

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

**COUNCIL MEETING
JANUARY 25th, 2016 – 7:00 pm**



Mission Statement:

The Corporation of the Township of South Glengarry is committed to excellence in the efficient delivery of municipal services in a fiscally responsible manner that maximizes the quality of life of our unique community and residents.

Our Strategic Goals:

1. Enhance Economic Growth and Prosperity
2. Invest in Infrastructure and its Sustainability
3. Strengthen the Effectiveness and Efficiency of our Organization
4. Improve Quality of Life in our Community
5. Improve Internal and External Communications



TOWNSHIP OF SOUTH GLENGARRY COUNCIL AGENDA

Date: January 25, 2016

Time: 7:00 pm

Council Chambers, Municipal Office

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
- 4. DECLARATION OF PECUNIARY INTEREST**
- 5. APPROVAL OF MINUTES**
 - Regular Council Meeting Minutes – January 11, 2016 Pg 1-4
- 6. QUESTIONS ARISING FROM THE MINUTES**
- 7. PRESENTATIONS**
 - a) Sgt. Norm Marion - OPP
- 8. STAFF REPORT**
 - Staff Report No. 08-16 – Water Allocation 2016 Pg 5-8
 - Staff Report No. 09-16 – Firefighters remuneration Pg 9-13
 - Staff Report No. 10-16 – Water/Sewer Annual Reports Pg 15-90
 - Staff Report No. 11-16 – Drinking Water Quality Management Pg 91-92
 - Staff Report No. 12-16 – Riverview 1' foot reserve Pg 93-98
 - Staff Report No. 13-16 – Riverview Cul-de-Sac Pg 99-102
 - Staff Report No. 14-16 – Final Rules of Procedure By-law 23-15 Pg 103-123
- 9. COMMITTEE OF THE WHOLE (Open Session)**
 - a) Consents
 - Summary 2015-16 Pg 125-137
 - Recommendation – B-122-15 – Casgrain Pg 139-144
 - Notice of Decision – B-47-15 – St. Andrew's Presbyterian Church Pg 145-148
 - b) Council Member's Report on Committees
 - c) Other Business
- 10. RISE FROM THE COMMITTEE OF THE WHOLE(with reporting)**
- 11. COMMITTEE REPORTS / MINUTES**
 - Committee of Adjustment Minutes – January 18, 2016 Pg 149-152
- 12. CLOSED SESSION**
- 13. CONFIRMING BY-LAW NO. 09-16** Pg 153
- 14. ADJOURNMENT**

JANUARY 11, 2016

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 JANUARY 11TH, 2016.

THERE WERE PRESENT: Deputy-Mayor Frank Prevost, Councillor Trevor Bougie, Councillor Joyce Gravelle, and Councillor Lyle Warden

REGRETS: Mayor Ian McLeod

STAFF PRESENT: CAO, Bryan Brown, Clerk, Marilyn LeBrun, Intern Treasurer, Lachlan McDonald, Communication Officer, Kelli Campeau, GM-Community Services, Joanne Haley and GM-Infrastructure Services, Ewen MacDonald

RESOLUTION NO. 01-16

Moved by: Joyce Gravelle
Seconded by: Trevor Bougie

BE IT RESOLVED THAT THAT the Council Meeting of the Township of South Glengarry of January 11th, 2016 now be opened at 7:01pm.
Carried.

RESOLUTION NO. 02-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT THAT Council of the Township of South Glengarry approve the Agenda Package for the Meeting of January 11th, 2016 as circulated.
Carried.

RESOLUTION NO. 03-16

Moved by: Joyce Gravelle
Seconded by: Lyle Warden

BE IT RESOLVED THAT THAT the minutes of the following Council meeting be accepted as circulated:
- Regular Meeting – December 16th, 2015
- Special Council Meeting – December 17th, 2015
Carried.

Presentations:

- Herbert and Geraldine Schwartz

RESOLUTION NO. 04-16

Moved by: Joyce Gravelle
Seconded by: Lyle Warden

BE IT RESOLVED THAT Staff Report 01-16 be received and that Council of the Township of South Glengarry pass By-law No. 01-16, being a by-law to enter into a new lease agreement with the Royal Canadian Legion, Branch 544 and the Corporation of the Township of South Glengarry, be read

a first, second and third time, passed, signed and sealed in Open Council this 11th day of January 2016.
Carried.

RESOLUTION NO. 05-16

Moved by: Trevor Bougie
Seconded by: Lyle Warden

BE IT RESOLVED THAT Staff Report No. 02-16 on Bill 8 – Accountability and Transparency Act be received for information purposes.
Carried.

RESOLUTION NO. 06-16

Moved by: Trevor Bougie
Seconded by: Joyce Gravelle

BE IT RESOLVED THAT Staff Report No. 03-16 be received and that By-law 03-16 being a by-law to remove the 1' foot reserve and to dedicate Block 13 on Plan 14R-6170 as Open Public Highway, be read a first, second and third time, passed, signed and sealed this 11th day of January 2016.
Carried.

RESOLUTION NO. 07-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 04-16 be received and that By-law No. 02-16, being a by-law to enter into a Community Partnership Agreement between the Corporation of the Township of South Glengarry and the Glendaler's Sports Club for the use of the Peanut Line Train be read a first, second and third time, passed, signed and sealed this 11th day of January 2016.
Carried.

RESOLUTION NO. 08-48

Moved by: Joyce Gravelle
Seconded by: Lyle Warden

BE IT RESOLVED THAT Staff Report No. 05-16 be received and that the Council of South Glengarry do not obtain a 2016 membership with the Federation of Canadian Municipalities.
Carried.

RESOLUTION NO. 09-16

Moved by: Trevor Bougie
Seconded by: Joyce Gravelle

BE IT RESOLVED THAT Staff Report No. 06-16 be received and By-law No. 05-16, being a by-law to amend by-law 38-09, the comprehensive Zoning By-law for the Township of South Glengarry for the property legally described as Part of Lot 9, Concession 2, SRR, in the former Township of Charlottenburgh, now in the Township of South Glengarry, also known as 19383 Glen Road be read a first, second and third time, passed, signed and sealed in Open Council this 11th day of January 2016.
Carried

RESOLUTION NO. 10-16

Moved by: Joyce Gravelle
Seconded by: Trevor Bougie

AND FURTHERMORE BE IT RESOLVED THAT Staff Report No. 06-16 be received and that By-law No. 06-16 being a by-law to enter into an agreement between Joseph and Lynn Dupuis and the Corporation of the Township of South Glengarry to permit a temporary "Garden Suite" as defined in Section 39.1 of the *Planning Act* be read a first, second and third time, passed, signed and sealed in Open Council this 11th day of January 2016.
Carried.

RESOLUTION NO. 11-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council move into Committee of the Whole (Open Session).
Carried.

RESOLUTION NO. 12-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry rise for the Committee of the Whole without reporting.
Carried.

RESOLUTION NO. 13-16

Moved by: Joyce Gravelle
Seconded by: Lyle Warden

BE IT RESOLVED THAT the minutes of the following Committee be received:
- Committee of Adjustments Meeting Minutes – December 15, 2015
- Raisin Region Conservation Authority – December 3, 2015
Carried.

RESOLUTION NO. 14-16

Moved by: Joyce Gravelle
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry pass By-law 04-16, being a by-law to adopt, confirm and ratify matters dealt with by resolution at the meeting of January 11th, 2016 be read a first, second and third time, passed, signed and sealed in Open Council this 11th day of January, 2016.
Carried.

RESOLUTION NO. 15-16

Moved by: Joyce Gravelle
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council Meeting of the Corporation of the Township of South Glengarry of January 11th, 2016, be adjourned to the call of the chair at 8:44 p.m.

MAYOR: _____

CLERK: _____



STAFF REPORT

S.R. No. 08-16

PREPARED BY:

Ewen MacDonald General Manager Infrastructure Services

PREPARED FOR:

Council

COUNCIL DATE:

January 25, 2016

SUBJECT:

Water/Waste Water Capacity Allocation

BACKGROUND:

1. Council adopted the Allocation of Water and Waste Water Capacity By-law 24-11 in April 2011.
2. The By-Law states that the Municipality shall, at least annually, determine the available units of Water Capacity and Waste Water Capacity, and from the available Water Capacity and Waste Water Capacity, Council shall determine the Annual Development Allocation.
3. The 2016 Development Allocation has been calculated using historical flow data per service connection. The appended spreadsheets show the details of the available capacity calculations.
4. The Capacity available and the distribution of 80% of the Capacity for General Development and 20% for Infill Development are as follows:

Location	Water Connections	General Development	Infill
Glen Walter	434	347	87
Lancaster	1322	1058	264

Location	Waste Water Connections	General Development	Infill
Glen Walter	61	49	12
Lancaster	480	384	96


ANALYSIS:

5. The Glen Walter Waste Water Plant Certificate of Approval received a re-rating to 787 CM/Day in March 2015.
6. The 5 Year Average Flow has been used to calculate the remaining capacity for Glen Walter Waste Water Plant.
7. There are 91 pre approved connections that have been allocated in Glen Walter.
8. There are 16 pre approved connections for the Rae Road Subdivision that will expire in September 2016.
9. The developer/property owner of the Rae Road Subdivision will be required to submit a new application for the allocation of capacity and will be subject to the conditions and evaluation process set out in the By-Law.
10. Administration recommends that the capacity available less the previously approved connections be approved as the Annual Development Allocation for 2016.

RECOMMENDATION:

MOVED BY: Lyle Warden
SECONDED BY: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 08-16 be received and that the Council of the Township of South Glengarry Receive and File the Staff Report for the Available Capacity for Allocation of Water and Waste Water Services and furthermore; **THAT** the capacity available be approved as the Annual Development Allocation for 2016.

 **DATE:** Jan. 19/16

Recommended to Council for Consideration by:
CAO - BRYAN BROWN

**Capacity Allocation
Lancaster**

		Average Flow	Connections	Per Connection	Design Capacity	Remaining Capacity	Remaining Connections	Pre Approved Connections	Available Capacity
2015	Water	398	505	0.79	1440	1042	1322	0	1322
	Maximum Flow	629	505	1.25	1440	811	651	0	651
2015	Waste Water	764	505	1.51	1490	726	480	0	480

Capacity Allocation
Glen Walter

		Average Flow	Connections	Per Connection	Design Capacity	Remaining Capacity	Remaining Connections	Pre Approved Connections	Fire Hall	Available Capacity
2015	Water	395	354	1.12	995	600	538	104		434
	Maximum Flow	537	354	1.52	995	458	302	104		198
2015	Waste Water	585	326	1.79	787	202	113	91		22
2014		605	318	1.90	787	182	96	52	1	43
2013		575	310	1.85	625	50	27	36	3	
2012		418	292	1.43	625	207	145	37	3	
2011		461	306	1.51	625	164	109	56	3	
2010		497	309	1.61	625	128	80	56	3	
2009		453	305	1.49	525	72	48			
2008		466	304	1.53	525	59	38			
5 Year Average		529	310	1.70	787	258	152	91		61
4 year Average		546	312	1.75	625	79				
3 year Average		588	318	1.85	625	37				



STAFF REPORT

S.R. No.09-16

PREPARED BY:

Fire Chief – Vic Leroux

PREPARED FOR:

Township of South Glengarry Council

COUNCIL DATE:

January 25, 2016

SUBJECT:

Remuneration for the South Glengarry Volunteer Fire Fighters

BACKGROUND:

1. In 2012 Council of the day approved a remuneration adjustment to the Volunteer Fire Fighters for \$16.11 per hour, which identifies a minimum of two (2) to be paid for an emergency call. Every additional hour is to be paid at the same rate of \$16.11.
2. An hourly wage analysis of our neighbouring Fire Departments was conducted and is as follows;
 - South Stormont - \$16.32 (2015)
 - South Dundas - \$19.90 (2015)
 - North Glengarry - \$15.64 (2015)

ANALYSIS:

3. The year 2012 indicates that our Firefighter have been without an hourly salary rate increase for over three (3) years.
4. As we are all aware, the responsibilities of today's Firefighters are demanding and increasing, in all emergency and non-emergency situations.
5. The Bank of Canada inflation calculator indicates the following percentages:
 - 2012 – 2013 0.90%
 - 2013-2014 1.95%
 - 2014-2015 1.36%
 - 2015-2016 N/A

Indicating a total of 4.21%

6. Based on the above wage analysis and the Bank of Canada inflation calculator, I would like to recommend to Council a 4.50% hourly wage increase to our Volunteer Fire Fighters effective January 1, 2016.
This increase indicates .72 cents to the hourly rate of \$16.11 for a new 2016 hourly wage of \$16.83.

RECOMMENDATION:


MOVED BY:

Frank Prevost

SECONDED BY:

Trevor Bougie

BE IT RESOLVED THAT Staff Report No.09-16 be received and that By-Law No.07-16, being a by-law to amend By-law 60-15 Schedule "B" being a by-law to Establish and Regulate the Fire Department of South Glengarry and Schedule "B" to increase the hourly rate for fire fighters to **\$16.83 effective January 1, 2016**, be read a first, second and third time, passed, signed and sealed in Open Council this 25th day of January 2016.



***Recommended to Council
for Consideration by:
CAO – BRYAN BROWN***

DATE:

Jan 20, 2016

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 07-16
FOR THE YEAR 2016**

***BEING A BY-LAW TO AMEND BY-LAW 60-15, BEING A BY-LAW TO
ESTABLISH AND REGULATE A FIRE DEPARTMENT WITHIN THE
TOWNSHIP OF SOUTH GLENGARRY.***

WHEREAS pursuant to the provisions of Section 5.2 – Remuneration of volunteer Fire Fighters shall be set out in Schedule “B” and any adjustments to such remuneration shall be determined by Council of the Township of South Glengarry.

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

1. **THAT** By-law 60-15 be amended to reflect the change to Schedule “B” to reflect the changes in the hourly rate of \$16.11 to \$16.83
2. **THAT** the new hourly rate takes effect January 1st, 2016.
3. **THAT** the amended By-law 07-16 reflect the changes made to Schedule “B”.
4. **THAT** the Mayor and Clerk be authorized to sign all necessary documents to complete this transaction.

***READ A FIRST, SECOND AND THIRD TIME PASSED SIGNED AND
SEALED IN OPEN COUNCIL THIS 25TH DAY OF JANUARY 2016.***

MAYOR: _____

CLERK: _____

SCHEDULE "B" to Amended By-law No. 07-16

2016 REMUNERATION OF VOLUNTEER FIRE FIGHTERS

Fire Fighters Salaries	
<u>Event</u>	<u>Pay Scale</u>
Fire Calls	\$ 16.83 min. 2 hours
Regular Meeting/Training	\$ 16.83/hour
F/F Paid Activity	\$ 16.83/hour
Deputy Chief	\$ 1,852.45
Assistant Deputy Chief	\$ 1,236.98
Senior Fire Prevention Officer	\$ 1,075.64
Senior Training Captains	\$ 620.50

EFFECTIVE JANUARY 1st, 2016



STAFF REPORT

S.R. # 10-16

PREPARED BY:

Shawn Killoran – Director Water/Waste Water Operations

PREPARED FOR:

Township of South Glengarry Council

COUNCIL DATE:

January 25th, 2016

SUBJECT:

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. Appended are the six (6) reports showing compliance/non-compliance for the Glen Walter, Lancaster, and Redwood Estates Water Treatment Plants for 2015, and the Glen Walter, Lancaster and Green Valley Sewage Treatment Plants for 2015.
3. That Council acknowledge receipt of the six (6) 2015 Annual reports.

RECOMMENDATION:

MOVED BY:

Trevor Bougie

SECONDED BY:

Frank Prevost

BE IT RESOLVED THAT Staff Report No. 10-16 -16 be received and that the Council of the Township of South Glengarry acknowledge receipt of the 2015 Annual Reports for, Redwood Estates, Lancaster and Glen Walter Water Treatment and the Lancaster, Green Valley and Glen Walter Sewage Treatment facilities.


Recommended to Council by:
CAO – BRYAN BROWN

DATE:

Jan 19/16



**GLEN WALTER WATER TREATMENT
Annual Report 2015**

(as per O. Reg. 170/03 – Section 11)

and

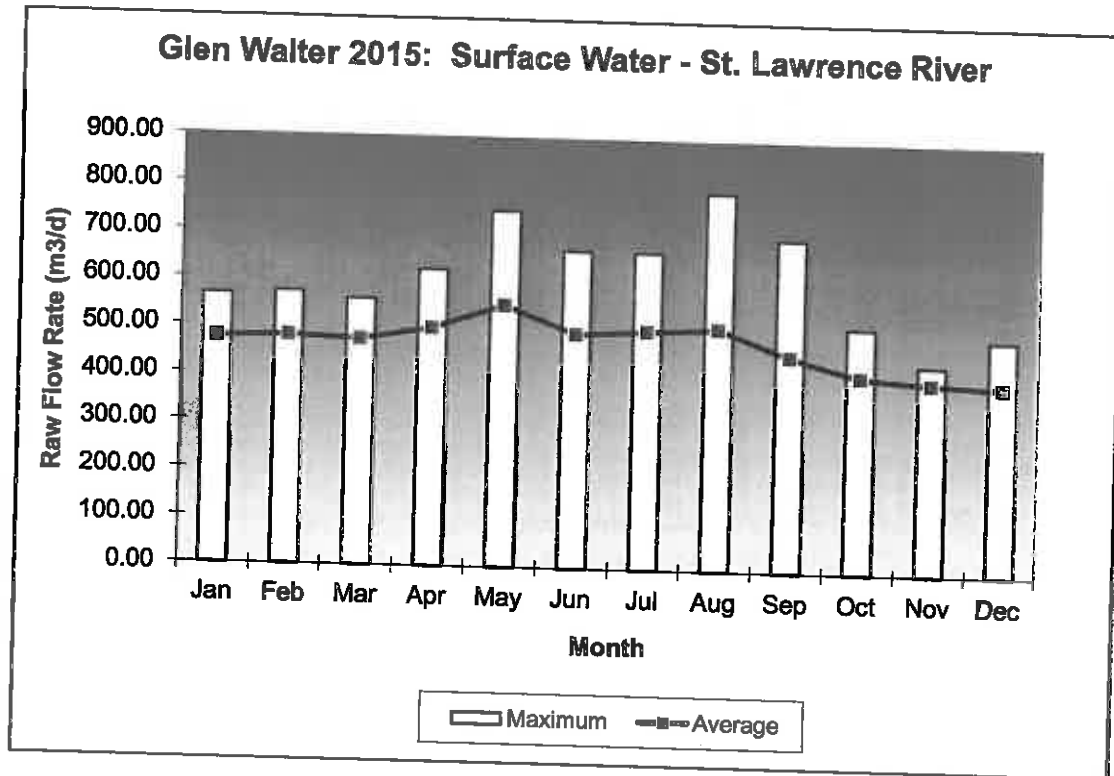
2015 Summary Report for Municipalities

(as per O. Reg. 170/03 – Schedule 22)

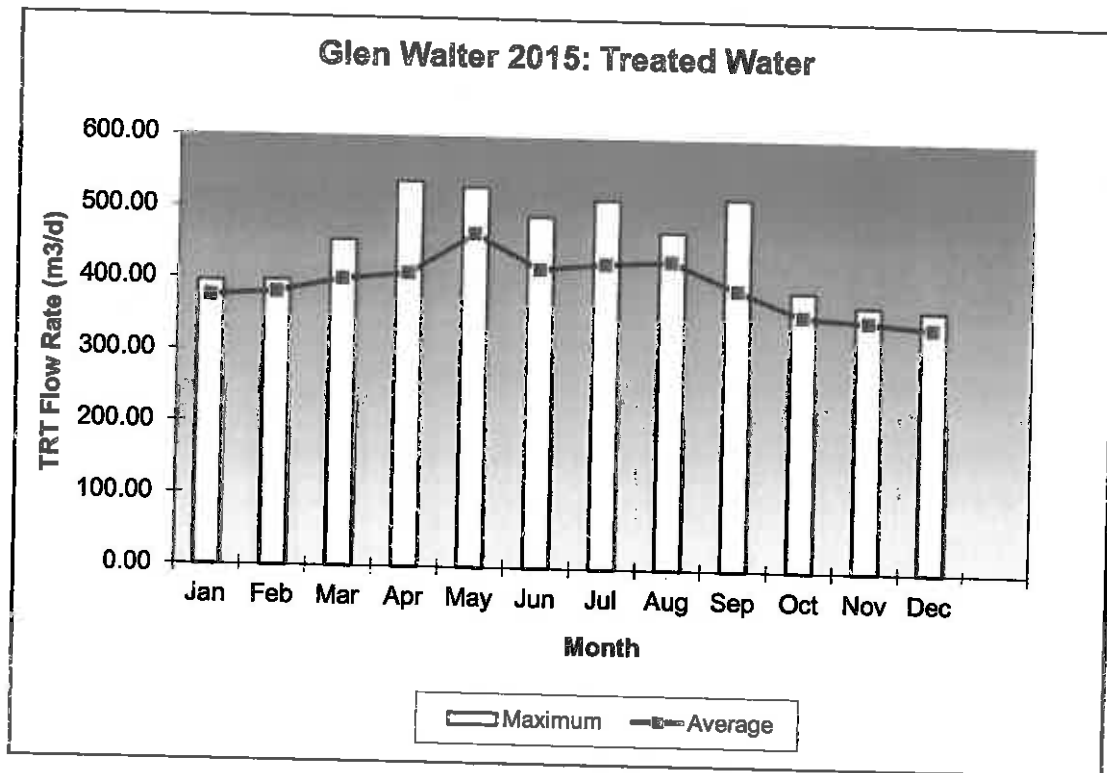
**Prepared by Shawn Killoran
Director of Water/Wastewater Operations**

Date Prepared/Submitted: January 25, 2016

**Comparison of
Daily Average and Maximum Raw Daily Flows for 2015**



**Comparison of
Daily Average and Maximum Treated Daily Flows for 2015**



**The Corporation of the Township of South Glengarry
Glen Walter Water Treatment Plant
2015 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 gaseous chlorine for disinfection and Aluminum Sulphate (Pas-8) 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

A new SCADA (Supervisory Control and Data Acquisition) system installation was completed and put into operation on May 26, 2015.

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 2015 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 171,656m³ of raw water had been treated for the year 2015 with a monthly average of 469m³ per day and a maximum flow of 792m³/day for the year. Maximum flow is equivalent to 80% plant capacity.

The Glen Walter Water Treatment Plant uses gaseous chlorine for disinfection. A total of 382.79kg of chlorine gas had been utilized for the year at an average dosage rate of 2.64mg/litre.

The Glen Walter Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 2.66m³ 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	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	12-Jan-15	0.0003	mg/L	No
ARSENIC	12-Jan-15	0.002	mg/L	No
BARIUM	12-Jan-15	0.016	mg/L	No
BORON	12-Jan-15	0.023	mg/L	No
CADMIUM	12-Jan-15	<0.00002	mg/L	No
CHROMIUM	12-Jan-15	<0.002	mg/L	No
LEAD	Year 2014	0.5	ug/L	No
MERCURY	12-Jan-15	<0.00002	mg/L	No
SELENIUM	12-Jan-15	0.004	mg/L	No
SODIUM	28-Aug-12	12.6	mg/L	No
URANIUM	20-Jan-14	0.00021	mg/L	No
FLUORIDE	28-Aug-12	0.2	mg/L	No
NITRITE	Year 2015	0.1	mg/L	No
NITRATE	Year 2015	0.25	mg/L	No

GLEN WALTER WATER TREATMENT PLANT				
ORGANIC PARAMETERS				
PARAMETER	SAMPLE DATE	RESULT VALUE	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	12-Jan-15	<0.3	ug/L	No
ALDICARB	12-Jan-15	<3	ug/L	No
ALDRIN + DIELDRIN	12-Jan-15	<0.02	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	12-Jan-15	<0.5	ug/L	No
AZINPHOS-METHYL	12-Jan-15	<1	ug/L	No
BENDIOCARB	12-Jan-15	<3	ug/L	No
BENZENE	12-Jan-15	<0.5	ug/L	No
BENZO(A)PYRENE	12-Jan-15	<0.005	ug/L	No
BROMOXYNIL	12-Jan-15	<0.3	ug/L	No
CARBARYL	12-Jan-15	<3	ug/L	No
CARBOFURAN	12-Jan-15	<1	ug/L	No
CARBON TETRACHLORIDE	12-Jan-15	<0.2	ug/L	No
CHLORDANE(TOTAL)	12-Jan-15	<0.04	ug/L	No
CHLORPYRIFOS	12-Jan-15	<0.5	ug/L	No
CYANAZINE	12-Jan-15	<0.5	ug/L	No
DIAZINON	12-Jan-15	<1	ug/L	No
DICAMBA	12-Jan-15	<5	ug/L	No
1,2-DICHLOROBENZENE	12-Jan-15	<0.1	ug/L	No
1,4-DICHLOROBENZENE	12-Jan-15	<0.2	ug/L	No
DICHLORODIPHENYLTRICHLOROETHANE (DDT) + METABOLITES	12-Jan-15	<0.01	ug/L	No
1,2-DICHLOROETHANE	12-Jan-15	<0.1	ug/L	No
1,1-DICHLOROETHYLENE(VINYLDENE CHLORIDE)	12-Jan-15	<0.1	ug/L	No
DICHLOROMETHANE	12-Jan-15	<0.3	ug/L	No
2,4-DICHLOROPHENOL	12-Jan-15	<0.1	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	12-Jan-15	<5	ug/L	No
DICLOFOP-METHYL	12-Jan-15	<0.5	ug/L	No
DIMETHOATE	12-Jan-15	<1	ug/L	No
DINOSEB	12-Jan-15	<0.5	ug/L	No
DIQUAT	12-Jan-15	<5	ug/L	No
DIURON	12-Jan-15	<5	ug/L	No
GLYPHOSATE	12-Jan-15	<25	ug/L	No
HEPTACHLOR + HEPTACHLOR EPOXIDE	12-Jan-15	<0.1	ug/L	No
LINDANE (TOTAL)	12-Jan-15	<0.1	ug/L	No
MALATHION	12-Jan-15	<5	ug/L	No
METHOXYCHLOR	12-Jan-15	<0.1	ug/L	No
METOLACHLOR	12-Jan-15	<3	ug/L	No
METRIBUZIN	12-Jan-15	<3	ug/L	No
MONOCHLOROBENZENE	12-Jan-15	<0.2	ug/L	No
PARAQUAT	12-Jan-15	<1	ug/L	No
PARATHION	12-Jan-15	<3	ug/L	No
PENTACHLOROPHENOL	12-Jan-15	<0.1	ug/L	No
PHORATE	12-Jan-15	<0.3	ug/L	No
PICLORAM	12-Jan-15	<5	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	12-Jan-15	<0.05	ug/L	No
PROMETRYNE	12-Jan-15	<0.1	ug/L	No
SIMAZINE	12-Jan-15	<0.5	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2015	39.6	ug/L	No
TEMEPHOS	12-Jan-15	<10	ug/L	No
TERBUFOS	12-Jan-15	<0.3	ug/L	No
TETRACHLOROETHYLENE	12-Jan-15	<0.1	ug/L	No
2,3,4,6-TRICHLOROPHENOL	12-Jan-15	<0.1	ug/L	No
2,3,5-TRICHLOROPHENOXY ACETIC ACID (2,4,5-T)	12-Jan-15	<10	ug/L	No
TRIFLURALIN	12-Jan-15	<0.5	ug/L	No
VINYL CHLORIDE	12-Jan-15	<0.2	ug/L	No



GLEN WALTER SEWAGE TREATMENT
Annual Report
2015

Prepared by Shawn Killoran
Director of Water/Wastewater Operations

**The Corporation of the Township of South Glengarry
Glen Walter Water Pollution Control Plant
(Sewage Plant)
2015 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, 2015; 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 ³ /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

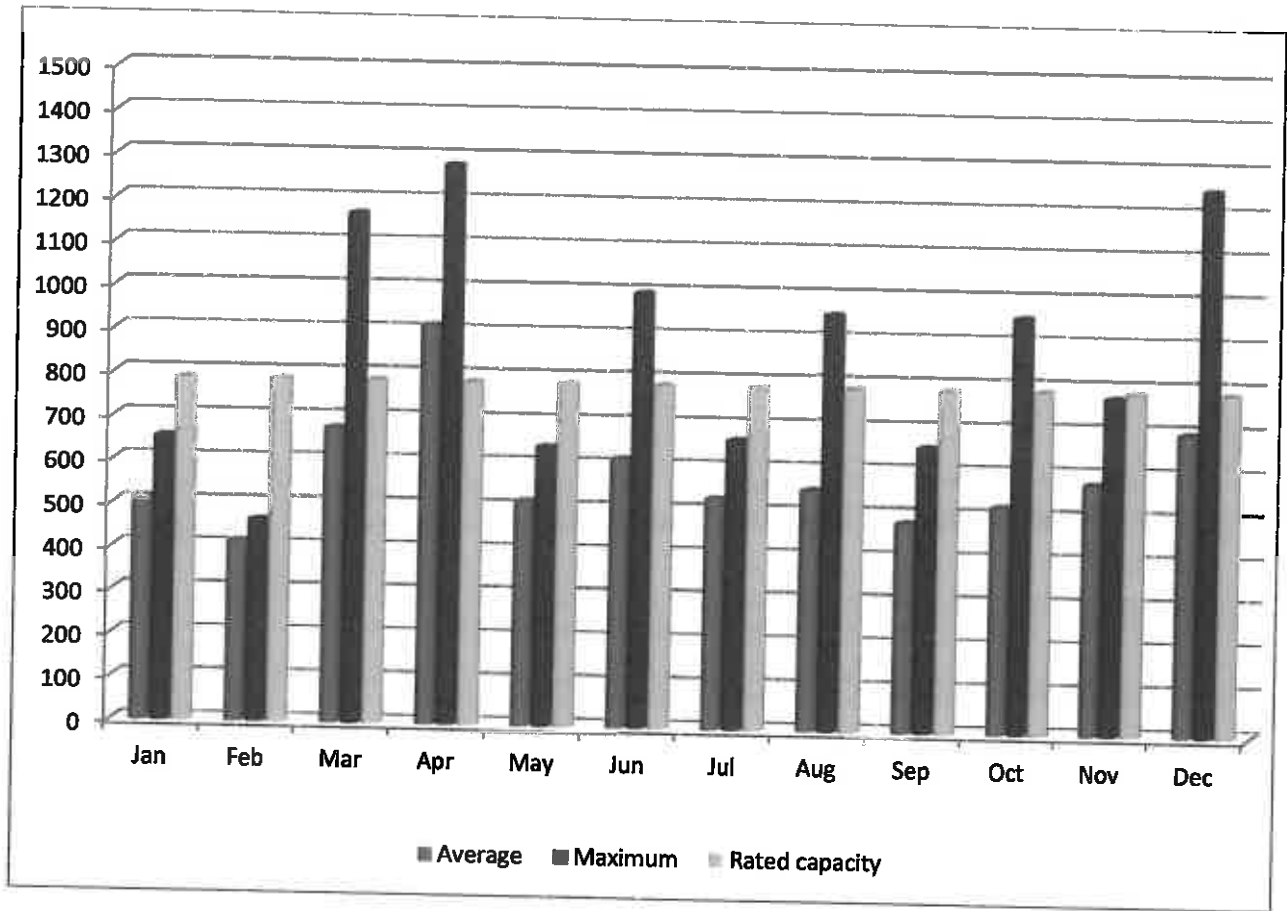
For the purposes of the ECA and the terms and conditions specified, the following definition applies: "*Rated Capacity*" means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Glen Walter WPCP is 787 cubic metres per day (m³/day); that is raw influent (flow) into the plant for treatment. During the reporting year 2015, the Glen Walter WPCP exceeded the rated capacity of 787 m³/day fifty-seven (57) days.

Monthly Average and Maximum Daily Flows for 2015
(Rated capacity 787 m³/day)

Month	Maximum Daily Flow	Monthly Average	% of <i>Rated Capacity</i>
January	652 m ³ /day	514 m ³ /day	65%
February	462 m ³ /day	414 m ³ /day	52%
March	1,168 m ³ /day	677 m ³ /day	86%
April	1,282 m ³ /day	915 m ³ /day	116%
May	641 m ³ /day	517 m ³ /day	66%
June	997 m ³ /day	617 m ³ /day	78%
July	664 m ³ /day	530 m ³ /day	67%
August	956 m ³ /day	554 m ³ /day	70%
September	655 m ³ /day	483 m ³ /day	61%
October	956 m ³ /day	523 m ³ /day	66%
November	775 m ³ /day	578 m ³ /day	73%
December	1,253 m ³ /day	696 m ³ /day	88%
Annual Monthly Average	1,844 m³/day	585 m³/day	74%

Monthly Average and Maximum Daily Flows for 2015
(Rated capacity 787 m³/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>CBOD₅</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

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>CBOD₅</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>CBOD₅</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.

2015 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD₅</i>	3.16	25	1.78	15.63
Total Suspended Solids	3.63	25	2.16	15.63
Total Phosphorus	0.22	0.86	0.12	0.54
Total Ammonia Nitrogen:				
Summer - 14° C (May 1 to September 30)	0.15	4.0	0.08	2.5
Winter- 4° C (October 1 – April 30)	0.70	8.0	0.30	5.0
<i>E. Coli</i> (monthly geometric mean density)	2.6	200 organisms per 100 millilitres	-	-

In the reporting year 2015, 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	9.078	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
- Re-built clarifier scum arm
- Replaced upper gear box on clarifier drive
- Cleaned air diffusers in digester

Pump Stations:

- Removed pump #1 and #2 for cleaned at Bray St. Pumping station.
- Greased check valves at SPS #2

QUARTERLY

SEMI-ANNUALLY

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

ANNUALLY

- Annual calibration of monitoring equipment – Flowmetrix Technical Services Inc. – (June 2, 2015)
- Annual calibration of flow meters – Ken Harris Instrumentation (October 7, 2015)

OPERATIONAL ISSUES

The facility met all operational requirements for the fiscal year January 01 – December 31, 2015.

BIOSOLID (SLUDGE) SUMMARY

The Glen Walter WPCP has a program in place for the removal of biosolids transferred from the *Works*; volume totaling 324.4 m³ for the fiscal year 2015. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 324.4 m³ 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, 2015.

BY-PASS REPORT(S)

N/A

REPORTS

Appendix A - Glen Walter WPCP *Rated Capacity Exceedances* 2015 (Attached)

Appendix B – Glen Walter Annual Performance Report 2015 (Attached)

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 Water Pollution Control Plant
Rated Capacity Exceedances
2015

RATED CAPACITY EXCEEDANCES 2015

The Glen Walter Water Pollution Control Plant received and operates its WPCP under *Amendment to Certificate of Approval (ECA) Number 3-0464-84-889 Notice 3* issued March 23, 2015. The ECA was amended to the original document to capture the change in the re-rating of the capacity. Effective March 23, 2015, the rated-capacity of the plant was increased to 787 cubic metres per day (m³/day).

The definition outlined in the ECA for “*Rated Capacity*” means the *Average Daily Flow* for which the *Works* are approved to handle. In the reporting year 2015, the following days exceeded the rated capacity.

January 2015:		
Exceedances of the Rated Capacity 625 m ³ /day		
Date	Raw Flow	% of rated capacity
1	652	104
2	652	104
3	652	104
4	652	104
5	721	115
5	Total number of days	

March 2015:		
Exceedances of the Rated Capacity 625 m ³ /day		
Date	Raw Flow	% of rated capacity
11	1034	165
12	1034	165
13	721	115
14	721	115
15	721	115
16	704	112
17	704	112
20	704	112
21	704	112
22	704	112

26	1168	148
27	852	108
28	852	108
29	852	108
30	992	126
31	992	126
16	Total number of days	

April 2015:		
Exceedances of the Rated Capacity 787 m ³ /day		
Date	Raw Flow	% of rated capacity
1	877	163
2	1282	177
3	1282	183
4	1282	266
5	1282	266
6	958	266
7	1019	376
8	807	249
9	982	310
10	1069	239
11	1069	226
12	1069	226
13	918	226
14	895	221
15	862	231
16	791	190
17	805	146
18	805	146
19	805	146
20	1000	146
21	980	138
22	980	136
23	794	142
23	Total number of days	

June 2015:		
Exceedances of the Rated Capacity 787 m ³ /day		
Date	Raw Flow	% of rated capacity
16	997	126
17	856	108
2	Total number of days	

August 2015:		
Exceedances of the Rated Capacity 787 m ³ /day		
Date	Raw Flow	% of rated capacity
11	956	121
1	Total number of days	

October 2015:		
Exceedances of the Rated Capacity 787 m ³ /day		
Date	Raw Flow	% of rated capacity
28	956	121
1	Total number of days	

December 2015:		
Exceedances of the Rated Capacity 787 m ³ /day		
Date	Raw Flow	% of rated capacity
21	814	103
22	889	112
23	850	108
24	850	108
25	850	108

26	850	108
27	850	108
28	850	108
29	1253	159
9	Total number of days	

The Glen Walter WPCP exceeded the *Rated Capacity* for the *Works* 57 days in the reporting year 2015.

The annual daily flow is approaching the rated capacity of the *Works*, and, the following chart outlines the findings for 2015; **annual average flow** calculates at 74%

Monthly Average Daily Flow of the Rated Capacity 787 m ³ /day		
Month	Raw Flow	% of rated capacity
January	514	82
February	414	66
March	677	103
April	915	116
May	517	65
June	617	78
July	530	67
Aug	554	70
September	483	61
October	523	66
November	578	73
December	696	88
Annual Average Flow Approaching Design Capacity	585 m³/day	74%

The above information indicates exceedances in the *Rated Capacity* of the *Works*; however, the effluent quality has not been compromised as a result of these exceedances; as evidenced by the accompanying information re effluent quality which is included along with the flow data. (See attached Appendix B.)

Previous years reporting:

Annual Average Daily Flow of the Rated Capacity 787 m ³ /day		
Year	Raw Flow	% of rated capacity
2012	418	67
2013	575	92
2014	575	92
2015	585	74

APPENDIX – B –
Glen Walter Annual Performance Report
2015

Municipality: Township of South Glengarry Project: Glen Walter W.P.C.P										Annual Report Data 2015				Water Course: Lake St. Francis 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	
	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 Influent mg/L	Average Effluent mg/L	Removal Percent	BOD Kg/D	TSS Kg/D	TP Kg/D	N-NH3 Kg/D	m3 Used	Average m3/D	
January	15,958	0.514	0.652	15,958	100	3.00	97.00	72	3.00	95.83	2.10	0.17	91.90	1.85	1.54	1.54	0.09	0.95	0.790				
February	11,614	0.414	0.462	11,614	114	5.25	95.39	168	5.00	97.02	3.96	0.25	93.89	2.96	1.96	1.87	0.09	1.11	0.582				
March	20,987	0.677	1.168	20,987	134	4.80	96.42	160	5.40	96.63	4.25	0.18	95.76	0.01	3.25	3.66	0.12	0.01	0.714				
April	27,461	0.915	1.282	27,461	48	2.00	95.83	76	5.67	92.54	1.74	0.15	91.38	0.01	1.77	5.02	0.13	0.01	0.557				
May	16,052	0.517	0.641	16,052	108	2.00	98.15	148	2.50	98.31	4.12	0.11	97.33	0.07	1.03	1.29	0.06	0.04	0.798				
June	18,532	0.617	0.997	18,532	86	2.00	97.67	124	2.40	98.08	3.27	0.12	96.33	0.13	1.23	1.48	0.07	0.08	0.517				
July	16,429	0.530	0.664	16,429	101	2.25	97.77	120	3.25	97.29	3.47	0.37	89.34	0.12	1.19	1.72	0.20	0.06	0.753				
August	17,191	0.554	0.856	17,191	148	3.20	97.84	168	3.00	96.21	4.17	0.31	92.57	0.19	1.77	1.66	0.17	0.11	0.754				
September	14,512	0.483	0.655	14,512	67	3.00	95.52	68	3.00	95.59	1.59	0.32	79.87	0.22	1.45	1.45	0.15	0.11	0.790				
October	16,224	0.523	0.956	16,224	162	3.00	98.15	188	3.25	98.27	3.84	0.20	94.79	0.02	1.57	1.70	0.10	0.01	0.865				
November	17,359	0.578	0.775	17,359	116	4.40	96.21	140	3.60	97.43	3.00	0.25	91.67	0.01	2.54	2.08	0.14	0.01	0.820				
December	21,592	0.698	1.253	21,592	108	3.00	97.22	140	3.50	97.50	3.14	0.17	94.59	0.03	2.09	2.44	0.12	0.02	0.848				
Total	213,921			213,925											5.62	21.41	25.91	1.46	2.50	9.078			
Average		0.585		17.83	107.67	3.16	96.93	131.00	3.63	96.89	3.22	0.22	92.43	0.47	1.78	2.16	0.12	0.21	0.757				
Criteria		0.787				25			25			0.85		4	15.63	16.63	0.54	5.2.5	W 5.0				
Maximum Compliance	36,060	1,202	2,353	36,06		5.25	Yes		5.67	Yes		0.37	Yes	2.96	Yes	3.25	5.02	0.2	1.11	Yes	Yes	Yes	

Effluent E-Coll			
Min	Max	Geo. Mean	
2	2	2.0	
2	2	2.0	
2	2	2.0	
2	2	2.0	
2	2	2.0	
2	2	2.0	
2	2	2.0	
2	12	4.9	
2	8	3.5	
2	2	2.0	
2	2	2.0	
2	12	4.9	
2	2	2.0	

2	4	2.6
Average	200	
Criteria		
Maximum Compliance	Yes	

WPCP Annual Operations Report

Glen Walter

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SOUTH GLENGARRY

Ontario's Celtic Heartland

GREEN VALLEY SEWAGE TREATMENT Annual Report 2015

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

**The Corporation of the Township of South Glengarry
Green Valley Sewage Treatment
(Sewage Plant)
2015 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, 2015; 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 ³ /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

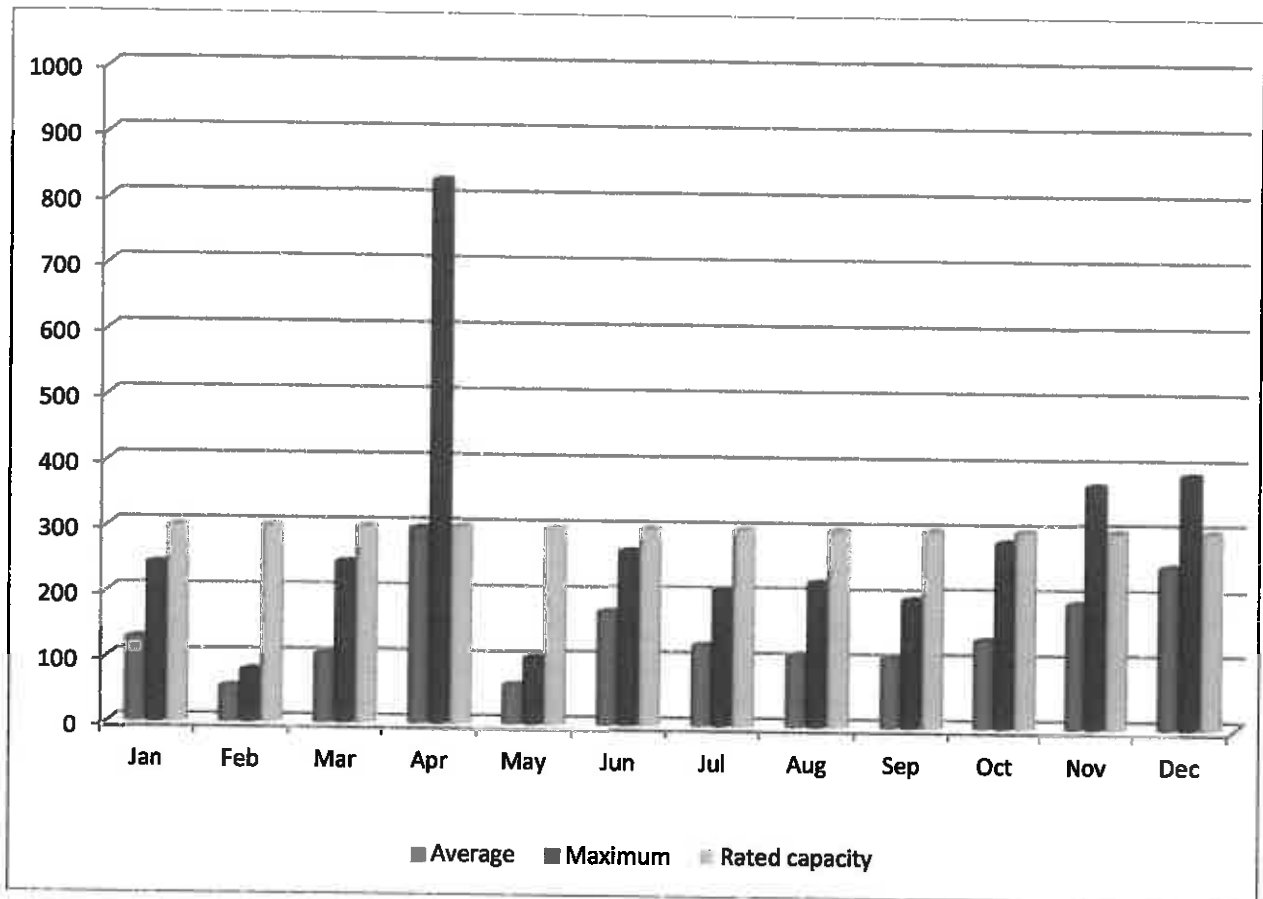
For the purposes of the ECA and the terms and conditions specified, the following definition applies: "*Rated Capacity*" means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Green Valley WPCP is 300 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2015.

Monthly Average and Maximum Daily Flows for 2015
(Rated capacity 300 m³/day)

Month	Maximum Daily Flow	Monthly Average	% of <i>Rated Capacity</i>
January	242 m ³ /day	128 m ³ /day	42%
February	79 m ³ /day	54 m ³ /day	18%
March	245 m ³ /day	105 m ³ /day	35%
April	828 m ³ /day	298 m ³ /day	99%
May	101 m ³ /day	60 m ³ /day	20%
June	266 m ³ /day	173 m ³ /day	57%
July	207 m ³ /day	123 m ³ /day	41%
August	220 m ³ /day	110 m ³ /day	37%
September	195 m ³ /day	107 m ³ /day	36%
October	283 m ³ /day	134 m ³ /day	45%
November	370 m ³ /day	191 m ³ /day	64%
December	387 m ³ /day	248 m ³ /day	83%
Annual Monthly Average	285 m³/day	250 m³/day	83%

Monthly Average and Maximum Daily Flows for 2015
(Rated capacity 300 m³/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

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
CBOD ₅	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

Parameters	Sample Type	Frequency
<i>CBOD₅</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.

2015 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD₅</i>	12.8	30	57.01	214.3
Total Suspended Solids	23.6	30	105.11	214.3
Total Phosphorus	0.37	1.0	1.65	7.1

In the reporting year 2015, 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	12	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 – Flowmetrix Technical Services Inc.
- Annual calibration of flow meters – Ken Harris Instrumentation

OPERATIONAL ISSUES

- The facility met all operational requirements for the fiscal year January 01 – December 31, 2015.
- Removed cattails and growth alongside of east lagoon

COMPLAINTS

- No complaints were lodged in the fiscal year January 01 – December 31, 2015.

BY-PASS REPORT(S)

- No by-passes have been reported.

GREEN VALLEY WASTEWATER TREATMENT LAGOON PERFORMANCE 2015

On May 4th, 2015 the Township of South Glengarry Wastewater Department dosed the twin celled lagoon system with 12,000 litres of Alum for phosphorus removal. Each cell is equipped with a level marker which read 1.3 meters, that is equal to approximately 84,447 cubic meters of raw sewage.

On May 6th, 2015 at approximately 10:00 am, the lagoon discharge commenced and the first set of samples were collected. The flow was set at approximately 6,000 cubic meters per day. On May 21st, 2015 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 15th or terminating not later than May 25th of each year. A total of 71,279 cubic meters have been recorded on the Stingray 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 2015 (Attached)

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

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

APPENDIX – A –
Green Valley Lagoons
Sewage Annual Performance Report
2015

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

Annual Report Data
2015

Description: 2 Sewage Pumping Stations - 2 Facultative Cells - Annual Discharge

	Influent Flow			Effluent Flow - Total X 1000 m3/D	Biochemical Oxygen Demand		Suspended Solids - Total		Phosphorus		Waste Loadings			Alum m3 Used
	Total X 1000 m3	Average X 1000 m3	Maximum Daily X 1000 m3		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			
January	3,989	0.128	0.242	0	48		24	0	2.07	0	0.00	0.00	0	
February	1,883	0.054	0.079	0	132		118	0	6.1	0	0.00	0.00	0	
March	3,272	0.105	0.246	0	401		448	0	9.13	0	0.00	0.00	0	
April	9,265	0.298	0.828	0	25		84	0	1.93	0	0.00	0.00	0	
May	1,871	0.080	0.101	71.279	50	12.8	32	23.6	3.25	0.37	76.78	139.71	12	
June	6,367	0.173	0.268	0	74		52	0	2.76	0	0.00	0.00	0	
July	3,841	0.123	0.207	0	219		180	0	6.74	0	0.00	0.00	0	
August	3,421	0.110	0.220	0	73		72	0	5.12	0	0.00	0.00	0	
September	3,228	0.107	0.195	0	260		96	0	4.02	0	0.00	0.00	0	
October	4,160	0.134	0.283	0	289		282	0	6.27	0	0.00	0.00	0	
November	5,759	0.191	0.370	0	67		120	0	3.98	0	0.00	0.00	0	
December	7,712	0.248	0.387	0	48		24	0	2.07	0	0.00	0.00	0	
Total	53,556			71.279										
Average	4,463	0.144	0.285	5,940	141.33	12.8	128.33	23.6	4.46	0.37	76.78	139.71	12	
Criteria											76.78	139.71	12	
Maximum											214.3	214.3	7.1	
Compliance											Yes	Yes	Yes	

[illegible]

SOUTH GLENGARRY



Ontario's Celtic Heartland

LANCASTER SEWAGE TREATMENT Annual Report 2015

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

**The Corporation of the Township of South Glengarry
Lancaster Sewage Treatment
(Sewage Plant)
2015 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, 2015; 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 ³ /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

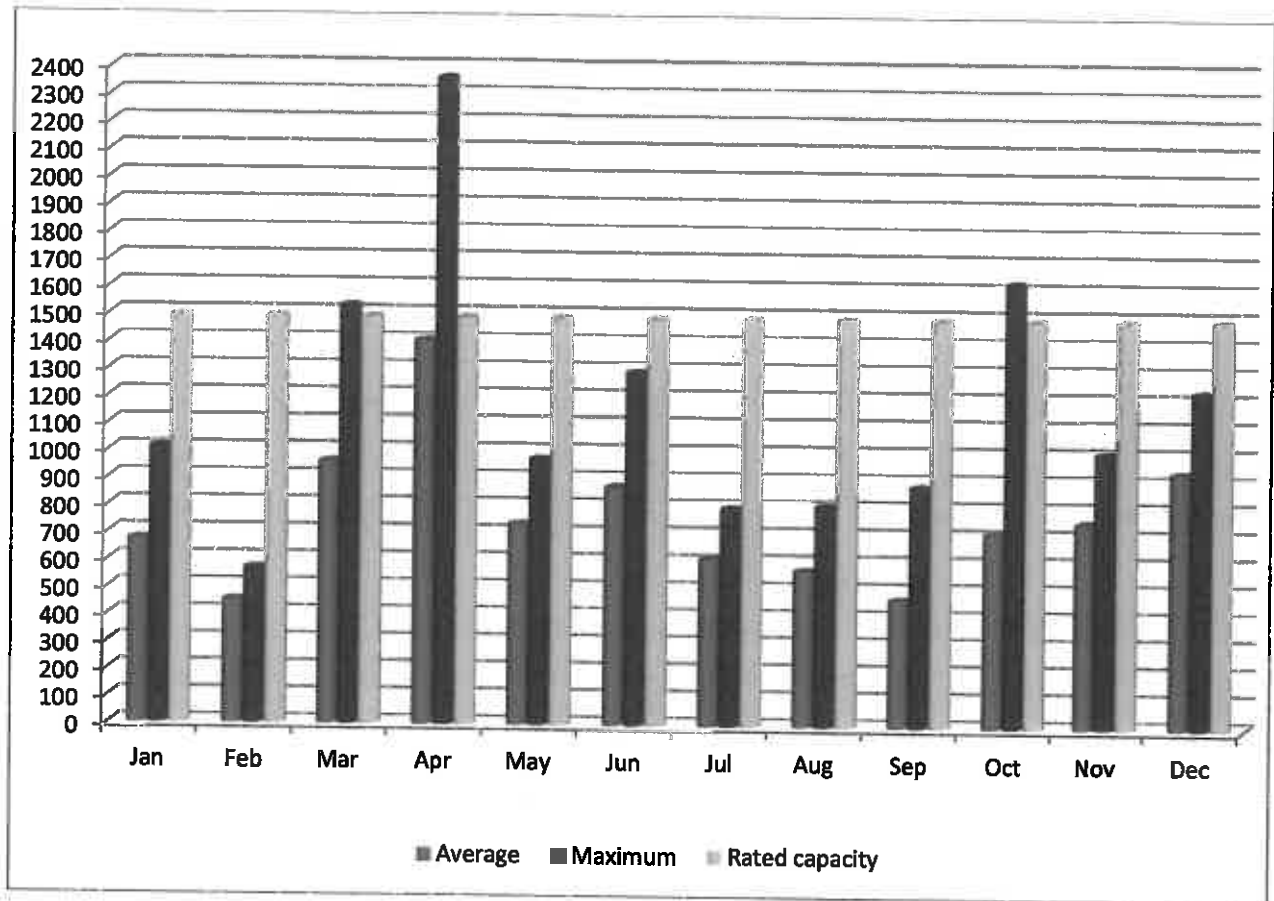
For the purposes of the ECA and the terms and conditions specified, the following definition applies: "*Rated Capacity*" means the *Average Daily Flow* for which the *Works* are approved to handle.

The rated capacity of the Lancaster WPCP is 1,490 cubic meters per day (m³/day); that is raw influent (flow) into the lagoon for treatment. During the reporting year 2015.

Monthly Average and Maximum Daily Flows for 2015
(Rated capacity 1,490 m³/day)

Month	Maximum Daily Flow	Monthly Average	% of <i>Rated Capacity</i>
January	1,011 m ³ /day	674 m ³ /day	45%
February	568 m ³ /day	452 m ³ /day	30%
March	1,530 m ³ /day	961 m ³ /day	64%
April	2,363 m ³ /day	1407 m ³ /day	94%
May	974 m ³ /day	737 m ³ /day	49%
June	1,293 m ³ /day	875 m ³ /day	58%
July	798 m ³ /day	616 m ³ /day	41%
August	809 m ³ /day	574 m ³ /day	38%
September	881 m ³ /day	469 m ³ /day	31%
October	1,628 m ³ /day	714 m ³ /day	47%
November	1,006 m ³ /day	754 m ³ /day	50%
December	1,233 m ³ /day	939 m ³ /day	63%
Annual Monthly Average	1,174 m³/day	764 m³/day	51%

Monthly Average and Maximum Daily Flows for 2015
(Rated capacity 1,490 m³/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>CBOD₅</i>	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 – May 1 to September 31</i>		-

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>CBOD₅</i>	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 – May 1 to September 31</i>		-

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>CBOD₅</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.

2013 ANNUAL EFFLUENT QUALITY:

Parameters	Average Concentration mg/L	Criteria Concentration mg/L	Average Loading, kg/d	Loading Criteria, kg/d
<i>CBOD₅</i>	5.06	30	63.89	44.7
Total Suspended Solids	4.50	40	3.60	59.6
Total Phosphorus				
Summer – June 1 to November 30	0.12	0.5	0.07	0.75
Winter – December 1 to May 31	0.22	1.0	0.19	1.5
Total Ammonia Nitrogen:				
Summer – June 1 to November 30	1.54	13	1.05	19.4
Winter- December 1 to May 31	8.27	20	7.2	30.0
<i>E. Coli</i>	15.41		-	-

In the reporting year 2015, 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	35.424	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:

- N/A

QUARTERLY

- N/A

SEMI-ANNUALLY

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

ANNUALLY

- Annual calibration of monitoring equipment – Flowmetrix Technical Services Inc.
- Annual calibration of flow meters – Ken Harris Instrumentation

- Replaced blower belts

OPERATIONAL ISSUES

The facility met all operational requirements for the fiscal year January 01 – December 31, 2015.

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 324.4 m³ for the fiscal year 2015. Joseph Romeo René Goulet (Certificate of Approval Hauler # A 920463) is contracted and hauled/transported 324.4 m³ 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

No complaints were lodged in the fiscal year January 01 – December 31, 2015.

BY-PASS REPORT(S)

No by-passes have been reported.

REPORTS

Appendix A – Lancaster Sewage Annual Performance Report 2015 (Attached)

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

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

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APPENDIX – A –
Lancaster Lagoons
2015

Water Course: Lake St. Francis
Design Capacity: 1,490 x 1000 m3/D

Annual Report Data 2015

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

Influent Flow				Effluent	Biochemical Oxygen Demand				Suspended Solids - Total				Phosphorus		Ammonium	Waste Loadings				Alum
Total X 1000 m3	Average X 1000 m3	Daily X 1000 m3	Maximum	Flow - Total X 1000 m3/D	Average mg/L	Average Effluent mg/L	Removal Percent	Average mg/L	Average Effluent mg/L	Removal Percent	Average mg/L	Average Effluent mg/L	Removal Percent	Average mg/L	BOD Kg/D	TSS Kg/D	TP Kg/D	NH4-N Kg/D	m3 Used	
January	20,898	0.874	1.011	19,474	204.50	5.50	97.31	136.00	3.50	97.43	3.29	0.16	95.14	9.33	3.46	2.20	0.10	5.86	2,758	
February	14,029	0.452	0.568	15,028	364.50	6.25	98.29	1754.00	4.25	99.76	4.49	0.23	94.88	11.3	3.35	2.28	0.12	6.06	1,925	
March	29,788	0.981	1.530	25,538	227.20	6.80	97.01	338.40	4.40	98.70	3.38	0.33	90.24	14.28	5.60	3.62	0.27	11.75	2,828	
April	43,614	1.407	2.363	50,910	235.33	7.33	96.89	334.67	8.33	97.51	1.42	0.21	85.21	8.98	12.44	14.14	0.36	15.24	2,949	
May	22,856	0.737	0.974	21,036	223.00	9.00	95.96	188.00	9.87	94.86	4.14	0.26	93.72	4.32	6.10	6.56	0.18	2.93	2,933	
June	26,261	0.875	1.293	23,515	182.40	4.40	97.58	205.60	2.20	98.93	3.45	0.2	94.20	6.1	3.45	1.72	0.16	4.78	3,601	
July	19,110	0.616	0.798	14,460	216.75	2.25	98.96	147.00	3.25	97.79	4.98	0.12	97.59	0.39	1.05	1.51	0.06	0.18	3,379	
August	17,795	0.574	0.809	13,259	195.40	4.80	97.54	107.20	5.00	95.34	5	0.14	97.20	1.36	2.05	2.14	0.08	0.58	3,224	
September	14,090	0.469	0.681	13,068	115.25	3.00	97.40	112.75	3.00	97.34	3.53	0.09	97.45	0.72	1.30	1.30	0.04	0.31	3,247	
October	22,175	0.714	1.628	15,005	299.75	3.00	99.00	221.75	3.00	98.65	4.31	0.07	98.38	0.14	1.45	1.45	0.03	0.07	3,081	
November	25,374	0.754	1.006	19,785	170.40	5.40	96.83	149.60	3.00	97.99	3.14	0.08	97.45	0.55	3.56	1.96	0.05	0.36	3,023	
December	28,125	0.939	1.233	29,785	243.00	3.00	98.71	177.00	4.50	97.46	3.34	0.13	96.11	1.41	2.88	4.32	0.12	1.36	2,476	
Total	283,113			260,859											48.68	43.22	1.55	49.47	35,424	
Average	23,593	0.784	1.175	21,738	223.12	5.06	97.63	322.66	4.51	97.65	3.71	0.17	94.80	4.91	3.89	3.60	0.13	4.12		
Criteria		149				30			40			S 0.5		S 13	44.7	59.6	S 0.75	S 19.4		
M maximum												W 1.0		W 20			W 1.5	W 30		
Compliance	Yes					Yes			Yes			Yes		Yes	Yes	Yes	Yes	Yes	Yes	
Effluent Flow																				
January	0.628																			
February	0.536																			
March	0.823																			
April	1.687																			
May	0.678																			
June	0.783																			
July	0.466																			
August	0.427																			
September	0.434																			
October	0.484																			
November	0.689																			
December	0.981																			
Average	0.715																			



**LANCASTER WATER TREATMENT
Annual Report 2015**

(as per O. Reg. 170/03 – Section 11)

and

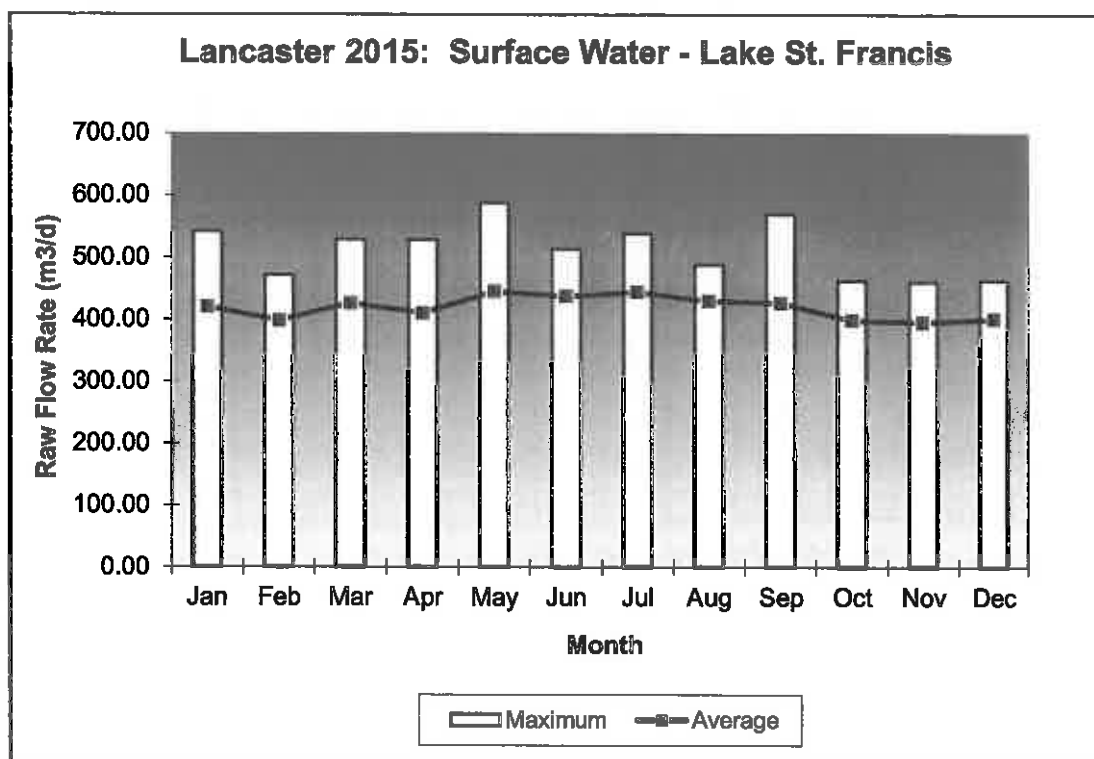
2015 Summary Report for Municipalities

(as per O. Reg. 170/03 – Schedule 22)

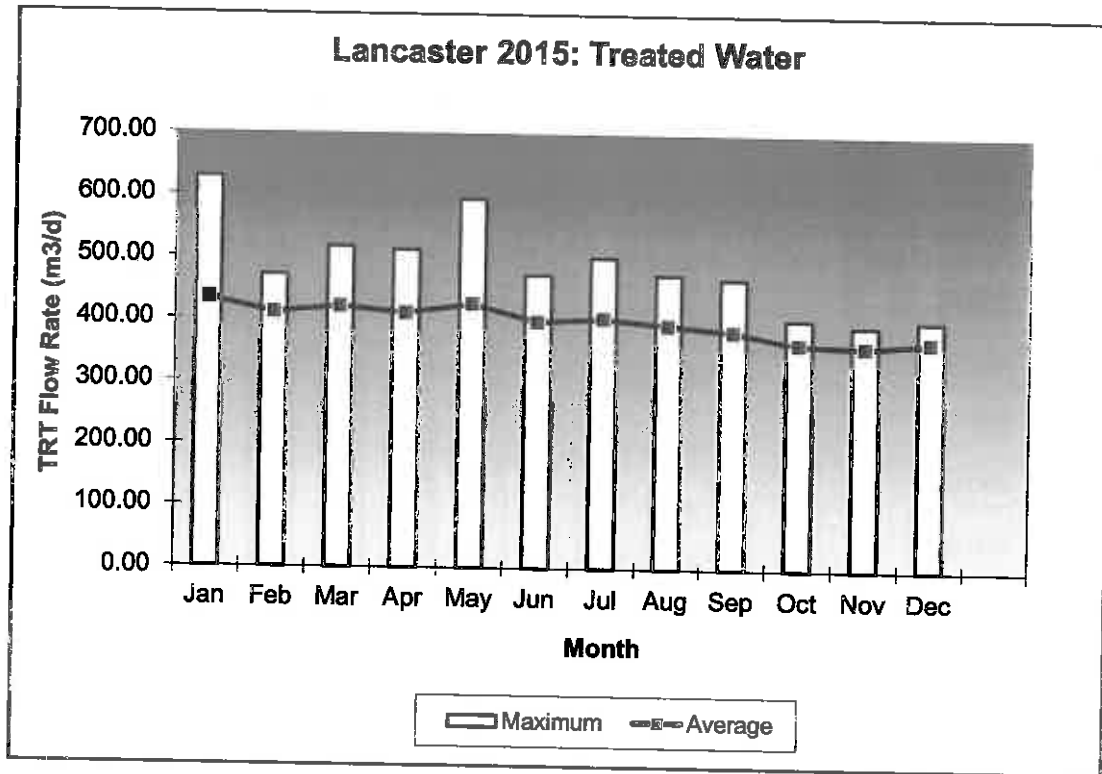
**Prepared by Shawn Killoran
Director of Water/Wastewater Operations**

Date Prepared/Submitted: January 25, 2016

**Comparison of
Daily Average and Maximum Raw Daily Flows for 2015**



**Comparison of
Daily Average and Maximum Treated Daily Flows for 2015**



The Corporation of the Township of South Glengarry Lancaster Water Treatment Plant 2015 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 (Pas-8) 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

- A new SCADA (Supervisory Control and Data Acquisition) system installation was completed and put into operation on May 26, 2015.
- Replaced flocculater motor on filter #2

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 2015 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 153,396m³ of raw water had been treated for the year 2015 with a monthly average of 419m³ per day and a maximum flow of 513m³ /day for the year. Maximum flow is equivalent to 36% of plant capacity.

The Lancaster Water Treatment Plant uses sodium hypochlorite for disinfection. A total of 502kg of sodium hypochlorite has been utilized for the year at an average dosage rate of 3.3mg/litre.

The Lancaster Water Treatment Plant also uses aluminum sulphate as a coagulant in the treatment process. A total of 2.84m³ 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 2015										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						Free Cl2 Residual mg/L						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		C12 Total Kg Used		Alum Total m3 Used		Free Cl2 Residual mg/L Min. Max. Avg.		Average Turbidity NTU		Average Colour TCU		Average Aluminum mg/L		Nitrate NO3 mg/L		Free Cl2 Residual mg/L Min. Max. Avg.		THM ug/L		Lead ug/L						
January	13,042	0,420	0,542	13,440	0,433	0,628	27.98	0,253	1.32	1.95	1.60	0.07	0	0	0.020	0.1	0.3	1.06	1.51	1.28	39.2															
February	11,169	0,393	0,472	11,524	0,411	0,472	34.03	0,222	1.22	1.41	1.31	0.08	0	0	0.022	0.1	0.3	0.90	1.24	1.09																
March	13,217	0,426	0,529	13,080	0,421	0,518	39.35	0,269	1.22	1.41	1.31	0.07	0	0	0.022	0.1	0.4	0.92	1.18	1.07																
April	12,924	0,410	0,529	12,353	0,411	0,513	21.43	0,237	1.14	1.35	1.26	0.07	0	0	0.030	0.1	0.4	0.98	1.14	1.08																
May	13,821	0,445	0,598	13,218	0,428	0,595	21.60	0,260	0.79	1.58	1.28	0.08	0	0	0.045	0.3	0	0.88	1.04	1.15																
June	13,154	0,438	0,514	11,942	0,398	0,473	59.45	0,247	1.02	1.71	1.47	0.07	0	0	0.059	0.3	0	0.96	1.64	1.29																
July	13,773	0,444	0,539	12,542	0,404	0,502	33.07	0,265	1.02	1.82	1.49	0.07	0	0	0.085	0.3	0	0.96	1.67	1.26																
August	13,346	0,430	0,489	12,243	0,394	0,475	63.96	0,240	0.55	1.67	1.46	0.08	0	0	0.110	0.3	0	1.00	1.32	1.17																
September	12,825	0,427	0,570	11,536	0,384	0,469	53.92	0,233	1.12	1.47	1.29	0.08	0	0	0.136	0.2	0.1	0.94	1.24	1.14																
October	12,359	0,399	0,463	11,327	0,365	0,404	55.68	0,233	1.04	1.84	1.37	0.07	0	0	0.063	0.2	0.1	0.94	1.24	1.14																
November	11,886	0,396	0,461	10,851	0,361	0,394	56.55	0,204	1.17	1.77	1.44	0.08	0	0	0.070	0.2	0.1	1.12	1.48	1.25																
December	12,440	0,401	0,463	11,488	0,369	0,403	35.56	0,208	1.05	2.05	1.30	0.09	0	0	0.040	0.2	0.1	0.84	1.56	1.13																
Total	153,396			145,525			502.78	2.84																												
Average	12,783	0,420	0,513	12,127	0,398	0,487	41.80	0,237	1.05	1.67	1.38	0.08	0	0	0.061	0.2	0.2	0.95	1.38	1.16																
Criteria			0.995						0.2								1	0.05																		
Maximum																																				
Compliance	Yes				Yes				Yes				Yes				Yes				Yes				Yes				Yes				Yes			

Raw Water						Treated Water						Distribution Water					
Total # of Raw Samples		Minimum		Maximum		Total # of Treated Samples		Minimum		Maximum		Total # of Distribution Samples		Minimum		Maximum	
January	4	0	1	0.25	2	6	4	3.50	4	0	4	0	12	0	12	0	
February	4	0	2	0.75	2	4	4	2.50	4	0	4	0	12	0	12	0	
March	5	0	2	0.60	2	2	5	2.00	5	0	5	0	15	0	15	0	
April	4	0	0	0.00	4	4	4	2.50	4	0	4	0	12	0	12	0	
May	4	0	0	0.00	1	2	4	1.25	4	0	4	0	12	0	12	0	
June	5	0	0	0.00	1	1	5	1.00	5	0	5	0	15	0	15	0	
July	4	0	1	0.25	2	6	4	3.00	4	0	4	0	12	0	12	0	
August	5	0	0	0.00	2	2	5	2.00	5	0	5	0	15	0	15	0	
September	4	0	0	0.00	2	4	4	4.50	4	0	4	0	12	0	12	0	
October	4	0	1	0.75	2	22	9	9.00	4	0	4	0	12	0	12	0	
November	5	0	1	0.75	2	14	7.00	7.00	5	0	5	0	15	0	15	0	
December	4	0	1	0.50	4	8	4	4.00	4	0	4	0	12	0	12	0	
Total	52					52							156				

Total # of Raw Samples	Raw Water Escherichia Coliform (cfu/100mL)				Raw Water Total Coliform (cfu/100mL)				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	Total	Minimum	Maximum	Average	Total	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe						
January	4	0	1	0.25	2	6	3.50	4	4	0	4	4	0	4	4	0	4	4	0	4	12	12	0	12	0	12	0	12	0	0						
February	4	0	2	0.75	2	4	2.50	4	4	4	4	4	4	4	4	4	4	4	4	12	12	0	12	0	12	0	12	0	0							
March	5	0	2	0.60	2	2	2.00	5	5	0	5	0	5	0	5	0	5	0	5	0	15	15	0	15	0	15	0	15	0	0						
April	4	0	0	0.00	4	0	0.00	4	4	0	4	0	4	0	4	0	4	0	4	0	12	12	0	12	0	12	0	12	0	0						
May	4	0	0	0.00	1	2	1.25	4	4	0	4	0	4	0	4	0	4	0	4	0	12	12	0	12	0	12	0	12	0	0						
June	5	0	0	0.00	1	1	1.00	5	5	0	5	0	5	0	5	0	5	0	5	0	15	15	0	15	0	15	0	15	0	0						
July	4	0	1	0.25	2	6	3.00	4	4	0	4	0	4	0	4	0	4	0	4	0	12	12	0	12	0	12	0	12	0	0						
August	5	0	0	0.00	2	2	2.00	5	5	0	5	0	5	0	5	0	5	0	5	0	15	15	0	15	0	15	0	15	0	0						
September	4	0	0	0.00	2	12	4.50	4	4	0	4	0	4	0	4	0	4	0	4	0	12	12	0	12	0	12	0	12	0	0						
October	4	0	1	0.75	2	22	9.00	4	4	0	4	0	4	0	4	0	4	0	4	0	12	12	0	12	0	12	0	12	0	0						
November	5	0	2	1.00	4	14	7.20	5	5	0	5	0	5	0	5	0	5	0	5	0	15	15	0	15	0	15	0	15	0	0						
December	4	0	1	0.50	2	8	4.00	4	4	0	4	0	4	0	4	0	4	0	4	0	12	12	0	12	0	12	0	12	0	0						
Total	52				52				52				52				52				52			52			52									

LANCASTER WATER TREATMENT PLANT				
INORGANIC PARAMETERS				
PARAMETER	SAMPLE DATE	RESULT VALUE	UNIT OF MEASURE	EXCEEDANCE
ANTIMONY	12-Jan-15	0.0002	mg/L	No
ARSENIC	12-Jan-15	0.0012	mg/L	No
BARIUM	12-Jan-15	0.021	mg/L	No
BORON	12-Jan-15	0.024	mg/L	No
CADMIUM	12-Jan-15	<0.00002	mg/L	No
CHROMIUM	12-Jan-15	<0.002	mg/L	No
LEAD	Year 2014	0.1	ug/L	No
MERCURY	12-Jan-15	<0.00002	mg/L	No
SELENIUM	12-Jan-15	0.002	mg/L	No
SODIUM	28-Aug-12	16.4	mg/L	No
URANIUM	12-Jan-15	0.00018	mg/L	No
FLUORIDE	28-Aug-12	0.2	mg/L	No
NITRITE	Year 2015	0.1	mg/L	No
NITRATE	Year 2015	0.3	mg/L	No

LANCASTER WATER TREATMENT PLANT				
ORGANIC PARAMETERS				
PARAMETER	SAMPLE DATE	RESULT VALUE	UNIT OF MEASURE	EXCEEDANCE
ALACHLOR	12-Jan-15	<0.3	ug/L	No
ALDICARB	12-Jan-15	<3	ug/L	No
ALDRIN + DIELDRIN	12-Jan-15	<0.02	ug/L	No
ATRAZINE + N-DEALKYLATED METOBOLITES	12-Jan-15	<0.5	ug/L	No
AZINPHOS-METHYL	12-Jan-15	<1	ug/L	No
BENDIOCARB	12-Jan-15	<3	ug/L	No
BENZENE	12-Jan-15	<0.5	ug/L	No
BENZO(A)PYRENE	12-Jan-15	<0.005	ug/L	No
BROMOXYNIL	12-Jan-15	<0.3	ug/L	No
CARBARYL	12-Jan-15	<3	ug/L	No
CARBOFURAN	12-Jan-15	<1	ug/L	No
CARBON TETRACHLORIDE	12-Jan-15	<0.2	ug/L	No
CHLORDANE(TOTAL)	12-Jan-15	<0.04	ug/L	No
CHLORPYRIFOS	12-Jan-15	<0.5	ug/L	No
CYANAZINE	12-Jan-15	<0.5	ug/L	No
DIAZINON	12-Jan-15	<1	ug/L	No
DICAMBA	12-Jan-15	<5	ug/L	No
1,2-DICHLOROBENZENE	12-Jan-15	<0.1	ug/L	No
1,4-DICHLOROBENZENE	12-Jan-15	<0.2	ug/L	No
DICHLORODIPHENYLTRICHLOROETHANE (DDT) + METABOLITES	12-Jan-15	<0.01	ug/L	No
1,2-DICHLOROETHANE	12-Jan-15	<0.1	ug/L	No
1,1-DICHLOROETHYLENE(VINYLDENE CHLORIDE)	12-Jan-15	<0.1	ug/L	No
DICHLOROMETHANE	12-Jan-15	<0.3	ug/L	No
2-4 DICHLOROPHENOL	12-Jan-15	<0.1	ug/L	No
2,4-DICHLOROPHENOXY ACETIC ACID(2,4-D)	12-Jan-15	<5	ug/L	No
DICLOFOP-METHYL	12-Jan-15	<0.5	ug/L	No
DIMETHOATE	12-Jan-15	<1	ug/L	No
DINOSEB	12-Jan-15	<0.5	ug/L	No
DIQUAT	12-Jan-15	<5	ug/L	No
DIURON	12-Jan-15	<5	ug/L	No
GLYPHOSATE	12-Jan-15	<25	ug/L	No
HEPTACHLOR + HEPTACHLOR EPOXIDE	12-Jan-15	<0.1	ug/L	No
LINDANE (TOTAL)	12-Jan-15	<0.1	ug/L	No
MALATHION	12-Jan-15	<5	ug/L	No
METHOXYCHLOR	12-Jan-15	<0.1	ug/L	No
METOLACHLOR	12-Jan-15	<3	ug/L	No
METRIBUZIN	12-Jan-15	<3	ug/L	No
MONOCHLOROBENZENE	12-Jan-15	<0.2	ug/L	No
PARAQUAT	12-Jan-15	<1	ug/L	No
PARATHION	12-Jan-15	<3	ug/L	No
PENTACHLOROPHENOL	12-Jan-15	<0.1	ug/L	No
PHORATE	12-Jan-15	<0.3	ug/L	No
PICLORAM	12-Jan-15	<5	ug/L	No
POLYCHLORINATED BIPHENYLS(PCB)	12-Jan-15	<0.05	ug/L	No
PROMETRYNE	12-Jan-15	<0.1	ug/L	No
SIMAZINE	12-Jan-15	<0.5	ug/L	No
THM (NOTE: SHOW LATEST ANNUAL AVERAGE)	Year 2015	62	ug/L	No
TEMEPHOS	12-Jan-15	<10	ug/L	No
TERBUFOS	12-Jan-15	<0.3	ug/L	No
TETRACHLOROETHYLENE	12-Jan-15	<0.2	ug/L	No
2,3,4,6-TRICHLOROPHENOL	12-Jan-15	<0.1	ug/L	No
2,3,5-TRICHLOROPHENOXY ACETIC ACID (2,4,5-T)	12-Jan-15	<10	ug/L	No
TRIFLURALIN	12-Jan-15	<0.5	ug/L	No
VINYL CHLORIDE	12-Jan-15	<0.2	ug/L	No



**REDWOOD WATER TREATMENT
Annual Report 2015**

(as per O. Reg. 170/03 – Section 11)

and

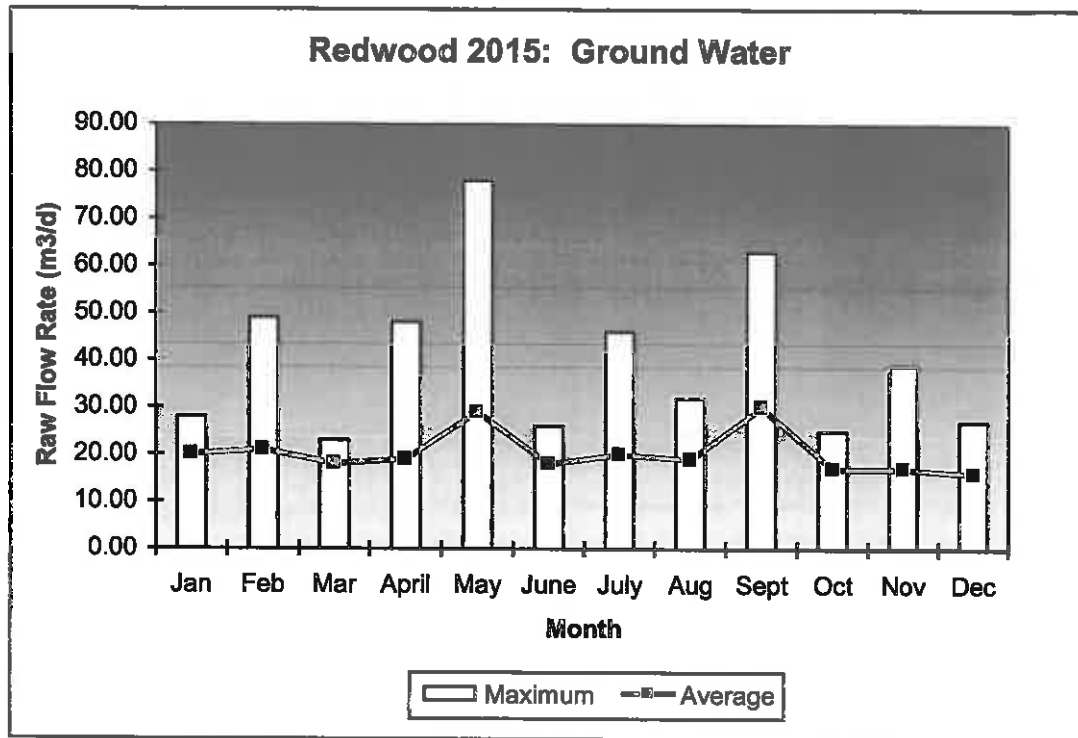
2015 Summary Report for Municipalities

(as per O. Reg. 170/03 – Schedule 22)

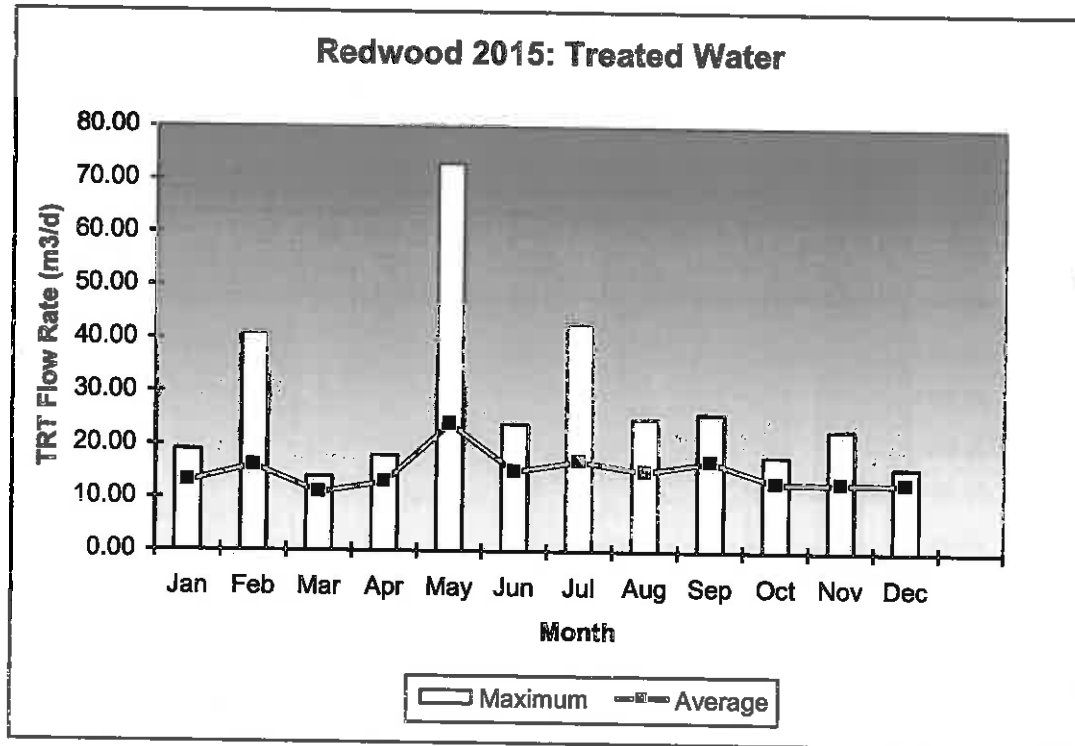
**Prepared by Shawn Killoran
Director of Water/Wastewater Operations**

Date Prepared/Submitted: January 25, 2015

**Comparison of
Daily Average and Maximum Raw Daily Flows for 2015**



**Comparison of
Daily Average and Maximum Treated Daily Flows for 2015**



**The Corporation of the Township of South Glengarry
Redwood Estates Water Treatment Plant
2015 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, three 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.

UPGRADING

Backwash system currently being operated manually – Currently completing an engineering review

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 2015 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 7,555 cubic meters of water had been treated for the year 2015 with a monthly average of 20m³ per day and a maximum flow of 78m³ /day for the year. Maximum flow is equivalent to 51 % of the plant capacity.

The Redwood Estates Water Treatment Plant uses Sodium Hypochlorite for disinfection. A total of 56.71 kg of chlorine had been utilized for the year at an average of 7.5mg/litre.

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 2015										Water Source: Ground Water (GUDI) Design Capacity: 0.161 x 1000 m3/D																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
Description: Greensand Pressure Filtration - Sodium Hypochlorite Disinfection																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
Raw Water Flow					Treated Water					Chemical					Treated Water					Distribution Water					Backwash Water Flow																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
Total X 1000 m3					Average X 1000 m3					Maximum Daily X 1000 m3					C2 Total Kg Used					Average Turbidity NTU					Free Cl2 Residual mg/L					Nitrate NO3 mg/L					Nitrite NO2 mg/L					Iron mg/L					Free Cl2 Residual mg/L					Total Coliform (cfu/100mL)					Total Coliform (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # of Distribution Water Heterotrophic Plate Count (cfu/100mL)					Total # 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REDWOOD WATER TREATMENT PLANT

INORGANIC PARAMETERS

PARAMETER	SAMPLE DATE	RESULT VALUE	UNIT OF MEASURE	EXCEEDANCE
<i>Antimony</i>	Jan-20-14	<0.0001	mg/L	No
<i>Arsenic</i>	Jan-20-14	0.0009	mg/L	No
<i>Barium</i>	Jan-20-14	0.172	mg/L	No
<i>Boron</i>	Jan-20-14	0.181	mg/L	No
<i>Cadmium</i>	Jan-20-14	<0.00002	mg/L	No
<i>Chromium</i>	Jan-20-14	<0.002	mg/L	No
<i>Mercury</i>	Jan-20-14	<0.00002	mg/L	No
<i>Selenium</i>	Jan-20-14	0.003	mg/L	No
<i>Uranium</i>	Jan-20-14	0.00005	mg/L	No
<i>Fluoride</i>	Sept 24-12	0.4	mg/L	No
<i>Mercury</i>	Jan-20-14	<0.00002	mg/L	No
<i>Sodium</i>	Jan-11-11	77.2	mg/L	YES
<i>Nirate</i>	Year 2015	0.125	mg/L	No
<i>Nitrite</i>	Year 2015	0.075	mg/L	No
<i>Lead</i>	Year 2014	0.945	ug/L	No

LANCASTER WATER TREATMENT PLANT				
ORGANIC PARAMETERS				
PARAMETER	SAMPLE DATE	RESULT VALUE	UNIT OF MEASURE	EXCEEDANCE
Benzene	Jan-20-14	<0.5	µg/L	No
Carbon Tetrachloride	Jan-20-14	<0.2	µg/L	No
Dichlorobenzene, 1,2-	Jan-20-14	<0.1	µg/L	No
Dichlorobenzene, 1,4-	Jan-20-14	<0.2	µg/L	No
Dichloroethane, 1,2-	Jan-20-14	<0.1	µg/L	No
Dichloroethene, 1,1-	Jan-20-14	<0.1	µg/L	No
Dichloromethane (Methylene Chloride)	Jan-20-14	<0.3	µg/L	No
Monochlorobenzene (Chlorobenzene)	Jan-20-14	<0.2	µg/L	No
Tetrachloroethylene	Jan-20-14	<0.2	µg/L	No
Trichloroethylene	Jan-20-14	<0.1	µg/L	No
Vinyl Chloride	Jan-20-14	<0.2	µg/L	No
Alachlor	Jan-20-14	<0.3	µg/L	No
Aldicarb	Jan-20-14	<3	µg/L	No
Aldrin + Dieldrin	Jan-20-14	<0.02	µg/L	No
Atrazine + Metabolites	Jan-20-14	<0.5	µg/L	No
Azinphos-methyl	Jan-20-14	<1	µg/L	No
Bendiocarb	Jan-20-14	<3	µg/L	No
Benzo (a) pyrene	Jan-20-14	<0.005	µg/L	No
Bromoxynil	Jan-20-14	<0.3	µg/L	No
Carbaryl	Jan-20-14	<3	µg/L	No
Carbofuran	Jan-20-14	<1	µg/L	No
Chlordane - Total	Jan-20-14	<0.04	µg/L	No
Chlorpyrifos	Jan-20-14	<0.5	µg/L	No
Cyanazine	Jan-20-14	<0.5	µg/L	No
DDT + Metabolites	Jan-20-14	<0.01	µg/L	No
Diazinon	Jan-20-14	<1	µg/L	No
Dicamba	Jan-20-14	<5	µg/L	No
Dichlorophenol, 2,4-	Jan-20-14	<0.1	µg/L	No
Dichlorophenoxy acetic acid, 2,4- (2,4-D)	Jan-20-14	<5	µg/L	No
Diclofop-methyl	Jan-20-14	<0.5	µg/L	No
Dimethoate	Jan-20-14	<1	µg/L	No
Dinoseb	Jan-20-14	<0.5	µg/L	No
Diquat	Jan-20-14	<5	µg/L	No
Diuron	Jan-20-14	<5	µg/L	No
Glyphosate	Jan-20-14	<25	µg/L	No
Heptachlor + Heptachlor Epoxide	Jan-20-14	<0.1	µg/L	No
Lindane (Hexachlorocyclohexane, Gamma)	Jan-20-14	<0.1	µg/L	No
Malathion	Jan-20-14	<5	µg/L	No
Methoxychlor	Jan-20-14	<0.1	µg/L	No
Metolachlor	Jan-20-14	<3	µg/L	No
Metribuzin	Jan-20-14	<3	µg/L	No
Paraquat	Jan-20-14	<1	µg/L	No
Parathion	Jan-20-14	<3	µg/L	No
Pentachlorophenol	Jan-20-14	<0.1	µg/L	No
Phorate	Jan-20-14	<0.3	µg/L	No
Picloram	Jan-20-14	<5	µg/L	No
Poly-Chlorinated Biphenyls (PCBs)	Jan-20-14	<0.05	µg/L	No
Prometryne	Jan-20-14	<0.1	µg/L	No
Simazine	Jan-20-14	<0.5	µg/L	No
Temephos	Jan-20-14	<10	µg/L	No
Terbufos	Jan-20-14	<0.3	µg/L	No
Tetrachlorophenol, 2,3,4,6-	Jan-20-14	<0.1	µg/L	No
Triallate	Jan-20-14	<10	µg/L	No
Trichlorophenol, 2,4,6-	Jan-20-14	<0.1	µg/L	No
Trichlorophenoxy acetic acid, 2,4,5-	Jan-20-14	<10	µg/L	No
Trifluralin	Jan-20-14	<0.5	µg/L	No



STAFF REPORT

S.R. No. 11-16

PREPARED BY: Ewen MacDonald – General Manager Infrastructure Services

PREPARED FOR: Council

COUNCIL DATE: January 25, 2016

SUBJECT: Drinking Water Quality Management Standard

BACKGROUND:

1. The Township developed an Operational Plan Manual to meet the requirements of the Drinking Water Licensing Program under the Safe Drinking Water Act. The Plan was accepted by the Canadian General Standards Board and the Ministry of Environment & Climate Change.
2. The Township's Operational Plan for the Drinking Water Systems met the requirements of the Director's Directions - Minimum Requirements for Operational Plans made under the *Safe Drinking Water Act*, 2002 (SDWA).
3. The Township received Full Scope Accreditation from the Canadian General Standards Board in October 2010.
4. The foundation of the Quality Management System is the Drinking Water Quality Management System Policy adopted by Council in 2010 and reaffirmed in 2015. The policy states that the Township is committed to:
 - *Providing a safe and reliable supply of drinking water to all of its customers,*
 - *Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water, and*
 - *Maintaining and continually improving its Quality Management System*
5. Annual Internal Audits of the Operational Plan have been completed by the General Manager, Infrastructure Services.
6. A Management Review was completed by the General Manager, Infrastructure Services and the Director of Water/Waste Water Operations.

7. An external Re-Accreditation Audit by SAI Global has been completed for the Drinking Water Quality Management System Operational Plan Manual. The Quality Management System was found to be effective and no non conformities were noted in the External Audit Report.
8. The Ministry of Environment & Climate Change has accepted the Drinking Water Quality Management Standard Operational Plan dated September 4, 2014, and has issued Drinking Water Works Permits ("Permit") and Municipal Drinking Water Licences ("Licence") for the Glen Walter Drinking Water System, the Lancaster Drinking Water System and the Redwood Estates Drinking Water System.
9. The Township has attained a 100%, compliance rating in the yearly inspection of the Glen Walter Water Treatment Plant, 96.7% in Lancaster, and 97.12 in Redwood from the Ministry of Environment & Climate Change. This accomplishment demonstrates the commitment and dedication to the provision of safe drinking water to the residents of the Township.
10. The Safe Drinking Water Act, 2002 includes a statutory standard of care for individuals who have oversight responsibilities for municipal drinking water systems. The Standard of Care is in force as of December 31st, 2012. The Township is looking into providing specific training for Council members on the Standard of Care in 2016.

RECOMMENDATION:


MOVED BY:

Joyce Gravelle

SECONDED BY:

Frank Prevost

BE IT RESOLVED THAT Staff Report No. 11-16 be received and filed.

 **DATE:** Jan 19/16

Recommended to Council for Consideration by:
CAO – BRYAN BROWN



STAFF REPORT

S.R. No. 12-16

PREPARED BY:

Ewen MacDonald-General Manager Infrastructure
Services

PREPARED FOR:

Council of South Glengarry

COUNCIL DATE:

January 25, 2016

SUBJECT:

Riverview 1 Foot Reserve

BACKGROUND:

1. The original design for the Riverview Subdivision included a Cul-de-Sac at the southern end of Riverview Drive as shown on Registered Plan 14R-4096.
2. The design was subsequently revised in 2000 with Riverview Drive being extended southerly to intersect with County Road 2.
3. Parts 1-4 on Registered Plan 14R-4879 were dedicated as Public Highways as per By-Law 47-01.
4. There are two 1 foot reserves on Riverview Drive at County Road 2 as shown on Registered Plan 14R-6101, Parts 6 and 7.

ANALYSIS:

5. The two one foot reserves on Registered Plan 14R-6101, Parts 6 and 7 should have been dedicated as Open Public Highway when the works in the Subdivision were accepted.

RECOMMENDATION:

MOVED BY: Joyce Gravelle

SECONDED BY: Frank Prevost

BE IT RESOLVED THAT Staff Report No. 12-16 be received and that By-law 08-16, being a by-law to dedicate Parts 6 and 7 on Plan 14R-6101 as an Open Public Highway be read a first, second and third time, passed, signed and sealed this 25th Day of January, 2016.


Recommended to Council for Consideration
by: CAO – BRYAN BROWN

Dated January 25, 2016

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 08-16
FOR THE YEAR 2013**

***BEING A BY-LAW TO ACCEPT CERTAIN LANDS AS ROAD ALLOWANCES
WITHIN THE TOWNSHIP AND TO DEDICATE SAME TO THE PUBLIC USE AS
PUBLIC HIGHWAY.***

WHEREAS the Corporation of the Township of Charlottenburgh, the Corporation of the Township of Lancaster, and the Corporation of the Village of Lancaster amalgamated to form the Corporation of the Township of South Glengarry;

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

- 1. THAT** the Corporation of the Township of South Glengarry accepts the conveyances listed on Schedule "A" attached hereto and forming part of this by-law:
- 2. THAT** the conveyances referred to on Schedule "A" attached hereto are hereby accepted as road allowances and dedicated to the public use as Public Highway.

***READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND
SEALED IN OPEN COUNCIL THIS 25th DAY OF JANUARY 2016.***

MAYOR:

CLERK:

Schedule "A" to By-law 08-16

Description of lands accepted by the Township of South Glengarry as
Open Road Allowances:

Lot #	Plan (C)	Parts	Reference Plan	PIN #	Registry Date
	Part of Blocks 31 & 32 Registered Plan 172	6 & 7	14R-6101	67129- 0488(LT) 67129- 0487 (LT)	November 21, 2013

C = Former Township of Charlottenburgh
L = Former Township of Lancaster

RP 6101

LOT 16

67129-0485 (LT)

PART 18, 14R-4096
(EASEMENT PER INST.
NO. AR95533, AR95534,
AR95535 & AR95536)

PLAN

PART 16

14R - 4096

LOT 16

PART 6

BLOCK 32

67129-0488 (LT)

0.3 RESERVE

SIB(959)
&MT.

15.48

SET 7.81
PER P2

SIB(959)
&MT.

SET 7.81
PER P2

N87°56'40"W

SET 7.81
PER P2

N2°09'20"E

0.30

N2°09'20"E

0.30

SET 6.19
PER P2

SIB(959)
&MT.

SET 6.19
PER P2

N87°56'40"W

SET 6.19
PER P2

SIB(959)
&MT.

SET 6.19
PER P2

N87°56'40"W

SET 6.19
PER P2

SIB(959)
&MT.

SET 6.19
PER P2

N87°56'40"W

SET 6.19
PER P2

SIB(959)
&MT.

SET 6.19
PER P2

N87°56'40"W

SET 6.19
PER P2

SIB(959)
&MT.

SET 6.19
PER P2

SIB(959)
&MT.

BLOCK 33

LOT 16

COUNTY

(DEPOSITED PLAN No. 543)

ROAD

No. 2

RI

16°19'10"

3.00' W
4.57' N
5.00' W
3.05' N
4.64' E

671



STAFF REPORT

S.R. No. 13-16

PREPARED BY:

Ewen MacDonald—GM—Infrastructure Services

PREPARED FOR:

Council of South Glengarry

COUNCIL DATE:

January 25, 2016

SUBJECT:

Riverview Cul de Sac

BACKGROUND:

1. The original design for the Riverview Subdivision included a Cul-de-Sac at the southern end of Riverview Drive as shown on Registered Plan 14R-4096.
2. The design was subsequently revised in 2000 with Riverview Drive extended southerly to intersect with County Road 2.
3. Parts 1-4 on Registered Plan 14R-4879 were dedicated as Public Highways as per By-Law 47-01.
4. The property in the Cul-de-Sac that is located outside the 20 metre right of way was not transferred back to the abutting property owners when the road was redesigned.
5. The Township had a Registered Plan 14R-6101 deposited that created Parts 1 – 5. These parts would be the property within the Cul-de-Sac that should be transferred to the abutting property owners as lot additions.

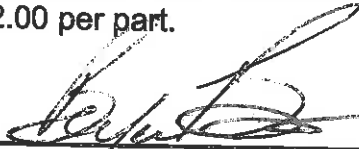
ANALYSIS:

6. Township By-Law 08-08 "Sale, Purchase, and Renting of Property By-Law" Section 6.1.1.5 states that If the Township's planner deems that due to lot configuration it would be good planning to merge the property with an existing lot, and there is only one such lot, then if it is to be sold to the owner of that lot and the sale has been approved by Council in open session by Resolution or By-law then the Mayor and Clerk shall be authorized to sign any documentation required for the sale.
7. These properties should have been added to the abutting lots when Riverview Drive was redesigned. Deeds are concurrently being prepared to transfer the lands to the abutting property owners for \$2.00.

RECOMMENDATION:

MOVED BY:
SECONDED BY:

BE IT RESOLVED THAT Staff Report No.13 -16 be received and that the Council of the Township of South Glengarry pursuant to By-Law 08-08 for the Sale, Purchasing, and renting of Property the Township of South Glengarry authorizes the sale of Parts 1-5 on Registered Plan 14R-6101 to the abutting property owners with compensation set at \$2.00 per part.



**Recommended to Council
for Consideration by:
BRYAN BROWN, CAO**

DATE: Jan. 19/16

10 8 6 4 2 0 10 20 Mel

LOT 15, REGISTERED PLAN 101
PART 1, N28°43'00"W BEARING REFERENCE LINE PLAN 14R-745

LOT 18

L O T 17

旧
(959)

1B
(959)

N.W. ANGLE
LOT 16, R.P. 172

PART 20. PLAN 142-4098
(EASEMENT PER INST. NO. -
92513, 92504, 92545, & 92546)

REGISTERED

PART

LO 7

NSI No. 83092-46 C.1A

PART 19.
PLAN 14R-4096

R=20.00
A=6.93
C=6.90
N78°38'10"E

PART 1
EASTME
95533, #

PART 18
EASEMEN
950.33, 955

REG

4481 NO 85092

PART 16, PLAN 1-147-4096

SIB
(959)

COUNTY

ROAD

 NO_x

2.

— 1 —



STAFF REPORT

S.R. No.14-16

PREPARED BY:

Marilyn LeBrun - Clerk

PREPARED FOR:

Council of South Glengarry

COUNCIL DATE:

January 25, 2016

SUBJECT:

Rules of Procedure By-law 3rd and Final Reading

BACKGROUND:

1. The purpose of this report is to present a new procedural by-law which will reflect revised definitions, enhance the Council Agenda to reflect New and Unfinished Business and to ensure that Council is following proper parliamentary procedure to help facilitate meetings.
2. A thorough review has been completed. Changes and enhancements were with the input received from Council and Senior Staff, most notably made from the Mayor and CAO. Administration tried to find the most fitting procedures for the Council and Staff of the Township of South Glengarry to follow.

ANALYSIS:

3. Municipal Act 238 (2.1) states that the Rules of Procedure By-law shall provide for public notice of meetings. Notice was put on the Township website. To date there have been no comments from the public regarding the Notice of Intention to Pass the Rules of Procedure By-law. The Procedural By-law comes into effect the day of passing and By-laws No. 14-08 and By-law No. 63-07 are hereby repealed.
4. The changes to the Rules of Procedure By-law 23-15 have been made to reflect the new Bill 8 Legislation.

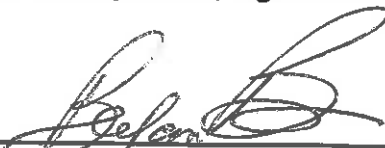
MOVED BY:

Frank Prevost

SECONDED BY:

Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 14-16 be received and that By-law No. 23-15, being a by-law **governing the calling, place and proceedings of meetings** of the Corporation of the Township of South Glengarry be read in Open Council a third and final time, passed, signed and sealed this 25th day of January 2016.


Recommended to Council for Consideration by:
CAO – BRYAN BROWN

DATE: Jan - 19/16

SOUTH GLENGARRY

Ontario's Celtic Heartland

BY-LAW NO. 23-15

**THE CORPORATION OF THE TOWNSHIP OF
SOUTH GLENGARRY**

RULES OF PROCEDURE

**A by-law to provide rules for governing the order
and procedures of the Council of the Township
of South Glengarry**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW No. 23-15
FOR THE YEAR 2015**

**BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF
MEETINGS.**

AND WHEREAS the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every municipality and local board to pass a procedural by-law for governing the calling, place and proceedings of meetings;

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

AND WHEREAS Council of the Corporation of the Township of South Glengarry deems it necessary to set rules and regulations with regards to Council proceedings.

NOW THEREFORE the Council of the Corporation of the Township of South Glengarry enacts as follows:

THIS BY-LAW to be known as the "Rules of Procedure"

1. That the rules and regulations contained in this By-law as set out in Schedule "A" attached hereto and forming part of this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and Committees thereof. The Clerk shall assure that a copy of this procedural by-law shall be available at every Council meeting.
2. This By-law shall come into force and effect on the date of passing.
3. That By-law No. 14-08 and By-law No. 63-07 are hereby repealed.

READ A FIRST AND SECOND TIME THIS 9th DAY OF NOVEMBER 2015

MAYOR Ian McLeod

CLERK Marilyn LeBrun

READ A THIRD AND FINAL TIME THIS 25^h DAY OF JANUARY 2016

MAYOR Ian McLeod

CLERK Marilyn LeBrun

SCHEDULE "A"

DEFINITIONS

1. "Head of Council" shall mean the Mayor.
2. "Acting Head of Council" shall mean the Deputy Mayor or secondly another designate who shall act as the presiding officer in the absence of the Mayor and Deputy Mayor.
3. "Ad Hoc Committee" means a Committee formed for a specific task or objective and dissolved after completion of the task or objective.
4. "Standing Committee" means a Committee of Council established by Council By-law for the purpose of providing on-going advice and/or recommendations to Council on specifically mandated subjects as determined in the Committee Terms of Reference (eg) Heritage Advisory Committee, Agricultural Advisory Committee and Planning Committee (etc). Members of Council who are assigned to Standing Committees must collectively represent less than the majority of the Committees' total membership.
5. "Presiding Officer" is the person presiding over the meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or Committee Meetings.
6. "Council" shall mean the Council of The Corporation of The Township of South Glengarry which was elected at large by registered voters or who has been appointed by virtue of a vacancy.
7. "Member" shall mean a Member of Council or a Committee of Council and includes the Head of Council or Chairperson.
8. "Act" means the Municipal Act, S.O. 2001, c.25.
9. "Committee" shall mean any advisory committee, subcommittee or similar entity composed of Members appointed by Council.
10. "Meeting" shall mean any regular, special, committee or other meeting of Council.
11. "By-law" shall mean a local by-law. A by-law enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the Corporation to act on its own affairs.
12. "Pecuniary Interest" (Disclosure of Interest) shall mean a *Pecuniary Interest*, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
13. "Closed Session" shall mean part of a meeting that is closed to the public in accordance with the *Municipal Act*, S.O., 2001, s.239. (2). The Clerk or designate by the Clerk, must be present to record the proceedings of a Meeting of Council and a committee or local board.
14. "Quorum" at a Meeting will be deemed to have been achieved when the majority of the Members of Council and/or a Committee are present.

When there are Council and/or Committee Members who are disabled from participating in a meeting by reason of a pecuniary interest or conflict of interest, the remaining number of Members shall be deemed to constitute a quorum, provided the number is not less than two (2).

15. "CAO" shall mean the Chief Administrative Officer of the Township of South Glengarry.
16. "Clerk" shall mean the Clerk of the Township of South Glengarry.
17. "Delegation" shall mean a person or group of persons who are not Members of Council or Township Staff who have requested in writing to appear before Council to address an issue which relates to matters of the Township and fall within the scope of Council to act upon.
18. "New Business" shall mean items set out on the current Agenda under New Business for Council's consideration.
19. "Unfinished Business" shall mean items set out on the current Agenda which have not previously been disposed of and shall be included in the Unfinished Business Listing until such time as the business has been disposed of to the satisfaction of Council.
20. "Committee of the Whole" means a meeting of the whole of Council in committee format where Members consider questions with a greater freedom of debate.
21. "Rules of Procedure" mean the applicable procedural rules of conduct contained in the By-law. The proceedings of Council and its Committees, the conduct of the Members and the calling of meetings will be governed by the rules and regulations contained in this By-law. Where a matter being considered by Council arises that is not covered in this By-law, Robert's Rules of Order (latest edition) shall apply.
22. "Local Newspaper" means any paper with circulation at least once per week within the boundaries of the SD&G United Counties.
23. "Social Media" shall mean Twitter, Facebook or future appropriate applications.
24. "Website" shall mean the Township of South Glengarry website.

2.0 GENERAL INTENT OF THE BY-LAW

2.1. The rules and regulations contained in this By-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in Council and in any Committee Meetings thereof, provided that the rules and regulations contained herein are not suspended by a simple majority vote of the Members of Council or Committee present at the Meeting.

3.0 COUNCIL MEETINGS - LOCATION, TIME AND NOTICE

3.1. Meetings of Council shall be held at Council Chambers, 6 Oak Street, Lancaster, Ontario or another location designated by Council.

3.2. The inaugural Meeting of a newly elected Council shall take place on the first Monday of December at 7:00 pm in Council Chambers or at an alternative location determined by the Clerk.

3.3. The next and each succeeding Regular Meeting of Council shall be held on the second Monday and fourth Monday of each month beginning at 7:00 p.m. in accordance with the scheduled list of Meetings of Council prepared by the Clerk and approved by resolution of Council, unless Council by resolution directs otherwise, in which case public notice of forty-eight (48) hours shall be posted of all Meetings advising of the date, time and location or cancellation of a Meeting.

3.4. Notice to the public of all Regular and/or Special Meetings of Council must be provided by posting the Agenda on the Township website as soon as possible after its delivery to Members of Council. In the case of Special Meetings, notice shall be given by

posting a notice as soon as is practicable after notice of the Special Meeting has been given and any other notification that is permitted within the timeframe. (See 4.4)

3.5. The Chief Administrative Officer or Clerk, in consultation with the Mayor, has the authority to cancel any regular Meeting if it is determined there is not sufficient business to be conducted, provided notification has been given at a prior Meeting or within forty-eight (48) hours (not including weekends or holidays) of the Meeting. Notice of cancellation shall be sent to all recipients on the agenda distribution list. The Chief Administrative Officer or Clerk, in consultation with the Mayor also have the authority to cancel any Meeting of Council due to inclement weather conditions provided sufficient notice is given.

4.0 SPECIAL MEETINGS OF COUNCIL

4.1. In accordance with Section 240 (a) of the *Municipal Act, 2001*, the Mayor may at any time call a Special Meeting of Council. The Special Meeting shall be held on the date, time and location as designated for this purpose by the Mayor.

4.2. In accordance with Section 240 (b) of the *Municipal Act, 2001*, the Clerk shall call a Special Meeting upon receipt of a petition of the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.

4.3. Forty-eight (48) hours notice of all Special Meetings shall be given by delivering a notice personally to a Member or by leaving such notice at his/her residence, place of business or by electronic mail or telephone. Written or verbal notice shall indicate the date, time, place and nature of the business to be considered at the Special Meeting.

4.4. Notwithstanding the notice requirement set out above, the Mayor, may in the event of a bonafide emergency, call a Special Meeting of Council without giving forty-eight (48) hours notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members of Council immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at the Meeting shall be respecting that emergency. The Meeting may be held at public offices kept at any convenient location within or outside the Township. The Clerk or designate shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

5.0 MEETING OF COUNCIL

5.1. All Meetings of Council and Committees shall be open to the public, except when Council enters into Closed Session and the subject matter being considered is;

- (a) the security of the property of the Township or local board,
- (b) personal matters about an identifiable individual, including Municipal or local board employees,
- (c) a proposed or pending acquisition or disposition of land by the Township or local board,
- (d) labour relations or employee negotiations,
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Township or local board,
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose,
- (g) a matter in respect of which a Council, local board, committee or other body may hold a closed meeting under another Act and/or
- (h) if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* and/or the educating or

training of Council, a Committee or Local Board and at the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council, a Committee or Local Board.

- (i) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman of Ontario, a locally-appointed Ombudsman, or an appointed closed meeting investigator.

5.2. Before part of a Meeting is held Closed Session, Council shall state by resolution; the fact of entering into, the general nature of the matter to be considered during the Closed Session and the Clerk shall identify the subject and qualify the section of the *Municipal Act, 2001*.

5.3. No Meeting shall be closed to the public during the taking of a vote with the exception of the following:

- (a) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township, Local Board or Committee of either of them or person retained by or under contract with the Township or local board.

5.4. The sitting body, Council or Committee may invite any person deemed appropriate to the portion of a Meeting.

5.5. Council Members, staff and invited guests shall keep confidential any information;

- (a) disclosed or discussed during an portion of a Meeting. The obligation to keep information confidential applies even if the Member ceases to be a Member, and/or

- (b) received in confidence verbally in preparation of the portion of the Meeting.

5.6. Discussion during a Closed Session portion of a Meeting shall be limited to that stated by resolution prior to holding the Closed Session.

5.7. The Mayor shall preside at all Meetings of Council. However, subject to the provisions of *The Municipal Act*, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a Meeting of Council, the Deputy Mayor shall preside until the arrival of the Head of Council and shall have all the powers of the Head of Council for the purpose of chairing the Meeting in the absence of the Head of Council.

5.8. Notwithstanding Section 5.7 above, in the absence of both the Mayor and the Deputy Mayor, the Acting Head of Council shall be the Chief Administrative Officer, who in turn will chair the selection process to appoint a Presiding Officer for the Meeting only.

5.9. No person shall be excluded from attending a Meeting that is open to the public except for improper conduct.

5.10. The ring tone on all cell phones and electronic devices in the meeting room shall be turned to vibrate prior to the start of Council and Committee Meetings.

6.0. QUORUM

6.1. If no quorum is present one-half hour after the time appointed for a Meeting of Council, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting.

7.0. CURFEW

7.1. Unless otherwise ordered by resolution passed by a majority of the Members present, Council shall be adjourned at 11:00 P.M. Any extension to the time for adjournment shall be determined by a majority vote of the Members present.

8.0 SPECIAL COMMITTEES OF COUNCIL – GENERAL RULES

8.1. The Mayor shall be an ex officio Member of all Committees. All Members of Council may attend the Meetings of Standing or Ad Hoc Committees and may, with the consent of the Committee, take part in the discussion, but shall not be entitled to vote on recommendations.

8.2. Committee of the Whole (COTW) is the participation of all members of Council in a Committee Meeting where members of Council consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of debate undertaken in Committee of the Whole are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at its Regular Council Meeting.

8.3. The general duties of Ad Hoc and Standing Committees shall be as follows;

- (a) The Terms of Reference, Membership and Support Staff assigned to any Committee shall be as stipulated in the by-law or resolution establishing that Committee.
- (b) Committees shall report to Council from time to time, as often as the interests of the Council may require. All matters connected with the Terms of Reference of the Committee will be considered by the Committee(s) and the Committee(s) will in turn make recommendations to Council in relation thereto as may be deemed necessary and expedient. All Committee recommendations shall be referred to Council for consideration before becoming effective.
- (c) Committee(s) shall consider and report upon all matters referred to them by Council and adhere strictly in the transaction of all business to the rules prescribed by the By-laws of Council.
- (d) Each Standing Committee shall at its first Meeting, fix a date and hour for the regular Meetings during the year, or by Call of the Chair and shall elect a Chairperson who shall preside at all Meetings of the Committee.
- (e) Council may at any time, establish an Ad Hoc Committee to study, evaluate, negotiate, investigate, prepare a special report or make recommendations for the resolution of a specific matter or issue.
- (f) A motion to establish an Ad Hoc or Standing Committee shall contain the general nature of the issue or issues, the persons appointed to the Committee, and the terms of reference of the Committee.
- (g) An Ad Hoc Committee shall be automatically dissolved once its work is complete and recommendations have been reported to Council or at the end of the Term of Council.

9.0 ROLE/DUTIES OF THE MAYOR/PRESIDING OFFICE

9.1. It is the role of the Mayor as the Head of Council to:

- (a) Act as Chief Executive Officer of the Township,
- (b) Preside over Council Meetings so that its business can be carried out efficiently and effectively,

- (c) Provide leadership to Council,
- (d) Represent the Township at official functions,
- (e) Carry out the duties of the Head of Council/Presiding Officer under any Act;
and
- (f) Provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Township of South Glengarry.

9.2. As Chief Executive Officer of the Township, the Head of Council shall;

- (a) Uphold and promote the purposes of the Township,
- (b) Promote public involvement in the Township's activities,
- (c) Act as the representative of the Township both within and outside the Township and promote the Township locally, provincially, nationally and internationally and
- (d) Participate in and foster activities that enhance the economic, social, historical and environmental well being of the Township and its residents.

10.0 ROLE OF COUNCIL

10.1 It is the role of Council to;

- (a) Represent the public and consider the well being and interests of the Township,
- (b) Come prepared to every Meeting by having read all the material supplied including agendas and staff reports in order to facilitate discussion and determine actions at the Meeting. Members are encouraged to make inquiries of staff regarding materials supplied in advance of the Meeting,
- (c) Develop and evaluate the policies and procedures of the Township,
- (d) Determine which services the Township provides,
- (e) Ensure that administrative policies and procedures are in place to implement the decisions of Council,
- (f) Ensure the accountability and transparency of the operations of the Township, including the activities of the Chief Administrative Officer of the Township,
- (g) Maintain the financial integrity of the Township and
- (h) Carry out the duties of Council under any other Act.

11.0 ROLE OF THE CHIEF ADMINISTRATIVE OFFICER

11.1 It shall be the role of the Chief Administrative Officer to;

- (a) Exercise general control and management of the affairs of the Township for the purpose of ensuring the efficient and effective operations of the Township and the staff placed under his/her supervision and to perform such other duties as assigned by the Council.

12.0 ROLE OF THE CLERK

12.1 It shall be the role of the Clerk to;

- (a) Record without note or comment all resolutions, decisions and other proceedings of the Council,
- (b) Record the name and vote of every Member voting on any matter or question, if requested by a Member present to do so (Recorded Vote),
- (c) Keep the originals of all By-laws and of all Minutes of the proceedings of the Council,
- (d) Execute documents on behalf of the Township as required and
- (e) Make minor corrections to Minutes, Motions and By-laws resulting from technical, formatting or typographical errors provided the intent is not changed prior to the documents being signed.

13.0 ROLE OF MANAGEMENT AND ADMINISTRATION

13.1 It is the role of the employees of the Township to;

- (a) Implement Council's decisions and establish administrative policies and procedures to carry out Council's decisions,
- (b) Undertake research and provide advice and recommendations to Council on policies and procedures of the Township and
- (c) Carry out other duties required under this or any other Act and other duties assigned by the Township.

14.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

14.1. It shall be the duty of the Head of Council or Presiding Officer to;

- (a) Open the Meeting of Council by taking the Chair and calling the Members to order,
- (b) Announce the business before Council in the order in which it is to be acted upon,
- (c) Receive and submit, in the proper manner, all motions presented by the Members of Council,
- (d) Put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings and to announce the result,
- (e) Decline to put to vote motions which infringe on the rules of procedure,
- (f) Restrain the Members, within the rules of order, when engaged in debate,
- (g) Enforce on all occasions the observance of order and decorum among the Members,
- (h) Call by name any Member persisting in breach of the rules or order of Council thereby ordering the Member to vacate Council Chambers,
- (i) Authenticate, by his/her signature when necessary, all By-laws, resolutions, and Minutes of Council,
- (k) Inform Council, when necessary or when referred to for the purpose, on a point of order or usage,

- (l) Represent and support Council, declaring its will and implicitly obeying its decisions in all things,
- (m) Ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of Council,
- (n) Adjourn the Meeting when the business is concluded,
- (o) Adjourn the Meeting without question in the case of grave disorder arising in Council Chambers and
- (p) Order any individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order an individual or group to vacate Council Chambers where such behaviour persists.

15.0 CONDUCT OF MEMBERS OF COUNCIL & GUESTS

15.1 A Council Member who desires to speak on any motion before Council shall upon recognition, respectfully address the Chair. Discussion shall be confined to the subject matter and shall avoid all offensive personalities.

15.2. No Member shall;

- (a) Use offensive words or un-parliamentary language in or against Council or against any Member, staff or guest,
- (b) Speak disrespectfully of the reigning sovereign or of any member of the Royal Family or of the Governor General, the Lieutenant Governor of any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario,
- (c) Disturb another Member of Council, staff or guests by any disorderly conduct disconcerting to the speaker or the assembly,
- (d) Speak on any subject other than the subject in debate or criticize any decision of Council except for the purpose of moving that the motion be reconsidered,
- (e) Disobey the rules of Council or a decision of the Presiding Officer or of Council on motions of order or practise or upon the interpretation of the rules of Council,
- (f) Leave a Meeting without first obtaining permission from the Head of Council or Presiding Officer,
- (g) Interrupt the Member who has the floor, except to raise a Point of Order.
- (h) Leave their seat or make a disturbance when the Chair is presenting (reading) the motion and
- (i) Persist in any such disobedience after having been called to order by the Presiding Officer. If he/she does then no amendment, adjournment or debate will be allowed until "that such Member be ordered to leave his/her seat for the duration of the Meeting of the Council", however if the Member apologizes he/she may, by majority vote of the Council, be permitted to retake his/her seat.

16.0 AGENDA

16.1. Prior to each Meeting the CAO and the Clerk, in consultation with the Mayor, shall set the agenda. The Clerk shall prepare for the use of the Members at the regular Meetings of Council an Agenda as set out in Schedule "C".

16.2. The Business of Council shall be considered in the order set forth on the agenda unless otherwise decided by Council. Any undisposed matters will be placed in the Unfinished Business section of the agenda for the next Regular Meeting.

16.3. Council Agendas, along with all associated reports and supporting material, shall be prepared and will be delivered or available to Members either by paper or electronic transmission on the Wednesday preceding the scheduled Council Meeting. The full Agenda will be posted to the website on the Thursday preceding the scheduled Council Meeting before the close of business at (4:00) pm.

16.4. New items of an urgent nature may be considered if Council is under the opinion that the matter is of a time sensitive nature only and that an immediate decision is required. If a matter receives such consideration by Council, it will then be added to the Agenda under New Business.

17.0. MINUTES OF COUNCIL

17.1. Minutes of Council shall be a factual account without note or comment and shall be recorded as follows;

- (a) The place, date and time of Meeting,
- (b) The name of the Presiding Officer and the Members in attendance,
- (c) A Member who has declared a Pecuniary Interest on a matter or question and the nature thereof,
- (d) All motions approved,
- (e) Other proceedings of Council without note or comment,
- (f) The approval of the presenting, reading if requested, correction and adoption of Minutes of the prior Meeting,
- (g) Time of Adjournment.

18.0 DELEGATIONS/PRESENTATIONS

18.1. In order to appear before Council as a delegation, a proposed delegate must advise the Clerk in writing no later than 4:00 pm on the Monday before the next scheduled Meeting date. (See Schedule "B")

18.2. Those who request to have an audience with Council must provide a hardcopy of what they intend to present by hand or electronic state and detail the nature of the matter to be presented and discussed. The request must include the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.

18.3. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to this limit will be at the discretion of the majority of Council.

18.4. Upon completion of a presentation by a delegation, any dialogue between the Members and the delegate(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation. Council will defer and/or direct a decision or action on information received from a delegation to a subsequent Meeting of Council.

18.5. Delegations who have previously addressed the present Council on a topic shall not be granted a delegation again, unless they can provide that they have new information.

18.6. Delegations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guests or individuals.

18.7. The Clerk will review delegation requests with the CAO and Mayor. The Mayor has the discretionary authority to accept or refuse the request.

19.0 REPORTS

19.1 All members of Council shall have the responsibility to report on their Committee related activities that have occurred since the last Meeting.

19.2. All Staff Reports presented to Council as part of the agenda will be formatted, complete with recommendation(s) signed by the CAO or designate for Councils' consideration and be placed accordingly under New Business or Unfinished Business on the current Agenda.

20.0 BY-LAWS

20.1. The Clerk shall submit to Council a report of all by-laws proposed for adoption, including the by-law number, title and brief explanation. A full copy of the by-law will be included in the report in the Agenda.

20.2. By-laws that require public notice shall be given in accordance with the Notice Policy of the Township.

20.3. At the conclusion of all Meetings of Council and prior to adjournment, a Confirming By-law shall be brought forward to confirm the proceedings of the Council at that Meeting in respect of each motion, resolution or other action. A Confirming By-law then introduced, shall be read a first, second and third time and finally adopted without debate.

21.0 MOTIONS

21.1. The actions and decisions of Council shall be presented and decided upon by way of motions or resolutions, duly introduced, seconded, debated and voted upon.

21.2. All motions must be formally seconded before they can be considered or be recorded in the Minutes.

21.3. All motions presented to Council in writing or orally shall be stated by the Presiding Officer before debate.

21.4. Immediately preceding the taking of the vote, the Chair shall read the motion on the floor for consideration aloud. If requested by another Member of Council, the Chair shall again read the motion aloud.

22.0 NOTICE OF MOTION

22.1. Notice of Motion may be introduced by any one (1) Member verbally at a Meeting of Council for consideration at a subsequent Meeting or may be given in writing to the Clerk by 12:00 noon on the Tuesday preceding the regular Council Meeting for insertion in the Agenda, for consideration at a Meeting subsequent to the Meeting for which the Agenda is prepared or at a date designated by the mover.

22.2. Notwithstanding the above, a written Notice of Motion to reopen a matter may be dealt with at the same meeting at which notice is first given if it pertains to a matter included on the Agenda.

22.3. Notices of Motion shall be listed on the Agenda under two (2) categories:

- (a) Notice of Motion for consideration at this Meeting or
- (b) Notice of Motion for consideration at a future Meeting of the Council.

23.0 NO INTERRUPTION AFTER THE QUESTION

23.1. After a question is finally put by the Head of Council or the Presiding Officer no Member shall speak to the question nor shall any other motion be made until the vote is taken and the result has been declared.

24.0 VOTING

24.1. The Head of Council or the Presiding Officer, except where said individual is disqualified to vote by reason of pecuniary or conflict of interest may vote with the other Members on all questions. Any question on which there is an equality of votes shall be deemed to be negative.

24.2. The Mayor or Presiding Officer can debate any motion only if the Mayor or Presiding Officer vacates his/her seat and designate another Member to act in his/her capacity until the Chair resumes his/her seat.

24.3. If a Member disagrees with the announcement of the results of the vote by the Chair, he/she may object immediately to the declaration and require that the Members be polled individually.

24.4. Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the *Municipal Act, 2001*. Where a vote is taken for any purpose, a Member may request immediately prior or immediately subsequent to the taking of the vote, that the vote be recorded. With respect to recorded votes, the Clerk may ask those Members in favour to stand and then those Members opposed to stand and shall record the name and vote of every Member. On any vote, any Member, except a Member who is disqualified from voting under any Act, who does not vote in favour or in opposition, shall be deemed to have voted in the negative.

24.5. No vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect.

24.6. Pursuant to the *Municipal Conflict of Interest Act*, a Member of Council who has a pecuniary or conflict of interest on a matter to be reviewed by Council shall make a written declaration of such interest as soon as practicable after the commencement of the Meeting or if he/she fails to declare such conflict, shall declare his/her interest at the first Meeting attended by him/her after acquiring such interest. Such declaration of interest and the reason therefore, shall be made publicly and shall be recorded in the Minutes by the Clerk.

25.0 RECONSIDERATION

25.1. A resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following;

- (a) A Notice of Motion can be moved by any Member of Council.
- (b) A Notice of Motion for Reconsideration must be supported by a simple majority vote of the Members of Council present at the Meeting, before the matter to be reconsidered can be debated.
- (c) A vote to reconsider shall not be considered more than once in any twelve month period.

- (d) No motion passed or debated at a Meeting of Council shall be reconsidered at the same Meeting without consent of the majority of its Members.

25.2 These rules do not apply when a motion pertains to a decision of a previous Council.

26.0 MOTION TO AMEND

26.1. A Motion to Amend shall;

- (a) Be presented in writing,
- (b) Be disposed of before a previous amendment to the motion can be considered,
- (c) Be relevant to the question,
- (d) Not be directly negative to the main motion, and
- (e) Be disposed of in the reverse order to that in which it is moved.

26.2 A "Friendly Amendment" may be allowed by the Head of Council or the Presiding Officer as an amendment to a motion under debate that is perceived by all Members as an enhancement to the original motion, often only as clarification of the motion's intent.

26.3. All motions shall be in writing and signed by the mover and seconder.

26.4. Once read or stated by the Head of Council or Presiding Officer, a motion may not be withdrawn without the consent of the majority of the Members.

26.5. Members shall not speak more than twice to the same question without the consent of the Head of Council or Presiding Officer.

26.6. Postponing or deferring a motion is used if the Members need more time to make a decision. The motion is debatable, amendable and needs a majority vote to pass.

27.0 RULES OF DEBATE

27.1. Every Member, prior to speaking, shall be recognized by the Presiding Officer. Every Member present at a Meeting of Council when a question is put forth shall vote thereon unless prohibited by Statute.

27.2. When the Presiding Officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Presiding Officer. During such time, no Member shall speak to any other Member or make any noise or disturbance.

27.3. When a Member is speaking, no other Member shall pass between him/her and the Presiding Officer or interrupt him/her except to raise a Point of Order.

27.4. Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.

27.5. Unless otherwise authorized by the Head of Council, all Members, staff and guests shall address Council through the Presiding Officer and only when recognized, do so.

27.6. When two or more Members seek to address Council, the Head of Council shall designate the Member who may speak first.

28.0 POINTS OF ORDER

28.1. A Point of Order may be raised if the rules appear to have been breached or broken. This may interrupt a Member during debate, or anything else if the breach of the rules warrants it. The point must be resolved before business continues.

29.0 SUSPENSION OF RULES

29.1 Any procedure required by this By-law may be suspended with the consent of a majority of the Members of Council present, except where such suspension would contravene the provisions of any Statute Law or Regulation.

30.0 AMENDMENT TO PROCEDURAL BY-LAW

30.1 No amendment or repeal of this By-law or any part thereof shall be considered at any Meeting of Council unless notice of proposed amendment or repeal has been given at a previous regular Meeting of Council. The waiving of the notice of this By-law by Council is prohibited.

31.0 SEVERABILITY

31.1 The provisions of this By-law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words of this By-law.

32.0 CONFLICT

32.1 Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

33.0 EFFECTIVE DATE

33.1 This By-law shall become effective upon the date of the passing.

Schedule "B"

COUNCIL POLICY FOR RECEIVING DELEGATIONS AT REGULAR MEETINGS

The purpose of a delegation or presentation is not to debate with Members of Council. Rather, delegations or presentations are an opportunity for members of the public to provide their input for Council's consideration.

Council for the Township of South Glengarry is firmly committed to the principle and practice of open municipal government and to affording residents of the Township the opportunity to appear before Council to address issues which relate to the administration of the Township and which fall within the purview of Council to act upon.

To achieve this goal Council has approved this Policy which acts as a guideline for receiving delegations to regular meetings of Council. This policy is established for the following purposes:

- To provide residents who wish to appear before Council with a clear idea of what to expect once they are in Council Chambers and have been received by Council.
- To allow for the orderly conduct of meetings in an environment which encourages information exchange in a formal setting.
- To permit adequate time for Council to receive several delegations, if necessary, during the course of one meeting.
- To provide Council with prior background information on matters to be considered in order that necessary research can be undertaken.

1. NOTICE TO APPEAR AS A DELEGATION

In order to appear before Council as a delegation a resident must advise the Clerk in writing not later than 4:00 pm on the Monday before the next scheduled Meeting date. The notice must be a hardcopy summary of the issue which is to be brought before Council, the date of the meeting at which the delegation wishes to be received, and the name of the spokesperson. Where a group of residents have a collective concern pertaining to an issue that they wish to bring before Council, only one spokesperson will be permitted to represent the group before Council. It is the Mayor's discretion to accept a delegation. Upon receipt of a request to appear as a delegation, the Clerk of the Township will confirm the date and time at which the delegation will be received by Council.

2. ORDER OF APPEARANCE WHERE MORE THAN ONE DELEGATION

In order to minimize personal inconvenience for persons wishing to appear before Council as delegations, Council will normally schedule delegations at the beginning of meeting agendas. Delegations are thus advised to be present at the convening of the meeting at which time they are to be heard. On occasions where more than one delegation is to be received they will be noted on the agenda for the Meeting in the order in which requests to appear were received.

3. TIME FOR PRESENTATIONS

Council will permit delegations up to ten (10) minutes to make submissions to Council. In exceptional circumstances, the majority of Council may permit delegations an additional five (5) minutes for the purpose of completing a presentation. Following presentations to Council, members may address questions to a delegation in order to seek clarification on matters relevant to an issue.

4. NOTICE SUBMISSIONS

In receiving delegations Council's main purpose is to ascertain the nature of the issue at hand, the extent of any requests for action which may be forthcoming and the reasons for such requests. The time set aside for delegations is not for the purpose of conducting open debate on the issue under consideration.

5. COUNCIL RESPONSE TO DELEGATIONS

Upon completion of a presentation by a delegation, any dialogue between Members and the delegate shall be limited to Members asking questions for clarification and obtaining additional relevant information only. Council will defer any decision or action on information received from a delegation to a subsequent meeting of Council.

SCHEDULE "C"
TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL

Date: January 11, 2016

Time: 7:00 pm

Council Chambers, Municipal Office

AGENDA

1. **CALL TO ORDER**
2. **O CANADA**
3. **APPROVAL OF AGENDA**
4. **DECLARATION OF PECUNIARY INTEREST**
5. **APPROVAL OF MINUTES**
6. **PRESENTATIONS AND DELEGATIONS**
7. **NEW BUSINESS**
 - a) Staff Reports
 - b) Committee Reports
 - c) Other Business
 - d) For Information Only
8. **UNFINISHED BUSINESS**
9. **CLOSED SESSION**
10. **CONFIRMING BY-LAW**
11. **ADJOURNMENT**



CONSENT APPLICATIONS SUMMARY- 2015

B-03-15	Recommended	Approved
B-06-15	Recommended	Approved
B-09-15	Recommended	Approved
B-13-15	Recommended	Approved
B-15-15	Recommended	Approved
B-16-15	Recommended	Approved
B-17-15	Recommended	Approved
B-21-15	Recommended	Approved
B-22-15	Recommended	Approved
B-24-15	Recommended	Approved
B-30-15	Recommended	Approved
B-31-15	Recommended	Approved
B-33-15	Recommended	Approved
B-34-15	Recommended	Approved
B-39-15	Recommended	Approved
B-42-15	Recommended	Approved
B-46-15	Recommended	Approved
B-47-15	Recommended	Approved
B-48-15	Recommended	Approved
B-49-15	Recommended	Approved
B-50-15	Recommended	Approved
B-58-15	Recommended	Approved
B-60-15	Recommended	Approved
B-69-15	Recommended	Approved
B-73-15	Recommended	Approved
B-74-15	Recommended	Approved
B-75-15	Recommended	Approved
B-79-15	Recommended	Approved
B-84-15	Recommended	Approved
B-92-15	Recommended	Approved
B-93-15	Recommended	Approved
B-98-15	Recommended	
B-100-15	On Hold- Waiting on Information	
B-104-15	On Hold-	



	Waiting on Information	
B-105-15	On Hold-Waiting on Information	
B-106-15	On Hold-Waiting on Information	
B-107-15	Recommended	
B-112-15	Recommended	
B-113-15	Not Recommended	
B-114-15	Recommended	
B-115-15	Recommended	
B-121-15	Recommended	
B-128-15		

Application Number	B-03-15
Date Received	January 28, 2015
Name	Bergeron and St. Pierre
Legal	Part of Lot 12, Rgst'd Plan No. 101 and Part Lot 42, Rgst'd Plan No. 142
To Council	February 9, 2015
To Counties	February 23, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	March 17, 2015

Application Number	B-06-15
Date Received	January 30, 2015
Name	Ron MacLean
Legal	Concession 1 Front, Part of East Half of Lot 18
To Council	February 9, 2015
To Counties	February 23, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	March 17, 2015

Application Number	B-09-15
Date Received	February 3, 2015



Name	689733 Ontario Ltd. c/o Serge Hamel
Legal	Concession 1, Part of Lots 10 & 11
To Council	March 9, 2015
To Counties	March 10, 2015
Recommendation	Approved
Decision	Approved
Date of Decision	March 31, 2015

Application Number	B-13-15
Date Received	March 4, 2015
Name	Estate of Andrea Kierulf
Legal	Concession 9, Part of Lot 14
To Council	March 23, 2015
To Counties	March 31, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	April 21, 2015

Application Number	B-15-15
Date Received	March 6, 2015
Name	Casey and Bernice Vanderburg
Legal	Concession 8, Part of Lot 37
To Council	March 23, 2015
To Counties	March 31, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	April 21, 2015

Application Number	B-16-15
Date Received	March 6, 2015
Name	Casey and Bernice Vanderburg
Legal	Concession 8, Part of Lot 37
To Council	March 23, 2015
To Counties	March 31, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	April 21, 2015

Application Number	B-17-15
Date Received	March 17, 2015



Name	Julie Casey
Legal	Concession 1 Fr, Part of Lot 8
To Council	April 13, 2015
To Counties	April 21, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	May 12, 2015

Application Number	B-21-15
Date Received	March 25, 2015
Name	Diane Chretien
Legal	Plan 15, Part of Lots 17 and 24
To Council	April 13, 2015
To Counties	April 21, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	May 12, 2015

Application Number	B-22-15
Date Received	March 25, 2015
Name	Diane Chretien
Legal	Plan 15, Part of Lots 17 and 24
To Council	April 13, 2015
To Counties	April 21, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	May 12, 2015

Application Number	B-24-15
Date Received	March 31, 2015
Name	Meadow Realty
Legal	Plan 14M-4, Part of Lot 4
To Council	April 13, 2015
To Counties	April 21, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	May 12, 2015

Application Number	B-30-15
Date Received	May 6, 2015



Name	1774761 Ontario Inc.
Legal	Part Lot 12, Concession 1 Front
To Council	May 25, 2015
To Counties	May 26, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	June 2, 2015

Application Number	B-31-15
Date Received	May 6, 2015
Name	1774761 Ontario Inc.
Legal	Part Lot 12, Concession 1 Front
To Council	May 25, 2015
To Counties	May 26, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	June 2, 2015

Application Number	B-33-15
Date Received	April 16, 2015
Name	Longchamps
Legal	Part Block 84, Lot 22 & 12, Registered Plan 142 & 101
To Council	Not going to Council as this is a resubmission
To Counties	May 19, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	June 23, 2015

Application Number	B-34-15
Date Received	April 16, 2015
Name	Longchamps
Legal	Part Block 84, Lot 22 & 12, Registered Plan 142 & 101
To Council	Not going to Council as this is a resubmission
To Counties	May 19, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	June 23, 2015

Application Number	B-39-15
Date Received	June 23, 2015



Name	Caribou Holdings Inc.
Legal	Pt Lot 14, Concession 1 Fr.
To Council	August 10, 2015
To Counties	August 11, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	September 29, 2015

Application Number	B-42-15
Date Received	July 28, 2015
Name	George Valade
Legal	Part Lot 22, Plan 101
To Council	September 14, 2015
To Counties	September 17, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 14, 2015

Application Number	B-46-15
Date Received	June 23, 2015
Name	Lebrun
Legal	Pt Lots 61 & 67, Registered Plan 15
To Council	August 10, 2015
To Counties	August 11, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	September 14, 2015

Application Number	B-47-15
Date Received	July 7, 2015
Name	Trustees of the St. Andrews Presbyterian
Legal	Pt Lot 36, Concession 1
To Council	December 16, 2015
To Counties	December 16, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	January 8, 2016



Application Number	B-48-15
Date Received	June 26, 2015
Name	Sheldon and Roseanne Carr
Legal	Part Lot 25, Concession 3
To Council	August 10, 2015
To Counties	August 11, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 1, 2015

Application Number	B-49-15
Date Received	June 26, 2015
Name	Sheldon and Roseanne Carr
Legal	Part Lot 25, Concession 3
To Council	August 10, 2015
To Counties	August 11, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 1, 2015

Application Number	B-50-15
Date Received	July 7, 2015
Name	Chris and Natalie Eamon
Legal	Part Lot 25, Concession 3
To Council	August 10, 2015
To Counties	August 11, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	November 17, 2015

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Application Number	B-58-15
Date Received	July 16, 2015
Name	McCuaig
Legal	Part Lot 34, Concession 4
To Council	September 14, 2015
To Counties	September 18, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 2, 2015



Application Number	B-60-15
Date Received	July 17, 2015
Name	Estate of MacNaughton Cumming
Legal	Part Lot 5, Concession 2 N.S.R.R.
To Council	September 14, 2015
To Counties	September 18, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 14, 2015

Application Number	B-69-15
Date Received	July 31, 2015
Name	McKay
Legal	Part Lot 52, Concession 4 N.S.R.R.
To Council	September 14, 2015
To Counties	September 18, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 14, 2015

Application Number	B-73-15
Date Received	August 5, 2015
Name	Kuhnke
Legal	Part Lot 17, Concession 1, Front
To Council	September 14, 2015
To Counties	September 18, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 29, 2015

Application Number	B-74-15
Date Received	August 11, 2015
Name	Fontaine
Legal	Plan 142, Pt Blk 84
To Council	September 14, 2015
To Counties	September 18, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 29, 2015



Application Number	B-75-15
Date Received	August 5, 2015
Name	7302568 Canada Inc.
Legal	Part Lots 32, 33 & 34, Concession 1
To Council	November 9, 2015
To Counties	November 16, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	November 25, 2015

Application Number	B-79-15
Date Received	September 8, 2015
Name	Baumann
Legal	Part Lot 10, Concession 4
To Council	September 28, 2015
To Counties	October 2, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	October 29, 2015

Application Number	B-84-15
Date Received	September 18, 2015
Name	Murray and Burnham
Legal	Part Lot 24, Concession 7
To Council	October 13, 2015
To Counties	October 14, 2015
Recommendation	recommended
Decision	Approved
Date of Decision	November 17, 2015

Application Number	B-92-15
Date Received	September 29, 2015
Name	Catholic District School Board of Eastern Ontario
Legal	Part Lot 7, Concession 7
To Council	December 16, 2015
To Counties	December 16, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	December 17, 2015



Application Number	B-93-15
Date Received	September 29, 2015
Name	Catholic District School Board of Eastern Ontario
Legal	Part Lot 7, Concession 7
To Council	December 16, 2015
To Counties	December 16, 2015
Recommendation	Recommended
Decision	Approved
Date of Decision	December 17, 2015

Application Number	B-98-15
Date Received	October 6, 2015
Name	Plouffe
Legal	Part Lots 8 & 9, Concession 1 B.F. I.L.
To Council	November 9, 2015
To Counties	November 24, 2015
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-100-15
Date Received	October 13, 2015
Name	St. Andrew's Presbyterian Church
Legal	Part Lot 38, Concession 1
To Council	Incomplete- to be amended
To Counties	
Recommendation	
Decision	
Date of Decision	

Application Number	B-104-15
Date Received	October 20, 2015
Name	Heron Bay Corp
Legal	Part Lot 35, Concession 1
To Council	On Hold- Waiting for Information
To Counties	
Recommendation	
Decision	
Date of Decision	



Application Number	B-105-15
Date Received	October 20, 2015
Name	Heron Bay Corp
Legal	Part Lot 35, Concession 1
To Council	On Hold- Waiting for Information
To Counties	
Recommendation	
Decision	
Date of Decision	

Application Number	B-106-15
Date Received	October 20, 2015
Name	Heron Bay Corp
Legal	Part Lot 35, Concession 1
To Council	On Hold- Waiting for Information
To Counties	
Recommendation	
Decision	
Date of Decision	

Application Number	B-107-15
Date Received	November 9, 2015
Name	Rory McDonald
Legal	Part Lots 14 & 15, Concession 8
To Council	December 16, 2015
To Counties	December 16, 2015
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-112-15
Date Received	November 16, 2015
Name	Michel & Roxanne Morin
Legal	Part Lot 24, Concession 1
To Council	January 11, 2016
To Counties	January 12, 2016
Recommendation	Recommended
Decision	
Date of Decision	



Application Number	B-113-15
Date Received	November 13, 2015
Name	Catherine Lelievre
Legal	Part Lot 24, Concession 1
To Council	January 11, 2016
To Counties	
Recommendation	
Decision	
Date of Decision	

Application Number	B-114-15
Date Received	November 16, 2015
Name	Catherine Lelievre
Legal	Part Lot 24, Concession 1
To Council	January 11, 2016
To Counties	January 12, 2016
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-115-15
Date Received	November 16, 2015
Name	Catherine Lelievre
Legal	Part Lot 24, Concession 1
To Council	January 11, 2016
To Counties	January 12, 2016
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-121-15
Date Received	November 26, 2015
Name	Casgrain
Legal	Part lot 14, Concession 1 Front
To Council	January 25, 2016
To Counties	
Recommendation	
Decision	
Date of Decision	



Application Number	B-128-15
Date Received	December 8, 2015
Name	Trustees of St. Andrew's Presbyterian Church
Legal	Plan 15, Part Lots 32 & 39
To Council	
To Counties	
Recommendation	
Decision	
Date of Decision	

MEMORANDUM



REPORT TO: Mayor and Council
MEETING DATE: January 25, 2016
SUBJECT: Consent Applications B-122-15
PREPARED BY: Joanne Haley

RE: B-122- 15
Part of Lot 14, Concession 1 Front
Former Township of Charlottenburgh
Casgrain

Type of Consent: New Lot for Waterfront Access

Subject: The subject property is located on the south side of County Road 2, and is approximately 7,300 square feet in size or 0.16 of an acre. The applicant wishes to sever approximately 4,250 square feet of vacant land which will be used for the sole purpose of waterfront access. The subject parcel is not a buildable lot due to size nor is it large enough to sever to create a building lot however it is sufficiently large to provide waterfront access. If this application were to be approved, the subject parcel must be rezoned to Open Space as Open Space does not permit residential development.

Official Plan Designations: The subject property is designated Rural Settlement Area in the County Official Plan. This proposed consent conforms to the Official Plan.

Zoning By-law: The subject property is zoned Residential One and Flood Plain-Holding in the Township of South Glengarry Zoning By-law. The severed portion must be rezoned to Open Space and Flood Plain to permit the use of conservation (waterfront access only).

Proposed Recommendation:

That the County Planner approves this application for consent as it conforms to the Official Plan, Zoning By-law and PPS. This consent will be subject to the following conditions:

1. A Review fee of \$200.00 must be paid to the Township.

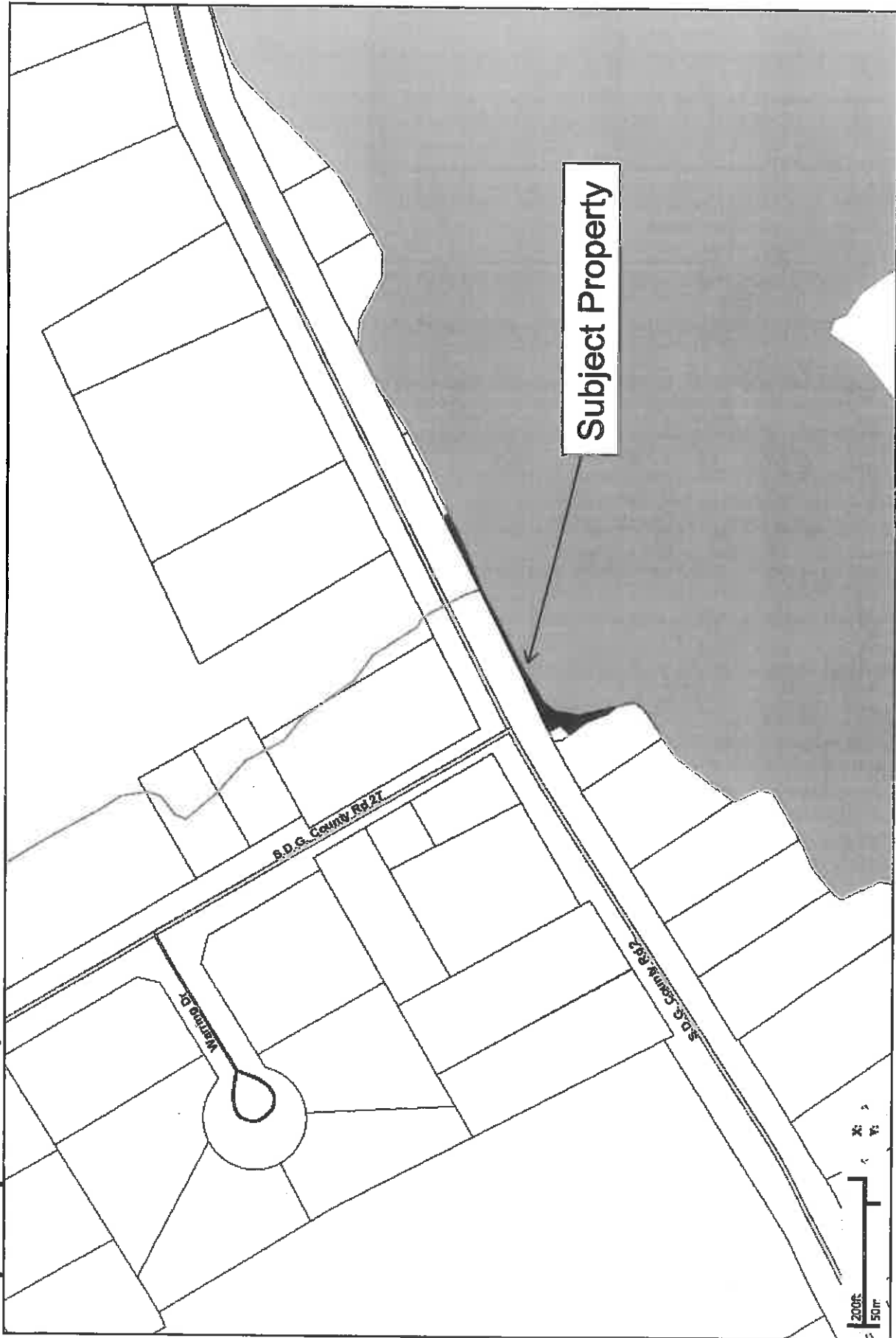
2. The applicant must apply for and receive a zoning amendment to rezone the subject property (both the severed and retained lands) from Residential One (R-1) & Flood Plain- Holding (FP-H) to Open space (OS) and Flood Plain.

Respectfully submitted by: Joanne Haley

Date: January 18, 2016

TITLE: GM-Community Services

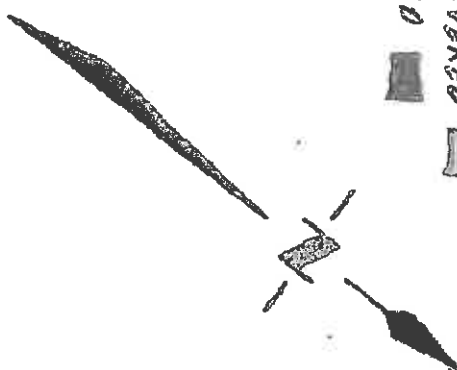
Key Map B-121/15



Produced by The Township of South Glengarry with data supplied under license with the Ontario Geospatial Data Exchange © Queens printer January 2016. This map is for illustrative purposes only.

5003300 N

TO BE SEVERED
RETAINED



CTY. RD. 27

VACANT T. RES.
0292
PLAN 14R-1111

REG
PLAN 110

0291
1

0290
2

VACANT
FARM

ROAD ALLOWANCE
BETWEEN LOTS 13 AND 14

212 FT.
* 153 FT.

COUNTY ROAD 2

0199
PLAN 14R-1523

0198
PLAN 14R-2141

0193
PLAN 14R-1747

0052
PLAN 109824 (P-1689-34)

0206

0197

0196

0194

0195

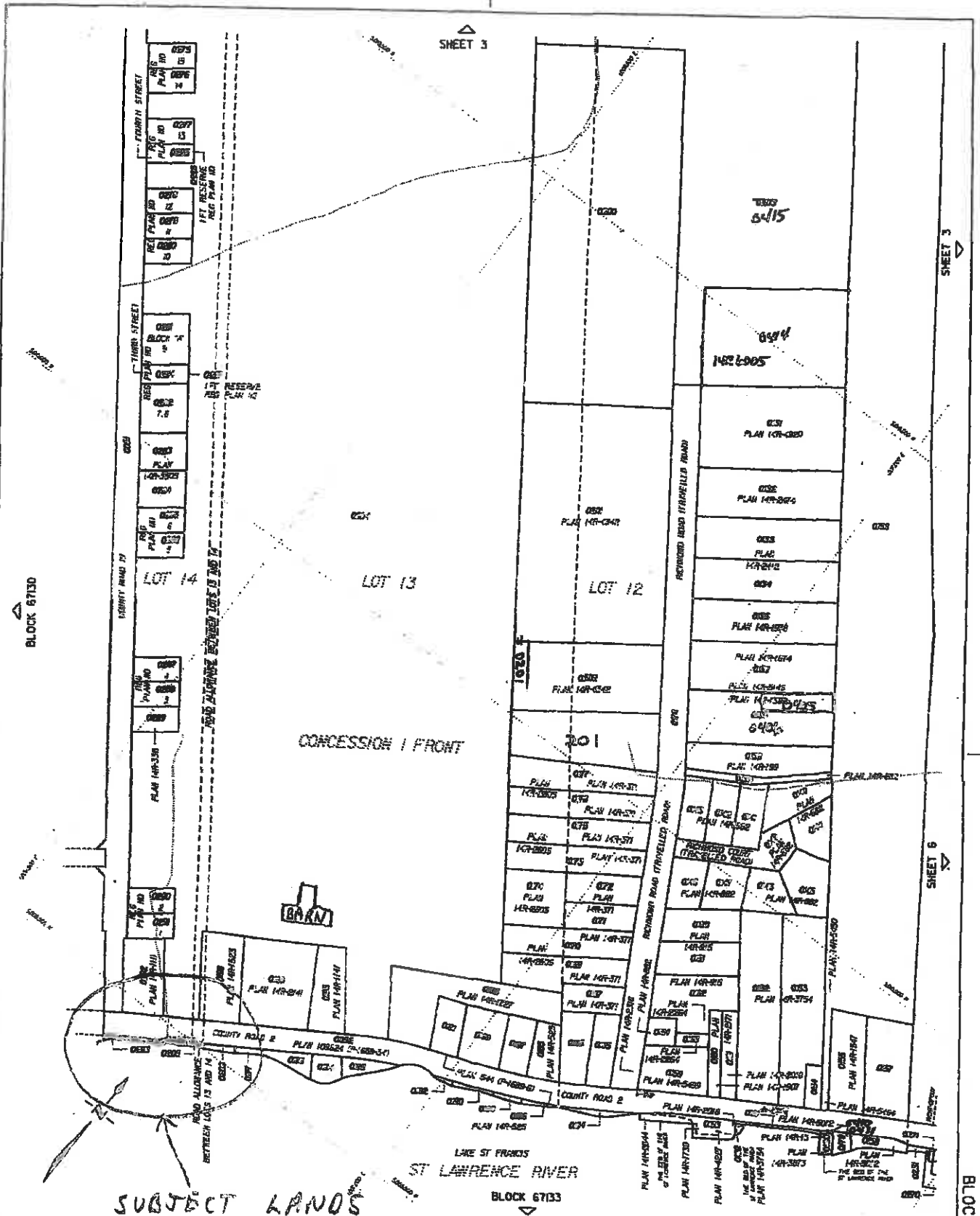
0192

0191

1000 000 E

5003300 N

ST. LA



Ontario
Ministry of Government Services

PROPERTY INDEX MAP
BLOCK 67131

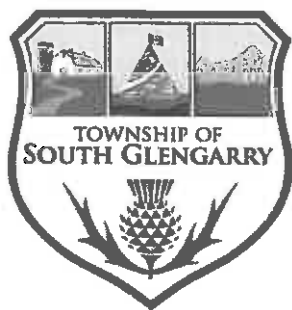
LEGEND

FEDERAL PROPERTY BOUNDARY	---
LEASOLD PROPERTY BOUNDARY	---
LETTERED PROPERTY BOUNDARY	---
PRESERVED PROPERTY BOUNDARY	---
UNDEVELOPED PROPERTY BOUNDARY	---

NOTES

WITH AMERICAN DATUM 1983
UNIVERSAL TRANSVERSE MERCATOR PROJECTION
ZONE 18 CENTRAL MERIDIAN 79° 45' W
THIS IS NOT A PLAN
OF SURVEY
THIS MAP WAS DERIVED FROM PLANS AND

MEMORANDUM



REPORT TO: Mayor and Council
MEETING DATE: January 25, 2016
SUBJECT: Notice of Decisions for Consents
PREPARED BY: Joanne Haley

RE: Notice of Decision

Please find attached one "Notice of Decision" letter from the United Counties of Stormont, Dundas, and Glengarry.

The recommendations and conditions requested have been included.

If you have any questions regarding the attached please do not hesitate to contact me at your convenience.

Respectfully submitted by: Joanne Haley

Date: January 18, 2016

TITLE: GM-Community Services



TRANSPORTATION & PLANNING DEPARTMENT

26 Pitt Street, Suite 223, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Fax: 613-936-2913 • Email info@sdgcounties.ca

www.sdgcounties.ca



NOTICE OF DECISION

APPLICATION NO. B-47/15

NAME: Trustees of the St. Andrew's Presbyterian Church

MUNICIPALITY: Township of South Glengarry (Geographic Twp. of Lancaster)

Attached is a copy of the Decision with respect to the above noted Application for Consent.

You may be entitled to receive notice of any changes to the conditions of the provisional consent if you have made either a written request to be notified of the Decision or a written request to be notified of changes to the conditions.

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Ontario Municipal Board against:

- a) the Decision of the Approval Authority; and/or
- b) any or all of the conditions imposed by the Approval Authority.

Any appeal to the Ontario Municipal Board must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant - Planning, United Counties of S. D. & G. who will forward all documents to the Ontario Municipal Board.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed in the name of an individual who is a member of the association or group.

Additional information regarding this application and decision is available during business hours at the office of the Administrative Assistant - Planning, at the above address or by calling the office at **932-1515, Extension 218**.

LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS: January 28th, 2016

Date of giving of this notice is: January 8th, 2016

Megan Boudens
Administrative Assistant - Planning
Email: mboudens@sdgcounties.ca



**UNITED COUNTIES OF
STORMONT, DUNDAS AND GLENGARRY
*DECISION***

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on Friday, January 8, 2016, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-47/15

OWNER: Trustees of the St. Andrews Presbyterian Church

MUNICIPALITY: South Glengarry

Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. That the applicant pay the review fee of \$200.00 to the Township prior to final approval. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. The severed parcel has a shed that is located partially on the severed parcel and mostly on the road allowance of Knox street; this needs to be addressed prior to final consent, the applicant has 2 options:
 - a. Enter into an encroachment agreement with the Township of South Glengarry (if this option is requested the minor variance must be applied for and approved prior to entering into an encroachment agreement).
 - b. Remove the shed.The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. A minor variance must be applied for and approved prior to final consent to reduce the side yard setbacks for both sheds and the exterior side yard setback. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$205.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF, TIF or DWG format must also be submitted.



January 18, 2016

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:00 pm on January 18, 2016 in the Council Chambers at the municipal building in Lancaster, Ontario.

Committee Members present were: Bill McKenzie, Chair, Linda Allison, Barbara Menard, Peter Lebrun, Kevin Lalonde, Director of Development/Chief Building Official and Secretary-Treasurer Joanne Haley.

Absent: Councillor Lyle Warden

The members of the public in attendance at this meeting were as follows:

Brian Dickie, Agent for A-01-16, Damien Rodriguez, Applicant for A-02-16 and Harold Warren & Robert Hamelin, Applicant and guest for A-03-16.

Meeting was called to order at 5:30pm

MOVED BY: Barbara Menard
SECONDED BY: Peter LeBrun

BE IT RESOLVED THAT the Committee of Adjustment meeting of January 18, 2016 is hereby called to order.

CARRIED

Approval of Agenda

MOVED BY: Barbara Menard
SECONDED BY: Linda Allison

BE IT RESOLVED THAT the Agenda be approved as circulated.



CARRIED

Approval of Minutes

MOVED BY: Barbara Menard
SECONDED BY: Peter Lebrun

BE IT RESOLVED THAT the minutes of the December 15, 2016 meeting be approved.
CARRIED

Review of Applications

Application A-01-16- Dickie

J Haley provided a presentation to the Committee pertaining to this application; the information presented was as follows:

- 6874 Craig Road
- The property is Designated Rural District
- The subject property is zoned Residential One
- The applicant is requesting relief from Section 3.39 (7) Watercourses (g) of Zoning By-Law 38-09 to reduce the required setback to the nearest adjacent lot line from 4 meters (13ft) to 0.48 meters (1.6 feet) at the proposed south east corner and to 1.43 meters (4.7feet) to the proposed north east corner to permit the reconstruction of an existing boat house.
- No Comments from the public have been received to date
- The RRCA commented today, they have no objections to this application but wish to inform the applicant that this project is subject to a Regulation Permit
- Staff have no objections to this application
- If this is approved, a permit is required for the proposed construction

MOVED BY: Peter Lebrun
SECONDED BY: Linda Allison

BE IT RESOLVED THAT Minor Variance Application A-01-16 is approved as the variance is considered minor in nature, desirable for the use of the land and in keeping with the general intent of the Township's Official Plan and Zoning By-Law.

CARRIED

Application A-02-16- Rodriguez



J Haley provided a presentation to the Committee pertaining to this application; the information presented was as follows:

- 6686 Sutherland Drive
- The property is designated Residential and is located in the Urban Settlement Area
- Property is zoned Residential One
- The applicant is requesting relief from the maximum height of 4.5 meters (14.76 ft.) for a residential garage as per section 3.1 (9) of the Zoning By-Law 38-09 to permit a residential garage to be constructed with a maximum of height of 4.67 meters (15.32 ft)
- No Comments/requested conditions have been received to date
- Staff have no objections to this application
- If this is approved, a permit is required for the proposed construction

MOVED BY: Linda Allison

SECONDED BY: Peter Lebrun

BE IT RESOLVED THAT Minor Variance Application A-02-16 is approved as the variance is considered minor in nature, desirable for the use of the land and in keeping with the general intent of the Township's Official Plan and Zoning By-Law.

CARRIED

Application A-03-16- Warren

J Haley provided a presentation to the Committee pertaining to this application; the information presented was as follows:

- 18990 County Road 18
- The property is designated Agriculture Resource
- The subject property is zoned Agriculture
- The applicant is requesting relief from Part 10.2 of the Zoning By-law 38-09 to reduce the interior side yard setback from 10 meters to 7.62 meters on the west side of the property to permit the construction of an agricultural storage building.
- No Comments/requested conditions have been received to date
- Staff have no objections to this application
- If this is approved, a permit is required for the proposed construction

MOVED BY: Linda Allison

SECONDED BY: Barbara Menard



BE IT RESOLVED THAT Minor Variance Application A-03-16 is approved as the variance is considered minor in nature, desirable for the use of the land and in keeping with the general intent of the Township's Official Plan and Zoning By-Law.

CARRIED

Adjournment

BE IT RESOLVED THAT the meeting of January 18, 2016 be adjourned to the call of the Chair @ 5:56 pm.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 09-16
FOR THE YEAR 2016**

***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 January 25, 2016 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 25th DAY OF JANUARY 2016.***

MAYOR:

CLERK:

