

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Monday, March 2, 2020 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
  - a) 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.
- 4. DECLARATION OF PECUNIARY INTEREST**
  - a) [Declaration of Pecuniary Interest](#) 4
- 5. APPROVAL OF MINUTES**
  - a) [Previous Meeting Minutes - February 18, 2020](#) 5 - 10
- 6. PRESENTATIONS AND DELEGATIONS**
  - a) [Bishop's House Update - Glengarry Fencibles Trust \(Brenda Baxter\)](#) 11 - 32
- 7. NEW BUSINESS**
  - a) **Staff Reports**
    - i. [Multi-Year Accessibility Plan - Third Reading \(K.McDonald\)](#) 33 - 62
    - ii. [Donation Request - Williamstown Santa Claus Parade \(L.McDonald\)](#) 63 - 64
    - iii. [2020 Budget and Tax Rates \(L.McDonald\)](#) 65 - 76
    - iv. [Resolution - Oliver Magee Municipal Drain \(L.McDonald\)](#) 77 - 79

v.	<a href="#">Granular Tender 01-2020 (E.MacDonald)</a>	80 - 81
vi.	<a href="#">Surface Treatment Procurement 03-2020 (E.MacDonald)</a>	82 - 83
vii.	<a href="#">Tandem Plough Tender 02-2020 (E. MacDonald)</a>	84 - 85
viii.	<a href="#">Dust Suppressant Procurement 04-2020 (E.MacDonald)</a>	86 - 87
ix.	<a href="#">Proposed Clean Yard By-law (V. Brunet)</a>	88 - 104
x.	<a href="#">Approval of Water &amp; Waste Water Annual Reports (D. Seguin)</a>	105 - 162
xi.	<a href="#">Procurement - Fire Helmets (D. Robertson)</a>	163 - 167
xii.	<a href="#">Procurement 05-2020 Fire Pumper (D. Robertson)</a>	168 - 170
xiii.	<a href="#">J. Henstock Recycling Inc. Zoning By-Law Amendment (J. Haley)</a>	171 - 177
xiv	<a href="#">To Extend Draft Plan Approval- Loiselle-Laframboise Draft Plan of Subdivision (J. Haley)</a>	178 - 180
xv.	<a href="#">To Extend Draft Plan Approval- Cairnview Estates Draft Plan Approved Subdivision (J. Haley)</a>	181 - 183
<b>b)</b>	<b>Other Business</b>	
<b>c)</b>	<b>Committee Reports</b>	
i.	<a href="#">SDG February Council News</a>	184
<b>d)</b>	<b>For Information Only</b>	
i.	<a href="#">Consent Application B-9-20</a>	185 - 187
ii.	<a href="#">Consent Application B-3-20</a>	188 - 190
iii.	<a href="#">Letter - Optimist Club Request for Support for Fly-by at Smithfield Park</a>	191
iv.	<a href="#">Letter - Support of Bill 156 Resolutions (Twsp of Douro-Dummer)</a>	192 - 197
v.	<a href="#">Resolution - Bill 156 Enforcement for safety on family farms (South Huron)</a>	198 - 199
vi.	<a href="#">Resolution - Support Township of Springwater's Resolution on Conservation Authority Levies</a>	200 - 203

vii.	<a href="#">Resolution - Support for Electronic Delegation (Town of Puslinch)</a>	204 - 205
viii.	<a href="#">Resolution - In Support of the Town of Tecumseh's Resolution on 911 Misdials (Township of Madoc)</a>	206 - 208
ix.	<a href="#">Resolution- In support of AMO's position on the legislative changes to Bill 132 and the ARA (Town of Puslinch)</a>	209 - 212
x.	<a href="#">Letter - Emergency Management Compliance</a>	213
xi.	<a href="#">Letter - 2020 Municipal Cost Share of Public Health Funding (EOHU)</a>	214 - 215
xii.	<a href="#">Notice - Ontario Poverty Reduction Survey</a>	216 - 217
xiii.	<a href="#">Notice- Proposed regulatory changes under the Aggregate Resources Act (Ministry of Natural Resources and Forestry)</a>	218 - 220

## 8. UNFINISHED BUSINESS

a)	<a href="#">Unfinished Business Listing - March 2, 2020</a>	221 - 222
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## 9. CLOSED SESSION

- a) BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001
- (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
- (f) advice that is subject to solicitor-client privilege
- letter from Township counsel

## 10. CONFIRMING BY-LAW

a)	<a href="#">Confirming By-law 12-2020</a>	223
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## 11. ADJOURNMENT



**DECLARATION OF PECUNIARY INTEREST**

I, \_\_\_\_\_, declare a pecuniary interest on Agenda Item(s) for the meeting of \_\_\_\_\_:

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\_\_\_\_\_  
**Signature**

## MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON FEBRUARY 18, 2020

PRESENT: Mayor Frank Prevost, Councillor Stephanie Jaworski, Councillor Martin Lang, and Councillor Sam McDonell

REGRETS: Deputy Mayor Lyle Warden

STAFF PRESENT: CAO Tim Mills, Clerk Kaylyn MacDonald, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson, Director of Water/Waste Water Shawn Killoran, Roads Manager Chris Leblanc, Director of Recreation & Facilities Rick Ladouceur.

1. CALL TO ORDER

**Resolution No. 36-2020**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council Meeting of the Township of South Glengarry now be opened at 7:00pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

**Resolution No. 37-2020**

Moved by Councillor Jaworski

Seconded by Councillor Lang

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

-Items moved to Other Business from Committee Reports

-7. c) i. SD&G County Council Budget Minutes - December 11, 2019

-Items moved to Other Business from For Information Only

-7. d) i. Statement of Revenues and Expenses

ii. Request for Donation - Williamstown Santa Claus Parade Committee

iii. South Glengarry Recreation Committee Terms of Reference

iv. Letter - In Support of Bill 156 Glengarry Federation of Agriculture

vii) Letter - Request for a Cloth Diaper Subsidy in South Glengarry

viii) Letter - Request for Smithfield Park Lighting

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

- a) Declaration of Pecuniary Interest : I, Frank Prevost, declare a pecuniary interest on Agenda Item(s) for the meeting of February 18, 2020: Staff Report 18-2020, Sale of Surplus Lands are through an agent that works in

the Real Estate Company that I own.

5. APPROVAL OF MINUTES

a. Previous Meeting Minutes - February 3 2020

**Resolution No. 38-2020**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry, including the Closed Session Minutes, held on February 3, 2020 be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

Ewen MacDonald, GM Infrastructure Services, recognized Shawn Killoran, Director of Water/Waste Water, for his 20 years of service and congratulated him on his upcoming retirement. Mr. Killoran was presented with a certificate from MPP Jim McDonell and a gift from the Township of South Glengarry.

7. NEW BUSINESS

a. Staff Reports

i. Council Per Diem for Council Members

**Resolution No. 39-2020**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 09-2020 be received and that the Council of the Township of South Glengarry approve the Per Diem for Council Members policy as amended.

POSTPONED

ii. Review - Conferences and Training Reimbursement of Expenses Policy

**Resolution No. 40-2020**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 10-2020 be received and that the Council of the Township of South Glengarry approves the Conferences and Training Re-imburement of Expenses Policy for Council Members and Staff policy as amended.

CARRIED

iii. Review - High Water Consumption Policy

**Resolution No. 41-2020**

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 11-2020 be received and that The Council of South Glengarry direct administration to proceed with Option CA) Maintain Current policyB) No write-off policyC) Adopt a Conditional Write-off policy (terms to be approved by Council at a future meeting) in regards to our High-Water Consumption Policy.

CARRIED

iv. Filion Drain - Resolution Citing Drainage Act

**Resolution No. 42-2020**

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 12-2020 be received and that the Council of South Glengarry appoints McIntosh Perry Consulting Engineers Ltd. under Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17 to update the Filion Drain Engineer's Report as per the scope of work outlined in RFP No. 11-2019.

CARRIED

- v. Water and Sewage Plant Annual Reports  
**Resolution No. 43-2020** Moved by Councillor McDonell  
 Seconded by Councillor Lang  
 BE IT RESOLVED THAT Staff Report 13-2020 be received and that the Council of the Township of South Glengarry receive the 2019 Annual Reports for the Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants and furthermore, that a Staff Report to approve the reports be prepared for the March 2, 2020 Council Meeting.  
 CARRIED
- vi. Smithfield Park Building Tender 13-2019  
**Resolution No. 44-2020** Moved by Councillor Jaworski  
 Seconded by Councillor McDonell  
 BE IT RESOLVED THAT Council Proceed with Option A Option A - That Tender 13-2019 be awarded to Bradford M. Hubbard Construction Inc as per their submission of \$233,440.00 and that the Mayor and Clerk be Authorized to sign any relevant documents.Option B - That Council not award Tender 13-2019.  
 CARRIED
- vii. Smithfield Park Servicing Tender 14-2019  
**Resolution No. 45-2020** Moved by Councillor Lang  
 Seconded by Councillor Jaworski  
 BE IT RESOLVED THAT Council Proceed with Option AOption A - That Tender 14-2019 be awarded to Malyon Excavation as per their submission of \$141,029.00 and that the Mayor and Clerk be Authorized to sign any relevant documents.Option B - That Council not award Tender 14-2019.  
 CARRIED
- viii. Letter - Petition Regarding Broadband Infrastructure  
**Resolution No. 46-2020** Moved by Councillor Jaworski  
 Seconded by Councillor McDonell  
 BE IT RESOLVED THAT Staff Report 16-20 be received and that the Council of the Township of South Glengarry directs the Mayor to execute a letter to petition Innovation, Science and Economic Development Canada to ensure continued private sector investment in broadband infrastructure.  
 CARRIED
- ix. Rural Economic Funding Development  
**Resolution No. 47-2020** Moved by Councillor McDonell  
 Seconded by Councillor Lang  
 BE IT RESOLVED THAT Staff Report 17-2020 be received and that Council supports the application for Rural Economic Development Funding for rehabilitation projects at the Glengarry Nor'Westers and Loyalist museum.  
 CARRIED
- x. Sale of Surplus Land - Lancaster Heights  
**Resolution No. 48-2020** Moved by Councillor Jaworski  
 Seconded by Councillor McDonell  
 BE IT RESOLVED THAT Staff Report 18-2020 be received and that By-law 07-2020, being a by-law to approve the sale of two lots described Pt Lt 5 Con 9 Lancaster Pts 11 & 12 14R3037, South Glengarry and Pt Lt 5 Con 9 Lancaster Pt 23 14R3037, South Glengarry be read a first, second and third time, passed signed and sealed in open Council this 18th day of February, 2020 and furthermore that the Deputy Mayor and Clerk be authorized to sign all related documents.

CARRIED

b. Other Business

- i. SD&G County Council Budget Minutes - December 11, 2019
- ii. Statement of Revenues and Expenses
- iii. Request for Donation - Williamstown Santa Claus Parade Committee
- iv. Letter - In Support of Bill 156 (Glengarry Federation of Agriculture)
- v. South Glengarry Recreation Committee - Terms of Reference
- vi. Letter - Request for a Cloth Diaper Subsidy in South Glengarry
- vii. Letter – Request for Smithfield Park Lighting

**Resolution No. 49-2020**

Moved by Councillor Jaworski  
Seconded by Councillor Lang

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

c. Committee Reports

- i. SD&G County Council Minutes - January 27, 2020

d. For Information Only

- i. Letter - In Support of Bill 156 Glengarry Federation of Agriculture
- ii. Letter Thank you Glengarry Fencibles Trust
- iii. Bishops House Newsletter 2019
- iv. Resolution - Support Role of Conservation Authorities (Chatham-Kent)
- v. Resolution - Review of Regulations on Consumer Packaging on Single Use Wipes (PEC County)
- vi. Resolution - Letter of Support for Bill 156 (Wellington North)
- vii. Resolution - Support Bill 156 (PEC County)

8. UNFINISHED BUSINESS

- a. Unfinished Business Listing - February 18, 2020

9. CLOSED SESSION

**Resolution No. 50-2020**

Moved by Councillor Lang  
Seconded by Councillor

McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:47 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,

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

CARRIED

**Resolution No. 51-2020**

Moved by Councillor Jaworski  
Seconded by Councillor Lang

THAT Council now rise and reconvene without reporting.

CARRIED

**Resolution No. 52-2020**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT that the Council of the Township of South Glengarry does not support the proposed Planning Act Notice Change under section 5.4.2 of the Official Plan from Cornwall Gravel Company Ltd..

CARRIED

**Resolution No. 53-2020**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry has reviewed the County Official Plan modification request from Cornwall Gravel Company Ltd. the removal of the Woodlands layer from Schedule B2-Woodlands Constraint and B3- Natural Heritage Systems for the property known as and located at A. MacDonald / MacPhee Pit Part Lot 32, Concession 1, Geographic Twp. Charlottenburgh, Township of South Glengarry. and therefore supports this proposed modification from Cornwall Gravel Company Ltd. to the County Official Plan.

CARRIED

**Resolution No. 54-2020**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry has reviewed the County Official Plan modification request from Cornwall Gravel Company Ltd. for the removal of the Quarry Sump from Land Use Schedule A6 and Schedules B1 through to B5, the removal of the Woodlands layer from Schedule B2-Woodlands Constraint and B3- Natural Heritage Systems and the removal of the Locally Significant Wetland Layer from Schedule B3- Natural Heritage Systems for the property known as and located at Apple Hill Quarry: Part Lots 11-14, Concession 10, Geographic Twp. of Charlottenburgh, Township of South Glengarry and therefore supports this proposed modification from Cornwall Gravel Company Ltd. to the County Official Plan

CARRIED

10. CONFIRMING BY-LAW

**Resolution No. 55-2020**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT By-law No. 08-2020 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.

CARRIED

11. ADJOURNMENT

**Resolution No. 56-2020**

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair AT 9:08pm.

CARRIED

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Mayor

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Clerk



# The Bishop's House





Later in April Scherer Landscaping removed years of overgrowth from the front lawn









THE  
BISHOP'S HOUSE  
OF GLENGARRY  
BUILT IN 1808  
BY THE REV. A. BISHOP

NATIONAL HISTORIC LANDMARK



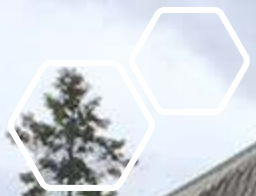




























THE BISHOP'S HOUSE AT ST. RAPHAEL'S

# DRY STONE WALLING WORKSHOP



COST

**\$200**

Accommodation (billets)  
available by request

St. Raphael's National Historic  
Site, South Glengarry, Ontario

20000 County Rd 18,  
Willamstown, ON K0C 2J0

**June 6 & 7, 2020**

9:00 am - 4:00 pm

Learn the principles and application of traditional drystone walling under the guidance of Dry Stone Canada Teachers. This workshop will contribute to repairing the 1826 retaining wall in the Bishop's House garden, part of this National Historic Site.

All the stone needed will be supplied, along with lunches, & an on-site work tent.

**HOSTED BY**  
Glengarry Fencibles Trust

**PRESENTED BY**  
Dry Stone Walling Association of Canada

**INSTRUCTOR:**  
Scott Young

**DETAILS AND REGISTRATION:**

**WEB** [drystonecanada.com](http://drystonecanada.com)

**EMAIL** [drystonecanada@yahoo.ca](mailto:drystonecanada@yahoo.ca)



## **STAFF REPORT**

**S.R.21-2020**

**PREPARED BY:** Kaylyn MacDonald, Deputy Clerk

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Multi-Year Accessibility Plan - Third Reading

### **BACKGROUND:**

1. The *Accessibility for Ontarians with Disabilities Act* (AODA) is legislation that aims to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers.
2. The AODA mandates all municipalities in Ontario to prepare an Accessibility Plan to outline the organization's strategy to prevent and remove barriers. This plan is to be updated every five years.
3. The Township of South Glengarry's previous Multi-Year Accessibility Plan was adopted in 2013 and is posted on the Township's website on the [Accessibility page](#).
4. Council received the plan at the December 16, 2019 meeting. The by-law is before Council this evening for a third and final reading.

### **ANALYSIS:**

5. The draft 2020-2025 Multi-Year Accessibility Plan is attached to this report for Council's review. The updated report was developed by the Clerk, Kelli Campeau, in consultation with the General Manager of Infrastructure Services.
6. The plan was also reviewed by the SDG Accessibility Committee on December 6, 2019. This Committee is made up of representatives from each local municipality in SDG. South Glengarry's representative on this committee is Ian MacDonald. The Committee reviewed the draft plan in detail and provided comments and suggestions, which have been incorporated into the plan.



7. Appendix 'A' of the plan outlines the Township's plan in order to maintain/achieve compliance with regards to the Integrated Accessibility Standards Regulation (IASR). This regulation establishes accessibility standards in the following areas:
  - Information and Communications
  - Employment
  - Transportation
  - Design of Public Spaces
  - Customer Service.
  
8. Appendix 'B' of the Plan updates the 2013 Implementation Plan for Facilities and Infrastructure. This plan has been provided to the Director of Recreation & Facilities for review

#### **IMPACT ON 2020 BUDGET:**

Adoption of the plan will not result in direct costs for 2020. However, activities outlined in the implementation plan for facilities and infrastructure will have a financial impact in future years through budget deliberations (subject to annual Council approval).

#### **ALIGNMENT WITH STRATEGIC PLAN:**

Goal 4: Improve quality of life in our community.

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 06-2020 be received and that By-law 75-2019, being a by-law to adopt a Multi-Year Accessibility Plan for the Township of South Glengarry, be read a third time, passed, signed and sealed in Open Council this 2nd day of March 2020.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 75-2019  
FOR THE YEAR 2019**

***BEING A BY-LAW TO ESTABLISH A MULTI-YEAR ACCESSIBILITY  
PLAN.***

**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** Ontario Regulation 191/11 under the *Accessibility for Ontarians with Disabilities Act, 2005* establishes that every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility.

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

1. **THAT** the Township of South Glengarry Multi-Year Accessibility Plan is hereby attached as Schedule "A" of this by-law.
2. **THAT** this by-law shall come into force and effect on the day of its final passing.

***READ A FIRST AND SECOND TIME THIS 16<sup>TH</sup> DAY OF DECEMBER,  
2019.***

***READ A THIRD TIME THIS 2<sup>nd</sup> DAY OF MARCH, 2020, PASSED SIGNED  
AND SEALED IN OPEN COUNCIL.***

**MAYOR:**

**CLERK:**

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# Township of South Glengarry Multi-Year Accessibility Plan

Adopted March 2020

**Contents**

Statement of Commitment..... 3

Publication of the Plan..... 3

Introduction ..... 3

    Why Accessibility? ..... 3

Legislation ..... 4

    Ontarians with Disabilities Act, 2001 ..... 4

    Accessibility for Ontarians with Disabilities Act, 2005 ..... 4

    Integrated Accessibility Standards Regulation 191/11 ..... 4

Past Achievements to Remove and Prevent Barriers..... 4

    Customer Service ..... 4

    Information and Communications ..... 5

    Employment..... 5

    Design of Public Spaces ..... 5

Strategies and Actions Planned for 2020-2025 ..... 6

For More Information..... 6

Appendix 'A' IASR Compliance Plan ..... 7

Appendix 'B' – Updated Facilities Implementation Plan ..... 12

Appendix 'C' – Accessibility Standards for Customer Service Policy ..... 22

## **Statement of Commitment**

The Township of South Glengarry is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

## **Publication of the Plan**

The Township of South Glengarry's Accessibility Plan will be available on the municipal website ([www.southglengarry.com](http://www.southglengarry.com)). Paper copies of the plan are available in regular font size and larger print at the municipal office. The Township is pleased to provide documents in alternate formats on request.

## **Introduction**

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

Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. This accessibility plan outlines the steps the Township of South Glengarry is taking to meet those requirements and to improve opportunities for people with disabilities.

This plan shows how the Township of South Glengarry will play its role in making Ontario an accessible province for all Ontarians.

## **Why Accessibility?**

- By 2031, over 6 million people in Ontario will be either living with a disability or be 55 years of age and over.
- Accessibility not only helps people with disabilities, it also benefits seniors and families with young children.
- By learning how to better serve people with disabilities, services will be improved for everyone.
- It's just the right thing to do!

## **Legislation**

### **Ontarians with Disabilities Act, 2001**

The purpose of the Ontarians with Disabilities Act (ODA) is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.

### **Accessibility for Ontarians with Disabilities Act, 2005**

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in order to develop, implement and enforce accessibility standards to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises and to provide for the involvement of persons with disabilities in the development of the accessibility standards.

### **Integrated Accessibility Standards Regulation 191/11**

The Integrated Accessibility Standards Regulation (IASR) establishes accessibility standards and introduces requirements in the following areas:

- Information and communications
- Employment
- Transportation
- Design of public spaces
- Customer service

The IASR applies to all public, private and not-for-profit organizations with at least one employee.

## **Past Achievements to Remove and Prevent Barriers**

Since the adoption of our previous Accessibility Plan in 2013, the Township of South Glengarry has implemented a number of projects and programs to improve accessibility for people with disabilities and to meet the requirements of the Accessibility for Ontarians with Disabilities Act.

### **Customer Service**

- The Township of South Glengarry has adopted Accessibility Standards for Customer Service and continues to remain in compliance with this standard.
- We have expanded the ability for individuals to submit feedback by adopting a Corporate Complaints Policy, which allows complaints to be submitted in a variety of mediums (in-person, by telephone, e-mail, written).
- A Feedback feature has also been added to the Township's website, allowing individuals to submit feedback through the website.

- In 2018 all employees received updated Accessibility training and all new employees are required to complete the training.
- During the 2018 Municipal Election, an Accessibility Plan was developed and implemented to ensure an accessible election for all eligible voters, including alternate voting methods (internet and telephone).

### **Information and Communications**

- In 2019 the Township of South Glengarry launched a refreshed website. The new website interface is accessible and in compliance with AODA requirements.
- The new website also features a built-in accessibility checker function which allows Township staff to maintain accessibility standards as changes are made to the website.
- The Township continues to offer to provide documents in alternative formats on request.

### **Employment**

- The Township of South Glengarry continues meet employment standards and expresses the ability to accommodate throughout the recruitment process for all Township employment opportunities.

### **Design of Public Spaces**

- In 2018 the Tax Payment service counter was modified to accommodate persons with disabilities.
- Throughout the 2018 municipal election, Accessibility Checks were completed three times daily to ensure the voting centre was accessible and to identify/remove any potential barriers for voters.
- In 2016 the Township adopted an Age Friendly Community Action Plan, which includes recommendations to facilitate access to services, including physical access to and usability of facilities and spaces.
- Recent accessibility upgrades to parks throughout the Township included:
  - Ken Barton Park (Martintown): installation of barrier-free walkways, gardens and picnic areas.
  - Martintown Community Park: installation of play structure with barrier-free components.
  - Smithfield Park (Lancaster): installation of ramp to picnic shelter.
  - Glen Walter Regional Park: rebuilt ramp to picnic shelter and repaved trails.

## **Strategies and Actions Planned for 2020-2025**

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

Appendix "B" updates the Implementation Plan for Facilities and Infrastructure from the 2013 Accessibility Plan.

### **For More Information**

For more information on this accessibility plan, please contact the Township Clerk:

6 Oak Street  
Lancaster, Ontario K0C 1N0  
(613) 347-1166  
[clerk@southglengarry.com](mailto:clerk@southglengarry.com)

## Appendix 'A' IASR Compliance Plan

CUSTOMER SERVICE STANDARD	ACTION(S)	COMPLETION DATE
Develop, implement and maintain policies governing its provision of goods, services, facilities to persons with disabilities.	<ul style="list-style-type: none"> <li>Existing "Accessibility Standards for Customer Service" policy to be reviewed and updated.</li> </ul>	<ul style="list-style-type: none"> <li>2010</li> <li>To be reviewed in 2020</li> </ul>
Use of service animals and support persons.	<ul style="list-style-type: none"> <li>Existing "Accessibility Standards for Customer Service" includes provisions for service animals and support persons.</li> <li>Policy to be reviewed and modified as necessary to reflect changes to the Act and/or Regulations.</li> </ul>	Completed, ongoing review
Notice of temporary disruptions	<ul style="list-style-type: none"> <li>Procedure for service disruption notification is included in "Accessibility Standards for Customer Service" policy and will be reviewed and modified as required.</li> </ul>	Completed, ongoing review
Train staff, volunteers and others who provide goods/services/facilities on behalf of the Township about providing goods services to people with disabilities.	<ul style="list-style-type: none"> <li>Continue to ensure all new hires complete applicable training.</li> <li>Train volunteers and others who provide services on behalf of the municipality.</li> <li>Complete annual training updates for existing staff members.</li> </ul>	Ongoing
Establish a process for receiving and responding to feedback.	<ul style="list-style-type: none"> <li>Update "Accessibility Standards for Customer Service" policy to reflect new mediums for providing feedback.</li> <li>Establish a method for tracking feedback received.</li> </ul>	To be reviewed in 2020
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> <li>Continue to provide accessible documents and communication supports as requested.</li> </ul>	Ongoing

<b>INFORMATION &amp; COMMUNICATION STANDARD</b>	<b>ACTION</b>	<b>COMPLETION DATE</b>
Establish a procedure for receiving and responding to feedback.	<ul style="list-style-type: none"> <li>• Procedure is in place and will be reviewed and modified as required.</li> </ul>	Ongoing
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> <li>• Procedure is in place for accessible documents and communication supports.</li> <li>• Staff to ensure that “accessible formats available upon request” is made available on print documents (ongoing).</li> <li>• To be reviewed and modified as required.</li> </ul>	Ongoing
Where emergency procedures, plan and/or public safety information is available to the public, provide in accessible format or communication supports upon request.	<ul style="list-style-type: none"> <li>• Procedure is in place for accessible documents and communication supports.</li> <li>• To be reviewed and modified as required.</li> </ul>	Ongoing
Accessible website and web content.	<ul style="list-style-type: none"> <li>• Website refresh in 2019 has brought the overall design of the Township website into compliance with accessibility standards.</li> <li>• Work towards converting all PDFs on the Township website to accessible PDFs.</li> <li>• Educate staff on the requirement for accessible documents and web content.</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 years</li> </ul>
Standards review	<ul style="list-style-type: none"> <li>• Continue to monitor changes to legislation and modify materials as required.</li> </ul>	Ongoing

EMPLOYMENT STANDARD	ACTION	COMPLETION DATE
Recruitment, selection and notification	<ul style="list-style-type: none"> <li>• Regularly review our Human Resources Policy Manual to prevent or remove systemic employment barriers.</li> <li>• Job postings will continue to include wording advising that accommodations are available for the recruitment process.</li> <li>• Candidates</li> </ul>	Ongoing
Accessible formats and communication supports for employees	<ul style="list-style-type: none"> <li>• Continue to consult with employees to provide or arrange for accessible formats and communications supports as requested.</li> </ul>	Ongoing
Workplace emergency response information	<ul style="list-style-type: none"> <li>• Amend HR Policy Manual to include provision to provide employees with an individualized workplace emergency response plan upon request.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020</li> </ul>
Documented individual accommodation plans	<ul style="list-style-type: none"> <li>• Amend HR Policy Manual to include development of individual accommodation plans for employees with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020</li> </ul>
Return to work process	<ul style="list-style-type: none"> <li>• Return to work process included in HR Policy Manual.</li> </ul>	Complete (Review as needed)
Performance management, career development and redeployment	<ul style="list-style-type: none"> <li>• Continue to support employee development through learning opportunities.</li> </ul>	Ongoing
Standards review	<ul style="list-style-type: none"> <li>• Monitor changes to legislation and modify training materials as required.</li> </ul>	Ongoing

DESIGN OF PUBLIC SPACES STANDARD	ACTION	COMPLETION DATE
Consultation	<ul style="list-style-type: none"> <li>• Consult with the SDG Accessibility Committee and public when designing public space such as:               <ul style="list-style-type: none"> <li>○ Recreational Trails</li> <li>○ Outdoor Play Spaces</li> <li>○ Public Parking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 2020 and onwards</li> </ul>
Recreational Trails and Beach Access Routes	<ul style="list-style-type: none"> <li>• Upgrades to certain trails have been completed (Glen Walter Regional Park, Ken Barton Park).</li> <li>• Peanut Line Trail to be monitored and evaluated on an ongoing basis for accessibility barriers.</li> </ul>	Ongoing
Outdoor Public Access Eating Areas	<ul style="list-style-type: none"> <li>• Accessible picnic tables are available in outdoor public eating areas.</li> <li>• Ramps have been installed in parks where picnic shelters are located (Glen Walter Regional Park, Smithfield Park)</li> <li>• Availability of accessible eating areas will continue to be monitored and any newly created spaces with eating areas will include barrier-free options.</li> </ul>	Ongoing
Outdoor Play Spaces	<ul style="list-style-type: none"> <li>• Consult with Accessibility Committee when replacing or adding play structures to outdoor parks.</li> <li>• Glen Walter play structure to be replaced and include barrier-free components.</li> </ul>	Ongoing
Exterior Paths of Travel	<ul style="list-style-type: none"> <li>• Continue to apply all technical requirements and design standards when constructing new or redeveloping existing paths of travel (ie. curbs, curb ramps, pathways, etc.)</li> </ul>	Ongoing
Accessible Parking	<ul style="list-style-type: none"> <li>• Recently developed parking spaces (Main Street Lancaster,</li> </ul>	Ongoing

	<p>Recreation Centres) designed to meet required standards.</p> <ul style="list-style-type: none"> <li>• The Township will continue to apply requirements for accessible parking spaces for future developments.</li> <li>• Ensure that accessible parking spaces at Township/public facilities are properly marked and signed.</li> <li>• Work with local businesses to encourage the development of accessible parking spaces.</li> </ul>	
Obtaining Services	<ul style="list-style-type: none"> <li>• Township will apply required standards when renovating service counters and public waiting areas.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 Onwards</li> </ul>
Maintenance Planning	<ul style="list-style-type: none"> <li>• The Township will communicate emergency maintenance procedures and disruptions through the Township's website, social media and signage at appropriate locations.</li> </ul>	Ongoing
Legislative Review	<ul style="list-style-type: none"> <li>• Continuous review of requirements for the Design of Public Spaces Standard.</li> <li>• Staff participate in training sessions when offered by Accessibility Ontario and other government organizations.</li> </ul>	Ongoing

## Appendix 'B' – Updated Facilities Implementation Plan

### 1. Bainsville Women's Institute Park

Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Entrance	Widen path to accommodate wheelchairs	2014	2020

### 2. Bernie McDonell Memorial Park

Lancaster Heights, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Entrance	Widen path to accommodate wheelchairs	2014	2020
Wooden Bridge	Widen to accommodate wheelchairs	2014	2024 (to coincide with bridge replacement)

### 3. Char-Lan Recreation Centre

19740 John Street, Williamstown, Ontario

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

#### 4. Empey-Poirier Park

6085 Vine Street, Glendale, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No parking lot (park on grass)	Paved parking lot (with accessible parking space) and larger driveway in.	2015	2024
No pathways	Paved pathways	2015	2024
No wheelchair access to playground, rink etc.	Paved pathways	2015	2024
Only 2 benches	Install additional benches	2015	Complete

#### 5. Glen Walter Regional Park

6626 Wine Crescent, Glen Walter, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Parking lot not paved	Paved parking lot	2015	2024
No pathways to soccer fields, play structure, tennis courts, volleyball court, basketball court, etc.	Paved pathways	2015	Complete
Shaded area not accessible	Install ramp	2013	Complete
Ladies accessible washroom – no handle bars	Install bars	2013	Complete
Ladies Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2014	2020
Ladies Washroom – tower dispenser too high	Lower dispenser	2013	2020

Men's Washroom – exterior access to washroom not wheelchair accessible	Paved pathway to washroom	2014	2020
Men's Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2014	2020
Men's Washroom – no handle bars above and beside toilet	Install handle bars	2013	2020

## 6. Green Valley Community Centre

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No accessible parking space	Front parking space to be signed accessible	2013	Complete
Entrance (small groove)	Latten down	2013	Complete
Light switches and paper towel dispenser too high	Lower switches or install motion sensors, lower dispenser	2014	Complete
No door handle on accessible stall in men's washroom	Install handle	2014	2020
Ladies Washroom – no handle bars above or beside toilet	Install bars	2014	2020
Entrance – non-accessible doors	Install automatic doors	2018	Complete

## 7. Green Valley Park

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Arena area, not wheelchair accessible	Pathways	2015	2024
Soccer fields, baseball diamond not wheelchair accessible	Pathways	2015	2024
No accessible parking space	Front parking space with accessible parking sign	2013	Complete
Pavement to walk from parking lot to tennis courts very rough, not wheelchair friendly	Clear the rocks, smooth out big ruts and bumps	2015	Ongoing (Annual)

## 8. Jack Danaher Park

21491 MacCuaig Drive, Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Parking lot	Paved parking lot	2015	2024
Play area not wheelchair friendly	Paved pathways	2015	N/A (play structure removed)
Fireplace area not wheelchair friendly	Benches/pathway to fire	2015	2024
No access ramp from change room to community centre	Install ramp	2014	Complete
No access to rink	Install removable ramp	2014	2021
Countertop too high	Lower countertop	2015	2024

Gaps between boards – unsafe	Fill in gaps	2013	Inspected Annually
No assistant bars behind toilets (ladies and men’s washrooms)	Install assistant bars	2014	2020
Sink pipes not covered in washrooms	Cover pipes	2014	2020
Paper towel/soap dispenser too high	Lower dispensers	2014	2020
Men’s Washroom – no pull levers	Install pull levers	2014	2020
Entrance door loose	Tighten handle	2014	2020
Entrance not accessible (step)	Install ramp	2014	2024
Railing along walkway	Install railing	2013	2024

### 9. Kenneth Parton Senior Park

4852 County Road 20, Martintown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Entrance	Widen path to accommodate wheelchair	2014	Complete

\*Recent additions to this park include accessible picnic areas, pathways and gardens

## 10. Lan-Char Medical Centre

20 Victoria Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No accessible parking	Provide accessible parking/lines to be marked	2013	Complete
Outside lighting is insufficient (near dentist office)	Fix lighting	2013	Complete
No accessible signage	Add signage	2013	Complete
Lip at entrance or dentist office	Fix entrance	2013	Complete
Light switches inaccessible	Lower switches in washrooms or add motion sensor	2014	2020

## 11. Martintown Community Centre/Park

4850 County Road 20

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Upgrades in 2016	Accessible play structure and walkways	2016	Complete

## 12. Nor'Westers and Loyalist Museum

19651 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No parking lot	Create designated parking spot on street.	2015	2024
Side entrance not wheelchair friendly	Install ramp	2013	Complete
Doorway entrance (small groove)	Smooth down to no bump	2014	2020
Upstairs not accessible (stairs)	Elevator or escalator (Investigating video monitoring solution)	2016	On Hold
Grooves in floorboards	Smooth down	2014	2020
Emergency exit needs small ramp	Install ramp	2013	2020
No assistant bars above and alongside toilets	Install bars	2014	2019
Mirror not tilted	Install tilted mirrors	2014	2019
Pipes under sinks are visible	Cover pipes	2014	2019
Paper towel dispenser too high	Lower dispenser	2014	2019

## 13. North Lancaster Optimist Club Hall & Park

4837 2<sup>nd</sup> Line Road, North Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Construction meets ODA requirements			Complete

#### 14. Paul Rozon Park

19715 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Step up to enter building	Install ramp	2014	Complete
Approach to deck not wheelchair friendly	Grading/finer granular	2014	Complete
No access to playground	Paved pathways	2014	2020
No access to ball diamond	Paved pathways	2014	2020
Access to rink not wheelchair friendly	Paved pathways	2014	Complete
Skate pads	Seasonal problem – edges could be tapered	2014	Complete
Parking lot is gravel – not wheelchair friendly	Paved parking lot	2015	2024
Washroom – no pull levers	Install pull levers	2014	2020
Pipes under sink	Cover pipes	2014	2020

#### 15. Smithfield Park

119 Military Road, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Baseball diamond not wheelchair accessible	Paved Pathway	2015	N/A (no longer there)
Roadway to park needs to be paved	Pavement	2015	2024
No access to shaded building area	Pathway and small ramp required	2015	Complete

Play area not wheelchair accessible	Paved pathways	2015	Complete
No path to the ramp at the play structure	Paved pathway	2015	Complete

### 16. Township of South Glengarry Municipal Office

6 Oak Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Outdoor lighting is insufficient	Add lighting near ramp	2013	Complete

### 17. Williamstown Office (Celtic Music Hall of Fame)

19687 William Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No accessible parking space	Provide accessible parking	2014	2020
Lighting is insufficient	Fix lighting	2014	2020
No accessibility signage	Add signage	2014	2020
Exterior door not wide enough	Consult with CBO	2015	2024
Light switches not accessible	Lower switches or add motion sensor lighting	2015	2021
Bathroom door handles not lever style	Install lever handles	2015	2020
Toilet placement unsatisfactory	Install new toilet when needed	2015	2020

Clearance beneath sink	Correct when new sink installed	2015	2020
Towel dispenser inaccessible	Relocate towel dispenser	2015	2020
Soap dispenser not accessible	Relocate soap dispenser	2015	2020
Mirror placement	Relocate/adjust mirror	2015	2020
Cup dispenser in washrooms	Install cup dispenser	2015	2020

# **Appendix 'C' – Accessibility Standards for Customer Service Policy**

## **Policy Manual**

### **The Township of South Glengarry**

#### **Accessibility Standards for Customer Service**

##### **POLICY STATEMENT**

In providing good accessible customer service the Township of South Glengarry shall use reasonable efforts to ensure that policies, practices, and procedures are consistent with the following principles:

1. Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities, and others, will be integrated, unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use, or benefit from the goods or services.
3. Persons with disabilities will be given an opportunity equal to that given to others to obtain, use, and benefit from the goods or services.
4. Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
5. That the Township of South Glengarry employees when communicating with a person with a disability shall do so in a manner that takes into account the person's disability.

##### **APPLICATION**

This policy applies to every person who deals with members of the public or other third parties on behalf of the Township of South Glengarry whether the person does so as an employee, agent, volunteer, or otherwise.

##### **LEGISLATIVE AUTHORITY**

The Accessibility Standards for Customer Service, Ontario Regulation 429/07, was created under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The standard came into effect on January 1, 2008. It sets out obligations for certain persons, businesses, and other organizations to provide goods or services in a way that is accessible to people with disabilities in Ontario.

## **DEFINITIONS**

**“Assistive devices”** shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids, and medical aids. (i.e. canes, crutches, wheelchairs, or hearing aids)

**“Disabilities”** shall mean the same as definition of disability found in the Ontario Human Rights Code.

**“Employees”** shall mean every person who deals with members of the public or other third parties on behalf of the Township of South Glengarry.

**“Persons with Disabilities”** shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

**“Service Animals”** shall mean any animal that is of service to a person with a disability.

**“Support Person”** shall mean any person whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability in order to help with communications, personal care or medical needs, or with access to goods or services.

## **PRINCIPLES**

### **Accessible Customer Service follows four basic principles:**

1. Dignity – service is provided in a way that allows the person with a disability to maintain self-respect and the respect of other people.
2. Independence – when a person with a disability is allowed to do things on their own without unnecessary help or interference from others.
3. Integration – service is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as other customers, unless an alternative measure is necessary to enable a person with a disability to access goods or services.
4. Equal Opportunity - service is provided to a person with a disability in such a way that they have an opportunity to access your goods or services equal to that given to others.

These basic principles will be taken into account when serving individuals with disabilities.

Staff will do the following:

1. Question - what can I do to help people with disabilities access our services?
2. Ask the individual how I can help?
3. When communicating with a person with a disability, do so in a manner that takes into account the person's disability.
4. Offer a variety of methods of communication.
5. Understand the nature and scope of the services you offer.

## **EXISTING POLICIES, PRACTICES, AND PROCEDURES**

Existing policies, practices, and procedures will be reviewed and revised on an ongoing basis as gaps in policies are identified and impact the ability to provide goods or services to customer with disabilities. Feedback from customers will be used to identify policy gaps.

## **ASSISTIVE DEVICES**

Every employee shall use reasonable efforts to allow person with disabilities to use their own assistive devices to access goods and/or services.

## **SERVICE ANIMALS**

Service animals, such as guide dogs, offer independence and security to many people with various disabilities. If it is questionable whether an animal is a service animal, a person may be asked to provide a letter from a physician or nurse confirming that the person requires the animal for reasons related to a disability.

1. Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained and other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with the disability.
2. The service animal shall be under the care and control of the person with the disability. If a service animal is unruly or disruptive, an employee may ask the person with the disability to remove the animal from the area, and other reasonable arrangements to provide goods or services shall be explored with assistance from the person with a disability.

## **SUPPORT PERSON(S)**

Support person(s) assist people with disabilities in a variety of ways, by assisting with communications such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may also be a friend or relative that will assist and support the customer.

1. If a person with a disability is accompanied by a support person, the Township of South Glengarry shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.
2. In the event that admission fees are charged, there will be no charge to the support person.
3. The Township of South Glengarry may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

## **SERVICE DISRUPTION – NOTICE**

It is possible that from time to time there will be disruptions in service, such as an entrance way that is under repair, renovations that limit access to an area, service to an elevator, or technology that is temporarily unavailable. If disruption in service is planned, and expected, it is important to provide reasonable notice.

1. Notice of the disruption must include information about the reason of the disruption, its anticipated duration, and a description of alternative facilities.
2. Notice will be provided on the website, social media pages, signs posted at appropriate site, and, if suitable, advertised in local newspaper or radio a week in advance of the disruption.

## **UNEXPECTED DISRUPTION IN SERVICE – NOTICE**

1. In the event of an unexpected disruption in service, notice may be provided in an appropriate manner and as quickly as possible.
2. Notice will be provided on the website, signs posted at appropriate site, and if suitable advertised on the local radio station.
3. In the event of a service disruption, alternative methods of service may be considered and those impacted by service interruption shall be informed of any alternative methods.

## **FORMAT OF DOCUMENTS**

If requested for a copy of a document in a different format than available to accommodate a person with a disability, the Township of South Glengarry will make every attempt to provide the information requested in a format that is useful to the individual.

## **DOCUMENTATION**

1. Notice that the Township of South Glengarry has an Accessible Customer Service Standard Policy will be posted at a conspicuous place on premises operated by the Township of South Glengarry and posted on the Township website.
2. A copy of the documents will be given upon request and consideration will be given to format to accommodate a person's disability.

## **TRAINING**

Training on Accessible Customer Service Standards will be as follows:

1. Training will be given to every person who participates in developing the policy, practices, and procedures under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service.
2. Training will be given to every person who deals with the public on behalf of the Township of South Glengarry including 3<sup>rd</sup> parties i.e. employees, agent volunteers, management.
3. Training will include:
  - i. A review of the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard.
  - ii. How to interact and communicate with persons with various types of disability.
  - iii. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
  - iv. How to use equipment or assistive devices available on our premises, or that otherwise provide, that may help with the provision of goods or services to people with disabilities.
  - v. What to do if a person with a particular type of disability is having difficulty accessing our goods or services.

- vi. The Accessibility Customer Service Standard Policy for the Township of South Glengarry.
4. Current employees, Council, agents, volunteers, management, etc., shall receive training by December 31, 2020.
5. New employees, agents, volunteers, management, etc., shall receive training as soon as “practicable”, after being assigned.
6. Ongoing training on changes to policies, procedures, and new equipment shall be provided.
7. The method and amount of training shall be geared to the trainee’s role in terms of accessibility.
8. Training records shall be kept, including the dates when the training is provided and the names of individuals to whom the training was provided.

## **FEEDBACK**

Feedback from customers gives the Township of South Glengarry opportunity to learn and improve. The Municipality encourages individuals to make suggestions on ways to improve our services and recognize the right of customers’ to make a complaint.

1. To ensure that the delivery of goods and services to those individuals with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback as follows:

In writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) addressed to:

**Clerk, Township of South Glengarry**  
**6 Oak Street, P.O. Box 220, Lancaster Ontario, K0C 1N0**  
**Email: [info@southglengarry.com](mailto:info@southglengarry.com)**  
**Phone: 613-347-1166, Extension 223**  
**Fax: 613-347-3411**

2. The Clerk will respond either in writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.
3. Feedback will be encouraged by Township Staff and the process for feedback will be explained to customers and posted on the Township website.
4. Feedback will be used to assist with the revision of policies and procedures to provide accessible customer service.



## **STAFF REPORT**

**S.R. 20-2020**

**PREPARED BY:** Lachlan McDonald, GM Corporate Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Donation Request - Williamstown Santa Claus Parade

### **BACKGROUND:**

1. The Williamstown Santa Claus Parade will celebrate its third anniversary in 2020.
2. The committee requested \$300 in 2018, \$400 in 2019, and \$750 for this year.
3. Our budget discussion had estimated this request at \$400.

### **ANALYSIS:**

4. Based on the ebbs and flows of grant and donation requests throughout the year, it is hard to say whether Council will go over budget (which was increased ~ \$20,000) during budget deliberations.
5. The line item, 'grants and donations' will need to be reviewed as the year progresses to get a better understanding of whether it will be over/under.

### **IMPACT ON 2020 BUDGET:**

6. An increase of \$350 to the amount estimated during budget which may or may not result in an overage in grants and donations

### **ALIGNMENT WITH STRATEGIC PLAN:**

7. Goal 4: Improve quality of life in our community

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 20-2020 be received and that the Council of the Township of South Glengarry support the request of \$750 to offset the costs of organizing and running the Williamstown Santa Claus Parade.



A handwritten signature in black ink, appearing to read "Tim Mills", is written over a solid black horizontal line.

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



## **STAFF REPORT**

**S.R.21-2020**

**PREPARED BY:** L. McDonald, GM Corporate Services/Treasurer

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** 2020 Budget and Tax Rates

### **BACKGROUND:**

1. Council reviewed the 2020 Budget during Special Meetings of Council held November 22, 2019 and January 24, 2020.
2. All the information necessary to complete our final tax bill is now available.

### **ANALYSIS:**

3. The attached By-law 09-2020 establishes our 2020 tax rates and sets the final instalment due dates.

### **IMPACT ON 2020 BUDGET:**

4. Approval of By-law 09-2020 will finalize the 2020 budget.

### **ALIGNMENT WITH STRATEGIC PLAN:**

5. Values: Accountability

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 21-2020 be received and that By-law 09-2020, being a by-law to adopt the estimates of all sums required during the year and to adopt the tax rates for the year 2020, be read a first, second, and third time, passed, signed, and sealed in Open Council this 2nd day of March 2020.



A handwritten signature in black ink, which appears to read "Tim Mills". The signature is written in a cursive style with a horizontal line underneath it.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 09-2020  
FOR THE YEAR 2020**

***BEING A BY-LAW TO ADOPT THE ESTIMATES OF ALL SUMS REQUIRED DURING THE YEAR AND TO ADOPT TAX RATES FOR THE YEAR 2020.***

**WHEREAS** Section 290 of the *Municipal Act, R.S.O. 2001*, as amended, provides that the Council of a local Municipality shall, in each year, prepare and adopt estimates of all sums required during the year for the purposes of the local Municipality;

**AND WHEREAS** it is necessary for the Council of the Corporation of the Township of South Glengarry, pursuant to the *Municipal Act, R.S.O. 2001*, as amended to levy certain tax rates on the whole rateable property, according to the last revised assessment roll for the Corporation of the Township of South Glengarry, for the purpose of raising the estimated sums required during the year;

**AND WHEREAS** Section 312 of the *Municipal Act, R.S.O. 2001*, as amended, provides that the Council of a local Municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

**AND WHEREAS** Sections 307 and 308 of the *Municipal Act, R.S.O. 2001*, as amended, requires that tax rates be established in the same proportion to tax ratios;

**AND WHEREAS** the United Counties of Stormont, Dundas and Glengarry, under By-law No. 2020-16, has established the tax ratios for 2019;

**AND WHEREAS** the United Counties of Stormont, Dundas and Glengarry, has, under By-law No. 2020-17, directed each lower-tier Municipality to levy specified tax rates for the purpose of raising the general upper-tier levy for the year 2020;

**AND WHEREAS** the Province of Ontario has, by regulation, set the tax rates for the purpose of raising the amounts required for education purposes for the year 2020;

**AND WHEREAS** certain activities, such as the water plants, the sewage plants, or street light systems, are self-financed by certain areas;

**AND WHEREAS** it is deemed expedient to maintain a reasonable level of reserves;

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

1. **THAT** the Council of the Corporation of the Township of South Glengarry has considered the estimates of the Municipality and deems it necessary that the amount of \$9,585,883 be adopted as its net taxation requirement for the year 2020.

2. **THAT** for the year 2020, the tax rates as shown on Schedule "A" to this by-law, shall be levied upon the whole of the assessment in each property class.
3. **THAT** any amounts levied by the interim levy by-law for 2020 shall be deducted from the amounts levied by this by-law.
4. **THAT** for Payments-In-Lieu of taxes and railway right-of-ways due to the Corporation of the Township of South Glengarry, the actual amount due shall be based on the assessment roll and the tax rates for the year 2020 or as per such other method or regulation that may apply.
5. **THAT** every owner of land shall be taxed according to the tax rates shown on Schedule "A" to this by-law and such tax shall become due and payable in two instalments as follows:

50% of the final levy rounded upwards to the next whole dollar shall become due and payable on the 31st day of August 2020 and the balance of the final levy shall become due and payable on the 30th day of October 2020 and non-payment of the amount, as noted, on the dates stated shall constitute default.

6. **THAT** on all portions of the levy which are in default, a penalty of 1¼% shall be added and thereafter a penalty of 1¼% per month will be added on the 1st day of each and every month as long as the default continues, and until December 31, 2020.
7. **THAT** on all taxes in default on January 1, 2021, interest shall be added, on the 1st day of each month, at the rate of 1¼% per month for each month or fraction thereof in which the default continues.
8. **THAT** penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
9. **THAT** the Collector may mail or cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.
10. **THAT** the current taxes are payable at the Township of South Glengarry municipal office, at most banking institutions and through various internet and telephone banking facilities.
11. **THAT** taxpayers may also arrange for the payment of their taxes through the following methods:

**a) Taxpayers with no arrears**

Electronically through a pre-authorized payment plan, based on 11 payments per year, transferred from their bank account on the 1st

banking day of each month from January to November. Interest will not be charged on these accounts.

**b) Taxpayers with no arrears**

Electronically through a pre-authorized payment plan, based on the due date of installments, transferred from their bank account on the due date of the various installments due throughout the year. Interest will not be charged on these accounts.

**c) Taxpayers with arrears**

Electronically, through a pre-authorized payment plan, based on a fixed amount set by the owner, transferred from their bank account on the 1st banking day of each month from January to December. Interest will be charged on these accounts.

Two instances of return by the bank due to insufficient funds will cause the removal of the account from the pre-authorized payment plan.

12. **THAT** the Collector is empowered to accept part payment on account of any taxes due.
13. **THAT** any general surplus or general deficit in the current Budget at year-end be transferred to or from the General Working Reserve not including any surplus or deficit created by PSAB transactions.
14. **THAT** any revenues received from Court fines designated to be for the benefit of the Fire Department be transferred to the Fire Department Reserve and that any revenues received from the sale of surplus equipment be transferred to the relevant Department Reserve.
15. **THAT** any surplus or deficit, at year end, in self-financing departments and activities be transferred to or from the specific surplus/deficit account dedicated to that activity.
16. **THAT** this by-law shall come into force and effect upon the date of the final reading thereof.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 2<sup>nd</sup> DAY OF MARCH, 2020.***

***MAYOR:***

***CLERK:***

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**Schedule 'A' to By-law # 09-2020**  
**The Corporation of the Township of South Glengarry**  
**2020 Tax Rates**

Property Class	Tax Class	Current Value Assessment	Lower Tier Tax Rate	Lower Tier Tax Dollars	Upper Tier Tax Rate	Upper Tier Tax Dollars	Education Tax Rate	Education Tax Dollars	Total Tax Rate	Total Tax Dollars
Residential & Farm	RT	1,497,820,476	0.495087%	7,415,514	0.582600%	8,726,302	0.153000%	2,291,665	<b>1.230687%</b>	18,433,482
Residential & Farm (Education Only)	RD	800	0.000000%	0	0.000000%	0	0.153000%	1	<b>0.153000%</b>	1
Multi-Residential	MT	1,892,800	0.495087%	9,371	0.582600%	11,027	0.153000%	2,896	<b>1.230687%</b>	23,294
Commercial (occupied)	CT	53,317,950	0.808985%	431,334	0.952000%	507,587	1.250000%	666,474	<b>3.010985%</b>	1,605,395
Commercial Vacant Units/Excess Land	CU	2,909,199	0.566289%	16,474	0.666400%	19,387	1.250000%	36,365	<b>2.482689%</b>	72,226
Commercial Vacant Land	CX	2,819,900	0.566289%	15,969	0.666400%	18,792	1.250000%	35,249	<b>2.482689%</b>	70,009
Commercial New Const (occupied)	XT	16,607,600	0.808985%	134,353	0.952000%	158,104	0.980000%	162,754	<b>2.740985%</b>	455,212
Commercial New Const/Excess Land	XU	1,307,100	0.566289%	7,402	0.666400%	8,711	0.980000%	12,810	<b>2.212689%</b>	28,922
Small Scale - On Farm Business	C7	50,000	0.123772%	62	0.145600%	73	0.245000%	123	<b>0.514372%</b>	257
Farmland	FT	810,188,184	0.123772%	1,002,786	0.145600%	1,179,634	0.038250%	309,897	<b>0.307622%</b>	2,492,317
Shopping Centres	ST	281,800	0.808985%	2,280	0.952000%	2,683	1.250000%	3,523	<b>3.010985%</b>	8,485
Landfill	HT	0	0.725317%	0	0.000000%	0	5.908938%	0	<b>6.634255%</b>	0
Industrial (occupied)	IT	9,380,193	1.021578%	95,826	1.202100%	112,759	1.250000%	117,252	<b>3.473678%</b>	325,838
Industrial Vacant Units/Excess Land	IU	243,207	0.715105%	1,739	0.841500%	2,047	1.250000%	3,040	<b>2.806605%</b>	6,826
Industrial Vacant Land	IX	268,900	0.715105%	1,923	0.841500%	2,263	1.250000%	3,361	<b>2.806605%</b>	7,547
Industrial New Construction (occupied)	JT	2,893,300	1.021578%	29,557	1.202100%	34,780	0.980000%	28,354	<b>3.203678%</b>	92,692
Industrial New Construction (excess)	JU	620,600	0.715105%	4,438	0.841500%	5,222	0.980000%	6,082	<b>2.536605%</b>	15,742
Pipelines	PT	60,802,000	0.677212%	411,758	0.796900%	484,531	0.980000%	595,860	<b>2.454112%</b>	1,492,149
Managed Forest	TT	4,123,200	0.123772%	5,103	0.145600%	6,003	0.038250%	1,577	<b>0.307622%</b>	12,684
<b>Totals</b>		<b>2,465,527,209</b>		<b>9,585,891</b>		<b>11,279,905</b>		<b>4,277,283</b>		<b>25,143,080</b>

Sample Current Value Assessment 2019	\$ 209,934
Sample Current Value Assessment 2020	\$ 212,500

Percentage Share of Total Residential Tax Rate	
	%
Township (Lower Tier)	40.2%
County (Upper Tier)	47.3%
Education (School Boards)	12.4%
	100%

		Twp \$	County \$	Educ. \$	Total \$
Residential "RT"	2019	1,053.62	1,215.52	337.99	2,607.13
	2020	1,052.06	1,238.03	325.13	2,615.21
	% Change	(0.15%)	1.85%	(3.81%)	0.31%
Commercial "CT"	2019	1,721.64	1,985.98	2,708.15	6,415.77
	2020	1,719.09	2,023.00	2,656.25	6,398.34
	% Change	(0.15%)	1.86%	(1.92%)	(0.27%)
Industrial "IT"	2019	2,174.07	2,507.87	2,708.15	7,390.09
	2020	2,170.85	2,554.46	2,656.25	7,381.57
	% Change	(0.15%)	1.86%	(1.92%)	(0.12%)

## Financial Statement

For Period Ending 31-Dec-2020



	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2019 BUDGET V. ACTUAL	2020 BUDGET	2020 ACTUAL	2020 BUDGET V. ACTUAL
					OVER/(UNDER)			OVER/(UNDER)
<b>General Fund</b>								
<b>Revenues</b>								
<b>Revenues</b>								
Taxation - Residential & Farm	(19,482,822.00)	(19,482,576.85)	(20,171,681.00)	(20,171,692.48)	(11.48)	0.00	0.00	0.00
Taxation - Commercial	(2,062,893.00)	(2,062,892.79)	(2,112,791.00)	(2,112,913.31)	(122.31)	0.00	0.00	0.00
Taxation - Industrial	(1,878,168.00)	(1,878,413.44)	(1,906,703.00)	(1,906,703.29)	(0.29)	0.00	0.00	0.00
Taxation - Other Charges - Street Ligh	(220,000.00)	(225,477.18)	(223,000.00)	(219,017.28)	3,982.72	(223,000.00)	0.00	223,000.00
Taxation - Other Charges - Tile Draina	(37,500.00)	(27,160.00)	(32,500.00)	(19,605.74)	12,894.26	(32,500.00)	0.00	32,500.00
Taxation - Other Charges - Green Valle	(85,000.00)	(93,060.00)	(95,000.00)	(106,920.00)	(11,920.00)	(105,000.00)	792.68	105,792.68
Taxation - Other Charges - Kennedy Wat	(32,000.00)	(33,671.30)	(34,000.00)	(35,639.83)	(1,639.83)	(35,000.00)	0.00	35,000.00
Taxation - Other Charges - Nesel & Dry	(4,976.00)	(4,975.70)	(4,975.00)	(4,975.70)	(0.70)	(4,975.00)	0.00	4,975.00
Taxation - Supplementary - Residential	0.00	(91,301.17)	(35,000.00)	(126,734.91)	(91,734.91)	(35,000.00)	0.00	35,000.00
Taxation - Supplementary - Commercial	0.00	(14,390.69)	0.00	(64,771.00)	(64,771.00)	0.00	0.00	0.00
Taxation - Supplementary - Industrial	0.00	(590.36)	0.00	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Administration	(535,950.00)	(645,944.78)	(541,141.00)	(810,707.67)	(269,566.67)	(501,200.00)	(85,903.71)	415,296.29
Fees & User Charges - Building Dept	(249,700.00)	(250,103.59)	(229,700.00)	(254,674.98)	(24,974.98)	(226,700.00)	(9,217.80)	217,482.20
Fees & User Charges - Prop. Stnd & Byl	(18,500.00)	(14,241.88)	(19,100.00)	(8,570.00)	10,530.00	(17,100.00)	(2,620.00)	14,480.00
Fees & User Charges - Fire Dept	(10,000.00)	(19,958.78)	(12,500.00)	(9,414.24)	3,085.76	(8,000.00)	(120.00)	7,880.00
Fees & User Charges - Roads Dept	(15,000.00)	(28,507.12)	(20,000.00)	(3,075.00)	16,925.00	(15,000.00)	(17,562.47)	(2,562.47)
Fees & User Charges - Waste Disposal	(15,200.00)	(17,228.83)	(15,300.00)	(17,049.33)	(1,749.33)	(15,300.00)	0.00	15,300.00
Fees & User Charges - Beaverbrook Site	(40,000.00)	(48,202.00)	(40,000.00)	(63,280.00)	(23,280.00)	(45,000.00)	(6,430.00)	38,570.00
Fees & User Charges - North Lancaster	(32,150.00)	(41,850.72)	(37,500.00)	(35,478.92)	2,021.08	(37,500.00)	0.00	37,500.00
Fees & User Charges - Glen Walter Syst	(396,000.00)	(561,444.32)	(506,500.00)	(590,670.32)	(84,170.32)	(536,500.00)	(474.82)	536,025.18
Fees & User Charges - Lancaster System	(543,500.00)	(657,359.85)	(663,500.00)	(799,481.43)	(135,981.43)	(758,500.00)	(1,102.01)	757,397.99
Fees & User Charges - Medical Centre	(33,000.00)	(33,840.16)	(33,000.00)	(32,475.21)	524.79	(33,000.00)	(6,849.00)	26,151.00
Fees & User Charges - Ambulance Bay	(16,800.00)	(16,800.00)	(16,800.00)	(18,200.00)	(1,400.00)	(16,800.00)	(1,400.00)	15,400.00
Fees & User Charges - Recreation	(1,000.00)	(784.00)	(1,000.00)	(1,065.08)	(65.08)	(500.00)	0.00	500.00
Fees & User Charges - Recreation Progr	(46,500.00)	(50,790.62)	(44,000.00)	(48,526.30)	(4,526.30)	(44,000.00)	(230.00)	43,770.00
Fees & User Charges - Char-Lan Rec. Ce	(213,000.00)	(210,089.21)	(215,000.00)	(209,976.74)	5,023.26	(214,000.00)	(69,773.43)	144,226.57
Fees & User Charges - Martintown Comm.	(9,200.00)	(6,105.99)	(6,200.00)	(8,966.50)	(2,766.50)	(6,200.00)	(700.00)	5,500.00
Fees & User Charges - Ball Fields	(2,950.00)	(5,092.77)	(3,000.00)	(1,504.24)	1,495.76	(3,000.00)	0.00	3,000.00
Misc Revenue - Peanut Line	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Planning Dept	(30,000.00)	(46,590.48)	(34,000.00)	(35,650.00)	(1,650.00)	(33,000.00)	(1,950.00)	31,050.00
Fees & User Charges - Economic Develop	(10,000.00)	(4,420.00)	(8,000.00)	(64,078.12)	(56,078.12)	(58,000.00)	0.00	58,000.00
Fees & User Charges - Tile Drainage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Other Municipalities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payments in Lieu	(144,660.00)	(159,825.87)	(145,150.00)	(148,997.06)	(3,847.06)	(145,150.00)	0.00	145,150.00
Ontario Grants	(1,891,562.00)	(1,562,557.77)	(1,494,000.00)	(2,106,068.71)	(612,068.71)	(1,503,352.00)	0.00	1,503,352.00
Canada Grants	(10,000.00)	(60,011.83)	(15,400.00)	(48,246.50)	(32,846.50)	(15,500.00)	0.00	15,500.00
Transfers from Reserves	(1,755,000.00)	(2,431,236.13)	(2,347,181.00)	(1,604,911.71)	742,269.29	(4,972,000.00)	0.00	4,972,000.00
Gains on Sale of Assets - PSAB	0.00	(16,410.43)	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>(29,823,031.00)</b>	<b>(30,803,906.61)</b>	<b>(31,063,622.00)</b>	<b>(31,690,041.60)</b>	<b>(626,419.60)</b>	<b>(9,640,777.00)</b>	<b>(203,540.56)</b>	<b>9,437,236.44</b>
<b>Expenses</b>								
<b>Expenses</b>								

## Financial Statement

Date : Feb 25, 2020

Time : 9:40 am

For Period Ending 31-Dec-2020



	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2019 BUDGET V. ACTUAL	2020 BUDGET	2020 ACTUAL	2020 BUDGET V. ACTUAL
					OVER/(UNDER)			OVER/(UNDER)
<b>General Fund</b>								
General Government - Legislative	148,500.00	153,371.13	167,500.00	189,805.01	22,305.01	165,500.00	9,913.47	(155,586.53)
General Government - Administration	1,163,650.00	1,690,877.82	1,360,400.00	1,663,250.81	302,850.81	1,390,600.00	168,380.98	(1,222,219.02)
General Government - Legion	42,500.00	51,159.26	27,800.00	21,578.18	(6,221.82)	27,900.00	4,145.84	(23,754.16)
General Government - Celtic Music Hall	6,000.00	11,917.09	6,000.00	5,611.00	(389.00)	6,500.00	558.06	(5,941.94)
General Government - Lancaster Library	26,100.00	16,006.50	13,600.00	16,280.86	2,680.86	13,600.00	1,235.08	(12,364.92)
General Government - Special Projects	66,000.00	40,031.86	14,500.00	15,400.00	900.00	14,000.00	0.00	(14,000.00)
General Government - Grants to Others	41,750.00	39,271.13	52,000.00	34,608.37	(17,391.63)	75,500.00	0.00	(75,500.00)
Glengarry County Archives	21,000.00	21,925.94	21,000.00	93,830.27	72,830.27	56,000.00	94.83	(55,905.17)
Tax Write Off - Residential & Farm	45,000.00	119,192.57	45,000.00	122,618.12	77,618.12	45,000.00	0.00	(45,000.00)
Tax Write Off - Commercial	15,000.00	40,341.66	15,000.00	30,224.73	15,224.73	15,000.00	0.00	(15,000.00)
Tax Write Off - Industrial	2,000.00	0.00	2,000.00	114.97	(1,885.03)	2,000.00	0.00	(2,000.00)
Building Inspection Dept	455,700.00	467,422.21	511,950.00	431,006.55	(80,943.45)	436,850.00	39,912.85	(396,937.15)
Raisin Region Conservation Authority	116,000.00	115,883.62	123,000.00	122,025.09	(974.91)	130,000.00	0.00	(130,000.00)
Property Standards & By-Law Enforcemen	109,100.00	23,254.80	107,830.00	33,128.06	(74,701.94)	107,500.00	1,579.84	(105,920.16)
Line Fence Act Expenses	0.00	0.00	0.00	100.12	100.12	250.00	0.00	(250.00)
Emergency Management Co-ordinator	16,450.00	13,159.68	17,550.00	11,875.54	(5,674.46)	17,860.00	0.00	(17,860.00)
Fire - Administration	1,652,250.00	1,596,219.36	1,472,300.00	1,424,884.60	(47,415.40)	2,058,200.00	46,507.35	(2,011,692.65)
Fire - Stn 1 - Glen Walter	110,500.00	100,992.24	85,800.00	60,446.15	(25,353.85)	74,300.00	1,023.32	(73,276.68)
Fire - Stn 2 - Martintown	107,500.00	93,761.79	69,500.00	51,913.01	(17,586.99)	68,000.00	2,383.34	(65,616.66)
Fire - Stn 3 - Williamstown	76,000.00	67,953.80	61,500.00	48,828.35	(12,671.65)	61,000.00	1,039.20	(59,960.80)
Fire - Stn 4 - Lancaster	85,000.00	66,367.58	71,500.00	63,199.92	(8,300.08)	66,000.00	1,828.13	(64,171.87)
Fire - Stn 5 - North Lancaster	70,000.00	87,949.76	67,500.00	49,578.75	(17,921.25)	63,000.00	8,916.41	(54,083.59)
Fire - Training Facilities	0.00	0.00	1,000.00	0.00	(1,000.00)	5,000.00	0.00	(5,000.00)
2018 (1) Spartan Pumper	0.00	0.00	4,750.00	7,311.88	2,561.88	3,500.00	0.00	(3,500.00)
1997 (2) GMC Pumper	0.00	0.00	4,750.00	5,032.27	282.27	7,500.00	244.22	(7,255.78)
1997 (3) GMC Pumper	0.00	0.00	4,750.00	3,861.72	(888.28)	4,500.00	206.15	(4,293.85)
1996 (4) Freightliner Pumper	0.00	0.00	4,750.00	6,653.84	1,903.84	4,500.00	53.94	(4,446.06)
2001 (5) GMC Pumper	0.00	0.00	5,250.00	5,995.86	745.86	4,500.00	0.00	(4,500.00)
1997 (1) GMC Tanker	0.00	0.00	4,250.00	1,460.11	(2,789.89)	4,500.00	0.00	(4,500.00)
2015 (2) Int. Tanker	0.00	0.00	4,250.00	1,820.59	(2,429.41)	3,000.00	0.00	(3,000.00)
1996 (3) GMC Tanker	0.00	0.00	4,250.00	1,434.94	(2,815.06)	4,500.00	85.14	(4,414.86)
2017 (4) Int. Tanker	0.00	0.00	4,250.00	1,709.35	(2,540.65)	3,000.00	55.82	(2,944.18)
2016 (5) Int. Tanker	0.00	0.00	4,250.00	3,912.58	(337.42)	3,000.00	0.00	(3,000.00)
1993 (1) Int. Rescue	0.00	0.00	4,750.00	581.40	(4,168.60)	4,500.00	162.82	(4,337.18)
2000 (2) Ford Ambulance	0.00	0.00	4,750.00	1,213.86	(3,536.14)	4,500.00	0.00	(4,500.00)
2014 (4) Spartan Rescue	0.00	0.00	5,750.00	3,495.51	(2,254.49)	4,500.00	102.44	(4,397.56)
2000 (5) Ford Ambulance	0.00	0.00	4,750.00	255.72	(4,494.28)	4,500.00	0.00	(4,500.00)
2014 (Chief) GMC Pickup	0.00	0.00	7,100.00	10,461.49	3,361.49	6,500.00	75.22	(6,424.78)
Auxiliary Vehicles (3)	0.00	0.00	1,000.00	1,715.63	715.63	4,000.00	0.00	(4,000.00)
Street Lights	133,000.00	225,477.18	138,000.00	131,821.05	(6,178.95)	223,000.00	18,743.42	(204,256.58)
Airport	13,000.00	12,192.16	17,220.00	21,709.52	4,489.52	24,200.00	0.00	(24,200.00)
Roads - Administration	927,000.00	732,701.26	928,000.00	1,619,030.52	691,030.52	845,000.00	111,414.02	(733,585.98)
Roads - Buildings & Yards	703,000.00	793,373.78	1,610,000.00	1,591,044.48	(18,955.52)	1,460,000.00	26,600.84	(1,433,399.16)
Roads - Patrol	35,000.00	32,000.28	30,000.00	51,864.03	21,864.03	45,000.00	10,983.69	(34,016.31)
Roadside Maintenance - Mowing	130,000.00	146,978.53	154,000.00	178,222.41	24,222.41	140,000.00	74.49	(139,925.51)

## Financial Statement

Date : Feb 25, 2020

Time : 9:40 am



For Period Ending 31-Dec-2020

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2019 BUDGET V. ACTUAL	2020 BUDGET	2020 ACTUAL	2020 BUDGET V. ACTUAL
					OVER/(UNDER)			OVER/(UNDER)
<b>General Fund</b>								
Roadside Maintenance - Ditching & Drainage	57,000.00	38,297.96	50,000.00	121,932.91	71,932.91	75,000.00	0.00	(75,000.00)
Roadside Maintenance - Brushing	85,000.00	74,978.55	90,000.00	118,370.86	28,370.86	105,000.00	119.66	(104,880.34)
Roadside Maintenance - Debris & Litter	35,000.00	28,891.99	30,000.00	21,402.44	(8,597.56)	30,000.00	5,064.52	(24,935.48)
Roads - Culverts Maintenance & Replace	116,000.00	104,325.71	108,000.00	164,174.33	56,174.33	115,000.00	368.85	(114,631.15)
Roads - Hardtop Patching	70,000.00	62,974.44	100,000.00	130,467.19	30,467.19	105,000.00	6,318.40	(98,681.60)
Roads - Hardtop Sweeping	20,000.00	20,372.55	20,000.00	22,554.08	2,554.08	22,000.00	0.00	(22,000.00)
Roads - Hardtop Shouldering	40,000.00	44,747.86	48,000.00	32,855.71	(15,144.29)	53,000.00	0.00	(53,000.00)
Roads - Hardtop Crack Sealing	20,000.00	21,222.17	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)
Roads - Hardtop Line Painting	20,000.00	14,608.83	20,000.00	16,680.51	(3,319.49)	20,000.00	0.00	(20,000.00)
Roads - Sidewalk Maintenance	10,000.00	653.30	10,000.00	2,019.94	(7,980.06)	10,000.00	0.00	(10,000.00)
Roads - Loosetop Grading	125,000.00	126,004.28	130,000.00	136,731.59	6,731.59	130,000.00	4,370.01	(125,629.99)
Roads - Loosetop Dust Control	180,000.00	149,446.50	150,000.00	161,425.54	11,425.54	165,000.00	0.00	(165,000.00)
Roads - Loosetop Resurfacing	475,000.00	456,947.66	440,000.00	471,809.70	31,809.70	395,000.00	522.40	(394,477.60)
Roads - Signs & Safety Devices	43,000.00	23,490.71	45,000.00	55,075.16	10,075.16	45,000.00	254.96	(44,745.04)
Roads - Guiderails	42,000.00	0.00	23,500.00	22,896.02	(603.98)	25,000.00	0.00	(25,000.00)
Roads - Railway Crossings	30,000.00	26,885.76	30,000.00	27,343.91	(2,656.09)	30,000.00	2,612.00	(27,388.00)
Rds & Rec Community Services	1,500.00	189.84	1,500.00	2,339.85	839.85	1,500.00	37.26	(1,462.74)
Roads - Miscellaneous	13,000.00	69,758.52	12,000.00	28,596.99	16,596.99	16,000.00	740.06	(15,259.94)
Roads - Winter Control - Plowing & Sanding	650,000.00	843,160.80	765,000.00	1,118,854.65	353,854.65	820,000.00	173,526.85	(646,473.15)
Roads - Winter Control - Ice Blading	23,000.00	20,324.07	22,000.00	13,207.62	(8,792.38)	22,000.00	6,245.34	(15,754.66)
Roads - Sidewalks - Snow Removal	48,500.00	59,428.80	58,000.00	56,726.87	(1,273.13)	56,000.00	21,392.06	(34,607.94)
Roads - Winter Control - Flood Control	5,000.00	8,667.43	10,000.00	19,542.74	9,542.74	15,000.00	0.00	(15,000.00)
Roads - Maple Road	0.00	0.00	0.00	0.00	0.00	195,000.00	0.00	(195,000.00)
Cedar Grove Road	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	(250,000.00)
67th Ave/2nd Line Road	0.00	0.00	0.00	0.00	0.00	27,000.00	0.00	(27,000.00)
Repository of Past Roads Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Conc 3 Bridge	575,000.00	616,351.30	0.00	152.64	152.64	0.00	0.00	0.00
Beaupre Rd (2.56km) 2x Surf Treat & Pa	0.00	86,602.71	135,000.00	150,316.62	15,316.62	0.00	0.00	0.00
3rd Line Rd Bridg (SN 30001) - Evaluat	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	(100,000.00)
2nd Line Bridge (SN 33043) - Design	0.00	0.00	35,000.00	23,066.98	(11,933.02)	0.00	0.00	0.00
Loyalist Road - Surface Treat (2.75km)	127,500.00	157,424.57	0.00	0.00	0.00	0.00	0.00	0.00
St. Mary's Street	100,000.00	4,249.75	0.00	0.00	0.00	26,500.00	0.00	(26,500.00)
Street Rd. - 2xSurface Treat (5.79km)	477,000.00	390,100.82	0.00	0.00	0.00	0.00	0.00	0.00
Nine Mile Rd - 2xSurface Treat (X.XXkm)	617,000.00	748,366.22	0.00	71,082.42	71,082.42	0.00	0.00	0.00
William Street (0.68km) - Reconstructi	0.00	0.00	25,000.00	23,146.83	(1,853.17)	1,200,000.00	0.00	(1,200,000.00)
Purcell Road (0.70km) - Pad & Overlay	0.00	0.00	75,000.00	82,686.08	7,686.08	0.00	0.00	0.00
Kraft Road (0.40km) - Pulverize & Pave	0.00	0.00	50,000.00	12,469.74	(37,530.26)	0.00	0.00	0.00
Cashion Rd - Bridge (SN0011)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Frog Hollow (3.72km) 2xSurf Treat & Pa	0.00	0.00	155,000.00	185,452.32	30,452.32	0.00	0.00	0.00
Roads - Equipment Purchases & Reserves	505,000.00	478,850.76	265,000.00	262,814.86	(2,185.14)	480,000.00	0.00	(480,000.00)
Water Reserve Upgrades - Boundary Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads - Miscellaneous Construction	55,000.00	25,532.58	25,000.00	78,426.42	53,426.42	10,000.00	0.00	(10,000.00)
Rd Eqp. Maint. - 10 Cat Grader	38,500.00	95,513.73	49,000.00	76,558.41	27,558.41	52,000.00	3,086.95	(48,913.05)
Rd Eqp. Maint. - 94 Champion Grader	30,500.00	29,797.36	30,500.00	8,674.40	(21,825.60)	16,500.00	37.41	(16,462.59)
Rd Eqp. Maint. - 09 1T Dodge (NL)	24,000.00	12,331.08	21,000.00	4,710.97	(16,289.03)	19,000.00	0.00	(19,000.00)

Financial Statement



For Period Ending 31-Dec-2020

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2019 BUDGET V. ACTUAL	2020 BUDGET	2020 ACTUAL	2020 BUDGET V. ACTUAL
					OVER/(UNDER)			OVER/(UNDER)
<b>General Fund</b>								
Rd Eqp. Maint. - 02 FL- 4 Ton (Patch)	22,500.00	30,924.27	23,500.00	18,287.71	(5,212.29)	23,500.00	1,461.71	(22,038.29)
Rec Eqp. Maint. - 06 GMC 1 Ton (Will)	14,000.00	17,151.60	14,000.00	5,954.27	(8,045.73)	14,000.00	466.26	(13,533.74)
Rd Eqp. Maint.- 17 JD Tractor (Lease)	29,500.00	42,185.29	27,500.00	43,286.29	15,786.29	27,500.00	29.44	(27,470.56)
Rd Eqp. Maint. - 93 - 955 Tractr (Rec)	2,100.00	3,087.52	3,200.00	1,895.27	(1,304.73)	0.00	0.00	0.00
Rd Eqp. Maint. - 16 Inter Tandem	18,000.00	27,286.21	18,000.00	10,965.83	(7,034.17)	16,000.00	2,763.86	(13,236.14)
Rd Eqp. Maint. - Truck (Rec)	35,000.00	51,963.87	35,000.00	33,110.03	(1,889.97)	27,000.00	23.39	(26,976.61)
Rd Eqp. Maint. - 13 Mack Tndm (R Blade	34,000.00	37,686.85	34,000.00	15,131.47	(18,868.53)	32,000.00	1,253.43	(30,746.57)
Rd Eqp. Maint. - 08 Ford Tndm (Shoulde	38,000.00	61,584.35	41,000.00	33,123.45	(7,876.55)	30,000.00	5,900.74	(24,099.26)
Rd Eqp. Maint. - 99 Volvo Tndm (Should	40,000.00	33,693.20	39,000.00	28,197.60	(10,802.40)	36,000.00	3,108.09	(32,891.91)
Rd Eqp. Maint. - 04 Inter Tndm (R Blad	41,000.00	40,817.61	31,000.00	16,342.43	(14,657.57)	29,000.00	2,693.53	(26,306.47)
Rd Eqp. Maint. - 11 Inter Tandem	26,000.00	37,533.95	26,000.00	33,577.95	7,577.95	28,000.00	1,996.02	(26,003.98)
Rd Eqp. Maint. - 10 Inter Tndm (H20 Tn	35,000.00	53,108.35	41,000.00	39,476.67	(1,523.33)	40,000.00	3,503.61	(36,496.39)
Rd Eqp. Maint. - 12 Chev 1T (Rec)	8,000.00	10,723.09	8,000.00	1,996.00	(6,004.00)	10,500.00	809.12	(9,690.88)
Rd Eqp. Maint. - 19 Chev Slvrado (Rds)	0.00	0.00	0.00	7,845.01	7,845.01	10,000.00	(273.16)	(10,273.16)
Rd Eqp. Maint. - 08 GMC PU (Lead Hand)	11,000.00	11,864.15	16,000.00	13,070.85	(2,929.15)	16,000.00	0.00	(16,000.00)
Rd Eqp. Maint. - 2009 GMC PU (Rd Mngr)	16,500.00	14,446.82	17,500.00	13,318.36	(4,181.64)	15,500.00	62.13	(15,437.87)
Rd Eqp. Maint. - 2010 Chev Slvrado (Re	15,500.00	11,476.23	17,500.00	11,592.53	(5,907.47)	16,500.00	2,164.81	(14,335.19)
Rd Eqp. Maint. - 2003 Cat Backhoe	23,000.00	36,333.85	29,500.00	12,263.82	(17,236.18)	29,000.00	273.13	(28,726.87)
Rd Eqp. Maint. - 2013 Silverado	5,700.00	1,484.15	1,700.00	1,605.59	(94.41)	3,200.00	203.52	(2,996.48)
Dump Eqp. Maint. - Compactor (Lndfill)	0.00	0.00	0.00	709.58	709.58	6,000.00	118.05	(5,881.95)
Rd Eqp. Maint. - 2018 Inter Tandem	0.00	731.31	21,000.00	17,393.82	(3,606.18)	19,000.00	266.41	(18,733.59)
Rds Equip. Maint. - 2016 Tractless	21,000.00	26,765.39	22,500.00	22,519.51	19.51	29,500.00	1,298.89	(28,201.11)
Rds Equip. Maint. - Misc. Equipment Re	70,000.00	58,160.20	66,500.00	61,533.96	(4,966.04)	57,000.00	5,664.58	(51,335.42)
Rds Equip. Rental - Cat Grader #1 2010	(75,000.00)	(81,177.00)	(80,000.00)	(78,813.00)	1,187.00	(80,000.00)	(4,410.00)	75,590.00
Rds Equip. Rental - Champ Grader 1994	(50,000.00)	(37,764.00)	(40,000.00)	(28,776.00)	11,224.00	(30,000.00)	0.00	30,000.00
Rds Equip. Rental - Dodge 1 Ton 2009	(35,000.00)	(29,430.00)	(30,000.00)	(28,282.50)	1,717.50	(30,000.00)	(2,025.00)	27,975.00
Rds Equip. Rental - Freightliner 4 Ton	(40,000.00)	(23,315.00)	(30,000.00)	(40,310.00)	(10,310.00)	(30,000.00)	(9,300.00)	20,700.00
Rds Equip. Rental - New Holland Tracto	(35,000.00)	(31,290.00)	(30,000.00)	(44,730.00)	(14,730.00)	(35,000.00)	(1,980.00)	33,020.00
Rds Equip. Rental - 955 Tractor 1993	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rds Equip. Rental - Inter. Single Axle	(30,000.00)	(40,053.00)	(40,000.00)	(45,567.00)	(5,567.00)	(40,000.00)	(15,540.00)	24,460.00
Rds Equip. Rental - Inter Tandem 2002	(40,000.00)	(43,383.00)	(45,000.00)	(32,817.00)	12,183.00	(30,000.00)	(12,690.00)	17,310.00
Rds Equip. Rental - Inter Tandem 1994	(40,000.00)	(30,843.00)	(35,000.00)	(29,727.00)	5,273.00	(35,000.00)	(12,300.00)	22,700.00
Rds Equip. Rental - Ford Tandem 2008	(30,000.00)	(31,272.00)	(30,000.00)	(31,878.00)	(1,878.00)	(30,000.00)	(7,680.00)	22,320.00
Rds Equip. Rental - Volvo Tandem 1999	(26,500.00)	(33,405.00)	(30,000.00)	(34,395.00)	(4,395.00)	(30,000.00)	(10,170.00)	19,830.00
Rds Equip. Rental - Inter Tandem 2004	(15,000.00)	(24,780.00)	(20,000.00)	(34,440.00)	(14,440.00)	(25,000.00)	(11,880.00)	13,120.00
Rds Equip. Rental - Inter Tandem 2012	(25,000.00)	(36,462.00)	(35,000.00)	(31,998.00)	3,002.00	(30,000.00)	(9,840.00)	20,160.00
Rds Equip. Rental - Inter Tandem 2010	(55,000.00)	(47,693.75)	(50,000.00)	(43,176.25)	6,823.75	(50,000.00)	(16,087.50)	33,912.50
Rds Equip. Rental - Cat Backhoe 2003	(25,000.00)	(33,294.00)	(25,000.00)	(39,906.00)	(14,906.00)	(30,000.00)	(2,610.00)	27,390.00
Rds Equip. Rental - Tractless Tractor	(60,000.00)	(71,379.00)	(60,000.00)	(75,771.00)	(15,771.00)	(60,000.00)	(14,310.00)	45,690.00
Garbage Collection	450,000.00	487,534.12	490,000.00	499,960.35	9,960.35	490,000.00	37,888.66	(452,111.34)
Garbage Disposal - Landfill Sites Gene	178,800.00	185,946.49	181,800.00	194,978.46	13,178.46	178,800.00	1,624.36	(177,175.64)
Beaverbrook Landfill Site	141,500.00	161,147.57	129,500.00	172,523.23	43,023.23	132,000.00	12,064.13	(119,935.87)
North Lancaster Landfill Site	138,000.00	133,672.11	138,000.00	147,667.76	9,667.76	135,000.00	34.93	(134,965.07)
Recycling	340,500.00	306,353.21	310,000.00	312,363.96	2,363.96	495,000.00	5,285.01	(489,714.99)
County Rd 27 Landfill Site	2,000.00	7,927.11	2,500.00	0.00	(2,500.00)	2,500.00	0.00	(2,500.00)

## Financial Statement

For Period Ending 31-Dec-2020



	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2019 BUDGET V. ACTUAL	2020 BUDGET	2020 ACTUAL	2020 BUDGET V. ACTUAL
					OVER/(UNDER)			OVER/(UNDER)
<b>General Fund</b>								
Environmental Cleanups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Ponds -M & R	1,000.00	3,322.47	3,000.00	0.00	(3,000.00)	3,000.00	0.00	(3,000.00)
Fire Protection Ponds - Dry Con	2,500.00	10,309.91	8,000.00	11,349.47	3,349.47	15,000.00	229.13	(14,770.87)
Water/Sewer Plants Sharable Operations	0.00	0.00	0.00	352,814.77	352,814.77	0.00	38,850.80	38,850.80
Glen Walter Water/Sewers	396,000.00	561,444.32	1,248,781.00	338,521.59	(910,259.41)	1,398,000.00	17,644.59	(1,380,355.41)
Lancaster/South Lancaster Water/Sewers	543,500.00	661,541.95	663,500.00	216,199.76	(447,300.24)	748,500.00	15,303.37	(733,196.63)
Green Valley Sewers	85,000.00	93,060.00	95,000.00	28,280.62	(66,719.38)	105,000.00	2,648.77	(102,351.23)
Kennedy Redwood Subdivision Water	32,000.00	33,671.30	34,000.00	27,149.10	(6,850.90)	33,000.00	2,618.35	(30,381.65)
Regional Water Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lan-Char Medical Centre	60,800.00	54,290.83	51,500.00	49,646.19	(1,853.81)	46,000.00	2,993.57	(43,006.43)
Ambulance Lancaster Base	0.00	0.00	16,800.00	16,800.00	0.00	16,800.00	0.00	(16,800.00)
Recreation - Administration - General	316,600.00	301,023.73	390,190.00	398,690.17	8,500.17	503,800.00	65,403.22	(438,396.78)
Recreation Administration - Management	40,000.00	39,747.31	40,000.00	41,439.54	1,439.54	0.00	420.49	420.49
Recreation Levy to Others	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00
Recreation Programs	64,200.00	43,639.08	68,100.00	55,480.17	(12,619.83)	67,100.00	938.87	(66,161.13)
Char-Lan Community Centre	474,390.00	550,079.64	738,100.00	780,816.32	42,716.32	991,100.00	72,319.00	(918,781.00)
Martintown Community Centre	71,100.00	87,373.51	46,100.00	47,903.96	1,803.96	83,200.00	3,900.36	(79,299.64)
Green Valley Community Centre	16,500.00	22,364.11	16,500.00	10,510.91	(5,989.09)	20,800.00	293.91	(20,506.09)
North Lancaster Optimist Comm. Centre	11,000.00	22,136.22	10,000.00	10,574.21	574.21	11,000.00	280.89	(10,719.11)
Nor'westers Museum	76,000.00	71,867.27	46,000.00	92,845.70	46,845.70	108,000.00	892.13	(107,107.87)
Parks Maintenance - General Admin	78,000.00	79,659.77	68,000.00	69,223.08	1,223.08	83,000.00	77.22	(82,922.78)
Danaher Park	8,900.00	8,589.47	9,000.00	8,263.77	(736.23)	9,000.00	1,202.04	(7,797.96)
North Lancaster Park	10,500.00	14,008.75	10,500.00	9,716.87	(783.13)	10,500.00	25.64	(10,474.36)
Smithfield Park	20,000.00	79,441.39	261,000.00	247,839.63	(13,160.37)	324,000.00	0.00	(324,000.00)
Empy Poirier Park	4,600.00	3,484.71	4,500.00	3,304.59	(1,195.41)	4,500.00	0.00	(4,500.00)
Martintown Community Park	39,000.00	39,090.06	5,000.00	9,781.04	4,781.04	4,500.00	242.42	(4,257.58)
Paul Rozon Park	127,000.00	125,608.96	26,000.00	36,275.23	10,275.23	31,000.00	2,263.89	(28,736.11)
Glen Walter Park	21,000.00	19,844.76	21,000.00	19,238.22	(1,761.78)	20,000.00	0.00	(20,000.00)
Charlottenburgh Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
South Lancaster Wharf	10,000.00	6,905.03	8,000.00	6,523.43	(1,476.57)	8,000.00	0.00	(8,000.00)
Peanut Line Trail	20,500.00	13,186.42	29,500.00	44,064.75	14,564.75	114,000.00	14,488.26	(99,511.74)
Cairnview Park	15,000.00	3,275.15	10,000.00	0.00	(10,000.00)	10,000.00	0.00	(10,000.00)
Planning & Zoning	261,800.00	154,691.91	322,300.00	263,307.74	(58,992.26)	236,700.00	10,122.43	(226,577.57)
Economic Development	169,050.00	126,565.35	288,350.00	214,123.71	(74,226.29)	318,900.00	3,659.14	(315,240.86)
Municipal Drains	45,000.00	60,056.56	61,000.00	60,149.98	(850.02)	77,000.00	4,246.45	(72,753.55)
Tile Drainage	40,000.00	28,640.96	32,500.00	45,220.65	12,720.65	32,500.00	4,660.27	(27,839.73)
United Counties Levy	10,366,357.00	10,345,658.48	10,680,696.00	10,693,070.23	12,374.23	0.00	0.00	0.00
School Board Levy - Upper Canada Distr	2,358,518.00	2,351,453.11	2,387,072.00	2,390,163.22	3,091.22	0.00	0.00	0.00
School Board Levy - Ecole Pub. Est Ont	257,598.00	257,024.05	236,953.00	238,465.46	1,512.46	0.00	0.00	0.00
School Board Levy - Catholic Bd. East	726,028.00	726,111.17	740,990.00	745,269.61	4,279.61	0.00	0.00	0.00
School Board Levy - Ecole Catholique E	910,400.00	908,409.18	886,940.00	893,559.08	6,619.08	0.00	0.00	0.00
Change in Capital Assets - PSAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>29,830,441.00</b>	<b>30,803,906.61</b>	<b>31,063,622.00</b>	<b>31,542,172.30</b>	<b>478,550.30</b>	<b>19,226,660.00</b>	<b>956,605.00</b>	<b>(18,270,055.00)</b>

Financial Statement

For Period Ending 31-Dec-2020



	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2019 BUDGET V. ACTUAL	2020 BUDGET	2020 ACTUAL	2020 BUDGET V. ACTUAL
					OVER/(UNDER)			OVER/(UNDER)
<b>General Fund</b>								
<b>Total General Fund</b>	<b>7,410.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(147,869.30)</b>	<b>(147,869.30)</b>	<b>9,585,883.00</b>	<b>753,064.44</b>	<b>(8,832,818.56)</b>



## **STAFF REPORT**

**S.R. 22-2020**

**PREPARED BY:** L. McDonald, GM Corporate Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Resolution - Oliver Magee Municipal Drain

### **BACKGROUND:**

1. On May 22, 2018, through Staff Report 60-2018, McIntosh Perry Consulting Engineers Ltd. Was appointed to complete the necessary reports to permit the relocation of the Oliver Magee Drain (on behalf of Three Vees Co. Ltd.)
2. The relocation was due to the Oliver Magee Municipal Drain dissecting a property in the development.
3. Staff Report 60-2018 went into detail, but this report will address the need for an additional resolution.
4. The resolution prepared for SR 60-2018 read:

BE IT RESOLVED THAT Staff Report 60-18 be received and that the Council of the Township of South Glengarry appoints McIntosh Perry Consulting Engineers Ltd. under Section 78 (1) of the Drainage Act, R.S.O. 1990, Chapter D. 17 to complete the necessary reports to relocate a portion of the Oliver Magee Municipal Drain located on Part of Lots 14 and 15, registered Plan No. 1010 and that all expenses incurred are to be paid for by Three Vees Co. Ltd.

5. The new additional resolution would read:

BE IT RESOLVED THAT Staff Report 22-2020 be received and that the Council of South Glengarry undertake improvements to the Oliver Magee Drain under Section 78 of the Drainage Act, as per Section 39 (1) of the Drainage Act and extend the appointment of McIntosh Perry as the Drainage Engineer. Council acknowledges that all expenses incurred to relocate the Oliver Magee Drain are to be paid for by Three Vees Co. Ltd., and that the Mayor and Clerk are authorized sign all required documentation.



6. Attached you will find the “Notice of Request for Drain Improvements” to be signed by the Clerk.

**ANALYSIS:**

7. This is a paperwork exercise to extend the appointment of McIntosh Perry to conduct the work on the Oliver Magee Municipal Drain.

**IMPACT ON 2020 BUDGET:**

8. Nil

**ALIGNMENT WITH STRATEGIC PLAN:**

9. N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 22-2020 be received and that the Council of South Glengarry undertake improvements to the Oliver Magee Drain under Section 78 of the Drainage Act, as per Section 39 (1) of the Drainage Act and extend the appointment of McIntosh Perry as the Drainage Engineer. Council acknowledges that all expenses incurred to relocate the Oliver Magee Drain are to be paid for by Three Vees Co. Ltd., and that the Mayor and Clerk are authorized sign all required documentation.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

# Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

To: The Council of the Corporation of the Municipality of South Glengarry

Re: Oliver Magee Drain  
(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- Otherwise improving, extending to an outlet or altering the drainage works;
- Covering all or part of the drainage works; and/or
- Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Realignment of Oliver Magee Drain to facilitate subdivision development.

## Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.


## Property Description

Lot 5, Concession 1

Ward or Geographic Township  
Township of Charlottenburg

Parcel Roll Number  
01010060106700000000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

Three Vees Co. Ltd.  
President: Vladi Korinich  




**STAFF REPORT**

**S.R. 23-2020**

**PREPARED BY:** Ewen MacDonald, GM Infrastructure Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Granular Tender 01-2020

**BACKGROUND:**

1. Tenders were called for the supply and placement of granular materials. The tender closed on February 20, 2020.

2. The Scope of the Work for this Tender is as follows:

Dedicate a stockpile of Granular M (OPSS 1010) in sufficient quantities to meet the needs of the tender.

The supply and delivery of granular materials to various locations throughout the Township. The list of the Roads with estimated Tonnage and the map of the locations are appended.

Typically belly-dump spread on the roads at 25 to 70 mm in depth.

3. The work is to be completed no later than Friday June 26<sup>th</sup>, 2020. If the contractor fails to complete the work, they are subject to a penalty of \$500.00 per calendar day.

4. Four submissions were received as follows:

<b>Contractor</b>	<b>Granular</b>	<b>Tonnes</b>	<b>Total Plus HST</b>
Cornwall Gravel Co. Inc.	\$10.60	30,000	\$318,000
COCO Paving Inc.	\$10.67	30,000	\$320,100
Ottawa D Squared Construction	\$12.00	30,000	\$360,000
A.L. Blair Construction Ltd.	\$12.30	30,000	\$369,000
<b>2019</b>	<b>\$10.75</b>	<b>30,000</b>	<b>\$322,500</b>



**ANALYSIS:**

5. Administration has reviewed the tender documents for compliance with the Tender Submission requirements.
6. The low bidder has performed this work in the past and has the resources and experience to complete the work.

**IMPACT ON 2020 BUDGET:**

7. There are sufficient funds in the Granular Overlay Budget to award this contract. The Granular overlay budget is \$395,000 of which \$320,000 is dedicated to granular materials.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in infrastructure and its sustainability.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 23-2020 be received and that the Council of the Township of South Glengarry award Tender 01-2020 for the Supply and Placement of Granular Materials to Cornwall Gravel Company Inc. in accordance with their procurement submission in the amount of \$318,000 plus HST for 30,000 tonnes of granular at a cost of \$10.60 per tonne plus applicable taxes; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



**STAFF REPORT**

**S.R.24-2020**

**PREPARED BY:** Ewen MacDonald, GM Infrastructure Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Surface Treatment Procurement 03-2020

**BACKGROUND:**

1. Tenders were called for the Supply and Placement of Surface Treatment. The tender closed on February 20, 2020.
2. The Scope of the Work in the tender was to supply all materials for a Double High Float Surface Treatment consisting of two applications of HF 150 emulsion and a Fog Seal; 6.5 metres wide.
3. Two (2) submissions were received as follows:

<b>Contractor</b>	<b>Surface Treatment Unit Cost</b>	<b>Fog Seal</b>
Miller Paving Ltd.	\$5.67	\$1.25
Greenwood Paving Ltd.	\$7.44	Included
2019	\$5.35	\$1.22
2018	\$5.25	\$1.20

4. The total length of the surface treatment program would be 9.8 kms and the costs for the work from the low bidder would be as follows:

<b>Item</b>	<b>Location</b>		<b>m<sup>3</sup></b>	<b>Unit Cost</b>	<b>Cost</b>
1	Cedar Grove	a) Double Surface Treatment	34,450	5.67	\$195,331.50
		b) Fog Seal		\$1.25	\$43,062.50
2	Maple	a) Double Surface Treatment	23,350	\$5.67	\$143,734.50
		b) Fog Seal		\$1.25	\$31,687.50



3	67 <sup>th</sup> Ave	a) Double Surface Treatment	3,900	\$5.67	\$22,113.00
		b) Fog Seal		\$1.25	\$4,875.00
<b>Total</b>					<b>\$440,804.00</b>

**ANALYSIS:**

1. Administration has reviewed the tender documents for compliance with the procurement requirements.
2. The Surface Treatment is to be completed no later than August 28th, 2020. Liquidated Damages of \$500.00 per week will be charged if the work is not completed by the completion date.
3. The low bidder has the experience and resources to complete the work.

**IMPACT ON 2020 BUDGET:**

1. The Surface Treatment Program budget for 2020 is \$472,000.00.
2. The total cost to complete the Surface Treatment on the 3 road sections for the 2020 program would be \$440,804.00. The additional budget amount is to be used for brushing, road base and drainage improvements on the specific road sections.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 3: Invest in infrastructure and its sustainability.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 24-2020 be received and that the Council of the Township of South Glengarry award Procurement 03-2020 for the Supply and Placement of Surface Treatment to Smiths Construction, in accordance with their procurement submission of \$440,804.00, plus HST and furthermore that the Mayor and Clerk be authorized to sign all appropriate documents.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## **STAFF REPORT**

**S.R.25-2020**

**PREPARED BY:** Ewen MacDonald – General Manager Infrastructure Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Tandem Plough Tender 02-2020

### **BACKGROUND:**

1. Procurement 02-2020, being a Tender for a new Tandem Truck complete with Box and Harness, closed on February 20, 2020.
2. There were two submissions received.
  - Cornwall Freightliner - \$249,092.00 Plus HST
  - Rush Truck Centres- \$259,995.13 Plus HST

### **ANALYSIS:**

3. The tender documents have been reviewed for compliance with the procurement requirements and the specifications.
4. The tender delivery date is November 30, 2020.
5. The submission from Cornwall Freightliner meets the requirements and specifications for the tender.

### **IMPACT ON 2020 BUDGET:**

6. There is \$250,000 budgeted for the purchase of a Tandem Truck in 2020. With the HST Portion included the total price will be \$253,476.01. The shortfall will be drawn from General Funds.

### **ALIGNMENT WITH STRATEGIC PLAN:**

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



**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 25-2020 be received and that the Council of the Township of South Glengarry award Procurement 02-2020 for the purchase of a Tandem Truck complete with Box and Harness to Cornwall Freightliner as per their submission of \$249,092.00 plus HST and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

A handwritten signature in black ink, appearing to read "Tim Mills", is written over a horizontal line.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## STAFF REPORT

S.R.26-2020

**PREPARED BY:** Ewen MacDonald, GM Infrastructure Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Dust Suppressant Procurement 04-2020

### **BACKGROUND:**

1. A joint tender was issued for the supply and application of liquid dust suppressant.
2. North and South Dundas, North and South Stormont and North and South Glengarry participated in the tender call.
3. The tender closed on February 20, 2020.
4. Three tenders were submitted.
5. The results of the tender are:

Company	Unit Cost/Tonne	Total Cost (350 Tonnes)
Pollard Products	\$373.75	\$130,812.50 Plus HST
Innovative Surface Solutions	\$416.16	\$145,656.00 Plus HST
Da-Lee Dust Control	\$448.80	\$157,080.00 Plus HST

The 2019-unit cost was \$361.02

### **ANALYSIS:**

6. The Company with the low tender submission has in the past provided sample results that demonstrate that their material meets 35% concentration for Chlorides. The liquid is 30% Calcium Chloride and 5% Magnesium Chloride. The tender requires that the material meets the Ontario Provincial Standard Specification for Calcium Chloride OPSS 2501 or Magnesium Chloride OPSS 2503. The Township



will sample the material this year to ensure that the product is compliant with the OPSS Standards.

7. The Dustmaster 35 product is drawn from a well in Kortwright Ontario and is a combination of approximately 28% Calcium Chloride and 7% Magnesium Chloride. This material is compliant with OPSS 2501 as revised November 2013.
8. Administration is familiar with the equipment for the distribution of the material and the low bidder has demonstrated that they have the capacity and the technology to perform the work.
9. **The term of this Contract is for one year (2020) with the option to renew for two additional one-year terms for 2021 and 2022.** An evaluation shall be conducted by the participating Municipalities to determine whether the contract renewal is warranted.
10. Prior to the commencement of the second- and third-year term, the Contractor will receive a letter stating the proposed increase for the renewal of the Contract. The increase will be based upon the accepted Consumer Price Index (for Ontario) for services in the previous calendar year.

**IMPACT ON 2020 BUDGET:**

11. The 2020 budget for dust suppressant is \$135,000.00

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in Infrastructure and its Sustainability

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report No.26-2020 be received and that the Township of South Glengarry award the supply and application of liquid dust suppressant to Pollard Products Inc. as per their submission of \$373.75 per tonne and furthermore that the Mayor and Clerk be authorized to sign the Contract.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## **STAFF REPORT**

**PREPARED BY:** Véronique Brunet- Manager of Municipal Law Enforcement

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

**COUNCIL DATE:** March 2<sup>nd</sup>, 2020

**SUBJECT:** Proposed By-Law 11-2020 - Clean Yards - for the purpose of regulating clean and clear land.

**BACKGROUND:**

1. The Township received numerous Property Maintenance complaints that must be addressed with the Property Standards by-law. The Property Standards By-law was enacted under the authority of the building code act, 1992, to establish the standard for the maintenance and occupancy of buildings within the municipality. However, this act sets time limitations for compliance in regard to the issuance of orders, which requires 14 days to permit an appeal of the order. As a result, the minimum time that an order can require compliance is 19 days. This allows time to address the 5 days for a receipt of the order via registered mail. If an appeal has been filed, the matter may take a few months to be addressed.
2. Section 127 of the *Municipal Act*, 2001, provides clear authority to enact a by-law regulating the cleaning and clearing of yards. A by-law under this section of the *Municipal Act* will be able to provide broader powers for the Township to address specific work to be done to correct infractions within reasonable timelines. The Township may also take action to clean up the property and place the costs associated on the owner's Municipal Taxes.

**ANALYSIS:**

3. The Township currently addresses these infractions, such as long grass, drainage, and waste, using the Property Standards by-law, which results in exceedingly long compliance dates for a typically easy rectification. Regularly, when a complaint comes in, there is more than one item being addressed. Therefore, we are left enforcing the Property Standards By-laws since it covers drainage and waste on properties, whereas the lot maintenance by-law does not.
4. The best-case scenario for a Property Standards infraction to be addressed is 19 days, which means that the owner received a Notice of Violation (NOV) and complied to it immediately. However, when the owner does not comply to the NOV, another 19 day delay occurs for compliance to an Order.

History shows that when the Township must rely on an order for the property owner to meet compliance, they will not be addressing the issues within those 19 days. Either an appeal is filed, or the Township goes in and does the work. In order for the Township to enter the property to complete the work, you must allow for another 5 to 7 days before the work is completed; this is the time to arrange for an outside company to, for example, cut the grass.

Therefore, the complainant, who submitted a complaint regarding a simple matter of property care approximately 40 days ago, is only going to see compliance after the 1 month mark. This can become extremely aggravating for the complainant.

5. Over the past 3 years the Property Standard/Lot Maintenance complaints cover over half of the complaints received throughout the year.

	Long Grass	Drainage	Waste	Other property issues	Total	Total Complaints received per Year	% of complaints per Year
<b>2017</b>	20	4	20	28	76	88	86%
<b>2018</b>	27	1	2	29	59	86	69%
<b>2019</b>	41	11	4	38	94	150	63%

6. A clean yards' by-law would be able to address most issues that concern the public where early intervention is desired. Several municipalities have implemented similar by-laws to efficiently deal with yard maintenance issues, specifically long grass, weeds, waste, and drainage. The following is a short list of other municipalities who have implemented a clean yard by-law, the allotted times for compliance, and the maximum grass height.

Municipality	Minimum Notice to Comply Time	Grass Height
North Dundas	At the discretion of the officer	10 cm
North Stormont	14 days	20 cm
North Glengarry	At the discretion of the officer	20 cm
Cornwall	At the discretion of the officer	15 cm
Edwardsburg/Cardinal	72 hours	20 cm
Russell	At the discretion of the officer	10 cm
Alfred-Plantagenet	At the discretion of the officer	18 cm

## 7. Alterations

- i. It is staff's recommendation to increase the grass height to be a maximum of 20 cm, changed from 15 cm with a required compliance date from 7 to 14 days after initial contact, and every action thereafter with no opportunity to appeal. With experience, 15 cm has shown to be acutely difficult to enforce.

At this height, it is not evident to the inspector's eye that the property is in non-compliance, the inspector must measure the grass at multiple locations to ensure the majority of the land is exceeding the 15 cm; which is a meticulous task negatively perceived by the public. Furthermore, when the Township calls in a contractor to do the work, and they see the grass is only at 20 cm (by the time they are called in to do the work) they question the location and job to be completed, since the grass still appears to be maintained.

- ii. In addition, with the use of the proposed by-law, a complaint received for such type of infraction, being long grass, will only require one complaint (from the complainant) per property per calendar year if the property needs to be brought into compliance by the Township. Which means 5 weeks following the Township bringing the property into compliance, the Officer will re-inspect the property to confirm it remains in compliance. However if the property is no longer in compliance, the Township will send a notice to the owners informing them if the work is not done within a reasonable amount of time (7 to 14 days), the Township will do the work and add it to their Property taxes with a 30% administrative fee and the possibility of a fine up to \$250. If the complainant would like the grass to be re-addressed prior to the 5 week mark, the complainant can submit an additional complaint for quicker action.

Known Municipality's that only require 1 complaint per calendar year:

<b>Municipality</b>	<b>Compliance Dates</b>	<b>Height of Grass</b>
Chatham-Kent	3 Days for Compliance	20cm
Owen Sound	Officer's Discretion	10cm or 15cm
North Dundas	Officer's Discretion	10cm

- iii. The proposed Clean Yard by-law addresses both Urban settlement and Rural settlement areas, as well as agricultural lands. Keeping into account South Glengarry's unique variation of lands, the clean yard by-law will allow for naturalized areas, provided they are surrounded by a buffer strip of 1.5 m from the property lines.
- iv. In the proposed Clean Yard by-law there is a more detailed definition of waste, which includes definitions of domestic, industrial, yard and general waste. The proposed by-law also includes a section to ensure proper location and maintenance of compost. Compost was added in the proposed Clean Yard by-law due to a few inquiries on the subject and the anticipation of a more prevalent item to be addressed in the years to come.
- v. Staff will consistently attempt to resolve a complaint by discussing with the property owners during the initial contact. However, when this does not work,



the officer will either send a notice to comply, or an order. The order will always set out the potential enforcement should compliance not be met. The proposed by-law has set fees set out in accordance with the Property Standards By-law such as the fee to issue an order and a second order, as well as the 30% administrative fee in addition to cost. The proposed by-law would also have set fines which range from \$250 to \$350. These fines may be charged from the date of the offense every day until compliance is met. Although staff does not wish to fine the residents of South Glengarry, in some situations it is necessary. Therefore, the ability to do so would be required in the proposed by-law.

### 8. Enforcement

It is staff's position that a clean yard by-law will address the varying urban and rural situations intended to improve property conditions in a timely manner. Staff has incorporated authorities found in the *Municipal Act* that will provide for more effective enforcement tools.

The Clean Yard By-law is intended to maintain a progressive enforcement approach, which would look like the following:

Step one:	First contact will be in person, conversation and education with a plan to meet compliance. Informal notice may be sent detailing the items to be corrected.
Step two:	Should no progress be seen within the agreed upon time, an order to comply will be issued requiring Property Owners to discontinue the contravening activity and / or do work to correct the contravention.
Step three:	Property owners who do not comply with the order may not only find themselves subject to charges and fines, but also costs added to their taxes by the Township for work done to correct the contravention.

### **ALIGNMENT WITH STRATEGIC PLAN:**

Goal 3: Strengthen the effectiveness and efficiency of our organization

Goal 4: Improve quality of life in our community

Goal 5: Improve internal and external communications

Values: Innovation, Excellence



**IMPACT ON 2020 BUDGET:**

N/a

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report No. 27-2020 be received and that By-law 11-2020, being a by-law to provide for the maintenance of land in a clean, clear and safe condition in the Township of South Glengarry be read a first time this 2nd day of March, 2020.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 11-2020  
FOR THE YEAR 2020**

***BEING A BY-LAW TO PROVIDE FOR THE MAINTENANCE OF LAND IN A CLEAN,  
CLEAR AND SAFE CONDITION***

**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** Section 8 of the *Municipal Act*, 2001, S.O. 2001, c.25 (hereinafter referred to as the "*Municipal Act*") provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

**AND WHEREAS** pursuant to Section 11(2) of the *Municipal Act*, a municipality may pass by-laws respecting the environmental well-being of the municipality, the health, safety and well-being of the persons and the protection of persons and property;

**AND WHEREAS** pursuant to Section 127 of the *Municipal Act*, a municipality may define what constitutes debris and refuse and may require the owner or occupant of land to clean and clear land, to clear refuse or debris from the land, to regulate how cleaning and clearing is to be done and to prohibit the depositing of refuse or debris without the consent of the owner or occupant of the land;

**AND WHEREAS** pursuant to Section 128 of the *Municipal Act*, a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** pursuant to Section 131 of the *Municipal Act*, a municipality may prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

**AND WHEREAS** pursuant to Section 425 of the *Municipal Act*, a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

**AND WHEREAS** pursuant to Section 426 of the *Municipal Act*, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act;

**AND WHEREAS** pursuant to Section 436 of the *Municipal Act*, a By-Law Enforcement Officer may enter upon any land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this by-law;

**AND WHEREAS** pursuant to Section 446(1) of the *Municipal Act*, a municipality may direct or require a person to do a matter or thing and that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

**AND WHEREAS** pursuant to Section 446(3) of the *Municipal Act*, a municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**NOW THEREFORE** the council of the Corporation of the Township of South Glengarry hereby enacts the following as a by-law;

## **SHORT TITLE**

This by-law may be referred to as the “Clean Yard By-Law”.

## **PART 1 - DEFINITIONS**

### **1.1** In this by-law;

- a) “Boulevard” means that portion of a highway between the Town property line and roadway, which is not used or intended for use for vehicular travel by the general public and includes any landscaped areas that are separated from private property by sidewalks.
- b) “Buffer Strip” means a maintained clearance of 1.5m from the property line.
- c) “Compost” means the natural decomposition of organic materials to produce humus in a compost container, pile or digester.
- d) “Council” means the Council for the Corporation of the Township of South Glengarry
- e) “Derelict Motor Vehicle” means a motor vehicle having, missing, or damaged components or parts, including tires, bodywork or glass or a motor vehicle that does not bear a valid licence plate including a current validation sticker.
- f) “Domestic Waste” means any debris, rubbish, refuse or garbage of any type arising from a residence, belonging to or associated with a house or use of a house or residential property, including but not limited to garbage, discarded material or things, yard waste, broken or dismantled things and materials or things exposed to the elements and deteriorating or decaying on a property due to exposure to the weather.
- g) “Ground Cover” means one or more species of grass or suitable vegetation.
- h) “Industrial Waste” means any debris, rubbish, refuse or garbage of any type arising from an industrial or commercial operation, or belonging to or associated with industry or commerce or industrial or commercial property including but not limited to garbage, discarded material or things, broken or dismantled things, yard waste, materials or things exposed to the elements and deteriorating or decaying on a property due to exposure to the weather.
- i) “Landscape Feature” means a fence, retaining wall, gazebo, trellis and similar decorative features.
- j) “Manager” means the Township’s Manager of Municipal Law Enforcement and his or her designate or successor;
- k) “Motor Vehicle” means an automobile, truck, motorcycle, snowmobile, trailer, recreational vehicle and any other vehicle propelled or driven by other than muscular power, but does not include the cars of an electric or steam railway or other vehicles running solely upon rails or a traction engine, farm tractor, self-propelled implement of husbandry or road building

machine within the meaning of the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended.

- l) "Naturalized Area" means a natural or ecological succession when land is not mowed, ploughed or cut, with the absence of noxious weeds. For the purposes of this By-Law a Naturalized area refers to vacant lots in all Urban and Rural Settlement Areas with a buffer strip of 1.5 meters around all property lines.
- m) "Noxious weed" means a plant that has been listed in the Schedule of Noxious Weeds found in Regulation 1096 made under the Weed Control Act.
- n) "Officer" means an officer of the Township responsible for enforcement of by-laws.
- o) "Owner" means the registered owner of land, the owner in trust, a mortgagee in possession and includes a person, firm, partnership, corporation, company, association or organization of any kind and its principal(s).
- p) "Principal Building" means a building which, by reason of its use, constitutes the primary purpose for which the lot is used.
- q) "Property" means any land within the Township of South Glengarry including yards and vacant lots.
- r) "Rural Settlement Areas" means all areas as defined by the Township's Comprehensive Zoning By-Law.
- s) "United Counties" means the United Counties of Stormont, Dundas and Glengarry.
- t) "Urban Settlement Area" means all areas as defined by the Township's Comprehensive Zoning By-Law.
- u) "Waste" means a substance or material that is unusable or unwanted and includes but is not limited to:
  - (i) animal feces;
  - (ii) broken or discarded material;
  - (iii) disconnected appliances and parts of such appliances;
  - (iv) firewood not stacked neatly;
  - (v) indoor furniture;
  - (vi) inoperative machinery, inoperative motor vehicles, parts of such machinery not packaged for immediate shipment or parts of vehicles not packaged for immediate shipment;
  - (vii) material resulting from construction, demolition, repair or renovation projects,
  - (viii) piping, ducting, tubing, conduits, cable, wire and fittings or related accessories not packaged for immediate shipment;
  - (ix) torn or cut twigs or branches;
  - (x) waste lumber,
  - (xi) domestic, yard, or industrial waste.
- v) "Yard Waste" includes grass clippings, trees or parts thereof, brush and leave.

## **PART 2 - GENERAL PROVISIONS**

## Vegetation

- 2.1** Every owner or occupant of property shall keep vegetation in the yard of their property clean and cleared up.
- a) Paragraph 2.1 does not apply to crops being grown on a farm.
  - b) For the purposes of paragraph 2.1, to “clean” or “clear up” means:
    - i. For property located inside Rural and Urban Settlement Areas to keep all vegetation cut to a height of equal to or less than 20 cm, except:
      - 1. ornamental plants;
      - 2. shrubs or trees;
      - 3. cultivated fruits or vegetables;
      - 4. plants buffering or otherwise protecting a natural feature such as a watercourse; or
      - 5. naturalized areas.
    - ii. For property located in any zone outside of those mentioned in subparagraph 2.1 b) i. to keep all vegetation within 1.5m of any property line cut to a height of equal to or less than 20cm, except;
      - 1. ornamental plants;
      - 2. shrubs or trees;
      - 3. cultivated fruits or vegetables; or
      - 4. plants buffering or otherwise protecting a natural feature such as a watercourse.
    - iii. to remove all noxious weeds; and
    - iv. to maintain the yard so as to prevent instability including but not limited to the erosion of the soil.
- 2.2** Notwithstanding Section 2.1 all Naturalized Areas shall maintain a buffer strip equal to or more than 1.5m from all property lines cut to a maximum of 20cm.

## Waste

- 2.3** Every owner or occupant of a property shall keep the yard of their property free and clear of all waste.
- a) Every owner or occupant of property shall keep the boulevard adjacent to their property free and clear of all waste.
  - b) Every owner or occupant of a property shall keep all hedges and trees adjacent to a public sidewalk or roadway cut and trimmed to allow safe unhindered passage.
- 2.4** No person shall use the yard of any property within the Township for depositing of any waste.
- 2.5** Subject to paragraph 2.5 paragraphs 2.3 and 2.4 do not apply to:
- a) property used by the Township for the purpose of depositing waste; or
  - b) property used for the purpose of depositing waste under federal, provincial or municipal authority.

- 2.6** No person other than the Township or a person with federal, provincial or municipal authority shall deposit waste on property described in subparagraph 2.5 b).
- 2.7** Every owner or occupant of a property shall ensure that all waste which accumulates on their property is:
- a) when not placed out for collection in accordance with applicable Township by-laws, in containers:
    - i. made of rigid, watertight construction;
    - ii. provided with a tight-fitting cover, which may be removed only when the container is empty or is being actively loaded;
    - iii. maintained in good condition without holes or spillage; and
    - iv. closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or waste; and
    - v. kept in a side or rear yard located against a building, structure, fence or retaining wall and arranged in an orderly manner; and
  - b) not allowed to accumulate for longer than 10 days.

### **Compost**

- 2.8** No owner shall establish one or more compost piles or structures except in accordance with the following:
- a) the compost pile or structure is for the sole use of the owner or occupant of the property on which the compost pile or structure is located;
  - b) that only acceptable compostable material as outlined by the Ontario Ministry of the Environment and local health authorities are placed within the compost pile or structure;
  - c) the compost pile or structure is no larger than 1 square metre (10 square feet) in area or 1.8 metres (6 feet) in height;
  - d) the compost pile or structure is not located in any front yard as defined in the Township Zoning By-Law and not located closer than 2 metres (6.5 feet) from any side or rear property line;
  - e) the compost pile or structure is enclosed on all sides by concrete block or lumber or a similar material or within a commercial plastic container designed for composting;
  - f) the compost material is kept covered with yard waste, soil or humus at all times;
  - g) the compost pile or container is maintained so as to not attract vermin or animals or create a nuisance by way of offensive odours.

### **Drains**

- 2.9** Every owner or occupant of property on which there is a private drain shall keep their drain operational and in good repair.
- 2.10** No owner or occupant of property shall obstruct or permit the obstruction of a

private drain on their property.

- 2.11 No owner or occupant of property shall obstruct, or cause or permit the obstruction of a watercourse on their property.

### **Swimming Pool, Hot Tub, Artificial Ponds**

- 2.12 Every owner or occupant of property shall ensure that water from a swimming pool, hot tub, artificial pond, rain barrel or similar water container is not drained on to an adjacent property.

- 2.13 Every owner or occupant of property containing a swimming pool, hot tub, wading pool or artificial pond shall maintain such swimming pool, hot tub, wading pool or artificial pond in good repair and working condition and free of standing water.

### **Unsafe or Hazardous Conditions**

- 2.14 Every owner or occupant of property shall ensure that any well, cistern, cesspool, privy vault, pit or excavation:

- a) in active use, is secured by a fence with a warning sign;
- b) not in active use, is permanently sealed or secured by a fence, cover or other means.

- 2.15 Every owner or occupant of property shall keep the surfaces of steps, walks, driveways, parking spaces and similar areas of their property maintained and free of snow and ice so as to afford safe passage under their normal use.

- 2.16 Every owner or occupant of property shall keep the yard of their property clean and free from any objects or conditions that might create a health, fire or accident hazard or an unsafe condition.

## **PART 3 - ADMINISTRATION AND ENFORCEMENT**

- 3.1 This by-law shall be enforced on a basis of written complaints, unless the Manager is aware of an obvious unsafe condition warranting correction.

- 3.2 The Manager will not inspect the entire premises or suite but will inspect only those items which are the subject of the written complaint.

- 3.3 Notwithstanding 3.2, the Manager may inspect other areas or items believed to be unsafe.

- 3.4 The Manager is authorized to administer and enforce this By-law including but not limited to:

- a) arranging for:
  - i. the assistance or work of Township staff, or Township agents;
  - ii. the making of orders or other requirements and the imposition of conditions as authorized under this By-law;
  - iii. the obtaining of court orders or warrants as may be required;
  - iv. the commencement of such actions on behalf of the Township to recover costs or restrain contravention of this By-law as deemed necessary; and
- b) prescribing the format and content of any forms or other documents required under this By-law.

- 3.5 The Manager may assign Officers to enforce this By-law and Officers so assigned or appointed by Council to enforce this By-law shall have the authority to:

- a) carry out inspections;
- b) make orders or other requirements as authorized under this By-law; and
- c) give immediate effect to any orders or other requirements made under this By-law.

**3.6** The Manager may assign duties or delegate tasks under this By-law to be carried out in the Manager's absence or otherwise.

### **Entry and Inspections**

**3.7** An Officer may enter on land at any reasonable time and in accordance with the conditions set out in sections 435 and 437 of the *Municipal Act, 2001* for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a) this By-law;
- b) a direction or order made under this By-law;
- c) an order made under s. 431 of the *Municipal Act, 2001*.

**3.8** An Officer may, for the purposes of the inspection under Section 3.7 and in accordance with the conditions set out in section 436 of the *Municipal Act, 2001*:

- a) require the production for inspection of documents or things relevant to the inspection;
- b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- c) require information in writing or otherwise as required by the Officer from any person concerning a matter related to the inspection; or
- d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

**3.9** An Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of the *Municipal Act, 2001*, in accordance with the conditions set out in that section, where he or she has been prevented or is likely to be prevented from carrying out an inspection under Sections 3.7 and 3.8.

**3.10** No Person shall interfere with or obstruct an Officer while performing their duties under this by-law.

### **Orders including Delivery**

**3.11** If an Officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the property on which the contravention occurred to do work to correct the contravention.

**3.12** An order under Section 3.11 shall set out:

- a) reasonable particulars of the contravention adequate to identify the contravention and the location of property on which the contravention occurred;
- b) the work to be completed;
- c) the date or dates by which the work must be completed; and
- d) notice that if the order is not complied with, then the work may be done at the expense of the owner;
- e) notice that if the cost of work plus administration fees are not paid in time, they may be recovered by adding the amount to the tax roll for the Property.

- 3.13** Delivery of an order to discontinue a contravening activity made under Section 3.11 or an order to do work made under Section 3.12 may be given personally or by registered mail to the last known address of:
- a) the owner; and
  - b) such other persons affected by the order as an Officer determines.

Delivery by registered mail shall be deemed to have taken place on the fifth day after the date of mailing.

- 3.14** In addition to delivery in accordance with Section 3.13, an order to discontinue contravening activity made under Section 3.11 or an order to do work made under Section 3.9 may be delivered by an Officer placing a placard containing the order in a conspicuous place on the property where the contravention occurred.

- 3.15** Where a time frame is set out in an order for carrying out any action, an Officer may extend the time for compliance beyond the established time frame provided such extension is required and is acceptable to the Officer.

### **Township Carrying Out Work**

- 3.16** Where a person does not comply with a direction or a requirement within an order, under this By-law to do a matter or thing, the Manager, in addition to all other remedies, may cause the Property to be brought into compliance with this by-law. For this purpose, the Manager with such assistance by others as may be required, may enter onto the Property at any reasonable time without further notice to the Owner in order to do such work necessary to achieve compliance with this by-law at the person's expense.

- 3.17** In the event that an order has been served on a person in accordance with Section 2.1 of this by-law, such order shall serve to be notice requiring compliance with this by-law for the entire calendar year.

- 3.18** The Township may recover the costs of doing a matter or thing under Section 2.1 by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an administration fee of 30 per cent (30%). The amount of the Township's costs, including interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

### **Penalties**

- 3.19** Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to:

- a) a set fine as set out in Schedule "A"; or
- b) a fine as provided for in section 61 of the Provincial Offences Act, R.S.O 1990, c. P.33.

- 3.20** Where a person is convicted of an offence under this by-law, the Ontario court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

### **Validity and Severability**

- 3.21** If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

**3.22** Where a provision of this by-law conflicts with the provision of another by-law in force within the Township, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

**Repeal**

**3.23** On the date this by-law comes into effect, By-Law 28-03 as amended shall be hereby repealed.

**3.24** This By-law shall come into force upon the date of passing by Council.

***READ A FIRST TIME THIS 2<sup>ND</sup> DAY OF MARCH, 2020.***

***MAYOR:***

***CLERK:***

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**SCHEDULE 'A'**

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
Set Fine Schedule  
Part 1 Provincial Offences Act**

**By-Law No.11-2020: Clean Yard By-law**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Creating or Defining of Offence</b>	<b>Set Fine</b>
1	Fail to keep vegetation less than 21 cm.	2.1 b) i.	\$250.00
2	Fail to keep vegetation less than 21 cm within 1.5m of property line.	2.1 b) ii.	\$250.00
3	Fail to remove noxious weeds.	2.1 b) iii.	\$250.00
4	Fail to keep buffer strip of Naturalized area cut less than 21 cm.	2.2	\$250.00
5	Fail to keep yard free of waste.	2.3	\$250.00
6	Fail to keep waste stored in containers.	2.7 a)	\$250.00
7	Allow waste to accumulate for more than 10 days.	2.7 b)	\$250.00
8	Fail to keep compost pile to less than 1sqm in area or 1.8m in height.	2.8 c)	\$250.00
9	Fail to keep compost pile at least 2m from property line.	2.8 d)	\$250.00
10	Fail to keep compost pile enclosed.	2.8 e)	\$250.00
11	Fail to keep compost pile maintained.	2.8 g)	\$250.00
12	Obstruct or permit to obstruct a private drain on property.	2.10	\$250.00

13	Allow water to drain from a swimming pool, hot tub, wading pool, or similar water container onto an adjacent property.	2.12	\$250.00
14	Fail to maintain swimming pool, hot tub, wading pool, or similar water container in good repair.	2.13	\$250.00
15	Fail to protect pit, excavation, or well in active use.	2.14 a)	\$350.00
16	Fail to protect pit, excavation, or well not in active use.	2.14 b)	\$350.00
17	Obstructing an Officer.	3.7	\$350.00

Note: The general penalty provision for the offences listed above is Section 3.16 of By-law no. 11-2020, a certified copy of which has been filed and s. 61 of the Provincial Offences Act, R.S.O. 1990, c.P.33

**SCHEDULE 'B'**

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
By-Law No.11-2020: Clean Yards By-law**

**Service Use and Activity Charges**

<b>Item</b>	<b>Service or Activity Fee</b>	<b>Fee</b>
1.	<b>1st Order.</b> Where the informal notice has not been complied with, for the first Order issued in respect to any property.	<b>\$ 50.00</b>
2.	<b>Subsequent Orders.</b> Where there has been a previous Order issued, each subsequent Order issued thereafter.	<b>\$ 350.00</b>
3.	<b>Township undertakes to complete the work.</b> Where the Township undertakes to complete the work required to comply with any final order.	<b>Cost of the work performed plus an administrative fee of 30%</b>
4.	<b>Certificate of Compliance.</b> Where after inspecting a property, an Officer, may on the request of the Owner, issue the Owner a certificate of compliance.	<b>\$25.00</b>



## **STAFF REPORT**

**S.R. 28-2020**

**PREPARED BY:** Dillen Seguin, Director of Water/ Waste Water

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Approval of Water & Waste Water Annual Reports

### **BACKGROUND:**

1. Under the Safe Drinking Water Act, 2002, Ontario Regulation 170/03, the Ministry of the Environment requires that a written report for our Water Plants and Sewage Plants be completed annually.
2. The six (6) reports showing compliance/non-compliance for the Glen Walter, Lancaster and Redwood Estates Water Treatment Plants for the 2019 and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants for the 2019 were received for review by Council at the February 18, 2020 Regular Council Meeting.

### **ANALYSIS:**

3. The reports will be submitted to the Ministry of Environment, Conservation & Parks and posted on our website as per the requirements of the Regulation

### **IMPACT ON 2020 BUDGET:**

N/A

### **ALIGNMENT WITH STRATEGIC PLAN:**

4. Values: Accountability & Trust

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 33-2020 be received and that the Council of the Township of South Glengarry acknowledge receipt of the 2019 Annual Reports for the Redwood Estates, Lancaster and Glen Walter Water Treatment Plants and the Lancaster, Green Valley and Glen Walter Sewage Treatment Plants.



A handwritten signature in black ink, which appears to read "Tim Mills". The signature is fluid and cursive, with a prominent loop at the end.

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



**GLEN WALTER WATER TREATMENT  
Annual Report 2019**

(as per O. Reg. 170/03 – Section 11)

**and**

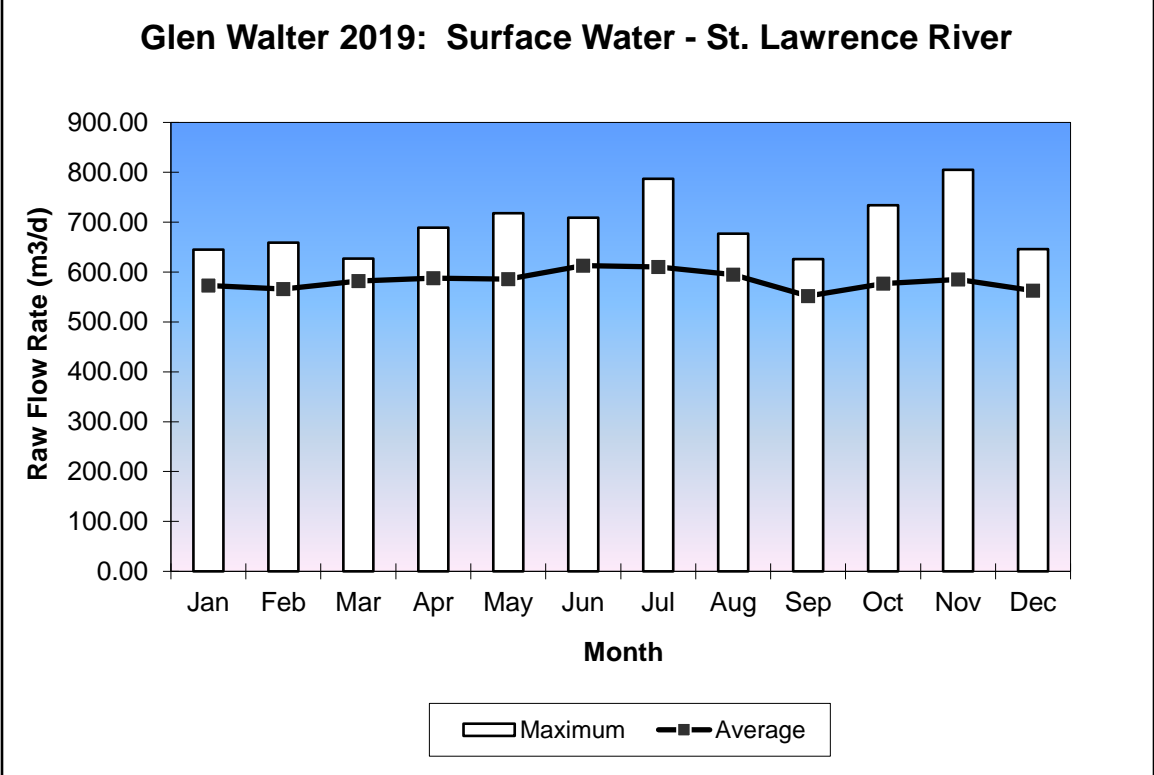
**2019 Summary Report for Municipalities**

(as per O. Reg. 170/03 – Schedule 22)

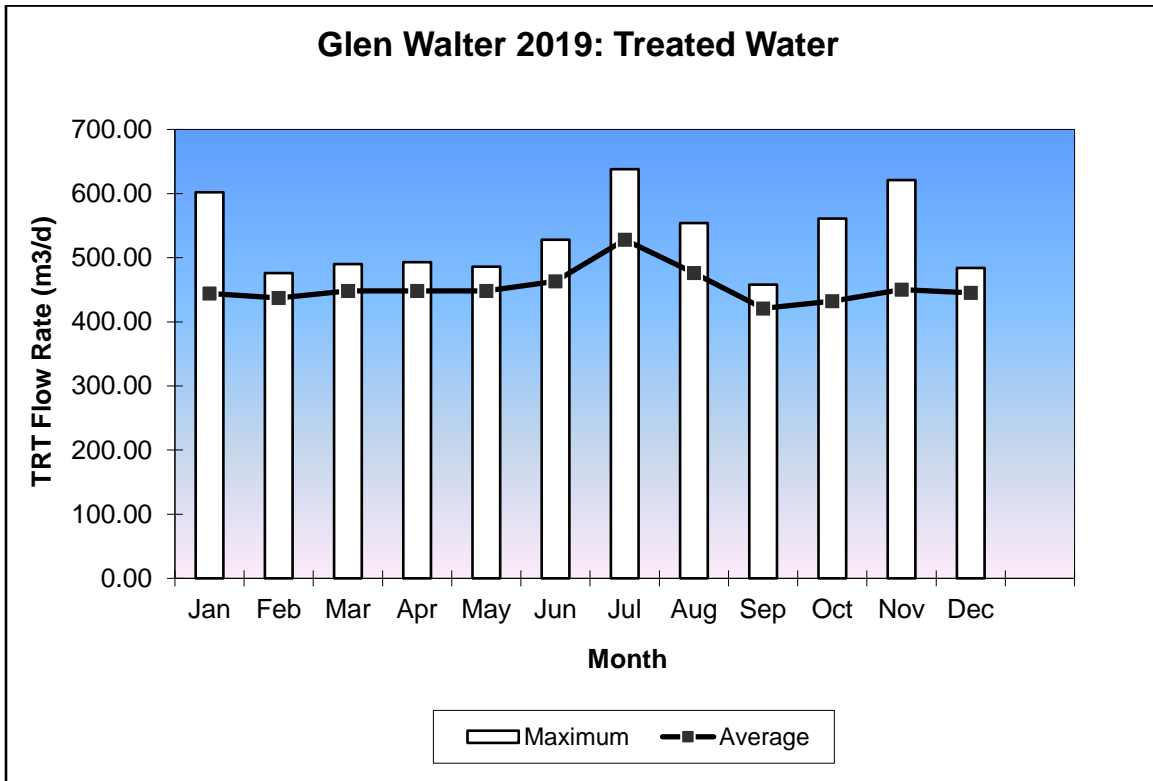
**Prepared by Shawn Killoran  
Director of Water/Wastewater Operations**

**Date Prepared/Submitted: February 18, 2020**

**Comparison of  
Daily Average and Maximum Raw Daily Flows for 2019**



**Comparison of  
Daily Average and Maximum Treated Daily Flows for 2019**



**The Corporation of the Township of South Glengarry  
Glen Walter Water Treatment Plant  
2019 Annual Performance Report**

## **Overview**

The Township Of South Glengarry Glen Walter Water Treatment Plant is located approximately two kilometers east of Cornwall along County Road 2. The water plant is a surface water treatment facility serving the community of Glen Walter. The water treatment plant has a rated capacity of 995 cubic meters of water per day for a design population of 1,080 people.

The Township Of South Glengarry utilizes the following accredited laboratory to ensure safe and potable water to meet or exceed Ministry standards. Caduceon Laboratory Ottawa. We are also a participant in the Ministry Drinking Water Surveillance Program.

The Township Of South Glengarry Operators are all certified under the Ministry of Environment regulation 128/04 for Utility Operators Licensing Program.

The Township Of South Glengarry water system uses sodium hypochlorite chlorine for disinfection and Aluminum Sulphate for a coagulant.

## **Equipment**

Raw water is consumed through a 300 millimeter intake pipe and intake crib approximately 390 meters off shore into the St. Lawrence River at a depth of approximately 12 meters. The water plant consist of two low lift pumps rated at 11.52 litres per second, one flocculation tank, two rapid sand filters, two carbon contactors, three compartment clear well reservoir and two high lift pumps rated at 16.44 litres per second together with all associated piping, electrical and mechanical equipment, control and alarm systems all housed in a common building.

## **Process**

Raw water is pumped from the low lift pumping chamber, which is pre-chlorinated. A liquid coagulant is introduced into an in line flash mixer, then flows under pressure into a flocculation tank. When the coagulation flocculation process is complete the water flows through rapid sand filters in parallel, then through the carbon contactor series, which removes any taste and odour in the drinking water. Chlorine is added after the carbon contactors for post disinfection. The chlorinated (potable) water enters the three compartment storage reservoir, which is pumped to the distribution via high lift pumps. To ensure safe and potable water sampling and testing is completed on a regular basis.

## **Upgrades**

Topped up filter media for filter 1 and filter 2 (Anthracite).

## **Operational Issues**

No operational issues for the year 2019

## **Reporting**

A written report is prepared annually. This report is available for viewing at the Township Of South Glengarry Municipal office, 6 Oak Street Lancaster or at the Glen Walter Water Treatment Plant located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships web site. A copy of the report is available free of charge to any resident requesting a copy. For more information on your Municipal water supply contact the Township Of South Glengarry Water/Wastewater Department at 613-931-3036 or fax 613-931-3340.

## **Ontario Drinking Water License #185-102**

The Township of South Glengarry Water Treatment Department operated the Glen Walter Water Treatment Plant for the year 2019 and met all terms of the Ontario Drinking Water System Regulation 170/03, under the Safe Drinking Water Act. The Township of South Glengarry commitment policy is to: Provide a safe and reliable supply of drinking water to all of its customers, meet or exceed the requirements of all legislation and regulations applicable to drinking water and maintain and continually improve its quality management system.

A total of 212,787m<sup>3</sup> of raw water had been treated for the year 2019 with a monthly average of 583m<sup>3</sup> per day and a maximum flow of 805m<sup>3</sup>/day for the year. Maximum flow is equivalent to 81% plant capacity.

The Glen Walter Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 620kg of sodium hypochlorite had been utilized for the year at an average dosage rate of 2.9mg/litre.

The Glen Walter Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 3.4m<sup>3</sup> of aluminum sulphate was used.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples taken and chemical use on a monthly basis.





**GLEN WALTER WATER TREATMENT PLANT**

**INORGANIC PARAMETERS**

PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE	%
ANTIMONY	Jan-07-19	0.0001	0.006	mg/L	No	2
ARSENIC	Jan-07-19	0.0003	0.025	mg/L	No	1
BARIUM	Jan-07-19	0.015	1	mg/L	No	2
BORON	Jan-07-19	0.018	5	mg/L	No	0
CADMIUM	Jan-07-19	0.000015	0.005	mg/L	No	0
CHROMIUM	Jan-07-19	0.002	0.05	mg/L	No	4
LEAD	Year 2017	0.24	10	ug/L	No	2
MERCURY	Jan-07-19	0.00002	0.001	mg/L	No	2
SELENIUM	Jan-07-19	0.001	0.01	mg/L	No	10
SODIUM	Aug-8-17	19.2	200	mg/L	No	10
URANIUM	Jan-07-19	0.00022	0.02	mg/L	No	1
FLUORIDE	Aug-8-17	0.1	1.5	mg/L	No	7
NITRITE	Year 2019	0.1	1	mg/L	No	10
NITRATE	Year 2019	0.3	10	mg/L	No	3
<b>Eastern Ontario Health Unit MAC</b>						
Sodium	Aug-8-17	19.2	20	mg/L	No	96

**GLEN WALTER WATER TREATMENT PLANT**

**ORGANIC PARAMETERS**

PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE	%
ALACHLOR	Jan-07-19	0.3	5	ug/L	No	6
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-07-19	0.5	5	ug/L	No	10
AZINPHOS-METHYL	Jan-07-19	1	20	ug/L	No	5
BENZO(A)PYRENE	Jan-07-19	0.005	0.01	ug/L	No	50
BENZENE	Jan-07-19	0.5	5	ug/L	No	10
BROMOXYNIL	Jan-07-19	0.3	5	ug/L	No	6
CARBON TETRACHLORIDE	Jan-07-19	0.2	5	ug/L	No	4
CARBARYL	Jan-07-19	3	90	ug/L	No	3
CARBOFURAN	Jan-07-19	1	90	ug/L	No	1
CHLORPYRIFOS	Jan-07-19	0.5	90	ug/L	No	1
1,2-DICHLOROBENZENE	Jan-07-19	0.1	200	ug/L	No	0
1,4-DICHLOROBENZENE	Jan-07-19	0.2	5	ug/L	No	4
1,2-DICHLOROETHANE	Jan-07-19	0.1	5	ug/L	No	2
1,1-DICHOETHENE	Jan-07-19	0.1	1.4	ug/L	No	7
DICHLOROMETHANE	Jan-07-19	0.3	50	ug/L	No	1
DIAZINON	Jan-07-19	1	20	ug/L	No	5
DICAMBA	Jan-07-19	5	120	ug/L	No	4
2-4 DICHLOROPHENOL	Jan-07-19	0.1	900	ug/L	No	0
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-07-19	5	100	ug/L	No	5
DICLOFOP-METHYL	Jan-07-19	0.5	9	ug/L	No	6
DIMETHOATE	Jan-07-19	1	20	ug/L	No	5
DIQUAT	Jan-07-19	5	70	ug/L	No	7
DIURON	Jan-07-19	5	150	ug/L	No	3
GLYPHOSATE	Jan-07-19	25	280	ug/L	No	9
MONOCHLOROBENZENE	Jan-07-19	0.2	80	ug/L	No	0
MALATHION	Jan-07-19	5	190	ug/L	No	3
METOLACHLOR	Jan-07-19	3	50	ug/L	No	6
METRIBUZIN	Jan-07-19	3	80	ug/L	No	4
PARAQUAT	Jan-07-19	1	10	ug/L	No	10
PENTACHLOROPHENOL	Jan-07-19	0.1	60	ug/L	No	0
PHORATE	Jan-07-19	0.3	2	ug/L	No	15
PICLORAM	Jan-07-19	5	190	ug/L	No	3
POLYCHLORINATED BIPHENYLS(PCB)	Jan-07-19	0.05	3	ug/L	No	2
PROMETRYNE	Jan-07-19	0.1	1	ug/L	No	10
SIMAZINE	Jan-07-19	0.5	10	ug/L	No	5
TETRACHLOROETHYLENE	Jan-07-19	0.2	30	ug/L	No	1
TRICHLOROETHYLENE	Jan-07-19	0.1	5	ug/L	No	2
TERBUFOS	Jan-07-19	0.3	1	ug/L	No	30
2,3,4,6-TETRACHOLOPHENOL	Jan-07-19	0.1	5	ug/L	No	2
TRIALATE	Jan-07-19	10	230	ug/L	No	4
2,4,6-TRICHLOROPHENOL	Jan-07-19	0.1	5	ug/L	No	2
TRIFLURALIN	Jan-07-19	0.5	45	ug/L	No	1
Vinyl Chloride	Jan-07-19	0.2	2	ug/L	No	10
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2019	41.2	100	ug/L	No	41
MCPA	Year 2019	10	100	ug/L	No	10
HAA	Year 2019	13.7	80	ug/L	No	17



**GLEN WALTER SEWAGE TREATMENT  
Annual Report  
2019**

**Prepared by Shawn Killoran  
Director of Water/Wastewater Operations**

**Date Prepared/Submitted: February 18, 2020**

**The Corporation of the Township of South Glengarry  
Glen Walter Water Pollution Control Plant  
(Sewage Plant)  
2019 Annual Performance Report**

In accordance with the Amended Certificate of Approval, Number 3-0464-84-889, Notice 3 issue date March 23, 2015, the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2019; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

## **DESCRIPTION OF WORKS**

Capacity of Works	787 m <sup>3</sup> /day (average daily flow)
Service Area	Purcell subdivision, South Glengarry
Service Population	approximately 775
Effluent Receiver	St. Lawrence River
Major Process	Secondary aeration treatment facility complete with a phosphorus removal system; ultra violet disinfection

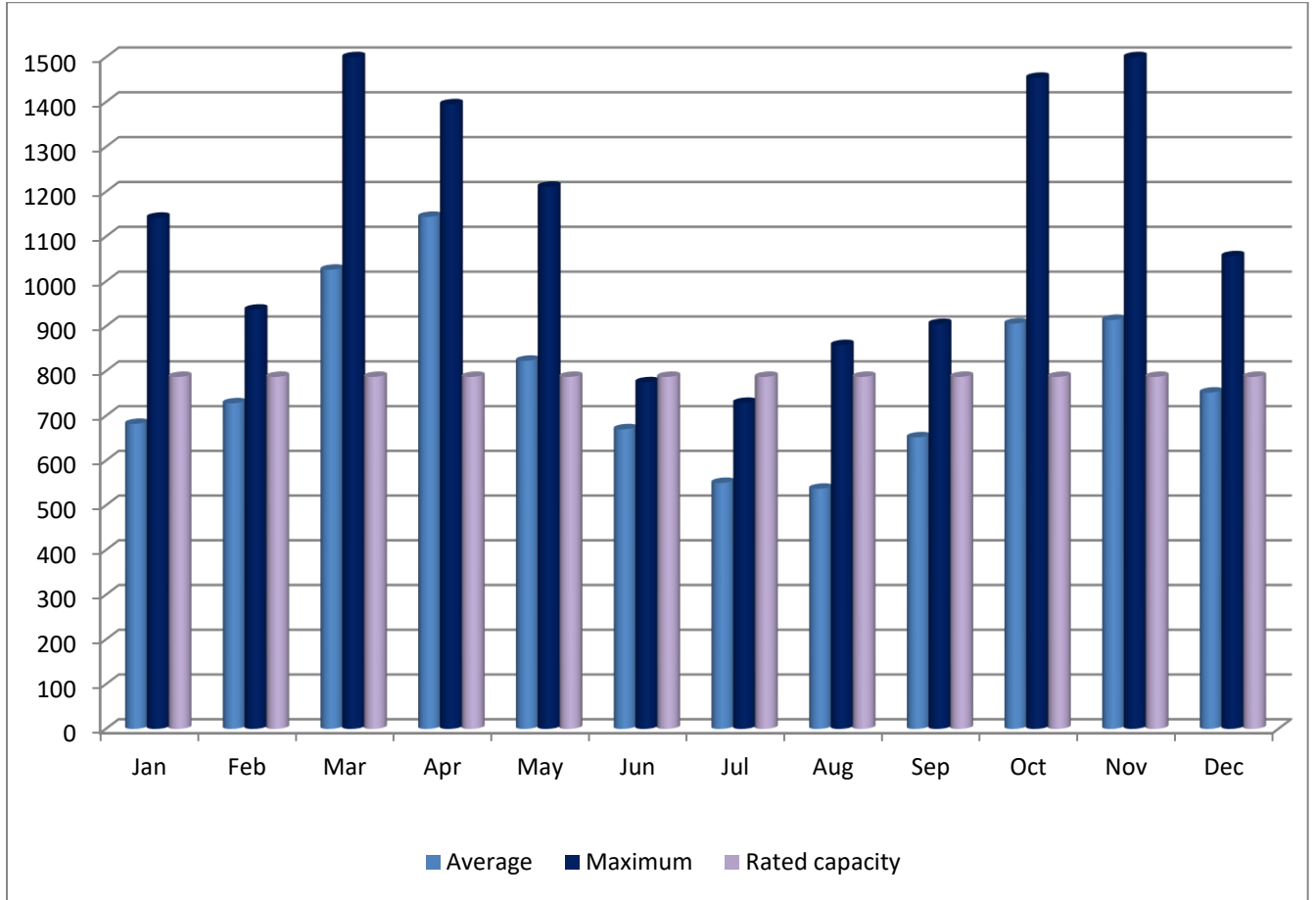
The Glen Walter WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 3-0464-84-889, original, Notice #1 and Notice #2 and Notice #3 documents, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

### **Rated Capacity**

For the purposes of the ECA and the terms and conditions specified, the following definition applies: “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Glen Walter WPCP is 787 cubic meters per day (m<sup>3</sup>/day); that is raw influent (flow) into the plant for treatment. During the reporting year 2019, the Glen Walter WPCP exceeded the rated capacity of 787 m<sup>3</sup>/day one hundred and thirty-three days (133) days.

**Monthly Average and Maximum Daily Flows for 2019  
(Rated capacity 787 m<sup>3</sup>/day)**



## EFFLUENT OBJECTIVES

The owner and/or operating authority shall use *best efforts* to design, construct and operate the *Works* with the objective that the concentrations and loadings of the materials named below (Table 1) as effluent parameters are not exceeded in the effluent from the *Works*.

**Effluent *Best Efforts* Limits as per ECA, condition 3 (1) – Table 1**

<b>Effluent Parameter</b>	<b>Average Concentration</b> (milligrams per litre unless otherwise indicated)	<b>Average Loading Objective</b> (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD<sub>5</sub></i>	15	9.38
Total Suspended Solids	15	9.38
Total Phosphorus	0.5	0.31
Total Ammonia Nitrogen:		
Summer - 14° C (May 1 to September 30)	2.0	1.25
Winter- 4° C (October 1 – April 30)	4.0	2.50
<i>E. Coli</i>	100 organisms per 100 millilitres	-

## EFFLUENT LIMITS

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

**Effluent Limits as per C of A, conditions 4 (1) – Table 2**

<b>Effluent Parameter</b>	<b>Average Concentration</b> (milligrams per litre unless otherwise indicated)	<b>Average Loading Objective</b> (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD<sub>5</sub></i>	25	15.63
Total Suspended Solids	25	15.63
Total Phosphorus	0.86	0.54
Total Ammonia Nitrogen:		
Summer - 14° C (May 1 to September 30)	4.0	2.5
Winter- 4° C (October 1 – April 30)	8.0	5.0
<i>E. Coli</i>	200 organisms per	

	100 millilitres	-
--	-----------------	---

**MONITORING AND RECORDING**

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

**Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant)**

**Effluent Monitoring**

Parameters	Sample Type	Frequency
<i>CBOD<sub>5</sub></i>	24-hr composite	Weekly
Total Suspended Solids	24-hr composite	Weekly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
<i>E. Coli</i>	Grab	Weekly

**LABORATORY**

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

**2019 ANNUAL EFFLUENT QUALITY:**

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD<sub>5</sub></i>	3.13	25	2.44	15.63
Total Suspended Solids	5.33	25	4.06	15.63
Total Phosphorus	0.16	0.86	0.13	0.54
Total Ammonia Nitrogen:				
Summer - 14° C (May 1 to September 30)	0.25	4.0	0.10	2.5
Winter- 4° C (October 1 – April 30)	0.22	8.0	0.15	5.0
<i>E. Coli</i> (monthly geometric mean density)	2.2	200 organisms per 100 millilitres	-	-

In the reporting year 2019, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in (Table 1) as effluent parameters were not exceeded in the effluent from the *Works*

**INVENTORY**

<b>Chemical</b>	<b>Annual Status</b>	<b>Units</b>
Alum	10.4	Cubic meters

**MAINTENANCE**

The operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

**MONTHLY**

- Checked operations and performance of sewage pumps.
- Flushed Alum feed line

**Treatment Plant:**

- Changed oil on blower #1 and #2
- Cleaned air diffusers in digester

**Pump Stations:**

- Greased check valves at SPS #2

**QUARTERLY**

N/A

**SEMI-ANNUALLY**

- Changed filters on blower #1 and #2.
- Greased comminutor and clarifier drive.
- Cleaned alum sensors

**ANNUALLY**

- Annual calibration of monitoring equipment
- Annual calibration of flow meters

## **OPERATIONAL ISSUES**

The facility met all operational requirements for the fiscal year January 01 – December 31, 2019.

## **BIOSOLID (SLUDGE) SUMMARY**

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the *Works*; volume totaling 365 m<sup>3</sup> for the fiscal year 2019. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 365 m<sup>3</sup> to the Lancaster Lagoons for disposal.

The *Works* maintains haulage records for biosolids transferred from the Glen Walter WPCP; available upon request.

## **COMPLAINTS**

No complaints were lodged in the fiscal year January 01 – December 31, 2019.

## **BY-PASS REPORT(S)**

By-passing occurrences: (8) March 15, 2019 – March 22, 2019 – April 19, 2019 – May 10, 2019 – October 1, 2019 – October 17, 2019 – October 27, 2019 – October 31, 2019

## **REPORTS**

Appendix A – Annual Performance (2019)

Caduceon Environmental Laboratories Analytical Reports (on-file at plant)

Glen Walter Daily/Monthly Report Summary – (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

**APPENDIX – A –**

**Glen Walter Annual Performance Report**

**2019**

Municipality: Township of South Glengarry  
Project: Glen Walter W.P.C.P

Annual Report Data  
2019

Water Course: St. Lawrence River  
Design Capacity: 0.787 x 1000 m3/D

Description: 3 Sewage Pumping Stations - 1 Extended Aeration Plant - UV Effluent Disinfection

	Influent Flow			Effluent Flow	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Ammonium	Waste Loadings				Alum	Effluent Flow	
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Total X 1000 m3/D	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L		Removal Percent	Average Effluent mg/L	BOD Kg/D	TSS Kg/D			TP Kg/D
January	21.161	0.682	1.142	21.161	40	4.00	90.00	90	7.60	91.56	2.01	0.16	92.04	0.43	2.73	5.18	0.11	0.29	0.893	0.682	
February	20.394	0.728	0.937	30.394	88	3.25	96.31	55	8.25	85.00	1.93	0.21	89.12	0.37	2.37	6.01	0.15	0.27	0.749	0.728	
March	31.821	1.026	1.624	31.821	80	3.00	96.25	120	5.25	95.63	2.74	0.16	94.16	0.06	3.08	5.39	0.16	0.06	0.763	1.026	
April	34.330	1.144	1.395	34.330	25	3.00	88.00	65	6.00	90.77	1.49	0.13	91.28	0.21	3.43	6.86	0.15	0.24	0.756	1.144	
May	25.517	0.823	1.211	25.517	69	3.25	95.29	105	4.75	95.48	2.99	0.08	97.32	0.13	2.67	3.91	0.07	0.11	0.763	0.823	
June	20.096	0.670	0.775	20.096	73	3.00	95.89	70	5.00	92.86	2.52	0.08	96.83	0.1	2.01	3.35	0.05	0.07	0.734	0.67	
July	17.047	0.550	0.729	17.047	91	3.00	96.70	160	3.00	98.13	4.24	0.13	96.93	0.22	1.65	1.65	0.07	0.12	0.755	0.550	
August	16.648	0.537	0.858	16.648	172	3.00	98.26	142	10.75	92.43	5.57	0.19	96.59	0.34	1.61	5.77	0.10	0.18	0.691	0.537	
September	19.566	0.652	0.905	19.566	56	3.00	94.64	85	4.40	94.82	2.32	0.26	88.79	0.3	1.96	2.87	0.17	0.20	0.713	0.652	
October	28.078	0.906	1.454	28.078	92	3.00	96.74	125	3.00	97.60	2.55	0.26	89.80	0.2	2.72	2.72	0.24	0.18	0.531	0.906	
November	27.427	0.914	1.764	27.427	57	3.00	94.74	125	3.00	97.60	2.29	0.20	91.27	0.11	2.74	2.74	0.18	0.10	0.632	0.914	
December	23.315	0.752	1.056	23.315	49	3.00	93.88	105	3.00	97.14	2.91	0.09	96.91	0.15	2.26	2.26	0.07	0.11	0.670	0.752	
<b>Total</b>	<b>285.4</b>			<b>295.4</b>										<b>2.62</b>	<b>29.22</b>	<b>48.71</b>	<b>1.52</b>	<b>1.93</b>	<b>8.650</b>	<b>9.38</b>	
<b>Average</b>		<b>0.782</b>		<b>24.62</b>	<b>74.33</b>	<b>3.13</b>	<b>94.72</b>	<b>103.92</b>	<b>5.33</b>	<b>94.08</b>	<b>2.80</b>	<b>0.16</b>	<b>93.42</b>	<b>0.22</b>	<b>2.44</b>	<b>4.06</b>	<b>0.13</b>	<b>0.16</b>	<b>0.721</b>	<b>0.78</b>	
<b>Criteria</b>		<b>0.787</b>				<b>25</b>			<b>25</b>			<b>0.86</b>	<b>4</b>		<b>15.63</b>	<b>15.63</b>	<b>0.54</b>	<b>S 2.5</b>			
																					<b>W 5.0</b>
<b>Maximum Compliance</b>		<b>1.144</b>				<b>4</b>			<b>10.75</b>			<b>0.26</b>		<b>0.43</b>	<b>3.43</b>	<b>6.86</b>	<b>0.24</b>	<b>0.29</b>	<b>Yes</b>	<b>Yes</b>	

	Effluent E-Coli		
	Min	Max	Geo. Mean
January	2	2	2.0
February	2	2	2.0
March	2	8	4.0
April	2	4	2.8
May	2	2	2.0
June	0	2	0.0
July	2	2	2.0
August	2	2	2.0
September	2	2	2.0
October	2	2	2.0
November	2	6	3.5
December	2	2	2.0

<b>Average</b>	1.833333333	3	2.2
<b>Criteria</b>		200	
<b>Maximum Compliance</b>		8	<b>Yes</b>



**GREEN VALLEY SEWAGE TREATMENT  
Annual Report  
2019**

**Prepared by Shawn Killoran  
Director of Water/Wastewater Operations**

**Date Prepared/Submitted: February 18, 2019**

**The Corporation of the Township of South Glengarry  
Green Valley Sewage Treatment  
(Sewage Plant)  
2019 Annual Performance Report**

In accordance with the Certificate of Approval, Number 3-2012-88-896, Issue date August 1, 1989 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2019; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

**DESCRIPTION OF WORKS**

Capacity of Works	300 m <sup>3</sup> /day (average daily flow)
Service Area	Hamlet of Green Valley
Service Population	Approximately 475
Effluent Receiver	Beaudette River
Major Process	Twin cell waste stabilization pond, with annual alum dosing for phosphorus and solids removal.

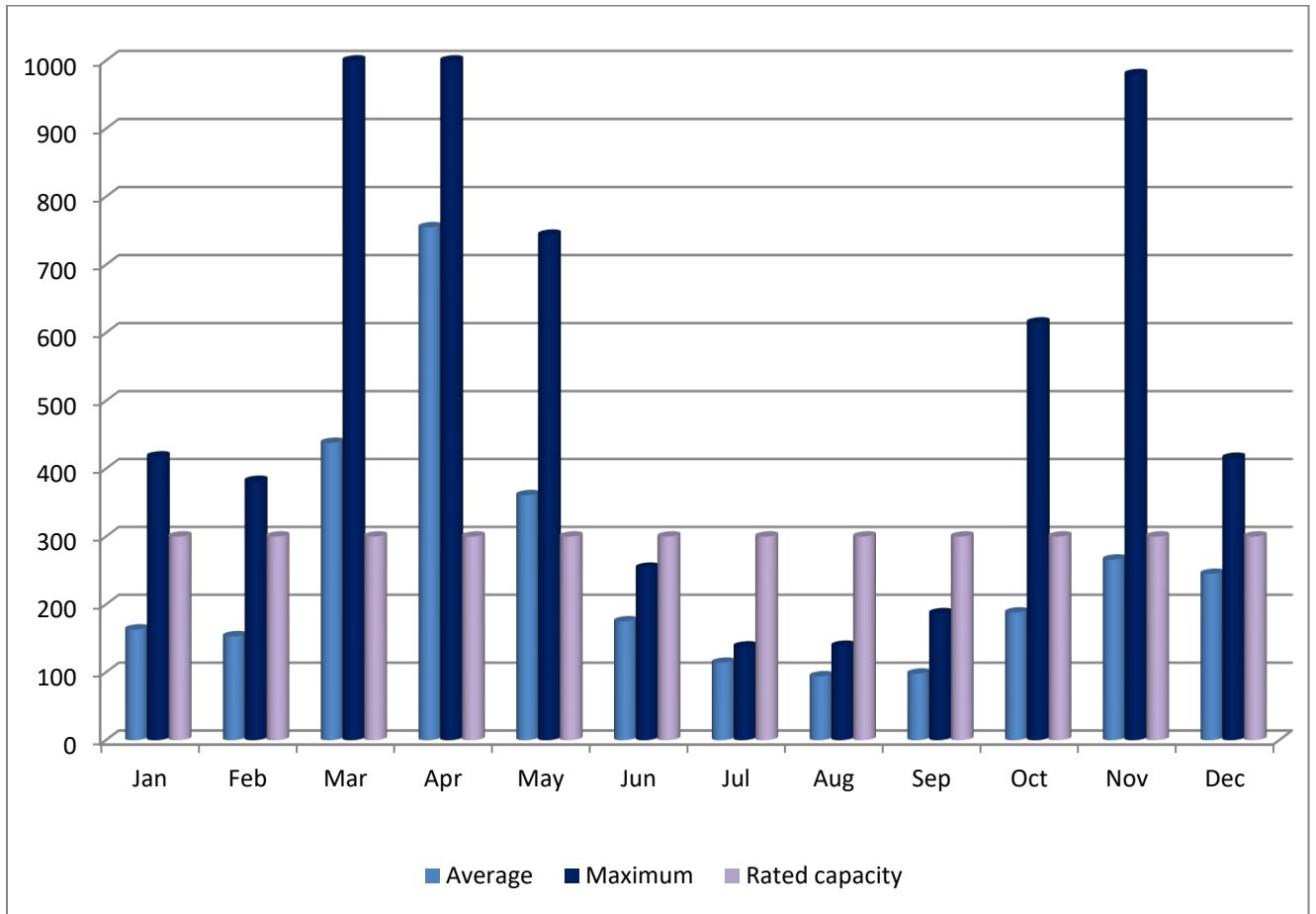
The Green Valley WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 3-2012-88-896, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

**Rated Capacity**

For the purposes of the ECA and the terms and conditions specified, the following definition applies: “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Green Valley WPCP is 300 cubic meters per day (m<sup>3</sup>/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2019.

**Monthly Average and Maximum Daily Flows for 2019**  
**(Rated capacity 300 m<sup>3</sup>/day)**



## EFFLUENT LIMITS

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 1 as effluent parameters are not exceeded in the effluent from the *Works*.

### Effluent Limits as per C of A, conditions 10 (1) Table 1

<b>Effluent Parameter</b>	<b>Average Concentration</b> (milligrams per litre unless otherwise indicated)	<b>Average Loading Objective</b> (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD<sub>5</sub></i>	30	214.3
Total Suspended Solids	30	214.3
Total Phosphorus	1.0	7.1

## MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

**Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant)**

### Effluent Monitoring

<b>Parameters</b>	<b>Sample Type</b>	<b>Frequency</b>
<i>CBOD<sub>5</sub></i>	Grab	Every 0.5 meters
Total Suspended Solids	Grab	Every 0.5 meters
Total Phosphorus	Grab	Every 0.5 meters

## LABORATORY

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

## 2019 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
CBOD <sub>5</sub>	4.00	30	12.62	214.3
Total Suspended Solids	13.00	30	41	214.3
Total Phosphorus	0.17	1.0	0.54	7.1

In the reporting year 2019, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in (Table 1) as effluent parameters were not exceeded in the effluent from the *Works*

## INVENTORY

Chemical	Annual Status	Units
Alum	14	Cubic meters

## MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

### MONTHLY

- Checked operations and performance of sewage pumps.

### Pump Stations:

- Re-grease grey-line unit probes in sewage pump stations

### QUARTERLY

- N/A

## **SEMI-ANNUALLY**

- N/A

## **ANNUALLY**

- Annual calibration of monitoring equipment
- Annual calibration of flow meters

## **OPERATIONAL ISSUES**

- The facility did meet all operational requirements for the fiscal year January 01 – December 31, 2019.

## **COMPLAINTS**

- No complaints were lodged in the fiscal year January 01 – December 31, 2019.

## **BY-PASS REPORT(S)**

- By-passed (4) March 16, 2019 – April 15, 2019 – April 20, 2019 – October 31, 2019

# **GREEN VALLEY WASTEWATER TREATMENT LAGOON PERFORMANCE 2019**

On May 2<sup>nd</sup>, 2019 the Township of South Glengarry Wastewater Department dosed the twin celled lagoon system with 14,000 litres of Alum for phosphorus removal. Each cell is equipped with a level marker which read 1.8 meters, that is equal to approximately 108,000 cubic meters of raw sewage.

On May 6<sup>th</sup>, 2019 at approximately 2:25pm, the lagoon discharge commenced, and the first set of samples were collected. The flow was set at approximately 6,800 cubic meters per day. On May 24<sup>th</sup>, 2019 the discharge was terminated as per C of A 3-2012-88-896 which states: the sewage works shall be operated on an annual discharge basis with the effluent discharge commencing not earlier than March 15<sup>th</sup> or terminating not later than May 25<sup>th</sup> of each year. A total of 97,784 cubic meters have been recorded on the Manta Ray Level Velocity Logger.

Attached you will find the laboratory results of samples collected for the lagoon discharge period. (See Appendix. A)

## **REPORTS**

Appendix A – Green Valley Sewage Annual Performance Report 2019 (Attached)

Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)

Green Valley Daily/Monthly Report Summary - (on-file at plant)

Green Valley Bypass Incident – (on-file at plant)

**APPENDIX – A –**  
**Green Valley Lagoons**  
**Sewage Annual Performance Report**  
**2019**

Municipality: Township of South Glengarry  
 Project: Green Valley Lagoons

**Annual Report Data  
2019**

Water Course: Beaudette River  
 Design Capacity: 0.300 x 1000 m3/D

**Description: 2 Sewage Pumping Stations - 2 Faculative Cells - Annual Discharge**

	Influent Flow			Effluent	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus		Waste Loadings			Alum	
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Flow - Total X 1000 m3/D	Average Influent mg/L	Average Effluent mg/L		Average Influent mg/L	Average Effluent mg/L		Average Influent mg/L	Average Effluent mg/L		BOD Kg/D	TSS Kg/D	TP Kg/D	m3 Used
January	5.053	0.163	0.418	0	280	0		570	0		4.83	0		0.00	0.00	0.00	0
February	4.286	0.153	0.382	0	362	0		620	0		3.39	0		0.00	0.00	0.00	0
March	13.587	0.438	1.151	0	127	0		170	0		4.59	0		0.00	0.00	0.00	0
April	22.663	0.755	1.237	0	40	0		85	0		0.78	0		0.00	0.00	0.00	0
May	11.209	0.361	0.744	97.784	37	4		46	13		1.71	0.17		12.62	41.00	0.54	14
June	5.445	0.175	0.254	0	108	0		175	0		3.54	0		0.00	0.00	0.00	0
July	3.550	0.114	0.138	0	173	0		200	0		6.38	0		0.00	0.00	0.00	0
August	2.927	0.094	0.139	0	121	0		75	0		4.54	0		0.00	0.00	0.00	0
September	2.961	0.098	0.187	0	60	0		40	0		3.63	0		0.00	0.00	0.00	0
October	5.847	0.188	0.615	0	170	0		160	0		5.4	0		0.00	0.00	0.00	0
November	7.986	0.266	0.980	0	82	0		170	0		2.05	0		0.00	0.00	0.00	0
December	7.603	0.245	0.416	0	104	0		150	0		3.1	0		0.00	0.00	0.00	0
<b>Total</b>	93.117			97.784										12.62	41.00	0.54	0
<b>Average</b>	7.75975	0.254	0.555	8.149	138.67	4		205.08	13		3.66	0.17		12.62	41	0.54	0
<b>Criteria</b>		0.3							25					<b>214.3</b>	<b>214.3</b>	<b>7.1</b>	
<b>Maximum</b>		0.755				4			13			0.17		12.62	41	0.54	
<b>Compliance</b>	<b>No</b>					<b>Yes</b>			<b>Yes</b>			<b>Yes</b>		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	

	Influent				Effluent	Sample Date:	Effluent									
	BOD Average mg/L	TKN Average mg/L	TP Average mg/L	NH3 Average mg/L	Average Flow X1000 m3/D		BOD mg/L	TSS mg/L	TP mg/L	NH3 mg/L	pH	TKN mg/L	NO2 mg/L	NO3 mg/L	E. Coli cfu/100ml	T. Coli cfu/100ml
January	280	36.20	4.83	12.20	0.000	06-May-19		30	0.29	3.26	8.27	7	0.1	0.4	13000	500
February	362	27.80	3.39	16.70	0.000	13-May-19	5	3	0.14	1.44	7.95	3.5	0.1	0.5	200	400
March	127	39.90	4.59	20.00	0.000	21-May-19	4	16	0.15	1.62	8.17	3.4	0.1	0.1	26	80
April	40	5.90	0.78	1.87	0.000	24-May-19	3	3	0.08	1.8	8.09	3.3	0.1	0.2		
May	37	12.40	1.71	9.39	3.154											
June	108	27.10	3.54	12.40	0.000											
July	173	53.60	6.38	30.60	0.000											
August	121	41.60	4.54	32.30	0.000											
September	60	36.70	3.63	29.90	0.000											
October	170	52.10	5.40	37.30	0.000											
November	82	16.50	2.05	7.64	0.000											
December	104	23.60	3.10	1.01	0.000											
<b>Average</b>	138.67	31.12	3.66	17.61	0.000		4.00	13.00	0.17	2.03	8.12	4.30	0.10	0.30	4408.667	326.6667



**LANCASTER SEWAGE TREATMENT  
Annual Report  
2019**

**Prepared by Shawn Killoran  
Director of Water/Wastewater Operations**

**Date Prepared/Submitted: February 18, 2020**

**The Corporation of the Township of South Glengarry  
Lancaster Sewage Treatment  
(Sewage Plant)  
2019 Annual Performance Report**

In accordance with the Certificate of Approval, Number 8124-4L9KB9, Issue date July 17, 2000 the Water Pollution Control Plant (WPCP) is required to prepare an annual performance report. This document covers the reporting year January 01 to December 31, 2019; the facility performance report summarizes important information regarding the quality of the effluent wastewater, analytical test results, maintenance operations, and relevant activities of the WPCP.

**DESCRIPTION OF WORKS**

Capacity of Works	1,490 m <sup>3</sup> /day (average daily flow)
Service Area	Village of Lancaster & South Lancaster
Service Population	Approximately 775
Effluent Receiver	Lake St. Francis
Major Process	Facultative Lagoon treatment facility complete with a phosphorus removal system

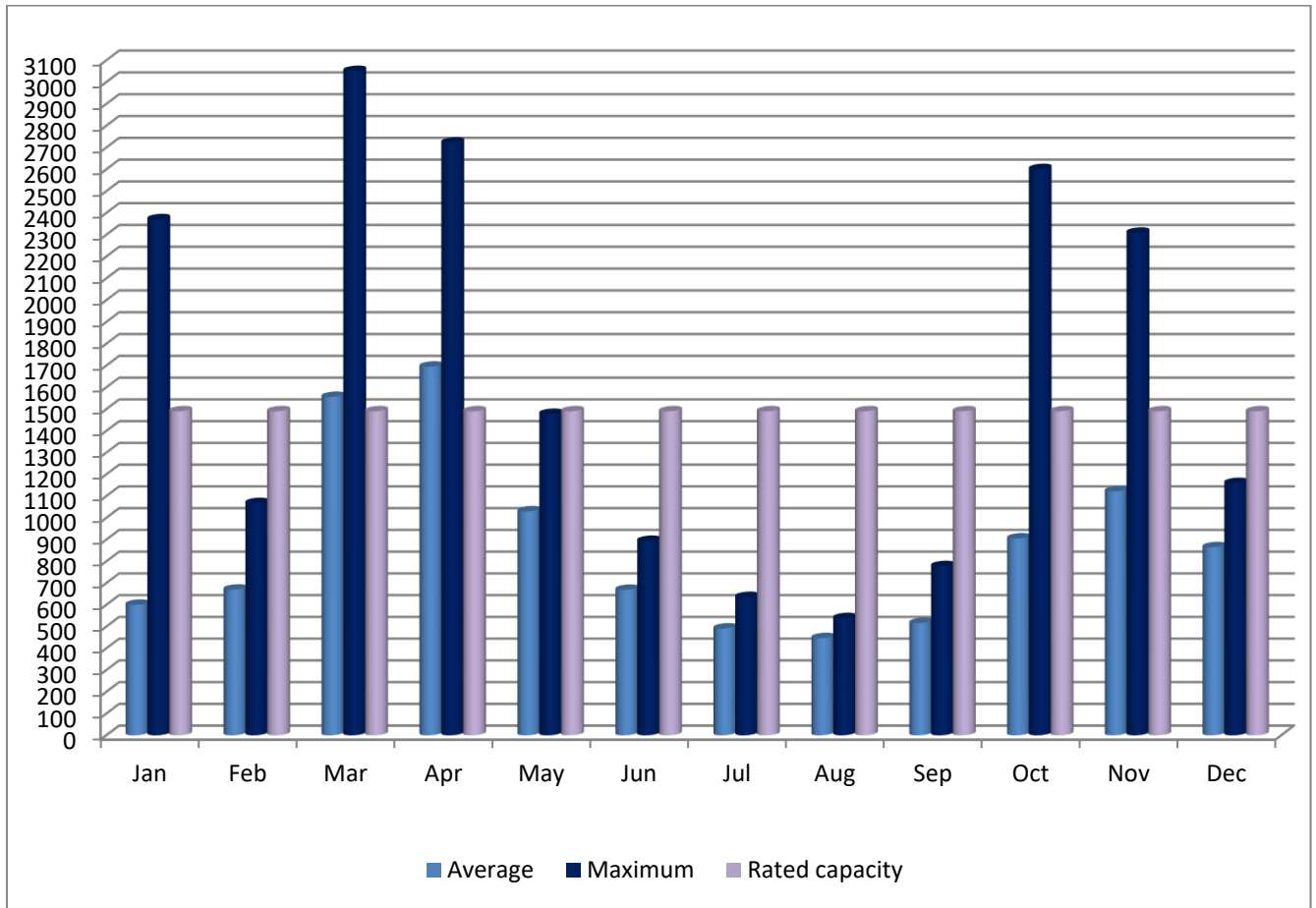
The Lancaster WPCP received and operates its operation under *Certificates of Approval (now referred to as Environmental Compliance Approval [ECA])* Number 8124-4L9KB9, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions, and, the report captures these terms and conditions in the following sections.

**Rated Capacity**

For the purposes of the ECA and the terms and conditions specified, the following definition applies: “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Lancaster WPCP is 1,490 cubic meters per day (m<sup>3</sup>/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2019.

**Monthly Average and Maximum Daily Flows for 2019**  
**(Rated capacity 1,490 m<sup>3</sup>/day)**



## EFFLUENT OBJECTIVES

The owner and/or operating authority shall use *best efforts* to design, construct and operate the *Works* with the objective that the concentrations and loadings of the materials named below (Table 1) as effluent parameters are not exceeded in the effluent from the *Works*.

### Effluent *Best Efforts* Limits as per ECA, condition 3.1 Table 1

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD</i> <sub>5</sub>	25	37.3
Total Suspended Solids	30	44.7
Total Phosphorus		
Summer – June 1 to November 30	0.4	0.60
Winter – December 1 to May 31	0.8	1.2
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	11	16.4
Winter- December 1 to May 31	18	26.8
<i>E. Coli</i> – May 1 to September 31		-

## EFFLUENT LIMITS

The *Owner* shall operate and maintain the *Works* such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

### Effluent Limits as per C of A, conditions 1.4 Table 2

Effluent Parameter	Average Concentration (milligrams per litre unless otherwise indicated)	Average Loading Objective (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
<i>CBOD</i> <sub>5</sub>	30	44.7
Total Suspended Solids	40	59.6
Total Phosphorus		
Summer – June 1 to November 30	0.5	0.75
Winter – December 1 to May 31	1.0	1.5
Total Ammonia Nitrogen:		
Summer – June 1 to November 30	13	19.4
Winter- December 1 to May 31	20	30.0
<i>E. Coli</i> – May 1 to September 31		-

## MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following the monitoring program.

**Effluent Monitoring - (samples to be collected at the outlet of the disinfection facilities or at the outfall sewer as close as possible at the treatment plant)**

### Effluent Monitoring

Parameters	Sample Type	Frequency
<i>CBOD<sub>5</sub></i>	24-hr composite	Bi-monthly
Total Suspended Solids	24-hr composite	Bi-monthly
Total Phosphorus	24-hr composite	Weekly
Total Ammonia Nitrogen	24-hr composite	Weekly
<i>E. Coli</i>	Grab	Weekly

## LABORATORY

Caduceon Environmental laboratories is contracted to conduct the required analytical tests of the influent (raw) and effluent samples, as per the ECA.

### 2019 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD<sub>5</sub></i>	4.03	30	3.81	44.7
Total Suspended Solids	5.23	40	5.42	59.6
Total Phosphorus				
Summer – June 1 to November 30	0.07	0.5	0.05	0.75
Winter – December 1 to May 31	0.19	1.0	0.2	1.5
Total Ammonia Nitrogen:				
Summer – June 1 to November 30	2.84	13	2.02	19.4
Winter- December 1 to May 31	7.32	20	7.5	30.0
<i>E. Coli</i>	55.18		-	-

In the reporting year 2019, the *Works* were operated and maintained such that the concentrations and waste loadings of the materials named in Table 2 as effluent parameters were not exceeded

in the effluent from the *Works*; in compliance with the ECA requirements for the effluent limits parameters.

In addition, *best efforts* were achieved with the objective that the concentrations and loadings of the materials named above in (Table 1) as effluent parameters were not exceeded in the effluent from the *Works*

## INVENTORY

Chemical	Annual Status	Units
Alum	56.7	Cubic meters

## MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations in accordance with the preventative maintenance program (report on file at plant). The activities are highlighted as follows:

### MONTHLY

- Checked operations and performance of sewage pumps.

#### Treatment Plant:

- Changed oil on blower #1, #2 and #3

#### Pump Stations:

- Pumps tested

### QUARTERLY

- N/A

### SEMI-ANNUALLY

- Cleaned filters on blower #1, #2 and #3.

### ANNUALLY

- Annual calibration of monitoring equipment
- Annual calibration of flow meters

## **OPERATIONAL ISSUES**

No operational issues noted within the 2019 fiscal year

## **BIOSOLID (SLUDGE) SUMMARY**

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the Glen Walter W.P.C.P *Works to the Lancaster lagoons*; volume totaling 365 m<sup>3</sup> for the fiscal year 2019. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 365 m<sup>3</sup> to the Lancaster Lagoons for disposal.

The *Works* maintains haulage records for biosolids transferred from the Glen Walter WPCP to the Lancaster Lagoons; available upon request.

## **COMPLAINTS**

Back -Up complaint Spring of 2019 -Military Road

## **BY-PASS REPORT(S)**

No By-passes in 2019

## **REPORTS**

Appendix A – Lancaster Sewage Annual Performance Report 2019 (Attached)

Caduceon Environmental Laboratories Analytical Reports - (on-file at plant)

Lancaster Daily/Monthly Report Summary - (on-file at plant)

Lancaster Bypass Incident Report – (on-file at plant)

**APPENDIX – A –  
Lancaster Lagoons  
2019**

Municipality: Township of South Glengarry  
 Project: Lancaster Lagoons

Annual Report Data  
 2019

Water Course: Lake St. Francis  
 Design Capacity: 1.490 x 1000 m3/D

Description: 2 Sewage Pumping Stations - 1 Aeration Cell - Facultative Treatment - Continuous Discharge

	Influent Flow			Effluent Flow - Total X 1000 m3/D	Biochemical Oxygen Demand			Suspended Solids - Total			Phosphorus			Ammonium Average Effluent mg/L	Waste Loadings				Alum m3 Used	Effluent Flow Average m3/D
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent	Average Influent mg/L	Average Effluent mg/L	Removal Percent		BOD Kg/D	TSS Kg/D	TP Kg/D	N-NH3 Kg/D		
January	23.249	0.600	2.371	22.420	108.40	5.40	95.02	128.00	8.20	93.59	3.5	0.11	96.86	8.14	3.90	5.93	0.08	5.89	4.869	0.723
February	20.776	0.670	1.068	32.317	87.75	5.25	94.02	100.75	6.50	93.55	2.77	0.15	94.58	11.83	6.06	7.50	0.17	13.65	4.200	1.154
March	48.239	1.556	3.051	33.516	62.25	6.25	89.96	47.00	7.25	84.57	1.24	0.19	84.68	12.53	6.76	7.84	0.21	13.54	4.553	1.081
April	50.867	1.695	2.722	72.350	101.00	4.20	95.84	169.00	8.80	94.79	1.12	0.17	84.82	6.83	10.13	21.22	0.41	16.47	4.745	2.411
May	31.956	1.030	1.478	40.190	41.50	3.50	91.57	33.00	4.50	86.36	2.09	0.06	97.13	1.82	4.54	5.83	0.08	2.36	5.650	1.296
June	20.751	0.669	0.894	21.858	80.25	3.00	96.26	101.25	3.03	97.01	2.59	0.07	97.30	0.17	2.18	2.21	0.05	0.12	4.820	0.728
July	15.236	0.491	0.636	8.321	98.40	3.20	96.75	98.00	4.00	95.92	4.24	0.16	96.23	1.51	0.86	1.07	0.04	0.40	4.428	0.268
August	13.883	0.447	0.539	5.738	152.50	3.00	98.03	154.50	3.75	97.57	4.93	0.13	97.36	6.5	0.46	0.58	0.02	1.00	4.777	0.154
September	16.014	0.516	0.778	23.928	129.00	3.00	97.67	101.00	6.00	94.06	3.57	0.11	96.92	8.62	2.39	4.78	0.09	6.87	4.450	0.797
October	28.060	0.905	2.601	20.506	91.25	5.50	93.97	65.00	4.25	93.46	4.99	0.09	98.20	7.76	3.64	2.81	0.06	5.13	4.810	0.661
November	34.789	1.122	2.309	32.133	53.50	3.00	94.39	63.50	3.50	94.49	1.8	0.08	95.56	6.29	3.21	3.75	0.09	6.74	4.680	1.071
December	26.815	0.865	1.160	13.949	51.40	3.00	94.16	87.60	3.00	96.58	2.11	0.05	97.63	8.84	1.55	1.55	0.03	4.56	4.747	0.516
<b>Total</b>	330.635			327.226											45.67	65.06	1.32	76.73	56.729	10.860
<b>Average</b>	27.553	0.881	1.634	27.269	88.10	4.03	94.80	95.72	5.23	93.50	2.91	0.11	94.77	6.74	3.81	5.42	0.11	6.39		
<b>Criteria</b>		1.49				30			40			S 0.5		S 13	44.7	59.6	S 0.75	S 19.4		
												W 1.0		W 20			W 1.5	W 30		
<b>Maximum</b>		1.695				6.25			8.8			0.19		12.53			0.41	16.47		
<b>Compliance</b>		No				Yes			Yes			Yes		Yes			Yes	Yes		



**LANCASTER WATER TREATMENT  
Annual Report 2019**

(as per O. Reg. 170/03 – Section 11)

**and**

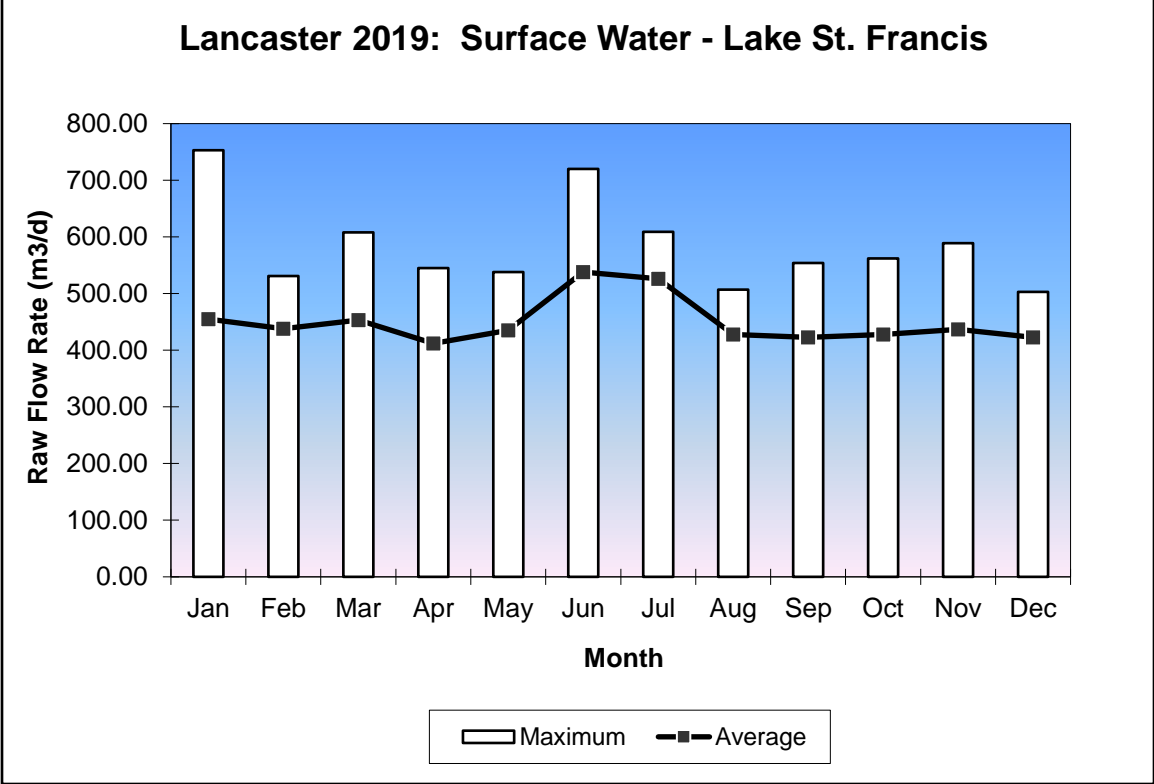
**2019 Summary Report for Municipalities**

(as per O. Reg. 170/03 – Schedule 22)

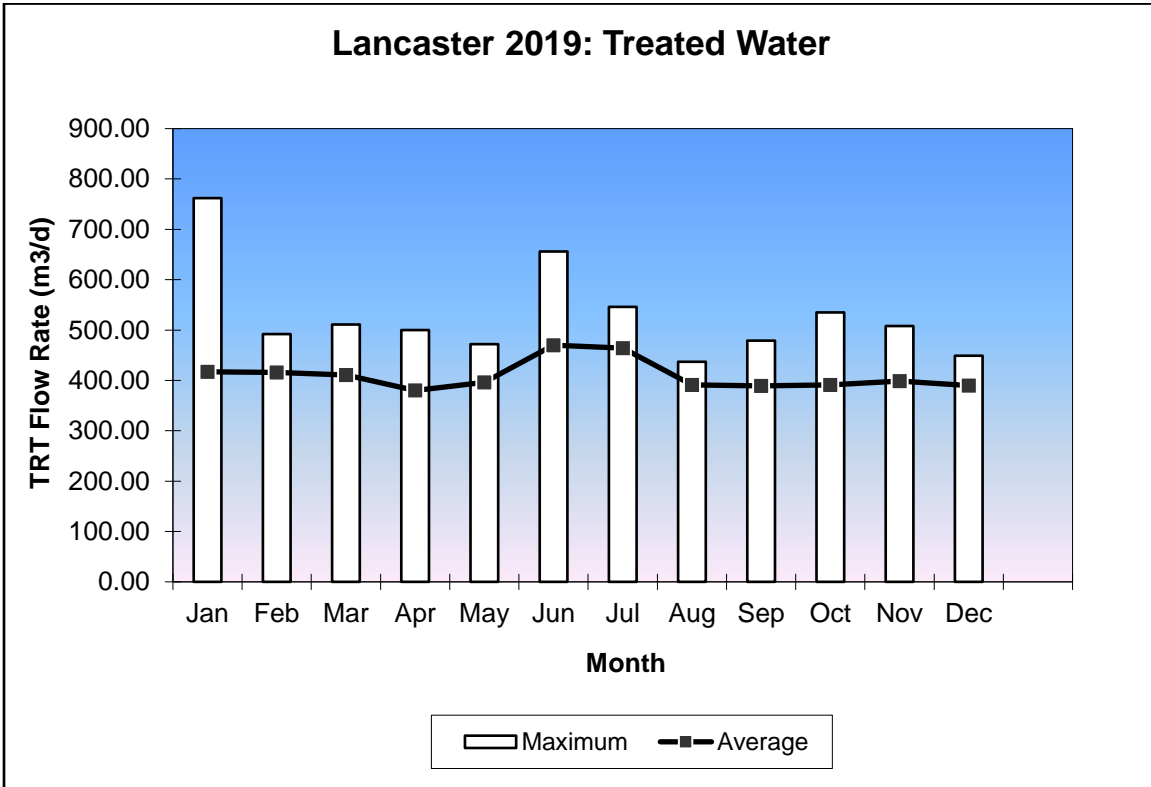
**Prepared by Shawn Killoran  
Director of Water/Wastewater Operations**

**Date Prepared/Submitted: February 18, 2020**

**Comparison of  
Daily Average and Maximum Raw Daily Flows for 2019**



**Comparison of  
Daily Average and Maximum Treated Daily Flows for 2019**



# **The Corporation of the Township of South Glengarry Lancaster Water Treatment Plant 2019 Annual Performance Report**

## **OVERVIEW**

The Township Of South Glengarry, Lancaster Water Treatment Plant is located at 20523 Old Montreal Road in South Lancaster. The water treatment plant is a surface water treatment facility serving the village of Lancaster and the Hamlet of South Lancaster. The water plant has a rated capacity of 1,440 cubic meters of water per day for a design population of 1,218 people.

The Township Of South Glengarry utilizes the following accredited laboratory to ensure safe and potable water to meet or exceed Ministry standards. Caduceon Laboratory Ottawa.

The Township Of South Glengarry operators are all certified under the Ministry of the Environment regulation 128/04 for utility Operator Licensing Program.

The Township Of South Glengarry water system uses Sodium Hypochlorite for disinfection and Aluminum Sulphate for a coagulant.

## **EQUIPMENT**

Raw water is consumed through a 450 millimeter intake pipe and wooden intake crib off the shore of Lake St. Francis at a depth of approximately 12 meters. The plant consist of three low lift pumps rated at 8.33 liters per second one dual media anthracite sand gravity filter, one gravity granular activated carbon filter, three high lift pumps two rated at 15.9 liters per second and the third at 6.3 liters per second and two backwash pumps together with all associated piping, electrical equipment, controls and alarm systems all housed in a common building.

## **PROCESS**

Raw water is pumped from the low lift chamber, which is pre chlorinated. A liquid coagulant is introduced into an in line flash mixer, and then flows to two set of coagulant/flocculators; clarifiers and filters each rated at 720 cubic meters per day. The filtered water is then post chlorinated before it enters the twin celled reservoir. The treated (potable) water is then pumped to the distribution system and also feeds an elevated storage tank located on North Beech Street.

## **UPGRADES**

New metal roof installed early 2019

## **REPORTING**

A written report is prepared annually. This report is available for view at the Township Of South Glengarry Municipal office located at 6 Oak Street, Lancaster or the Township of South Glengarry Water Department located at 18352 County Road 2 in Glen Walter. A copy of the report is also available on the Townships web site. A copy of the report is also available free of charge to any resident requesting a copy. For more information, contact the Township Of South Glengarry Water/Wastewater Department at 613-931-3036 or fax 613-931-3340.

## **Ontario Drinking Water License #185-101**

The Township of South Glengarry Water Treatment Department operated the Lancaster Water Treatment Plant for the year of 2019 and met all terms of the Ontario Drinking Water System Regulation 170/03, under the Safe Drinking Water Act. The Township of South Glengarry commitment policy is to: Provide a safe and reliable supply of drinking water to all its customers, meet or exceed the requirements of all legislation and regulations applicable to the drinking water and maintain and continually improve its quality management system.

A total of 164,307m<sup>3</sup> of raw water had been treated for the year 2019 with a monthly average of 450m<sup>3</sup> per day and a maximum flow of 753m<sup>3</sup> /day for the year. Maximum flow is equivalent to 52% of plant capacity.

The Lancaster Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 710kg of sodium hypochlorite has been utilized for the year at an average dosage rate of 4.32mg/litre.

The Lancaster Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 3.36m<sup>3</sup> of aluminum sulphate had been used.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples collected and chemical use on a monthly basis.

Municipality: Township of South Glengarry  
 Project: Lancaster W.T.P  
 DWS # 260006867

Annual Report Data  
 2019

Water Source: Lake St. Francis  
 Design Capacity: 1.440 x 1000 m3/D

Description: Conventional Treatment - Chemically Assisted Filtration (Alum) - Sodium Hypochlorite Disinfection

	Raw Water Flow			Treated Water Flow			Chemical Usage		Treated Water							Distribution Water							
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Cl2 Total Kg Used	Alum Total m3 Used	Free Cl2 Residual mg/L			Average Turbidity NTU	Average Colour TCU	Average Aluminum mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Free Cl2 Residual mg/L			THM ug/L	Lead ug/L	Lead ug/L	
									Min.	Max.	Avg.						Min.	Max.	Avg.				
January	14.110	0.455	0.753	12.930	0.417	0.762	57.02	0.257	0.84	2.47	1.55	0.11	0	0.050	0.2	0.1	0.85	1.78	1.34	44			
February	12.285	0.438	0.531	11.650	0.416	0.492	52.71	0.258	1.50	2.59	1.86	0.090	0	0.070			1.31	2.20	1.70				
March	14.043	0.453	0.608	12.761	0.411	0.511	53.83	0.317	1.16	2.42	1.61	0.100	0	0.050			0.82	2.22	1.41				
April	12.366	0.412	0.545	11.429	0.380	0.500	40.92	0.221	0.75	2.41	1.60	0.090	0	0.040	0.3	0.1	0.07	1.60	1.35	20			
May	13.486	0.435	0.538	12.293	0.396	0.472	57.87	0.274	1.30	2.59	1.91	0.09	0	0.130			1.28	2.00	1.65				
June	16.158	0.538	0.720	14.103	0.470	0.656	71.91	0.330	1.37	2.05	1.65	0.1	0	0.070			1.30	1.76	1.45				
July	16.320	0.526	0.609	14.402	0.464	0.546	71.74	0.325	1.18	1.93	1.56	0.080	0	0.110	0.3	0.1	1.07	1.62	1.34	51.0			
August	13.294	0.428	0.507	12.149	0.391	0.437	71.83	0.237	1.26	1.92	1.56	0.09	0	0.170			1.18	1.58	1.34				
September	12.709	0.423	0.554	11.699	0.389	0.479	64.38	0.304	1.57	2.07	1.81	0.080	0	0.131			1.38	1.90	1.61				
October	13.280	0.428	0.562	12.137	0.391	0.535	62.92	0.295	0.80	1.98	1.69	0.080	0	0.090	0.1	0.2	1.24	1.75	1.53	51			
November	13.137	0.437	0.589	11.991	0.399	0.508	55.18	0.275	0.93	2.28	1.51	0.110	0	0.040			1.02	1.80	1.34				
December	13.119	0.423	0.503	12.118	0.390	0.449	50.51	0.270	0.50	3.41	1.78	0.110	0	0.040			0.54	2.00	1.51				
<b>Total</b>	<b>164.307</b>			<b>149.662</b>			<b>710.82</b>	<b>3.363</b>															
<b>Average</b>	<b>13.69225</b>	<b>0.450</b>	<b>0.585</b>	<b>12.472</b>	<b>0.410</b>	<b>0.529</b>	<b>59.24</b>	<b>0.280</b>	<b>1.10</b>	<b>2.34</b>	<b>1.67</b>	<b>0.09</b>	<b>0</b>	<b>0.083</b>	<b>0.2</b>	<b>0.125</b>	<b>1.01</b>	<b>1.85</b>	<b>1.46</b>	<b>41.5</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>Criteria</b>			<b>1.440</b>						<b>0.2</b>					<b>5</b>	<b>0.1</b>	<b>10</b>	<b>1</b>	<b>0.05</b>		<b>100</b>	<b>10</b>	<b>10</b>	
<b>Maximum</b>			<b>0.753</b>						<b>0.5</b>					<b>0</b>			<b>0.54</b>						
<b>Compliance</b>			<b>Yes</b>						<b>Yes</b>					<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>		<b>Yes</b>	<b>-</b>	<b>-</b>	

	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
		January	5	0	5	1.20	2		18	8.40	5	0	5	0		5	0	15	15	0	15
February	4	0	4	1.00	2	28	9.50	4	0	4	0	4	0	12	12	0	12	0	12	0	
March	4	1	3	2.50	4	14	9.00	4	0	4	0	4	0	12	12	0	12	0	12	0	
April	5	0	11	3.20	2	12	11.20	5	0	5	0	5	0	15	15	0	15	0	15	0	
May	4	0	0	0.00	2	8	3.50	4	0	4	0	4	0	12	12	0	12	0	12	0	
June	4	0	1	0.25	2	10	4.50	4	0	4	0	4	0	12	12	0	12	0	12	0	
July	5	2	10	4.00	0	1	0.20	5	0	5	0	5	0	15	15	0	15	0	15	0	
August	4	0	0	0.00	2	4	2.50	4	0	4	0	4	0	12	12	0	12	0	12	0	
September	5	0	0	0.00	2	14	5.20	5	0	5	0	5	0	15	15	0	15	0	15	0	
October	4	0	4	2.25	2	28	12.00	4	0	4	0	4	0	12	12	0	12	0	12	0	
November	4	0	4	1.50	2	20	12.50	4	0	4	0	4	0	12	12	0	12	0	12	0	
December	5	0	1	0.60	2	6	4.40	5	0	5	0	5	0	15	15	0	15	0	15	0	
<b>Total</b>	<b>53</b>							<b>53</b>						<b>159</b>							

**LANCASTER WATER TREATMENT PLANT**

**INORGANIC PARAMETERS**

PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE	%
ANTIMONY	Jan-7-19	0.0001	0.006	mg/L	No	2
ARSENIC	Jan-7-19	0.0003	0.025	mg/L	No	1
BARIUM	Jan-7-19	0.018	1	mg/L	No	2
BORON	Jan-7-19	0.018	5	mg/L	No	0
CADMIUM	Jan-7-19	0.000015	0.005	mg/L	No	0
CHROMIUM	Jan-7-19	0.002	0.05	mg/L	No	4
LEAD	Year 2017	0.04	10	ug/L	No	0
MERCURY	Jan-7-19	0.00002	0.001	mg/L	No	2
SELENIUM	Jan-7-19	0.001	0.01	mg/L	No	10
SODIUM	Aug-8-17	17.8	200	mg/L	No	9
URANIUM	Jan-7-19	0.00024	0.02	mg/L	No	1
FLUORIDE	Aug-8-17	0.1	1.5	mg/L	No	7
NITRITE	Year 2019	0.1	1	mg/L	No	10
NITRATE	Year 2019	0.2	10	mg/L	No	2
<b>Eastern Ontario Health Unit MAC</b>						
Sodium	Aug-8-17	17.8	20	mg/L	No	89

## LANCASTER WATER TREATMENT PLANT

## ORGANIC PARAMETERS

PARAMETER	SAMPLE DATE	RESULT VALUE	MAC	UNIT OF MEASURE	EXCEEDANCE	%
ALACHLOR	Jan-7-19	0.3	5	ug/L	No	6
ATRAZINE + N-DEALKYLATED METOBOLITES	Jan-7-19	0.5	5	ug/L	No	10
AZINPHOS-METHYL	Jan-7-19	1	20	ug/L	No	5
BENZO(A)PYRENE	Jan-7-19	0.005	0.01	ug/L	No	50
BENZENE	Jan-7-19	0.5	5	ug/L	No	10
BROMOXYNIL	Jan-7-19	0.3	5	ug/L	No	6
CARBON TETRACHLORIDE	Jan-7-19	0.2	5	ug/L	No	4
CARBARYL	Jan-7-19	3	90	ug/L	No	3
CARBOFURAN	Jan-7-19	1	90	ug/L	No	1
CHLORPYRIFOS	Jan-7-19	0.5	90	ug/L	No	1
1,2-DICHLOROBENZENE	Jan-7-19	0.1	200	ug/L	No	0
1,4-DICHLOROBENZENE	Jan-7-19	0.2	5	ug/L	No	4
1,2-DICHLOROETHANE	Jan-7-19	0.1	5	ug/L	No	2
1,1-DICHOETHENE	Jan-7-19	0.1	1.4	ug/L	No	7
DICHLOROMETHANE	Jan-7-19	0.3	50	ug/L	No	1
DIAZINON	Jan-7-19	1	20	ug/L	No	5
DICAMBA	Jan-7-19	5	120	ug/L	No	4
2-4 DICHLOROPHENOL	Jan-7-19	0.1	900	ug/L	No	0
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	Jan-7-19	5	100	ug/L	No	5
DICLOFOP-METHYL	Jan-7-19	0.5	9	ug/L	No	6
DIMETHOATE	Jan-7-19	1	20	ug/L	No	5
DIQUAT	Jan-7-19	5	70	ug/L	No	7
DIURON	Jan-7-19	5	150	ug/L	No	3
GLYPHOSATE	Jan-7-19	25	280	ug/L	No	9
MONOCHLOROBENZENE	Jan-7-19	0.2	80	ug/L	No	0
MALATHION	Jan-7-19	5	190	ug/L	No	3
METOLACHLOR	Jan-7-19	3	50	ug/L	No	6
METRIBUZIN	Jan-7-19	3	80	ug/L	No	4
PARAQUAT	Jan-7-19	1	10	ug/L	No	10
PENTACHLOROPHENOL	Jan-7-19	0.1	60	ug/L	No	0
PHORATE	Jan-7-19	0.3	2	ug/L	No	15
PICLORAM	Jan-7-19	5	190	ug/L	No	3
POLYCHLORINATED BIPHENYLS(PCB)	Jan-7-19	0.05	3	ug/L	No	2
PROMETRYNE	Jan-7-19	0.1	1	ug/L	No	10
SIMAZINE	Jan-7-19	0.5	10	ug/L	No	5
TETRACHLOROETHYLENE	Jan-7-19	0.2	30	ug/L	No	1
TRICHLOROETHYLENE	Jan-7-19	0.1	5	ug/L	No	2
TERBUFOS	Jan-7-19	0.3	1	ug/L	No	30
2,3,4,6-TRICHLOROPHENOL	Jan-7-19	0.1	5	ug/L	No	2
TRIALATE	Jan-7-19	10	230	ug/L	No	4
2,4,6-TRICHLOROPHENOL	Jan-7-19	0.1	5	ug/L	No	2
Vinyl Chloride	Jan-7-19	0.2	2	ug/L	No	10
TRIFLURALIN	Jan-7-19	0.5	45	ug/L	No	1
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2019	41.6	100	ug/L	No	42
MCPA	Year 2019	10	100	ug/L	No	10
HAA	Year 2019	22.2	80	ug/L	No	28



**REDWOOD WATER TREATMENT  
Annual Report 2019**

(as per O. Reg. 170/03 – Section 11)

**and**

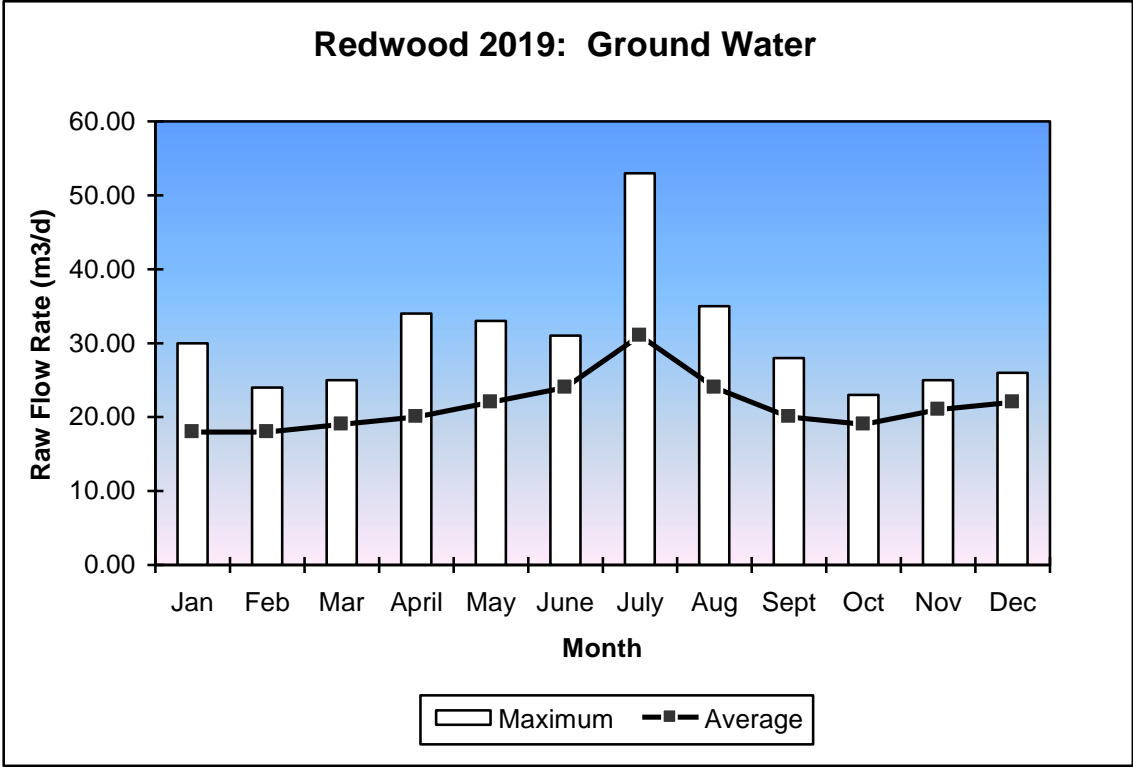
**2019 Summary Report for Municipalities**

(as per O. Reg. 170/03 – Schedule 22)

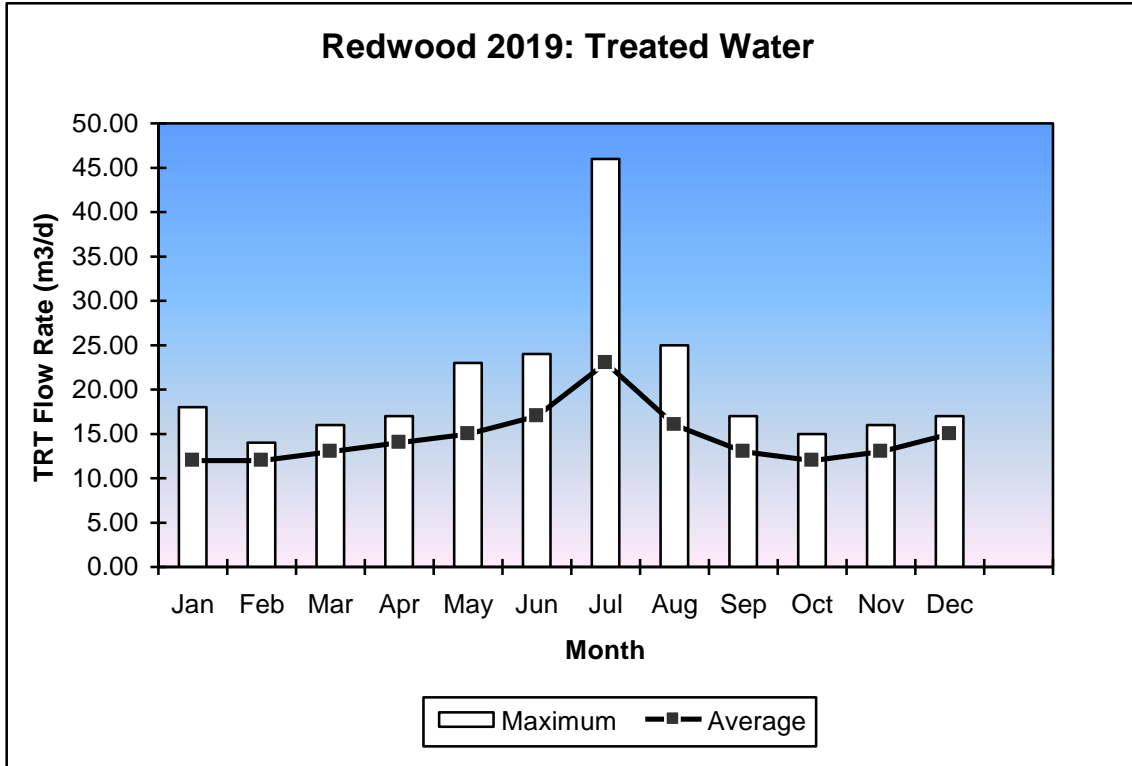
**Prepared by Shawn Killoran  
Director of Water/Wastewater Operations**

**Date Prepared/Submitted: February 18, 2020**

**Comparison of  
Daily Average and Maximum Raw Daily Flows for 2019**



**Comparison of  
Daily Average and Maximum Treated Daily Flows for 2019**



**The Corporation of the Township of South Glengarry  
Redwood Estates Water Treatment Plant  
2019 Annual Performance Report**

**OVERVIEW**

The Township Of South Glengarry, Redwood Estates Water Treatment Facility is located approximately 5 kilometers east of the Village of Lancaster. The water treatment plant is a ground water system serving the Redwood Estates subdivision. The water treatment plant has a rated capacity of 151 cubic meters per day for a design population of 140 people.

The Township Of South Glengarry utilizes the following accredited laboratories to ensure safe and potable water to meet or exceed Ministry standards. Caduceon Laboratory Ottawa.

The Township Of South Glengarry operators are all certified under the Ministry of the Environment regulation 128/04 for utility operators Licensing Program.

The Township Of South Glengarry, Redwood water system uses Sodium Hypochlorite for disinfection.

**EQUIPMENT**

Raw water is drawn from a single well located within the pump house with a submersible pump capable of delivering 118 liters per minute. The water treatment plant consist of two Manganese greensand pressure filters, two hydro pneumatic tanks, two high lift pumps, one booster and one backwash pump. All pumps have a rated capacity of 303 liters per minute together with all associated piping, electrical equipment, controls and alarm systems all housed in a common building.

## **PROCESS**

Raw water is drawn from the single well where Sodium Hypochlorite is introduced, and flash mixed for disinfection. Following the disinfection period water then flows through the Greensand filters removing all other impurities. Water then flows to a 25 cubic meter underground storage reservoir to be pumped to the distribution system.

## **UPGRADES**

No Upgrades

## **REPORTING**

A written report is prepared annually. This report is available for view at the Township Of South Glengarry Municipal office at 6 Oak Street, Lancaster or the Township Of South Glengarry Water/Wastewater Department located at 18352 County Road 2, Glen Walter. A copy of the report is also available on the Townships web site. A copy of the report is also available free of charge to any resident requesting a copy. For more information contact the Township Of South Glengarry Water/Wastewater Department at 613-931-3036 or fax 613-931-3340.

## **Ontario Drinking Water License# 185-103**

The Township of South Glengarry Water Treatment Department operated the Redwood Estates Water Treatment Plant for the year 2019 and met all terms of the Ontario Drinking Water System Regulation 170/03. The Township of South Glengarry commitment policy is to: Provide a safe and reliable supply of drinking water to all of its customers, meet or exceed the requirements of all legislation and regulations applicable to drinking water and maintain and continually improve its quality management system.

A total of 8,008 cubic meters of water had been treated for the year 2019 with a monthly average of 22m<sup>3</sup> per day and a maximum flow of 53m<sup>3</sup> /day for the year. Maximum flow is equivalent to 35% of the plant capacity.

The Redwood Estates Water Treatment Plant uses Sodium Hypochlorite for disinfection. A total of 57.88 kg of chlorine had been utilized for the year at an average of 7.23mg/liter.

Attached is the data spread sheet, which identifies flows, laboratory results, number of samples taken and chemical use on a monthly basis.

Municipality: Township of South Glengarry  
 Project: Redwood Estates W.T.P  
 DWS # 250002311

Annual Report Data  
 2019

Water Source: Ground Water (GUDI)  
 Design Capacity: 0.151 x 1000 m3/D

Description: Greensand Pressure Filtration - Sodium Hypochlorite Disinfection

	Raw Water Flow			Treated Water Flow			Chemical Cl2 Total Kg Used	Treated Water							Distribution Water				Backwash Water Flow									
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		Free Cl2 Residual mg/L Min. Max. Avg.			Average Turbidity NTU	Average Colour TCU	Sodium mg/L	Nitrate NO3 mg/L	Nitrite NO2 mg/L	Iron mg/L NO2 mg/L	Free Cl2 Residual mg/L Min. Max. Avg.			THM ug/L	Lead ug/L	CBOD5 mg/L	TSS mg/L	Iron mg/L NO2	Mn mg/L			
January	0.585	0.018	0.030	0.394	0.012	0.018	3.96	1.15	1.92	1.49	0.13	0			0.1	0.1	0.001	1.17	1.79	1.44	38.4			3	6	0.808	0.145	
February	0.508	0.018	0.024	0.339	0.012	0.014	3.49	0.90	2.49	1.48	0.11	0						1.05	2.12	1.40								
March	0.603	0.019	0.025	0.416	0.013	0.016	3.91	0.95	1.77	1.36	0.18	0						1.07	1.71	1.31								
April	0.618	0.020	0.034	0.439	0.014	0.017	4.74	0.75	2.07	1.51	0.15	0		0.1	0.1	0.015	0.86	1.83	1.44	18			3	3	0.076	0.004		
May	0.682	0.022	0.033	0.490	0.015	0.023	5.07	0.95	2.28	1.58	0.18	0						1.33	1.59	1.48								
June	0.722	0.024	0.031	0.538	0.017	0.024	5.19	0.60	1.97	1.45	0.39	0						0.74	1.87	1.43								
July	0.964	0.031	0.053	0.729	0.023	0.046	6.96	1.00	1.97	1.53	0.20	0		0.1	0.1	0.009	1.12	1.74	1.49	16			3	10	0.355	0.050		
August	0.749	0.024	0.035	0.525	0.016	0.025	5.32	1.10	1.51	1.29	0.21	0						1.13	1.41	1.27								
September	0.621	0.020	0.028	0.407	0.013	0.017	4.93	1.10	2.03	1.50	0.22	0						1.27	1.81	1.51								
October	0.618	0.019	0.023	0.402	0.012	0.015	4.58	0.32	1.97	1.30	0.17	0		0.1	0.1	0.020	1.03	1.54	1.27	56			3	4	0.692	0.097		
November	0.633	0.021	0.025	0.398	0.013	0.016	4.98	0.54	2.03	1.55	0.17	0						0.41	1.66	1.43								
December	0.705	0.022	0.026	0.468	0.015	0.017	4.75	1.05	2.17	1.56	0.18	0						1.16	1.78	1.52								
Total	8.008			5.545			57.88																					
Average	0.667	0.022	0.031	0.462	0.015	0.021	4.823	0.87	2.015	1.47	0.19	0		0.1	0.1	0.011	1.03	1.74	1.42	32.100			3	5.8	0.4828	0.074		
Criteria			0.151					0.2				5	20	10	1		0.05			100	10							
Maximum			0.053					0.32				0		0.1	0.1		0.41			56								
Compliance			Yes					Yes				Yes	-	Yes	Yes		Yes			Yes	-							

	Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)			Raw Water Total Coliform (cfu/100mL)			Total # of Treated Samples	Treated Water Escherichia Coliform (cfu/100mL)		Treated Water Total Coliform (cfu/100mL)		Treated Water Heterotrophic Plate Count (cfu/100mL)		Total # of Dist. Samples	Distribution Water Escherichia Coliform (cfu/100mL)		Distribution Water Total Coliform (cfu/100mL)		Distribution Water Heterotrophic Plate Count (cfu/100mL)	
		Minimum	Maximum	Average	Minimum	Maximum	Average		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe		Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
January	1	0	0	0	2	2	2	0	0	0	0	0	0	5	5	0	5	0	5	0	
February	1	0	0	0	2	2	2	0	0	0	0	0	0	4	4	0	4	0	4	0	
March	1	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0	
April	1	0	0	0	2	2	2	0	0	0	0	0	0	5	5	0	5	0	5	0	
May	1	0	0	0	2	2	2	0	0	0	0	0	0	4	4	0	4	0	4	0	
June	1	0	0	0	2	2	2	0	0	0	0	0	0	4	4	0	4	0	4	0	
July	1	0	0	0	2	2	2	0	0	0	0	0	0	5	5	0	5	0	5	0	
August	1	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	4	0	
September	1	0	0	0	2	2	2	0	0	0	0	0	0	5	5	0	5	0	5	0	
October	1	0	0	0	2	2	2	0	0	0	0	0	0	4	4	0	4	0	4	0	
November	1	0	0	0	2	2	2	0	0	0	0	0	0	4	4	0	4	0	4	0	
December	1	0	0	0	0	2	2	0	0	0	0	0	0	5	5	0	5	0	5	0	
Total	12							0						53							

**REDWOOD WATER TREATMENT PLANT**

**INORGANIC PARAMETERS**

<b>PARAMETER</b>	<b>SAMPLE DATE</b>	<b>RESULT VALUE</b>	<b>MAC</b>	<b>UNIT OF MEASURE</b>	<b>EXCEEDANCE</b>	<b>%</b>
<i>Antimony</i>	Jan-8-18	0.0001	0.006	mg/L	No	2
<i>Arsenic</i>	Jan-8-18	0.0008	0.025	mg/L	No	3
<i>Barium</i>	Jan-8-18	0.175	1	mg/L	No	18
<i>Boron</i>	Jan-8-18	0.19	5	mg/L	No	4
<i>Cadmium</i>	Jan-8-18	0.00002	0.005	mg/L	No	0
<i>Chromium</i>	Jan-8-18	0.002	0.05	mg/L	No	4
<i>Lead</i>	Year 2014	0.945	10	ug/L	No	9
<i>Mercury</i>	Jan-8-18	0.00002	0.001	mg/L	No	2
<i>Selenium</i>	Jan-8-18	0.001	0.01	mg/L	No	10
<i>Sodium</i>	Jan-26-16	95.1	200	mg/L	No	48
<i>Uranium</i>	Jan-8-18	0.00006	0.02	mg/L	No	0
<i>Fluoride</i>	Jan-26-16	0.2	1.5	mg/L	No	13
<i>Nitrite</i>	Year 2019	0.1	1	mg/L	No	10
<i>Nitrate</i>	Year 2019	0.1	10	mg/L	No	1
<b>Eastern Ontario Health Unit MAC</b>						
Sodium	Jan-26-16	95.1	20	mg/L	Yes	476

**REDWOOD WATER TREATMENT PLANT**

**ORGANIC PARAMETERS**

<b>PARAMETER</b>	<b>SAMPLE DATE</b>	<b>RESULT VALUE</b>	<b>MAC</b>	<b>UNIT OF MEASURE</b>	<b>EXCEEDANCE</b>	<b>%</b>
Benzene	Jan-8-18	0.5	5	µg/L	No	10
Carbon Tetrachloride	Jan-8-18	0.2	5	µg/L	No	4
Dichlorobenzene, 1,2-	Jan-8-18	0.1	200	µg/L	No	0
Dichlorobenzene, 1,4-	Jan-8-18	0.2	5	µg/L	No	4
Dichloroethane, 1,2-	Jan-8-18	0.1	5	µg/L	No	2
Dichloroethene, 1,1-	Jan-8-18	0.1	14	µg/L	No	1
Dichloromethane (Methylene Chloride)	Jan-8-18	0.3	5	µg/L	No	6
Monochlorobenzene (Chlorobenzene)	Jan-8-18	0.02	80	µg/L	No	0
Tetrachloroethylene	Jan-8-18	0.2	30	µg/L	No	1
Trichloroethylene	Jan-8-18	0.1	5	µg/L	No	2
Vinyl Chloride	Jan-8-18	0.2	2	µg/L	No	10
Alachlor	Jan-8-18	0.3	5	µg/L	No	6
Atrazine + Metabolites	Jan-8-18	0.5	5	µg/L	No	10
Azinphos-methyl	Jan-8-18	1	20	µg/L	No	5
Benzo (a) pyrene	Jan-8-18	0.005	0.01	µg/L	No	50
Bromoxynil	Jan-8-18	0.3	5	µg/L	No	6
Carbaryl	Jan-8-18	3	90	µg/L	No	3
Carbofuran	Jan-8-18	1	90	µg/L	No	1
Chlorpyrifos	Jan-8-18	0.5	90	µg/L	No	1
Diazinon	Jan-8-18	1	20	µg/L	No	5
Dicamba	Jan-8-18	5	120	µg/L	No	4
Dichlorophenol,2,4-	Jan-8-18	0.1	900	µg/L	No	0
Dichlorophenoxy acetic acid,2,4- (2,4-D)	Jan-8-18	5	100	µg/L	No	5
Diclofop-methyl	Jan-8-18	0.5	9	µg/L	No	6
Dimethoate	Jan-8-18	1	20	µg/L	No	5
Diquat	Jan-8-18	5	70	µg/L	No	7
Diuron	Jan-8-18	5	150	µg/L	No	3
Glyphosate	Jan-8-18	25	280	µg/L	No	9
Malathion	Jan-8-18	5	190	µg/L	No	3
Metolachlor	Jan-8-18	3	50	µg/L	No	6
Metribuzin	Jan-8-18	3	80	µg/L	No	4
Paraquat	Jan-8-18	1	10	µg/L	No	10
Pentachlorophenol	Jan-8-18	0.1	60	µg/L	No	0
Phorate	Jan-8-18	0.3	2	µg/L	No	15
Picloram	Jan-8-18	5	190	µg/L	No	3
Poly-Chlorinated Biphenyls (PCBs)	Jan-8-18	0.05	3	µg/L	No	2
Prometryne	Jan-8-18	0.1	1	µg/L	No	10
Simazine	Jan-8-18	0.5	10	µg/L	No	5
Terbufos	Jan-8-18	0.3	1	µg/L	No	30
Tetrachlorophenol,2,3,4,6-	Jan-8-18	0.1	100	µg/L	No	0
Triallate	Jan-8-18	10	230	µg/L	No	4
Trichlorophenol, 2,4,6-	Jan-8-18	0.1	5	µg/L	No	2
Trifluralin	Jan-8-18	0.5	45	µg/L	No	1
THM (NOTE:Show Latest Annual Average)	Year 2019	32.1	100	ug/L	No	32
MCPA	Year 2019	10	100	ug/L	No	10
HAA	Year 2019	4.6	80	ug/L	No	0



## STAFF REPORT

S.R.29-2020

**PREPARED BY:** Dave Robertson, Fire Chief  
**PREPARED FOR:** Council of the Township of South Glengarry  
**COUNCIL DATE:** March 2, 2020  
**SUBJECT:** Procurement - Fire Helmets

### **BACKGROUND:**

1. One of the most important pieces of Personal Protective Equipment (PPE) that our firefighters wear is the fire helmet. The NFPA standard is for helmets to be replaced every 10 years.
2. A wear trial committee was formed in 2019 and evaluated multiple helmet types from various manufacturers.
3. Approximately 90 of our current 120 helmet were purchased in 2010 thus it is recommended that they be changed this year.

### **ANALYSIS:**

#### **4. Wear Trial Committee structure.**

- a. The Wear Trial Committee was made up of 3 members of the Health and Safety Committee and 9 senior officers for a total of 12 members.

#### **5. Evaluated models.**

- a. A total of twelve (12) helmets were examined from 5 different manufacturers. They comprised of various styles being Modern, Traditional and European (Jet style).

BRAND	SUPPLIER	MODEL
Pacific	Canadian Safety	F18
		F15
Honeywell		HT-LFL-HDO
Morning Pride		HT-BFL-HDO
MSA - Cairns	AJ Stone	664 Defender
		664 Invader
		XF1
		1044
		1044



## 8. Pricing

- a. All companies were asked to provide per unit costing to the exact models and features supplied. This would not include any quantity price reductions or added features.

BRAND	SUPPLIER	MODEL	COST	Additions
			As Supplied	
Pacific	Canadian Safety	F18	\$510.00	
		F15	\$550.00	
Honeywell /		HT-LFL-HDO	\$270.00	
Morning Pride		HT-BFL-HDO	\$375.00	\$50 leather shield
MSA - Cairns	AJ Stone	664 Defender	\$333.00	
		664 Invader	\$319.00	
		XF1	\$401.00	
		1044	\$396.00	
		1044	\$406.00	
Bullard	M&L Supply	UST	\$310.00	\$75 leather front
		PX	\$365.00	
	Our current stock	PX	\$365.00	

- b. The committee trial members were then advised of the supplied pricing. The top 2 scoring models had pricing as follows.
- i. #1 - Bullard PX model (the same as we currently supply to our staff) sold by M&L Supply **\$365**. This supplied model came with no visor or rank signage (labels).
  - ii. #2 – Pacific F18 model sold by Canadian Safety **\$510**.

## 9. Preferred Model

- a. Throughout the various evaluation steps of fit, impression of durability, weight, style and cost, the Bullard model PX scored either 1<sup>st</sup> or 2<sup>nd</sup> and was the final top choice of the evaluation committee.
  - b. As the preferred helmet is the model that we currently supply to our staff, we will be able to utilize our current stock of visors, liners and headband parts.
  - c. This helmet also will come with both a visor and drop-down eye protection for greater safety of our staff.
10. In Budget 2020 deliberations, Council was advised of the intent to purchase an estimated 80 of the helmets in 2020 as some of our current stock has some time before it reaches 10 years. Council requested the purchase to be revised to purchase all 120 in a single procurement.



## **11. Bulk Pricing.**

- a. The chosen supplier, M&L Supply was asked to revise the provided price of the supplied Bullard PX helmet with the addition of South Glengarry labels, the addition of a visor and bulk pricing discounts.
  - i. The resubmitted price for 120 units is \$373.50.
  - ii. The total value of the purchase will be **\$44,820.00**

## **12. Procurement Strategy**

- i. **Notice of Procurement Opportunities.** All common helmet manufacturers were contacted via their Ontario retailers.
- ii. **NOTIFICATION OF PROCUREMENT OPPORTUNITIES**
  1. 7.1. **Less than \$50,000:** For solicitations with an estimated value of less than \$50,000 Administration may provide notification by inviting submissions provided that all eligible respondents from similar solicitations in the last 24 months are invited, all eligible and known persons with the capabilities and experience to provide the goods or services within the Township of South Glengarry are invited, at least three persons in total are invited to provide submissions (unless there are less than three person with the capabilities and experience to provide the goods or services)

### **IMPACT ON 2020 BUDGET:**

\$40,000.00 is included in the 2020 budget. The remainder of \$4820.00 would be a further draw from fire 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 29-2020 be received and that the Council of the Township of South Glengarry complete the purchase of 120 Bullard fire helmets from M&L Supply per their submission of \$44,820.00 plus HST and furthermore that \$4820.00 be reallocated from Fire Reserves for this purchase and that the Mayor and Clerk be authorized to sign any relevant documents.



A handwritten signature in black ink, appearing to read "T. Mills", is written over a horizontal line.

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



## **STAFF REPORT**

**S.R. 30-2020**

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

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** Procurement 05-2020 Fire Pumper

### **BACKGROUND:**

1. Procurement 05-2020, being a Request for Proposal (RFP) for a new Fire Pumper Apparatus, closed on February 14<sup>th</sup>, 2020.
2. \$535,000.00 was budgeted for a replacement pumper in the 2020 budget.

### **ANALYSIS:**

3. The RFP was posted on the South Glengarry website and to the national online platform MERX.
  - o 7 organizations accessed the procurement package, 5 of which are known fire apparatus builders.
4. All the specifications were standard equipment on vehicles that were purchased in recent vehicle procurements and similar to other municipalities with like vehicle needs.
5. This specified truck has the majority of equipment being the same to the 2018 Glen Walter pumper with only minor differences due to newer model year for the chassis, various parts and systems. That vehicle had a purchase price of \$462,682.00 plus HST
6. There was one submission received.
  - o Dependable Emergency Vehicles - \$545,750.00 plus HST. We have purchased 2 vehicles from this builder in recent years and have had a good relationship in terms of our service needs.
7. This purchase will replace the model year 1996 Pumper vehicle at the Lancaster Station which is currently 24 years old.
8. This vehicle meets fire industry standards in regards to equipment and capacities. In addition, it will place a new Pumper apparatus into the Lancaster Station thus meeting the Insurance industry and Nation Fire Protection Association (NFPA) standard of all locations having a front-line pumper under 20 years of age.



9. The 1996 Freightliner will be transferred to Station 2 Martintown. Both the current P2 pumper in that station and the backup vehicle are the same 1997 model year. These vehicles will be assessed as to which will remain in the fleet as a backup pumper.
10. Administration recommends that the replacement pumpers for the Glen Walter and Lancaster Stations are designed and supplied with what the fire industry calls "Custom" chassis.
11. These chassis are equal to the Heavy Rescue vehicle at the Lancaster Station. They are designed and built for a dedicated emergency service market.
12. Commercial chassis such as those supplied by International Trucks and Freightliner Trucks are also sold to the emergency market but lack emergency service specific build quality and higher levels of safety equipment.
13. With the higher call volume for these stations and the response types that they respond to such as Hwy. 401, it is our feeling that these higher-grade chassis will be a better fit at these locations.
14. These chassis also carry a larger compliment of firefighters having between 6 and 8 seats which allows for fewer personal vehicles on the Hwy 401 lessening many safety concerns.
15. Commercial chassis will continue to be our choice for all future pumpers and tankers due to specific vehicle usages, lower call volumes, fewer immediate responders to the other stations and lower risk response areas.
16. Moving forward, all apparatus body types will be built in as uniform a manner as possible so that they can be transferred between stations when the need arises and all staff can be trained on a common mechanical platform.
17. The sole bidder, Dependable Emergency Vehicles, has an in stock and available vehicle that meets the specifications of the RFP.
18. The submission from Dependable Emergency Vehicles included sub pricing (breakout from purchase price) with a total of \$5915.00 for the following items
  - Vehicle design meetings and inspections with travel expenses to the builder \$3600.00
  - Apparatus delivery and on-site training \$1000.00
  - Ladder cost allotment \$1315.00
19. As Dependable Emergency Vehicles is the chosen bidder and the vehicle is currently available, these values can be removed from the submission price.

### **IMPACT ON 2020 BUDGET:**

\$535,000.00 is included in the 2020 budget. The remainder would be a further draw from fire 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 30-2020 be received and that the Council of the Township of South Glengarry award RFP 05-2020 for the purchase of a Fire Pumper Apparatus to Dependable Emergency Vehicles per their submission of \$545,750.00 plus HST and furthermore that any additional costs not approved in the 2020 budget be transferred from Fire Reserves for this purchase and that the Mayor and Clerk be authorized to sign any relevant documents.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## **STAFF REPORT**

**S.R.31-2020**

**PREPARED BY:** Joanne Haley- GM- Community Services  
**PREPARED FOR:** Council of the Township of South Glengarry  
**COUNCIL DATE:** March 2, 2020  
**SUBJECT:** J. Henstock Recycling Inc. Zoning By-Law Amendment

### **BACKGROUND:**

#### **Site Location:**

1. Part of Lot 28 & 29, Concession 1, NRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18613 Dundas Street, Martintown.

#### **Owner/Applicant:**

2. J. Henstock Recycling Inc. – Joanne Henstock

#### **Description of Site and Surroundings:**

3. The subject property is located on the north side of County Road 18, the south side of Beaver Brook Road at the east end of the Village of Martintown limits. It is approximately 39 acres (15.78 hectares) in size and is privately serviced. The site is currently developed and contains a large shop and small accessory structures. The surrounding lands are characterized as single family homes on the south side, rural and single family homes to the west side of the subject property, agricultural lands to the east of the subject property, and single family homes and vacant building lots to the entire north boundary of the subject property.

#### **Summary of Requested Zoning Proposal:**

4. On November 8, 2019, the Township accepted the zoning amendment application; said application was deemed complete on November 20, 2019. The purpose of this Amendment is to rezone approximately 18 acres of the subject property currently zoned as General Commercial Exception 2 to delete the only permitted use of a Contractor's yard and to add the only permitted uses of Mini



Warehouse and Storage, Retail Store 1 (RT1) and a residential use located on the upper floor of the existing structure. The remainder of the property will be rezoned to Rural.

## **ANALYSIS:**

### **Planning Rationale:**

#### **Provincial Policy Statement**

5. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2014, a document that provides further policies on matters of Provincial interest related to land use development. This recommended Zoning By-law amendment is considered to be consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2014 specifically section 1.0 Building Strong and Healthy Communities, subsection 1.1.4. Rural Areas in Municipalities. The PPS encourages the diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management of use of resources.

#### **Official Plan Designation**

6. The subject property is designated Rural District. Section 3.3 Rural Lands and Table 3.5 of the Official Plan permits Commercial uses in the Rural District, specifically rural service commercial uses. Also, Section 3.5.1.1. requires all existing, proposed or potential land uses have an adequate lot size to meet all required setbacks, parking, loading facilities, infrastructure, safe access and egress etc. Section 3.5.1.3- Frontage and Access, requires all uses to front on an open and maintained public road; the subject property fronts on to County Road 18 and has access off of Beaver Brook Road as well. The United Counties of SDG supports this zoning amendment. The portion of the property that will be rezoned to Rural conforms to the Rural District designation. The requested zoning amendment conforms to the Official Plan.

#### **Zoning By-Law:**

7. The subject property is currently zoned General Commercial- Exception 2 in the Township's Zoning By-Law 38-09. The proposed development conforms to Section



3- General Provisions section, Section 4- Parking and Part 7.1, 7.2 and Part 10.1 and 10.2, permitted uses and zoning standards.

8. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2014.

#### **Public Consultation:**

9. 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 December 16, 2019. There was one member of the public in attendance at the meeting as well as the applicants. The member of the public is an abutting property owner; she attended the public meeting to learn about the proposed businesses and potential traffic increase on Beaver Brook Road. The applicant explained that the norther portion of the property will not be used for commercial use and will be rezoned to Rural for farming purposes. This response appeared to be acceptable to the member of the public and no further oral or written comments were received.
10. The proposed Amendment was also circulated to the United Counties of SDG. The United Counties of SDG reviewed the proposed zoning amendment and had no comments.
11. 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 103. The applicants are aware of this and were supportive of the delay in processing the application.
12. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2014 and it conforms to the United Counties Official Plan.
13. 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.



14. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

**IMPACT ON 2020 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 31-2020 be received and that Council adopt by-law 10-2020, being 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 Part of Lot 28 & 29, Concession 1, NRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18613 Dundas Street, Martintown to rezone approximately 18 acres of the subject property from General Commercial Exception 2 to delete the only permitted use of a Contractor's yard to General Commercial Exception 2 to add the only permitted uses of Mini Warehouse and Storage, Retail Store 1 (RT1) and a residential use located on the upper floor of the existing structure and to rezone the remainder of the property to Rural. The Council of the Township of South Glengarry confirms that all comments received from the public were carefully and respectfully considered, however, they had no effect on the decision to approve this zoning amendment.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 10-20  
FOR THE YEAR 2020**

***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 Part of Lot 28 & 29, Concession 1, NRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18613 Dundas Street, Martintown as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** approximately 18 acres the subject property located at Part of Lot 28 & 29, Concession 1, NRR, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18613 Dundas Street, Martintown, be rezoned from General Commercial Exception 2 to delete the only permitted use of a Contractor's yard to General Commercial Exception 2 to add the only permitted uses of Mini Warehouse and Storage, Retail Store 1 (RT1) and a residential use located on the upper floor of the existing structure and to rezone the remainder of the property to Rural.
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 2<sup>nd</sup> DAY OF MARCH, 2020.***

**MAYOR:**

**CLERK:**

**BY-LAW 10-2020**  
**EXPLANATORY NOTE**

The purpose of this Amendment is to rezone approximately 18 acres of the subject property currently zoned as General Commercial Exception 2 to delete the only permitted use of a Contractor's yard and to add the only permitted uses of Mini Warehouse and Storage, Retail Store 1 (RT1) and a residential use located on the upper floor of the existing structure. The remainder of the property will be rezoned to Rural..

# Schedule "A"



This is Schedule "A" to By-law 10-2020  
Adopted this 2<sup>nd</sup> day of March, 2020

**Township of  
South Glengarry**

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**Mayor**

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**Clerk**



## **STAFF REPORT**

**S.R. 32-2020**

**PREPARED BY:** Joanne Haley- GM- Community Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** To Extend Draft Plan Approval- Loisele-Laframboise Draft Plan of Subdivision

### **BACKGROUND:**

1. The Loisele/Laframboise Subdivision draft plan approval will lapse on April 28, 2020. This subdivision is located east of Curry Hill on the South Side of County Road 2 and is legally described as Part of Lot 7, Concession 1, former Township of Lancaster, now in the Township of South Glengarry.

### **ANALYSIS:**

2. The United Counties issued draft plan approval on the subdivision on April 28, 2010. The Ontario Planning Act permits draft plan approval to be issued for a period of three years, therefore the approval expired on April 28, 2013. The Planning Act also allows for draft plan approval extensions to be granted subject to the support of the municipality and approval from the approval authority. (United Counties). In April, 2019, Council recommended to the United Counties to approve a draft plan approval extension for one year, therefore this approval expires in April 2020.
3. Administration requests the Council of the Township of South Glengarry to recommend to the United Counties to approve a one year extension.

### **IMPACT ON 2020 BUDGET:**

N/A

### **ALIGNMENT WITH STRATEGIC PLAN:**

N/A

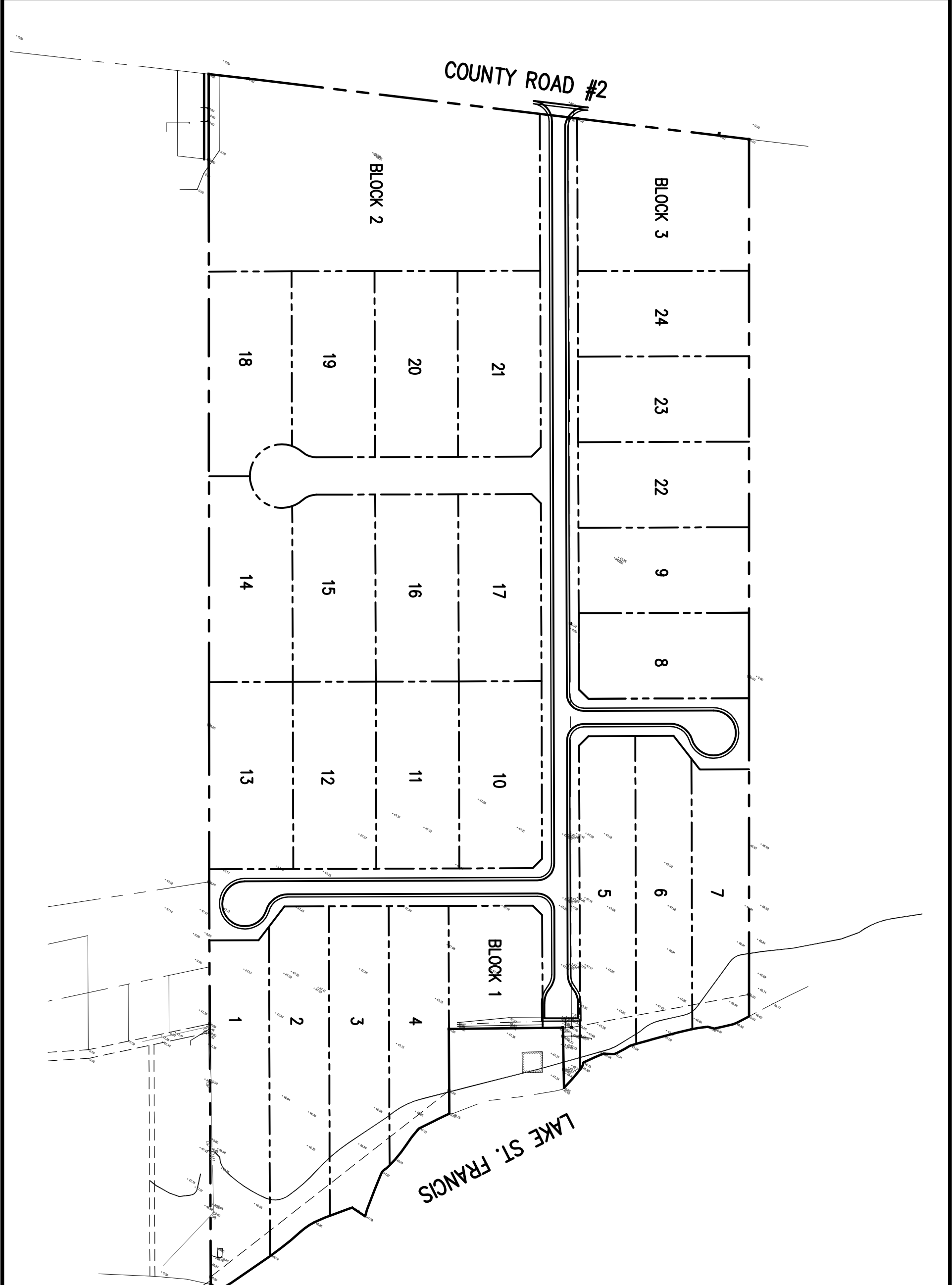




**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 32-2020 be received and that the Council of the Township of South Glengarry recommends to the United Counties Manager of Planning to extend draft plan approval for the subdivision known as the Loiseau/Laframboise Subdivision, legally described as part of Lot 7, Concession 1, former Township of Lancaster now in the Township of South Glengarry.

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



drawing no.	<b>FIG.3</b>	
	TITLE <b>EXTENT OF CLASS D ESTIMATE</b>	
scale	1:2000	PROJECT <b>CURRY HILL ESTATES SUBDIVISION</b>
drawn by	FL	
job no.	10105026	The THOMPSON ROSEMOUNT GROUP Inc. architect & consulting engineers CORNWALL KINGSTON GUELPH OTTAWA
date	JUNE 3 2010	
		



## **STAFF REPORT**

**S.R. 33-2020**

**PREPARED BY:** Joanne Haley, GM Community Services

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

**COUNCIL DATE:** March 2, 2020

**SUBJECT:** To Extend Draft Plan Approval- Cairnview Estates Draft Plan Approved Subdivision

### **BACKGROUND:**

1. The United Counties of SDG and the Township of South Glengarry received a request from the agent of the developer of Cairnview Estates to extend draft plan approval for a period of two years on the remaining unregistered phases of the subdivision.

### **ANALYSIS:**

2. The United Counties issued draft plan approval on the unregistered phases in Cairnview Estates in June 2007. The Ontario Planning Act permits draft plan approval to be issued for a period of three years, therefore the approval expired on June, 2010.
3. The Planning Act also allows for draft plan approval extensions to be granted subject to the support of the municipality and approval from the approval authority. (United Counties). The Township of South Glengarry supported a three year extension in 2017 which was approved, therefore this approval expires in June, 2020.
4. Typically draft plan approval extensions are requested and approved annually, however, the Ontario Planning Act does permit the approval authority to specify the time. In order to support a two year extension, administration had to consider the following:
  - a. Water and wastewater capacity
  - b. Possible changes to the Official Plan
  - c. Possible changes to the Zoning By-Law
5. Administration has no concerns with recommending to Council to support this request.



**IMPACT ON 2020 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 33-2020 be received and that the Council of the Township of South Glengarry recommends to the United Counties Manager of Planning to approve the request to extend draft plan approval up to June 25, 2022 for Cairnview Estates Subdivision, South Lancaster, legally described as Part of Lots K & L, Concession 1 Front, former Township of Charlottenburgh, Township of South Glengarry, County of Glengarry.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



February, 2020

## County Strategic Priorities:

- Service Delivery - A smarter approach
- Rural Schools— Educating children in their communities
- Leveraging Partnerships to improve healthcare
- Community Sustainability
- Communication

## Upcoming Events:

Council Meeting -  
March 16, 2020

Warden's Golf -  
July 17, 2020

United Counties of SDG  
26 Pitt Street  
Cornwall, ON K6J 3P2  
P: 613.932.1515  
F: 613.936.2913  
W: www.sdgcounties.ca

### Disclaimer

This newsletter is provided for information only and is not considered an official Council document. For complete motions and reports please contact the County Clerk.

Helen Thomson  
County Clerk  
613-932-1515 x 203  
hthomson@SDGcounties.ca

## Reserve Transactions Approved

Council approved reserve transactions for 2019 and specified that the accumulated General Surplus as at December 31, 2019, be allocated to the Dundas Manor Funding Reserve.

### By-laws

**By-law No. 5225** - to establish property tax ratios for County and municipal purposes

**By-law No. 5226** - adopting and raising the general upper-tier levy for the year 2020

**By-law No. 5227** - authorize the agreement with White Acre for Software Support Services for the Court Administration System (CAMS)

**By-law No. 5228** - to establish a new tariff of fees for the processing of planning applications

**By-law No. 5229** - to authorize a three-year Enterprise Agreement and License and Services Agreement

**By-law No. 5230** - to adopt, confirm, and ratify matters dealt with by resolution

### Tenders

**Hot Mix Paving** - Cornwall Gravel Company Limited - \$6,673,647.50  
Joint Tender - United Counties - \$6,318,387.50; SDG Parking Lot - \$76,850.; South Glengarry - \$92,170.00; South Stormont - \$186,240.

**Cold in Place Recycling and Expanded Asphalt** - Roto Mill Inc. - \$2,697,419.18.

**Rehabilitation of Gray's Creek** - Willis Kerr Contracting Ltd. - \$932,024.30

**Rehabilitation of Chrysler Bridge** - Dalcon Constructors Ltd. - \$1,533,000.00

## Key Information

Information was provided on the Director of Planning Position. Due to inability to recruit an experience Senior Planner, it is staff recommendation to continue to contract out the services.

Due to the upcoming retirement of the Design Technician, staff are also recommending not replacing the position and advertising for present vacant position of Assistant County Engineer.

## INFORMATION REPORT

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



**MEETING DATE:** March 2, 2020

**SUBJECT:** Consent Application B-9-20

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-9-20**  
**Part Lot 20, Concession 1, Front**  
**Former Township of Charlottenburgh**  
**Kaneb**

**Type of Consent: To Create a Building Lot**

**Subject:**

The subject property is located on part of lot 20, Concession 1, Front, on the west side of Orchard Road and the north side of County Road 2. The purpose of this application is to sever approximately 1.4 acres of vacant land and to retain 2.7 acres of developed land.

**Official Plan Designations:**

The subject property is designated Rural in the County Official Plan. Section 8.14.13.3. D. I of the County Official Plan indicates that "up to two consents for residential purposes may be granted for a legally conveyable lot, excluding the retained lot where the approval authority is satisfied that a plan of subdivision of the land is not necessary for the proper and orderly development of the land; where the lot existed as of January 1, 1980 and where the land is located in the Rural District as shown on the Land Use Plan Schedules. This proposed consent conforms to the Official Plan.

**Zoning By-law:**

The subject property is zoned Rural in the Township's Zoning By-Law. This proposed consent conforms to the Zoning By-law.

**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the PPS, the Official Plan and the Zoning By-Law. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.
3. That Road widening of 13 feet from Orchard Road must be deeded to the Township on both the severed and retained parcels.

SEPT. 2018

SHED  SITE PLAN SKETCH

PART E 1/2 LOT 20  
CONCESSION 1, FRONT  
TOWNSHIP OF SOUTH GLENHARRY

EXISTING  
HOUSE

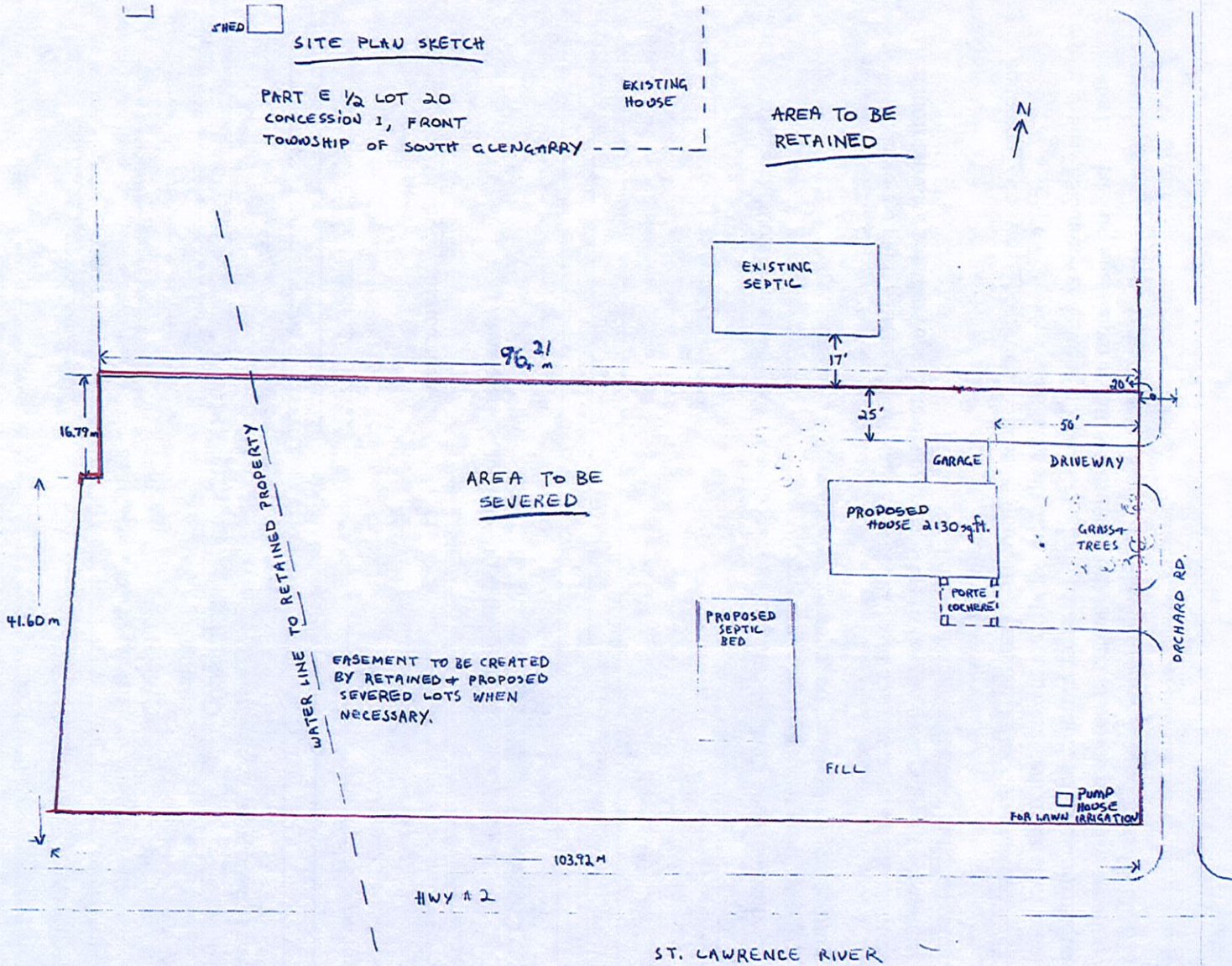
AREA TO BE  
RETAINED



IMPERIAL

FRONT 217'  
SOUTH 340'  
WEST 191'  
NORTH 300'

300 x 190 = 57,000 sq. ft. APROX.



## INFORMATION REPORT



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

**MEETING DATE:** March 2, 2020

**SUBJECT:** Consent Application B-3-20

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-3-20**

**Part Lot 9 & 10, Concession 8**

**Former Township of Charlottenburgh**

**Martin McDonald**

**Type of Consent: To Create a Lot that will be used for Agricultural Purposes**

**Subject:**

The subject property is located on part of lots 9 & 10, Concession 8, on the north and east side of Cuthbert Road. The purpose of this application is to create a parcel approximately 75 acres in size that is proposed to continue to be farmed while retaining approximately 155 acres of farmland that contains a single detached dwelling and agricultural structures.

**Official Plan Designations:**

The subject property is designated Rural in the County Official Plan. Commercial uses are permitted in the Rural designation. This proposed consent conforms to the Official Plan.

**Zoning By-law:**

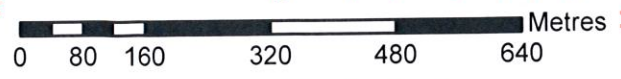
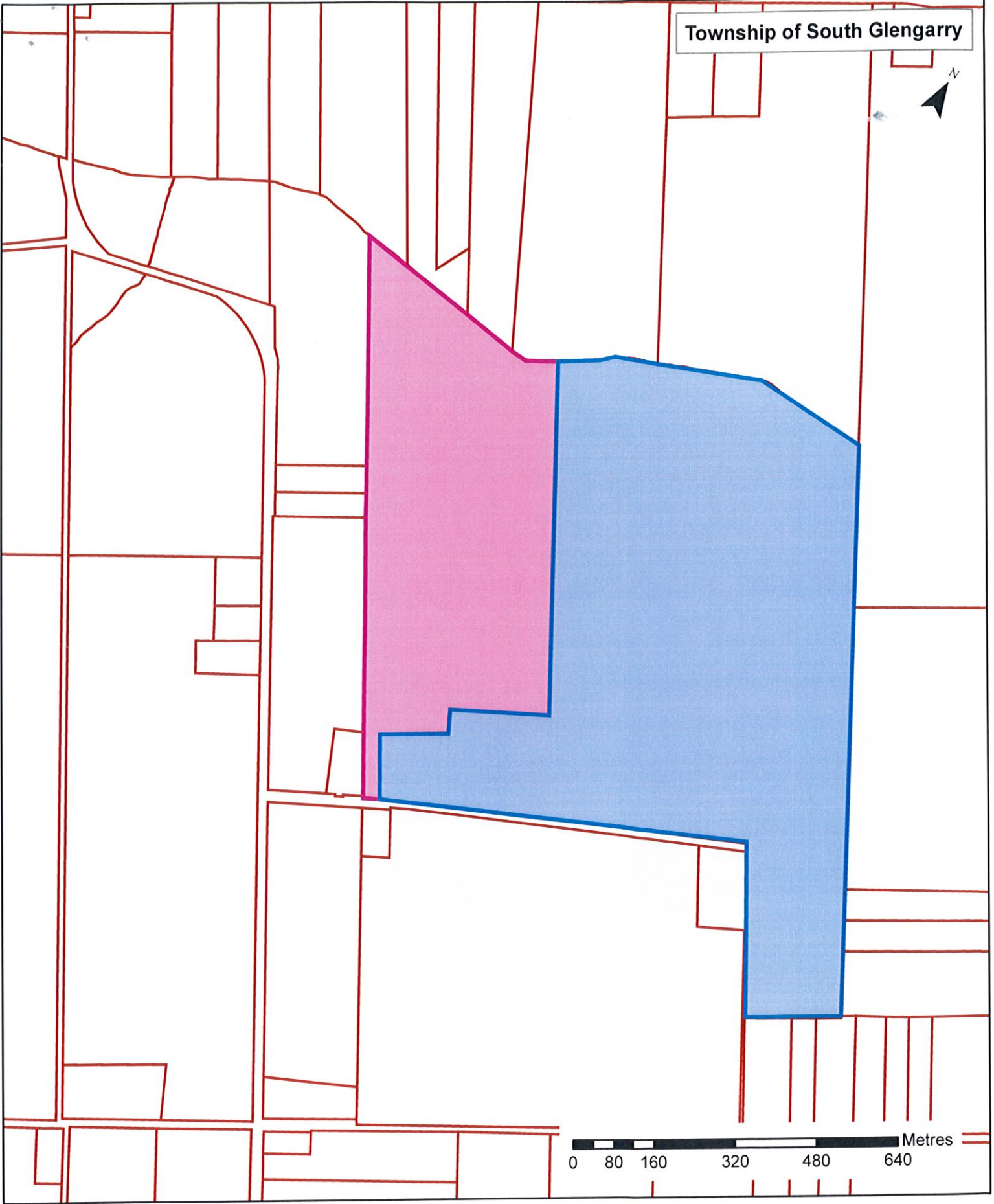
The subject property is zoned Rural in the Township's Zoning By-Law. A Minor Variance will need to be applied for and approved to reduce the minimum lot frontage on the severed portion.



**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the PPS, the Official Plan and the Zoning By-Law. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township.
2. A \$1,000.00 Parkland fee must be paid to the Township.

3. The Township of South Glengarry completed a septic system inspection in advance of the severance application being filed. A further inspection is required of the existing septic system to demonstrate the existence of a functioning system or, alternatively, require the installation of a new/replacement system.
4. A Minor Variance must be applied for and approved to reduce the minimum lot frontage of the severed parcel.



-  Retained ~ 155.0 acres
-  Severed ~ 75.64 acres

Application Number: B-3-20



**From:** Heather Taylor

**To:** Kelli Campeau; Kelli Campeau

**Cc:** Glenn Patton

**Subject:** Fwd: Fw: initial Response: Canada Day Celebration, Lancaster ON, 01 Jul 2020

**Date:** February-19-20 11:08:29 AM

**Attachments:** [Flyby Map Carte Survol.pdf](#)

[1 CAD Air Display Organizers Package.pdf](#)

Hello Kelli,

re: CANADA DAY 2020 Fly over at Smithfield Park

As last year, we will require a letter from the township outlining that they are in agreement for

a fly-over or flight exercise at Smithfield Park on Canada Day.

Last year, I believe the letter came from Joanne Haley.

If you have any questions, please reach out to Glenn, who is copied on this email. Thank you!

The request is:

For a flyby:

1. A letter from the mayor or town council of Lancaster ON, authorizing the flyby (template attached). In order to seek approval for the flyby to take place as low as 500 feet, your letter must include the sentence completed below with the following information:

ATTN: 2Lt / SLt Frédérique Skwarka

Coordinatrice Événements Spéciaux

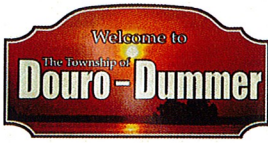
Centre multinational d'opérations aérospatiales / QG 1re division aérienne du Canada – Région canadienne du NORAD

Forces Armées Canadiennes / Gouvernement du Canada

[frederique.skwarka@forces.gc.ca](mailto:frederique.skwarka@forces.gc.ca)

Téléphone: 204-833-2500 x 4153

The Municipality of Lancaster ON is supportive of a flyby by RCAF Aircraft as low as 500 feet, flyby for the planned Canada Day Celebrations being held in Smithfield Park for transit, practice and shows on 01 Jul 2020.



## Township of Douro-Dummer

894 South Street  
PO Box 92  
Warsaw ON K0L 3A0

[www.dourodummer.on.ca](http://www.dourodummer.on.ca)

Clerk's Department

**Crystal McMillan, CMO**

Clerk

Ph 705-652-8392 Ext. 205

F 705-652-5044

[crystal@dourodummer.on.ca](mailto:crystal@dourodummer.on.ca)

February 19, 2020

The Honourable Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs  
77 Greenville Street, 11<sup>th</sup> Floor  
Toronto ON M5S 1B3

Dear Minister Hardeman:

**Re: Resolution – Supporting Resolutions regarding Bill 156, Security from Trespass and Protecting Food Safety Act**

The following resolution was passed by the Council for the Township of Douro-Dummer at their last regular meeting held on February 18, 2020.

**Resolution Number 96-2020**

Moved by: Deputy Mayor Moher

Seconded by: Councillor Watson

That the Resolutions from the County of Prince Edward, Township of South Glengarry, Township of Wellington North, Municipality of Chatham-Kent in support of Bill 156, Security from Trespass and Protecting Food Safety Act (4) all be received and supported.

Carried

A copy of the four (4) Resolutions are enclosed for your information.

Thank you for consideration of this matter.

Sincerely,

Crystal McMillan, CMO  
Clerk

cc: Dave Smith, MPP (Peterborough)  
County of Prince Edward  
Township of South Glengarry  
Township of Wellington North  
Municipality of Chatham-Kent



**From the Office of the Clerk**  
The Corporation of the County of Prince Edward  
332 Picton Main Street, Picton, ON K0K 2T0  
T: 613.476.2148 x 1021 | F: 613.476.5727  
clerks@pecounty.on.ca | www.thecounty.ca

February 10, 2020

Please be advised that during the regular meeting of Council on February 4, 2020 the following motion was carried;

**RESOLUTION NO. 2020-058**

**DATE: February 4, 2020**

**MOVED BY: Councillor Prinzen**

**SECONDED BY: Councillor Bailey**

**Council's support for Bill 156, Security from Trespass and Protecting Food Safety Act (enforcement for safety on family farms)**

**WHEREAS** the Township of Warwick, and many other municipalities have passed resolutions of support for Bill 156, Security from Trespass and Protecting Food Safety Act;

**AND WHEREAS** agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world;

**AND WHEREAS** in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals;

**AND WHEREAS** maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations;

**AND WHEREAS** the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;



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clerks@pecounty.on.ca | www.thecounty.ca

**NOW THEREFORE BE IT RESOLVED**

1. **THAT** the Council for the Corporation of The County of Prince Edward requests that Hon. Doug Downey work with MPP's and agricultural leaders to find a way forward to ensure stronger enforcement of existing laws - or new legislation - to ensure the safety of Ontario's farm families, employees and animals;
2. **AND THAT** this resolution be circulated to Hon. Doug Downey, Attorney General of Ontario; Hon. Doug Ford, Premier of Ontario; Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs; AMO; and ROMA.



---

Mayor

SOUTH  
GLENGARRY

*Ontario's Celtic Heartland*

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Sam McDonell

RESOLUTION NO 29-2020

SECONDED BY Martin Lang

DATE February 3, 2020

WHEREAS the Township of South Glengarry has a strong agricultural tradition and continues to play an important role in Ontario's agri-food sector.

AND WHEREAS the Township of South Glengarry recognizes the importance of the safety of those working in the agri-food sector and the need to protect the safety of our food chain.

AND WHEREAS in December 2019, the Ontario government introduced legislation in Bill 156 – Security from Trespass and Protecting Food Safety Act, 2019 which will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food supply.

AND WHEREAS the Council of the Township of South Glengarry appreciates the effort being made by the Ontario government to protect those working in the agri-food sector.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry strongly supports Bill 156 and urges all members of the Legislative Assembly of Ontario to pass this legislation to protect all Ontario farm families and food processors.

AND FURTHER that this motion be forwarded to the Honourable Doug Ford, premier of Ontario, the Honourable Ernie Hardman, Minister of Agriculture, Food and Rural Affairs and all Ontario municipalities for their consideration.

CARRIED

DEFEATED

POSTPONED

  
Mayor Frank Prevost

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



519.848.3620  
1.866.848.3620 F 519.848.3228

Plan to  
Simply Explore  
www.simplyexplore.ca

February 10, 2020

Hon. Ernie Hardeman  
Minister of Agriculture, Food & Rural Affairs  
77 Grenville Street, 11th Floor  
Toronto, Ontario M5S 1B3

Via Email: [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario Agriculture should be the highest priority.

Sincerely,

Dan Yake  
Acting Mayor

cc: Wellington Federation of Agriculture (via email)

February 11, 2020

The Honourable Ernie Hardeman,  
Minister of Agriculture, Food and Rural Affairs  
77 Grenville Street, 11<sup>th</sup> Floor  
Toronto ON M5S 1B3

**Re: Resolution Regarding Bill 156**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on February 10, 2020 passed the following resolution:

Whereas Bill 156: Security from Trespass and Protecting Food Safety Act is new legislation that is an important way to keep farms and food supply safe for all Ontarians,

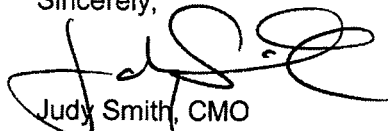
And Whereas Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest;

And Whereas Bill 156 will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system;

Therefore be it resolved that the Municipality of Chatham-Kent support the new proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act by circulating a letter of support to Ontario municipalities and the Minister of Agriculture, Food & Rural Affairs, the Honourable Ernie Hardeman.

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

C Ontario Municipalities



**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

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July 25, 2019

The Honourable Doug Downey, Attorney General of Ontario  
Ministry of the Attorney General  
720 Bay Street  
11<sup>th</sup> Floor  
Toronto, ON M7A 2S9

Dear Honourable Sir:

The following resolution was passed by the Council of the Corporation of the Municipality of South Huron at the Regular Council meeting on July 15, 2019;

Motion: 382-2019  
Moved: J. Dietrich  
Seconded: T. Oke

That South Huron Council support the Township of Warwick resolution regarding Enforcement for Safety on Family Farms as follows:

Whereas agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world; and

Whereas in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals; and

Whereas the protests have become blatantly illegal in nature with extremist groups trespassing onto private property, unlawfully entering into buildings and removing animals without fear of prosecution and even promoting and publishing their crimes on social media; and

Where maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations; and

Whereas the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;

Now therefore be it resolved that the Council for the Corporation of the Municipality of South Huron requests that Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws - or new legislation- to ensure the safety of Ontario's farm families, employees and animals; and

Be it further resolved that this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General, Hon. Doug Ford, Premier of Ontario, Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs and all municipalities in the Province of Ontario, AMO and ROMA.

Disposition: Carried

Yours truly,



Rebekah Msuya-Collison  
Director of Legislative Services/Clerk  
Municipality of South Huron

- cc. The Honourable Doug Ford, Premier of Ontario  
The Honourable Sylvia Jones, Solicitor General  
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
All Ontario Municipalities  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)



## The Corporation of the Township of Madoc

15651 Highway 62, P.O. Box 503, Madoc, Ontario K0K 2K0

[www.madoc.ca](http://www.madoc.ca)

613-473-2677

Fax: 613-473-5580

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office  
Room 281  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier:

**Re: Resolution from the Township of Springwater – Conservation Authorities**

Please be advised that the Township of Madoc Council passed the following motion to support the resolution of the Township of Springwater regarding the Conservation Authority Levies, attached.

Motion # 19-610

Moved by: Councillor Beaton

Seconded by: Deputy Reeve Rollins

*That Council direct the Clerk/Planning Coordinator to write a letter of support, supporting the resolution of the Township of Springwater regarding the Conservation Authority Levies*

-Carried-

Sincerely,

Amanda Cox  
Clerk/Planning Coordinator  
Township of Madoc



The Honourable Doug Ford  
Premier of Ontario  
Premier's Office  
Room 281  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier:

November 29<sup>th</sup> 2019

**Re: Resolution from the Township of Springwater – Conservation Authority Levies**

Please be advised that on November 27<sup>th</sup> the Town of Plympton-Wyoming Council passed the following motion to support the Township of Springwater motion (attached) that was passed on October 16<sup>th</sup> 2019.

***Motion #7*** – Moved by Bob Woolvett, Seconded by Gary Atkinson that the Council of the Town of Plympton-Wyoming supports the resolution of the Township of Springwater regarding the Conservation Authority Levies.

***Motion Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me at the number above or by email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak  
Clerk  
Town of Plympton-Wyoming

Cc: Renee Chaperon, Clerk – Township of Springwater  
The Honourable Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
Conservation Ontario  
All Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

October 21, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia ON, L0M 1T0

**RE: Conservation Authority Levies**

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Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

**C456-2019**

Moved by: Coughlin  
Seconded by: Cabral

Whereas the Township of Springwater supports the objects of balance on conservation, environmental stewardship, and sustainability to anchor its operations, planning, services, and strategic vision;

And Whereas the Township of Springwater understands the need for both the Province and its municipalities to deliver clear, costed, and sustainable programs and services for taxpayers;

And Whereas both tiers of government must assess all programs and services to eliminate duplication and balance costs on tests of affordability, health, safety, and environmental stewardship;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 of a need for conservation authorities to re-focus their operations related to core mandates as currently defined in the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its prescribed regulations;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 that Conservation Authorities should not proceed with any increases to fees or levies;

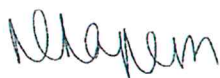
Therefore Be It Resolved That the Township of Springwater supports any Provincial effort to require its municipal levy only apply to core mandated programs and services;

And That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario, signaling the Township of Springwater's

support of the Province's review, consultations and development of an updated Conservation Authorities Act and the willingness to participate in all consultations and submissions to the same.

**Carried**

Sincerely,



Renée Chaperon  
Clerk  
/cp

cc. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
The County of Simcoe  
Conservation Ontario  
Ontario municipalities  
Ontario Conservation Authorities

---

Phone: 705-728-4784  
Ext. 2015

**Clerk's Department**

Fax: 705-728-6957



February 20, 2020

RE: Support for ministers to allow for electronic delegation

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-012:** Moved by Councillor Bulmer and  
Seconded by Councillor Goyda

**That Council send a letter of support in principle with respect to the Township of Greater Madawaska's Council resolution to allow for electronic delegations to the Provincial Ministers.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,  
Courtenay Hoytfox  
Development and Legislative Coordinator



Council Resolution Form

Date: 18 Nov 2019 No: Resolution No.261-19  
 Moved By: Councillor Rigelhof Seconded by Disposition: CARRIED.  
Councillor MacPherson  
 Item No: 9.11.1

Description: Support for ministers to allow for electronic delegation

**RESOLUTION:**

WHEREAS Council has discussed lobbying the provincial ministers to allow for electronic delegation;

AND WHEREAS Council feel that it is unjust to have to attend expensive conferences to be able to have a delegation with Ministers or the Premier;

AND THEREFORE, Council requests that the Ministers and the Premier offer electronic delegations to small and rural Municipalities that do not have sufficient budget to attend conferences;

FURTHERMORE, that this resolution be sent to all Ontario Municipalities to request their support and sent to the Premier and all the Ministries for their consideration.

Recorded Vote Requested by:		
	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

  
 \_\_\_\_\_  
**MAYOR**

Declaration of Pecuniary Interest:  
 .....  
 Disclosed his/her/their interest(s), vacated he/her/their seat(s),  
 abstained from discussion and did not vote



## The Corporation of the Township of Madoc

15651 Highway 62, P.O. Box 503, Madoc, Ontario K0K 2K0

[www.madoc.ca](http://www.madoc.ca)

613-473-2677

Fax: 613-473-5580

The Honourable Sylvia Jones  
Solicitor General  
George Drew Bldg, 18<sup>th</sup> Flr  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6

### Re: Town of Tecumseh Resolution on 911 misdials

Please be advised that the Township of Madoc Council passed the following motion to support the resolution of the Town of Tecumseh regarding 911 misdials, attached.

Motion # 20-31

Moved by: Councillor Rowe

Seconded by: Deputy Reeve Rollins

*That Council direct the Clerk/Planning Coordinator to write a letter of support regarding 911 misdials*

-Carried-

Sincerely,

Amanda Cox  
Clerk/Planning Coordinator  
Township of Madoc



## The Corporation of the Town of Tecumseh

---

December 20, 2019

Hon. Sylvia Jones  
Solicitor General  
George Drew Bldg, 18<sup>th</sup> Flr  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6

**Re: Town of Tecumseh Resolution on 911 Misdials**

On behalf of Mayor Gary McNamara and Town Council, I am writing to advise that at its meeting on November 12, 2019, Tecumseh Town Council passed the following resolution:

**Whereas** the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

**Whereas** 911 Misdials must be responded to as if they were legitimate emergency calls; and

**Whereas** each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

**Whereas** each 911 call is a billable call to the municipality; and

**Whereas** in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

**Whereas** 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

**Now Therefore Be It Resolved That** the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

A copy of the report to Town Council (CAO-2019-09) on 911 Misdials is attached for your information. Should you require anything further, please contact the undersigned at [lmoy@tecumseh.ca](mailto:lmoy@tecumseh.ca) or extension 116.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

LM/ep

Attachments

1. Report CAO-2019-09 911 Misdials

cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness  
Irek Kusmierczyk, MP  
Percy Hatfield, MPP  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario Association of Police Services Boards  
Ontario Association of Chiefs of Police  
Ontario Municipalities  
Telus  
Bell  
Rogers



February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-010:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and  
That Council direct staff to send correspondence in support of AMO's position on the  
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe  
Drinking Water Act.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,  
Courtenay Hoytfox  
Development and Legislative Coordinator

## Courtenay Hoytfox

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Monday, December 16, 2019 11:17 AM  
**To:** Courtenay Hoytfox  
**Subject:** Queen's Park Update - December 16, 2019

AMO Update not displaying correctly? [View the online version](#) | [Send to a friend](#)  
Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list



December 16, 2019

## Queen's Park Update

### Cannabis

On December 12<sup>th</sup>, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit [www.agco.ca](http://www.agco.ca).

### End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12<sup>th</sup> and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

**[Bill 132, Better for People, Smarter for Business Act, 2019](#)** – Received Royal Assent on Dec. 10<sup>th</sup>.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

**[Bill 138, Plan to Build Ontario Together Act, 2019](#)** – Received Royal Assent on December 10<sup>th</sup>.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

**[Bill 136, Provincial Animal Welfare Services Act, 2019](#)** – Received Royal Assent on December 5<sup>th</sup>.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation

requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

**[Bill 124, Protecting a Sustainable Public Sector for Future Generations Act, 2019](#)**

– Received Royal Assent on November 7<sup>th</sup>.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

**AMO Contact:**

You can contact AMO's Policy Team at [policy@amo.on.ca](mailto:policy@amo.on.ca) or 416-971-9856.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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**Ministry of the Solicitor General**

Office of the Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

Bureau du commissaire des incendies  
et de la gestion des situations  
d'urgence

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



February 15, 2020

Your Worship Frank Prevost  
Township of South Glengarry  
P.O. Box 220, 6 Oak Street  
Lancaster, ON K0C1N0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: PhillippeGeoffrion  
Email: Philippe.Geoffrion@ontario.ca  
Phone: 613-286-3369

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Browne", written over a horizontal line.

Douglas Browne  
Chief of Emergency Management

cc: Joanne Haley - CEMC  
Phillippe Geoffrion - Field Officer - Capital Sector

Cornwall, February 12, 2020

The Honorable Christine Elliott  
Minister of Health and Deputy Premier  
Hepburn Block, 10th Floor, 80 Grosvenor Street  
Toronto ON M7A 1E9

Dear Minister Elliott:

**RE: 2020 Municipal Cost Share of Public Health Funding**

At its meeting on January 30, 2020, the Eastern Ontario Health Unit (EOHU) Board of Health unanimously passed the following motion number 2020-1393:

**WHEREAS** the Ontario Government's Public Health Modernization Consultation process is still ongoing and in fact delayed;

**WHEREAS** the Public Health Modernization Consultation process does not address public health funding models including municipal cost-share;

**WHEREAS** without prior consultation nor discussion with health units or municipalities and before a new public health structure model has been devised and implemented, the municipal public health funding share for 2020 has been increased to 30% and now extends to include programs not previously cost-shared with municipalities;

**WHEREAS** the 30% share across all programs, including those previously not cost-shared will result in significant and likely unsustainable increase of close to 50% to the EOHU's 3 obligated, mostly rural municipalities which have a limited tax base;

**WHEREAS** the EOHU's obligated municipalities have planned for a 2020 modest overall contribution increase of up to 2% which is less than their new 30% cost-share formula 2020 contribution, even offset by verbally confirmed one-time transitional funding by the Ministry of Health;

**THEREFORE, BE IT RESOLVED THAT** for the calendar year of 2020 the provincial Ministry of Health reverse the 30% cost-share formula and return to previous years' municipal share of 25% applicable only to previously shared mandatory programs;

and

**FURTHERMORE THAT** copies of this motion be forwarded to local municipalities, the Wardens Caucus of Eastern Ontario, the Association of Municipalities of Ontario (AMO), ROMA, local MPPs, MPP Steven Clark, all Ontario Boards of Health, the Association of Public Health Agencies (aPHa) in request for their support to urge the provincial Ministry of Health not to change the 2019 cost-share formula.

.../2



Thank you for your attention to this important public health issue.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Roumeliotis', with a stylized flourish at the end.

Dr. Paul Roumeliotis, MD, CM, MPH, FRCP(C)  
Medical Officer of Health/CEO  
Secretary, Board of Health

Copy: Municipalities of Stormont, Dundas, Glengarry, Prescott & Russell  
Warden's Caucus of Eastern Ontario  
Association of Municipalities of Ontario (AMO)  
ROMA  
City of Cornwall  
Ontario Boards of Health  
Association of Public Health Agencies (alPha)  
Office of the Chief Medical Officer of Health  
Jim McDonnell, MPP, Stormont - Dundas - South Glengarry  
Amanda Simard, MPP, Glengarry - Prescott-Russell  
Steven Clark, Minister of Municipal Affairs

**Ontario Looking for Innovative Ideas on How to Help Reduce Poverty***Province-wide Consultations on a New Poverty Reduction Strategy Underway*

December 16, 2019 9:00 A.M.

TORONTO — The Ontario government wants to hear from people across the province about what they want to see in the next poverty reduction strategy.

“Empowering people and supporting them during challenging times is a priority for our government. We also know we cannot do this work alone,” said Todd Smith, Minister of Children, Community and Social Services. “It’s important we listen to people who have experienced poverty, community organizations, Indigenous communities and organizations, and our partners about how we can break the cycle of poverty to ensure everyone has a chance to succeed and contribute to their community.”

Every five years, Ontario consults on and develops a new Poverty Reduction Strategy to identify opportunities for action and collaboration with partners and to measure and report on progress more effectively. The goal of this consultation is to help drive actions to reduce poverty by setting a specific and realistic target, as well as prioritizing actions and initiatives across sectors and at all government levels to help lift Ontarians out of poverty.

To inform the new Strategy, the government will be asking Ontario residents how we can encourage job creation and connect people to employment; provide people with the right supports and services; and lower the cost of living and make life more affordable.

Organizations and individuals can provide written submissions to [prso@ontario.ca](mailto:prso@ontario.ca) beginning today. An online survey will be posted on Ontario.ca in January 2020 for approximately 60 days where organizations and individuals are encouraged to submit feedback.

“One in seven people in Ontario lives in poverty, and that is too many,” said Minister Smith. “By creating an environment where everyone is able to reach their full potential, we’re helping people across Ontario put food on the table and provide for their families. Our government remains committed to protecting the most vulnerable people of Ontario by continuing to make investments to make life more affordable, while proposing new strategies to meet their needs.”

## QUICK FACTS

- The development of a new five-year strategy is in accordance with the Poverty Reduction Act, 2009.
- This work builds on the government's new [Low-income Individuals and Families Tax Credit](#), which will result in Ontario Personal Income Tax (PIT) being reduced or eliminated for about 1.1 million people.
- The government is investing an additional \$31 million dollars in [the Ontario Child Benefit](#), for a total of roughly \$1.2 billion this year.
- Starting this fall, the government is investing approximately \$90 million annually to provide low-income seniors access to high-quality dental care.
- People at heightened risk of poverty include: Indigenous people, single mothers, people with disabilities, seniors, recent immigrants, and racialized communities.
- The province is taking a cross-government approach to developing a new poverty reduction strategy.

## LEARN MORE

- [Poverty Reduction Strategy 2018 Annual Report](#)

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**Christine Wood** Minister's Office  
christine.wood@ontario.ca  
437-239-9989

**Graeme Dempster** Ministry of Children, Community and Social Services  
graeme.dempster@ontario.ca  
416-788-1560

[Available Online](#)  
[Disponible en Français](#)

**From:** [Aggregates \(MNRF\)](#)  
**To:** [Keyes, Jennifer \(MNRF\)](#)  
**Cc:** [Desroches, Pauline \(MNRF\)](#); [Zeran, Rebecca \(MNRF\)](#)  
**Subject:** Proposed regulatory changes under the Aggregate Resources Act  
**Date:** February-13-20 9:14:33 AM  
**Attachments:** [ARA-RegER Posting -- Municipality Notification-12Feb2020\\_French.pdf](#)

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Dear Ontario Heads of Council and Clerks,

The Ministry of Natural Resources and Forestry recognizes the critical role Ontario's municipalities play in the lives of Ontarians. We value our strong collaborative partnership with municipalities and the associations that represent their interests.

We want to advise you that the Ministry of Natural Resources and Forestry is proposing changes to the way extraction of aggregate resources are regulated in Ontario, and we are inviting your input on the changes proposed.

The Ministry has gathered perspectives from, industry, municipalities, Indigenous communities, members of the public, and other stakeholders. These proposed changes promote economic growth within the aggregate industry while also maintaining strong protection of the environment and addressing community impacts.

The key areas being proposed for change are summarized below for your convenience. However, we would encourage you to read the details of the proposed regulatory changes which can be found on the Environmental Registry notice# **019-1303** *Proposed amendments to Ontario Regulation 244/97 and the Aggregate Resources of Ontario Provincial Standards under the ARA* located [here](#).

The posting notice can also be viewed by searching for notice#**019-1303** at the following web link: [www.ero.ontario.ca](http://www.ero.ontario.ca)

We encourage you to provide feedback through the Environmental Registry process.

If you have any questions about the proposed changes, please call Rebecca Zeran at (705) 749-8422.

Kind Regards,

Jennifer Keyes  
Director, Natural Resources Conservation Policy Branch  
Ministry of Natural Resources and Forestry

**Proposed regulatory changes include:**

**For new pits and quarries:**

- enhancing the information required to be included in summary statements and technical

reports at the time of application

- improving flexibility in how some standard site plan requirements can be implemented and modernizing how site plans are created
- creating better consistency of site plan requirements between private and Crown land and better alignment with other policy frameworks
- updating the list of qualified professionals who can prepare Class A site plans
- updating the required conditions that must be attached to a newly issued licence or permit
- adjusting notification and consultation timeframes for new pit and quarry applications
- changing and clarifying some aspects of the required notification process for new applications
- updating the objection process to clarify the process
- updating which agencies are to be circulated new pit and quarry applications for comment

**For existing pits and quarries:**

- making some requirements related to dust and blasting apply to all existing and new pits and quarries (requirements which were previously only applied to new applications)
- updating and enhancing some operating requirements that apply to all pits and quarries, including new requirements related to dust management and storage of recycled aggregate materials
- providing consistency on compliance reporting requirements, while reducing burdens for inactive sites
- enhancing reporting on rehabilitation by requiring more context and detail on where, when and how rehabilitation is or has been undertaken
- clarifying application requirements for site plan amendments
- outlining requirements for amendment applications to expand an existing site into an adjacent road allowance
- outlining requirements for amendment applications to expand an existing site below the water table

- setting out eligibility criteria and requirements to allow operators to self-file changes to existing site plans for some routine activities without requiring approval from the ministry (subject to conditions set out in regulation)

**Allowing minor extraction for personal or farm use:**

- outlining eligibility and operating requirements in order for some excavation activities to be exempted from needing a licence (i.e., if rules set in regulation are followed). This would only be for personal use (max. of 300 cubic meters) or farm use (max. 1,000 cubic meters)

**UNFINISHED BUSINESS REPORT**  
**Presented to Council March 02, 2020**

<b>INFRASTRUCTURE SERVICES</b>					
<b>No.</b>	<b>Item</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Status</b>	<b>Update</b>
1.	Docks on Township Property	JAN 2016	Summer 2020	Ongoing	Meeting with Residents scheduled for Tuesday March 3 <sup>rd</sup> .
2.	Fire Protection Ponds	MAY 2016	Summer 2020	Ongoing	No update
3.	Municipal Servicing from City of Cornwall	MAY 2016	Fall 2020	Ongoing	Township to present a report to an upcoming City of Cornwall Council Meeting.
4.	Private Roads (development of document)	FEB 2017	Fall 2020	Ongoing	No update
5.	Williamstown Garage & Fire Hall	MAY 2018	Spring 2020	Ongoing	Funding approved in Budget. Reviewing reports and location for garage. SDG reviewing EVB Report and will be providing comments. Tender documents to be ready for spring.
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2020	Ongoing	Met with Cornwall Electric on February 20 to review LED Street Light Project. Will follow up with inventory and costs for ongoing discussions.
11.	Review of Waste Management program	Dec 2019	Fall 2020	Ongoing	Landfill/Environment Committee to review tender documents in spring. SDG County Waste Management Strategy RFP to be issued in early March.
<b>COMMUNITY SERVICES</b>					

12.	Hamlet Signage Policy	JUNE 2019	DEC 2019	Ongoing	Waiting on templates
13.	Flood Plain Mapping Project	NOV 2019	MAR 2020	Ongoing	On track for completion. Third party review being started by RRCA
<b>CORPORATE SERVICES</b>					
12.	Review of Water Rates	APR 2019	FALL 2019	On Hold	No update
14.	Water Bill Design	AUG 2019	DEC 2019	Ongoing	No update
15.	Strategic Plan – Action Plans	JUNE 2019	FALL 2019	March 2020	CAO Update
16.	Civic Signage Project	JUNE 2019	Spring 2020	Ongoing	By-law being revised by administration

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 12-2020  
FOR THE YEAR 2020**

***BEING 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

**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;

**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 March 2<sup>nd</sup>, 2020 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 2<sup>nd</sup> DAY OF MARCH 2020.***

**MAYOR:**

**CLERK:**