

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

Tuesday, September 6, 2022, 7:00 PM  
Tartan Hall - Char-Lan Recreation Centre  
19740 John Street, Williamstown

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	Pages
1. CALL TO ORDER	
2. O CANADA	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. APPROVAL OF AGENDA	
Additions, Deletions or Amendments	
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.	
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<b>11.</b>	<b>CLOSED SESSION</b>	
	BE IT RESOLVED THAT Council convene to Closed Session to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001;	
	(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;	
	(d) labour relations or employee negotiations	
	Specifically: Staffing Matter	
	(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations	
	Specifically: Position to be applied to negotiations	
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## 13. ADJOURNMENT

**TOWNSHIP OF SOUTH GLENGARRY**  
**SPECIAL MEETING MINUTES**

**August 2, 2022, 6:30 p.m.**  
**Electronic Meeting**

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

STAFF      CAO Tim Mills and GM Corporate Services/Clerk Kelli  
PRESENT: Campeau

1.      CALL TO ORDER

**Resolution No. 247-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT the August 2, 2022 Special Council Meeting of  
the Township of South Glengarry now be opened at 6:31 pm

CARRIED

2.      APPROVAL OF AGENDA

**Resolution No. 248-2022**

Moved by Councillor Luck  
Seconded by Councillor Lang

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

CARRIED

3.      DECLARATION OF PECUNIARY INTEREST

4.      CLOSED SESSION

**Resolution No. 249-2022**

Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Council convene to Closed Session at 6:32 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;

(f) advice that is subject to solicitor-client privilege

Specifically: Legal Advice

CARRIED



**Resolution No. 250-2022**

Moved by Councillor McDonell  
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Council rise and reconvene into open session at 6:51 pm without reporting.

CARRIED

**Resolution No. 251-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT Council direct solicitor Kevin Cooke to carry out all actions as specified in the Closed Session Minutes.

CARRIED

5. ADJOURNMENT

**Resolution No. 252-2022**

Moved by Councillor Luck  
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 6:51 pm.

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Mayor

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Clerk

**TOWNSHIP OF SOUTH GLENGARRY**  
**REGULAR MEETING MINUTES**

**August 2, 2022, 7:00 p.m.**  
**Electronic Meeting**

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

STAFF      CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau,  
PRESENT: GM Infrastructure Services Sarah McDonald, GM  
Finance/Treasurer Michael Hudson, GM Parks, Recreation and  
Culture Sherry-Lynn Servage, Fire Chief Dave Robertson,  
Deputy Clerk Crystal LeBrun, Executive Assistant /  
Communications Coordinator Michelle O'Shaughnessy, Deputy  
Fire Chief James Walker

1.      CALL TO ORDER

**Resolution No. 253-2022**

Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the August 2, 2022 Council Meeting of the  
Township of South Glengarry now be opened at 7:00 pm

CARRIED

2.      O CANADA

3.      DISCLOSURE OF PECUNIARY INTEREST

3.1    Mayor Warden - Road Widening Dedications – Public Highways (K.  
Campeau)

Was the realtor for the lots created on 19001 County Road 18.

4.      APPROVAL OF AGENDA

Items pulled from the Consent Agenda for Consideration:

9.b - Departmental Update - Corporate Services (June and July 2022)

9.g - Second Quarter Building Permit Activity

9.j - Child Care Worker and Early Childhood Educator Appreciation

9.k - Letter - Redistribution of the Electoral District for North Glengarry

9.m - Resolution - Physician Shortage in Ontario

**Resolution No. 254-2022**

Moved by Councillor McDonell  
Seconded by Deputy Mayor Jaworski

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

CARRIED

5. APPROVAL OF MINUTES

5.1 Previous Meeting Minutes- July 18, 2022

**Resolution No. 255-2022**

Moved by Deputy Mayor Jaworski

Seconded by Councillor Luck

BE IT RESOLVED THAT the Minutes of the July 18, 2022 Regular Council Meeting, including the Closed Session minutes, be adopted as circulated.

CARRIED

5.2 Public Meeting Minutes - July 18, 2022

**Resolution No. 256-2022**

Moved by Councillor Luck

Seconded by Councillor Lang

BE IT RESOLVED THAT the Minutes of the July 18, 2022 Public Meeting be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 Parks and Recreation Master Plan (Mehak, Kelly & Associates)

7. ACTION REQUESTS

7.1 Parks and Recreation Master Plan – Acceptance of Report (S. Servage)

**Resolution No. 257-2022**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 118-2022 be received, and that the Parks and Recreation Master Plan be received by the Council of the Township of South Glengarry.

CARRIED

7.2 Cornwall Electric LED Street Light Conversion (T. Mills)

**Resolution No. 258-2022**

Moved by Councillor McDonell

Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 119-2022 be received and that the Corporation of the Township of South Glengarry enters into an agreement with Cornwall Street Railway Light and Power Company Limited for the purchase of streetlight fixtures;

THAT the Corporation of the Township of South Glengarry enters into an agreement with Bell Canada for municipal equipment attachments to Bell Canada poles;

AND FURTHERMORE that the Mayor and Clerk be authorized to sign all applicable documents.

CARRIED

7.3 GrantMatch – Service Fees (T.Mills)

**Resolution No. 259-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 120-2022 be received and that Council hereby direct Administration to continue working with GrantMatch on an as-needed basis to secure grant funding for capital projects, resources and services and furthermore Council approves the re-allocation of \$175,000 to General Government Administration Consulting Fees from the following accounts: \$20,000 from the Roads Administration - Consultant Account and \$155,000 from the Glen Walter Sewer/Water System Reserve Account.

CARRIED

7.4 Disposal of Used Fire Vehicle - Tanker (D. Robertson)

**Resolution No. 260-2022**

Moved by Councillor Luck  
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 121-2022 be received and that the Council of the Township of South Glengarry deem the 1997 GMC Topkick water tanker as a surplus asset and that it be advertised for sale.

CARRIED

7.5 2022 Sidewalk Maintenance – Budget Request (S. McDonald)

**Resolution No. 261-2022**

Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 122-2022 be received and that the Council of the Township of South Glengarry authorizes the one-time transfer of \$8,000 from General Reserves to the Sidewalk Maintenance account.

CARRIED

7.6 Wheeled Loader Purchase Request (S. McDonald)

**Resolution No. 262-2022**

Moved by Councillor McDonell  
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 123-2022 be received and that the Council of the Township of South Glengarry purchase a wheeled loader

from B.D. Millwrighting for \$100,000 plus HST and that the funds be drawn from the Roads Equipment Reserve.

CARRIED

7.7 Tractor Lease Expiration - 2017 John Deere (S. McDonald)

**Resolution No. 263-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 124-2022 be received and that Council authorize the General Manager of Infrastructure to obtain quotes and enter into a 5-year lease agreement for one comparable Tractor and accessories with a full maintenance plan; including signing all relevant documents.

CARRIED

7.8 Design Award – Glen Walter Water Tower (S. McDonald)

**Resolution No. 264-2022**

Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 125-2022 be received and that the Corporation of the Township of South Glengarry enter into an agreement with Ainley & Associates Limited to provide Engineering Services for Water Tower and Watermain Design in accordance with their proposal dated July 28, 2022 for \$319,950.00.

CARRIED

7.9 Bundled Bridges (RFP #20-2022) Award (S. McDonald)

**Resolution No. 265-2022**

Moved by Councillor McDonell  
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 130-2022 be received and that the Council of the Township of South Glengarry award Procurement 20-2022 for 5 Structure Rehabilitations to Dalcon Constructors Ltd. as per their submission of \$487,000.00 plus HST and furthermore, that the Mayor and the Clerk be authorized to sign all relevant documents.

CARRIED

8. BY-LAWS

8.1 ICIP – Green Infrastructure Funding Stream - TPA (Water Tower) S. McDonald

**Resolution No. 266-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 125-2022 be received and that By-law 52-2022 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 Infrastructure be read a first, second and third time, passed, signed and sealed in open council this 2<sup>nd</sup> day of August 2022.

CARRIED

8.2 Lockout Policy – Refrigeration Plant (S. Servage)

**Resolution No. 267-2022**

Moved by Councillor Luck  
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 127-2022 be received and that By-law 53-2022, being a by-law to adopt a Refrigeration Plant Lockout Policy be read a first, second and third time, passed, signed and sealed in open council this 2<sup>nd</sup> day of August 2022.

CARRIED

8.3 Road Widening Dedications – Public Highways (K. Campeau)

Mayor Warden declared a conflict on this item. (Was the realtor for the lots created on 19001 County Road 18.)

**Resolution No. 268-2022**

Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 128-2022 be received and that By-law 54-2022, being a by-law to accept certain lands as road allowances within the Township and to dedicate same to the public use as public highway be read a first, second and third time, passed, signed and sealed in open council this 2<sup>nd</sup> day of August 2022.

CARRIED

8.4 To Sell and Transfer Township Owned Land – Victoria Street (J. Haley)

**Resolution No. 269-2022**

Moved by Councillor McDonell  
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 129-2022 be received and that By-law 55-2022, being a by-law to sell the land that is legally described as Part of Block C, Registered Plan 26, being Part 1 on Reference Plan 14R 6640 to Manon Brosseau for the value of \$15,593.00 plus HST be read a first, second and third time, passed, signed and sealed in open council this 2<sup>nd</sup> day of August 2022 and furthermore, that all costs associated to the sale and transfer of the land be paid by the purchaser.

CARRIED

9. CONSENT AGENDA

**Resolution No. 270-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT the Council of the Township of South Glengarry accept the Consent agenda.

CARRIED

- 9.1 Departmental Update- Infrastructure Services- (June and July 2022)
- 9.2 Departmental Update - Finance Services (June and July 2022)
- 9.3 Departmental Update - Fire Services (June and July 2022)
- 9.4 Departmental Update - Parks, Recreation and Culture Department (June and July 2022)
- 9.5 Departmental Update- Planning, Building and Enforcement (June and July 2022)
- 9.6 Water Inspection Update (August 2022)
- 9.7 Blue Box Approach to Collection - Circular Materials
- 9.8 Memo - RRCA Tree Planting Program
- 9.9 Resolution - City of Cambridge - Ontario Must Build it Right the First Time
- 9.10 Resolution - Climate Emergency Declaration - Township of Mulmur
- 9.11 SDG County Council Draft Minutes - July 18 2022
- 9.12 Thank You Letter - Char-Lan District High School
- 10. ITEMS FOR CONSIDERATION
- 10.1 Health and Safety Training, Policy and Procedure Manual (J. Walker)
- 10.2 Resolution - Ontario Amber Alert System

**Resolution No. 271-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor McDonell

WHEREAS the Council of the Township of South Glengarry received and hereby supports the resolution passed by the Municipality of Brighton on June 20, 2022 concerning the Ontario Amber Alert warning system;

AND WHEREAS it is clear that there needs to be an addition to the alert system to allow for law enforcement to send out an alert for vulnerable children who go missing under circumstances that do not involve an abduction but are at serious risk of injury or death;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges the Solicitor General, the Commissioner of the Ontario Provincial Police and the Premier's Office to make the necessary changes to the Amber Alert System and create a new alert called the Draven Alert, which will protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing;

AND THAT this motion be sent to all municipalities across Ontario, the Association of the Municipalities of Ontario, Premier Doug Ford, the Ontario Solicitor General and the Commissioner of the Ontario Provincial Police.

CARRIED

10.3 Departmental Update - Corporate Services (June and July 2022)

10.4 Second Quarter 2022 Building Permit Activity

10.5 Child Care Worker and Early Childhood Educator Appreciation

Councillor Lang requested that the proclamation be supported.

10.6 Letter - Redistribution of the Electoral District for North Glengarry

Council requested that a letter of support be sent to the Township of North Glengarry.

10.7 Resolution - Physician Shortage in Ontario - Town of South Bruce Peninsula

Councillor Lang requested that a support resolution come forward at the next meeting.

11. CLOSED SESSION

**Resolution No. 272-2022**

Moved by Councillor Luck

Seconded by Councillor Lang

BE IT RESOLVED THAT Council Convene to Closed Session at 9:13 pm to discuss the following item under section 239(2) of the Municipal Act S.O. 2001

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

(f) advice that is subject to solicitor-client privilege

Specifically: Legal Advice

CARRIED

**Resolution No. 273-2022**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene at 9:41 pm into open session without reporting.

CARRIED

12. CONFIRMING BY-LAW

12.1 Confirming By-law 56-2022

**Resolution No. 274-2022**



Moved by Councillor McDonell  
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT By-law 56-2022, 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 2nd day of August 2022.

CARRIED

13. ADJOURNMENT

**Resolution No. 275-2022**

Moved by Deputy Mayor Jaworski  
Seconded by Councillor Luck

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:42 pm.

CARRIED

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Mayor

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Clerk

Attention: Mr. Lyle Warden Mayor Twp. of South Glengarry

AUGUST 15/2022

Enclosed Petition signed by over 90% of property owners solicited at Westley's Point.

We residents of Westley's Point are hereby requesting a 10% reduction in our property taxes due to the fact that that since the maintenance of our private roads is not a service we receive from the Township we

believe this service is not reflected on our property tax. A 10% reduction may be too low as well since 51% of our taxes dollars goes towards Transportation. A delegation of residents would like to meet with yourself and council at

your first scheduled meeting in September which we believe to be Sept. 6th 2022 ( otherwise please inform ).

Regards,



Daniel Quenneville Spokesperson for Owners of Westley's Point properties

cc: Enclosure petition 2 pages



8/13/2022

AUGUST 15/2022

PETITION TO LOWER RESIDENTS OF WESTLEY'S POINT PROPERTY TAXES/MILL RATE

REASON: SINCE OUR ROADS ARE OWNED PRIVATELY THE TOWNSHIP DOES NOT PROVIDE ANY MAINTENANCE WHATSOEVER YEAR ROUND IE SNOW REMOVAL, GRADING, GRANULAR TOPPING ECT...

WE BELIEVE THAT OUR PROPERTY TAXES DO NOT REFLECT OUR SITUATION AND HEREBY REQUEST A 10% REDUCTION ON OUR PROPERTY TAXES.

BELOW SIGNATURES OF <sup>49</sup> RESIDENTS OF WESTLEY'S PT. (OWNERS)

*[Signature]* 6308 Willow Dr.  
Sheila Mancow - 6272 Willow Dr.  
Sadi Lalonde - 6310 Willow Dr.  
Jan Lalonde - 6310 Willow Dr.  
Jan Tessier - 6314 Willow Dr.  
Dinner - 6314 Willow Dr.  
F. Deller - 613 Willow Dr.  
Michael W. Moran - 6328 Willow Dr.  
Indie Damp - 6319 Willow Dr.  
10 Dawn Gilman - 6319 Willow Dr.  
Gilbert Reed - 6289 Willow Dr.  
Stephan Wan - 6303 Willow Dr.  
Carole Lottier - 6255 Willow Dr.  
Gilles Massé - 6255 Willow Dr.  
H. Hofflich - 6287 Willow Dr.  
Shawn Atkey - 6288 Willow Dr.  
Linda Fournier - 6286 Willow Dr.  
S. Martel - 6281 Willow Dr.  
Simon Kasper - 6278 Willow Dr.  
20 Stephanie Steniskop - 6278 Willow Dr.  
S. [Signature] - 6274 Willow Dr.  
Sue Burdick - 6274 Willow Dr.  
[Signature] - 21054 Jasper Ave  
[Signature] - 6280 Willow Dr.  
Lucia [Signature] - 6280 Willow Dr.  
Diane [Signature] - 6308 Willow Dr.  
27 [Signature] - 21054 Jasper Ave



Candace Fradette 21048 BIRCH  
 ALAN BROWN 6307 LILAC ST.  
 30 NORMAND HUBEAU 514-516 5680 6276 WILLOW DR.  
 Monique Séguin 6297 Willow Dr.  
~~Scott & Lisa~~ 6330 Willow Dr.  
 Passy Rasmussen 6323 Willow Dr.  
 Louise Doyon 6326 Willow Dr.  
 Jocette Marlowe 6296 Willow Dr.  
 André Levesque 6268 Willow Dr.  
 " " 6271 " "  
 " " 6267 " "  
 John Beasly 6270 Willow Dr.  
 Rosemary 21053 Birch Ave.  
 Jean Major 21053 Birch Ave.  
 G. Lusselle 6316 Willow Dr.  
 Jim Swartz 6316 Willow Dr.  
 49 Heidi Hawthorn 6307 Willow Dr.  
 45 Steven Harding 6305 Willow Dr.



## **STAFF REPORT**

**S.R. No. 130-2022**

**PREPARED BY:** Dave Robertson, Fire Chief

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Disposal of Used Building Equipment – Former Roads Garage

### **BACKGROUND:**

1. Renovations have begun on the former Roads Garage in the village of Williamstown, with the building being repurposed as the new location for the Williamstown Fire Station.

### **ANALYSIS:**

2. The following equipment will be removed during the demolition phase and is considered surplus:
  - Ceiling mounted natural gas radiant tube heaters.
    - i. These units were mounted in the north section of the building and are being replaced by an in-floor radiant heating system.
  - Four overhead doors and openers from the north section are being replaced.
  - A chain hoist I-beam
3. It is possible that there may be other minor items, such as electrical panels, that may have value as used items. These will be determined as renovations proceed.
4. Other Township departments were consulted and there are no uses for these items in current facilities.
5. Administration proposes that we dispose of the equipment via the GovDeals sales service and post on our website.
6. The sale option will follow the provisions of By-law 36-07, Disposition of Assets.

### **IMPACT ON 2022 BUDGET:**

7. Any funds from the sale of this equipment will result in revenue for the Roads, Bridges and Structure reserves.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in infrastructure and its sustainability

Goal 3: Strengthen the effectiveness and efficiency of our organization

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 130-2022 be received and that the Council of the Township of South Glengarry deem the following equipment as surplus to the needs of the Corporation and that they be advertised for sale in accordance with the provisions of By-law 36-07, being the disposal of assets by-law.

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



## **STAFF REPORT**

**S.R. No. 131-2022**

**PREPARED BY:** Michael Hudson, Treasurer

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Reallocation of Project Expenses – Bray St Pumping Station Upgrades and Watermain Looping

### **BACKGROUND:**

1. On September 21, 2020 Council received Staff Report 140-2020 to award Tender 20-2020, being the procurement for the Bray St. Pumping Station Upgrades and Extension of the Water Wastewater Mains. The contract was awarded to Malyon Excavation for the tendered amount of \$1,633,054.57.
2. At that time, and having been unsuccessful in securing upper-level grant funding, Administration requested direction from Council to borrow the funds for the project from Infrastructure Ontario. Council requested that the project be awarded to avoid delays before the end of 2020 construction season neared.
3. Council also requested that alternative funding avenues be explored, including partial funding through other reserves, subject to legal advice, as the project would not solely benefit the Glen Walter water wastewater system users. An application to borrow from Infrastructure Ontario was never completed.
4. In December 2020, the Treasurer prepared a Budget vs. Actual report and noted that the legal advice on this file was pending and the impact of the project costs:

*"We are still awaiting legal advice re: looping costs and depending on that outcome administration expects either a large in-year deficit for Glen Walter which we have adequate reserves to accommodate or a large deficit that will exhaust our reserves completely and put us in a book deficit."*

5. Administration received legal advice on this matter following the September 2020 meeting and was told that the project did not have to be solely financed by Glen Walter water and wastewater system users. Administration planned to bring a report to Council to determine project cost allocations when final expenses had been confirmed (final project invoices were received in early 2022).

**ANALYSIS:**

6. Administration has reviewed the final spending on this project and has identified \$380,433.51 that could reasonably be reallocated from the General Reserve. It should be noted that this transfer will result in a small book deficit in the Glen Walter reserve of approximately \$50,000. This amount should be recovered in a reasonable period of time subject to unforeseen circumstances.
7. Going forward, Council should consider reviewing how future projects in Glen Walter are financed. Infrastructure Ontario loans for future capital projects financed using debentures to system users to repay them is one possible alternative.

**IMPACT ON 2022 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in infrastructure and its sustainability.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 131-2022 be received and that the Council of the Township of South Glengarry allocate \$380,433.51 from the General Reserve account for the Glen Walter Bray Street Pumping Station Upgrades and Extension of the Water Wastewater Mains.

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





## **STAFF REPORT**

**S.R. No. 133-2022**

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

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Roads Budget Reallocation – Guide Rail to Brushing

### **BACKGROUND:**

1. The 2022 Roads budget includes \$50,000 allocated towards guide rail maintenance and improvements.
2. Guide rails are safety barriers that are designed to protect drivers from drifting off the road at potentially hazardous locations.
3. Administration acknowledges that guide rail improvements will be necessary across the Township. However, the current source for guide rail deficiencies is the Ontario Structural Inspection Manual (OSIM) reports and these repairs are currently captured through ongoing bridge rehabilitation and repair.
4. Administration is not prepared to spend \$50,000 towards guard rail improvements in 2022 and is requesting that Council reallocate the funding towards the (currently over budget) roadside brushing maintenance budget.

### **ANALYSIS:**

5. The following is a summary of the position of each account, pending the August invoice payments. Note the numbers have been rounded.

Account	2022 Budget	Spent
Brushing	\$89,000	\$78,000
Guide Rail	\$50,000	\$0

6. Brushing year-to-date has been reactionary and untargeted – focused on addressing areas of safety based on resident complaints. If funding is reallocated from guide rails to roadside brushing, then Administration will target a section of roadway to determine to time and cost per kilometre of brushing.
7. The Township does not have capabilities in-house to complete this work and three hourly quotes will be obtained for the work in accordance with the Township's



Procurement By-law. All contracts will be kept within the delegated authority to General Managers (Section 12.1.2 of the Procurement By-law 33-18).

8. With respect to future guide rail maintenance and improvements, Administration will propose a Roadside Safety Assessment for Council's consideration as part of the 2023 budget to prioritize the work and prepare 10-year rehabilitation plan.

**IMPACT ON 2022 BUDGET:**

9. There is no change to the overall "bottom line" of the budget. This is a transfer from one account to another.
10. Preliminary requests for estimates have indicated that the hourly range for this type of work is \$225 - \$275.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 133-2022 be received and that the Treasurer be directed to reallocate \$50,000 from the 2022 Guide Rail account to the 2022 Roadside Brushing account.

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



## **STAFF REPORT**

**S.R. No. 134-2022**

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

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** RFP 21-2022 - 1st Line Road Culvert-Bridge

### **BACKGROUND:**

1. The replacement of the non-structural culvert (less than a 3m span) on 1<sup>st</sup> Line Road at the Filion Drain was unplanned in the 2022 Budget.
2. As this is a culvert under a road, it is not considered as part of maintenance to the Filion Drain. All replacement work is at the cost of the Township and has considered the requirements of the Filion Drain Engineers Report.
3. Council was made aware of the impending work through a June 6, 2022, Information Report from Administration and Council approved the purchase of a pipe arch through Resolution 198-2022 (June 20, 2022).
4. The Procurement for the 1<sup>st</sup> Line Road Culvert-Bridge replacement closed on Friday August 26, 2022. There were three addendums issued.
5. There were three submissions for the project which were **all accepted**.

<b>Proponent</b>	<b>Total Price (excl. HST)</b>
Fidelity Engineering & Construction Inc	\$284,350.30
W.H. MacSweyn Inc	\$318,900.00
Clarence McDonald Excavation Ltd	\$419,400.00

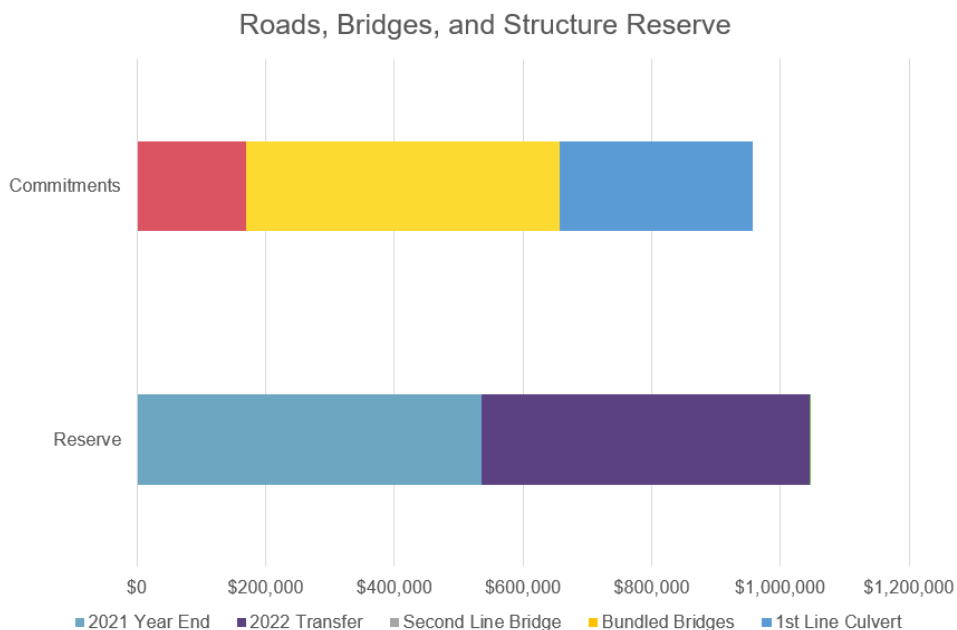
### **ANALYSIS:**

6. The Procurement documents have been reviewed by the consultant engineers and they have recommended that we award the Procurement for the work. The notes from the consultant engineer includes:
  - a. No obvious errors or omissions with the three submissions.
  - b. Only Clarence McDonald Excavation Ltd submitted the list of sub-contractors and experience of Superintendent and Project Manager.

- c. Past project experience was requested and not submitted by any proponents.
- d. W.H. MacSweyn Inc. included an additional condition that contract end date be changed to December 31, 2022.
- e. The low bid has sufficient experience to complete the work.

**IMPACT ON 2022 BUDGET:**

- 7. As this work was not considered in the 2022 annual budget for Structures or Culverts, it could be funded through the Roads, Bridges, and Structures Reserve.
- 8. The current estimated allocation of the 2022 structures budgets (Second Line Bridge, Bundled Bridges, and 1<sup>st</sup> Line Road Culvert-Bridge) is provided in the following figure.



- 9. There could be an impact to future and planned 2023 structures work, pending decisions made by Council during the 2023 budget process.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in our infrastructure and its sustainability.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 134-2022 be received and that the Council of the Township of South Glengarry award Procurement 22-2022 for the 1<sup>st</sup> Line Road Culvert-Bridge to Fidelity Engineering & Construction Inc. as per their submission of \$284,50.30

plus HST and furthermore, that the Mayor and the Clerk be authorized to sign all relevant documents.

---

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



## **STAFF REPORT**

**S.R. No. 135-2022**

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

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** First Line Road – Pipe Arch Funding

### **BACKGROUND:**

1. On June 20, 2022, Council approved the purchase of a pipe arch for the First Line Road Culvert replacement, to be funded through the General Reserves.

***Resolution No. 198-2022***

*Moved by Councillor Lang*

*Seconded by Councillor McDonell*

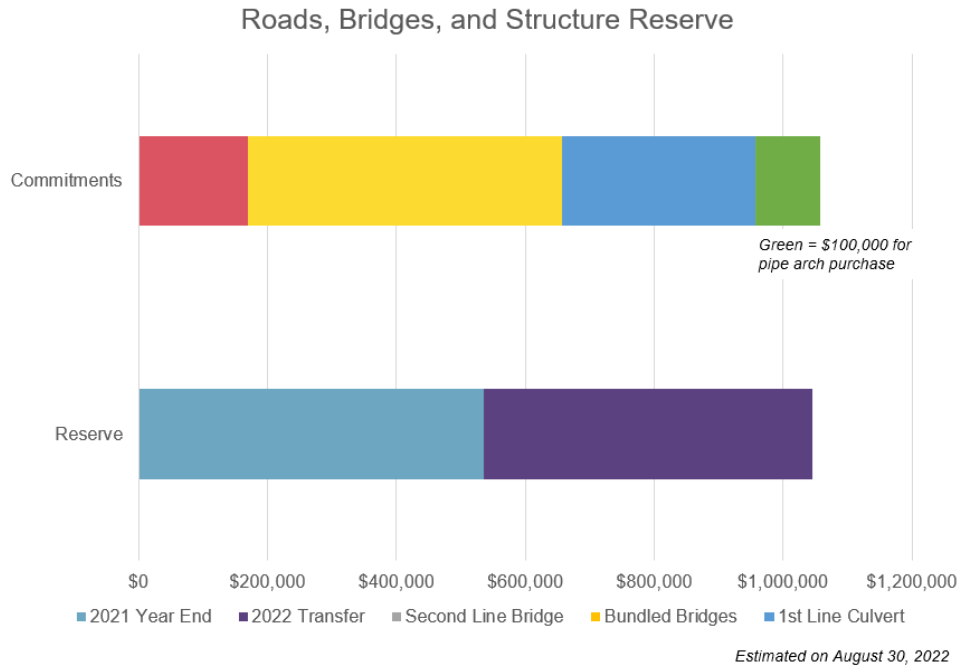
*BE IT RESOLVED THAT Staff Report 97-2022 be received and that, for the replacement of the culvert under First Line Road at the Fillion Drain, Administration be directed to proceed with obtaining quotes to complete the removal and replacement of the existing culvert and that the General Manager of Infrastructure Services be authorized to proceed with the purchase of a culvert to an upset limit of \$100,000.*

### **ANALYSIS:**

2. Administration is requesting Council's direction on which reserve to fund the purpose of the pipe arch that was authorized through Resolution 198-2022.
3. The original intent was to fund the purchase through the General Reserve. However, further review of the Roads, Bridges, and Structures Reserve indicates that the reserve has some capacity to accommodate this purchase.

### **IMPACT ON 2022 BUDGET:**

4. The current estimated allocation of the 2022 structures budgets (Second Line Bridge, Bundled Bridges, and 1<sup>st</sup> Line Road Culvert-Bridge) is provided in the following figure.



5. Considering the contract administration upset limit and potential contract change orders, a conservative estimate of available funds in the Roads, Bridges, and Structures Reserve is \$30,000 - \$50,000.
6. Administration recommends funding the pipe arch purchase in the following amounts:
  - a. \$70,000 from General Reserve
  - b. \$30,000 from Roads, Bridges, and Structure Reserve

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 135-2022 be received and that Council directs Administration to fund the purchase of the pipe arch authorized by resolution 198-2022 in the following amounts:

\$\_\_\_\_\_ from the General Reserve account

\$\_\_\_\_\_ from the Roads, Bridges and Structures Reserve account

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





## **STAFF REPORT**

**S.R. No. 136-2022**

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

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Procurement 21-2022 Supply of Stone Dust

### **BACKGROUND:**

1. Procurement 21-2022 for the Supply of Stone Dust closed on August 24, 2022.
2. The scope of work for this procurement is:
  - a. Delivery of 3,500 tonnes of stone dust to 19480 Airport Road (Public Works Facility).
3. Two submissions were received as follows:

<b>Company</b>	<b>Unit Price</b>	<b>Total Price (excl. HST)</b>
Colacem Canada Inc.	\$18.10	\$63,350.00
Cornwall Gravel Company Limited	\$12.45	\$43,575.00

4. The 2021-unit price for the delivery of 5,000 tonnes of stone dust was \$9.50/tonne.

### **ANALYSIS:**

5. Administration has reviewed the tender documents for compliance with the tender submission requirements.
6. A delivery date before September 30, 2022 was indicated as indicated as preferred in the procurement. Both companies indicated an early September delivery date was possible.
7. The low bidder has performed this work in the past and has the resources and experience to complete the work.

**IMPACT ON 2022 BUDGET:**

8. There are sufficient funds within the 2022 Winter Control Plowing – Stone Dust and Salt budget to accommodate this purchase.

**DEPARTMENTS CONSULTED**

- Infrastructure – Roads Division
- Finance

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in infrastructure and its sustainability

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 136-2022 be received and that the Council of the Township of South Glengarry award Procurement 21-2022 for the Supply of Stone Dust to Cornwall Gravel Company Limited in accordance with their submission in the amount of \$43,575.00 excluding HST for 5,000 tonnes of stone dust at the unit cost of \$12.45 per tonne; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

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



## **STAFF REPORT**

**S.R. No. 137-2022**

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

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** RFQ 24-2022 - Supply of Tree and Stump Removal Services

### **BACKGROUND:**

1. Over 200 trees have been affected by Emerald Ash Borer and Dutch Elm Disease at Glen Walter Regional Park. In the Spring of 2021, the trees were assessed by a Registered Professional Forester and marked accordingly for removal.
2. In November 2021, approximately 100 trees were removed as part of the tree management process.
3. A Request for Quotations was issued in August 2022 for the remainder of the trees at Glen Walter Regional Park. Additionally, approximately 70 trees were identified for removal at Glen Gordon Park. These trees were also part of this Request for Quotations.
4. It is important for the safety of all park users, that trees that are inspected and identified as rotting or dying, are removed.
5. RFQ 24-2022 was issued on August 3, 2022 and closed on August 24, 2022 with a non-mandatory site visit on August 11, 2022.

### **ANALYSIS:**

6. The Township received four (4) submissions for the supply of Tree and Stump Removal Services. They are:

1.	C & D Excavating Ltd.	\$101,700 +HST
2.	ETC Eco Tree Care Inc.	\$117,350 +HST
3.	VS Tree Services	\$74,675 +HST
4.	Glengarry Tree Service Inc.	\$38,900 +HST

7. All submissions met the required criteria of the RFQ.

8. Is it the recommendation of staff to award the RFQ to the lowest bid, Glengarry Tree Service Inc.
9. The project will begin in September and be completed by October 1, 2022.
10. Signage has been posted at Glen Walter Regional Park and Glen Gordon Park to notify park users of the work that will be commencing. Staff will also notify residents of the work being done through social media and the Township website. The Glen Walter Recreation Committee has been notified.
11. For the safety of all park users, portions of the pathway at both parks may be closed for periods of time throughout the tree removal process. Safety and caution markings will be in place when and where applicable.
12. Contractors will be using the following access points to Glen Walter Regional Park: Glen Walter Park Road, Sapphire Drive and Wine Crescent.
13. As part of the RFQ, a portion of the tree shavings will be piled in the upper Glen Walter Park parking lot and at a designated area at Glen Gordon Park. This mulch will be used when tree planting later this Fall. It will also be available for public use, on a first come, first served basis.
14. Trees of various sizes have been purchased and will be planted later this fall at both locations after all assigned trees and stumps have been removed.

**IMPACT ON 2022 BUDGET:**

15. The total cost of this project will be \$38,900 +HST as per the quote submitted by Glengarry Tree Service Inc. This has been included within the 2022 budget.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in infrastructure and its sustainability  
Goal 4: Improve the quality of life in our community.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 137-2022 be received, and that RFQ 24-2022 for the Supply of Tree and Stump Removal Services be awarded to Glengarry Tree Service Inc. per their submission of \$38,900 +HST and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

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



## **STAFF REPORT**

**S.R. No. 139-2022**

**PREPARED BY:** Kelli Campeau, GM Corporate Services/Clerk

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Appointment of Marriage Licence Issuers

### **BACKGROUND:**

1. The Township of South Glengarry offers marriage solemnization services and the issuance of marriage licences for the Province of Ontario.
2. Presently, three members of Township staff are appointed to solemnize marriages and issue marriage licences, being the Clerk, Deputy Clerk and HR Advisor.
3. The Township has seen a rise in requests for these services, which is attributed to:
  - The lifting of COVID-19 restrictions and return of in-person events.
  - Referrals from nearby municipalities who are reducing services or do not presently offer the service (North Glengarry, City of Cornwall).

### **ANALYSIS:**

4. Administration recommends the appointment of an additional marriage licence issuer to assist with increased requests for service and to build organizational capacity.
5. The attached by-law recommends the additional appointment of Kaylyn MacDonald, Deputy Treasurer, as an marriage licence issuer.
6. Ms. MacDonald is experienced in marriage solemnization and licence issuance from her time as the Deputy Clerk in 2020.

### **IMPACT ON 2022 BUDGET:**

7. The appointment of an additional marriage licence issuer will result in additional revenue for the municipality due to the ability to provide an increased level of service.

**ALIGNMENT WITH STRATEGIC PLAN:**

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

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 139-2022 be received and that By-law 57-2022, being a by-law to authorize the civil marriage solemnization and issuance of marriage licences in the Township of South Glengarry be read a first, second and third time, passed signed and sealed in open council this 6<sup>th</sup> day of September 2022.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 57-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW TO AUTHORIZE THE CIVIL MARRIAGE  
SOLEMNIZATION SERVICE AND ISSUANCE OF MARRIAGE LICENCES  
IN THE TOWNSHIP OF SOUTH GLENGARRY.***

**WHEREAS** Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence; and

**WHEREAS** Section 228 of the *Municipal Act, 2001*, as amended provides that the Clerk of the municipality may delegate in writing their powers and duties under this or any other act;

**WHEREAS** the Clerk's Department receives many requests to provide this service beyond the boundaries of the Township of South Glengarry in the Province of Ontario;

**AND WHEREAS** the Council of the Township of South considers it desirable to have civil marriage solemnization services performed beyond the boundaries of South Glengarry.

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

1. **THAT** By-law 55-2021 be hereby rescinded.
2. **THAT** Council of the Corporation of the Township of South Glengarry does hereby direct that civil marriage solemnization services are provided by the Township of South Glengarry.
3. **THAT** Council recognizes that Kelli Campeau, Clerk, is authorized to solemnize marriages in the Province of Ontario for as long as she holds the Clerk's position with the Township of South Glengarry, as set out under Ontario Regulation 738 and the *Marriage Act*, R.S.O. 1990, Chapter M.3 for the Province of Ontario.
4. **THAT** Council hereby supports the Clerk in delegating the authority to provide solemnization services to the individuals named herein.
5. **THAT** Cyndi De Vries is hereby authorized and delegated the authority to provide marriage solemnization services and issue marriage licences as long as she is an employee of the Township of South Glengarry or until such a time as this by-law is repealed.
6. **THAT** Crystal LeBrun is hereby authorized and delegated the authority to provide marriage solemnization services and issue marriage licences as long as she is an employee of the Township of South Glengarry or until such a time as this by-law is repealed.

7. **THAT** Kaylyn MacDonald is hereby authorized and delegated the authority to provide marriage solemnization services and issue marriage licences as long as she is an employee of the Township of South Glengarry or until such a time as this by-law is repealed.
8. **THAT** Fees for Civil Marriage Solemnization hereby form part of this by-law (Schedule "A" attached).
9. **THAT** this by-law will come into force and effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 6<sup>TH</sup> DAY OF SEPTEMBER 2022.***

**MAYOR:**

**CLERK:**



**SCHEDULE “A” TO BY-LAW XX-2022**

**FEES – CIVIL MARRIAGE SOLEMNIZATION**

**During Normal Business Hours**

Inside Municipal Office / Regular Business Hours	MUNICIPAL SERVICE FEE	\$150.00	Payable to the Township of South Glengarry
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**Outside of Regular Business Hours**

Evenings and Weekends	MUNICIPAL SERVICE FEE	\$150.00	Payable To The Township Of South Glengarry
	Fee for Performing Ceremony	\$200.00	Payable to the Person Solemnizing the Ceremony

The Clerk, subject to the approval of the Treasurer, shall have the authority to increase these rates from time to time to take into account inflation



## **STAFF REPORT**

**S.R. No. 140-2022**

**PREPARED BY:** Kelli Campeau, GM Corporate Services/Clerk

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Final Reading – McNairn Drain Engineer's Report

### **BACKGROUND:**

1. On June 6, 2022, a Special Meeting of Council was held to consider the McNairn Drain Engineer's Report. At this meeting, the engineer presented the report, after which members of the public were invited to make comment. Council provisionally adopted the report with a first and second reading of By-law 41-2022.
2. Following the June 6<sup>th</sup> meeting, a copy of the provisional by-law and a notice was sent to all affected property owners advising of the appeal process.
3. On June 20<sup>th</sup>, 2022, pursuant to the provisions of the *Drainage Act*, Council appointed a Court of Revision. The role of the Court of Revision is to hear appeals from owners of land assessed for the drainage works as outlined in the Engineer's Report.

### **ANALYSIS:**

4. The Court of Revision meeting for the McNairn Drain Engineer's Report was held on July 20, 2022; no members of the public attended the meeting.
5. As the appeal period has now passed and no appeals have been received, Council may now proceed with the third and final reading of the by-law to adopt the report.
6. Construction may not start immediately following the passing of the by-law. Anyone may file a notice of "intention" to file an application to quash the by-law within 10 days of the third reading of the by-law. If this occurs, there is a three-month waiting period to see if the application will be filed.

### **IMPACT ON 2022 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 140-2022 be received and that By-law 41-2022, being a by-law to provide for updates to the McNairn Drain be read a third and final time, passed, signed and sealed in open council this 6<sup>th</sup> day of September 2022.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 41-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW TO PROVIDE FOR UPDATES TO THE MCNAIRN DRAIN PURSUANT TO SECTIONS 76 AND 78 OF THE DRAINAGE ACT, R.S.O. 1990, C.D.17.***

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

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

**AND WHEREAS** the *Drainage Act*, R.S.O. 1990, c.D.17 S. 76 provides that the council of any local municipality liable for contribution to a drainage works in connection with which conditions have changed or circumstances have arisen such as to justify a variation of the assessment for maintenance and repair of the drainage works may make procure a report of an engineer to vary the assessment;

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

**AND WHEREAS** the Council of the Corporation of the Township of South Glengarry has directed, under sections 76 and 78 of the *Drainage Act*, that an Engineer's Report shall be prepared by McIntosh Perry Consulting Engineers for the drain known as the McNairn Drain;

**AND WHEREAS** the appointed engineer has prepared an Engineer's Report titled McNairn Drain: Engineers Report Section 76 & 78 of the Drainage Act, Project No.: PM-18-9531 dated May 9, 2022 and attached hereto as Schedule "A";

**AND WHEREAS** the Council of the Township of South Glengarry has considered the Engineer's Report in accordance with Section 42 of the *Drainage Act* and is desirous of adopting the report.

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

1. **THAT** the Engineer's Report prepared under Sections 76 and 78 of the Drainage Act for the McNairn Drain, attached hereto as Schedule "A" is hereby adopted and the drainage works and assessment

schedule as therein indicated and set forth is hereby authorized and shall be completed accordingly.

2. **THAT** this by-law shall come into force and effect upon its final passing.

**READ A FIRST, SECOND TIME AND PROVISIONALLY ADOPTED THIS 6<sup>TH</sup> DAY OF JUNE 2022**

**MAYOR:** \_\_\_\_\_ **CLERK:** \_\_\_\_\_

**READ A THIRD AND FINAL TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.**

**MAYOR:** \_\_\_\_\_ **CLERK:** \_\_\_\_\_

# MCNAIRN DRAIN: ENGINEER'S REPORT SECTION 76 & 78 OF THE DRAINAGE ACT



Project No.: PM-18-9531

Prepared for:

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

Prepared by:

McIntosh Perry Consulting Engineers Ltd.  
3240 Drummond Concession 5A  
Perth, ON  
K7H 3C9

Date Submitted: May 9<sup>th</sup>, 2022

By-Law No.: \_\_\_\_\_

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## 1.0 INTRODUCTION

The McNairn Drain was originally constructed in the Township of Charlottenburgh to provide proper drainage outlet for roadside ditches that were to be constructed as part of the development of the McNairn Subdivision. Currently, a portion of these lands in the watershed are undergoing further development.

It should be noted for clarity that the Township of South Glengarry was incorporated in 1998 through the amalgamation of the former Geographic Townships of Charlottenburgh and Lancaster. Therefore, all references to the Township of Charlottenburgh, shall hence forth be known as the Township of South Glengarry. Since the drain's adoption under By-Law 606 in 1977, there has been subsequent development within the area. The early 1990's saw the addition of the Fairway Estates Subdivision directly north of the existing McNairn Subdivision and the last decade has welcomed the multiple phases of Place St-Laurent, a 5-phase development located west of the McNairn Subdivision.

With the final phases of Place St-Laurent nearing completion, the Township of South Glengarry has requested updates to the Engineer's Report for the McNairn Drain under Sections 76 & 78 of the Drainage Act R.S.O. 1990, c. D.17. Thereafter, McIntosh Perry Consulting Engineers Limited (McIntosh Perry) was formally appointed by the Township of South Glengarry on October 1, 2018 as the "Drainage Engineer" to undertake the updates to the McNairn Drain Assessment Schedule. Section 76(1) of the Drainage Act allows a municipality to obtain a new Assessment Schedule for an existing drain. The Township of South Glengarry has initiated a report under this section due to numerous subdivisions created without the preparation of individual Section 65(1) reports. The addition of these subdivisions has also altered the existing watershed boundary for the McNairn Drain. Section 78(1) of the Drainage Act allows for drain improvements intended to increase the effectiveness of the system. At this time, the Section 78 undertaking has been limited to revising the drain profile plans and updating the Culvert Schedule.

### 1.1 HISTORY

The McNairn Drain was initially established as a Petition Drain, under the Drainage Act, (commonly referred to as a "Municipal Drain") in 1977 within the former Township of Charlottenburgh to provide proper drainage outlet for the construction and development of the McNairn Subdivision. The Engineer's Report was prepared under Section 4 of the Drainage Act, R.S.O. 1975 by R. M. Kostuch Associates Ltd. and was adopted under by-law.

Following the initial construction of the drain, an Engineer's Report was prepared in 1991 by R. W. Connelly Associates Inc. to update the Assessment Schedule for the drainage system due to the additional lands developed for the Fairway Estates Subdivision. This Engineer's Report was prepared under Section 76 of the Drainage Act, R.S.O. 1975.

In 1995, Totten Sims Hubicki Associates Ltd. prepared a new Engineer's Report under Section 78 of the Drainage Act, 1980 for the relocation of the McNairn Drain through Lot 14, Concession 1. The drain was re-aligned to accommodate the construction of an artificial recreation lake in Lot 14 through a site plan agreement between



the municipality and the landowner. The portion of the McNairn Municipal Drain lying upstream of the easterly limit of Sutherland Ave was abandoned by ByLaw 27-11 on September 12, 2011.

## 2.0 PURPOSE OF THE DRAINAGE REPORT

As indicated above, this drainage report has been prepared at the direction of the Township of South Glengarry to update the McNairn Drain Engineer's Report under Section 76 & 78 of the Drainage Act, R.S.O. 1990, c. D.17.

An updated Assessment Schedule has been requested under Section 76, to fairly distribute future maintenance costs due to recent development of multi-lot subdivisions on former agricultural land within the watershed boundary of the drain. Due to a previously performed over-excavation of the drain during its relocation in 1995, the Township has also requested the design grade be assessed for adequate capacity and Culvert Schedules be revised accordingly under Section 78 of the Drainage Act, R.S.O. 1990, c. D.17.

## 3.0 EXISTING CONDITIONS

### 3.1 LOCATION OF THE DRAIN

The McNairn Drain is a 1,342 meter (4,403 foot) open channel drainage system. The McNairn Drain begins in Lot 13, Concession 1 and runs south-west of Sutherland Ave in the Fairway Estates Subdivision from station 1+342 to 1+290. The drain then descends south for 300 meters along the back of the properties located within the McNairn Subdivision, turns southwest to station 0+769 then northwest to station 0+510 which consists of the 1995 re-alignment to accommodate the artificial recreation lake on Lot 14 Concession 1. The drain then meanders in a south-westerly direction across Lots 15 to 18 for 510 meters, which then outlets into Grey's Creek at station 0+000.

### 3.2 DRAINAGE AREA LIMITS

The McNairn Drain watershed spans from Lot 12 to 18, Concession 1 within The Township of Charlottenburgh, encompassing 52 hectares (128 acres) of mixed land uses including: developed; cultivated; wetland and woodland areas. The watershed boundary was first assessed using the Ministry of Natural Resources and Forestry's (MNRF) Ontario Watershed Flow Assessment Tool (OFAT III) and was then confirmed through a review of Ontario Base Mapping.

### 3.3 AREA REQUIRING DRAINAGE

Since the area requiring drainage is only applicable to Section 4 under the Drainage Act, it has not been considered for the purposes of this report. The area requiring drainage remains unchanged from previous Engineer's Reports as only improvements and updates under Sections 76 & 78 respectively will be revised in this report.

## 4.0 CONSULTATION / ON-SITE MEETING

A notification letter was circulated on November 2, 2018 to all those within the McNairn Drain watershed (per the 1995 Engineer's Report), to notify them of the undertaking of the Section 76 and 78 report updates and to invite them to attend the on-site meeting. An on-site meeting was held at 6 PM on November 27, 2018 at the Glen Walter Fire Station as a public information session for landowners and to offer them the opportunity to ask questions or express concerns about the project. At the time of the filing of this report, no communication from affected landowners regarding this project has been received by McIntosh Perry or the municipality. Upon completion of this report, and in fitting with the requirements of the Drainage Act, an invitation to the Meeting to Consider will be circulated to all stakeholders within the watershed.

## 5.0 DESIGN CONSIDERATIONS

As the scope of this project was limited to updating the Engineer's Report of an existing drain, no construction or improvements were conducted on the McNairn Drain. All design considerations of the channel and crossings are based on the previously prepared Engineer's Reports and have not been considered for the purposes of this report. As such, the channel design of the drain provided with the 1995 Engineer's Report prepared by Totten Sims Hubicki Associates Ltd. continues to govern.

## 6.0 PLANS, PROFILES AND SPECIFICATIONS

The following engineering drawings, included in Appendix A, have been prepared and shall form part of the McNairn Drain Engineer's Report:

The General Layout Plan (Drawing 01) has been prepared to identify the overall watershed boundary; the McNairn Drain alignment; the Block Assessments for each development and the property boundaries. Municipal roads, watercourses, waterbodies, and the artificial recreation lake located within the watershed boundary have been displayed along with geographic lot and concession boundaries.

The Assessment Layout Plan (Drawing 02) includes distance factor offset limits at the 50 m, 150 m and 250 m intervals and three sub-sections factor limits (upstream, midstream and downstream). Further discussions regarding distance factors and sub-section factors can be found in Section 7.

The Drain Profile (Drawing 03) has been prepared for the McNairn Drain to identify the post-realignment existing conditions including invert of the ditch, culvert inverts and diameter. A Future Maintenance Profile has also been included to allow for the drain to be cleaned to the now current elevations.

## 7.0 CROSSINGS

There are six (6) culverts located along the McNairn Drain listed below in Table 1. A 1200 mm diameter corrugated steel pipe (CSP) culvert located at chainage 0+720 on the drain alignment at the east end of Galleon Crescent is used as a private crossing within the East half of Lot 15, Concession 1 the artificial lake access road. Only pedestrian access was considered in the 1995 drain re-alignment for this culvert as such it was not included in the 1995 drain re-alignment report. Due to the culvert's current condition and adequate size, no replacement is deemed to be required at this time. The culvert located at the east end of Galleon Crescent (Roll: 010100601244265) shall henceforth be adopted as part of the McNairn Drain. The Township of South Glengarry shall be responsible for administering maintenance or replacement of the culvert crossing however, the cost of future maintenance work or culvert replacement is to be assessed fully and directly against the landowner(s) on whose property the culvert is located (Roll: 010100601244265). The following table summarizes the crossings considered part of the McNairn Drain:

Table 1: Schedule of Crossings – McNairn Drain

Culvert ID	Roll Number	Lot	Concession	Station	Description
C6	Sutherland Ave – Road Crossing Culvert	West Half of 13	1	1+335	1 @ 17.1 m x 900 mm Ø CSP
C5	010100601244265	East Half of 14	1	1+234	1 @ 12.0 m x 1200 mm Ø CSP
C4	010100601244265	South Part of 14	1	0+925	1 @ 30.5 m x 1200 mm Ø CSP
C3	010100601244265	East Half of 15	1	0+720	1 @ 9.2 m x 1200 mm Ø CSP
C2	Yacht Blvd. – Road Crossing Culvert	South Part of 15	1	0+425	1 @ 27.9 m x 1200 mm x 1200 mm Conc. Box
C1	010100601250000	East Half of 17	1	0+225	1 @ 6.3 m x 1200 mm Ø CSP

### 7.1 HYDROLOGIC REVIEW

It has been confirmed, through means of hydrologic modelling as shown in Appendix C, that the existing 1200 mm diameter CSP culvert west of Lot 17 at STA. 0+225 (Roll: 010100601250000) is of adequate size for the 5-year storm criteria. As per "A Guide for Engineers working under the Drainage Act in Ontario (Publication 852)", field crossings shall be sized for the 2 – 5 year storm criteria. Based on the pipe diameter and channel design of the drain, the culvert can convey approximately 1.6 m<sup>3</sup>/s of flow at the obvert, whereas a 5-year storm in the region is only expected to convey flows of 1.1 m<sup>3</sup>/s. Upon inspection of the existing culvert, it has been determined that the pipe is of relatively new construction and its replacement is not anticipated in the near future.

## 8.0 ASSESSMENTS

### 8.1 GENERAL

In accordance with Section 21 of the Drainage Act, "The engineer in the report shall assess for benefit, outlet liability and injuring liability, and shall insert in an Assessment Schedule, in separate columns, the sums assessed for each opposite each parcel of land and road liable therefore." In the case of this project, an Assessment Schedule for the entire works has been created, which displays a fair and reasonable distribution of estimated costs for future maintenance. As per the Drainage Act, the total estimated cost has been assessed against the affected parcels of land and roads under benefit (Section 22) and outlet liability (Section 23). The McNairn Municipal Drain does not require an assessment for injuring liability (Section 23), special benefit (Section 24) and special assessment (Section 26) because the drain has already been constructed.

The method of determining appropriate assessment values and the distribution between benefit and outlet assessments is the responsibility of the Drainage Engineer. The Drainage Engineer is to use best judgement to provide an Assessment Schedule that is fair to all concerned. In doing so, the engineer has utilized several basic principles:

1. You cannot assess a property for any part of the cost of work that is done upstream from it. Unless there is a special circumstance.
2. You cannot assess a property for benefit for work done some distance downstream, although you can assess it for outlet liability on this work.
3. You cannot assess for benefit lands that are not reasonably close to the drain. Usually those assessed for benefit are abutting the drain, or perhaps one farm removed.
4. You cannot assess those lands that are too low to make any use of the work, such as a gravel pit or quarry, unless they are directly connected by an outlet to the drain.
5. You must assess public utilities and road authorities (Drainage Act Section 26) for the increase in the actual cost of the proposed drainage works caused by the existence of the works of the public utilities or road authorities.
6. Care must be taken in assessing lands covered with bush and trees. If the situation is such that, once the drain is in place, the property owner will be able to clear the bush and cultivate the land, then the property should be assessed in the same way as land already under cultivation. Unless there is a legal restriction preventing the clearing and cultivation in such areas.

A technique used by Drainage Engineers to calculate individual assessments is to convert all lands within the watershed into factored areas. Benefit assessment uses the area of land within the watershed per property multiplied by a factor related to that property's land use. Outlet assessment uses the area of land within the watershed per property multiplied by a factor related to that property's land use, proximity of the property to the drain (distance factor) and the length of the drain that the particular property utilizes (sub-section factor). The summation of these factored areas allows the Drainage Engineer to compare an individual property circumstance to the total of the factored areas within the entire watershed. This method is known as the Factored Area Method and considers the different volumes and rate of flow of water. These parameters are

directly related to the various land uses, soil types, surface conditions, location to the drain and the length of the drain used on an individual property basis.

## 8.2 BENEFIT

As defined by the Drainage Act, benefit assessment is the “advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such that the assessed lands, roads or buildings will result in a higher market value, easier maintenance, increased crop production, improved appearance or better control of surface or subsurface water”. In the case of this project, benefit assessment has been applied to all lands that are located immediately adjacent to the drain, or with a direct connection to the drain via road-side ditch. Benefit assessment is only charged against properties in the section where work is being completed. The benefit factored area is calculated by multiplying the area of a particular property within the watershed (or its assessed area) by the applicable land use factor.

## 8.3 OUTLET

As defined by the Drainage Act, outlet liability may be assessed for those “lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through any drainage works of overland flow, a swale, ravine, creek or watercourse”. In the case of this project, outlet liability has been applied to all properties within the watershed boundary of the drain whenever work is completed downstream of such property. Assessment for outlet is based on the location, area and rate of flow and as such the outlet factored area is calculated by multiplying the area of a particular property within the watershed (or its assessed area) by the applicable land use factor, its distance factor and the sub-section factor.

## 8.4 SPECIAL BENEFIT & SPECIAL ASSESSMENT

As defined by the Drainage Act, special benefit is “any additional work or feature included in the construction, repair or improvement of a drainage works that has no effect on the functioning of the drainage works”. The special benefit or special assessment is assessed directly against any owner, utility, agency, authority or municipality for which the special design and/or maintenance consideration was required. In the case of this project, no construction or improvements were conducted on the McNairn Drain. As such, no special benefits or special assessments were awarded.

## 8.5 SUB-SECTION FACTOR

The McNairn Drain alignment is separated into equal one-thirds based on its length, called sub-sections. The upstream one-third portion of the section is assigned a sub-section factor of 1.00, the middle sub-section is assigned a factor of 0.67 and the downstream sub-section is assigned a factor of 0.33. Each individual property is assigned a particular sub-section factor corresponding with the general location of the drainage in relation to that particular property. Properties that are upstream of a particular maintenance section are assigned a sub-section factor value of 1.0. Sub-section factors are applied to properties when calculating outlet assessments based on the fact that only those lands that are upstream of construction or future maintenance works will be assessed for its costs. As an example, the sub-section factor provides an indication of whether a

property utilizes the entire length of a maintenance section or only the bottom one-third. Properties that utilize a longer length of the drain would therefore have a higher assessment factor.

## 8.6 LAND USE FACTOR

Land use factors are employed when determining assessments for a particular property. The land use factor provides a general factor to account for the volume of runoff from a particular property depending on that property's purpose or use. A land use factor value of 0.5 is applied to all wetland areas. A numeric value of 1.0 is applied to all agricultural lands. A value of 2.0 is used for small, residential (non-agricultural) areas that are 2 ha (5 acres) or less and a value of 4.0 is assigned to lands that are classified as institutional, commercial or as a municipal road.

Each property's area of land within the watershed boundary is multiplied by the land use factor to determine a factored area that is then used to calculate the final assessments for benefit and outlet. As an example, one hectare of agricultural land is assessed at twice the rate of one hectare of wetlands.

In almost all cases, properties will have multiple land uses. For example, a single property may have predominately agricultural lands, with a small residential area surrounding the homestead and possibly also encompass a section of wetlands. In these cases, each of the different land uses is determined and a composite land use factor is determined for each property.

## 8.7 DISTANCE FACTOR

Distance factors were also utilized when determining assessments for a particular property. The distance factor accounts for the proximity of land to the drain and the relative amount of water that will enter the drain. Distance factor markers provide an approximate marker at the 50 m, 150 m and 250 m intervals. A property that is included entirely within the 50 m marker is assigned a distance factor of 1.0. A property that is included entirely outside of the 50 m marker and within the 150 m marker is assigned a distance factor of 0.75. A property that is included entirely outside of the 150 m marker and within the 250 m marker is assigned a distance factor of 0.5. Properties that are beyond the 250 m marker are assigned a distance factor of 0.3.

Each property's area of land within the watershed boundary and the applicable distance factor markers is multiplied by the applicable distance factor in order to provide a factored area which is then used to calculate the final assessments for outlet. Properties that are closer to the drain would therefore have a higher distance factor than those farther away.

In almost all cases, properties will have areas of land that fall into more than one distance factor marker. For example, a single property may have lands within the 50 m marker, 150 m marker and then the remainder of the property within the 250 m marker. In these cases, the area of land within each individual distance marker is multiplied by its applicable distance factor. The summation of these factored areas then provides a combined or pro-rated factored area on an individual property basis.

## 8.8 ASSESSMENT SCHEDULE

The Assessment Schedule identifies the assessed costs to benefit and outlet for each property and also includes net HST, Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) grant (if applicable) and the net cost to be assessed to the landowner. At the time of this report, eligible farm tax class properties receive a one third grant on agricultural land from the OMAFRA. The grant for eligible properties has been applied in the Assessment Schedule but may be updated as deemed necessary.

Based on present practices, the recommended approach for determining the apportionment of an assessment to either benefit or outlet is such that the assessment percentage split is reflective of the relative use of the drain by immediate benefitting landowners and the size of the watershed. As a general rule, the portion of the assessment cost assigned to outlet increases with the size of the drain and the total area of the watershed. In other words, when the use of the drain by benefitting landowners is outweighed by the number of landowners using that particular section of the drain for outlet only, then the apportionment to outlet assessment is higher than the apportionment to benefit assessment.

The Assessment Schedule has been provided in Appendix B.

## 9.0 COST ESTIMATE

The total estimated cost for the Section 76 & 78 updates to the McNairn Drain Engineer's report is \$18,500.00. The estimated costs do not account for any additional efforts or expenses that may be incurred by the engineer during the appeals period whether through individual landowner meetings / consultation, The Ontario Drainage Tribunal, The Court of Revision or The Drainage Referee. Typically, the cost estimate includes construction and engineering prices however since no construction work was proposed for the scope of this project, construction costs will not be included.

## 10.0 FUTURE MAINTENANCE

Future maintenance of the McNairn Drain shall be the administrative responsibility of the Township of South Glengarry, although the individual landowners whose property is directly adjacent to the drain should periodically inspect the drain and report any problems to the municipality.

The cost of future maintenance is to be assessed in the proportions of the Assessment Schedule, as shown in Appendix B, against the upstream owners of lands and roads.

For future maintenance, the "Sub-Total Cost" column contained within the Assessment Schedule shall be used when determining a property's pro-rata ratio (percentage of cost). When determining the percentage of the cost of future maintenance to be assigned to individual properties, this shall be completed prior to any consideration of special benefit, Net HST (municipal tax rebates), farm tax class rate (OMAFRA one third grant) and allowances. Net HST and OMAFRA grant values shall be adjusted to the current values at the time of the maintenance.



All future replacement of culverts shall be installed complete with rip-rap and geotextile at the inlet and outlet and countersunk (embedded) 10 % of their diameter. In accordance with the Drainage Act all future maintenance costs are to be assessed against the lands adjacent to and upstream of the location of the maintenance works pro-rata with the assessments for benefit and outlet.

Future maintenance and the costs of such maintenance for private crossings, private tile outlets and fences shall be the responsibility of the adjacent landowner to whom the culvert, tile or fence belongs. Future maintenance and the costs of such maintenance and replacement for road crossings, such as the Sutherland Avenue road crossing (Sta. 1+335) and the Yacht Boulevard road crossing (Sta. 0+425), shall be the responsibility of the Municipality of South Glengarry. With respect to the newly adopted crossing at the east end of Galleon Crescent and at the West limit of Elm Street (Sta. 1+234) as well as the existing crossing at Sta. 0+225 and Sta. 0+925, it shall be the financial responsibility of the landowner on which the crossing is located to maintain and replace the crossing as required. All permitting and coordination of construction shall remain the administrative responsibility of the Township of South Glengarry, in fitting with standard maintenance practices under the Drainage Act. Costs specifically associated with repairs, maintenance or replacement of the crossing adopted by way of this report, shall be solely borne by the landowner on whose property the culvert is located. The landowner shall contact the Township of South Glengarry's Drainage Superintendent prior to undertaking any works on the crossing.

In addition, as per Section 26 of the Drainage Act R.S.O. 1990, any increased costs or costs of maintenance caused by the existence of municipal infrastructure or public utility, along the drainage system, shall be at the expense of the road authority or public utility. For the purpose of this report, locates on public utilities (such as gas, telecommunications, electricity, etc.) were not thoroughly investigated however any increased cost caused by a public utility is at their respective cost.

## 10.1 Working Area

The working area as required for the purpose of this drainage works, in accordance with Section 63 of the Drainage Act, shall be 15 metres as measured from the top ditch bank, with the exception of station 0+355 to 0+510 where the working area shall be 10 metres from the top of ditch bank. The working area is required for the purpose of all future maintenance. Additionally, trees, shrubs, landscaping, sheds, play structures or other obstructions to maintenance should not be placed within the working area. Any increase in the maintenance cost due to obstructions will be at the owner's expense.

Specific excavation locations and spreading directions are as follows:

Start Station	End Station	Location
0+000	0+355	Either side of the drain
0+355	0+510	North Side of the drain
0+510	0+770	East side of the drain
0+770	0+990	North side of the drain
0+990	1+295	West side of the drain



## 10.2 Disposal of Excavated Materials

The excavated earth material removed from the drain shall be disposed of by spreading it over the adjoining land. The depth of spreading is not to exceed 150mm which provision will also apply for future maintenance works. For purposes of future maintenance works, the excavated material may be spread with landowner(s) consent or hauled away. If the owner requests the material to be hauled away, the cost of removing the excavated material is to be levied directly against the landowner. This provision shall apply to all future maintenance works in spite of the wording under the future maintenance section.

## 11.0 CLOSING

This report has been respectfully submitted to the Township of South Glengarry staff and council on behalf of McIntosh Perry Consulting Engineers Ltd. for updates to the McNairn Drain under Sections 76 & 78 of the Drainage Act, R.S.O 1990, c.D.17.

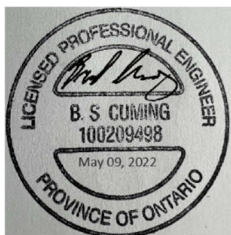
This report is respectfully submitted by,  
McIntosh Perry Consulting Engineers Ltd.

Report Prepared By:



Lucas Gibson, C. Tech  
Civil Engineering Technologist

Report Reviewed By:

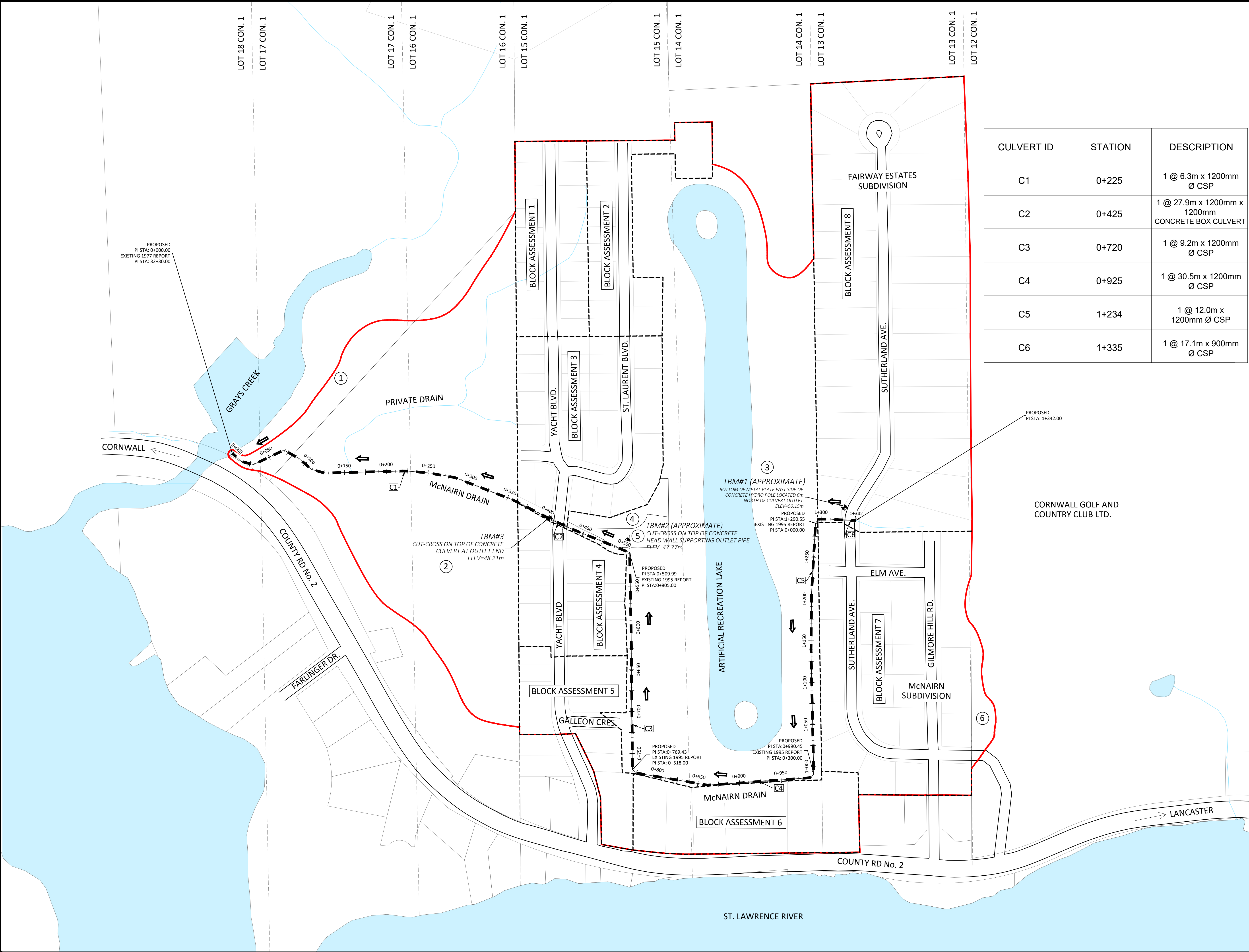


Brent Cuming, P.Eng.  
Project Engineer, Land Development

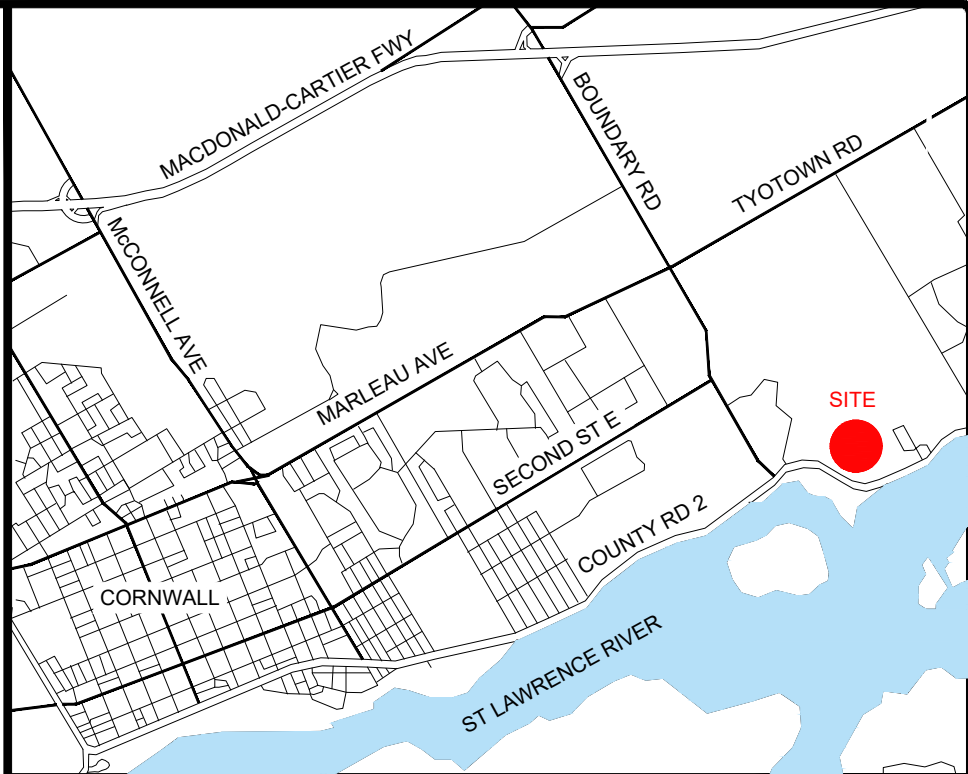


Mustafa Sasal, P.Eng.  
Senior Water Resource Engineer

APPENDIX A:  
Engineering Drawings



CULVERT ID	STATION	DESCRIPTION
C1	0+225	1 @ 6.3m x 1200mm Ø CSP
C2	0+425	1 @ 27.9m x 1200mm x 1200mm CONCRETE BOX CULVERT
C3	0+720	1 @ 9.2m x 1200mm Ø CSP
C4	0+925	1 @ 30.5m x 1200mm Ø CSP
C5	1+234	1 @ 12.0m x 1200mm Ø CSP
C6	1+335	1 @ 17.1m x 900mm Ø CSP



LEGEND

APPROXIMATE PROPERTY BOUNDARY

WATERSHED BOUNDARY

BLOCK ASSESSMENT BOUNDARY

LOT AND CONCESSION BOUNDARY

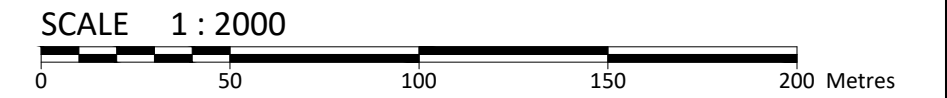
WATERCOURSE / WATERBODY

McNAIRN DRAIN ALIGNMENT

APPROXIMATE ROAD ALIGNMENT

1

ASSESSMENT PROPERTY IDENTIFIER



01	ISSUED FOR FINAL SUBMISSION	2022.05.09
00	ISSUED FOR REVIEW	2021.07.30
No.	Revision/Issue	Date

Check and verify all dimensions before proceeding with the work

Do not scale drawings

McINTOSH PERRY

3240 Drummond Cons 5A, R.R. #7, Perth, ON K7H 3C9  
Tel: 613-267-6524 Fax: 613-267-7992  
www.mcintoshperry.com

Stamp:

LICENSED PROFESSIONAL ENGINEER  
M. SASAL  
100151510  
PROVINCE OF ONTARIO

LICENSED PROFESSIONAL ENGINEER  
B. S. CHUNG  
100209498  
PROVINCE OF ONTARIO

Client:  
TOWNSHIP OF SOUTH GLENGARRY  
6 OAK STREET, P.O. BOX 220  
LANCASTER, ON, K0C 1N0

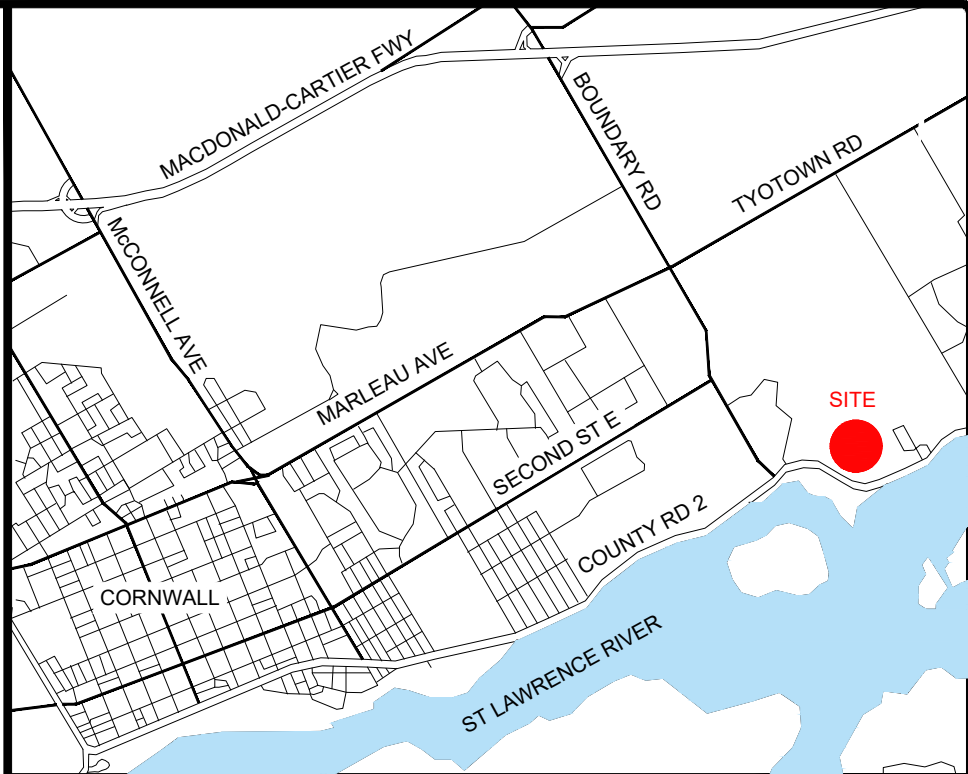
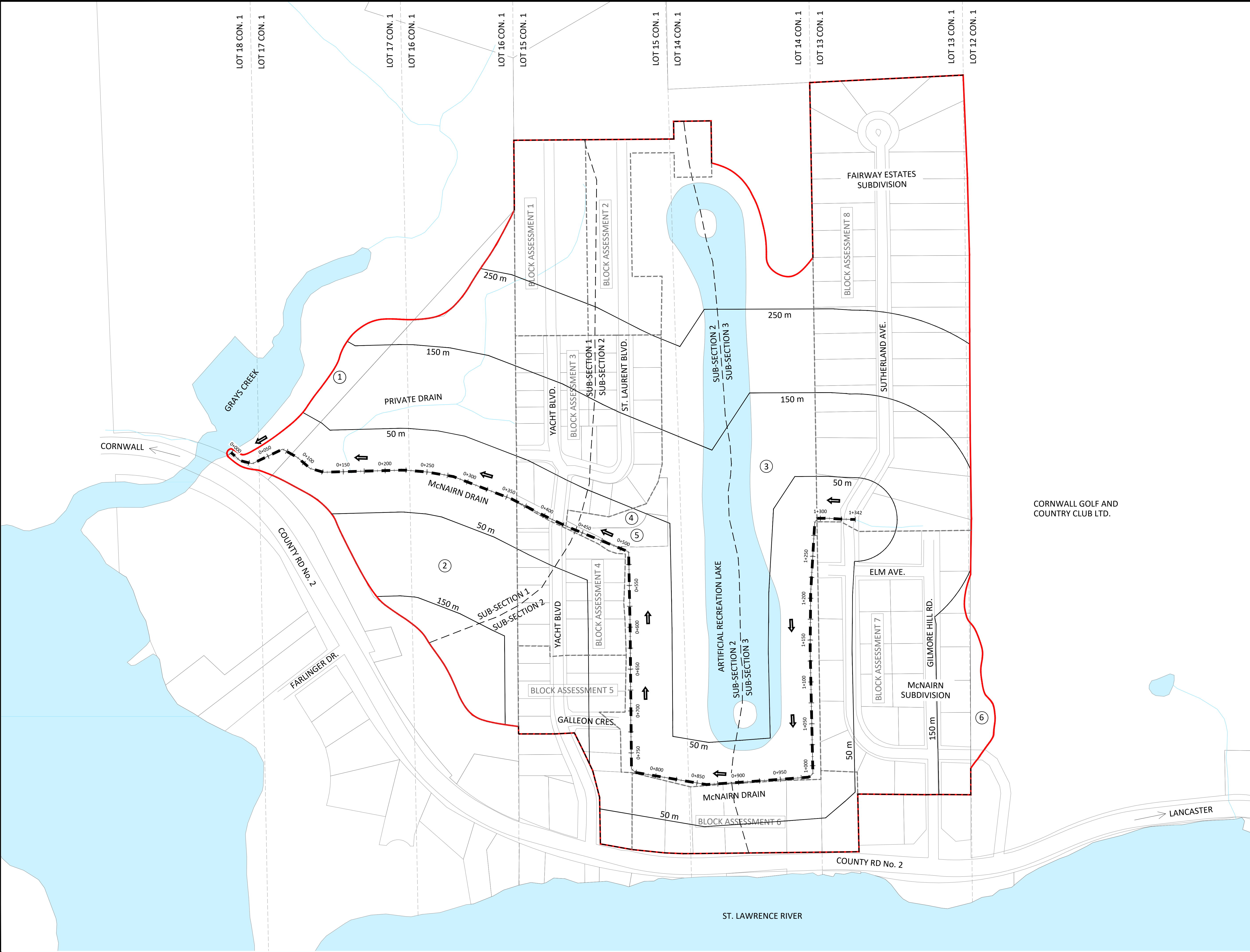
Project:  
McNAIRN DRAIN

CORNWALL ONTARIO

Drawing Title:  
GENERAL LAYOUT PLAN

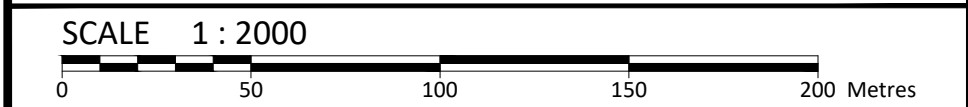
Scale: 1:2000	Project Number:
Drawn by: M.M.	OPM-18-9531
Checked By: B.C.	Drawing Number:
Designed By: L.G.	SHEET 1 of 3
Date: 2022.05.09	





**LEGEND**

- APPROXIMATE PROPERTY BOUNDARY
- WATERSHED BOUNDARY
- BLOCK ASSESSMENT BOUNDARY
- LOT AND CONCESSION BOUNDARY
- WATERCOURSE / WATERBODY
- McNAIRN DRAIN ALIGNMENT
- APPROXIMATE ROAD ALIGNMENT
- ASSESSMENT PROPERTY IDENTIFIER
- ASSESSMENT BANDS
- ALIGNMENT SUB-SECTIONS



01	ISSUED FOR FINAL SUBMISSION	2022.05.09
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Tel: 613-267-6524 Fax: 613-267-7992  
www.mcintoshperry.com

Stamp:

Client:  
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LANCASTER, ON, K0C 1N0

Project:  
**McNAIRN DRAIN**

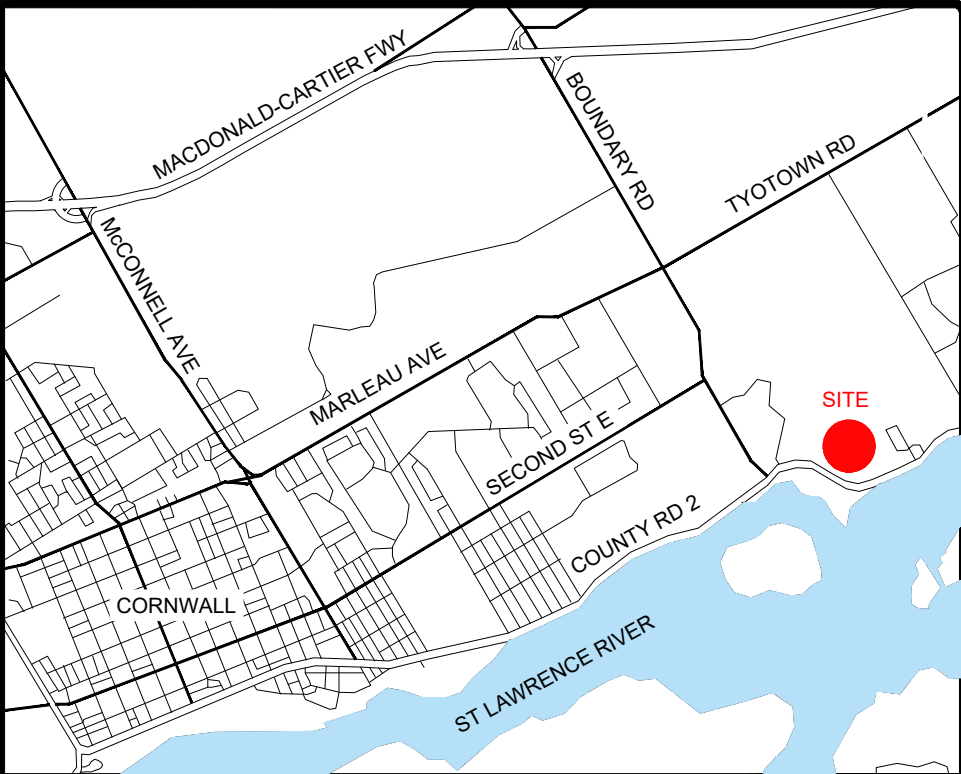
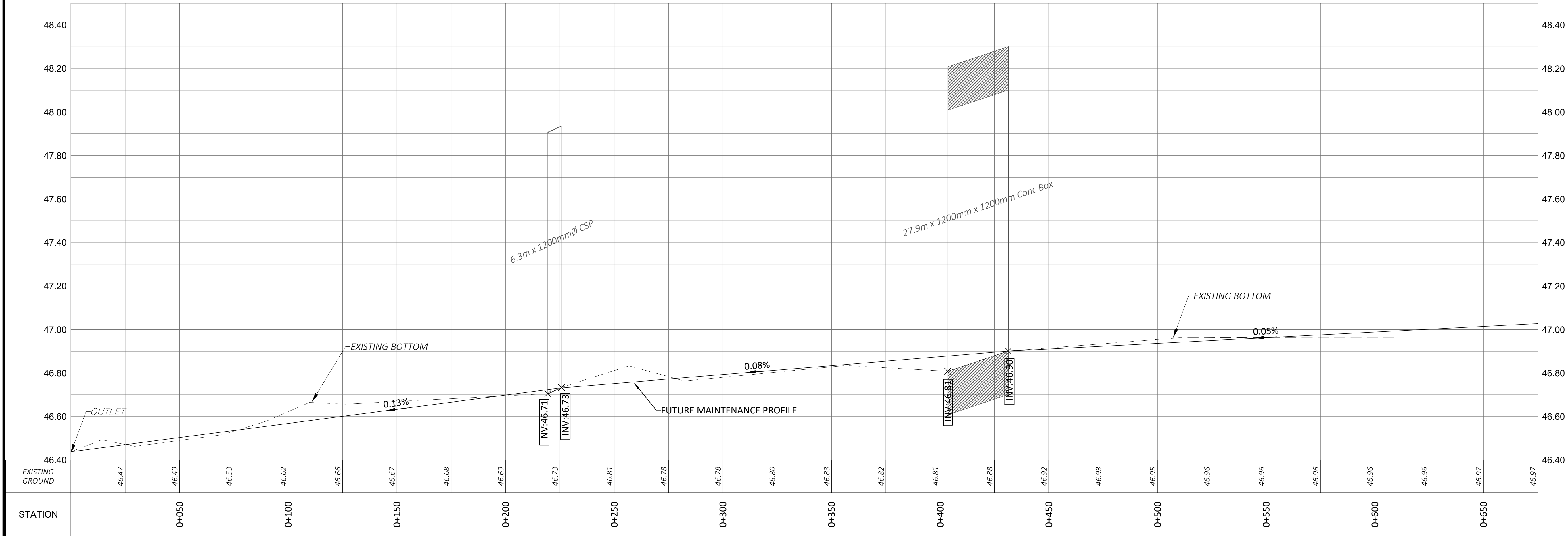
CORNWALL ONTARIO

Drawing Title:  
**ASSESSMENT LAYOUT PLAN**

Scale: 1:2000	Project Number: OPM-18-9531
Drawn by: M.M.	
Checked By: B.C.	Drawing Number:
Designed By: L.G.	
Date: 2022.05.09	SHEET 2 of 3



Profile - McNairn Drain  
STA. 0+000 TO STA. 0+675  
Vert Exaggeration - 100.00

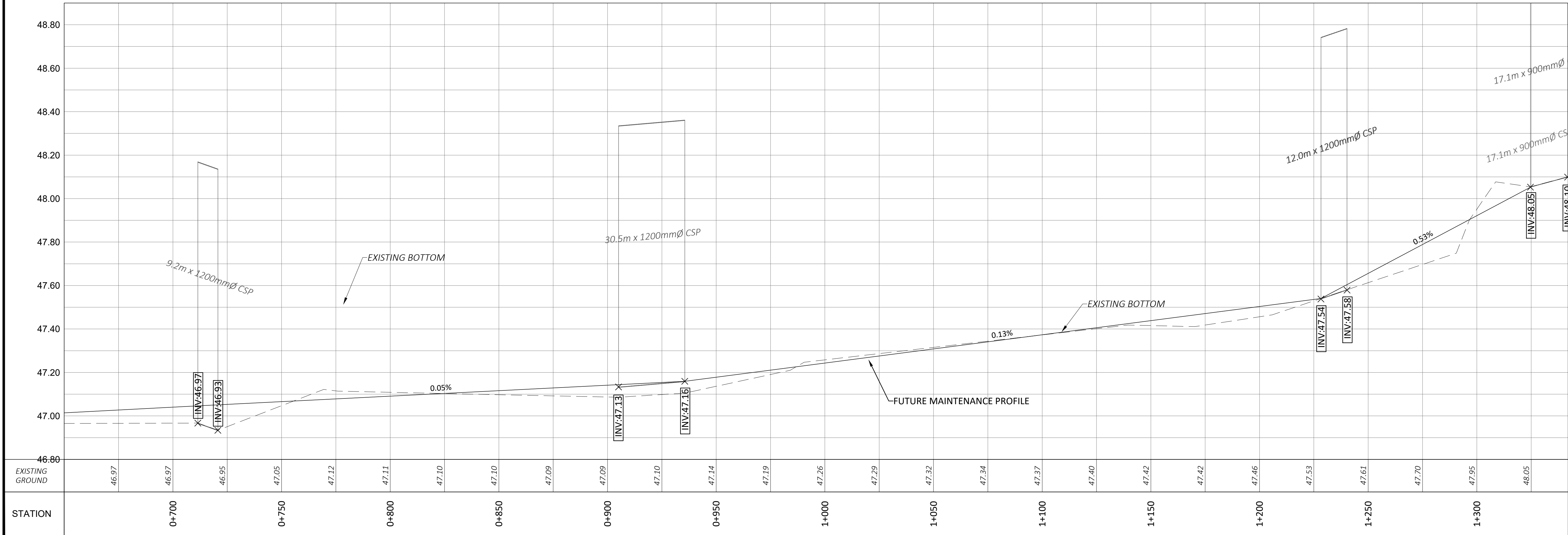


LEGEND

- EXISTING BOTTOM OF DRAIN
- FUTURE MAINTENANCE PROFILE

SCALE 1 : 1000  
0 25 50 75 100 Metres

Profile - McNairn Drain  
STA. 0+650 TO STA. 1+342  
Vert Exaggeration - 100.00



01	ISSUED FOR FINAL SUBMISSION	2022.05.09
00	ISSUED FOR REVIEW	2021.07.30
No.	Revision/Issue	Date

Check and verify all dimensions before proceeding with the work Do not scale drawings

McINTOSH PERRY

3240 Drummond Cons SA, R.R. #7, Perth, ON K7H 3C9  
Tel: 613-267-6524 Fax: 613-267-7992  
www.mcintoshperry.com

Stamp:



Client:  
TOWNSHIP OF SOUTH GLENGARRY  
6 OAK STREET, P.O. BOX 220  
LANCASTER, ON, K0C 1N0

Project:  
McNAIRN DRAIN

CORNWALL ONTARIO

Drawing Title:  
DRAIN PROFILE

Scale: 1:1500H, 1:100V	Project Number:
Drawn by: M.M.	OPM-18-9531
Checked By: B.C.	Drawing Number:
Designed By: L.G.	SHEET 3 of 3
Date: 2022.05.09	

03

## APPENDIX B:

### Assessment Schedule

	McNairn Drain Total Cost	\$ 18,500.00	
Section 1	Total Cost	\$ 18,500.00	
	Benefit Costs	\$ 12,950.00	70%
	Outlet Costs	\$ 5,550.00	30%

Property Information		Area (Ha)	Land Use Factor	Factored Area	Direct Access to Drain	Benefit Factored Area	Benefit Cost	Distance Factor	Sub-Section Factor	Outlet Factored Area	Outlet Cost	Special Benefit / Specieal Assessment	Allowance	Sub-Total Cost	Farm Class Tax Rate	Net HST	OMAFRA Grant Reduction	Total Net Cost (After Tax & Grant)
Roll Number	Property ID																	
010100602671000	1	0.80	1.00	0.80	Y	0.80	\$ 132.95	0.79	0.33	0.21	\$ 27.50	\$ -	\$ -	\$ 160.44		\$ 2.82	\$ -	\$ 163.27
010100601250000	2	8.93	1.04	9.32	Y	9.32	\$ 1,554.33	0.76	0.37	2.63	\$ 345.71	\$ -	\$ -	\$ 1,900.03	Y	\$ 33.44	\$ 633.34	\$ 1,300.13
010100601244265	3	14.52	0.77	11.16	Y	11.16	\$ 1,860.69	0.70	0.83	6.50	\$ 853.42	\$ -	\$ -	\$ 2,714.11		\$ 47.77	\$ -	\$ 2,761.87
010100601244348	4	0.25	2.00	0.50	Y	0.50	\$ 84.04	0.91	0.64	0.29	\$ 38.12	\$ -	\$ -	\$ 122.16		\$ 2.15	\$ -	\$ 124.31
010100601244351	5	0.23	2.00	0.46	Y	0.46	\$ 77.37	0.99	0.67	0.31	\$ 40.16	\$ -	\$ -	\$ 117.54		\$ 2.07	\$ -	\$ 119.61
010100601199000	6	0.29	2.00	0.58	Y	0.58	\$ 96.38	0.50	1.00	0.29	\$ 37.95	\$ -	\$ -	\$ 134.33		\$ 2.36	\$ -	\$ 136.70
-	BLOCK ASSESSMENT 1	1.51	2.46	3.73	N	0.00	\$ -	0.38	0.33	0.48	\$ 62.55	\$ -	\$ -	\$ 62.55		\$ 1.10	\$ -	\$ 63.65
-	BLOCK ASSESSMENT 2	1.47	2.58	3.80	N	0.00	\$ -	0.35	0.64	0.84	\$ 110.05	\$ -	\$ -	\$ 110.05		\$ 1.94	\$ -	\$ 111.99
-	BLOCK ASSESSMENT 3	3.64	2.33	8.46	Y	8.46	\$ 1,411.27	0.68	0.50	2.87	\$ 377.17	\$ -	\$ -	\$ 1,788.44		\$ 31.48	\$ -	\$ 1,819.91
-	BLOCK ASSESSMENT 4	1.87	2.35	4.40	Y	4.40	\$ 734.08	0.88	0.58	2.26	\$ 297.27	\$ -	\$ -	\$ 1,031.35		\$ 18.15	\$ -	\$ 1,049.50
-	BLOCK ASSESSMENT 5	1.36	2.37	3.22	Y	3.22	\$ 537.70	0.86	0.67	1.85	\$ 243.09	\$ -	\$ -	\$ 780.79		\$ 13.74	\$ -	\$ 794.53
	BLOCK ASSESSMENT 6	1.41	2.00	2.83	Y	2.83	\$ 471.39	0.96	0.83	2.26	\$ 296.17	\$ -	\$ -	\$ 767.56		\$ 13.51	\$ -	\$ 781.07
-	BLOCK ASSESSMENT 7	5.33	2.59	13.81	Y	13.81	\$ 2,302.22	0.77	1.00	10.67	\$ 1,401.41	\$ -	\$ -	\$ 3,703.63		\$ 65.18	\$ -	\$ 3,768.81
-	BLOCK ASSESSMENT 8	9.96	2.22	22.11	Y	22.11	\$ 3,687.59	0.49	1.00	10.81	\$ 1,419.44	\$ -	\$ -	\$ 5,107.03		\$ 89.88	\$ -	\$ 5,196.91
		51.58				77.66	\$ 12,950.00			42.26	\$ 5,550.00	\$ -	\$ -	\$ 18,500.00		\$ 325.60	\$ 633.34	\$ 18,192.26



## APPENDIX C:

### Hydrologic Modelling Calculations

**Project Title** McNairn Drain  
**MPCE Project Number** PM-18-9531

**Watershed Area** A= 0.52 km<sup>2</sup>  
**Lake and Wetland Area** A= 0.04 km<sup>2</sup>

**Step 1: Determine Appropriate Methodology**

Peak Flow Calculation Methodologies for Small to Large Watershed

Methodology	Drainage Area Limits (km <sup>2</sup> )			
	0 to 1	1 to 25	25 to 100	100 to 10000
Rational Method	<input checked="" type="checkbox"/>	-	-	-
Hydrologic Model	<input checked="" type="checkbox"/>	-	-	-
MNR Index Flood	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MNR Dimensionless	-	<input checked="" type="checkbox"/>	-	-
MTO Watershed Classification	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Station-Frequency	-	-	-	<input checked="" type="checkbox"/>
Unified Ontario Flood Method	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MTO Modified Index Flood Method	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Project Title  
MPCE Project Number  
Methodology

McNairn Drain  
PM-18-9531  
Rational Method

Watershed Area

A= 0.52 km<sup>2</sup>

Lake and Wetland Area

A= 0.04 km<sup>2</sup>

Lake and Wetland Percentage (%)
8.7

#### Runoff Coefficient

Land Use	Runoff Coefficient	Area (km <sup>2</sup> )	Balanced Runoff Coefficient
Impervious	0.90	0.046	0.56
Wetland	0.05	0.045	
Agricultural	0.55	0.194	
Residential	0.60	0.231	

\*Values Based on: MTO Drainage Management Manual - Design Chart 1.07: Runoff Coefficients

#### Time of Concentration

Total Overland Flow Distance (m)	Slope of Land (%)	Sheet Flow Distance (m)	Sheet Flow Tc (min)
455	0.22	30	16

Shallow Concentrated Flow Distance (m)	Shallow Concentrated Flow Velocity (m/s)	Shallow Concentrated Tc (min)
425	0.0719	99

Ditch Length (m)	Ditch Slope (%)	Ditch Velocity (m/s)	Ditch Tc (min)
125	0.65	0.37	6

Total Tc (min)
120

#### Intensity

Return Period	Results (mm/hr)
2-Year	13
5-Year	18
10-Year	20
25-Year	24
50-Year	26
100-Year	29

\*Equation Based on MTO IDF Curve Lookup Results for 45.03916758568, -74.65679116009 - Year 2050

#### Peak Flow

Return Period	Results (L/s)
2-Year	1080
5-Year	1420
10-Year	1640
25-Year	1917
50-Year	2114
100-Year	2317

MTO Drainage Management Manual - Design Chart 1.06: Peak Discharge Reduction Factor to Allow for Storage

Watershed Area

0.52 km<sup>2</sup>

Storage Area from Lakes & Swamps

0.04 km<sup>2</sup>

Storage Percent

8.7%

Curve B: Significant portion of flow passes through detention areas distributed throughout basin or in the middle r

Ks (Peak Discharge Reduction Factor) =

0.788

#### Summary Flow Statistics

Return Period	Return Period Flow
	L/s
2-Year	851
5-Year	1119
10-Year	1292
25-Year	1511
50-Year	1666
100-Year	1826

**Project Title** McNairn Drain  
**MPCE Project Number** PM-18-9531  
**Methodology** Hydrologic Model - Visual OTTHYMO

Watershed Area A= 0.52 km<sup>2</sup>  
 Lake and Wetland Area A= 0.04 km<sup>2</sup>

#### Curve Number

Land Use	Curve Number	Area (km <sup>2</sup> )	Composite Curve Number
Impervious	98	0.046	84
Wetlands	50	0.045	
Agricultural	86	0.194	
Residential	86	0.231	

\*Values Based on: MTO Drainage Management Manual - Design Chart 1.09: Soil Conservation Service Curve Numbers

#### Initial Abstraction

Land Use	Initial Abstraction (Ia)	Area (km <sup>2</sup> )	Composite Initial Abstraction
Impervious	2.0	0.046	6
Swamp	10.0	0.045	
Cultivated	7.0	0.194	
Residential	5.0	0.231	

\*Table 7.5: Initial Abstraction/Depression Storage – Adapted from UNESCO, Manual on Drainage in Urbanized Areas, 1987

#### Time of Concentration (Refer to Rational Method Sheets for Breakdown)

Time of Concentration (min)	Time to Peak (hours)
120	1.34

#### Visual OTTHYMO Inputs

Area (ha)	Curve Number	Initial Abstraction (Ia)	Time to Peak (hours)
51.58	84	6	1.34

#### Peak Flow

Return Period	4-hr Chicago	12-hr SCS Type II	24-hr SCS Type II
	Results (m <sup>3</sup> /s)		
2-Year	0.40	0.69	0.89
5-Year	0.68	1.12	1.36
10-Year	0.89	1.43	1.72
25-Year	1.17	1.79	2.15
50-Year	1.37	2.09	2.45
100-Year	1.59	2.38	2.75

MTO Drainage Management Manual - Design Chart 1.06: Peak Discharge Reduction Factor to Allow for Storage

Watershed Area 0.52 km<sup>2</sup>  
 Storage Area from Lakes & Swamps 0.04 km<sup>2</sup>  
 Storage Percent 8.7%

Curve A: Significant portion of flow passes through detention areas in upper reaches, or elsewhere in basin not in pa

Ks (Peak Discharge Reduction Factor) = 0.788

#### Summary Flow Statistics

Return Period	Peak Flow
	(m <sup>3</sup> /s)
2-Year	0.70
5-Year	1.07
10-Year	1.35
25-Year	1.70
50-Year	1.93
100-Year	2.17

Project Title  
MPCE Project Number  
Page Title

McNairn Drain  
PM-18-9531  
Summary of Results

Watershed Area

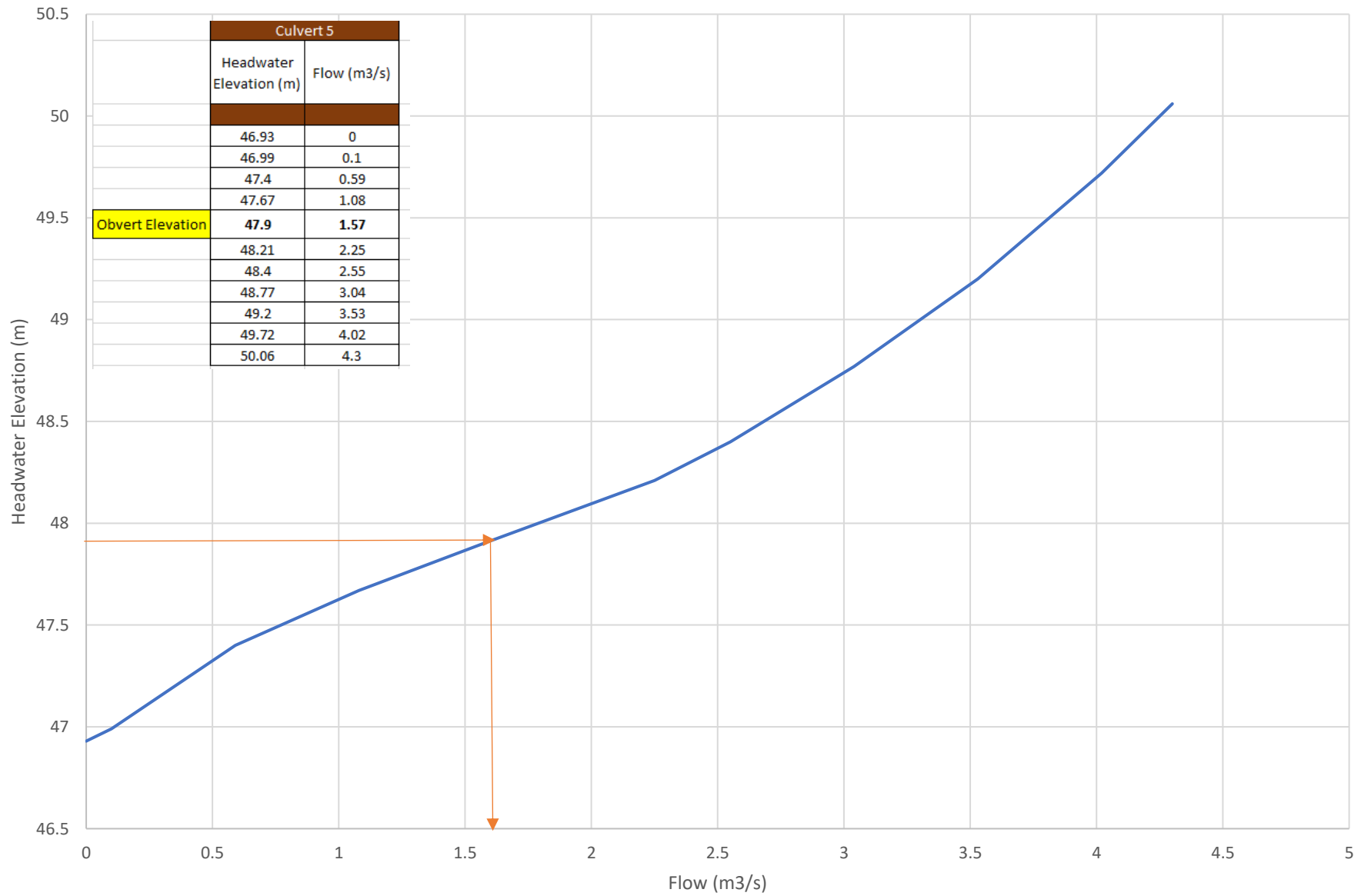
A= 0.52 km<sup>2</sup>

Lake and Wetland Area

A= 0.04 km<sup>2</sup>

	Rational Method	Visual OTTHYMO	Maximum Results
Return Period	(m <sup>3</sup> /s)		
2-Year	0.85	0.70	<b>0.85</b>
5-Year	1.12	1.07	<b>1.12</b>
10-Year	1.29	1.35	<b>1.35</b>
25-Year	1.51	1.70	<b>1.70</b>
50-Year	1.67	1.93	<b>1.93</b>
100-Year	1.83	2.17	<b>2.17</b>

# Rating Curve Culvert 5



# HY-8 Culvert Analysis Report

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## Crossing Discharge Data

Discharge Selection Method: Specify Minimum, Design, and Maximum Flow

Minimum Flow: 0.10 cms

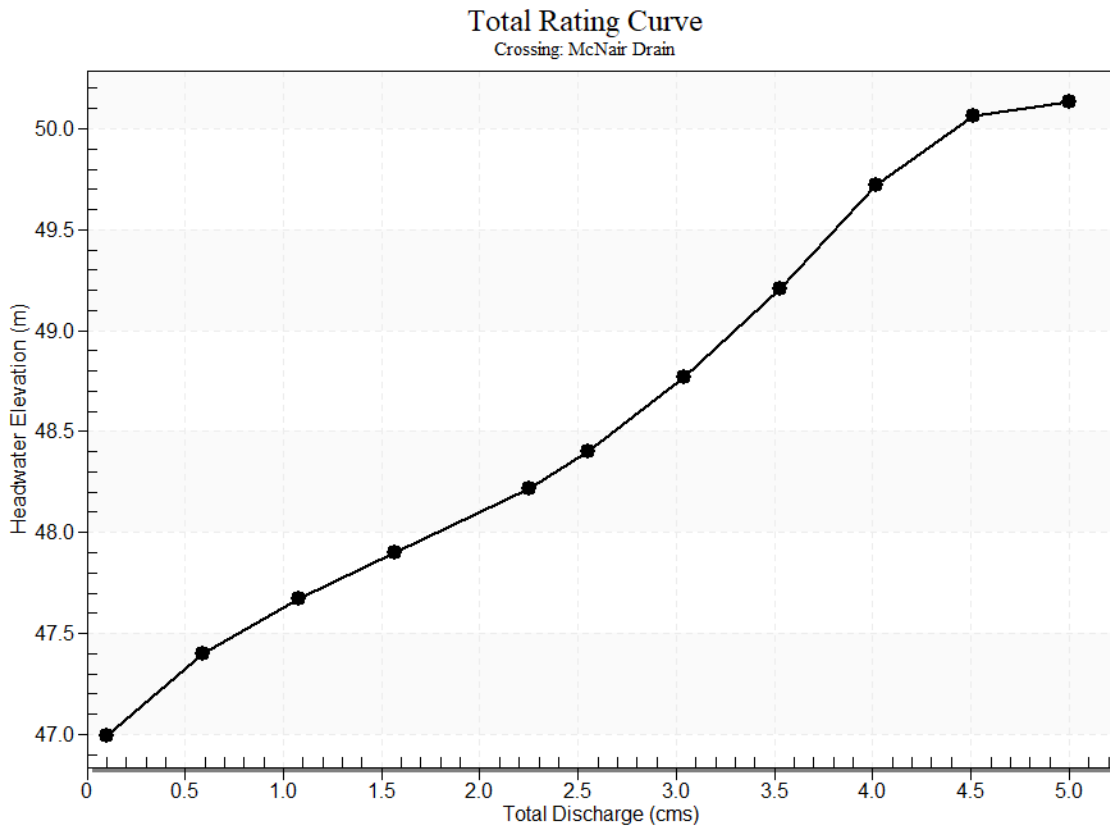
Design Flow: 2.25 cms

Maximum Flow: 5.00 cms

**Table 1 - Summary of Culvert Flows at Crossing: McNair Drain**

Headwater Elevation (m)	Total Discharge (cms)	Culvert 5 Discharge (cms)	Roadway Discharge (cms)	Iterations
46.99	0.10	0.10	0.00	1
47.40	0.59	0.59	0.00	1
47.67	1.08	1.08	0.00	1
47.90	1.57	1.57	0.00	1
48.21	2.25	2.25	0.00	1
48.40	2.55	2.55	0.00	1
48.77	3.04	3.04	0.00	1
49.20	3.53	3.53	0.00	1
49.72	4.02	4.02	0.00	1
50.06	4.51	4.30	0.20	7
50.13	5.00	4.36	0.64	5
50.00	4.25	4.25	0.00	Overtopping

## Rating Curve Plot for Crossing: McNair Drain



## Culvert Data: Culvert 5

**Table 2 - Culvert Summary Table: Culvert 5**

Total Discharge (cms)	Culvert Discharge (cms)	Headwater Elevation (m)	Inlet Control Depth (m)	Outlet Control Depth (m)	Flow Type	Normal Depth (m)	Critical Depth (m)	Outlet Depth (m)	Tailwater Depth (m)	Outlet Velocity (m/s)	Tailwater Velocity (m/s)
0.10 cms	0.10 cms	46.99	0.24	0.264	3-M2t	0.21	0.17	0.19	0.19	0.89	0.51
0.59 cms	0.59 cms	47.40	0.61	0.669	3-M2t	0.53	0.41	0.48	0.48	1.41	0.84
1.08 cms	1.08 cms	47.67	0.87	0.938	3-M2t	0.77	0.56	0.64	0.64	1.76	0.98
1.57 cms	1.57 cms	47.90	1.11	1.173	3-M2t	1.20	0.69	0.76	0.76	2.07	1.08
2.25 cms	2.25 cms	48.21	1.48	1.484	3-M2t	1.20	0.83	0.90	0.90	2.47	1.18
2.55 cms	2.55 cms	48.40	1.67	1.628	3-M2t	1.20	0.88	0.96	0.96	2.64	1.22
3.04 cms	3.04 cms	48.77	2.04	1.890	3-M2t	1.20	0.96	1.03	1.03	2.93	1.27
3.53 cms	3.53 cms	49.20	2.47	2.224	7-M2t	1.20	1.02	1.10	1.10	3.24	1.32
4.02 cms	4.02 cms	49.72	2.99	2.598	7-M2t	1.20	1.07	1.17	1.17	3.58	1.37



cms	cms				M2t						
4.51	4.30	50.06	3.33	2.862	4-	1.20	1.10	1.20	1.23	3.80	1.41
cms	cms				FFf						
5.00	4.36	50.13	3.40	2.962	4-	1.20	1.10	1.20	1.29	3.85	1.44
cms	cms				FFf						

### Culvert Barrel Data

Culvert Barrel Type Straight Culvert

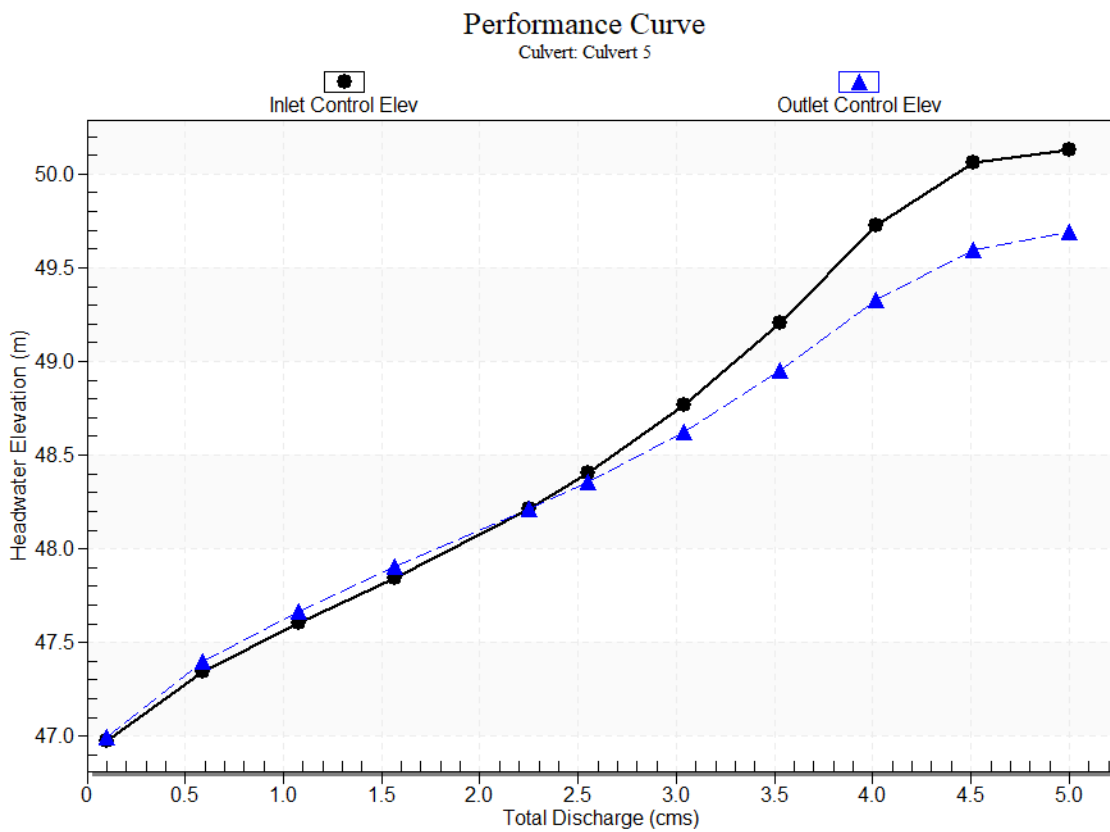
Inlet Elevation (invert): 46.73 m,

Outlet Elevation (invert): 46.70 m

Culvert Length: 6.30 m,

Culvert Slope: 0.0048

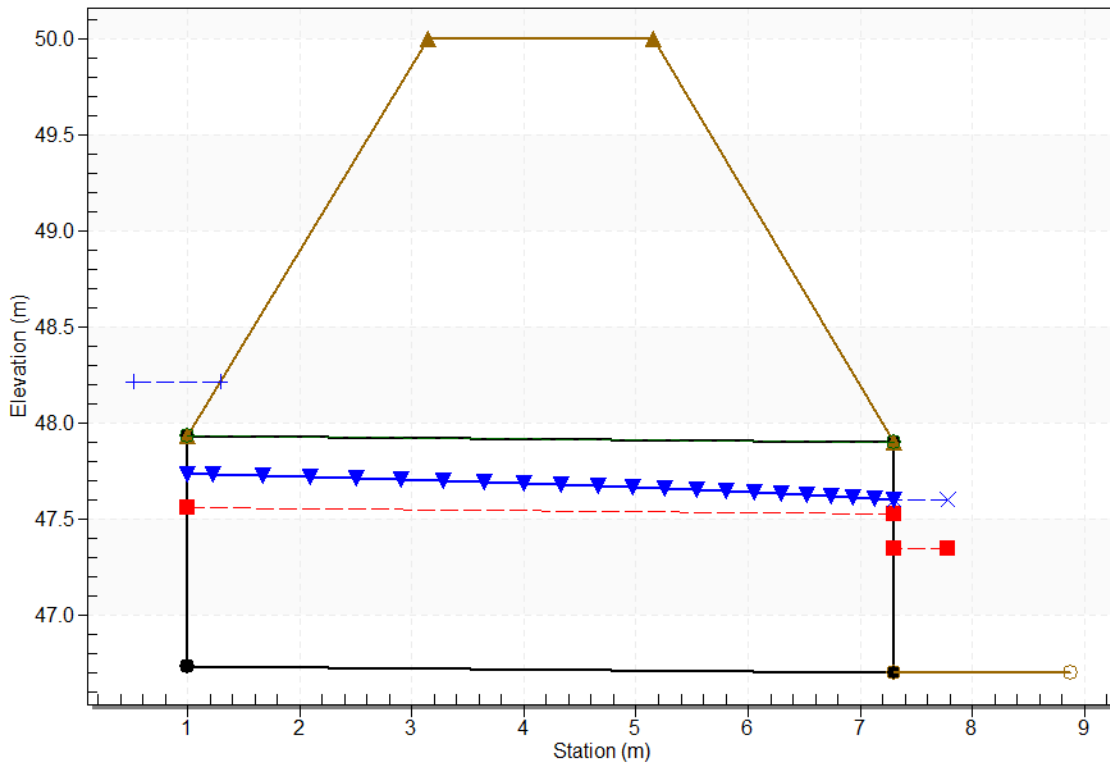
### Culvert Performance Curve Plot: Culvert 5



### Water Surface Profile Plot for Culvert: Culvert 5

Crossing - McNair Drain, Design Discharge - 2.25 cms

Culvert - Culvert 5, Culvert Discharge - 2.25 cms



### Site Data - Culvert 5

Site Data Option: Culvert Invert Data

Inlet Station: 1.00 m

Inlet Elevation: 46.73 m

Outlet Station: 7.30 m

Outlet Elevation: 46.70 m

Number of Barrels: 1

### Culvert Data Summary - Culvert 5

Barrel Shape: Circular

Barrel Diameter: 1200.00 mm

Barrel Material: Corrugated Steel

Embedment: 0.00 mm

Barrel Manning's n: 0.0240

Culvert Type: Straight

Inlet Configuration: Thin Edge Projecting ( $K_e=0.9$ )

Inlet Depression: None

### Tailwater Data for Crossing: McNair Drain

Table 3 - Downstream Channel Rating Curve (Crossing: McNair Drain)

Flow (cms)	Water Surface Elev (m)	Velocity (m/s)	Depth (m)	Shear (Pa)	Froude Number
0.10	46.89	0.19	0.51	8.45	0.43
0.59	47.18	0.48	0.84	21.52	0.47
1.08	47.34	0.64	0.98	28.89	0.49
1.57	47.46	0.76	1.08	34.47	0.50
2.25	47.60	0.90	1.18	40.68	0.51
2.55	47.66	0.96	1.22	43.06	0.51
3.04	47.73	1.03	1.27	46.61	0.52
3.53	47.80	1.10	1.32	49.82	0.52
4.02	47.87	1.17	1.37	52.78	0.52
4.51	47.93	1.23	1.41	55.52	0.53
5.00	47.99	1.29	1.44	58.08	0.53

### Tailwater Channel Data - McNair Drain

Tailwater Channel Option: Trapezoidal Channel

Bottom Width: 0.76 m

Side Slope (H:V): 1.50 (:1)

Channel Slope: 0.0046

Channel Manning's n: 0.0350

Channel Invert Elevation: 46.70 m

### Roadway Data for Crossing: McNair Drain

Roadway Profile Shape: Constant Roadway Elevation

Crest Length: 9.00 m

Crest Elevation: 50.00 m

Roadway Surface: Paved

Roadway Top Width: 2.00 m



## **STAFF REPORT**

**S.R. No. 141-2022**

**PREPARED BY:** Kelli Campeau, GM Corporate Services/Clerk

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Video Surveillance Policy

### **BACKGROUND:**

1. The Township of South Glengarry recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of municipal employees, property, and the general public.
2. Administration has discussed enhancing security at Township-owned facilities for some time.
3. The use of video monitoring equipment is an accepted practice used to promote the safety and security of public, staff, and safeguard assets and property.

### **ANALYSIS:**

4. As an institution governed by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Township has obligations with respect to notice, access, use, disclosure, retention and disposal of records.
5. While video surveillance in certain areas is recommended, the Township's video surveillance must also be designed to minimize privacy intrusion.
6. A prerequisite to the installation video surveillance cameras is a policy to ensure that relevant legislation is adhered to, and that the privacy of personal information is safeguarded and maintained.
7. Administration consulted with the United Counties of SDG IT Department in the development of the attached policy, as they have had a policy of this nature in place since 2017.
8. The practices outlined by the Information and Privacy Commissioner of Ontario have also been taken into consideration in the development of the policy.

9. Once the policy is adopted, cameras will be installed when deemed necessary at Township-owned buildings and properties.

**IMPACT ON 2022 BUDGET:**

10. The adoption of the attached policy will not result in any direct financial implications; however, the purchase of cameras and related technology will need to be budgeted for in future budgets.

**ALIGNMENT WITH STRATEGIC PLAN:**

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

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 14-2022 be received and that By-law 58-2022, being a by-law to adopt a Video Surveillance Policy for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open Council this 6<sup>th</sup> day of September 2022.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 58-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW TO ADOPT A VIDEO SURVEILLANCE POLICY  
FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH  
GLENGARRY.***

**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 Council of the Township of South Glengarry wishes to adopt a Video Surveillance Policy.

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

- 1. **THAT** Policy 04-2022, being a Video Surveillance Policy, attached hereto as schedule “A” and forming part of this by-law be adopted.
- 2. **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 6<sup>TH</sup> DAY OF SEPTEMBER 2022.***

***MAYOR:*** \_\_\_\_\_ ***CLERK:*** \_\_\_\_\_

<b>South Glengarry</b>			<b>POLICY</b>
Policy Number:	04-2022	Review Frequency:	<b>Yearly</b>
Approved By:	Council of the Township of South Glengarry	Date Approved:	
		Revision Date:	
Subject:	<b>Video Surveillance Policy</b>		

## 1. PURPOSE

- 1.1. The purpose of Policy 04-2021, Video Surveillance Policy, is to define the criteria and processes associated with the installation and use of video surveillance equipment by the Township of South Glengarry.
- 1.2. Video surveillance shall be used to promote the safety and security of the public as well as Township employees, assets, and property in accordance with the provisions of relevant legislation and established policies and procedures.
- 1.3. This policy shall apply to all Township staff or others who request, install, access and/or monitor video surveillance equipment and/or video footage at any Township facility or property.
- 1.4. This policy does not apply to videotaping or audio taping of Council or Committee meetings, events or any covert surveillance that may be undertaken for the purposes of law enforcement.
- 1.5. The policy does not require or guarantee that a camera or recording equipment will be recording or monitored in real time, at all times.

## 2. DEFINITIONS

- 2.1. **“MFIPPA”** refers to the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M. 56.
- 2.2. **“Personal Information”** refers to the definition pursuant to Section 2 of MFIPPA, as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which they

are engaged, its contents will be considered “personal information” pursuant to MFIPPA.

- 2.3. **“Record”** refers to information, however recorded, whether in printed form, on film, electronically or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record, and any record that is capable of being produced from a machine-readable record.
- 2.4. **“Storage Device”** refers to any type of computing hardware that is used for storing, porting, or extracting data files and objects.
- 2.5. **“Third Party Service Providers”** refers to external investigators hired by the Township of South Glengarry to review safety or security issues.
- 2.6. **“Township”** refers to the Corporation of the Township of South Glengarry.
- 2.7. **“Video Surveillance System”** refers to a video, physical or other mechanical electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals.

### 3. COLLECTION, USE AND DISCLOSURE

- 3.1. Personal information collected pursuant to this policy will be recorded and will only be used for the purposes set out herein, or as may otherwise be permitted or required by law.
- 3.2. Personal information may be disclosed to the police or other law enforcement agencies in Canada to aid an investigation. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.
- 3.3. Disclosure of storage devices will only be made to authorities and upon the presentation of a warrant or court order and the completion of the form attached hereto as Appendix “A”, setting out the name of the individual(s) who took the storage device, under what legal authority, the date and whether the device will be returned or destroyed after its use by the authorities.
- 3.4. Storage devices containing personal information may be shared with third party service providers who have a need to access such information and only upon them entering into an agreement to keep such information confidential and handling the personal information in accordance with the terms of this policy and applicable law.



3.5. Those who will have access to the video footage will include the Chief Administrative Officer, Clerk, applicable Township General Managers (or their designate) as deemed necessary by the Chief Administrative Officer and authorized County IT staff

3.6. The video footage will be stored on a secure server at the United Counties of SDG main office.

#### **4. PROTECTING PERSONAL INFORMATION**

4.1. Personal information collected by the Township is protected to avoid unauthorized access.

4.2. Access to the storage device where recorded Personal Information is retained is only permitted by personnel authorized in accordance with this policy.

4.3. Personal information recorded by video surveillance is subject to MFIPPA and privacy laws. Individuals have the right to access their personal information held by the Township, including video recordings.

4.4. Access may be requested by contacting the Township Clerk at 6 Oak Street, Lancaster, Ontario, K0C 1N0.

4.5. Requests for access may be denied in certain circumstances as set out in MFIPPA, including but not limited to where disclosure would interfere with a law enforcement matter or investigation or unjustifiably invade another person's privacy.

#### **5. RETENTION**

5.1. Records containing personal information will only be retained as long as necessary to fulfill the purposes for which they were collected pursuant to this policy, or as otherwise permitted or required by law.

5.2. Records containing personal information that have not been viewed for internal investigation, law enforcement or public safety purposes will be erased one (1) month after recording.

5.3. Records containing personal information that will be retained more than one (1) month may include:

5.3.1. Personal information that has been viewed for law enforcement and public safety purposes which must be retained for a certain period thereafter.

5.3.2. Personal information that is associated with an internal investigation. Such material will be maintained until the investigation has been resolved.

## **6. DISPOSAL**

6.1. The Township will take all reasonable efforts to ensure the security of Video Surveillance Systems. Records are in the custody and control of the Counties of SDG and will be safely and securely disposed of. Disposal methods will be in accordance with applicable technology disposal processes (shredding, burning or magnetically erasing) ensuring Personal Information is erased and cannot be retrieved or reconstructed.

## **7. BREACH**

7.1. In the event of a collection, use, disclosure, or retention in violation of applicable privacy laws, the Township will comply with the recommendations of the Information and Privacy Commissioner of Ontario in responding to breaches.

7.2. The Clerk will respond to any inadvertent disclosure of personal information.

## **8. TRAINING REQUIREMENTS**

8.1. Township staff and service providers are required to review and comply with this policy and applicable privacy laws in performing their obligations related to the video surveillance system.

8.2. As appropriate, this policy and related processes and guidelines will be incorporated into training programs for Township staff involved with video surveillance.

## **9. RESPONSIBILITIES**

9.1. The Clerk is responsible for ensuring compliance with applicable privacy laws and this policy.

9.2. The Chief Administrative Officer and Township General Managers (or their designates) are further responsible for the life-cycle management of authorized video security surveillance systems, specifications, equipment standards, installation, maintenance, replacement, disposal, and any related requirements, including:

9.2.1. Documenting the reason for implementing a video surveillance system in a designated area.

9.2.2. Maintaining a list of video surveillance locations.

9.2.3. Maintaining a list of personnel who are authorized to operate the systems and access any recordings, including the circumstances under which access is permitted. Logs must be kept of any access to such recordings.

9.2.4. Assigning a person responsible for the day-to-day operation of the system in accordance with policies, procedures, and direction/guidance that may be issued from time to time.

## **10. INSTALLATION AND PLACEMENT**

10.1. Video surveillance shall occur only in identified public areas where such monitoring is necessary to protect public safety, corporate assets and property and for deterring criminal activity and vandalism.

10.2. Privacy intrusion will be minimized and lawful.

10.3. Equipment to monitor video surveillance will be installed in a controlled access area. Only personnel authorized under this policy may have access to monitoring equipment. Monitors showing personal information captured by the video surveillance equipment will not be located in a way that enables the public or unauthorized personnel to view it.

10.4. Surveillance cameras shall not be installed in areas where the public and/or staff have a reasonable expectation of privacy, including but not limited to washrooms, change rooms, and residential areas.

10.5. In order to provide notice that Video Surveillance Systems are in use: The Township will post sign(s), visible to members of the public and staff (refer to attached document); this information will also be available on the Municipal website.

## **11. SERVICE PROVIDERS**

11.1. The Township will ensure that agreements between the Township and its service providers state that records under the video surveillance program remain under the Township's control and are subject to applicable privacy laws.

11.2. Violation of this policy or applicable privacy laws by service providers will be considered a breach of the contract.

## **12. NOTIFICATION OF COLLECTION**

- 12.1 Signage, as attached hereto, will be placed at a prominent location to ensure that Township employees and the public are aware of the security cameras.

## **13. REVIEW OF VIDEO SURVEILLANCE POLICY**

- 13.1. This Policy shall be reviewed every year by the CAO and authorized individuals. Recommendations and updates shall be forwarded to Council for approval.

## **14. FORMAL ACCESS REQUESTS PROCESS FOR VIDEO SURVEILLANCE SYSTEMS**

- 14.1. All access requests for a Video Surveillance Systems Record shall be directed to the Clerk, Township of South Glengarry.
- 14.2. The Record request shall be made in writing through the Request Form.
- 14.3. The individual requesting Record information must include:

Sufficient detail including the approximate time, date, and location of the incident.



## RELEASE OF PERSONAL INFORMATION/VIDEO SURVEILLANCE

*The following form should be completed any time that staff receive a request from municipal or provincial police services or other third parties to release or view information gathered through video surveillance conducted by the Township of South Glengarry.*

Date: \_\_\_\_\_ Name of Staff: \_\_\_\_\_

### SECTION A: Individual(s) information

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Is this information being requested as part of an on-going police investigation? ☐ Yes ☐ No

If no, why is this information being requested?

\_\_\_\_\_  
\_\_\_\_\_

Has a warrant or court order been produced authorizing the individual(s) to view or remove the information requested? ☐ Yes ☐ No

**SECTION B: Description of information sought (include information such as date, time, camera number, individual(s) of interest, and a description of the incident)**

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Will the information removed be returned to the organization or destroyed? ☐ Returned ☐ Destroyed

The information taken will be transported, stored, and, if necessary, destroyed in accordance with all relevant provincial and federal laws governing the use of Personal Information.

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Signature

Date

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Name (please print)

Notice of Collection:

# NOTICE



**THIS AREA IS  
MONITORED BY VIDEO  
SURVEILLANCE UNDER  
THE AUTHORITY OF  
BY-LAW XX-2022**



**For more information contact  
the Township of South  
Glengarry at 613-347-1166**

**STAFF REPORT**

**S.R. No. 142-2022**

**PREPARED BY:** Joanne Haley, GM Planning, Building and Enforcement

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Zoning By-law Amendment - Benson Removal of Holding

**BACKGROUND:**

1. The subject property is located at Part of Lot 8, Concession 1 B.F., I.L. being Part 1 on Reference Plan 14R3507, in the former Township of Charlottenburgh, now in the Township of South Glengarry. A single detached dwelling is proposed to be constructed on this property.





2. In 2015, the Township of South Glengarry received a Zoning Amendment Application to rezone the subject property to permit the construction of a single detached dwelling with reduced County Road, front, rear, fish habitat and watercourse setbacks.
3. The Zoning Amendment Application was appealed to the Local Planning Appeal Tribunal due to the Township of South Glengarry not making a decision within the legislated prescribed timelines.
4. On July 25, 2018, the Local Planning Appeal Tribunal (LPAT) heard the appeal. On November 28, 2018, a decision was issued by LPAT which approved By-law 37-18 being a By-law to amend Zoning By-Law 38-09. The subject property was rezoned from Residential One (R1) to Residential One- Exception Eleven- Holding (R1-11-H) to permit the construction of a single detached dwelling with the following setbacks:
  - Front Yard- 1.5 meters
  - Centreline of County Road 2 – 14.6 meters
  - Development and site alterations within fish habitat- 0.98 meters
  - Watercourse setback from top of bank is 0.98 meters
5. The subject property was placed in a holding provision to require any work permits from applicable agencies with jurisdiction over the work, including without limitation, the Ministry of Natural Resources and Forestry (MNRF), Fisheries and Oceans Canada (DFO) and the Raisin Region Conservation Authority (RRCA), for the purposes of shoreline stability and erosion protection.

#### **ANALYSIS:**

6. On June 1, 2022, the Township deemed an application complete to remove the Holding symbol from the subject property. In order to deem this application complete, it needed to be supported by the applicable permits as described above in paragraph 5.
  - DFO issued their permit on March 9, 2020 and following a site plan revision by the applicant, they confirmed in an email on June 17, 2021 that if the impact and footprint to the highwater mark had not changed than no further comments were required.
  - On March 12, 2020, MNRF issued a work permit, following a revised plan by the applicant, they confirmed in an email on July 16, 2021, that they could proceed as per the issued permit.

- On August 18, 2020, the RRCA issued a permit; we received confirmation on July 26, 2022 that the RRCA reissued a new permit following the receipt of a revised site plan.
7. The Planning Act requires that a Notice of Intention to Remove a Holding Symbol from the Residential One- Exception Eleven- Holding Zone be provided to the public as per the Ontario Planning Act. Notices to all the abutting property owners within 120 meters of the subject property and applicable agencies were mailed on August 16, 2022, and a notice was placed on the Township's website. To date, no comments from the public have been received.
  8. Following the receipt of all applicable permits as per the LPAT approved Zoning By-law Amendment, Administration recommends the removal of the Holding symbol for the subject property. If this is approved, the subject site will be permitted to be developed.

**IMPACT ON 2022 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 142-2022 be received and that By-law 59-2022, being a by-law to amend By-law 37-18, the Comprehensive Zoning By-law for the Township of South Glengarry for the property legally described as Part of Lot 8, Concession 1 B.F., I.L., PIN 671290641, being Part 1 on Reference Plan 14R-3507, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry to remove the holding symbol to permit the development of a single detached dwelling, be read a first, second and third time, passed, signed and sealed in open council this 6<sup>th</sup> day of September 2022.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 59-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW TO AMEND BY-LAW 37-18, THE COMPREHENSIVE ZONING BY-LAW FOR THE TOWNSHIP OF SOUTH GLENGARRY.***

**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 Local Planning Appeal Tribunal passed By-Law 37-18, being a By-Law to amend By-Law 38-09, the Comprehensive Zoning By-Law of the Township of South Glengarry which regulates the use of land and the use and erection of buildings and structures within the Township of South Glengarry;

**AND WHEREAS** By-law 37-18 placed a Holding (H) symbol, pursuant to Sections 34 and 36 of the *Planning Act*, R.S.O. 1990, as amended, on the subject property legally described as Part of Lot 8, Concession 1 B.F., I.L., PIN # 671290641, being Part 1 on Reference Plan 14R3507, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, not to be removed from the Residential One- Exception Eleven-Holding (R1-11-H) Zone, unless the required work permits from applicable agencies with jurisdiction over the work including, without limitation, the Ministry of Natural Resources and Forestry (MNRF), Fisheries and Oceans Canada (DFO) and the Raisin Region Conservation Authority (RRCA), for the purposes of shoreline stability and erosion protection.

**AND WHEREAS** the required work permits have been issued for the proposed single detached dwelling for the property legally described as Part of Lot 8, Concession 1 B.F., I.L., PIN # 671290641, being Part 1 on Reference Plan 14R3507, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, therefore the Council of the Township of South Glengarry is satisfied that the Holding (h) symbol can be removed;

**AND WHEREAS** Section 36(4) of the *Planning Act*, R.S.O. 1990, as amended, permits the Council of a Municipality to remove Holding Symbols;

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

1. **THAT** By-law 37-18 is hereby amended by removing the Holding (h) symbol on lands described as Part of Lot 8, Concession 1 B.F., I.L., PIN # 671290641, being Part 1 on Reference Plan 14R3507, in the former Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, changing the zoning from Residential One- Exception

Eleven- Holding (R1-11-H) to Residential One- Exception Eleven (R1-11) as indicated on Schedule “A” attached hereto and forming part of this by-law.

- 2. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
- 3. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.


***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 6TH DAY OF SEPTEMBER 2022.***

***MAYOR:*** \_\_\_\_\_ ***CLERK:*** \_\_\_\_\_

**Schedule “A”**



**This is Schedule “A” to By-law 59-2022  
adopted this 6<sup>th</sup> day of September 2022**

 Lands to be rezoned by removing  
the Holding Symbol from the Residential One-  
Exception Eleven- Holding zone

**Township of  
South Glengarry**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**STAFF REPORT**

**S.R. No. 143-2022**

**PREPARED BY:** Joanne Haley, GM Planning, Building and Enforcement

**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** September 6, 2022

**SUBJECT:** Knight Zoning By-law Amendment

**BACKGROUND:**

**Site Location:**

1. East Part of Lot 24, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 18645 Prevost Point Road.



**Owner/Applicant:**

2. William and Donna Knight/Fotenn Planning + Design Consultants

**Description of Site and Surroundings:**

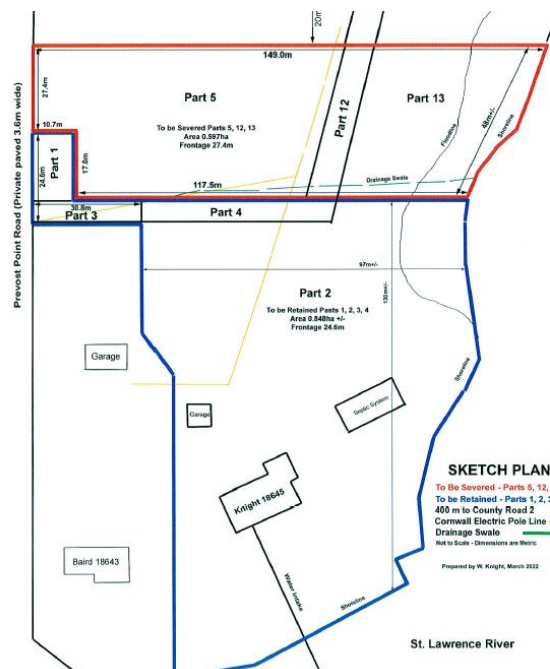
3. The subject property is located on the south side of County Road 2 off a private road known as Prevost Point Road. It is approximately 4.1 acres in size, it is

currently developed containing a single detached dwelling with a secondary dwelling unit and a detached garage and it is privately serviced. The surrounding lands are characterized as residential containing single detached dwellings with all private road access, as well as a canal.

### Summary of Requested Zoning Proposal:

4. The applicant wishes to apply for a severance on the subject property which requires an Official Plan Amendment (OPA) as no new lot creations are permitted on private roads, as well as a Zoning By-Law Amendment to reduce the minimum lot frontage of the proposed severed and retained lots.
5. A Zoning By-Law Amendment was filed with the Township on April 4, 2022; an Official Plan Amendment was filed with the United Counties of Stormont, Dundas and Glengarry (SDG). On May 5, 2022, SDG forwarded the OPA application to the Township and requested that we hold the public meeting.
6. The purpose of the zoning amendment is to rezone the subject property from Limited Services Residential, Exception Four (LSR-4) which permits an existing single detached dwelling with an apartment unit to Limited Services Residential, Exception Four (LSR-4) to permit an existing detached dwelling with an apartment unit and a minimum lot frontage of 24 meters.

### Proposed Consent Sketch



## **ANALYSIS:**

### **Planning Rationale:**

### **Planning Policy Framework:**

7. This application is subject to the following policy framework:
  - a. The Provincial Policy Statement (PPS) 2020
  - b. The United Counties of Stormont, Dundas and Glengarry Official Plan (OP)
  - c. The Township of South Glengarry's Zoning By-Law

### **Provincial Policy Statement**

8. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed zoning amendment are as follows:
  - d. 1.0 Building Strong Communities, 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns;
  - e. 2.0 Wise use of Management and Resources, 2.1 Natural Heritage and 2.2 Water; and
  - f. 3.0 Protecting Public Health and Safety, 3.1 Natural Hazards.

Section 1.1.1. of the PPS states that “*Healthy, liveable and safe communities are sustained by:*

*b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs”;*

This proposed amendment is consistent with this section of the PPS as a consent is proposed on the subject property which will accommodate a new single detached dwelling.

The subject property is located within the Rural Area, Section 1.1.4.1 of the PPS states that “*Healthy, integrated and viable rural areas should be supported by:*



*d) encouraging the conservation and redevelopment of existing rural housing stock on rural lands.”*

This proposed amendment is consistent with this section of the PPS as this is an additional development of a residential property located in the Rural District and the Residential District.

The subject property is located in Rural Lands, Section 1.1.5.2 of the PPS permits residential development that is locally appropriate. Section 1.1.5.4 states *“Development that is compatible with the Rural Landscape and can be sustained by rural service levels shall be promoted.”*

This proposed development is consistent with this section of the PPS as it is locally appropriate and can be serviced by a septic system on the subject property.

Section 2.0 Wise Use and Management of Resources of the PPS applies to this Zoning Amendment application. Subsection 2.2 Water indicates that planning authorities shall protect, improve or restore the quality and quantity of water. If this amendment is approved there will be no impact to the watercourse as the 30-meter minimum setback to the watercourse can be respected therefore the proposed development is consistent with Section 2.0 of the PPS.

Section 3.0- Natural Hazards of the PPS applies to this Zoning Amendment application. Subsection 3.1 States “Development shall generally be directed, in accordance with guidance developed by the province (as amended from time to time), to areas outside of:

- a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;
- b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and
- c) hazardous sites

All of the proposed structures will be located outside of the 1:100-year floodplain. The proposed development is consistent with section 3.0 of the PPS.

### **Official Plan Designation**

9. The subject property is designated Rural District and Residential District. An OPA was applied for and approved by SDG County Council on Monday August 22, 2022

to permit the creation on one new lot through a Consent process. Table 3.5 of the Official Plan identifies the permitted uses in different designations. The Rural District permits low density housing therefore the proposed Zoning By-Law Amendment conforms to the Official Plan.

### **Zoning By-law:**

10. The subject property is currently zoned Limited Services Residential and Floodplain-Holding in the Township's Zoning By-Law 38-09.
11. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

### **Public Consultation:**

12. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on June 20, 2022. There were no oral or written comments received from the public during this process.
13. The proposed Amendment was also circulated to the Raisin Region Conservation Authority (RRCA). The RRCA has no objections to the proposed zoning by-law amendment.
14. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of a complete application. This process will not be completed within the prescribed timeframe as a decision will be made on day 155. It was not possible to meet the prescribed timeframe due to the requirement of the Official Plan Amendment to be approved prior to the requested Zoning Amendment.
15. If this zoning amendment is approved, a consent application will be approved creating a new building lot and reducing the minimum lot frontage from 40 meters to 24 meters for the proposed severed and retained lots.
16. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties Official Plan.
17. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.

18. Council also has the option to refuse the application. Should Council wish to refuse the application, reasons for the refusal are required including a written explanation of the refusal.

**IMPACT ON 2022 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 143-2022 be received and that By-law 61-2022, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry for the property legally described as East Part of Lot 24, Concession 1 Front, in the geographic Township of Charlottenburg, now in the Township of South Glengarry, County of Glengarry, also known as 18645 Prevost Point Road to rezone the subject property from Limited Services Residential, Exception Four (LSR-4) which permits an existing single detached dwelling with an apartment unit to Limited Services Residential, Exception Four (LSR-4) to permit an existing detached dwelling with an apartment unit and a minimum lot frontage of 24 meters, be read a first, second and third time, passed, signed and sealed in open council this 6<sup>th</sup> day of September 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.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 61-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW TO AMEND BY-LAW 38-09, THE COMPREHENSIVE  
ZONING BY-LAW FOR THE TOWNSHIP OF SOUTH GLENGARRY***

**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 the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, as amended, Council of the Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

**AND WHEREAS** the Council of the Township of South Glengarry deems it advisable to amend by-law 38-09, a by-law that regulates the use of land and the use and erection of buildings and structures, as thereafter set forth;

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

1. **THAT** the area affected by this by-law is legally described as East Part of Lot 24, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 18645 Prevost Point Road as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** the property located at East Part of Lot 24, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 18645 Prevost Point Road be rezoned from Limited Services Residential, Exception Four (LSR-4) which permits an existing single detached dwelling with an apartment unit to Limited Services Residential, Exception Four (LSR-4) to permit an existing detached dwelling with an apartment unit and a minimum lot frontage of 24 meters.
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 6th DAY OF SEPTEMBER 2022.***

***MAYOR:*** \_\_\_\_\_ ***CLERK:*** \_\_\_\_\_

## **BY-LAW 61-2022**

### **EXPLANATORY NOTE**

The purpose of the zoning amendment is to rezone the subject property from Limited Services Residential, Exception Four (LSR-4) which permits an existing single detached dwelling with an apartment unit to Limited Services Residential, Exception Four (LSR-4) to permit an existing detached dwelling with an apartment unit and a minimum lot frontage of 24 meters.

**Schedule “A”**



Lands zoned Limited  
Services Residential -  
Exception Four (LSR-4)

**This is Schedule “A” to By-law 61-2022  
Adopted this 6th day of September, 2022**

**Township of  
South Glengarry**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

## **Environment Committee (Virtual)**

**March 1, 2022**

**5:00PM**

### **Minutes**

**March 1, 2022**

**5:00 PM**

### **Attendance**

Stephanie Jaworski, Chair  
Angie Parker  
Colleen Bissonnette  
Aodin MacDonell

### **Regrets**

Mike Madden, Vice Chair

### **Resource Members**

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

#### **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: A. Parker**

**SECONDED BY: C. Bissonnette**

**CARRIED**





### 3. Approval of Minutes

It was:

MOVED BY: A. MacDonell

SECONDED BY: C. Bissonnette

CARRIED

### 4. Business Arising from Minutes

- Follow up for bag tags and where can we make them available. GM of Infrastructure confirmed there has been no changes to availability of bag tags.

### 5. Presentations

- FoodCycler (Alex Hayman)
- Alex went through his presentation (attached) and gave an overview of results, data, next steps

Committee discussed in detail and asked questions regarding the machine.

Next Steps: Food Cycle Science will be working with Administration to put a more specific and detailed plan and recommendations for next steps. Focus on Commercial, Small business, Educational on Food Waste.

### 6. Ongoing Projects Update

- Waste Composition Study
- Recycling Summary (2021)
- Landfill Updates

### 7. New Business

### 8. Next Meeting & Landfill Tour May

### 9. Adjournment @ 6:21PM



## **ENVIRONMENT COMMITTEE – INFORMATION REPORT**

**PREPARED BY:** Sarah McDonald, P. Eng., GM of Infrastructure  
**PREPARED FOR:** Environment Committee  
**COMMITTEE DATE:** March 1, 2022  
**SUBJECT:** Ongoing Project Update and New Business

### **Ongoing Project Updates**

a. Waste Composition Study

The Winter 2021 waste composition data has been received and Administration will be discussing the results in late January with Stewardship Ontario.

b. Recycling Review (2021)

c. Landfill Updates

### **New Business**

-



# FOODCYCLER<sup>TM</sup>

## On-Site Organics Diversion Program Update

Prepared for:  
Township of South Glengarry  
EAC - March 2022

Presented by:  
Food Cycle Science  
Alex Hayman



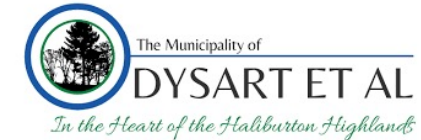
# ABOUT US

- Canadian company based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on Food Waste Diversion Solutions
- Products available in North America through FoodCycler Municipal / Vitamix and internationally through network of distributors & OEM partners
- Semi-finalists in Impact Canada's *Food Waste Reduction Challenge*
- Selected as one of the 2021 Deloitte Fast 50 CleanTech award winners
- # 81 on Globe & Mail's Canada's Top Growing Companies for 2021



# TRUSTED CANADIAN SOLUTION

## FROM COAST TO COAST TO COAST



Thirty-Three Canadian Municipal  
Partners  
...and counting!



# RECAP – PILOT PROGRAM

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- With support from Impact Canada's Food Waste Reduction Challenge, a pilot program was run in South Glengarry that included 100 participating households
- Net cost to the Township of South Glengarry was ~\$10,000 + HST
- Program ran from August to October 2021
  - Usage was tracked for 12 weeks to calculate diversion
  - Participants completed a survey to provide data and feedback
- The program was managed by Crystal Lebrun from the Township– thank you very much for the great job, Crystal!



# RESULTS – PILOT PROGRAM

- 88 responses collected
- Average of 6 cycles per week – equivalent to ~260kg per year
  - We estimate annual potential diversion is closer to 300kg per year as there are more food scraps generated in summer based on other pilots
- Monthly garbage reduced by:
  - 0 bags - 24%
  - 1 bag - 52%
  - 2 bags – 13%
  - 3+ bags – 12%
- 76% of participants motivated to waste less food
- 75% think their friends / neighbours would be interested in participating
- 4.6/5 overall user experience rating
- 91% would recommend FoodCycler to others
- 95% will continue to use the FoodCycler after the pilot



# COMMENTS – PILOT PARTICIPANTS

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- We were extremely happy with this program and loved that it made us aware of our daily waste
- i am very grateful to have been able to participate in this program, i would not have known about the food cyclor if not for the program & don't think i could afford to purchase one otherwise. i just resumed composting again this spring i honestly thought the compostables were ok in the garbage thinking it would help decompose the garbage. i did not know about the carbon dioxide it produced. it would be great if everyone had one. especially in the winter. thanks again and i will spread the word.
- Our garbage bag weekly output is actually 1/2 to 1/4 of one green bag, which is half of the one green bag we used to use, so the Foodcyclor reduced our waste output by as much as 50%. The machine itself is easy to use and just as important, easy to clean! We ran it overnight or on weekends as Hydro costs are a concern. The bucket is also quite small and I had to do a lot of chopping. It can't handle bones, seeds or pits, but otherwise works well. The ongoing costs of buying new filters etc. hasn't been assessed yet, nor has the life of the machine. I'm hoping 5 years? A great initiative!
- I was not very interested initially when my husband told me about the pilot project (really didn't want another machine on counter top). Now I would be lost with out it! Ignorantly, I didn't realize food scraps contribute to methane gas in dumps (thought it was fine because it's biodegradable ).





# WASTE ANALYSIS – CURRENT SYSTEM

- Based on data provided by SDG Waste Report, current landfilling costs in SG are estimated at ~\$258/tonne (collection + disposal)
- Based on data from SDG Waste Report, Cornwall MRF charges \$301/tonne for recycling processing, collection is **additional** \$83/household/year
- Based on data from government of Ontario (and adjusting for inflation), curbside organics programs cost ~\$300/tonne for collection and processing
- Average FoodCycler user will divert ~250-300kg per year (accounting for increased summertime use)
  
- **Waste is expensive.... And diversion is expensive too!**

# PROGRAM EXPANSION(1/2)

## Assumptions:

- Based on pilot results, there will be significant interest in FoodCycler program, particularly in urban areas
- Due to mix of urban, rural, and agricultural properties – multiple solutions needed
- Those with existing solutions (composters, farms, etc.) will not want to face increased taxes from a green bin program
- Green bin program usage rates are low (Ottawa – 57%, Sudbury – 27%)
- Drop-off options may be needed for those that don't garden

## Benefits:

- Less bears / other pests getting into garbage
- Operational efficiencies for waste collection, transfer site, landfill (beyond just cost savings)
- Increased awareness around waste
- GHG reduction:
  - 2000 households: 3600 tonnes CO<sub>2</sub>e per year (1750 cars off the road\*)
  - 3000 households: 5410 tonnes CO<sub>2</sub>e per year (2600 cars off the road\*)
    - \*assuming cars drive 15,000km per year at 206g CO<sub>2</sub>e/km, 1 tonne CH<sub>4</sub> = 84 tonnes CO<sub>2</sub>e (Data from NRCan, EPA)
- Opportunity to showcase South Glengarry as an environmental innovator and leader in Canada

# PROGRAM EXPANSION(2/2)

## Proposed next steps:

- Receive feedback from EAC on pilot program and expansion
- Work with Township staff on options for program expansion, including investigating potential grants
- Bring options back to EAC / Council for decision
- Roll-out

## Discussion:

- FCS moving municipal program to service model which means lower up-front costs, included filters / maintenance / repairs
- FCS bringing out new models which would offer higher capacity per cycle
- Dealing with waste on-site where possible is always going to be more cost-effective than putting more trucks on the road

# THANK YOU!

## ANY QUESTIONS?

**Alex Hayman**  
Director of Strategy  
Email: [alexh@foodcyclr.com](mailto:alexh@foodcyclr.com)  
Phone: 613-979-4167



**Environment Committee (Virtual)**

**June 17, 2022**

**1:00 – 4:00PM**

**Minutes**

**June 17, 2022**

**5:00 PM**

**Attendance**

Stephanie Jaworski, Chair  
Angie Parker  
Colleen Bissonnette  
Aodin MacDonell

**Regrets**

Mike Madden, Vice Chair

**Resource Members**

Sarah McDonald – GM of Infrastructure  
Genevieve Rancourt - WSP  
Crystal LeBrun- Deputy Clerk  
Taylor Hambleton- Student

**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 amended.

**It was:**

**MOVED BY: A. Parker**

**SECONDED BY: C. Bissonnette**

**CARRIED**

**3. Approval of Minutes**

**It was:**

**MOVED BY: A. MacDonell**



SECONDED BY: C. Bissonnette

CARRIED

4. Tour Discussion

- Committee members discussed the tour of both Beaverbrook and North Lancaster Landfill Sites.

5. New Business

- A. Leaf and Yard Waste – Committee would like to see more leaf and yard waste pick up days *if the material can be diverted from the landfill or included in organics collection.*
- B Adopt a Street/Year Round Pitch IN- Committee would like administration to adopt a similar project as City of Cornwall.
- Food Cyclor Update- Committee is undecided if FoodCycler is the right solution for composting. Would like to see more information on organic waste collection.
- Waste Composition Study- Study results have been received, however not reviewed. To follow at next meeting.

6. New Business

7. Next Meeting – August 2022

8. Adjournment @ 4:21PM



<i>Meeting:</i>	Meeting Record – Project Steering Committee No. 2		
<i>Date &amp; Place:</i>	July 25 <sup>th</sup> , 2022 10:00am	Glen Walter Fire Hall	
<i>Project Name:</i>	Glen Walter Schedule “C” Environmental Assessment	Project Number: 22057	
<i>Distribution:</i>	<i>Name</i>	<i>Representing</i>	<i>Email</i>
	Sarah McDonald	General Manager of Infrastructure Services	<a href="mailto:smcdonald@southglengarry.com">smcdonald@southglengarry.com</a>
	Dillen Seguin	Director of Water & Wastewater	<a href="mailto:dseguin@southglengarry.com">dseguin@southglengarry.com</a>
	Martin Lang	Councillor	<a href="mailto:mlang@southglengarry.com">mlang@southglengarry.com</a>
	Lyle Warden	Mayor	<a href="mailto:lwarden@southglengarry.com">lwarden@southglengarry.com</a>
	Taylor Hambleton	Student Intern	<a href="mailto:thambleton@southglengarry.com">thambleton@southglengarry.com</a>
	Michelle Gordon	MECP Environmental Officer	<a href="mailto:michelle.gordon2@ontario.ca">michelle.gordon2@ontario.ca</a>
	Chris Bourgon	Resident Member	<a href="mailto:thebarberis@hotmail.com">thebarberis@hotmail.com</a>
	Marco Vincelli	PM, EVB Engineering	<a href="mailto:marco.vincelli@evbengineering.com">marco.vincelli@evbengineering.com</a>
<i>Regrets</i>	Tim Mills	CAO	<a href="mailto:tmills@southglengarry.com">tmills@southglengarry.com</a>
	Ian McLeod	QA/QC, EVB Engineering	<a href="mailto:ian.mcleod@evbengineering.com">ian.mcleod@evbengineering.com</a>

Item	Description
2.1	<b>Introductions</b>
2.2	<b>Brief Overview</b>
2.3	<b>Survey Results (Bayview Estates, Fairway Subdivision, Sapphire Hills)</b> <ul style="list-style-type: none"> <li>Survey Results Presented</li> <li>PSC directed administration to complete poll of all residents within Bayview Estates to confirm their willingness to participate in the project</li> <li>EVB to circulate work completed by WSP on the survey of the private systems within these areas to the PSC</li> </ul>
2.4	<b>MECP Project Information Form</b> <ul style="list-style-type: none"> <li>EVB to submit request for confirmation of effluent criteria to the MECP</li> </ul>
2.5	<b>Alternative Solutions</b> <ul style="list-style-type: none"> <li>Draft Letter to the City of Cornwall (circulated)</li> <li>Word copy to be provided by EVB to Sarah McDonald</li> </ul>
2.6	<b>Next Steps</b> <ul style="list-style-type: none"> <li><b>Plant Tours</b> <b>Week of Aug 8 (TBC)</b></li> <li><b>Preparation of Draft Phase 1 &amp; 2 Report</b> <b>Week of Aug 29</b></li> <li><b>PSC Review</b> <b>Monday Sep 12</b></li> <li><b>Council Presentation</b> <b>Monday Sep 19, 2022</b></li> </ul>



Item	Description
	<ul style="list-style-type: none"><li>Public Information Centre #1</li></ul> <b>Wednesday Sep 21, 2022</b>
2.7	<b>Other Items</b> <ol style="list-style-type: none"><li>Township should utilize the portable sign to advertise the PIC.</li><li>PIC can be in person at the Glen Walter Fire Hall</li><li>PIC can be formal presentation or display boards</li><li>Township has created a Microsoft Team Sharepoint as a resource for the PSC</li><li>Township has prepared a website to advertise the status of the project and keep the public informed.</li></ol>
2.8	<b>Next Meeting:</b> <ul style="list-style-type: none"><li><b>Monday September 12, 2022 @ 10:00am, Glen Walter Fire Hall</b></li></ul>





<i>Meeting:</i>	Minutes No. 1 – Project Initiation Meeting		
<i>Date &amp; Place:</i>	June 27 <sup>th</sup> , 2022 3:00pm	Glen Walter Fire Hall	
<i>Project Name:</i>	Glen Walter Schedule “C” Environmental Assessment	Project Number: 22057	
<i>Distribution:</i>	<i>Name</i>	<i>Representing</i>	<i>Email</i>
	Sarah McDonald	General Manager of Infrastructure Services	<a href="mailto:smcdonald@southglengarry.com">smcdonald@southglengarry.com</a>
	Dillen Seguin	Director of Water & Wastewater	<a href="mailto:dseguin@southglengarry.com">dseguin@southglengarry.com</a>
	Martin Lang	Councillor	<a href="mailto:mlang@southglengarry.com">mlang@southglengarry.com</a>
	Lyle Warden	Mayor	<a href="mailto:lwarden@southglengarry.com">lwarden@southglengarry.com</a>
	Tim Mills	CAO	<a href="mailto:tmills@southglengarry.com">tmills@southglengarry.com</a>
	Marco Vincelli	PM, EVB Engineering	<a href="mailto:marco.vincelli@evbengineering.com">marco.vincelli@evbengineering.com</a>
	Ian McLeod	QA/QC, EVB Engineering	<a href="mailto:ian.mcleod@evbengineering.com">ian.mcleod@evbengineering.com</a>

Item	Description	Action By
1.1	<b>Introductions</b>	
1.2	<b>Project Overview (see attached presentation)</b> <ul style="list-style-type: none"> <li>Master Plan Recommendations</li> <li>Phase 1 – Problem Definition <ul style="list-style-type: none"> <li>Confirmation of Service Area</li> </ul> </li> <li>Phase 2 – Alternative Solutions</li> <li>Phase 3 – Alternative Designs</li> <li>Phase 4 – Environmental Study Report</li> </ul>	
1.3	<b>Membership in Project Steering Committee</b> <ul style="list-style-type: none"> <li>Township Administration</li> <li>Township Council</li> <li>MECP Representative <ul style="list-style-type: none"> <li>MV to invite Michelle Gordon to Next Meeting</li> </ul> </li> <li>Citizen Representative <ul style="list-style-type: none"> <li>SM to invite Chris B</li> </ul> </li> </ul>	
1.4	<b>MECP Project Information Form</b> <ul style="list-style-type: none"> <li>MV To submit PECP Project Information form to Jon Orpana (MECP Kingston)</li> </ul>	
1.5	<b>Public Notifications and Involvement</b> <ul style="list-style-type: none"> <li>Notice of Project Commencement (Issued during Phase 2)</li> <li>Public Information Centre #1 (End of Phase 2)</li> </ul>	



	<ul style="list-style-type: none"> <li>• Public Information Centre #2 (Optional – End of Phase 3)</li> <li>• Notice of Project Completion</li> </ul>	
<b>1.6</b>	<b>Council Presentations</b> <ul style="list-style-type: none"> <li>• Prior to PIC #1</li> <li>• Prior to ESR Circulation</li> </ul>	
<b>1.7</b>	<b>Other Items</b> <ul style="list-style-type: none"> <li>• Notice to Residents in Fairway Subdivision, Bayview Estates and Sapphire Hills to determine if they are interested in participating in the project               <ul style="list-style-type: none"> <li>○ MV to update template</li> <li>○ SM to ad QR Code to make survey available on-line</li> </ul> </li> <li>• Add Alternative Solution of obtaining services from the City of Cornwall               <ul style="list-style-type: none"> <li>○ MV to draft letter</li> </ul> </li> <li>• Unaccounted for Water               <ul style="list-style-type: none"> <li>○ Potential to explore Water Restriction Bylaw</li> </ul> </li> <li>• Site Tours               <ul style="list-style-type: none"> <li>○ MV to setup site tours to WWTP the week of August 15</li> </ul> </li> </ul>	
<b>1.8</b>	<b>Next Meeting:</b>	



**Corporation of the United Counties of Stormont, Dundas and Glengarry**

**REGULAR COUNCIL MINUTES**

**August 22, 2022, 9:00 a.m.**

Council Chambers, Suite 321, 26 Pitt Street, Cornwall

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

Staff Present: CAO Simpson, Clerk Casselman, Director de Haan, Director St-Onge, Director Young, Director Russell, Director Franklin, Manager of Infrastructure Jans, Manager of Economic Development Kirkpatrick, Communications Coordinator Lihou

**1. Call Meeting to Order by Resolution**

**Resolution No. 2022-159**

**Moved by** Councillor Landry

**Seconded by** Councillor Armstrong

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. 2022-160**

**Moved by** Councillor Armstrong

**Seconded by** Councillor Landry

THAT Council approve the agenda, as amended.

CARRIED

The agenda was amended by moving By-Laws to item 6 on the agenda and adding an update on the “Date My County” campaign to item 14 - Miscellaneous Business.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

**4. Adoption of Minutes**

**4.1 July 18, 2022**

**Resolution No. 2022-161**

**Moved by** Councillor Landry

**Seconded by** Councillor Armstrong

THAT the minutes of the meeting, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held July 18, 2022, be adopted as circulated.

CARRIED

**5. Delegations**

**5.1 Jacqueline Milner - Speed Reduction Request, County Road 27 (Summerstown Forest)**

Jacqueline Milner requested a speed reduction on County Road 27 (Summerstown Forest) to reduce the risk of species fatality. She also requested the County consider scheduling its shouldering activities outside of turtle nesting season. Council directed staff to report back on this matter.

**6. By-laws**

**6.1 Official Plan Amendment No. 11- Fotenn Consultants Inc., on behalf of William and Donna Knight**

**Resolution No. 2022-162**

**Moved by** Councillor Fraser

**Seconded by** Councillor Wert

THAT By-law No. 5367, being a by-law to adopt Official Plan Amendment No. 11 to the Official Plan of the United Counties of Stormont, Dundas and Glengarry, be read and passed in Open Council, signed and sealed.

CARRIED

## **6.2 Official Plan Amendment No. 13 – Minor Zoning Amendments**

### **Resolution No. 2022-163**

**Moved by** Councillor Landry

**Seconded by** Councillor MacDonald

THAT By-law No. 5368, being a by-law to adopt Official Plan Amendment No. 13, to introduce policies regarding the Delegation of Minor Zoning Amendments to the Official Plan of the United Counties of Stormont, Dundas and Glengarry, be read and passed in Open Council, signed and sealed.

CARRIED

## **6.3 Official Plan Amendment No. 14 – Cannabis Production and Processing Amendment**

### **Resolution No. 2022-164**

**Moved by** Councillor Fraser

**Seconded by** Councillor Wert

THAT By-law No. 5369, being a by-law to adopt Official Plan Amendment No. 14, to introduce policies regarding Cannabis Production and Processing Facilities to the Official Plan of the United Counties of Stormont, Dundas and Glengarry, be read and passed in Open Council, signed and sealed

CARRIED

## **7. Action Requests**

### **7.1 Corporate Services**

### **7.2 Financial Services**

#### **a. Asset Management Plan**

**Resolution No. 2022-165**

**Moved by** Councillor Armstrong

**Seconded by** Councillor Fraser

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the attached Asset Management Plan in accordance with Ontario Regulation 588/17, as prepared by PSD Citywide.

CARRIED

Chris Vanderheyden, PSD Citywide Consulting, provided a presentation on the County's 2022 Asset Management Plan.

**7.3 Transportation**

**a. Signage for Intersection of SDG 19 and SDG 27**

**Moved by** Councillor Fraser

**Seconded by** Councillor Landry

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the recommendation to install warning signage contrary to policy 2-16 (Roadside Signage) at the intersection of County Road 19 and County Road 27.

DEFERRED

**Resolution No. 2022-166**

**Moved by** Councillor Warden

**Seconded by** Councillor Smith

THAT item 7.3 a "Signage for Intersection of SDG 19 and SDG 27" be deferred to the September County Council meeting.

CARRIED

Council requested that staff bring back a report at the September Council meeting with information on bilingual signage, current traffic counts, and the frequency of traffic incidents.

Council recessed the meeting at 10:28 a.m. The meeting resumed at 10:44 a.m.

#### **7.4 Planning**

#### **7.5 Court Services**

#### **7.6 County Library**

#### **7.7 IT Services**

### **8. Tenders and Quotations**

### **9. Consent Agenda**

#### **Resolution No. 2022-167**

**Moved by** Councillor Wert

**Seconded by** Councillor MacDonald

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

CARRIED

#### **9.1 Monthly Activity Summaries**

#### **9.2 Monthly Financial Summary**

#### **9.3 Treasury Board Secretariat letter re: Emergency Management Ontario: Organizational Updates**

#### **9.4 Township of North Glengarry letter re: Redistribution of the Electoral District for North Glengarry**

Councillor MacDonald and Warden Williams provided an update on the redistribution of the electoral district for North Glengarry.

## **10. Boards and Committees**

Council members provided updates on various board and committee activities.

## **11. Key Information**

### **11.1 One Window Permitting - Municipal Modernization Funding Update**

Director de Haan provided an update on the One Window Permitting project.

### **11.2 Draft Roundabout Cost Sharing Policy**

Director de Haan presented the draft Roundabout Cost Sharing Policy. Council expressed concerns regarding roundabout maintenance and pedestrian safety. Further discussion was held regarding a policy for other streetscaping areas within the County.

### **11.3 Update on Street Sweeper**

Director de Haan informed Council that a street sweeper had been ordered and would be delivered by April 2023.

### **11.4 Project Updates - August**

Manager of Infrastructure Jans presented updates on ongoing road and bridge construction projects as well as the County cannons that are undergoing refurbishment.

Councillor Byvelds left the meeting (Time: 11:56 a.m.)

### **11.5 RNS Update**

Clayton Watters, C.D. Watters Engineering, presented the Road Needs Study report. Director de Haan stated that the next Council would approve the workplan and continue to fund it.

## **12. Motions and Notices of Motions**

## **13. Petitions**



**14. Miscellaneous Business**

Manager of Economic Development Kirkpatrick provided an update on the successful “Date My County” campaign.

**15. Unfinished Business Summary**

**16. Closed Session**

**Resolution No. 2022-168**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Gardner

THAT Council proceed in-camera pursuant to Section 239 (2) (e) of the *Municipal Act, 2001* - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality: Legal Matters, and pursuant to Section 238 (2) (b) – personal matters about an identifiable individual, including municipal or local board employees: CAO Performance Review.

CARRIED

**Resolution No. 2022-169**

**Moved by** Councillor Wert

**Seconded by** Councillor Landry

THAT Council rise from Closed Session and reconvene without reporting.

CARRIED

**17. Ratification By-law**

**Resolution No. 2022-170**

**Moved by** Councillor Gardner

**Seconded by** Councillor MacDonald

THAT By-Law No. 5370, 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. 2022-171**

**Moved by** Councillor Landry

**Seconded by** Councillor MacDonald

THAT Council adjourn to the call of the Chair.

CARRIED

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Warden

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Clerk

## Notice of Construction

MTO Contract 2022-4012

Highway 401 – 550m West of County Road 34 to Quebec

R.W Tomlinson Limited would like to advise all stakeholders and emergency service providers that construction will begin on Highway 401, approximately 550M West of County Road 34 to the Quebec Border. The work is expected to begin on September 12<sup>th</sup>, 2022 and will continue until November 27, 2022 for seasonal shutdown. Works will recommence in May 2023 with project completion in Summer 2023.

There will be the following impacts:

- Single lane closures and shoulder closures in both the East Bound and West Bound Lanes can be expected throughout the duration of the construction project.
- Single lane and shoulder closures can also be expected during some weekends throughout the project.
- Specific Ramp closures to be expected during the construction project – Notifications of these closures to follow.

All consideration has been given to implement traffic control measures to ensure minimal disruption to the traveling public. We apologize in advance for this inconvenience and thank you very much your cooperation during construction.

For more information, see the Ontario 511 service for Highway Information at <https://511on.ca/>

For direct questions or concerns related to the construction project, please feel free to direct your questions to the below contacts:

**Connor Knappe**

R.W. Tomlinson Limited

Cell: 613-325-3828

[cknappe@tomlinsongroup.com](mailto:cknappe@tomlinsongroup.com)



# Holy Trinity Catholic Secondary School

18044 Tyotown Road, P.O. Box 248, Cornwall, Ontario K6H 5S7

Phone: 613-936-0319 Fax: 613-936-0663

<https://holytrinityfalcons.cdsbeo.on.ca/>



July 18, 2022



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

Attention: Tim Mills

Thank you for your generous bursary donation to the 2022 Graduating Class of Holy Trinity Catholic Secondary School. We are blessed to have your support.

Through your donation, a graduating student will be able to accomplish their goals and continue working towards achieving their post-secondary endeavors.

You truly make the difference for our students, and we are extremely grateful!

Yours in Catholic Education,

Nancy McIntyre,  
Principal



On behalf of Ontario's 2700 sheep farmers, I am reaching out to begin a dialogue with your municipality on the increasing challenge livestock farmers face in dealing with problem predators, and the role that Livestock Guardian Dogs (LGD) and your municipal dog control bylaws play in helping our farmers protect their sheep.

Problem predators are an increasing challenge and cost for Ontario livestock farmers requiring considerable effort and resources on the part of farmers and the Ontario Sheep Farmers (OSF). The financial cost of predation not only costs farmers, in terms of preventative measures, such as fencing and LGD; it also costs Ontario taxpayers, with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) paying farmers over \$717,000 in the 2021 FY for losses of livestock caused by wildlife. This cost does not include the cost borne by municipalities and OMAFRA in sending investigators out to farms and administering the program. Nor does this cover the costs of veterinarians to help those maimed by predators to recover, the production losses of animals who are stressed from predation and the mental health toll predation takes on the farmer. Without being able to properly protect livestock from predation, taxpayers should expect to see an increased incidence of predation and increased costs.

Livestock guardian animals are one of the most common forms of predation prevention control used by Ontario sheep producers. These include Livestock Guardian Dogs (LGDs), donkeys, and llamas, with LGD being the most popular choice. However, there are instances when municipal by-laws hinder the efficient use of LGDs on farming operations as the by-laws are intended primarily for dogs kept for companionship, breeding, or non-working purposes. We have reviewed work done by several Ontario municipalities where LGDs have been specifically addressed when creating or revising existing by-laws. Below are some of the primary areas of concern and suggested options for consideration by your municipality.

#### **Add Definition of Livestock Guardian Dogs (LGDs) and Herding Dogs to by-laws**

We propose that:

"Livestock Guardian Dog" (LGD) be defined as a dog that works and/or lives with domestic farm animals (e.g. cattle, sheep, poultry) to protect them while repelling predators and is used exclusively for that purpose.

"Herding Dog" means a dog that has been trained and is actively being used in a bona fide farming operation for the purposes of controlling livestock on the farm.

There are different breeds of LGDs of which the most popular breeds in Ontario include Great Pyrenees, Akbash, Kuvasz, Maremma and Anatolian Shepherd and crosses between these breeds. Although not an exhaustive list, dogs generally used for herding include Border Collies, Australian Shepherds, Blue & Red Heelers and Huntaways.



**OntarioSheep.org**

130 Malcolm Road, Guelph, Ontario N1K 1B1 T 519.836.0043 E [admin@ontariosheep.org](mailto:admin@ontariosheep.org)

### **Dog Registration/Licensing Requirements**

Paying annual dog registration/license fees for numerous working farm dogs can become a significant cost for sheep producers. We would encourage municipalities to exempt LGDs and herding dogs from annual license fees as is done in many jurisdictions for assistance/service dogs and working police dogs. The definition of

### **Requirement for Dogs to Wear a Collar and Tag**

LGDs' instincts are to guard and follow the flock, sleeping and working outdoors in all kinds of weather. Collars can become snagged on branches or fences and become a skin irritant in hot or wet weather. We suggest that municipal by-laws allow owners to remove the collar and license tag (if applicable) from a guardian or herding dog while the dog is being actively used in farming practices provided that the owner uses an alternative means of identification linking the animal to the name and address of the owner, e.g. either a tattoo or microchip containing the required information.

### **Requirements for Kennel Licensing and/or Limitation on Number of Dogs Kept**

In some areas bylaw requires a person with more than three dogs at the same premises to secure a kennel license. Coyotes are very smart and will lure the dogs away while the remaining coyotes kill the sheep or lambs from behind or will attack the dogs directly. It is not uncommon for farmers to have more than two LGDs, especially when they are training younger dogs. This is especially true in areas where there is heavy predation. As well, larger sheep flocks in Ontario (several over 1500 animals), require numerous dogs to provide adequate protection especially where higher numbers of predators are present.

We would propose for your consideration that a person may keep more than three dogs at a premise without obtaining a kennel license provided:

- the person is keeping sheep (or other livestock) upon the same premises.
- the premises is on land that is zoned rural and agricultural.
- the person provides proof of producer registration issued in the name recorded by the Ontario Sheep Farmers, Beef Farmers of Ontario, Ontario Goat,
- the dogs are registered/licensed annually in accordance with relevant municipal by-laws (if required)
- and that the dogs are LGDs and or herding dogs.

### **Running At Large**

A dog shall not be running at large if it is a LGD and is on their leased or owned property.

### **Barking Restrictions**

LGD are exempt from barking restrictions if actively engaged in guarding livestock against predators. Under the Farming and Food Production Protection Act farmers are protected from nuisance complaints made by neighbours provided they are following normal farming practices. The use of LGD on sheep farms is a widely used practice in Ontario and other sheep producing jurisdictions.



**Aggressive/ Dangerous Dog designation**

LGD act aggressively and show aggression towards things they view as a threat to the livestock they are protecting. As such, an exemption, like that for police dogs should be considered.

OSF wishes to work cooperatively with you to ensure that municipal bylaws take into consideration the use of LGD when developing their bylaws. We would be pleased to communicate with the appropriate municipal officials to review with you Ontario sheep producers' needs and concerns in this area.

Thank you for your attention to this matter and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Hemsted".

John Hemsted,  
Chair







August 19, 2022

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
777 Bay Street  
17<sup>th</sup> Floor  
Toronto ON  
M7A 2J3

Dear Minister Clark:

**Re: Strong Mayors, Building Homes Act**

Please be advised that the Council of the Town of Wasaga Beach, during their August 18, 2022 Council meeting adopted the following resolution:

"That Council receive the letter dated August 10, 2022 from the Ministry of Municipal Affairs and Housing pertaining to Strong Mayors, Building Homes Act, for information;

And further that a letter be sent to the Minister of Municipal Affairs and Housing outlining these proposed powers are not appropriate and to outline other ways for the province to institute housing and other matters, and that the motion be circulated to all Ontario municipalities."

The Town of Wasaga Beach Council does not support the Strong Mayors, Building Housing Act as the proposed changes will not demonstratively speed up the construction of housing and will erode the democratic process at the local level where members of Council have to work together to achieve priorities. What is needed to speed up construction of housing is greater authority for local municipalities to approve development without final clearances from outside agencies after they have been given reasonable time to provide such clearances.

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at [mayor@wasagabeach.com](mailto:mayor@wasagabeach.com) or (705) 429-3844 Ext. 2222.

Yours sincerely,

Nina Bifulchi  
Mayor

c. Members of Council  
All Ontario Municipalities



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2022-3540

August 10, 2022

Dear Head of Council:

As Ontarians face the rising cost of living and a shortage of homes, our government was re-elected with a strong mandate to help more Ontarians find a home that meets their needs.

Our government also made an election promise to build 1.5 million new homes for the people of Ontario over the next 10 years to address the housing supply crisis.

I am pleased to inform you that our government introduced the proposed Strong Mayors, Building Homes Act on August 10, 2022, that, if passed, would make changes to the *Municipal Act, 2001*, *City of Toronto Act, 2006*, and the *Municipal Conflict of Interest Act*. These amendments would empower mayors in the City of Toronto and City of Ottawa to deliver on shared provincial-municipal priorities and get more homes built faster.

If passed, the proposed changes impacting the City of Toronto and City of Ottawa are intended to take effect on November 15, 2022, which is the start of the new municipal council term. Other growing municipalities could follow at a later date.

If you have any comments or feedback regarding these proposed changes, you may submit them to the Ministry of Municipal Affairs and Housing at:  
[StrongMayors@ontario.ca](mailto:StrongMayors@ontario.ca).

Sincerely,

Steve Clark  
Minister

## INFORMATION REPORT

**REPORT TO:** Council of the Township of South Glengarry



**MEETING DATE:** September 6, 2022

**SUBJECT:** Play Structure Inspections – North Lancaster  
Optimist Park and Empey-Poirier Park

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

Park inspections were conducted on the following play structures

- North Lancaster Optimist Park
- Empey-Poirier Park

These park inspections were conducted by a Registered Playground Practitioner. Parks, Recreation and Culture Lead Hand, Dylan Rourke, was on site for these inspections as well.

### North Lancaster Optimist Park

North Lancaster Optimist Park had more than 10 infractions identified as part of the inspection. These infractions included, but are not limited to, safety concerns regarding surfacing, spacing between fixtures, and inadequate equipment. Overall, the structure no longer meets the National Standard for Play Structures and is not safe for public use.

This play structure was removed on Wednesday, August 24<sup>th</sup>. The Township has received funding from the Canada Community Revitalization Fund (CCRF) to replace this structure. This new structure has already been procured and was set to be installed in September. However, with supply delays, it has tentatively been moved to later this fall. Updates on this installation will be provided as administration is made aware.

### Empey-Poirier Park

Empey-Poirier Park also had more than 10 infractions identified as part of the inspection. These infractions included, but are not limited to, safety concerns regarding surfacing, not meeting safety spacing between fixtures, inadequate equipment, exposed concrete bases, and multiple areas of rot in the floor and stairs. Overall, the structure and swing set no longer meets the National Standards for Play Structures. The amount and severity of the infractions does not make it feasible to try and restore the play equipment. The report includes a recommendation that the structure be removed.

This play structure will have temporary fencing installed until the designated contractor can remove the equipment. Administration will be looking for potential grants that will fund a replacement play structure and swing set. However, it is unknown if grant opportunities will be available in the near future for this specific project. Therefore, it may be an item that Administration will bring forward for 2023 Budget considerations.

**Park Inspection Report**  
**National Standard of Canada Z614:20**

**North Lancaster Optimist Park**  
**4837 2<sup>nd</sup> Line road, North Lancaster, ON, K0C 1Z0**  
**Wednesday, August 17, 2022**

**By: Shawn Amyotte (Registered Playground Practitioner) &  
Jason Leduc**





**Infraction:**

Baby swing seat broken.

Inadequate protective surfacing surrounding swing (see figure 27)

*-Clause 14.4.1.1: The protective surfacing zone to the front and rear of single axis swings shall be a minimum distance of  $2Y$  on a line extending 90 degrees both front and rear from the longitude direction of the suspending beam, where  $Y$  equals the vertical distance from the top of the sitting surface when occupied by the maximum user to the pivot point of the swing. The total horizontal distance from the front to the rear of the protective surfacing zone shall be not less than  $4Y$*



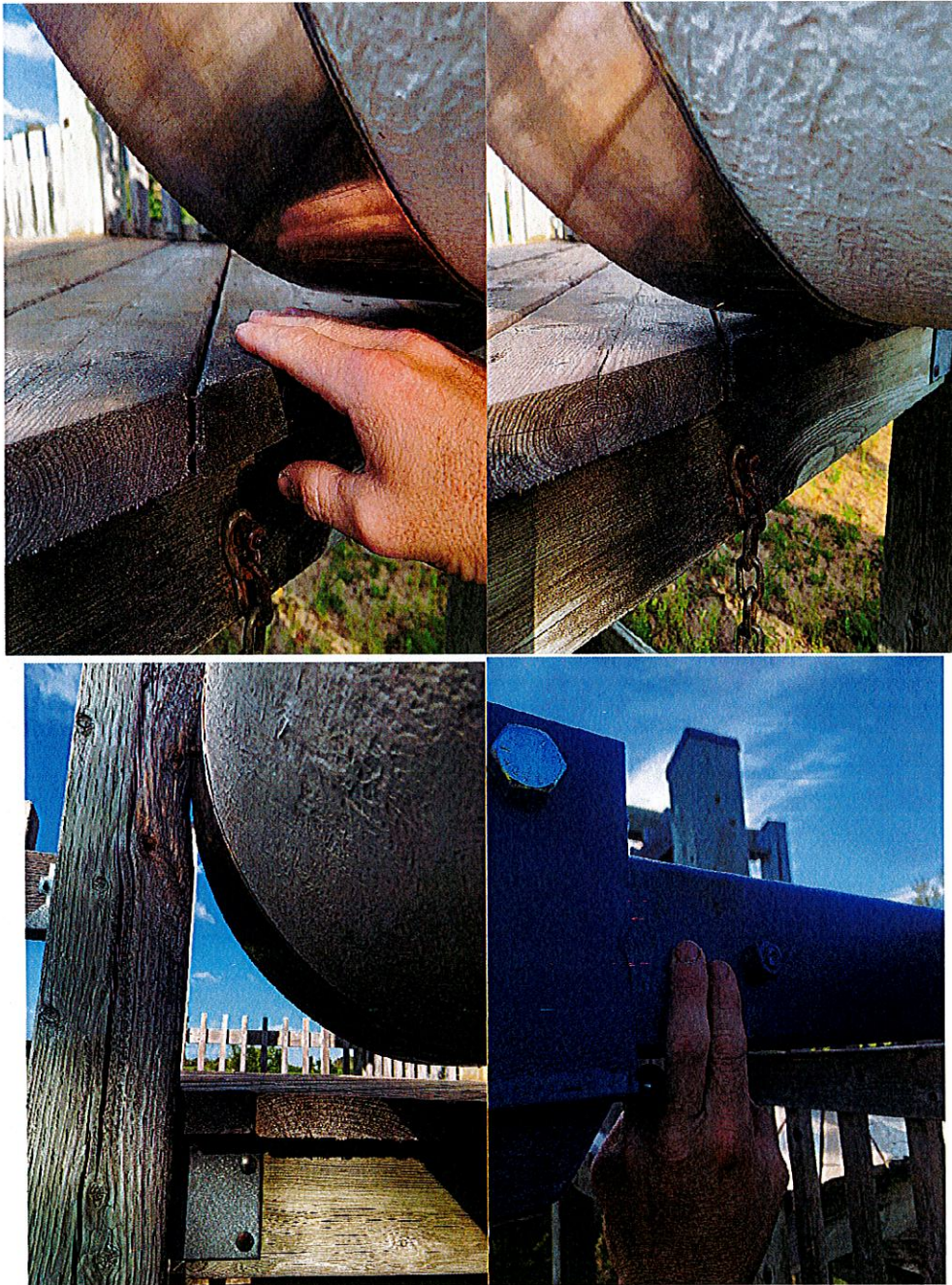


### **Infraction:**

Multiple platform steps do not comply the code set out by the National Standard of Canada (CSA Z614:20) (see Figure 21)

*-Clause 13.4.5.1: Adjacent platforms, between which access is intended, that are intended for use by children 18 months to 5 years old and that have a height difference greater than 11.81 in or adjacent platforms that are intended for use by children 5 to 12 years old and that have a height difference greater than 17.72 in shall have an access component*



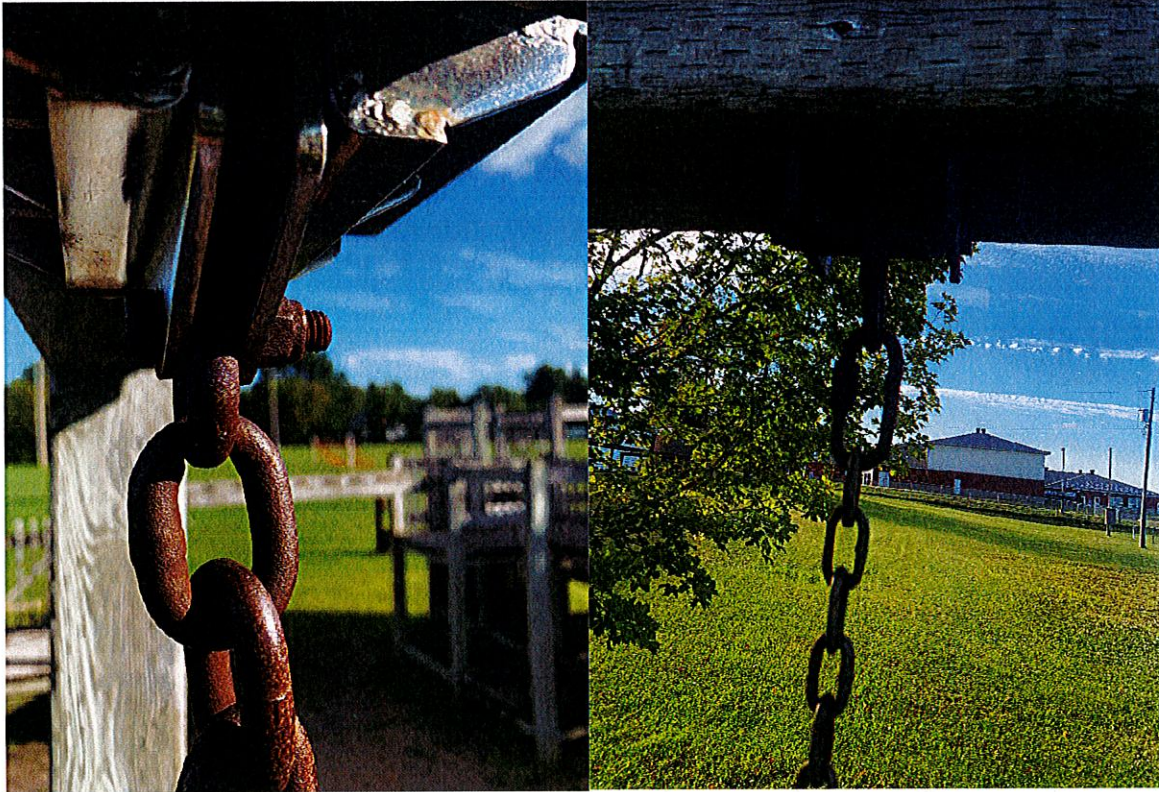


### Infraction:

Crush or Shear point causing bodily harm. Pendulum Drum and Track Ride

*-Clause 12.5.1: There shall be no crush or shear point caused by the junctures of two components moving relative to one another or at an opening present at the junction of a stationary support and rigid supporting member for a swinging element (e.g., junctions in pendulum see-saws or glide rides), while the swinging elements are within their normal swinging angles. A crush or shear point is any point that entraps a 0.62 in diameter rod in one or more positions.*



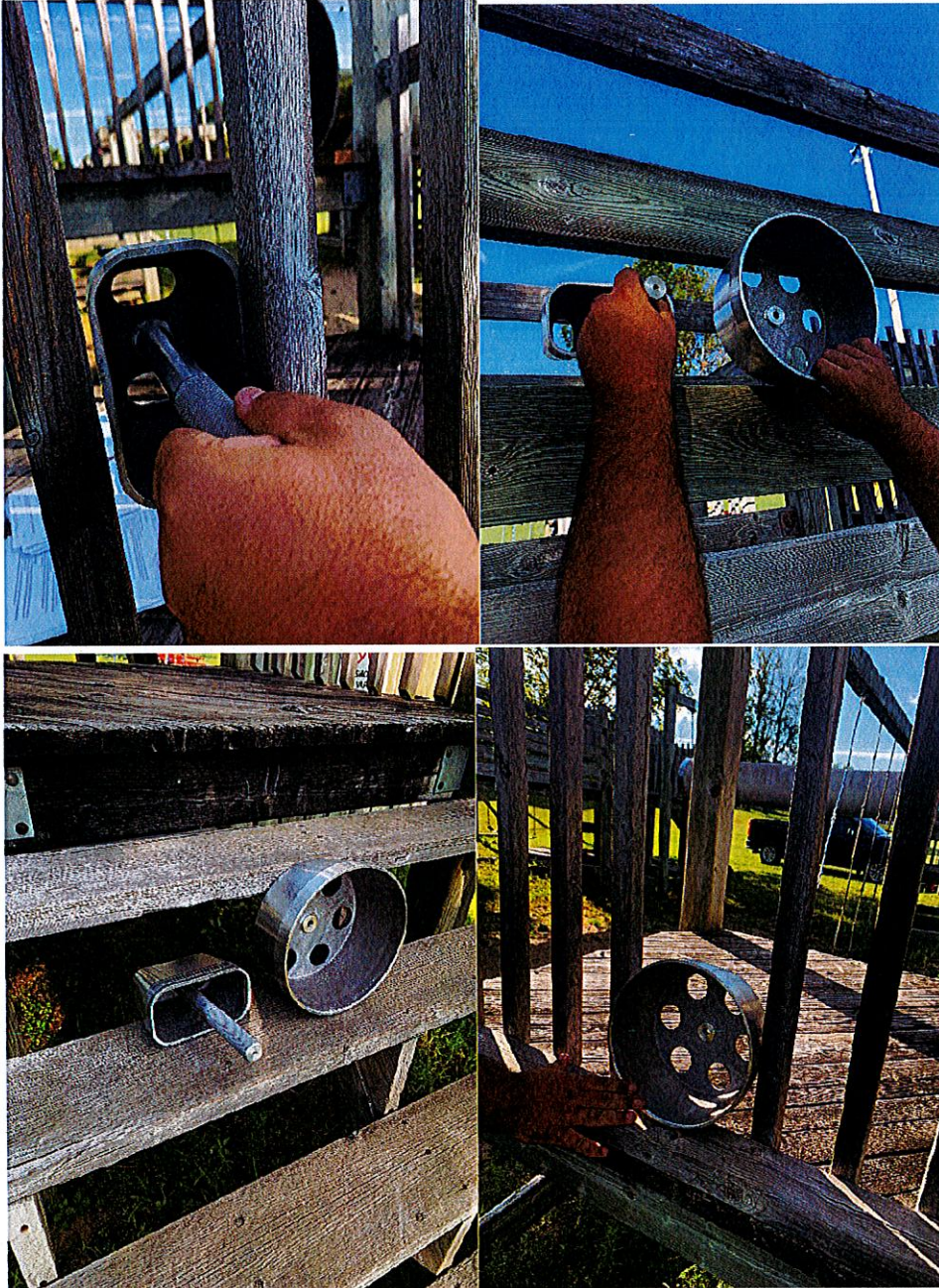


**Infraction:**

Pendulum drum hanger and single axis swings not to code.

*-Clause 15.7.3: Hangers shall have bearings, bushings, or other means of reducing the friction and wear of all moving parts and surfaces at the pivot point when moving in the intended direction of travel.*



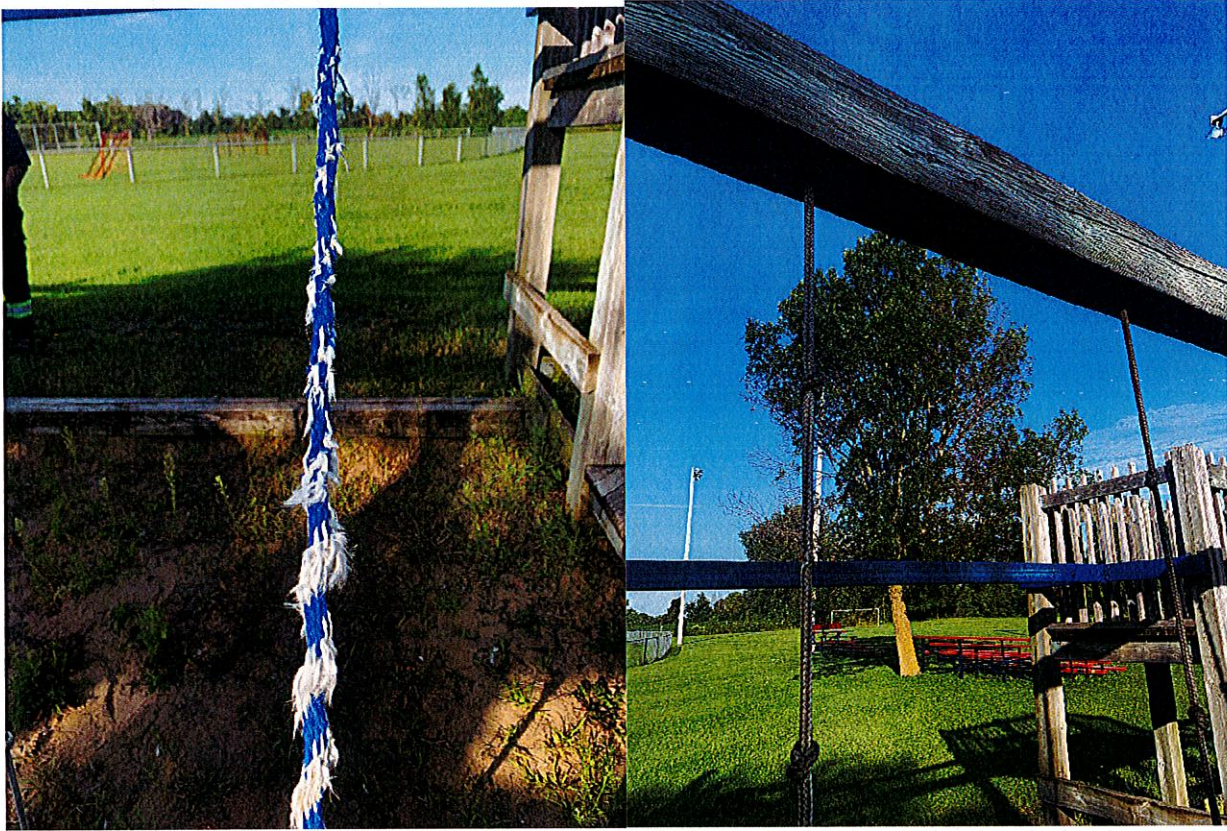


### Infraction:

Head/Torso entrapment probe failures

*-Clause 3: any condition that prevents or impedes withdrawal of a body or a part of a body that penetrated an opening or juncture between two or more elements of playground equipment.*





### **Infraction:**

Improper rope material

Improper mounting

*-Clause 7.7: Ropes shall be selected on the basis of durability, strength, elasticity, weight, resistance to vandalism, potential to cause skin burns or abrasion, and requirements for maintenance. They shall be resistant to ultraviolet degradation. If ropes are mounted permanently on support(s), they should be steel cored or equivalent cut resistant.*





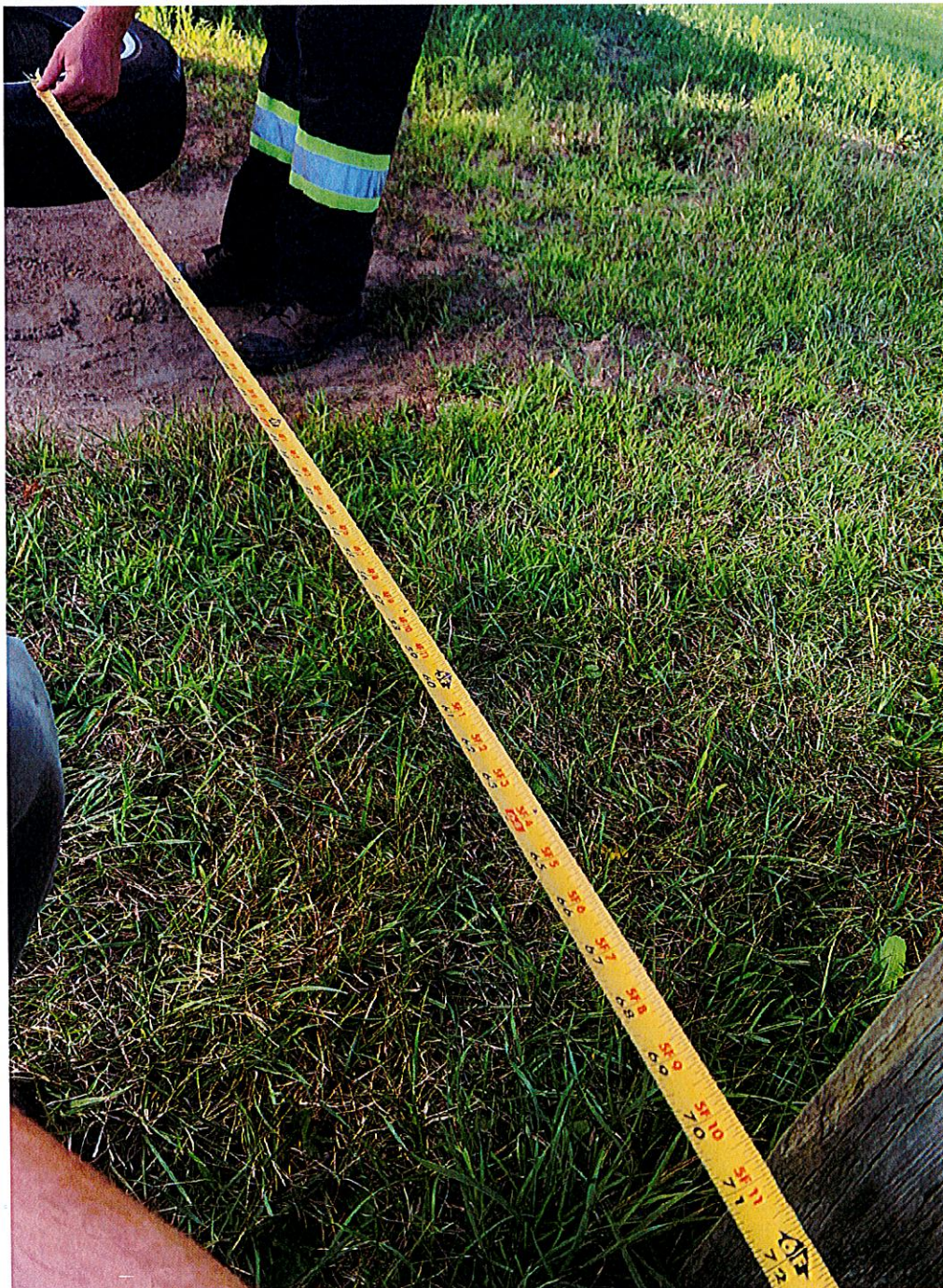
### Infraction:

Surface doesn't meet designated play surface requirements. Multiple surfaces.

*-Clause 12.7: An elevated surface shall also be considered as a designated play surface if it meets both of the following conditions:*

- a) A flat surface test device 1.97 in long x 1.97 in wide and constructed of rigid material (see figure 55) shall be placed on the surface. If the entire contact face of the test device (including all four corners) connects simultaneously with the elevated surface, the underlying surface shall be considered as flat and accessible*
- b) The accessible flat surface shall be less than 30 degrees from horizontal*





**Infraction:**

Clearance zone tire swing failure to comply with code.

*-Clause 15.7.5.2A: The unobstructed clearance zone required for the suspended element is a cylindrical unobstructed zone centred on the pivot point of the swing with a radius equal to  $Y + 29.53$  in, whose cylinder length is from the top of the prospective surface to the pivot point of the swing with  $Y$  shown in figure 45*



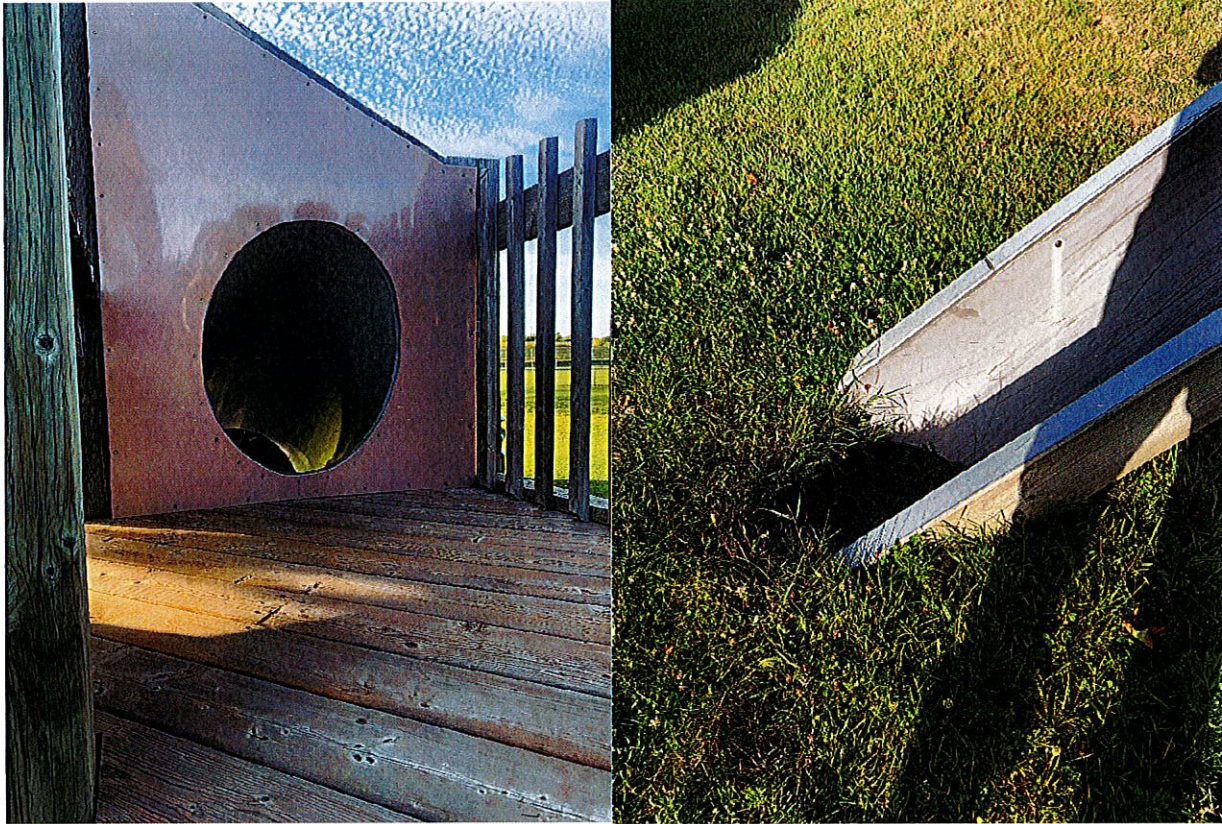


### Infraction:

Clearance between structure and swing not to code.

*-Clause 15.7.5.1C: The horizontal distance between the supporting structure and the suspension elements (that is, chain or cable) or suspended elements (that is, seat) whichever is closer, shall be no less than 29.53 in when measured as a vertical clearance maintained downwards from a starting height of 59.06 in above the protective surface. (See Figure 44)*





### **Infraction:**

Slide Entrance and Exit sections do not comply to code.

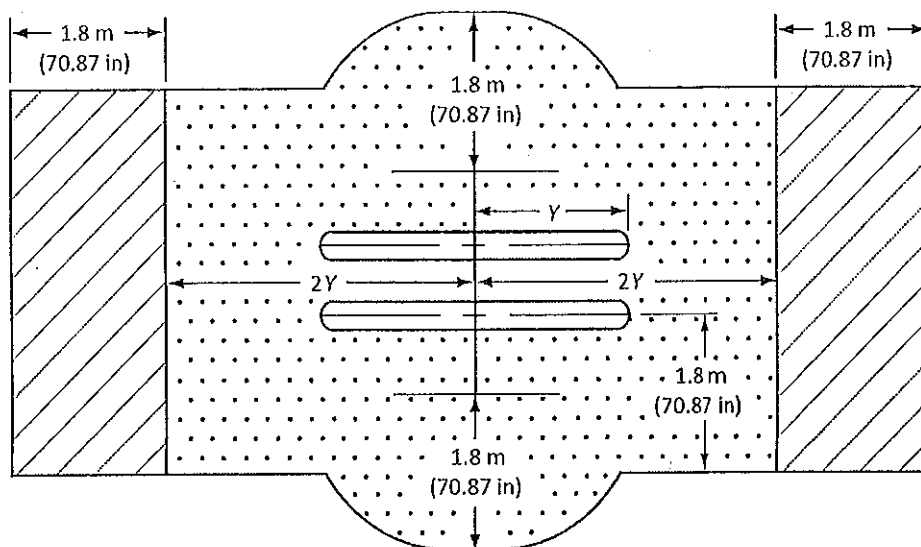
*-Clause 15.6.4.1: Handrails or other means of hand support shall be provided at the sliding section entrance to facilitate the transition from standing to sitting*


*-Clause 15.6.6.1: Exit section shall have a slop between 0 degrees and -10 degrees from horizontal (See Figure 40)*


*-Clause 15.6.6.2: The length of the exit section shall be a minimum of 10.83in (Fig. 40)*

*-Clause 15.6.6.4: For slides with an elevation greater than 47.24 in, the end of the slide exit shall be between 6.89 in and 14.96 in above the protective surfacing (See Figure 41)*

**Figure 27**  
**Protective surfacing and no-encroachment zones for single axis swings**  
 (See Clauses 14.4.1.1 and 14.4.1.5.)



 Protective surfacing zone

 No-encroachment zone

**Legend:**

$Y$  = the distance from the top of the swing seat to the pivot point

**Figure 21**  
**Adjacent platform requirements**  
 (See Clauses 13.4.5.1 and 13.4.5.3.)

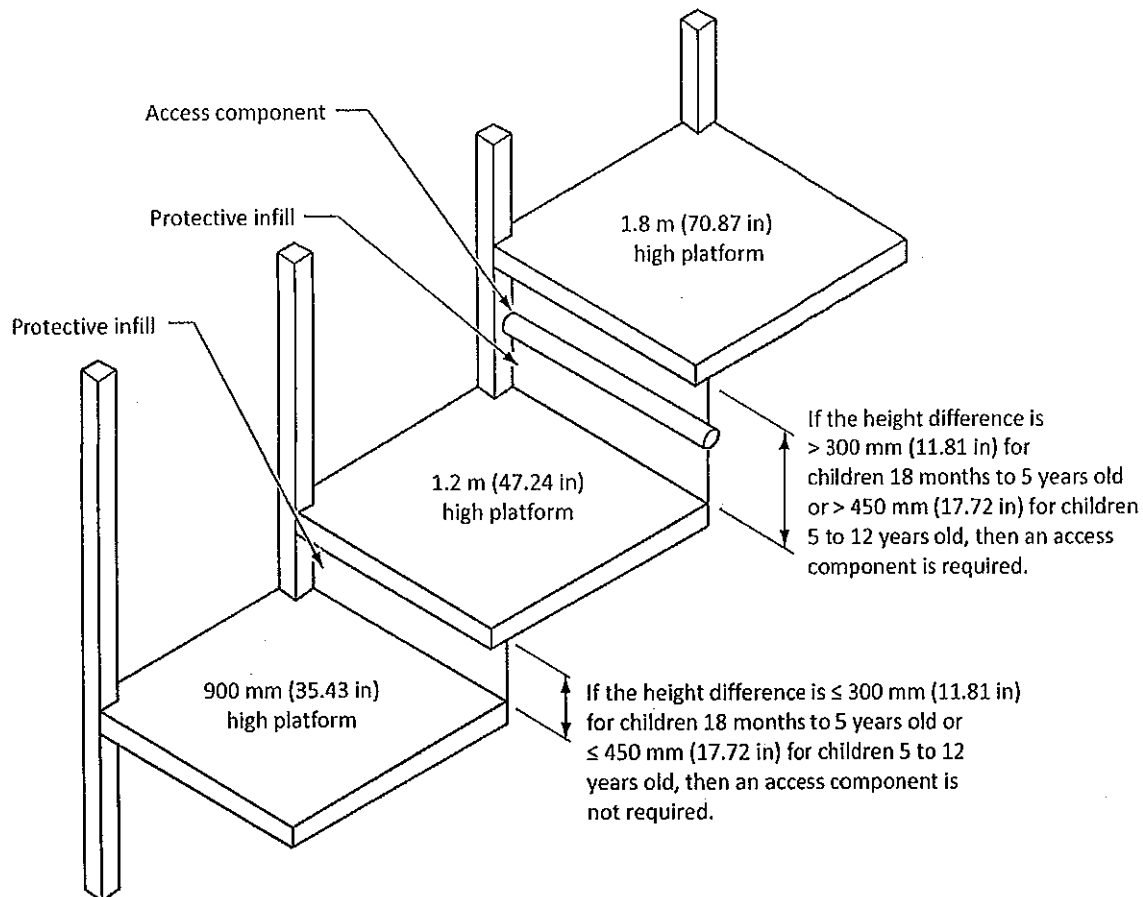
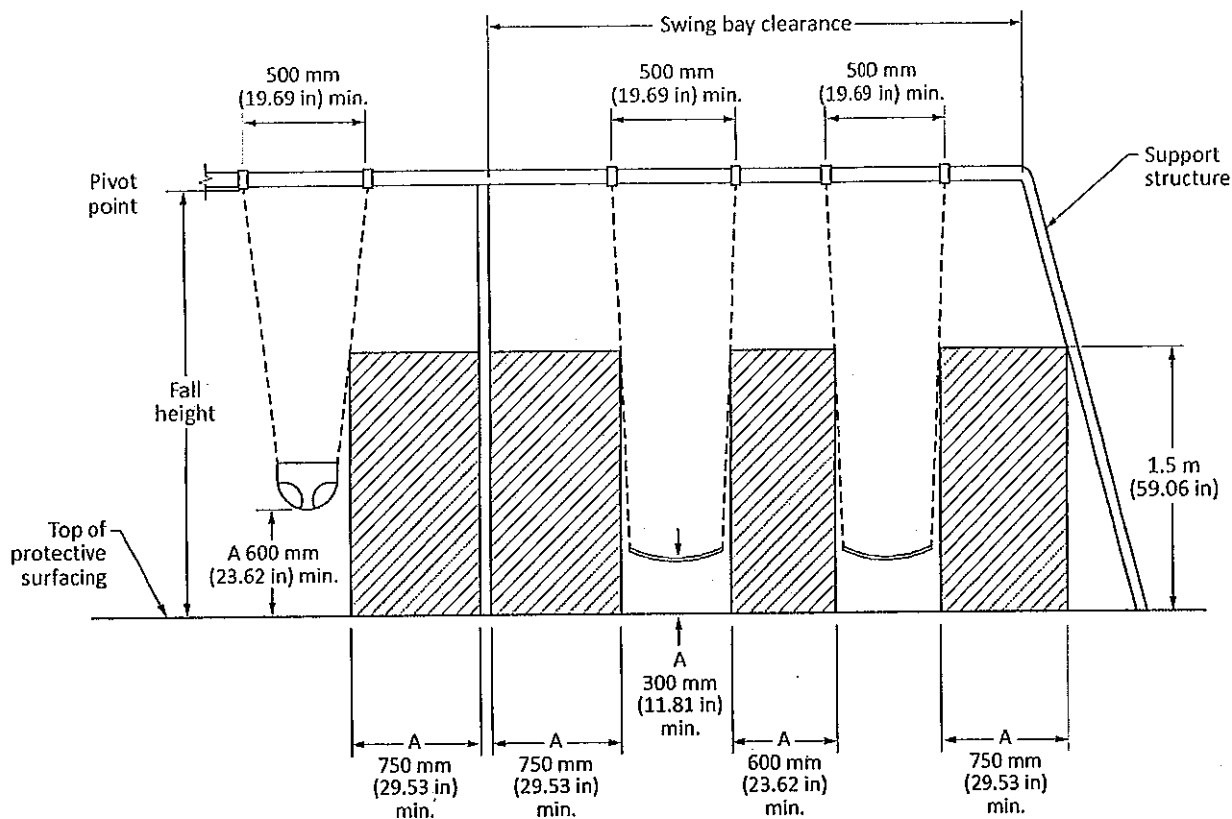




Figure 44  
Single axis swings  
(See Clause 15.7.5.1.)



**Legend:**

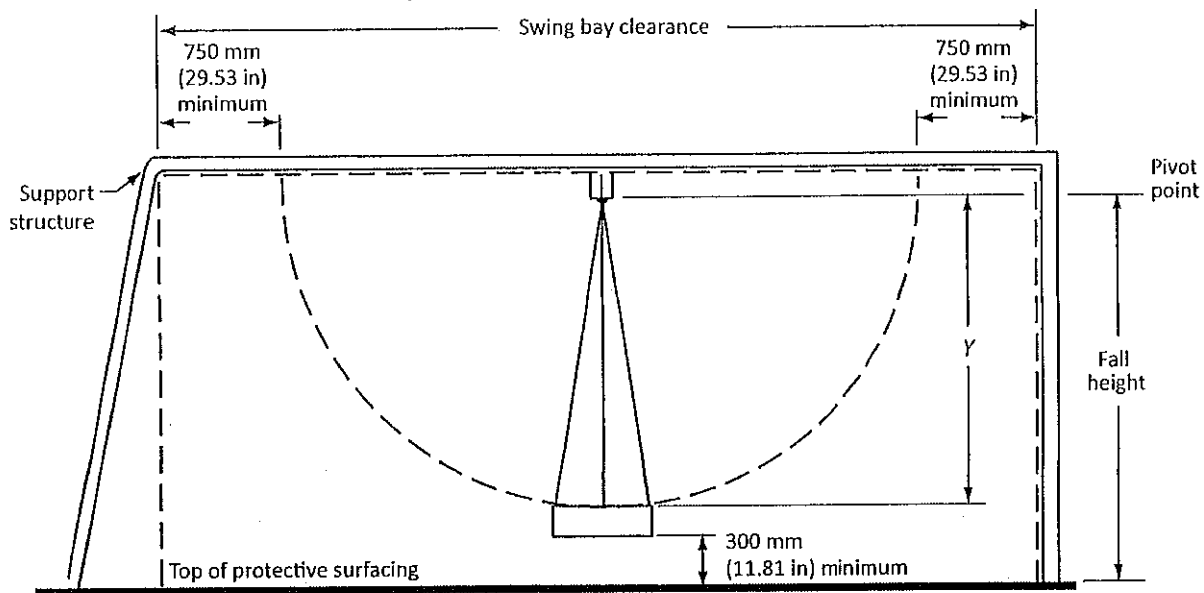
A — Measured when occupied by maximum users



— Clearance

**Note:** This Figure has been adapted, with permission, from ASTM F1487, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, copyright ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428. A copy of the complete standard can be obtained from ASTM International, [www.astm.org](http://www.astm.org).

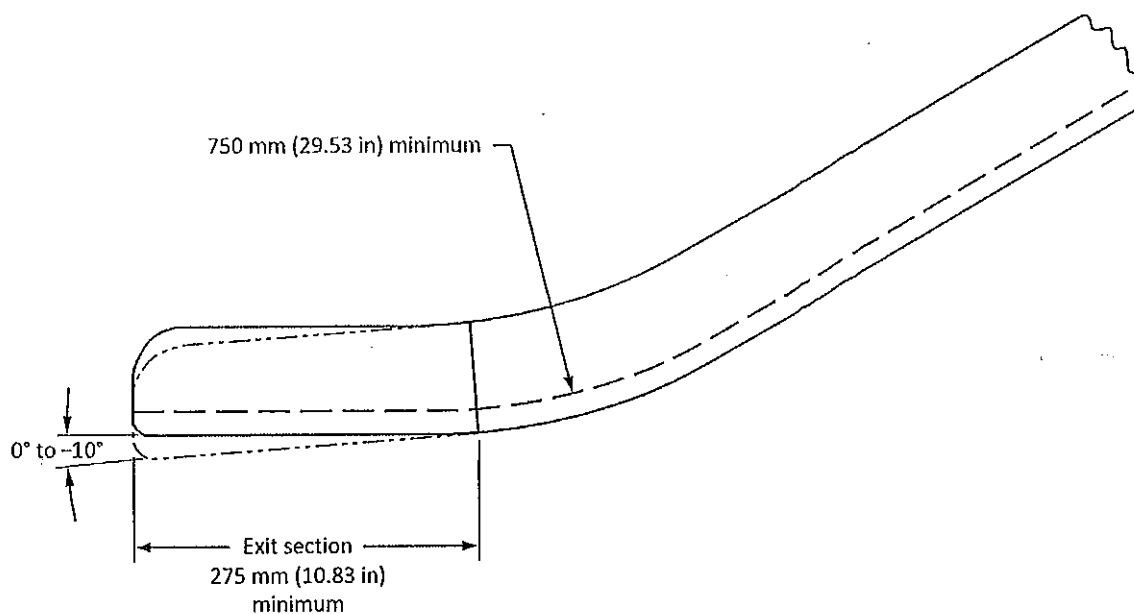
**Figure 45**  
**Multi-axis swings**  
 (See Clauses 15.7.5.2 and 15.7.6.)



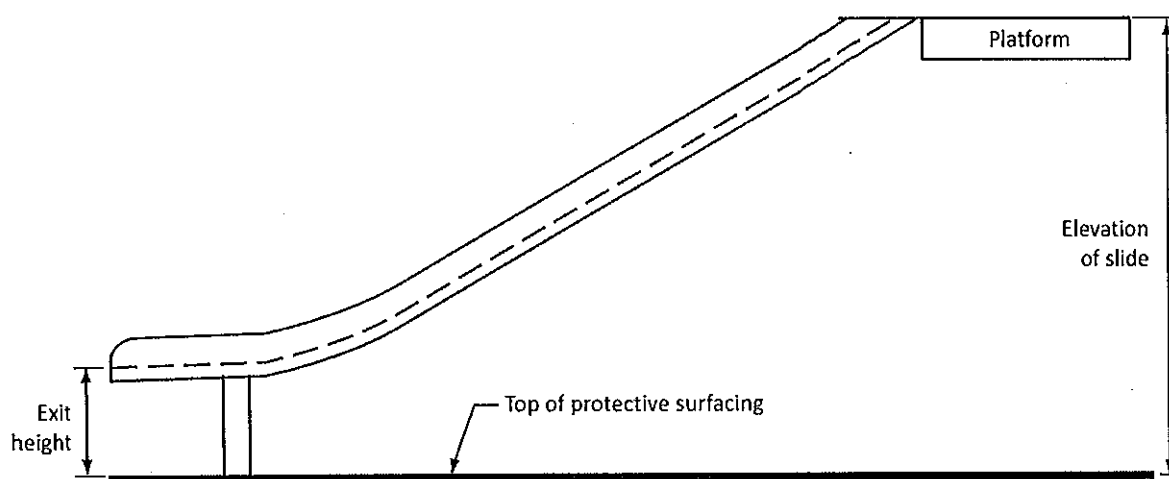
**Legend:**

Y = the vertical distance from the pivot point to the sitting surface of the seat.

**Figure 40**  
**Details of the slide exit section**  
 (See Clauses 15.6.5.4, 15.6.6.1, and 15.6.6.2.)



**Figure 41**  
**Height of the exit region**  
 (See Clause 15.6.6.4.)



**Notes:**

- 1) If the elevation is less than 1.2 m (47.24 in), the exit height shall be not less than the finished grade and not greater than 275 mm (10.83 in).
- 2) If the elevation is more than 1.2 m (47.24 in), the exit height shall be between 175 and 380 mm (6.89 and 14.96 in).

Park Inspection Report  
National Standard of Canada Z614:20

Empey Poirier Park  
6086 Vine St, Williamstown, ON K0C 2J0  
Wednesday, August 24, 2022

By: Shawn Amyotte (Registered Playground Practitioner) &  
Jason Leduc



### **Infraction:**

Inadequate protective surfacing surrounding swing (see figure 27)

*-Clause 14.4.1.1: The protective surfacing zone to the front and rear of single axis swings shall be a minimum distance of  $2Y$  on a line extending 90 degrees both front and rear from the longitude direction of the suspending beam, where  $Y$  equals the vertical distance from the top of the sitting surface when occupied by the maximum user to the pivot point of the swing. The total horizontal distance from the front to the rear of the protective surfacing zone shall be not less than  $4Y$*





**Infraction:**

Not enough distance between the suspension chains (multiple)

*-Clause 15.7.5.1B: The horizontal distance between adjacent suspension elements at rest shall be no less than 23.62 inches when measured at 59.06 in above the protective surface (Figure 44)*





**Infraction:**

Exposed concrete base





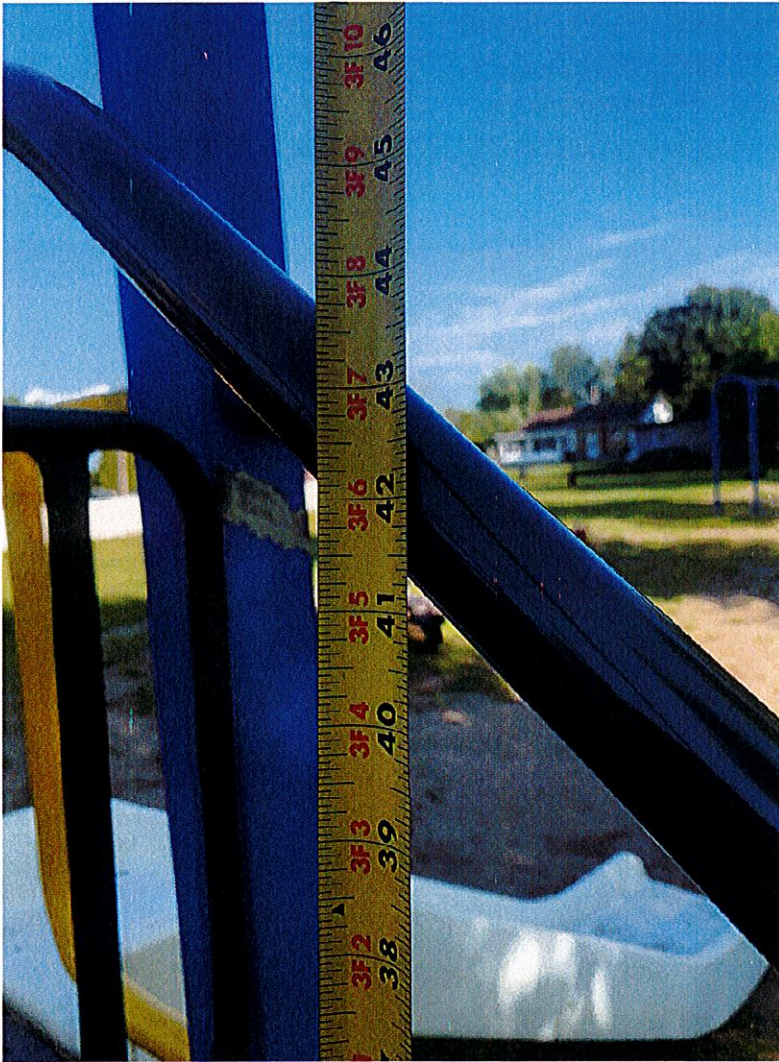
### **Infraction:**

Crush or Shear point causing bodily harm. (4-seater spring)

*-Clause 12.5.1: There shall be no crush or shear point caused by the junctures of two components moving relative to one another or at an opening present at the junction of a stationary support and rigid supporting member for a swinging element (e.g., junctions in pendulum see-saws or glide rides), while the swinging elements are within their normal swinging angles. A crush or shear point is any point that entraps a 0.62 in diameter rod in one or more positions.*

*-Clause 15.11.4: Spring mechanisms shall conform to the general requirements regarding crush or shear point in Clause 12.5 when the equipment is operated by a maximum user of 120lbs*



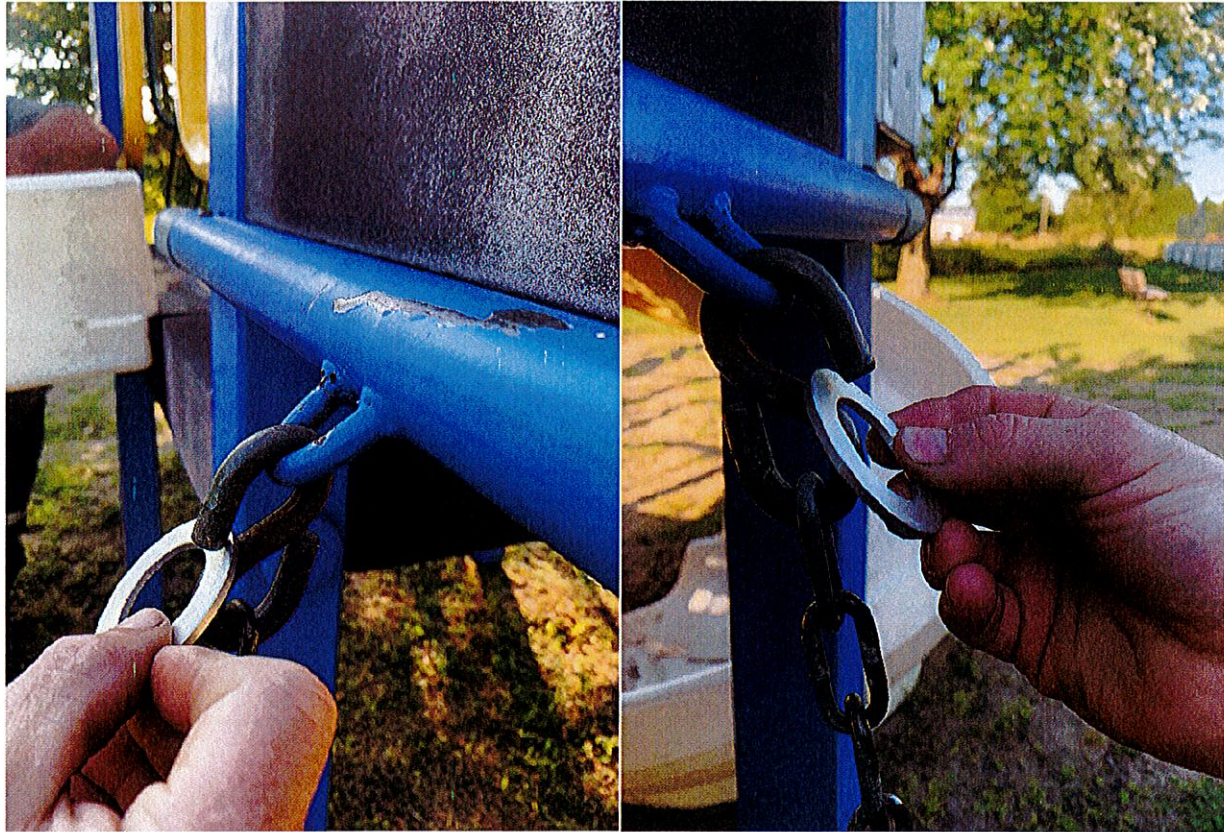


### **Infraction:**

Handrails at an inadequate height

*-Clause 13.1.4.1: The lower handrail shall be at approximately 13.78 to 21.65 in above the step tread and the upper rails shall be at approximately 28.54 to 37.40 in above the step tread.*





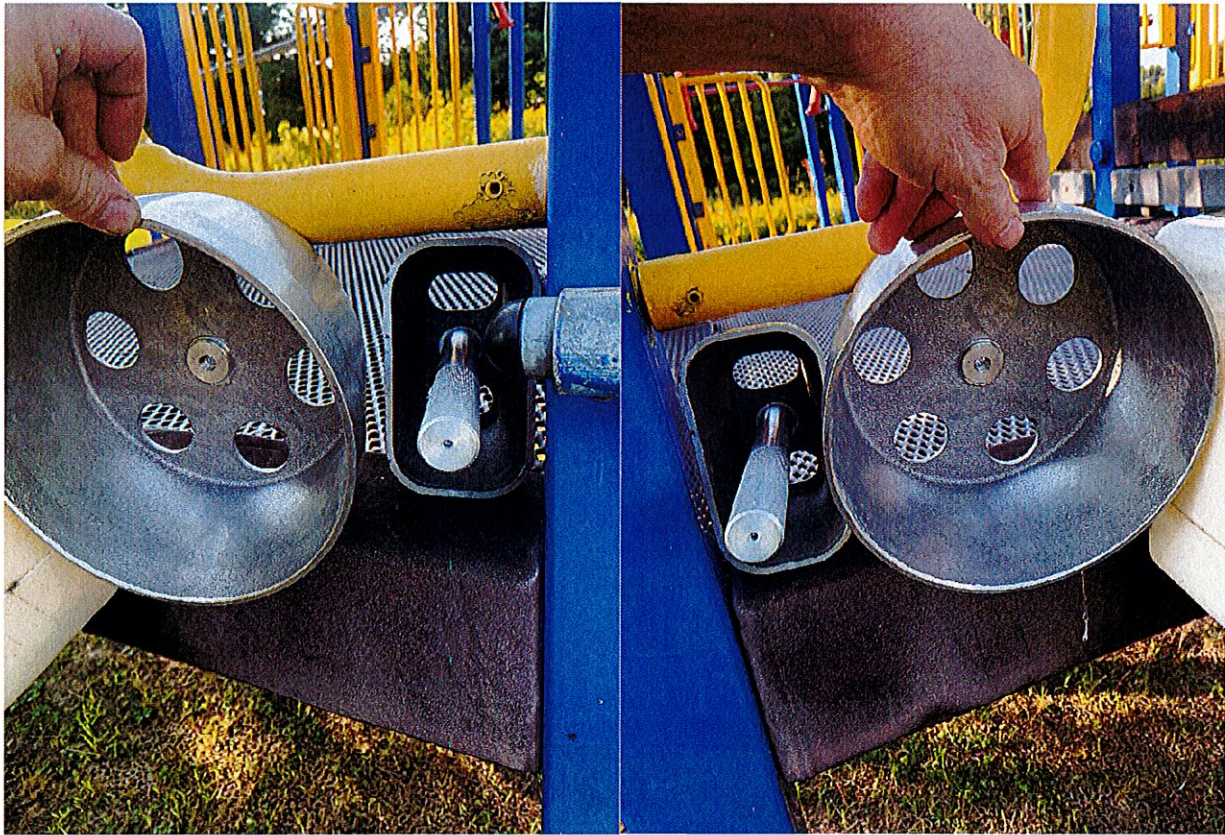
### **Infraction:**

S-hook entanglement hazard (Multiple)

*-Clause 12.4.5.2: An S-hook shall be considered to be an entanglement hazard (figure 13) if it does not meet the following conditions:*

- a) No portion of the closed end of the lower loop shall project beyond the vertical projection of the upper loop.*
- b) The upper loop shall align, partially, or completely overlap the connector body. If the loop completely overlaps the connector body, it shall not extend past the connector body.*
- c) The lower loop shall align with the connector body and shall not overlap it in any way.*





**Infraction:**

Head/Torso entrapment probe failures

*-Clause 3: any condition that prevents or impedes withdrawal of a body or a part of a body that penetrated an opening or juncture between two or more elements of playground equipment.*



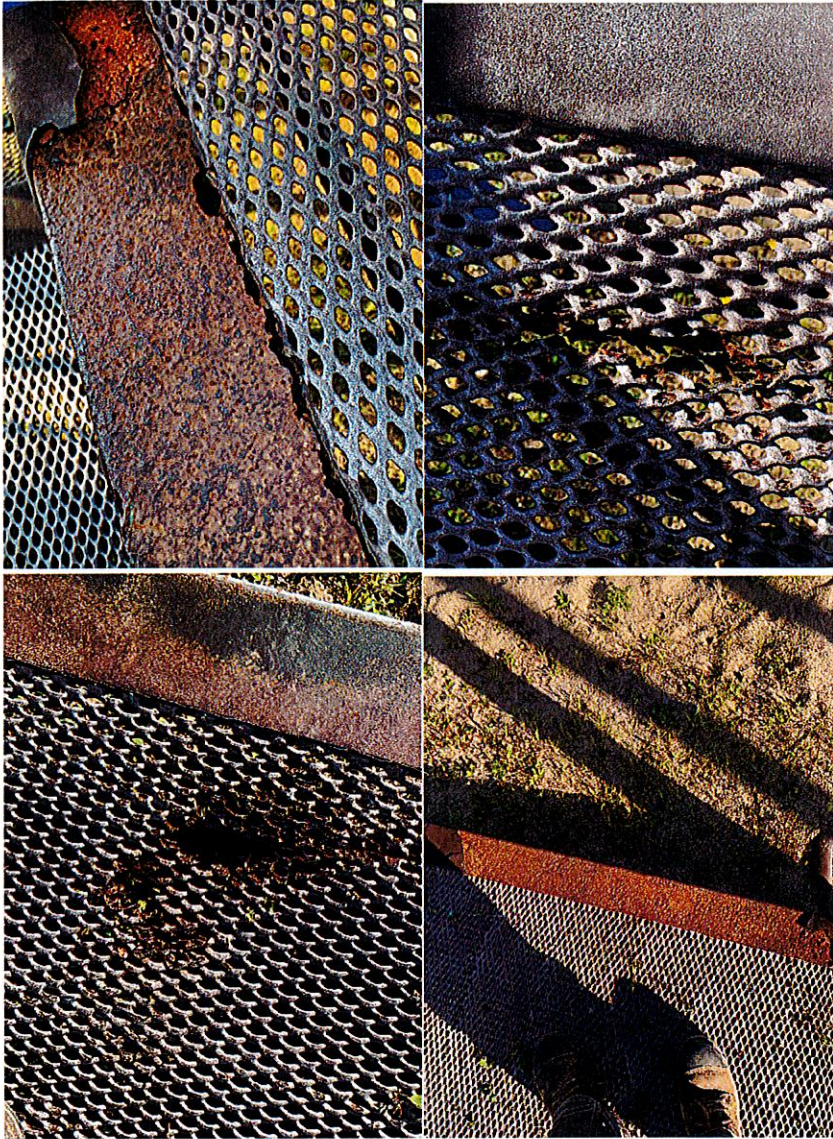


**Infraction:**

Upper body equipment rungs not to code.

*-Clause 15.7.3: Hangers shall have bearings, bushings, or other means of reducing the friction and wear of all moving parts and surfaces at the pivot point when moving in the intended direction of travel.*

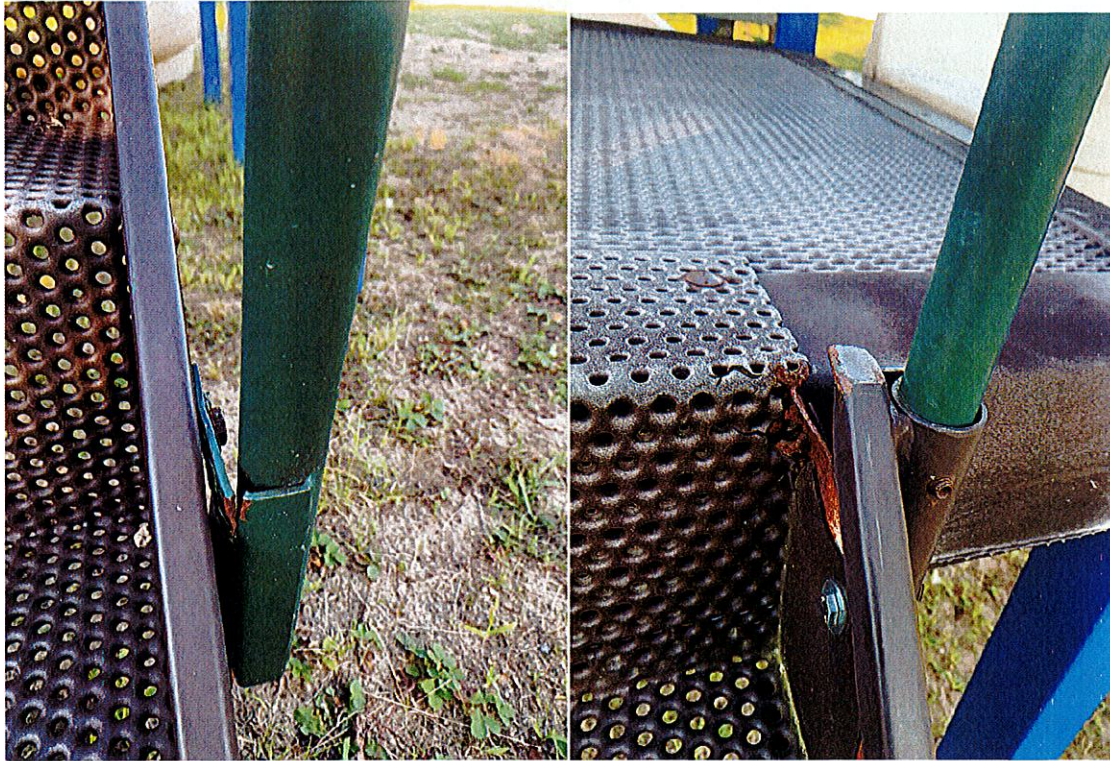




**Infraction:**

Multiple areas of rot in floor and stairs. Must be replaced and be no areas of rust/rot. Could endanger patrons if not taken care of immediately.



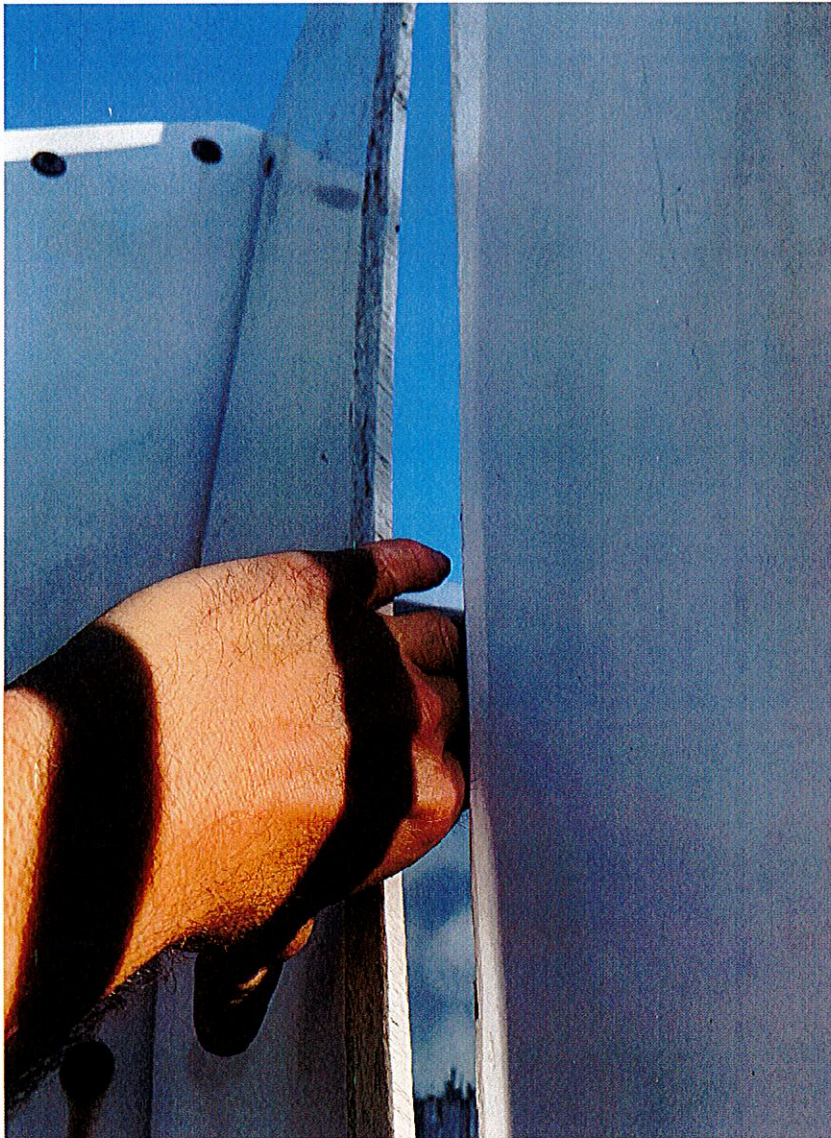


**Infraction:**

Broken welds on stairway and guardrail. Has become and shear point. Not structural sound and must be replaced immediately. Subject to cause endangerment to patrons.

*-Clause 12.5.1: A crush or shear point is any point that entraps a 0.62 in diameter rod in one or more positions.*

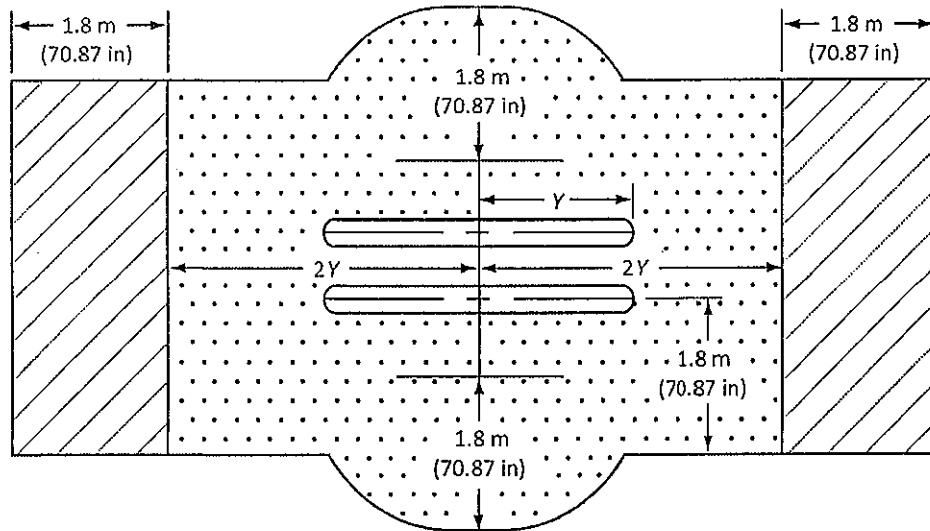




Crush or Shear point causing bodily harm. (Opening next to slide entrance)

*-Clause 12.5.1: There shall be no crush or shear point caused by the junctures of two components moving relative to one another or at an opening present at the junction of a stationary support and rigid supporting member for a swinging element (e.g., junctions in pendulum see-saws or glide rides), while the swinging elements are within their normal swinging angles. A crush or shear point is any point that entraps a 0.62 in diameter rod in one or more positions.*

**Figure 27**  
**Protective surfacing and no-encroachment zones for single axis swings**  
 (See Clauses 14.4.1.1 and 14.4.1.5.)



Protective surfacing zone

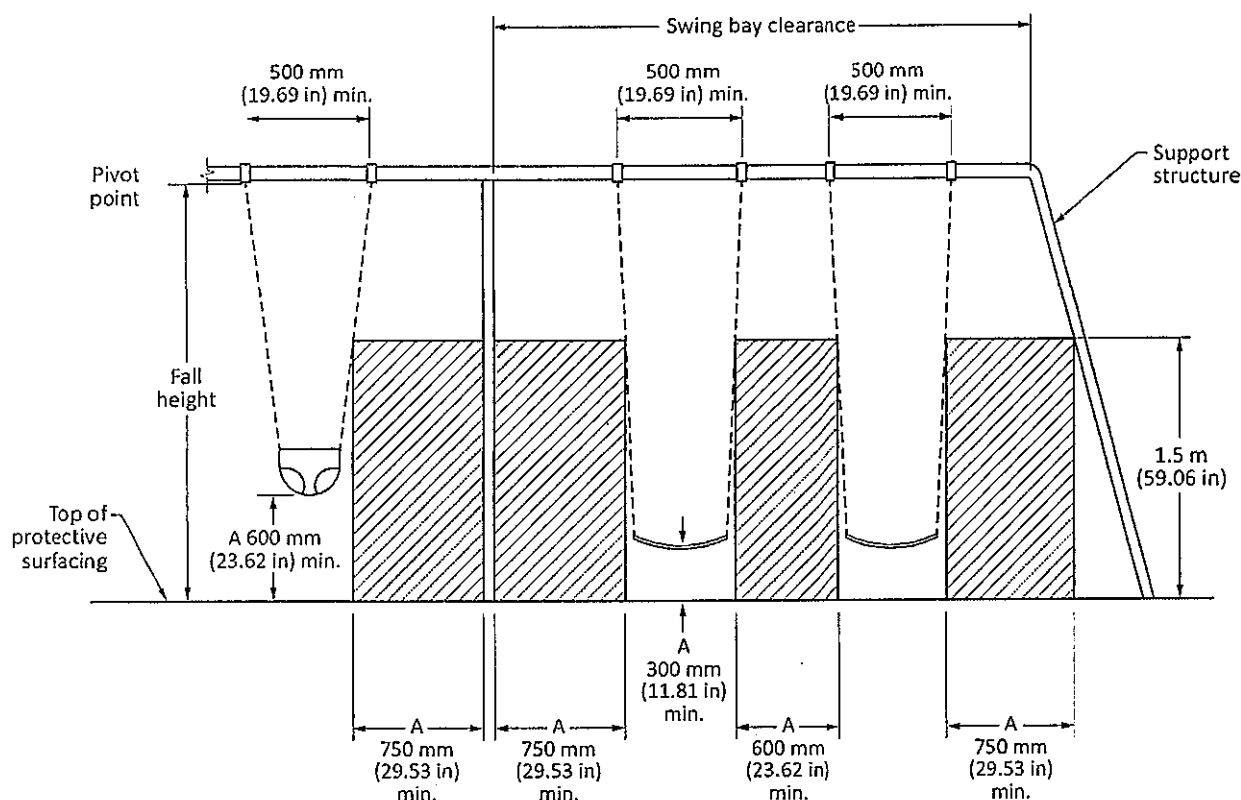


No-encroachment zone

**Legend:**


$Y$  = the distance from the top of the swing seat to the pivot point

**Figure 44**  
**Single axis swings**  
 (See Clause 15.7.5.1.)



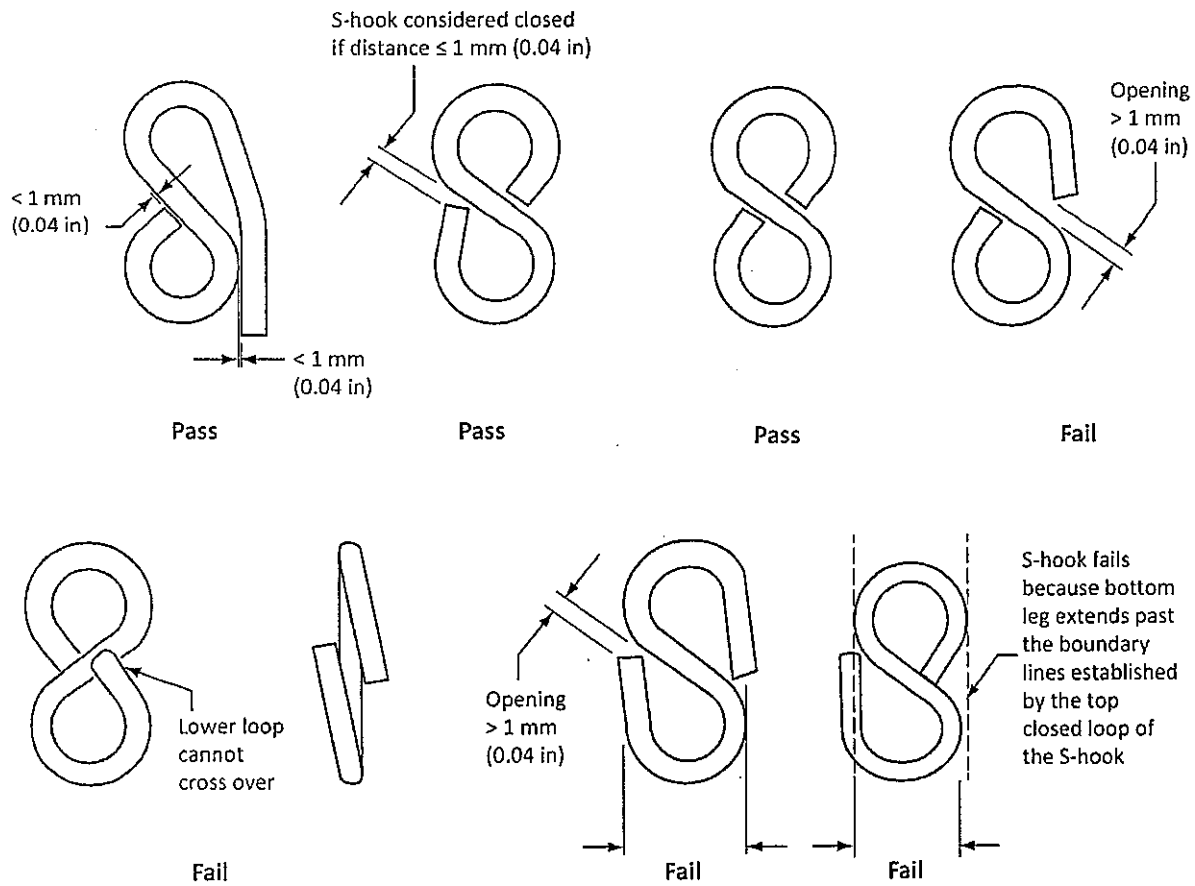
**Legend:**

A — Measured when occupied by maximum users

 — Clearance

*Note: This Figure has been adapted, with permission, from ASTM F1487, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, copyright ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428. A copy of the complete standard can be obtained from ASTM International, [www.astm.org](http://www.astm.org).*

**Figure 13**  
**Requirements for fastening devices**  
 (See Clauses 12.4.5.1 and 12.4.5.2.)



(Continued)



## **Recommendations:**

Due to multiple safety infractions according to the National Standard of Canada Z614:20. Play structure at Empey Poirier park to be taken out of commission effective immediately until brought up to code according to the National Standard of Canada Z614:20 to prevent bodily harm to patrons or accidental death.

## INFORMATION REPORT

**REPORT TO:** Council of the Township of South Glengarry



**MEETING DATE:** September 6<sup>th</sup>, 2022

**SUBJECT:** Fire Reserves - Update

**PREPARED BY:** Dave Robertson, Fire Chief

The following financial report is intended to provide Council with an update of the Fire reserves account as of August 2022.

This year has seen the implementation of multiple projects that have been discussed and directed over the past few years, including:

- A new Fire Station in Williamstown on the site of the former Roads Maintenance Garage. Initially discussed in 2016, it is currently under construction with an expected completion date of late November 2022.
- A new Water Tanker truck was received in June and is operating as Tanker 3 out of Station 3 in Williamstown. This vehicle was ordered in 2021 and was delivered this year after pandemic-related delays.
- A new Pumper truck was approved in the 2022 budget. On April 18<sup>th</sup>, 2022, Staff Report 54-2022 requested that Council consider the addition of a second, identical unit in an effort to achieve financial savings by combining 2022 and 2023 vehicle purchases. Procurement 18-2022 was awarded on June 20<sup>th</sup> with Staff Report 89-2022. These two Pumper trucks were estimated to be received at the end of 2022, but we have been advised by the manufacturer that they will arrive in late September, three months ahead of time.

The following figures are provided to Council as an update to the Fire Reserves account.

- The account currently stands at \$1,750,000. With the pending posting of the 2022 transfer to Fire reserves of \$425,000, the total will sit at \$2,175,000
- The remaining balance as shown as the **total value** would include the 2023 transfer to reserves of \$425,000 pending 2023 budget approval.

<b>Project</b>	<b>Description</b>	<b>Value</b>
<b>Fire Reserves</b>	As of Aug 29th, 2022 including the 2022 reserve transfer	\$ 2,178,047.28
<b>Tanker 3</b>	Purchased from Battleshield Industries, June 2022 (Procurement 14-2021)	-\$ 432,516.26
<b>Williamstown Fire Station #3 renovation</b>	Construction term Aug 22 to Nov 30 (Procurement 19-2022)	-\$ 715,000.00
<b>Proposed septic system replacement at Stn 3.</b>	Pending permit approval and tender (quotes)	-\$ 40,000.00
<b>2X Pumper purchase</b>	Purchased from City View Specialty Vehicles (Procurement 18-2022)	-\$ 950,000.00
<b>Estimated remaining reserves</b>	As of January 1, 2023	\$ 40,531.02
<b>2023 transfer to Reserves</b>	To be presented in 2023 budget. Discussed in Staff Report 54-2022 on April 18, 2022	\$ 425,000.00
<b>Total value</b>		<b>\$ 465,531.02</b>

## INFORMATION REPORT

**REPORT TO:** Council of the Township of South Glengarry



**MEETING DATE:** September 6, 2022

**SUBJECT:** Williamstown Fire Station – September Construction Update

**PREPARED BY:** Dave Robertson, Fire Chief

The following information report is provided to give a monthly progress update on the construction of the new Fire Station at 19686 William St. in Williamstown (former Roads Garage).

### Schedule:

- All dates approximate.
- Renovations commenced on August 22<sup>nd</sup>. The expected completion date is the end of November.
- Demolition of the interior building space is proceeding from August 22<sup>nd</sup> – 31<sup>st</sup>.
- The concrete floor will be removed September 6<sup>th</sup> – 9<sup>th</sup>
- Trades will install plumbing and drains September 12<sup>th</sup> – 16<sup>th</sup> followed by the installation of new concrete.
- Interior framing and utilities will follow.

### Item of Note # 1:

- Required septic system repair and replacement:
  - The septic system was inspected by Goulet Septic on July 28<sup>th</sup> as part of the building permit requirement.
  - The overall system has been working as designed to date.
  - The existing septic tank needs to be replaced due to concrete failure of its lid and a deteriorating center wall.
  - The existing field bed is operational but at the end of its expected life. The bed consists of only 2 field pipes and they are in compacted soil due to a history of parking within the space.
- The new septic plan was received on August 29<sup>th</sup> and submitted for review by the Building Department. Pending approval, quotes will be requested for partial or complete replacement in 2022. Direction of Council will be requested at that time.

### Item of Note #2:

- As noted at the July 4<sup>th</sup> Council meeting, 2 roof leaks have been noted and further evaluation continues during demolition. The cause of the leaks is being addressed.

- With the subsequent roof inspection, we are advised that the expected lifespan of the flat asphalt roof has reached its end of life due to the sealant membrane experiencing blistering.
- The contractor who replaced the North Lancaster Maintenance Garage roof in 2020 estimates that we should add 40% to the 2020 per square metre cost if we were to choose a new flat asphalt roof as a replacement in the coming years.
- Administration has proceeded to request a design and Class D price (+/- 25%) estimate from our engineering firm for a common truss and steel roof system as a replacement.
- Both replacement options will be provided to Council in the near term.

**Item of Note #3:**

- Discussions continue with Parks Canada on the shared water storage and pumping systems.
- At this time, it is estimated that upgrades will be needed to the existing and planned electrical systems. Capacities in the electrical panels and the standby generator are being reviewed and we expect they will need to be increased. The existing generator is estimated to be 15+ years old and was originally sized for only a portion of the existing building.
- All upgrades will be discussed with Council and will be subsequently billed to Parks Canada within our future partnership agreement.



**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 60-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW A BY-LAW TO ADOPT, CONFIRM AND RATIFY  
MATTERS DEALT WITH BY RESOLUTION.***

**WHEREAS** s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

**AND WHEREAS** it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council at its regular meeting of September 6, 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 6<sup>TH</sup> DAY OF SEPTEMBER 2022.***

**MAYOR:** \_\_\_\_\_ **CLERK:** \_\_\_\_\_