and comments sheets are included in Appendix C.

8.2.3 Agency Consultation

A list of governmental and non-governmental agencies that were contacted about this project is provided in Appendix C.

8.3 Master Plan Filing

On November 24, 2021, the Township of South Glengarry issued a Study Completion for the project and have placed this document on public record for comment for 30-calendar days.

If concerns arise regarding this project, which cannot be resolved in discussion with the municipality, a person or party may request that the Minister of the Environment, Conservation and Parks to order a change in the project status and require a higher level of assessment under an individual Environmental Assessment process (referred to as a Part II Order). The Part II Order Request Form is available online on the Forms Repository Website (<http://www.forms.ssb.gov.on.ca>) by searching "Part II Order" or

“012-2206E” (the form number). Reasons must be provided for this request. Request must be received by the Minister within 30 calendar days of this Notice.

Minister Jeff Yurek
Minister of the Environment, Conservation and Parks
College Park 5th Floor, 777 Bay Street
Toronto, ON M7A 2J3

-and-

Director, Environmental Assessment and Permissions Branch
Ministry of the Environment, Conservation and Parks
Environmental Approvals Branch
135 St. Clair Avenue West, 1st Floor
Toronto, ON M4V 1P5

-and-

Sarah McDonald
General Manager of Infrastructure Services
Township of South Glengarry
6 Oak Street, Box 220, Lancaster, Ontario K0C 1N0
T: 613-347-1166
smcdonald@southglengarry.com

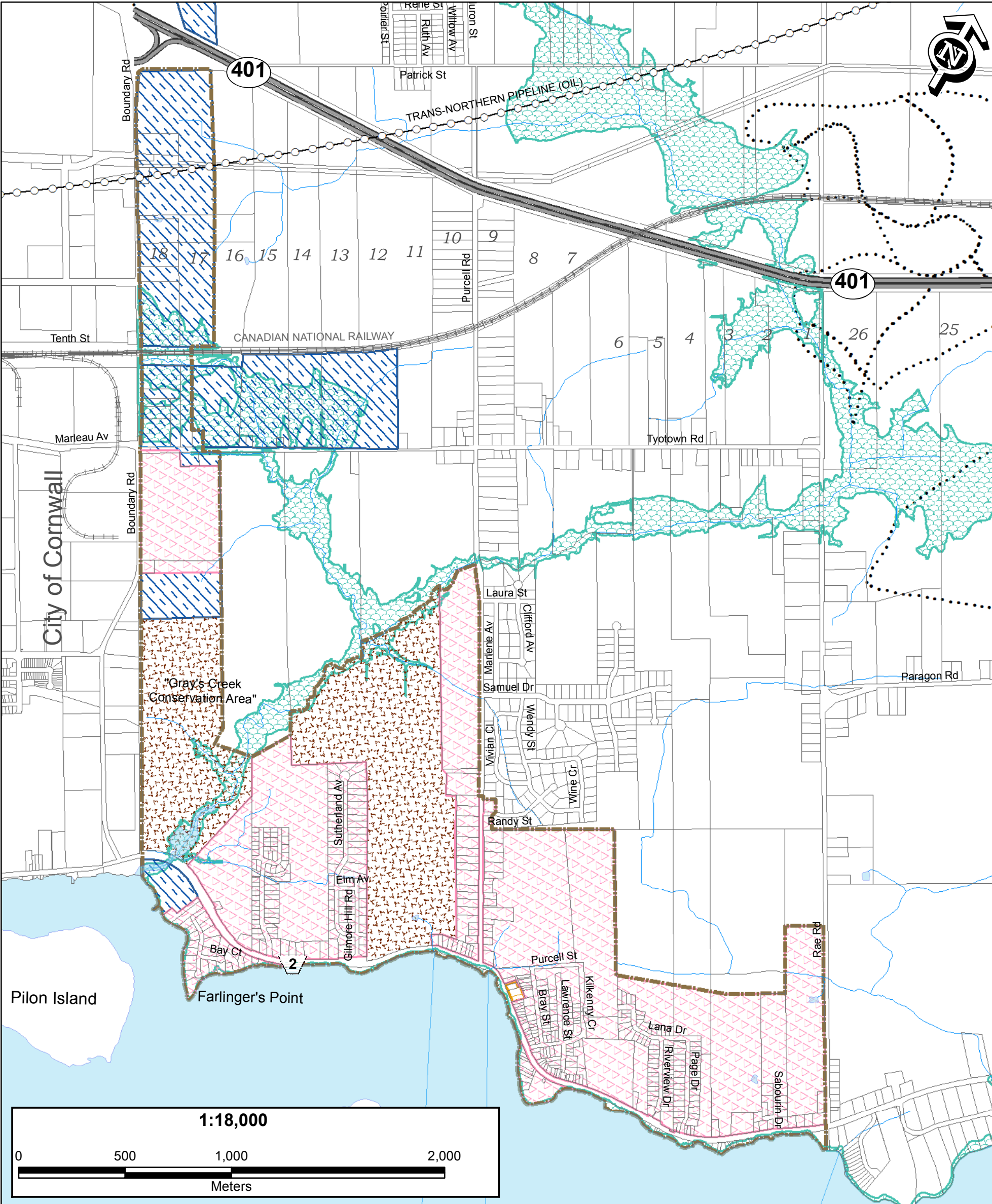
If there is no request received by January 8, 2022, the Township will proceed with the implementation of the recommendations from the Master Plan.

APPENDIX A

Figures

SCHEDULE A6a

Glen Walter



LEGEND

Boundaries (Land Use Designation)

- Urban Settlement Area
- Urban Service Limit

Settlement Areas (Land Use Designation)

- Residential District
- Commercial District
- Employment District
- Provincially Significant Wetland
- Salvage Yard District
- Major Open Space
- Airport District
- Special Land Use District (See Table 9.1.5 of the OP Text)

Environmental Protection Lands (Constraint Overlay)

- Regulatory Floodline
- Organic Soils
- Unstable Slope

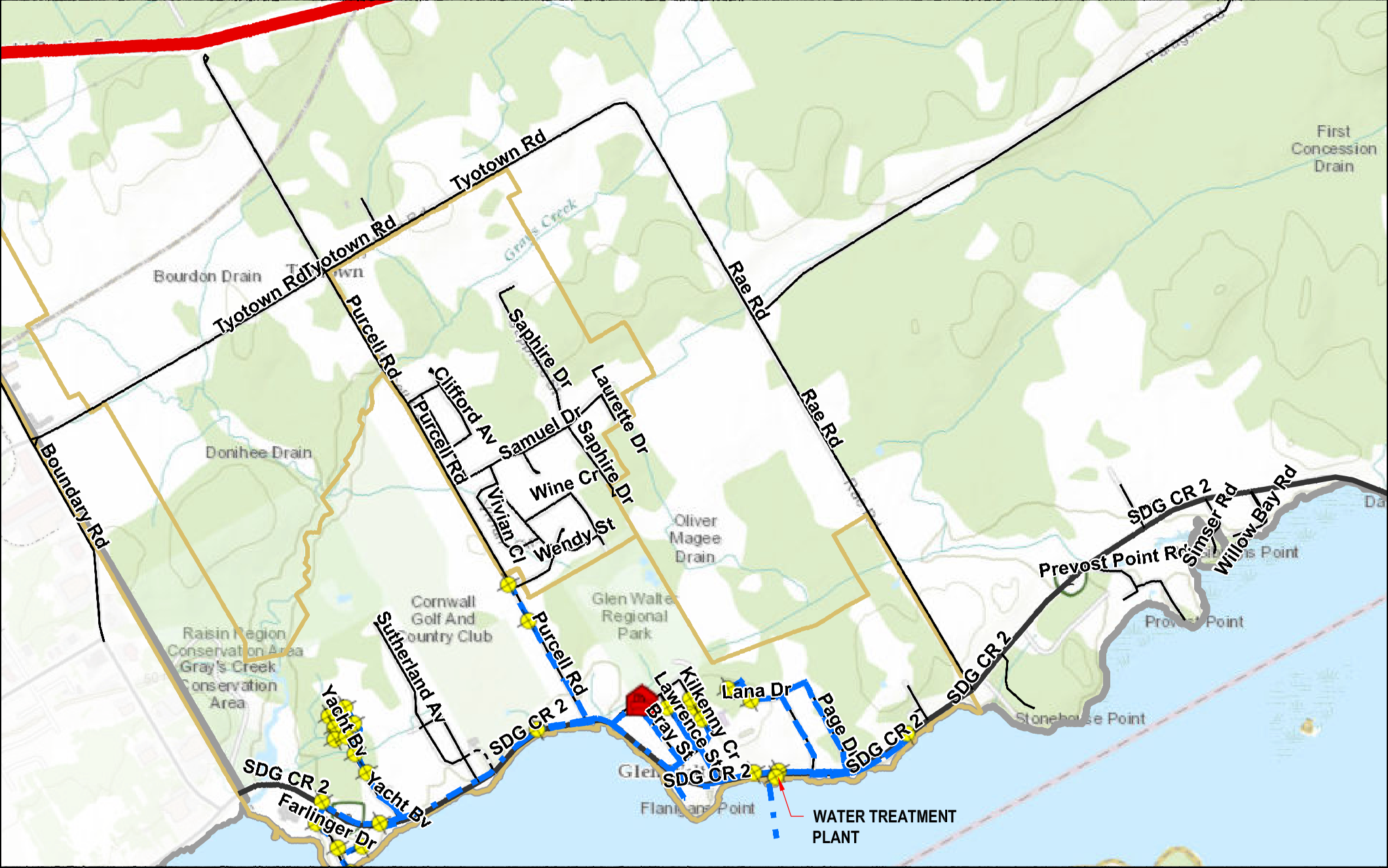
MOECC Identified Closed Waste Site (Approximate Location):

- Closed Waste Site

Infrastructure

- Communal Well
- Hospital
- Sewage Lagoon

Glen_Walter_Water



12/5/2019, 8:53:58 AM

Fire Hydrant

Fire Station

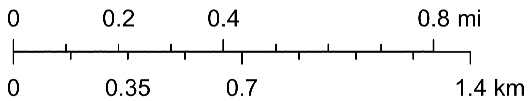
Water Line



Hydrant - Valve



Fire Station



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS,

SDG

For informational purposes only. Data is representative of location of water and sewer assets but are not survey accurate. Remember to call before you dig by to locate underground utilities by contacting ON1Call 1-800-400-2255 .



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

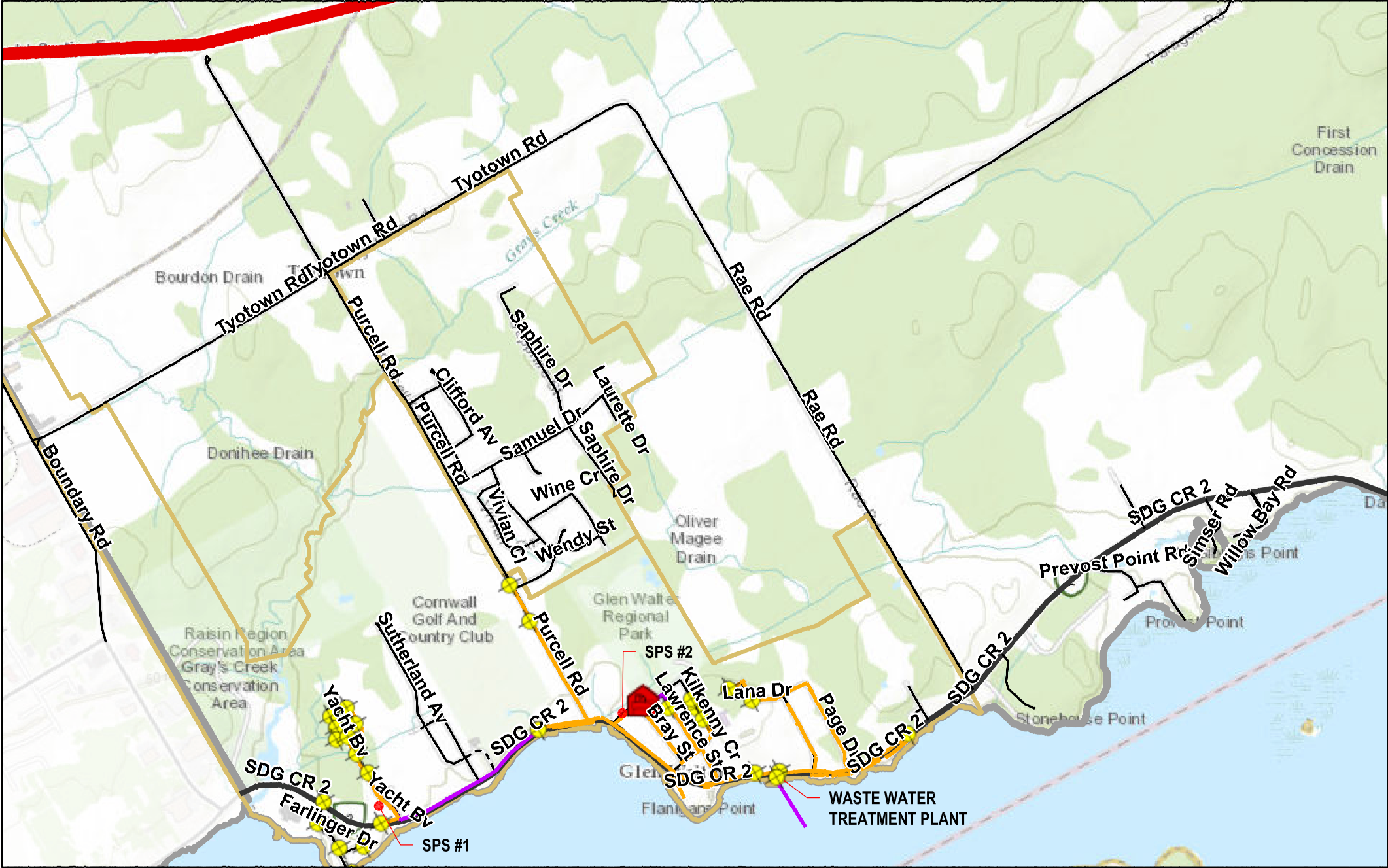
GLEN WALTER AREA
WATER AND WASTEWATER
MASTER SERVICING PLAN

TITLE:

GLEN WALTER
EXISTING WATER DISTRIBUTION
SYSTEM

SCALE: N.T.S.	JOB NO: 19030
DESIGNED BY: M.V.	DATE: 2020/05/01
DRAWN BY: K.B.W.	DRAWING NO.
CHECKED BY: M.V.	FIG.1

Glen_Walter_Wastewater



12/5/2019, 8:55:04 AM

Fire Hydrant

Fire Station

Sewer Line

Gravity



Hydrant - Valve

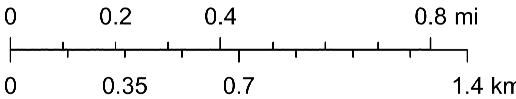


Fire Station



Forcemain

For informational purposes only. Data is representative of location of water and sewer assets but are not survey accurate. Remember to call before you dig by to locate underground utilities by contacting ON1Call 1-800-400-2255 .



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS,

SDG



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

GLEN WALTER AREA
WATER AND WASTEWATER
MASTER SERVICING PLAN

TITLE:

GLEN WALTER
EXISTING WASTE WATER
COLLECTION SYSTEM

SCALE:

N.T.S.

DESIGNED BY:

M.V.

DRAWN BY:

K.B.W.

CHECKED BY:

M.V.

JOB NO:

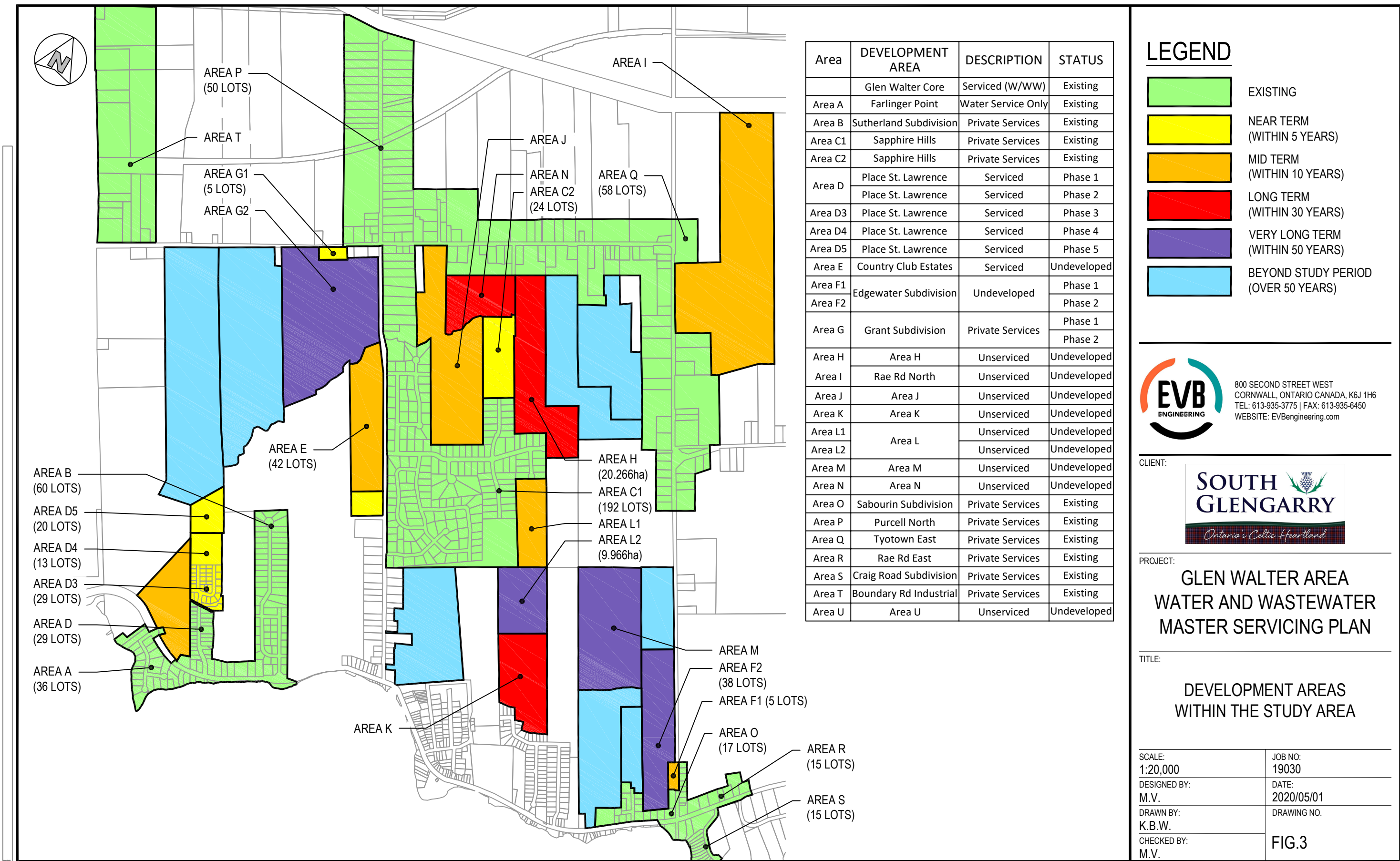
19030

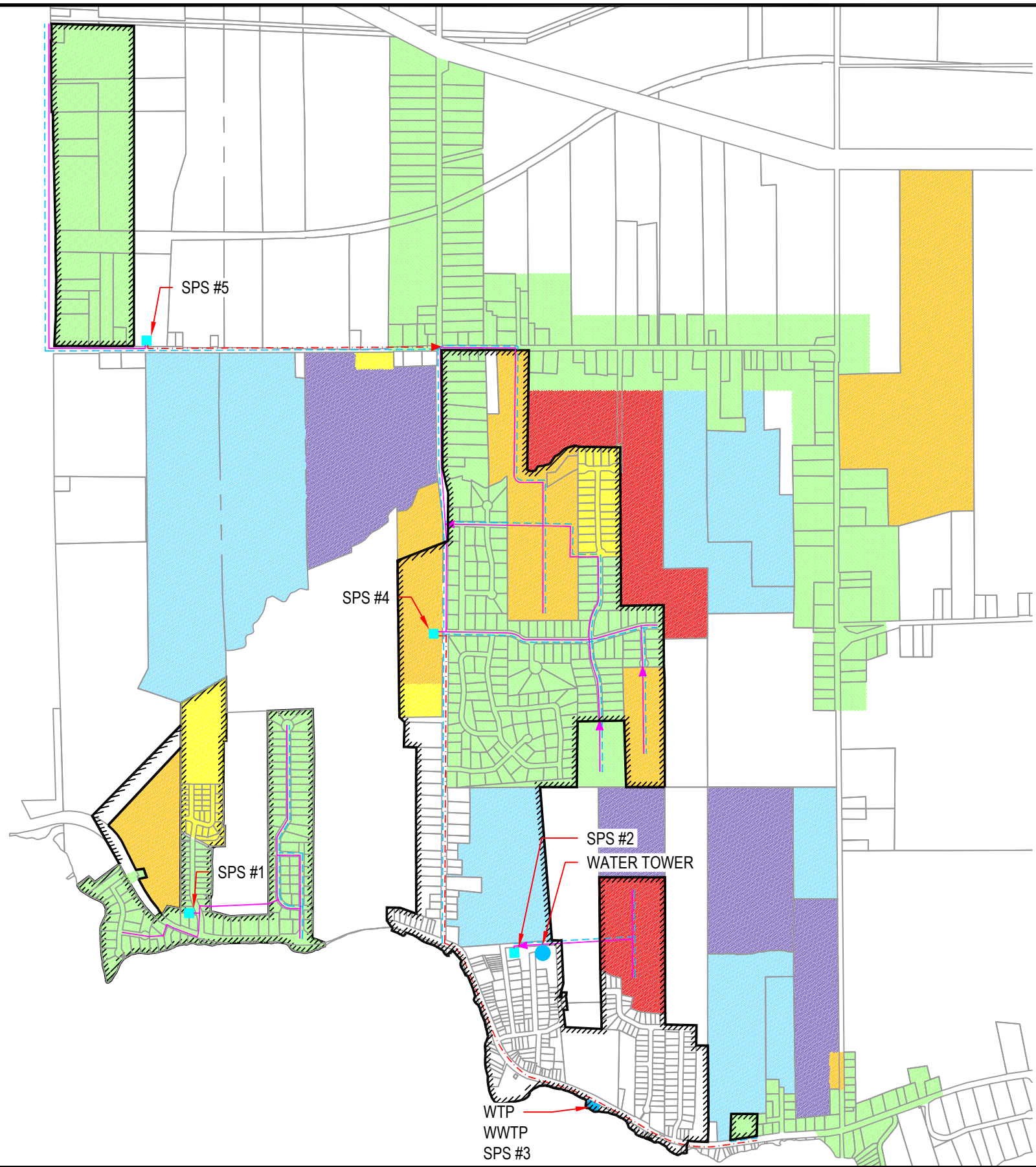
DATE:

2020/05/01

DRAWING NO.

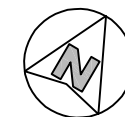
FIG.2





LEGEND

-  MUNICIPAL SERVICE AREA
-  EXISTING
-  NEAR TERM (WITHIN 5 YEARS)
-  MID TERM (WITHIN 10 YEARS)
-  LONG TERM (WITHIN 30 YEARS)
-  VERY LONG TERM (WITHIN 50 YEARS)
-  BEYOND STUDY PERIOD (OVER 50 YEARS)
-  NEW GRAVITY SEWER
-  NEW FORCEMAIN
-  NEW WATERMAIN
-  NEW SEWAGE PUMPING STATION



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

GLEN WALTER AREA WATER AND WASTEWATER MASTER SERVICING PLAN

TITLE:

OPTION 2A SERVICING (30 YEARS)

SCALE:
1:20,000

DESIGNED BY:
M.V.

DRAWN BY:
K.B.W.

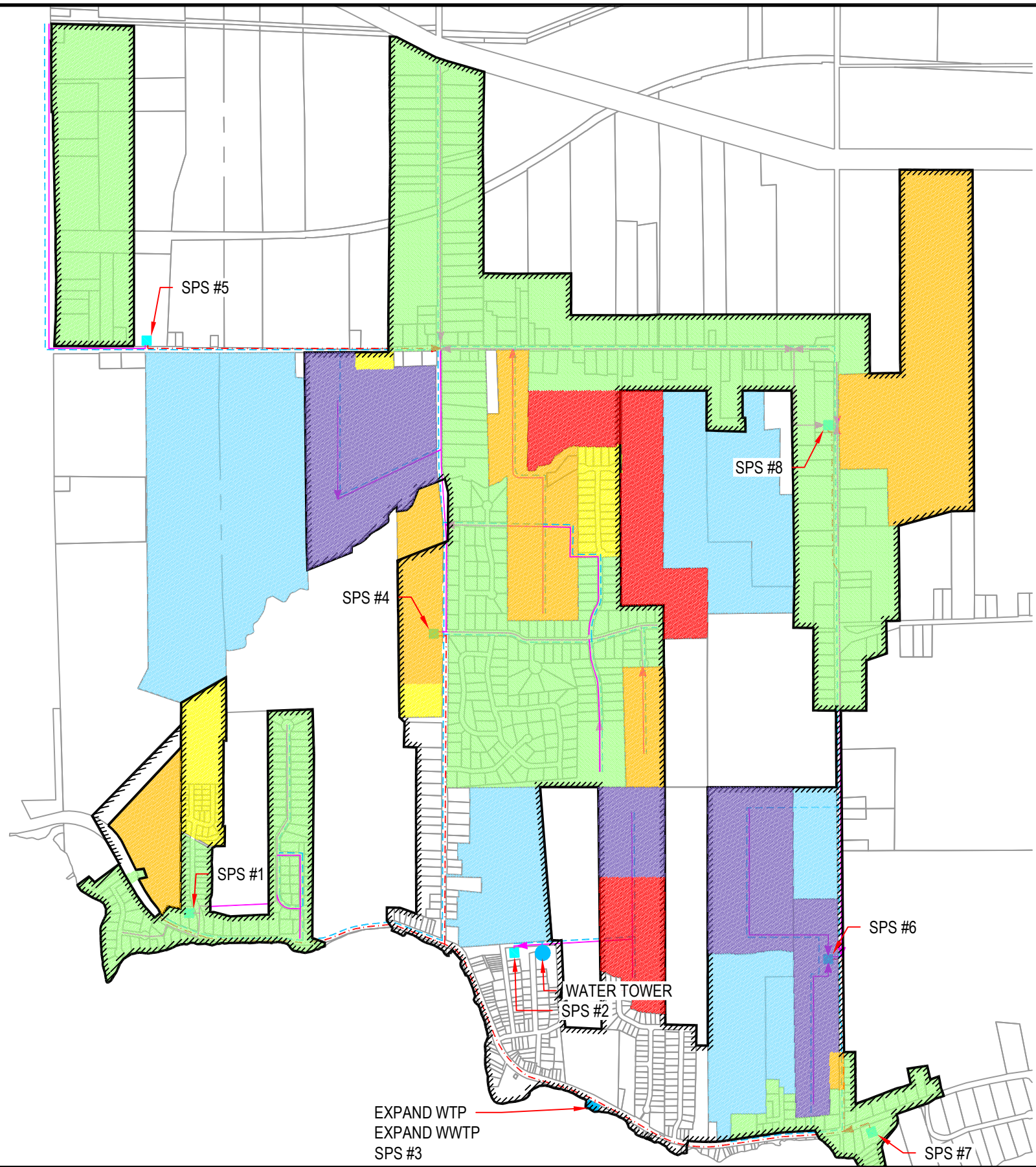
CHECKED BY:
M.V.

JOB NO:
19030

DATE:
2020/05/01

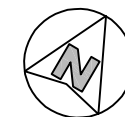
DRAWING NO.

FIG.4



LEGEND

-  MUNICIPAL SERVICE AREA
-  EXISTING
-  NEAR TERM (WITHIN 5 YEARS)
-  MID TERM (WITHIN 10 YEARS)
-  LONG TERM (WITHIN 30 YEARS)
-  VERY LONG TERM (WITHIN 50 YEARS)
-  BEYOND STUDY PERIOD (OVER 50 YEARS)
-  NEW GRAVITY SEWER
-  NEW FORCEMAIN
-  NEW WATERMAIN
-  NEW SEWAGE PUMPING STATION



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

GLEN WALTER AREA WATER AND WASTEWATER MASTER SERVICING PLAN

TITLE:

OPTION 2A SERVICING (50 YEARS)

SCALE:
1:20,000

DESIGNED BY:
M.V.

DRAWN BY:
K.B.W.

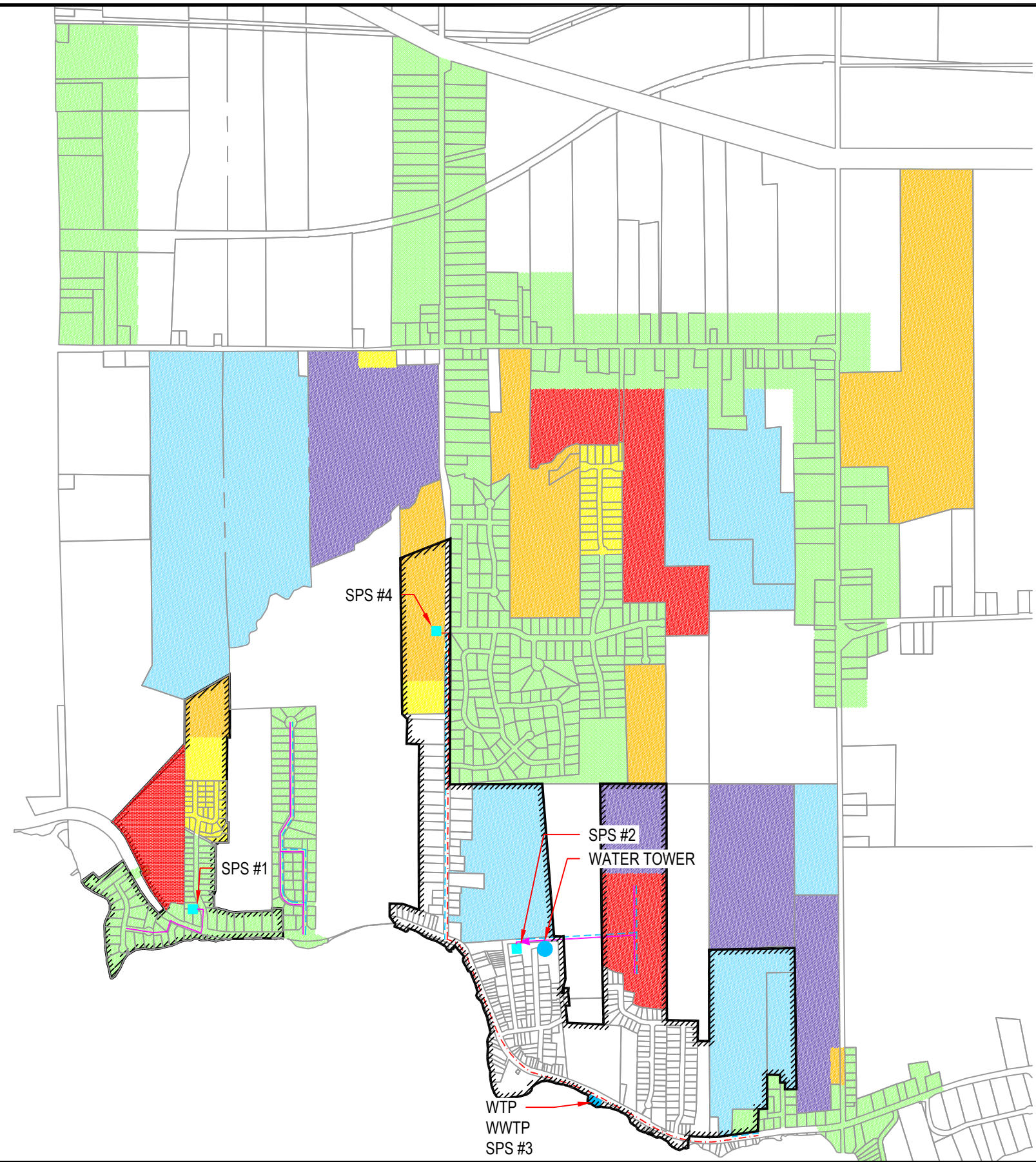
CHECKED BY:
M.V.

JOB NO:
19030

DATE:
2020/05/01

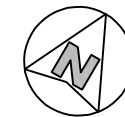
DRAWING NO.

FIG.5



LEGEND

-  MUNICIPAL SERVICE AREA
-  EXISTING
-  NEAR TERM (WITHIN 5 YEARS)
-  MID TERM (WITHIN 10 YEARS)
-  LONG TERM (WITHIN 30 YEARS)
-  VERY LONG TERM (WITHIN 50 YEARS)
-  BEYOND STUDY PERIOD (OVER 50 YEARS)
-  NEW GRAVITY SEWER
-  NEW FORCEMAIN
-  NEW WATERMAIN
-  NEW SEWAGE PUMPING STATION



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

GLEN WALTER AREA WATER AND WASTEWATER MASTER SERVICING PLAN

TITLE:

OPTION 2B (30 YEARS)

SCALE:
1:20,000

DESIGNED BY:
M.V.

DRAWN BY:
K.B.W.

CHECKED BY:
M.V.

JOB NO:
19030

DATE:
2020/05/01

DRAWING NO.

FIG.6

APPENDIX B

WSP Water and Wastewater Master Servicing Plan (Draft)

APPENDIX C

Public Consultation

First_name	Last_Name	Job_Title	Company	Address	City	Postal_Code	Phone	Email
Municipality								
Political Representation								
Eric	Duncan	MP	Member of Parliament	691 Brockdale Ave, Unit C	Cornwall	K6J 5C6	613-937-3331	Eric.Duncan@parl.gc.ca
Jim	McDonell	MPP	Member of Provincial Parliament	120 Second Street West	Cornwall	K6J 1G5	613-933-6513	jim.mcdonellco@pc.ola.org
Provincial Government								
Jon	Orpana	Environmental Assessment Coordinator	MECP	1259 Gardiners Road, Unit 1	Kington	K7P 3J6	613-548-6917	jon.orpana@ontario.ca
James	Mahoney	Manager (Acting)	MECP	1259 Gardiners Road, Unit 1	Kington	K7P 3J6	613-548-6902	james.mahoney@ontario.ca
Michelle	Gordon	Water Inspector	MECP	113 Amelia Street	Cornwall	K6H 3P1	613-933-0709	michelle.gordon@ontario.ca
Scott	Lee	District Planner	MNR	10 Campus Drive, P.O.Box 2002	Kemptville	K0G 1J0	613-258-8470	scott.lee@ontario.ca
Jonh	O'Neil	Rural Planner	OMAFRA	59 Ministry Road, PO Box 2004	Kemptville	K0G 1J0	613-258-8341	john.o'neil@ontario.ca
Michael	Elms	Manager	Ministry of Municipal Affairs & Housing	Rockwood House, 8 Estate Lane	Kingston	K7M 9A8	613-545-2132	michael.elms@ontario.ca
Joseph	Harvey	Heritage Planner	Ministry of Tourism	401 Bay Street	Toronto	M7A 0A7	416-314-7643	joseph.harvey@ontario.ca
Heather	Levecque	Director	Indigenous Relations	9th Floor, 160 Bloor St. East	Toronto	M7A 2E6	416-325-7032	heather.levecque@ontario.ca
Federal Government								
Anjala	Puvananathan	Director	Canadian Environmental Assessment Agency	55 St. Clair Avenue East, Rm 907	Toronto	M4T 1M2	416-953-1575	iaac.cear-rcee.aeic@canada.ca
Anne	Scotton	Regional Director General	Indigenous Affairs and Northern Development	25 St. Clair Avenue East, 8th Fl	Toronto	M4T 1M2	416-973-1255	anne.scotton@aadnc-aandc.gc.ca
		Regional Manager	Transport Canada - Navigation Protection	4900 Young St, 4th Floor	Toronto	M2N 6A5	5193831863	nppont-ppnont@tc.gc.ca
			DFO -Fisheries Protection					fisheriesprotection@dfo-mpo.gc.ca
Agencies								
Dr. Paul	Roumeliotis	Medical Officer of Health	Eastern Ontario Health Unit	1000 Pitt Street	Cornwall	K6J 3X1	613-933-1375	proumeliotis@eohu.ca
Lisa	Deslandes	Regulation Officer	RRCA	18045 County Road #2, Box 429	Cornwall	K6H 5T2	613-938-3611	info@rrca.on.ca
Benjamin	de Haan	Director of Transportation and Planning Services	United Counties of SDG	26 Pitt Street	Cornwall	K6J 3P2	6139321515	bdehaan@sdgcounties.ca
Vicky	Bennett	Real Estate Associate	Ontario Power Generation	700 University Ave, 18th Fl	Toronto	m5G 1X6	416-592-2525	vicky.bennett@opg.com
First Nation Groups								
			Algonquin Anishinabeg Nation	81 Kichi Mikan	Kitigan Zibi, QC	J9E 3C3	819-449-1225	info@anishinabenation.ca
		Consultation Intake Clerk	Metis Nation of Ontario Region	Suite 311 - 75 Sherbourne St	Toronto	M5A 2P9	416-977-9881	consultations@metisnation.org
Abraham	Francis	Director	Mohawk Council of Akwesasne	PO Box 90	Akwesasne, QC	H0M 1A0	613-575-2250	abraham.francis@akwesasne.ca
Property Owners								
REFER TO SPREADSHEET PROVIDED BY CITY								

Township of South Glengarry Glen Walter Area Water and Wastewater Servicing Master Plan Public Consultation Centre #1

THE STUDY

The Township of South Glengarry is carrying out a study to determine infrastructure requirements for the Greater Glen Walter Area. This study is being conducted in accordance with the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment which is an approved process under the Environmental Assessment Act.



WE WANT TO HEAR FROM YOU

Public consultation is a key component of this study. The proposed consultation plan provides for public consultation centres at two points in the study: early summer 2020 – to review the problem and late summer 2020 – to review alternative solutions. In addition there will be an opportunity to review the final Master Plan report.

The study area is as shown on the attached key plan. The first public consultation centre has been arranged to review and receive input from the public about the collection of background information and identification of the problem:

Date: Wednesday June 24th, 2020

Time: 6:00pm – 8:00pm (Review of Boards at 6:00pm, 6:30pm, 7:00pm and 7:30pm)

Online: <https://us04web.zoom.us/j/76200741414?pwd=M01CZWVmMmFpeUdwLzYyQ2tMS0xtdz09>

For those individuals who are unable to link to the zoom meeting, display boards will be made available to the public on www.southglengarry.com, the Township's website, starting on June 24th, 2020.

Members of the public are encouraged to submit comments by July 8th, 2020. Comments can be submitted to the email address provided below.

STUDY CONTACTS

All those with an interest in the study are urged to attend. If you have any questions or wish to be added to the study mailing list, please contact:

Ewen MacDonald
General Manager of Infrastructure Services
Township of South Glengarry
6 Oak Street, Box 220, Lancaster, Ontario K0C 1N0
T: 613-347-1166 ext. 228
emacdonald@southglengarry.com

Marco Vincelli
Project Manager
EVb Engineering
800 Second Street West, Cornwall, ON K6J5J9
T: 613-935-3775, x210
marco.vincelli@evbengineering.com

Issued June 5th, 2020



**Township of South Glengarry
Glen Walter Area Water and Wastewater Master
Servicing Plan
Public Information Centre #2**

STUDY STATUS

The Township of South Glengarry is carrying out a study to determine infrastructure requirements for the Glen Walter Area. Based on the study findings to date and comments received from technical agencies and the public, a series of alternative solutions have been developed to address proposed water and wastewater infrastructure requirements.

SECOND PUBLIC INFORMATION CENTRE

The first Public Consultation Centre was held on Wednesday June 24th, 2020 to introduce the study. As a result of comments received from the public, alternative solutions were developed and assessed in terms of their impacts on the area.

A second Public Consultation Centre has been arranged to review and receive input from the public about the alternative solutions, and the preliminary identification of a preferred Master Plan solution. The format of the Public Consultation Centre will be a virtual open house:

Date: September 28th, 2021

Time: 5:00pm to 7:00pm (Review of Boards at 5:00pm, 5:30pm, 6:00pm, and 6:30pm)

Link: https://us02web.zoom.us/webinar/register/WN_eRwjQVQUUSVGCI-1pcHXPzw

If you are not available to attend the Public Consultation Centre you may request a PDF copy of the presentation boards from Kelli Campeau, Director of Corporate Services/Clerk at kcampeau@southglengarry.com.

STUDY CONTACTS

All those with an interest in the study are urged to attend. If you have any questions or wish to be added to the study mailing list, please contact:

Tim Mills
Chief Administrative Officer
Township of South Glengarry
6 Oak Street, Box 220, Lancaster, Ontario K0C1N0
T: 613-347-1166
tmills@southglengarry.com

Marco Vincelli
Project Manager
EVB Engineering
800 Second Street West, Cornwall, ON K6J5J9
T: 613-935-3775, x210
marco.vincelli@evbengineering.com



**Township of South Glengarry
Glen Walter Area Water and Wastewater Master
Servicing Plan
NOTICE OF STUDY COMPLETION**

RECOMMENDED MASTER PLAN

The Township of South Glengarry has prepared a Master Plan following Phase 1 and 2 of the Municipal Class Environmental Assessment.

Based on the study findings and input from technical agencies and the public, the recommended Master Plan identifies the recommended infrastructure to serve the future water and wastewater needs for the Glen Walter Area. The main components are listed below. While the Master Plan addresses need and justification at a broad level, more detailed studies for Schedule C projects will be undertaken at a later date following the Municipal Class EA process.

TYPE OF PROJECT

STATUS

Schedule B Projects

New Elevated Water Tower	<ul style="list-style-type: none">• Proceed with the design and construction of the new elevated water tower.
Improvements to watermains	<ul style="list-style-type: none">• Proceed as required.
Improvements to sewers	<ul style="list-style-type: none">• Proceed as required.

Schedule C Projects

Upgrades to the WWTP	<ul style="list-style-type: none">• Proceed to a Schedule "C" EA for the expansion of the Glen Walter WWTP.
Upgrades to the WTP	<ul style="list-style-type: none">• Proceed to a Schedule "C" EA for the expansion of the Glen Walter WWTP.

The Master Plan is available at the Municipal Office.

Please forward any comments to the Study Contact by January 8, 2022. Thereafter, the Master Plan will be reviewed and revised taking into consideration the comments which are received from the public. The recommended Master Plan will be presented to Town Council for approval.

Sarah McDonald
General Manager - Infrastructure
Township of South Glengarry
6 Oak Street, Box 220, Lancaster, Ontario K0C 1N0
T: 613-347-1166
smcdonald@southglengarry.com

Marco Vincelli
Project Manager
EVB Engineering
800 Second Street West, Cornwall, ON K6J5J9
T: 613-935-3775, x210
marco.vincelli@evbengineering.com

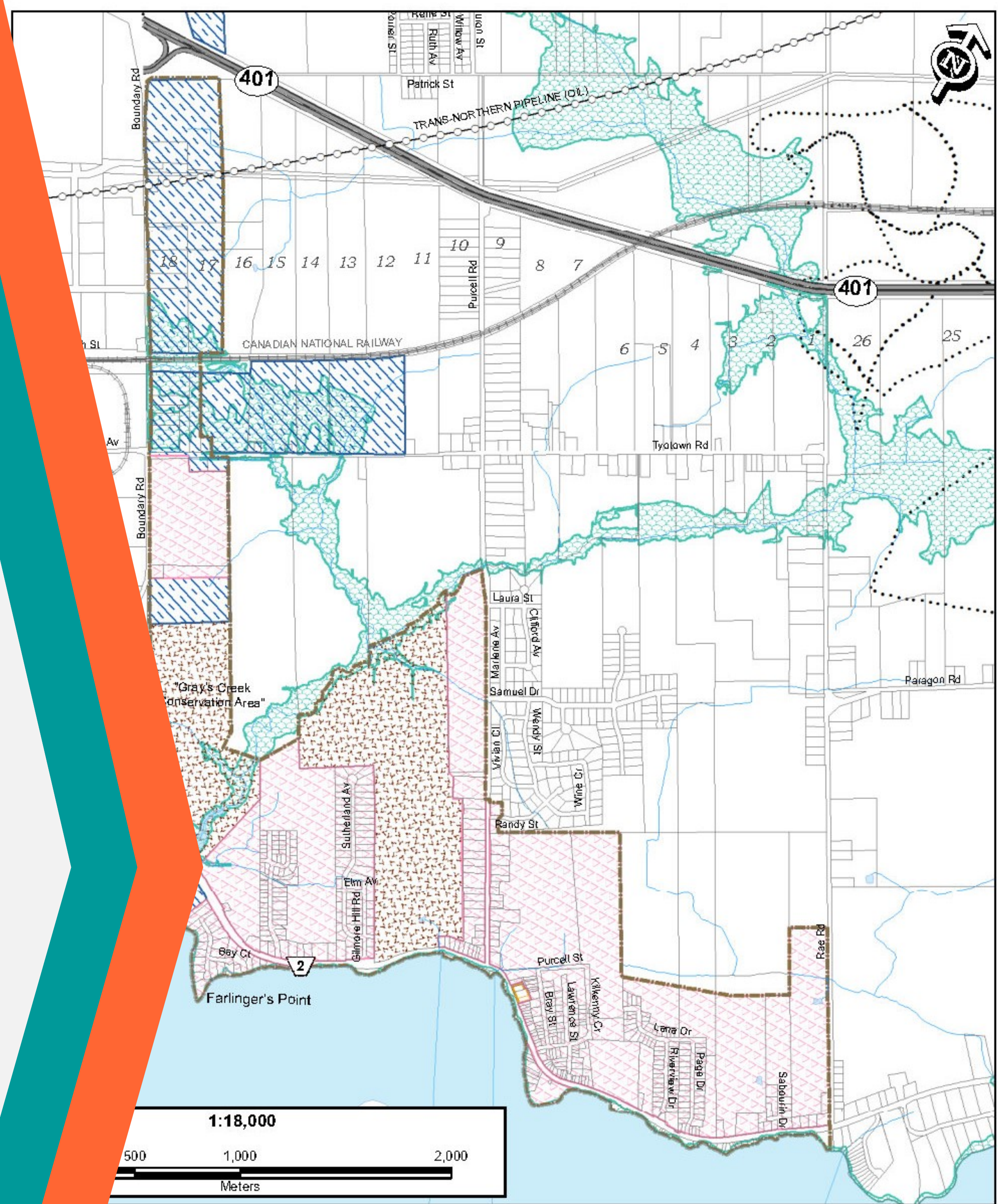
November 24, 2021



GLEN WALTER AREA WATER AND WASTEWATER SERVICING MASTER PLAN

Public Information Centre #1

June 24, 2020



Land Use Designation

- Urban Settlement Area
- Urban Service Limit

Special Areas (Land Use Designation)

- Residential District
- Commercial District
- Employment District
- Provincially Significant
- Salvage Yard District
- Major Open Space
- Airport District
- Special Land Use District

Environmental Protection Lands (Constraint Overlay)

- Regulatory Floodline
- Organic Soils
- Unstable Slope

Infrastructure

- Communal Well
- Hospital
- Sewage Lagoon

MOECC Identified Closed Waste Site (Approximate Location):

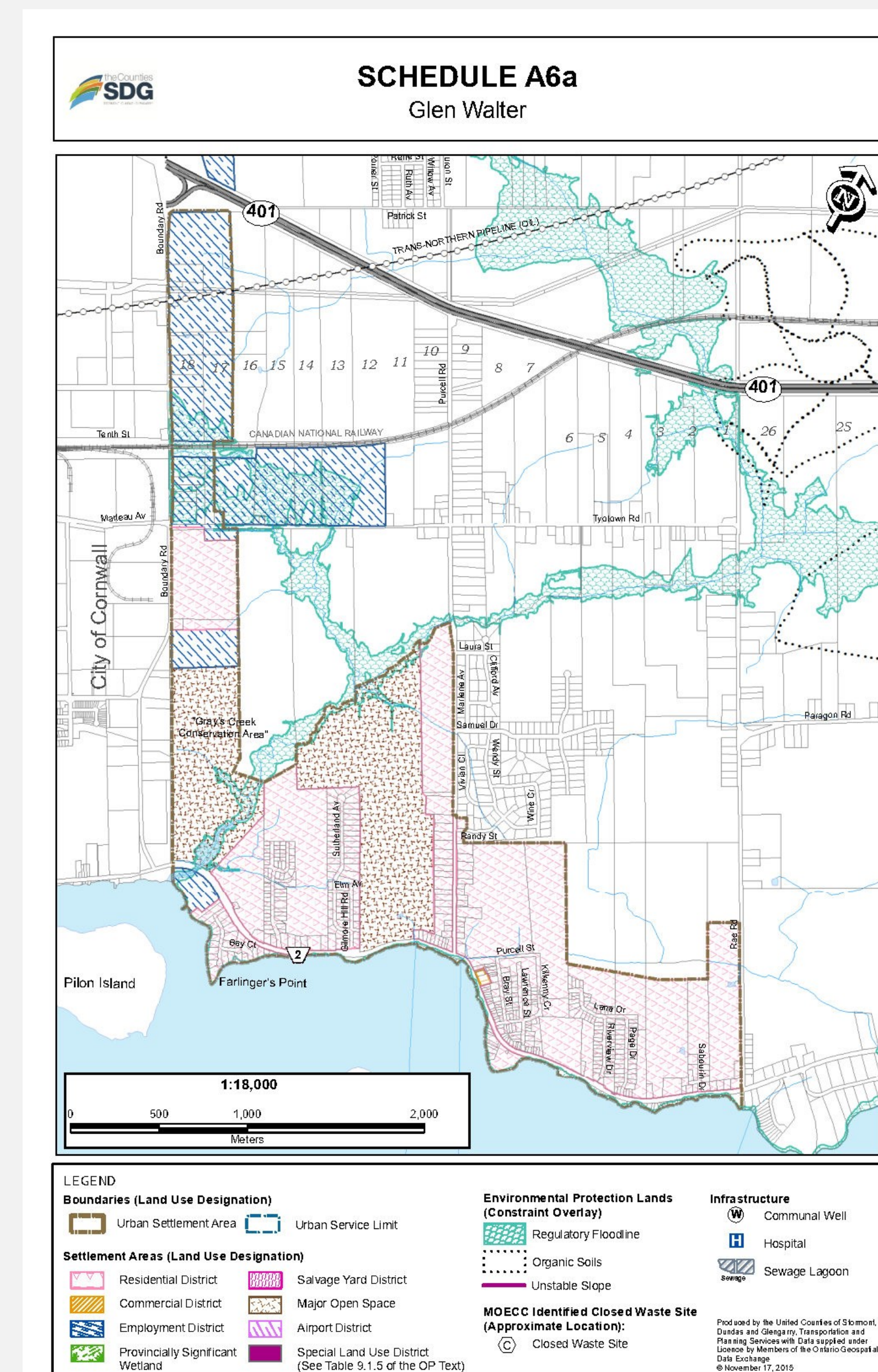
- Closed Waste Site

Produced by the United Counties of Stormont, Dundas and Glengarry, Transportation and Planning Services with Data supplied under Licence by Members of the Ontario Geospatial Data Exchange

What is a Water and Wastewater Servicing Master Plan

The Water and Wastewater Servicing Master Plan is a long-term strategy to extend municipal water and wastewater services to support the growing Glen Walter Area. The Master Plan will review the requirements to support the existing community and future developments following the environmental assessment planning process.

The Glen Walter Area is defined in the United Council of Stormont, Dundas and Glengarry Official Plan.



Environmental Assessment Process

In Ontario, master plans are subject to the provisions of the Municipal Class

Environmental Assessment.

Key components of the Class EA process include:

- Consultation with the general public and agencies potentially affected by the proposed project;
- Consideration of a reasonable range of alternatives; and
- Documentation of the planning process.

Phase 1 of EA Process
DEFINE NEEDS
PIC #01

Phase 2 of EA Process
ALTERNATIVE SERVICING
SOLUTIONS
PIC #02

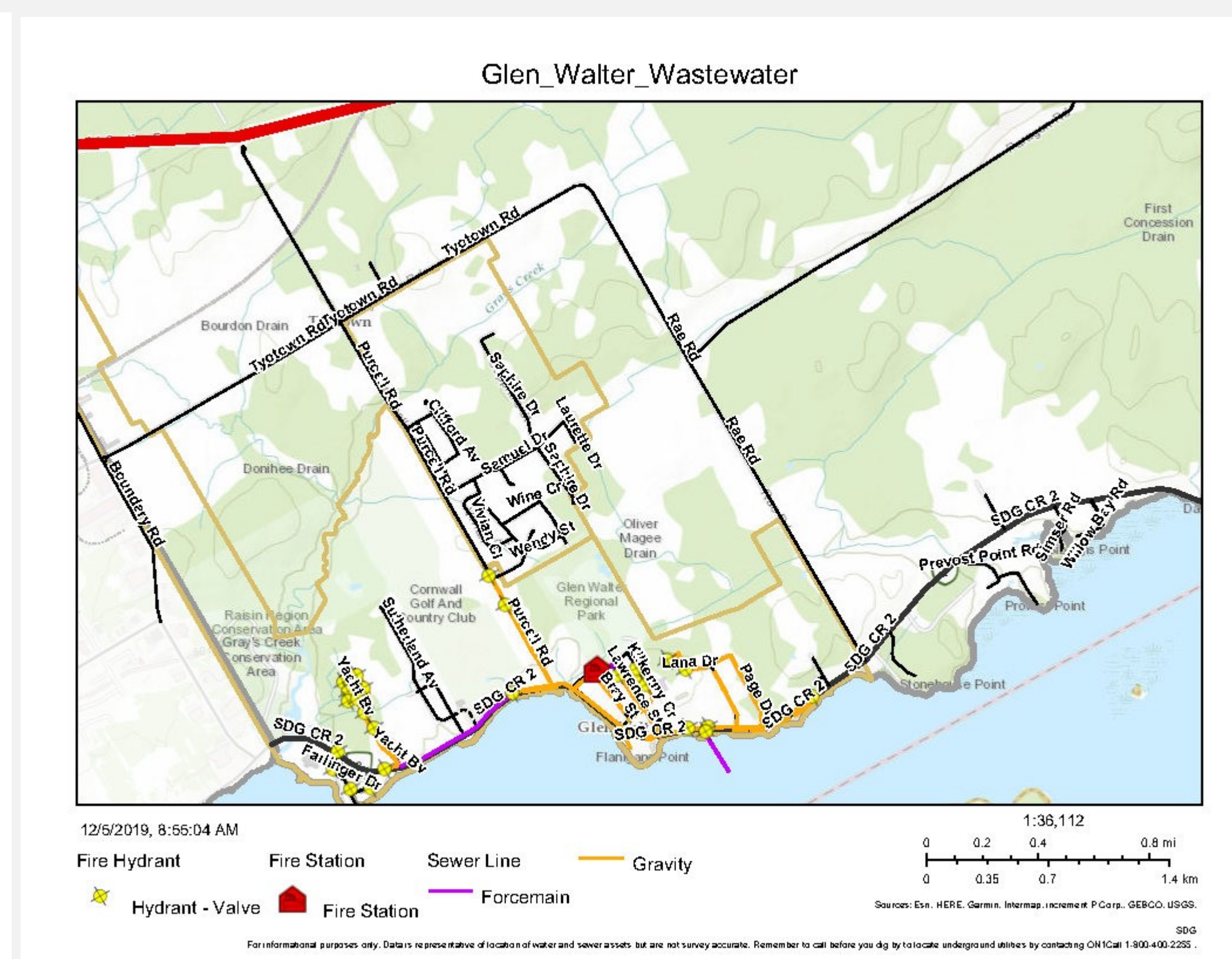
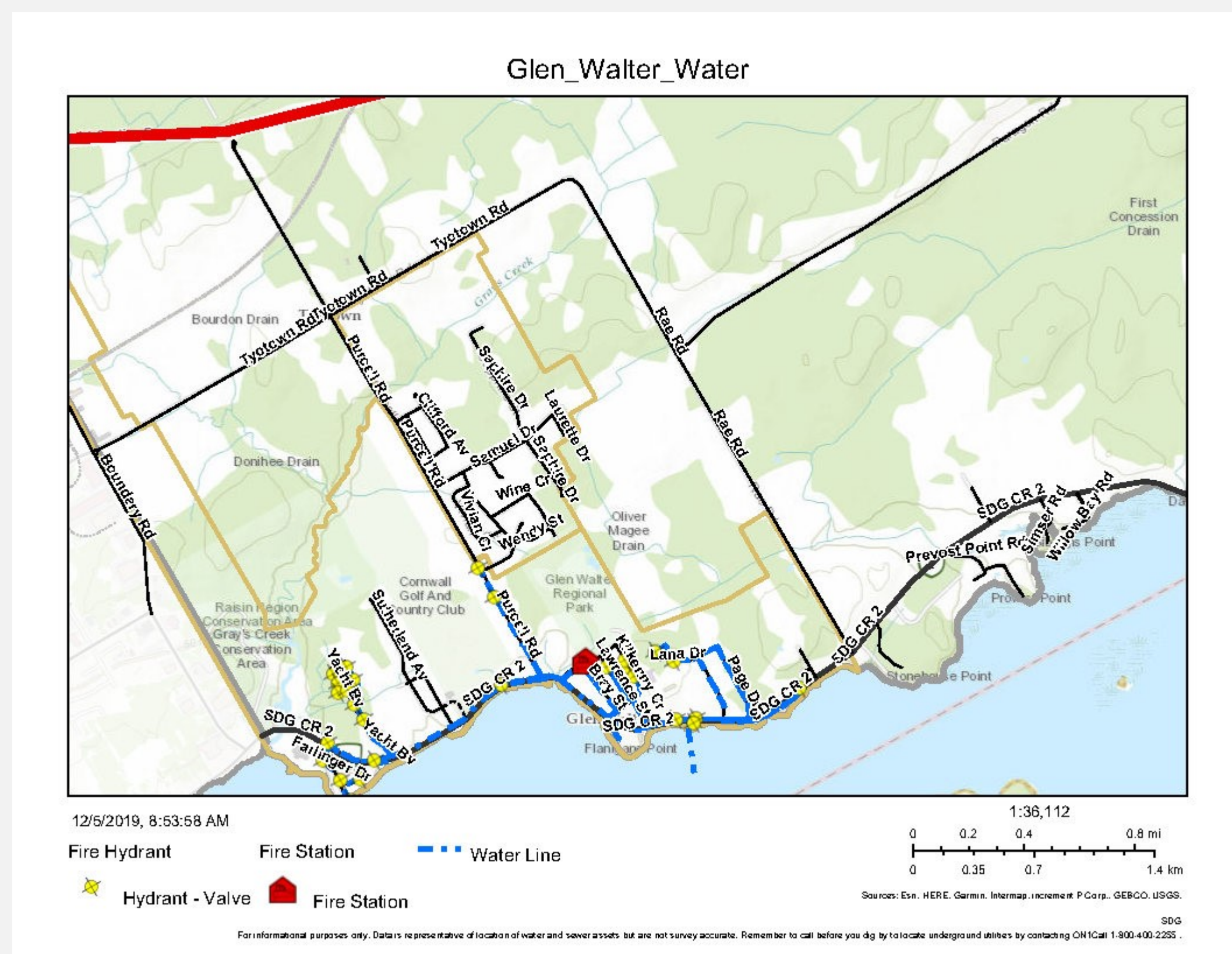
Phase 3 of EA Process
PREPARE PLAN
30-Day Public Circulation

← We are here



State of Water and Wastewater Servicing

Municipal water and wastewater servicing is currently provided throughout the Glen Walter Core Area, Place St. Lawrence, and Farlinger Point (water only) and there is committed capacity to Country Club Estates as well as infill (new growth) within the Glen Walter Core Area.



State of Water and Wastewater Servicing

- **Water Storage**

- The Glen Walter Water Distribution System was not designed to provide fire protection
- There is insufficient storage to offer fire protection services
- There is no water storage within the water distribution system which limits the ability to conduct maintenance activities at the WTP (increases redundancy)

- **Glen Walter Water Treatment Plant**

- Has capacity to support the committed growth as well as approximately 115 additional lots
- Existing property restricts future expansions

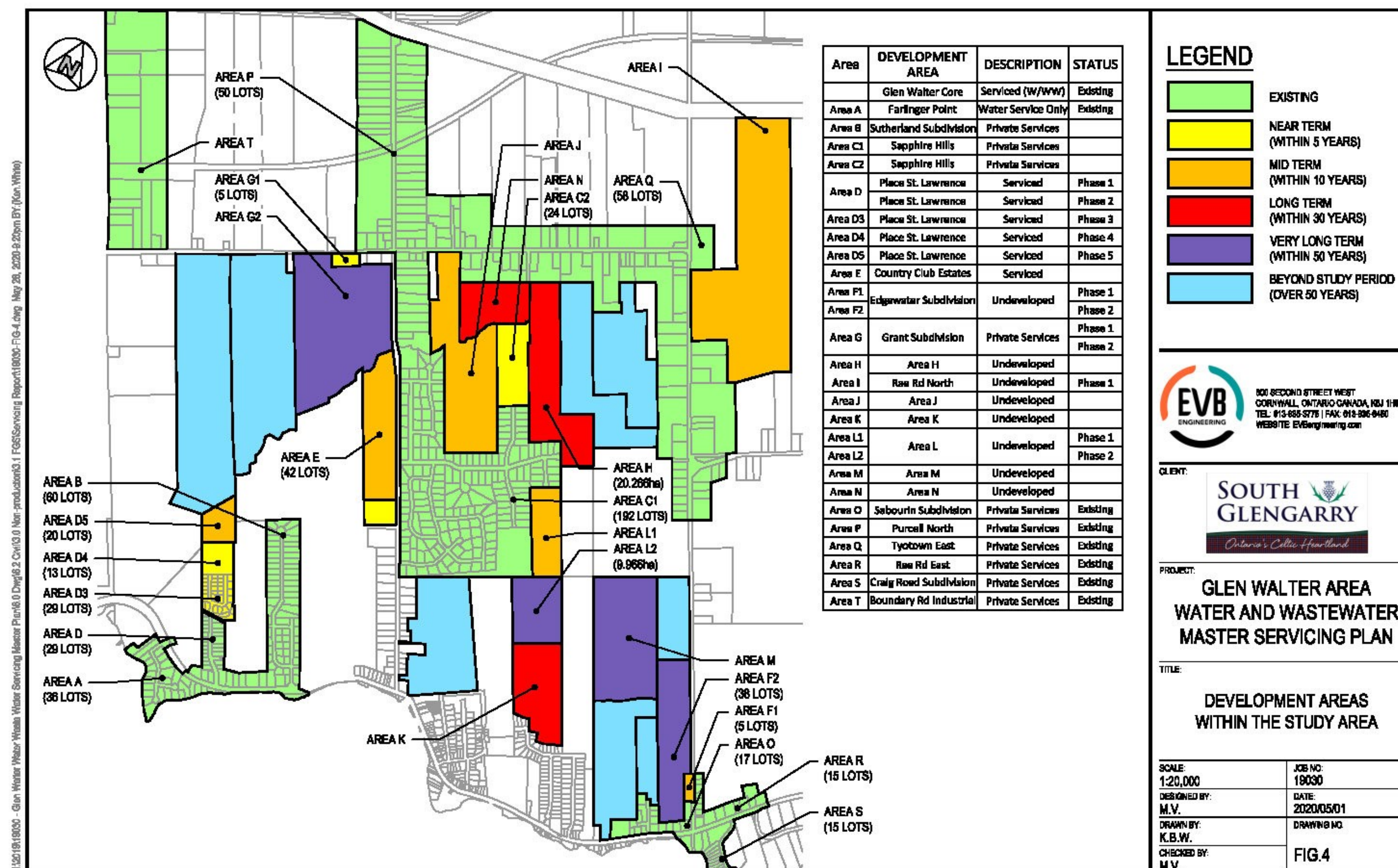
- **Glen Walter Wastewater Treatment Plant**

- Does not have capacity to support growth beyond current commitments
- Existing property restricts future expansions



Glen Walter Area

- Through consultation with the Township Planning Department, potential areas for development and a timeframe for those developments were prepared.



Next Steps

- The Township will be developing strategies to extend services throughout the Glen Walter Area.
- The Township had conducted a short survey of private systems in 2019 and results will be shared with the public at Public Information Centre #2.
- There will be another Public Information Centre in August 2020.
- **WE WANT YOUR INPUT AND FEEDBACK**
 - Critical decisions on where and when to extend municipal servicing are dependent on feedback from the community and developers.
 - Comments can be submitted in writing at the Township Office or sent to emacdonald@southglengarry.com





Glen Walter Area Water & Wastewater Servicing Master Plan

Public Information Centre #2

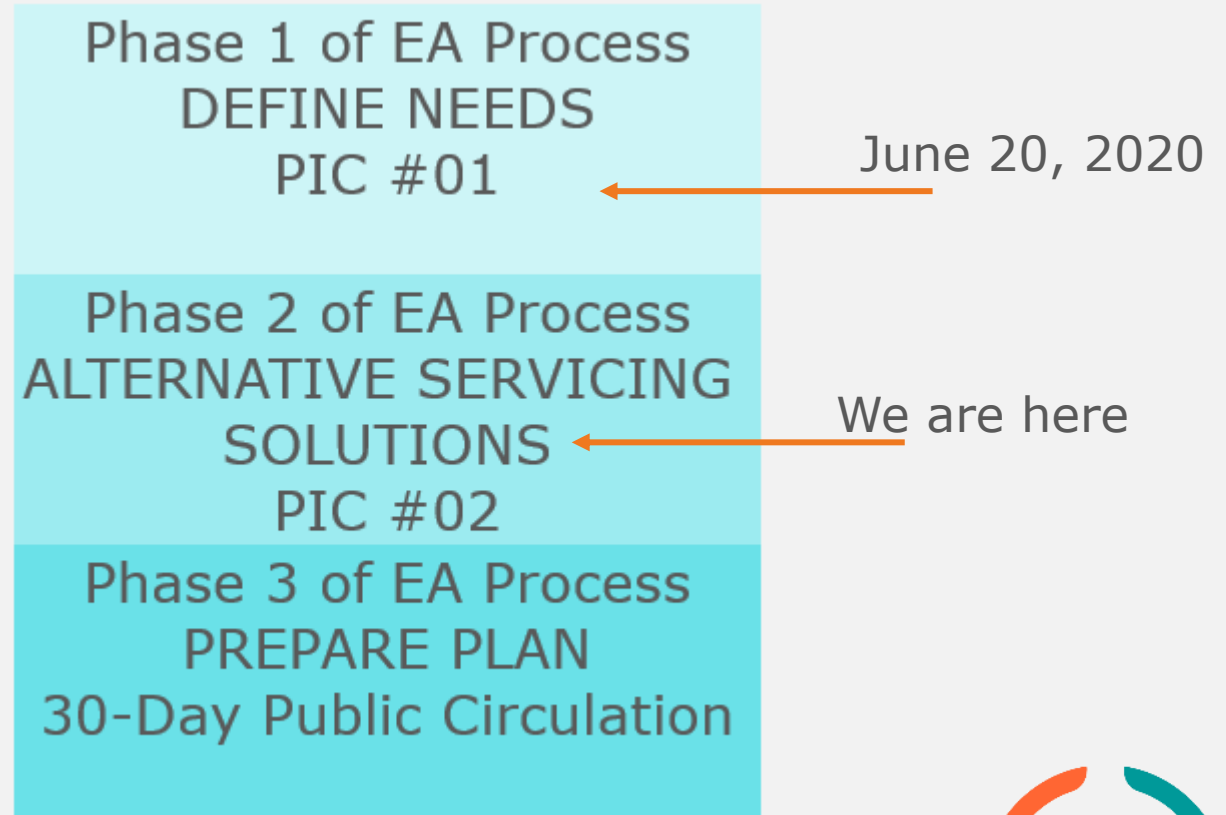
September 28, 2021



Environmental Assessment Process

In Ontario, master plans are subject to the provisions of the Municipal Class Environmental Assessment. Key components of the Class EA process include:

- Consultation with the general public and agencies potentially affected by the proposed project;
- Consideration of a reasonable range of alternatives; and
- Documentation of the planning process.



State of Water and Wastewater Servicing

- **Water Storage**

- The Glen Walter Water Distribution System was not designed to provide fire protection
- There is insufficient storage to offer fire protection services
- There is no water storage within the water distribution system which limits the ability to conduct maintenance activities at the WTP (increases redundancy)

- **Glen Walter Water Treatment Plant**

- Has limited potential to support additional growth
- Existing property restricts future expansions

- **Glen Walter Wastewater Treatment Plant**

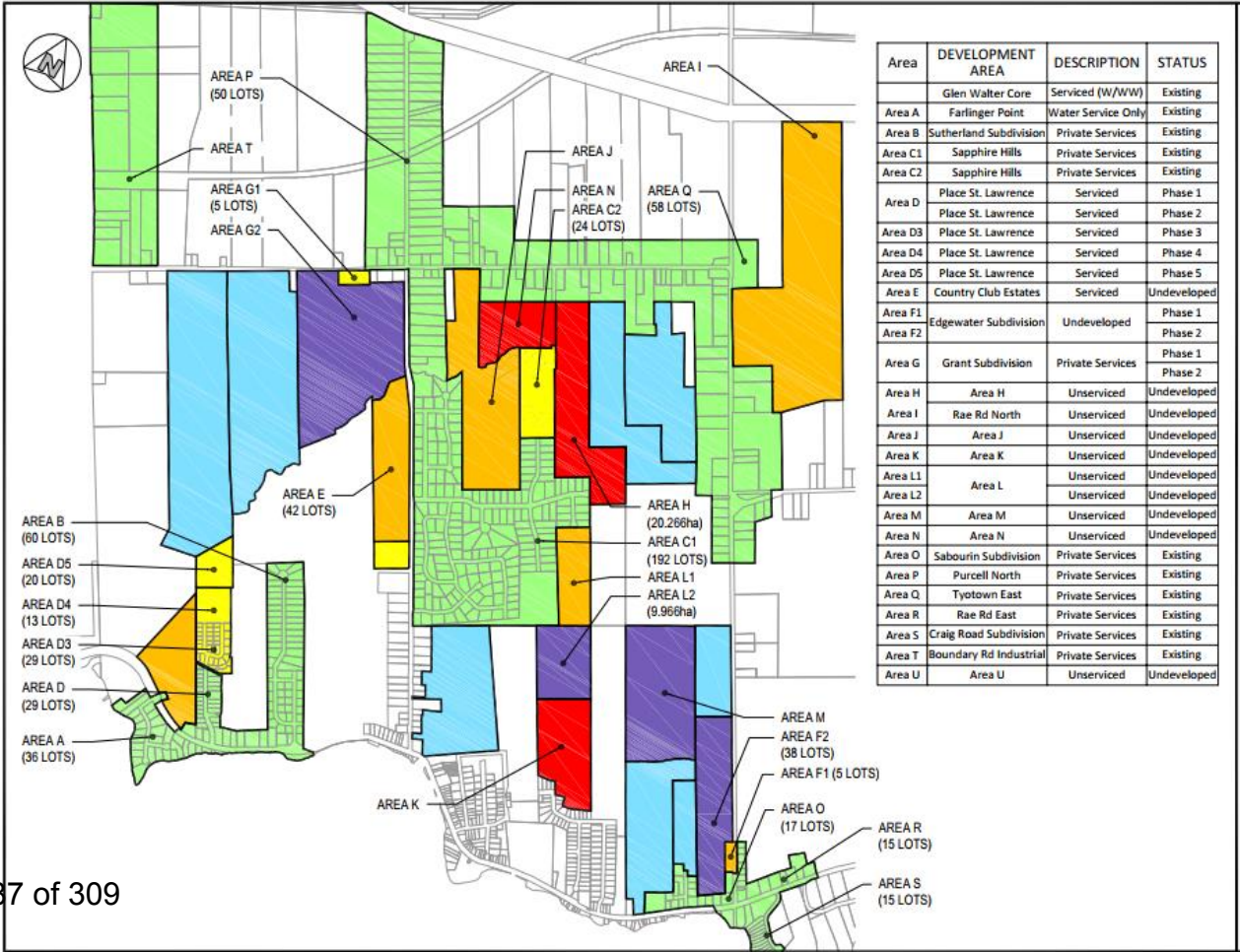
- Does not have capacity to support growth beyond current commitments
- Existing property restricts future expansions

Glen Walter Water and Wastewater Servicing Master Plan

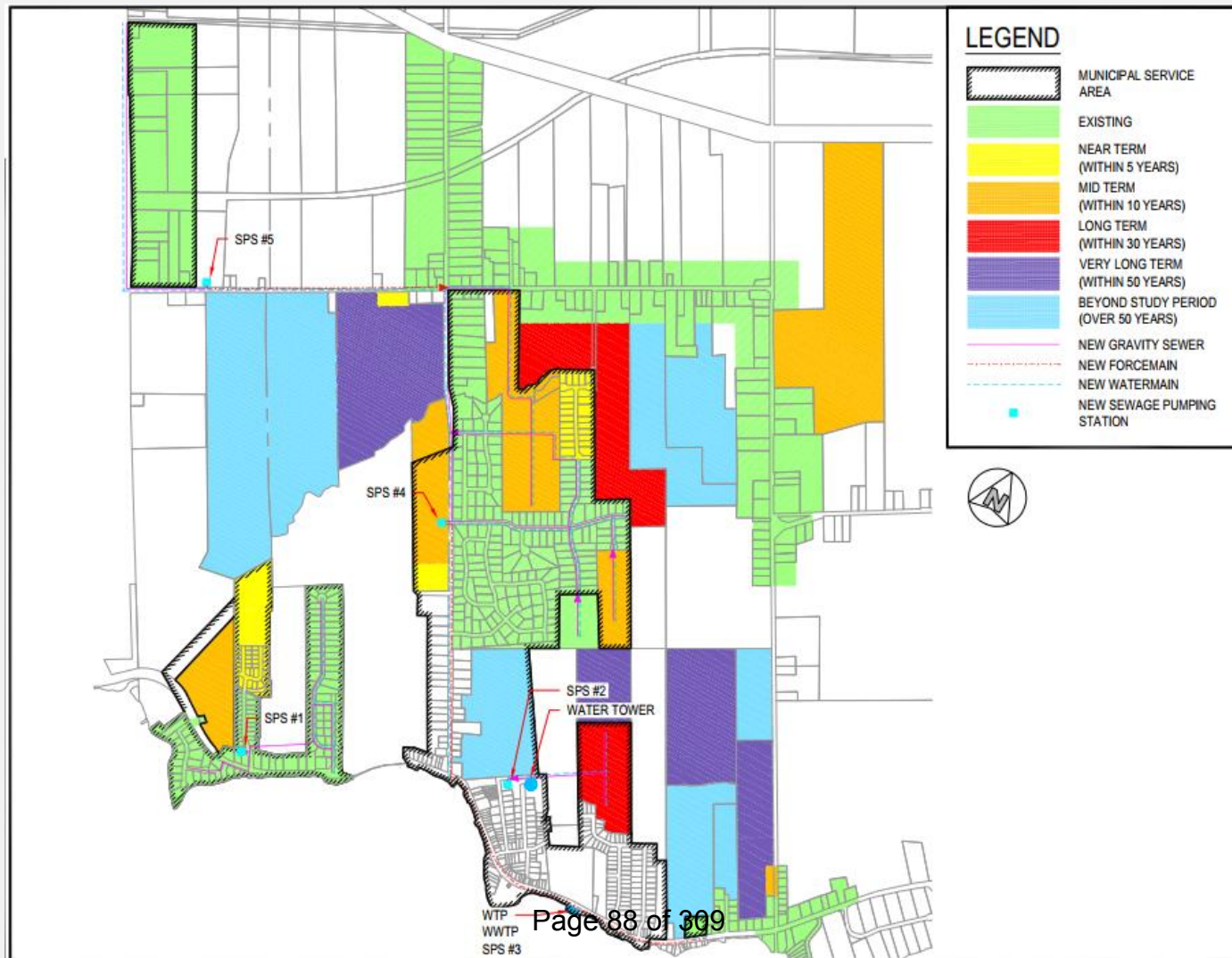
Objective

- Develop a preferred strategy to provide water and wastewater services to the Glen Walter Community.
- Meet the requirements of the Environmental Assessment Act.

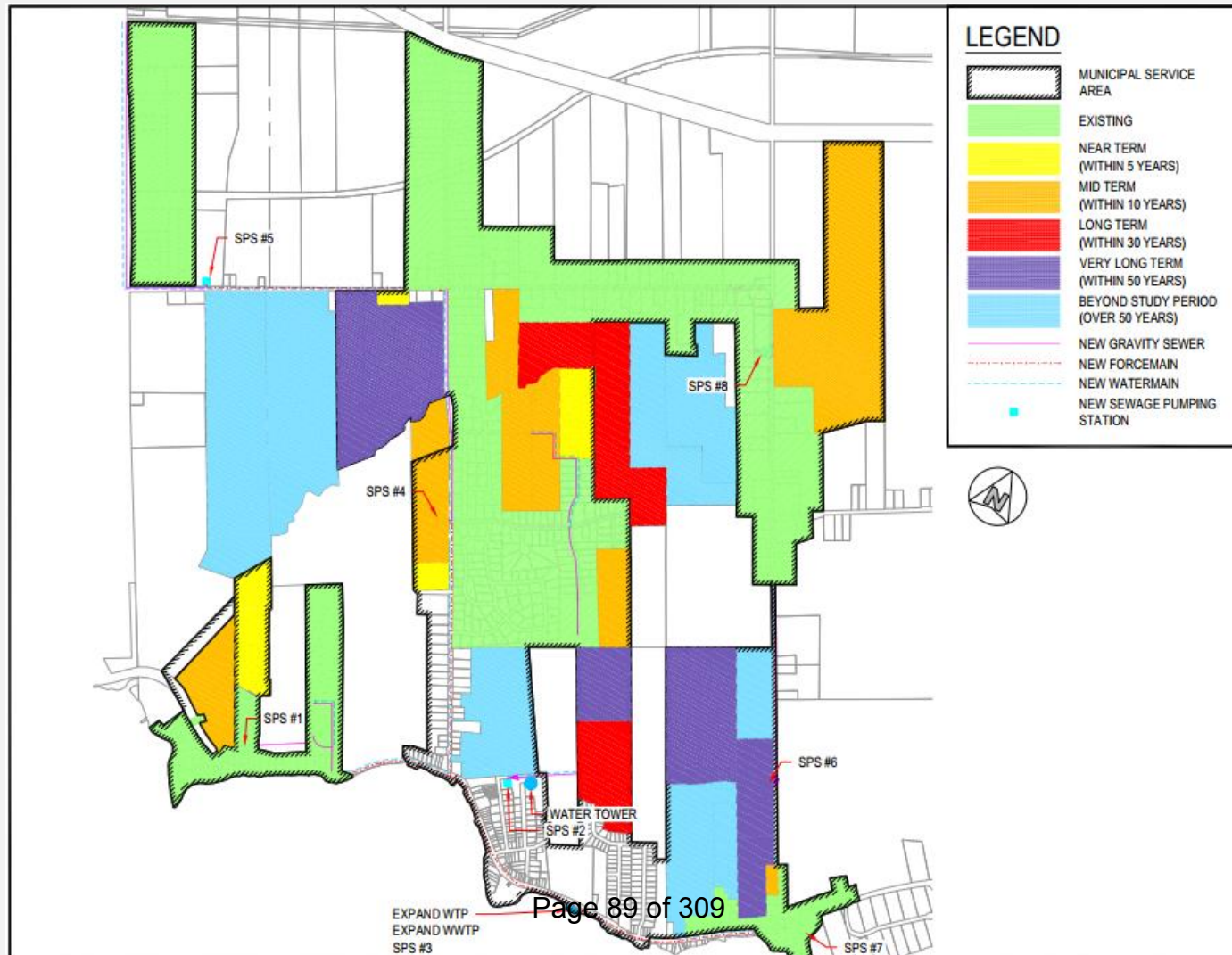
Study Area



Potential 30-Year Servicing Plan



Potential 50-Year Servicing Plan



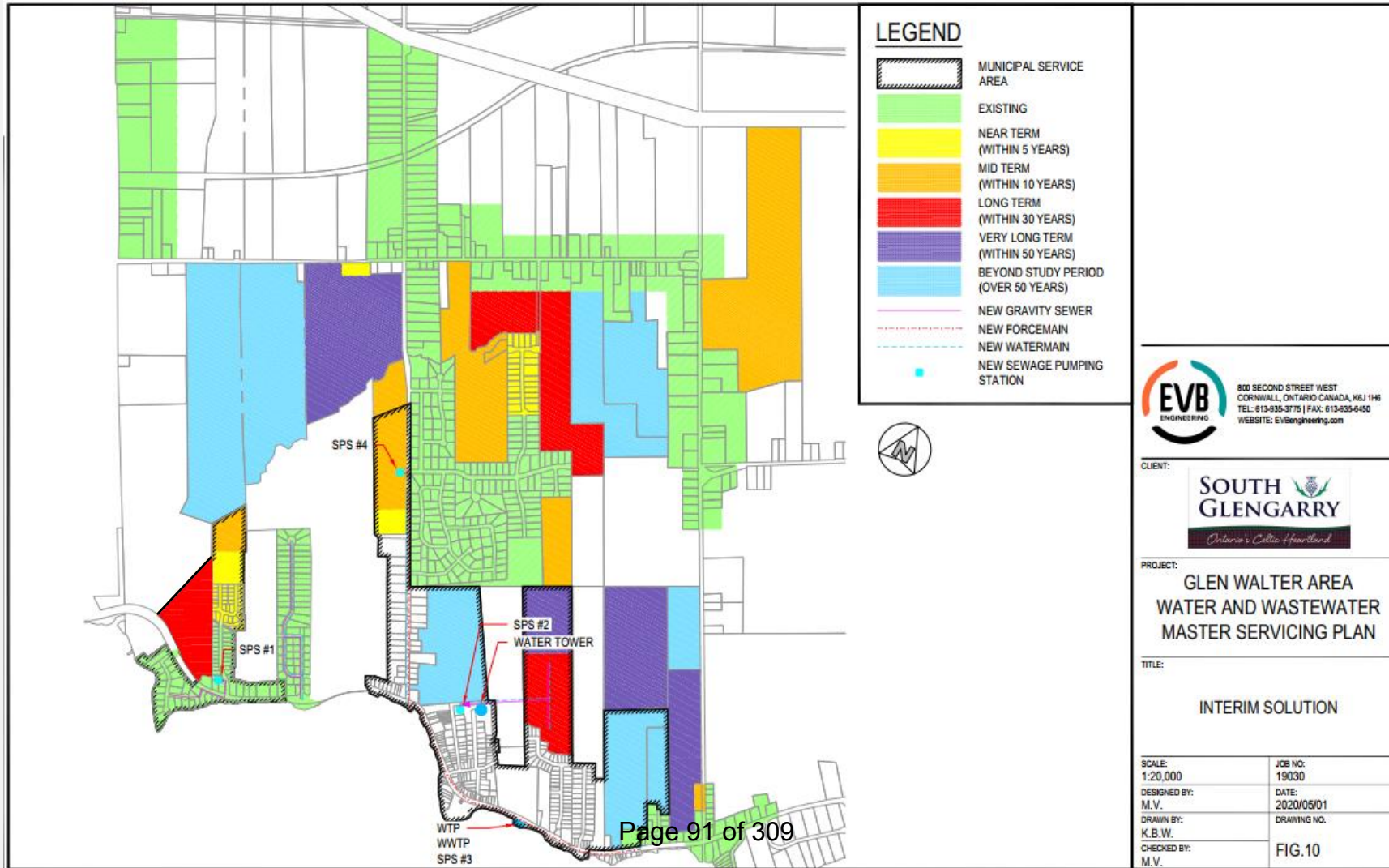
Evaluation of 50-Year Servicing Plan

- Too expensive
- Concern for resistance from areas that are currently on private services
- Plan surpassed a reasonable growth rate for the area

Results:

- Refocus on development of properties abutting Glen Walter core

Proposed Extension of Municipal Services



Population Growth

Growth Rate Comparison with Neighbors

- Glen Walter – 10 units per year of 1% per year
- Long Sault – 41 units per year or 3.2 % per year

Growth Component	Units		Population
Current	440		963
Committed	72		252
2021	512		1215
Growth Rate	Units	Units/year	Term = 30
3.0%	1,243	27	2,949

Within the Water Distribution System and Wastewater Collection System

- **Water Storage = Fire Storage + Equalization Storage + Emergency Storage**
 - Fire Storage is based on population serviced
 - Equalization Storage = 25% of the MDF
 - Emergency Storage = 25% of (Fire Storage + Equalization Storage)
- Some existing watermains will need to be increased in diameter to permit flows
- Some sanitary sewers will need to be increased in diameter to permit flows

Component	Total Cost
Water Storage (1,900 m ³)	\$2,689,000
Water Distribution	\$3,100,000
Wastewater Collection	\$3,322,000

Water and Wastewater Treatment Plant Cost

- Existing Site not large enough for expansion of both water and wastewater treatment plants
 - Require land acquisition for expansion of one of the services
- Water Treatment Plant expansion required
- Wastewater Treatment Plant expansion required

Infrastructure	Total Cost
Water Treatment Plant	\$17,072,000
Wastewater Treatment Plant	\$18,537,000

Total Servicing Cost

Based on a 30-year debenture at 2.32% interest, annual payments for existing residential lots would be:

Total Project	Total Cost	Cost per Lot	Annual Cost
3.0% Growth	\$44,720,000	\$36,790	\$1,715.83

The Township is seeking funding for the water tower and some watermain expansion (\$5M) which could receive 73% funding. The Township will continue to lobby for 66% or more funding for the remainder of the project costs.

Component	Cost per Lot	Annual Cost
3% Blended	\$11,738	\$547.43

Status Quo

If system prohibits growth on municipal services:

- No additional connections are permitted with Glen Walter
- A water tower is still required to provide fire flows and maintain pressure in the system
- Some watermains will need to be upgraded to permit fire flows
- Some sewers will need to be upgraded.
- The mechanical and electrical systems in the Wastewater Treatment Plant will need capital replacement within the next 10 years as the equipment reaches the end of its design service life
- The concrete in the Wastewater Treatment Plant will need rehabilitation within the next 30 years as it reaches the end of its design service life

	Total Cost	Cost per Lot	Annual Cost
Without Funding	\$23,472,500	\$53,346.59	\$2,488.00
With Funding	\$7,280,700	\$16,546.93	\$771.71

Glen Walter Water and Wastewater Master Plan

Next Steps

1. Publish Master Servicing Plan
2. Publish Notice of Completion
3. Initiate Schedule “C” EA for Plant Expansion
4. Apply for ICIP Funding and Initiate Design of Elevated Storage Tower and Watermain Replacement

**Ministry of Heritage, Sport,
Tourism and Culture Industries**

Programs and Services Branch
401 Bay Street, Suite 1700
Toronto, ON M7A 0A7
Tel: 416.314.7133

**Ministère des Industries du Patrimoine,
du Sport, du Tourisme et de la Culture**

Direction des programmes et des services
401, rue Bay, Bureau 1700
Toronto, ON M7A 0A7
Tél: 416.314.7133



June 26th 2020

EMAIL ONLY

Ewan MacDonald
General Manager of Infrastructure Services
Township of South Glengarry
6 Oak Street, Box 220
Lancaster, ON K0C 1N0
emacdonald@southglengarry.com

MHSTCI File : 0012617
Proponent : Township of South Glengarry
Subject : Notice of Public Consultation Centre – Municipal Class EA
Project : Glen Walter Area Water and Wastewater Servicing Master Plan
Location : Township of South Glengarry

Dear Ewan MacDonald:

Thank you for providing the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) with the Notice of Commencement for this project. MHSTCI's interest in this Master Plan project relates to its mandate of conserving Ontario's cultural heritage, which includes:

- archaeological resources (including land and marine)
- built heritage resources (including bridges and monuments)
- cultural heritage landscapes

Under the Municipal Class Environmental Assessment (EA) process, the proponent is required to determine a project's potential impact on cultural heritage resources. A Master Plan project at minimum will address Phases 1 and 2 of the Municipal Class EA process.

Developing and reviewing inventories of known and potential cultural heritage resources within the study area can identify specific resources that may play a significant role in guiding the evaluation of alternatives for individual EA's completed as part of the Master Plan and any subsequent project-driven EAs.

Please note that technical cultural heritage studies will need to be completed for any Schedule B and C Municipal Class EA projects deemed complete as part of the selected master planning approach. The findings and recommendations of these technical cultural heritage studies will inform the evaluation and selection of preferred alternatives for any Municipal Class EA's completed as part of the Master Plan and subsequent project-driven Municipal Class EAs.

Project Summary

The Township of South Glengarry is carrying out a study to determine infrastructure requirements for the Greater Glen Walter Area. This study is being conducted in accordance with the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment which is an approved process under the Environmental Assessment Act.

Identifying Cultural Heritage Resources

While some cultural heritage resources may have already been formally identified, others may be identified through screening and evaluation. Indigenous communities may have knowledge that can contribute to the identification of cultural heritage resources, and we suggest that any engagement with Indigenous communities includes a discussion about known or potential cultural heritage resources that are of value to these communities. Municipal Heritage Committees, historical societies and other local heritage organizations may also have knowledge that contributes to the identification of cultural heritage resources.

Archaeological Resources

This Master Plan project may impact archaeological resources therefore the screening checklists developed by MHSTCI: [Criteria for Evaluating Archaeological Potential](#) and [Criteria for Evaluating Marine Archaeological Potential](#) should be completed. A Stage 1 archaeological assessment may need to be completed to determine whether archaeological assessments will be needed for subsequent project-driven Municipal Class EAs.

In addition, archaeological assessments are required for any Municipal Class EA's completed as part of the selected master planning approach. Archeological assessments are to be undertaken by an archaeologist licensed under the Ontario Heritage Act and submitted for MHSTCI review prior to the issue of a notice of completion or any ground disturbing activities.

Built Heritage and Cultural Heritage Landscapes

A Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment will be undertaken for the entire study area during the Master Plan process to inform if technical cultural heritage studies will be needed for Municipal Class EA's completed as part of the selected Master Plan approach and any subsequent project-driven Municipal Class EAs. This report should;

1. Identify existing baseline cultural heritage conditions within the study area. The report will include a historical summary of the development of the study area and will identify all known or potential built heritage resources and cultural heritage landscapes in the study area. MHSTCI has developed screening criteria that may assist with this exercise: [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#).
2. Identify preliminary project-specific impacts on the known and potential built heritage resources and cultural heritage landscapes that have been identified. The report should include a description of anticipated impact to each known or potential built heritage resources or cultural heritage landscape that has been identified.
3. Propose and recommend measures to avoid or mitigate potential negative impacts to known or potential cultural heritage resources. The proposed mitigation measures are to inform the next steps of project planning and design.

Technical cultural heritage studies are to be undertaken by a qualified person who has expertise, recent experience, and knowledge relevant to the type of cultural heritage resources being considered and the nature of the activity being proposed.

The findings of the above-mentioned studies should be summarized as part of the Master Plan discussion of existing conditions, preliminary impact assessment and future commitments.

Environmental Assessment Reporting

All technical cultural heritage studies and their recommendations are to be addressed and incorporated into Master Plan projects. Please advise MHSTCI whether any technical heritage studies are required to be completed for this Master Plan project and provide them to MHSTCI before issuing a Notice of Completion.

Thank you for consulting MHSTCI on this project. Please continue to do so through the Master Plan process and contact the Kimberly Livingstone for any questions or clarification.

Sincerely,

Joseph Harvey
On behalf of

Kimberly Livingstone
Heritage Planner (A)
Heritage Planning Unit
Kimberly.Livingstone@ontario.ca

Copied to: Marco Vincelli, Project Manager, EVB Engineering

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. MHSTCI makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MHSTCI be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Please notify MHSTCI if archaeological resources are impacted by EA project work. All activities impacting archaeological resources must cease immediately, and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

If human remains are encountered, all activities must cease immediately and the local police as well as the Registrar, Burials of the Ministry of Government and Consumer Services must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the *Ontario Heritage Act*.

**Ministry of the Environment,
Conservation and Parks**

**Ministère de l'Environnement,
de la Protection de la nature
et des Parcs**

Environmental Assessment
Branch

Direction des évaluations
environnementales

1st Floor
135 St. Clair Avenue W
Toronto ON M4V 1P5
Tel.: 416 314-8001
Fax.: 416 314-8452

Rez-de-chaussée
135, avenue St. Clair Ouest
Toronto ON M4V 1P5
Tél. : 416 314-8001
Télec. : 416 314-8452

By email only

July 8, 2020

Township of South Glengarry
6 Oak Street
Box 220
Lancaster, ON K0C 1N0

Attention: Mr. Ewen Macdonald, General Manager of Infrastructure Services
emacdonald@southglengarry.com

Dear: Mr. Macdonald,

Re: Township of South Glengarry, Glen Walter Area Water and Wastewater
Servicing Master Plan Notice of Commencement

Thank you for the Notice of Study Commencement provided by email on June 22, 2020. The notice indicates that the Township of South Glengarry is carrying out this study to determine infrastructure requirements for the Greater Glen Walter Area. Additionally, this study is being undertaken in accordance with the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment which is an approved process under the Environmental Assessment Act.

Here are MECP preliminary comments on the project. Please consider these comments as you proceed through the Class EA process. The comments are grouped under these headings:

- Class EA process,
- MECP technical review issues,
- Aboriginal consultation

Class Environmental Assessment Process

Notification

As the Regional EA Coordinator for this project, I will be responsible for circulating project notices and information to MECP reviewers and coordinating the MECP response during the Class EA process. I am also the mandatory contact for all notices issued for the project.

Preferred methods of correspondence are email for notices (pdf), and one hard copy and one copy on a memory stick for reports (such as the Project File report). It is helpful to provide scanned copies of the notices as they appear in newspapers, and confirm the dates of publication.

Please contact:

Jon Orpana, Environmental Assessment Coordinator
Ministry of the Environment, Conservation and Parks
1259 Gardiners Road
P.O. Box 22032
Kingston, Ontario
K7M 8S5
email: jon.orpana@ontario.ca

Please ensure that the Notice of Completion states that Part II Order requests should be addressed in writing to:

Minister Jeff Yurek
Ministry of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

and

Director, Environmental Assessment and Permissions Branch
Ministry of Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
enviropemissions@ontario.ca

The notice should also state that a Part II Order Request Form must be used to request a Part II Order. The Part II Order Request Form is available online on the Forms Repository Website (<http://www.forms.ssb.gov.on.ca>) by searching "Part II Order" or "012-2206E" (the form number).

Master Plan Process

The Master Plan process is discussed in section A.2.7 and Appendix 4 of the Class EA. Appendix 4 of the Class EA sets out different approaches that could be followed, and includes sample notices. It is preferable to determine the Master Plan approach at an early stage of the process, so that the public and commenting agencies are aware of future commenting opportunities, appeal mechanisms, and additional work needed for individual projects in the plan.

For example, the proponent will need to decide whether the final notice of study completion for the Master Plan will also serve as a final notice of completion for some or all of the schedule B projects identified in the Master Plan. In this case, the notice should list the specific schedule B projects and include a statement informing the public that they have a right to request a Part II Order for the specified projects (approach # 2).

Alternatively, if the proponent has determined that additional EA work and public consultation is needed before the schedule B and C projects are deemed to be completed, and the Master Plan simply provides the framework for future decisions, then the Master Plan is not subject to Part II Order requests, and the notice would not include a statement about the Part II Order mechanism (approach # 1, sample notice # 3).

Approach # 4 involves integrating the Master Plan with a planning approval such as an Official Plan or a comprehensive Official Plan Amendment. With this approach, the Master Plan must meet the requirements set out in Section A.2.9 of the Municipal Class EA.

The proponent should be aware that copies of notices must be provided to the Director of this ministry's Environmental Approvals Branch, with a brief summary of how the Master Plan followed the Class EA requirements. This information is required to be sent to EAB for tracking purposes, to monitor the effectiveness of the Master Plan approach at MEANoticesEAAB@ontario.ca.

The Master Plan document should clearly define the projects which will be carried out under the Master Plan, the appropriate schedule for each project, future documentation or studies that will be needed, and future public consultation opportunities for each project or class of projects. The Master Plan should also explain the appeal mechanisms for the projects in the plan (for example, opportunities to request a Part II Order at a later date, appeal to LPAT if integration with a Planning Act approval is proposed). We recommend that the Master Plan include a chart which summarizes the above information.

As the Master Plan is intended to satisfy Phases 1 and 2 of the Municipal Class EA process, the Master Plan should evaluate alternatives and identify impacts to the environment. The description and evaluation of alternatives should be completed in sufficient detail to allow any reviewer to understand the advantages and disadvantages of each alternative and the rationale for selecting the preferred alternative. The Master Plan may also identify technical studies that will be carried out in future as the individual projects within the Master Plan are further developed.

Consultation with Review Agencies

In addition to public consultation, consultation with review agencies is an important component of the Class EA process. Please ensure that you contact review agencies directly to determine their interest in the project at the Notice of Commencement stage.

The MECP Regional office is a mandatory contact for all notices. In addition, other ministries and agencies that may have an interest in the project are listed in section A.3.6 and Appendices 3 and 7. The provincial ministries that are most often involved in Class EA project review include the Ministry of Municipal Affairs (for example, expansion of settlement boundaries, consistency with Growth Plan), Ministry of Natural Resources and Forestry (for example, significant wetlands), and Ministry of Tourism, Culture and Sport (for example, cultural heritage or archaeological resources).

The Master Plan should consider any impacts to servicing policies for the area. For example, the Province does not support growth on partial services. In addition, expansion of settlement boundaries may have implications for the Official Plan. We recommend that the local Ministry of Municipal Affairs Municipal Services Office be included in the government review agency consultation list for this project.

The final report should include information on correspondence with review agencies, issues raised by reviewers, and how these issues will be addressed. This could include technical studies or other information, and commitments to obtain specific approvals or permits.

We normally recommend that intermediate reports or Technical Memoranda, be prepared and circulated for comment before the final Report is prepared. This is not a requirement of the Municipal Class Environmental Assessment (Class EA) process; however, it can ensure that consultation with review agencies is carried out in an effective way and that technical comments are received from agencies before the report is finalized.

MECP Technical Review

This Ministry's technical review of infrastructure projects could consider:

- problems identified during MECP inspections of the existing facilities,

- impacts to the receiving water body due to increased volumes of sewage treatment plant effluent,
- impacts to source protection areas,
- quality of the drinking water source,
- potential to impact wells during operation of an expanded municipal water supply,
- impacts to groundwater and surface water due to construction (i.e. dewatering of trenches during installation of sewers and watermain, control of erosion and sedimentation, construction and/or dredging at outfall or intake locations),
- potential for encountering landfill sites, contaminated soil, contaminated sediment or groundwater during construction,
- management of excess materials, waste, contaminated soil and groundwater during construction,
- noise and air quality impacts to nearby residents or planned subdivisions,
- information on inflow and infiltration to the sewage collection system and remedial measures under consideration,
- information on the available capacity at sewage or water treatment plants to service design population,
- proposed water and sewage service areas,
- consideration to species at risk at a high level recognizing that SAR will be addressed on a project specific level at a later date.

These environmental issues, and appropriate mitigation measures, should be addressed during the Class EA process.

We recommend that you contact this office as soon as possible during the environmental assessment process if you become aware of:

- contaminated sites in the study area or influence area of the project,
- a source water protection vulnerable area in the vicinity of the project, or
- issues that are contentious to the general public.

Water Resources

For a new or expanded water supply from a groundwater source, please submit a hydrogeological assessment as part of the Class EA process. Taking more than 50,000 litres a day from a lake, river, stream or groundwater source for a water supply requires a Permit to Take Water.

Impacts to surface water due to increased volumes or concentrations of sewage effluent should be evaluated as soon in the Municipal Class EA process as possible. A site-specific receiving water assessment must be conducted to determine the effluent requirements based on the waste assimilative capacity of the receiver. The site-specific effluent requirements derived from the receiving water assessment must be compared to provincial guidelines for effluent discharge (MOE procedure F-5-1: *Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works*

Discharging to Surface Waters), and the most stringent criteria will apply. The receiving stream assessment, including background water quality and flow data, must be provided to MECP by the proponent.

If construction involves taking, dewatering, storage or diversion of water in excess of 50,000 litres per day, the activity may be required to be registered on the Environmental Activity and Sector Registry (EASR) or may require a Permit To Take Water. The process to be used depends on the source of the water, the quantity of water taken, and the type of construction activity. EASR requirements for water takings for construction dewatering are prescribed in Ontario Regulation 63/16 under the Environmental Protection Act. The Permit To Take Water requirements are prescribed in Section 34, Ontario Water Resources Act.

Guidance on nearshore construction and dredging may be obtained from the following MECP guidelines:

- *B-6 Guidelines for Evaluating Construction Activities Impacting on Water Resources,*
- *Evaluating Construction Activities Impacting on Water Resources, Part III A, Part III B, and Part III C* (dredging handbook) and accompanying *Appendix A Provincial Sediment Quality Guidelines,*
- *Guidelines for Identifying, Assessing and Managing Contaminated Sediments in Ontario: An Integrated Approach.*

Source Protection

Proponents undertaking a Municipal Class EA project must identify early in the process whether a project is occurring within a source water protection vulnerable area. This must be clearly documented in a Master Plan, Project File report or Environmental Study Report. If the project is occurring in a vulnerable area, then there may be policies in the local Source Protection Plan (SPP) that need to be addressed (requirements under the Clean Water Act). The proponent should contact and consult with the appropriate Conservation Authority/Source Protection Authority (CA/SPA) to discuss potential considerations and policies in the SPP that apply to the project.

Please include a section in the report on Source Water Protection. Specifically, it should discuss whether or not the project is located in a vulnerable area or changes or creates new vulnerable areas, and provide applicable details about the area. If located in a vulnerable area, proponents should document whether any project activities are a prescribed drinking water threat and thus pose a risk to drinking water (please consult with the appropriate CA/SPA). Where an activity poses a risk to drinking water, the proponent must document and discuss in the report how the project adheres to or has regard to applicable policies in the local SPP. If creating or changing a vulnerable area, proponents should document whether any existing uses or activities may potentially be affected by the implementation of source protection policies. This section should then

be used to inform and should be reflected in other sections of the report, such as the identification of net positive/ negative effects of alternatives, mitigation measures, evaluation of alternatives etc. Even if the project activities in a vulnerable area are deemed to not to be a drinking water risk, there may be other policies that apply, so consultation with the local CA/SPA is important.

Contaminated Sites and Waste Management

The proponent should consider the potential that the project may be constructed in an area of contamination. If an area of contamination is present, the EA should determine the appropriate management of contaminated soil, sediment and groundwater as well as consider health and safety measures.

Waste, including contaminated soil, must be managed in accordance with MECP standards. The *Environmental Protection Act* (EPA) and Regulation 347 require waste to be classified and disposed of appropriately. When determining the waste category, the proponent must ensure compliance with Schedule 4 of Regulation 347.

Where the removal and movement of soils is required for the project, we recommend that you refer to the MECP document *Management of Excess Soil – A Guide for Best Management Practices*.

We recommend that the proponent consider development of an Excess Materials Management Plan for identification, assessment, excavation, conveyance, treatment, staging, grading and/or off-site disposal/re-use of soils and aggregates generated within the study area during construction.

The Waste Disposal Site Inventory, dated June 1991, may be helpful in identifying the locations of open and closed waste disposal sites in Ontario.

Consultation with First Nation and Métis Communities

The Crown has a legal duty to consult Aboriginal communities when it has knowledge, real or constructive, of the existence or potential existence of an Aboriginal or treaty right and contemplates conduct that may adversely impact that right. Before you can proceed with this project, the Crown must ensure that its duty to consult has been fulfilled, where such a duty is triggered. Although the duty to consult with Aboriginal peoples is a duty of the Crown, the Crown may delegate procedural aspects of this duty to project proponents while retaining oversight of the process.

Your proposed project may have the potential to affect Aboriginal or treaty rights protected under Section 35 of Canada's *Constitution Act* 1982. Where the Crown's duty

to consult is triggered in relation to your proposed project, **the MECP is delegating the procedural aspects of rights-based consultation to you through this letter.** The Crown intends to rely on the delegated consultation process in discharging its duty to consult and maintains the right to participate in the consultation process as it sees fit.

Based on information you have provided to date and the Crown's preliminary assessment you are required to consult with the following Aboriginal communities who have been identified as potentially affected by your proposed project:

- **Mohawk Council of Akwesasne**
- **MNO Ottawa Métis Council – please cc Métis Nation of Ontario (MNO) on any correspondence going to the council**

Steps that you may need to take in relation to Aboriginal consultation for your proposed project are outlined in the "Code of Practice for Consultation in Ontario's Environmental Assessment Process" which can be found at the following link:

<https://www.ontario.ca/document/consultation-ontarios-environmental-assessment-process>

Additional information related to Ontario's Environmental Assessment Act is available online at: www.ontario.ca/environmentalassessments

You must contact the Director of Environmental Assessment and Permissions Branch under the following circumstances subsequent to initial discussions with the communities identified by MECP:

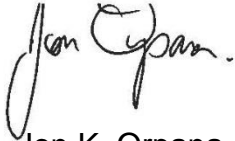
- Aboriginal or treaty rights impacts are identified to you by the communities
- You have reason to believe that your proposed project may adversely affect an Aboriginal or treaty right
- Consultation has reached an impasse
- A Part II Order request or elevation request is expected

The Director can be notified by email, mail or fax using the information provided below:

Email:	enviropermissions@ontario.ca Subject: Potential Duty to Consult
Fax:	416-314-8452
Address:	Environmental Assessment and Permissions Branch 135 St. Clair Avenue West, 1 st Floor Toronto, ON, M4V 1P5

The MECP will then assess the extent of any Crown duty to consult for the circumstances and will consider whether additional steps should be taken, including what role you will be asked to play should additional steps and activities be required.

Regards,



Jon K. Orpana
Environmental Planner & Environmental Assessment Coordinator
Ministry of the Environment, Conservation and Parks
Kingston Regional Office
PO Box 22032, 1259 Gardiners Road
Kingston, Ontario
K7M 8S5

Phone: (613) 548-6918
Fax: (613) 548-6908
Email: jon.orpana@ontario.ca

ec: Marco Vincelli, Project Manager, EVB Engineering, Cornwall, ON
marco.vincelli@evbengineering.com

Michael Seguin, Area Supervisor, Ministry of the Environment, Conservation and
Parks, Cornwall Area Office
Michael.seguin@ontario.ca

January 6, 2022

EMAIL ONLY

Marco Vincelli, P. Eng.
Vice-President, EVB Engineering
Marco.Vincelli@evbengineering.com

MHSTCI File : 0012617
Proponent : Township of South Glengarry
Subject : Notice of Completion
Project : Glen Walter Water and Wastewater Master Servicing Plan
Location : South Glengarry, Ontario

Dear Marco Vincelli:

Thank you for providing the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) with the Notice of Completion for the above-referenced project. MHSTCI's interest in this Environmental Assessment (EA) project relates to its mandate of conserving Ontario's cultural heritage.

Project Summary

The *Glen Walter Water and Wastewater Servicing Master Plan* is a long-term strategy to extend municipal water and wastewater services to support the growing Glen Walter Area. The Master Plan will review the requirements to support the existing community and future developments following the environmental assessment planning process. The Glen Walter Area is defined in defined by the following borders: South Side of Highway 401 Right-Of-Way (North boundary), St. Lawrence River (South boundary), Rae Road (East boundary), Boundary Road (West boundary).

Comments

We have reviewed the Glen Walter Water and Wastewater Master Servicing Plan dated November 23, 2021 prepared by EVB Engineering and have the following comments and recommendations:

- We understand that the Master Servicing Plan addresses need and justification at a broad level, and that more detailed studies will be undertaken at a later date as part of future MCEA. However, the Plan should describe the cultural heritage component of the environment and indicate which projects (regardless of Schedule) will need further technical cultural heritage studies.
 - This Master Plan project may impact archaeological resources therefore the screening checklists developed by MHSTCI: [Criteria for Evaluating Archaeological Potential](#) and [Criteria for Evaluating Marine Archaeological Potential](#) should be completed.
 - Existing baseline cultural heritage conditions within the study area should be identified. MHSTCI has developed screening criteria that may assist with this exercise: [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#).
- At this time, the Schedule B projects (new elevated water tower, improvements to watermains and sewers) may require a Stage 1 Archaeological Assessment if the project

areas meet the criteria for archaeological potential. These project areas will require a Cultural Heritage Report.

- A Stage 1 archaeological assessment is to be undertaken by an archaeologist licensed under the Ontario Heritage Act and submitted for MHSTCI review prior to the issue of a notice of completion or any ground disturbing activities.
- A Cultural Heritage Report: Existing Conditions and Preliminary Impact Assessment will be undertaken for the entire project area during the planning phase and will be summarized in the EA Report.
- Technical cultural heritage studies are to be undertaken by a qualified person who has expertise, recent experience, and knowledge relevant to the type of cultural heritage resources being considered and the nature of the activity being proposed.

The findings of the above-mentioned studies should be summarized as part of the Master Plan discussion of existing conditions, preliminary impact assessment and future commitments.

For more information on Archaeological Assessment and Cultural Heritage Report requirements, please review the MHSTCI letter dated June 26, 2020.

Thank you for consulting MHSTCI on this. If you have any questions or require clarification, do not hesitate to contact me.

Regards,

Sincerely,

Jack Mallon
Heritage Planner
Jack.Mallon @Ontario.ca

Copied to:

Karla Barboza, Team Lead, Heritage Planning, MHSTCI – karla.barboza@ontario.ca
Jon Orpana, Environmental Resource Planner & EA Coordinator, MECP – jon.orpana@ontario.ca

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. MHSTCI makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MHSTCI be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Please notify MHSTCI if archaeological resources are impacted by EA project work. All activities impacting archaeological resources must cease immediately, and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the *Ontario Heritage Act* and the *Standards and Guidelines for Consultant Archaeologists*.

If human remains are encountered, all activities must cease immediately and the local police as well as the Registrar, Burials of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the *Ontario Heritage Act*.



STAFF REPORT

S.R. No. 12-2022

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: February 7, 2022

SUBJECT: Municipal Modernization Program Intake 3 – Transfer Payment Agreement

BACKGROUND:

1. At the October 4, 2021 Council Meeting, Council directed Administration to submit an expression of interest and apply to the Municipal Modernization Program – Intake 3 to complete a Digital Transformation Strategy.
2. The objectives of the project are to:
 - a. Complete a comprehensive assessment of the Township's current administrative practices within the Human Resources, Corporate Services and Finance Departments; and Planning, Building and Enforcement Department.
 - b. Analyze options for digitizing and implementing a standardized paperless electronic system across departments; and,
 - c. Identify opportunities for improving the efficiency of administrative services by offering digitization of both accounts receivable and accounts payable, human resources processes and overall operations as a means of adapting to remote work and reducing overall costs.
3. Administration was advised on January 25, 2022 that our application was successful. The project may proceed and must be completed by January 31, 2023.

ANALYSIS:

4. In order to receive the funding for this project, the Township is required to enter into a Transfer Payment Agreement with the Province, adopted by by-law. The agreement is attached hereto for Council's review.

IMPACT ON 2022 BUDGET:

5. The Township will receive up to \$152,640 towards the completion of this project.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 12-2022 be received and that By-law 10-2022, being a by-law to enter into a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing be read a first, second and third time, passed, signed and sealed in open council this 7th day of February 2022.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 10-2021
FOR THE YEAR 2022**

***BEING A BY-LAW TO ENTER INTO A TRANSFER PAYMENT AGREEMENT
WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS
REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND
HOUSING (THE “PROVINCE”).***

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

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

AND WHEREAS Council of the Township of South Glengarry desires to enter into a transfer payment agreement with the Province.

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

1. **THAT** the Transfer Payment Agreement attached hereto as Schedule “A” shall form part of this by-law.
2. **THAT** the Mayor and Clerk be authorized to enter into said agreement.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 7TH DAY OF FEBRUARY, 2022.***

DEPUTY MAYOR: CLERK:

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the _____ day of _____, 20____

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Municipal Affairs and
Housing**

(the “Province”)

- and -

The Corporation of the Township of South Glengarry

(the “Recipient”)

CONSIDERATION

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

1.0 ENTIRE AGREEMENT

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

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

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

2.0 CONFLICT OR INCONSISTENCY

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

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

3.0 COUNTERPARTS

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

4.0 AMENDING THE AGREEMENT

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

5.0 ACKNOWLEDGEMENT

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

- (a) the Funds are to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

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

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Minister of
Municipal Affairs and Housing**

Date

Name: The Honourable Steve Clark
Title: Minister of Municipal Affairs and Housing

**The Corporation of the Township of South
Glengarry**

Date

Name:
Title:

I have authority to bind the Recipient.

Date

Name:
Title:

I have authority to bind the Recipient.

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

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

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

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

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

“Budget” means the budget attached to the Agreement as Schedule “D”.

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

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

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

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

“Funding Year” means:

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

Effective Date and ending on the following March 31; and

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

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

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

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

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

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

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

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

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

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

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

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

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

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

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

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

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law authorizing the Recipient to enter into the Agreement.

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

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

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

A3.0 TERM OF THE AGREEMENT

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

A4.0 FUNDS AND CARRYING OUT THE PROJECT

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

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

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

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient’s council has authorized the execution of this Agreement by the Recipient by municipal by-law;
- (b) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (c) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (d) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

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

- (a) carry out the Project in accordance with the Agreement;

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

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

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

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

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

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

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

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

A6.0 CONFLICT OF INTEREST

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

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

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

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

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

A7.0 REPORTS, ACCOUNTING, AND REVIEW

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

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1:
 - (i) all Reports in accordance with the timelines and content requirements as provided for in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (i) signed by an authorized signing officer of the Recipient.

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

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any other accounting principles that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

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

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

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

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

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

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

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

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to

any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

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

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

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

A10.0 INSURANCE

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

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

A10.2 Proof of Insurance. The Recipient will:

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

A11.0 TERMINATION ON NOTICE

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

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

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

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

A12.1 Events of Default. It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;

- (ii) use or spend Funds; or
- (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii).

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Record Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

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

- (a) the particulars of the Event of Default; and

- (b) the Notice Period.

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

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

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

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

A13.0 FUNDS AT THE END OF A FUNDING YEAR

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

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

A14.0 FUNDS UPON EXPIRY

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

A15.0 DEBT DUE AND PAYMENT

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

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

excess Funds.

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

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

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

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

A15.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

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

A16.0 NOTICE

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

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

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

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and

- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

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

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

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

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

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

A18.0 SEVERABILITY OF PROVISIONS

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

A19.0 WAIVER

A19.1 **Waiver Request.** Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

A19.2 **Waiver Applies.** If in response to a request made pursuant to section A19.1 a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

A20.0 INDEPENDENT PARTIES

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

actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

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

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

- (a) the Recipient's successors, and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

A22.0 GOVERNING LAW

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

A23.0 FURTHER ASSURANCES

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

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

A24.0 JOINT AND SEVERAL LIABILITY

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

A25.0 RIGHTS AND REMEDIES CUMULATIVE

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

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

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

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

A27.0 SURVIVAL

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

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	Up to \$152,640
Expiry Date	March 31, 2023
Amount for the purposes of section A5.2 (Disposal) of Schedule "A"	\$5,000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Name: Brenda Vloet Position: Manager, Municipal Programs and Outreach Unit Address: 777 Bay Street, Toronto, Ontario M7A 2J3, 16th Floor Email: Brenda.Vloet@ontario.ca
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

B1 Section 4.3 of Schedule "A" is amended by adding the following subsection:

- (e) use the Funds only for the purpose of reimbursement for the actual amount paid to the independent third-party reviewer in accordance with

the Project; and,

- (f) Not use the Funds for the purpose of paying the salaries of the Recipient's employees.

SCHEDULE "C" PROJECT

Project Title
Township of South Glengarry Digital Modernization Review and Plan
Objectives
The objective of the Project is to review the Recipient's administrative practices to develop a digital modernization program addressing operational inefficiencies, opportunities for improvement, cost savings and risk mitigation.
Description
<p>The Recipient will retain an independent third-party reviewer to conduct a comprehensive assessment of the Recipient's current administrative practices within the Human Resources, Corporate Services and Finance departments, including:</p> <ul style="list-style-type: none"> Analyzing options for digitizing and implementing a standardized paperless electronic system across the Recipient's departments; and Identifying opportunities for improving the efficiency of the Recipient's administrative services and adapting to remote work by offering digitization of both Accounts Receivable and Accounts Payable, human resources processes, and overall operations. <p><u>Independent Third-Party Reviewer's Report</u></p> <p>The Recipient will retain the independent third-party reviewer to compile the findings and recommendations in the Independent Third-Party Reviewer's Report.</p> <p>The Recipient will submit the report to the Province and publish the report on the Recipient's publicly accessible website by January 31, 2023.</p> <p>The report will summarize the reviewer's findings and identify specific, actionable recommendations based on the analysis and findings that aim to identify cost savings and improved efficiencies. The report will include detailed explanations and calculations of identified potential quantifiable efficiencies and/or cost savings.</p>

SCHEDULE "D"
BUDGET

Item	Amount
Reimbursement for payments to independent third-party reviewer.	Up to \$152,640

**SCHEDULE “E”
PAYMENT PLAN**

Milestone	Scheduled Payment
<ul style="list-style-type: none">• Execution of Agreement	Initial payment of \$106,848 made to Recipient no more than thirty (30) days after the execution of the Agreement
<ul style="list-style-type: none">• Submission of Interim Progress Report Back to the Province• Publishing of Independent Third-Party Reviewer’s Report on the Recipient’s publicly accessible website• Submission of Final Report Back to the Province, which includes a copy of the Independent Third-Party Reviewer’s Report	Final payment of up to \$45,792 made to the Recipient no more than thirty (30) days after the Province’s approval of the Final Report Back

SCHEDULE “F” REPORTS

Name of Report	Reporting Due Date
1. Interim Progress Report Back	September 19, 2022
2. Final Report Back and Invoices	January 31, 2023

Report Details

1. Interim Progress Report Back

The Recipient will submit an Interim Progress Report Back to the Province by September 19, 2022 using the reporting template provided by the Province. The Interim Progress Report will include:

- A statement indicating whether the Recipient has retained an independent third-party reviewer.

2. Final Report Back and Invoices

The Recipient will submit a Final Report Back to the Province by January 31, 2023 using the reporting template provided by the Province. The Final Report will include:

- A copy of the Independent Third-Party Reviewer’s report,
- A hyperlink to the Independent Third-Party Reviewer's final report on the Recipient's publicly accessible website,
- A 250-word abstract of the Project and its findings,
- The actual amount paid by the Recipient to the independent third-party reviewer in accordance with the Project with supporting documentation, such as invoices or receipts, showing actual costs incurred, and
- A statement indicating the percentage of the total amount of service delivery expenditures reviewed that are identified as potential cost savings in the Independent Third-Party Reviewer's Report, which will be the performance measure for the Project.



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY

RESOLUTION NO

SECONDED BY

DATE February 7, 2022

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports Prince Edward County's call for government action concerning the current legislation and regulations surrounding municipal requirements to take over and maintain abandoned operating cemeteries;

AND FURTHERMORE that a copy of this resolution be sent to the Minister of Government & Consumer Services, ROMA, the Eastern Ontario Wardens Caucus and all Ontario municipalities.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

Mayor Lyle Warden

Recorded Vote:	Yes	No
Mayor Warden	_____	_____
Deputy Jaworski	_____	_____
Councillor Lang	_____	_____
Councillor McDonell	_____	_____
Councillor Luck	_____	_____

December 6, 2021

Mayor Robin Jones
ROMA Chair
30 Bedford Street
P.O. Box 68
Westport, ON K0G 1X0

Sent by Email: rjones@villageofwestport.ca

Dear Mayor Jones:

RE: Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulations 30/11

I am writing you on behalf of the County of Prince Edward (PEC) to express our concerns about the current legislation and regulations that require municipalities to take over and maintain pioneer (closed) and abandoned operating cemeteries when volunteers or owners can no longer manage them. As with other rural communities in Ontario, PEC is facing increasing financial and operational pressures due to obligations the current legislation, the Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulations 30/11, and believe that the magnitude of the problem warrants action.

We are asking that ROMA act on our collective behalf to find some solution to this growing financial obligation.

When municipalities take over the management of abandoned, closed or neglected cemeteries they must deal with the following:

- acquiring ownership of the cemetery land;
- there is no care and maintenance trust fund, or it is too small to generate the interest needed to cover annual maintenance costs (grass cutting, brushing, tree removal);
- the cemetery is full or closed so there is no revenue from sales of interments rights;
- the property has been neglected and needs extensive maintenance to bring into compliance with the legislative requirement of making a safe environment for visitors and workers – Trees & brush removed, monuments stabilized etc.; and
- the records of burials are incomplete or even nonexistent so if there is still room in the cemetery the selling of interment rights will be problematic.

The initial costs of assuming the cemeteries will vary on the size and condition of the cemetery being turned over however they can be quite substantial. Annual costs of maintaining a closed

or active cemetery, grass cutting, weed wiping, brushing repair of sunken graves, fencing, tree removal, monuments will also vary from cemetery to cemetery.

While we acknowledge there is some history and cultural significance to pioneer cemeteries, the care and maintenance costs are increasingly hard to justify to the tax-paying public who have little or no personal or emotional attachment to these abandoned properties. Many are small parcels of land in out of the way rural settings which are not easy to access. At a time when municipalities are recognizing and declaring a climate emergency, the energy and resources that are required for ongoing grass cutting and tree/vegetation maintenance and the resultant CO2 emissions is hard to justify to the public.

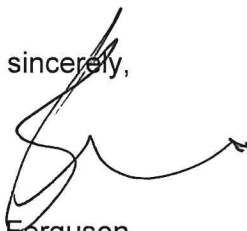
To use our current situation as an example, a list of cemeteries in Prince Edward County completed in the mid 1980's identified 76 cemeteries. Currently, PEC manages and operates 53 of those cemeteries; 46 are designated as pioneer (no longer open for sales) and 7 are active (open for sales and interment) and one for interment but no sales. Of the remaining 15 cemeteries, 3 have already inquired about the process for turning the cemetery over to the municipality.

We would like the government to consider the following:

- Develop a grant program that:
 - Provides seed money to properly fund the initial costs of taking over a cemetery; and
 - Annually helps cover the ongoing costs of maintenance and care that the legislation and regulations require.
- Change the legislation to provide relief to rural municipalities that cannot bear the costs downloaded to overburdened taxpayers. A consideration in this regard would be:
 - To allow municipalities the opportunity to choose whether there is any historical /cultural significance justifying taking it over.

We hope that action is taken to address the increasing financial and operational pressures due to obligations in the current legislation. We welcome the opportunity to discuss the matter further in a meeting with the goal of resolving these concerns.

Yours sincerely,



Steve Ferguson
Mayor

c.c. Members of Council
M. Wallace, CAO
Hon. Ross Romano, Ministry of Government & Consumer Services
Hon. Todd Smith MPP, Bay of Quinte
Eastern Ontario Warden's Caucus
Cemetery Advisory Committee



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO

SECONDED BY

DATE February 7, 2022

WHEREAS municipal governments provide essential services to the residents and businesses in their communities;

AND WHEREAS the ability to provide those services is negatively impacted by exponentially rising insurance costs;

AND WHEREAS one driver of rising insurance costs is the legal principle of 'joint and several liability', which assigns disproportionate liability to municipalities for an incident relative to their responsibility for it;

AND WHEREAS the Government of Ontario has the authority and responsibility for the legal framework of 'joint and several liability,';

AND WHEREAS the Premier of Ontario committed to review the issue in 2018 with a view to helping municipal governments manage their risks and costs;

AND WHEREAS the Association of Municipalities of Ontario, on behalf of municipal governments, has provided recommendations to align municipal liability with the proportionate responsibility for incidents and capping awards;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports AMO's recommendations;

THAT the Township of South Glengarry calls on the Attorney General of Ontario to work with municipal governments to put forward a plan of action to address 'join and several liability' before the end of the government's current term so that municipalities can continue to offer high quality services to their communities;

AND FURTHERMORE that this resolution be forwarded to the Attorney General of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonnell, the Association of Municipalities of Ontario and all Ontario municipalities.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

Mayor Lyle Warden

Recorded Vote:	Yes	No
Mayor Warden	_____	_____
Deputy Jaworski	_____	_____
Councillor Lang	_____	_____
Councillor McDonell	_____	_____
Councillor Luck	_____	_____



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster,
ON, K0C 1N0T: (613) 347-
1166 | F: (613) 347-3411
www.southglengarry.com

Environment Committee Minutes

November 23, 2021

5:05 PM

Attendance

Stephanie Jaworski, Chair
Mike Madden, Vice Chair (5:15PM)
Angie Parker
Colleen Bissonnette
Aodin MacDonell

Resource Members

Chris Leblanc- Director of Roads and Waste Management
Jennifer Brown Hawn- WSP
Crystal LeBrun- Deputy Clerk
Sarah McDonald – GM of Infrastructure

Guest:

David Kuhn, City of Cornwall
Lee Theodore- Project Coordinator – Future Climate Leaders

1. Welcome

The chair opened the meeting and welcomed committee members and anyone watching online.

2. Approval of Agenda

Moved to approve the agenda as presented.

It was:

MOVED BY: Aodin MacDonell

SECONDED BY: Colleen Bissonnette

CARRIED

3. Approval of Minutes from September 21, 2021 as amended.

- Make it easy for people to use our landfill program and education on drop off locations for garbage. Encourage people to make the right choices.

4. Business Arising from the Minutes

- None

5. Staffing Update

- Intro to General Manager of Infrastructure (Sarah McDonald)
 - Tours of MRF and Landfills in 2022

6. Presentations

- David Kuhn City of Cornwall
 - See attached presentation
 - Free store would require monitoring by staff/personnel
 - What can we do in Cornwall?
 - Hazardous Waste/ Electronics
 - Blue Box Recycling – MRF plant directly

7. Project Update

- As per the information report attached

8. New Business

- Look at last Council meeting for presentation for Contract
- Town Hall Future Climate Leaders @ 7PM Nov 23

9. Next Meeting – January 18, 2022

10. Adjournment 6:41 PM.

It was:

MOVED BY: Michael Madden

SECONDED BY: Aodin MacDonell

CARRIED



January 20, 2022

MINUTES OF
AGRICULTURE COMMITTEE MEETING

Township of South Glengarry

A meeting of the Agriculture Committee Meeting was held at 7:00 pm on January 20, 2022 via Zoom.

Committee Members present were: Councilor & Chair Martin Lang, Councilor Sam McDonell, Scott Kinloch, Duncan Ferguson, Tony Vogel, Sarah McDonald, GM- Infrastructure Services and Staff Liaison- Joanne Haley,

Guests:

Sarah McDonald, GM- Infrastructure Services

Absent:

Ian McDonald, Jerome MacDonell, Rob McDonald

BE IT RESOLVED THAT the Agriculture Committee meeting of January 20, 2022 is hereby called to order.

CARRIED

Meeting was called to order at 7:10 pm

Approval of Agenda

MOVED BY: Tony Vogel

SECONDED BY: Scott Kinloch

BE IT RESOLVED THAT the Agenda be approved

CARRIED

Approval of Minutes

MOVED BY: Scott Kinloch

SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Minutes of the June 22, 2020 be approved as presented.



CARRIED

Chair Councillor Lang welcomed and thanked everyone for coming. He turned the meeting over to Sarah McDonald for her presentation.

Waste Management- Bag Limits for Agricultural Policies

- Waste Management- we want less garbage.
- Unlimited recycling as of November 2021
- Garbage originally had no bag limits, now it is:

Garbage

Date	Bag Limit
January 3, 2022	4 bags OR 2 containers
May 30, 2022	3 bags OR 1 bag + 1 container
November 28, 2022	2 bags OR 1 container

- Bag tags- what are they and how do they work?
- Properties over the limit of garbage bags are permitted additional bags providing they purchase bag tags
- Exemptions to garbage limits:
 - Diapers are exempt from the bag limits
 - Authorized exemptions for other reasons such as medical, agricultural, etc. all exemptions must be approved.

The Committee Members provided the following comments:

Duncan Ferguson- there should be a little bit of pressure on the Agricultural community to limit waste but there should be flexibility with the container size that can be picked up.

S McDonald explained that large containers are not part of the current contract and could be a health and safety issue due to size and weight.

Duncan Ferguson- this means multiple containers will have to be used now.

Tony Vogel- concerned that the public will dispose of their garbage on roadsides and other public spaces etc. because of the new limitations.



Chair, Martin Lang agreed that this could be a concern, but it is not a reason for the Township not to have good policies on waste management. This will have to be policed as much as possible.

Chair, Martin Lang asked if commercial businesses have exemptions. Sarah explained that most businesses have arrangements for garbage pick up by the private sector.

Tony Vogel has there been improvements with recycling options such as Ag bags. J Haley confirmed that this material is not recyclable therefore it is waste. Many municipalities exempt this type of waste.

Duncan Ferguson- need to treat farm properties as 2 different entities as there is usually a residence and then a business. Therefore, there should be a different limit such as an additional 2 bags then bag tags can be purchased as needed.

Councilor Sam McDonell- agrees with Duncan.

J Haley explained that we need to have perimeters to know if properties are truly being farmed. Staff would have to qualify the farms.

Chair Martin Lang and Scott Kinloch suggested that if you have a Farm Business Registration number then you qualify- keep it simple. Councilor Sam McDonell and Tony Vogel also agreed.

Councilor Sam McDonell asked for clarification when there are more than one dwelling unit, Sarah explained that these are recognized and registered in the system.

Summary:

Farms could go to a 4-bag limit, bag tags can be purchased when needed. Exempt Ag bags and wrap from the bag limit. Require proof of a Farm Business Registration number to be recognized as a farmer.

SDG- Official Plan Update:

J Haley provided a brief update on the OP process.

- The Province converted 5,543 ha of land from Rural to Agriculture
- A consultant was retained to review the converted lands
- Our consultant agreed that 3,585.3 ha should be converted to Agriculture- this means 1,957.7 ha should remain as Rural



- Following lengthy negotiations with the Province, approximately 1,650 ha of land will remain as Rural. 850.6 ha of these lands are located on the south side of the 401
- A settlement was agreed to between the Province and South Glengarry and presented to the OLT on Tuesday January 19, 2022
- We are now waiting on a decision to approve the settlement
- J Haley presented a variety of maps to the Committee demonstrating the conversion of Agricultural lands to Rural and Rural lands to Agricultural
- If the settlement is approved, we will not need a full OLT hearing
- Once the OLT issues a decision the changes will be in effect
- Hopefully we will have a decision before our 4th year anniversary of the appeal on February 27, 2018

Comments/Discussions

Chair Lang- offered thanks for the work that was completed and spoke to the importance of a growth area south side of the Highway 401.

Tony Vogel agreed to the changes for the most part.

Chair Lang thanked all of the Committee Members for attending the meeting.

Adjournment

BE IT RESOLVED THAT the meeting of January 20, 2022 be adjourned to the call of the Chair @ 7:54 pm.



January 17th, 2022

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:30pm on January 17th, 2022, via a public zoom webinar with phone access.

Committee Members present were: Mayor Lyle Warden (Chairperson), Deputy Mayor Stephanie Jaworski, Councillor Martin Lang, Kelli Campeau Clerk, and Secretary-Treasurer Joanne Haley

Regrets: Sam McDonell

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Committee of Adjustment meeting of January 17, 2022 is hereby called to order.

CARRIED

Meeting was called to order at 6:30pm

Approval of Agenda

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the December 6, 2021 meeting be approved as presented.



CARRIED

Declaration of Pecuniary Interest

None

Members of the public that participated in this meeting via zoom or by phone were as follows:

- Johnny Hagen – Applicant A-01-22 Hagen

Review of Application:

1. Application A-01-22 Hagen

- **Subject Property:**

- Part of Lot 31, Concession 5, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry located at 20730 Concession 5
- The subject property is developed containing 2 single detached dwellings and accessory structures
- A building permit was issued for the second dwelling in 2019
- The dwellings are serviced by 2 septic systems
- The subject property is approximately 25 acres in size

- **Proposed Minor Variance:**

The purpose of the Minor Variance is:

- A second dwelling unit was built on the subject property with the intent to demolish the primary dwelling. The Applicant wishes to keep both dwelling units however the second dwelling unit has a larger gross floor area than the primary dwelling unit which is not permitted, therefore the following relief from the Zoning By-Law 38-09 is requested:
- Part 3.37 (2) - to permit the secondary dwelling unit to have a gross floor area of 2,239.2 sq. ft where the primary dwelling unit has a gross floor area of 1,159 sq. ft.

- **Planning:**

- The property is designated Agricultural Resource in the Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Agricultural and conforms to the general intent of the Zoning By-law



- **Consultation & Recommendation:**

- This application was circulated to applicable municipal staff, Planning and Building have no concerns with this application.
- This application was circulated to the United Counties Transportation Department, they have no concerns or objections to this application.
- I have not received any communication from the public.

Discussion:

Chair Lyle Warden stated that the changes to the Provincial Policy Statement affects larger parcels and allows for two dwellings.

Johnny Hagen 20730 Concession 5 Rd. Had always intended to keep the second dwelling however it was the only option at the time when he applied for the building permit as he wanted to start building before the frost set in. It was discussed with the Township to apply for the minor variance once the house was built. He has good tenants for 10years and would like to keep them.

Member Stephanie Jaworski asked Joanne Haley to explain the logic behind why the secondary dwelling must be smaller than the primary.

Mrs. Haley explained the reason why the by-law is written this way is because the existing dwelling is the primary use and the secondary dwelling is a secondary use to the primary. Generally accessory uses are smaller than the primary so it is obvious what the main or primary use of the property is. We do not need to have this cap however this was decided by Council at the time of writing the by-law. It is not always easy to sell a property with two dwellings or mortgage a secondary dwelling if you don't own the land therefore it was decided that the second dwelling would not be larger than the primary.

Member Stephanie Jaworski reaffirmed that the primary residence will be the newer and larger home. She explained this is a good example of how the by-law is written, it does not necessarily make sense.

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.



CARRIED

Next Meeting date: February 7, 2022 5:30pm

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

Adjournment **BE IT RESOLVED THAT** the meeting of January 17, 2022, be adjourned to the call of the Chair @ 6:45pm

**TOWNSHIP OF SOUTH GLENGARRY
HERITAGE ADVISORY COMMITTEE MINUTES**

**January 14, 2022, 11:00 a.m.
Electronic Meeting**

1. CALL TO ORDER

Moved by: Stephanie Jaworski

Seconded by: Penny Cavell

That the meeting be called to order.

2. APPROVAL OF AGENDA

Moved by Stephanie Jaworski

Seconded by Ian MacDonald

that the agenda be adopted.

3. APPROVAL OF MINUTES

4. NEW BUSINESS

4.1 Nomination of Committee Chair

Moved by: Allan Macdonell

Seconded by: Ian MacDonald

That Stephanie Jaworski be appointed as the Committee Chair.

4.2 SDG Historic Tour Plaques - Todd Lihou

The Committee received a presentation from Todd Lihou from the United Counties of SDG regarding the SDG Historic Tour Plaque Project. Council requested that the Committee review the project and provide recommendations for locations in South Glengarry where the plaques should be located.

The Committee discussed several options and requested that a second meeting be held in a weeks time to allow for additional time to consider the request.

The Committee will meet next on Friday, January 21st, 2022 at 1:00 pm.

5. ADJOURNMENT

Moved by Ian MacDonald

Seconded by Allan Macdonell

that the meeting be adjourned.

**TOWNSHIP OF SOUTH GLENGARRY
HERITAGE ADVISORY COMMITTEE MINUTES**

**January 21, 2022, 1:00 p.m.
Electronic Meeting**

PRESENT: Stephanie Jaworski, Alan Mcdonell, Penny Cavell

ABSENT: Ian MacDonald, Shannon McDonell

STAFF PRESENT: Kelli Campeau, Sherry-Lynn Servage

OTHERS PRESENT: Todd Lihou, SDG Counties

1. CALL TO ORDER

Moved by: Alan Mcdonell

Seconded by: Penny Cavell

That the meeting be called to order at 1:05 pm.

2. APPROVAL OF AGENDA

Moved by: Penny Cavell

Seconded by: Alan Mcdonell

That the agenda be approved.

3. APPROVAL OF MINUTES

3.1 Previous Meeting Minutes - January 14, 2022

Moved by: Alan Mcdonell

Seconded by: Penny Cavell

That the previous meeting minutes be accepted.

4. NEW BUSINESS

4.1 Discussion - SDG Heritage Plaque Project

The Committee continued discussion regarding the SDG Heritage Plaque Project and potential themes/locations for three plaques to be located in South Glengarry.

Todd Lihou from SDG Counties was present to answer questions and provide general guidance regarding the overall project.

Based on the discussion, the committee is recommending the following themes and locations for Council's consideration:

Plaque #1: Green Valley (possible location, Green Valley Community Centre). The theme of this plaque to be the overall history of Green Valley, including train/rail history, French language education and the Green Valley Pavilion (dance hall).

Plaque #2: Glen Walter (possible location, Township-owned green space/parkland along County Rd. 2). The theme of this plaque to include history of the St. Lawrence, fishing, and the Waterfront Trail.

Plaque #3: Peanut Line (possible location Williamstown Fairgrounds near County Rd. 19 or other high traffic/visible area along Peanut Line). The theme of this plaque to outline the history of the Peanut Line and its transition from rail line to recreational trail.

The committee further identified a fourth possible location/theme for consideration for future phases of the project, which would be located in North Lancaster and focus on agricultural history.

Next steps in this project will include:

- Staff to prepare a report with the Committee's recommendations for Council's consideration and approval.

- Once approved, Mr. Lihou will coordinate with staff and local stakeholders to develop the plaque content and images.

5. ADJOURNMENT

The meeting adjourned at 2:06 pm.



MEMORANDUM

To: Township of South Glengarry Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: January 28, 2022
Subject: RRCA Board of Directors meeting highlights (January 20, 2022)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December).

January 20, 2022 RRCA Board of Directors Meeting Highlights:

- Approved minutes from the November 18, 2021 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Annual Chair and Vice-Chair elections took place:
 - RRCA Chair: Martin Lang, Councillor for the Township of South Glengarry, was acclaimed as the new RRCA Chair
 - RRCA Vice-Chair: David Smith, Deputy Mayor for the Township of South Stormont, was acclaimed as the new Vice Chair
- Board approved the additional enforcement of *Ontario Regulation 175/06 Development, Interference with Wetlands and Alteration to Shorelines & Watercourses* made under Section 28 the *Conservation Authorities Act* to regulate the development and interference with wetlands classified as provincially significant throughout the RRCA jurisdiction, effective immediately.
- Board approved a planning partnership with South Nation Conservation for severance applications in 2 municipalities where both Conservation Authorities have shared jurisdiction: Townships of South Stormont and North Stormont. This planning partnership further streamlines Conservation Authority planning reviews and reduces the overall cost for the applicant.
- Board approved the submission of 1 funding application.

Next RRCA Board meeting date: February 17, 2022



REGULAR COUNCIL MINUTES

United Counties of Stormont, Dundas and Glengarry

January 24, 2022, 11:00 a.m.

Virtual Meeting, Broadcast live on YouTube

Members Present: Warden C. Williams, Councillors A. Armstrong, S. Byvelds, T. Fraser, K. Gardner, S. Jaworski, F. Landry, J. MacDonald, B. McGillis, D. Smith, L. Warden, J. Wert

Staff Present: CAO Simpson, Clerk Casselman, Director de Haan, Director Franklin, Director St-Onge, Director Young, Director Russell

1. Call Meeting to Order by Resolution

Roll call was taken by the Clerk.

Resolution No. 2022-01

Moved by Councillor Armstrong

Seconded by Councillor Gardner

THAT the meeting of the Council of the United Counties of Stormont, Dundas and Glengarry be hereby called to order.

CARRIED

2. Adoption of Agenda

Resolution No. 2022-02

Moved by Councillor Fraser

Seconded by Councillor Warden

THAT Council approve the agenda as amended.

CARRIED

The agenda was amended by adding a Notice of Motion to item 12.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

4.1 December 17 & 20, 2021

Resolution No. 2022-03

Moved by Councillor Byvelds

Seconded by Councillor Landry

THAT the minutes of the meetings, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held December 17 & 20, 2021, be adopted as circulated.

CARRIED

5. Delegations

5.1 Food & Drink Venue at Summerstown Forest - Lucy Shaver

Lucy Shaver presented information to Council regarding adding a food and drink venue at Summerstown Forest. Council directed staff to work with Ms. Shaver and the Township of South Glengarry on the matter.

6. Action Requests

6.1 Corporate Services

6.2 Financial Services

Director Russell presented an update to the 2022 budget.

The following motions were put forward pertaining to the 2022 budget:

Resolution No. 2022-04

Moved by Councillor Armstrong

Seconded by Councillor Fraser

THAT staff be directed to outsource a safety review for the intersection of County Road 43 and 7, to be funded from the 2022 budget.

CARRIED

Resolution No. 2022-05

Moved by Councillor Byvelds

Seconded by Councillor Gardner

THAT the Council of the United Counties of Stormont Dundas and Glengarry direct the Director of Transportation Services to determine any improvements necessary for County Road 7 from Froats Road to County Road 8 to complete this section of roadway, and present to County Council the cost along with any other items needed to be done on the road infrastructure at a special Council meeting specifically dedicated to a discussion on "NOW NEED" roads along with the use of the Ontario Community Infrastructure Funds that are a top up to the County's 2022 allotment.

CARRIED

Resolution No. 2022-06

Moved by Councillor Wert

Seconded by Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the 2022 Budget as amended.

CARRIED

Warden Williams recommended that staff organize a special meeting dedicated to discussing 'now needs' roads along with the use of the Ontario Community Infrastructure Funds.

6.3 Transportation

6.4 Planning

6.5 Court Services

6.6 County Library

6.7 IT Services

7. Tenders and Quotations

8. By-laws

8.1 Removal of 0.3m Reserve on SDG 46 (McDougald Street)

Resolution No. 2022-07

Moved by Councillor MacDonald

Seconded by Councillor Jaworski

THAT By-law 5332, being a By-law for the purpose of establishing land as part of the highway be read and passed in Open Council, signed and sealed.

CARRIED

9. Consent Agenda

Resolution No. 2022-08

Moved by Councillor Warden

Seconded by Councillor Wert

THAT all items listed under the Consent Agenda section of the agenda be received for information purposes and filed.

CARRIED

9.1 Monthly Activity Summaries

9.2 Monthly Financial Summary

9.3 SDG Library Branch Reports

9.4 Letter from R. & L. Moore re: Moore Family Forest Donation

10. Boards and Committees

Council Members provided updates on various board and committee activities.

11. Key Information

11.1 Rural Education Symposium Update

CAO Simpson provided an update on the Rural Education Symposium planned for February 3rd, 2022.

11.2 Road Rationalization Review

Director de Haan presented information on a proposed workplan for a comprehensive Roads Rationalization Review.

12. Motions and Notices of Motions

Councillor Byvelds introduced the following Notice of Motion to be considered at the next County Council Meeting:

WHEREAS legislation was put in place to allow for the legal and lawful use of stop sign cameras on school buses as of June 22, 2022; and

WHEREAS this valuable tool will serve as means of enforcement of Ontario's Traffic Act, as it applies to illegal passing of stopped school buses; and

WHEREAS the Trustees of the Upper Canada District School Board encourages that these systems be implemented within a timely fashion to enhance the safety of all school children on their journeys to and from school.

NOW THEREFORE BE IT RESOLVED that County staff be directed to report back with information on the process and proposed by-law for the implementation of stop sign cameras on school buses in SDG.

13. Petitions

14. Miscellaneous Business

14.1 AMO Resolution Request - Joint and Several Liability

Resolution No. 2022-09

Moved by Councillor Warden

Seconded by Councillor MacDonald

WHEREAS municipal governments provide essential services to the residents and businesses in their communities; and

WHEREAS the ability to provide those services is negatively impacted by exponentially rising insurance costs; and

WHEREAS one driver of rising insurance costs is the legal principle of 'joint and several liability,' which assigns disproportionate liability to municipalities for an incident relative to their responsibility for it; and

WHEREAS the Government of Ontario has the authority and responsibility for the legal framework of 'joint and several liability;' and

WHEREAS the Premier of Ontario committed to review the issue in 2018 with a view to helping municipal governments manage their risks and costs; and

WHEREAS the Association of Municipalities of Ontario on behalf of municipal governments has provided recommendations [in this source document](#) to align municipal liability with the proportionate responsibility for incidents and capping awards;

NOW THEREFORE BE IT RESOLVED that the Council of the United Counties of Stormont, Dundas and Glengarry does hereby support AMO's recommendations; and

FURTHER BE IT RESOLVED that the United Counties of Stormont, Dundas and Glengarry does hereby call on the Attorney General of Ontario to work with municipal governments to put forward a plan of action to address "joint and several liability" before the end of the government's current term so that municipalities can continue to offer high quality services to their communities; and

THAT a copy of this resolution be forwarded to the Attorney General of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonnell, the president of AMO, and local SDG municipalities.
CARRIED

14.2 Resolution - GFL Environmental Proposal

Resolution No. 2022-10

Moved by Councillor Wert

Seconded by Councillor Landry

WHEREAS GFL Environmental Inc. has developed a comprehensive proposal to extend the existing natural gas infrastructure to the Eastern Ontario Waste Handling Facility (EOWHF) in Moose Creek, as part of a project to convert the existing landfill gas into a fuel source to produce renewable natural gas (RNG); and

WHEREAS GFL is prepared to invest \$60 million to build an RNG plant which will allow for the injection of RNG into the North American natural gas grid; and

WHEREAS access to natural gas provided through the new pipeline will spur new economic interest for the area, resulting in job creation, residential expansion, and opportunity. Investments in products and services complementary to the local agricultural economy are also expected; and

WHEREAS this volume of gas will make an important contribution to Canada's natural gas industry's goal of having 5% RNG blended into natural gas streams by 2025 and 10% by 2030; and

WHEREAS as a corollary environmental benefit, the proposed RNG plant will reduce greenhouse gas (GHG) emissions by over 175,000 tonnes of CO2 equivalents (equal to removing 53,000 automobiles from the road for a year), supporting Canada's commitment to net-zero emission by 2050.

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry support GFL's proposal and request that Ontario and Canada also fully support this innovative proposal; and

That a copy of this resolution be sent to the Ontario Minister of Finance, the Ontario Minister of Environment, Conservation and Parks, the Ontario Minister of Energy, the Ontario Minister of Economic Development, Job Creation and Trade, the Ontario Minister of Agriculture, Food and Rural Affairs, MP Eric Duncan, MPP Jim McDonnell, and all local SDG municipalities.
CARRIED

15. Unfinished Business Summary

16. Closed Session

Resolution No. 2022-11

Moved by Councillor Armstrong
Seconded by Councillor Smith

THAT Council proceed in-camera pursuant to Section 239(2)(f) of the *Municipal Act, 2001* - advice that is subject to solicitor-client privilege, including communications necessary for that purpose and pursuant to Section 239 (2) (e) - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; for matters related to Bylaw Enforcement Matter, Contract Issue and OLT-21-001381 Marine Station Road Severance.
CARRIED

Resolution No. 2022-12

Moved by Councillor Gardner
Seconded by Councillor McGillis

THAT Council rise from Closed Session without reporting.
CARRIED

17. Ratification By-law

17.1 By-Law No. 5333

Resolution No. 2022-13

Moved by Councillor Fraser
Seconded by Councillor Landry

THAT By-Law No. 5333, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.
CARRIED

18. Adjournment by Resolution

Resolution No. 2022-14

Moved by Councillor Jaworski
Seconded by Councillor Armstrong

THAT Council adjourn to the call of the Chair.
CARRIED

Warden

Clerk

DRAFT

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 7, 2022

SUBJECT: Accessibility Multi-Year Plan – Annual Status Report

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

In March of 2020, Council adopted a Multi-Year Accessibility Plan for the years 2020 to 2025 pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

Ontario Regulation 191/11: *Integrated Accessibility Standards* further requires that designated public sector organizations prepare an annual status report on the progress of measures taken to implement the Multi-Year Plan. The 2021 Status Report is attached for Council's review and information.

The report was presented to and reviewed by the SDG Accessibility Committee on January 19, 2022. The committee provided positive feedback and noted the significant improvements and amount of works completed since their last review in 2019.

Notable projects completed in 2021 and highlighted in the report include:

- The renovation of the Township Office located in Lancaster, which included the addition of an accessible public washroom and an accessible customer service counter.
- Digitization/diversification of service delivery, allowing residents a means of conducting business without having to physically attend the Township office including:
 - Introduction of Cloud Permit software
 - Digital signature platform
 - Online payment platform
- Introduction of HR Downloads online training platform for consistent monitoring and implementation of staff Accessibility Training.
- Addition of accessibility features in washrooms throughout parks/public buildings.
- Significant updates at the Glengarry Nor'Westers and Loyalist Museum, including an accessible door, installation of a ramp and accessible washroom.

Administration has also established an internal staff working group to continue to move accessibility initiatives forward as well as to remove and prevent barriers to accessibility for all residents, staff and visitors of the Township of South Glengarry.



Township of South Glengarry Annual Accessibility Status Report 2021

Introduction

The Township of South Glengarry plays a critical role in ensuring that people with disabilities have the opportunity to interact and contribute to the community. We strive to meet the needs of employees, residents and customers with disabilities and are working towards removing and preventing barriers to accessibility.

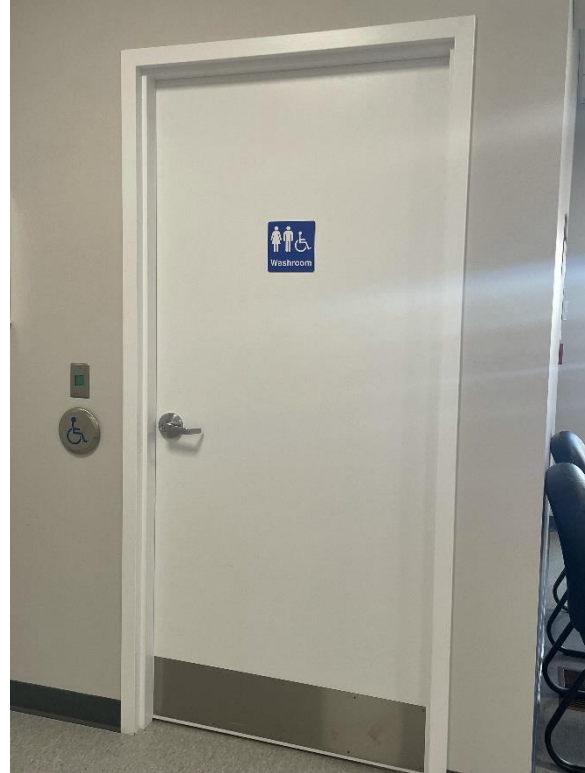
Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. Pursuant to O. Reg. 191/11: Integrated Accessibility Standards Section 4(3), our organization is required to prepare an annual status report on the progress of measures taken to implement our Accessibility Plan and to post the report on our website. The report is also available in an accessible format upon request.

Achievements to Remove and Prevent Barriers

Since the adoption of our 2020-2025 Multi-Year Accessibility Plan, the Township of South Glengarry has implemented a number of projects and programs to improve accessibility for people with disabilities and to meet the requirements of applicable legislation.

Most notably in 2021, the Township's Municipal Office, located in Lancaster, underwent an extensive renovation, which resulted in the addition of several new accessible features in the building including the addition/installation of an accessible public washroom as well as an accessible customer service counter (pictured below).





Additional accessibility achievements include:

Customer Service

- Updated Accessibility Standards for Customer Service policy.
- Installation of accessible customer service desk at the main office.
- Implementation of Cloud Permit building permit software, online payment platform and digital signatures to offer residents a means of conducting business without having to physically attend the Township office.

Information and Communications

- Communications staff have received training for creating accessible documents.
- Addition of “Form Builder” component on the Township website for the creation of online forms.

Employment

- Implementation of HR Downloads program, where staff are able to complete annual training on Accessibility which can be tracked and monitored for compliance.

Design of Public Spaces

- Municipal office renovation – installation of publicly accessible washroom and accessible customer service desk.
- Accessible updates to washrooms in various community facilities.
- Significant updates to Glengarry Nor'Westers and Loyalist Museum including door, installation of ramp and accessible washroom.

Strategies and Actions Planned for 2020-2025

Appendix "A" outlines the projects and programs the Township of South Glengarry plans to complete between 2020 to 2025 to meet the requirements of the Accessibility for Ontarians with Disabilities Act and to remove and prevent barriers to people with disabilities.

Appendix "B" updates the Implementation Plan for Facilities and Infrastructure.

Appendix "C" is the updated Accessibility Standards for Customer Service Policy, in draft form, for the Committee's review and feedback.

Appendix 'A' IASR Compliance Plan

CUSTOMER SERVICE STANDARD	ACTION(S)	2021 UPDATE
Develop, implement and maintain policies governing its provision of goods, services, facilities to persons with disabilities.	<ul style="list-style-type: none"> Existing "Accessibility Standards for Customer Service" policy to be reviewed and updated. 	<ul style="list-style-type: none"> Reviewed and updated in 2021
Use of service animals and support persons.	<ul style="list-style-type: none"> Existing "Accessibility Standards for Customer Service" includes provisions for service animals and support persons. Policy to be reviewed and modified as necessary to reflect changes to the Act and/or Regulations. 	<ul style="list-style-type: none"> Completed, ongoing review
Notice of temporary disruptions	<ul style="list-style-type: none"> Procedure for service disruption notification is included in "Accessibility Standards for Customer Service" policy and will be reviewed and modified as required. 	<ul style="list-style-type: none"> Completed, ongoing review
Train staff, volunteers and others who provide goods/services/facilities on behalf of the Township about providing goods services to people with disabilities.	<ul style="list-style-type: none"> Continue to ensure all new hires complete applicable training. Train volunteers and others who provide services on behalf of the municipality. Complete annual training updates for existing staff members. 	<ul style="list-style-type: none"> All staff completed updated training in 2021.
Establish a process for receiving and responding to feedback.	<ul style="list-style-type: none"> Update "Accessibility Standards for Customer Service" policy to reflect new mediums for providing feedback. Establish a method for tracking feedback received. 	<ul style="list-style-type: none"> Policy updated in 2021 (in draft form, to be approved by Council)
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> Continue to provide accessible documents and communication supports as requested. 	<ul style="list-style-type: none"> Ongoing

INFORMATION & COMMUNICATION STANDARD	ACTION	2021 UPDATE
Establish a procedure for receiving and responding to feedback.	<ul style="list-style-type: none"> • Procedure is in place and will be reviewed and modified as required. 	<ul style="list-style-type: none"> • Ongoing
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> • Procedure is in place for accessible documents and communication supports. • Staff to ensure that “accessible formats available upon request” is made available on print documents (ongoing). • To be reviewed and modified as required. 	<ul style="list-style-type: none"> • Ongoing
Where emergency procedures, plan and/or public safety information is available to the public, provide in accessible format or communication supports upon request.	<ul style="list-style-type: none"> • Procedure is in place for accessible documents and communication supports. • To be reviewed and modified as required. 	<ul style="list-style-type: none"> • Ongoing
Accessible website and web content.	<ul style="list-style-type: none"> • Website refresh in 2019 has brought the overall design of the Township website into compliance with accessibility standards. • Work towards converting all PDFs on the Township website to accessible PDFs. • Educate staff on the requirement for accessible documents and web content. 	<ul style="list-style-type: none"> • Communications staff have completed training on creating accessible documents. • Continued monitoring of website.
Standards review	<ul style="list-style-type: none"> • Continue to monitor changes to legislation and modify materials as required. 	<ul style="list-style-type: none"> • Ongoing
EMPLOYMENT STANDARD	ACTION	2021 UPDATE
Recruitment, selection and notification	<ul style="list-style-type: none"> • Regularly review our Human Resources Policy Manual to prevent or remove systemic employment barriers. • Job postings will continue to include wording advising that 	<ul style="list-style-type: none"> • Ongoing

	accommodations are available for the recruitment process. <ul style="list-style-type: none"> • Candidates 	
Accessible formats and communication supports for employees	<ul style="list-style-type: none"> • Continue to consult with employees to provide or arrange for accessible formats and communications supports as requested. 	<ul style="list-style-type: none"> • Ongoing
Workplace emergency response information	<ul style="list-style-type: none"> • Amend HR Policy Manual to include provision to provide employees with an individualized workplace emergency response plan upon request. 	<ul style="list-style-type: none"> • Planned for first quarter of 2022
Documented individual accommodation plans	<ul style="list-style-type: none"> • Amend HR Policy Manual to include development of individual accommodation plans for employees with disabilities. 	<ul style="list-style-type: none"> • Planned for first quarter of 2022
Return to work process	<ul style="list-style-type: none"> • Return to work process included in HR Policy Manual. 	<ul style="list-style-type: none"> • To be reviewed in 2022
Performance management, career development and redeployment	<ul style="list-style-type: none"> • Continue to support employee development through learning opportunities. 	<ul style="list-style-type: none"> • Ongoing
Standards review	<ul style="list-style-type: none"> • Monitor changes to legislation and modify training materials as required. 	<ul style="list-style-type: none"> • Ongoing
DESIGN OF PUBLIC SPACES STANDARD	ACTION	2021 UPDATE
Consultation	<ul style="list-style-type: none"> • Consult with the SDG Accessibility Committee and public when designing public space such as: <ul style="list-style-type: none"> ○ Recreational Trails ○ Outdoor Play Spaces ○ Public Parking 	<ul style="list-style-type: none"> • Committee member consulted on office renovation project • Ongoing.
Recreational Trails and Beach Access Routes	<ul style="list-style-type: none"> • Upgrades to certain trails have been completed (Glen Walter Regional Park, Ken Barton Park, Peanut Line). 	<ul style="list-style-type: none"> • Ongoing
Outdoor Public Access Eating Areas	<ul style="list-style-type: none"> • Accessible picnic tables are available in outdoor public eating areas. 	<ul style="list-style-type: none"> • Ongoing

	<ul style="list-style-type: none"> • Ramps have been installed in parks where picnic shelters are located (Glen Walter Regional Park, Smithfield Park) • Availability of accessible eating areas will continue to be monitored and any newly created spaces with eating areas will include barrier-free options. 	
Outdoor Play Spaces	<ul style="list-style-type: none"> • Glen Walter play structure to be replaced and include barrier-free components. 	<ul style="list-style-type: none"> • Concept plan for new accessible play structure complete and approved for 2022 implementation
Exterior Paths of Travel	<ul style="list-style-type: none"> • Continue to apply all technical requirements and design standards when constructing new or redeveloping existing paths of travel (ie. curbs, curb ramps, pathways, etc.) 	<ul style="list-style-type: none"> • Ongoing
Accessible Parking	<ul style="list-style-type: none"> • The Township will continue to apply requirements for accessible parking spaces for future developments. • Ensure that accessible parking spaces at Township/public facilities are properly marked and signed. • Work with local businesses to encourage the development of accessible parking spaces. 	<ul style="list-style-type: none"> • Ongoing
Obtaining Services	<ul style="list-style-type: none"> • Township will apply required standards when renovating service counters and public waiting areas. 	<ul style="list-style-type: none"> • Municipal office service counter
Maintenance Planning	<ul style="list-style-type: none"> • The Township will communicate emergency maintenance procedures and disruptions through the Township's website, social 	<ul style="list-style-type: none"> • Ongoing

	media and signage at appropriate locations.	
Legislative Review	<ul style="list-style-type: none"> • Continuous review of requirements for the Design of Public Spaces Standard. • Staff participate in training sessions when offered by Accessibility Ontario and other government organizations. 	<ul style="list-style-type: none"> • Ongoing

Appendix 'B' – Updated Facilities Implementation Plan

1. Bainsville Women's Institute Park

Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Entrance	Widen path to accommodate wheelchairs	2020	Suggested to remove this item (not really a "park" and is not accessed by the public.

2. Bernie McDonell Memorial Park

Lancaster Heights, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Entrance	Widen path to accommodate wheelchairs	2020	Revise completion date to 2024 to coincide with bridge replacement
Wooden Bridge	Widen to accommodate wheelchairs	2024	

3. Char-Lan Recreation Centre

19740 John Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Light switches inaccessible	Switches to be lowered in washrooms or motions sensors installed.	2014	Complete
Entrance	Install automated doors at entrance.	2018	Complete

4. Empey-Poirier Park

6085 Vine Street, Glendale, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No parking lot (park on grass)	Paved parking lot (with accessible parking space) and larger driveway in.	2024	Complete
No pathways	Paved pathways	2024	
No wheelchair access to playground, rink etc.	Paved pathways	2024	
Only 2 benches	Install additional benches	2015	Complete

5. Glen Walter Regional Park

6626 Wine Crescent, Glen Walter, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Parking lot not paved	Paved parking lot	2024	
No pathways to soccer fields, play structure, tennis courts, volleyball court, basketball court, etc.	Paved pathways	2015	Complete
Shaded area not accessible	Install ramp	2013	Complete
Ladies accessible washroom – no handle bars	Install bars	2013	Complete
Ladies Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2020	Revise completion date to 2022
Ladies Washroom – tower dispenser too high	Lower dispenser	2020	Revise completion date to 2022

Men's Washroom – exterior access to washroom not wheelchair accessible	Paved pathway to washroom	2020	Revise completion date to 2022
Men's Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2020	Revise completion date to 2022
Men's Washroom – no handlebars above and beside toilet	Install handlebars	2020	Revise completion date to 2022

*The suggested revision date for the washroom updates is due to the washrooms having been closed/winterized for the remainder of 2021.

6. Green Valley Community Centre

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No accessible parking space	Front parking space to be signed accessible	2013	Complete
Entrance (small groove)	Flatten down	2013	Complete
Light switches and paper towel dispenser too high	Lower switches or install motion sensors, lower dispenser	2014	Complete
No door handle on accessible stall in men's washroom	Install handle	2020	Complete
Ladies Washroom – no handle bars above or beside toilet	Install bars	2020	Complete
Entrance – non-accessible doors	Install automatic doors	2018	Complete

7. Green Valley Park

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Arena area, not wheelchair accessible	Pathways	2024	
Soccer fields, baseball diamond not wheelchair accessible	Pathways	2024	
No accessible parking space	Front parking space with accessible parking sign	2013	Complete
Pavement to walk from parking lot to tennis courts very rough, not wheelchair friendly	Clear the rocks, smooth out big ruts and bumps	2015	Ongoing (Annual)

8. Jack Danaher Park

21491 MacCuaig Drive, Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Parking lot	Paved parking lot	2024	
Play area not wheelchair friendly	Paved pathways	2015	N/A (play structure removed)
Fireplace area not wheelchair friendly	Benches/pathway to fire	2024	
No access ramp from change room to community centre	Install ramp	2014	Complete
Countertop too high	Lower countertop	2024	
Gaps between boards – unsafe	Fill in gaps	2013	Inspected Annually
No assistant bars behind toilets	Install assistant bars	2020	Complete

(ladies and men's washrooms)			
Sink pipes not covered in washrooms	Cover pipes	2020	Revise to 2022
Paper towel/soap dispenser too high	Lower dispensers	2020	Complete
Men's Washroom – no pull levers	Install pull levers	2020	Revise to 2022
Entrance door loose	Tighten handle	2020	Complete
Entrance not accessible (step)	Install ramp	2024	
Railing along walkway	Install railing	2024	

9. Kenneth Parton Senior Park

4852 County Road 20, Martintown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Entrance	Widen path to accommodate wheelchair	2014	Complete

10. Lan-Char Medical Centre

20 Victoria Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No accessible parking	Provide accessible parking/lines to be marked	2013	Complete
Outside lighting is insufficient (near dentist office)	Fix lighting	2013	Complete
No accessible signage	Add signage	2013	Complete
Lip at entrance or dentist office	Fix entrance	2013	Complete

Light switches inaccessible	Lower switches in washrooms or add motion sensor	2020	Revise to 2022
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11. Martintown Community Centre/Park

4850 County Road 20

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Upgrades in 2016	Accessible play structure and walkways	2016	Complete

12. Nor'Westers and Loyalist Museum

19651 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No parking lot	Create designated parking spot on street.	2024	
Side entrance not wheelchair friendly	Install ramp	2013	Complete
Doorway entrance (small groove)	Smooth down to no bump	2020	Complete
Upstairs not accessible (stairs)	Elevator or escalator (Investigating video monitoring solution)	On Hold	
Grooves in floorboards	Smooth down	2020	On Hold
Emergency exit needs small ramp	Install ramp	2020	Complete
No assistant bars above and alongside toilets	Install bars	2019	Complete
Mirror not tilted	Install tilted mirrors	2019	Complete
Pipes under sinks are visible	Cover pipes	2019	Complete
Paper towel dispenser too high	Lower dispenser	2019	Complete

13. North Lancaster Optimist Club Hall & Park

4837 2nd Line Road, North Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Construction meets ODA requirements			Complete

14. Paul Rozon Park

19715 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Step up to enter building	Install ramp	2014	Complete
Approach to deck not wheelchair friendly	Grading/finer granular	2014	Complete
No access to playground	Paved pathways	2020	Recommend to remove
No access to ball diamond	Paved pathways	2020	Recommend to remove
Access to rink not wheelchair friendly	Paved pathways	2014	Complete
Skate pads	Seasonal problem – edges could be tapered	2014	Complete
Parking lot is gravel – not wheelchair friendly	Paved parking lot	2024	
Washroom – no pull levers	Install pull levers	2020	Complete
Pipes under sink	Cover pipes	2020	2022

15. Smithfield Park

119 Military Road, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Baseball diamond not wheelchair accessible	Paved Pathway	2015	N/A (no longer there)
Roadway to park needs to be paved	Pavement	2024	
No access to shaded building area	Pathway and small ramp required	2015	Complete
Play area not wheelchair accessible	Paved pathways	2015	Complete
No path to the ramp at the play structure	Paved pathway	2015	Complete

16. Township of South Glengarry Municipal Office

6 Oak Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
Outdoor lighting is insufficient	Add lighting near ramp	2013	Complete

17. Williamstown Office (Celtic Music Hall of Fame)

19687 William Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Projected Completion Date	2021 Update
No accessible parking space	Provide accessible parking	2020	2022
Lighting is insufficient	Fix lighting	2020	2024
No accessibility signage	Add signage	2020	2024
Exterior door not wide enough	Consult with CBO	2024	

Light switches not accessible	Lower switches or add motion sensor lighting	2021	2022
Bathroom door handles not lever style	Install lever handles	2020	2022
Toilet placement unsatisfactory	Install new toilet when needed	2020	2024 (not needed)
Clearance beneath sink	Correct when new sink installed	2020	2024
Towel dispenser inaccessible	Relocate towel dispenser	2020	2022
Soap dispenser not accessible	Relocate soap dispenser	2020	2022
Mirror placement	Relocate/adjust mirror	2020	2022
Cup dispenser in washrooms	Install cup dispenser	2020	2022

Appendix C – Accessibility Standards for Customer Service Policy

South Glengarry			POLICY
Policy Number:	01-2022	Review Frequency:	2 Years
Approved By:	Council of the Township of South Glengarry	Date Approved:	
		Revision Date:	
Subject:	Accessibility Standards for Customer Service		

1. POLICY STATEMENT

1.1. In providing accessible customer service the Township of South Glengarry shall use reasonable efforts to ensure that policies and procedures are consistent with the following principles in accordance with O. Reg. 191/11 Integrated Accessibility Standards:

1.1.1. Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.

1.1.2. The provision of goods and services to persons with disabilities, and others, will be integrated, unless an alternative measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.

1.1.3. Persons with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

1.1.4. Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.

1.1.5. Township of South Glengarry employees will communicate with persons with a disability in a manner that takes into account the person's disability.

2. APPLICATION

- 2.1. This policy applies to every person who deals with members of the public or other third parties on behalf of the Township of South Glengarry whether the person does so as an employee, agent, volunteer, or otherwise.

3. LEGISLATIVE AUTHORITY

- 3.1. The *Accessibility for Ontarians with Disabilities Act, 2005* was enacted to develop, implement, and enforce accessibility for Ontarians with disabilities and with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises and to provide for the involvement of persons with disabilities in the development of accessibility standards.
- 3.2. The Integrated Accessibility Standards Regulation (IASR) establishes accessibility standards and requirements in the areas of information and communications, employment, transportation, design of public spaces and customer service.
- 3.3. The IASR applies to all public, private and not-for-profit organizations with at least one employee.

4. DEFINITIONS

- 4.1. “Accessible Formats” may include, but is not limited to, large print, recorded audio and electronic format, and other formats usable by persons with disabilities.
- 4.2. “Assistive Devices” shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (ie. canes, crutches, wheelchairs or hearing aids).
- 4.3. “Guide Dog” shall mean a guide dog as defined in section 1 of the *Blind Persons’ Rights Act*.
- 4.4. “Disability” shall mean a disability as defined under the Ontario Human Rights Code.
- 4.5. “Service Animal” shall mean an animal described in subsection (4) of O. Reg. 191/11 section 80.45 (4).
- 4.6. “Support Person” shall mean, in relation to a person with a disability, another person who accompanies them in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities.

5. GUIDING PRINCIPLES

- 5.1. The Township of South Glengarry considers the following guiding principles in the implementation of accessible customer service:

- 5.1.1. **Dignity:** provide service in a way that a allows the person with a disability to maintain self-respect and the respect of other people.
- 5.1.2. **Independence:** a person with a disability is allowed to do things on their own without unnecessary help or interference from others.
- 5.1.3. **Integration:** provide service in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as other customers, unless a different way is necessary to enable them to access goods, services or facilities.
- 5.1.4. **Equal Opportunity:** provide service to a person with a disability in such a way that they have an equal opportunity to access goods, services or facilities as what is given to others.

6. POLICIES, PRACTICES AND PROCEDURES

6.1. When serving individuals with disabilities, employees will:

- 6.1.1. Consider, "What can I do to help people with disabilities access our services?"
- 6.1.2. Ask the individual, "How can I help?"
- 6.1.3. Communicate with persons with disabilities in a manner that takes into account their disability.
- 6.1.4. Offer a variety of methods of communication.
- 6.1.5. Understand the nature and scope of the services offered.

6.2. Assistive Devices

- 6.2.1. Every employee shall use reasonable efforts to allow persons with disabilities to use their own assistive devices to access goods and services.
- 6.2.2. The Township will evaluate and address any risks or dangers for customers entering our premises with assistive devices.

6.3. Use of Service Animals and Support Persons

- 6.3.1. If a person with a disability is accompanied by a guide dog or service animal, the Township will ensure that the person is permitted to enter the premises with the animal and to keep the animal with them, unless the animal is otherwise excluded by law from the premises.
- 6.3.2. If a service animal is excluded by law from the premises, the Township will ensure that other measures are available to enable a person with a disability to obtain, use or benefit from the Township's goods, services or facilities.

6.3.3. If a person with a disability is accompanied by a support person, the Township will ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

6.3.4. The Township may require a person with a disability to be accompanied by a support person when on the premises if a support person is necessary to protect the health and safety of the person with a disability or others on the premises and there is no other reasonable way to do so.

6.3.5. In the event that admission fees are charged, there will be no charge to a support person.

6.4. Notice of Temporary Disruptions

6.4.1. At times accessibility features or services require repair or are temporarily out of service (ie. an elevator, ramp, accessible washroom).

6.4.2. When this happens, notice will be provided on the Township website, signs posted at the affected site and, if suitable and time permits, advertised in a local newspaper.

6.4.3. The notice shall include the reason for the disruption, its anticipated duration and a description of alternate facilities or services, if any, that are available.

6.5. Training for Staff

6.5.1. Township employees shall receive accessible customer service training, which will be documented by the HR Advisor.

6.5.2. The training shall include a review of the purposes of the Integrated Accessibility Standards Regulation. The training shall address the following matters:

6.5.2.1. How to interact and communicate with persons with various types of disability.

6.5.2.2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.

6.5.2.3. How to use equipment or devices available on Township premises or otherwise provided by the Township that may help with the provision of goods, services, or facilities to a person with a disability.

6.5.2.4. What to do if a person with a particular type of disability is having difficulty accessing the Township's goods, services or facilities.

6.5.3. Employees shall receive training as soon as practicable upon hiring.

6.6. Format of Documents

- 6.6.1. The Township, on request, shall provide a copy of a document in a different format than available to accommodate a person with a disability in a timely manner that takes into account the person's accessibility needs and at a cost that is no more than the regular cost charged to other persons.
- 6.6.2. The Township shall consult with the person making the request in determining the suitability of an accessible format or communication support.

6.7. Feedback

- 6.7.1. The Township welcomes feedback from customers as a means to learn and improve upon customer service delivery.
- 6.7.2. Individuals are encouraged to make suggestions for improvement and the Township recognizes the right of customers to make a complaint.
- 6.7.3. Complaints shall be submitted in writing, in person, by e-mail, telephone or any other agreed upon method addressed to the Clerk at:

6 Oak Street, Lancaster, Ontario, K0C 1N0

E-mail: clerk@southglengarry.com

Phone: (613) 347-1166

- 6.7.4. The Clerk will respond and acknowledge receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.
- 6.7.5. Feedback will be used to assist with the revision of policies and procedures to provide accessible customer service.

7. POLICY ADMINISTRATION AND REVIEW

- 7.1. This policy shall be administered by the Director of Corporate Services/Clerk.
- 7.2. This policy will be reviewed every two (2) years or as required based on revisions to corporate practices or provincial legislation.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 7, 2022

SUBJECT: Municipal Modernization Program – Intake 3 Projects

PREPARED BY: Tim Mills, Chief Administrative Officer

In August 2021 the Province announced a third intake for applications to the Municipal Modernization Program. Municipalities were invited to submit applications for funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term.

Municipalities were encouraged to work with other neighboring municipalities to find innovative joint projects. The Township of South Glengarry submitted one application independently and partnered with other municipalities on three (3) other submissions.

On January 25, 2022, Administration was notified that all four (4) applications were successful. The approved projects include:

1. Township of South Glengarry Digital Modernization Review

Under the third-party review stream, the government will provide funding of up to **\$152,640**. All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies focusing on finance, human resources, corporate services, and planning, building and enforcement service.

2. Townships of South Glengarry and South Stormont Water and Wastewater System Operations Review

Under the third-party review stream, the government will provide funding of up to **\$101,760**. All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies regarding water and wastewater operations.

3. United Counties of SDG Joint Zoning By-laws Review

Under the third-party review stream, the government will provide funding of up to **\$122,112**. All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies regarding updating lower tier Zoning By-laws.

4. United Counties of SDG Joint Subdivision and Site Plan Manual Implementation

Under the implementation project stream the government will provide funding of up to **\$66,144**. The provincial funding is for up to 65% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

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et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-5311

January 25, 2022

Your Worship
Deputy Mayor/Acting Mayor Lyle Warden
Township of South Glengarry

Dear Deputy Mayor/Acting Mayor Warden:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$152,640 towards:

- Township of South Glengarry Digital Modernization Review and Plan

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by January 31, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

- c. Tim Mills, CAO
- Lachlan McDonald, Treasurer
- Kelli Campeau, Director of Corporate Services/Clerk
- Parliamentary Assistant Jim McDonell, MPP, Stormont—Dundas—South Glengarry

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234-2021-5311

January 25, 2022

Your Worship
Mayor Bryan McGillis
Township of South Stormont

Dear Mayor McGillis:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$101,760 towards:

- Townships of South Stormont and South Glengarry Water and Wastewater System Operations Review

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by January 31, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

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Sincerely,



Steve Clark
Minister

- c. Debi LucasSwitzer, CAO
- David Ni, Director of Finance/Treasurer
- Parliamentary Assistant Jim McDonell, MPP, Stormont—Dundas—South Glengarry
- Lyle Warden, Deputy Mayor/Acting Mayor, Township of South Glengarry
- Tim Mills, CAO, Township of South Glengarry

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234-2021-5311

January 25, 2022

Your Worship
Warden Carma Williams
United Counties of Stormont, Dundas and Glengarry

Dear Warden Williams:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$122,112 towards:

- United Counties of Stormont, Dundas and Glengarry Joint Zoning By-Laws Review

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by January 31, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

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Sincerely,



Steve Clark
Minister

- c. Tim Simpson, CAO
Rebecca Russell, Treasurer
Peter Young, Director of Planning Services
Parliamentary Assistant Jim McDonell, MPP, Stormont—Dundas—South Glengarry
Lyle Warden, Deputy Mayor/Acting Mayor, Township of South Glengarry
Tim Mills, CAO, Township of South Glengarry
Bryan McGillis, Mayor, Township of South Stormont
Debi LucasSwitzer, CAO, Township of South Stormont
Steven Byvelds, Mayor, Municipality of South Dundas
Shannon Geraghty, CAO, Municipality of South Dundas
Tony Fraser, Mayor, Township of North Dundas
Angela Rutley, CAO, Township of North Dundas
Jim Wert, Mayor, Township of North Stormont
Craig Calder, CAO/Clerk, Township of North Stormont
Jamie MacDonald, Mayor, Township of North Glengarry
Sarah Huskinson, CAO/Clerk, Township of North Glengarry

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234-2021-5311

January 25, 2022

Your Worship
Warden Carma Williams
United Counties of Stormont, Dundas and Glengarry

Dear Warden Williams:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation project stream, I am pleased to inform you that the Ford government will provide funding of up to \$66,144 towards:

- United Counties of Stormont, Dundas and Glengarry Joint Subdivision and Site-Plan Manual Implementation

The provincial funding is for up to 65% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

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- Tony Fraser, Mayor, Township of North Dundas
- Angela Rutley, CAO, Township of North Dundas
- Jim Wert, Mayor, Township of North Stormont
- Craig Calder, CAO/Clerk, Township of North Stormont
- Jamie MacDonald, Mayor, Township of North Glengarry
- Sarah Huskinson, CAO/Clerk, Township of North Glengarry

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: February 7, 2022



SUBJECT: Municipal Modernization Intake 2 – Records Management Current State Assessment Report

PREPARED BY: Crystal LeBrun, Deputy Clerk

1. One of the priorities of the Corporate Services department for the foreseeable future is the modernization and digitization of our current records management practices.
2. At the March 1, 2021 Regular Council Meeting, Council authorized Administration to submit an application to the Municipal Modernization Program Intake 2 for funding to complete a Records Management Current State Assessment project.
3. Administration was successful in obtaining the requested funding, which resulted in an independent third-party review relating to records management practices.
4. Administration engaged The Information Professionals (InfoPros) to review the internal Records Management Program and practices, assess them against recognized best-practices, and to develop a set of recommendations that would assist Administration in realizing goals and objectives moving towards the implementation of an electronic document and records management solution (EDRMS).
5. The analysis conducted by the InfoPros identified meaningful gaps between the Township's current Records Management Program and practices and the essential elements required for a successful EDRMS implementation.
6. The summary of findings report is attached, which includes a detailed analysis, best practices, observations and recommendations.

Presented To

Township of South Glengarry

Delivered On

January 28th, 2022.

Deliverable

Records Management Current State Assessment

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CONTACT

Nina Carter, President

The Information Professionals

613.298.6206

nina@the-infopros.com

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Executive Summary

The Township of South Glengarry (Township) creates information that enables the delivery of their municipal programs and services and ensures accountability and transparency of its actions to community members. As these information resources are valuable to ensure the delivery of its programs and services, structured planning of their management must occur to meet corporate goals and objectives.

The Information Professionals (InfoPros) was engaged by the Township to review their Records Management Program and practices, assess them against recognized best-practices, and to develop a set of recommendations that would assist the Township in realizing their goals and objectives to move towards the implementation of an electronic document and records management solution (EDRMS).

The InfoPros completed a detailed analysis of the Township's recordkeeping practices and management capabilities. The analysis consisted of reviewing the Township's current records management program including by-laws, policies, and systems of record (e.g., network drives and Outlook). It also included the analysis of information provided by 14 key stakeholders during an online survey. Observations were further investigated using interviews with stakeholders and focused on current practices and challenges in their respective areas of expertise.

The analysis conducted by the InfoPros identified meaningful gaps between the Township's current Records Management Program and practices and the essential elements required for a successful EDRMS implementation. As such, the Information Professionals recommends that the Township revise its Records Management Program to ensure that its recordkeeping practices are compliant with current legislation. Moreover, the InfoPros recommends that the Township leverage its investment in M365 by implementing SharePoint Online to improve the way that information is organized, secured, and managed.

The recommendations in this report is defined in phases that are based on industry best practices and our 25+ years experience in supporting municipalities management of records in physical and electronic formats.

1. REPORT FORMAT

The summary of findings report has been organized into the following four categories:

- **Records Management Policies and Procedures.**
- **File Plan and Retention Schedule.**
- **Records Management Resources; and**
- **Technologies.**

Each above-noted category is further broken down into three areas of analysis: Best Practices, Observations and Recommendations.

BEST PRACTICE

Based on the InfoPros experience in the definition and implementation of records and information management program, this section summarizes best practices in the industry and in accordance with leading Associations such as the Association of Records Managers and Administrators (ARMA) and the Association for Information and Image Management (AIIM).

OBSERVATIONS

The purpose of the observations is to summarize the completed detailed analysis of the Township's current records and information management or privacy practices. Furthermore, the InfoPros also highlighted any potential gaps or risks that the Township may be faced with regarding its current practices.

RECOMMENDATIONS

The recommendations summarize the requirements to mitigate any potential risks and to better align the Township's records and information management practices with industry and municipal best practices. Additionally, in some areas, these recommendations are listed in the respective order that they should be developed and implemented. It is important to note that the recommendations in this report are necessary to ensure that Township can meet its current and future legislative-compliance requirements.

Records Management Policies & Procedures

The guiding principle of records management is to ensure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Organizations must ensure that their records are:



The Information Professionals completed a detailed review of Township's records management-related by-laws, policies, procedures, and current systems of records. Additional analysis was captured during a series of interviews and a focused online survey with key stakeholders to understand current recordkeeping practices and validate the recommendations described below. The stakeholder interviews and online survey focused on the following areas:

- Discussion of Key Departmental Business Functions and Activities.
- Records created during the execution of Business Functions and Activities.
- Knowledge and awareness of the Township's Records Management Program.
 - File Plan and Retention Schedule (i.e., The Ontario Municipal Records Management System or "TOMRMS")
 - By-laws and policies

- Electronic Recordkeeping Practices and Systems of Records (network drives, Outlook and Township applications).
- Records Management Challenges.

BEST PRACTICE

Policies and procedures are key elements of a records management program as they define the necessary governance for the management of corporate records and information assets to the Township. As such, clear accountability for records management and a definition of a record are essential to:

- Achieving transparency.
- Managing corporate risk.
- Defining authority, responsibilities, roles, and expectations; and
- Maintaining consistency within an organization.

In the event of litigation, proving that documented policies and procedures are followed supports the admissibility of evidence by establishing that the information is used and relied upon during business. Consistent records management practices according to these documented policies and procedures is essential for both short- and long-term information retrieval, legislative compliance, and risk management.

An important consideration regarding the way in which we communicate and share information is evolving from mostly physical formats to increasingly more electronic formats, including text messages and content created or shared on social media platforms. Every corporation is challenged with managing all information under a single policy to account for and properly organize this deluge of data captured (paper, electronic, audio, video, etc.). Social media presents a significant challenge for corporations, as it often challenges the traditional definitions of “what is a record.”

OBSERVATIONS

During its detailed analysis, The InfoPros noted that the Township is missing a number of records management policies and procedures. Since one of the most important considerations regarding the way in which we communicate and share information is evolving from mostly physical formats to increasingly more electronic formats, including text messages and content created or shared on social media platforms, the Township needs to address answering the fundamental questions: definition of a record, employee’s responsibilities and how should employees manage records, scan documents or where email messages should be saved. Most municipalities are challenged with managing all

information under a single policy to account for and properly organize this deluge of data captured (paper, electronic, audio, video, etc.) however, it is vital to the fidelity of records management programs that policies and procedures provide the necessary governance.

RECOMMENDATIONS

Develop additional policies to further define Township objectives relating to the key aspects of the Records Management policy.

The Records Management policy often requires more granular policies to further define the Township's expectations. In addition to the privacy and retention policies that already exist, additional policies should be considered regarding, but not limited to the following:

Policies

Revise Records Management By-law

- Revise the current records management by-law and reference the TOMRMS file plan and retention schedule instead of adding it within the by-law. This will ensure that the Township is kept up to date with The InfoPros' retention schedule changes.

Establish Electronic Records Policy

- Establish the parameters for the use of technologies that enable scanning of physical records or the use of electronic signatures, so that records can be relied upon for their authenticity (e.g., admissible as evidence should they be needed in a court case).
- Define the roles, purposes and use of components such as email, voice communication, instant messaging, cloud storage and social media.

Procedures

Consider Procedures Required to Support Electronic Records Management Implementation

The way in which the procedures are made available should also be reviewed to ensure that the most recent version can be easily accessed. A central location should be created for by-laws, policies, and procedures to ensure that staff are able to locate the current and official versions easily so that staff are not relying on outdated physical copies or

copies saved to local drives. Required procedures may include but are not limited to those that address:

- Individual employee and stakeholder roles and responsibilities in managing records.
- How and when to apply the records management tools such as TOMRMS (classification, retention, vital records listing) to paper and electronic records, including email.
- How and when to use information creation and capture components such as the multiple shared drives, email, voice communication, instant messaging, and social media.
- Email best practices and the capture into corporate repositories and classification of records and information.
- Effective use of imaged and electronic records while ensuring suitability for evidentiary purposes.
- Protecting information privacy and confidentiality.
- Effective use of electronic signatures.
- Inactive records storage and retrieval.
- Applying the retention By-law to paper and electronic records and maintaining destruction lists of records that have been destroyed.
- Applying destruction holds in the event of litigation, regulatory or audit issues.
- Electronic media destruction.
- Identifying records required for Disaster Recovery and business continuity.
- Vital records capture, protection, and preservation; and
- Records management compliance monitoring.

2. FILE PLAN AND RETENTION SCHEDULE

The Township leverages The Ontario Municipal Records Management System (TOMRMS), a methodology and compliance service for organizing the information that exists within a municipality in Ontario. It was co-developed in 1990, by the InfoPros in conjunction with the Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO), to meet the needs that would arise from the introduction of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The TOMRMS structure includes high-level functions and activities, scope notes and examples, retention periods and applicable legislation. With more than half of Ontario municipalities using TOMRMS, it is currently considered a best practice for the management of municipal records.

BEST PRACTICE

Two foundational elements in a well-designed records management program are content classification and the identification of retention requirements for all business records and information. Best practice requires that the content of information holdings is identified by a hierarchical structure – based on a corporation’s functions and activities. The structure must be simple, with as few levels in the hierarchy as feasible to meet user needs. Each category must be mutually exclusive and defined in scope notes to identify what is included (and in some cases, excluded) from the category. Since retention requirements are dictated by the content of a record, the retention and content category are often directly linked. The structure must be consistently applied regardless of the media in which the information is stored.

Collectively, classification and retention tools, along with the policies and procedures that define and describe their use, provide the core platform required for a corporate-wide records management program. They should be viewed as the corporate standard upon which all departmental records handling practices are based. In a corporate-wide system, deviation from these standards is not permitted. Users cannot be permitted to add or modify classification categories to make the structure unique to their department. Nor can they choose to retain records for less or more time than indicated in the retention standard. Where the corporate standard does not meet user needs, a coordinated approach is taken to modify and update the standard, ensuring that all changes are reflected across the enterprise. No department will use all categories or elements identified in these tools. In the ideal situation, each department or user group is provided

with a subset of only those categories and information that they use on a day-to-day basis. This is often referred to as a departmental file plan.

OBSERVATIONS

During the stakeholder interviews, it was noted that although there is some awareness regarding TOMRMS however, it has not been broadly implemented across all Departments within the Township. During our online survey more than 75% of stakeholders were unaware of the annual updates to the TOMRMS retention schedule. The challenge with the current records management practice is that most Departments have discontinued managing all records in physical format which means that electronic records are not being managed accordingly. With the growing volume of electronic records on network drives, Outlook and other applications, there are many risks that the Township could face long term such as: effective search and retrieval of records to support decision-making, respond to litigation or information requests, and the timely destruction of records in accordance with applicable retention periods.

RECOMMENDATIONS

TOMRMS Training

The Information Professionals recommends that the Township deliver TOMRMS refresher training, mandatory training for new employees and continue to implement the TOMRMS file plan and retention schedule across all Departments. Leveraging TOMRMS will help to organize the Township's records based directly on the work processes that a corporation performs to fulfill its mandate and goals - its functions. As such, we recommend that records on network drives be organized by folders according to the TOMRMS structure. By completing these recommendations, records will be organized in a structure that would facilitate content classification and migration into the future electronic records management system.

Develop Naming Convention Standards

Develop a naming convention standard to further clarify options and assist users in naming documents and folders. As part of these refinements, the use of abbreviations should be strongly discouraged, and the focus shifted to the creation of shorter titles using fewer elements in the title and standard version identification.

Naming conventions are standard rules applied to electronic documents and folders. Naming documents consistently, logically and in a predictable way distinguishes them from one another briefly and facilitates their storage and retrieval.

Formatting Best Practices

- Avoid the use of symbols, e.g., ~ " # % & *: < > ? / \ { | }.
- Hyphens and underscores are permitted.
- Avoid repetition and redundant words in folder and file names.
- Avoid using acronyms or abbreviations.
- Do not use words that are excluded from searches, e.g., the, if, but, so, for, etc.
- Keep document names short, but meaningful.
- Ensure the document name accurately describes the content of the document.

Benefits

- Creates uniformity in naming electronic documents.
- Enables accurate retrieval.
- Decreases the amount of time spent finding information.
- Eliminates storing duplicate items, especially duplicate items with different names.
- Ensures files are easily distinguished from one another.

Dates

Dates are not required since it is an attribute that is often captured by an EDRM solution as metadata. When a date is necessary (e.g., meeting minutes and agendas) use a hyphen to separate the year, month, and day, e.g., YYYY-MM-DD.

Provide Naming Convention Standards Training

Brief all staff on the use of the naming convention as part of ongoing Records Management communications and training.

Achieving consistent and standardized file and folder naming is difficult when relying on individual users for naming unstructured, subject-related documents. When defining naming conventions, users should be involved in defining the standard, trained and its use encouraged through regular monitoring and follow-up. The current naming convention should be reviewed to provide additional direction for formulating the title more clearly. For example, users could be instructed to use the most important search term first and to limit the length of the title by not including indexing tEDRMS in the document name. At a minimum, abbreviations should be intuitive, commonly used by many users, and included on a very short list of accepted tEDRMS that can be easily remembered without referring to a list.

While version control is not required for all record types, where it is appropriate and consistently applied, it is a major improvement to records management and accessibility. The identification of how many and which versions of any record that must be retained after the document is finalized can vary widely depending on the type of record and should be centrally determined and implemented, rather than left to individuals to decide. Since lengthy titles are an issue the standard for versioning could be shortened to “v” from “ver”.

An electronic records management system’s information architecture (metadata) can often replace elements of naming conventions such as version, however, the Township would still realize immediate benefits of defining and adopting a naming convention as it will improve recordkeeping practices such as search and retrieval and content identification.

3. PHYSICAL RECORDS MANAGEMENT

Physical Records Management provides the mechanism you need to manage any type of physical media, including paper documents, folders, boxes, cartons, tapes, microfiche, and many more. Physical records management systems are considered outdated, costly, time consuming to manage, and require continuous maintenance and support. However, Municipalities continue to manage records in both physical and electronic formats. To ensure compliant recordkeeping practices, Municipalities must ensure that the management of physical records is consistent with defined standards to ensure their protection and timely disposition.

BEST PRACTICE

Municipalities generate many both physical and electronic records. An efficient records management program manages records – regardless of their format – from creation through to disposition. The following best practices crucial to the management of physical records are as follows:

Indexing and Cataloguing

The effectiveness of physical records management is dependent on how easily both active and inactive records can be accessed when they are needed. Therefore, it is essential to put in place indexing and cataloguing procedures to ensure that key information such as: creation date, Department, Function and Activity are applied to boxes and folders. Poor indexing and cataloguing can contribute to poor search and retrieval and the inability to apply retention periods in a timely manner.

Offsite Storage Management

Although many Municipalities choose to store their inactive physical records onsite or in their own offsite facility, best practices suggest considering offsite storage providers. Often, a Municipal facility for managing inactive records means poor conditions such as humidity, dust, risks of floods and unauthorized access. Offsite storage providers ensure that physical records are stored in a temperature-controlled environment and in a secure facility. Additionally, most storage providers can offer tools such as online searching for inactive physical records and manage the disposition of records. Often, these additional services mean that over time, corporations are saving money while mitigating risks.

Records Access Management

Assigning accountability to a designated resource is important to ensure the management of physical records. As the primary point of contact, the resource develops procedures for archiving, indexing, and retrieving physical records.

Destruction and Archiving

Ensuring that records are disposed of or transferred to the Archives in a timely manner ensures that storage costs are managed.

OBSERVATIONS

During the stakeholder interviews, the InfoPros noted that the Township provides some physical storage for inactive records in several storage rooms in various areas of the Township. Stakeholders indicated that over time, the physical space is being overused and not adequate to protect Township records. Lastly, the InfoPros noted that records of enduring value are being managed in the same physical location as administrative records. Records that have enduring value should be stored in an offsite location and from unauthorized access to ensure long-term preservation.

RECOMMENDATIONS

Review Inactive Physical Records

A comprehensive review of existing inactive physical records stored both onsite storage facilities will uncover records that have possibly extended their defined retention period and/or provide an opportunity to apply additional metadata to improve future requests for access to inactive records.

Conduct Regular Inactive Records Disposition

Regular disposition of inactive records that have extended their retention periods is an important step to ensure that storage space is being used efficiently. Additionally, by completing a thorough disposition, the Township protects its reputation and mitigates any risks of having to produce inactive records to respond to information access requests or litigation matters.

Consider Engaging Offsite Storage Provider for Management of Inactive Records

Engaging an offsite storage provider to manage physical records improves the storage conditions, minimizes risks of floods or damage, significantly improves unauthorized

access, and reduces resource requirements. Additionally, the InfoPros believes that over time, the benefits will outweigh the risks that the physical records are currently exposed to.

4. TECHNOLOGIES

An Electronic Records Management System (EDRMS) can increase business efficacy, deliver improved accountability, and reduce compliance risks.

BEST PRACTICE

Information Management Technologies today extend beyond traditional Enterprise Content Management (ECM). According to the Association for Image and Information Management, Intelligent Information Management (IIM) is a roadmap that provides the following key capabilities:

- **CONTENT SERVICES:** A flexible and modular approach that utilizes content and information wherever and whenever it is needed, independent of where it is stored.
- **PROCESS SERVICES:** Tools that can be delivered with the simplicity of an app, but within a framework that allows the business to remain in control.
- **ANALYTICS SERVICES:** Automated tools to prepare all information – both structured and unstructured -- for machine learning.

The term services is intentional, because a modern enterprise must be able to link these capabilities together on the fly to respond to a continually changing business environment. However, transforming business (and the term ECM) has never been about the technology itself; but rather, it has always been about the business improvements organizations want to make, and the many facets of managing the lifecycle of information across an enterprise that enable organizations to make them.

INFORMATION DISPOSITION

Information disposition is a critical element of Information Management Programs and is the final operational action taken in the information lifecycle. Disposition may include the destruction of information or the permanent preservation of information. The volume of digital information that is available for disposition or destruction continues to grow as information professionals are faced with the ongoing challenge of carefully planning and executing disposition. The automation of routine processes such as disposition adds strength to existing information management programs, even when they are challenged by auditors or regulators.

The goal of automated information disposition should be based on the principle that an electronic record is destroyed as soon as it satisfies its retention period set by the Municipality's approved retention schedule. In traditional Information Management

programs, manual processes are used to eliminate stored records at the end of their retention periods.

Whether automated or manual, information disposition should include all previous versions. Information and the types of media that support them must be entirely destroyed so they cannot be reconstructed. In the best-case scenario, a Municipality can require complete, irrevocable destruction of certain types of records or forensic deletion. Forensic deletion takes more time, care, money and diligence, but it may be a requirement for the most sensitive records.

OBSERVATIONS

Like many corporations, the Township is currently facing information management challenges associated with a growing volume of electronic documents and records. During the Covid-19 pandemic, access to corporate records added to the Township's challenge of supporting employees working remotely.

Network Drives

Most the Township's corporate information (documents and records) resides on network drives. The network drives are loosely organized, with little to no Township-wide standardization. Multiple versions of documents, multiple folders and subfolders and inconsistent naming conventions makes it challenging for employees to find the information that they require and encourages the duplication of information in multiple locations. Common risks associated with storing corporate content within Network Drives are as follows:

- The loss of information related to misfiling or deletion
- Limited security options
- Multiple versions of the same document creating operational confusion
- Limited remote access options
- Poor search functionality

Microsoft Outlook

The management of email messages across Departments presents several risks to records management compliance and ensuring a timely response to FOI requests and/or supporting potential litigation matters.

Microsoft Outlook is commonly being used as a document repository for the Township's corporate information and the volume of corporate documents and records in this repository is growing quickly. The results of our survey concluded that 100% of employees interviewed manage email message within Outlook and confirmed that only 7% of employees manage email messages according to a defined retention schedule. Common risks associated with storing corporate content within Outlook are as follows:

- Inability to share/collaborate with colleagues.
- Lack of standard naming conventions, structure.
- Multiple versions of email messages with attachments being managed in several email inboxes.
- Inability to perform effective search and retrieval.
- Inability to efficiently apply retention and disposition to email messages and attachments that have reached their disposition.

RECOMMENDATIONS

Leverage Investment in M365 & SharePoint

Many municipalities are seeing the benefit of using Microsoft M365 (M365) & SharePoint Online for Content Management and Collaboration. SharePoint Online, and the broader M365 suite, is helping many municipalities ensure they are meeting information management regulations while also helping their business teams be more operationally efficient.

At the time of this assessment, the Township had begun testing the M365 suite of products. The InfoPros believes that Township should strongly consider M365 as a viable replacement option for the workloads currently being handled by Network Drives. M365 would provide the Township with a Collaboration and Content Management Platform, with seamless integration to Outlook. Moreover, the M365 platform natively provides classification and compliance capabilities that would allow the Township to automate several records management processes that currently require manual execution. Finally, M365 is supported by an abundant ecosystem of 3rd party products including Records Management "add-in's" that would provide the Township with advanced compliance capabilities over and above those provided natively by the platform, should those be required in the future. While it is not a recommendation, M365 in combination with a 3rd party Records Management add-in could be a viable option for the Townships EDRMS.

Easy to use Document Management: Municipalities are seeing the benefits of moving away from network drives to M365. Often replacing unwieldy systems which started to become popular 10 years ago, municipalities are seeing the benefits of a more lightweight solution which puts the emphasis on empowering the user and bringing productivity benefits.

The Township's network drives are not an effective repository for managing records as it contributes to duplication of documents, inefficient search and retrieval and the inability to apply retention and disposition. Empowering mobility, improving search capabilities and simultaneous collaboration across the organization are just a few of the benefits that the Township can realize by migrating content from shared drives to M365/SharePoint Online. Newer versions of SharePoint provide native records management features which allows content to be managed using metadata and labels that align to the Township's file plan and retention schedule, TOMRMS.

Collaboration: SharePoint provides the ideal way to empower your teams to work together more efficiently and collaboratively. SharePoint can be configured to provide departmental areas and temporary team sites to facilitate collaboration. SharePoint also fits nicely with other products in the M365 suite like Microsoft Teams and Microsoft Exchange.

System Integration: Organizations often implement M365 as part of a wider solution with SharePoint acting as the document repository for another system. Many organizations are connecting line of business systems to utilize document management within SharePoint. Organizations can also make use of Dynamics 365 to implement a Case Management solution where relevant documents are retained within SharePoint Online.

Third Party Add-in Software: Microsoft's mission with M365 is to make it as universally useful as possible. Many capabilities are provided natively that help organizations manage information in a controlled and compliant manner. Some municipalities have elected to supplement native M365 capabilities with a SharePoint add-in application specifically designed to address the unique information handling processes of records. These add-in software solutions process content stored in M365 or SharePoint preventing complex data integration scenarios. During the processing of content, specific features are available to compliance managers such as File Plan management, disposition processing and case records handling. These add-in solutions are not targeted at all users of the M365 or SharePoint solution, but a small community of clerks, administrators, and managers. These solutions ensure compliance and audit processes are followed.

Develop and Implement an Email Management Strategy

The InfoPros recommends that the Township consider email management as a project within the overall EDRMS strategy. Comprehensive email management would require a third-party application that will facilitate the management of email messages by integrating with the selected EDRMS. The need to gain control over the information contained in email messages should be considered a high priority.

In addition to an email management tool, the InfoPros recommends the following:

Declare Outlook as a communication delivery mechanism and not as a records repository: As a best practice for the Township, Outlook should be declared within the records management policy as a communication tool that is not to be used for storing “records”.

Define allowable mailbox size by role rather than universally: The recommendations regarding email management will require some time to implement. Therefore, we recommend that the Township consider setting limits to mailbox size. This practice ensures that employees regularly review their email messages and add them to the EDRMS. It should be noted that some Departments will require additional space due to the nature of their role and the content they manage.

5. EDRMS VALUE PROPOSITION

Ultimately, sound recordkeeping practices ensure that municipal records of vital historical, fiscal, and legal value are identified and preserved, and that non-essential records are disposed of in a timely manner according to defined retention periods. There are many added benefits in implementing an EDRMS strategy, some of them are:

- **Better management of information** – a central repository for records and documents, can replace the use of uncontrolled network drives. Improved retrieval of information enhanced by naming conventions and a controlled vocabulary. Full control of records – from creation through to disposition. Improved linking of related documents and records (copy of, translation of, attachment of, etc.) allowing end users to access information to support effective decision-making in a timely manner.
- **Improved business productivity** – industry experts estimate that employees spend approximately 40% of their day searching for documents. Investing in an EDRMS will realize improved retrieval, access and sharing of information in a secure environment. Additionally, savings are realized in the automation of key business processes and diminished duplication of records and documents. Decreased dependence on physical records, significantly decreases costs for physical storage.
- **Decreased organizational risks** - an EDRMS greatly improves security and access controls, reducing risks of unauthorized access to information, full audit capabilities and the ability to improve discoverability of information to support information access requests and response to litigation matters.
- **Compliance** - an EDRMS can support the Township's records management obligations and requirements.

APPENDIX A – EDRMS REQUIREMENTS

EDRMS Functional Requirements Traceability Matrix

Req ID	Business Requirement	Business Requirement Description	Functional Requirement	Functional Requirement Description
AS001	Access and Security	The solution shall provide system security and access management capabilities	User Access	The solution shall provide the ability for multiple users to simultaneously access the same area of the solution.
AS002	Access and Security	The solution shall provide system security and access management capabilities	Security	The solution shall provide the ability to setup access and security based on Active Directory group membership
AS003	Access and Security	The solution shall provide system security and access management capabilities	Security	The solution shall provide the ability to control access for security and audits
AS004	Access and Security	The solution shall provide system security and access management capabilities	Security	The solution shall allow Record Administrators to assign security access for the management of records, such as the ability to declare records.
AS005	Access and Security	The solution shall provide system security and access management capabilities	Security	The solution shall ensure that for in-place records, the local library or site permissions are applied.
AS006	Access and Security	The solution shall provide system security and access management capabilities	Security	The Solution shall 'security trim' options in the navigation and menus based on the user/group permissions.
AU001	Auditing	The Solution shall provide system auditing capabilities	Audit Trail	The Solution shall provide the ability to create and maintain audit for records activity including changes, deletes, adds, exports and imports.

AU002	Auditing	The Solution shall provide system auditing capabilities	Audit Reporting	The Solution shall provide the ability to create and maintain audit trails and reporting for all areas of the system.
AU003	Auditing	The Solution shall provide system auditing capabilities	File Plan Auditing	The Solution shall have the ability to audit and report on the retention schedule/file plan.
AU004	Auditing	The Solution shall provide system auditing capabilities	Record Auditing	The Solution shall have the ability retain changes to metadata.
AU005	Auditing	The Solution shall provide system auditing capabilities	Hold Auditing	The Solution shall have the ability to maintain the following metadata in order to preserve the Hold information: "Date Legal Hold Applied", "Date Legal Hold Removed".
CF001	Case Files	The Solution shall provide the ability to manage case files	Creating Case Files	The Solution shall provide the ability to create case files.
CF002	Case Files	The Solution shall provide the ability to manage case files	Creating Case Files	When creating a new case file, the Solution shall provide the ability for the user to manually enter a unique identifier to case files.
CF003	Case Files	The Solution shall provide the ability to manage case files	Classifying and Tagging	When creating a new case file, the Solution shall provide the ability to assign metadata.
CF004	Case Files	The Solution shall provide the ability to manage case files	Classifying and Tagging	The Solution shall provide the ability to edit the metadata of existing case files.
CF005	Case Files	The Solution shall provide the ability to manage case files	Creating & Uploading Content	The Solution shall provide the ability to upload documents into a case file.
CF006	Case Files	The Solution shall provide the ability to manage case files	Classifying and Tagging	The Solution shall provide the ability to classify content within a case file.
CF007	Case Files	The Solution shall provide the ability to manage case files	Classifying and Tagging	The Solution shall provide the ability to apply classification to content within a case file that is different than the classification that has been set on the case.
CF008	Case Files	The Solution shall provide the ability to manage case files	Classifying and Tagging	The Solution shall provide the ability for content within a case file to automatically inherit metadata that has been set on the case file.

CF009	Case Files	The Solution shall provide the ability to manage case files	Classifying and Tagging	The Solution shall provide the ability for content within a case file to have additional metadata that isn't available and inherited from the case file.
CF010	Case Files	The Solution shall provide the ability to manage case files	Permissions	The Solution shall provide the ability to apply unique permissions to a case file, different than the site and/or library where it resides.
CF011	Case Files	The Solution shall provide the ability to manage case files	Closing Case Files	The Solution shall provide the ability for a case file to remain open and active until it is closed by a user.
CF012	Case Files	The Solution shall provide the ability to manage case files	Closing Case Files	The Solution shall provide the ability for a case file to remain open and active until it is closed by an automated process (workflow).
CF013	Case Files	The Solution shall provide the ability to manage case files	Case File Record Declaration	The Solution shall provide the ability to automatically trigger the retention of records in a case file based on a date.
CF014	Case Files	The Solution shall provide the ability to manage case files	Routing Documents	The Solution shall provide the ability for the content within a case file to be automatically classified by using pre-defined rules.
CF015	Case Files	The Solution shall provide the ability to manage case files	Creating Case Files	The Solution shall provide the ability to delete case files, which will also delete all of its content.
CF016	Case Files	The Solution shall provide the ability to manage case files	Creating Case Files	The Solution shall provide the ability to delete content within a case file without deleting the case file.
CF017	Case Files	The Solution shall provide the ability to manage case files	Records Declaration	The Solution shall provide the ability to declare content within a case file as a record while the case is open.
DM001	Document Management	The Solution shall provide document management capabilities	Unique Identifier	The Solution shall provide the ability to automatically apply a unique identifier to all documents within the system.
DM002	Document Management	The Solution shall provide document management capabilities	Classifying and Tagging	The Solution shall provide the ability to classify documents.
DM003	Document Management	The Solution shall provide document management capabilities	Classifying and Tagging	The Solution shall provide the ability to apply metadata to a document.

DM004	Document Management	The Solution shall provide document management capabilities	Classifying and Tagging	The Solution shall provide the ability to automatically apply metadata values based on the library or folder location.
DM005	Document Management	The Solution shall provide document management capabilities	Classifying and Tagging	The Solution shall provide the ability to manually set metadata values for many documents at the same time.
DM006	Document Management	The Solution shall provide document management capabilities	Record Declaration	The Solution shall provide the ability to automatically start the retention and disposition of a record based on pre-defined rules; once declared a record, the Solution shall prevent subsequent changes to its content and metadata.
DM007	Document Management	The Solution shall provide document management capabilities	Routing Documents	The Solution shall provide the ability for declared records to stay in the same location, without being move to a different records location.
ED001	e-Discovery	The Solution shall provide eDiscovery capabilities.	Search	The Solution shall provide the ability to perform e-Discovery on documents, document content and related metadata stored in SharePoint Online and OneDrive.
ED002	e-Discovery	The Solution shall provide eDiscovery capabilities.	Search	The Solution shall provide the ability to define the sources and criteria for an e-Discovery search.
ED003	e-Discovery	The Solution shall provide eDiscovery capabilities.	Search	The Solution shall provide the ability to further refine the returned results from an e-Discovery search.
ED004	e-Discovery	The Solution shall provide eDiscovery capabilities.	Export	The Solution shall provide the ability to export a list of the results from an e-Discovery search.
ED005	e-Discovery	The Solution shall provide eDiscovery capabilities.	Export	The Solution shall provide the ability to export the content and/or the metadata returned from an e-Discovery search.
ED006	e-Discovery	The Solution shall provide eDiscovery capabilities.	Save e-Discovery Search	The Solution shall provide the ability to save an e-Discovery search.

ED007	e-Discovery	The Solution shall provide hold capabilities.	Holds	The Solution shall provide the ability to place a hold on content returned from an e-Discovery search (i.e. preserve the content from modification or deletion).
ED008	e-Discovery	The Solution shall provide hold capabilities.	Holds	The Solution shall provide the ability to automatically place a hold on new content that meets the same criteria as an active e-Discovery search.
ED009	e-Discovery	The Solution shall provide hold capabilities.	Holds	The Solution shall allow users to continue working with documents or records that have a hold applied.
ED010	e-Discovery	The Solution shall provide hold capabilities.	Holds	The Solution shall provide the ability to remove a hold.
ED011	e-Discovery	The Solution shall provide hold capabilities.	Holds	The Solution shall provide the ability for a user to review all active holds.
ED012	e-Discovery	The Solution shall provide hold capabilities.	Holds	The Solution shall provide the ability for a user to place multiple holds on a record or record category.
EM001	Email Management	The Solution shall provide email integration.	Saving Emails & Attachments	The Solution shall provide the ability to capture emails and their file attachments as a single entity.
EM002	Email Management	The Solution shall provide email integration.	Saving Emails & Attachments	The Solution shall provide the ability to capture email file attachments as separate entities.
EM003	Email Management	The Solution shall provide email integration.	Saving Emails & Attachments	The Solution shall provide the ability to capture updates to an email thread if new replies are received.
EM004	Email Management	The Solution shall provide email integration.	Saving Emails & Attachments	The Solution shall provide the ability to view emails within their native application.
EM005	Email Management	The Solution shall provide email integration.	Classifying and Tagging	The Solution shall provide the ability to automatically capture the sender, email date, subject, From, To, and CC fields.
EM006	Email Management	The Solution shall provide email integration.	Classifying and Tagging	The Solution shall provide the ability to apply custom metadata to emails and file attachments.

EM007	Email Management	The Solution shall provide email integration.	Classifying and Tagging	The Solution shall provide the ability to classify emails and apply the appropriate Information Management Policies.
EM008	Email Management	The Solution shall provide email integration.	Record Declaration	The Solution shall provide the ability for email to be classified based on pre-defined rules.
RA001	Records Administration	The Solution shall provide Records Administration capabilities	File Plan Management	The Solution shall provide the ability for authorized users to import and export a file plan.
RA002	Records Administration	The Solution shall provide Records Administration capabilities	File Plan Management	The Solution shall provide the ability for authorized users to create a file plan, file plan components and information policies.
RA003	Records Administration	The Solution shall provide Records Administration capabilities	File Plan Management	The Solution shall provide the ability for authorized users to edit file plan components and information policies.
RA004	Records Administration	The Solution shall provide Records Administration capabilities	File Plan Management	The Solution shall provide the ability for authorized users to delete file plan components and information policies.
RA005	Records Administration	The Solution shall provide Records Administration capabilities	File Plan Management	The solution shall provide for the ability to apply the same File Plan, retention and disposition rules on multiple SharePoint Online tenants, OneDrive, share drives and Exchange Online.
RA006	Records Administration	The Solution shall provide Records Administration capabilities	Metadata	The Solution shall provide the ability for authorized users to modify content and metadata (including file classification) on declared records.
RA007	Records Administration	The Solution shall provide Records Administration capabilities	Reporting	The Solution shall provide the ability to produce standard records management administration reports (examples: vital record, cut-off, disposition).
RA008	Records Administration	The Solution shall provide Records Administration capabilities	Holds	The Solution shall provide the ability to administer (add/remove) security on holds.
RA009	Records Administration	The Solution shall provide Records Administration capabilities	Reporting	The Solution shall provide the ability to produce discovery and "hold" reports.
RA010	Records Administration	The Solution shall provide Records Administration capabilities	Reporting	The Solution shall provide the ability to produce reports for records due for destruction.

RA011	Records Management	The Solution shall provide Records Administration capabilities	Exception rules	The Solution shall provide the ability to set exception rules to the retention schedule, based on available metadata.
RA012	Records Management	The Solution shall provide Records Administration capabilities	Reporting	The Solution shall provide the ability to authorized users to view and print part or all of the File Plan.
RA013	Records Management	The Solution shall provide Records Administration capabilities	Dashboard	The Solution shall provide the ability to authorized users to access a Records Administration Dashboard, with basic statistics.
RA014	Records Management	The Solution shall provide Records Administration capabilities	Dashboard	The solution shall prov/ide for the ability to identify and display the location of any and all records (classified or unclassified).
RA015	Records Management	The Solution shall provide Records Administration capabilities	Reporting	The Solution shall provide the ability for authorized users to schedule reports delivery on a defined schedule (daily, weekly, monthly, etc.).
RM001	Records Management	The Solution shall provide Records Management capabilities	Centralized Records	The Solution shall provide the ability to browse the records in the File Plan, in a centrally stored records repository (e.g. Record Centre). (LH)
RM002	Records Management	The Solution shall provide Records Management capabilities	Unique Identifier	The Solution shall provide the ability to automatically apply a unique identifier to all records within the system.
RM003	Records Management	The Solution shall provide Records Management capabilities	File Plan Based Retention & Disposition	The Solution shall provide the ability to manage the retention and disposition of cases and records based on a file plan.
RM004	Records Management	The Solution shall provide Records Management capabilities	File Plan Based Retention & Disposition	The Solution shall provide centralized management of the file plan retention and disposition rules.
RM005	Records Management	The Solution shall provide Records Management capabilities	File Plan Based Retention & Disposition	The Solution shall automatically propagate bulk updates to the retention and disposition rules to all affected records.
RM006	Records Management	The Solution shall provide Records Management capabilities	Date Driven Retention	The Solution shall allow retention and disposition rules to be driven by date fields.
RM007	Records Management	The Solution shall provide Records Management capabilities	Event Driven Retention	The Solution shall allow retention and disposition rules to be driven by event dates.

RM008	Records Management	The Solution shall provide Records Management capabilities	Date/Event Driven Retention	The Solution shall allow retention and disposition rules to be driven by a combination of date fields, including event dates.
RM009	Records Management	The solution shall provide Records Management capabilities	Metadata value driven retention	The Solution shall allow retention and disposition rules to be driven by a metadata field value (e.g. Inactive, OBR: Y).
RM010	Reocrds Management	The solution shall provide Records Management capabilities	Retention & Disposition	The solution shall provide for the ability to automatically recalculate retention and disposition when a record or a set or records are reclassified based on an update to location, metadata or manually reclassified.
RM011	Reocrds Management	The solution shall provide Records Management capabilities	Retention & Disposition	The solution shall provide for the ability to create retention and disposition rules without specifying a specific location such as SharePoint Online site collection or library within a SharePoint Online tenant.
RM012	Reocrds Management	The solution shall provide Records Management capabilities	Retention & Disposition	The solution shall provide for the ability to apply retention and disposition rules to one level of folders within a SharePoint library.
RM013	Reocrds Management	The solution shall provide Records Management capabilities	Retention & Disposition	The solution shall provide for the ability to apply retention and disposition rules to a specific SharePoint library.
RM014	Records Management	The Solution shall provide Records Management capabilities	Copies of Records	The Solution shall support the ability to leave a copy of a case or record in the document management area and remove that copy upon record disposition.
RM015	Records Management	The Solution shall provide Records Management capabilities	Vital Records	The Solution shall provide the ability to specify which file plan categories are vital.
RM016	Records Management	The Solution shall provide Records Management capabilities	Vital Records	The Solution shall provide the ability to specify which site, library, folder are vital.

RM017	Records Management	The Solution shall provide Records Management capabilities	Record Disposition	The Solution shall provide the ability for authorized users to view records that will be ready for disposition based on available criteria, such as date range, classification, ownership, cases, etc.
RM018	Records Management	The Solution shall provide Records Management capabilities	Record Disposition	The Solution shall provide the ability for records to be included in a disposition process when their retention period has completed.
RM019	Records Management	The Solution shall provide Records Management capabilities	Record Disposition	The Solution shall provide the ability to enforce an approval process before a record can be disposed.
RM020	Records Management	The Solution shall provide Records Management capabilities	Record Disposition	The Solution shall provide the ability to approve disposition for either individual or many records at the same time (i.e. bulk approval).
RM021	Records Management	The Solution shall provide Records Management capabilities	Record Disposition	The Solution shall destroy the record only and retain the metadata.
RM022	Records Management	The Solution shall provide Records Management capabilities	Destruction Certificates	<p>The Solution shall provide the ability to create destruction certificates, describing, for example:</p> <ul style="list-style-type: none"> • Title/name of the record series [file plan category name] • Date range of the records being destroyed (start date to end date) • Date of destruction • Title/name of the user(s) who approved the disposition • Title/name of the user who performed the disposition action
RM023	Records Management	The Solution shall provide Records Management capabilities	Destruction Certificates	The Solution shall provide the ability to search for past destruction certificates.
RM024	Records Management	The Solution shall provide Records Management capabilities	Destruction Certificates	The Solution shall provide the ability to keep the destruction certificates permanently in an immutable format.

RM025	Records Management	The Solution shall provide Records Management capabilities	Destruction Certificates	The Solution shall maintain an association between the destruction certificate number and the retained metadata of the record(s) deleted.
RM026	Records Management	The Solution shall provide Records Management capabilities	Transfer Records	The Solution shall provide the ability to transfer records and its associated metadata to a different site and/or library within the Solution.
RM027	Records Management	The Solution shall provide Records Management capabilities	Transfer Records	The Solution shall provide the ability to transfer records and its associated metadata to another storage location.
RM028	Records Management	The Solution shall provide Records Management capabilities	Archive Records	The Solution shall provide the ability to send records and its associated metadata to an external archive.
RM029	Records Management	The Solution shall provide Records Management capabilities	View Records	The Solution shall provide the ability for authorized users to view records.
RM030	Records Management	The Solution shall provide Records Management capabilities	Sort and Filter	The Solution shall provide the ability for authorized users to sort and filter records within a records location.
RM031	Records Management	The Solution shall provide Records Management capabilities	Printing Records	The Solution shall provide the ability for users to print records using the native applications such as MS Word, MS Excel, PDF Viewers.
RM032	Records Management	The Solution shall provide Records Management capabilities	Undeclaring Records	The Solution shall provide the ability for an authorized user to un-declare a record.
RM033	Records Management	The Solution shall provide Records Management capabilities	Records Disposition	The Solution shall provide the ability for an authorized user to reject and extend the disposition of a file upon receiving a disposition notification.
RM034	Records Management	The Solution shall provide Records Management capabilities	Date Driven Retention	The Solution shall provide the ability for an authorized user to bulk update trigger dates on multiple records for retention calculations.
RM035	Records Management	The Solution shall provide Records Management capabilities	Lifecycle	The Solution shall provide the ability to automatically calculate the complete life cycle of records.
RM036	Records Management	The Solution shall provide Records Management capabilities	File Audit as Record	The Solution shall provide the capability to file the audit data as a record.

RM037	Records Management	The Solution shall provide Records Management capabilities	Site Disposition	The Solution shall provide the capability to automatically dispose of an entire site and its content based on existing retention and disposition rules.
SA001	System Automation	The Solution shall provide System Administration / Automation capabilities	Records Declaration	The Solution shall provide the ability to automatically trigger the retention and disposition of a record from a workflow.
SA002	System Automation	The Solution shall provide System Administration / Automation capabilities	Records Destruction and Disposition	The Solution shall provide automatic notification of record destruction and disposition.
SA003	System Automation	The Solution shall provide System Administration / Automation capabilities	Workflow	The Solution shall provide the ability for authorized users to manually assign ad hoc workflow tasks to collect feedback and to receive approvals.
SA004	System Automation	The Solution shall provide System Administration / Automation capabilities	Workflow	The Solution shall provide the ability for authorized users to assign a workflow from a pre-configured template in a list or library.
SA005	System Automation	The Solution shall provide System Administration / Automation capabilities	Workflow	The Solution shall provide the ability for authorized users to track workflow progress and task assignments.
SA006	System Automation	The Solution shall provide System Administration / Automation capabilities	Workflow	The Solution shall provide the ability for authorized users to take actions on workflows based on individual tasks (approve, cancel, reject, transfer, comment, return for correction).
SA007	System Automation	The Solution shall provide System Administration / Automation capabilities	Workflow	The Solution shall provide the ability to receive email notifications of workflow tasks and actions.
SA008	System Automation	The Solution shall provide System Administration / Automation capabilities	Workflow	The solution shall provide for the ability for email notifications of workflow task to include links that allow the user to navigate to the appropriate section of the solution that will allow the user to action the task as stated within the email notification.

SR001	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Content Searches	The Solution shall provide the ability to search the content of supported file types, including emails.
SR002	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Metadata Searches	The Solution shall provide the ability to search for metadata field values.
SR003	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Refining Results	The Solution shall provide the ability to refine the search results.
SR004	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Using Wildcards	The Solution shall provide the ability to use wild cards when performing searches.
SR005	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Boolean Searches	The Solution shall provide the ability to use Boolean and relational operators when performing searches.
SR006	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Stemming	The Solution shall provide the ability to support partial string matches (i.e. stemming) when performing searches.
SR007	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Ranking	The Solution shall provide the ability to configure the order of the search results.
SR008	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Permissions	The Solution shall provide the ability to automatically trim the search results based on the user's permissions.
SR009	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Search Scope	The Solution shall provide the ability to define what sources (locations) should be included in the search scope.
SR010	Search and Retrieval	The Solution shall provide search and retrieval capabilities	Search Scope	The Solution shall provide the ability conduct a search from any page.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 7, 2022

SUBJECT: Asset Management Update

PREPARED BY: Sarah McDonald, P. Eng., GM Infrastructure

1. The Township's Infrastructure Services Department is preparing a revised Asset Management Plan (AMP) to meet the requirements of O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure.
2. O. Reg. 588/17 stipulates that:
 - a. S 5.(1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022, and in respect of all of its other municipal infrastructure assets on or before July 1, 2024. O. Reg. 193/21, s. 1.
3. Core municipal infrastructure means any municipal asset that is a:
 - a. Water asset that relates to the collection, production, treatment, storage, supply or distribution of water,
 - b. Wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater,
 - c. Stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,
 - d. Road,
 - e. Bridge or culvert.
4. The current AMP, attached and posted on the Township website, was prepared in 2013 and will form the base for the revised plan.
5. The Township was successful in receiving funding to assist in meeting the mandated July 1, 2022, deadline with the development of the revised AMP:
 - a. Federation of Canadian Municipalities, Municipal Asset Management Program, \$45,238
 - b. Service modernization funding for small and rural communities, \$30,000

6. The FCM – MAMP funding application was received to complete and named EVB Engineering Inc. as the human resources who will complete the proposed activities. The EVB team is led by Marco Vincelli, P. Eng. who has substantial knowledge of the Township's core infrastructure assets. This funding was provided to:
 - a. Collect data on the Townships critical assets to deliver an Asset Inventory Report.
 - b. Collect data on the condition of our identified critical assets to deliver a Condition Assessment Report for critical roads, bridges, water, wastewater, and stormwater assets.
 - c. Develop comprehensive models for our critical assets' respective systems to deliver a Comprehensive Modelling Report.
7. The preparation of the revised and updated AMP will be a key focus of the Infrastructure Department over the coming months. This includes ongoing input and coordination with both our Roads and Water Divisions.



**Asset
Management
Plan**

TOWNSHIP OF SOUTH GLENGARRY

EXECUTIVE SUMMARY:

Some of the key strategic priorities for South Glengarry involve municipal infrastructure, so maintaining our infrastructure is key to achieving our goals. The Township has a significant amount of assets and this plan covers roads, bridges, culverts, water and wastewater infrastructure. The plan details the state of these infrastructure as well as provides a ten year financial plan. To be sustainable, the financial plan does require secure and stable funding from the Provincial and Federal Governments.

INTRODUCTION:

The following assets are included as part of this asset management plan: bridges and culverts, roads, and water and wastewater infrastructure. The Township is not responsible for social housing. All assets will ultimately be added to this asset management plan, with fleet, fire department infrastructure, and facilities nearly ready to be added. Maintaining these assets is related to as well as key to achieve the strategic priorities guiding the governance and operation of the Township.

The Township's mission statement is as follows:

The Council and Administration of the Township of South Glengarry, a proud rural community with a vibrant heritage, are committed to excellence in the delivery of municipal services and shall, with a competitive tax rate and focused on our prescribed legislative mandate, balance the demands of the Corporation and provide the efficient delivery of services that maximizes the quality of life of its diverse communities and residents.

The Township's strategic areas and priorities are:

*Roads and Bridges
Water & Wastewater
Customer Service
Communications
Economic Development*

The County Official Plan identifies the following goals:

To achieve a compact and energy efficient land use pattern that optimizes the use of available or planned infrastructure (roads, water, sewage, waste disposal, utilities) and public service facilities(schools, health care, recreation and cultural facilities, fire, police and emergency services) and which uses densities and development standards which are cost effective and compatible with the prevailing and emerging character of settlement areas.

To achieve a level of public services and infrastructure that is accessible, available, cost-effective and efficient in meeting the needs of existing and new development.

To manage the community's renewable and non-renewable resources in a responsible manner through the development of policies, tools and practices designed to identify, protect, conserve, enhance or utilize these resources over the short and long-term and which provide for the transition to other land uses where a non-renewable resource has been depleted.

To safeguard the public and the natural environment from natural and human-made hazards through the development of policies, tools and processes to identify, evaluate, prevent or protect against such hazards.

To manage the community's heritage resources in a responsible manner through the development of policies, tools and processes to identify, recognize, document, protect, rescue and conserve these resources.

One can see from these strategic goals and priorities that infrastructure is a key focus of the Township. Indeed, all three asset types included in this plan have previously been identified as strategic priorities for the Township.

ASSET:	Bridges and culverts
STATE OF THE INFRASTRUCTURE:	
Inventory -	63
Replacement Cost -	\$20,000,000
Valuation -	\$7,500,000
Asset Life Cycle -	Estimated useful life: bridge – 75 years, average age – 46 (1920-1995); concrete culvert – 75 years, average age – 47 (1940-2009); steel culvert – 40 years, average age – 40 (1960-1982)
Asset Condition/Urgency -	See Appendix A
REHAB & REPLACEMENT CRITERIA:	Consideration will be given to historical life cycle, bridge condition index, traffic counts, safety issues, repair costs, changes due to technology, localized population growth, economic development opportunities, available funding, etc.
REHAB & REPLACEMENT STRATEGIES:	It is anticipated that the current inventory will continue and no new bridges or culverts will be constructed or added. The current inventory will be included in biennial inspections completed by external experts. Optimal timing of maintenance and rehabilitation efforts is key to maximizing life expectancy. Priorities are identified in the 2011 Bridge Inspection Report. Annual budgeting will achieve the recommended results. Best practices will be monitored and implemented where appropriate.
LIFE CYCLE CONSEQUENCES:	End of life risks: deterioration of structures, increased safety concerns, increased repair and maintenance costs, may cause impacts to other local services (garbage collection, emergency services, etc.), travel disruptions and increased costs to area businesses and residents.
INTEGRATED:	Rehabilitation and replacement may be integrated with road resurfacing or road widening projects but generally not with other infrastructure.
FINANCING STRATEGY:	See Appendix C
PERFORMANCE MEASURES:	Establish benchmarks as part of the implementation of the asset management plan which can then be used as performance measures. Monitor and review rehabilitation and replacement strategies regularly to determine cost vs performance adjustments. Achieve reserve contribution targets in order to have funding available for large, infrastructure partnership projects. Achieve net funding levels from local taxes.

ASSET:	Roads
STATE OF THE INFRASTRUCTURE:	
Inventory -	High Class Bituminous: 147.77 lane kilometres. Low Class Bituminous: 43.55 lane kilometers. Granular: 198 kilometers. Widths: Varies.
Replacement Cost -	\$50,000,000
Valuation -	\$20,000,000
Asset Life Cycle -	Estimated useful life: High Class Bituminous – 25 years, Low Class Bituminous – 25 years, Granular: indefinite with proper maintenance
Asset Condition/Urgency -	Appendix B
REHAB & REPLACEMENT CRITERIA:	Consideration will be given to historical life cycle, original construction/design, traffic counts, safety issues, drainage, repair costs, changes to technology, available land for optimal road widths, localized population growth, optimal timing, condition rating, economic development opportunities, available funding, etc.
REHAB & REPLACEMENT STRATEGIES:	Optimal timing of maintenance and rehabilitation efforts is key to maximizing life expectancy of existing road system. Traffic counts are important in establishing road classifications for Minimum Maintenance Standards as well as determining the appropriate the appropriate road design when the road is rehabilitated or reconstructed. Paving of shoulders increases safety, esthetics and reduces loss of gravel. The Township's Design Guidelines detail the right of way required. Substandard vertical and horizontal curves may be addressed, fully or in part, only when the road is reconstructed and possibly when rehabilitated.
LIFE CYCLE CONSEQUENCES:	End of life risks: deterioration or failure of roadways, reduced overall system adequacy, increased repair and maintenance costs, health and safety concerns, may cause impacts to other local services (garbage collection, emergency services, etc.), travel disruptions and increased costs to area businesses and residents, missing optimal timing will result in increased reconstruction costs.
INTEGRATED:	Activities are coordinate with the upper tier municipality, hydro, phone, natural gas, pipeline, cable, rail companies and local water and wastewater services.
FINANCING STRATEGY:	See Appendix C
PERFORMANCE MEASURES:	Establish benchmarks as part of the implementation of the asset management plan which can then be used as performance measures. Monitor and review rehabilitation and replacement strategies regularly to determine cost vs performance adjustments. Achieve reserve contribution targets in order to have

funding available for large, infrastructure partnership projects. Achieve net funding levels from local taxes.

ASSET:	Water and Wastewater Infrastructure
STATE OF THE INFRASTRUCTURE:	
Inventory -	See Appendix E - Township of South Glengarry Infrastructure Capital Planning Study
Replacement Cost -	See Appendix E - Township of South Glengarry Infrastructure Capital Planning Study
Valuation -	See Appendix E - Township of South Glengarry Infrastructure Capital Planning Study
Asset Life Cycle -	See Appendix E - Township of South Glengarry Infrastructure Capital Planning Study
Asset Condition/Urgency -	
REHAB & REPLACEMENT CRITERIA:	Consideration will be given to break history, infiltration, age of infrastructure, soil conditions, localized population growth, economic development, camera inspections, ratings, coordination with road construction, etc.
REHAB & REPLACEMENT STRATEGIES:	Water line rehabilitation and replacement is based on the current condition of the pipe, break history, age, size, material. Rehabilitation and replacement may involve complete replacement, cleaning, slip lining and pipe bursting. Wastewater line rehabilitation and replacement is based on inspection and rating. Rehabilitation and replacement may involve complete replacement, cleaning, lining, spot repairs and joint sealing. Plant rehabilitation and replacement is based on operational requirements, deferred maintenance costs vs current replacement value, available funding.
LIFE CYCLE CONSEQUENCES:	End of life risks: catastrophic failures at undetermined and unexpected times with impacts on lower tier, upper tier, provincial and private infrastructure, infiltration of groundwater into wastewater lines which can contribute to accumulation of debris and sediment at sags and increase treatment costs and hydraulic loads at the plant which result in increased costs, deterioration of building, health and safety, inefficient operations and higher operating costs, accelerated depreciation, etc.
INTEGRATED:	Activities are coordinate with the upper tier municipality, hydro, phone, natural gas, pipeline, cable, rail companies and local water and wastewater services.
FINANCING STRATEGY:	See Appendix D
PERFORMANCE MEASURES:	Establish benchmarks as part of the implementation of the asset management plan which can then be used as performance measures. Monitor and review rehabilitation and replacement strategies regularly to determine cost vs performance adjustments. Achieve reserve contribution targets in order to have funding available for large, infrastructure partnership projects.

Appendix A

No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10
30003	Kinloch Road											
	Re-surfacing roadway	1~5				40						
	Install SBGR with end treatments	1~5					55					
30004	Cemetery Road											
	Major Rehabilitation	1~5					125					
	Upgrade existing barrier to meet current standards	1~5					285					
	Install SBGR with end treatments	1~5					55					
30005	Cemetery Road											
	Extend existing SBGR and install appropriate end treatments	1~5	40									
30007	Robertson Road											
	Install SBGR with end treatments	1~5	55									

30008 Rae Road

Re-surfacing roadway	6~10	55	35
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Install SBGR with end treatments	1~5	
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30009 Rae Road

Re-surfacing roadway	6~10	35
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Install SBGR with end treatments	1~5	55
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30010 Glen Road

Re-surfacing roadway	6~10	35
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Install SBGR with end treatments	1~5	55
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No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10
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30011 Cashion Road

Pave and waterproofing on deck and approaches	1~5	75
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	Structural Evaluation			
	Environmental Assessment	1~5		15
	Installation of Thrie Beam across the structure with SBGR & appropriate end treatments	1~5		4.5
		1~5		115.5
30012	Glen Falloch Road			
	Replacement Design	1~5	27.5	
	Construction and CA	1~5	365	
30013	Nine Mile Road			
	Install SBGR with end treatments	1~5		55
30014	McGillivray Road			
	Install SBGR with end treatments	1~5		55
30015	Glenbrook Road			
	Extend existing SBGR and install appropriate end	1~5		40

treatments

30016 Squire Road

Replacement Design	6~10	27.5										
Construction and CA	6~10										300	

No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10
30018	Chapel Road											
	Detailed deck condition survey	1~5	29									
	Rehabilitation design	1~5	20									
	Construction and CA	1~5		100								
	Install SBGR with											

	end treatments	1~5	55	
30019	Glen Donald Road			
	Concrete repair	1~5	40	
	Installation of appropriate end treatments	1~5	25	
30020	Spring Creek Road			
	Replacement Design	6~10	27.5	
	Construction and CA	6~10	250	
30021	Airport Road			
	Install SBGR with end treatments	1~5	55	
30022	Kraft Road	TBD		
30023	Glen Roy Road			
	Detailed deck condition survey	1~5	20	
	Structure evaluation	1~5	15	
	Pave and			

	waterproofing on deck and approaches	1~5			70								
30024	Glen Roy Road												
	Concrete repair	1~5			25								
	Replace existing SBGR with Thrie Beam across the structure, install SBGR with appropriate end treatments	1~5			90								
No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10	
30025	Loyalist Road												
	Detailed deck condition survey & coating condition survey	6~10									20		
	Upgrade non-standard end treatments and replace curve rail	6~10									35		
30026	Frog Hollow Road												
	Detailed deck condition survey	1~5		26.5									
	Structure evaluation	1~5		25									

Pave and
waterproofing on
deck and
approaches

1~5

110

Upgrade existing
barrier to meet
current standards

1~5

330

Install appropriate
end treatments

1~5

25

30027 Cedar Grove Road

Minor
rehabilitation

6~10

30

Installation of
SBGR with end
treatments

1~5

55

30028 Fallowfield Road

Replacement
design

1~5

26.5

Construction and
CA

1~5

200

**30030 Concession Road
2**

Major

Rehabilitation	1~5	58.5
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Installation of SBGR with end treatments	1~5	55
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No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10
30031	The Little 5th Road											
	Replacement design	1~5		27.5								
	Construction and CA	1~5			290							
30033	First Line Road											
	Detailed deck condition	1~5				27.5						
	Extend existing SBGR & install appropriate end treatments	1~5				40						
30034	Concession 7 Road											
	Major Rehabilitation	6~10										40
	Installation of SBGR with end treatments	1~5		55								

30035 First Line Road

Replacement design	1~5	27.5
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Construction and CA	1~5	300
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30036 First Line Road

Replacement design	6~10	27.5
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Construction and CA	6~10	200
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30037 First Line Road

Replacement design	1~5	27.5
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Construction and CA	1~5	185
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30039 South Service Road

Major Rehabilitation	6~10	40
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30041 Roy's Road

Install SBGR with end treatments	1~5	55
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No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10
30042	Concession Road 3											
	Structure evaluation	1~5			20							
	Major Rehabilitation	1~5				130						
	Upgrade existing barrier to meet current standards	1~5				100						
	Install SBGR with end treatments	1~5				55						
30043	Second Line Road											
	Detailed deck condition	1~5				17.5						
	Expansion Joints Replaced, Ballast Walls required	1~5					175					
	Install appropriate end treatments	1~5					25					
30044	Second Line Road											

Repair expansion joints	1~5	16.5
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Extend existing SBGR & install proper end treatments	1~5	40
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30046 Roy's Road

Install SBGR with end treatments	1~5	55
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30047 Roy's Road

Major Rehabilitation	6~10		40
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Installation of SBGR with appropriate end treatments	1~5	55
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30049 Concession Road 4

Install SBGR with end treatments	1~5	55
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No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10
30050	Butternut Lane											
	Structural Evaluation	1~5	20									

	Environmental Assessment	1~5	8	
	Options Study	1~5	20	
30051	Third Line Road			
	Structural Evaluation	1~5	20	
	Concrete overlay and waterproofing		380	
	Replace expansion joint seals	1~5	10	
	Extend existing SBGR & install appropriate end treatments	1~5	40	
30052	Roy's Road			
	Concrete Repairs to ends of culvert	1~5	65	
	Install SBGR with end treatments	1~5	55	
30053	Third Line Road			

	current standards		65	
	Repair and extend existing SBGR & install appropriate end treatments	1~5	30	
30055	Third Line Road			
	Install SBGR with end treatments	1~5	55	
30056	South Service Road			
	Re-coat structural steel	6~10		70
30057	Concession Road 7			
	Detailed deck condition survey	1~5	25	
	Structural Evaluation	1~5	16	
30058	North Service Road			
	Install SBGR with end treatments	1~5	55	
30059	North Service Road			
	Detailed deck			

	condition survey	1~5					15.8						
	Upgrade existing barrier to meet current standards	1~5					35						
	Install SBGR with end treatments						55						
		1~5											
30060	Concession Road 2												
	Install SBGR with end treatments	1~5					55						
No.	Description	Urgency (yrs)	1	2	3	4	5	6	7	8	9	10	
30061	Concession Road 3												
	Install SBGR with end treatments	1~5					55						
30063	Loyalist Road												
	Install SBGR with end treatments	1~5	55										
	Enhanced OSIM		80						80				
	OSIM Inspection		4.5	26	4.5	32	4.5	26	4.5	32	4.1	26	

Appendix B-1

No.	STREET	FROM	TO	Km	ROADSIDE ENVIRONMENT	CLASS	CONDITION RATING	BOUNDARY ROAD	SURFACE TYPE
100100	Kenyon Rd	Angel Road	Chapel Rd	6.50	R	4	8	YES	GRAVEL
100700	Kenyon Conc 1	Kenyon Conc 1	0.7 km North	0.70	R	4	5	YES	LCB
100900	Kenyon Conc 1	Loch Garry Rd	0.9km E of Loch Garry Rd	0.90	R	4	5	YES	LCB
101100	Pineridge Rd	S Stormont Bndy	Cty Rd 20	3.00	R	4	6	YES	GRAVEL
101700	Squire Rd	Cty Rd 25	Kenyon Rd	2.10	R	4	6	NO	GRAVEL
102100	Connetown Rd	Lot 27	Chapel Rd	1.00	R	6	6	NO	GRAVEL
102300	Chapel Rd	Cty Rd 25	Kenyon Rd	2.10	R	4	6	NO	GRAVEL
102500	Robertson Rd	N Branch Rd	Pineridge Rd	3.20	R	4	7	NO	GRAVEL
102900	Richer Rd	Robertson Rd	Cty Rd 20	2.10	R	4	6	NO	GRAVEL
103100	Squire Rd	Cty Rd 25	Southerly	0.60	R	6	6	NO	GRAVEL
103300	Munroes Mill Rd	Cty Rd 25	Chapel Rd	1.80	R	4	6	NO	GRAVEL
103700	Chapel Rd	Cty Rd 18	2.3km S of Cty Rd 25	3.10	R	4	7	NO	LCB
103701	Chapel Rd	3.1km N of Cty Rd 18	Cty Rd 25	2.30	R	4	10	NO	LCB
104700	Neville Rd	Chapel Rd	Lot 29/30	2.00	R	4	6	NO	GRAVEL
104900	Island Rd	Cemetery Rd	S Stormont Bndy	1.00	R	4	6	NO	GRAVEL
105100	Cemetery Rd	Cty Rd 18	Nh Branch Rd	1.10	R	4	7	NO	GRAVEL
105500	North Branch Rd	Cty Rd 20	S Stormont Bndy	3.00	R	4	7	NO	GRAVEL
105900	Beaver Brook Rd	Cty Rd 20	Chapel Rd	4.30	R	4	6	NO	GRAVEL
106100	Woodland Rd	Beaver Brook Rd	Northerly	0.30	R	6	5	NO	GRAVEL
106400	Desjardin St	Cty Rd 18	Andre St	0.10	S	5	5	NO	LCB
106600	Juliette St	Cty Rd 18	Andre St	0.10	S	5	5	NO	LCB
106800	Andre St	Desjardin St	Juliette St	0.20	S	5	4	NO	LCB
106900	Nine Mile Rd	Cty Rd 18	McCaw St.	0.10	S	5	5	NO	LCB
106901	Nine Mile Rd	McCaw St	Raisin River	0.10	S	5	5	NO	GRAVEL
107100	McCaw St	Nine Mile Rd	Water St	0.20	S	5	7	NO	LCB
107300	Andrew St	McCaw St	Cty Rd 18	0.20	S	5	7	NO	LCB
107700	Bums Church St	Cty Rd 20	Cty Rd 18	0.20	S	5	7	NO	LCB
107900	McMartin St	Cty Rd 18	Southerly	0.20	S	5	8	NO	LCB
108100	River Rd	Cty Rd 18	Kirk St	0.40	S	5	7	NO	LCB
108300	Andrew St	Cty Rd 18	River Rd	0.20	S	5	7	NO	LCB
108700	Grant St	Cty Rd 18	Kirk St	0.20	S	5	7	NO	LCB
109100	Kirk St	Nine Mile Rd	MacGillivray Rd	0.30	S	5	7	NO	LCB
109300	Nine Mile Rd	Cty Rd 18	Southerly	0.30	S	5	4	NO	LCB
110100	Glen Falloch Rd	S Stormont Bndy	Nine Mile Rd	3.50	R	4	7	NO	GRAVEL
110400	Nine Mile Rd	Cty Rd 19	North to Martintown Limits	5.70	R	4	4	NO	LCB
110900	MacGillivray Rd	Martintown	Cty Rd 27	5.80	R	4	7	NO	GRAVEL
111300	Rosebush Dr	Cty Rd 18	Northerly	0.20	R	6	6	NO	GRAVEL
111500	Pine Stone Rd	Cty Rd 19	Cul-de-Sac	0.70	S	5	6	NO	LCB
111700	Grandview Cres	Cty Rd 19	Pinestone Dr	0.40	S	5	7	NO	LCB
111900	Grandview Crt	Grandview Cres	Northerly	0.05	S	6	7	NO	LCB
200100	Kenyon Conc 1	Lot 24/25	Cty Rd 34	9.90	R	4	5	NO	LCB
200200	MacDonald Rd	Valley View Road	Dead End	0.10	R	6	6	NO	GRAVEL
200600	Valley View Rd	Kenyon Conc 1	Dead End	0.60	R	6	5	NO	GRAVEL
201300	Kennedy Rd	0.7km N of Cty Rd 25	0.7 km N of Cty Rd 25	1.40	R	6	6	NO	GRAVEL
201500	Glen Roy Rd	Cty Rd 25	Kenyon Rd	2.10	R	4	6.5	NO	LCB
201900	Luc St	Cty Rd 34	Delia St	0.10	S	5	6	NO	LCB
202100	Delia St	Luc St	North & South	0.20	S	5	6	NO	LCB
202101	Roy Cres	Dead End	Dead End	0.10	S	5	7	NO	LCB
202300	Station Rd	Cty Rd 34	Westerly	0.20	S	5	6	NO	GRAVEL
202500	Menard Rd	Cty Rd 34	MacKinnon St	0.20	S	5	6	NO	LCB
202700	MacKinnon St	Menard St	Southerly	0.20	S	5	7	NO	LCB
202900	Third St	Cty Rd 34	Charlotte St	0.20	S	5	6	NO	LCB
203100	Charlotte St	Third St	Southerly	0.20	S	5	6	NO	LCB
203300	Park Cres	Cty Rd 34	Charlotte St	0.20	S	5	6	NO	LCB
204100	Caber Rd	Chapel Rd	Glen Roy Rd	5.10	R	6	6	NO	GRAVEL
204700	Glen Roy Rd	Cty Rd 18	Cty Rd 25	4.70	R	4	4	NO	LCB
205500	Cuthbert Rd	Glen Roy Rd	Easterly	0.30	R	6	6	NO	GRAVEL
205700	Emberg Rd	Glen Roy Rd	Westerly	0.20	R	6	6	NO	GRAVEL
205900	Beaupre Rd	Frogghollow Rd	Westerly	0.60	R	4	6	NO	GRAVEL
206100	Frogghollow Rd	Cty Rd 18	Cty Rd 25	3.70	R	4	6	NO	GRAVEL
206500	Beaupre Rd	Frogghollow Rd	Cty Rd 34	2.60	R	4	6	NO	GRAVEL
206700	Beaver Brook Rd	Chapel Rd	Lot 41/42	1.20	R	4	6	NO	LCB
206800	Regent Dr	Beaver Brook Rd	Landfill Site	0.80	R	5	5	NO	GRAVEL
206900	Beaver Brook Rd	Cty Rd 18	Lot 41/42	1.90	R	4	7	NO	GRAVEL
207100	Clover Dale Rd	Cty Rd 19	Westerly	0.10	R	6	7	NO	GRAVEL
207300	Doonan Rd	Cty Rd 19	McLeod Rd	1.00	R	6	5	NO	GRAVEL
207500	McLeod Rd	Doonan Rd	Cty Rd 18	0.40	R	6	6	NO	GRAVEL
207700	Maple Rd	Cty Rd 19	1.0km W of Cty Rd 34	4.10	R	4	6	NO	GRAVEL
207701	Maple Rd	4.1km E of Cty Rd 19	Cty Rd 34	1.00	R	4	5	NO	LCB

Appendix B-2

309300	Lalonde Blvd	Jason St	Dead End	0.30	S	6	7	NO	HCB
309400	Warring Rd	Cty Rd 27	Cul-de-Sac	0.10	S	6	7	NO	HCB
310100	Gilmour Hill Rd	Cty Rd 2	Elm St	0.40	S	5	8	NO	HCB
310200	Sutherland Ave	Gilmour Hill Rd	Dead End	1.10	S	5	8	NO	HCB
310500	Elm Ave	Gilmour Hill Rd	Sutherland Dr	0.10	S	5	8	NO	HCB
310700	Kilkenny Cres	Cty Rd 2	310701	0.30	S	5	7	NO	HCB
310701	Kilkenny Cres	310700	310702	0.10	S	5	6	NO	HCB
310702	Kilkenny Cres	310701	310800	0.05	S	5	7	NO	GRAVEL
310800	Kilkenny Cres	Bay Street	Dead End	0.30	S	5	7	NO	GRAVEL
310900	Lawrence St	0.1km E of Kilkenny St	Kilkenny St	0.50	S	5	5	NO	HCB
311000	Kilkenny Cres	Bay St	St Lawrence St	0.10	S	5	3	NO	HCB
311100	Yatch Boulevard	Cty Rd 22	Cul-de-Sac	0.50	S	6	5	NO	HCB
311200	Galleon Crescent	Yatch Boulevard	Cul-De-Sac	0.10	S	6	6	NO	HCB
311300	Bray St	Purcell Rd	Lawrence St, W.	0.40	S	5	7	NO	HCB
311500	Page Dr	Cty Rd 2	Northerly	0.50	S	5	5	NO	HCB
311700	Sabourin Dr	Cty Rd 2	Northerly	0.20	S	5	4	NO	HCB
311900	Anderson Dr	Sabourin Dr	Westerly	0.10	S	6	5	NO	HCB
312000	Stone House Pt Rd	Cty Rd 2	Southeasterly	0.55	S	6	6	NO	HCB
312001	Prevost Pt Rd	Cty Rd 2	Dead End	0.10	S	6	4	NO	HCB
312100	Boisvenue Dr	Cty Rd 2	Northerly	0.30	S	5	5	NO	HCB
312300	Alice St	Boisvenue Dr	Easterly	0.10	S	6	5	NO	HCB
313100	Orchard Rd	Cty Rd 2	Northerly	0.20	R	6	4	NO	HCB
313500	Purcell Rd	Cty Rd 2	1.7km S of Tyotown	0.80	R	4	6	NO	HCB
313501	Purcell Rd	0.8km N of Cty Rd 2	0.8km S of Tyotown	0.90	R	4	5	NO	HCB
313502	Purcell Rd	1.7km N of Cty Rd 2	Tyotown	0.80	R	4	7	NO	HCB
314100	Purcell Rd	Tyotown Rd	Cul-de-sac	1.10	R	4	4	NO	HCB
315100	Laura Ave	Purcell Rd	Easterly	0.10	S	5	7	NO	HCB
315300	Clifford St	Laura Ave	Marlene Ave	0.50	S	5	5	NO	HCB
315500	Marlene Ave	Samuel Dr	Laura Ave	0.40	S	5	7	NO	HCB
315700	Samuel Dr	Purcell Rd	315702	0.20	S	5	6	NO	HCB
315701	Adrian Crt	Samuel Dr	Dead End	0.70	S	5	7	NO	HCB
315702	Samuel Dr	315700	Sapphire Dr	0.30	S	5	8	NO	HCB
315703	Samuel Dr	315702	Dead End	0.30	S	5	8	NO	HCB
315704	Sapphire Dr	Samuel Dr East	Dead End	0.30	S	5	7	NO	HCB
315705	Sapphire Dr	Samuel Dr West	Dead End	0.30	S	5	9	NO	HCB
315900	Wendy St	Samuel Dr	Wine Cres	0.70	S	5	5	NO	HCB
315901	Laurette St	Samuel Dr	Dead End	0.20	S	5	8	NO	HCB
316300	Wine Cres	Wendy St	Wendy St	0.50	S	5	4	NO	HCB
316500	Vivian Circle	Wendy St	Wendy St	0.50	S	5	3	NO	HCB
316700	Randy St	Purcell Rd	Wendy St	0.40	S	5	4	NO	HCB
400300	William St	CPR	Cty Rd 19	0.70	S	5	4	NO	HCB
400500	William St	Cty Rd 19	Easterly	0.10	S	5	4	NO	HCB
400700	St. Mary St	William St	0.1km NW of Cty Rd 19	0.20	S	5	5	NO	GRAVEL
400701	St. Mary St	0.1km NW of Cty Rd 19	Cty Rd 19	0.10	S	5	6	NO	HCB
400900	Church Ave	Cty Rd 17	Cty Rd 19	0.30	S	5	4	NO	HCB
401100	Wellington St	Church St	Easterly	0.10	S	6	6	NO	GRAVEL
401300	Warren St	401900	Bridge St	0.30	S	5	5	NO	HCB
401301	Warren St	Bridge St	Church St	0.20	S	5	4	NO	HCB
401700	Middle St	Cty Rd 17	Warren St	0.10	S	5	6	NO	HCB
401900	Warren St	Cty Rd 17	401300	0.10	S	5	5	NO	HCB
402100	Fairview Rd	Cty Rd 17	CPR	0.30	S	6	6	NO	GRAVEL
403100	Greer Rd	Cty Rd 17	Easterly	0.50	R	6	6	NO	GRAVEL
403300	Arlington Rd	Cty Rd 34	Lot 59/60	1.00	R	6	6	NO	GRAVEL
403900	Leitch Rd	Cty Rd 27	Dead End	1.40	R	4	6	NO	GRAVEL
404100	Glen Rd	Cty Rd 27	Kraft Rd	3.50	R	4	8	NO	HCB
404500	Spring Creek Rd	Glen Rd	Southerly	0.30	R	6	6	NO	GRAVEL
404501	Spring Creek Rd	Gore Rd	Northerly	0.40	R	6	6	NO	GRAVEL
404700	Gore Rd	Cty Rd 27	Kraft Rd	3.50	R	4	6	NO	GRAVEL
405100	Sand Rd & Short Rd	Cty Rd 27	Cty Rd 27	0.40	S	5	4	NO	GRAVEL
405500	Hay Rd	Cty Rd 27	Westerly	0.10	S	5	4	NO	GRAVEL
405700	Hay Rd	Cty Rd 27	Midway Rd	0.90	R	4	8	NO	HCB
405800	Midway Rd	Hay Rd	CNR	0.10	S	4	5	NO	HCB
405900	Hay Rd	Midway Rd	Dead End	1.30	R	6	7	NO	GRAVEL
406100	Lapierre Rd	Fraser Rd	Lot 6	2.10	R	4	6	NO	GRAVEL
406300	Diversion Rd	Fraser Rd	Kraft Rd	1.00	R	4	6	NO	GRAVEL
406500	Kraft Rd	Diversion Rd	0.3km S of Glen Rd	2.60	R	4	7	NO	GRAVEL
406501	Kraft Rd	2.6km N of Diversion Rd	Glen Rd	0.30	R	4	6	NO	HCB
406900	Kraft Rd	Glen Donald Rd	Cty Rd 19	0.70	R	4	6	NO	HCB
407100	Loyalist Rd	Kraft Rd	2.7km E of Kraft Rd	2.70	R	4	8	NO	LCB
407101	Loyalist Rd	2.7km E of Kraft Rd	Cul-De-Sac	1.60	R	4	4	NO	LCB
407700	Celtic Lane	Village Boundary	CNR	1.10	R	4	5	NO	GRAVEL
407800	Wentworth Rd	Cty Rd 17	CNR	0.60	R	6	6	NO	GRAVEL

Appendix B-3

501300	Conc 2	Cty Rd 26	First Line Rd	2.70	R	4	6	NO	LCB
501400	Conc 2	First Line Rd	Cty Rd 34	2.20	R	4	6	NO	LCB
501500	Dubeau Rd	Cty Rd 26	Dead End	1.10	R	6	6	NO	GRAVEL
501600	Roys Rd	Cty Rd 26	Third Line Rd	3.50	R	4	7	NO	GRAVEL
501700	Conc 3	Cty Rd 23	Quebec Border	2.40	R	4	6	NO	LCB
501800	Concession 3	County Road 23	County Road 26	6.90	R	4	7	NO	GRAVEL
501900	Conc 3	First Line Rd	Dead End	0.25	R	6	6	NO	GRAVEL
502000	Conc 3	First Line Rd	Cty Rd 34	2.10	R	4	7	NO	LCB
502100	Conc 4	Cty Rd 34	Bordeau Rd	2.80	R	4	9	NO	LCB
502200	Conc 4	First Line Rd	Third Line Rd	5.70	R	4	7	NO	LCB
502300	Conc 4	Third Line Rd	Quebec Border	3.60	R	4	6	NO	GRAVEL
502400	Bordeau Rd	Conc 4	Conc 4	1.40	R	4	6	NO	GRAVEL
502500	First Line Rd	Conc 2	Conc 2	1.85	R	4	6	NO	GRAVEL
502600	First Line Rd	Conc 3	Conc 4	1.20	R	4	7	NO	LCB
502700	Third Line Rd	South Service Rd	Conc 4	6.00	R	4	4	NO	LCB
502800	Third Line Rd	Conc 4	Cty Rd 18	5.10	R	4	6	NO	GRAVEL
502900	Third Line Rd	Cty Rd 18	Conc 8	5.00	R	4	7	NO	LCB
502901	Third Line Rd	Conc 8	Cty Rd 25	1.60	R	4	5	NO	LCB
502902	Derouche Rd	3rd Line Rd	Dead End	0.10	R	6	3	NO	GRAVEL
503000	Third Line Rd	Cty Rd 25	Conc 10	2.10	R	4	6	NO	GRAVEL
503100	Second Line Rd	Cty Rd 18	Cty Rd 25	6.60	R	4	7	NO	LCB
503200	Second Line Rd	Cty Rd 25	Conc 10	2.10	R	4	7	NO	GRAVEL
503300	First Line Rd	Cty Rd 18	Dead End	1.70	R	6	6	NO	GRAVEL
503400	First Line Rd	Cty Rd 18	Beaudette River	3.20	R	4	7	NO	GRAVEL
503500	First Line Rd	Beaudette River	Conc 8	1.20	R	4	7	NO	LCB
503600	First Line Rd	Conc 8	Cty Rd 25	1.70	R	4	6	NO	GRAVEL
503700	First Line Rd	Cty Rd 25	Dead End	0.65	R	6	6	NO	GRAVEL
503701	Deguirre Rd	Cty Rd 25	Dead End	0.30	R	6	8	NO	LCB
503702	Patricia Road	Cty Rd 25	Cty Rd 25	0.80	R	6	7	NO	LCB
503800	Little Fifth	Cty Rd 34	Cty Rd 18	2.60	R	4	6	NO	GRAVEL
503900	Conc 6	Second Line Rd	Cty Rd 23	5.70	R	4	7	NO	GRAVEL
503901	St. Anne St	Cty Rd 23	Dead End	0.20			6		GRAVEL
504000	Conc 7	Cty Rd 34	1.2km E of First Line Rd	2.00	R	4	4	NO	LCB
504001	Conc 7	2.0km W of Cty Rd 34	First Line Rd	1.20	R	4	8	NO	LCB
504100	Conc 7	First Line Rd	5.1km W of Third Line Rd	0.80	R	4	5	NO	LCB
504101	Conc 7	0.8km E of First Line Rd	Third Line Rd	5.10	R	4	7	NO	GRAVEL
504200	Conc 7	Third Line Rd	Quebec Border	2.60	R	4	6	NO	LCB
504300	Conc 8	Cty Rd 34	First Line Rd	3.10	R	4	7	NO	LCB
504400	Conc 8	First Line Rd	Second Line Rd	2.80	R	4	6	NO	GRAVEL
504500	Conc 8	Second Line Rd	Third Line Rd	2.70	R	4	6	NO	GRAVEL
504600	Conc 8	Third Line Rd	Quebec Border	2.30	R	4	6.5	NO	LCB
504700	Conc 10	Second Line Rd	N Glengary Rd	8.90	R	4	6	NO	GRAVEL
504800	Conc 9	Cty Rd 23	Beauchamps Dr	0.60	R	4	8	NO	LCB
504900	Morrison Rd	Cty Rd 23	Quebec Border	0.45	R	4	7	NO	GRAVEL
505000	Bathurst Rd	Cty Rd 23	Dead End	0.10	S	5	6	NO	GRAVEL
505100	Round Church Rd	Cty Rd 23	Dead End	0.30	R	4	7	NO	GRAVEL
505200	Butternut Lane	Third Line	Dead End	0.70	S	6	8	NO	LCB
505300	First Line Rd	Conc 2	Dead End	0.20	R	4	6	NO	GRAVEL
505400	First Line Rd	Conc 4	Conc 4	0.35	R	4	9	NO	LCB
505500	First Line Rd	Conc 8	Conc 8	0.60	R	4	6	NO	GRAVEL
600100	Pineview	Cty Rd 34	Dead End	0.10	S	6	4	NO	LCB
600200	Gabrielle	Cty Rd 34	Leleures	0.10	S	6	7	NO	LCB
600300	Lefebvre	Gabrielle S Limits	East and West	0.20	S	6	7	NO	LCB
600400	First St	Cty Rd 34	Lancaster St	0.18	S	5	5	NO	LCB
600500	Second St	Cty Rd 34	Lancaster St	0.10	S	5	5	NO	LCB
600600	Third St	Cty Rd 34	Lancaster St	0.10	S	5	5	NO	LCB
600700	Lancaster St	Conc 8	First St	0.70	S	5	5	NO	LCB
601000	Beauchamps Dr	Conc 9	Quebec Border	1.80	S	5	7	NO	LCB
601100	Bernard Dr	Beauchamps Dr	Dead End	0.20	S	6	7	NO	GRAVEL
601200	Lakeside Dr	Parkhill Circle	Beauchamps Dr	1.00	S	5	7	NO	GRAVEL
601300	Parkhill Circle	Lakeview Dr	Lakeview Dr	1.10	S	5	7	NO	GRAVEL
601400	Sandy Hill Dr	Lakeview Dr	Beauchamps Dr	0.50	S	6	7	NO	GRAVEL
602000	Park Dr	Third Line Rd	Dead End	0.15	S	6	7	NO	LCB
602100	MacCuaig	Third Line Rd	Jared St	0.10	S	6	8	NO	LCB
602101	MacCuaig	Jared St	Florence St	0.20	S	6	6	NO	GRAVEL
602102	Florence St.	MacCuaig Dr.	Foxwell Dr	0.20	S	6	6	NO	GRAVEL
602200	Jared St	MacCuaig Dr	Dead End	0.04	S	6	8	NO	LCB
602300	MacGregor Dr	Third Line Rd	MacBain Rd	0.15	S	6	8	NO	LCB
602301	MacGregor Dr	MacBain Rd	Florence St	0.15	S	6	7	NO	GRAVEL
602400	MacBain St	MacGregor Dr	Foxwell Dr	0.20	S	6	8	NO	LCB
602500	Foxwell Dr	3rd Line Rd	MacBain Rd	0.15	S	6	7	NO	LCB
602501	Foxwell Dr	MacBain	Florence	0.15	S	6	7	NO	GRAVEL

Appendix C

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
ROAD EXPENSES											
Roads		800,000	816,000	832,320	2,122,416	2,164,864	2,208,162	2,252,325	918,949	937,328	956,074
BRIDGE EXPENSES											
Bridges & Structures		908,208	1,023,233	970,899	897,120	861,735	326,362	331,281	340,367	250,133	116,048
RESERVE EXPENSES											
Contribution to Reserve		160,000	163,200	166,464	169,793	173,189	176,653	180,186	183,790	187,466	191,215
TOTAL EXPENSES		1,868,208	2,002,433	1,969,683	3,189,329	3,199,789	2,711,176	2,763,792	1,443,105	1,374,926	1,263,337
REVENUES											
Other		-	-	-	-	-	-	-	-	-	-
Provincial Gas Tax/Other		400,000	408,000	416,160	424,483	432,973	441,632	450,465	459,474	468,664	478,037
Federal Gas Tax		400,000	408,000	416,160	424,483	432,973	441,632	450,465	459,474	468,664	478,037
Infrastructure Programs					848,966	865,946	883,265	900,930			
Property Taxes (Net)		885,000	902,700	920,754	939,169	957,952	977,112	996,654	1,016,587	1,036,919	1,057,657
TOTAL REVENUES		1,685,000	1,718,700	1,753,074	2,637,102	2,689,844	2,743,641	2,798,514	1,935,535	1,974,246	2,013,731
DEFICIT		-183,208	-283,733	-216,609	-552,227	-509,945	32,464	34,722	492,430	599,320	750,394
RESERVE BALANCE	556,227	373,019	89,286	-127,324	-679,551	-1,189,495	-1,157,031	-1,122,309	-629,879	-30,559	719,835

Assumes 2% annual inflation.

Appendix D

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Glen Walter											
Revenues		\$ 389,761.81	\$ 396,436.88	\$ 403,224.51	\$ 407,364.37	\$ 412,295.99	\$ 416,635.59	\$ 420,801.95	\$ 425,009.97	\$ 429,260.07	\$ 433,552.67
Operating Expenses		\$ 274,669.28	\$ 280,162.67	\$ 285,765.92	\$ 291,481.24	\$ 297,310.87	\$ 303,257.08	\$ 309,322.22	\$ 315,508.67	\$ 321,818.84	\$ 328,255.22
Capital Costs (@2/3)		\$ 247,112.64	\$ 247,112.64	\$ 247,112.64	\$ 247,112.64	\$ 247,112.64	\$ 247,112.64	\$ 247,112.64	\$ 41,531.76	\$ 41,531.76	\$ 41,531.76
Surplus/Deficit		-\$ 132,020.12	-\$ 130,838.43	-\$ 129,654.05	-\$ 131,229.51	-\$ 132,127.51	-\$ 133,734.13	-\$ 135,632.92	\$ 67,969.54	\$ 65,909.47	\$ 63,765.69
Lancaster											
Revenues		\$ 564,946.13	\$ 575,906.26	\$ 587,068.08	\$ 594,557.97	\$ 753,142.25	\$ 642,425.74	\$ 651,475.68	\$ 660,642.38	\$ 669,927.26	\$ 679,331.77
Operating Expenses		\$ 347,944.30	\$ 354,903.18	\$ 362,001.25	\$ 369,241.27	\$ 376,626.10	\$ 384,158.62	\$ 391,841.79	\$ 399,678.63	\$ 407,672.20	\$ 415,825.64
Capital Costs (@2/3)		\$ 29,217.42	\$ 29,217.42	\$ 29,217.42	\$ 29,217.42	\$ 29,217.42	\$ 29,217.42	\$ 29,217.42	\$ 320,843.28	\$ 320,843.28	\$ 320,843.28
Surplus/Deficit		\$ 187,784.41	\$ 191,785.66	\$ 195,849.41	\$ 196,099.28	\$ 347,298.73	\$ 229,049.70	\$ 230,416.47	-\$ 59,879.53	-\$ 58,588.22	-\$ 57,337.15
Green Valley											
Revenues		\$ 62,144.69	\$ 63,271.54	\$ 64,220.61	\$ 65,062.39	\$ 65,713.02	\$ 66,573.74	\$ 67,239.47	\$ 68,119.55	\$ 68,800.74	\$ 69,700.61
Operating Expenses		\$ 63,654.12	\$ 64,927.20	\$ 66,225.75	\$ 67,550.26	\$ 68,901.27	\$ 70,279.29	\$ 71,684.88	\$ 73,118.58	\$ 74,580.95	\$ 76,072.57
Capital Costs (@2/3)		\$ 6,560.10	\$ 6,560.10	\$ 6,560.10	\$ 6,560.10	\$ 6,560.10	\$ 6,560.10	\$ 6,560.10	\$ 33,832.80	\$ 33,832.80	\$ 33,832.80
Surplus/Deficit		-\$ 8,069.53	-\$ 8,215.76	-\$ 8,565.23	-\$ 9,047.97	-\$ 9,748.35	-\$ 10,265.66	-\$ 11,005.50	-\$ 38,831.83	-\$ 39,613.00	-\$ 40,204.76
Redwood/Kennedy											
Revenues		\$ 29,193.19	\$ 29,948.15	\$ 30,397.37	\$ 31,026.38	\$ 62,052.73	\$ 62,702.81	\$ 62,702.81	\$ 63,352.88	\$ 63,352.88	\$ 64,002.96
Operating Expenses		\$ 26,632.20	\$ 27,164.84	\$ 27,708.14	\$ 28,262.30	\$ 28,827.55	\$ 29,404.10	\$ 29,992.18	\$ 30,592.03	\$ 31,203.87	\$ 31,827.94
Capital Costs (@2/3)		\$ 23,116.86	\$ 23,116.86	\$ 23,116.86	\$ 23,116.86	\$ 23,116.86	\$ 23,116.86	\$ 23,116.86	\$ -	\$ -	\$ -
Surplus/Deficit		-\$ 20,555.87	-\$ 20,333.56	-\$ 20,427.63	-\$ 20,352.79	\$ 10,108.32	\$ 10,181.85	\$ 9,593.77	\$ 32,760.86	\$ 32,149.02	\$ 32,175.02
Net Surplus/Deficit		\$ 27,138.89	\$ 32,397.91	\$ 37,202.50	\$ 35,469.01	\$ 215,531.19	\$ 95,231.77	\$ 93,371.82	\$ 2,019.04	-\$ 142.74	-\$ 1,601.20

Assumes 2% annual inflation.

Assumes funding from senior levels of government to cover 1/3 of total capital costs.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 7, 2022

SUBJECT: Update – Per Diem & Mileage (2022)

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

The Township of South Glengarry's Per Diem for Council Members Policy (Policy 95-14) is updated annually.

Updated rates, based on the policies for per diem and reimbursement (mileage) for 2022 are outlined below:


Per Diem:

	2019	2020	2021	2022 CPI@4.38%	Yearly
Activities under 2 hours	\$60.00	\$61.14	\$61.45	\$64.14 – Actual \$64.00 - Rounded	Adjust by CPI (rounded to nearest half dollar)
Activities for ½ a day	\$100.00	\$101.90	\$102.42	106.91 – Actual 107.00 - Rounded	
Activities for a whole day	\$175.00	\$178.32	\$179.23	187.08 - Actual 187.00 - Rounded	

Mileage Rate:

Mileage rates are established through the Township's Reimbursement Policy (Policy 90-14) based on the Canada Revenue Agency rates (lagging by one year for vehicle reimbursement). The CRA rate did not change in 2021; therefore the mileage rate will not change from **\$0.59/km** in 2022.

The policies are attached for Council's information.

South Glengarry			POLICY
Policy and Procedural Manual		Page Number:	1 of 3
Policy Number:	90-14	Review Frequency:	Every 5 Years
Approved By:	Bryan Brown - CAO	Date Approved:	August 11, 2014
		Revision Date:	February 18, 2020
Subject:	Conference and Training Re-imbursement of Expenses Policy for Council Members and Staff		

LEGISLATIVE AUTHORITY

The Municipal Act, S.O. 2001, c.25, s.283 (2) despite any Act, a municipality may only pay the expenses of the members of its council of the municipality and of the officers and employees of the municipality if the expenses are of those persons in their capacity as members, officers or employees and if,

- a. the expenses are actually incurred; or
- b. the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

POLICY STATEMENT

The policy establishes re-imbursement processes that will ensure efficient and effective re-imbursement of conference and training for council members and staff in an open, fair, and accountable environment.

APPLICATION

This conference and training re-imbursement of expenses policy for council members and staff applies to all conferences and training by all departments of the Township of South Glengarry.

CONFERENCE AND TRAINING RE-IMBURSEMENT GOAL

The Township of South Glengarry does not presently have a formal policy that establishes the parameters regarding the reimbursement of expenses made by staff and Members of Council when they are involved in conducting business on behalf of the

Township. Historically the Township has had a past practice in this regard, whereby members of staff and Council have been provided with an allowance of \$1,250 per conference or workshop attended. The allowance is intended to provide monies to offset the cost of food, accommodations, tips, parking, etc. while attending the conference or workshops. Registration for such events is paid directly by the Township.

In a review of this practice and policies that other municipalities use to address the matter of reimbursing expenses made by members of staff and Council, it became apparent that the Township requires a formal policy on this matter in order to ensure fairness, transparency and consistency in this practice.

GENERAL CONDITIONS

The policy set out herein shall apply to the extent that budgets are available to cover anticipated expenses. Should annual budgets for conference/conventions, seminars/workshops/training courses, or meetings and other similar events be exhausted or insufficient to meet expenses, then Council's authorization for over-expenditure shall be required before attendance at an event and a claim for the reimbursement of expenses related to that event will be considered.


Members of Council and staff shall be entitled to reimbursement for reasonable costs associated with the conduct of business of the Township as set out below;

1. Conference or course registration fees
2. Personal meals
3. Gratuities
4. Accommodation
5. Travel
6. Parking
7. Incidental or out-of-pocket expenses subject to the following parameters;
 - a. Expenses for personal meals daily are not to exceed \$15 for breakfast, \$20 for lunch and \$40 for supper. Any meal related expenses that are claimed in excess of the allowances must be accompanied by a receipt or the allowance maximum for that meal will be reimbursed. Should any meals be provided as part of the registration to a conference or workshop, no allowance for reimbursement will be provided for that meal.
 - b. Accommodations' shall be reimbursed typically for a standard single room. If accommodations are secured with family and friends, staff and Council are entitled to claim \$50/per night.
 - c. When travelling by car, travel expenses shall be based on the current Canada

Revenue Agency (first \$5,000 km) rate, adjusted annually, and be based on the return travel distance from Lancaster to the location of the event. Council members cannot claim for mileage within the Township. However, Council will be provided with an annual stipend for such travel as determined by Council during the Budget process.

- d. When travelling by bus or plane, reimbursement shall be based on economy fare. Transfer and costs for taxis shall be eligible when using this form of travel.
- e. When travelling by train, reimbursement may be based on business fare to encourage travel by train.
- f. Reimbursement for travel expense shall be based on the most economical and practical option for travelling to and from the event. Unless exceptional circumstances exist, charges for use of a personal vehicle for long distance travel shall not exceed the equivalent cost of economy airfare plus airport parking and transfers.
- g. Spouses/companions may accompany members of Council to events and functions but costs for the spouse or companion shall not be eligible for reimbursement.

⚙️ *Receipts required for registration fees, meals in excess of daily amount of \$15 for breakfast, \$20 for lunch and \$40 for supper, accommodations (except when staying with family or friends), parking and taxis etc...*

Township of South Glengarry			POLICY
Policy and Procedural Manual		Page Number:	1 of 2
Policy Number:	95-14	Review Frequency:	Every 5 Years
Approved By:	COUNCIL	Date Approved:	September 8, 2014
		Revision Date:	November 18, 2019 February 18, 2020 February 7, 2022
Subject:	Per Diem for Council Members		

The Mayor and Members of Council will be compensated for representing the business interests of the Township of South Glengarry. These activities shall be compensated for upon submission and approval of an of an expense claim upon completion of the activities.

In addition, to enhance the effectiveness of their Council positions, there are conferences/ workshops / seminars /professional development sessions that members of Council may wish to attend.

Following attendance at a conference or workshop / seminar / professional development session, the attending member of Council is to provide a report to Council with regard to the event(s) or co-author such a report with other attendees of the same event(s).

An annual budget will be established for attendance at such conferences/workshops/seminar/professional development sessions with an allotment being provided to the Mayor and Members of Council.

Applicable	Not Applicable
<ul style="list-style-type: none"> • Conferences • Education and Training • Professional Development • Special Meetings 	<ul style="list-style-type: none"> • Council Meetings • Budget Meetings • Meetings with Residents • Committees of Council

The per diem rates that are eligible for claim shall be as follows for the time incurred for the approved activities:

- Activities under 2 hours - \$64.00
- Activities for ½ a day - \$107.00
- Activities for a whole day - \$187.00

The per diem rates paid to members of Council shall increase by the Consumer Price Index annually. Additionally, the amount will be rounded up/down to the nearest half dollar (starting in 2021).

The effective date of this policy will be September 8, 2014

- Reviewed November 18, 2019
- Revised March 16, 2020
- Revised March 16, 2022

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry
MEETING DATE: February 7, 2022
SUBJECT: Consent Application B-196-21
PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement

RE: B-196-21
Part of Lot 27, Concession 5
Former Township of Lancaster
Duval

Type of Consent: To Sever a Surplus Dwelling to a Farming Operation

Subject:

The subject property is located on part of lot 27, Concession 5, on the south side of the road. The purpose of this application is to sever approximately 2.5 acres of residentially developed land that is surplus to the farming operation and to retain 48 acres of agricultural land.

Official Plan Designations:

The subject property is designated Agriculture in the County Official Plan. In Section 8.12.13.2 of the County Official Plan there are strict policies for consents in an Agricultural Designation. Section 8.12.13.3.7.a. i. indicates that a consent may be granted for an “agricultural use if the lot is of a size appropriate for the type of agricultural use common in the area and is sufficiently large to maintain flexibility for future changes in the type or size of the agricultural operation”. This proposed consent conforms to the Official Plan.

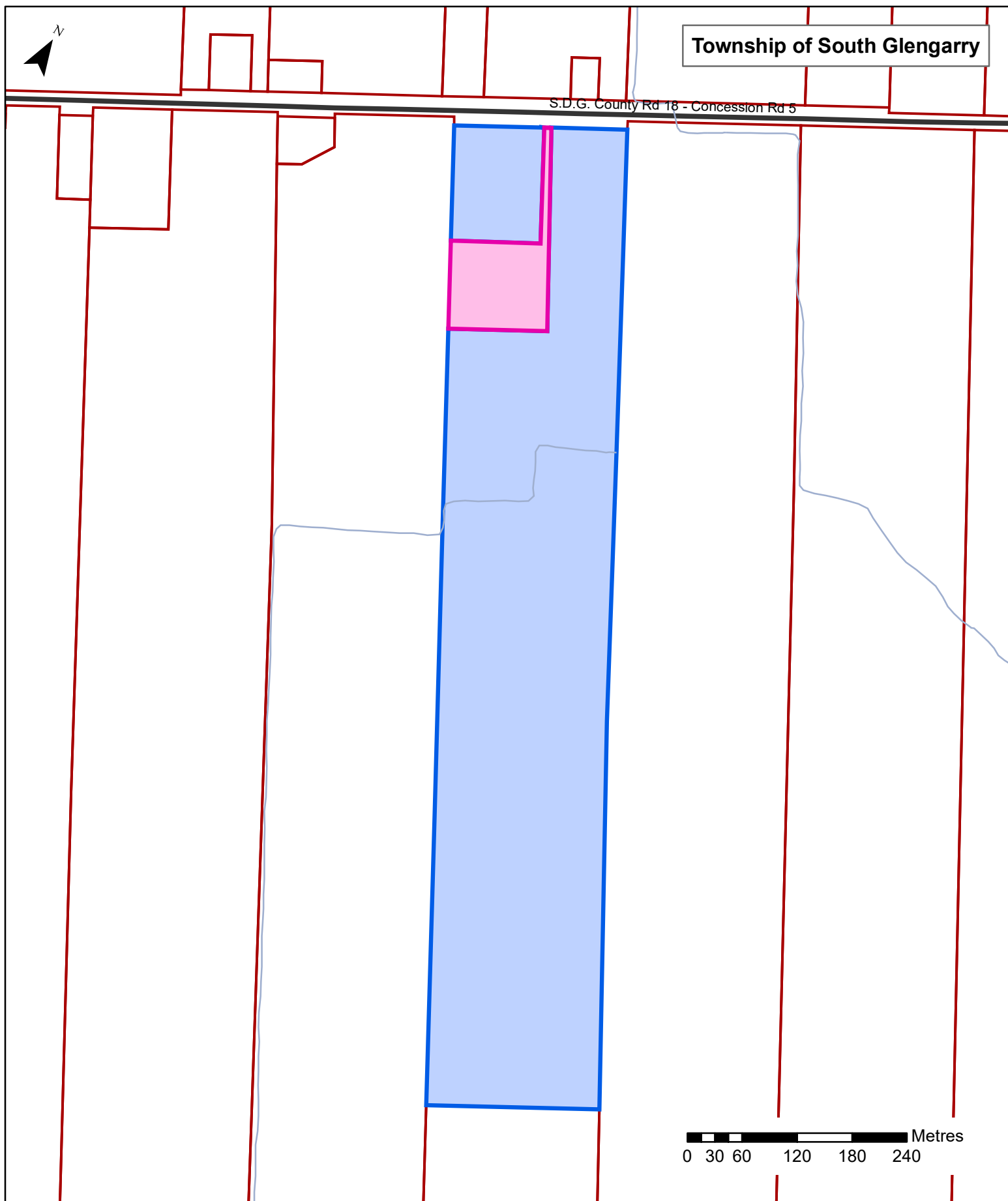
Zoning By-law:



The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent does not conform to the Township’s Zoning By-law as the proposed retained land is less than 20 hectares (49.4 acres).

Proposed Recommendation:

That the United Counties of SDG Director of Transportation and Planning approves this application for consent as it conforms to the Official Plan, the general intent to the Zoning By-Law and the PPS. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township.
2. The applicant must apply for a zoning amendment to reduce the minimum lot area of the retained lands as well as to prohibit residential construction. The zoning amendment application fee is \$1,200.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.



-  Retained ~ 46.80 acres
-  Severed ~ 2.80 acres

Application Number: B-196-21

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INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry
MEETING DATE: February 7, 2022
SUBJECT: Consent Applications B-194-21 & 195-21
PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement

RE: B- 194-21 & 195-21
Part of Lot 36, Concession 1
Geographic Township of Lancaster
MacRae

Type of Consent: To Create 2 Building Lots

Subject:

The subject property is located on Part of Lot 36, Concession 1, on the south side of Old Montreal Road along the St. Lawrence River. The purpose of these applications are to create two building lots and to retain a residentially developed lot. The proposed lots can be serviced by municipal water and wastewater.

Official Plan Designations:

The subject property is designated Residential District and is located within the Urban Settlement Area of South Lancaster. This proposed consent conforms to the Official Plan.

Zoning By-law:

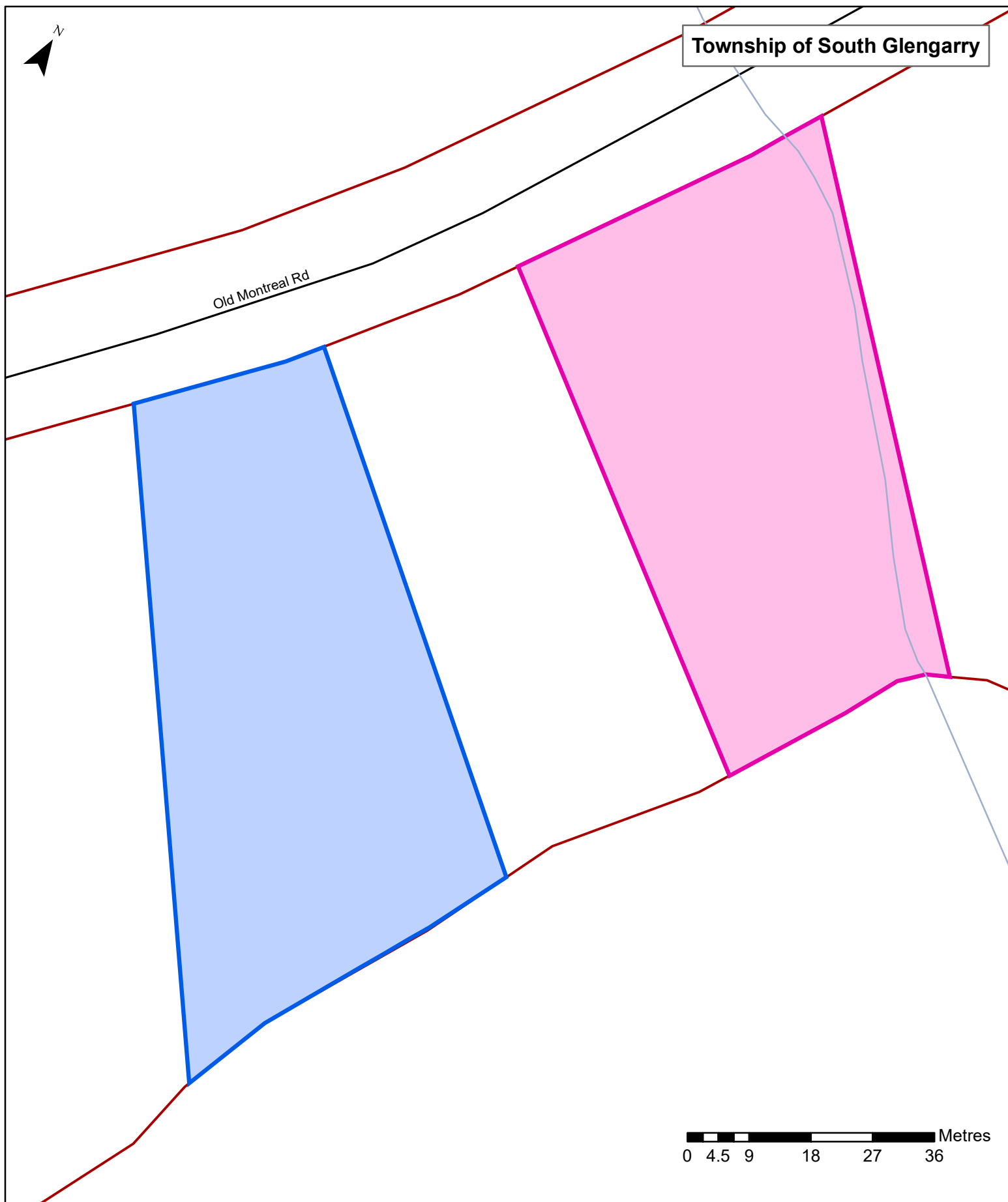
The subject property is zoned Residential One and Floodplain - Holding. The proposed consent conforms to the Zoning By-law.



Proposed Recommendation:

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the PPS, the Official Plan and the Zoning By-law. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township for each application.
2. A parkland fee of \$1,000.00 must be paid to the Township for each application.

3. Road widening must be deeded to the Township of both the severed and retained lands.
4. That the applicant acknowledges that prior to a building permit being issued, a minor variance may be required to be applied for and approved to reduce the watercourse setback located on the east side of the property known as the severed portion for B-195-21.



-  Retained ~ 0.88 acres
-  Severed ~ 0.84 acres

Application Number: B-195-21

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INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: February 7, 2022

SUBJECT: Consent Summary 2021

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement

CONSENT APPLICATIONS SUMMARY- 2021

#	Application #	Recommendation	Decision
1	B-5-21	Recommended	Approved
2	B-17-21	Recommended	Approved
3	B-18-21	Recommended	Approved
4	B-35-21	Recommended	Approved
5	B-44-21	Recommended	Approved
6	B-47-21	Recommended	Approved
7	B-51-21	Recommended	Approved
8	B-55-21	Recommended	Approved
9	B-62-21	Recommended	Approved
10	B-63-21	Recommended	Approved
11	B-64-21	Recommended	Approved
12	B-65-21	Recommended	Approved
13	B-84-21	Recommended	Approved

14	B-101-21	Recommended	Approved
15	B-102-21	Recommended	Approved
16	B-106-21	Recommended	Approved
17	B-115-21	Recommended	Approved
18	B-116-21	Recommended	Approved
19	B-130-21	Recommended	Approved
20	B-135-21	Recommended	Approved
21	B-136-21	Recommended	Approved
22	B-138-21	Recommended	Approved
23	B-140-21	Recommended	Approved
24	B-148-21	Recommended	Approved
25	B-152-21	Recommended	Approved
26	B-156-21	Recommended	Approved
27	B-157-21	Recommended	Approved
28	B-158-21	Recommended	Approved
29	B-161-21	Recommended	Approved
30	B-176-21	Recommended	Approved
31	B-179-21	Recommended	Approved
32	B-180-21	Recommended	Approved
33	B-192-21	Recommended	
34	B-193-21	Recommended	
35	B-194-21	Recommended	
36	B-195-21	Recommended	
37	B-196-21	Recommended	



I hope you are all keeping well and warm these days. Hopefully by Spring our lives will be back to somewhat normal. It has been a long haul for all of us.

The reason I'm writing to you today is to inform you the Canadian Government with its partners has declared 2022 **"The Year of the Garden,"** It is a Centennial Celebration of our horticultural sector. It will commemorate Canada's rich garden heritage, celebrate today's vibrant garden culture and create legacies for a sustainable future. Please check out gardenscanada.ca for more information. In conjunction with **"The Year of the Garden,"** gardeners, businesses and Municipalities are being asked to plant as many **red** flowers in their gardens and containers as possible to show their Canadian Gardening Pride.

The Martintown and District Horticultural Society and the Williamstown Green Thumbs are asking the Township of South Glengarry to officially proclaim 2022, **" The Year of the Garden."**

I am attaching a template of a Proclamation letter that can be signed by the mayor.

If you have any further questions or comments, please don't hesitate to contact me.

Kindest Regards,

Ginny

Ginny Blair
Leadership Team

Martintown and District Horticultural Society

Presented on Municipal letterhead

Year of the Garden 2022 PROCLAMATION

- WHEREAS** Communities in Bloom and “Fleurons du Québec” in collaboration with the Canadian Garden Council, invite all municipalities to celebrate **the Year of the Garden 2022**;
- WHEREAS** **the Year of the Garden 2022** celebrates the Centennial of Canada’s horticulture sector;
- WHEREAS** gardens and gardening contribute to the quality of life of our Municipality, our climate action goals and create safe and healthy places where people can come together in the spirit of inclusivity and reconciliation:
- WHEREAS** **the Year of the Garden 2022** will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and experience of our Municipality;
- WHEREAS** gardens and gardening have helped us face the challenges of the COVID pandemic.

NOW THEREFORE BE IT RESOLVED

- THAT** **The Township of South Glengarry** HEREBY PROCLAIMS **2022 as the Year of the Garden** in celebration of the contribution of gardens and gardening to the development of our country, our Municipality and the lives of our citizens in terms of health, quality of life and environmental challenges; and
- THAT** the Saturday before Father’s Day, **National Garden Day**, June 18 in 2022, be recognize as **Garden Day** in **The Township of South Glengarry** as a legacy of **Canada’s Year of the Garden 2022**; and
- THAT** **The Township of South Glengarry** is committed to be a **Garden Friendly Municipality** supporting the development of its garden culture and is proud to have:

(name at least two initiatives that support the garden culture of your Municipality and the spirit of the **Year of the Garden 2022**); and

- THAT** all Municipalities across Canada BE INVITED to proclaim **2022 to be the Year of the Garden** in their respective Municipalities, and that a copy of this resolution be provided to the FCM, and for that purpose.

DATED AT CITY HALL, (the xx day of (add month), 2021 or 2022

Lyle Warden, Mayor



January 28, 2022

Larry Brock, MP Brant
108 St. George Street, Suite #3
Brantford, ON N3R 1V6

Sent via email: larry.brock@parl.gc.ca

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email: will.bouma@pc.ola.org

To whom it may concern:

Please be advised that the Council of the Corporation of the City of Brantford adopted the following resolution at its City Council meeting held on January 25, 2022:

12.5.1 Closing the Revolving Door of Justice – Resolution

WHEREAS the City of Brantford has experienced a substantial increase in criminal activity leaving residents fearful for their personal safety and losing confidence in the criminal justice system; and

WHEREAS the increase in criminal activity is due in part to the failure of the justice system to hold in pre-trial custody many of the likely-to-reoffend individuals, including those who are in serious breach of prior bail conditions, a situation commonly referred to as the “revolving door of justice”; and

WHEREAS those involved in the justice system, from Justices of the Peace to those who have been arrested, acknowledge the “catch and release” bail system contributes to the increase in crime. One individual in particular, who plead guilty to several break and enter charges, together with breaches of probation and release order charges, advised the court during sentencing that he had been arrested 8 times in the previous year and felt that the system bore responsibility for failing to keep him in custody; and that being released repeatedly without the appropriate supports made it all but impossible for him to discontinue the criminal activity he engaged in; and

WHEREAS concerns continue to be raised by businesses, post-secondary institutions in the downtown area and their student bodies, neighbourhood associations, and citizens regarding the increased criminal activity; and

WHEREAS there is a pressing need for common sense bail reform that gives priority to the dignity and safety of victims over the wellbeing of criminals;

NOW THEREFORE BE IT RESOLVED:

- A. THAT Kevin Davis, Mayor of the City of Brantford, on behalf of the Council of The Corporation of the City of Brantford, correspond with the Honourable David Lametti, Minister of Justice and Attorney General of Canada, insisting that steps be taken immediately by his government to strengthen the bail system, including:
 - i. imposing more demanding and stringent surety and supervision requirements; and
 - ii. imposing more substantive and effective consequences for continued breaches of a judicial interim release order (as known as “bail”) resulting in pre-trial incarceration, which changes are required to safeguard law abiding citizens and to restore the citizens faith in the criminal justice system; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to Brant/Brantford MP Larry Brock and MPP Will Bouma; and
- C. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Brantford Police Services Board, Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and the Ontario Big City Mayors (OBCM); and
- D. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the heads of all Ontario Municipalities with a request that those municipalities consider adopting a similar resolution; and
- E. THAT the City Solicitor BE DIRECTED to send the letter to be sent to the Honourable David Lametti to Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation to determine if they are willing to be signatories to the letter.

I trust this information is of assistance.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tanya Daniels', with a large, stylized loop at the end.

Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc Brantford Police Services Board
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Ontario Big City Mayors (OBCM)
Heads of all Ontario Municipalities



United Counties of

Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY Councillor Wert

RESOLUTION NO 2022-10

SECONDED BY Councillor Landry

DATE January 24, 2022

WHEREAS GFL Environmental Inc. has developed a comprehensive proposal to extend the existing natural gas infrastructure to the Eastern Ontario Waste Handling Facility (EOWHF) in Moose Creek, as part of a project to convert the existing landfill gas into a fuel source to produce renewable natural gas (RNG); and

WHEREAS GFL is prepared to invest \$60 million to build an RNG plant which will allow for the injection of RNG into the North American natural gas grid; and

WHEREAS access to natural gas provided through the new pipeline will spur new economic interest for the area, resulting in job creation, residential expansion, and opportunity. Investments in products and services complementary to the local agricultural economy are also expected; and

WHEREAS this volume of gas will make an important contribution to Canada's natural gas industry's goal of having 5% RNG blended into natural gas streams by 2025 and 10% by 2030; and

WHEREAS as a corollary environmental benefit, the proposed RNG plant will reduce greenhouse gas (GHG) emissions by over 175,000 tonnes of CO₂ equivalents (equal to removing 53,000 automobiles from the road for a year), supporting Canada's commitment to net-zero emission by 2050.

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry support GFL's proposal and request that Ontario and Canada also fully support this innovative proposal; and

That a copy of this resolution be sent to the Ontario Minister of Finance, the Ontario Minister of Environment, Conservation and Parks, the Ontario Minister of Energy, the Ontario Minister of Economic Development, Job Creation and Trade, the Ontario Minister of Agriculture, Food and Rural Affairs, MP Eric Duncan, MPP Jim McDonnell, and all local SDG municipalities.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED

WARDEN



ECONOMIC IMPACT ASSESSMENT

**Proposed Natural Gas
Infrastructure and
Related Green
Opportunities at GFL
Environmental Eastern
Ontario Waste Handling
Facility**

Prepared by
MDB Insight and metroeconomics

DECEMBER 2021





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Abbreviations

- **BTU/scf:** British Thermal Unit per standard cubic foot
- **CHP:** Combined Heat and Power
- **CO2:** Carbon dioxide
- **EOWHF:** Eastern Ontario Waste Handling Facility
- **GFL:** Green For Life
- **GHG:** Greenhouse Gas
- **MMbtu:** Metric Million British Thermal Unit
- **MW:** Mega Watt
- **MWh:** Megawatt Hour
- **PJ:** Petajoule
- **RNG:** Renewable Natural Gas
- **SCFM:** Standard Cubic Feet per Minute



1. About this Report

MDB Insight in partnership with *metroeconomics*, has been retained by GFL to develop an Economic Impact Assessment of the proposed natural gas infrastructure and related green development opportunities at its Eastern Ontario Waste Handling Facility (EOWHF) located near the community of Moose Creek. Eagerly anticipating the economic benefits of the project are neighbouring municipalities: the Township of North Stormont, the United Counties of Stormont, Dundas and Glengarry and the United Counties of Prescott & Russell. The Township and Counties have provided assistance in this process in the form of information and statistics related to the current situation, as well as regional growth and economic development projections. They also assisted by organizing gap analysis exercises between municipal representatives and GFL staff to identify some of the potential future industrial and agricultural uses that could be undertaken at the EOWHF and surrounding region.

This report presents a current economic and demographic profile of North Stormont and the wider Region. In addition, it develops a base case projection reflecting a "business-as-usual" future based on no new natural gas pipeline or Renewable Natural Gas (RNG) plant at the EOWHF. Finally, it develops an alternative projection reflecting the impacts of the pipeline and RNG plant and of an assumed complement of activities that could catalyze in the Region.





2. Executive Summary

GFL Environmental's Eastern Ontario Waste Handling Facility (EOWHF) near Moose Creek, is centrally located between Ottawa and Montreal, in direct proximity to Highway 417, and has been identified by the United Counties of Stormont, Dundas and Glengarry (SDG) as a strategic location for industrial and commercial development. The EOWHF is within a 200 km radius (Canada only) of a population base of more than 7 million people and has easy access to the U.S. border.

Depressed Local Economy Coupled with Aging Population

Despite its advantaged geographic location, this region of Eastern Ontario, identified by Ontario's Ministry of Finance as "surrounding Ottawa region" has experienced the slowest ten-year economic growth of any region in the province. Between 2009 and 2019 this area of Eastern Ontario saw -5.9% growth. Comparatively, Ottawa grew by 17.9% and the GTA by 23%¹. This area of Eastern Ontario has an older population than the province due to outward migration of younger citizens for employment opportunities; 44.5 % of the area's population is above 50 years of age as compared to 38.2% above 50 for all of Ontario.

Location Prime for Investment

An educated and bilingual population, affordable housing, direct access to major highways and proximity to two of Canada's largest urban centres makes this location prime for investment. Investment that will generate significant economic growth for the region.

Labour can be sourced both locally and from surrounding metropolitan areas attracting talent through a mix of low real estate costs and a high quality of living:

- Low real estate costs - the Cornwall and District Real Estate Board reports that the average price of homes sold in November 2021 was \$411,684. The national average home price for the same month was \$720,850².
- Bilingualism – high standard of education in both English and French language schools make it attractive to young families from Ottawa, Gatineau and Montreal.
- Established network of indoor/outdoor recreational opportunities across all seasons.

Green Energy

GFL is prepared to invest \$60 million to build a RNG plant which will allow for the injection of RNG into the North American natural gas grid. GFL will have access to an estimated 11.6 PJ³ of renewable natural gas (RNG) from its own landfill coupled with neighbouring agricultural operations generating RNG from

¹ <https://www.ontario.ca/page/regional-opportunities-investment-tax-credit#f1>

² <https://creastats.crea.ca/en-CA>

³ One petajoule (PJ) is 10¹⁵ joules (1 million billion) or 278 gigawatt-hours.



crop residues and residuals from livestock operations⁴. This volume of gas will make an important contribution to Canada's natural gas industry's goal of having 5% RNG blended into natural gas streams by 2025 and 10% by 2030⁵. As a corollary environmental benefit, the proposed RNG plant will reduce greenhouse gas (GHG) emissions by over 175,000 tonnes of CO₂ equivalents, (equal to removing 53,000 automobiles from the road for a year), supporting the Federal commitment to net-zero emission by 2050.

Additional Funding

An additional \$30 million is required to extend the existing natural gas pipeline to the site, as detailed in the Ontario Energy Board (OEB) application titled Moose Creek Community Expansion Project. The regulatory and financial approval of this Project will be the catalyst required to start a green economic engine that will serve the region for future generations. This investment represents an important opportunity to build a model of development and revitalization that uses innovation, green synergies and cutting-edge technology to create economic opportunities for the United Counties of SDG and Prescott-Russell.

Economic Growth

The access to natural gas provided through the new pipeline will spur new economic interest for the area, resulting in job creation, residential expansion and opportunity. Investments in products and services complementary to the local agricultural economy are proposed. GFL will support the permitting and building of the following investments:

- 10-hectare greenhouse operation powered and heated with green energy, employing 100 people by 2024.
- Prescott-Russell abattoir employing 75 people by Q2 2025.
- Anaerobic-digester powered with renewable green energy to manage the residual waste of the Prescott-Russell abattoir operations and other regional abattoir operations allowing for the generation of additional volumes of RNG for the pipeline by Q2 2025.
- RNG pipeline injection service for the 500 farmsteads within a 30 km radius of the EOWHF, managing an estimated 40,000 head of cattle. It is expected that 75% of these farms will be generating RNG by managing manure and other farm organic waste with on-farm anaerobic digesters. The on-site injection service will come online in Q4 2024.

The abundance of available, commercially zoned lands will allow the surrounding area to host multiple green initiatives that will attract additional food processing facilities and other industries. These types of installations are urgently needed forms of medium-scale infrastructure that will support a circular economy. With a focus on food security, and by realizing natural synergies of the local agricultural economy, these installations will improve the generation and marketability of local produce and goods and remove dependency on foreign markets. Combined, the above-mentioned projects will support the

⁴ Renewable Natural gas (Biomethane) Feedstock Potential in Canada. TorchLight Bioresources. Natural Resources Canada. March 2020

⁵ It should be noted that many European countries, including Denmark, are at 20% RNG in their national supply strategy, resulting in greater economic and environmental success.



creation of 612 jobs by the late 2020's, and increase population by 1,364 people by 2031, adding \$79 million to the Region's GDP.

Figure 1: Private sector investment resulting from \$30 million pipeline extension

Project	Investment Amount (Million)	Investment Timeline	Number of Direct Jobs Created	Timeline of Jobs created
RNG plant and injection site (EOWHF)	\$60	2022 to 2024	8	2024/25
Anaerobic digester (EOWHF)	\$20	2022 to Q2 2025	6	2025
Greenhouse operation	\$40	2022 to 2024	100	2024/2025
Dairy farm anaerobic digestors	\$60	2022 to 2032	40	2025 to 2032
Prescott-Russell (P-R) abattoir	\$25	2022 to Q2 2025	75	2025
P-R fruit and vegetable processing hub	\$6	2022 to 2025	65	2025
Total	\$211		294*	

*The above-mentioned projects will support the creation of 294 direct jobs and 318 indirect jobs, for a total of 612 jobs.





3. Background Context

3.1 About GFL Environmental Inc.

GFL Environmental Inc. (GFL), established in 2007, is an environmental services firm offering services in solid waste management, liquid waste management, and infrastructure development. In 2007, operations consisted of a single solid waste transfer station east of Toronto, Ontario. Today, the firm has strategically located operations across Canada and in 23 U.S. states making it the fourth largest environmental services company in North America, employing 18,000 people. GFL's business model is based on service solutions that optimize diversion from landfill, resulting in GFL becoming the largest recycler in Canada and one of the largest composters in the country. In Southern Ontario, GFL offers the most comprehensive suite of integrated solid and liquid waste management, infrastructure, and soil remediation services⁶ in the industry. GFL invests heavily in landfill gas-to-energy technology that captures landfill gas and converts it to renewable sources of green energy.

3.2 Eastern Ontario Waste Handling Facility (EOWHF)

The EOWHF is located within the Township of North Stormont, approximately five kilometres north-northwest of the village of Moose Creek, Ontario, and five kilometres east of the village of Casselman, Ontario. GFL's EOWHF is the Township's largest employer, with 45 people employed in the facility and an additional 70 individuals through hauling operations. These activities support many other jobs in the area. In addition, GFL purchases more than \$15 million of goods and services within the Region.

The EOWHF accepts solid non-hazardous waste from approximately 500 communities across Eastern Ontario, providing essential disposal services. The facility's 4.2 MW landfill gas-to-energy plant was commissioned in 2012 and is designed to generate electricity for 4,000 local homes. Through the on-site landfill gas recovery system, GFL collected and combusted approximately 57 million m³ of landfill gas in 2020, with an approximate quality of 54% methane. The reduction in GHG emissions from this effort was approximately 361,000 tonnes of CO₂ equivalents⁷.

The EOWHF also has an industrial scale compost facility that is permitted to accept 240,000 tonnes of organic waste per year, and consistently generates AA compost product. Table scraps from the GTA, the Region of York, Belleville and Gatineau amongst other Eastern Ontario cities are processed at the site and the material is then included in bagged soil mixes sold in big box stores across the province – an excellent example of a circular economy at work.

Proposed Expansion of EOWHF

⁶ GFL – 2019 Environmental Sustainability Report

⁷ <https://gflenv.com/our-facilities/landfills/>



GFL has initiated an Environmental Assessment seeking approval for landfill expansion at the EOWHF. The proposed future development will involve the construction of approximately 15.1 million cubic metres of additional landfill disposal capacity over a 20-year planning period. GFL has identified a sustainable business opportunity and long-term need for the EOWHF to continue providing disposal capacity. A disposal option for residual waste material will allow GFL to continue to provide waste diversion and green bin organic composting services into the future.

The project's Terms of Reference (ToR) was approved by the Minister of Environment, Conservation and Parks (MECP), Honourable Jeff Yurek, on January 14, 2021. The project continues to progress and is slated for submission to the MECP in the latter half of 2022. The proposed future development will be on land currently owned by GFL⁸.



3.3 EOWHF Green Development Opportunities

Source: Future Development of the Eastern Ontario Waste Handling Facility.
Environmental Assessment (EA) Terms of Reference

⁸ <https://gflenv.com/moose-creek-landfill-expansion/>



In addition to waste management services at the EOWHF, other development opportunities are being proposed. These initiatives include an RNG plant, which will convert landfill gas into RNG, that will be injected into North America's natural gas supply grid.

The expanded natural gas available through a new pipeline, together with GFL's land holdings around the EOWHF, also has the potential to support a food processing and packaging facility, greenhouses, and an abattoir. It also has the potential to work in concert with a complementary food hub being proposed to be placed in Prescott-Russell. The two facilities could be designed to optimize synergies between operations, increasing jobs and investment opportunities. On August 27, 2020, the Ontario Federation of Agriculture (OFA) released a report calling for increased meat processing capacity. "The COVID-19 crisis revealed vulnerabilities in the current meat processing supply chain but has created an opportunity for a more regional approach to food production," says the OFA report⁹. Food security is also one of the most critical issues today; it is a major problem for Canadian cities and towns because of the implications of food in shaping key community issues, including healthcare¹⁰. A recent feasibility analysis for a meat processing facility conducted by Dufferin County shows that people find locally sourced food very important. Further studies show that consumers see locally sourced food as a sustainable choice¹¹. By making sure that food products are locally grown in the proposed food processing facility, there will be a positive impact in the region by controlling the nutritional quality of produce, mitigating the impacts of supply chain disruptions, and reducing the GHG emissions from long-haul transportation from foreign markets. The use of waste heat from the existing gas-to-energy facility to support the greenhouses capitalizes on natural synergies and furthers the environmental and economic benefits of the developments.

A comprehensive description of the socio-economic impacts for the region is presented in the **Socio-Economic and Environmental Benefits** section of this report.



4. Economic Impact Assessment

⁹ Ontario abattoirs facing processing capacity shortages – in need of funding. August 2020

¹⁰ Gord Hume - Municipal Information Network - Food Insecurity Is Still a Critical Issue December 2, 2021

¹¹ Dufferin County Meat Processing Feasibility Analysis, Mallot Creek Group, April 23, 2021

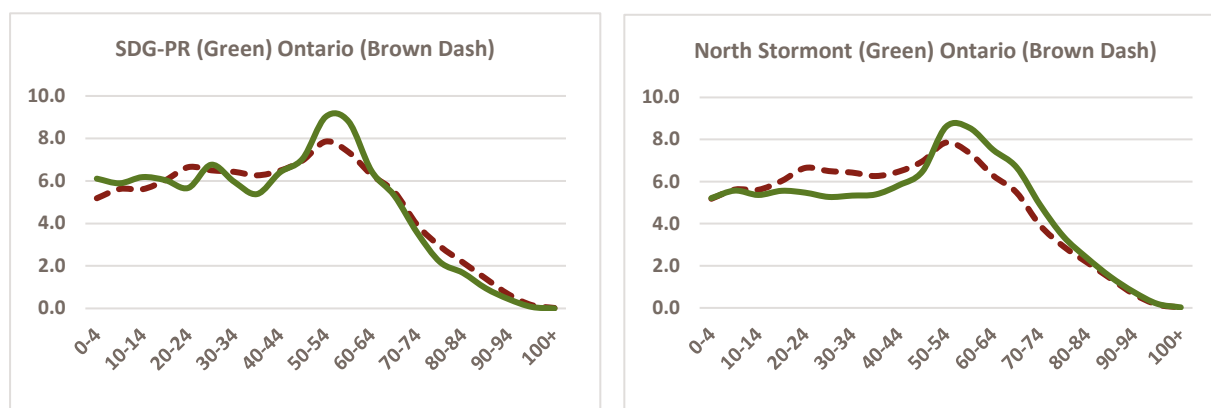


4.1 Demographic and Economic Profile

This section of the report provides a brief demographic and economic profile of the Township of North Stormont and the Region within which GFL's EOWHF operates. For the purposes here, the Region is considered to include Stormont, Dundas and Glengarry United Counties and neighbouring Prescott and Russell County (from this point on referred to as SDG-PR Counties or the Region).

North Stormont's population in 2020 at 7,201 was up only modestly by 0.9% from its level in 2001. The population of the Region was 218,859 in 2020, growing between 2001 and 2020 by 8.6%, or 10 times the pace of the Township. Over that same period, the population of Ontario grew three times faster than the Region, at a rate of 26.1%. The absence of growth in the population of North Stormont implies its population is mostly aging in place. In contrast, the populations of Ontario and SDG-PR Counties are both growing, due to their attraction of relatively young migrants. The net result: 44.5% of the people in the Township are 50 years of age or older, considerably greater than the Region's 50-plus share at 38.5% and Ontario's at 38.2%. The shares of the total population by 5-year age group for each Township and the Region are compared to the shares for Ontario in Figure 2.

Figure 2: Population by 5 Year Age Group (Horizontal Axis) – Percent Share of the Total Population in 2016 (Vertical Axis)



Source: Statistics Canada 2016 Census

A location quotient assessment of jobs by place-of-work by industry in each of SDG-PR Counties and the Township reveals agriculture and manufacturing are the economic drivers – the economic base industries – of the area. Jobs in both industries have declined in the area, as they have province-wide, nation-wide, and worldwide. The area's dependence on them as economic drivers may explain their modest pace of population growth.¹²

4.1.1 GFL RNG Production Opportunity

GFL's EOWHF operations generate landfill gas as a by-product, and since 2012 the landfill gas has been used to generate electricity that is fed into the provincial grid. GFL's proposal to continue its waste

¹² Jobs in agriculture and manufacturing have declined throughout Ontario. But the province's population continues to grow because its economic base jobs are growing in a number of service industries such as finance, professional services, specialty health care and post-secondary education.



handling operations into the future will lead to the production of even more landfill gas that can be purified to RNG and injected into North America's natural gas supply grid. GFL is prepared to commit to construction costs of \$60 million for an RNG plant in North Stormont.

For the plant to be feasible, Enbridge must build a \$30 million pipeline so the natural gas produced by the RNG plant can be introduced into North America's supply grid.

The development of the pipeline and the RNG plant will be a catalyst for economic development in the Region. The low-cost energy provided through the waste heat and related natural gas pipeline would make greenhouse, food processing and abattoir activities economically feasible. Additional synergies could be realized, as the abattoir would generate offal as a by-product, which can also be converted to natural gas, transforming an operating expense into a revenue stream.

In other words, the RNG plant and the natural gas pipeline could serve as a catalyst for development of an economic hub in the area, centred around food processing, packaging and distribution. This, hub would be aligned with corollary objectives of the establishment of a sustainable and circular economy in the Region. The following section illustrates the magnitude of the economic benefits that could be generated by developing a natural gas pipeline link to North Stormont and by building the RNG plant.

4.1.2 The Potential Economic Impacts

In developing the impact estimates, the following assumptions were made:

- The proposed pipeline construction will occur in 2023 and 2024, and the pipeline will be in operation from Q4 2024 onwards. Its direct impacts will mostly occur in North Stormont.
- The proposed RNG plant construction will occur in 2023 and 2024 and thus will be operational from Q4 2024 onwards. Eight jobs would be added for an RNG facility. Its direct impacts will mostly occur in North Stormont.
- An abattoir will be built on the GFL's site and be fully operational from Q2 2025 onwards. It will employ 75 people.
- A greenhouse production facility will be built in the area and fully operational from 2024 onwards. It will employ 100 people.
- A fruit and vegetable processing facility will be built in the area and fully operational from 2025 onwards. It will employ 65 people.
- An additional 6 jobs would be generated from a compost bagging operation. These operations would take compost generated from the site, bag it and have it shipped to big-box stores for retail sale.
- One-third of the direct impacts of the abattoir, greenhouse facility and food processing facility will occur in North Stormont with the remaining elsewhere in the Region.

Based on the Statistics Canada multipliers, the following economic impacts could be expected to accrue each year from 2028 onwards:

- There would be a direct impact of 294 jobs, sustained each year.



- An additional 377 jobs will be created indirectly and continue each year as the new facilities purchase inputs from other businesses.
- An additional 138 jobs will be induced and will continue each year as the workers at the new facilities spend their incomes locally.

Thus, the total number of jobs on an ongoing basis from 2028 onwards resulting from all assumed new activities is projected to be 769.

Taking a different approach to measuring the potential impacts, *metroeconomics'* sub-provincial projection system was used for North Stormont and the SDG-PR Counties. Projections were made to assess the impact that the direct job creation values noted above will have, over time, for each area, on the population, the number employed by place-of-work, and GDP. The direct impacts that were fed into this projection system, generated estimates of the indirect and induced impacts of the new facilities in each area.

Based on the inputs provided, the sub-provincial system projects that:

- The total number of jobs in the Region on a place-of-work basis will exceed the number projected in the base case by 612 by the late 2020s, and the difference will grow to reach 682 by 2051.¹³ The percentage difference in 2051 will be 0.8%.
- The Region's total population will exceed that projected in the base case by 1,364 in 2031 and will increase to 1,520 by 2051. The percentage difference in 2051 will be 0.6%.
- The GDP of the Region will exceed that projected in the base case by \$79 million in 2031, increasing to more than \$117 million by 2051. The percentage difference in 2051 will be 1.0%.

The Regional impacts described above include the impacts for North Stormont and the rest of the Region. The impacts assessed for North Stormont alone are as follows:

- Total employment by 2031 will be greater than the base case by 1,956 increasing to 2,166 by 2051. The percentage difference in 2051 will be almost 25%.
- The total population will exceed the base case projection in 2031 by 1,903, and that differential will hold through to 2051 by 2051. The percentage difference in 2051 will be almost 25%.
- The GDP generated will exceed the base case value by \$40 million in 2031, increasing to \$73 million by 2051. The percentage difference in 2051 will be more than 22%.
- Approximately 40 jobs will be created between 2025 to 2032 through the investment for various farm anaerobic digestors¹⁴.

The table below summarizes the estimated impacts of the assumed new facilities on North Stormont and the Region for each of 2031 and 2051 for their respective populations, number employed and GDP. The relative impacts – North Stormont vs. the rest of the Region – could differ from those presented in the table depending on the assumptions made about where the new facilities are built.

¹³ This estimate falls short of the 625 total impacts based on the multipliers-based estimation procedure because it reflects the probability that some of the indirect impact jobs will occur outside the Region (not all inputs will be available locally).

¹⁴ GFL Environmental Inc.



Figure 3: Economic and Demographic Impacts of the Assumed Additional Activities

Characteristics	Region		Township	
	2031	2051	2031	2051
Population				
Base	226,968	258,632	7,495	7,587
Impact	228,331	260,153	9,398	9,474
Difference	1,364	1,520	1,903	1,887
% Difference	0.6	0.6	25.4	24.9
Employed by Place-of-Work				
Base	67,826	80,287	1,656	1,734
Impact	68,438	80,969	1,956	2,166
Difference	612	682	300	432
% Difference	0.9	0.8	18.1	24.9
GDP (\$ millions)				
Base	\$8,061	\$11,691	\$220	\$327
Impact	\$8,140	\$11,808	\$260	\$400
Difference	\$79	\$117	\$40	\$73
% Difference	1.0	1.0	18.2	22.3

Source: metroeconomics

4.2 Conclusion

The estimates above indicate that the complement of production opportunities that are assumed to be catalyzed by the pipeline and the RNG plant will have a significant positive economic impact on the area. New production capacities in the area need not be limited to the modest projects assumed above.

The fostering of a food processing facility in the area promises to be the catalyst needed to raise the trajectory of economic and demographic growth in the Region.



5. Socio-Economic and Environmental Benefits

Currently, GFL Environmental green initiatives include composting (over 120,000 tons of organic waste each year) and the generation of 4.2 MW of green electricity. The GFL expansion will create new green opportunities for the Region, which can help to increase food security, reduce overall GHG emissions, and support a number of federal and provincial objectives and initiatives.

5.1 Future Green Opportunities and Food Security

An increasing number of Canadians have been facing challenges in putting food on their tables, as highlighted and exacerbated through the COVID-19 pandemic. In recent months, food banks and food security organizations have experienced increased pressures as demand soars and resources are scarce. To mitigate these issues and support Canadians, the Federal Government is investing in food security organizations¹⁵. Canada has committed to achieving zero hunger and food security for all Canadians and to achieving food security related Sustainable Development Goals by 2030. The opening speech of Canada's 2020 parliament emphasized that every Canadian deserves to have nutritious food on the table. With these commitments in place, it is crucial that Canada have the ability to measure progress towards achieving the Food Policy's priority outcomes¹⁶.

The abundance of available GFL-owned land creates the opportunity for siting a number of food generation and processing facilities. These types of installations are considered to be urgently needed medium scale infrastructure and would further support the circular economy model. Such facilities would also provide a wide range of full-time positions. Through greenhouses and an abattoir, this project would support generation and marketability for local produce and goods and help to remove dependency on foreign markets and reduce GHG emissions from long-haul trucking. Such a development could also include a renewable natural gas (RNG) injection site.

Greenhouse Facility

GFL and the Township of North Stormont are looking forward to announcing an agreement with a third party to bring local agricultural expertise and capital to invest in greenhouse operations located at the EOWHF. GFL is able to provide a low-cost heat source captured from the existing turbine- generating electricity, and a green substitute for the traditional carbon heat source for greenhouses. It is anticipated that a 10-hectare greenhouse operation located on available GFL owned land will create local employment of 100 full-time positions. Available land on-site has already been identified and zoned for this purpose. This type of development will provide local food security for Eastern Ontario and the National Capital Region and reduce dependence on foreign food suppliers while reducing GHG

¹⁵ Government of Canada rolling out \$100M in added support to food security organizations during COVID-19 pandemic – News Release. December 18, 2020

¹⁶ Food security data and measurement – Agriculture and Agri-Food Canada, Food Systems Summit 2021: Stage 2 dialogue report. April 27, 2021



emissions by reducing long-haul trucking needs.

The greenhouse facility would be modelled after the Productions Horticoles Demers facility in Drummondville, Quebec. This facility has met consumers and distributors' growing demand for local products and helped to diversify the food sector. In that case, a heat recovery system was designed to capture waste heat produced which is then transferred to a nearby tomato greenhouse. The cogeneration system came online in the fall of 2012. It had already provided more than 10,000 MWh of energy to the new greenhouse by the following year. The facility has won a Sustainable Action Award from the Quebec Association for Energy Advancement (AEEA). The environmental benefits from this project are significant. This process dramatically reduces the consumption of diesel — traditionally used to heat greenhouses — by more than 500,000 gallons annually. This is the equivalent of removing more than 15,000 tons of CO₂ from the atmosphere and contributing to a greener crop.

Abattoir

The shortage of abattoir capacity is well documented in Ontario, particularly in Eastern Ontario. This creates weaknesses in the food supply chain and delays area farmers' processing capacity, ultimately raising farming costs and hindering access to food production. To ensure their cattle can be processed, many farmers in Eastern Ontario ship cattle across national borders to Taylor's Meat Processing Plant in Pennsylvania. The recent pandemic further complicated this route and access to reliable processing capacity. The Governments of Canada and Ontario are investing more than \$7 million to increase production and efficiency in meat processing plants in the province. The initiative is intended to address the supply chain disruptions. The \$7 million is part of both governments' investments to assist Ontario's agri-food sector in meeting challenges related to COVID-19¹⁷.

GFL has the site capacity to include a federal abattoir and biodigester for the offal by-product. The provincial government may also want to consider adapting a biodigester for the dead stock from Eastern Ontario at the GFL lands in North Stormont, as a potential solution to this long-standing problem. These proposals would move Ontario closer to the circular model. The GFL lands in North Stormont total more than 950 ha, with only 500 ha earmarked for landfilling, composting, RNG plant and greenhouses. The remaining lands are being considered for further development, and an industrial-scale abattoir has much potential. The high concentration of farmsteads in Eastern Ontario and the GFL site's ability to provide final disposal for residual waste make the possibility of an abattoir very attractive.

Renewable Natural Gas (RNG) Injection Site

An RNG injection site at the EOWH Facility would allow a point of entry for local farm digesters to supply RNG from livestock operations to the natural gas supply grid. With over 500 farmsteads within a 30 km radius of the EOWHF, an estimated 40,000 head of cattle are maintained. It is expected that 75% of these farms will be participating in an RNG project over the next 2-5 years, through the use of on-farm anaerobic digester facilities. The RNG produced could be delivered to an injection site at the EOWHF; this RNG is estimated to total 26.3 million m³ of pipeline ready gas, carrying a net market value of \$75 million. This will create 40 new full-time jobs and reduce the Region's carbon footprint by over 20,000

¹⁷ Governments Investing in Meat Processors Capacity in Ontario. News Release. May 3, 2021



tonnes per year¹⁸.

5.2 Reduction in GHG Emissions to Combat Climate Change

The EOWHF captures landfill gas generated within the landfill, currently collecting an average of 4,500 standard cubic feet per minute (scfm) at an energy level of 500 BTU/scf at 50% methane by volume. The amount of landfill gas that can be collected from the landfill has been estimated at a peak recovery rate of 5,300 scfm in 2027, based on the existing approved landfill (11.6 million m³ of waste). When considering the existing site plus the proposed expansion area, the estimated peak landfill gas recovery rate is in the order of 8,400 scfm for 2047.

The large volumes of landfill gas generated at the GFL's EOWHF make it an attractive opportunity to consider RNG production. The existing approved landfill could sustain a 4,000 scfm (at 50% methane) RNG production plant over a 10-year life span. The amount of RNG produced annually would be approximately 1 million GJ, or enough RNG to heat 11,000 Ontario homes and fuel local grain drying operations. The plant capacity will be increased to approximately 6,000 scfm when the landfill site expansion is approved and built – enough to heat 17,000 homes for another 40 years.

An RNG plant would provide significant environmental benefits by displacing natural gas extracted from the Earth. A 4,000 scfm RNG plant would annually reduce GHG emissions by over 110,000 tonnes of CO₂ equivalents, equal to removing 35,000 automobiles from the road for a year. A 6,000 scfm RNG plant would reduce GHG emissions by 175,000 tonnes of CO₂ equivalents annually (approximately 53,000 automobiles). Over a 40-year project life, this amounts to 6 million tonnes of CO₂ equivalents, or 1.9 million automobiles being removed from the road for a year.

5.3 Government Initiatives and Objectives

Provincial Biogas Regulations

The Ontario government, in July 2021, announced it is changing its biogas regulations under the *Nutrient Management Act* to enable new on-farm biogas systems and an expansion of existing systems to be approved more easily and at a lower cost. The changes will also help reduce GHG emissions by diverting waste from the landfill through increased maximum allowable limits and new types of off-farm anaerobic digestion materials, such as food processing waste and source-separated organics, and by encouraging the production of RNG. These changes encourage innovation and growth while also maintaining environmental protections through additional requirements for odour control, material handling before land application, digester tank design and setbacks¹⁹. According to the Canadian Natural Gas Association, Canada's natural gas utilities have set an aspirational target of 5% RNG blended into natural gas streams by 2025 and 10% by 2030.

EOWHF Net Zero Environmental Footprint

The Canadian *Net-Zero Emissions Accountability Act*, which became law on June 29, 2021, legislates

¹⁸ Letter of Support from Nick Thurler, Board Member of Dairy Farmers of Ontario, to Mayor Jim Wert with regards to the GFL efforts to develop and RNG facility and have the natural gas infrastructure expanded.

¹⁹ Ontario Increasing Opportunity for On-Farm Renewable Natural Gas Production – Agriculture, Food and Rural Affairs, New Release. July 5, 2021







United Counties of
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY Councillor Warden

RESOLUTION NO 2022-09

SECONDED BY Councillor MacDonald

DATE January 24, 2022

Whereas municipal governments provide essential services to the residents and businesses in their communities; and

Whereas the ability to provide those services is negatively impacted by exponentially rising insurance costs; and

Whereas one driver of rising insurance costs is the legal principle of 'joint and several liability,' which assigns disproportionate liability to municipalities for an incident relative to their responsibility for it; and

Whereas, the Government of Ontario has the authority and responsibility for the legal framework of 'joint and several liability;' and

Whereas the Premier of Ontario committed to review the issue in 2018 with a view to helping municipal governments manage their risks and costs; and

Whereas the Association of Municipalities of Ontario on behalf of municipal governments has provided recommendations in this source document to align municipal liability with the proportionate responsibility for incidents and capping awards;

Now, therefore be it resolved, that the Council of the United Counties of Stormont, Dundas and Glengarry does hereby support AMO's recommendations; and

Further be it resolved that the United Counties of Stormont, Dundas and Glengarry does hereby call on the Attorney General of Ontario to work with municipal governments to put forward a plan of action to address "joint and several liability" before the end of the government's current term so that municipalities can continue to offer high quality services to their communities; and

That a copy of this resolution be forwarded to the Attorney General of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonnell, the president of AMO, and local SDG municipalities.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED


WARDEN

January 12, 2022

SENT ELECTRONICALLY

City of St. Catharines
Legal and Clerks Services
Office of the City Clerk
Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

ATTN: Bonnie Nistico-Dunk, City Clerk
bdunk@stcatharines.ca

RE: National Childcare Program

Please be advised the Council of The Corporation of The Town of Niagara-on-the Lake, at its regular meeting held on December 20, 2021, passed a motion in support of The City of St. Catharines resolution in regard to the National Childcare Program,

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;*
- (b) improve the wages and working conditions of early childhood educators, and*
- (c) publicly fund the expansion of not-profit and public childcare;*

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario."

If you have any questions or require further information, please contact our office at 905-468-3266.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colleen Hutt', with a stylized flourish at the end.

Colleen Hutt
Acting Town Clerk

c.c. Premier Doug Ford - doug.fordco@pc.ola.org
Niagara Area MPPs
Ontario Municipal Social Services Association - info@omssa.com
Ontario Municipalities
Association of Municipalities of Ontario - amo@amo.on.ca

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 09-2021
FOR THE YEAR 2022**

***BEING A BY-LAW A BY-LAW TO ADOPT, CONFIRM AND RATIFY
MATTERS DEALT WITH BY RESOLUTION.***

WHEREAS s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

AND WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council at its regular meeting of February 7, 2022 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 7TH DAY OF FEBRUARY 2022.***

MAYOR: _____ **CLERK:** _____