

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Monday, January 18, 2021 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
  - a) Additions, Deletions or Amendments  
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
  - a) [Declaration of Pecuniary Interest Form](#) 4
- 5. APPROVAL OF MINUTES**
  - a) [Previous Meeting Minutes - December 21, 2020](#) 5 - 9
  - b) [Public Meeting Minutes - December 21, 2020](#) 10 - 12
- 6. PRESENTATIONS AND DELEGATIONS**
  - a) COVID-19 Update - Dr. Paul Roumeliotis (EOHU)
  - b) [Township Facilities Energy Audit Project Findings - Wood Environment & Infrastructure Solutions](#) 13 - 81
- 7. NEW BUSINESS**
  - a) **Staff Reports**
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    - ii. [2021 Borrowing By-Law](#) 86 - 89

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**DECLARATION OF PECUNIARY INTEREST**

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

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

\_\_\_\_\_

**Signature**

## MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON DECEMBER 21, 2020

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

STAFF PRESENT: CAO Tim Mills, Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson.

1. CALL TO ORDER

**Resolution No. 407-2020**

Moved by Deputy Warden

Seconded by Councillor Jaworski

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

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

**Resolution No. 408-2020**

Moved by Councillor McDonell

Seconded by Councillor Lang

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

Items moved to Other Business:

7. d) i. Review – 2020 Budget v. Actual (As of Nov 24)

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

- a) Declaration of Pecuniary Interest Form I, Frank Prevost, declare a pecuniary interest on Agenda Item(s) for the meeting of December 21, 2020: Staff Report 188-2020 Lancaster Heights Lots Price Listing, they are listed with a company that I am part owner of.

5. APPROVAL OF MINUTES

- a) Previous Meeting Minutes - December 7, 2020

**Resolution No. 409-2020**

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on December 7, 2020, including the Closed Session Minutes, be adopted as circulated.

CARRIED

- b) Special Meeting Minutes - December 7, 2020

**Resolution No. 410-2020**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Minutes of the Special Meeting of the Council of the Township of South Glengarry held on December 7, 2020, including the Closed Session Minutes, be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

7. NEW BUSINESS

a) Staff Reports

i) Drinking Water Quality Management Standard Endorsement

**Resolution No. 411-2020**

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 180-2020 be received and that the Council of the Township of South Glengarry receive the Drinking Water Quality Management System Operation Plan Manual V8 dated December 10, 2020 and that the Mayor and Council reaffirm their commitment to the Operation Plan and furthermore; that the Mayor and Clerk and Operation Authority Representatives be authorized to sign and endorse the document.

POSTPONED

ii) Surplus Lands Glen Walter Part 4 on 14R-6524

**Resolution No. 412-2020**

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 181-2020 be received and that the Council of the Township of South Glengarry approve the sale of Part of Lot 9, Concession 1, Indian Lands, being Part 4 on 14R-6524, Part of PIN 67129-0643, to Scott Lafave as per the offer received and that By-law 85-2020 be read a first, second and third time, passed, signed and sealed in Open Council this 21st day of December 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

iii) Surplus Land Glen Walter Part 3 14R-6544

**Resolution No. 413-2020**

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 182-2020 be received and that the Council of the Township of South Glengarry approve the sale of Part of Lot 9, Concession 1, Indian Lands, being Part 3 on 14R-6544, Part of PIN 67129-0801, to Pierre and Anne Lyonnais as per the offer received and that By-law 86-2020 be read a first, second and third time, passed, signed and sealed in Open Council this 21st day of December 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

iv) Surplus Lands Glen Walter Part 1 14R-6544

**Resolution No. 414-2020**

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 183 -2020 be received and that the Council of the Township of South Glengarry approve the sale of Part of Lot 9, Concession 1, Indian Lands, being Part 1 on 14R-6544, Part of PIN 67129-0801, to Linda Caron-Longtin as per the offer received and that By-law 87-2020 be read a first, second and third time, passed, signed and sealed in Open Council this 21st day of December 2020; and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.

Select Result

v) 2021 - Grants and Donation Requests

**Resolution No. 415-2020**

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 184-2020 be received and that the Council of the Corporation of the Township of South Glengarry approve

the grant requests where they fall within the Grants and Donation Policy and adjust the request to the Glengarry Fencibles Trust to \$4,000 to fall within policy.

CARRIED

- vi) To Appoint the Committee of Adjustment for 2021

**Resolution No. 416-2020**

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 185-2020 be received and by-law 88-2020, being a by-law to constitute and appoint all members of Council to the Committee of Adjustment for the Township of South Glengarry for the 2021 calendar year be read a first, second and third time, passed, signed and sealed this 21st day of December, 2020.

CARRIED

- vii) Employment District Lands South Lancaster

**Resolution No. 417-2020**

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 186-2020 be received and that the Council of the Township of South Glengarry direct administration to proceed with retaining Hemson Consulting Ltd. to complete a review to convert the Employment District lands in the Urban Settlement Area of South Lancaster and to direct the General Manager of Corporate Services to allocate an additional \$10,000 in the 2021 municipal budget to complete this project.

CARRIED

- viii) CIP Applications and Agreements

**Resolution No. 418-2020**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 187-2020 be received and that the Council of the Township of South Glengarry approves By-laws 89-2020 and 90-2020, being by-laws to enter into CIP Agreements with Martintown Mill Preservation Society Corp. and Trading Post Studios – Lesa Perry-Fortier and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

- b) Other Business

- i) Review - 2020 Budget v. Actual As of Nov 24

Council thanked administration for their efforts to keep expenses down in 2020 and requested clarification on some of the numbers listed in the report.

**Resolution No. 419-2020**

Moved by Councillor Jaworski

Seconded by Deputy Warden

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

CARRIED

- c) Committee Reports

- i) Environment Committee Minutes - October 23, 2020

- ii) Cornwall Regional Airport Commission - November 5, 2020

- iii) Committee of Adjustment - December 7, 2020 Meeting Minutes

- iv) CIPAC Minutes - November 30, 2020

- d) For Information Only
- i) Statement of Revenues and Expenses YTD Nov. 30
- ii) Direct Costs Related to COVID19 as of December 4, 2020
- iii) Resolution - Temporary Cap on Food Delivery Service Charges (City of Hamilton)
- iv) Resolution - Request to Extend Grant Deadlines (Township of Matachewan)
- v) Resolution - Municipal Drainage Coordination with National Railways (Southwest Middlesex)
- vi) Resolution - COVID19 Childcare Funding Town of Carleton Place
- vii) Resolution - Cap on Gas Plant and Greenhouse Gas Pollution (City of Hamilton)
- viii) Memo from General Rick Hillier on COVID-19 Vaccine Distribution
- ix) Consent Summary 2020
- x) Notice of a Consent Decision
- xi) Consent Application B-115-20
- xii) Consent Application B12520

8. UNFINISHED BUSINESS

Unfinished Business Listing - December 21, 2020

**Resolution No. 420-2020**

Moved by Councillor Lang

Moved by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby appoints CAO Tim Mills as Acting Clerk for the Closed Session of the December 21, 2020 Meeting of the Council of the Township of South Glengarry.

CARRIED

9. CLOSED SESSION

**Resolution No. 421-2020**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 7:56pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

(k) plans and instructions for negotiations

- Cornwall Electric LED Street Light conversion negotiations ( E. MacDonald)

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

- Staff Report 188-2020 Lancaster Heights Lots Price Listing (E. MacDonald)

(b) personal matters about an identifiable individual, including municipal or local board employees;

-HR Matter (T. Mills)

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

-Verbal update on matter before administrative tribunal (T. Mills)

(d) labour relations or employee negotiations;

- Staff Report 189-2020 (T. Mills)

CARRIED

**Resolution No. 422-2020**

Moved by Councillor McDonell

Seconded by Councillor Lang

THAT Council now rise and reconvene at 10:11pm into Open Session

without reporting.  
CARRIED

**Resolution No. 423-2020**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 188-2020 be received and that the Council of the Township of South Glengarry approve the listing prices proposed from Century 21 for the surplus lots in Lancaster Heights.  
CARRIED

**Resolution No. 424-2020**

Moved by Deputy Warden  
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 189-2020 be received and that Council directs administration to proceed as noted in the Closed Session minutes.  
CARRIED

8. CONFIRMING BY-LAW

**Resolution No. 425-2020**

Moved by Councillor McDonell  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law No. 91-2020 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed, and sealed in Open Council.  
CARRIED

9. ADJOURNMENT

**Resolution No. 426-2020**

Moved by Deputy Warden  
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 10:15pm.  
CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## MINUTES

THE PUBLIC MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON DECEMBER 21, 2020

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan MacDonald, Fire Chief Dave Robertson.

PUBLIC PRESENT: Luc Marion, Jacqueline Milner

1. OPEN PUBLIC MEETING

Mayor Prevost opened the public meeting.

2. DECLARATION OF PECUNIARY INTEREST

a) Declaration of Pecuniary Interest Form – None.

3. PRESENTATIONS AND DELEGATIONS

Ms. Haley welcomed Council and any members of the public in attendance. Ms. Haley explained that the public meeting was being held under section 34 of the Ontario Planning Act and the rules and procedures for the meeting.

a) Bertoldi Zoning Amendment

Ms. Haley provided information on the subject property located at Part of Lot 17 Concession 9, being Parts 2 and 5 of Reference Plan 14R 6139 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

The subject property is approximately 93 acres in size; it is primarily forested and contains a cabin (was built without approvals several years ago). The cabin is not serviced.

The property owner recently relocated the cabin to be closer to the road which resulted in the public and administration becoming aware of this structure. The cabin is 10ft x 20ft in size.

The zoning by-law permits cabins but only as a temporary use as the primary use for properties located in the Agriculture zone are for residential or agricultural purposes; therefore, the property owner was offered different processes in order to seek permission to allow the cabin to remain.

The purpose of this requested Zoning By-law Amendment is to rezone the subject property from Agriculture (AG) to Agriculture – Exception Twenty-Seven (AG-27) to permit a Cabin as a primary and permanent use.

Ms. Haley shared photos of the property and a new entrance that was created which brought the property to administration's attention. The subject property is currently designated Agricultural Resource in the

County Official Plan and the proposed zoning amendment conforms to the Official Plan.

This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision at the January 18, 2021 Council meeting.

If this amendment is approved the property owner will be required to obtain a building permit. All public comments must be received by Friday January 8, 2021 at 4pm.

Councillor Jaworski asked if there is any Township zoning that permits residents to have cabins. Ms. Haley explained that cabins are only permitted subject to Council approval via a temporary use by-law or zoning amendment. If Council wanted cabins to be permitted outright would need to amend the zoning by-law accordingly and add cabins as a permitted use and other things to the definition to insure permits are being applied for in order for assessment to be captured. The reason it is not permitted outright is because the primary use of residential properties is for primary dwellings or agriculture, depending on the zoning. Permitting seasonal cabins that are not serviced could lead to cabins being built and becoming permanent dwellings when they were not built to the same standard required by the building code.

b) Lapensee Zoning Amendment

Ms. Haley explained that the subject property is located at Part of Lot 33 Concession 1, NRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry. The applicant/property owner recently applied for a severance to dispose of the surplus dwelling to the farming operation.

The severance was conditionally approved with several conditions one being the requirement to rezone the retained land to reduce the minimum lot area and to prohibit residential construction.

The purpose of this Amendment is to rezone the subject property from Agriculture (AG) and Natural Hazard (NH) to Agriculture – Exception Twenty-Six (AG-26) and Natural Hazard to reduce the Minimum Lot Area from 20 hectares to 18.69 hectares and to prohibit residential construction. The subject property is vacant and is currently being farmed. If this amendment is approved no residential construction will be permitted and the land should continue to be farmed.

The subject property is currently designated Agricultural Resource in the County Official Plan.

This proposed amendment conforms to the Official Plan and the PPS. No written comments have been received to date from members of the public.

This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision at the January 18, 2021 Council meeting.

All public comments must be received by Friday January 8, 2021 at 4pm. No questions or comments.

c) Kaneb - Grant Marion Zoning Amendment

The property is located on Part of Lot 12, Registered Plan No. 101 and Part of Lots 52, 77, 78, and 79 of Registered Plan No. 142 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

The purpose of this Amendment is to rezone the subject properties from General Commercial (CG) and Residential One (R1) to Residential Three (R3) to permit the development of a three-unit Townhouse.

The area subject to the zoning amendment is currently three properties that are proposed to be merged into one parcel.

The combined total area of all three parcels is approximately 0.57 acres in size. The proposed development will be serviced by municipal water and wastewater. The access to the proposed development will be off of Glen Walter Park Road. Ms. Haley shared a site plan and proposed design of the development. The subject property is currently designated Residential District in the County Official Plan and is located in the Urban Settlement Area of Glen Walter.

The proposed zoning amendment conforms to the Official Plan. The United Counties of SDG have been circulated on this application; they have indicated that they would prefer to have the accesses off of Glen Walter Park Road and want to be circulated on the site plan control process to be involved with the storm water management, proposed grading and drainage to insure there is no negative impact on County Rd 2.

This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision at the January 18, 2021 Council meeting.

If this amendment is approved the proposed development will be subject to a Site Plan Control Approval process and will require a building permit.

4. ADJOURNMENT

Mayor Prevost adjourned the public meeting.

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Mayor

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Clerk



# Presentation to Township of South Glengarry Council - Facilities Energy Audit Project Findings

Presented by Wood Environment & Infrastructure Solutions  
Monday 18<sup>th</sup> January, 2021

# Presentation Agenda

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- Introduction
  - Wood team
  - 2008 Energy Assessment background
  - Scope of current project
- Energy Use Baseline
- Energy Use Reduction - Measures Identified
- Summary of Estimated Savings



# Study Scope - List of Township Facilities

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- Township Office\* at 6 Oak St/8 Oak Street
- Lancaster Legion\* at 211 Military Road North
- Martintown Fire Station\* at 4854 County Rd 20
- Martintown Community Centre\* at 4854 County Rd 20
- North Lancaster Fire Station at 21138 Concession 5 Rd
- North Lancaster Roads Garage at 4841 2nd Line Rd
- Glen Walter Water Plant and Pumping Station\* at 18352 County Rd 2
- Lancaster Treatment Plant\* at 20521 Old Montreal Rd
- Char-Lan Community Centre/Arena\* at 19740 John St
- Char-Lan Medical at 20 Victoria Street
- Glen Walter Fire Station at Bray Street
- Lancaster Fire Station at 221 Military Rd
- Williamstown Garage at 19686 William St

\* *Priority sites*



# Energy Use Baseline

# Summary of Baseline Year (2019) Energy Use

Facility	Electricity		Natural Gas		Total	EUI (kWh/ft <sup>2</sup> )	BPS <sup>4</sup> Median EUI (GJ/m <sup>2</sup> )	% Difference (Site EUI vs. BPS Median EUI)
	Consumption (kWh)	Cost (\$)	Consumption (m <sup>3</sup> )	Cost (\$)	EUI (GJ/m <sup>2</sup> )			
Township Office	40,648	11,809	7,016	5,458	0.73	18.80	0.87	-16%
Lancaster Legion	43,993	12,608	5,044	2,925	1.35	34.73	0.76	77%
Char-Lan Community Centre/Arena	482,160	82,745	22,364	17,399	0.87	22.34	1.18	-27%
Martintown Community Centre & Fire Station	64,030	14,361	11,850 <sup>1</sup>	9,319	0.74	19.20	- <sup>2</sup>	-
North Lancaster Fire Station	32,258	12,613	-	-	0.32	8.27	0.85	-62%
Glen Walter Fire Station	27,340	7,434	6,164	4,795	0.53	13.79	0.85	-37%
Lancaster Fire Station	29,038	9,789	7,700	5,990	0.66	16.97	0.85	-23%
North Lancaster Roads Garage	15,616	6,001	32,719	25,455	2.50	64.46	0.99	152%
Williamstown Garage	35,066	10,551 <sup>3</sup>	22,287	17,339	1.66	42.91	0.99	68%
Char-Lan Medical	58,070	17,586	4,036	3,140	0.62	15.98	1.00	-38%
Glen Walter Water Plant and Pumping Station	442,320	77,345	-	-	-	-	-	-
Lancaster Treatment Plant	83,401	57,922	20,358	15,838	-	-	-	-



# Energy Use Reduction – Identified Measures

# Recommended Measures – Examples

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- Building Envelope
  - Reduce infiltration
  - Improve insulation (roof, basement, etc.)
- Electrical/Controls
  - Upgrade lighting to LED type
  - Upgrade thermostats
- Mechanical
  - Upgrade heating equipment
  - Implement HRV



# Summary of Estimated Savings

# Estimated Savings

Facility	Electricity		Natural Gas/Propane			Greenhouse Gas Emissions
	Savings (kWh)	Estimated Total Savings (\$)	Savings (m <sup>3</sup> )	Savings (L)	Estimated Total Savings (\$)	Tonnes CO <sub>2</sub> e
Township Office	13,699	3,980	4,697	-	3,654	10.19
Lancaster Legion	13,852	3,970	2,261	-	1,759	5.63
Char-Lan Community Centre/Arena	36,341	6,237	11,049	-	8,596	24.4
Martintown Community Centre & Fire Station	15,164	3,401	-	2,716	2,136	1.52
Glen Walter Water Plant and Pumping Station	133,674	23,374	-	-	-	13.37
Lancaster Treatment Plant	19,614	13,622	5,205	-	4,049	11.74
<b>Total</b>	<b>232,342</b>	<b>54,583</b>	<b>23,212</b>	<b>2,716</b>	<b>20,194</b>	<b>66.8</b>



# Closing Thoughts

**wood.**



# **ASHRAE Level II Energy Audit of Township Facilities – Draft Report**

Energy Efficiency Audit

Project Location: The Township of South Glengarry

Wood Project Number: BE20102028

Prepared for:

**Township of South Glengarry**

Box 220, 6 Oak Street, Lancaster, K0C 1N0

8 January 2021



# ASHRAE Level II Energy Audit of Township Facilities – Draft Report

Energy Efficiency Audit

Project Location: Township of South Glengarry

Wood Project Number: BE20102028

## Prepared for:

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

## Prepared by:

Wood Environment & Infrastructure Solutions, a Division of Wood Canada Limited  
900 Maple Grove Road, Unit 10  
Cambridge ON, N3H 4R7

8 January 2021

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## Executive Summary

### Township of South Glengarry Facilities Energy Audit

Wood PLC (Wood) was retained by the Township of South Glengarry to conduct an energy audit across various township owned facilities in Glengarry, Ontario. The audit covered a shortlist of thirteen (13) Township facilities. Seven (7) facilities out of these shortlisted facilities were selected as priority sites and an energy assessment, consistent with ASHRAE Level 2 guidelines, conducted at each facility. For the balance six (6) facilities in the shortlist, a general energy assessment comprising of walk-through audits and focussed on identification of no-cost/low-cost energy measures was completed. . The site visits associated with this project were conducted from October 27<sup>th</sup> to 29<sup>th</sup>, 2020 by Wood’s site assessor Eryk Mancini.

The seven (7) facilities selected as priority sites for the ASHRAE Level 2 audit are as listed below:

- Township Office;
- Lancaster Legion;
- Char-Lan Community Centre/Arena;
- Martintown Community Centre
- Martintown Fire Station;
- Glen Walter Water Plant and Pumping Station; and
- Lancaster Treatment Plant.

Based on 2019 utility data (baseline year), the above listed seven (7) facilities made up 85% and 48% of the total electricity use (kWh) and total natural gas use (m<sup>3</sup>) respectively across the shortlisted thirteen (13) Township facilities.

The ASHRAE Level 2 audit comprised of analysing the current energy performance of the facilities, conducting an onsite energy assessment, and producing a list of energy measures (henceforth referred to as ‘Energy Conservation Measures’ or ‘ECMs’) along with relevant opinion of probable costs for implementation.

The summary tables below present a list of opportunities identified from the energy assessments conducted at the priority facilities along with estimated energy savings, measure implementation cost, and simple payback associated with each opportunity.

**Table E-1 Summary of Recommended ECMs - Township Office**

ECM	Measure	Opinion of Probable Cost	Estimated Savings Annually		Estimated Total Savings	Simple Payback
			Natural Gas	Electricity		
			(\$)	(m <sup>3</sup> )		
ECM-1	Reduce Infiltration	2,275	695	673	736	3.1
ECM-2	Upgrade lighting to LED	11,067	(165)	11,054	3,083	3.6
ECM-3	Upgrade furnaces	4,200	827	244	714	5.9
ECM-4	Upgrade thermostats (w/ sensors)	400	496	394	500	0.8
ECM-5	Insulate Basement (R20)	3,800	331	262	334	11.4
ECM-6	Duct Sealing	825	1,521	1,207	1,534	0.5
ECM-7	Heat Recovery Ventilator (HRV)	2,250	992	(135)	733	3.1
<b>Total</b>		<b>24,817</b>	<b>4,697</b>	<b>13,699</b>	<b>7,634</b>	<b>3.3</b>

By implementing the recommended measures listed above, the following potential savings is anticipated relative to the baseline year:

- 13,699 kWh (33.7%) of electricity savings; and
- 4,697 (m<sup>3</sup>) (66.9%) of natural gas savings.

Estimated Savings Annually of Greenhouse Gas (GHG) is 10.2 Tonnes CO<sub>2</sub>e.

**Table E-2 Summary of Recommended ECMs - Lancaster Legion**

ECM	Measure	Opinion of Probable Cost	Estimated Savings Annually		Estimated Total Savings	Simple Payback
			Natural Gas	Electricity		
			(\$)	(m <sup>3</sup> )		
ECM-1	Upgrade lighting to LED	4,080	(112)	4,813	1,292	3.2
ECM-2	Roof Insulation Retrofit (R60)	1,100	537	2,017	996	1.1
ECM-3	Reduce Infiltration	2,275	470	1,897	909	2.5
ECM-4	Duct Sealing	825	1,030	3,865	1,909	0.4
ECM-5	Upgrade thermostats (w/ sensors)	400	336	1,260	622	0.6
<b>Total</b>		<b>8,680</b>	<b>2,261</b>	<b>13,852</b>	<b>5,729</b>	<b>1.5</b>

By implementing the recommended measures listed above, the following potential savings is anticipated relative to the baseline year:

- 15,554 kWh (31.5%) of electricity savings.

Estimated Savings Annually of Greenhouse Gas (GHG) is 5.6 Tonnes CO<sub>2</sub>e.

**Table E-3 Summary of Recommended ECMs - Char-Lan Community Centre/Arena**

ECM	Measure	Opinion of Probable Cost	Estimated Savings Annually		Estimated Total Savings	Simple Payback
			Natural Gas	Electricity		
		(\$)	(m <sup>3</sup> )	(kWh)	(\$)	(Years)
ECM-1	Upgrade lighting to LED	6,834	(296)	10,487	1,570	4.4
ECM-2	Upgrade unitary heating	4,350	2,364	-	1,840	2.4
ECM-3	Replace missing insulation on exterior ducting	450	1,281	1,745	1,296	0.3
ECM-4	Central Heating Management System (Gas)	7,425	6,502	-	5,059	1.5
ECM-5	Central Heating Management System (Elec)	9,075	-	7,232	1,241	7.3
ECM-6	Domestic Hot Water Management System	2,475	931	-	724	3.4
ECM-7	Arena Desuperheater	21,250	266	16,876	3,103	6.8
	<b>Total</b>	<b>51,859</b>	<b>11,049</b>	<b>36,341</b>	<b>14,833</b>	<b>3.5</b>

By implementing the recommended measures listed above, the following potential savings is anticipated relative to the baseline year:

- 36,341 kWh (7.5%) of electricity savings; and
- 10,783 (m<sup>3</sup>) (49.4%) of natural gas savings.

Estimated Savings Annually of Greenhouse Gas (GHG) is 24.4 Tonnes CO<sub>2</sub>e.

**Table E-4 Summary of Recommended ECMs - Martintown Community Centre & Fire Station**

ECM	Measure	Opinion of Probable Cost	Estimated Savings Annually		Estimated Total Savings	Simple Payback
			Propane	Electricity		
		(\$)	(L)	(kWh)	(\$)	(Years)
ECM-1	Upgrade lighting to LED	12,852	(148)	13,937	3,009	4.3
ECM-2	Reduce Infiltration	4,750	987	1,227	1,051	4.5
ECM-3	Consolidate heating equipment	-	1,185	-	932	-
ECM-4	Domestic Hot Water Management System	2,475	692	-	544	4.5
	<b>Total</b>	<b>20,077</b>	<b>2,716</b>	<b>15,164</b>	<b>5,537</b>	<b>3.6</b>

By implementing the recommended measures listed above, the following potential savings is anticipated relative to the baseline year:

- 15,164 kWh (23.7%) of electricity savings; and
- 2,716 (L) (22.9%) of propane savings.

Estimated Savings Annually of Greenhouse Gas (GHG) is 1.5 Tonnes CO<sub>2</sub>e.

**Table E-5 Summary of Recommended ECMs - Glen Walter Water Plant and Pumping Station**

ECM	Measure	Opinion of Probable Cost	Estimated Savings Annually		Estimated Total Savings	Simple Payback
			Natural Gas	Electricity		
		(\$)	(m <sup>3</sup> )	(kWh)	(\$)	(Years)
ECM-1	Upgrade lighting to LED	5,916	-	27,416	4,794	1.2
ECM-2	Reduce Infiltration	1,100	-	6,137	1,783	0.6
ECM-3	Upgrade unitary heating devices	4,425	-	5,839	1,696	2.6
ECM-4	Upgrade equipment motors*	25,000	-	35,356	10,271	2.4
ECM-5	Upgrade blowers (B-1 and B-2)*	37,500	-	58,926	17,119	2.2
	<b>Total</b>	<b>73,941</b>	<b>-</b>	<b>133,674</b>	<b>35,664</b>	<b>2.1</b>

Notes:

- (1) ECM-4 and ECM-5 opinion of probable cost (\$) are high level budgetary equipment costing and further evaluation and quantification will be required based on the number of process equipment/motors to be replaced.

By implementing the recommended measures listed above, the following potential savings is anticipated relative to the simulated baseline year:

- 133,674 kWh (30.2%) of electricity savings.

Estimated Savings Annually of Greenhouse Gas (GHG) is 13.4 Tonnes CO<sub>2</sub>e.

**Table E-6 Summary of Recommended ECMs - Lancaster Treatment Plant**

ECM	Measure	Opinion of Probable Cost	Estimated Savings Annually		Estimated Total Savings	Simple Payback
			Natural Gas	Electricity		
			(\$)	(m <sup>3</sup> )		
ECM-1	Upgrade lighting to LED	6,120	(211)	8,263	5,574	1.1
ECM-2	Upgrade unitary heating devices	4,925	2,162	745	1,899	2.6
ECM-3	Upgrade DHW	2,200	1,175	-	914	2.4
ECM-4	Upgrade furnace and air conditioning	7,600	2,078	121	1,652	4.6
ECM-5	Upgraded motors and control	13,500	-	10,485	3,046	4.4
<b>Total</b>		<b>34,345</b>	<b>5,205</b>	<b>19,614</b>	<b>13,085</b>	<b>2.6</b>

Notes:

- (1) ECM-5 opinion of probable cost (\$) is high level budgetary equipment costing and further evaluation and quantification will be required based on the number of process equipment/motors to be replaced.

By implementing the recommended measures listed above, the following potential savings is anticipated relative to the baseline year:

- 19,614 kWh (23.5%) of electricity savings; and
- 5,205 (m<sup>3</sup>) (25.6%) of natural gas savings.

Estimated Savings Annually of Greenhouse Gas (GHG) is 11.7 Tonnes CO<sub>2e</sub>.

The following opportunities below were identified as no-cost/low-cost measures recommended for implementation across the shortlisted thirteen (13) facilities:

- Recommissioning;
- Staff Training and Occupant Awareness;
- Unit Heater Maintenance; and
- Procurement Policy.

Further analysis is required to determine the potential savings and costs associated with the various recommended measures more accurately. It is recommended that the Township move forward to review the potential to incorporate the recommended measures into the existing site energy and environmental management plan.

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## Acronyms and Abbreviations

ACH	Air changes per hour
AFUE	Annual Fuel Utilization Efficiency
BTU	British Thermal Unit
C	Celsius
CAV	Constant Air Volume
CDD	Cooling Degree Day
CO <sub>2</sub> e	Carbon Dioxide Equivalent
DHW	Domestic Hot Water
ECM	Energy Conservation Measure
ERV	Energy Recovery Ventilation
EUI	Energy Utilization Index
ft	Feet
ft <sup>2</sup>	Square feet
GHG	Greenhouse Gas
GJ	Gigajoule
HDD	Heating Degree Day
HID	High Intensity Discharge
HP	Horsepower
HRV	Heat Recovery Ventilation
IRR	Internal Rate of Return
kW	Kilowatt
kWh	Kilowatt hour
L	Litre
LED	Light emitting diode
m	Meter
m <sup>2</sup>	Square meter
m <sup>3</sup>	Cubic meter
MAU	Makeup Air
NPV	Net Present Value
PSC	Permanent Split Capacitor
PTAC	Packaged Terminal Air Conditioner
PV	Photovoltaic

RTU	Rooftop unit
UH	Unit Heater
V	Voltage
W	Watt
U-Value	Thermal transmittance measured in BTU/(hr-ft <sup>2</sup> ·°F)

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## 1.0 INTRODUCTION

Wood Environment & Infrastructure Solutions, a Division of Wood Canada Limited (Wood) was retained by the Township of South Glengarry (Client) to conduct energy audits for selected township facilities located in Glengarry, Ontario. This report is a summary of Wood's study findings..

The energy audits covered approximately 7,810 m<sup>2</sup> (84,064 ft<sup>2</sup>) of gross floor area (GFA)<sup>1</sup> comprising of a municipal office, community centres, fire stations, garages, treatment plants/pumping stations and a medical building.

### 1.1 PROJECT BACKGROUND

The purpose of this project was to conduct an Energy Audit for municipal buildings owned by the Township of South Glengarry, a rural township in Ontario with a population of 13,500. The key project objectives set by the Township included determining the following for the Township facilities:

- Existing energy use and comparison to similar facilities;
- Identification of various measures to reduce facility energy use and estimation of their respective savings potential; and
- Financial analysis for the various identified measures.

### 1.2 SCOPE OF ASSESSMENT

Wood collaboratively worked with the Client to shortlist thirteen (13) facilities from an initial list of twenty eight (28) facilities to be covered under the study scope. Seven (7) facilities out of the shortlisted thirteen (13) facilities were selected as priority sites for an energy assessment consistent with ASHRAE Level 2 guidelines. A general energy assessment comprising of walk-through audits and focussed on identification of no-cost/low-cost energy measures formed the study basis for the balance six (6) facilities.

The shortlisted thirteen (13) facilities<sup>2</sup> are as follows:

- Township Office\* at 6 Oak St/8 Oak Street
- Lancaster Legion\* at 211 Military Road North
- Martintown Fire Station\* at 4854 County Rd 20
- Martintown Community Centre\* at 4854 County Rd 20
- North Lancaster Fire Station at 21138 Concession 5 Rd
- North Lancaster Roads Garage at 4841 2nd Line Rd
- Glen Walter Plant and Pumping Station\* at 18352 County Rd 2
- Lancaster Treatment Plant\* at 20521 Old Montreal Rd
- Char-Lan Community Centre/Arena\* at 19740 John St
- Char-Lan Medical at 20 Victoria Street
- Glen Water Fire Station at Bray Street
- Lancaster Fire Station at 221 Military Rd
- Williamstown Garage at 19686 William St

<sup>1</sup> Excludes building footprints associated with the two (2) treatment facilities under the study scope

<sup>2</sup> Facilities assigned as 'priority sites' are identified with an asterisk

The following information provided by the Client informed this study:

- Facility GFA;
- Utility/fuel usage and cost data (electricity, natural gas, and propane) for 2019; and
- Facility drawings (only where available<sup>3</sup>).

The ASHRAE Level 2 assessments consist of a utility analysis, onsite energy assessment, identification of energy use reduction measures (henceforth referred to as 'Energy Conservation Measures' or 'ECMs' in this report), and quantification of savings and implementation cost associated with the identified ECMs.

The site visits associated with this project were conducted from October 27<sup>th</sup> to 29<sup>th</sup>, 2020 by Wood's site assessor Eryk Mancini.

The study findings are organized under the following sections in the report:

- Utility analysis and benchmarking;
- Facility description;
- Energy assessment findings; and
- Conclusions and recommendations.

A summary of the key aspects of the assessment methodology for this study is provided under Appendix A that forms part of this report.

## 1.3 GENERAL BACKGROUND

### 1.3.1 Client Information

The following table summarizes key client information related to this assignment.

**Table 1-1 Key Client Information Summary**

Customer Name	<b>Township of South Glengarry</b>
Site Address	Glengarry, Ontario
Contact Person	Mr. Ewen MacDonald
Contact information	<a href="mailto:emacdonald@southglengarry.com">emacdonald@southglengarry.com</a>
Utility Provider	Hydro One & Cornwall Electric (Electricity); Enbridge (Natural Gas)

### 1.3.2 Acknowledgements

Wood would like to acknowledge the contribution of the Township of South Glengarry and facility staff whose help was invaluable in completing this assignment.

<sup>3</sup> Technical drawings (mechanical, electrical, architectural) were provided to Wood only for some sites

## 2.0 UTILITY ANALYSIS & BENCHMARKING

The following sections detail the utility analysis that was performed for the shortlisted facilities.

### 2.1 Baseline Year Consumption

2019 was selected as the baseline year for this study considering this is the most recent year for which utility data was available for a full year. Four tables follow below summarizing the utility analysis<sup>4</sup> and benchmarking results (based on 'Energy Use Intensity'/'EUI' metric) for the various shortlisted facilities.

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<sup>4</sup> Utility analysis is based on 2019 utility use and cost data as provided by the Client.

**Table 2-1 Summary of Baseline Year (2019) Energy Consumption**

Facility	Electricity		Natural Gas		Total			
	Consumption (kWh)	Cost (\$)	Consumption (m <sup>3</sup> )	Cost (\$)	EUI (GJ/m <sup>2</sup> )	EUI (ekWh/ft <sup>2</sup> )	BPS <sup>4</sup> Median EUI (GJ/m <sup>2</sup> )	% Difference (Site EUI vs. BPS Median EUI)
Township Office	40,648	11,809	7,016	5,458	0.73	18.80	0.87	-16%
Lancaster Legion	43,993	12,608	5,044	2,925	1.35	34.73	0.76	77%
Char-Lan Community Centre/Arena	482,160	82,745	22,364	17,399	0.87	22.34	1.18	-27%
Martintown Community Centre & Fire Station	64,030	14,361	11,850 <sup>1</sup>	9,319	0.74	19.20	- <sup>2</sup>	-
North Lancaster Fire Station	32,258	12,613	-	-	0.32	8.27	0.85	-62%
Glen Walter Fire Station	27,340	7,434	6,164	4,795	0.53	13.79	0.85	-37%
Lancaster Fire Station	29,038	9,789	7,700	5,990	0.66	16.97	0.85	-23%
North Lancaster Roads Garage	15,616	6,001	32,719	25,455	2.50	64.46	0.99	152%
Williamstown Garage	35,066	10,551 <sup>3</sup>	22,287	17,339	1.66	42.91	0.99	68%
Char-Lan Medical	58,070	17,586	4,036	3,140	0.62	15.98	1.00	-38%
Glen Walter Water Plant and Pumping Station	442,320	77,345	-	-	-	-	-	-
Lancaster Treatment Plant	83,401	57,922	20,358	15,838	-	-	-	-

Notes:

- <sup>1</sup> The Martintown Community Centre & Fire Station site consumption values represent propane use.
- <sup>2</sup> Comparison with BPS EUI value omitted as the site hosts two facility types (community center & fire station).
- <sup>3</sup> Client indicated this as an estimated value and not based on invoice records
- <sup>4</sup> Broader Public Sector (BPS) 2017 reporting

**Table 2-2 Annual (2019) Energy Consumption Breakdown by Fuel Type**

Facility	Electricity		Natural Gas	
	Consumption (GJ)	% of Total Energy Use	Consumption (GJ)	% of Total Energy Use
Township Office	146	35%	267	65%
Lancaster Legion	158	45%	192	55%
Char-Lan Community Centre/Arena	1,736	67%	850	33%
Martintown Community Centre & Fire Station	231	43%	3024	57%
North Lancaster Fire Station	116	100%	-	-
Glen Walter Fire Station	98	30%	234	70%
Lancaster Fire Station	105	26%	293	74%
North Lancaster Roads Garage	56	4%	1,243	96%
Williamstown Garage	126	13%	847	87%
Char-Lan Medical	209	58%	153	42%
Glen Walter Water Plant and Pumping Station	1,592	100%	-	-
Lancaster Treatment Plant	300	28%	774	72%

**Table 2-3 Summary of Baseline Year (2019) Monthly Electricity Consumption**

Facility	Electricity (kWh)											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Township Office	3,214	2,765	2,674	2,609	2,956	3,686	3,791	3,122	2,584	3,951	3,916	5,380
Lancaster Legion	3,587	-	3,346	3,584	4,076	4,659	5,132	4,852	3,940	3,999	3,486	3,332
Char-Lan Community Centre/Arena	54,720	56,880	45,360	18,480	12,480	16,320	17,280	33,360	59,760	61,680	51,120	54,720
Martintown Community Centre & Fire Station	7,742	-	6,311	5,527	5,145	4,814	5,673	5,288	4,380	5,247	5,638	8,265
North Lancaster Fire Station	6,069	-	3,691	3,620	2,951	1,347	1,656	1,466	950	1,571	3,762	5,175
Glen Walter Fire Station	4,852	-	4,272	-	4,630	-	4,516	-	4,404	-	4,666	-
Lancaster Fire Station	3,731	-	2,623	2,697	2,343	2,429	2,315	2,182	2,325	2,837	2,691	2,865
North Lancaster Roads Garage	2,060	2,087	1,638	1,133	873	939	1,009	781	555	713	1,543	2,285
Williamstown Garage	12,036	-	9,800	-	-	-	5,868	-	-	961	6,401	-
Char-Lan Medical	3,798	3,932	3,656	3,361	3,339	4,653	5,259	6,640	5,867	6,139	6,633	4,793
Glen Walter Water Plant and Pumping Station	54,000	-	51,360	-	54,960	30,960	39,120	36,960	32,400	49,920	41,280	51,360
Lancaster Treatment Plant	6,510	-	-	5,625	14,058	20,167	8,720	5,685	5,303	5,975	5,746	5,612

**Table 2-4 Summary of Baseline Year (2019) Monthly Natural Gas Consumption**

Facility	Natural Gas (m <sup>3</sup> )											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Township Office	1,007	1,489	784	362	120	88	50	167	96	801	897	1,155
Lancaster Legion	628	586	497	855	264	202	198	161	423	273	422	534
Char-Lan Community Centre/Arena	4,377	4,377	2,255	762	193	79	96	272	1,258	2,363	3,023	3,309
Martintown Community Centre & Fire Station	1,791	1,340	901	1,181	545	889	-	-	544	996	1,000	2,663
North Lancaster Fire Station	-	-	-	-	-	-	-	-	-	-	-	-
Glen Walter Fire Station	915	1,595	1,133	161	28	6	11	23	255	1,006	1,031	-
Lancaster Fire Station	1,154	1,995	923	205	117	51	20	51	20	821	1,029	1,314
North Lancaster Roads Garage	6,561	5,814	2,329	910	128	132	3,353	132	519	3,181	4,766	4,894
Williamstown Garage	820	4,873	1,089	2,171	196	216	209	216	983	2,855	4,470	4,189
Char-Lan Medical	525	652	414	379	202	185	145	181	333	193	347	478
Glen Walter Water Plant and Pumping Station	-	-	-	-	-	-	-	-	-	-	-	-
Lancaster Treatment Plant	2,105	2,441	2,009	1,597	424	468	3,405	483	1,537	1,985	1,590	2,314

### 3.0 FACILITY DESCRIPTION AND CONDITION

The following sections summarize the observations made by Wood's site auditor during the onsite assessments regarding relevant facility characteristics, key equipment inventory, and relevant operational aspects for the facilities identified as priority sites.

#### 3.1 OVERVIEW

##### 3.1.1 Char-Lan Community Centre/Arena

Char-Lan Community Centre, constructed in 1974, is a community centre located at 19740 John Street. The gross floor area of the building is approximately 32,154 ft<sup>2</sup> which encompasses two floors and no basement. The hours of operation and building occupancy vary due to interior events, such as hockey games, free skates, or events where the ice pad is not used. From what was seen onsite, there are approximately 3-5 staff members within the building during the day in the offices and rink area.

On the exterior, the Char-Lan Community Centre is clad with both masonry and metal siding. On the interior, the building walls are a mix of masonry, drywall, or exposed insulation. To illuminate the building, a mix of T8 lamps and LED panels are used; the arena also has special lights that are mainly used for entertainment purposes. The exterior of the building utilizes various lamps to illuminate the perimeter. The building HVAC consists of a variety of units from baseboard heaters to application-specific equipment such as the rink dehumidifiers.

The following equipment was seen located at the building:

- AHU (Engineered Air make) Model: FWEA 163/DJE40/O, Serial: M14511 AHU-1;
- MAU (Engineered Air make), Model: DJE40/O, Serial: M14511 MUA-1;
- Dehumidifier 1 (Cimco make), Model and Serial: Tag not seen;
- Dehumidifier 2 (Cimco make), Model: Desicon ET, Serial: 71535;
- Suspended UHs;
- IR Heaters;
- Packaged Terminal Air Conditioning Unit;
- Air Curtain;
- Baseboard heaters;
- Supply/Exhaust fans; and
- Ice Rink (Cimco), Floating Head Pressure control, 2x 50 HP ammonia compressors.

The domestic water on site is softened prior to dispersion through the building. The building domestic hot water is provided by the following units:

- DHW Tank 1 (Bradford White make), Model: TW375S76B3N, Serial: CH8078035
- DHW Tank 2 (Bradford White make), Model: TW375S76B3N, Serial: CE7798583
- DHW Tank 3 (Bradford White make), Model: TW375S76B3N, Serial: CE7798584
- Storage/Holding Tank for DHW 1

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- PA system;
- Radio equipment;
- Elevator;
- Kitchen equipment;
- Snack bar equipment;
- Glass washer;
- Powered sliding doors;
- Fire & Security systems;
- Office equipment;
- TVs;
- Scoreboard;
- Water fountain (chilled);
- Portable dehumidifiers;
- Kitchenette equipment;
- Air compressor and tools;
- Garage door openers;
- Projector and powered screen; and
- Mini fridge.

While on site, there were certain items that were noticed that may have an impact on the following:

**Maintenance:**

- PTAC unit in office area reported to not work effectively;
- Refrigeration plant room has insulation in poor repair with some missing; and
- Building has air leakage issues that need to be addressed.

**Operation:**

- Unitary equipment is operated via unlinked controls.

### 3.1.2 Char-Lan Medical Building

Char-Lan Medical Building, constructed in 1996, houses both a senior's outreach centre and a dental clinic. It is located at 20 Victoria Street and has a gross floor area of approximately 6,300 ft<sup>2</sup> which encompasses a single floor and a basement under the senior's outreach part of the building. There is also a crawlspace underneath the dental portion of the building that can be accessed from inside the building. The hours of operation for the senior's centre is 8 am – 4 pm (Monday to Friday) and closed on the weekend; however, the dental clinic operates from 8:30 am – 5 pm (Monday to Thursday) while being closed the other three days. From what was seen onsite, there are approximately 2 staff members within the senior's centre during the day in the office and people drop-in when they want. The dental clinic appeared to have approximately 5 staff members.

On the exterior, the Char-Lan Medical building is clad with vinyl/plastic siding. On the interior, the building walls are finished with drywall. To illuminate the building, the seniors centre utilizes recently installed LED lighting, except in the basement where they utilize T12 lamps. The dental office was seen to utilize mostly T8 lamps, as well as dental device-specific lamps. The exterior of the building utilizes various

lamps to illuminate the perimeter. The building HVAC consists of a variety of units from baseboard heaters to furnaces.

The following equipment was seen located at the building:

- Furnace [Seniors] (York make), Model: PS9C20N100UP11D, Serial: W0H7111562 with Lifebreath make humidifier;
- Condenser [Seniors] (York make), Model: YCJD60S41S1C, Serial: W1K0357533;
- Split System Evap. [Seniors] (Fujitsu make), Model: ASU24RLB, Serial: FRA045943
- Electric heaters
- Split System Cond. [Seniors] (Fujitsu make), Model: AOU24RLB, Serial: FRN 040811
- HRV [Seniors] (Lennox), Model and Serial: Tag not seen - Unit unplugged during visit
- Furnace 1 [Dental] (Amana make), Model and Serial: Tag not seen
- Condenser 1 [Dental] (Goodman make), Model: GSX130241EB, Serial: 1002236648
- Furnace 2 [Dental] (Amana make), Model and Serial: Tag not seen
- Condenser 2 [Dental] (Goodman make), Model: GSX130241EB, Serial: 1601389142
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following units:

- DHW Tank [Seniors] (Giant make), Model: UG50-40LFPV1-N2U, Serial: C 0011422
- DHW Tank [Dental] (Giant make), Model: 152ETE-3F5M, Serial: A 3586914

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Power-assisted doors
- Computer stations
- TVs
- Speaker system
- Kitchen equipment
- Glass washer
- Cold storage table
- Medical equipment (Foot)
- Medical equipment (Dental)
- X-ray devices
- Vacuum system (Dental)
- Massage chair
- Freezers
- Sump pumps
- Air compressor
- Kitchenette equipment
- Hot tables (when used)

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Seniors furnace has a vent pipe that seems to have been warped/molded to fit into unit.

Operation:

- Equipment is controlled via unlinked unitary controls.

### 3.1.3 Glen Walter Fire Station

Glen Walter Fire Station, constructed in 2016, is a recently constructed fire station located at Bray Street. The gross floor area of the building is 1,200 ft<sup>2</sup> which encompasses two floors and no basement. The hours of operation for the building is technically 24/7, however, the building occupancy is understood to vary .

On the exterior, the Glen Walter Fire Department building is clad with masonry and metal siding. On the interior, the building walls are finished with both drywall and metal paneling. To illuminate the building, T8 lamps are largely used with some high bay LED lights in the bay area. The exterior of the building utilizes LED lights to illuminate the perimeter. The building HVAC consists of a variety of equipment from baseboard heaters to a hot water boiler.

The following equipment was seen located at the building:

- Furnace (Rheem make), Model: W371516881 Serial: R96VA0852521MSB
- Boiler (Baxi make), Model: LUNA Duo0Tec 40GA, Serial: 143239582
- Hydronic Radiators (x9),
- 4x UHs (Hot Dawg make)
- HRV 1 (VanEE make), Model: 3000 HE, Serial: 7F58150601484
- HRV 2 (VanEE make), Model: 1601706, Serial: JR41151014841
- Supply/Exhaust fans
- Duct Heater (Price make), Model: DF CF00H, Project: 152370009-001

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank (A.O. Smith make), Model: GDHE 75 140, Serial: 1532M001216

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Dryer
- Air compressor and tools
- TVs and equipment
- CO monitoring/extraction system
- Garage door openers
- Ceiling fans
- Refrigerators
- Bunker gear dryer

- Projector and powered screen
- Computer stations
- Power-assisted doors
- Kitchen equipment

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Mice were seen to be entering into the building; unknown how.

Operation:

- Programmable thermostat is unlocked, allowing for occupant override of temperature and scheduling.
- UHs, HRVs, and duct heater are controlled via unlinked unitary controls.

### 3.1.4 Glen Walter Water Plant & Pumping Station

Glen Walter WTP, constructed in 1989, is a local water treatment plant located at 18352 County Rd 2. The gross floor area of the building is approximately 3,050 ft<sup>2</sup> which encompasses a single floor (with ~2 storey walls) and no basement. The hours of operation of the building is 24/7 with the process largely controlled via PLCs. From what was understood onsite, there is generally no staff members within the building during the day unless testing is required, then it can rise up to two people.

On the exterior, the Glen Walter Water Treatment Plant is clad with masonry and metal siding. On the interior, the building walls are masonry blocks. To illuminate the building, T8 lamps are used everywhere, with exception of the generator and treatment rooms which utilize HPS lamps. The exterior of the building utilizes HID lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to a PTAC unit.

The following equipment was seen located at the building:

- PTAC
- Electric UHs
- Baseboard heaters
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank (Rheem make), Model: EGS85C-15, Serial: 0211L01668

Due to the nature of the building, there are a lot of process loads attributed to the facility. Many of these items could not be fully seen due to them either being submerged or in a confined space. The following includes process load equipment seen on site:

- Flocc tank (x1)
- Filter Tank (x2)
- GAC Tank (x2)
- Blower (x2)
- Pump/Mixing equipment
- Misc. Pumps

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Lab equipment
- Computers
- Printer

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Air leakage through gaps in building envelope.

Operation:

- Heaters are controlled via integrated, unlinked controls.

### 3.1.5 Lancaster Fire Station

Lancaster Fire Department, constructed in 1998 with a hose tower, is a fire station located at 221 Military Road. The gross floor area of the building is approximately 6,500 ft<sup>2</sup> which encompasses one and a half floors and a basement. The half floor is the paramedic quarters located above the single ambulance bay. The hours of operation for the building is technically 24/7. The fire hall occupancy is understood to vary, whereas the paramedic quarters generally have a single paramedic.

On the exterior, the Lancaster Fire Department building is clad with masonry and vinyl siding. On the interior, the building walls are finished with both drywall and metal paneling. To illuminate the building, T8 lamps are largely used with some T12 lamps in the workshop and hallway areas. There are also eight 75W lamps utilized in the lecture room. The exterior of the building utilizes a variety of lights to illuminate the perimeter. The building HVAC consists of a variety of units from baseboard heaters to a hot water radiator.

The following equipment was seen located at the building:

- Furnace (Carrier make), Model: 59TP6A080E171216, Serial: 0617A44167
- Condenser 1 (Carrier make), Model: 24ACC630A300, Serial: 2717E10703
- Suspended UH (x3)
- HRV 1 (Lifebreath make), Model: 200MAX, Serial: CABC 122200628987246
- HRV 2 (Venmar make), Model: 44995, Serial: H508090201081
- Supply/Exhaust fans
- Hydronic Radiator (Rinnai make), Model: EX22CTN, Serial: LB-601884
- Baseboard heaters

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank 1 (John Wood make), Model: JW850S40N-PV-ES2, Serial: 1704104751790
- DHW Tank 2 (Giant make), Model: 152ETE-3F5M, Serial: A 3985226

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Garage door openers
- Ceiling fans
- TV
- SCBA refilling system
- Air compressor and tools
- Washer and dryer
- Sump pump
- Computers
- Kitchen equipment
- Central vacuum
- Security system

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Air leakage through gaps in building envelope.

Operation:

- UHs are controlled via unlinked unitary controls.
- Thermostat in hallway is unlocked and can be modified by occupants.

### 3.1.6 Lancaster Treatment Plant

Lancaster WTP, constructed in 2009, is a local water treatment plant located at 20523 Old Montreal Road. The gross floor area of the building is 4,760 ft<sup>2</sup> which encompasses a single floor (with both 1 and 2 storey walls) and no basement. The hours of operation of the building is 24/7 with the process largely controlled via PLCs. From what was understood onsite, there is generally no staff members within the building during the day unless testing is required, then it can rise up to two people.

On the exterior, the Lancaster Water Treatment Plant is clad with masonry block. On the interior, the building walls are also masonry blocks, but of a different design. To illuminate the building, T8 lamps are used everywhere, with exception of the treatment areas which utilize T12 lamps. The exterior of the building utilizes HID lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to a dehumidifier unit.

The following equipment was seen located at the building:

- Furnace (Carrier make), Model: 58MXA040-08, Serial: 1600A07772
- Condenser (Carrier make), Model: 38TKB024300, Serial: 2500E36480
- HRV (Carrier make), Model: VC5BAB027000, Serial: S5099V47782
- Dehumidifier (Munters make), Model: MCD-1125-EA-SFCS, Serial: 2149
- Baseboard heaters
- Suspended UHs (Reznor make)
- Suspended UHs (Lennox make)
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank (A.O. Smith make), Model BTH 120 K00N000S52, Serial: 966-MJ990870111

Due to the nature of the building, there are a lot of process loads attributed to the facility. Many of these items could not be fully seen due to them either being submerged or in a confined space.

The following includes process load equipment seen on site:

- Treatment tank (x2)
- Pump/Mixing equipment
- Misc. Pumps

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Server equipment
- Computer stations
- Testing equipment
- Ceiling fans
- Sump pumps

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- DHW tank is over 21 years old and may not be as efficient as it once was.
- Furnace is over 20 years old and may not be as efficient as it once was.
- Condenser is over 20 years old and may not be as efficient as it once was.

Operation:

- UHs are controlled via unlinked unitary controls.
- Thermostat is unlocked and can be modified by occupants

### 3.1.7 Maintenance Building – Glen Walter Water Plant

The maintenance building for the Glen Walter WTP, constructed in 1989, is a maintenance garage with office located at 18352 CR 2. The gross floor area of the building is approximately 1,500 ft<sup>2</sup> which encompasses a single floor with no basement. The hours of operation and occupancy of the building generally follows the schedule of who is working out of there that day. From what was seen onsite, a single person normally operates/utilizes the building during the day.

On the exterior, the maintenance building for the Glen Walter Water Treatment Plant is clad with metal siding. On the interior, the building walls are a mix of metal paneling and drywall. To illuminate the building interior, T8 lamps are used everywhere; the exterior of the building utilizes HID lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to a PTAC unit.

The following equipment was seen located at the building:

- PTAC

- Baseboard heater
- Suspended UHs (Reznor make)
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank (John Wood make), Model: JW850SDE-30 250, Serial: 1651104360285

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Garage door opener
- Fridge
- Coffee maker
- Microwave
- Computer station

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Air leakage through gaps in building envelope.
- PTAC not as effective as once was.

Operation:

- UHs are controlled via unlinked unitary controls.

### 3.1.8 Martintown Community Centre & Fire Station

Martintown Community Centre, constructed in 2009, is a community center located at 4850 CR 20. The gross floor area of the building is approximately 5,400 ft<sup>2</sup> which encompasses a single floor with no basement. The hours of operation and building occupancy vary due to people and groups/clubs renting the building for various uses, such as sports, ceremonies, or dances. From what was seen onsite, there are no staff members within the building during the day. This building is connected to the Martintown Fire Hall via a locked door.

On the exterior, the Martintown Community Centre is clad with both masonry and metal siding. On the interior, the building walls are drywall. To illuminate the building interior, T8 lamps are used everywhere with LED lamps also installed in the open area; the exterior of the building utilizes LED lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to AHU units.

The following equipment was seen located at the building:

- AHU (Engineered Air make), Model and Serial: Tag not seen
- Two RTUs (Lennox make) on roof
- Kitchen exhaust fan
- Baseboard heaters
- Supply/Exhaust fans

The domestic water on site was seen to be softened prior to dispersion through the building. There was also a descaling device located on one of the potable water pipes. The building domestic hot water is provided by the following unit:

- \*DHW Tank (Giant make), Model: UG50-65LFPV-P1U, Serial: A 5249541

*\*Also serves connected fire hall.*

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Kitchen equipment
- ceiling fans
- Power-assisted doors
- Computer station
- PA system
- Speakers
- Projector
- Glass washer
- Massage chair

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Water piping may be bringing limescale into the DHW tank (based on device seen on water piping near DHW tank). This would cause it to operate harder than expected to heat the water inside it.

Martintown Fire Department, constructed in 2009, is a fire station located at 4850 CR 20. The gross floor area of the building is approximately 3,700 ft<sup>2</sup> which encompasses a single floor and no basement. The hours of operation for the building is technically 24/7, however, the building occupancy is understood to vary. This building is connected to the Martintown Community Centre via a locked door.

On the exterior, the Martintown Fire Department is clad with both masonry and metal siding. On the interior, the building walls are masonry block. To illuminate the building interior, T8 lamps are used everywhere with LED lamps also installed in the open area; the exterior of the building utilizes a combination of LED, Halogen, and CFL lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to AHU units.

The following equipment was seen located at the building:

- Suspended UHs (Lennox make)
- Baseboard heaters
- Supply/Exhaust fans

The domestic water on site is provided by DHW unit in the connected Martintown Community Centre. In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Computer station
- TV

- Ceiling fans
- Radio equipment
- Garage door openers
- CO monitoring/extraction system
- Chest freezer
- Power Tools
- Bunker gear dryer
- Fridge
- Submerged pump

While on site, there were certain items that were noticed that may have an impact on the following:

Operation:

- UHs are controlled via unlinked unitary controls.

### 3.1.9 North Lancaster Fire Station

North Lancaster Fire Department, constructed in 1980 with a hose tower, is a fire station located at 21136 Concession 5 Road. The gross floor area of the building is approximately 3,900 ft<sup>2</sup> which encompasses a single floor and no basement. The hours of operation for the building is technically 24/7, however, the building occupancy is understood to vary.

On the exterior, the North Lancaster Fire Department is clad with both masonry and metal siding. On the interior, the building walls are masonry block. To illuminate the building interior, T12 lamps are used everywhere, except the training room which utilizes T8 lamps. The exterior of the building utilizes LED lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to a split system.

The following equipment was seen located at the building:

- Furnace (Carrier make), Model: 59TP6B120V241122, Serial: 3719A45474
- Split System Evap. (LG make), Model: LS090CP, Serial: 104KAJP00004
- Split System Cond. (LG make), Model: LS090CP, Serial: 104KAXV00122
- Electric heaters
- Supply/Exhaust fans

The domestic water on site was seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank (Giant make), Model: 130E-3R7N, Serial: A 8582222

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Computer station
- TV
- Ceiling fans
- Radio equipment
- Garage door openers
- Air compressor and tools
- CO monitoring/extraction system

- Fridge

While on site, there were certain items that were noticed that may have an impact on the following:

Operation:

- Heaters are controlled via unlinked unitary controls.

### 3.1.10 North Lancaster Roads Garage

North Lancaster Roads Department, constructed in 1980, is a joint road works and Canada Post building located at 4841 2<sup>nd</sup> Line Road. The gross floor area of the building is approximately 5,600 ft<sup>2</sup> which encompasses a single floor and no basement. The walls for the post office are only a single storey, whereas the garage bays are closer to two storeys. The general hours of operation for the road works portion of the building follows the weather and personnel's schedules; approximately 7 am – 3 pm. The post office has hours posted as follows: 9:30–11:30 a.m. & 2:30–5:30 p.m. (Mon and Wed), 9:30–11:30 a.m. & 2:30–5 p.m. (Tues and Fri), 9:30–11:30 a.m. & 2:30–6:30 p.m. (Thursday), and closed on the weekend. The building occupancy for the post office is a single person plus visitors sending/receiving mail. The road works side of the building was seen to have approximately 5 people doing various forms of work.

On the exterior, the North Lancaster Roads Department is clad with both masonry and metal siding. On the interior, the building walls are masonry block. To illuminate the building interior, T8 lamps are used everywhere; the exterior of the building utilizes various lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to a split system.

The following equipment was seen located at the building:

- Furnace (Amana make), Model and Serial: Tag not seen
- Split System (Post office portion), Model and Serial: Tag not seen
- Suspended IR heaters (Schwank make)
- Baseboard heaters
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank 1 (A.O. Smith make), Model: E80TE-45240 250, Serial: 1735107334748
- DHW Tank 2 (John Wood make), Model: JW875T72N-PV-E52

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Welder
- Air compressor and tools
- Garage door opener
- Ceiling fans
- Computer station
- Fuel oil monitoring system
- Radio equipment
- Kitchenette equipment

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Air leakage through gaps in building envelope.
- PTAC not as effective as once was.

Operation:

- IRs are controlled via unlinked unitary controls.
- Programmable thermostat is unlocked, allowing for occupant override of temperature and scheduling.

### 3.1.11 Lancaster Legion

The Royal Canadian Legion (Branch 544), constructed in 1998 and later expanded in 2015, is a Legion hall located at 119 Military Road N. The gross floor area of the building is 2,800 ft<sup>2</sup> which encompasses a single floor and no basement. The hours of operation are posted as follows: Sun: 1 pm - 6 pm, Mon & Tues: Closed, Wed: 11:30 am - 6 pm, Thurs: 1 pm - 6 pm, Fri: 1 pm - 7 pm, Sat: 1 pm - 6 pm. The building generally has one person on site at all times with members dropping in as they please.

On the exterior, the Royal Canadian Legion (Branch 544) is clad with vinyl siding. On the interior, the building walls are drywall. To illuminate the building interior, T8 lamps are used everywhere, as well as LED lamps in the main area. The exterior of the building utilizes various lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to furnaces.

The following equipment was seen located at the building:

- Furnace 1 (Amana make), Model: GSX130601BD, Serial: 1602007984
- Baseboard heaters
- Furnace 2 (York make), Model: TM9E120P20MP11A, Serial: W1A5436074
- Evaporator 1 (Goodman make), Model: CAPF4860D6DB, Serial: 1601364767
- Evaporator 2 (York make), Model: FC64D3XC1A, Serial: W1C5559700
- Condenser 1 (Goodman make), Model: GSX130601BD, Serial: 1602087984
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank 1 (Rheem make), Model: CRTGH-64DVLN, Serial: M241507067
- DHW Tank 2 (Giant make), Model: 112SEO-3R5M, Serial: A 8590240

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Walk-in refrigerator, Model: 4410QC, Serial: 766298
- Dishwasher
- Glass washer
- Drink fridges
- Kitchen equipment
- Ice maker
- Freezers
- Security system
- Power-assisted doors

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Roof insulation was indicated to be lacking by site personnel.

Operation:

- HVAC equipment operated adjusted based on occupant comfort via controller.

### 3.1.12 Township Office

The Township office comprises of a 1900's house, which was then renovated/added on to in 1970, 1995, and 2007. The office building located at 6 Oak Street has an approximate gross floor area of 6,100 ft<sup>2</sup> which encompasses a single floor, with exception to the two floors in the heritage building. There are three basement areas; one under the heritage house and two under the additions. The hours of operation are posted as follows: 8:30 am – 4 pm (M-F) and closed on the weekend. The building was seen to have approximately 10 people on site at all times with citizens dropping in periodically.

On the exterior, the Township office is clad with both masonry and vinyl siding. On the interior, the building walls are drywall. To illuminate the building interior, T8 lamps are used everywhere, as well as LED lamps in the basement area. The exterior of the building utilizes various lamps to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to furnaces.

The following equipment was seen located at the building:

- Furnace 1 (York make), Model: P3UR016N07501A, Serial: EMFM394387
- Furnace 2 (York make), Model: P3UR016N07501, Serial: EMFM394388
- Furnace 3 (York make), Model: P2UR012N07501A, Serial: EHF288441
- Furnace 4 (York make), Model: P3URA10N03701E, Serial: WFN046881
- Furnace [upstairs] (York make), Model: P3UR010N05501A, Serial: EDFM129767
- Condenser (York make), Model: YCJD36S41S1A, Serial: W1C5582966
- UH (Stiebel Eltron make), Model: CNS 150-2 E, Serial: 231544-8969-601386
- Baseboard heaters
- Supply/Exhaust fans

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Sump Pumps
- Printing equipment
- Projectors
- Sound Equipment
- Computers
- Dehumidifiers
- Kitchen appliances
- Power-assisted doors

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Heritage building has original envelope and can differ in temp (requiring auxiliary HVAC equipment such as a heater) from the more recently built building area.

Operation:

- Programmable thermostats are unlocked, allowing for occupant override of temperature and scheduling.

### 3.1.13 Williamstown Garage

Williamstown Garage, constructed in 1972, is a road works building located at 19686 William Street. The gross floor area of the building is approximately 6,300 ft<sup>2</sup> which encompasses a single floor (2 storey walls) and no basement. The general hours of operation for the road works side follows the weather and personnel's schedules; approximately 7 am – 3 pm. The road works area was seen to have approximately 7 people doing various forms of work.

On the exterior, the Williamstown Garage is clad with metal siding. On the interior, the building walls are masonry block. To illuminate the building interior T8 lamps are used everywhere, while the exterior of the building utilizes LED lights to illuminate the perimeter. The building HVAC consists of a variety of typical units from baseboard heaters to IR heaters.

The following equipment was seen located at the building:

- Suspended IR heaters (Schwank make)
- Electric heaters
- Supply/Exhaust fans

The domestic water on site was not seen to be softened prior to dispersion through the building. The building domestic hot water is provided by the following unit:

- DHW Tank (John Wood make), Model E80TE-45240 250, Serial: 2019119208409

In addition to the equipment above, there are multiple sources of energy use within the building which fall into the plug load category. Some of the notable plug loads seen on site include:

- Ceiling fans
- Garage door openers
- Air compressor and tools
- Kitchenette equipment
- Washer
- Dryer
- CO monitoring/extraction system
- Computer stations
- Radio equipment
- Security equipment
- Fuel oil monitoring system

While on site, there were certain items that were noticed that may have an impact on the following:

Maintenance:

- Air leakage through gaps in building envelope.
- Envelope seen to have damage/holes on the exterior.

Operation:

- Heaters are controlled via unlinked unitary controls.

## 4.0 ENERGY ASSESSMENT FINDINGS

This section describes the identified ECMs recommended for implementation across the shortlisted facilities. The methodology applied and assumption made in estimating the savings for each measure are also detailed here.

### 4.1 Township Office

#### 4.1.1 ECM-1: Reduce Infiltration

##### **Existing Condition**

All structural components within the building envelope are bound to experience varying levels of air or heat exchange at transection. Infiltration into the building can also create a significant heating load source in the buildings. Due to the age, construction, and usage, the facility may experience large heating loads due to air leakage and excessive infiltration through door openings, window openings, cracks, and exhaust/plumbing penetrations which can increase heating energy. Infiltration will occur during all hours of the day due to the absence of a ventilation system to provide positive pressurization to the building,

Because of the constant variation in wind speed and pressure, along with actual air infiltration greatly varying throughout the year, the average infiltration rate for the facility was assumed to be 2.25 air changes per hour (ACH).

##### **Proposed Condition**

The installation or replacement of worn or broken weather stripping, window caulking, and foam sealants can contribute towards reducing air infiltration around doors, windows, piping, cracks, and exhaust/plumbing penetrations.

##### **Assumptions and Methodology**

The following assumptions were made during the analysis of this measure:

- For calculation purposes, weather-stripping and caulking of walls, windows and doors can reduce infiltration by a minimum of 12%; and
- Replacing worn and/or broken weather-stripping and caulking would not require additional modifications to the buildings structure.

#### 4.1.2 ECM-2: Upgrade Interior Lighting to LED

##### **Existing Condition**

The current lighting system is manually operated with majority of the spaces throughout the facility currently using T8 fixtures with lamps rated at 32 W each.

##### **Proposed Condition**

The T8 lamps could be replaced with 16 W LED lamps. Note that since LED lamps have a longer service life than fluorescent lamps, maintenance savings will be achieved through fewer lamp replacements.

There are no additional space requirements for the new lamps, as they should be able to directly replace the existing lamps in the same space as the current fixtures. Depending on the style of the fixture, the entire fixture may need to be replaced rather than the lamp only; it is also possible that Township staff may wish to replace the fixture for cosmetic reasons.

LED lamps and fixtures are widely available from several vendors. Energy Star or Design Lighting Consortium (DLC) lamps and fixtures should be selected to ensure compliance with incentive programs.

As there is little difference in the operation and maintenance of the new LED lamps, no training will be required.

The facility can utilize occupancy sensors with override capability to enable lighting setbacks in areas when they are not being used, or when facility personnel inadvertently keeps the lights on. This configuration would reduce energy consumption by only having the lights on when the space is occupied. However, it is important that manual switches be readily accessible in case of emergency situations to control the lighting in the space or due to failure of the occupancy sensors.

In terms of implementation, a relatively small space needs to be allocated to the occupancy sensor, as it needs to be mounted either on the wall or ceiling. The sensors would be tied into the controller to control each zone individually. Consideration will need to be given to the details of wiring the sensor to the controller. Several vendors carry occupancy sensors in their product line, and they require little maintenance to maintain proper operation. As the system will be largely automated, little training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The lighting wattages of the specified areas, after implementing interior lighting LED retrofit, were reduced by 10% based on the ASHRAE 90.1-2013 requirements for power adjustment percentages for automatic lighting controls. This was modified to reduce the occupied time of each space, which simulated the effect of utilizing occupancy sensors to turn off lighting in these areas when unoccupied.

The following assumptions were made during the analysis of this measure:

- Existing lamp lifetime is 5 years and are replaced at the rate of 20% per year;
- Proposed LED lamp lifetime is 10 years;
- Proposed LED lamps replacing T8 will utilize 16 W LED lamps;
- Minimum effort required to upgrade fixture with low ceiling heights;
- Occupancy sensors will reduce the lighting operating hours by approximately 50%.

### **4.1.3 ECM-3: Upgrade Furnace**

#### **Existing Condition**

The existing furnaces have a low AFUE and based on the install date, the furnaces have reached their end of service life and should be replaced with a higher AFUE furnace.

#### **Proposed Condition**

A new furnace can be purchased that comes with an electronically commutated blower motor and an AFUE of 96%. Electronically commutated motors minimize noise, are not prone to overheating and have better performance than PSC motors with the variable speed ability to adjust the airflow to optimal levels based on the desired temperature of the housing unit.

#### **Assumptions and Methodology**

Energy savings were simulated using the generated energy model. The following assumption was made during the analysis of this measure:

- The average system efficiency of the furnace (considering duct loss) was simulated at 70% and 86% for the base and proposed scenario respectively.

#### 4.1.4 ECM-4: Upgrade Thermostats (w/sensors)

##### **Existing Condition**

The current thermostat controls the heating and cooling, which are unlocked and able to be adjusted by occupants (System in off mode at time of visit with the fan running in auto; Indoor temp seen to be ~73°F).

##### **Proposed Condition**

The smart thermostat uses occupancy sensors to save energy by automatically turning off the HVAC when occupants are away. The system uses simple motion sensors installed throughout the building. Based on these sensors, the system employs three (3) energy saving techniques. First, the fast reaction algorithm uses a probabilistic model to process the sensor data and quickly estimate whether occupants are active or away. This algorithm can typically respond within minutes of the occupants leaving the building, without introducing false vacancy detections. Second, the system combines historical occupancy patterns with on-line sensor data to decide whether to preheat the desired space or to heat after the occupants arrive in the building. Finally, the system saves additional energy by allowing the temperature to drift further from the setpoint temperature when it is confident that the space is unoccupied.

#### 4.1.5 ECM-5: Insulate Basement (R20)

##### **Existing Condition**

It was assumed that the existing wall insulation at the facility is under-insulated and uses an assumed thermal batt insulation of R-10 due to the building's original construction.

##### **Proposed Condition**

An interior energy retrofit can be considered which consists of adding new batt insulation to the wood framing wall structure for a more insulated building envelope.

In terms of implementation, it has been assumed that sufficient space will be required to attach interior building insulation. There are no additional space requirements as it should be able to directly replace or attach additional insulation. As there is little difference in the operation and maintenance of the new building envelope, no training will be required.

##### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The interior wall insulation thickness was increased by 3" resulting in an effective thermal resistance of R-20, which is the minimum required by Ontario Building Code (OBC).

The following assumptions were made during the analysis of this measure:

- There is adequate space available for interior building insulation retrofit;
- The existing humidity levels within the building will not be affected and any additional mechanical ventilation will not be required.

#### 4.1.6 ECM-6: Duct Sealing

##### **Existing Condition**

The existing furnace duct system is assumed to have a leakage rate of 30-35% meaning conditioned air is escaping through cracks and holes in the distribution system and resulting in uneven temperatures and poor airflow to the spaces. Ducts that leak air into unheated spaces can add substantially to building heating loads.

### **Proposed Condition**

Duct leakage issues can be resolved using AEROSEAL technology by injecting a fog of aerosolized sealant particles into the air distribution system when pressurized. The process is completed by a third party using patented technology endorsed by the EPA.

In terms of implementation, the process can be done anytime of the year and requires an inspection to evaluate the amount of air leakage before injecting sealant into the duct work for roughly one (1) hour. A temporary space requirement is needed nearby the furnace for the technician to setup the portable equipment. The process should occur when the unit is unoccupied.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The average system efficiency of the furnace was simulated at 66% and 86% for the base and proposed scenario respectively.

## **4.1.7 ECM-7: Heat Recovery Ventilator (HRV)**

### **Existing Condition**

The Township office currently has no active ventilation. Fresh air enters the interior spaces from air leakage and excessive infiltration through door openings, window openings, cracks, and plumbing penetrations. This results in stale air and moisture buildup that needs to be removed via small exhaust fans typically in the bathroom and kitchen.

### **Proposed Condition**

A heat recovery ventilator (HRV) can be connected to the existing furnace duct system to introduce fresh outdoor air to the housing unit. The HRV will exhaust a portion of return air and use it to pre-heat outdoor air. This strategy increases occupant comfort by effectively providing the required amount of ventilation air.

### **Assumptions and Methodology**

Energy savings were simulated with an assumed HRV sensible efficiency of 60%.

## **4.2 Lancaster Legion**

### **4.2.1 ECM-1: Upgrade Interior Lighting to LED**

#### **Existing Condition**

The current lighting system is manually operated with majority of the spaces throughout the facility currently using T8 fixtures with lamps rated at 32 W each. There are some LED light fixtures in the Main Area of the Legion building.

#### **Proposed Condition**

The T8 lamps could be replaced with 16 W LED lamps. Note that since LED lamps have a longer service life than fluorescent lamps, maintenance savings will be achieved through fewer lamp replacements.

There are no additional space requirements for the new lamps, as they should be able to directly replace the existing lamps in the same space as the current fixtures. Depending on the style of the fixture, the entire fixture may need to be replaced rather than the lamp only; it is also possible that Township staff may wish to replace the fixture for cosmetic reasons.

LED lamps and fixtures are widely available from several vendors. Energy Star or Design Lighting Consortium (DLC) lamps and fixtures should be selected to ensure compliance with incentive programs. As there is little difference in the operation and maintenance of the new LED lamps no training will be required.

The facility can utilize occupancy sensors with override capability to enable lighting setbacks in areas when they are not being used, or when facility personnel inadvertently keeps the lights on. This configuration would reduce energy consumption by only having the lights on when the space is occupied. However, it is important that manual switches be readily accessible in case of emergency situations to control the lighting in the space or due to failure of the occupancy sensors.

In terms of implementation, a relatively small space needs to be allocated to the occupancy sensor, as it needs to be mounted either on the wall or ceiling. The sensors would be tied into the controller to control each zone individually. Consideration will need to be given to the details of wiring the sensor to the controller. Several vendors carry occupancy sensors in their product line, and they require little maintenance to maintain proper operation. As the system will be largely automated little training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The lighting wattages of the specified areas, after implementing interior lighting LED retrofit, were reduced by 10% based on the ASHRAE 90.1-2013 requirements for power adjustment percentages for automatic lighting controls. This was modified to reduce the occupied time of each space, which simulated the effect of utilizing occupancy sensors to turn off lighting in these areas when unoccupied.

The following assumptions were made during the analysis of this measure:

- Existing lamp lifetime is 5 years and are replaced at the rate of 20% per year;
- Proposed LED lamp lifetime is 10 years;
- Proposed LED lamps replacing T8 will utilize 16 W LED lamps;
- Minimum effort required to upgrade fixture with low ceiling heights;
- Occupancy sensors will reduce the lighting operating hours by approximately 50%.

### **4.2.2 ECM-2: Roof Insulation Retrofit (R-60)**

#### **Existing Condition**

It was assumed that the existing roof insulation for the building is under-insulated and uses an assumed batt insulation of R-20 that is original to the building's construction.

#### **Proposed Condition**

An interior energy retrofit can be considered which consists of adding new batt insulation to the attic space allowing to create a tighter and a more insulated building envelope.

In terms of implementation, there are no additional space requirements in interior spaces, as the insulation will be added directly to a typical un-used and un-occupied space. As there is little difference in the operation and maintenance, no training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The roof insulation thickness was increased by 6 inches resulting in an effective thermal resistance of R-60, which is the minimum required by Ontario Building Code for pitched roofs.

The following assumptions were made during the analysis of this measure:

- The existing humidity levels within the building will not be affected and any additional mechanical ventilation will not be required;
- Any existing issues and damages to the building's roof will be repaired during the retrofit process.

### 4.2.3 ECM-3: Reduce Infiltration

#### **Existing Condition**

All structural components within the building envelope are bound to experience varying levels of air or heat exchange at transection. Infiltration into the building can also create a significant heating load source in the buildings. Due to the age, construction and usage, the facility may experience large heating loads due to air leakage and excessive infiltration through door openings, window openings, cracks, and exhaust/plumbing penetrations which can increase heating energy. Infiltration will occur during all hours of the day due to the absence of a ventilation system to provide positive pressurization to the building,

Because of the constant variation in wind speed and pressure, along with actual air infiltration greatly varying throughout the year, the average infiltration rate for the facility was assumed to be 2.25 air changes per hour (ACH).

#### **Proposed Condition**

The installation or replacement of worn or broken weather stripping, window caulking, and foam sealants can contribute towards reducing air infiltration around doors, windows, piping, cracks, and exhaust/plumbing penetrations.

#### **Assumptions and Methodology**

The following assumptions were made during the analysis of this measure:

- For calculation purposes, weather-stripping and caulking of walls, windows and doors can reduce infiltration by a minimum of 12%; and
- Replacing worn and/or broken weather-stripping and caulking would not require additional modifications to the buildings structure.

### 4.2.4 ECM-4: Duct Sealing

#### **Existing Condition**

The existing furnace duct system is assumed to have a leakage rate of 30-35% meaning conditioned air is escaping through cracks and holes in the distribution system and resulting in uneven temperatures and poor airflow to the spaces. Ducts that leak air into unheated spaces can add substantially to building heating loads.

#### **Proposed Condition**

Duct leakage issues can be resolved using AEROSEAL technology by injecting a fog of aerosolized sealant particles into the air distribution system when pressurized. The process is completed by a third party using patented technology endorsed by the EPA.

In terms of implementation, the process can be done anytime of the year and requires an inspection to evaluate the amount of air leakage before injecting sealant into the duct work for roughly one (1) hour. A temporary space requirement is needed nearby the furnace for the technician to setup the portable equipment. The process should occur when the unit is unoccupied.

#### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The average system efficiency of the furnace was simulated at 66% and 86% for the base and proposed scenario respectively.

## 4.2.5 ECM-4: Upgrade Thermostats (w/sensors)

### **Existing Condition**

The current thermostat controls the heating and cooling, which are unlocked and able to be adjusted by occupants (System in off mode at time of visit with the fan running in auto; Indoor temp seen to be ~73 °F).

### **Proposed Condition**

The smart thermostat uses occupancy sensors to save energy by automatically turning off the HVAC when occupants are away. The system uses simple motion sensors installed throughout the building. Based on these sensors, the system employs three (3) energy saving techniques. First, the fast reaction algorithm uses a probabilistic model to process the sensor data and quickly estimate whether occupants are active or away. This algorithm can typically respond within minutes of the occupants leaving the building, without introducing false vacancy detections. Second, the system combines historical occupancy patterns with on-line sensor data to decide whether to preheat the desired space or to heat after the occupants arrive in the building. Finally, the system saves additional energy by allowing the temperature to drift further from the setpoint temperature when it is confident that the space is unoccupied.

## 4.3 Char-Lan Community Centre/Arena

### 4.3.1 ECM-1: Upgrade Interior Lighting to LED

#### **Existing Condition**

The current lighting system is manually operated with majority of the spaces throughout the facility currently using T8 fixtures with lamps rated at 32 W each. There are some LED light fixtures in the arena, main area, meeting room, and men's washroom of the building.

#### **Proposed Condition**

The T8 lamps could be replaced with 16 W LED lamps. Note that since LED lamps have a longer service life than fluorescent lamps, maintenance savings will be achieved through fewer lamp replacements.

There are no additional space requirements for the new lamps, as they should be able to directly replace the existing lamps in the same space as the current fixtures. Depending on the style of the fixture, the entire fixture may need to be replaced rather than the lamp only; it is also possible that Township staff may wish to replace the fixture for cosmetic reasons.

LED lamps and fixtures are widely available from several vendors. Energy Star or Design Lighting Consortium (DLC) lamps and fixtures should be selected to ensure compliance with incentive programs. As there is little difference in the operation and maintenance of the new LED lamps no training will be required.

The facility can utilize occupancy sensors with override capability to enable lighting setbacks in areas when they are not being used, or when facility personnel inadvertently keeps the lights on. This configuration would reduce energy consumption by only having the lights on when the space is occupied. However, it is important that manual switches be readily accessible in case of emergency situations to control the lighting in the space or due to failure of the occupancy sensors.

In terms of implementation, a relatively small space needs to be allocated to the occupancy sensor, as it needs to be mounted either on the wall or ceiling. The sensors would be tied into the controller to control each zone individually. Consideration will need to be given to the details of wiring the sensor to the controller. Several vendors carry occupancy sensors in their product line, and they require little maintenance to maintain proper operation. As the system will be largely automated little training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The lighting wattages of the specified areas, after implementing interior lighting LED retrofit, were reduced by 10% based on the ASHRAE 90.1-2013 requirements for power adjustment percentages for automatic lighting controls. This was modified to reduce the occupied time of each space, which simulated the effect of utilizing occupancy sensors to turn off lighting in these areas when unoccupied.

The following assumptions were made during the analysis of this measure:

- Existing lamp lifetime is 5 years and are replaced at the rate of 20% per year;
- Proposed LED lamp lifetime is 10 years;
- Proposed LED lamps replacing T8 will utilize 16 W LED lamps;
- Minimum effort required to upgrade fixture with low ceiling heights;
- Occupancy sensors will reduce the lighting operating hours by approximately 50%.

### **4.3.2 ECM-2: Upgrade Unitary Heating**

#### **Existing Condition**

Electric heating equipment are found throughout the facility and controlled by wall thermostats or built-in thermostats within the heating units.

#### **Proposed Condition**

Replacing the electric heaters with cold-climate heat pumps for space heating application present a significant opportunity to save energy. While there are various heat pump options available, the proposed replacement scenario considers multi-split ductless air-source heat pumps (ASHPs) chosen from the perspective of ease of implementation. Multi-split ASHPs comprise of an outdoor fan coil unit connected to one or more indoor fan coil units through refrigerant lines typically run on the exterior of a building. Heat pumps operate by extracting heat from the ambient and transferring it to the conditioned building spaces (this is the operational mode during the heating season) by circulating refrigerant between heat exchanger coils, with one set of coils exposed to the ambient and the other set of coils exposed in the interior building space. The heat pump cycle can be reversed to provide space cooling.

#### **Assumptions and Methodology**

Air-source heat pumps were selected for this ECM for heating only. The equipment used as reference has a SEER of 19 and a COP of 3.1.

### **4.3.3 ECM-3: Replace Missing Insulation on Exterior Duct**

#### **Existing Condition**

It was noted during the site visit that insulation was missing on the exterior ducts.

#### **Proposed Condition**

Fibrous glass insulation boards are available for application to the outside of sealed sheet metal ducts, housings, and plenums. These are available unfaced, or with reinforced foil (FSK) or all-service jacket (ASJ) vapor retarder facings, in a range of densities and thicknesses. Some are flexible enough to conform to curved surfaces such as large round or oval sheet metal ducts.

#### **Assumptions and Methodology**

Fibrous glass duct insulation means energy saved. The same thermal performance properties that contribute to occupant comfort also enable fibrous glass duct insulation to control heat loss or gain through duct walls with efficiency. By enabling ducts to transmit heated or cooled air to occupied spaces

at design temperatures, building operating cost is reduced—sparing the environment from additional greenhouse gases released into the air.

#### 4.3.4 ECM-4: Central Heating Management System (Gas)

##### **Existing Condition**

Currently, the building's heating is controlled by individual wall mounted thermostat. Occupants of the space have complete control of the thermostat and can be changed by the individuals within the building. There is no centralized heating control system.

##### **Proposed Condition**

Controls vendors provide centralized heating control systems. These systems aim to reduce heating energy consumption by considering a variety of factors including building orientation, outdoor air temperature, sun exposure, wind speed, and internal space temperatures.

They attempt to reduce the temperature gradient across the facility, which otherwise results in some spaces requiring heating while other spaces are overheated. The system monitors the mentioned points and regulates how much heat is provided to each space or zone, trying to maintain consistent temperatures across the facility.

The systems can be installed to control every space or zone and does not require the building to have its own dedicated Building Automation System.

##### **Assumptions and Methodology**

Percent reduction in heating energy was assigned according to vendor estimates. A 33% reduction in heating energy was assumed for natural gas heating as savings. The baseline energy was used to establish the baseline heating energy and savings were calculated by applying the 33% reduction directly to their respective heating consumption value.

#### 4.3.5 ECM-5: Central Heating Management System (Electric)

##### **Existing Condition**

Currently, the building's heating is controlled by individual wall mounted thermostat. Occupants of the space have complete control of the thermostat and can be changed by the individuals within the building. There is no centralized heating control system.

##### **Proposed Condition**

Controls vendors provide centralized heating control systems. These systems aim to reduce heating energy consumption by considering a variety of factors including building orientation, outdoor air temperature, sun exposure, wind speed, and internal space temperatures.

They attempt to reduce the temperature gradient across the Facility, which otherwise results in some spaces requiring heating while other spaces are overheated. The system monitors the mentioned points and regulates how much heat is provided to each space or zone, trying to maintain consistent temperatures across the facility.

The systems can be installed to control every space or zone and does not require the building to have its own dedicated Building Automation System.

##### **Assumptions and Methodology**

Percent reduction in heating energy was assigned according to vendor estimates. A 17% reduction in heating energy was assumed for electric heating as savings. The baseline energy was used to establish the baseline heating energy and savings were calculated by applying the 17% reduction directly to their respective heating consumption value.

### 4.3.6 ECM-6: Domestic Hot Water Management System

#### **Existing Condition**

Currently, the domestic water heaters and storage tank operate to maintain the storage tank temperatures and hot water flows, through a recirculation loop, to the various spaces where there is hot water use. There is not a centralized control system for the domestic water heating system.

#### **Proposed Condition**

Controls vendors provide domestic hot water system control software to reduce the heating energy associated with heating and maintaining temperatures of domestic hot water. It is understood this is primarily achieved through the shut-off of recirculation pumps during periods of low hot water use and/or nighttime. This reduces recirculation pumping energy and heat loss associated with circulating hot water throughout the building when there is no demand.

#### **Assumptions and Methodology**

The domestic hot water load was estimated from natural gas consumption in the summer months when there is no natural gas fueled heating equipment operating (such as the heating section of the air handlers or other heating equipment). Natural gas savings of 30% was applied to the base case domestic water natural gas heating load, to account for the improved efficiency of the newly installed domestic water heater controls. The percent savings estimate was provided from the controls vendor based on previous project results.

### 4.3.7 ECM-7: Arena Desuperheater

#### **Existing Condition**

Currently, waste heat from ice plant operation is not recovered.

#### **Proposed Condition**

A desuperheater, a type of heat exchanger, could be installed between the compressors and the condenser (if one is in place) to recover waste heat and use it to heat DHW and resurfacing water.

Speaking to implementation, space would need to be assigned to the physical desuperheater, and the necessary piping would need to be installed. As the system will be largely automated, minimal training will be required.

#### **Assumptions and Methodology**

This measure was analyzed with a superheat recovery added to the ice plant and savings of 10% DHW and up to 10% for the ice plant.

Wood recommends the Township look further into this measure to confirm the feasibility of implementation with respect to the surrounding space, equipment, and serviceability.

## 4.4 Martintown Community Centre and Fire Station

### 4.4.1 ECM-1: Upgrade Interior Lighting to LED

#### **Existing Condition**

The current lighting system is manually operated with majority of the spaces throughout the facility currently using T8 fixtures with lamps rated at 32 W each.

#### **Proposed Condition**

The T8 lamps could be replaced with 16 W LED lamps. Note that since LED lamps have a longer service life than fluorescent lamps, maintenance savings will be achieved through fewer lamp replacements.

There are no additional space requirements for the new lamps, as they should be able to directly replace the existing lamps in the same space as the current fixtures. Depending on the style of the fixture, the entire fixture may need to be replaced rather than the lamp only; it is also possible that Township staff may wish to replace the fixture for cosmetic reasons.

LED lamps and fixtures are widely available from several vendors. Energy Star or Design Lighting Consortium (DLC) lamps and fixtures should be selected to ensure compliance with incentive programs. As there is little difference in the operation and maintenance of the new LED lamps no training will be required.

The facility can utilize occupancy sensors with override capability to enable lighting setbacks in areas when they are not being used, or when facility personnel inadvertently keeps the lights on. This configuration would reduce energy consumption by only having the lights on when the space is occupied. However, it is important that manual switches be readily accessible in case of emergency situations to control the lighting in the space or due to failure of the occupancy sensors.

In terms of implementation, a relatively small space needs to be allocated to the occupancy sensor, as it needs to be mounted either on the wall or ceiling. The sensors would be tied into the controller to control each zone individually. Consideration will need to be given to the details of wiring the sensor to the controller. Several vendors carry occupancy sensors in their product line, and they require little maintenance to maintain proper operation. As the system will be largely automated little training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The lighting wattages of the specified areas, after implementing interior lighting LED retrofit, were reduced by 10% based on the ASHRAE 90.1-2013 requirements for power adjustment percentages for automatic lighting controls. This was modified to reduce the occupied time of each space, which simulated the effect of utilizing occupancy sensors to turn off lighting in these areas when unoccupied.

The following assumptions were made during the analysis of this measure:

- Existing lamp lifetime is 5 years and are replaced at the rate of 20% per year;
- Proposed LED lamp lifetime is 10 years;
- Proposed LED lamps replacing T8 will utilize 16 W LED lamps;
- Minimum effort required to upgrade fixture with low ceiling heights;
- Occupancy sensors will reduce the lighting operating hours by approximately 50%.

### **4.4.2 ECM-2: Reduce Infiltration**

#### **Existing Condition**

All structural components within the building envelope are bound to experience varying levels of air or heat exchange at transection. Infiltration into the building can also create a significant heating load source in the buildings. Due to the age, construction and usage, the Facility may experience large heating loads due to air leakage and excessive infiltration through door openings, window openings, cracks, and exhaust/plumbing penetrations which can increase heating energy. Infiltration will occur during all hours of the day due to the absence of a ventilation system to provide positive pressurization to the building,

Because of the constant variation in wind speed and pressure, along with actual air infiltration greatly varying throughout the year, the average infiltration rate for the Facility was assumed to be 2.25 air changes per hour (ACH).

### **Proposed Condition**

The installation or replacement of worn or broken weather stripping, window caulking, and foam sealants can contribute towards reducing air infiltration around doors, windows, piping, cracks, and exhaust/plumbing penetrations.

### **Assumptions and Methodology**

The following assumptions were made during the analysis of this measure:

- For calculation purposes, weather-stripping and caulking of walls, windows and doors can reduce infiltration by a minimum of 12%; and
- Replacing worn and/or broken weather-stripping and caulking would not require additional modifications to the buildings structure.

### **4.4.3 ECM-3: Consolidating Heating Equipment**

#### **Existing Condition**

There are several units serving multiple spaces for heating. As these units are nearing their end of useful service life, there is an opportunity to consolidate the heating equipment.

#### **Proposed Condition**

The number of existing heating equipment serving the various spaces for the community centre and fire station can be reduced by combining interior zones and replacing them with energy efficient heating units.

#### **Assumptions and Methodology**

The selection of new heating equipment available in the industry offers the potential benefits of improved supply fan savings, heating efficiencies, and improved thermal comfort. Further analysis may be needed to determine any changes to the ductwork, additional gas piping connections and electrical wiring.

Wood recommends the Township proceed with an HVAC feasibility Assessment that will consider the following assumptions:

- The heating equipment will provide the outdoor air as specified by the ASHRAE 62.1-2016 ventilation requirements for the spaces;
- The heating equipment are scheduled for occupied/unoccupied mode based on the time of day;
- The heating equipment will offer heating efficiencies as indicated in the manufacturer published data;
- The reduced number of heating equipment can directly replace the existing units installed. The structural implications of combining the heating equipment will need to be further investigated; and,
- Zones that are combined will require ductwork to connect the supply and return to the unit. To minimize the impact to the occupied space, Wood recommends the ducts being installed on the roof. Existing ductwork in the ceiling space is sufficient and can be utilized without requiring major changes.

#### 4.4.4 ECM-4: Domestic Hot Water Management System

##### **Existing Condition**

Currently, the domestic water heaters and storage tank operate to maintain the storage tank temperatures and hot water flows, through a recirculation loop, to the various spaces where there is hot water use. There is not a centralized control system for the domestic water heating system.

##### **Proposed Condition**

Controls vendors provide domestic hot water system control software to reduce the heating energy associated with heating and maintaining temperatures of domestic hot water. It is understood this is primarily achieved through the shut-off of recirculation pumps during periods of low hot water use and/or nighttime. This reduces recirculation pumping energy and heat loss associated with circulating hot water throughout the building when there is no demand.

##### **Assumptions and Methodology**

The domestic hot water load was estimated from natural gas consumption in the summer months when there is no natural gas fueled heating equipment operating (such as the heating section of the air handlers or other heating equipment). Natural gas savings of 30% was applied to the base case domestic water natural gas heating load, to account for the improved efficiency of the newly installed domestic water heater controls. The percent savings estimate was provided from the controls vendor based on previous project results.

#### 4.5 Glen Walter Water Plant and Pumping Station

##### 4.5.1 ECM-1: Upgrade Interior Lighting to LED

##### **Existing Condition**

The current lighting system is manually operated with majority of the spaces throughout the facility currently using T8 fixtures with lamps rated at 32 W each. There are some High-Pressure Sodium (HPS) light fixtures with lamps rated at 150 W each in the Main Area and the generator room of the building.

##### **Proposed Condition**

The T8 lamps could be replaced with 16 W LED lamps and the HPS lamps could be replaced with 35 W LED lamps. Note that since LED lamps have a longer service life than fluorescent lamps, maintenance savings will be achieved through fewer lamp replacements.

There are no additional space requirements for the new lamps, as they should be able to directly replace the existing lamps in the same space as the current fixtures. Depending on the style of the fixture, the entire fixture may need to be replaced rather than the lamp only; it is also possible that Township staff may wish to replace the fixture for cosmetic reasons.

LED lamps and fixtures are widely available from several vendors. Energy Star or Design Lighting Consortium (DLC) lamps and fixtures should be selected to ensure compliance with incentive programs. As there is little difference in the operation and maintenance of the new LED lamps no training will be required.

The facility can utilize occupancy sensors with override capability to enable lighting setbacks in areas when they are not being used, or when facility personnel inadvertently keeps the lights on. This configuration would reduce energy consumption by only having the lights on when the space is occupied. However, it is important that manual switches be readily accessible in case of emergency situations to control the lighting in the space or due to failure of the occupancy sensors.

In terms of implementation, a relatively small space needs to be allocated to the occupancy sensor, as it needs to be mounted either on the wall or ceiling. The sensors would be tied into the controller to

control each zone individually. Consideration will need to be given to the details of wiring the sensor to the controller. Several vendors carry occupancy sensors in their product line, and they require little maintenance to maintain proper operation. As the system will be largely automated little training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The lighting wattages of the specified areas, after implementing interior lighting LED retrofit, were reduced by 10% based on the ASHRAE 90.1-2013 requirements for power adjustment percentages for automatic lighting controls. This was modified to reduce the occupied time of each space, which simulated the effect of utilizing occupancy sensors to turn off lighting in these areas when unoccupied.

The following assumptions were made during the analysis of this measure:

- Existing lamp lifetime is 5 years and are replaced at the rate of 20% per year;
- Proposed LED lamp lifetime is 10 years;
- Proposed LED lamps replacing T8 will utilize 16 W LED lamps;
- Proposed LED lamps replacing HPS will utilize 35 W LED lamps;
- Minimum effort required to upgrade fixture with low ceiling heights;
- Occupancy sensors will reduce the lighting operating hours by approximately 50%.

### **4.5.2 ECM-2: Reduce Infiltration**

#### **Existing Condition**

All structural components within the building envelope are bound to experience varying levels of air or heat exchange at transection. Infiltration into the building can also create a significant heating load source in the buildings. Due to the age, construction and usage, the facility may experience large heating loads due to air leakage and excessive infiltration through door openings, window openings, cracks, and exhaust/plumbing penetrations which can increase heating energy. Infiltration will occur during all hours of the day due to the absence of a ventilation system to provide positive pressurization to the building,

Because of the constant variation in wind speed and pressure, along with actual air infiltration greatly varying throughout the year, the average infiltration rate for the facility was assumed to be 2.25 air changes per hour (ACH).

#### **Proposed Condition**

The installation or replacement of worn or broken weather stripping, window caulking, and foam sealants can contribute towards reducing air infiltration around doors, windows, piping, cracks, and exhaust/plumbing penetrations.

#### **Assumptions and Methodology**

The following assumptions were made during the analysis of this measure:

- For calculation purposes, weather-stripping and caulking of walls, windows and doors can reduce infiltration by a minimum of 12%; and
- Replacing worn and/or broken weather-stripping and caulking would not require additional modifications to the buildings structure.

### 4.5.3 ECM-3: Upgrade Unitary Heating

#### **Existing Condition**

Electric heating equipment are found throughout the facility and controlled by wall thermostats or built-in thermostats within the heating units.

#### **Proposed Condition**

Replacing the electric heaters with cold-climate heat pumps for space heating application present a significant opportunity to save energy. While there are various heat pump options available, the proposed replacement scenario considers multi-split ductless air-source heat pumps (ASHPs) chosen from the perspective of ease of implementation. Multi-split ASHPs comprise of an outdoor fan coil unit connected to one or more indoor fan coil units through refrigerant lines typically run on the exterior of a building. Heat pumps operate by extracting heat from the ambient and transferring it to the conditioned building spaces (this is the operational mode during the heating season) by circulating refrigerant between heat exchanger coils, with one set of coils exposed to the ambient and the other set of coils exposed in the interior building space. The heat pump cycle can be reversed to provide space cooling.

#### **Assumptions and Methodology**

Air-source heat pumps were selected for this ECM for heating only. The equipment used as reference has a SEER of 19 and a COP of 3.1.

### 4.5.4 ECM-4: Upgrade Equipment Motors

#### **Existing Condition**

The existing pumps have standard efficiencies that range from 88.7% to 91% based on their nameplates and have schedules that require to operate around the clock as this is a 24/7 operation.

#### **Proposed Condition**

The pump motors can be retrofitted with higher efficiency National Electrical Manufacturers Association (NEMA) motors with full load nominal efficiencies from 92.7% to 95.1% for the pumps.

#### **Assumptions and Methodology**

The electrical motor efficiency was updated for the motor selection above in the respective units and plants to simulate a reduction in the motor power and therefore consumption.

The following assumptions were made during the analysis of this measure:

- The nameplate efficiencies of the pump motors were applied in the base case; and,
- The speed and hours of operation of the motors do not change.

Wood recommends the Township procure higher efficiency rated pumps as and when replacement is required. The quantity of pump replacement will need to be determined which will aid towards a procurement policy for the facility as when equipment fail or need to be replaced with new like for like motors.

### 4.5.5 ECM-5: Upgrade Blowers (B-1 & B-2)

#### **Existing Condition**

Blowers B-1 and B-2 are positive displacement blowers with a function that's straightforward yet effective. Air enters through an expanding section on one side and exits through a decreasing section

on the other side. Positive displacement blowers maintain a constant speed and flow regardless of changes in pressure.

#### **Proposed Condition**

The current positive displacement blowers can be replaced with a helical screw blower which has a main rotor with two lobes. This rotor fits into the flute of a second rotor. The two (2) rotors turn in a helical pattern that is carefully timed so they do not contact each other. Helical screw blowers typically produce air at higher pressures than rotary lobe blowers do. They also perform more quietly than rotary lobe blowers.

#### **Assumptions and Methodology**

These intricate blowers are energy-efficient options when replacement of positive displacement blowers is up for renewal. The sealed design of helical screw blowers leads to a smooth air flow and limited air leakage.

### **4.6 Lancaster Treatment Plant**

#### **4.6.1 ECM-1: Upgrade Interior Lighting to LED**

##### **Existing Condition**

The current lighting system is manually operated with majority of the spaces throughout the facility currently using T8 fixtures with lamps rated at 32 W each. There are some T12 light fixtures with lamps rated at 40 W each in the Main Treatment Area and the Low Lift Area of the building.

##### **Proposed Condition**

The T8 and T12 lamps could be replaced with 16 W LED lamps. Note that since LED lamps have a longer service life than fluorescent lamps, maintenance savings will be achieved through fewer lamp replacements.

There are no additional space requirements for the new lamps, as they should be able to directly replace the existing lamps in the same space as the current fixtures. Depending on the style of the fixture, the entire fixture may need to be replaced rather than the lamp only; it is also possible that Township staff may wish to replace the fixture for cosmetic reasons.

LED lamps and fixtures are widely available from several vendors. Energy Star or Design Lighting Consortium (DLC) lamps and fixtures should be selected to ensure compliance with incentive programs. As there is little difference in the operation and maintenance of the new LED lamps no training will be required.

The facility can utilize occupancy sensors with override capability to enable lighting setbacks in areas when they are not being used, or when facility personnel inadvertently keeps the lights on. This configuration would reduce energy consumption by only having the lights on when the space is occupied. However, it is important that manual switches be readily accessible in case of emergency situations to control the lighting in the space or due to failure of the occupancy sensors.

In terms of implementation, a relatively small space needs to be allocated to the occupancy sensor, as it needs to be mounted either on the wall or ceiling. The sensors would be tied into the controller to control each zone individually. Consideration will need to be given to the details of wiring the sensor to the controller. Several vendors carry occupancy sensors in their product line, and they require little maintenance to maintain proper operation. As the system will be largely automated little training will be required.

### **Assumptions and Methodology**

This measure was analyzed using the end-use model generated as a basis. The lighting wattages of the specified areas, after implementing interior lighting LED retrofit, were reduced by 10% based on the ASHRAE 90.1-2013 requirements for power adjustment percentages for automatic lighting controls. This was modified to reduce the occupied time of each space, which simulated the effect of utilizing occupancy sensors to turn off lighting in these areas when unoccupied.

The following assumptions were made during the analysis of this measure:

- Existing lamp lifetime is 5 years and are replaced at the rate of 20% per year;
- Proposed LED lamp lifetime is 10 years;
- Proposed LED lamps replacing T8 and T12 will utilize 16 W LED lamps;
- Minimum effort required to upgrade fixture with low ceiling heights;
- Occupancy sensors will reduce the lighting operating hours by approximately 50%.

#### **4.6.2 ECM-2: Upgrade Unitary Heating**

##### **Existing Condition**

Electric heating equipment are found throughout the facility and controlled by wall thermostats or built-in thermostats within the heating units.

##### **Proposed Condition**

Replacing the electric heaters with cold-climate heat pumps for space heating application present a significant opportunity to save energy. While there are various heat pump options available, the proposed replacement scenario considers multi-split ductless air-source heat pumps (ASHPs) chosen from the perspective of ease of implementation. Multi-split ASHPs comprise of an outdoor fan coil unit connected to one or more indoor fan coil units through refrigerant lines typically run on the exterior of a building. Heat pumps operate by extracting heat from the ambient and transferring it to the conditioned building spaces (this is the operational mode during the heating season) by circulating refrigerant between heat exchanger coils, with one set of coils exposed to the ambient and the other set of coils exposed in the interior building space. The heat pump cycle can be reversed to provide space cooling.

##### **Assumptions and Methodology**

Air-source heat pumps were selected for this ECM for heating only. The equipment used as reference has a SEER of 19 and a COP of 3.1.

#### **4.6.3 ECM-3: Upgrade Domestic Hot Water Heater, and ECM-4: Furnace and Air Conditioning Equipment**

As for the above ECM-3 and ECM-4, upgrading existing DHW heater, Furnace, and Air Conditioning equipment to higher efficiency equipment should be considered when the equipment is due for replacement.

#### **4.6.4 ECM-5: Upgrade Equipment Motors**

##### **Existing Condition**

The existing pumps have standard efficiencies that range from 88.7% to 91% based on their nameplates have schedules that require to operate around the clock as this is a 24/7 operation.

##### **Proposed Condition**

The pump motors can be retrofitted with higher efficiency National Electrical Manufacturers Association (NEMA) motors with full load nominal efficiencies from 92.7% to 95.1% for the pumps.

### **Assumptions and Methodology**

The electrical motor efficiency was updated for the motor selection above in the respective units and plants to simulate a reduction in the motor power and therefore consumption.

The following assumptions were made during the analysis of this measure:

- The nameplate efficiencies of the pump motors were applied in the base case; and,
- The speed and hours of operation of the motors do not change.

## **5.0 BUILDING OPERATIONS & MAINTENANCE AND BEHAVIOURAL OPPORTUNITIES**

This section presents no-cost/low-cost measures recommended for implementation across the shortlisted facilities under the study scope.

### **5.1 Recommissioning**

Recommissioning is the process of returning the building systems to their design specifications after a facility has been in operation for a period of time, typically about five years, as well as updating operations to match the current needs of the facility.

It is recommended the buildings undergo recommissioning and again in the near future.

It is expected that recommissioning would lead to energy savings, improved system operation, and improved occupant comfort. Energy savings are typically in the range of 5-15%<sup>5</sup> with a simple payback generally under five years.

### **5.2 Unit Heater Maintenance**

Electric heaters should be cleaned once a year to keep them working safely and efficiently. Debris such as dirt, dust, garbage and hair can accumulate on the fins. The heater cover should be removed and any visible debris inside the unit should be cleaned using a vacuum, soft brush or even a steam pressure cleaner. If any of the fins are bent or damaged, they should be straightened using a pair of needle-nose pliers, metal scrapper, or putty knife. The motor shaft should turn freely with bearing lubricated to ensure adequate operation and motors using belt drives should have the belt tension checked. Electrical connections should be tightened to ensure they are secure and have not vibrated loose from operation during the heating season.

### **5.3 Staff Training and Occupant Awareness**

Equipment operation practices and policies can also have a significant impact upon energy consumption. There is generally ample opportunity for energy savings from general equipment left on when not in use. An energy efficiency awareness program should be put in place to encourage staff to frequently check temperature set points if heating is not required, similarly if lights are manually left on when not in use at the end of the day, and for the weekends.

### **5.4 Procurement Policy**

Purchasing efficient products reduces energy costs without compromising quality. It is strongly recommended that a procurement policy be implemented as a key element for the overall energy

<sup>5</sup> Natural Resources Canada. *Recommissioning for Buildings*. Accessed April 16, 2016. <http://www.nrcan.gc.ca/energy/efficiency/industry/training-awareness/5467>

management strategy at the Township. An effective policy would direct procurement decisions to select EnergyStar® qualified equipment in contracts or purchase orders. For products not covered under EnergyStar®, the EnerGuide labeling should be reviewed to select products with upper level performance in their category. Improved energy performance will involve the investment in energy efficient equipment coupled with a user education and awareness program.

## 6.0 OTHER OPPORTUNITIES FOR FUTURE CONSIDERATION

### 6.1 Envelope Upgrades

A detailed building envelope or thermography testing could be conducted to identify anomalies related to thermal bridges, air infiltration/exfiltration, and heat transfer due to design or construction of the building. The purpose of the thermographic scan is to determine the serviceability and the life expectancy of the building envelope and roof assemblies based on the results of the scan. The scan can determine if replacement is more cost effective than repairs and it provides a starting point for any investigative inspection.

### 6.2 Building Automation System (BAS)

A BAS system is not currently installed at the various facilities; each heating and cooling units relies on local thermostats to control space conditioning. The installation of a BAS would provide improved operator control, enhanced unit coordination, and likely lead to improved occupant comfort. As well, typical energy savings from the installation of a BAS are approximately 10% of energy consumption.

The implementation of a BAS may also allow for deployment of more advanced control strategies such optimum start/stop and enhanced preventative maintenance.

### 6.3 Energy Recovery Ventilation

Most of the facilities visited do not currently utilize a system with energy recovery from the exhaust air streams. An energy recovery ventilator (ERV) is an energy recovery system that employs a counter flow heat exchanger between the outgoing exhaust air and the incoming fresh air, recovering both sensible and latent heat. This will result in energy savings and utility cost savings by reducing the amount of fresh air that should be conditioned. The most common type of an ERV is a heat wheel or a thermal wheel.

### 6.4 Rooftop Solar Photovoltaic (PV) System

Solar power is produced by conversion of sunlight into electricity using photovoltaic (PV) systems. There are various factors to consider when planning a solar PV project including but not limited to:

- System selection (the cell technology, module type, inverter type, and associated electrical components)
- Mounting location selection (rooftop mount, ground-mount, or mount on parking canopy)
- Geometry factors for the modules
  - Orientation to the sun (azimuth) and inclination angle with reference to the horizontal (tilt)
  - Shadowing effect (from nearby objects)
  - Inter-row spacing between modules
- Identification of infrastructure upgrade requirements (e.g. roof reinforcement, electrical switchgear upgrade)
- Applicable local codes and regulations, utility interconnection requirements, and electrical safety aspects

It is suggested that the Client consider conducting a solar PV feasibility study covering the various Township facilities to shortlist potential candidate sites for implementing a solar PV system. The feasibility study should take into consideration all the factors listed above.

As preliminary guidance on the potential energy saving opportunity that a solar PV system implementation could present, Wood selected Williamstown Garage as an example facility for purposes of estimating solar PV generation potential. Wood utilized National Renewable Energy Laboratory's (NREL) PVWatts® software tool to establish a preliminary estimate of the electricity production potential for a roof-mount PV system install at Williamstown Garage.

The table below summarises the key modeling inputs that formed the basis of the energy performance simulation.

**Table 6-1 Solar PV System Performance Modelling Inputs**

Item	Input
DC system size	25 kW <sub>dc</sub> assigned based on assuming current roof footprint will be available as array area (does not factor in structural or shading considerations)
Module type	Standard crystalline silicon
Module efficiency	15%
Array geometry	PV array facing south at fixed tilt of 20 degrees and with azimuth angle as 180 degrees
System losses	14%
DC to AC ratio	1.2
Inverter efficiency	96%

Based on results from the PVWatts simulation run, it is estimated that approximately **30,000 kWh** of electricity per annum (**~85% of current site electricity consumption**) could potentially be generated at Williamstone Garage. The resulting displaced electricity consumption is valued at around **\$4,500** per annum (assuming a rate of \$0.15/kWh, with no rate inflation applied, and assuming the entire annual solar PV output can either be utilized on site or exported<sup>6</sup> back to the grid with credit obtained at retail rate). Based on an installed cost of \$2.5/watt (to cover PV system hardware cost and soft costs), translating to a project cost estimate of \$62,500, indicates a payback period of around **14 years**.

## 6.5 Hydronic Radiant Floor Heating

Hydronic radiant floor heating systems utilize heated water supplied from a hot water generating system and introduced into tubing laid in a pattern under the floor of conditioned building spaces to provide space heating. Radiant heating offers the benefit of usually being more efficient than forced air heating as duct losses are eliminated. However, the upfront cost of implementing radiant floor heating is generally greater than alternative heating solutions. Hydronic radiant floor heating (relative to electric floor heating) offers versatility in the choice of heat source (boiler, heat pumps, etc.) and while typically more efficient, has a relatively higher upfront cost.

<sup>6</sup> Under a Net Metering billing arrangement, a utility customer can generate renewable energy onsite for own consumption and receive bill credits for any surplus electricity exported back to the grid.

The Client should consider conducting further technical studies to explore the feasibility of implementing hydronic radiant heating systems at the following sites:

- Williamstown Garage;
- North Lancaster Fire Department;
- Martintown Fire Department;
- Martintown Community Centre; and
- Lancaster Fire Department.

## 7.0 CONCLUSIONS

The preceding sections have presented a number of recommended measures that offer the Client operational savings as well as greenhouse gas (GHG) reduction opportunities. Renewable energy opportunities are not recommended for implementation until energy conservation and efficient measures have been undertaken.

The summary table below presents the estimated energy savings and GHG reduction from implementing the recommended measures in this report specific to the priority list of seven (7) facilities. Implementing these measures across the seven (7) facilities is estimated to reduce total electricity use, total natural gas use, and total propane use by the following:

- 232,342 kWh (20.1%) of electricity savings;
- 23,212 m<sup>3</sup> (34.8%) of natural gas savings; and
- 2,716 L (22.9%) of propane savings.

The associated total GHG reduction anticipated is 66.8 Tonnes CO<sub>2</sub>e.

**Table 7-1 Summary of Estimated Energy Savings for Priority List of Facilities**

Facility	Annual Electricity Savings		Natural Gas/Propane		Greenhouse Gas Emissions Tonnes CO <sub>2</sub> e
	Savings (kWh)	% of Baseline Energy Use	Savings (m <sup>3</sup> )/(L*)	% of Baseline Energy Use	
Township Office	13,699	33.7%	4,697	66.9%	10.19
Lancaster Legion	13,852	31.5%	2,261	44.9%	5.63
Char-Lan Community Centre/Arena	36,341	7.5%	11,049	49.4%	24.40
Martintown Community Centre & Fire Station	15,164	23.7%	2,719*	22.9%*	1.52
Glen Walter Water Plant and Pumping Station	133,674	30.2%	-	-	13.37
Lancaster Treatment Plant	19,614	23.5%	5,205	25.6%	11.74
<b>Total</b>	<b>232,342</b>	<b>20.1%</b>	<b>23,212</b>	<b>34.8%</b>	<b>66.8</b>

## 8.0 STUDY LIMITATIONS

The study broadly aimed at focusing on energy savings opportunities that likely meet the Client's payback criteria. Energy savings and installation costs are estimates only. Detailed designs are always recommended before proceeding, along with final complete payback analysis.

This report documents work that was performed using methods and procedures that are generally consistent with the ASHRAE level 2 guidelines, subject to the level of investigative effort outlined in this report and generally accepted and prevailing industry standards at the time and location in which the services were provided. No other representations, warranties, or guarantees are made, including no assurance that this work has uncovered all potential issues associated with the identified property that may impact energy consumption or implementation of proposed measures.

This report provides an evaluation of potential for ECMs for the mentioned sites within this report for the Client, that was assessed at the time the work was conducted and is based on information obtained by and/or provided to Wood at that time. There are no assurances regarding the accuracy and completeness of this information. All information received from the client or third parties in the preparation of this report has been assumed by Wood to be correct. Wood assumes no responsibility for any deficiency or inaccuracy in information received from others.

Activities at the property or additional information subsequent to Wood's assessment may have significantly altered the potential and feasibility of the opportunities or conclusions identified within the report.

Conclusions made within this report consist of Wood's professional opinion as of the time of the writing of this report and are based solely on the scope of work described in the report, the limited data available, and the results of the work. The savings calculations are our estimate of saving potentials and are not a guarantee. The impact of building changes in space functionality, operations, usage, equipment retrofit, and weather need to be considered when evaluating the savings.

This report has been prepared for the exclusive use of the client identified herein and any use by any third party is prohibited. Wood assumes no responsibility for losses, damages, liabilities or claims, howsoever arising, from third party use of this report.

This report is limited by the following:

- Our interpretation of the objective and scope of works during the study period;
- The information provided by the Client; and,
- Measures identified in this report are subject to the professional engineering design process before being implemented.

The recommendations and our opinion of probable costs associated with these recommendations, as presented in this report, are based on walk-through non-invasive observations of the parts of the building which were readily accessible during our visual review. Conditions may exist that are not as per the general condition of the system being observed and reported in this report. Opinions of probable costs presented in this report are also based on information received during interviews with operations and maintenance staff.

The opinions of probable costs are intended for global budgeting purposes only. The scope of work and the actual costs of the work recommended can only be determined after a detailed examination of the site element in question, understanding of the site restrictions, understanding of the effects on the ongoing operations of the site/building, definition of the construction schedule, and preparation of tender documents. We expressly waive any responsibilities for the effects of any action taken as a result

of these endeavors unless we are specifically advised of prior to, and participate in the action, at which time, our responsibility will be negotiated.

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## Appendix A

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## Appendix A Assessment Methodology

### Site Visits

The visit included an interview with technical staff regarding the buildings' function as well as discussing any issues that were persistent and opportunities for operational optimization. A comprehensive tour of the site was also conducted to evaluate the HVAC, lighting, and controls systems.

### Utility Analysis

Utility data for electricity, gas, and propane use was provided by the Client for 2019.

### Utility Rates

In terms of savings related to the identified measures, a blended rate is used which effectively assumes that reduction in consumption will only reduce the cost by the rate that applies to the last unit of energy used. The blended rates naturally include all fees, taxes, and bulk charges which may be included in each utility provider's billings. These rates are listed the table below.

Table A-1 Utility Rates Year 2019

Item	Value	Units
Electricity Rate	0.307	\$/kWh
Gas Rate	0.778	\$/m <sup>3</sup>
Propane Rate	0.786	\$/L

### Envelope System Assessment

The envelope and architectural assessment involve a non-intrusive visual inspection of the facility and a review of any available drawings to determine the condition and type of construction.

### Mechanical System Assessment

The mechanical portion of the assessment involves taking an inventory of key mechanical components and an appraisal of operational times and efficiencies for each equipment.

### Electrical System Assessment

An assessment of the site's lighting includes a detailed review of the existing fixtures and controls throughout the site. Consideration is also given to operational hours and the diligence of occupants at switching off manually operated lighting.

### Energy Conservation Measure Identification and Analysis

Each measure proposed for implementation on this project has been selected based on its viability, as measured against the following criteria:

- Costs and savings within overall criteria for evaluation guidelines;
- Appropriateness for tasks performed in the space;
- Condition of existing systems; and
- Impact on occupant behavior and general acceptance of changes.

The energy savings calculations are based on a best estimate of the anticipated reductions taking into consideration direct savings from electrical consumption where appropriate.

Costs associated with implementing the respective measures are estimated based on the approximate 'capital cost' for the materials and labor (including demolition and installation). Costs are determined

from previous project experience and/or through published cost estimate data (RS Means). All costs represent Wood's opinion on probable cost and are provided as approximate estimates to give economies of scale. Further investigation and detailed costing should be carried out prior to implementation.

For any systems or equipment that are on site and not functioning (not consuming energy), no ECMs have been considered. The scope of this exercise is to find opportunities to reduce energy consumption and where there is no possibility to do so, no measures have been discussed in the report.

### **Recommendations**

From the options considered, recommendations are put forward based on financial and practical feasibility using indicators such as simple payback and capital cost.

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## STAFF REPORT

## S.R. 01-2021

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

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** 2021 Interim Taxation By-Law

### **BACKGROUND:**

1. Section 317 of the Municipal Act provides that the Council of a local municipality, “may pass a by-law, prior to the adoption of estimates for the year, levying amounts on the assessment of property in the local municipality that is rateable for local municipality purposes.”
2. This means that the first tax bill is prepared prior to the passing of the final tax by-law and we need to develop reasonable estimates so that we can tax and collect funds to address our short-term cash needs.

### **ANALYSIS:**

3. The levying and collection of interim taxes at this time will permit the municipality to maintain an adequate cash flow to address its short-term needs and will greatly reduce the potential of having to borrow funds to maintain ongoing operations.
4. It is proposed that Interim due dates be March 31<sup>st</sup> and May 31<sup>st</sup>, 2021.
5. Once the taxation rate is set through the budget process, staff will prepare a Final Taxation By-law which will set the final due dates on August 31<sup>st</sup> and October 29<sup>th</sup>, 2021.
6. Approximately 25% is due at each due date.

### **IMPACT ON 2021 BUDGET:**

Allows for the collection of 2021 taxation revenue to fund Township operations.

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



**RECOMMENDATION:**

BE IT RESOLVED THAT Staff report 01-2021 be received and that By-law 01-2021, being a by-law authorizing the levying of interim taxes be read a first, second, and third time, passed, signed, and sealed in Open Council this 18th day of January 2021.

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

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

**SG-C-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 01-21  
FOR THE YEAR 2021**

***BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND TO PROVIDE FOR THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2021.***

**WHEREAS** Section 317 of *The Municipal Act* provides that the Council of a local Municipality may pass a By-law to impose an interim levy on the assessment roll for taxation in the current year for properties in the Municipality rateable for local Municipality purposes;

**AND WHEREAS** Section 317 of *The Municipal Act*, provides a set of rules for determining the interim tax payable, which are also subject to the Municipality's discretion under Section 317 (9) of the *Municipal Act* to decrease or increase the interim tax payable, where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

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

1. **THAT** interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall be in the amount equal to approximately fifty per cent (50%) of the final 2020 taxes on the property taking into account that certain assessments have been lowered or increased since 2020.
2. The said interim tax levy shall become due and payable in two instalments due and payable on the 31<sup>st</sup> day of March 2021 and the 31<sup>st</sup> day of May 2021 and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. The Treasurer of the Township of South Glengarry shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent per month or fraction thereof, being fifteen (15) percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
4. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
5. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.

6. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment does not affect the timing of default or the date from which interest shall be imposed.
7. The Treasurer of the Township of South Glengarry may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 3 of this By-law.
8. This by-law shall be deemed to come into force and effect on January 1, 2021 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 18TH DAY OF JANUARY 2021.***

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

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



## STAFF REPORT

S.R. 02-2021

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

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** 2021 Borrowing By-Law

### **BACKGROUND:**

1. The Township's cash flow is such that borrowing may be required from time-to-time to meet the current payables.
2. The Borrowing By-law permits the GM of Corporate Services, if necessary, to borrow a sum and repay the line of credit as soon as permitted by cash inflows.
3. Under the *Municipal Act*, the Township is limited to a percentage of its current estimate revenues, while operating on a descending line of credit.
4. There has been no requirement to borrow since 1998.
5. In 2020, the Township Bank Account balance ranged from approximately \$7.8 million to \$14.5 million. This is in addition to uncollected tax arrears of approximately \$4.4 million (2020-12-31).
6. The amount suggested is equal to past requests.

### **ANALYSIS:**

7. There are two (2) alternatives within this Staff Report:
  - i) to pass the By-law authorizing borrowing to a total of \$3,000,000, or
  - ii) to pass the By-law authorizing borrowing at a lower maximum.
8. A Borrowing By-law of less than \$3,000,000 may necessitate borrowing for a longer period with higher borrowing costs. The flexibility of the recommended borrowing amount will permit greater and better cash management.
9. The By-law has been prepared to reflect the \$3,000,000 limit. If another amount is chosen, then we can defer this motion and update the By-law accordingly.



**IMPACT ON 2021 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 02-2021 be received and that By-law 02-2021, being a By-law to establish borrowing to an upset limit of \$3,000,000 in 2021, be read a first, second, and third time, passed, signed, and sealed in Open Council this 18th day of January 2021.

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

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**SG-A-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 02-21  
FOR THE YEAR 2021**

***BEING A BY-LAW TO PROVIDE FOR BORROWING TO MEET, UNTIL THE TAXES ARE COLLECTED, THE CURRENT EXPENDITURES OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY FOR THE YEAR.***

**WHEREAS** the Council of the Corporation deems that it may be necessary to borrow the sum of **three million dollars** to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

**AND WHEREAS** the total of amounts previously borrowed under Section 407 of the *Municipal Act*, 2001 as amended from time to time, (the "Act"), that have not been repaid are **nil** dollars;

**AND WHEREAS** the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation as set out in the estimates adopted for the current year and not yet collected (or, if the same have not yet been adopted, the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year) is **19.228 million dollars**;

**AND WHEREAS** the amount to be borrowed under this By-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the year, 50% of the total, and from October 1<sup>st</sup> to December 31<sup>st</sup>, 25% of the total of the estimated revenues of the Corporation as set out above;

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

1. **THAT** the Mayor and Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or banker's acceptance, from **Bank of Montreal**, a sum or sums not exceeding in the aggregate **three million dollars** to meet, until the taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in subsection (1) of the said Section 407, as amended, from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a rate not exceeding **prime per cent per annum**, which may be paid in advance or otherwise.
2. **THAT** all sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 407, as amended from time to time, shall, with

interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.

3. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 18<sup>TH</sup> DAY OF JANUARY 2021.***

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

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



## STAFF REPORT

S.R. 03-2021

**PREPARED BY:** K. MacDonald, Deputy Clerk  
L. McDonald, GM Corporate Services

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** eSCRIBE Meeting Management Software

### BACKGROUND:

1. Since 2016 the Township of South Glengarry has utilized Council Docs, a plug-in developed for Microsoft Word, to create and build Council meetings.
2. Council Docs was developed by a former SDG Counties employee and continues to be somewhat supported by the current IT department.
3. Reliability problems are currently an issue and with our migration to MS 365, which constantly updates, these problems have rendered the Council Docs plug-in not viable for our needs
4. Additionally, updates to Ontario's accessibility legislation has necessitated staff to review how content generated from our Council and committee meetings conform to current accessibility standards.

### ANALYSIS:

5. As Council Docs reaches technological redundancy, administration has reviewed available agenda software and consulted with other neighbouring municipalities on the software they use.
6. eScribe, a Canadian owned and operated company, has approached the Counties and South Glengarry to offer preferred rates to sign on. Given the savings offered and eScribe's strong reputation and satisfied feedback from neighbouring municipalities, administration is recommending a single source procurement to subscribe with eScribe.
7. The benefit to shared software is shared local expertise (i.e. we have immediate access to a community of expertise, limiting the human cost of learning). This benefit further supports our justification for single sourcing, S.10.1.9 – where a



professional has knowledge of relevant document(s) which will therefore limit research or affords continuity.

8. eScribe will allow the Township to meet important accessibility requirements as well as improve workflow for all staff creating and editing Council staff reports and agendas. Documents are held securely in the cloud in Canadian Microsoft Azure infrastructure and can easily be accessed, modified and approved remotely.
9. eScribe has provided a comprehensive implementation plan to administration. The transition to eScribe will begin under the supervision of the returning Clerk, Ms. Campeau in early February.

### **IMPACT ON 2021 BUDGET:**

10. The impact on the 2021 budget would be \$8,400 and includes an annual subscription costs of \$6,500 and a first year Implementation cost of \$1,900. The need to upgrade software was anticipated in 2020 and included in the 2021 budget request for Corporate Services.
11. The contract length is 5 years and subsequent years would be at \$6,500 plus an inflation adjustment and therefore, the estimated cost of this contract would be \$36,500 +/- with inflation adjustments.

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

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

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 03-2021 be received and that the Township of South Glengarry authorizes the Mayor and Clerk to enter into a subscription agreement for the supply of meeting management software with eSCRIBE.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## STAFF REPORT

S.R.04-2021

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

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Drinking Water Quality Management Standard  
Endorsement

### **BACKGROUND:**

1. The Township developed an Operation 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.
2. The Township received accreditation from the Canadian General Standards Board in October 2010.
3. The Township has attained a 100% compliance rating in the yearly inspection of the plants by MOE. This accomplishment demonstrates the commitment and dedication to the provision of safe drinking water to the residents of the Township.
4. The Township has received its Drinking Water Works Permit (“Permit”) and Municipal Drinking Water Licence (“Licence”) for the Glen Walter Drinking Water System, the Lancaster Drinking Water System and the Redwood Estates Drinking Water System. These permits and licenses were renewed on December 10<sup>th</sup>, 2020 and will need to be renewed in 2025.
5. The Township’s Operational Plan for the Drinking Water Systems meets the requirements of the Director’s Directions - Minimum Requirements for Operational Plans made under the *Safe Drinking Water Act, 2002* (SDWA) and has been Audited and Accepted.
6. The foundation of the Quality Management System is the Drinking Water Quality Management System Policy adopted by Council in 2010. 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*
7. The last copy of the Operational Plan was provided in October 2019 and endorsed by the Mayor, the Clerk and the operating Authority Representatives.
  8. The most recent update being Version 8 of the Operations Plan was submitted to council for review on December 21, 2020 and after review council requested additional time to review, prior to Endorsement.

### **ANALYSIS:**

9. Annual Internal Audits of the Operation Plan are completed by the General Manager Infrastructure Services. This years Audit was completed on September 25<sup>th</sup>, 2020
10. An offsite external Audit by SAI Global has been completed for the Drinking Water Quality Management System Operation Plan Manual. There were no nonconformities noted in the External Audit Report.
11. There were no Opportunities for Improvement noted in the last two External Audits (2019 & 2020). The noted Opportunity for Improvement from the 2018 with reference to updating the Raw Water Characteristics for the Redwood System for Element 6 was completed and acknowledged in 2019.
12. A Management Review was completed by the General Manager Infrastructure and the Director of Water/Wastewater Operations. The Quality Management System Operation Plan Manual has been revised to reflect changes recommended from the Management Review of the document.
13. A copy of the revised Drinking Water Quality Management System Operation Plan Manual (Version 8) has been provided electronically to each member of Council.
14. Existing Document(s) should be turned in to administration for destruction as per our document control procedure.
15. The Drinking Water Quality Management System Operation Plan (Version 7) is posted on the Township's Website. <https://www.southglengarry.com/en/municipal-services/resources/Documents/Living-Here/Water--WasteWater/Drinking-Water-Quality-Management-System-Manual.pdf>
16. The Posting will be updated pending the Commitment and Endorsement of Version 8.



17. The revised document needs to be endorsed by the Current Mayor; the Clerk and the Operating Authority Representatives and Council should reaffirm their commitment to the Operation Plan.

**IMPACT ON 2021 BUDGET:**

None.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 3: Strengthen the Effectiveness and Efficiency of our Organization

Goal 5: Improve Internal and External Communication

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 04-2021 be received and that the Council of the Township of South Glengarry receive the Drinking Water Quality Management System Operation Plan Manual V8 dated December 10, 2020 and that the Mayor and Council reaffirm their commitment to the Operation Plan and furthermore; that the Mayor and Clerk and Operation Authority Representatives be authorized to sign and endorse the document.

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

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## STAFF REPORT

## S.R. 05-2021

**PREPARED BY:** Tim Mills, CAO  
Lachlan McDonald, GM Corporate Services

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Goal 3.1 - Initiate an Organizational Review

### **BACKGROUND:**

1. The CAO reviewed the Organizational Chart to determine if HR related redeployment would create a more efficient Corporation. The initial discussions occurred on December 7 and 18, 2020 in Closed Session and Council determined to proceed only at cost neutrality and indicated a few more items to consider. Cost analysis was provide by the Treasurer.
2. In the recent past local municipalities have spent considerable sums to have organizational reviews. Our internal review is estimated to have saved between \$30,000 and \$70,000.
3. Council requested budget neutrality to maintain the 2021 Draft Budget's decrease in the net levy requirement, a first since 1999.

### **ANALYSIS:**

4. To generate budget neutrality please see the following:

Budget Impact	Position	Item	Low Range (\$)	High Range (\$)	
<b>Add Costs</b>	A/R Clerk (union)	Salary + Benefits	62,408	62,408	
	Deputy Clerk (level 4)	Salary + Benefits	94,176	110,796	
	Deputy Treasurer (level 4)	Salary + Benefits	94,176	110,796	
	GIS/Planning Technician (union)	Salary + Benefits	69,111	81,306	
	Manager of Roads (level 4) assumes Acting Director of Roads & Waste Mngt. (level 5)	Salary + Benefits	13,631	16,035	
		SUBTOTAL ADD		329,299	364,943



Budget Impact	Position	Item	Low Range (\$)	High Range (\$)
<b>Subtract Costs</b>	Communications (level 1)	Salary + Benefits	69,111	81,306
	Economic Development (level 3)	Salary + Benefits	83,944	98,758
	Recreation Staff (seasonal)	Benefits	38,000	38,000
	Recreation Lead Hand (1/3 year)	Salary + Benefits	20,000	20,000
	GM of Infrastructure	Salary + Benefits	125,461	147,602
	CBO (3/4 year at level 5.5 step 2)	Salary + Benefits	16,151	16,151
	Reduce OT for A/R	Salary + Benefits	12,000	12,000
	SUBTOTAL SUBTRACT		364,667	413,818
<b>Total Budget Impact Cost/(Savings)</b>			<b>(35,368)</b>	<b>(48,875)</b>

5. Miscellaneous costs (i.e., office equipment purchase, training, memberships, and conferences) will require managing in 2021 because indirect costs have the potential to increase the cost of the new employees, but most administrative positions are trained in house and we believe this cost can be absorbed in the current budget.

#### Outcomes of Reorganization

6. The Deputy Clerk would report to the Clerk and would:
- Strengthen cross-training among staff positions (Goal 3.3)
  - Enhance and improve the delivery of customer service (Goal 5.3)
  - Support economic development initiatives
  - Support communications initiatives
  - Provide back-up and continuity of services
  - Support records management, digitization, FOI requests, and filing
7. Review also revealed that a disbursement of Economic Development duties to the Deputy Clerk, Executive Assistant, and a newly created GIS/Planning Technician position could result in savings and increased capacity.
8. The GIS/Planning Technician position would report to the General Manager of Planning, Building and Bylaw and would:
- Strengthen cross-training among staff positions (Goal 3.3)
  - Enhance and Improve the delivery of customer service (Goal 5.3)
  - Create GIS interface for the Township (interactive maps for potential developers)
  - Support economic development initiatives
  - Support the building information officer



- Support administrative duties of the GM of Planning, Building, and Bylaw
9. While reviewing overtime requirements, it became clear that the A/R Clerk is over-burdened resulting in moderate overtime to the A/R Clerk and occasional overtime to A/P Clerk (for support). A second A/R Clerk was found to be a priority.
10. The A/R Clerk would report to the Treasurer and GM of Finance and would:
- Strengthen cross-training among staff positions (Goal 3.3)
  - Enhance and Improve the delivery of customer service (Goal 5.3)
  - Significantly reduce, if not eliminate, OT requirements in Financial Services
  - Support consistent collection of tax arrears (2 years + contacted)
    - i. This service would be offset by the ability to put costs of processing tax arrears onto the tax roll
  - Provide back-up and continuity of services
  - Decrease the risk of fraud (1 person receives the funds, 1 reconciles)
  - Increase response times on tax certificates, severances, supplementals
11. Administration is recommending that an additional A/R Clerk be approved and that we hire 2 A/R Clerks from the current cadre of applicants for the maternity leave position.
12. The increased reporting burden and provincial emphasis on asset management planning, long term financial plans have administration recommending a Deputy Treasurer be created.
13. The Deputy Treasurer would report to the Treasurer and GM of Finance and would:
- Strengthen cross-training among staff positions (Goal 3.3)
  - Enhance and Improved the delivery of customer services (Goal 5.3)
  - Provide back-up and continuity of services
  - Lead grant submissions (both processing and locating)
  - Allow for thorough financial review of all staff reports for life-cycle costing
  - Develop, maintain and update Asset Management Plans, long term financial plan
  - Support consistent collection of tax arrears
  - Allow for better management and leadership opportunities
  - Support with COVID-19 reporting burden



14. The Director of Water/Wastewater and the Acting Director of Roads and Waste Management would report directly to the CAO. Each would assume key functions previously supervised by the GM of Infrastructure. The Manager of Roads position is absorbed into the Director of Roads and Waste Management position.

**IMPACT ON 2021 BUDGET:**

15. As outlined above, it will have a desirous outcome on the budget.

16. Please keep in mind that there has been no consideration in this report, as it relates to potential COVID-19 related funding in 2021.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 3: Strengthen the Effectiveness and Efficiency of Our Organization

- 3.1 Initiate an Organizational Review
- 3.3 Strengthen Cross Training

Goal 5: Improve Internal and External Communications

- 5.3 Explore opportunities to enhance and improve the delivery of customer service

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 05-2021 be received and that the Council of the Corporation of the Township of South Glengarry direct Administration to proceed with the organizational realignment as outlined.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

# 2021 Organizational Review and Recommendations

By: Tim Mills CAO  
Council Meeting  
January 18th, 2021



# The Township of South Glengarry

## Corporate Strategic Plan

### Our Vision

A historically unique and proud community committed to an innovative future.

### Our Values

- Accountability
- Innovation
- Excellence
  - Trust
- Respect

### Our Mission

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

SOUTH GLENGARRY

Ontario's Celtic Heartland

# The Township of South Glengarry

## Corporate Strategic Plan

### STRATEGIC GOALS

- Enhance economic growth and prosperity
- Invest in infrastructure and its sustainability
- Strengthen the effectiveness and efficiency of our organization
  - Improve quality of life in our community
- Improve internal and external communications

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# BACKGROUND

- In the recent past local municipalities have spent considerable sums to have organizational reviews. Our internal review is estimated to have saved between \$30,000 and \$70,000.
- Council requested budget neutrality to maintain the 2021 Draft Budget's decrease in the net levy requirement, a first since 1999.

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# BACKGROUND

- The CAO reviewed the Organizational Chart to determine if HR related redeployment would create a more efficient Corporation. In consultation with the Treasurer, care was taken to not increase the 2021 budget line as a result of the restructuring.
- The initial updates occurred on December 7th and 18<sup>th</sup>, 2020 in closed session.

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# Outcomes of the Reorganization

## List of Additional Positions

A/R Clerk

GIS/ Planning Technician

Deputy Clerk

Deputy Treasurer

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# Outcomes of the Reorganization

- Review revealed that a disbursement of Economic Development duties would be assigned to the newly created positions of Deputy Clerk and GIS/Planning Technician. This would result in savings and increased capacity.
- While reviewing overtime requirements, it became clear that the A/R Clerk is over-burdened resulting in moderate overtime to the A/R Clerk and occasional overtime to A/P Clerk (for support). A second A/R Clerk was found to be a priority.
- The increased reporting burden and provincial emphasis on asset management planning, long term financial plans have administration recommending a Deputy Treasurer be created.

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# Outcomes of the Reorganization

## The A/R Clerk

- Reports to the Treasurer/General Manager of Finance
- Strengthen cross-training among staff positions (Goal 3.3)
- Enhance and Improve the delivery of customer service (Goal 5.3)
- Significantly reduce, if not eliminate, OT requirements in Corporate Services
- Support consistent collection of tax arrears (2 years + contacted)
  - This service would be offset by the ability to put costs of processing tax arrears onto the tax roll
- Provide back-up and continuity of services
- Decrease the risk of fraud (1 person receives the funds, 1 reconciles)
- Increase response times on tax certificates, severances, supplementals

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# Outcomes of the Reorganization

## The GIS/ Planning Technician

- Reports to the General Manager of Planning, Building & By Law
- Strengthen cross-training among staff positions (Goal 3.3)
- Enhance and Improve the delivery of customer service (Goal 5.3)
- Create GIS interface for the Township (interactive maps for potential developers)
- Support economic development initiatives
- Support the building information officer
- Support administrative duties of the GM of Planning, Building & By Law

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# Outcomes of the Reorganization

## The Deputy Clerk

- Reports to the Clerk
- Strengthen cross-training among staff positions (Goal 3.3)
- Enhance and improve the delivery of customer service (Goal 5.3)
- Support economic development initiatives
- Support communications initiatives
- Provide back-up and continuity of services
- Support records management, digitization, FOI requests, and filing

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# Outcomes of the Reorganization

## The Deputy Treasurer

- Reports to the General Manager of Finance & Treasurer
- Strengthen cross-training among staff positions (Goal 3.3)
- Enhance and Improved the delivery of customer services (Goal 5.3)
- Provide back-up and continuity of services
- Lead grant submissions (both processing and locating)
- Allow for thorough financial review of all staff reports for life-cycle costing
- Develop, maintain and update Asset Management Plans, long term financial plan
- Support consistent collection of tax arrears
- Allow for better management and leadership opportunities
- Support with COVID-19 reporting burden

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# Outcomes of the Reorganization

- The GM of Community Services will be renamed GM of Planning, Building and By Law and Economic Development will report to the CAO Office.
- The GM of Corporate Services will be renamed Treasurer and GM of Finance.
- The Director of Water/Wastewater and Acting Director of Roads and Waste Management would report directly to the CAO and each Director would assume key functions and responsibilities that previously fell under G.M of Infrastructure. The Manager of Roads position is absorbed into the Director of Roads and Waste Management position.
- The Clerk will be renamed the Director of Corporate Services/Clerk and assume supervision of the Deputy Clerk, Executive Assistant and Reception.

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# Outcomes of the Reorganization

## List of Eliminated Positions

Communications Coordinator

Economic Development and Tourism Coordinator

General Manager of Infrastructure

In addition, there will be savings with the following: overtime in finance; with seasonal and casual staff benefits; and impending retirements.

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# FINANCIAL ANALYSIS

Budget Impact	Position	Item	Low Range (\$)	High Range (\$)
Add Costs	A/R Clerk (union)	Salary + Benefits	62,408	62,408
	Deputy Clerk (level 4)	Salary + Benefits	94,176	110,796
	Deputy Treasurer (level 4)	Salary + Benefits	94,176	110,796
	GIS Position (level 1)	Salary + Benefits	69,111	81,306
	Manager of Roads (level 4) assumes Director of Roads & Waste Mngt. (level 5)	Salary + Benefits	13,631	16,035
		SUBTOTAL ADD		329,299

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# FINANCIAL ANALYSIS

	Low Range (\$)	High Range (\$)
Additional Staffing Costs	329,299	364,943
Reduction in Staffing Costs	364,667	413,818
<b>Total Budget Impact Cost/ (Savings)</b>	<b>(35,368)</b>	<b>(48,875)</b>

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# ALIGNMENT WITH STRATEGIC PLAN:

## Goal 3

- **Strengthen the Effectiveness and Efficiency of Our Organization**
  - 3.1 Initiate an Organizational Review
  - 3.3 Strengthen Cross Training

## Goal 5

- **Improve Internal and External Communications**
  - 5.3 Explore opportunities to enhance and improve the delivery of customer service

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# Looking Ahead in 2021

Key Studies/Audits to Consider	Identifiable Service Excellence
Roads Study	Policy/ By Law Reviews
Route Optimization	Upgrading Phone System to VOIP
Security Audit	Digitization of Records
Energy Efficiency	Records Management
Recreation Master Plan including Peanut Line	E-Scribe & E-Signature
Arena Study	E Commerce for Payments
Office Renovations	Cloud Permit in Building Department
Waste Management Landfill Review	
Asset Management Plan	
Roads Garage/Fire Hall	

**SOUTH GLENGARRY**

*Ontario's Celtic Heartland*

# The Township of South Glengarry

## MISSION

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.

SOUTH GLENGARRY


*Ontario's Celtic Heartland*

# QUESTIONS?



SOUTH GLENGARRY

*Ontario's Celtic Heartland*

 <b>The Township of South Glengarry</b> <b>Organizational Chart 2021</b>		
<b>Corporate Services</b>		
<b>Administration</b>	<b>Finance</b>	
Chief Administrative Officer	General Manager of Finance & Treasurer	<b>VACANT</b>
Clerk/Director of Corporate Services	<b>Deputy Treasurer</b>	
<b>Deputy Clerk/ Communications</b>	Accounts Receivable Clerk	
Human Resources Advisor	<b>Accounts Receivable Clerk</b>	
Executive Assistant	Accounts Payable Clerk	
Receptionist		
<b>Planning, Building &amp; By Law</b>	<b>Fire Services</b>	
General Manager of Planning, Building & By Law	Fire Chief	
Director of Development & Chief Building Official	Deputy Fire Chief/Training Officer	
Deputy Chief Building Official	Glen Walter	
Building Information Officer	Martintown	
<b>GIS/ Planning Technician</b>	Williamstown	
Manager Municipal Law Enforcement	Lancaster	
	North Lancaster	
<b>Infrastructure Services</b>	<b>Recreation, Parks &amp; Facilities</b>	
Director of Water & Wastewater	<b>Director of Recreation &amp; Facilities</b>	
Acting Director of Roads and Waste Management	Recreation Facilitator	
Lead Hand- Roads	Program Facilitator	
Roads Operator/Driver	Lead Hand	
Roads Operator/Driver	Facilities Operator	
Roads Operator/Driver	Facilities Operator	
Roads Operator/Driver	Facilities Operator- Seasonal	
Roads Operator/Driver	Facilities Operator- Seasonal	
Roads Operator/Driver	Facilities Operator- Seasonal	
Roads Operator/Driver	Facilities Operator- Seasonal	
Roads Operator/Driver		
Roads Operator/Driver		
Operator- Water & Wastewater		
Operator- Water & Wastewater		
Operator- Water & Wastewater		
Roads Operator/Driver- Seasonal		
Roads Operator/Driver- Seasonal		



## STAFF REPORT

S.R. 06-2021

**PREPARED BY:** Dave Robertson, Acting Director Recreation and Facilities

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Char-Lan Recreation Centre Operations

### **BACKGROUND:**

1. Effective December 26, 2020 at 12:01 am, the Township of South Glengarry's Char-Lan Recreation Centre (CLRC) and Arena were closed as directed by the Ontario Government, in consultation with the Chief Medical Officer of Health and other health experts, as the Provincewide Shutdown commenced.
2. The shutdown seeks to reduce the spread of COVID-19 to protect our most vulnerable and prevent health system capacity from becoming overwhelmed. These measures include closing all facilities for indoor and outdoor sports and recreational fitness activities.
3. The number of COVID-19 cases across our area and the province has been rising steadily and our healthcare system is on the brink of being overwhelmed. These measures are necessary to protect the health and safety of all residents.
4. As a result of the Provincewide shutdown and the closure of the CLRC to the public, staffing changes were made resulting in four casual staff being laid off.
5. On January 12, 2021, the Province announced a Stay-at-Home order along with new emergency measures for a 28-day period commencing on January 14<sup>th</sup> through to February 11<sup>th</sup>. 2021.
6. With indoor programming at the CLRC being closed from Dec. 26<sup>th</sup>, 2020 through Feb. 11<sup>th</sup>, 2021 (47 days), Administration has examined the financial and operational implications of continuing to operate the facility and continuing winter programming, specifically the maintaining of the ice surface, beyond January 19<sup>th</sup>, 2021.



### **ANALYSIS:**

7. The Recreation department is currently staffed with 4.5 full time employees. With no current indoor recreation programming, staff continue the maintenance of all Township facilities in addition to various other construction projects. Staff continue to plan for future programming needs in advance of future resumption.
8. The three largest user groups being the Char-Lan Minor Hockey Assoc., the Char-Lan Skating Club, the Char-Lan Rebels Jr. B hockey club were contacted to inquire about their intentions for the remainder of the winter season when restrictions are raised. COVID-19 restrictions have made their operations difficult this season and they all understand that any future planning may have limits.
9. It is assumed that various operational restrictions will continue to affect all user groups after February 11<sup>th</sup>, 2021. These assumed limitations will be to the number of users at a given time which will affect all team sports.
10. If the Recreation Department ceases winter operations of the refrigeration plant and the remainder of seasonal programming related to the ice surface in the Arena, operational savings will approximately equal any lost revenues. For this reason and the limited user group abilities after February 11<sup>th</sup>, 2021, Administration is recommending that they have the authority to cease winter programming activities related to the arena; and that the ice plant be turned off and the ice removed from the Arena for the remainder of the 2020-2021 winter season, pending consideration of realistic return to play.

### **IMPACT ON 2021 BUDGET:**

11. The financial impacts of ending the ice season would be a \$6,500 deficit (see chart below:

	Amount	Description (All for 1.5 months)
Revenue Loss		
- Ice Rental	(\$40,500)	Ice rental
- Hall Rental	(\$6,000)	Tartan Hall, Canteen
<b>TOTAL REVENUE LOSS</b>	<b>(\$46,500)</b>	
Operating Savings		
- Ice Operations	\$31,500	Ice Maintenance, Ice Conditioner, Electricity for plant and lighting
- Staffing	\$8,760	4 Casual and 2 Students
<b>TOTAL OPS SAVINGS</b>	<b>\$40,260</b>	
<b>Net Position</b>	<b>(\$6,240)</b>	



12. The negative 'net position' will be offset by Safe Restart Funding.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 06-2021 be received and that the Council of the Corporation of the Township of South Glengarry give administration the operational authority to cease winter programming activities related to the arena; and that the ice plant be turned off and the ice removed from the Arena for the remainder of the 2020-2021 winter season, pending consideration of realistic return to play.

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

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS



## STAFF REPORT

S.R. 07-2021

**PREPARED BY:** Shauna Baggs, Economic Development and Tourism Coordinator

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Rural Economic Development Funding Application

### **BACKGROUND:**

1. Ontario's Rural Economic Development (RED) program provides cost-share funding to support activities that create strong rural communities in Ontario, and opens doors to rural economic development through:
  - funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth
  - funding to build community capacity and support for economic development in Ontario's rural communities
  - investments in rural communities to help diversify and grow local economies – making economic growth more inclusive so Rural Ontario continues to share in the province's economic prosperity
2. Strategic economic infrastructure projects advance economic development and investment opportunities in Rural Ontario, such as:
  - rehabilitation of cultural, heritage or tourism attractions
  - redevelopment of vacant or under-used properties
  - main street minor capital improvements
3. The Strategic Economic Infrastructure Stream will provide up to 30% of eligible project costs to a maximum of \$250,000.
4. Applications for strategic economic infrastructure projects should include previously completed work (for example, plans, strategies, research and data) that identifies the project as an economic development priority like the recently completed South Glengarry Signage Policy 01-2020.



### **ANALYSIS:**

5. The purpose of the Signage Policy (Policy 01-2020) was to establish the criteria required to create and install community signage and which was approved by Council on September 21, 2020.
6. A detailed signage plan can develop a strong sense of place, create a positive first impression for visitors, provide important information about the Township and assist in wayfinding.
7. A consistent, branded design has been approved. There are many signs across the Township in varying states of repair, including a few locations that signage does not exist.
8. It is the intent that this funding application, will add additional funds to help erect new signage in locations across the Township and begin the multi-year initiative to replace all Township signs with the approved Council design.

### **IMPACT ON 2021 BUDGET:**

There will be no impact to the proposed 2021 budget. Signage was taken into consideration and planned for with the general economic development budget.

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

Goal 1: Enhance economic growth and prosperity  
 Goal 2: Invest in infrastructure and its sustainability  
 Goal 4: Improve quality of life in our community

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 07-2021 be received and that the Council of the Township of South Glengarry supports the funding application for the Rural Economic Development (RED) program Strategic Economic Infrastructure Stream to enhance wayfinding signage through out key locations in the Township as per Signage Policy 01-2020.

Recommended to Council for  
 Consideration by:  
 CAO – TIM MILLS



## STAFF REPORT

S.R. 08-2021

**PREPARED BY:** Shauna Baggs, Economic Development and Tourism Coordinator

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** South Glengarry Internet Needs Analysis Project

### BACKGROUND:

1. Access to high-speed Internet has become essential to daily living for all Canadians, no matter where they live. It is necessary to be able to work from home, for distance learning, to connect with family etc. Quality internet enables businesses to compete and transition smoothly to the digital economy (also referred to as the Internet Economy or New Economy). However, the reality of being connected to a dependable fast internet service for many rural residents doesn't exist. Research indicates there is a large connectivity gap — Canadians living in rural and remote areas have less access to high-speed Internet and pay more than those living in urban areas.
2. A reliable high-speed internet connection ensures that rural Canadians can have access to equal opportunities. To address the gap, the Federal Government has set a goal for all Canadians to have access to high-speed internet of at least 50 Megabits per second download and 10 megabits per second upload speeds. With the increased investment in the Universal Broadband Fund (funding designed to meet the needs of rural and remote communities), the plan is to connect at least 90% of Canadians by 2021 and 98% of Canadians by 2026.
3. The province of Ontario has also recognized the importance of reliable high-speed internet and has invested millions of tax dollars to improve broadband infrastructure across the province. The Provincial Broadband and Cellular Action Plan has committed \$315 million of investments with the potential to stack partner funding from private sector and other levels of government to result in up to \$1 billion in broadband infrastructure investments.
4. Ontario is investing \$150 million in a new funding initiative - Improving Connectivity for Ontario (ICON) program that when leveraged with partner funding has the potential to result in total investment of \$500 million to improve broadband and cellular coverage in underserved and unserved communities.



5. Glengarry actively pursued internet service providers (ISP) in hopes that an application to the ICON program would be filed. Administration conducted meetings with three service providers (Bell, Xplornet and Cogeco) resulting in Bell pursuing the program. Bell filed an application that will improve services throughout the United Counties, including South Glengarry. To date, Bell has not provided the specific details and benefits this program will bring to South Glengarry residents. This will be forthcoming depending on the success of the application.
6. To help narrow the scope and lobby for eastern Ontario the Eastern Ontario Regional Network (EORN) continues to work on further expanding fixed broadband services. EORN continues to lobby both provincial and federal governments to fulfill local connectivity goals and have completed a study to determine how to bring internet speeds of one gigabit per second (1 Gbps/1,000 Mbps) to homes and businesses in the region.
7. Locally, South Glengarry residents and businesses have expressed frustration with current high-speed availability. Council has implemented a connectivity committee to encourage high-speed opportunities and to develop a work plan to address community needs.

### **ANALYSIS:**

8. As outlined above, there are many levels of support for improving rural connectivity including financial and social from multiple levels of government and key partner organizations. The question remains: Why do South Glengarry residents and businesses still struggle connecting to reliable, fast internet?
9. The large internet service providers (ISP) are for-profit businesses that are accountable to shareholders. It is very difficult to justify the cost of the project (infrastructure, engineering, sales etc.) with low return on investment. This can be seen throughout the Township. In areas where population density is higher the availability of reliable high speed is accessible. Unfortunately, for those living outside residential hamlets the service is lacking or non-existent.
10. The Federal Government has committed to 50 megabits download speed and 10 megabits upload speed for 90% of Canadians by the end of the 2021. To ensure South Glengarry achieves these standards set by Canadian Radio and Telecommunications Commission (CRTC) it is important to understand the dynamics, financial investment and site-specific challenges that may impact the implementation of the project.
11. A detailed analysis needs to be undertaken to assess existing internet speeds, options for connection, potential challenges, financial investment, funding



opportunities, potential service providers and finally a work plan to achieve results.

12. Administration recommends to Council that staff prepare a Request for Proposal (RFP) to hire a consultant to provide the municipality with an accurate technical analysis of South Glengarry current internet availability, identify possible challenges, estimate costs and deliver a work plan that will be presented to the Connectivity Committee for review and to Council for approval. The work plan will be implemented when programs and funding is available with administration measuring the successes.
13. If Council directs staff to proceed with the RFP, the results of the RFP will be provided to council with a recommendation to retain a consultant prior to administration proceeding with this project.

### **IMPACT ON 2021 BUDGET:**

It is anticipated that the costs of this analysis will be in the \$40-50K based on research conducted. The true cost of the analyses will be available once the proposals are received. This project was purposely not included in the 2021 Township budget as administration expects to recommend to Council that this project be paid for through the Modernization Reserve Fund or the COVID-19 Relief Reserve Fund.

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

- Goal 1: Enhance economic growth and prosperity
- Goal 2: Invest in infrastructure and its sustainability
- Goal 4: Improve quality of life in our community

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 08-2021 the Council of the Township of South Glengarry receives this report and directs administration to prepare and issue a request for proposal to retain a qualified consultant to prepare a High-Speed Internet Needs Analysis for the entire Township.



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



**STAFF REPORT**

**S.R. 09-2021**

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

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Fredkan-Grant Marion Construction Ltd. Zoning By-Law Amendment

**BACKGROUND:**

**Site Location:**

1. The subject property is legally described as Part of Lot 12, Registered Plan No. 101 and Part of Lots 52, 77, 78, and 79 of Registered Plan No. 142 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

**Owner/Applicant:**

2. Township of FredKan Holdings Inc. & Grant Marion Construction Ltd.

**Description of Site and Surroundings:**

3. The subject property is located on the north side of County Road 2, west of the service station in the Settlement area of Glen Walter. The subject site consists of 3 separate parcels that are proposed to be merged. The surrounding lands are characterized as a 4 plex located to the west, a commercial service station to the east and residential dwellings to the north and south.

**Summary of Requested Zoning Proposal:**

4. On November 26, 2020 the Township accepted the zoning amendment application; said application was deemed complete on November 27, 2020. The purpose of the application is to rezone the subject site from General Commercial (CG) and Residential One (R1) to Residential Three (R3) to permit the development of a three-unit Townhouse.



## **ANALYSIS:**

### **Planning Rationale:**

#### **Provincial Policy Statement**

5. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2020, a document that provides further policies on matters of Provincial interest related to land use development. This recommended Zoning By-law amendment is considered to be consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2020 specifically section 1.0 Building Strong Healthy Communities, subsection 1.1.3. Settlement Areas and 1.4 Housing.

#### **Official Plan Designation**

6. The subject property is located within the Urban Settlement Area of Glen Walter and is designated Residential District in the United Counties Official Plan. This zoning amendment application conforms to the Official Plan as Section 3.5 of the Official Plan permits a full range of low, medium and high-density residential development in the Residential District.

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

7. The subject site is currently zoned General Commercial (CG) and Residential One (R-1) in the Township's Zoning By-Law 38-09.
8. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

#### **Public Consultation:**

9. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on December 21, 2020. There were members of the public in attendance at the meeting, but no verbal comments were provided nor were any written comments received before or after the public meeting pertaining to this application. The United Counties of SDG and Transportation and Planning Department were also circulated, SDG requested to be circulated through the site plan approvals process to review stormwater outlets to the county road. A setback permit will be required to permit construction within 45m of the



centerline of the county road; and, the County prefer to have the entrance for the proposed townhouse off of Glen Walter Park Rd.

10. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of an application. This process will be completed within the prescribed timeframe as a decision will be made on day 53.
11. The proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020, it conforms to the United Counties Official Plan. The proposed amendments are appropriate for the subject property as the proposed use is compatible with the surrounding land uses and will add a new mix of housing within the Glen Walter area.
12. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the application, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
13. Council also has the option to refuse the application. Should Council wish to refuse the application, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council

**IMPACT ON 2021 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 09-2021 be received and by-law 03-2021 being a by-law to amend by-law 38-09, the comprehensive Zoning By-Law for the Township of South Glengarry and for the property legally described as Part of Lot 12, Registered Plan No. 101 and Part of Lots 52, 77, 78, and 79 of Registered Plan No. 142, in the geographic Township of Charlottenburgh, rezone the subject site from General Commercial (CG) and



Residential One (R1) to Residential Three (R3) to permit the development of a three-unit Townhouse.

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

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

**SG-G-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 03-2021  
FOR THE YEAR 2021**

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

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

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

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

**THAT** the area affected by this by-law is legally described as Part of Lot 12, Registered Plan No. 101 and Part of Lots 52, 77, 78, and 79 of Registered Plan No. 142 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule "A" attached hereto and forming part of this by-law.

**THAT** the property located at Part of Lot 12, Registered Plan No. 101 and Part of Lots 52, 77, 78, and 79 of Registered Plan No. 142 in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from General Commercial (CG) and Residential One (R1) to Residential Three (R3) to permit the development of a three-unit Townhouse.

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

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 18th DAY OF JANUARY, 2021.***

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

**BY-LAW 03-21**  
**EXPLANATORY NOTE**

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject properties from General Commercial (CG) and Residential One (R1) to Residential Three (R3) to permit the development of a three-unit Townhouse.

# Schedule "A"



Lands to be zoned to  
Residential Three (R3)

**This is Schedule "A" to By-law 03-2021  
Adopted this 18th day January, 2021**

**Township of  
South Glengarry**

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

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



## STAFF REPORT

S.R. 10-2021

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

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Lapensee Zoning By-Law Amendment

### **BACKGROUND:**

#### **Site Location:**

1. The subject property is legally described as Part of Lot 33 Concession 1, NRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry.

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

2. Lawrence Lapensee

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

3. The subject site is located on the south side of County Road 18. The subject site is 18.69 hectares in size. A consent was recently granted to dispose of the surplus dwelling from the farming operation; this property is vacant and is framed by the Raisin River to the south. The surrounding lands are characterized as residential and farmland.

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

4. On November 18, 2020, the Township accepted a zoning amendment application; said application was deemed complete on November 27, 2020. The purpose of this application is to reduce the minimum lot area from 20 hectares to 18.69 hectares and to prohibit residential construction.

### **ANALYSIS:**

5. The United Counties of SDG recently adopted a new Official Plan (OP) in 2017 which was approved by the Ministry of Municipal Affairs and Housing with modifications in February 2018 and was appealed by both the United Counties



and the Township of South Glengarry therefore some of the schedules of the former Official Plan are still in effect. The subject property is designated Agricultural Resource in the former and the new Official Plan and is subject to policies in the new Official Plan. The former OP and the current OP serve as the Township's OP.

### **Planning Rationale:**

#### **Provincial Policy Statement**

6. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2020, a document that provides further policies on matters of Provincial interest related to land use development. The recommended Zoning By-law amendment is consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2020 specifically section 2.3, subsection 2.3.4.1. c) 2. by prohibiting residential construction.

#### **Official Plan Designation**

7. The subject property is designated Agriculture Resource in the United Counties Official Plan. This zoning amendment application conforms to the Agricultural Resource Lands section 5.3 and to section 8.12.13.3.7 iii. in the United Counties Official Plan

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

8. The subject property is currently zoned Agricultural and Natural Hazard in the Township's Zoning By-Law 38-09. Agricultural uses are permitted.
9. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

#### **Public Consultation:**

10. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on December 21, 2020, no members of the public spoke in opposition or support of this proposed amendment nor were any written comments received. The United Counties were circulated on this application; they had no comments.



11. The Ontario Planning Act requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. A decision will be made on day 61.
12. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS-2020 and it conforms to the United Counties Official Plan. The proposed amendment is appropriate for the site as the subject property is large enough to accommodate an agricultural operation and residential construction is prohibited.
13. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Planning Report for future consideration.
14. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

**IMPACT ON 2021 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 10-2021 be received and by-law 04-2021, being a by-law to amend by-law 38-09, the comprehensive Zoning By-Law for the Township of South Glengarry and for the property legally described as Part of Lot 33 Concession 1, NRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from Agricultural (AG) and Natural Hazard (NH) to Agricultural – Exception Twenty-Six (AG-26) and Natural Hazard (NH) to reduce the Minimum Lot Area from 20 hectares to 18.69 hectares and to prohibit residential construction, be read a first, second and third time, passed, signed and sealed



this 18th day of January, 2021. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

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

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

**SG-G-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 04-2021  
FOR THE YEAR 2021**

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

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

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

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

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

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

**THAT** the area affected by this by-law is legally described as Part of Lot 33 Concession 1, NRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule "A" attached hereto and forming part of this by-law.

**THAT** the property located at Part of Lot 33 Concession 1, NRR in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry be rezoned from from Agricultural (AG) and Natural Hazard (NH) to Agricultural – Exception Twenty-Six (AG-26) and Natural Hazard (NH) to reduce the Minimum Lot Area from 20 hectares to 18.69 hectares and to prohibit residential construction.

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

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 18th DAY OF JANUARY, 2021.***

**MAYOR:**

**CLERK:**

**BY-LAW 04-2021**  
**EXPLANATORY NOTE**

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject property from Agriculture (AG) and Natural Hazard (NH) to Agriculture – Exception Twenty-Six (AG-26) & Natural Hazard to reduce the Minimum Lot Area from 20 hectares to 18.69 hectares and to prohibit residential construction.

# Schedule "A"



Lands to be zoned to  
Agricultural - Exception  
Twenty-Six (AG-26) &  
Natural Hazard (NH)

**This is Schedule "A" to By-law 04-2021  
Adopted this 18th day January, 2021**

**Township of  
South Glengarry**

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

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



**STAFF REPORT**

**S.R.11-2021**

**PREPARED BY:** Joanne Haley, GM Community Services  
**PREPARED FOR:** Council of the Township of South Glengarry  
**COUNCIL DATE:** January 18, 2021  
**SUBJECT:** Bertoldi Zoning By-Law Amendment

**BACKGROUND:**

**Site Location:**

1. The subject property is legally described as Part of Lot 17 Concession 9, being Parts 2 and 5 of Reference Plan 14R 6139 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

**Owner/Applicant:**

2. Gino Bertoldi

**Description of Site and Surroundings:**

3. The subject site is located on the south west corner of Concession Road 10 and Third Line Road. The subject site is approximately 93 acres in size. The subject property contained a cabin that was built without a building permit that South Glengarry Township was unaware of. The cabin was recently relocated and is now visible to the road. The subject property is primarily treed, and the surrounding lands are characterized as residential, farmland and forest.

**Summary of Requested Zoning Proposal:**

4. On November 27, 2020, the Township accepted a zoning amendment application; said application was deemed complete on November 30, 2020. The purpose of this application is to permit a Cabin as a primary and permanent use.



## **ANALYSIS:**

### **Planning Rationale:**

#### **Provincial Policy Statement**

1. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2020, a document that provides further policies on matters of Provincial interest related to land use development. The recommended Zoning By-law amendment is consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2020 specifically section 2.3, subsection 2.3.3.1.

#### **Official Plan Designation**

2. The subject property is designated Agriculture Resource in the United Counties Official Plan. This zoning amendment application conforms to the Agricultural Resource Lands section 5.3. in the United Counties Official Plan

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

3. The subject property is currently zoned Agricultural in the Township's Zoning By-Law 38-09. A cabin is a permitted use subject to a temporary use by-law or a site-specific zoning by-law amendment.
4. The Township's Zoning By-Law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

#### **Public Consultation:**

5. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on December 21, 2020, no members of the public spoke in opposition or in support of this proposed amendment nor were any written comments received.
6. The Ontario Planning Act requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. A decision will be made on day 52.



7. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS-2020 and it conforms to the United Counties Official Plan. The proposed amendment is appropriate for the site as the subject property is large enough to accommodate an agricultural operation and residential construction is prohibited.
8. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Planning Report for future consideration.
9. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

**IMPACT ON 2021 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 11-2021 be received and by-law 05-2021, being a by-law to amend by-law 38-09, the comprehensive Zoning By-Law for the Township of South Glengarry and for the property legally described as Part of Lot 17 Concession 9, being Parts 2 and 5 of Reference Plan 14R 6139 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry be rezoned from Agriculture (AG) to Agriculture – Exception Twenty-Seven (AG-27) to permit a Cabin as a primary and permanent use, be read a first, second and third time, passed, signed and sealed this 18th day of January, 2021. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.



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

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

**SG-G-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 05-2021  
FOR THE YEAR 2021**

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

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

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

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

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

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

**THAT** the area affected by this by-law is legally described as Part of Lot 17 Concession 9, being Parts 2 and 5 of Reference Plan 14R 6139 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule "A" attached hereto and forming part of this by-law.

**THAT** the property located at Part of Lot 17 Concession 9, being Parts 2 and 5 of Reference Plan 14R 6139 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry be rezoned from Agriculture (AG) to Agriculture – Exception Twenty-Seven (AG-27) to permit a Cabin as a primary and permanent use.

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

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 18th DAY OF JANUARY, 2021.***

**MAYOR:**

**CLERK:**

**BY-LAW 05-2021**  
**EXPLANATORY NOTE**

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject property from Agriculture (AG) to Agriculture – Exception Twenty-Seven (AG-27) to permit a Cabin as a primary and permanent use.

# Schedule "A"



Lands to be zoned to  
Agricultural - Exception  
Twenty-Seven (AG-27)

**This is Schedule "A" to By-law 05-2021  
Adopted this 18th day January, 2021**

**Township of  
South Glengarry**

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

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



## STAFF REPORT

S.R. 12-2021

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

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

**COUNCIL DATE:** January 18, 2021

**SUBJECT:** Private Roads Assumption Policy

### **BACKGROUND:**

1. The Township receives requests to assume Private Roads from time to time. The requests are normally submitted for the provision of road maintenance activities.
2. Historically, the Township has worked with the Proponents to review the request on a case by case basis.
3. The Township does not assume Private Roads until such time as they are constructed to the Township's Standards.
4. The costs to construct Private Roads to the Township's Standards is the responsibility of the Private Road Association – the Proponent.
5. There is no formal Policy in place for the Assumption of Private Roads.
6. Council directed Administration to develop a Draft Policy for review and adoption.

### **ANALYSIS:**

7. The General Manager Infrastructure Services has researched and reviewed Private Road Policies from other Municipalities.
8. A Draft Policy has been developed for Council Review along with a By-Law to Adopt the policy once it has been vetted by Council.
9. This policy establishes guidelines and minimum standards for the upgrading of existing private roads. The goal of this policy is:



- to ensure consistency in the upgrading of existing and construction of new municipal roads;
- to ensure adherence to the Official Plan;
- to ensure that proponents build new municipal roads to a minimum municipal standard;
- to avoid passing any new development costs to ratepayers of the municipality; and
- to control the means by which the Township may assume private roads to provide fairness and consistency

**IMPACT ON 2021 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 5: Improve internal and external communications

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 12-2021 be received and that the Council of the Township of South Glengarry read By-Law 07-2021, being a By-law to establish a Policy for the Assumption of Private Roads a First & Second time this 18th Day of January 2021.

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

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**SG-I-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 07-2021  
FOR THE YEAR 2021**

***BEING A BY-LAW TO ADOPT AN ASSUMPTION OF PRIVATE ROADS POLICY  
AND MINIMUM ROAD CONSTRUCTION STANDARDS***

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

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

**AND WHEREAS** Section 400 (d) of the Municipal Act, S.O. 2001, Chapter 25, as amended, provides the Minister to make regulations providing for matters with respect to fees or charges relating to a local improvement;

**AND WHEREAS** Ontario Regulation 586/06 entitled "Local Improvement Charges - Priority Lien Status" outlines the requirements for Local Improvement Charges;

**AND WHEREAS** Section 31(1) of the Municipal Act, S.O. 2001, Chapter 25, as amended, provides after January 1, 2003, land can only become a highway by virtue of a by-law establishing the highway;

**AND WHEREAS** the Township of South Glengarry deems it advisable to adopt a Private Roads Policy and Minimum Construction Standards in order to establish the process to be followed and the minimum construction standards required for any private road, prior to Council's consideration of possibly assuming the road for public use and providing maintenance by Township resources;

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

1. **THAT** the Council of the Township of South Glengarry does hereby adopt Policy 01-2021 for the "Assumption of Private Roads Policy and Minimum Road Construction Standards" attached hereto as Schedule "A"
2. **THAT** this By-law shall come into force and take effect on the date of its final passing.

***READ A FIRST & SECOND TIME THIS 18TH DAY OF JANUARY 2021***

***READ A THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL  
THIS \_\_\_\_\_ 2021.***

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**MAYOR:**

**CLERK:**

<b>South Glengarry</b>				<b>POLICY</b>
Policy Number:	<b>01-2021</b>	Review Frequency:	<b>5 Years</b>	
Approved By:	<b>Council</b>	Date Approved:	<b>January 18, 2021</b>	
		Revision Date:		
Subject:	<b>Private Roads Policy And Minimum Road Construction Standards Schedule "A" To By-Law #07-2021</b>			

## 1. RATIONALE

The Township of South Glengarry is a rural municipality with many private roads accessing waterfront properties. There is an increasing demand for waterfront and water view development. Many of the current roads are seasonal and/or private roads, and as development continues and land transfers occur, there will be a demand for the municipality to upgrade and/or assume some of these roads.

Private roads are the principal means of access for many waterfront property owners. Aside from setting the width of rights-of-ways and suggesting construction and maintenance standards, the Township has no jurisdiction over private roads.

The Assumption of Private Roads Policy and Minimum Road Construction Standards will establish how the Township will control road construction standards as well as determine who will be responsible for the costs associated with achieving these standards.

It is the intent of the Council of the Township of South Glengarry to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers, and in some cases residents whose properties are abutting and/or accessed by seasonal and/or private roads.

Unless it is clearly in the public interest and for the general benefit of the Township as determined by Council, it is not intended that private roads will be assumed by the Township and no responsibility for access, snow clearance, maintenance, repair, liability or other obligation is acknowledged for such unassumed road.

Council shall review each proposal on a case by case basis to determine if the assumption of that road would best serve the Township and the residents therein.

## 2. POLICY STATEMENT

The purpose of this policy is to establish the process to be followed and the minimum construction standards required for any private road, prior to Council's consideration of possibly assuming the road for public use and providing maintenance by Township resources.

It is in the public's interest that all roadways assumed by the municipality meet a minimum standard. To this end the Township Council will, upon request only and as budget allows, consider assuming private roads which meets the Township's minimum road construction standards as specified in Appendix 'A' attached hereto. The costs associated with the works necessary to meet the minimum construction standards and administrative and legal costs associated with the assumption of the road shall be borne by the Proponents.

### 3. OFFICIAL PLAN (SDG)

The County Official Plan is an upper tier Plan with detailed policies that reflect provincial, County and local interests. Local Municipalities rely on the County Official Plan as a single tier Official Plan. The County Official Plan also contains guidance for more detailed policies for community development.

Section 4.3.6.4 of the Official Plan states the following:

Private roads are under private ownership serving multiple properties. New private road construction will be limited to minor extensions to existing private roads where public road frontage cannot be provided, or as part of a condominium or in a park, campground, mobile home park or on the lands of a public authority. Where private roads are permitted, effective legal mechanisms should be used to achieve minimum road standards, permanent access, and long-term maintenance. This may include Plan of Condominium or private easements.

Local Municipalities are not obliged to assume a private road but may do so where the road is constructed or improved to municipal standards without an amendment to this Plan. Roads constructed as part of a condominium shall be constructed to municipal standards. No new lot creation will be permitted on a private road other than for a condominium development or mobile home park.

Local Municipalities or school boards are not obliged to provide services (e.g. emergency services, garbage collection, school bussing) on private roads which are impassable or sub-standard.

### 4. ASSUMPTION OF PRIVATE ROADS

Council may assume a private road where the standards meet the design and construction requirements for township roads or are constructed to an alternative standard acceptable to Council, and where the road allowance is dedicated (transfer of title) to the municipality and is surveyed.

If it is physically impossible to widen an existing substandard private road, Council may, at its discretion, accept a lesser width.

Prior to deciding on the assumption of a private road, Council may require a cost-benefit analysis to determine if the operational costs of assuming and maintaining the road will be offset by property tax revenues. The costs for upgrading a private road to a Township standard will typically be borne by the adjacent property owners (e.g. survey, legal and construction costs).

### 4. POLICY PURPOSE

This policy establishes guidelines and minimum standards for the upgrading of existing private roads. The goal of this policy is:

- to ensure consistency in the upgrading of existing and construction of new municipal roads;
- to ensure adherence to the Official Plan;
- to ensure that Proponents build new municipal roads to a minimum municipal standard;
- to avoid passing any new development costs to ratepayers of the municipality; and
- to control the means by which the Township may assume private roads to provide fairness and consistency

## 5. DEFINITIONS

These definitions are included solely for the purpose of understanding this policy.

"Council" shall mean the municipal Council of The Corporation of the Township of South Glengarry

"Manager" shall mean the General Manager of Infrastructure Services or his/her designates.

"Municipal Roads" shall mean roads and highways that have been assumed by the municipality and are maintained year-round by the municipality

"Private Roads" shall mean roads that have not been assumed by the municipality, which provide access by means of a registered right-of-way to private property; the use and maintenance of which is the responsibility of the abutting landowners

"Proponents" shall mean developers, residents, or ratepayer or other associations who are building a new road or are upgrading or requesting the municipality to upgrade an existing private road to a municipal road for assumption and maintenance.

"Township" shall mean the Corporation of the Township of South Glengarry.

## 6. POLICY INTENT

It is the intent of the Township of South Glengarry:

- to provide minimum construction standards for private roads within the Township.
- to provide standard guidelines for all private roads within the Township.
- to apply consistently the minimum standard to ensure the quality of new road construction and the upgrading of existing roads to municipal roads.
- to ensure that all Proponents are held to the same standard of quality.
- to not assume responsibility for or maintenance of any private road except as outlined below. Should Council ever deem it necessary to assume such a road, it must first be brought up to municipal standards as detailed in Appendix 'A'.
- to provide an equitable and fair process for undertaking any road improvements and collecting the cost of such improvements from the benefiting property owners through the provisions of the *Municipal Act, 2001*, Local Improvement Charges (O. Reg. 586/06) – Priority Lien Status regulations.

## 7. POLICY PROCEDURE, IMPLEMENTATION AND ROAD STANDARDS

When submitting a proposal to the Township, all documentation and information must satisfy Council that the assumption of the private road is in the public interest, and that the Proponent acknowledges and accepts that any and all costs associated with such assumption are to be borne by the Proponent, and the following procedures applied.

## 8. CRITERIA FOR COUNCIL

Without being necessarily limited to the following, Council should consider the following criteria in determining if it is in the public interest to assume a private road:

- Does the road serve, or will it serve, five (5) or more separate and distinct

- private parcels of land which are being used, or are capable of being used for the purposes permitted within that zone, on a year-round basis?
- Would the assumption of the road over-extend existing municipal roads maintenance programs, operations and resources?
  - Are there bridges or Culverts on the Private Road that will need to be inspected and evaluated for Structural Adequacy as per the Ontario Structures Inspection Manual.
  - Was the road constructed to the standards as stated herein, thus avoiding costly future repairs?
  - Will the assumption of the road promote further desired development?
  - Would further development require the road to be extended?
  - Would further development on this road over-extend existing municipal services?
  - Would the road facilitate the safe and efficient movement of goods and people?
  - Council must be satisfied that not less than two-thirds of all property owners who will receive direct benefit from the assumption of the road agree to the undertaking of the study and the assumption of the private road by the Township.
  - Council must be satisfied that the Conservation Authority has been notified and regulations are followed where there could be any interference with wetlands or any alterations to shorelines and watercourses.
  - Is there a reference plan prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption?
  - Has the Proponent provided original deeds and certification of title for the lands in question prepared by the Proponent's Solicitor?
  - Has the Township received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road?

## 9. IMPLEMENTATION

The Township shall only consider the assumption and maintenance of private roads following receipt of a petition to Council in accordance with the Local Improvement Charges – Priority Lien Status regulations, and if the road is brought up to the standards of the Township as detailed in Appendix "A" to this policy.

The petition must contain the signatures of two-thirds (2/3) of the property owners having frontage on the road to be assumed and representing at least one-half (1/2) of the assessed value of the lots liable to be specially charged for the work.

Acknowledgement from the petitioners that if the Township undertakes a Local Improvement to bring the road up to Township standards the cost of the work shall be borne by the Proponents and the Township will impose special frontage charges on the lots that abut the work and other lots that will immediately benefit from the work.

Included in the special frontage charges under the Local Improvement regulations will be; property acquisition costs (if any), capital construction costs, engineering and legal expenses, surveying costs, reasonable administrative costs and interest on short and long- term borrowing.

Upon receipt of a petition requesting assumption of a roadway, Township staff will verify the sufficiency of the petition, i.e., petitions not supported by two-thirds of the property owners will not be considered, or assumption of portions of a road less than 500 meters will not be considered unless the road links existing maintained Township roads

Township staff will prepare an Administrative Staff Report and if Council agrees "in principle" with the possible assumption of the road then the work

will proceed following the Local Improvement Charges – Priority Lien Status regulations.

Prior to assuming the road section, the Township shall request an independent review of the subject road, including bridges and culverts, at the Proponent's expense. This review will include a report on the as-built condition of the existing infrastructure by a professional engineer and a cost-benefit analysis to determine the life cycle asset management costs, the operational costs of maintaining the infrastructure and the impact on Township resources. In addition, the consultant will prepare, as part of the engineering report, an estimate of all costs relating to the construction or reconstruction of the non-assumed road to the standards as stated herein. The cost of the independent engineering review and cost-benefit analysis will be borne by the Proponents.

Prior to the commencement of an engineering study the Proponent shall submit to the Township a refundable deposit of five thousand dollars (\$5,000.00). The General Manager Infrastructure Services is to provide the Proponent with the Engineer's estimate and an additional deposit may be required prior to proceeding. This deposit will be used to cover the engineering review costs and the amount may be increased as needed if the review is more complex.

Any amount of the deposit not needed to cover the independent review will be returned to the Proponent.

Any formal requests and petitions for road assumption received after August 31<sup>st</sup> will not be considered until the following year to avoid unreasonable demands on the Township's winter control operations.

## **10. DEVELOPMENT AGREEMENT**

Prior to the commencement of any construction or reconstruction the Township and the Proponent shall enter into a Development Agreement, which will address all matters pertaining to the road assumption, financial, and otherwise, and shall be registered on title for all applicable properties.

The Development Agreement in addition to addressing the technical and financial aspects of the road assumption shall require:

- The Proponent shall provide proof to the Township that the Contractor is qualified, experienced and has the equipment and personnel to successfully complete the work and provided WSIB Clearance Certificates and adequate liability insurance in accordance with the Township's Procurement By-law.
- The Proponent shall obtain all necessary permits and approvals as required. Construction or installation of services shall not take place until the Proponent has obtained all necessary permits and approvals and has complied with all requirements as outlined by the General Manager Infrastructure Services.
- The Proponent to survey and convey to the Township, if non-municipally owned property, free and clear of all encumbrances, title to the land on which the road to be assumed is located, and the said lands shall be not less than 20 meters (66 feet) in width, together with any easements necessary for drainage and utilities.
- In the event the Proponent fails to proceed with the required construction or reconstruction as identified herein, there shall exist no obligation on the part of the Township: to continue with any construction or reconstruction as required, to reimburse the Proponent for any costs that he or she has incurred with the proposal, or to assume the road or any part thereof into the municipal road system, until such time as all construction or reconstruction as required is completed to the

standards as identified herein.

## 11. TOWNSHIP ROAD STANDARDS

The Geometric Design of roads, including horizontal and vertical alignment, will be based upon the Geometric Design Standards for Canadian Roads, as published by the Transportation Association of Canada.

The Road Standards are to be consistent with the Road Standards and Typical Sections from the Townships Subdivision Development and Site Plan Design Guidelines.

Appendix 'A' to this policy provides specifics for the Minimum Road Construction Standards that must be met prior to the assumption of any private road.

Road improvements and work necessary to bring a road up to the standards listed in Appendix 'A' may include; property acquisition for road allowance widening, tree removal, road base and/or surface improvements, drainage improvements, horizontal and vertical alignment improvements, removal of encroachments and signage installation.

## APPENDIX 'A'

TOWNSHIP OF SOUTH GLENGARRY MINIMUM ROAD  
CONSTRUCTION STANDARDS

Road Construction Standards	Private Roads Guidelines
Right-of-Way	20 m (66')
Minimum Clearing Width	10 m (33')
Design Speed	40 km/hr.
Maximum Grade	8%
Surface Width	7 m (23')
Shoulder Width	0.3 m Each Side
Turnarounds OPSD 500.01 Min. Type 'B'	10 m (33') Radius Including Shoulder
Surface Material Granular "A" Compacted Depth	150 mm (6")
Base Material or Cover over Bedrock Granular "B" Compacted Depth	300 mm (12") (Depending on Sub-Grade Material)
Ditches	0.5 m (1.5')
Culverts	300 mm (12") CSP or Approved Equivalent



December 21, 2020

**MINUTES OF  
COMMITTEE OF ADJUSTMENT**

**Township of South Glengarry**

A meeting of the Committee of Adjustment was held at 5:30 pm on December 21st, 2020 via a public zoom webinar with phone access.

**Committee Members present were:** Mayor Frank Prevost, Deputy Mayor Lyle Warden (Chairperson), Councillor Sam McDonell, Councillor Martin Lang, Councillor Stephanie Jaworski, Kaylyn MacDonald, Deputy Clerk, and Secretary-Treasurer Joanne Haley

**MOVED BY:** Sam McDonell  
**SECONDED BY:** Frank Prevost

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of December 21st, 2020 is hereby called to order.

**CARRIED**

**Meeting was called to order at 5:30 pm**

**Approval of Agenda**

**MOVED BY:** Martin Lang  
**SECONDED BY:** Sam McDonell

**BE IT RESOLVED THAT** the Agenda be approved as presented.

**CARRIED**

**Approval of Minutes**

**MOVED BY:** Stephanie Jaworski  
**SECONDED BY:** Martin Lang

**BE IT RESOLVED THAT** the Minutes of the December 7, 2020 meeting be approved as presented.

**CARRIED**



## **Declaration of Pecuniary Interest**

None

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

- Luc Marion
- Alan Kruszel
- William Berryman
- Jacqueline Milner

## **Review of Application:**

### **1. Application A-41-20- Berryman**

Joanne Haley provided to the Committee the following information:

- **Subject Property:**  
Part of Lot 8 & 9 Concession 1, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located on 149<sup>th</sup> Ave.
- **Proposed Minor Variance:**
  - The applicant proposes to construct a single detached dwelling and a detached residential garage within the watercourse setback, the following relief from the Zoning By-Law 38-09 is requested:
  - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 15 meters to the proposed single detached dwelling and to 24.5 meters to the proposed detached residential garage.
  - The property owner retained an OLS to obtain a topographical survey. The survey revealed that the subject property is above the floodplain and therefore developable
  - The subject property is .66 acres in size and will be serviced by a septic system and a well
- **Planning:**  
The property is designated Residential District in the County Official Plan; this application conforms to the general intent of the Official Plan. The property is zoned Flood Plain-Holding and conforms to the general intent of the Zoning By-law.



- **Consultation:**

The RRCA was involved in pre-consultation meetings, completed a property inquiry and reviewed the topo survey; I have not received formal written comments to date I have received no public comments to date.

- **Recommendation:**

- These applications were circulated to applicable municipal staff; Planning and Building have no concerns with this application.

**Discussion:**

No comments from Committee Members.

Mr. Berryman thanked Committee members and Mrs. Haley and expressed he is looking forward to moving forward with the project.

**MOVED BY:** Sam McDonell

**SECONDED BY:** Frank Prevost

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

**CARRIED**

**Application A-42-20-Rimman**

Joanne Haley provided to the Committee the following information:

- **Subject Property:**

Part of Lot 4, Concession 2 NRR, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 20212 Cedar Grove Road.

- **Proposed Minor Variance:**

The applicant proposes to construct a new dairy barn and to expand an existing manure storage facility, the following relief from the Zoning By-Law 38-09 is requested: Part 3.24 (c) - to reduce the Minimum Distance Separation II setback from the proposed expanded manure storage facility from 368 meters to the following dwellings:  
to 250m at 20150 Cedar Grove Road  
to 180m at 20153 Cedar Grove Road  
to 165m at 20207 Cedar Grove Road



to 155m at 20229 Cedar Grove Road  
to 170m at 20258 Cedar Grove Road

- **Planning:**

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

- **Consultation:**

- The United Counties of SDG was circulated on this application; they have the following comments:
  - Transportation will not permit a second entrance to the newly constructed secondary dwelling.
  - A setback permit from SDG would be required if the new secondary dwelling is located less than 45m from the centreline of SDG 27.
- I have received no public comments to date.

- **Recommendation:**

These applications were circulated to applicable municipal staff; Planning and Building have no concerns with this application.

### **Discussion:**

S. Jaworski expressed she has no issues with the requested variances however, she has a question about the permissions for crossing the peanut line. S. Jaworski explains that she understands there is a historical crossing, but it has never been formalized. J. Haley explains there is a possibility of including a formal agreement at the time of the building permit issuance. She will work with the GM of Infrastructure to define the proposed access of where the pipe is going to go.

L. Warden asks if they have legal access to cross the peanut line and if it have any implications to issuing the building permit without an easement to cross. L. Warden is fully in support of the application but feels we need to formalize something regarding the peanut line and include language that they are not allowed to block the peanut line.

M. Lang has the same concerns has L. Warden however is in support of the application. He would also like to see something formal in place for the peanut line.

S. McDonnell expressed his concerns were the same as the other Committee members and they have been addressed.



J. Haley suggests if the Committee is moving to approve this application, there are conditions that can be added that would state that the applicants would need to secure a formal agreement with the Township of South Glengarry for a defined access of traversing the peanut line. If that is added, a building permit wouldn't be issued until that is achieved. J Haley explains it's her understanding that the farmer is anxious to get started.

L. Warden likes the suggestion made by J Haley and believes it needs to be addressed to ensure everyone is on the same page.

L. Warden is looking for a mover and a seconder to approve the application with a condition of formalizing an access agreement with the Township of South Glengarry.

Mr. Riemann: Thanked the committee members and has nothing further to add.

J. Haley reads the approval would be conditional upon citing an access agreement with the Township of South Glengarry to ensure permissions to traverse the peanut line to access the proposed dairy barn and to install adequate infrastructure to access the manure storage facility.

No Comments from the public.

**MOVED BY:** Stephanie Jaworski

**SECONDED BY:** Sam McDonell

### **CARRIED**

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application. The approval would be conditional upon citing an access agreement with the Township of South Glengarry to ensure permissions to traverse the peanut line to access the proposed dairy barn and to install adequate infrastructure to access the manure storage facility.

Next Meeting date: January 18, 2021

**Adjournment BE IT RESOLVED THAT** the meeting of December 21, 2020 be adjourned to the call of the Chair @ 5:56 p.m.

## INFORMATION REPORT

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



**MEETING DATE:** January 18, 2021

**SUBJECT:** Review - Water Bill Layout

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

Our utility bills do not offer a lot of room for structural change, but administration believes that the changes provided below provide:

1) More information

A medium sized chart will outline your consumption for your current billing and your previous 6 billings (i.e. January to January).

This allows users to view your seasonal billing (ebbs and flows of the seasons) and compare your current bill to the same time last year.

2) More clarity

This benefit is particularly noticeable on our minimum bill which currently reads:

- Minimum at 148.08 (water)
- Minimum at 36.09 (sewer)

Which, although accurate, doesn't provide the proper breakdown.

It will now have the following information:

- Minimum at 48.08 (water)
- Basic Fee at 100.00
- Minimum at 36.09 (sewer)

This billing breakdown is helpful because it is simple to explain

3) More consistency

A bill with minimum usage (less than 19.31 m<sup>3</sup>) now looks more comparable to a bill with more than minimum usage.

On bills with greater than minimum usage (i.e. 25 m<sup>3</sup>) you have the breakdown:

- Minimum water is 25 x \$2.49
- Basic Fee at 100.00
- Minimum sewer is 25 x \$1.87

Please see the attachments on the following pages to see examples of what administration can do (the numbers below correspond to the numbers on the attachment)

- 1) Move the consumption reading to the bottom from the top
- 2) Add a consumption line graph
- 3) Break out the minimum and fee on a bill with minimum consumption
- 4) “ “
- 5) You can see where the Consumption is currently (reference vs. 1)
- 6) We can add a bar chart instead of a line graph
- 7) You can see how our current minimum consumption bill reads (reference vs. 3)

Example 1 and 2 are the preferred bill and example 3 and 4 demonstrate a bar chart vs. a line graph. Administration is partial to the bar chart.

**TOWNSHIP OF SOUTH GLENGARRY**  
 PO BOX 220 6 OAK STREET  
 LANCASTER ON K0C 1N0  
 Phone: (613) 347-1166  
 Fax: (613) 347-3411

**Bi-Monthly Utilities Invoice**



Billing Date: 11-Dec-2020 Bill From: 01-Nov-2020  
 Batch #: 2020121101 Bill To: 31-Dec-2020

**Due Date : 31-Dec-2020**

Make Cheque Payable to  
 TOWNSHIP OF SOUTH GLENGARRY

Enter Amount Enclosed

Account Balance Due By 31-Dec-2020 \$ 300.56

Account Balance Due After 31-Dec-2020 \$ 315.59

Please detach and return top portion with payment. Retain bottom portion for your records.

Billing Date: 11-Dec-2020 Bill From: 01-Nov-2020  
 Batch #: 2020121101 Bill To: 31-Dec-2020

**Account Details From: 11-Dec-2020**

Code	Description	Date	Units	Amount
AB S00	LANCASTER/SOUTH LANCASTER SEWER	11/12/20	1.00	86.02
	Consumption 46.00 @ 1.87000000			86.02
AB W00	LANCASTER/SOUTH LANCASTER WATER	11/12/20	1.00	100.00
	Basic Fee @ 100.00			100.00
AB W00	LANCASTER/SOUTH LANCASTER WATER	11/12/20	1.00	114.54
1831248200	11/12/20 Current Reading: 1820.00	20/10/20	Prev. Reading: 1773.96	Consumption: 46.00 CU METRS
	Consumption 46.00 @ 2.49000000			114.54
<b>Current Lev</b>				<b>300.56</b>



**IMPORTANT NOTES**

ARREARS ACCOUNTS ARE CHARGED 1.25% MONTHLY  
 VISIT WWW.SOUTHGLENGARRY.COM FOR DIRECT PAYMENT AND E-BILLING INFORMATION.

Account Balance Due By 31-Dec-2020 \$ 300.56

Account Balance Due After 31-Dec-2020 \$ 315.59

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**LANCASTER ON K0C 1N0**  
 Phone: (613) 347-1166  
 Fax: (613) 347-3411

*Bi-Monthly Utilities Invoice*



Billing Date: 11-Dec-2020 Bill From: 01-Nov-2020  
 Batch #: 2020121101 Bill To: 31-Dec-2020

**Due Date : 31-Dec-2020**

Make Cheque Payable to  
 TOWNSHIP OF SOUTH GLENGARRY  
 Enter Amount Enclosed

**Account Balance Due By 31-Dec-2020 \$ 184.17**

**Account Balance Due After 31-Dec-2020 \$ 193.38**

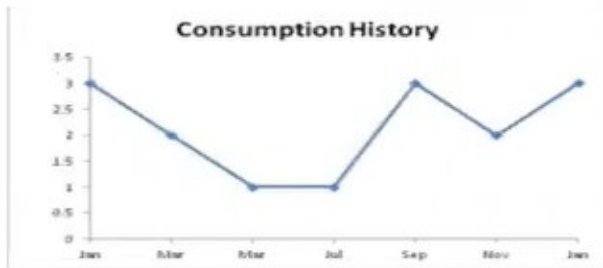
Please detach and return top portion with payment. Retain bottom portion for your records.

Billing Date: 11-Dec-2020 Bill From: 01-Nov-2020  
 Batch #: 2020121101 Bill To: 31-Dec-2020

**Account Details From: 11-Dec-2020**

Code	Description	Date	Units	Amount
AB S00	LANCASTER/SOUTH LANCASTER SEWER	11/12/20	1.00	36.09
	<i>Minimum @ 36.09</i>			36.09
3 AB W00	LANCASTER/SOUTH LANCASTER WATER E	11/12/20	1.00	100.00
	<i>Basic Fee @ 100.00</i>			100.00
AB W00	LANCASTER/SOUTH LANCASTER WATER	11/12/20	1.00	48.08
4 1831276348	11-12-20 Current Reading: 170.00	19/10/20 Prev. Reading: 166.89	Consumption: 3.00	CU MTRS
	<i>Minimum @ 48.08</i>			48.08

**Current Levv 184.17**



**IMPORTANT NOTES**

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 VISIT WWW.SOUTHGLENGARRY.COM FOR DIRECT PAYMENT AND E-BILLING INFORMATION.

**Account Balance Due By 31-Dec-2020 \$ 184.17**

**Account Balance Due After 31-Dec-2020 \$ 193.38**

**TOWNSHIP OF SOUTH GLENGARRY**  
**PO BOX 220 6 OAK STREET**  
**LANCASTER ON K0C 1N0**

Phone: (613) 347-1166  
 Fax: (613) 347-3411

**Bi-Monthly Utilities Invoice**



Billing Date: 23-Dec-2020 Bill From: 25-Oct-2020  
 Batch #: 2020122301 Bill To: 24-Dec-2020

**Due Date : 15-Jan-2021**

Make Cheque Payable to  
 TOWNSHIP OF SOUTH GLENGARRY

Enter Amount Enclosed

Account Balance Due By 15-Mar-2021 \$ 270.04

Account Balance Due After 15-Mar-2021 \$ 283.54

Please detach and return top portion with payment. Retain bottom portion for your records.

Billing Date: 23-Dec-2020 Bill From: 25-Oct-2020  
 Batch #: 2020122301 Bill To: 24-Dec-2020

**Account Details From: 23-Dec-2020**

Code	Description	Date	Units	Amount
AB W00	Lancaster & South Lancaster Water	23/12/20	1.00	197.11
1831241000	17/12/20 Current Reading: 2104.05	19/10/20 Prev. Reading: 2064.80	Consumption 39.00 m <sup>3</sup>	
	Basic Fee @ 100.00			100.00
	Consumption 39.00 @ 2.49000000			97.11
				197.11
AB S00	Lancaster and South Lancaster Sewer	23/12/20	1.00	72.93
	Consumption 39.00 @ 1.87000000			72.93
			Current Levy	270.04



**IMPORTANT NOTES**

ARREARS ACCOUNTS ARE CHARGED 1.25% MONTHLY  
 VISIT [WWW.SOUTHGLENGARRY.COM](http://WWW.SOUTHGLENGARRY.COM) FOR DIRECT PAYMENT AND E-BILLING INFORMATION.

Account Balance Due By 15-Mar-2021 \$ 270.04

Account Balance Due After 15-Mar-2021 \$ 283.54

**TOWNSHIP OF SOUTH GLENGARRY**  
 PO BOX 220 6 OAK STREET  
 LANCASTER ON K0C 1N0  
 Phone: (613) 347-1166  
 Fax: (613) 347-3411

**Bi-Monthly Utilities Invoice**



Billing Date: 23-Dec-2020 Bill From: 25-Oct-2020  
 Batch #: 2020122301 Bill To: 24-Dec-2020

**Due Date : 15-Jan-2021**

Make Cheque Payable to  
 TOWNSHIP OF SOUTH GLENGARRY

**Pre-Authorized Payment Plan**

Enter Amount Enclosed

**Account Balance Due By 15-Mar-2021 \$ 184.17**

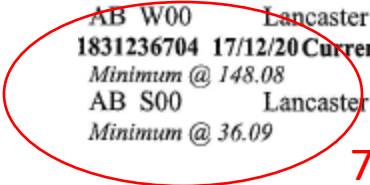
**Account Balance Due After 15-Mar-2021 \$ 193.38**

Please detach and return top portion with payment. Retain bottom portion for your records.

Billing Date: 23-Dec-2020 Bill From: 25-Oct-2020  
 Batch #: 2020122301 Bill To: 24-Dec-2020

**Account Details From: 23-Dec-2020**

Code	Description	Date	Units	Amount
AB W00	Lancaster & South Lancaster Water	23/12/20	1.00	148.08
1831236704	17/12/20 Current Reading:711.13	20/10/20	Prev. Reading 700.45	Consumption 11.00 m3
	Minimum @ 148.08			148.08
AB S00	Lancaster and South Lancaster Sewer	23/12/20	1.00	36.09
	Minimum @ 36.09			36.09
<b>Current Levy</b>				<b>184.17</b>



**IMPORTANT NOTES**

ARREARS ACCOUNTS ARE CHARGED 1.25% MONTHLY  
 VISIT WWW.SOUTHGLENGARRY.COM FOR DIRECT PAYMENT AND E-BILLING INFORMATION.

**Pre-Authorized Payment Plan**  
 Amount Due will be automatically withdrawn from your bank account.

**Account Balance Due By 15-Mar-2021 \$ 184.17**

**Account Balance Due After 15-Mar-2021 \$ 193.38**

## INFORMATION REPORT

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Review - Water Survey Results

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



The Township undertook an online survey from October to November to gather opinions on our rate structure regarding water and wastewater services.

We received 57 replies, a moderate success compared to most municipal requests for information but still a relatively small portion of all users.

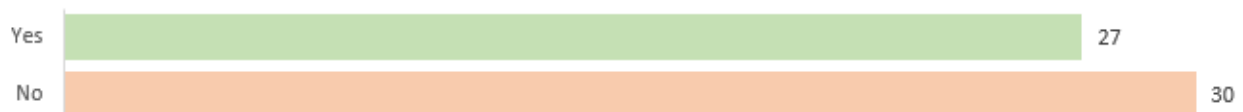
Their comments can help give a general sense for how users perceive the current and proposed rate structures. The questions asked were:

- Which water system are you on?
- Were you aware of our review?
- Would you be opposed to a regional rate structure?
  - Please comment on your answer
- What are your thoughts on the current rate structure?
- What are your thoughts on the regional rate structure?

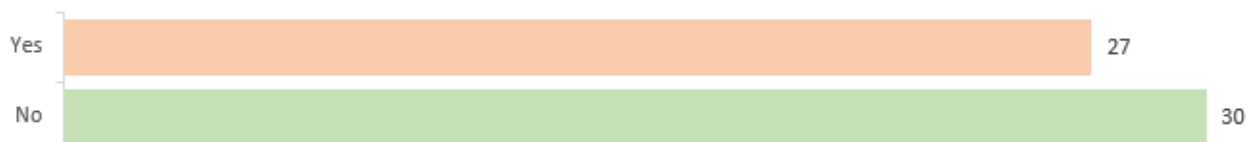
The answers will be summarized and then analysed by the following sections:

- Lancaster
- Glen Walter
- Other (3 people on their own system and 1 person on Farlinger's Point)

### Were You Aware of the Review



### Are You Opposed to a Regional Rate

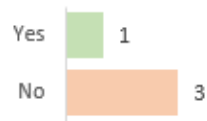




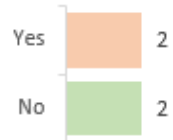


Other

Were You Aware of the Review



Are You Opposed to a Regional Rate



The word cloud represents the sentiment of the Other users.

- Other users are opposed to regional rates if they increase the costs
- Other users are opposed to current increases with no justification

## Overall Sentiment

It is obvious and not surprising that system users support rate structures that decrease costs. It became evident that Lancaster users are concerned that their significant reserves will be used to offset capital costs in Glen Walter (currently with minimal to negative reserves).

This is understandable as Lancaster and South Lancaster recently came off annual debentures (2016) for their last capital improvements and feel that Glen Walter users should be expected to absorb their respective burden.

There were numerous citations to lower costs elsewhere and some users understood that our small user base necessitates higher per person rates.

There were several questions on rate structure and a few mentioning that our 19.3 m<sup>3</sup> minimum consumption does not support water conservation.

There was one question about development in the Glen Walter area and how our system is being stretched to accommodate development (i.e., why are current users having to pay for expansion because of development). This may be an opportune moment to consider development fees or community benefit charges (i.e., growth pays for growth).

There were some novel suggestions regarding rates:

- Operation costs shared but capital contributions go towards the respective systems
- Winter credit for snowbirds because they don't use water but often water their lawns
- Lower minimum rates but higher costs for going over

Overall, there are some strong residual feelings to the 2016 and 2018 rate increases. Water users feel their water bills are too high and they support a rate structure that can provide a fair price (preferably less) that makes sense (i.e., communicated and not sudden).

Administratively, my recommendation would be to:

- Continue to provide water services based on the system (i.e., Lancaster pays for Lancaster, etc.)
  - Accept the 5-year rate schedule proposed in EVB's presentation (July 6, 2020 Agenda under presentations)
    - Green Valley increases 3% per year until 2025
    - Kennedy Redwood increases 10% per year until 2025
    - Glen Walter increases 3% per year until 2025
    - Lancaster decreases from \$184.17 to \$144.57 then increases by 3% per year until 2025

Caveat emptor – our fiscal outcomes assume that all capital works will receive 1/3, 1/3, 1/3 funding and this cannot be assured and is increasingly unlikely.

I welcome comments from Council on the survey results and plan to bring a staff report with my recommendations for the water rates to a February meeting.

**INFORMATION REPORT****REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** January 18, 2021**SUBJECT:** Statement of Revenues and Expenses - 2020-12-31**PREPARED BY:** L. McDonald, GM of Corporate Services

Attached you will find a combined summary version of:

- 2019 budget and actual
- 2020 budget and actual
- 2021 budget (draft, a few changes to be included – i.e. \$10,000 for Employment District Lands – South Lancaster – SR. 186-2020 on December 21, 2020)

In addition to the attached document please find the following graphically summary of spending, to date, for 2020.

**Year-To Date** (anticipate another \$1,000,000 to \$1,500,000 (i.e. outstanding invoices))

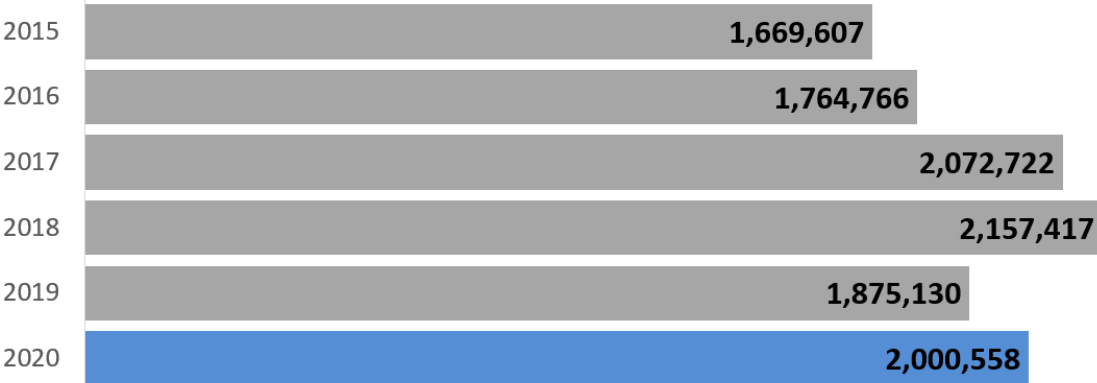
## Township Expenditures



Date						
Jan	Feb	Mar	Apr	May	Jun	^
Jul	Aug	Sep	Oct	Nov	Dec	v

**Quarter 1:**

Township Expenditures

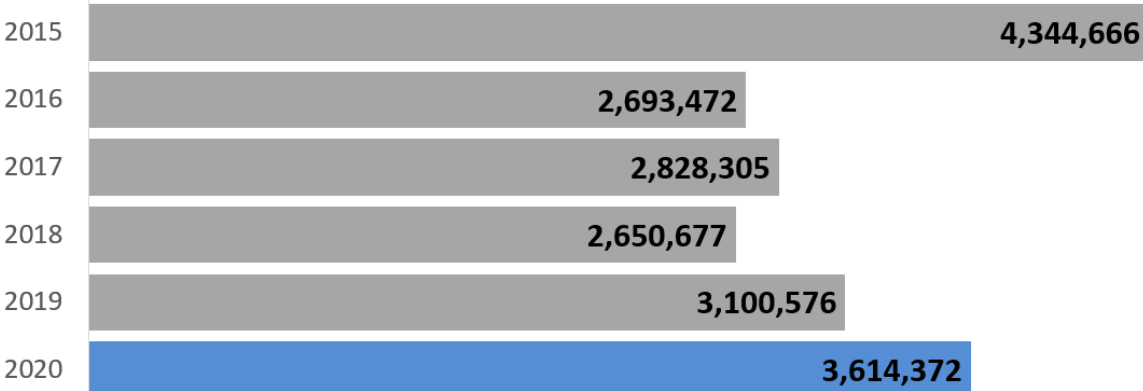


Date

Jan	Feb	Mar	Apr	May	Jun	^
Jul	Aug	Sep	Oct	Nov	Dec	v

**Quarter 2:**

Township Expenditures

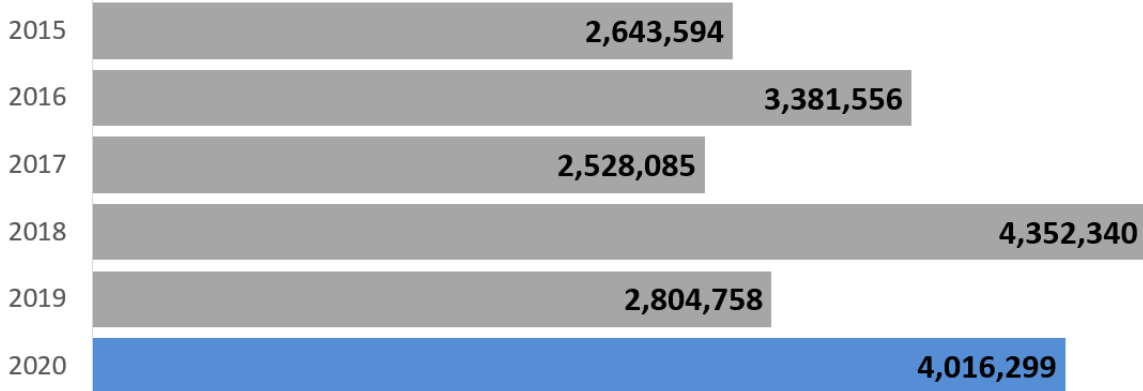


Date

Jan	Feb	Mar	Apr	May	Jun	^
Jul	Aug	Sep	Oct	Nov	Dec	v

**Quarter 3:**

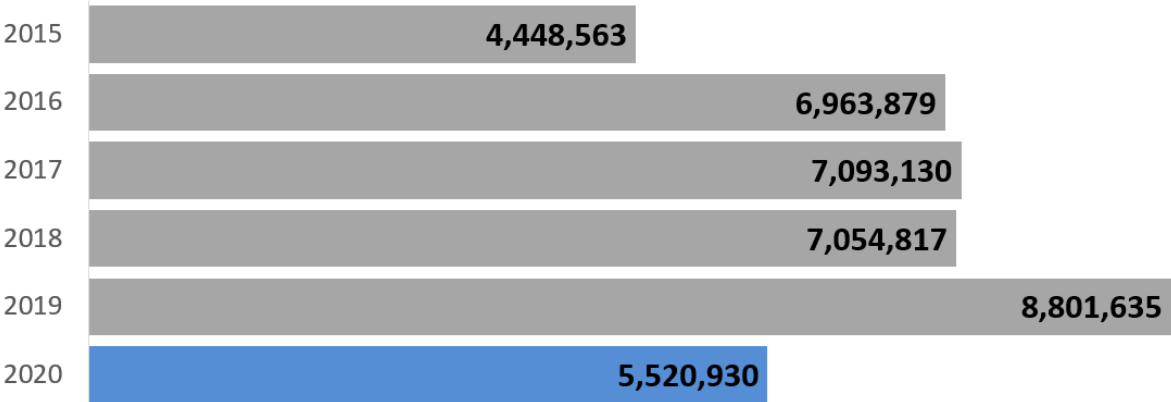
Township Expenditures





Date

Jan	Feb	Mar	Apr	May	Jun	^
Jul	Aug	Sep	Oct	Nov	Dec	v

**Quarter 4 (2020 is incomplete, as noted above)**  
Township Expenditures



Date  

Jan	Feb	Mar	Apr	May	Jun	^
Jul	Aug	Sep	Oct	Nov	Dec	v

Financial Statement



For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
<b>Revenues</b>					
<b>Revenues</b>					
Taxation - Residential & Farm	(20,171,681.00)	(20,171,692.48)	(20,961,902.00)	(20,961,782.68)	0.00
Taxation - Commercial	(2,112,791.00)	(2,112,913.31)	(2,240,250.00)	(2,240,507.23)	0.00
Taxation - Industrial	(1,906,703.00)	(1,906,703.29)	(1,940,794.00)	(1,940,793.85)	0.00
Taxation - Other Charges - Street Ligh	(223,000.00)	(219,017.28)	(223,000.00)	(219,843.60)	(220,000.00)
<b>Budget Notes</b>					
2021 FB Net zero (in=out)					
Taxation - Other Charges - Tile Draina	(32,500.00)	(19,605.74)	(32,500.00)	(18,396.51)	(20,000.00)
<b>Budget Notes</b>					
2021 FB net zero (in=out)					
Taxation - Other Charges - Green Valle	(95,000.00)	(106,920.00)	(105,000.00)	(107,460.00)	(105,000.00)
<b>Budget Notes</b>					
2021 FB Self financed					
Taxation - Other Charges - Kennedy Wat	(34,000.00)	(35,639.83)	(35,000.00)	(35,639.83)	(35,000.00)
<b>Budget Notes</b>					
2021 FB Self financed					
Taxation - Other Charges - Nesel & Dry	(4,975.00)	(4,975.70)	(4,975.00)	(4,975.70)	(4,975.00)
<b>Budget Notes</b>					
2021 FB ** consideration required					
Taxation - Supplementary - Residential	(35,000.00)	(126,734.91)	(35,000.00)	(139,447.70)	(35,000.00)
Taxation - Supplementary - Commercial	0.00	(64,771.00)	0.00	(13,726.27)	0.00
Taxation - Supplementary - Industrial	0.00	0.00	0.00	2,103.31	0.00
Fees & User Charges - Administration	(541,141.00)	(811,802.43)	(515,754.00)	(991,790.75)	(523,300.00)
<b>Budget Notes</b>					
2021 FB If low 'lost COVID revenue'					
2021 FB Big spending and low interest rates					
2021 FB Unlikely to be aggressive with Tax Sales (COVID-19)					
Fees & User Charges - Building Dept	(229,700.00)	(254,674.98)	(226,700.00)	(281,417.85)	(226,500.00)
<b>Budget Notes</b>					
2021 FB Net zero (in=out)					
Fees & User Charges - Prop. Stnd & Byl	(19,100.00)	(8,570.00)	(17,100.00)	(8,948.28)	(17,100.00)
Fees & User Charges - Fire Dept	(12,500.00)	(9,414.24)	(8,000.00)	(11,144.13)	(5,000.00)
Fees & User Charges - Roads Dept	(20,000.00)	(3,075.00)	(15,000.00)	(34,332.34)	(15,000.00)
Fees & User Charges - Waste Disposal	(15,300.00)	(17,049.33)	(15,300.00)	(42,666.94)	(15,300.00)
Fees & User Charges - Beaverbrook Site	(40,000.00)	(63,280.00)	(45,000.00)	(48,182.00)	(45,000.00)
Fees & User Charges - North Lancaster	(37,500.00)	(35,478.92)	(37,500.00)	(52,010.72)	(37,500.00)
Fees & User Charges - Recycling	0.00	0.00	0.00	(8,611.48)	(10,000.00)
<b>Budget Notes</b>					
2021 FB New with Cornwall contract					
Fees & User Charges - Glen Walter Syst	(506,500.00)	(590,670.32)	(536,500.00)	(559,213.01)	(536,500.00)



Financial Statement

For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
Fees & User Charges - Lancaster System	(663,500.00)	(799,481.43)	(758,500.00)	(812,777.10)	(758,500.00)
Fees & User Charges - Medical Centre	(33,000.00)	(32,475.21)	(33,000.00)	(30,396.00)	(33,000.00)
Fees & User Charges - Ambulance Bay	(16,800.00)	(18,200.00)	(16,800.00)	(15,400.00)	(16,800.00)
Fees & User Charges - Recreation	(1,000.00)	(1,065.08)	(500.00)	(2,000.00)	(1,000.00)
Fees & User Charges - Recreation Progr	(44,000.00)	(47,616.30)	(44,000.00)	1,167.84	(44,000.00)
<b>Budget Notes</b>					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
Fees & User Charges - Char-Lan Rec. Ce	(215,000.00)	(255,437.05)	(214,000.00)	(127,260.71)	(214,000.00)
<b>Budget Notes</b>					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
Fees & User Charges - Martintown Comm.	(6,200.00)	(8,449.50)	(6,200.00)	(19,105.55)	(6,200.00)
<b>Budget Notes</b>					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
2021 FB Claim lost revenue C19					
Fees & User Charges - GVCC	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - NLCC	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Ball Fields	(3,000.00)	(1,504.24)	(3,000.00)	(282.75)	(1,000.00)
Misc Revenue - Peanut Line	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Planning Dept	(34,000.00)	(35,650.00)	(33,000.00)	(48,750.00)	(33,000.00)
Fees & User Charges - Economic Develop	(8,000.00)	(74,503.84)	(58,000.00)	(26,821.60)	(58,000.00)
<b>Budget Notes</b>					
2021 FB County RIP					
Fees & User Charges - Tile Drainage	0.00	0.00	0.00	(18,843.53)	0.00
Revenue from Other Municipalities	0.00	0.00	0.00	0.00	0.00
Payments in Lieu	(145,150.00)	(148,997.06)	(145,150.00)	(389,133.22)	(145,150.00)
Ontario Grants	(1,494,000.00)	(2,164,816.79)	(1,503,352.00)	(1,370,054.44)	(1,513,800.00)
<b>Budget Notes</b>					
2021 FB ADD - NOV 26 - OMPF > Budget					
2021 FB Offsets Drainage Superintendent					
Canada Grants	(15,400.00)	(48,246.50)	(15,500.00)	(28,280.75)	(20,000.00)
Transfers from Reserves	(2,347,181.00)	(1,271,286.17)	(4,972,000.00)	(1,412,230.61)	(3,996,000.00)
<b>Budget Notes</b>					
2021 FB Offset to Rec. Master Plan (check if still in ** Modernization Funding)					
2021 FB Offset GIS Project in EcDev.					

Financial Statement



For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
<b>Budget Notes</b>					
2021 FB					
Offset bridge rehabilitation					
2021 FB					
12K from YE2020 offset ponds					
2021 FB					
Roads Garage decreases to 0					
2021 FB					
Replace two p/u trucks					
2021 FB					
ADD - OCT 21 - 3/4 T - Rec. Vehicle (new)					
2021 FB					
ADD - OCT 26 - Offset Replace Red Truck on Lease					
2021 FB					
ADD - OCT 26 - Offset Trailer Purchase (Rec)					
2021 FB					
2021 - back to usual					
2021 FB					
Glen Walter W/WW reserve at 0					
2021 FB					
Unused 20K from 2020 to offset rink maintenance					
2021 FB					
Offset to OMB Appeal					
Gains on Sale of Assets - PSAB	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>(31,063,622.00)</b>	<b>(31,470,717.93)</b>	<b>(34,798,277.00)</b>	<b>(32,018,955.98)</b>	<b>(8,691,625.00)</b>
<b>Expenses</b>					
<b>Expenses</b>					
General Government - Legislative	167,500.00	176,992.04	165,500.00	141,099.24	155,000.00
<b>Budget Notes</b>					
2021 FB					
1.5% increase					
2021 FB					
Underbudgeted in past, reflect accurately					
2021 FB					
In Admin 'Public Relations'					
2021 FB					
In Admin 'Memberships and Subscriptions'					
2021 FB					
In Admin 'Public Relations'					
2021 FB					
In Admin 'Public Relations'					
2021 FB					
In Admin 'Legal Fees'					
General Government - Administration	1,360,400.00	1,739,874.52	1,390,600.00	1,394,202.33	1,291,600.00
<b>Budget Notes</b>					
2021 FB					
Increase 1.5%					
2021 FB					
2 new in 2020					
2021 FB					
2 new in 2020 + Benefit Increase					
2021 FB					
C19 Effects, less Conferences					
2021 FB					
AMO Membership 4K here					
2021 FB					
Moved from Legislative					
2021 FB					
10K O365, 2.5K Adobe, 7.5K PCs, 2K Training, 10K Escribe, 18K VoiP&Misc.					
2021 FB					
Moved to Legal					
2021 FB					
Add 15K to buffer other departments					
2021 FB					
Now included in property maintenance					
2021 FB					
2019 exception rather than trended					
General Government - Legion	27,800.00	21,578.18	27,900.00	15,041.80	27,900.00
<b>Budget Notes</b>					
2021 FB					
Kitchen range to consider 15K (move to 2022)					
General Government - Celtic Music Hall	6,000.00	6,974.32	6,500.00	4,869.81	26,500.00



Financial Statement

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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
<b>Budget Notes</b>					
2021 FB RenoStart - 20K in 2021 and 30K in 2022 - windows/doors/flooring, etc.					
General Government - Lancaster Library	13,600.00	16,280.86	13,600.00	6,095.38	13,600.00
General Government - Special Projects	14,500.00	15,400.00	14,000.00	14,000.00	14,000.00
General Government - Grants to Others	52,000.00	34,608.37	75,500.00	56,744.17	57,500.00
Glengarry County Archives	21,000.00	93,830.27	56,000.00	81,955.73	21,000.00
Tax Write Off - Residential & Farm	45,000.00	127,200.09	45,000.00	107,957.81	45,000.00
Tax Write Off - Commercial	15,000.00	30,224.73	15,000.00	43,009.48	15,000.00
Tax Write Off - Industrial	2,000.00	114.97	2,000.00	11,239.47	2,000.00
Building Inspection Dept	511,950.00	439,003.58	436,850.00	366,707.31	433,550.00
<b>Budget Notes</b>					
2021 FB Includes software					
2021 FB ADD - OCT 21 - 1K more					
2021 FB ADD - OCT 21 - Account for o/s Services (16K)					
2021 FB Offset by Fees					
Raisin Region Conservation Authority	123,000.00	122,025.09	130,000.00	127,952.00	137,000.00
Property Standards & By-Law Enforcemen	107,830.00	33,128.06	107,500.00	74,250.68	101,350.00
<b>Budget Notes</b>					
2021 FB ADD NOV 25, reality					
Line Fence Act Expenses	0.00	100.12	250.00	0.00	0.00
Emergency Management Co-ordinator	17,550.00	12,027.12	17,860.00	8,844.07	15,500.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 21 - Increased Training Requirements					
Fire - Administration	1,472,300.00	1,435,343.80	2,058,200.00	1,409,387.33	1,943,000.00
<b>Budget Notes</b>					
2021 FB Equipment replacement					
2021 FB If overbudget, claim for COVID-19 Funding					
2021 FB DECREASE - OCT 21 - If Gear Washing Machine Purchased (6 yr ROI)					
2021 FB Stn 3 (600K), Vehicle (475K), Gear Washing Machine (15K)					
2021 FB Fleet Repair Decreased 18.5K, moved 5K here for contingency					
Fire - Stn 1 - Glen Walter	85,800.00	60,446.15	74,300.00	49,513.15	59,500.00
Fire - Stn 2 - Martintown	69,500.00	51,913.01	68,000.00	52,480.76	57,000.00
Fire - Stn 3 - Williamstown	61,500.00	48,828.35	61,000.00	53,561.86	51,800.00
Fire - Stn 4 - Lancaster	71,500.00	64,220.99	66,000.00	55,746.99	64,000.00
Fire - Stn 5 - North Lancaster	67,500.00	49,578.75	63,000.00	55,586.13	60,000.00
<b>Budget Notes</b>					
2021 FB 2020 - High for Approved Furnace Install					
Fire - Training Facilities	1,000.00	0.00	5,000.00	0.00	0.00
2018 (1) Spartan Pumper	4,750.00	7,311.88	3,500.00	2,172.28	3,500.00
1997 (2) GMC Pumper	4,750.00	5,032.27	7,500.00	2,955.22	5,000.00
1997 (3) GMC Pumper	4,750.00	3,861.72	4,500.00	2,456.02	4,500.00
1996 (4) Freightliner Pumper	4,750.00	6,653.84	4,500.00	18,855.01	3,500.00



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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
2001 (5) GMC Pumper	5,250.00	5,995.86	4,500.00	3,568.24	3,500.00
1997 (1) GMC Tanker	4,250.00	1,460.11	4,500.00	1,611.57	3,500.00
2015 (2) Int. Tanker	4,250.00	1,820.59	3,000.00	1,278.29	3,000.00
1996 (3) GMC Tanker	4,250.00	1,434.94	4,500.00	2,449.40	3,500.00
2017 (4) Int. Tanker	4,250.00	1,709.35	3,000.00	2,983.69	3,000.00
2016 (5) Int. Tanker	4,250.00	3,912.58	3,000.00	3,293.41	3,000.00
1993 (1) Int. Rescue	4,750.00	581.40	4,500.00	1,652.35	4,500.00
2000 (2) Ford Ambulance	4,750.00	1,213.86	4,500.00	2,129.70	3,000.00
2014 (4) Spartan Rescue	5,750.00	3,495.51	4,500.00	1,873.59	4,000.00
2000 (5) Ford Ambulance	4,750.00	255.72	4,500.00	188.67	3,000.00
2014 (Chief) GMC Pickup	7,100.00	10,461.49	6,500.00	4,906.94	7,000.00
Auxiliary Vehicles (3)	1,000.00	1,715.63	4,000.00	729.95	3,000.00
Spare (X) Fire Fleet Vehicle	0.00	0.00	0.00	0.00	0.00
Street Lights	138,000.00	219,017.28	223,000.00	110,012.84	220,000.00
<b>Budget Notes</b>					
2021 FB Review to make sure it balance pre-budget					
Airport	17,220.00	21,709.52	24,200.00	21,049.10	23,500.00
Roads - Administration	928,000.00	839,091.67	845,000.00	806,792.20	865,500.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 21 - 1K more					
2021 FB ADD - OCT 21 - Roads Software					
2021 FB ADD - OCT 21 - up to 30K from 5K based on expected year					
2021 FB OSIM Reports in 2021					
2021 FB Consider - Transfer to Reserves Increase by 135K (per McIntosh Perry Report)					
Roads - Buildings & Yards	1,610,000.00	1,591,844.19	1,460,000.00	213,624.32	1,477,000.00
Roads - Patrol	30,000.00	52,441.99	45,000.00	19,897.55	28,000.00
Roadside Maintenance - Mowing	154,000.00	178,222.41	140,000.00	137,107.60	130,000.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 21 - For Tractor					
Roadside Maintenance - Ditching & Drai	50,000.00	126,239.08	75,000.00	25,938.68	83,000.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 21 - properly reflects plans					
2021 FB Two significant crossings due to drain work					
Roadside Maintenance - Brushing	90,000.00	118,394.79	105,000.00	97,337.80	86,000.00
Roadside Maintenance - Debris & Litter	30,000.00	21,772.08	30,000.00	22,749.17	25,000.00
Roads - Culverts Maintenance & Replace	108,000.00	164,174.33	115,000.00	133,647.79	134,000.00
Roads - Hardtop Patching	100,000.00	130,467.19	105,000.00	129,958.23	109,000.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 21 - More Accurately Reflects 2021 Schedule					
Roads - Hardtop Sweeping	20,000.00	22,554.08	22,000.00	26,635.73	23,500.00
Roads - Hardtop Shouldering	48,000.00	32,855.71	53,000.00	42,832.89	39,500.00
Roads - Hardtop Crack Sealing	0.00	0.00	20,000.00	0.00	0.00



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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
Roads - Hardtop Line Painting	20,000.00	16,680.51	20,000.00	16,345.82	18,000.00
Roads - Sidewalk Maintenance	10,000.00	2,019.94	10,000.00	0.00	5,000.00
Roads - Loosetop Grading	130,000.00	136,731.59	130,000.00	138,087.24	122,000.00
Roads - Loosetop Dust Control	150,000.00	161,425.54	165,000.00	157,158.39	154,000.00
Roads - Loosetop Resurfacing	440,000.00	471,809.70	395,000.00	423,635.06	397,000.00
<b>Budget Notes</b>					
2021 FB DECREASE - OCT 21 - More Accurate for 2021					
2021 FB Lower b/c of Road Resurfacing Efforts					
Roads - Signs & Safety Devices	45,000.00	55,288.86	45,000.00	64,896.92	55,000.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 26 - Village Sign Replacement Program					
Roads - Guiderails	23,500.00	22,896.02	25,000.00	375.79	25,000.00
<b>Budget Notes</b>					
2021 FB Plan to be active with Guard Rails in 2021					
Roads - Railway Crossings	30,000.00	27,343.91	30,000.00	30,722.52	29,000.00
Rds & Rec Community Services	1,500.00	2,339.85	1,500.00	37.26	1,500.00
Roads - Miscellaneous	12,000.00	28,607.37	16,000.00	39,762.78	30,800.00
Roads - Winter Control - Plowing & San	765,000.00	813,899.05	820,000.00	930,309.31	850,000.00
Roads - Winter Control - Ice Blading	22,000.00	13,207.62	22,000.00	12,858.04	22,500.00
Roads - Sidewalks - Snow Removal	58,000.00	58,201.06	56,000.00	32,408.84	46,000.00
Roads - Winter Control - Flood Control	10,000.00	19,542.74	15,000.00	8,315.22	14,000.00
Roads - Maple Road	0.00	0.00	195,000.00	178,051.83	0.00
<b>Budget Notes</b>					
2021 FB 2020 - Maple Road (2x Surface + Fog Seal - 3.9 KM)					
Cedar Grove Road	0.00	0.00	250,000.00	266,900.02	0.00
<b>Budget Notes</b>					
2021 FB 2020 - Cedar Grove Road (2x Surface + Fog - 5.3KM)					
67th Ave/2nd Line Road	0.00	0.00	27,000.00	12,872.16	0.00
<b>Budget Notes</b>					
2021 FB 2020 - 67th Ave/2nd Line (2x Surface + Fog - 0.6KM)					
Repository of Past Roads Projects	0.00	0.00	0.00	0.00	0.00
Conc 3 Bridge	0.00	152.64	0.00	0.00	143,000.00
<b>Budget Notes</b>					
2021 FB 2021 - Lancaster NE Portion - 1.3KM - Pad,Overlay,IronAdj					
Beaupre Rd (2.56km) 2x Surf Treat & Pa	135,000.00	163,366.07	0.00	229.68	750,000.00
<b>Budget Notes</b>					
2021 FB 2021 - 3rd Line Rd - 6.6KM - Cold Place Recyc,Overlay					
3rd Line Rd Bridg (SN 30001) - Evaluat	0.00	0.00	100,000.00	80,561.72	0.00
<b>Budget Notes</b>					
2021 FB 2020 - Glen Rd					
2nd Line Bridge (SN 33043) - Design	35,000.00	26,457.63	0.00	0.00	330,000.00



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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
<b>Budget Notes</b>					
2021 FB 2021 - 2nd Line Bridge - Rehabilitate					
Loyalist Road - Surface Treat (2.75km)	0.00	0.00	0.00	0.00	0.00
St. Mary's Street	0.00	0.00	26,500.00	26,482.01	0.00
<b>Budget Notes</b>					
2021 FB 2020 - St. Mary's (Overlay - 0.32KM)					
Street Rd. - 2xSurface Treat (5.79km)	0.00	0.00	0.00	0.00	0.00
Nine Mile Rd - 2xSurface Treat (X.XXkm)	0.00	71,082.42	0.00	653.81	0.00
William Street (0.68km) - Reconstruct	25,000.00	23,146.83	1,200,000.00	874,316.77	0.00
<b>Budget Notes</b>					
2021 FB 2020 - William St (Reconstruction - 0.7KM)					
Purcell Road (0.70km) - Pad & Overlay	75,000.00	82,686.08	0.00	0.00	35,000.00
<b>Budget Notes</b>					
2021 FB 2021 - Treehaven - 0.7KM - Skin Patch					
Kraft Road (0.40km) - Pulverize & Pave	50,000.00	14,241.68	0.00	31.19	199,000.00
<b>Budget Notes</b>					
2021 FB 2021 - Glendale (North) - 3.1KM - Overlay					
2021 FB REMOVE - OCT 21 - 126.5K due to Overlay Plan					
Cashion Rd - Bridge (SN0011)	0.00	0.00	0.00	0.00	75,500.00
<b>Budget Notes</b>					
2021 FB 2021 - Glendale (South) - 1.1KM - Overlay					
2021 FB REMOVE - OCT 21 - 40K due to Overlay Plan					
Frog Hollow (3.72km) 2xSurf Treat & Pa	155,000.00	201,153.51	0.00	276.35	40,000.00
<b>Budget Notes</b>					
2021 FB 2021 - Richmond Court - 0.02KM - Pulverize,Resurface					
Roads - Equipment Purchases & Reserves	265,000.00	262,814.86	480,000.00	230,000.00	380,000.00
<b>Budget Notes</b>					
2021 FB ADD - Adjusted AMP Figures - 46.5K to make Rds, Rec fleet more sustainable					
2021 FB ADD - Saved 28.5K in roads fleet, put contingency in here are 13.5K					
Water Reserve Upgrades - Boundary Rd	0.00	0.00	0.00	0.00	0.00
Roads - Miscellaneous Construction	25,000.00	78,426.42	10,000.00	3,752.45	10,000.00
Rd Eqp. Maint. - 10 Cat Grader	49,000.00	95,886.71	52,000.00	23,977.89	44,000.00
Rd Eqp. Maint. - 94 Champion Grader	30,500.00	10,858.61	16,500.00	1,694.52	10,000.00
Rd Eqp. Maint. - 09 1T Dodge (NL)	21,000.00	8,312.84	19,000.00	2,560.72	10,500.00
Rd Eqp. Maint. - REC&RDS - 02 FL- 4 To	23,500.00	24,722.61	23,500.00	12,644.53	34,500.00
<b>Budget Notes</b>					
2021 FB New Box					
Rec Eqp. Maint. - 06 GMC 1 Ton (Will)	14,000.00	10,768.59	14,000.00	9,279.87	13,000.00
Rd Eqp. Maint.- 17 JD Tractor (Lease)	27,500.00	57,244.01	27,500.00	41,827.49	40,500.00
Rd Eqp. Maint. - 93 - 955 Tractr (Rec)	3,200.00	2,069.64	0.00	40.70	0.00
Rd Eqp. Maint. - 16 Inter Tandem	18,000.00	22,959.60	16,000.00	11,682.95	16,000.00



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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
Rd Eqp. Maint. - 02 Inter Tandem	35,000.00	44,721.89	27,000.00	10,535.04	20,000.00
Rd Eqp. Maint. - 13 Mack Tndm (R Blade	34,000.00	18,994.93	32,000.00	31,515.39	29,000.00
Rd Eqp. Maint. - 08 Ford Tndm (Shoulde	41,000.00	44,755.52	30,000.00	30,004.09	32,000.00
Rd Eqp. Maint. - 99 Volvo Tndm (Should	39,000.00	38,447.84	36,000.00	11,469.53	16,000.00
Rd Eqp. Maint. - 04 Inter Tndm (R Blad	31,000.00	20,561.21	29,000.00	22,976.67	28,000.00
Rd Eqp. Maint. - 11 Inter Tandem	26,000.00	36,957.76	28,000.00	19,767.26	29,000.00
Rd Eqp. Maint. - 10 Inter Tndm (H20 Tn	41,000.00	52,497.66	40,000.00	38,072.58	40,000.00
Rd Eqp. Maint. - 12 Chev 1T (Rec)	8,000.00	6,891.00	10,500.00	3,169.08	10,500.00
Rd Eqp. Maint. - 19 Chev Slvrado (Rds)	0.00	7,845.01	10,000.00	4,165.12	7,500.00
Rd Eqp. Maint. - 08 GMC PU (Lead Hand)	16,000.00	13,070.85	16,000.00	8,882.59	6,500.00
Rd Eqp. Maint. - 09 GMC PU (Rec)	17,500.00	13,318.36	15,500.00	3,164.65	12,500.00
Rd Eqp. Maint. - 2010 Chev Slvrado (Re	17,500.00	11,592.53	16,500.00	7,901.06	12,500.00
Rd Eqp. Maint. - 2003 Cat Backhoe	29,500.00	17,530.46	29,000.00	19,301.67	25,000.00
Rd Eqp. Maint. - BUIDLING-13 Silverado	1,700.00	1,605.59	3,200.00	1,228.82	3,200.00
Dump Eqp. Maint. - Compactor (Lndfill)	0.00	709.58	6,000.00	3,854.98	3,000.00
Rd Eqp. Maint. - 2018 Inter Tandem	21,000.00	25,506.04	19,000.00	2,364.38	15,000.00
Rds Equip. Maint. - 2016 Tractless	22,500.00	32,312.26	29,500.00	15,452.61	29,500.00
Rds Equip. Maint. - Misc. Equipment Re	66,500.00	68,276.38	57,000.00	65,698.40	67,000.00
Rds Equip. Rental - Cat Grader #1 2010	(80,000.00)	(78,813.00)	(80,000.00)	(72,210.00)	(80,000.00)
Rds Equip. Rental - Champ Grader 1994	(40,000.00)	(28,776.00)	(30,000.00)	(2,460.00)	(30,000.00)

**Budget Notes**

2021 FB LM - to help balance 0398 w. 3455 - CONFIRM B/4 Budget

Rds Equip. Rental - Dodge 1 Ton 2009	(30,000.00)	(28,386.00)	(30,000.00)	(33,151.50)	(35,000.00)
Rds Equip. Rental - Freightliner 4 Ton	(30,000.00)	(41,035.00)	(30,000.00)	(12,725.00)	(30,000.00)
Rds Equip. Rental - New Holland Tracto	(30,000.00)	(44,814.00)	(35,000.00)	(37,956.00)	(40,000.00)
Rds Equip. Rental - 955 Tractor 1993	0.00	0.00	0.00	0.00	0.00
Rds Equip. Rental - Inter. Single Axle	(40,000.00)	(46,419.00)	(40,000.00)	(40,908.00)	(46,000.00)
Rds Equip. Rental - Inter Tandem 2002	(45,000.00)	(33,453.00)	(30,000.00)	(23,214.00)	(30,000.00)
Rds Equip. Rental - Inter Tandem 1994	(35,000.00)	(30,861.00)	(35,000.00)	(29,406.00)	(35,000.00)
Rds Equip. Rental - Ford Tandem 2008	(30,000.00)	(32,586.00)	(30,000.00)	(11,382.00)	(30,000.00)
Rds Equip. Rental - Volvo Tandem 1999	(30,000.00)	(35,211.00)	(30,000.00)	(13,374.00)	(30,000.00)
Rds Equip. Rental - Inter Tandem 2004	(20,000.00)	(35,256.00)	(25,000.00)	(30,084.00)	(30,000.00)
Rds Equip. Rental - Inter Tandem 2012	(35,000.00)	(32,610.00)	(30,000.00)	(17,718.00)	(30,000.00)
Rds Equip. Rental - Inter Tandem 2010	(50,000.00)	(44,125.25)	(50,000.00)	(47,216.00)	(50,000.00)
Rds Equip Rental - GMC Pickup 2008	0.00	0.00	0.00	(4,385.00)	0.00
Rds Equip Rental - Ford 1 Ton 1994	0.00	0.00	0.00	(5,345.00)	0.00
Rds Equip. Rental - Cat Backhoe 2003	(25,000.00)	(39,906.00)	(30,000.00)	(45,180.00)	(45,000.00)
Rds Equip. Rental - Tractless Tractor	(60,000.00)	(76,761.00)	(60,000.00)	(64,470.00)	(65,000.00)
Garbage Collection	490,000.00	499,960.35	490,000.00	424,163.33	500,000.00
Garbage Disposal - Landfill Sites Gene	181,800.00	178,839.16	178,800.00	171,765.08	181,400.00
Beaverbrook Landfill Site	129,500.00	180,651.01	132,000.00	341,225.51	130,500.00
North Lancaster Landfill Site	138,000.00	155,763.38	135,000.00	116,413.18	148,000.00
Recycling	310,000.00	312,363.96	495,000.00	507,008.76	490,000.00
County Rd 27 Landfill Site	2,500.00	0.00	2,500.00	4,913.97	2,000.00

Financial Statement



For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
Environmental Cleanups	0.00	0.00	0.00	0.00	0.00
Fire Protection Ponds - Richmond Rd.	3,000.00	0.00	3,000.00	4,473.28	3,000.00
Fire Protection Ponds - Hay Rd.	8,000.00	11,349.47	15,000.00	4,351.98	15,000.00
<b>Budget Notes</b>					
2021 FB Fence, Brushing, Ditching Pond - from Reserve					
Water/Sewer Plants Sharable Operations	0.00	(6,472.47)	0.00	312,401.85	0.00
Glen Walter Water/Sewers	1,248,781.00	589,092.99	1,400,500.00	786,668.71	1,366,500.00
<b>Budget Notes</b>					
2021 FB Consider 2,300,000 (water tower) + 2,000,000 (associated distribution)					
2021 FB Replacing GW Generator is a Possibility (300K)					
Lancaster/South Lancaster Water/Sewers	663,500.00	798,491.67	758,500.00	184,966.73	758,500.00
Green Valley Sewers	95,000.00	106,697.44	105,000.00	31,286.45	105,000.00
Kennedy Redwood Subdivision Water	34,000.00	35,184.05	35,000.00	27,779.09	35,000.00
Regional Water Project	0.00	0.00	0.00	0.00	0.00
Lan-Char Medical Centre	51,500.00	49,646.19	46,000.00	59,142.68	47,700.00
Ambulance Lancaster Base	16,800.00	16,800.00	16,800.00	20,492.57	16,800.00
Recreation - Administration - General	430,190.00	450,538.34	503,800.00	427,765.63	588,700.00
<b>Budget Notes</b>					
2021 FB Rec Master Plan - Offset with Modernization					
2021 FB More credit card payments					
2021 FB ADD - OCT 21 - Maintenance Vehicle (replace) - offset by reserve transfer					
2021 FB ADD - OCT 26 - Remove Rec Red Truck from Lease and purchase - offset by reserve					
2021 FB ADD - OCT 26 - Add Trailer - offset by reserve					
Recreation Levy to Others	0.00	50,000.00	50,000.00	50,000.00	50,000.00
Recreation Programs	68,100.00	55,631.79	67,100.00	14,128.61	64,600.00
<b>Budget Notes</b>					
2021 FB Will this happend w. C19?					
2021 FB Note: Hosting Kilt Skate in 2022					
Char-Lan Community Centre	738,100.00	790,431.73	991,100.00	995,684.42	563,700.00
<b>Budget Notes</b>					
2021 FB If over offset with Covid Relief					
2021 FB Offset by reserve transfer					
2021 FB Note: High in 2020/2021 due to C19					
2021 FB Radiant Heaters (unable to use lobby, safer venting, doesn't melt ice)					
2021 FB Consider 15K for floor mats (can be pushed to 2022)					
2021 FB Ceiling Tiles in Dressing Rooms					
Martintown Community Centre	46,100.00	52,764.23	83,200.00	85,021.77	43,200.00
<b>Budget Notes</b>					
2021 FB May be higher, C19 related					
2021 FB Consider 40K for Parking lot in 2022					
Green Valley Community Centre	16,500.00	13,973.55	20,800.00	32,532.46	24,800.00
North Lancaster Optimist Comm. Centre	10,000.00	11,790.42	11,000.00	13,643.47	10,000.00

Financial Statement



For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
Norwesters Museum	46,000.00	94,834.21	108,000.00	72,692.32	102,000.00
<b>Budget Notes</b>					
2021 FB Sofit & Fascia					
2021 FB Kitchen Updgrade (15K) for 2022					
2021 FB 2020 - Budget Decision					
Parks Maintenance - General Admin	68,000.00	69,228.67	83,000.00	108,944.70	103,000.00
<b>Budget Notes</b>					
2021 FB Consider in 2022 Toro Mower (16K)					
Danaher Park	9,000.00	8,928.34	9,000.00	13,768.11	11,500.00
<b>Budget Notes</b>					
2021 FB Consider Snowflake 10K in 2022					
North Lancaster Park	10,500.00	9,716.87	10,500.00	9,428.78	11,000.00
<b>Budget Notes</b>					
2021 FB Consider to 2 Phase Walking Trail (13K 2021) & 20K 2022 for paving) contingent on funding					
Smithfield Park	261,000.00	247,839.63	324,000.00	399,827.99	26,000.00
<b>Budget Notes</b>					
2021 FB Consider to Volleyball court update in 2022					
Empey Poirier Park	4,500.00	3,304.59	4,500.00	4,929.04	5,000.00
Martintown Community Park	5,000.00	9,781.04	4,500.00	5,977.47	12,000.00
<b>Budget Notes</b>					
2021 FB Puck Boards (6K)					
2021 FB Consider new Gazebo in 2022					
Paul Rozon Park	26,000.00	37,748.87	31,000.00	34,426.22	51,700.00
<b>Budget Notes</b>					
2021 FB Replace fencing					
Glen Walter Park	21,000.00	19,826.64	20,000.00	30,014.01	30,500.00
<b>Budget Notes</b>					
2021 FB Tree Removal and Court Painting					
2021 FB Plan for Tree Management					
2021 FB Consider Tree Management (60K) once Plan complete					
2021 FB Consider snowflakes (10K) in 2022					
Charlottenburgh Park	0.00	0.00	0.00	0.00	0.00
South Lancaster Wharf	8,000.00	6,523.43	8,000.00	5,503.27	8,500.00
Peanut Line Trail	29,500.00	44,278.45	114,000.00	31,099.10	129,500.00
<b>Budget Notes</b>					
2021 FB Side-by-side for Peanut Line					
2021 FB Repair CR 17/William St. Bridge - offset by transfer from reserves					
2021 FB Repair CR 19/South Branch Bridge in 2022					
2021 FB NOV 10 - Decrease in side-by-side (10K)					
Cairnview Park	10,000.00	0.00	10,000.00	0.00	10,500.00

Financial Statement



For Period Ending 31-Dec-2021

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
<b>General Fund</b>					
<b>Budget Notes</b>					
2021 FB Consider beautification, from Cairnview Reserve					
Planning & Zoning	322,300.00	314,356.82	236,700.00	185,284.38	207,000.00
<b>Budget Notes</b>					
2021 FB ADD - OCT 21 - Student for Heritage Project					
2021 FB OMB Appeal - Offset from Planning Reserves					
2021 FB ADD - OCT 21 - 13K to Admin. Consult and 7K more for OP					
Economic Development	288,350.00	216,633.31	318,900.00	113,769.24	263,350.00
<b>Budget Notes</b>					
2021 FB County RIP (in/out)					
2021 FB 20K for Community Signage, Apply for RED Funding					
2021 FB ADD - OCT 26 - 22K - 15K GIS Upgrade + 7K Student for GIS - offset by Modernization					
2021 FB ADD - OCT 26 - 13K - 5K - Virtual Mrkt, 3K Virtual Gala, 2.5 Website Update, 2.5 Virtual Heritage Walk					
2021 FB Consideration - Previously 60K; most years 30K					
Municipal Drains	61,000.00	60,149.98	77,000.00	67,348.00	70,000.00
<b>Budget Notes</b>					
2021 FB MacDonald Tech. less 7K					
Tile Drainage	32,500.00	45,220.65	32,500.00	36,450.16	20,000.00
United Counties Levy	10,680,696.00	10,693,070.23	11,279,833.00	11,279,905.00	0.00
School Board Levy - Upper Canada Distr	2,387,072.00	2,390,163.22	2,407,087.00	2,407,087.00	0.00
School Board Levy - Ecole Pub. Est Ont	236,953.00	238,465.46	245,558.00	245,558.00	0.00
School Board Levy - Catholic Bd. East	740,990.00	745,269.61	737,688.00	737,687.00	0.00
School Board Levy - Ecole Catholique E	886,940.00	893,559.08	886,951.00	886,951.00	0.00
Change in Capital Assets - PSAB	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>31,063,622.00</b>	<b>31,470,717.93</b>	<b>34,798,277.00</b>	<b>30,709,347.10</b>	<b>17,783,250.00</b>
<b>Total General Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,309,608.88)</b>	<b>9,091,625.00</b>

## INFORMATION REPORT

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Departmental Update- CAO - November-December 2020

**PREPARED BY:** Tim Mills, CAO



### **Completed Work:**

- Planned, prepared and executed weekly Senior Management meetings
- Prepared work for Council and Committee meetings
- Met frequently with Management team to prepare Draft Budget and Efficiencies
- Organized and participated in interviews for GM of Infrastructure
- Participated in Glen Walter Master Plan Project Steering Committee Meeting
- Ongoing review of Office Renovation project
- Planned and Coordinated Management Human Resources Training facilitated by Cunningham & Swan
- Participated in Energy Efficiency Report Draft Review
- Reviewed Uniform Implementation Plan with union staff
- Participated in a fleet review with Managers in preparation for budget
- Participated in CAO Management Meeting via SDG Counties
- Met with constituents regarding complaints process
- Successful tracking of facility inspections completed by Health & Safety Representatives
- Enrolled in and taking the Executive Diploma in Municipal Management Program through AMCTO
- Organizational Review


### **Work in Progress:**

- See attached Critical Path Document

### **Month at a glance:**

- Attended Lancaster Library Meeting re: possible funding
- Attended Annual General Meeting for CFDC
- Attended AMO Virtual Waste Diversion Update
- Attended Safety and Security Audit meeting
- Attended Environmental Committee Meeting
- Attended Boundary Road Servicing Meeting at City of Cornwall
- Attended Airport Commission Meeting

- Attended FoodCycler Demo Meeting
- Attended Budget Meetings with Council
- Attended Virtual Webinar for Proposed Amendments to the Conservation Authorities Act
- Attended COVID-19 Funding- Review of Relief Funding
- Attended 2 sessions of Upper Management Training Facilitated by Cunningham & Swan
- Attended Webinar- Improving Connectivity for Ontario
- Attended Monthly CAO Meetings
- Attended Municipal Officials and First Responders briefing session
- Attended CFDC Board meeting
- Attended Public Health meetings – Provincial and EOHU related to COVID 19
- Attended Cornwall Electric LED Conversion Meeting

												
CAO	Responsibility	In Progress	Nearing Completion	Completed	On-going							
Activity		March	April	May	June	July	August	September	October	November	December	
<i>Developing and Implementing a Strategic Action Plan - short and long term actions &amp; goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.</i>												
<i>Identify what council needs to move infrastructure projects forward. The nonnegotiable.</i>	CAO/Council	In Progress	In Progress	In Progress	In Progress	In Progress	On-going	On-going	On-going	On-going	On-going	
<i>Evaluate offices space.</i>	CAO/EA	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	
<i>Initiate review for security, health and safety, asset management, capital plan, I.T. and digital.</i>	CAO/GMs	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<i>Consolidate files such as contracts (i.e., snow, grass, copiers, leases) consulting (i.e., bridges, water) and regular ongoing bills.</i>	EA/GMs	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<i>Evaluate configuration of our office space (township hall, other options).</i>	CAO/EA/GMs	Researching/Planning	In Progress	In Progress	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	On-going	On-going	
<i>Professional learning plans by department (i.e., office, water, fire, roads, rec).</i>	CAO/HR	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<i>Initiate the development of business plan for the Cornwall regional airport.</i>	CAO/ECDEV	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	On-going	On-going	
<i>School partnerships and youth engagement strategy.</i>	CAO	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	
<i>Internal financing strategy to support infrastructure sustainability.</i>	CAO/GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<i>Establish a branding strategy.</i>	CAO/Communications/GM	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<i>Connectivity and community. Pursue - Opps to extend services, internet, water, cell, natural gas.</i>	CAO/Council	Researching/Planning	Researching/Planning	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<i>Strategy for internal/external communication. Diversify communication methods.</i>		Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	On-going	On-going	
<i>Staff recognition strategy/plan. Celebrations (When? How?)</i>	CAO/EA	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	
<i>Improve and implement asset management plans based on capital condition assessments.</i>	CAO/GM	Researching/Planning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	



**CHRISTINE TARLING**  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

December 18, 2020

Monika Turner  
Director of Policy  
Association of Municipalities of Ontario  
200 University Ave., Suite 801  
Toronto, Ontario M5H 3C6

Dear Ms. Turner:

This is to advise that City Council, at a meeting held on December 14, 2020, passed the following resolution regarding cannabis retail in Ontario:

“WHEREAS the regulator for private cannabis retail in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) has the authority to license, regulate and enforce the sale of recreational cannabis in privately run stores in Ontario; and

WHEREAS on January 14, 2019 Kitchener City Council agreed to ‘opt-in’ to the Provincial direction to allow Cannabis Retail to occur in the City of Kitchener; and

WHEREAS the AGCO criteria does not take into consideration radial distance separation from other Licensed Cannabis Stores when considering applications for new Licensed Cannabis Stores; and

WHEREAS the City of Kitchener currently has two open retail locations and 12 active applications for Licensed Cannabis Stores, several within a three block radius; and

WHEREAS Council considers it a matter of public interest to include a 500 metre distance separation from other Licensed Cannabis Stores, as excessive clustering and geographic concentration of cannabis retail outlets may encourage undesirable health outcomes, and over-concentration may cause undesirable impacts on the economic diversity of a retail streetscape including the distortion of lease rates, economic speculation, and the removal of opportunity for other commercial businesses; and

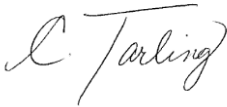
WHEREAS cannabis retail is a new and unproven market, and no studies or precedent exists to determine the number or distribution of stores that

can reasonably be supported by the local economy, and it is therefore prudent to establish the means by which the AGCO, with input from a municipality, can regulate over-concentration as the cannabis retail market evolves;

THEREFORE BE IT RESOLVED THAT Council directs the Mayor, on behalf of Council, to write the Premier of Ontario, the Honourable Rod Phillips, Minister of Finance of Ontario, and the Honourable Doug Downey, Attorney General of Ontario, requesting the Province modify the regulations governing the establishment of cannabis retail stores to consider over-concentration as an evaluation criteria, require a 500 metre distance separation between locations, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores; and

BE IT RESOLVED THAT a copy of this resolution be forwarded to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, and other municipalities in Ontario.”

Yours truly,



C. Tarling  
Director of Legislated Services  
& City Clerk

- c: Garth Frizzell, Federation of Canadian Municipalities  
Berry Vrbanovic, Mayor, City of Kitchener  
Helen Fylactou, Manager of Licensing, City of Kitchener  
Ontario Municipalities



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

December 21, 2020

TO:  
The Honourable Doug Ford ([premier@ontario.ca](mailto:premier@ontario.ca))  
Premier of Ontario

AND TO:  
Minister of Health Hon. Christine Elliott ([christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org))

Board of Health for the Windsor-Essex County Health Unit  
Attention: Lee Anne Damphouse, Executive Assistant to the Medical Officer of Health,  
CEO, and Board of Health ([ldamphouse@wechu.org](mailto:ldamphouse@wechu.org))

The Windsor-Essex County Health Unit ([wahmed@wechu.org](mailto:wahmed@wechu.org))  
Attention: Dr. Wajid Ahmed  
Medical Officer of Health, Windsor-Essex County Health Unit

Dear Premier:

**RE: Letter of Support for Small Businesses**

At its Regular Meeting held on December 14, 2020 Kingsville Council passed the following Resolution:

"704-2020  
Moved By Councillor Kimberly DeYong  
Seconded By Councillor Larry Patterson

Attention: Premier Doug Ford

WHEREAS the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease;

AND WHEREAS many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the COVID-19 pandemic restrictions;

AND WHEREAS closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods;

AND WHEREAS the Town of Kingsville's commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to COVID-19;

AND WHEREAS our small independent businesses have every reason to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curb-side and delivery.

NOW THEREFORE BE IT RESOLVED that the Town of Kingsville calls upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales and service with limited capacity and increased safety measures;

AND THAT this resolution be forwarded to: All Ontario municipalities; Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli; Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh Sarkaria; Minister of Health Hon. Christine Elliott; Minister of Finance Hon. Rod Phillips; Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo; MPP Taras Natyshak; the Windsor-Essex County Health Unit Board of Health; and the Windsor-Essex County Health Unit Medical Officer of Health Dr. Wajid Ahmed.

CARRIED”

Yours very truly,



Sandra Kitchen, Deputy Clerk-Council Services  
Legislative Services Department  
[skitchen@kingsville.ca](mailto:skitchen@kingsville.ca)

cc:

Taras Natyshak, MPP - Essex  
Email: [tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca)

Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli  
Email [vic.fedeli@pc.ola.org](mailto:vic.fedeli@pc.ola.org)

Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh  
Sarkaria  
Email: [prabmeet.sarkaria@pc.ola.org](mailto:prabmeet.sarkaria@pc.ola.org)

Minister of Finance Hon. Rod Phillips  
Email: [rod.phillips@pc.ola.org](mailto:rod.phillips@pc.ola.org)

Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo  
Email: [michael.tibolloCO@pc.ola.org](mailto:michael.tibolloCO@pc.ola.org)

All Ontario Municipalities



United Counties of  
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY *GV* RESOLUTION NO 2020-184  
 SECONDED BY *K. Gardner* DATE December 21, 2020

WHEREAS the COVID-19 pandemic has had significant financial and operational impacts on Ontario municipalities;

AND WHEREAS municipalities have had to divert resources towards addressing the immediate needs of the pandemic and maintaining service delivery standards despite evolving restrictions and limited funds;

AND WHEREAS the Government of Ontario has delayed timelines with respect to several pieces of legislation;

AND WHEREAS the Government of Ontario has regulated municipal asset management through O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015;

AND WHEREAS O. Reg. 588/17 mandates that every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023;

AND WHEREAS the key components of an asset management plan as required by the regulation are:

1. Infrastructure asset inventory
2. Levels of service
3. Lifecycle management and financial strategy

AND WHEREAS there is a concern amongst Municipal Finance Officers' Association of Ontario (MFOA) members and their municipalities that current capacity challenges (redeployment of staff, and lack of available resources) will result in limitations for purposeful asset management planning;

AND WHEREAS Ontario municipalities do not anticipate the current capacity challenges to be resolved in the short-term;

NOW THEREFORE BE IT RESOLVED that the Council of the United Counties of Stormont, Dundas and Glengarry supports MFOA's letter to the Ministry of Infrastructure requesting a one-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.

CARRIED

DEFEATED

DEFERRED

  
WARDEN

Recorded Vote:	
Councillor Armstrong	_____
Councillor Byvelds	_____
Councillor Fraser	_____
Councillor Gardner	_____
Councillor Landry	_____
Councillor MacDonald	_____
Councillor McGillis	_____
Councillor Prevost	_____
Councillor Smith	_____
Councillor Warden	_____
Councillor Wert	_____
Councillor Williams	_____



## MUNICIPALITY OF CHARLTON AND DACK

TEL: (705)-544-7525  
FAX: (705)-544-2369  
info@charltonanddack.com  
[www.charltonanddack.com](http://www.charltonanddack.com)

January 7<sup>th</sup>, 2021

The Honourable Doug Ford  
Premier of Ontario

Sent by email: doug.fordco@pc.ola.org

**RE: MOTION REGARDING - Insurance**

The following resolution was passed by the Council for the Municipality of Charlton and Dack on December 18<sup>th</sup>, 2020:

*WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021.*

*AND WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault;*

*AND WHEREAS these increases are unsustainable and unfair and eat at critical municipal services;*

*AND WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:*

- 1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.*
- 2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10 day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.*
- 3. Implement a cap for economic loss awards.*
- 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third party liability coverage to \$2 million in government regulated automobile insurance plans.*
- 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non profit insurance reciprocals.*
- 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its*



*and municipal arguments as to the fiscal impact of joint and several liability.*

7. *Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.*

*THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Charlton and Dack call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities.*

*AND FURTHER BE IT RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Rod Phillips, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable John Vanthof, MPP for Timiskaming- Cochrane, and all Ontario municipalities.*

Yours Truly,

**Dan Thibeault**  
**Clerk Treasurer CAO**  
**Municipality of Charlton and Dack**

**CC:** Honourable Peter Bethlenfalvy, Minister of Finance  
Honourable Doug Downey, Attorney General of Ontario  
Honourable John Vanthof, MPP for Timiskaming- Cochrane  
All Ontario Municipalities

## INFORMATION REPORT

**REPORT TO:** Council of the Township of South Glengarry  
**MEETING DATE:** January 18, 2021  
**SUBJECT:** Community Services Monthly Activity Report  
November and December 2020  
**PREPARED BY:** Joanne Haley, GM Community Services



### Departmental Activity Update

#### *Community Services Department*

#### November & December 2020 Update

##### Building

- Received and Processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Completed building plans review
- Conducted inspections
- Followed up on maintenance agreements for tertiary septic systems
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for MPAC and Statistics Canada
- Provided updates to Tarion on new residential builds
- Received applications for and assigned civic addresses
- Ordered, retrieved, and distributed civic address signs and posts
- Conducted staff meetings and collaborated on policy in response to provincial COVID19 regulations
- Building Code Ministry Exam- C. Raabe
- Participated in Middle Management Human Resources Training

##### Economical Development

- Gathered information pertinent to businesses for assistance during COVID-19
- Prepared business newsletters for email distribution
- Prepared staff report for CIP applications
- Call for businesses to participate in the local shopping campaign
- Launched the South Glengarry Holiday shopping event

- Hosted participant zoom meeting with businesses participating in the local shopping campaign
- Held the holiday shopping event
- Created advertisements for local papers
- Participated in the review of the County Economic Development Strategic Plan
- Participated in the review of the County Regional Incentive Program
- Created and commenced the South Glengarry Business Zoom Series
- Participated in ROMA Connectivity webinar and Broadband workshop in preparation for a developing a South Glengarry connectivity plan.

### **Planning**

- Conducted staff meetings
- Received, processed and reviewed consent, minor variance, site plan control and zoning amendment applications
- Prepared for and held Committee of Adjustment meetings
- Prepared for and held public meeting for zoning by-law amendments
- Prepared staff reports for Council meetings
- Worked on OP Appeal documents
- Continued review of County OP agricultural and rural lands for LPAT hearing
- Conducted research on Employment Lands Conversion
- Completed site visits
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on subdivision files
- Participated in Senior Management Human Resources Training

### **By- Law**

- Monitored COVID-19 orders and enforced when necessary
- Conducted COVID-19 patrols and educated constituents when necessary
- Received and responded to COVID-19 related inquiries or reports
- Continued review of the By-Law enforcement policy
- Research on animal control and dog tags to prepare to update by-law
- Responded and investigated By Law Complaints
- Completed weekly aggregated data report and submitted to the Ministry of Attorney General's Office.
- Provided By-Law information as requested by the Ministry of Attorney General's Office
- Corresponded and assisting with OPP and Ministry of the Solicitor General
- Collected and installed Minor Variance Signs
- Collected civic blades and posts
- Responded to walk in inquiries
- Arranged and attended meetings with the public
- Participated in weekly calls with Dr. Paul of EOHU

- Attended and reviewed sites that are building without permits
- Participated in Middle Management Human Resources Training

### **Emergency Planning**

- Participated in weekly calls with Dr. Paul of EOHU
- Participated in weekly calls with EMO
- Prepared and submitted annual reports

### **Statistics**

- Community Services is pleased to provide to Council some interesting statistics that demonstrate the usage of staff time, the number of calls, emails, permits, planning and building applications, complaints and the interest in our business newsletters.

# Community Services Monthly Report:

Planning, Building, By-Law, Economic Development

# November, 2020



\*Does not include calls initiated

# Community Services Monthly Report:

Planning, Building, By-Law, Economic Development

# December, 2020



\*Does not include calls initiated

## INFORMATION REPORT

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Departmental Update- Infrastructure Services-  
November- December 2020

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



### **Completed Work:**

- Road Patrol
- Grade Granular Roads
- Patch Hard Top Roads
- Brushing Various Locations
- Respond to Winter Weather Events
- Routine Fleet Maintenance and CVOR Safeties on Roads & Fire Fleet
- Landfill Maintenance, pack and cover Beaverbrook
- Water & Sewer routine operations
- Winterized Hydrants
- Conducted the Internal Audit and Management Review for the Drinking Water Quality Management Standard (DWQMS)
- Attended Virtual Management Meetings
- Attended Virtual Environment Committee Meeting
- Attended Airport Commission Meeting
- Attended Virtual Boundary Road/Glen Walter Master Servicing Plan Steering Committee Meetings

### **Work in Progress (Critical Path):**

- See Attached
- Completed Operations and Capital Budget for 2021
- Completed Purchase of Airport Lands for Public Works Facility
- Issued Tender for the Public Works Facility on Airport Road – Closing January 28, 2021
- Completed the Route Optimization Study
- Worked with Wood Environmental on Energy Efficiency Study
- Completed Underground Infrastructure for the Glen Walter Looping Pump Station Upgrade Project

**Good News Stories**

- Completed the Underground Infrastructure for the Glen Walter Looping Project
- Received our Drinking Water Quality Management Standard External Audit Report with 100% Compliance
- Road Manager Chris Leblanc has returned to full time with a clean bill of health!



<b>Infrastructure Services</b>		Responsibility	September	October	November	December
<b>Activity</b>						
Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.						
<b>Secure Approval for Public Works Garage</b>	General Manager Infrastructure Services Ewen MacDonald	Completed	Completed	Completed	Completed	
<b>Finalize Glen Walter Master Servicing Plan</b>	General Manager Infrastructure Services Ewen MacDonald	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	
<b>Deploy COMTRACK System for Complaints</b>	General Manager Infrastructure Services Ewen MacDonald	Completed	Completed	Completed	Completed	
<b>Compile asset management Data.</b>	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan McDonald	In Progress	In Progress	Nearing Completion	Nearing Completion	
<b>Consolidation asset management capital plans.</b>	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan McDonald	In Progress	In Progress	In Progress	In Progress	
<b>Complete roads capital projects.</b>	General Manager Infrastructure Services Ewen MacDonald	Nearing Completion	Nearing Completion	Nearing Completion	Completed	
<b>Review Waste Management Study</b>	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	In Progress	
<b>Provide training to water staff to update certification.</b>	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	Completed	Completed	
<b>Transition plan for GM.</b>	CAO Tim Mills	In Progress	Completed	Completed	Completed	
<b>Asset Management Risk Assessment</b>	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	In Progress	
<b>Complete public works facility project.</b>	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	In Progress	
<b>Route Opimization Study</b>	General Manager Infrastructure Services	Nearing Completion	Completed	Completed	Completed	
<b>Prioritize asset management plan and risk assessment with defined levels of service</b>	Ewen MacDonald	Researching/Planning	Researching/Planning	In Progress	In Progress	

## INFORMATION REPORT

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Fire Department Monthly Update November and December 2020

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



### OPERATIONS and RESPONSES:

- Motor Vehicle Collisions: 13
- Alarms: 5
- Medical: 4
- Burn Complaint / Unauthorized Burns
- Fire – Structural: 8, Brush / Grass: 5, Vehicle: 4, Other: 1
- False: 1
- Public Hazard: 3
- Rescue: 1

### RESPONSES OF INTEREST

- Large structure fire at XL Wood Products in Green Valley
- Multi-agency response for possible ice water rescue and search. False call

### TRAINING:

- Fire Department
  - o 3 members have achieved their DZ vehicle licensing.
  - o Traffic management and Medical training sessions for all staff
  - o COVID-19 and infectious disease training
  - o Training Officer completed Health and Safety management course

### HEALTH AND SAFETY:

All Township building inspections were completed by Township staff and Fire department representatives during the month of November. A quarterly health and safety meeting for the Fire Department was held on November 25, at the Williamstown station. Items reviewed during the meeting included emergency response and PPE as COVID-19 numbers increase, traffic control at night in poor lighting along with training opportunities.

During the month of December, all Township building inspections were completed, and action items are being addressed. A quarterly Health and Safety meeting was held on December 16<sup>th</sup> with the Township representatives. Some of the items discussed were recognising unsafe work and the steps to follow, working at heights training, ensuring all building SDS books have been updated and Health and Safety certification for representatives.

To provide the Health and Safety representatives the necessary knowledge and tools to fulfill their role, some of the representatives will receive certification training in April.

## INFORMATION REPORT

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Recreation Department Monthly Update  
November and December 2020

**PREPARED BY:** Dave Robertson, Acting Director



### Recreation Programming and Operations

- Regular operations and winter programming schedule
- December 26<sup>th</sup>, under Provincial Order, the Char-Lan Recreation Centre was closed to the public as were all municipal buildings. This resulted in the cancellation of all scheduled recreation programming.

### Facilities and Parks

- Regular building maintenance, cleaning and sanitizing operations continued through the period
- Accessibility modifications to plumbing fixtures continues in multiple facilities
- Preparations for the winter season with park cleanup, storage of summer equipment, winterizing of summer facilities
- Additional seasonal lighting installed in villages of Lancaster, Williamstown and Martintown.

## INFORMATION REPORT

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Department Update - Corporate - Nov. and Dec.

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



### **Completed Work:**

- Continued to provide financial leadership at Management meetings
- Summarized water survey data for Council (on this agenda)
- Delivered the draft budget (first decrease in net levy requirement since 1999)
- Participated in Glen Walter Master Plan Project Steering Committee Meeting
- Interviewed and hired for A/R maternity leave
- Participated in Human Resources Training (multiple staff)
- Contributed financial information for the Energy Efficiency Report Draft
- Led financial component of Fleet Review with Management team
- Participated in MFOA Ontario-wide Treasurer's Meeting
- Participated in SDG Treasury Meeting

### **Work in Progress:**

- See attached Critical Path Document

### **Month(s) at a Glance:**

- Attended Boundary Road Servicing Meeting at City of Cornwall
- Attended Budget Meetings with Council
- Attended COVID-19 Funding- Review of Relief Funding
- Attended 2 sessions of Upper Management Training Facilitated by Cunningham & Swan
- Attended Quarterly Treasury Meetings
- Attended Cornwall Electric LED Conversion Meeting



CORPORATE SERVICES	Responsibility	In Progress	Nearing Completion	Completed	On-going								
Activity		March	April	May	June	July	August	September	October	November	December		
Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations.													
<b>Accessibility training (docs, website).</b>	Clerk /Communications	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Organize files to meet retention by-law.</b>	Clerk	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Work with communication coordinator on "Council Update" to send out externally after meetings (external communications).</b>	Clerk/Communications	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Successful grant application (FCM) to offset consultant costs for AMP (Asset condition ratings).</b>	GM	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	Nearing Completion	In Progress	In Progress	In Progress	Completed	Completed		
<b>Advocate for thoughtful investments in community. "Level of service".</b>	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Provide and improve on service excellence</b>	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Water Rate Review</b>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning		
<b>Staff reports that reflect life-cycle costing; so that council, staff and community is financially confident in our long term thinking.</b>	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Improve internal and external documents to meet AODA standards.</b>	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning		
<b>Improve file storage and research paperless.</b>	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning		
<b>AMP student.</b>	GM	Nearing Completion	Completed	Awaiting Funding	Completed	Completed	Completed	N/A	N/A	N/A	N/A		
<b>Support infrastructure for major infrastructure grant applications.</b>	GM												
<b>Asset management plan.</b>	GM	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		
<b>Work with other departments to meet retention standards.</b>	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning		
<b>Improve accessibility of documents across all department.</b>	Clerk	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		



<b>Reserve policy. Re-align reserves to fund entire municipality instead of silo driven reserves.</b>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<b>Long term financial plan that ties AMP to budget.</b>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<b>Investment policy to help finance infrastructure projects.</b>	GM	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning
<b>Work with departments to make sure meeting accessibility guidelines.</b>	Clerk	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning

## INFORMATION REPORT



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

**MEETING DATE:** January 18, 2021

**SUBJECT:** By-law Department Year End Report

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

### BY-LAW ENFORCEMENT ACTIVITIES YEAR END REPORT

The 2020 calendar year has been unlike any other. In the hopes to stop the spread of COVID-19 within our communities, the government enacted the Emergency Management and Civil Protection Act during the declared State of Emergency. Due to the declaration, multiple roles and functions at the Township were altered in order to better protect the staff as well as the community.

The by-law department responsibilities were drastically changed in March to better help the regional and provincial governments keep our communities safe. The Provincial government as well as the local health unit requested the support of Municipal Law Enforcement officers to help stop the spread of COVID-19. All municipal law enforcement officers were given the power to enforce regulations set out in the EMCPA followed by the ROA.

The provincial government set in place multiple regulations to stop the spread; amongst these orders were:

- People congregating in municipal parks, using park amenities or equipment;
- Non-essential retail businesses continuing to operate;
- Restaurants keeping their dining room open; and
- Gatherings of more than five people in public or in private residences.

In March, the Township of South Glengarry's By-law department continued to investigate emergency by-law complaints, but the majority of the hours, were spent contacting most local businesses that were permitted to stay open and walking them through the regulations that they needed to follow. Initially, By-Law attended 56 businesses, at each location, the officer walked through the requirements set out by the Health Unit and answered all questions pertaining to COVID-19 and the orders.

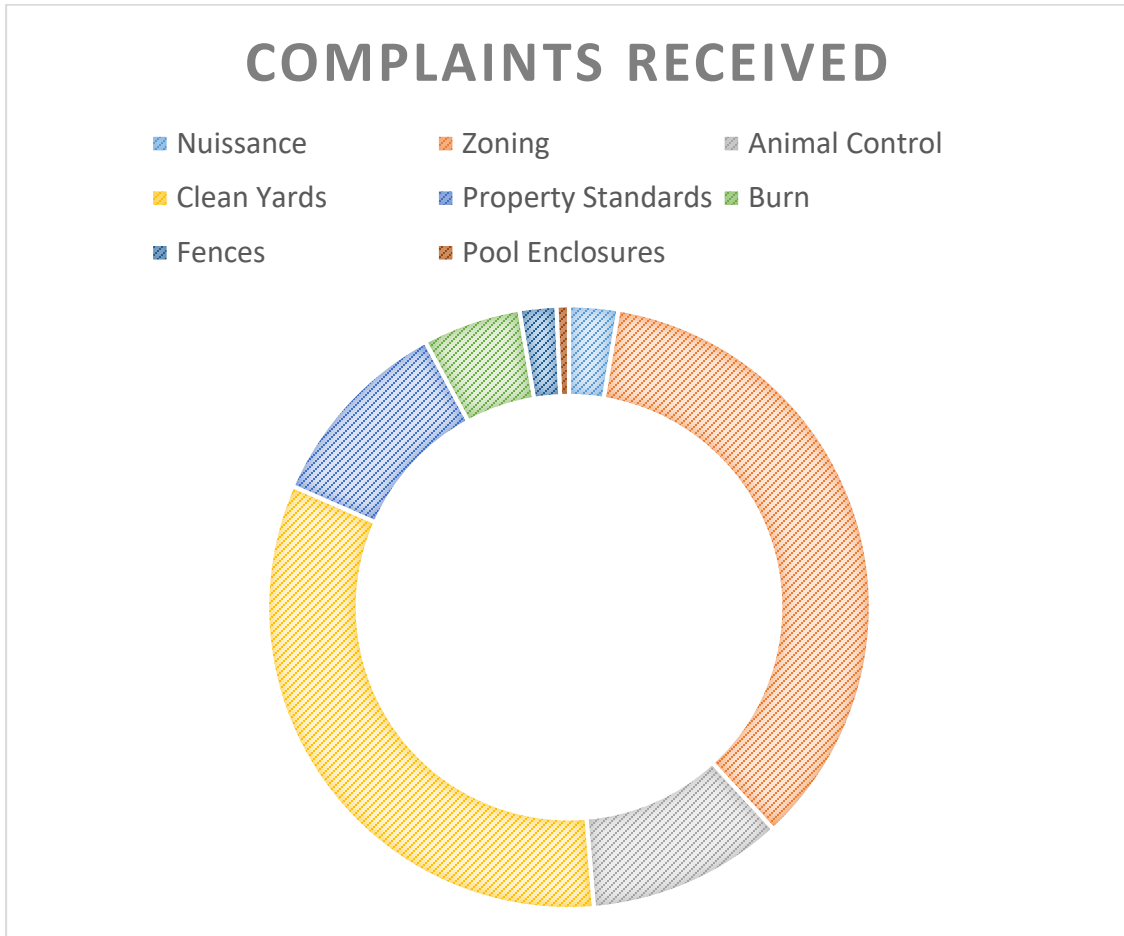
In addition to proactively monitoring South Glengarry, by-law would also receive and respond to all COVID-19 regulation or complaint related phone calls. Since March, By-law has received 400 calls or e-mails related to COVID-19 regulations.

As the regulations evolved throughout the Reopening of Ontario Act, so did by-laws' involvement. Continuing to respond to all COVID-19 related complaints and working with the EOHU as well as the Ministry of the Solicitor General, we resumed full operation of the regular by-law complaint investigations.

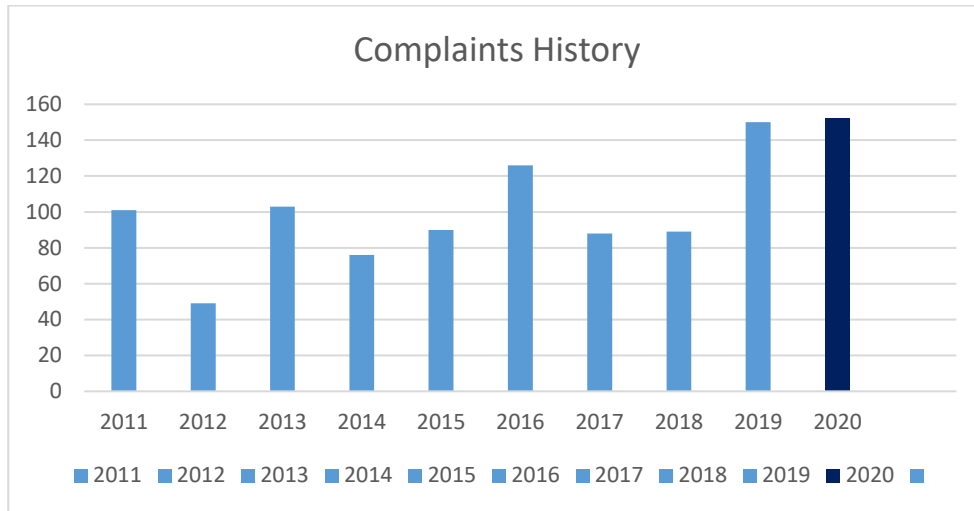
**KEY HIGHLIGHTS INCLUDE THE FOLLOWING:**

By-law Enforcement managed 152 complaints in the 2020 calendar year. The following demonstrates the categorization by infraction:

- Clean Yards: 50
- Fences: 3
- Property Standard: 16
- Zoning: 54
- Animal Control (not including the Dog Catcher numbers): 16
- Nuisance: 4
- Open Air Burn: 8
- Pool Enclosure: 1



The following represent the complaints received per year since 2011:



During the calendar year 2020, the Township received a total of 152 complaints, in 2019 the Township received 150, our numbers of complaints received have not varied.

#### **SUMMARY OF BY-LAW ADMINISTRATION:**

- 117 complaints were brought into compliance by the respective property owners following a discussion.
- 14 complaints were brought into compliance by the respective property owners following an informal or formal notice.
- 21 complaints required an order to meet compliance (see further breakdown below).
- 4 complaints required the Township to do the work (see further breakdown below).
- 11 complaints are still open, we are working with the property owners to gain compliance.
- 1 major site clean up occurred.
- 0 complaints from 2019 and 2020 are in Court.

#### **ORDER COMPLIANCE SUMMARY:**

21 complaints required an order to meet compliance. Of the 21 orders, a combined 8 orders were to the same respective owners.



4 complaints required the Township to do the work. Of the 4 complaints, 2 required the Township to do the work by cutting the grass; and the 2 other complaints required the

Township to remove items from the property as per the Clean Yards and Zoning By-laws.

Reason Orders were issued:

No return contact after 3 attempts	4
Over 5 years of history	2
No Compliance	9
Multiple Owners	2
Township does the work	4

**ANIMAL CONTROL:**

**An additional report will follow end of February with a summary of 2020 Animal Control as provided by the Township’s Dog Catcher.**

## INFORMATION REPORT

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



**MEETING DATE:** January 18, 2021

**SUBJECT:** 2020 Building Permit Activity Summary

**PREPARED BY:** Gary Poupart, Director of Development/Chief Building Official

This report is intended to provide an update on building permit activity for the year of 2020. The table below shows issued permits from January 1<sup>st</sup> to December 31<sup>st</sup> for the current year and a comparison to the previous 3 years for the same period.

For Period Ending December 31 Construction Class	Issued Permits			
	2017	2018	2019	2020
Institutional	8	4	4	8
Commercial	8	8	15	9
Agricultural	22	16	15	14
Residential				
New Dwelling	23	26	32	37
Addition/Renovation	71	63	67	43
Accessory Buildings & Other	49	31	35	37
Wood Stove	5	4	2	1
Demolition	18	29	13	21
On-Site Sewage Systems	32	32	49	65
Temporary Buildings / Tents	*	15	13	3
Swimming Pool	16	18	18	25
<b>TOTAL</b>	252	246	263	263
<b>Total Construction Value</b>	\$21,078,836	\$18,474,989	\$21,194,462.14	\$23,340,689
<b>Total Permit Fees</b>	**\$268,407	\$218,485	\$240,933.73	\$265,659.60
<b>Total Permit Applications</b>	282	263	276	286
<b>Building Code Act Orders Issued</b>	55	45	2	6

\* Issued Tent Permits for 2017 are included in applicable other Construction Class for the respective year.

\*\*Revised total due to correction made by Corporate Services subsequent to 2017 Community Services Annual Report on Permit Revenues, Expenses & Stabilization Reserve Fund.

## INFORMATION REPORT

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



**MEETING DATE:** January 18, 2021

**SUBJECT:** 2020 Land Use Planning Activity & Comparison

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

Please see the attached land use planning summary and processes with year to year comparisons.

Please contact me at your convenience should you have any questions.



# 2020 LAND USE PLANNING ACTIVITY

Please see below a summary of planning applications and files that were processed and reviewed in 2020 with a comparison for the previous 9 years.

<b>PLANNING PROCESSES</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Consents</b>	49	40	44	43	25	43	33	32	23	24	30
<b>Zoning Amendments</b>	13	12	8	10	7	8	4	6	13	15	18
<b>Official Plan Amendments</b>	1	0	0	1	1	0	1	0	0	0	0
<b>Minor Variances</b>	14	19	15	22	18	22	20	23	28	19	42
<b>OMB/LPAT Hearings</b>	0	2	2	1	0	0	1	2	2	1	2
<b>Site Plan Control Agreements</b>	2	3	12	13	5	6	16	6	14	6	13

<b>Part Lot Control</b>	0	0	0	0	1	1	0	1	1	0	0
<b>Removal of Holding</b>	0	4	2	3	0	1	0	1	3	1	2
<b>Temporary Use By-Law</b>	0	0	0	0	0	1	1	1	0	0	1
<b>Interim Control By-Law</b>	0	0	0	0	0	0	0	0	0	0	1
<b>Deeming By-Law</b>	0	1	0	1	1	0	0	0	0	0	0
<b>Totals</b>	<b>79</b>	<b>81</b>	<b>83</b>	<b>94</b>	<b>57</b>	<b>82</b>	<b>76</b>	<b>72</b>	<b>84</b>	<b>66</b>	<b>109</b>

**Draft Plan Approved and Registered Subdivisions- 2020**

<b>Name</b>	<b>Number of Lots</b>	<b>Status</b>
Place St. Laurent Subdivision- Phase 5	20	Draft Plan Approved- clearing condition stage
Tyotown Heights	5	Draft Plan Approved- clearing condition stage

		nearing registration
Riverview North	24	Draft Plan Approved-clearing condition stage

Note: Many preconsultation meetings occurred for proposed draft plan of subdivisions and commercial and industrial developments.

**INFORMATION REPORT****REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** January 18, 2021**SUBJECT:** 2020 Consent Summary**PREPARED BY:** Joane Haley, GM Community Services**CONSENT APPLICATIONS SUMMARY- 2020**

<b>#</b>	<b>Application #</b>	<b>Recommendation</b>	<b>Decision</b>
1	B-3-20	Recommended	Approved
2	B-9-20	Recommended	Approved
3	B-23-20	Recommended	Approved
4	B-27-20	Recommended	Approved
5	B-31-20	Recommended	Approved
6	B-35-20	Recommended	Approved
7	B-48-20	Recommended	Approved
8	B-49-20	Recommended	Approved
9	B-50-20	Recommended	Approved
10	B-51-20	Recommended	Approved
11	B-57-20	Recommended	Approved
12	B-60-20	Recommended	Approved
13	B-63-20	Recommended	Approved
14	B-65-20	Recommended	Approved

15	B-66-20	Recommended	Approved
16	B-67-20	Recommended	Approved
17	B-74-20	Recommended	Approved
18	B-77-20	Recommended	Approved
19	B-85-20	Recommended	Approved
20	B-91-20	Recommended	Approved
21	B-94-20	Recommended	Approved
22	B-95-20	Recommended	Approved
23	B-99-20	Recommended	Approved
24	B-109-20	On Hold	
25	B-110-20	Recommended	Approved
26	B-111-20	Recommended	Approved
27	B-115-20		
28	B-125-20		
29	B-127-20		
30	B-128-20		

## INFORMATION REPORT

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



**MEETING DATE:** January 18, 2021

**SUBJECT:** Consent Decision Notices

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

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**RE: Notice of Consent Decision**

Please find attached two "Notice of Decision" letters from the United Counties of Stormont, Dundas, and Glengarry as well as the memo for the application recommending approval. The recommendations and conditions requested have been included in the decisions as requested.



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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Thursday, December 17, 2020**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-110-20**

**OWNER: John McIntosh & Stephen McIntosh**

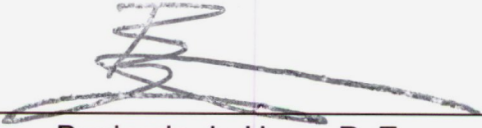
**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.


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

1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. One leg of the existing horseshoe driveway at civic number 18111 County Road 18 shall be removed and the ditch reinstated to the satisfaction of the County. The County Engineer will clear the condition with the Administrative Assistant-Planning.
5. A signed acknowledgement from the owner(s) recognizing they understand that the County will not permit any new and /or additional entrances onto County Road 18 from the severed and/or retained portion unless the requested entrance complies with County policies. The County Engineer will clear the condition with the Administrative Assistant-Planning.
6. 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 \$220.00 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 or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

  
 Benjamin de Haan, P. Eng  
 Approval Authority

I, Megan Boudens, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

  
 Megan Boudens, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2021**

THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: **JANUARY 06, 2021**



**DEPARTMENT OF TRANSPORTATION  
AND PLANNING SERVICES**

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

Tel: 613-932-1515 • Fax: 613-936-2913 • Email [info@sdgcounties.ca](mailto:info@sdgcounties.ca) • [www.sdgcounties.ca](http://www.sdgcounties.ca)

## NOTICE OF DECISION

### APPLICATION NO. B-110-20

**NAME:** John McIntosh & Stephen McIntosh

**MUNICIPALITY:** Township of South Glengarry (Former Geographic Charlottenburgh Twp.)

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 Local Planning Appeal Tribunal:

- 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 Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$400.00 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 Local Planning Appeal Tribunal.**

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. 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 6, 2020

**Date of giving of this notice is:** December 18, 2020

Megan Boudens  
Administrative Assistant-Planning  
Email: [mboudens@sdgcounties.ca](mailto:mboudens@sdgcounties.ca)

## INFORMATION REPORT



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

**MEETING DATE:** December 7, 2020

**SUBJECT:** Consent Application B-110-20

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

**RE: B-110-20**  
**Part Lot 12, 13 & 14, Concession 7 IL**  
**Former Township of Charlottenburgh**  
**McIntosh**

**Type of Consent: To dispose of a surplus dwelling to a farming operation.**

**Subject:**

The subject property is located on part of lots 12, 13 & 14, Concession 7 IL. on the north side of County Road 18. The purpose of this application is to sever approximately 1.2 acres of developed land that is surplus to the farming operation and to retain approximately 51.8 acres of agricultural land.

**Official Plan Designations:**

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation. Section 8.14.13.II.1.2 indicates that “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation”. This proposed consent conforms to the Official Plan. Section 8.14.13.II.7 indicates that “where a consent is granted for a residence surplus to a farming operation, a local Municipality shall through a Zoning By-law or other municipal approach prohibit further dwellings on the vacant retained lands created by the subject consent.”

**Zoning By-law:**

The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent conforms to the Township’s Zoning By-Law.

**Proposed Recommendation:**

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

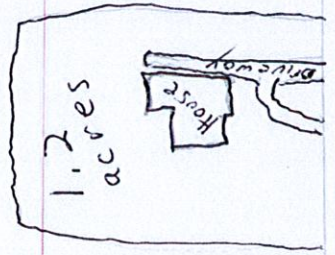
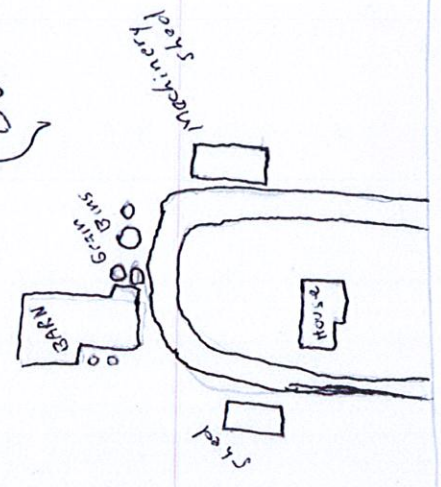
1. A review fee of \$200.00 must be paid to the Township.
2. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.

River

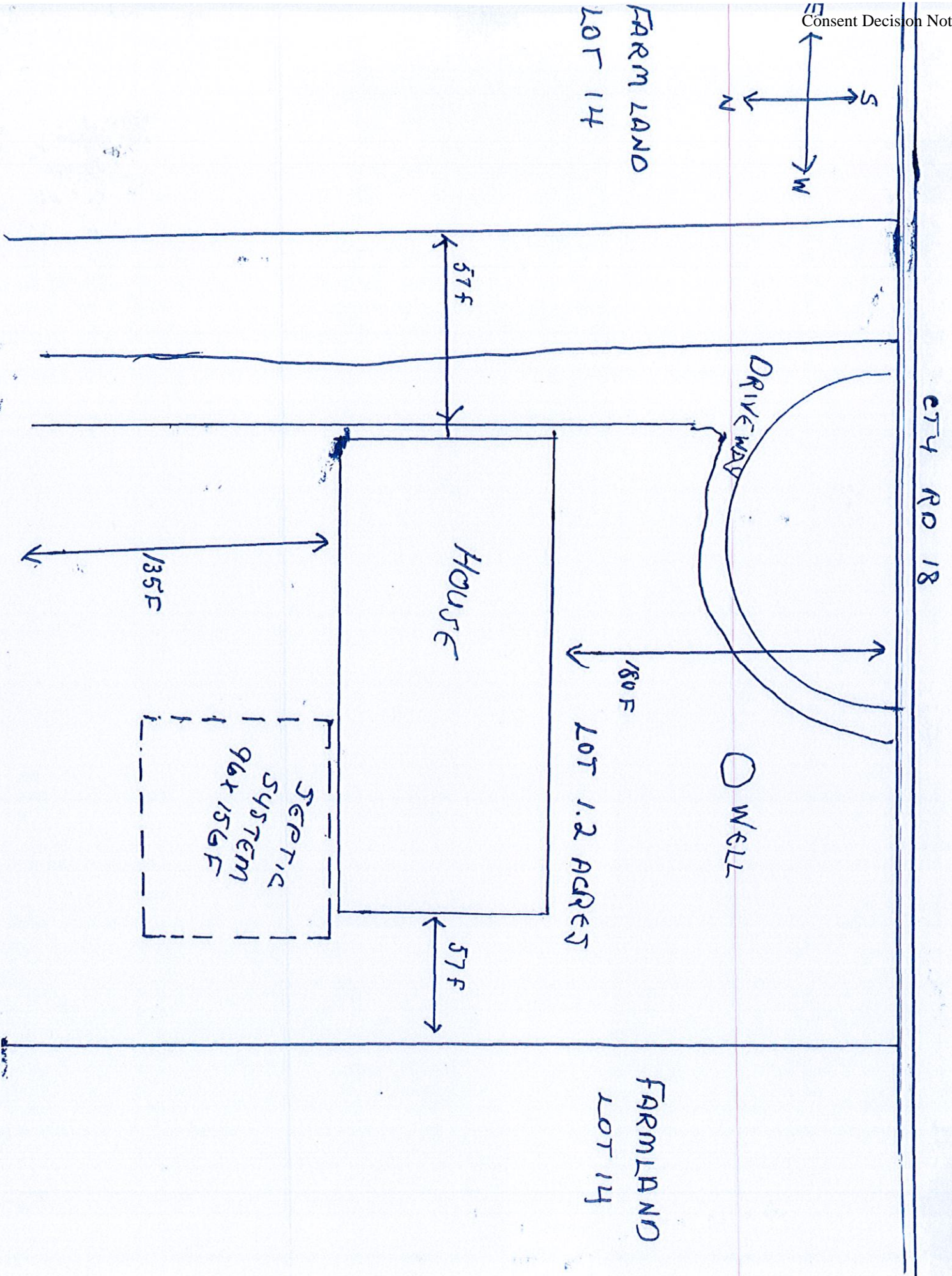
Raisin

Retained

(Buildings Retained)



county rd 18



12.4 acres

12.4

### South Glengarry SDG Explorer Map



8/26/2020, 10:15:51 AM

Assessment Parcel (Roll)

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

For informational purposes only. Parcels © Termet Enterprises Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. Viewer Sever data is representative of location but are not survey accurate. Call before you dig ONI Call 1-800-400-2255. Township of South Glengarry

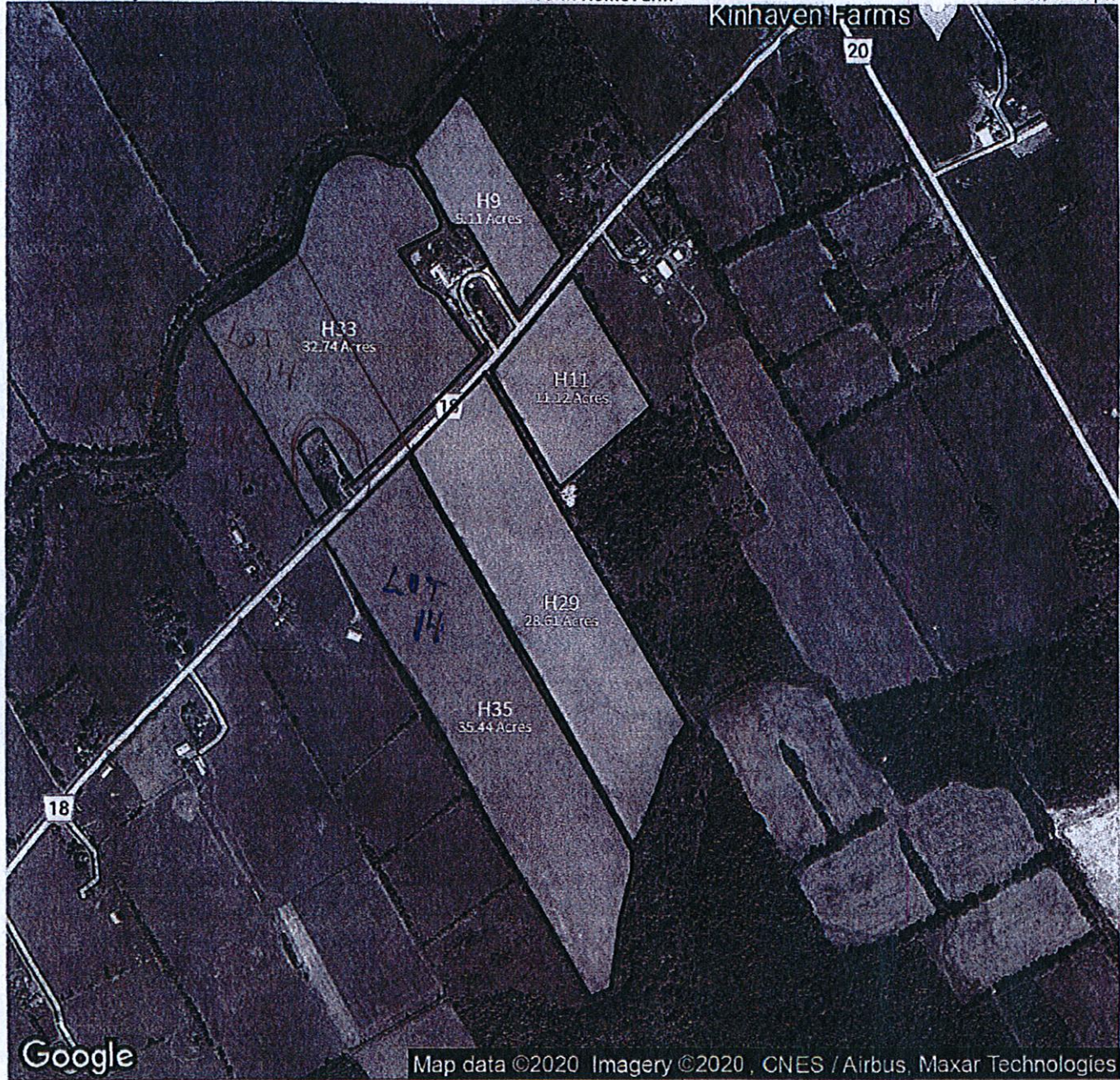
Glen Moy - Home Farm

July 22, 2020

Grower Glen Moy Farms

Farm Home Farm

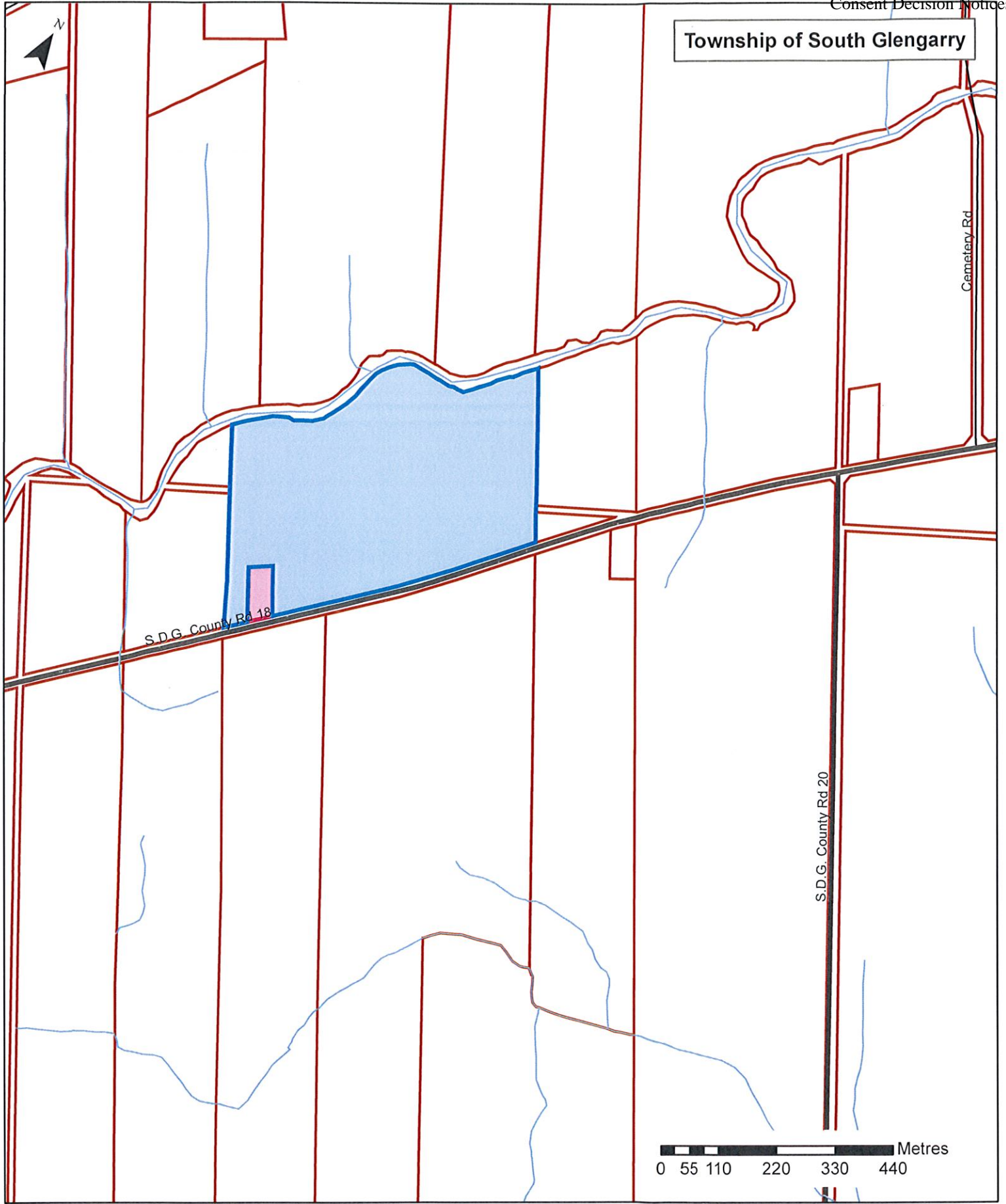
Field Multiple





117.03 ac(US)

LOT 14 51.81 ACRES

Township of South Glengarry



-  Retained ~ 51 acres
-  Severed ~ 1.2 acres

Application Number: B-110-20





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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Thursday, December 17, 2020**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-111-20**

**OWNER: Stairway Holsteins Inc.**

**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

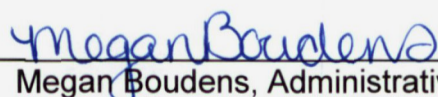
Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A review fee of \$200.00 must be paid to the Township of South Glengarry. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
3. 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 \$220.00 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 or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

  
 Benjamin de Haan, P.Eng  
 Approval Authority

I, Megan Boudens, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

  
 Megan Boudens, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2021**

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## NOTICE OF DECISION

### APPLICATION NO. B-111-20

**NAME:** Stairway Holsteins Inc.

**MUNICIPALITY:** Township of South Glengarry (Former Geographic Charlottenburgh Twp.)

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 Local Planning Appeal Tribunal:

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

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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 6, 2020

**Date of giving of this notice is:** December 18, 2020

Megan Boudens  
Administrative Assistant-Planning  
Email: [mboudens@sdgcounties.ca](mailto:mboudens@sdgcounties.ca)

## INFORMATION REPORT



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

**MEETING DATE:** December 7, 2020

**SUBJECT:** Consent Application B-111-20

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

**RE: B-111-20**  
**Part Lot 35, Concession 1**  
**Former Township of Charlottenburgh**  
**Stairway Holsteins Inc.**  
**Type of Consent: Lot Addition**

**Subject:**

The subject property is located on part of lot 35, Concession 1, NSR on the south side of County Road 18. The purpose of this application is to sever approximately 1.2 acres of vacant land that that will be merged to the abutting property located AT 18948 County Road 18. This will enlarge this existing residentially developed lot to allow for additional space to construct an accessory residential building as the property is currently approximately 1.3 acres in size.

**Official Plan Designations:**

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation however lot additions are permitted.

**Zoning By-law:**

The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent conforms to the Township's zoning by-law.

**Proposed Recommendation:**

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

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

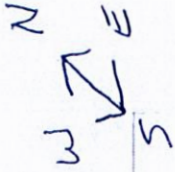
# Sketch for Severance

Owner's Name: [REDACTED]

Address: 18359 Richer Road R.R. 1

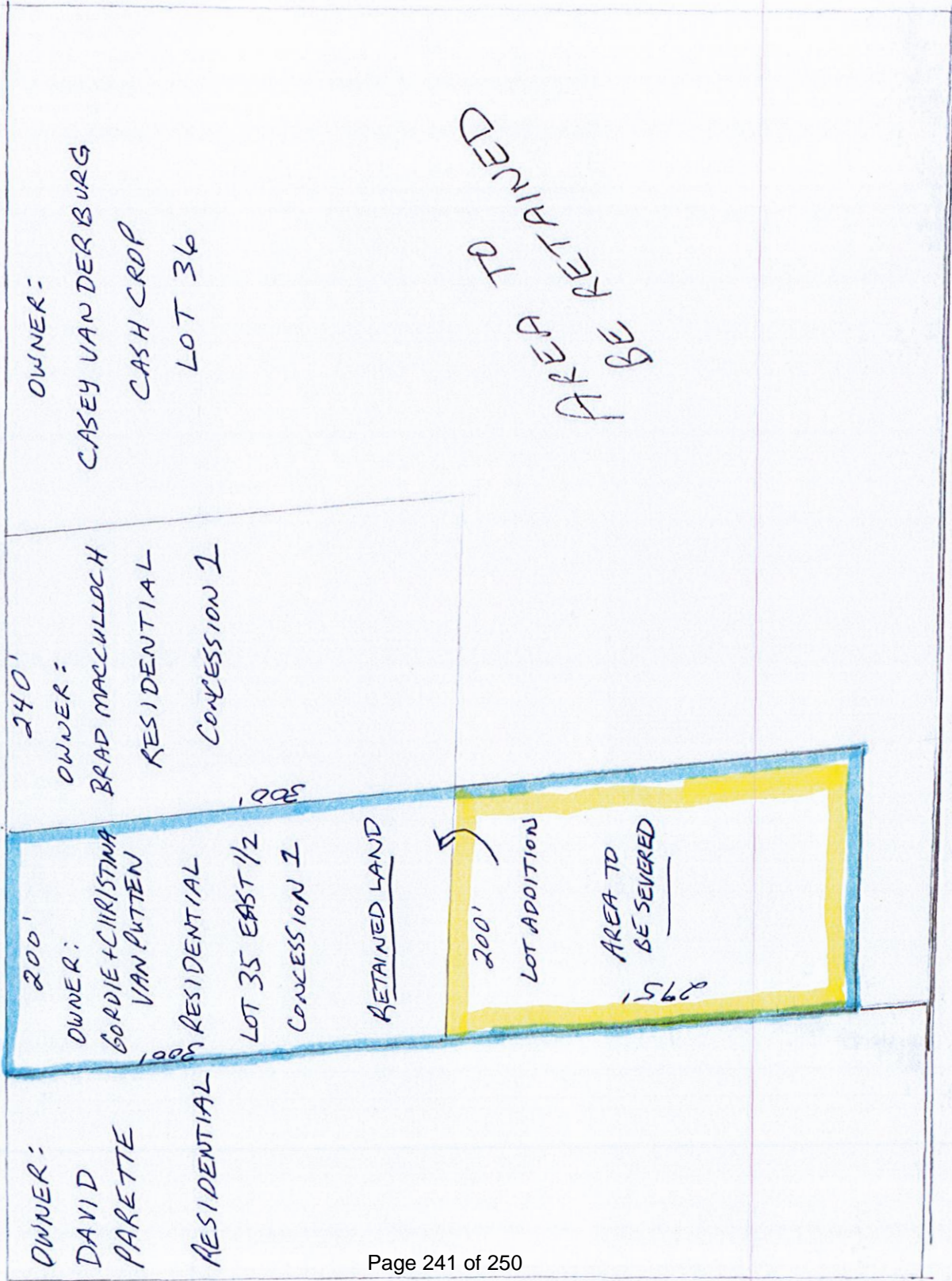
Apple Hill, ON K0C 1B0

LOT 35 Concession 1 Municipality: South Glengarry



Rosebush Drive

COUNTY ROAD 18



Township of South Glengarry



- Retained ~ 114 acres
- Severed ~ 1.26 acres

Application Number: B-111-20



**INFORMATION REPORT**

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

**MEETING DATE:** January 18, 2021

**SUBJECT:** Consent Application B-127-20

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

**RE: B-127-20**  
**Part Lot 28, Concession 8**  
**Former Township of Lancaster**  
**Tuppert**

**Type of Consent: Lot Addition**

**Subject:**

The subject property is located on part of lot 28, Concession 8, on the south side of Concession Road 8. The purpose of this application is to sever approximately 0.1 acres of vacant land that that will be merged to the abutting property located 20882 Concession Road 8. A garage located at 20882 Concession Road 8 was built over the property line therefore this additional land is required to ensure this property is in compliance with the zoning by-law.

**Official Plan Designations:**

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation however lot additions are permitted.

**Zoning By-law:**

The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent conforms to the Township's zoning by-law.

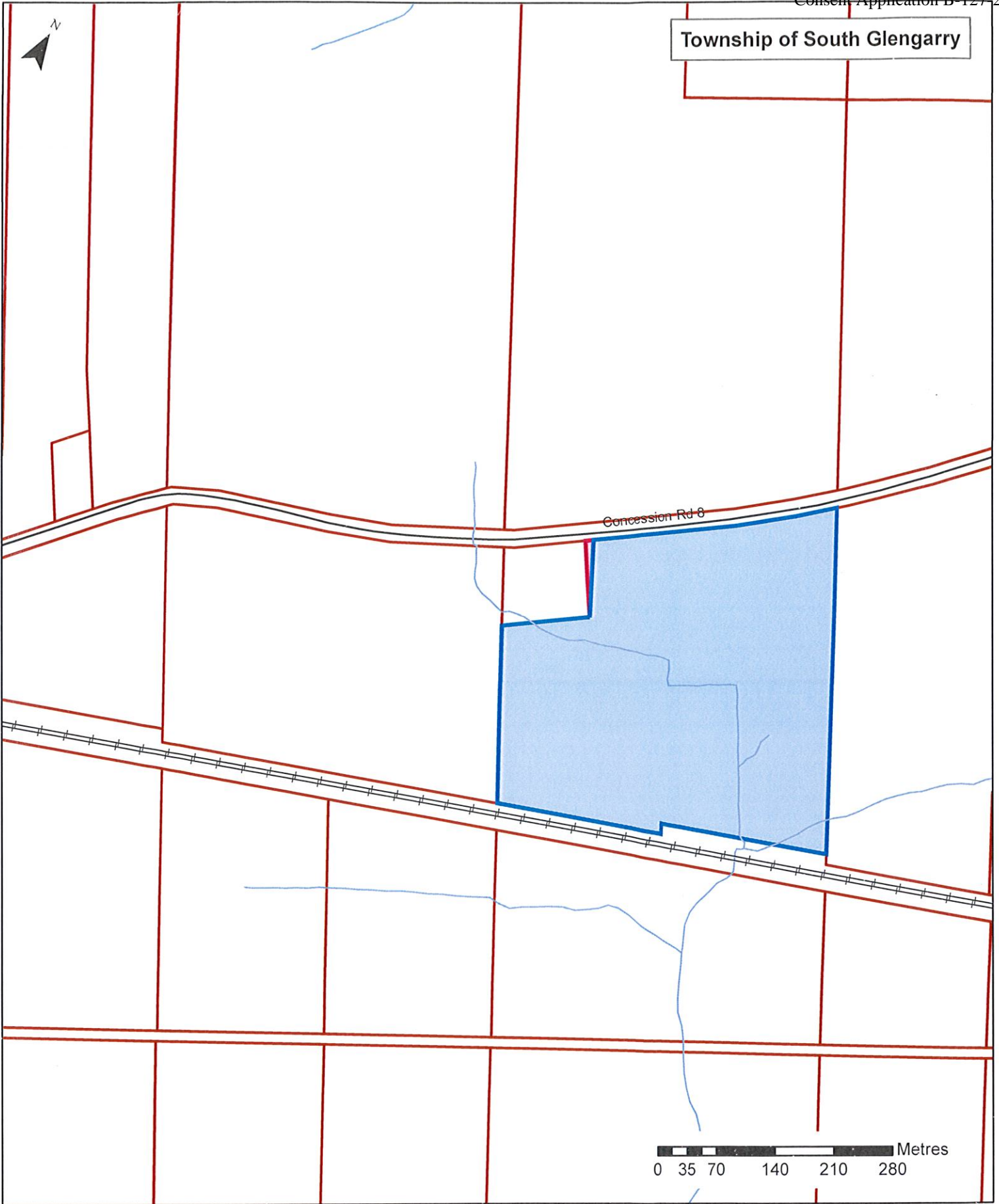
**Proposed Recommendation:**



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

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



Township of South Glengarry



-  Retained ~ 31.5 acres
-  Severed ~ 0.12 acres

Application Number: B-127-20



**UNFINISHED BUSINESS REPORT**  
**Presented to Council January 18, 2021**

<b>INFRASTRUCTURE SERVICES</b>					
<b>No.</b>	<b>Item</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Status</b>	<b>Update</b>
1.	Docks on Township Property	JAN 2016	2021	Ongoing	Property was declared surplus at the April 20 <sup>th</sup> Council Meeting. Survey Plan has been Registered. Follow up Survey completed to create parcel for dry hydrant intake pipe. Update report in closed session on November 2 <sup>nd</sup> Agenda Sales are completed on all but 2 parts Reviewing options for remaining 2 parts.
2.	Fire Protection Ponds	MAY 2016	2021	Ongoing	Staff Report on October 5 <sup>th</sup> Agenda Administration will meet with property owners to review cost recovery considerations. Have met with Manager at PacTiv on Richmond Road. The Agreement in place will be maintained for the foreseeable future. Have met with one of the property owners on Middle Street to discuss next steps Meetings with other property owner to be scheduled to discuss next steps.
3.	Municipal Servicing from City of Cornwall	MAY 2016	2021	Ongoing	Administration for Township and City met on June 15 <sup>th</sup> to review draft agreement.

					<p>Met with BVD Developments to discuss servicing options. Steering Committee has met to discuss next steps Closed Session Report to Council on December 7<sup>th</sup> Agenda. Letter sent to Boundary Road Property Owners to advise them of the potential cost for the Services based on the Terms and Conditions of the Draft Agreement with the City of Cornwall Township to Request a Delegation to City of Cornwall Council in early 2021</p>
4.	Private Roads (development of document)	FEB 2017	January 2021	Ongoing	<p>Have collected and reviewed Policy's from other Municipalities. Draft Report and By-Law on January 18<sup>th</sup> Agenda for 1<sup>st</sup> and 2<sup>nd</sup> Reading.</p>
6.	LED Streetlights (Glen Walter)	MAR 2019	2021	Ongoing	<p>Met with Cornwall Electric on February 20 to review LED Street Light Project. Will follow up with inventory and costs for ongoing discussions. Cornwall Electric has provided cost estimate and Administration is reviewing the design and lighting requirements for the project. Township is working with EARTH Corp to design and develop financial model for conversion project. Report on November 16<sup>th</sup> Agenda Formal proposal to be presented to Cornwall Electric for project.</p>
<b>COMMUNITY SERVICES</b>					

<b>CORPORATE SERVICES</b>					
6.	Review of Water Rates	APR 2019	WINTER 2020	Ongoing	Report on this agenda
7.	Water Bill Design	AUG 2019	WINTER 2020	Ongoing	Report on this agenda
<b>FIRE</b>					

**SG-M-21**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 06 - 2021  
FOR THE YEAR 2021**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of January 18, 2021 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 18<sup>th</sup> DAY OF JANUARY, 2021.***

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

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