

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

Monday, April 4, 2022, 7:00 PM  
Tartan Hall - Char-Lan Recreation Centre  
19740 John Street, Williamstown

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. O CANADA</b>	
<b>3. APPROVAL OF AGENDA</b>	
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.	
<b>4. DECLARATION OF PECUNIARY INTEREST</b>	
<b>5. APPROVAL OF MINUTES</b>	
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<b>8.</b>	<b>CLOSED SESSION</b>	
	BE IT RESOLVED THAT Council convene to Closed Session to discuss the follow item under Section 239 (2) of the Municipal Act S.O. 2001:	
	(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;	
	(d) Labour relations or employee negotiations	
	Specifically: staffing matter	
	(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations	
	Specifically: instruction to be applied to negotiations	
<b>9.</b>	<b>CONFIRMING BY-LAW</b>	
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<b>10.</b>	<b>ADJOURNMENT</b>	

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING MINUTES**

**March 21, 2022, 7:00 p.m.  
Electronic Meeting**

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

STAFF     CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau,  
PRESENT: GM Infrastructure Services Michael Hudson, GM Planning,  
Building & Enforcement Joanne Haley, Interim Treasurer  
Michael Hudson, Fire Chief Dave Robertson, Director of Parks,  
Recreation & Culture Sherry-Lynn Servage, Director of Water &  
Waste Water Dillen Seguin, Manager of Municipal Law  
Véronique Brunet, Deputy Clerk Crystal LeBrun and Executive  
Assistant/Communications Coordinator Michelle  
O'Shaughnessy.

1.     CALL TO ORDER

**Resolution No. 84-2022**

Moved by Councillor Luck  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the March 21, 2022 Council Meeting of the  
Township of South Glengarry now be opened at 7:02 pm

CARRIED

2.     O CANADA

3.     APPROVAL OF AGENDA

Items moved to Other Business for discussion:

7.a.c. Electronic Meeting Participation

7 d.i. Water Loss Update 2022

7d.I. Ministry of Northern Development, Mines, Natural Resources and  
Forestry Bulletin

7.d.p. Resolution - Town of Mono - Prime Minister Support for Ukraine

**Resolution No. 85-2022**

Moved by Councillor McDonell  
Seconded by Councillor Jaworski

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

CARRIED

4.     DECLARATION OF PECUNIARY INTEREST

5. APPROVAL OF MINUTES

5.1 Previous Meeting Minutes - March 7, 2022

**Resolution No. 86-2022**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the Minutes of the March 7, 2022 Council Meeting, including the Closed Session Minutes, be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 OPP Update - Sgt. Gloria Yu

7. NEW BUSINESS

7.1 Staff Reports

7.1.a Proposed Animal Control By-Law (V. Brunet)

**Resolution No. 87-2022**

Moved by Councillor Lang

Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 34-2022 be received and that By-law 23-2022 being a by-law to regulate the care, control, and licensing of animals within the Township of South Glengarry be read a first and second time this 21st day of March, 2022.

CARRIED

7.1.b Truelove Zoning Amendment- Proposed Campground (J. Haley)

**Resolution No. 88-2021**

Moved by Councillor Luck

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 35-2022 be received and that By-law 24-2022, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry to rezone the property legally described as Part of Lot 2, Concession 9, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry (PIN 671150157) from Rural (RU) to Rural - Exception Eighteen - Holding (RU-18-H) to permit a Campground - Tourist, including cabins for alternative accommodations be read a first, second and third time, passed, signed and sealed in open council this 21st day of March, 2022. The Council of the Township of South Glengarry confirms that all comments received from the public were carefully and respectfully considered however they had no effect on the decision to approve this zoning amendment.

CARRIED

7.1.c Physician Recruitment Glengarry Memorial Hospital (T. Mills)



**Resolution No. 89-2022**

Moved by Councillor McDonell  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 37-2022 be received and that the Council of the Township of South Glengarry approve the donation request in the amount of \$5,000 per physician as a onetime payment for signing a 5-year practice agreement to support the Glengarry Physician Recruitment Program.

CARRIED

7.1.d 2021 Council Remuneration and Expenses (M. Hudson)

**Resolution No. 90-2022**

Moved by Councillor Jaworski  
Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 39-2022 be received and that the presentation of the Statement of Remuneration and Expenses for 2021 be acknowledged

CARRIED

7.1.e Procurement 08-2022 Granular Tender (S. McDonald)

**Resolution No. 91-2022**

Moved by Councillor Lang  
Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 40-2022 be received and that the Council of the Township of South Glengarry award Procurement 08-2022 for the Supply and Placement of Granular Materials to Coco Paving Inc. in accordance with their submission in the amount of \$424,000 excluding HST for Item #1 (40,000 tonnes of Granular 'M') at the unit cost of \$10.60 per tonne; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

CARRIED

7.1.f Procurement #06-2022 Second Line Road Bridge Rehabilitation (S. McDonald)

**Resolution No. 92-2022**

Moved by Councillor Luck  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 41-2022 be received and that the Council of the Township of South Glengarry award Procurement 06-2022 for the Rehabilitation of the Second Line Road (SN 30043) to Coco Paving Inc. as per their submission of \$498,318.60 plus HST and furthermore that the Mayor and the Clerk be authorized to sign all relevant documents.

CARRIED

7.1.g Lancaster Legion Deck Project - Quotes (S. Servage)

**Resolution No. 93-2022**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 42-2022 be received and that the Quotation submitted by EcoEra Construction for the installation of the Lancaster Legion Deck project be awarded as per their submission of \$52,849.05 plus HST and furthermore that the Mayor and Clerk be authorized to sign all applicable documents.

CARRIED

7.2 Other Business

7.2.a Electronic Meeting Participation (T.Mills)

Council directed Administration to bring forward a by-law to amend the Procedural by-law to permit hybrid meetings.

7.2.b Water Loss Update 2022 (D. Seguin)

7.2.c Ministry of Northern Development, Mines, Natural Resources and Forestry Bulletin

7.2.d Resolution- Town of Mono- Prime Minister Support for Ukraine

Council would like to put a motion forward

7.3 Committee Reports

7.3.a Committee of Adjustment Minutes - March 7, 2022

7.4 For Information Only

**Resolution No. 94-2022**

Moved by Councillor Jaworski

Seconded by Councillor Lang

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

CARRIED

7.4.a Consent Application B-220-21

7.4.b Consent Application B-222-21

7.4.c Consent Summary - March 15, 2022

7.4.d Departmental Update - Corporate Services (February 2022)

7.4.e Departmental Update - Infrastructure Services (February 2022)

7.4.f Departmental Update - Parks, Recreation and Culture Department (February 2022)

7.4.g Departmental Update - Planning, Building and Enforcement (February 2022)

7.4.h Departmental Update- Financial Services (February 2022)

- 7.4.i Endorsement Resolution - Joint and Several Liability Reform- Town of Cochrane
- 7.4.j Endorsement Resolutions - Joint and Several Liability - Town of Laurentian Hills
- 7.4.k Resolution - Mental Health Supports - Township of Woolwich
- 7.4.l Resolution - Support for the Expansion of NOSM - NOMA
- 7.4.m Resolution-Supporting Expansion of NOSM- Township of Chapple
- 8. CLOSED SESSION

**Resolution No. 95-2022**

Moved by Councillor Lang  
Seconded by Councillor Luck

BE IT RESOLVED THAT Council convene to Closed Session at 9:14 p.m. 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;

(i) a trade secret or scientific, technical, commercial, financial, or labour relations information supplied in confidence to the municipality which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization;

Specifically: Labour relations matter

CARRIED

**Amendment:**  
**Resolution No. 96-2022**

Moved by Councillor Luck  
Seconded by Councillor McDonell

BE IT RESOLVED that Council rise and reconvene into open session at 9:49 pm without reporting.

CARRIED

- 9. CONFIRMING BY-LAW
- 9.1 Confirming By-law 25-2022

**Resolution No. 97-2022**

Moved by Councillor McDonell  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law 25-2022, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 21st day of March, 2022.

CARRIED

10. ADJOURNMENT

**Resolution No. 98-2022**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry  
adjourn to the call of the chair at 9:49 pm.

CARRIED

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Mayor

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Clerk



# **County-Local Municipal Update Township of South Glengarry Spring 2022**

**Carma Williams, Warden**

**T.J. Simpson, CAO**



# Why we're here

- Information sharing
- Renewing 'face to face' connections with elected officials and staff
- Review County strategic priorities and alignment with local priorities
  - *Smart Service Delivery*
  - *Educating Children in their own Communities*
  - *Leveraging health care partnerships – Equitable Access*
  - *Community Sustainability - Where you want to be*
  - *Communication - The Foundation of Success*
- 2022 capital works program – North Glengarry



# Strategic Priority – ‘Smart Service Delivery’

- New Shared Services Agreement with City in 2021
- Regional waste management review ongoing
- Information Technology improvements
  - Created IT Support Technician position to improve day to day support
  - Server cluster to host Vadim and other business systems – improved performance and resiliency
  - Off-site backup of local municipal data
- Land use planning service agreements
  - Less cost and better service for residents/developers, etc.
  - South Dundas
  - North Stormont
  - North Glengarry approved in March 2022
- Economic Development/Tourism
  - Increased collaboration/engagement with local municipalities and City with standalone department/staff



# Strategic Priority – ‘Educating Children in their own Communities’

- First phase complete – development of comprehensive review of challenges/opportunities in SDG
  - Fall 2021
  - Horizon Education Consultants
- Successful symposium held in February 2022
- Next phase – Development of a priority action plan
  - Will include short and long term actionable priorities
  - Working with an expert in the educational field
  - County Council approval in March





# Strategic Priority – ‘Leveraging health care partnerships – Equitable Access’

- Support for the 2022 EOWC priority of Long Term Care
  - Advocating for enhanced financial supports for municipally operated LTC’s
  - City/County share Glen-Stor-Dun lodge, the local LTC
- County support for local not-for profit LTC homes
  - \$6.5M pledged for capital expansions of Dundas and Maxville Manors
  - Daisy Group engaged to lobby provincial government for next 4 months
  - Currently examining other advocacy and support options



# Strategic Priority – ‘Community Sustainability - Where you want to be’

- Continued advocacy for equitable access to high speed broadband and mobile broadband services within SDG
  - Cellular enhancement project well underway
  - Partnership between the EOWC and Rogers Communication
- Maintaining schools in our rural communities
- Access to natural gas
- Working with various partners on strategies to improve access to affordable housing in SDG
- Community Safety and Well Being Plan – developed by Social Development Council – County Council delegation April 2022



# Strategic Priority – ‘Communication, the Foundation of Success’

- County Communications division maturing
  - Effective and wide reaching use of available media tools
    - New website launched in late 2021
      - Partnered with North Dundas, South Dundas, and North Stormont
    - Enhanced use of both social and traditional print media
    - Working closely with local municipalities for consistent messaging
      - Tax inserts
      - Traffic/road closure issues, etc.
- Increased use of digital tools for public services
  - On-line payment options, permitting, etc.



# 2022 Major Capital Works – South Glengarry

- The County will be undertaking the following road projects in SG in 2022
  - County Road 2 between Glen Walter and Summerstown - \$1,120,000
  - County Road 2 between Summerstown and Lancaster - \$1,580,000
  - County Road 25 from County Road 20 to Chapel Road - \$960,000
  - County Road 25 from 2<sup>nd</sup> Line Road to County Road 23 - \$1,200,000
- The County is also completing some minor repairs to County Road 19
- Other transportation related work includes
  - Intersection review at County Road 27 at Glen Road
  - Culvert End Treatments & Misc. Minor Repairs on County Road 27
  - Design for rehabilitation of Martintown Bridge, County Road 18 - \$80,000
  - Microsurfacing on various County Roads
  - Crack Sealing on various County Roads
  - Skin Patching on various County Roads
  - Roads Needs Study - throughout entire County



# Thank-You!



## **STAFF REPORT**

**S.R. No. 43-2022**

**PREPARED BY:** Chris Raabe, Director of Development & CBO

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

**COUNCIL DATE:** April 4, 2022

**SUBJECT:** Proposed Building By-law

### **BACKGROUND:**

1. The current Building By-law 22-12 (attached) was enacted by Council in November 2012. A recent comprehensive review of the current by-law has driven Administration to recommend revisions that will result in a more efficient and consistent service.
2. Section 7 of the Building Code Act, 1992 S.O. 1992, Chapter 23, as amended, allows municipal Councils to pass by-laws within its area of jurisdiction for the enforcement of the *Building Code Act*.
3. The purpose of this staff report is for Council to receive the proposed Building By-law and to direct staff to hold a public participation meeting in accordance with the Building Code Act (BCA) and the Ontario Building Code (OBC).

### **ANALYSIS:**

4. The proposed Building By-law will allow Administration to address specific situations and permit classifications that the current Building By-law is silent on.
5. The proposed changes will also allow Administration to offer a consistent and uniform service within the construction industry while mitigating our annual operating deficits.

### ***By-law Additions***

1. **New Fees**
  - Additional permit classifications have been added to the proposed Building By-law to address missing construction types outlined in the BCA and OBC. An applicable fee has also been proposed for the new permit classifications.

<b>New Building By-Law Fees</b>	
<b>Permit Classification</b>	<b>Fee</b>
Signs	\$250
Tents	\$150
Public Pools	\$400
Sewage System Minor Repairs	\$200
Construction without a Building Permit	Two (2) times the permit fee (Permit Fee + \$5,000 Maximum)
Conditional/Partial Permit	25% surcharge for each request (\$150 Minimum - \$3000 Maximum)
Change of Use Permit (OBC Part 10)	\$250
Occupancy Permit Surcharge	\$500
Dormant Application Renewal	\$150
Permit Renewal	\$250
Permit Transfer	\$100
Agency Letter of Approval	\$100
Administrative Charge	+15% as required
Third Party Costs and/or Peer Review	Cost + 15% Administrative Charge
File Search/ Miscellaneous Charges	\$125 / Hr
Limiting Distance Agreement	\$200 per agreement, + any third party costs as may be required. Subject to Administrative Charges
Registration of Order on Title	\$250 +lawyer fees
Inspection Pertaining to a Confirmed Order	\$100 / Inspection
Township Undertakes to Complete the Work	Cost of the work performed + Administrative Charges (15%)

## 2. Building Permit Fee Indexing

- Building permit fees set out in the Fee Schedule shall be adjusted without amendment to the by-law annually on January 1<sup>st</sup> of each year. The adjustment will be in accordance with the Bank of Canada Annual Consumer Price Index over the past twelve (12) months using September 30th as the base index value from the previous year.

## 3. Refund of Performance Deposit

- Once a permit has been closed, the Chief Building Official, shall refund the remaining Administrative Performance Deposit fee in whole or in part to the owner in accordance with the following provisions:

- a) **One hundred percent** (100%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are fully completed within two (2) years of the date of issuance of the Permit;
- b) **Seventy-five percent** (75%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are fully completed within three (3) years of the date of issuance of the Permit;
- c) **Fifty percent** (50%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are fully completed within four (4) years of the date of issuance of the Permit;
- d) **Twenty-five percent** (25%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are completed within five (5) years of the date of issuance of the Permit; and
- e) **No refund** of the Administrative Performance Deposit will be awarded if the Work and all required inspections are not fully completed within five (5) years of the date of the issuance of the Permit. This will not relieve the Permit Holder of obligations under any regulations of any by-law, the Building Code, or the Act.

### ***By-law Alterations***

#### **4. Performance Deposit Fees**

- The comprehensive fee review previously presented to Council revealed performance deposits within South Glengarry were amongst the lowest in SD&G. Residents are currently required to submit a \$1000 performance deposit fee per single family dwelling unit. The proposed performance deposit fee schedule for residential and non-residential is illustrated below.

<b>Performance Deposits</b>	
<b>Value of Work</b>	<b>Refundable Fee</b>
<b>Residential (Except Sewage Systems)</b>	
Value less than \$ 25,000.00	N/A
Value between \$ 25,000.00 and \$99,999.99	\$ 500.00
Value between \$ 100,000.00 to \$ 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499, 999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 4,000.00
<b>Non-Residential (Except Sewage Systems + Farm Structures)</b>	
Value less than \$ 50,000.00	N/A
Value between \$ 50,000.00 and \$ 299,999.99	\$2,000.00



Value between \$ 300,000.00 and \$ 999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$ 8,000.00

## 5. Fee Changes for Existing Permit Classifications

- Sewage system fees have been increased to reflect contract expenses from Lakeside Green Environmental, plus approximately 10%. Base fees and selected permit classifications have also been increased appropriately based on the level of service required for the respective permit classification.

<b>Building By-Law Fee Changes</b>		
<b>Permit Classification</b>	<b>Existing Fee</b>	<b>Proposed Fee</b>
Residential Base Fee	\$150	\$250
Non-Residential Base Fee	\$150	\$250
Farm Base Fee	\$150	\$250
Class 2, 3, and 4 Sewage Systems	\$645	\$825
Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$325	\$500
Sewage System Re-inspections	\$170	\$175
Sewage System Inspection for Consent	\$170	\$250
Sewage System Permit Revision	\$70	\$110
Sewage System File Search	\$50	\$100
Swimming Pool Enclosure	\$100	\$150
Solid Fuel Burning Appliance	\$100	\$150
Moving Permit	\$100	\$250

## ***Unaltered By-law Components***

- Although it is proposed to increase base fees, increase performance deposits, increase sewage system fees, and increase selected permit classifications, most permit fees will remain unchanged. Square footage fees for residential, non-residential and farm structures will remain at the current fee rate.
- Most permit fees associated with large scale projects stem from square footage fees. Since the cost per square foot of construction will remain at the current rate, developers will see very little difference in their permit fees.

## ***Next Steps***

- Upon receiving guidance and feedback from Council, Administration will make all necessary changes to the proposed by-law before scheduling a public meeting.
- Subsection 7(6) and 7(8) of the BCA requires a principal authority to hold a public meeting concerning the proposed changes.

8. The principal authority is required to provide:
  - a. Twenty-one (21) days notice of the public meeting;
  - b. An estimate of the costs of administering and enforcing the Act by the principal authority;
  - c. The amount of the fee or of the change to the existing fee; and
  - d. The rationale for imposing or changing the fee.

**IMPACT ON 2022 BUDGET:**

9. Increased building department revenue if permit numbers and cost of construction remain consistent.

**ALIGNMENT WITH STRATEGIC PLAN:**

**Goal 1:** Enhance economic growth and prosperity.

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

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

**Goal 5:** Improve internal and external communications.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 43-2022 be received and that By-law 26-2022, being a by-law regulating construction, demolition, change of use and other building permits within the Township of South Glengarry be read a first and second time this 4th day of April, 2022.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 26-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW REGULATING CONSTRUCTION, DEMOLITION,  
CHANGE OF USE AND OTHER BUILDING PERMITS WITHIN 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** Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended, empowers a municipal council to pass by-laws concerning the issuance of permits and related matters;

**AND WHEREAS** Subsection 8(3) of the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended, authorizes a Chief Building Official to issue a conditional permit in circumstances and subject to the conditions listed in that subsection;

**AND WHEREAS** Section 398(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

**AND WHEREAS** Section 398(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, provides that the treasurer of a local municipality may add fees and charges imposed by the municipality, to the tax roll for the following property in the local Municipality and collect them in the same manner as municipal taxes;

**AND WHEREAS** Section 446 of the Municipal Act, 2001, S.O 2001 provides that if the municipality must take remedial action and is not repaid then its costs can be added to the tax roll.

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

**SECTION 1 - SHORT TITLE**

- 1.0 This by-law may be cited as the "Building By-law".

**SECTION 2 - DEFINITIONS AND INTERPRETATION IN THIS BY-LAW:**

- 2.1 "**Act**" means the *Building Code Act*, 1992, S.O 1992, Chapter 23, as amended;
- 2.2 "**Applicant**" means the *Owner* of a *Building* or property who applies for a *Permit*, or any person authorized in writing by the *Owner* to apply for a *Permit* on the *Owner's* behalf, or any person or *Corporation* empowered by statute to cause the demolition of a *Building* or *Buildings* and anyone acting under the authority of such person or *Corporation*;
- 2.3 "**As Constructed Plans**" means "As Constructed Plans" as defined in the Building Code;

- 2.4 “**Architect**” means a holder of a License, a certificate of practice, or a temporary license under the *Architect’s Act* as defined in the *Building Code*;
- 2.5 “**Building**” means a “*Building*” as defined in subsection 1(1) of the *Act*;
- 2.6 “**Building Code**” means all regulations made under Section 34 of the *Act*, including but not limited to O. Reg. 332/12 as amended;
- 2.7 “**Chief Building Official**” means the *Chief Building Official* or their designate appointed pursuant to Section 3(2) of the *Act* and by by-law of the *Corporation* of The Township of South Glengarry for the purpose of enforcement of the *Act*;
- 2.8 “**Complete Application**” means an application that meets the requirements set out in the *Building Code* for applications where the *Chief Building Official* is required to make a decision within a prescribed time period, Section 4, Section 5 and Schedule “C” of this by-law;
- 2.9 “**Construct**” means to “*Construct*” as defined in Section 1(1) of the *Act*;
- 2.10 “**Corporation**” means The *Corporation* of the Township of South Glengarry;
- 2.11 “**Demolish**” means to “*Demolish*” as defined in Subsection 1(1) of the *Act*;
- 2.12 “**Electronic Address**” means a message distributed by electronic means, commonly referred to as an email;
- 2.13 “**Farm Building**” means a “*Farm Building*” as defined in the *Building Code*;
- 2.14 “**Fixture**” means a *Fixture* as defined in Part 1 of the Regulations made under the *Act* and for the purpose of this By-Law, a *Fixture* shall also include a hot water tank, a backflow preventer, an appliance, and a hose bibb, etc;
- 2.15 “**Inspector**” means an *Inspector* appointed pursuant to Subsection 3(2) of the *Act* and by By-Law of the *Corporation* of the Township of South Glengarry;
- 2.16 “**Municipality**” means the *Corporation* of the Township of South Glengarry;
- 2.17 “**Owner**” means the registered *Owner* of the land and includes a lessee, mortgagee in possession, and the person in charge of the property;
- 2.18 “**Permit**” means permission or authorization given in writing by the *Chief Building Official* to perform specific *Work* regulated by this by-law, the *Act*, and the *Building Code*, or to occupy a *Building* or part thereof, or to change the use of a *Building* or part of a *Building* or parts thereof as regulated by the *Act*;
- 2.19 “**Permit Holder**” means the person to whom the *Permit* has been issued and who assumes the primary responsibility for complying with the *Act* and the *Building Code*;
- 2.20 “**Plumbing**” means “*Plumbing*” as defined in Subsection 1(1) of the *Act*;
- 2.21 “**Professional Engineer**” means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the *Building Code*;
- 2.22 “**Project**” means to do anything in the construction, demolition, change of use or *Plumbing* for a *Building* which is regulated by the *Act* and/or the *Building Code*.

- 2.23 “**Work**” means to do anything in the construction, demolition, change of use or *Plumbing* for a Building which is regulated by the *Act* and/or the *Building Code*.
- 2.24 Terms not defined in this by-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

### **SECTION 3 - CLASSES OF PERMITS**

- 3.1 Classes of *Permits* and fees required for *Work* are set forth in Schedule “A” and Schedule “B” appended to and forming part of this by-law.
- 3.2 *Permits* for *Work* other than those referred to in this by-law shall be obtained from the appropriate authority having jurisdiction in accordance with the by-laws of the *Corporation* and any other applicable laws. Such *Permits* may include but are not limited to encroachments, culverts, water and sewer services, rights-of-way, road cuts and electricity.

### **SECTION 4 - REQUIREMENTS FOR PERMIT APPLICATIONS**

- 4.1 To obtain a *Permit*, the *Applicant* shall file an application in writing by completing the prescribed application form available from the office of the *Chief Building Official*, or from the *Corporation* website, and shall supply any other information relating to the application as required by the *Chief Building Official*.
- a) Every application for a *Building Permit* shall be submitted to the *Chief Building Official* and shall be signed by the *Applicant* who shall certify the truth of the contents of the application. All *Permit* applications must be accompanied by enough information to enable the *Chief Building Official* to determine whether the proposed construction, demolition, change of use or transfer of *Permit* will comply with the requirements of the *Act*, the *Building Code*, and any other applicable law.
- 4.2 To be considered a *Complete Application*, every *Permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the *Building Code*, Division A, Part 1, Article 1.4.1.3., where the said agencies issue approval documents and the said law applies to the construction or demolition being proposed.
- 4.3 An application for a *Permit* may be refused by the *Chief Building Official* where it is not a *Complete Application*.
- 4.4 The *Chief Building Official* may, as the *Chief Building Official* deems appropriate, provide prescribed forms in an electronic format, and may allow for the electronic submission of completed *Permit* application forms.
- 4.5 Notwithstanding subsection 4.4, completed forms generated electronically shall be accepted subject to endorsement by the *Applicant*.
- 4.6 When filing an application, the *Owner* and the *Applicant* shall each provide an *Electronic Address(es)* for the purpose of receiving communications from the office of the *Chief Building Official* regarding the construction, demolition or change of use associated with a *Permit* application or issued *Permit*. The *Owner* or authorized agent of the *Owner* shall inform the *Chief Building Official* immediately in writing when the *Electronic Address(es)* provided, changes or becomes not functional.
- 4.7 When the *Owner* and *Applicant* do not have an *Electronic Address(es)* for the purpose of receiving communications, they shall provide an alternative means of contact by means of a phone number and mailing address.

## PERMIT TO CONSTRUCT

- 4.8 Every application for a *Permit to Construct* a *Building* under subsection 8(1) of the *Act* shall:
- a) Identify and describe in detail the Work to be done and the existing and proposed use and occupancy of the *Building*, or part thereof, for which the Building Permit is made;
  - b) Include complete plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule “C” of this by-law for the Work to be covered by the *Permit*; and
  - c) Be accompanied by acceptable proof of corporate identity and/or property Ownership, unless such proof is determined by the *Chief Building Official* to be unnecessary; and
  - d) Submit the required fee(s) and deposit(s) as prescribed in Schedule “A” and Schedule “B” of this by-law.

## PERMIT TO DEMOLISH

- 4.9 Every application for a *Permit to Demolish* a *Building* under subsection 8(1) of the *Act* shall:
- a) Identify and describe in detail the *Work* to be done and the existing and proposed use and occupancy of the *Building*, or part thereof, for which the application for a *Permit to Demolish* is made, and the proposed use and occupancy of that part of the *Building*, if any, that will remain upon completion of the demolition;
  - b) Include complete plans, specifications, documents, forms, and other information prescribed in Section 5 and Schedule “C” of this by-law for the Work to be covered by the *Permit*;
  - c) Be accompanied by proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities for the termination and capping of all water, sewer, gas, electric, telephone or other utilities and services; and
  - d) Submit the required fee(s) and deposit(s) as prescribed in Schedule “A” and Schedule “B” of this by-law.

## CONDITIONAL PERMIT

- 4.10 Every application for a conditional *Permit* for a *Building* under subsection 8(3) of the *Act*, shall include written correspondence to the *Chief Building Official* stating:
- a) The reason(s) why the *Applicant* believes that unreasonable delays in construction would occur if a Conditional *Permit* is not granted;
  - b) The necessary approval(s) which must be obtained in respect of the proposed *Building* and the time in which such approvals will be obtained; and,
  - c) Any potential difficulty, of which the *Applicant* is aware, in restoring the site to its original state and use if required approvals are not obtained.
- 4.11 Upon receiving correspondence including the items described in subsection 4.10, above, the *Chief Building Official* may issue a conditional *Permit* if:



- a) the *Applicant*, and such other persons as the *Chief Building Official* determines is necessary, agrees with the *Corporation*, board of health, planning board, conservation authority or the Crown in right of Ontario, in writing to do the things provided for in subsection 8(3)(c) of the *Act*, as may be applicable and as may be required by the *Chief Building Official*;
  - b) the *Applicant* has registered any agreement pursuant to subsection 8(3)(c) of the *Act* on title to the subject property as may be required in the discretion of the *Chief Building Official* pursuant to subsection 8(5) of the *Act*;
  - c) the *Applicant* has submitted the required fee(s) and deposit(s) as prescribed in Schedule “A” and Schedule “B” of this by-law for the entire *Project*; and
  - d) doing so would comply with subsection 8(3) of the *Act*;
- 4.12 The *Chief Building Official* shall not, by reason of the issuance of a Conditional *Permit* pursuant to this by-law, be under obligation to grant any additional permits.

### **PARTIAL PERMIT**

- 4.13 Where feasible, the *Chief Building Official* may consider approval of a portion of the *Building* or *Project* prior to the issuance of a *Permit* for the entire *Building* or *Project*, by way of issuance of a partial *Permit*.
- 4.14 For every application for a partial *Permit* for a *Building* under subsection 8(1) of the *Act*, the *Applicant* shall:
- a) Submit all the requirements of subsection 4.8, to the *Chief Building Official*;
  - b) Acknowledge that the application is deemed to be incomplete; and
  - c) Submit the required fee(s) and deposit(s) as prescribed in Schedule “A” and Schedule “B” of this By-Law.
- 4.15 Where the *Chief Building Official* elects to grant a partial *Permit*, it shall be in the form of a Conditional *Permit* and shall be subject to all the same terms and conditions as identified in subsection 4.10, as well as the prescribed fees in Schedule “A” and Schedule “B” of this by-law for Conditional *Permits*.
- 4.16 The *Chief Building Official* shall not, by reason of the issuance of a Partial *Permit* pursuant to this by-law, be under obligation to grant any additional permits.

### **PERMIT FOR EQUIVALENT MATERIAL CHANGES**

- 4.17 Every application for a *Permit* or for authorization to make a material change to a plan, specification, calculation, document, or other information on the basis of which a *Permit* was issued, or which contains an equivalent material, system or *Building* design for which authorization under Section 8(12) of the *Act* is requested, shall:
- a) Provide a description of the proposed material, system or *Building* design for which authorization under Section 8(12) of the *Act* is requested;
  - b) State any applicable provisions of the *Building Code*;

- c) Provide evidence that the proposed material, system, or *Building* design will provide the level of performance required by the *Building Code*; and
- d) Include the additional fees, as calculated in Schedule “A”, that the *Chief Building Official* requires before the *Occupancy Permit* is issued.

4.18 This information shall either accompany a *Permit* application or be incorporated into the request for authorization to make a material change to plans and specifications. A re-examination fee will apply as per Schedule “A” of this by-law. Furthermore, the provision applies before or after the issuance of a *Building Permit*.

#### **TRANSFER OF PERMIT**

4.19 Every application for a transfer of *Permit* because of a change in land ownership, as permitted under Clause 7(1)(h) of the *Act*, shall:

- a) Be on the prescribed application form, as may be amended by the *Corporation*;
- b) Provide the names and addresses of the previous and new land *Owner*, the date that the land ownership change occurred, proof of land ownership change, and a description of the *Permit* that is being transferred; and
- c) Include the required fee(s) and deposit(s) as prescribed in Schedules “A” and Schedule “B” of the by-law.

4.20 Unless written instructions to the contrary have been provided by the previous *Owner* to the *Chief Building Official*, any deposit(s) and monies associated with the *Permit* shall be deemed to be transferable. The conditions assigned to the said deposit(s) and monies shall remain in effect and shall apply to and be binding on the new *Applicant* who shall thenceforth be the *Permit Holder* for the purpose of the *Act* and *Building Code*, without any further notice upon issuance of the transfer of *Permit*.

#### **ALTERNATIVE SOLUTIONS**

4.21 Every application for a *Permit* that contains materials, systems or *Building* design(s) for which authorization is required under Section 2.1 of Division C of the *Building Code*, shall:

- a) Be on the prescribed application form, as may be amended by the *Corporation*;
- b) Include supporting documentation demonstrating that the proposed materials, systems or *Building* designs will provide the required level of performance according to Article 1.2.1.1. of Division A of the *Building Code*;
- c) Include supporting documentation and test methods providing information according to Section 2.1 of Division C of the *Building Code*; and
- d) Include the required fee(s) and deposit(s) as prescribed in Schedules “A” and Schedule “B” of the By-Law.

4.22 The *Chief Building Official* may accept or reject any proposed equivalents or may impose conditions or limitations on their use.



- 4.23 Any equivalents which are accepted under this Section shall be applicable only to the location to which the approval is granted and are not transferable to any other construction *Permit*.

#### **INCOMPLETE APPLICATIONS**

- 4.24 Every application is deemed to be incomplete if it does not contain the prescribed information or is not accompanied by plans, specifications and documents specified in this by-law, and shall not be accepted.
- 4.25 Despite subsection 4.24, an incomplete Application may be accepted if the *Applicant* acknowledges the application is incomplete by duly completing the prescribed form, as amended from time to time, provided by the *Corporation*, thus postponing the application of the timelines stipulated by the *Building Code* until the application is deemed complete.

#### **DORMANT APPLICATION**

- 4.26 Every application for a *Permit* shall be deemed to be dormant where:
- a) The application is incomplete according to subsection 4.24 and remains incomplete for six (6) months after it was submitted; or
  - b) Six (6) months have elapsed after the *Applicant* was notified that the proposed *Building* Construction, demolition or change of use will not comply with the *Building Code*, the *Act* or will contravene any other applicable law.
- 4.27 Every application that is deemed dormant pursuant to subsection 4.26 shall be removed from the active roster and retained until either:
- a) The *Applicant* has chosen to re-activate the application; or
  - b) The application is deemed to be abandoned pursuant to subsection 4.28.

#### **ABANDONED APPLICATIONS**

- 4.28 Every application for a *Permit* shall be deemed to be abandoned where;
- a) The *Applicant* advises the *Corporation* in writing that it wishes to abandon the application;
  - b) The application is incomplete according to subsection 4.24; and
  - c) Remains incomplete for twelve (12) months after it was submitted; or
  - d) Twelve (12) months have elapsed after the *Applicant* was notified that the proposed *Building* construction, demolition or change of use will not comply with the *Building Code* or the *Act* or will contravene any other applicable law as defined in the *Building Code*.
- 4.29 Where an application is deemed abandoned, notice thereof shall be given to the *Applicant* via electronic notification. All submitted plans, specifications and documents shall be disposed of or, upon written request, returned to the *Applicant* at the *Applicant's* expense.

#### **PERMIT REVOCATION**

- 4.30 The *Chief Building Official*, subject to the provisions outlined in Subsection 8(10) of the *Act*, has the authority to revoke a *Permit* issued under the *Act*. The *Chief Building Official* shall:

- a) Prior to revoking a *Permit*, give written notice of the intention to revoke the *Permit* to the *Permit Holder* at the *Permit Holder's Electronic Address* shown on the application or to such other address as the *Permit Holder* has provided to the *Corporation* for the purpose;
- b) Following the issuance of the notice described in Subsection (a), consider whether to revoke the *Permit* immediately, or after a period prescribed by the *Chief Building Official*, and all submitted plans, specifications, documents, and other information may be disposed of or, upon written request from the *Permit Holder*, returned to the *Permit Holder* at their expense; and
- c) Provide notice under Subsection (a) either personally or by *Electronic Address*, and where notice is given by *Electronic Address*, it shall be deemed to have been given on the third day after the day it was sent by electronic means.

### **RENEWAL OF PERMIT**

- 4.31 The *Chief Building Official* may issue a renewal of a *Permit* which has expired, or of a revoked *Permit*, provided the required fee is paid for such renewal and the plans and specifications are made to comply with all the requirements of the *Act*, the *Building Code*, and any other applicable law in effect at the time the application for a renewal of *Permit* is made.
- 4.32 The decision to renew a *Permit* is at the discretion of the *Chief Building Official*.
- 4.33 Every *Permit* that remains inactive for a period of twelve (12) months, shall be subject to a renewal fee as prescribed in Schedule "A".

### **LIMITING DISTANCE AGREEMENT**

- 4.34 Every *Applicant* that requests a Limiting Distance Agreement with the *Corporation*, as provided for in the *Building Code*, shall pay the fees prescribed in Schedule "A" for such an agreement.

### **SEWAGE SYSTEM PERMITS**

- 4.35 In addition to the general requirements set out in Section 5 of this by-law, an application for a sewage system *Permit* shall:
  - a) Use the provincial application form "Application for a *Permit* to Construct or Demolish" and schedules 1 through 8 or others as may be applicable, depending on the design of the system;
  - b) Include a site evaluation which shall include all the following items unless otherwise specified by the *Chief Building Official*:
    - i) The date the evaluation was done;
    - ii) The name, address, telephone number and signature of the person who prepared the evaluation;
    - iii) A scaled map of the site showing:
      - (1) The legal description, lot size, property dimensions, existing rights-of-way, easements or municipal corridors;
      - (2) The location of items listed in Column 1 of Tables 8.2.1.5, 8.2.1.6.A, 8.2.1.6.B, and 8.2.1.6.C, Division B of the *Building Code*;

- (3) The location of the proposed sewage system;
  - (4) The location of any unsuitable, disturbed or compacted areas;
  - (5) Proposed access routes for system maintenance;
  - (6) Depth of bedrock;
  - (7) Depth to zones of soil saturation;
  - (8) Soil properties, including soil permeability;
  - (9) Soil conditions, including potential for flooding; and
- c) Submit the required fee(s) as prescribed in Schedule “A” of this by-law.

## **SECTION 5 - PLANS AND SPECIFICATIONS**

- 5.1 Every *Applicant* shall submit sufficient information with each application for a *Permit* to enable the *Chief Building Official* to determine whether the proposed construction, demolition, change of use or transfer of *Permit* will comply with the requirements of the *Act*, the *Building Code*, any applicable law and any other pertinent information required.
- 5.2 Every application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by one (1) complete set of plans and specifications as described herein as well as in Schedule “C” of this by-law.
- 5.3 The *Chief Building Official* may request additional sets of plans and specifications as deemed necessary.
- 5.4 The *Chief Building Official* may require plans and specifications and any other required documentation to be submitted in an electronic media format approved by the Chief Building Official.

### **SITE PLANS**

- 5.5 At the discretion of the *Chief Building Official*, site plans shall be referenced to an up-to-date plan of survey, when required to demonstrate compliance with the *Act*, the *Building Code* or other applicable law.
- 5.6 Every site plan shall include:
- a) Lot size and the dimensions of property lines;
  - b) Existing and proposed finished ground levels or grades referenced to a geodetic datum illustrating lot grading and drainage;
  - c) Locations and dimensions of proposed and existing structures and their respective setback distances from property lines;
  - d) Location of, and distances to municipal drains;
  - e) On-site sewage system location and clearance distances;
  - f) Existing and proposed entrances;
  - g) Municipal roadway and driveway location;
  - h) Rights of way, easements, and the location of all services;
  - i) Calculated proposed lot coverage;

- j) North arrow;

## **LOT GRADING**

- 5.7 For every application for a *Permit* for construction, a grading and drainage plan shall be provided in accordance with the Township of South Glengarry's "Grading and Drainage By-law" where applicable.
- 5.8 For every application for a *Permit* for construction on a property located within a registered subdivision, a grading and drainage plan shall be provided demonstrating compliance with the approved subdivision grading and drainage plan.
- 5.9 For every application for a *Permit* for construction on a property located within a Site Plan Control Area, a plan or plans shall be provided in accordance with the Township of South Glengarry's "Site Plan Control By-law".

## **AS CONSTRUCTED PLANS**

- 5.10 The *Chief Building Official* may request a surveyor's real property report (SRPR) and any other information as deemed necessary to assist in confirming compliance with the *Building Code*, the *Act* or any other applicable law as defined in the *Building Code*.

## **SECTION 6 - FEES**

- 6.1 A fee shall be paid with every *Permit* application, calculated in accordance with Schedule "A". These fees may be amended by Council in accordance with the *Act*.
- 6.2 The minimum base fee payable on any application shall be \$250.00, unless noted otherwise.
- 6.3 Where the amount of a fee to be paid, as part of a *Permit* application, is based upon the *Building* category, floor area and/or value of the proposed Construction, the *Chief Building Official*, shall determine the appropriate *Building* class, floor area and/or value, and that determination shall be final.

## **ADMINISTRATIVE PERFORMANCE DEPOSIT**

- 6.4 In addition to the fees due in accordance with Section 6.1, each application for a *Permit* shall also be subject to an Administrative Performance Deposit as set out in Schedule "B" of this By-Law. The Administrative Performance Deposit shall be paid prior to issuing the Building *Permit* for all classes of *Permits* and shall be in addition to other *Permit* fees set out in Section 6.1. Where an Administrative Performance Deposit is due and unpaid, the *Chief Building Official* may refuse to issue the *Permit*. The Administrative Performance Deposit may be refunded to the *Owner* in accordance with the provisions of Schedule "B" of this by-law.
- 6.5 The Administrative Performance Deposit is collected by the *Corporation* to provide security that all necessary inspections are completed through the duration of construction and/or demolition to ensure that the *Permit* file can be appropriately closed at the conclusion of the Work.
- 6.6 Where additional fees are incurred by the *Applicant* and/or *Permit Holder* through the course of the construction or demolition process, these fees may be deducted from the submitted Administrative Performance Deposit or paid in full at each occurrence.
- 6.7 Where fees have been deducted from a submitted Administrative Performance Deposit, the *Corporation* may require the *Applicant*, at the discretion of the *Chief Building Official*, to pay funds into the Administrative

Performance Deposit necessary to restore the full amount of the Administrative Performance Deposit required by Schedule “B”.

- 6.8 Subject to the provisions of Schedule “B”, upon completion and closing of the *Permit* file, any Administrative Performance Deposit funds remaining will be refunded to the *Owner*.

#### **PLAN RE-EXAMINATION FEES**

- 6.9 The initial plans examination of a *Complete Application*, as well as the preparation of the plan’s examination report shall be included as a component of services provided for the *Permit* fee as identified in Schedule “A”.
- 6.10 In addition to the initial plan’s examination of a *Complete Application* as identified in subsection 6.9, a single follow up plans examination regarding addressing items identified in the plan’s examination report shall also be included as a component of service provided.
- 6.11 Notwithstanding subsections 6.9 and 6.10, any subsequent plan’s examination review beyond those identified as included in the *Permit* fee shall be subject to a secondary plan review fee based on a rate per hour of plans examination beyond those provided for in the cost of the *Permit*. This additional hourly rate shall be calculated by the *Chief Building Official* in accordance with the fee established in Schedule “A”.

#### **FEE FOR EQUIVALENT MATERIAL CHANGES**

- 6.12 Where an *Applicant* substantially revises proposed materials, systems, specifications, or a *Building* design after examination of a previous submission has already been undertaken, a re-examination fee shall apply as prescribed in Schedule “A”.

#### **CONSTRUCTION / DEMOLITION WITHOUT A *PERMIT***

- 6.13 Notwithstanding the enforcement requirements of the *Act*, where a *Permit* application has been received, and where the construction has commenced in advance of the issuance of a *Permit*, the *Applicant* shall pay the required fee as prescribed in Schedule “A”.
- 6.14 The fee outlined in Section 6.13 shall not relieve any individual or corporate entity from complying with the *Building Code* and other applicable law or from any penalty prescribed by the *Act*, for commencing construction prior to obtaining a *Permit*.

#### **RE-ACTIVATION OF A DORMANT APPLICATION**

- 6.15 Where an *Applicant* has chosen to continue with the processing of a *Permit* application deemed dormant and where the dormant application has not been abandoned, the *Applicant* shall pay the prescribed fee as set out in Schedule “A”.

#### **CONDITIONAL *PERMIT***

- 6.16 Where an application has been submitted for a Conditional *Permit*, in addition to the fee prescribed in Schedule “A”, the *Applicant* shall pay all the applicable fees prescribed in Schedule “A” for all the Work of the entire *Building*.
- 6.17 Notwithstanding subsection 6.16, where there is an additional application submitted for another Conditional *Permit*, the *Applicant* shall pay another fee for a Conditional *Permit* as prescribed in Schedule “A”.



## **OCCUPANCY PERMIT FEES**

- 6.18 Occupancy inspections, as well as the preparation of the Occupancy *Permit* report shall be included as a component of services provided for the *Permit* fee as identified in Schedule “A”.
- 6.19 If the *Building* is occupied before the issuance of an Occupancy *Permit*, the *Permit Holder* and/ or *Owner* shall be subject to a surcharge as prescribed in Schedule “A”.

## **COMPLIANCE FEES FOR ORDERS**

- 6.20 To offset additional investigative and administrative costs, a compliance fee as prescribed in Schedule “A” shall be paid for each Order which is issued pursuant to Section 12, 13 or 14 of the *Act*.
- 6.21 To offset additional costs associated with the investigation, inspection, administration and rectification of any unsafe *Buildings* pursuant to Section 15.9 of the *Act*, a compliance fee as prescribed in Schedule “A” shall be paid, where any Unsafe Building Order is issued pursuant to Subsection 15.9(4) of the *Act*, and an additional compliance fee as prescribed in Schedule “A” shall be paid where any Order Respecting Occupancy is issued pursuant to subsection 15.9(6) of the *Act*.
- 6.22 Payment of these compliance fees does not relieve any person or *Corporation* from complying with the *Act*, the *Building Code* or any applicable law.

## **ALTERNATIVE SOLUTION**

- 6.23 Every application for an Alternative Solution shall be subject to a fee as prescribed in Schedule “A”.

## **THIRD PARTY EVALUATIONS**

- 6.24 In any situation where the *Chief Building Official* requires a third-party evaluation, the *Applicant* shall be subject to any costs incurred by the *Corporation*, plus any fees and administrative charges, prescribed in Schedule “A”.

## **LIMITING DISTANCE AGREEMENT**

- 6.25 Every *Applicant* that requests a Limiting Distance Agreement shall be subject to a fee as prescribed in Schedule “A”.
- 6.26 In addition to the fee described in subsection 6.25, the *Applicant* shall be subject to any costs incurred by the *Corporation* for any third-party evaluation, legal fees or registration fees, plus any administrative charges as prescribed in Schedule “A”.

## **PART 10 CHANGE OF USE – PERMIT SURCHARGE**

- 6.27 Even though no construction is being proposed, a change of use of a *Building* or part of a *Building* which requires a review pursuant to Part 10 of the *Building Code*, shall be subject to the prescribed surcharge in Schedule “A”.

## **PART 11 RENOVATION – PERMIT FEE**

- 6.28 Every application that requires a review pursuant to Part 11 of the *Building Code*, shall be subject to the fees outlined in Schedule “A”.

## **DORMANT PERMITS**

- 6.29 A *Permit* is deemed to be dormant, if after the fifth (5th) year of the date of issuance, the *Permit* has not been closed.
- 6.30 Despite Section 6.29, every *Permit* that was issued prior to January 1, 2017 and which has not been closed is deemed to be dormant.

### **PERMIT FEE INDEXING**

- 6.31 Building *Permit* Fees set out in Schedule “A” attached hereto shall be adjusted without amendment to this by-law annually on January 1st of each year. The adjustment will be in accordance with the Bank of Canada Annual Consumer Price Index over the past 12 months using September 30th as the base index value from the previous year.

### **COLLECTION OF FEES**

- 6.32 The Township may recover its costs of remedial action, if required, and/or any unpaid fees in the same manner as real property taxes, pursuant to the Municipal Act.

### **SECTION 7 - REFUNDS**

- 7.1 The *Corporation* will issue a partial refund of fees paid, in an amount determined by subsection 7.2 below, if requested by an *Applicant* or *Permit Holder*, in writing, within thirty (30) days where the *Chief Building Official* revokes a *Permit* after it has been issued.
- 7.2 The *Chief Building Official* shall calculate the portion of any fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the *Corporation*, as follows;
- a) One hundred (100%) percent less the base fee if the application has been received and there has been no processing or review of plans submitted.
  - b) Fifty (50%) percent if *Permit* has been issued and no field inspections have been performed subsequent to *Permit* issuance;
  - c) Fifty (50%) percent less an additional five (5%) percent for each field inspection that has been performed after the *Permit* has been issued.
- 7.3 Notwithstanding subsection 7.2, no refund shall be payable where the refund amount calculated in accordance with this Section is less than \$150.00.
- 7.4 Any amount authorized by the *Chief Building Official* to be refunded shall be paid to the person named on the fee receipt issued by the *Corporation* upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.

### **SECTION 8 - REQUIRED NOTICES FOR INSPECTIONS**

- 8.1 The *Permit Holder* shall notify the *Chief Building Official* or a Registered Code Agency, where one is appointed, of each stage of construction for which a mandatory notice is required under Division C – Subsection 1.3.5. of the *Building Code*.
- 8.2 The *Permit Holder* shall notify the *Chief Building Official* or Registered Code Agency, where one is appointed, requesting an occupancy *Permit* be issued, for certain *Buildings* of residential occupancy in accordance with Article 1.3.3.4. of Division C of the *Building Code* and Section 11 of the *Act*.

- 8.3 A notice pursuant to Section 8 of the by-law is not effective until notice is received by the *Chief Building Official* or the Registered Code Agency, where one is appointed.
- 8.4 Notice shall be deemed to have been received when the *Chief Building Official* or a designated person within the building department makes a written or electronic record of the request for inspection.
- 8.5 Upon receipt of proper notice, the *Inspector* or Registered Code Agency, where one is appointed, shall undertake a site inspection of the *Building* to which the notice relates, in accordance with the time periods prescribed in Article 1.3.5.3. of Division C of the *Building Code*.
- 8.6 In addition to the notices prescribed in Article 1.3.5.1. of Division C of the *Building Code*, the *Permit Holder* shall give notice to the *Chief Building Official*, or Registered Code Agency, where one is appointed, of the readiness for inspection for the following stages of construction, where applicable:
- a) Completion of construction pertaining to a *Building*; or
  - b) Completion of demolition pertaining to a *Building*.

## **DOCUMENTS ON SITE**

- 8.7 During the duration of the Work, the *Permit Holder* shall:
- a) Post in a conspicuous place on the property in respect to which the *Permit* was issued, a copy of the *Permit*;
  - b) Print a coloured copy of the drawings and specifications referred to in the application for a *Permit*, and leave on the property in respect to which the *Permit* was issued and ensure that these documents are always readily available for the *Inspector* on-site; and
  - c) Post a sign, poster or placard that is visible from the street indicating the civic address for the property in respect to which the *Permit* was issued.

## **SECTION 9 - ADMINISTRATION**

### **FORMS**

- 9.1 Forms prescribed for use as applications for *Permits* and administrative matters shall be as set out by the *Chief Building Official*.
- 9.2 Notwithstanding Subsection 9.1, prescribed forms will align with those provided by the Ministry of Municipal Affairs and Housing.

### **CHIEF BUILDING OFFICIAL DISCRETION**

- 9.3 The *Chief Building Official* may waive some of the requirements of Section 5 or Schedule “C” of the by-law with respect to any application where it is deemed appropriate.

### **PROPERTY OF THE CORPORATION**

- 9.4 Plans, specifications, documents, forms, and other information furnished according to this by-law or otherwise required by the *Building Code* and/or the *Act*, shall become the property of the *Corporation* and will be dealt with, including both disposal and retention, in accordance with relevant legislation and applicable municipal policies and procedures.



## **AGENCY LETTER**

- 9.5 The *Chief Building Official* may sign an Agency Letter of Approval as required, i.e. liquor license application. The fee for such approval must be paid in full prior to issuing the letter to the *Applicant*. The fee shall be in accordance with Schedule “A” of this by-law.

## **SECTION 10 - CODE OF CONDUCT**

- 10.1 The *Chief Building Official*, deputy chief building official and inspectors appointed by by-law, shall comply with the code of conduct for building officials set forth by the principal authority.

## **SECTION 11 - SEVERABILITY**

- 11.1 In the event that any section, subsection, clause or provision of this by-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

## **SECTION 12 - ENFORCEMENT AND PENALTIES**

### **OFFENCES**

- 12.1 Any person who contravenes any provisions of this by-law is guilty of an offence as provided for in Section 36 of the *Act*.

### **COLLECTION**

- 12.2 In addition to any penalties imposed through prosecution of an offence pursuant to this by-law, the *Corporation* is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this by-law and to recover its costs if remedial action is taken. All collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collector’s roll for the property in question.

## **SECTION 13 - SCHEDULES TO BY-LAW**

- 13.1 Schedules “A”, “B”, “C”, and “D” to this by-law are deemed to form part of this by-law.

## **SECTION 14 - DELEGATION OF AUTHORITY**

- 14.1 That council authorize the *Chief Building Official* or designate the power to enter into agreements for conditional permits and impose conditions or restrictions on behalf of the *Municipality*.
- 14.2 That council authorize the *Chief Building Official* or designate to enter into and execute limiting distance agreements under the *Building Code* that do not affect lands owned by the *Municipality* if the agreements do not impose any obligations on the *Municipality*.

## **SECTION 15 - REPEAL**

- 15.1 By-laws 22-12 and 49-13 are hereby repealed in their entirety upon this by-law’s final passing.

## **SECTION 16 - EFFECTIVE DATE**

- 16.1 This by-law shall come into force and effect upon a third and final reading.

**READ A FIRST AND SECOND TIME THIS 4<sup>TH</sup> DAY OF APRIL, 2022.**

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

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

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE “A” TO BY-LAW 26-2022**  
**CLASSES OF PERMITS AND PERMIT FEES**

CLASS OF PERMIT		FEE
RESIDENTIAL		
1	Group “C” – Residential Single Family Dwelling, Semi-Detached, Duplex	\$ 250 Base Fee Per Unit + \$ 0.79/ft² +\$0.49/ ft² for additional floors
2	Group “C” Multi Residential (3 units or more)	\$ 250 Base Fee Per Unit + \$ 0.79/ft² +\$0.49/ ft² for additional floors
3	Group “C” Additions and Renovations (At the discretion of the CBO)	\$ 250 Base Fee + \$ 0.79/ft² +\$0.49/ ft² for additional floors and/or + \$ 13.60 per \$1,000 of Construction value
4	Group “C” – Porches, Decks (New Construction, repairs, and renovations)	\$ 250 Base Fee + \$ 0.49/ft²
5	Group “C” Garage, Carport, Accessory Building	\$ 250 Base Fee + \$ 0.79/ft² +\$0.49/ ft² for additional floors
NON-RESIDENTIAL (OTHER THAN FARM STRUCTURES), LARGER RESIDENTIAL (OTHER THAN CLASS 1-5)		
7	Group “A”, “B”, “C” <sup>(3)</sup> , “D”, “E”	\$ 250 Base Fee + \$ 0.79/ft² +\$0.28/ ft² for additional floors
8	Group “A”, “B”, “D”, “E” Interior Alterations or Renovations	\$ 250 Base Fee \$ 13.60 per \$1,000 of Construction value
9	Group “F” – Industrial	\$ 250 Base Fee + \$ 0.79/ft² +\$0.28/ ft² for additional floors
10	Group “F” – Industrial Interior Alterations or Renovations	\$ 250 Base Fee \$ 13.60 per \$1,000 of Construction value
11	Signs – Regulated under the OBC	\$ 250 Flat Fee
12	Tents – Regulated under the OBC	\$ 150 Flat Fee
13	Public Pools and Public Spas – Regulated under the OBC	\$400 Flat Fee
FARM STRUCTURES		
14	Livestock Facilities and Barns	\$ 250 Base Fee + \$ 0.49/ft²
15	Renovations and Repairs	\$250 Base Fee + \$13.60 per \$1,000 of Construction value
16	Silos and Grain Bins (Foundation Only)	\$ 250 Base Fee + \$ 0.28/ft²
17	Machine Sheds and Storage Buildings	\$ 250 Base Fee + \$ 0.49/ft²
18	Manure Pit	\$200 Flat Fee
DEMOLITION		
19	Demolition Permit	\$ 150 Flat Fee
20	Demolition Permit (Non-Residential)	\$150 Flat Fee
SEWAGE SYSTEMS		
21	Class 2, 3 and 4 sewage systems, less than 10,000 L/day	\$825
22	Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$500
23	Re-inspections, Additional Inspections	\$175 / visit
24	Minor Repairs (CBO Discretion)	\$200
25	Sewage System Inspection for	\$250

	Consent	
26	Sewage System Permit Revision (Design, Material Changes, etc.)	\$110
27	Sewage System File Search for Compliance Certificate and Related Drawings	\$100
28	Removal of Non-Compliance Notice Registered Against Property	\$500 + lawyer fees
<b>ADMINISTRATIVE</b>		
21	Building Permit where Construction started without a Building Permit being issued.	Two times the permit fee (Permit fee + \$ 5,000.00 Maximum)
22	Alternative Solution Application	\$ 75.00/Hr, \$ 300 Minimum Fee per application, + any third-party evaluation costs as may be required. Subject to Administrative Charges as per Schedule "A"
23	Conditional/Partial Permit Fee	25% surcharge - for each request / application (\$ 150.00 Minimum - \$ 3,000.00 Maximum)
24	Permit Applications pursuant to OBC Part 10 – Change of Use	\$250 Base Fee
25	Occupancy Permit Surcharge	\$ 500 Flat Fee
26	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 75 / Hr.
27	Dormant Application Renewal	\$ 150 Flat Fee
28	Permit Renewal (Section 4.33)	\$ 250 Flat Fee
29	Permit Transfer / Revocation Deferrals	\$ 100 Flat Fee
30	Agency Letter of Approval	\$ 100 Flat Fee (Includes 1 Inspection)
31	Third Party Costs and/or Peer Review (Engineering Fees, Studies, Reports, Plans, etc.)	At the Cost of the Applicants + 15% Administrative Charge
32	Administrative Charge	+15% as required
33	File Search/ Miscellaneous Charges	\$ 125 / Hr.
34	Limiting Distance Agreement	\$ 200 per agreement, + any third party costs as may be required. Subject to Administrative Charge as per Schedule "A"
35	Administrative Performance Deposit	As per Schedule "B"
36	Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 100 Flat Fee / Order
37	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
38	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 500 Flat Fee / Order
39	Registration of Order on Title	\$250 + lawyer fees
40	Inspection Pertaining to a Confirmed Order	\$100 / Inspection
40	Township Undertakes to Complete the Work	Cost of the work performed + 15% Administrative Charge
39	Swimming Pool Enclosure (with or without deck)	\$150 Flat Fee + 0.49/ft <sup>2</sup> of deck
40	Solid Fuel Burning Appliance	\$150 Flat Fee
41	Moving Permit	\$250 Flat Fee

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE “A” TO BY-LAW 26-2022**  
**CLASSES OF PERMITS AND PERMIT FEES**

**INTERPRETATION NOTES TO SCHEDULE “A”**

In addition to referring to the *Building Code* or the *Act*, in determining the fees under this by-law, the *Chief Building Official* may have regard to the following explanatory notes as may be needed in the calculation of *Permit* fees. (See all notations of footnotes below):

- 1) Where a fee is not listed in schedule A, a fee shall be paid in the amount of \$13.60 for each \$1000.00 or part thereof of the construction value prescribed by the *Chief Building Official*;
- 2) Except for classes of permits subject to flat rates, fees shall be based on the appropriate measure of the floor area of the *project*;
- 3) Floor area of the proposed *Work* is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls;
- 4) Multi-Residential *Buildings* not exceeding 3 storeys and/or 600m<sup>2</sup> in gross area, regardless of any firewalls shall be calculated in accordance with Class 2, all other Multi-Residential *Buildings* will be calculated in accordance with Class 7;
- 5) The *Chief Building Official* when determining the value of *Work* shall use current recognized construction cost index in determining the actual cost of construction;
- 6) In the case of interior alterations or renovations, area of proposed *Work* is the Actual space receiving the *Work* (i.e. tenant space);
- 7) Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all floor area calculations;
- 8) Except for interconnected floor spaces, no deduction is made for openings within floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);
- 9) Unfinished basements for single family dwelling, semi-detached, duplexes and rowhouses are not included in the floor area;
- 10) Corridors, lobbies, washrooms, lounges and similar areas are to be included and classified according to the major classification for the floor area on which they are located;

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
SCHEDULE “B” TO BY-LAW 26-2022
ADMINISTRATIVE PERFORMANCE DEPOSIT

VALUE OF WORK	REFUNDABLE
<b>RESIDENTIAL (EXCEPT SEWAGE SYSTEMS)</b>	
Value less than \$ 25,000.00	N/A
Value between \$ 25,000.00 and \$99,999.99	\$ 500.00
Value between \$ 100,000.00 to \$ 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499, 999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 4,000.00
<b>NON-RESIDENTIAL (EXCEPT SEWAGE SYSTEMS &amp; FARM STRUCTURES)</b>	
Value less than \$ 50,000.00	N/A
Value between \$ 50,000.00 and \$ 299,999.99	\$2,000.00
Value between \$ 300,000.00 and \$ 999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$ 8,000.00

INTERPRETATION NOTES TO SCHEDULE “B”

In determining the value of *Work* under this by-law, the *Chief Building Official* may have regard to the following explanatory notes as may be needed in the calculation of *Permit* fees:

- 11)

The value of *Work* shall be the estimated cost of construction as declared on the *Permit* application form, or calculated by the *Chief Building Official*, whichever is greater;
- 12)

The *Chief Building Official* when determining the value of *Work* shall use a current industry recognized construction cost index in determining the actual cost of construction;
- 13)

For clarification, an Administrative Performance Deposit shall apply to all *Permits* that are issued by the *Corporation*.

REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSIT

- 14)

Once a *Permit* has been closed, the *Chief Building Official*, shall refund the remaining Administrative Performance Deposit Fee in whole or in part to the *Owner* in accordance with the following provisions:
- a)

One hundred percent (100%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within two (2) years of the date of issuance of the *Permit*;
- b)

Seventy-five percent (75%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within three (3) years of the date of issuance of the *Permit*;
- c)

Fifty percent (50%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within four (4) years of the date of issuance of the *Permit*;
- d)

Twenty-five percent (25%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are completed within five (5) years of the date of issuance of the *Permit*; and
- e)

No refund of the Administrative Performance Deposit will be awarded if the *Work* and all required inspections are not fully completed within five (5) years of the date of the issuance of the *Permit*. This will not relieve the *Permit Holder* of obligations under any regulations of any by-law, the *Building Code*, or the *Act*.

- 15) The refund of the whole or part of the Administrative Performance Deposit shall not be deemed a waiver of any provisions of any by-law or requirements of the *Building Code*, or the *Act*. Also, the refund shall not be construed as a certification or guarantee that the *Building* for which a *Permit* was issued meets all the requirements of the *Building Code* or regulations made thereunder.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE “C” TO BY-LAW 26-2022**  
**PLANS AND DOCUMENTS REQUIRED FOR PERMIT APPLICATIONS**

- 1.0 Except as noted in Section 2.1 of this Schedule, every *Permit* application shall be accompanied by one copy of the following plans, specifications and/or documents:
- 1.1 Residential – Single Detached, Semi-Detached, Duplex, Rowhouse:
- a) Site Plan
  - b) Grading and Drainage Plan (if applicable)
  - c) Foundation Plan
  - d) Floor Plans
  - e) Building Elevations
  - f) Floor, Wall, and Roof Cross Sections as required (minimum of one section through each staircase)
  - g) Air-Barrier and Vapour-Barrier location details
  - h) Floor Framing Plan or Pre-Engineered Floor Truss Layout
  - i) Roof Framing Plan or Pre-Engineered Roof Truss Layout
  - j) LVL Specifications (if applicable)
  - k) Heat Loss Calculations and Duct Layout
  - l) Mechanical Ventilation Design Summary
  - m) Energy Efficiency Design Summary (SB-12)
  - n) Complete Sewage System Permit Application
  - o) Entranceway Permit Application (if applicable)
- 2.0 All Other Uses:
- a) Ontario Building Code Matrix
  - b) Commitment to General Review
  - c) Site Plan



- d) Grading and Drainage Plan (if applicable)
- e) Foundation Plans
- f) Floor Plans
- g) Roof Plans
- h) Reflected Ceiling Plans
- i) Building Elevations
- j) Cross Sections and Assemblies
- k) Architectural Plans
- l) Structural Plans
- m) Mechanical Plans
- n) Plumbing Plans, including elevation drawings of Plumbing layout
- o) Electrical Plans
- p) Fire Separation Plans
- q) Fire Protection Plans
- r) Door and Window Schedules
- s) Energy Efficiency Design Summary (SB-10)
- t) Required Specifications

### 3.0 Exceptions:

- 3.1 The *Chief Building Official* may require additional copies of plans, specifications, or documents of any, or all of the required information specified in this schedule due to the scope of the *Work*.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
SCHEDULE "D" TO BY-LAW 26-2022  
SET FINE SCHEDULE  
PART 1 PROVINCIAL OFFENCES ACT**

<b>SHORT FORM WORDING</b>	<b>PROVISION CREATING OR DEFINING OFFENCE</b>	<b>SET FINE</b>
Failed to comply with a confirmed Order	Section 15.3(2)	\$350
Obstructing an Inspector	Section 19(1)	\$500
Obstructing the visibility or removing an Order	Section 20	\$350

**Note:** The general penalty provision for the offences listed above is Section 36 of Building Code Act, 1992, S.O. 1992, Chapter 23 as amended.

THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 49-13  
FOR THE YEAR 2013

SG-K-13

*BEING A BY-LAW TO AMEND BY-LAW 22-12, BEING A BY-LAW UNDER THE ONTARIO BUILDING CODE ACT, 1992, AS AMENDED, RESPECTING CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS.*

WHEREAS Council of the Corporation of the Township of South Glengarry passed By-law 22-12, to set permit requirements and building permit fees for all areas in the Township.

WHEREAS the Council of the Corporation of the Township of South Glengarry wishes to amend by-law 22-12 Schedule "A".

AND WHEREAS the Council of the Corporation of the Township of South Glengarry desires to amend By-law 22-12 to enact a new building fees by-law for the issuance of permits and a fee Schedule for 2014, 2015, 2016 and 2017.

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

1. Schedule "A" of by-law 49-13 is amended by deleting the existing schedule and replacing it with Schedule "A" dated January 13<sup>th</sup>, 2014. as attached.
2. Schedule "A" of by-law 22-12 is amended by deleting the existing schedules and replacing it with Schedule "A" effective January 13<sup>th</sup>, 2014 through to January 1, 2017.


READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED, AND SEALED  
IN OPEN COUNCIL THIS 13<sup>th</sup> DAY OF JANUARY 2014.

MAYOR:



CLERK:



**CERTIFIED A TRUE COPY**  
  
Marilyn LeBrun, Clerk  
5-01-2017  
Date

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 22-12  
FOR THE YEAR 2012**

***BEING A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS AND INSPECTIONS WITHIN THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.***

**WHEREAS** under Section 7 of the *Building Code Act*, S.O. 1992, c.23, as amended, a By-law may be passed by the Council of a municipality prescribing the *construction*, demolition and change of use *permits*, inspections and related matters;

**AND WHEREAS** the Council of the Corporation of the *Township* of South Glengarry desires to repeal By-law 24-06 and 10-10 to enact a new *building* by-law for the issuance of *permits* and related matters, including a fee schedule;

**NOW THEREFORE** the Council of Corporation of the *Township* of South Glengarry hereby enacts the following:

**PART 1 – SHORT TITLE**

1.1. THAT this by-law may be cited as the “Building By-law” or “Building Policy”.

**PART 2 – DEFINITIONS**

2.1 In this Bylaw:

2.1.1 **Act** - means the *Building Code Act*, S.O. 1992, c.23, as amended.

2.1.2 **Applicant** - means the *owner* of a *building* or property who applies for a *permit* or a person authorized to apply for a *permit* on the *owner's* behalf, or any person or corporation empowered to by statute to cause the *construction* or demolition of a *building* or *buildings* and anyone acting under the authority of such person or corporation;

2.1.3 **Building Code** - means the regulation made under Section 34 of the *Act*;

2.1.4 **Building** - means any structure used or intended to be used for supporting or sheltering any use or occupancy

2.1.5 **Chief Building Official** - means the *Chief Building Official* appointed by by-law by Council for the purpose of enforcement of the *Act*, the *Building Code* and this by-law, or in his/her absence of the Deputy *Chief Building Official*.

2.1.6 **Complete application** - means an application that meets the requirements set out in the *Building Code* for applications where the Chief Building



- 2.1.7 Conditional permit** - means a *permit* issued under subsection 8(3) of the *Act*;
- 2.1.8 Construct** - means *construct* as defined in subsection 1(1) of the *Act*;
- 2.1.9 Demolish** - means *demolished* as defined in subsection 1(1) of the *Act*;
- 2.1.10 Farm Building** - means a *farm building* as defined in Section 1.4 of the *Building Code*;
- 2.1.11 Owner** - means, in respect of the property on which the *construction* is to take place, the registered *owner* of the land and, except for conditional *permits*, may include a lessee, mortgagee in possession and the person acting as the *owner's* authorized agent;
- 2.1.12 Partial permit** – means a *permit* issued by the *Chief Building Official* to *construct* part of a *building*.
- 2.1.13 Permit** - means permission of authorization given in writing by the *Chief Building Official* to perform work, to change the use of a *building* or part thereof, or to occupy a *building* or part thereof as regulated by the *Act* and the *Building Code*.
- 2.1.14 Permit holder** – means the *owner* to whom the *permit* has been issued or where a *permit* has been transferred , the new *owner* to whom the *permit* has been transferred;
- 2.1.15 Revised submission** – Means additional information filed with the *Chief Building Official* which depicts one or more changes to the proposed or as-constructed design of a *building* or part of a *building* for which a *permit* has already been issued and for which approval by the *Chief Building Official* is required;
- 2.1.16 Sewage system** - means a *sewage system* as defined in the Section 1.4 of the *Building Code*;
- 2.1.17 Supplementary submission** - means a resubmission of additional information in relation to *building permit* application documents previously filed and reviewed , that requires additional review to determine *Building Code* compliance;
- 2.1.18 Township** - means The Corporation of the *Township* of South Glengarry.
- 2.2** Terms not defined in this By-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

### **PART 3 – CLASSES OF PERMITS**

- 3.1** Classes of *permits* required for the *construction*, demolition or change of use of a *building* shall be set out in Schedule "A" to this By-law.

## **PART 4 – REQUIREMENTS FOR PERMIT APPLICATIONS**

### **4.1 GENERAL REQUIREMENTS**

- 4.1.1** Every *permit* application must meet the requirements of this section and shall:
- a. be made by the *applicant*;
  - b. be made in writing to the *Chief Building Official* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *chief building official*; and
  - c. be accompanied by the required fees calculated in accordance with Schedule "A".
- 4.1.2** To be considered a *complete application*, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the *Building Code*, where those agencies issue approval documents and the law applies to the *construction* or demolition being proposed.
- 4.1.3** An application for *permit* may be refused by the *Chief Building Official* where it is not a complete application.
- 4.1.4** The *Chief Building Official* may, as the *Chief Building Official* deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.
- 4.1.5** Notwithstanding subsection 4.1.4, completed forms generated electronically shall be accepted subject to the endorsement by the *applicant*.

### **4.2 APPLICATIONS FOR PERMITS TO CONSTRUCT**

- 4.2.1** Every application for a *permit to construct a building* shall:
- a. Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the *building*, or part thereof, for which the *building permit* application is made;
  - b. Be accompanied by the plans, specifications, documents forms and other information prescribed in Part 5 and Schedule "B" of this by-law; and
  - c. Be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *Chief Building Official* to be unnecessary.

### **4.3 APPLICATIONS FOR PERMITS TO DEMOLISH**

- 4.3.1** Every application for a *permit to construct a building* shall:
- a. Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the *building*, or part thereof, for which the application for a *permit to demolish* is made, and the proposed use and occupancy of that part of the *building*, if any, that will remain upon completion of the demolition;
  - b. Be accompanied by the plans, specifications, documents forms



and other information prescribed in Part 5 and Schedule "B" of this by-law;

- c. Be accompanied by proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.
- d. Describe the method of demolition, including the methods of discarding waste material and location of where waste material is to be taken; and
- e. Include a lot restoration plan acceptable to the *Chief Building Official*

#### **4.4 APPLICATIONS FOR *PERMITS* TO CONSTRUCT PART OF A BUILDING**

**4.4.1** In addition to the requirements of subsection 4.2, every application for a *partial permit* shall:

- a. Require a *permit* application for the entire project; and
- b. Be accompanied by plans, specifications, documents, forms, and other information covering that part of the work for which a *partial permit* is made, together with such information pertaining to the remainder of the work as may be required by the *Chief Building Official*.

**4.4.2** The *Chief Building Official* may issue a *partial permit* when the *Chief Building Official* determines it is appropriate to expedite substantial construction before a *permit* for the entire *building* is available and where the relevant provisions of this By-law and the *Act* are met.

- a. When determining whether to issue a *partial permit*, the *Chief Building Official* shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.

**4.4.3** The *Chief Building Official* shall not, by reason of the issuance of a *partial permit* pursuant to this By-law, be under any obligation to grant any additional *permits*.

#### **4.5 APPLICATIONS FOR CONDITIONAL *PERMITS***

**4.5.1** In addition to the requirements of subsection 4.2, every application for a *conditional permit* shall:

- a. Include a written statement of the reason why the *Chief Building Official* believes unreasonable delays in *construction* would occur if a *conditional permit* is not granted; and
- b. Include a written statement of the necessary approvals which must be obtained in respect of the proposed *building* in order for the *permit* to be issued and the time in which such approvals will be obtained.

**4.5.2** The *Chief Building Official* may at his or her discretion, issue a *conditional permit* where unreasonable delays are anticipated in obtaining all necessary approvals and where the relevant provisions of this By-law and the *Act* are met.

#### **4.6 APPLICATIONS FOR *PERMITS* FOR CHANGE OF USE**

- 4.6.1** Every application for a *permit* for a change of use shall:
- a. Be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule "B" of this by-law.

#### **4.7 APPLICATIONS FOR *PERMITS* FOR SEWAGE SYSTEMS**

- 4.7.1** Every *permit* application must meet the requirements of this section and shall:
- a. be made by the *applicant*;
  - b. be made in writing to the *Chief Building Official* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *Chief Building Official*; and
  - c. be accompanied by the required fees calculated in accordance with Schedule "A".

- 4.7.2** To be considered a *complete application*, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the *Building Code*, where those agencies issue approval documents and the law applies to the *construction* or demolition being proposed.

- 4.7.3** An application for *permit* may be refused by the *Chief Building Official* where it is not a complete application.

- 4.7.4** The *Chief Building Official* may, as the *Chief Building Official* deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.

- 4.7.5** Notwithstanding subsection 4.7.4, completed forms generated electronically shall be accepted subject to the endorsement by the *applicant*.

#### **4.8 ABANDONED *PERMIT* APPLICATIONS**

- 4.8.1** Where an application for a *permit* remains incomplete or inactive for six months after the *applicant* has been advised in writing of all the reasons for refusal, the application may be deemed by the *Chief Building Official* to have been abandoned and written notice of the cancellation thereof shall be given to the *applicant*.

#### **4.9 REVISIONS TO *PERMITS***

- 4.9.1** After the issuance of a *permit* under the *Act*, the *applicant* shall give notice to the *Chief Building Official* in writing of any material change to a plan, specification, document or other information upon which a *permit* was issued, together with the details of such change, which change shall not be made without the prior written authorization of the *Chief Building Official*.

- 4.9.2** Applications of authorization of any substantial change shall constitute a *revised submission* or a *supplementary submission*.



## **PART 5 - PLANS AND SPECIFICATIONS**

- 5.1.1** As part of the application for a *permit* and in addition to the requirements of Part 4 of this By-law, every *applicant* shall submit to the *Chief Building Official* the following:
- a. Sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *Chief Building Official* to determine whether the proposed *construction*, demolition, or change of use conforms to the *Act*, the *Building Code*, and any other applicable law;
- 5.1.2** Where a site plan is required to satisfy subsection 5.1.1 a, the site plan shall reference a current plan of survey certified by a registered Ontario Land Surveyor and shall include:
- a. Lot size and dimensions of the property;
  - b. setbacks from existing and proposed *buildings* to property boundaries and to each other;
  - c. existing and finished ground levels or grades reference to a geodetic datum; and
  - d. existing rights of way, easements and municipal services; and
  - e. a copy of a current plan of survey, unless the *Chief Building Official* waives this requirement.
- 5.1.3** Plans, specifications and other documents submitted by an *applicant* shall:
- a. Be fully coordinated among design disciplines and intended for *construction*, demolition or change of use;
  - b. Be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed *construction*, demolition or change of use;
  - c. Be submitted on paper or other suitable and durable material; and
  - d. Contain information and text that is clear and legible.
- 5.1.4** Unless otherwise deemed necessary by the *Chief Building Official*, every application shall be accompanied by two sets of drawings, specifications, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.
- 5.1.5** Notwithstanding subsection 5.1.4, every application for a *permit* for a *sewage system* shall be accompanied by three sets of drawings, specifications, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.
- 5.1.6** On completion of the *construction* of the *building*, the *Chief Building Official* may require the *applicant* to submit a set of as-constructed drawings, including a plan survey showing the location of the *building*.
- 5.1.8** Plans and specifications submitted in accordance with this By-law or otherwise required by the *Act*, become the property of the *Township* and will be disposed of or retained in accordance with relevant legislation or by-law.

## **PART 6 - AUTHORIZATION OF ALTERNATIVE SOLUTIONS**

- 6.1.1 Where approval for an alternative solution under the *Building Code* is proposed in either the application or a *permit* or in a material change to a plan, specification, document or other information on the basis of which a *permit* was issued, the *applicant* shall submit:
- a. an application on a form prescribed by the *Chief Building Official*;
  - b. supporting documentation demonstrating that the proposed alternative solution will provide the level of performance required by the *Building Code*; and
  - c. payment of the required fee prescribed by Schedule "A" of this By-Law.

## **PART 7 – FEES AND REFUNDS**

- 7.1.1 The *Chief Building Official* shall determine the required application fees in accordance with Schedule "A" of this By-Law.
- 7.1.2 The *Chief Building Official* shall not issue a *permit* until fees required by this By-law have been paid in full by the *applicant*.
- 7.1.3 In addition to the fees paid at the time of the *building permit* application, when an *applicant* makes *supplementary submissions* and *revised submissions*, the *applicant* shall pay the prescribed fee which shall be calculated in accordance with Schedule "A".
- 7.1.4 In the case of withdrawal of or abandonment of an application, or refusal or revocation of a *permit*, and upon written request by the *applicant*, the *Chief Building Official* may refund any unearned fees which shall be calculated in accordance with Table 3 of Schedule "A".

## **PART 8 - TRANSFER OF PERMIT**

- 8.1.1 *Permits* may not be transferred without the approval of the *Chief Building Official*.
- 8.1.2 To transfer a *permit*, the new *owner* shall complete and submit an application form in accordance with the requirements of Part 4 of this By-law and pay the required fee as prescribed by Schedule "A".
- 8.1.3 Upon the transfer of the *permit* by the *Chief Building Official*, the new *owner* shall be the *permit holder* for the purpose of this By-law, the *Act* and the *Building Code*.

## **PART 9 - NOTICES FOR INSPECTIONS**

- 9.1.1 Inspection notices required by the *Building Code* and in accordance with Schedule "D" of this By-law shall be made in writing, by telephone, by fax or, by electronic submission.
- 9.1.2 Inspection notices are required a minimum two business days prior to the



stages of *construction* specified therein and shall be given in accordance with the requirements of Subsection 1.3.5 of Division C of the *Building Code* and Schedule "C" of this by-law.

- 9.1.3 The *person* to whom the *permit* has been issued shall notify the *Chief Building Official* or a *Registered Code Agency* where one is appointed, of each stage of *construction* for which a notice is prescribed by the *Building Code*.
- 9.1.4 Notwithstanding section 10 of this By-law, the *person* to whom the *permit* has been issued shall notify the *Chief Building Official* of the date of the completion of the *building* or demolition work no more than two days after that date.
- 9.1.5 In addition to the notices prescribed in Article 1.3.5.1 of Division C of the *Building Code*, the *person* to whom a *permit* has been issued shall give the *Chief Building Official* notice of readiness for inspection for the following stages of *construction*, where applicable:
- a. commencement of *construction* of the *building*;
  - b. commencement of *construction* of ;
    - i. masonry fireplaces and masonry chimneys;
    - ii. factory built fireplaces and allied chimneys.

#### **PART 10 – REGISTERED CODE AGENCIES AND OTHER THIRD PARTIES**

- 10.1.1 The *Chief Building Official* is authorized to enter into and sign contracts for the service agreements with *Registered Code Agencies* and appoint them to perform specified functions from time to time in order to maintain the time periods for *permits* prescribed in Article 1.3.1.3. Division C of the *Building Code*.
- 10.1.2 A *Registered Code Agency* may be appointed to perform one or more of the specified functions described in section 15.15 of the *Act*.
- 10.1.3 The *Township's Chief Building Official* and Inspectors shall rely upon the information provided to the *Township* by architects or engineers who are registered with their professional governing bodies except where it is clear and readily apparent that the information provided does not conform to the *Building Code Act* or *Building Code*, or, where it is clear and readily apparent that there is insufficient information upon which to decide whether the information conforms to the *Building Code Act* or *Building Code*.
- 10.1.4 The *Township* may contract to a third party the inspections and plan reviews required for the enforcement of the provisions of the *Building Code Act* and the *Building Code*. Provided that the third party or the individual doing the work for the third party is registered with the Province for the work that they have been contracted to do, the *Township's Chief Building Official* and inspectors shall rely upon the inspections and plan reviews by this third party except where it is clear and readily apparent that the work was performed negligently.

## **PART 11 – FENCING CONSTRUCTION SITES**

- 11.1.1** Where, in the opinion of the *Chief Building Official*, a *construction* or demolition site represents a hazard to the public, the *Chief Building Official* may require the *permit holder* to erect such fencing to the standards and specifications that the *Chief Building Official* deems to be appropriate in the circumstances.
- 11.1.2** When deterring if a *construction* or demolition site presents a hazard to the public and requires the erection of fencing and the type of fencing required, the *Chief Building Official* shall have regard to:
- a. the proximity of the *construction* site to occupied dwellings;
  - b. the proximity of the *construction* site to lands accessible to the public, including but limited to streets, parks, and commercial and institutional activities;
  - c. the hazards presented by the *construction* activities and materials;
  - d. the feasibility and effectiveness of site fencing; and
  - e. the duration of the hazard.
- 11.1.3** When the *Chief Building Official* is of the opinion that fencing is required, the *permit holder* shall, prior to the commencement of any *construction*, demolition, or placement of materials or equipment on site, erect or cause to be erected fencing to the standards required by the *Chief Building Official* to enclose the *construction* or demolition site for the purpose of preventing unauthorized entry onto the site. For the purposes of this section, *construction* or demolition site shall include the area of the proposed *construction* or demolition and any area where materials or equipment are being stored or operated.

## **PART 12 – ADMINISTRATION AND ENFORCEMENT**

- 12.1.1** This By-law shall apply to all property within the limits of the *Township*.
- 12.1.2** The imperial measurements contained in this By-law are given for reference only.
- 12.2 NON-COMPLIANCE**
- 12.2.1** The *owner* of any property which does not conform to the standards as set out in this By-law shall repair and/or maintain said property to comply with the standards or the property shall be cleared of all *buildings*, structures, waste or refuse and left in a levelled and graded condition.
- 12.2.2** Any *owner* who fails to comply with an order issued, the *Township* may cause the required work to be done at the cost of the *owner*. The cost of such work may be recovered by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes
- 12.3 CONFLICTS-BYLAWS-STANDARDS-REGULATIONS**
- 12.3.1** Where a provision of this By-law conflicts with the provisions of another By-law, *Act* or Regulation in force within the municipality, the provision,



which establishes the higher standards to protect the health, safety and welfare of the occupants and the general public, shall prevail.

#### **12.4 SEVERABILITY**

- 12.4.1** If any provision or article of this Bylaw is for any reason found to be invalid by a court of competent jurisdiction, the provision or article found to be invalid shall be severed from the By-law and the remaining provisions or article shall remain in effect until repealed.

#### **12.5 PENALTY**

- 12.5.1** An *owner* who fails to comply with an order that is final and binding under this Bylaw is guilty of an offence under Section 36(1) of the *Building Code Act*, S.O. 1992, c.23, and is liable to a penalty or penalties as set out in Section 36 of that *Act* and are set out in Schedule "E" of this by-law.

#### **12.6 APPOINTED DESIGNATE**

- 12.6.1** This by-law shall not be deemed to limit the appointment of a designate who may perform or execute any authority of the *Chief Building Official* where authorized by the *Act*, provided such designate, where required, is duly appointed by by-law under the *Act*.

#### **12.7 CODE OF CONDUCT**

- 12.7.1** The Code of Conduct and associated policies, as required under Section 7.1 of the *Act*, are set out in Schedule "G" of this by-law.

#### **12.8 REPEAL AND TRANSITION**

- 12.8.1** By-law Number 24-06 and By-law 10-10, and all its amendments are hereby repealed upon the date that this by-law comes into force.

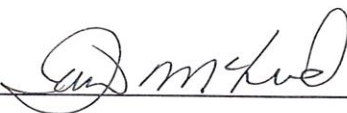
#### **12.9 EFFECTIVE DATE**

This By-law shall come into force on the 26<sup>th</sup> day of June 2012.

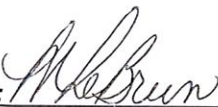
**READ A FIRST AND SECOND on May 14, 2012**

**READ A THIRD TIME AND PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 26<sup>th</sup> DAY OF JUNE, 2012.**

MAYOR:



CLERK:



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 'A' to Building By-Law No. 22-12

1. CALCULATION OF PERMIT FEES

1.1 Permit fees shall be calculated using:

1.1.1 the rates indicated in Table 1 of this Schedule.

1.1.2 where a fee is not listed in Table 1, a fee shall be paid in the amount of \$12.00 for each \$1,000.00 or part thereof of the construction value prescribed by the *Chief Building Official*.

1.2 Except for classes of permits subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.

1.3 In addition to the fees calculated in accordance with Table 1 paid at the time of building permit application, fees for supplementary submissions and revised submissions shall be calculated at \$75.00/hour spent determining compliance.

1.4 Where supplementary submissions or revised submissions include certification of applicable law compliance, which compliance or applicability was incorrectly declared at the time of permit application, a fee of \$250.00 for each applicable law certification shall apply.

1.5 In addition to the fees calculated in accordance with Table 1, each application for consideration of an alternative solution shall be accompanied by a non-refundable fee of \$1,000.00 or 10% of the permit fee, which is lesser.

1.6 When calculating fees base on floor areas, floor area is measured to the outer face of exterior walls and to the centerline of party walls.

1.7 When measuring floor area, no deductions shall be allowed for floor openings required for such facilities as stairs, elevators, shafts and ducts.

1.8 Where incorporated with an application for a residential construction, no additional fee shall be required for decks, fireplaces, unfinished basements, attached garages, heating or plumbing systems.

1.9 The occupancy classifications used in this By-law are based on the Building Code major occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the rate for each occupancy prescribed in Table 1 to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**SCHEDULE 'A' to Building By-law No. 49-13 as amended**

**TABLE 1 - CALCULATION OF PERMIT FEES**

**EFFECTIVE January 1, 2017**

**Building Permits**

1.	Residential construction including extensions and additions, 2 <sup>nd</sup> and additional floors	Base Fee \$150.00 \$0.79/square foot \$0.49/square foot for additional floors
2.	Residential accessory buildings greater than 100 square feet	Base Fee \$150.00 \$0.79/square foot
	Residential renovations and repairs	Base Fee \$150.00 \$13.60/\$1,000 of construction value
	Commercial/Industrial/Institutional constructions including extensions and additions – 2 <sup>nd</sup> and additional floors	Base Fee \$150.00 \$0.79/square foot \$0.28/square foot for additional floors
	Buildings accessory to Commercial/Industrial/Institutional	Base Fee \$150.00 \$0.79/square foot
	Commercial/Industrial/Institutional renovations/repairs	Base Fee \$150.00 \$13.60/\$1,000 of construction value
	Demolition Permit	\$100.00
	Farm Buildings	
	a) Silo (foundation only)	Base Fee \$150.00 0.28/square foot
	b) Barns/machine shed	Base Fee \$150.00 0.49/square foot
	c) Manure Pit	Base Fee \$200.00
	d) Minimum Distance Separation review	\$50.00
	Conditional Permits (full value based on work to be done)	Base Fee \$150.00 \$0.79/square foot
	Change of Use Permit (no construction, if construction is required go to # 2)	Base Fee \$150.00

a) To install a solid fuel burning appliance	\$100.00
b) <i>To inspect an existing solid fuel burning appliance</i>	\$100.00
a) To install a private swimming pool	\$100.00
b) To install a private swimming pool with an attached raised exterior deck	\$100.00 + \$0.49/square foot of deck.
To install an exterior raised deck attached to the main building	\$100.00+ \$0.49/square foot of deck.
Moving Permit	\$100.00
Occupancy Permit other than new construction (after permit expires)	\$100.00

**NOTE: A \$150.00 surcharge will be added to each Building Permit issued after construction is started and subject to an Order to Comply under the *Ontario Building Code Act*.**



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**SCHEDULE 'A' to Building By-law No. 22-12**

**TABLE 2 - CALCULATION OF SEWAGE SYSTEM PERMIT FEES**

	<b>FEE</b>
Class 4 & 5 sewage systems, less than 10,000 L/day	\$645.00
Class 2 & 3 septic systems, Septic Tank replacement or Septic Bed replacement	\$325.00
Re-inspection (if required) each visit	\$170.00
Consent under Planning Act (if required)	\$170.00
Minor Variance under Planning Act (if required)	\$170.00
Revision of sewage permit	\$70.00
Transfer of permit	\$70.00
Renewal of permit (after 1 year, for 6 months max 2 times)	\$170.00 each
File search for Certificate of Approval and Use permit	\$50.00
Removal of non-compliance notice registered against property	\$500.00 (plus lawyer fees)

**NOTE:** Winter fees (December 1 to March 31) are doubled for sewage permit applications (during freeze up).

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE 'A' to Building By-law No. 22-12

TABLE 3 - REFUND OF BUILDING PERMIT FEES

STATUS OF PERMIT APPLICATION	PERCENTAGE OF FEE ELIGIBLE FOR REFUND
Application received No processing or review of plans submitted	100% less the base fee
Application received Plans reviewed and permit issued	50% less the base fee
Additional deduction for each field inspection that had been performed	10%
Permits valued at less than \$150.00	Nil

**Note:**

1. Notwithstanding Table 3 above, no refund shall be made of an amount less than One Hundred Dollars (\$100.00).
2. No refund shall be made unless the owner or his agent therefore makes a written application within 6 months of withdrawal of application, or abandonment or non-commencement of the work or project and the permit is returned for cancellation.
3. Notwithstanding the above, no refund shall be made where the *Chief Building Official* has revoked a permit under Section 8(10)(b) and (c).
4. Refunds will only be issued for a period of one year following the date of permit issuance

## CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

### SCHEDULE 'B' to Building By-law No. 22-12

#### DOCUMENTS AND DRAWINGS REQUIRED FOR A COMPLETE APPLICATION

A minimum of 2 sets of the following types of drawings, specifications and documents at a legible scale are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to section 2.4 of the Building Code Act, 1992 as amended and the Building Bylaw. Depending upon the nature, scope and scale of a project other additional supporting drawings, specification and documents maybe be required to demonstrate Ontario Building Code compliance at the discretion of the *Chief Building Official*.

Where required by the *Chief Building Official* the plans and specifications shall be submitted in a digital PDF format compatible with the Township's software system.

#### REQUIRED DOCUMENTATION

Where applicable the following supporting documentation shall accompany applications for a permit unless otherwise waived by the *Chief Building Official*:

- a) Proof/Confirmation of Approval of all Applicable Law pursuant to Section H of an application to Construct or Demolish
- b) Owner / engineer/architect's letter of commitment and general review form
- c) Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor,
- d) Driveway access permit approved by the authority having jurisdiction as may be applicable,
- e) Where required approval by the Ministry of the Environment for the design and construction of a private sewage disposal and water supply systems,
- f) OMAFRA Nutrient Management Strategy and/or Plan Sign-Off Form.
- g) Heritage Permit pursuant to the Ontario Heritage Act.
- g) Confirmation of Compliance with OMAFRA Minimum Distance Separation 1 or 2

Optional:

- a) Approved Lot Grading and Drainage Plan
- b) Geotechnical Soils Report.
- c) Structural Engineering Report



# REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

	Class of Permit	Documents and Drawings Required
	<b>Permit to Construct</b> <ul style="list-style-type: none"> <li>New Buildings</li> </ul> <b>Residential</b> <ul style="list-style-type: none"> <li>Detached Houses</li> <li>Semi-detached Houses</li> <li>Duplex/Triplex/Fourplex</li> <li>Townhouse Blocks</li> </ul>	<b>Documents</b> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. TARION "Declaration of Applicant for Building Permit"</li> <li>c. SB-12 Energy Efficiency Design Summary*</li> <li>d. Residential Mechanical Ventilation Summary*</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan</li> <li>a. Foundation Plan</li> <li>b. Floor and Roof Framing Plans</li> <li>c. Building Elevations</li> <li>d. Building Section</li> <li>c. Where applicable, a complete Sewage System Permit Application.</li> </ul>
	<b>Permit to Construct</b> <ul style="list-style-type: none"> <li>Additions/Alterations</li> </ul> <b>Residential as in Row 1(a)</b>	<b>Documents</b> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. SB-12 Energy Efficiency Design Summary*</li> <li>c. Residential Mechanical Ventilation Summary*</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>d. Site Plan</li> <li>e. Site Grading Plan</li> <li>e. Foundation Plan</li> <li>f. Floor and Roof Framing Plans</li> <li>g. Building Elevations</li> <li>h. Building Section</li> <li>i. Where applicable, a complete Sewage System Permit Application</li> </ul>
	<b>Permit to Construct</b> <ul style="list-style-type: none"> <li>New Buildings</li> <li>Additions</li> </ul> <b>Non-Residential buildings</b> <b>Residential apartment buildings</b> <b>Mixed use buildings</b> <b>Other residential buildings not described in Row 1(a)</b>	<b>Documents</b> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to general Reviews by Architects and Engineers</li> <li>c. Subsurface investigation report</li> <li>d. SB-10 Energy Efficiency Design Summary*</li> <li>e. Where applicable, approved Site Development Plan and Agreement.</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Servicing / Site Grading Plan</li> <li>c. Foundation Plan</li> <li>d. Floor and Roof Structural Plans</li> <li>e. Building Elevations</li> <li>f. Building Section</li> <li>g. Where applicable, <ul style="list-style-type: none"> <li>i. HVAC Drawings</li> <li>ii. Plumbing Drawings</li> <li>iii. Electrical Drawings</li> <li>iv. Fire Protection System Drawings</li> <li>v. A complete Sewage System Permit Application</li> </ul> </li> </ul>
	<b>Permit to Construct</b> <ul style="list-style-type: none"> <li>Alterations</li> <li>Tenant Improvements</li> </ul> <b>Non-Residential buildings and other residential buildings not described in Row 1(a)</b>	<b>Documents</b> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to general Reviews by Architects and Engineers</li> <li>c. SB-10 Energy Efficiency Design Summary*</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>a. Foundation Plan</li> <li>b. Floor and Roof Structural Plans</li> <li>c. Building Elevations</li> <li>d. Building Section</li> <li>e. Where applicable, <ul style="list-style-type: none"> <li>i. HVAC Drawings</li> <li>ii. Plumbing Drawings</li> <li>iii. Electrical Drawings</li> </ul> </li> </ul>

		iv. Fire Protection System Drawings v. A complete Sewage System Permit Application
	<b>Permit to Construct</b> <b>Tents/Air Supported Structures</b> <b>Mechanical Only Permits</b> <b>Plumbing Only Permits</b> <b>Designated Structures</b> <b>Farm Buildings</b> <b>Green Energy Projects (solar, wind, geothermal, etc...)</b> <b>Other then Rows 1, 2, and 4</b>	<b>Documents</b> a. Approval documents required by an applicable law b. Documents from Rows (1a) to 2 (b) or other documents which are applicable to the scope of work proposed and required by the <i>Chief Building Official</i> to determine compliance with the <i>Building Code</i> and other applicable law  <b>Drawings</b> a. Drawings from Rows (1a) to 2 (b) which are applicable to the scope of work proposed and required by the <i>Chief Building Official</i> to determine compliance with the <i>Building Code</i> and other applicable law
	<b>Permit to Construct</b> • Accessory Buildings	<b>Documents</b> a. Approval documents required by an applicable law  <b>Drawings</b> a. Site Plan b. Foundation Plan/ Engineered Floor Slab c. Floor Plan d. Roof Framing Plan e. Building Elevations f. Building Section g. Where applicable, confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans.
	<b>Permit to Construct</b> • Residential Decks and Porches	<b>Documents</b> a. Approval documents required by an applicable law  <b>Drawings</b> a. Site Plan b. Foundation Plan c. Framing Plan and Guard Details d. Elevations e. Building Section f. Where applicable, confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans.
	<b>Permit for Change of Use</b>	<b>Documents</b> a. Approval documents required by an applicable law b. Description of the proposed Change of Use c. Reduction in performance matrix d. Description of Compensating Measures or Alternative Measures e. Commitment to general Reviews by Architects and Engineers  <b>Drawings</b> a. Foundation Plan b. Floor Plans c. Floor and Roof Structural Plans d. Building Elevations e. Building Section f. Where applicable, HVAC, Electrical and Plumbing System Drawings g. Where applicable, Fire Alarm System

	<b>Permit to Demolish</b>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric and telephone or other utilities and services.</li> <li>c. Describe the method of demolition, including the methods of discarding waste material and location of where waste material is to be taken; and</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan/lot restoration plan (where required)</li> <li>c. Demolition Plan (where required)</li> </ul>
	<b>Permit to Occupy (residential houses)</b>	<p><b>Documents</b></p> <p>The following building components are required to substantially completed:</p> <ul style="list-style-type: none"> <li>a. Structure ready to be used for its intended purpose</li> <li>b. Building envelope</li> <li>c. Insulation and vapour barrier</li> <li>d. Site grading</li> <li>e. Required fire fighting access routes have been provided and are accessible</li> <li>f. Required exits, floor access and egress systems, handrails, guards, smoke alarms, carbon monoxide detectors, fire separations and fire stopping components and systems are completed and operational</li> <li>g. Required exhaust fume barriers and self-closing devices on doors between attached or built-in garage and the dwelling unit are completed and operational</li> <li>h. water system, building drain, building sewer, drainage system and venting system are completed, operational and tested</li> <li>i. plumbing fixtures</li> </ul>
	<b>Permit to Install a New Sewage System</b>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a. On-site <i>Sewage System</i> Drawings (Including On-site <i>Sewage System</i> Statement of Design)</li> <li>b. Site Grading Plan</li> <li>c. In the case of Class 4 sewage systems, a copy of the required annual service and maintenance agreement.</li> <li>d. Where applicable, a construction permit from the Raisin River Conservation Authority.</li> </ul>

**Notes:**

1. Documents made with an asterisk (\*) are available from the *Chief Building Official*.
2. The *Chief Building Official* may waive the requirements for any specified documents or drawings where the scope of work, applicable law or *building code* does not, in the opinion of the *Chief Building Official*, necessitate its submission.



## DRAWING COMPLETENESS

Unless otherwise specified by the *Chief Building Official* the following Information shall be shown on plans or working drawings that accompany applications for permits. Depending upon the nature, scope and scale of a project other additional information may be required to demonstrate Ontario Building Code compliance at the discretion of the *Chief Building Official*.

### 1.1 The Site Plan shall show:

- a) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- b) Existing and proposed elevation contours of the building site and adjacent properties,
- c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- d) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site,
- e) Parking and GFA calculations, location and size of typical parking, loading and handicapped spaces including aisle widths serving the parking spaces.
- f) Site statistics that may be relevant to what is being proposed, such as but not limited to: number of residential units, gross floor area, amenity area, proposed height etc.
- g) Elevation drawings clearly indicating compliance with height regulations including various calculations such as average grade calculations where required.

### 1.2 The Architectural Drawings shall show:

- a) Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design,
- b) Architects/designer's Ontario Building Code data matrix,
- c) Foundation plans and grade details,
- d) Each floor plan with exact dimensions of the layout of all proposed areas and their use,
- e) All wall thicknesses and type of construction, window and door openings and schedules elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings sand other related pertinent information,
- f) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.
- g) Spatial separation table and calculations,
- h) Energy Efficiency Design Summary Matrix

### 1.3 Structural Drawings shall show:

- a) All foundation, floor, roof and wall structural elements indicting sizes shapes and proper location and all dead and live design loads and condition of loading,
- b) All reinforced concrete work indicting thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel,
- c) All lintel locations and sizes,

d) Where applicable Engineered Roof and Floor Truss drawings

1.4 The Mechanical Electrical and Plumbing Plans shall show:

- a) For buildings defined in Part 9 of the Building Code, provisions for heating, ventilation and air conditioning, electrical and plumbing systems may be shown and indicated on the architectural drawings,
- b) For Buildings defined in Part 3 of the Building Code, a separate set of drawings for heating ventilation air conditioning, electrical and plumbing systems,
- c) The location of all fire protection equipment such as early warning, detection and suppression systems,
- d) Energy Efficiency Design Summary Matrix (ASHREA 90.1),
- e) Where the primary heat source is provided by heat/hot water combination unit, a solar or geothermal system the all design drawings and documents must be prepared by a Professional Engineer;

Optional:

- g) Heat loss / heat gain calculations,
- h) HVAC duct layout and sizing calculations,
- i) Plumbing DWV and water supply piping layout drawings

1.5 The Sewage System plans shall show:

- a) A site evaluation conducted by a qualified designer identifying the soil percolation time and anticipated high ground water level elevation,
- b) The private sewage system design and construction drawing including all components and a calculation of the total daily design sanitary sewage flow of the system and the Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design,
- c) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- d) Existing and proposed elevation contours of the building site and adjacent properties,
- e) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- f) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site

Such other approvals as may be required by the *Chief Building Official* to demonstrate compliance with applicable law.



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE "C" to Building By-law NO. 22-12**  
**Required Notices and Inspections**

In accordance with Article 1.3.5.1., Division C of the *Building Code*:

- a. Readiness to construct footings,
- b. Substantial completion of foundation reinforcement for insulated concrete form foundation walls or where required by design for poured foundation walls and for suspended cold room slabs.
- c. Substantial completion of footings and foundations prior to commencement of backfilling. The Chief Building Official may, as the Chief Building Official deems appropriate, request the a building location plan, prepared by a registered land surveyor, be provided verifying the location of the foundations.
- d. Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 Division B,
- e. Substantial completion of structural framing and roughing-in of heating/ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (d) applies,
- f. Substantial completion of insulation and vapour barriers,
- g. Substantial completion of air barrier systems.
- h. Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- i. Substantial completion of fire access routes,
- j. Readiness for inspection and testing of:
  - i. Building sewers and building drains,
  - ii. Water service pipes,
  - iii. Fire service mains,
  - iv. Drainage and venting systems,
  - v. The water distribution systems, and
  - vi. Plumbing fixtures and plumbing appliances,
- k. Readiness to construct the sewage system (excavation completed prior to fill),
- l. Substantial completion of the installation of the sewage system before the commencement of backfilling (stone exposed, graphs and weigh slips to be on site),
- m. Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) or to permit occupancy under Sentence 1.3.3.2.(1) if the building or part of the building to be occupied is not fully completed.
- n. Completion of Construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE "D" to Building By-law NO. 22-12**  
**Service Use and Activity Charges**

	<b>Service or Activity Fee</b>	<b>Fee</b>
	<b>Order to Comply.</b> To offset additional investigative and administrative costs, a fee shall be paid where any Order to Comply issued pursuant to section 12 or 13 of the <i>Act</i> . Payment of this fee does not relive any person or corporation from complying with the <i>Act</i> , the <i>Building Code</i> or any applicable law.	<b>\$ 75.00</b>
	<b>Stop Work Orders.</b> To offset additional investigative and administrative costs, a fee shall be paid where any Stop Work Order issued pursuant to section 14 of the <i>Act</i> . Payment of this fee does not relive any person or corporation from complying with the <i>Act</i> , the <i>Building Code</i> or any applicable law.	<b>\$ 300.00</b>
	<b>Unsafe Orders.</b> To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to section 15.9 of the <i>Act</i> . A fee shall be paid where any Unsafe Order is issued. Payment of this fee does not relive any person or corporation from complying with the <i>Act</i> , the <i>Building Code</i> or any applicable law.	<b>\$ 500.00</b>
	<b>Register Order on Title.</b> Where the Order has been registered in the proper land registry office.	<b>Legal fees plus \$150.00</b>
	<b>Inspections where owner fails to comply with an Order.</b> Owner who failed to comply with a confirmed Order shall pay the fee for each inspection to determine if contraventions of this By-law observed on an initial inspection have been corrected where the contraventions have not been remedied by the time provided for in the said Order.	<b>\$75.00 per inspection</b>
	<b>Order has been registered and required discharged.</b> Where an order has been registered, an owner or occupant may apply for an inspection of the property in respect of the order and shall pay a fee at the time of application; this fee includes the registration of a discharge where compliance with the order is found.	<b>\$150.00</b>
	<b>Conviction registered for a breach of any order.</b> Where there has been a conviction registered for a breach of any order, for each <i>Chief Building Official</i> or inspector who attended a hearing in the Ontario Court of Justice	<b>\$150.00</b>
	<b>Township undertakes to complete the work.</b> Where the Township undertakes to complete the work required to comply with any final order,	<b>Cost of the work performed plus an administrative fee of 30%</b>
	<b>Certificate of Compliance.</b> Where after inspecting a property, an officer, may, or on the request of the owner, issue the owner a certificate of compliance	<b>\$50.00</b>

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
SCHEDULE "E" to BY-LAW NO. 22-12  
Building Code Act, 1992, S.O. 1992, c.23**

**Set Fine Schedule  
Part 1 Provincial Offences Act**

	<b>Short Form Wording</b>	<b>Provision Creating or Defining Offence</b>	<b>Set Fine</b>
	Failed to comply with a confirmed Order	Section 15.3(2)	<b>\$350.00</b>
	Obstructing an Inspector	Section 19.(1)	<b>\$500.00</b>
	Obstructing the visibility or removing an Order	Section 20	<b>\$350.00</b>

**Note:** The general penalty provision for the offences listed above is Section 36, of the Building Code.



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE 'F' to Building By-law No. 22-12**  
**PRESCRIBED FORMS**

The following are forms prescribed for use as applications for permits, orders, permits, inspection reports, and administrative matters:

1. Acknowledgement of an Incomplete Application
2. Application for a Permit to Construct or Demolish
3. Applicable Law Checklist
4. Entrance Permit Request
5. Building Inspection Report
6. Building Permit
7. Emergency Order
8. Fireplace/Wood Stove Installers Form (WETT Certification)
9. Order to Comply
10. Order to Remedy an Unsafe Building
11. Order to Uncover
12. Order Not to Cover or Enclose
13. Order Prohibiting Use or Occupancy
14. Order Requiring Test and Samples
15. Residential Occupancy Permit
16. Residential Mechanical Design Summary
17. Sewage system Permit
18. Stop Work Order
19. Class 5 Sewage System (Holding Tank) Agreement
20. Sewage System Specifications
21. Testing & Inspection Report – Backflow Preventer

**SCHEDULE 'G' to Building By-law No. 22-12**  
**CODE OF CONDUCT FOR BUILDING OFFICIALS**

**Preamble**

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code. The purpose of this Code is to promote appropriate standards of behaviour and enforcement actions to ensure Building Officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

**Standards of Conduct**

Building Officials to undertake to:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interest.
3. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Law which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

**Breaches of Code of Conduct**

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

**SOUTH  
GLENGARRY**



*Ontario's Celtic Heartland*

# Proposed Building By-Law Presentation

By: Chris Raabe, Director of Development & CBO, 2022

Township of  
South Glengarry

*Ontario's Celtic Heartland*

# Building By-Law

Current Building By-law 22-12 was enacted by Council in November 2012.

A recent comprehensive review of the current by-law has driven administration to make revisions that will result in a more efficient and consistent service.

Section 7 of the Building Code Act, 1992 S.O. 1992, Chapter 23, as amended, allows municipal Council to pass by-laws within its area of jurisdiction for the enforcement of the Building Code Act.

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# Rationale

Building Department			
Year	Total Revenue	Total Expense	Cost Recovery
2021	\$452 283.23	\$500 425.83	90.4 %
2020	\$281 417.85	\$390 395.42	72.1 %
2019	\$254 674.98	\$439 003.58	58.0%

## Building Permit Fees

Increase departmental cost recovery (reduce financial subsidy from tax base)  
VS

Maintain competitive building permit fees to promote development within the municipality

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# Static Fees



Square footage fees for residential, non-residential and farm structures will remain at the current fee rates. (\$0.79/ ft<sup>2</sup> and \$0.49/ ft<sup>2</sup>)

Developers will see little difference in their permit fees with the dominate variable remaining at the current rate.

Fee schedule established on January 1, 2017.

## SOUTH GLENGARRY

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# By-Law Additions

New Building By-Law Fees	
Permit Classification	Fee
Signs	\$250
Tents	\$150
Public Pools	\$400
Sewage System Minor Repairs	\$200
Construction without a Building Permit	Two (2) times the permit fee (Permit Fee + \$5,000 Maximum)
Conditional/Partial Permit	25% surcharge for each request (\$150 Minimum - \$3000 Maximum)
Change of Use Permit (OBC Part 10)	\$250
Occupancy Permit Surcharge	\$500
Dormant Application Renewal	\$150
Permit Renewal	\$250
Permit Transfer	\$100

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# By-Law Additions

New Building By-Law Fees	
Permit Classification	Fee
Agency Letter of Approval	\$100
Administrative Charge	+15% as required
Third Party Costs and/or Peer Review	Cost + 15% Administrative Charge
File Search/ Miscellaneous Charges	\$125 / Hr
Limiting Distance Agreement	\$200 per agreement, + any third party costs as may be required. Subject to Administrative Charges
Registration of Order on Title	\$250 +lawyer fees
Inspection Pertaining to a Confirmed Order	\$100 / Inspection
Township Undertakes to Complete the Work	Cost of the work performed + Administrative Charges (15%)

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# By-Law Additions

## Building Permit Fee Indexing

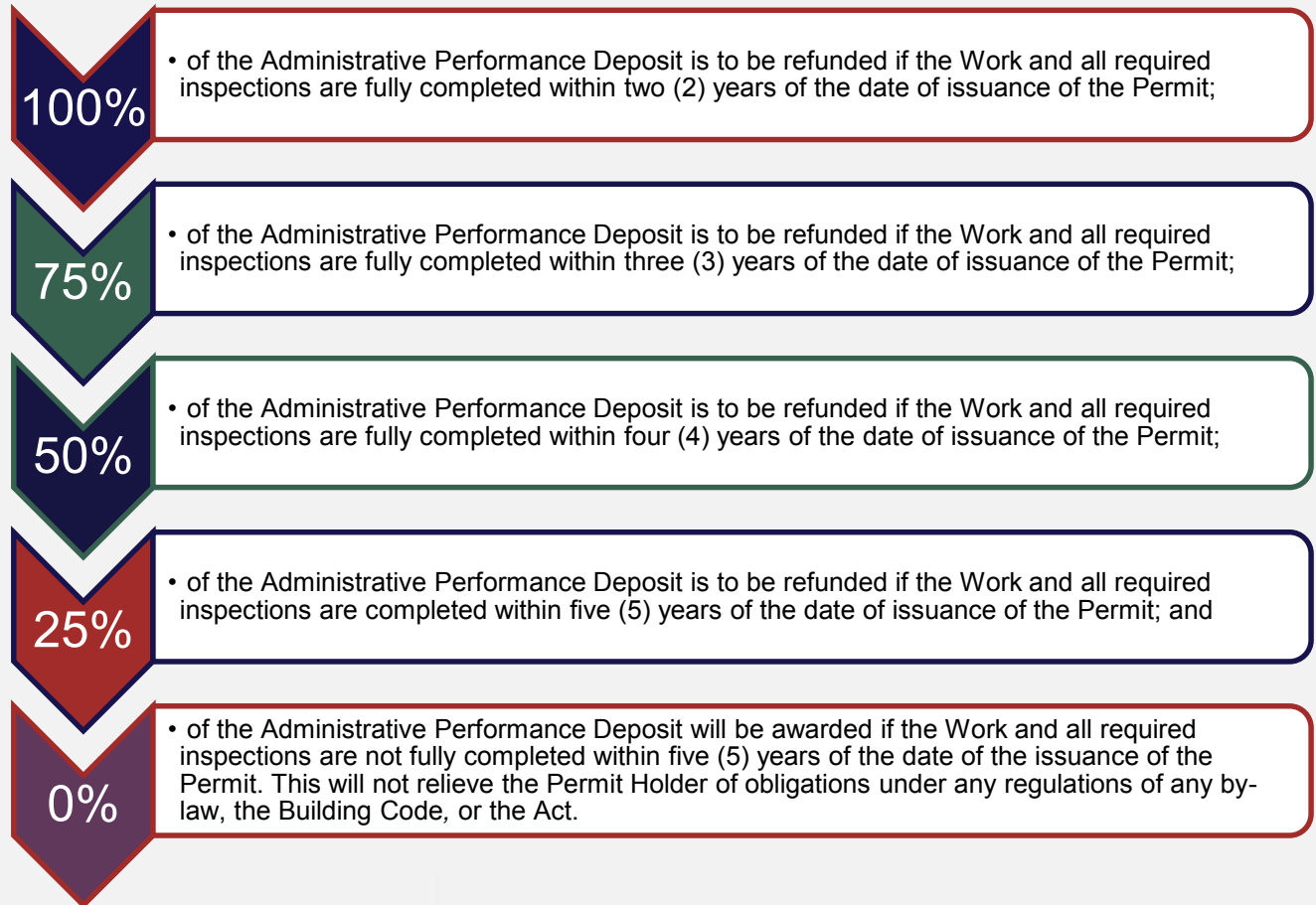
- Adjusted annually on January 1<sup>st</sup> of each year.
- The adjustment will be in accordance with the Bank of Canada Annual Consumer Price Index over the past twelve (12) months using September 30<sup>th</sup> as the base index value from the previous year.

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# By-Law Additions

## Administrative Performance Deposit



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# By-Law Alterations

## Performance Deposits

Performance Deposits	
Value of Work	Refundable Fee
<b>Residential (Except Sewage Systems)</b>	
Value less than \$ 25,000.00	N/A
Value between \$ 25,000.00 and \$ 99,999.99	\$ 500.00
Value between \$ 100,000.00 to \$ 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499, 999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 4,000.00
<b>Non-Residential (Except Sewage Systems + Farm Structures)</b>	
Value less than \$ 50,000.00	N/A
Value between \$ 50,000.00 and \$ 299,999.99	\$2,000.00
Value between \$ 300,000.00 and \$ 999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$ 8,000.00

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# By-Law Alternations

Building By-Law Fee Changes		
Permit Classification	Existing Fee	Proposed Fee
Residential Base Fee	\$150	\$250
Non-Residential Base Fee	\$150	\$250
Farm Base Fee	\$150	\$250
Class 2, 3, and 4 Sewage Systems	\$645	\$825
Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$325	\$500
Sewage System Re-inspections	\$170	\$175
Sewage System Inspection for Consent	\$170	\$250
Sewage System Permit Revision	\$70	\$110
Sewage System File Search	\$50	\$100
Swimming Pool Enclosure	\$100	\$150
Solid Fuel Burning Appliance	\$100	\$150
Moving Permit	\$100	\$250

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# Next Steps

Subsection 7(6) and 7(8) of the Building Code Act requires a principal authority to hold a public meeting concerning the proposed changes.

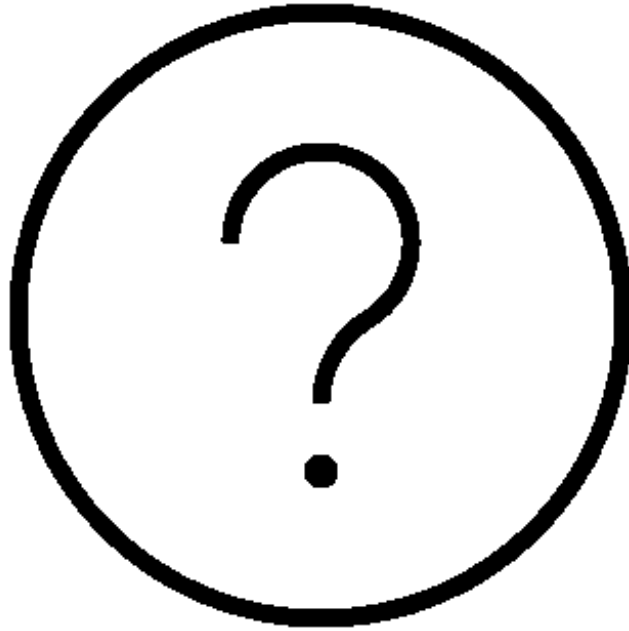
The principal authority is required to provide:

1. Twenty-one (21) days notice of the public meeting;
2. An estimate of the costs of administering and enforcing the Act by the principal authority;
3. The amount of the fee or of the change to the existing fee; and
4. The rationale for imposing or changing the fee.

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# Questions



SOUTH GLENGARRY

Ontario's Celtic Heartland



## **STAFF REPORT**

**S.R. No. 44-2022**

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

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

**COUNCIL DATE:** April 4, 2022

**SUBJECT:** Loisselle Subdivision Request to Extend Draft Plan of Subdivision Approval

### **BACKGROUND:**

1. The Loisselle Subdivision, formerly known as the Curry Hill Subdivision, draft plan approval will lapse on April 28, 2022. This subdivision is located east of Curry Hill on the South Side of Old Highway 2 and is legally described as Part of Lot 7, Concession 1, former Township of Lancaster, now in the Township of South Glengarry (see the attached drawing).

### **ANALYSIS:**

2. The United Counties of SDG (the Counties) issued draft plan approval on the subdivision on April 28, 2010. The Ontario Planning Act permits draft plan approval to be issued for a period of three years, therefore the approval expired on April 28, 2013.
3. The Planning Act also allows for draft plan approval extensions to be granted subject to the support of the municipality and approval from the approval authority (the Counties). In March 2020, Council recommended to the Counties to approve a draft plan approval extension.
4. The Counties approved this extension for a period of 2 years, therefore this approval expires in April 28th, 2022.
5. Administration requests the Council recommend to the Counties Director of Planning Services to grant a two-year extension.

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

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

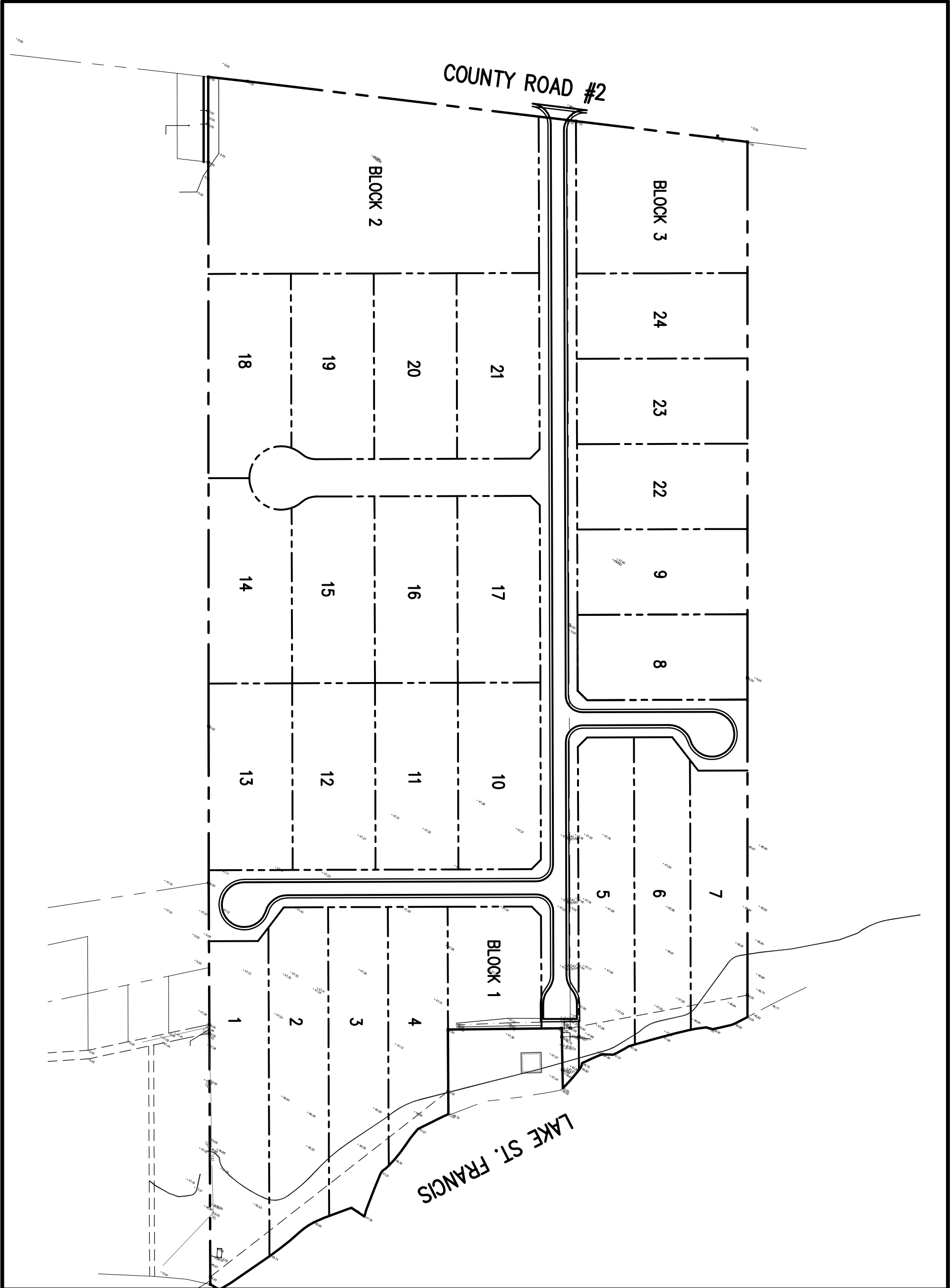
N/A


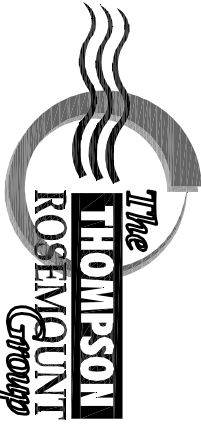
**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 44-2022 be received and that the Council of the Township of South Glengarry recommends to the United Counties of SDG Director of Planning Services to extend Draft Plan Approval for the subdivision known as the Loisel Subdivision, File # 01-SG-S/2009, legally described as part of Lot 7, Concession 1, geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

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



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



**STAFF REPORT**

**S.R. No. 45-2022**

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

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

**COUNCIL DATE:** April 4, 2022

**SUBJECT:** To Consider Transferring Township-Owned Forested Land

**BACKGROUND:**

1. In the Fall of 2021, Council reviewed a list and map of Township-owned land that was previously declared to be surplus to the Township's needs, as well as Township-owned land located within the Lancaster Heights subdivision and area.
2. Council chose not to declare two parcels of land surplus due to these properties being forested and contributing to the overall forest cover of the Township. These parcels are described and located as follows:
  - a) West half of Lot 13, Concession 8, geographic Township of Charlottenburgh; (referred to as the Caber Road property)



- b) Part of lot 4 and 5, Concession 9, geographic Township of Lancaster (referred to as the Lancaster Heights property).



3. Hendry Forestry Service was retained by Administration to evaluate both parcels of property. An evaluation by a professional forester was required to determine the quality of the forest and the potential for forest management.

### **ANALYSIS:**

4. On January 13<sup>th</sup> and 14<sup>th</sup>, 2022, site visits were conducted by Hendry Forestry Services. A report was completed and submitted to the Township on February 27, 2022 and finalized on March 21, 2022 (see attached report).
5. The report describes the forest resource inventory, access, evidence of current use and provides comments and recommendations for each property. Please see below the comments and recommendations:

#### **Caber Road Property**

1. Access to the property is best from the south. Access from the north is limited due to steep slope from County Road 25 and the Beaudette River.

2. The opportunity for forest management improvement activity, e.g., thinning, currently exists for several compartments (5, 6, 7, 9, and 13). This forest improvement activity would help provide short-term revenue, improve forest health, and increase the value of forest products for future harvests.
3. The diverse forest communities and undulating topography would make the property a candidate for recreational trails, e.g., hiking and/or biking.
4. Crossing the Beaudette River and several low-lying areas would present a challenge for recreational trail development, e.g., bridge, boardwalk and/or other trail improvements.
5. Based on the forest cover report, Forest Cover and Trends Analysis, September 2016, prepared by South Nation Conservation the forest cover for the township was 28.1%. The forest cover on this property should be maintained in order to contribute to the overall township forest cover health. Therefore, I recommend not selling the property on the open market, as there would be no guarantee the forest cover would remain intact.
6. I recommend offering the property to either the Raisin Region Conservation Authority or the United Counties of Stormont, Dundas, and Glengarry. This would ensure the property is sustainably managed for forestry purposes while contributing to the environmental, social, and economic health of the community.

### **Lancaster Heights Property**

7. Access to the property is limited to the most easterly property, owned by the township, on Parkhill Circle.
8. The opportunity for forest management improvement activity, e.g., hardwood thinning, could be undertaken in 15-20 years.
9. The property offers little opportunity for development of recreational trails, e.g., hiking and/or biking, due in part to its small size, isolated location, and high percentage of low-lying area. The main beneficiary of any recreational development would be the nearby residents.
10. Based on the forest cover report, Forest Cover and Trends Analysis, September 2016, prepared by South Nation Conservation the forest cover for the township was 28.1%. The forest cover on this property should be maintained in order to contribute to the overall township forest cover health. Therefore, I recommend not selling the property on the open market, as there would be no guarantee the forest cover would remain intact.

11. We recommend offering the property to either Raisin Region Conservation Authority or the United Counties of Stormont, Dundas, and Glengarry. This would ensure the property is sustainably managed for forestry purposes while contributing to the environmental, social, and economic health of the community. The landowner should consider offering the adjacent township property to the north-east, to enable access from Parkhill Circle Road to the subject 15-acre property.
6. As mentioned above, Council has chosen not to dispose of these properties. Therefore, Council has 3 main options as follows:
  - a. Continue to own the two parcels of property, monitor, and maintain accordingly.
  - b. Transfer the ownership of the parcels to the Raisin Region Conservation Authority (RRCA).
  - c. Transfer the ownership of the parcels to the United Counties of Stormont, Dundas and Glengarry (United Counties SDG).
7. On March 21, 2022, Joanne Haley, GM Planning, Building and Enforcement, met with Lisa Van De Ligt, Team Lead, Communication and Stewardship, with the RRCA.
8. Ms. Van De Ligt expressed that the RRCA would be a suitable candidate to receive and maintain the forested parcels and offered the following information:
  - RRCA conserves 1,644 acres of environmentally significant land in Cornwall and surrounding area of SDG, which includes 3 Conservation Areas (Cooper Marsh, Gray's Creek, Charlottenburgh Park) located in South Glengarry.
  - RRCA has expertise in forestry and stewardship to manage, enhance and preserve the land.
  - RRCA can issue charitable donation receipts.
  - RRCA is an eligible recipient under Canada's Ecological Gifts Program.
9. On March 22, 2022, Joanne Haley, GM Planning, Building and Enforcement, met with Ben De Haan, Director of Transportation and Peter Young, Director of Planning, both from the United Counties of Stormont, Dundas and Glengarry. The United Counties staff also expressed an interest in the land and indicated that on November 15, 2021, County Council received the Natural Heritage Study, 2021 Final Report and directed staff to:

“Request that the six local municipalities and province of Ontario consider transferring surplus properties that may have an environmental function to the County forestry division or local Conservation Authorities”

10. Administration does not recommend retaining ownership of both parcels due to the lack of forestry expertise on staff. Administration recommends that Council donate the land to either the RRCA or the United Counties of SDG. Both organizations are excellent options to own and maintain these parcels of property.

11. If Council is not prepared to make a decision at this time as to which organization is best to receive these parcels, then Council should consider deferring this report until such time they have decided which organization should receive the parcels.

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

12. There should be no impact to the 2022 budget as both the RRCA and the United Counties of SDG will cover the costs of transferring the lands. If Council chooses to retain the ownership of the lands, costs to monitor and maintain these lands will be budgeted for in 2023.

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

Goal 3: Strengthen the effectiveness and efficiency of our organization

Goal 4: Improve quality of life in our community

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 45-2022 be received and that the ownership of the two Township-owned parcels of land, legally described as west half of Lot 13, Concession 8, geographic Township of Charlottenburgh, PIN Number 671170099 and Part of Lot 4 and 5, Concession 9, geographic Township of Lancaster, PIN Number 67153-0504 be:

\_\_\_ Option 1: retained by the Township of South Glengarry and monitored and maintained accordingly.

\_\_\_ Option 2: transferred to the Raisin Region Conservation Authority.

\_\_\_ Option 3: transferred to the United Counties of Stormont, Dundas and Glengarry.

---

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



March 21, 2022

South Glengarry Township  
6 Oak Street  
Lancaster, Ontario, K0C 1N0  
Attention: Joanne Haley  
[jhaley@southglengarry.com](mailto:jhaley@southglengarry.com)

Dear Joanne,

The following are the results, comments, and recommendations, of my assessment, on two South Glengarry Township properties located at:

1. Caber Road (south of Glen Roy), Former Charlottenburgh Township - **CON 8 W 1/2 PT LOT 13,**
2. Lancaster Heights. Former Lancaster Township - **CON 9 PT LOTS 4 ; AND 5 RP 14R3037 PART 1.**

Field visits were undertaken on January 13<sup>th</sup> and 14<sup>th</sup>, 2022. Information collected during these visits were used to update the forest resource inventory and formulate comments and recommendations contained in this report. A digital copy of the mapping and inventory products can be provided upon request.

## Assessment Results

### Caber Road Property

This property was once part of the Agreement Forest Program of the Ontario Ministry of Natural Resources. It was managed under agreement with the former township of Charlottenburgh to provide environmental, social, and economic benefits to the local community. The Agreement Forest Program was cancelled in 1996 and the property management returned to the property owner.

#### Forest Resource Inventory

This property has a healthy diversity of tree species that includes basswood, bitternut hickory, sugar and red maple, white birch, poplar, butternut, white and black ash, ironwood, American elm, bur oak, white cedar, white and red pine, and white spruce, to name a few. Conifer plantations occupy approximately 30% of the area and the remaining area is a mix of natural upland tolerant hardwoods and lowland conifers and hardwoods. The plantations were established in the early 1960's. Figures 1 and 2 provides an updated forest resource inventory of the different compartments on the property. Appendix 1 provides additional forest resource information for each compartment.

The quality of the white pine, white spruce, and hardwoods in compartments 5, 7 and 13 respectively are of decent quality and offer potential for future revenue.

The overall forest health on the property is good. The soils are a mix of organic Muck in the low-lying areas and Eamer Loam. The Eamer Loam soil has good drainage, is moderately sloping, and stony but with good fertility, refer to Figure 3. The limiting growth factor on this property is the organic Muck areas, due primarily to poor drainage.

### Access

Access from the north, off County Road 25, is limited due to the steep slope. The north three compartments (1,2 and 3) also has limited access from the south due to the Beaudette River. The property can also be accessed from the east from Emberg Road. The road allowance, from Emberg Road, through the property does not appear to be used by snowmobiles but is open. A well travelled narrow trail located in compartment 2 appears to be used by mountain bike. Access to the property from Caber Road is possible from a small trail that loops around the south end of the property. This trail is approximately 3 metre wide and did not appear to be used from recreation in the winter.

### Evidence of current use

Three deer stands were located on the property, indicating public recreational use. Evidence of mountain biking was found on the property, e.g., Compartment 1, access from Emberg Road and the small trail at the south end of the property.

## Lancaster Heights Property

The management history of this property is not known by the author of this report. However, given that the trees on the site are relatively even-aged, the property was either clear-cut or high graded 60-70 years ago.

### Forest Resource Inventory

The property has a healthy diversity of tree species that includes basswood, bitternut hickory, sugar and red maple, yellow birch, poplar, butternut, white and black ash, American elm, bur oak, white cedar to name a few. The property is dominated by lowland hardwoods, while only 18% of the area comprised of upland hardwoods. Figures 4 and 5 provides an updated forest resource inventory of the different compartments on the property. Appendix 1 provides additional forest resource information for each compartment.

The overall forest health on the property is good. The hardwoods on the property are in early forest successional stage and the sugar maple are of decent quality. The butternut, a species at risk, and ash are in various stages of decline. The ash decline is the result of emerald ash borer. The high diversity of species will help the forest recover from the butternut and ash decline.

The soil type identified by the Soil Survey report produced by the Ontario Ministry of Agricultural Food and Rural Affairs indicated the entire property is Muck, e.g., organic material, characterized by poor drainage and low fertility, refer to Figure 6. However, the field assessment found a small portion of the property (Compartment 1), is Grenville Loam, enabling the growth of upland hardwoods. This soil type has good drainage, moderate stoniness, and good fertility. The limiting growth factor on this property is the organic Muck areas, due primarily to poor drainage.

#### Access

The property is isolated for general public use. Access on the property is through the most easterly property, owned by the township, on Parkhill Circle. There are not obvious trails on the property.

#### Evidence of current use

There was no evidence of current use found during the field visits.

### Comments and Recommendations

#### Caber Road Property

1. Access to the property is best from the south. Access from the north is limited due to steep slope from County Road 25 and the Beaudette River.
2. The opportunity for forest management improvement activity, e.g., thinning, currently exists for several compartments (5, 6, 7, 9, and 13). This forest improvement activity would help provide short-term revenue, improve forest health, and increase the value of forest products for future harvests.
3. The diverse forest communities and undulating topography would make the property a candidate for recreational trails, e.g., hiking and/or biking.
4. Crossing the Beaudette River and several low-lying areas would present a challenge for recreational trail development, e.g., bridge, boardwalk and/or other trail improvements.
5. Based on the forest cover report, Forest Cover and Trends Analysis, September 2016, prepared by South Nation Conservation the forest cover for the township was 28.1%. The forest cover on this property should be maintained in order to contribute to the overall township forest cover health. Therefore, I recommend not selling the property on the open market, as there would be no guarantee the forest cover would remain intact.
6. I recommend offering the property to either the Raisin Region Conservation Authority or the United Counties of Stormont, Dundas, and Glengarry. This would ensure the property is sustainably managed for forestry purposes while contributing to the environmental, social, and economic health of the community.

#### Lancaster Heights Property

7. Access to the property is limited to the most easterly property, owned by the township, on Parkhill Circle.
8. The opportunity for forest management improvement activity, e.g., hardwood thinning, could be undertaken in 15-20 years.
9. The property offers little opportunity for development of recreational trails, e.g., hiking and/or biking, due in part to its small size, isolated location, and high percentage of low-lying area. The main beneficiary of any recreational development would be the nearby residents.
10. Based on the forest cover report, Forest Cover and Trends Analysis, September 2016, prepared by South Nation Conservation the forest cover for the township was 28.1%. The forest cover on this property should be maintained in order to contribute to the overall township forest cover health. Therefore, I recommend not selling the property on the open market, as there would be no guarantee the forest cover would remain intact.

## Hendry Forestry Service

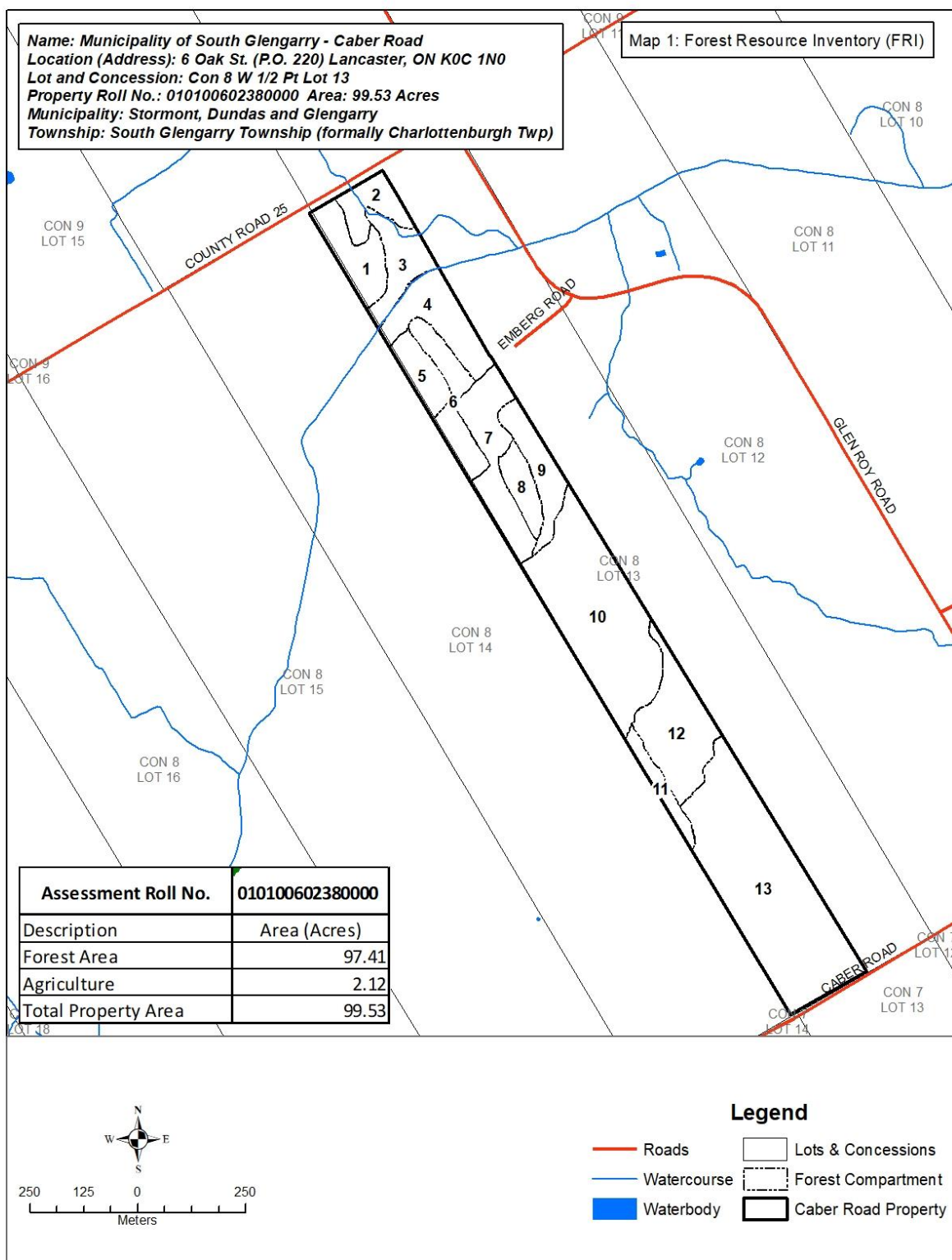
11. I recommend offering the property to either Raisin Region Conservation Authority or the United Counties of Stormont, Dundas, and Glengarry. This would ensure the property is sustainably managed for forestry purposes while contributing to the environmental, social, and economic health of the community. The landowner should consider offering the adjacent township property to the north-east, to enable access from Parkhill Circle Road to the subject 15-acre property.

Please feel free to contact me if to discuss my assessment, comments and/or recommendations.

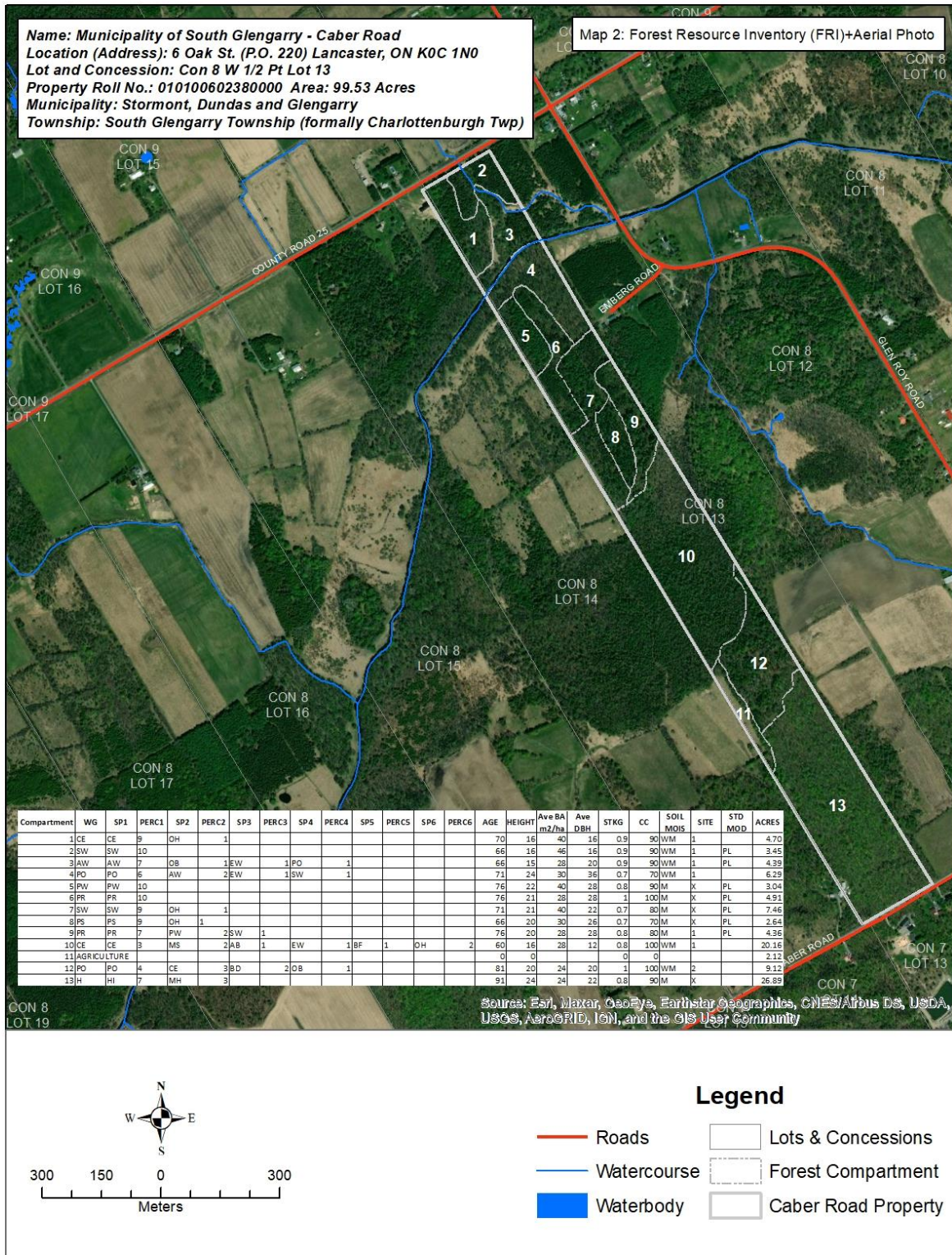
Regards,



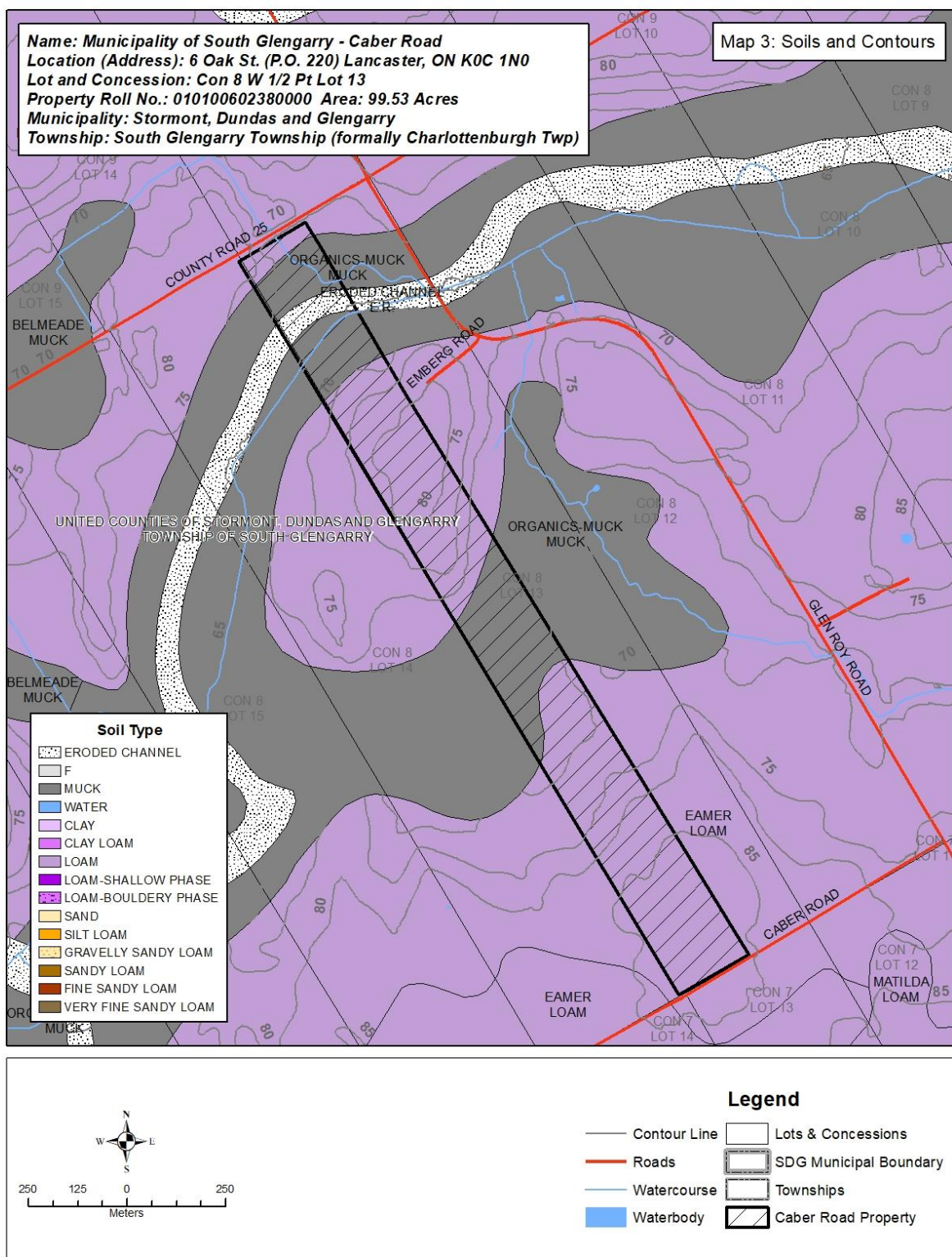
Jim Hendry, RPF #1580  
Hendry Forestry Service  
5 Windermere Drive  
Ingleside, Ontario  
K0C 1M0  
(613) 662-6266  
[jimhendry@hendryforestry.com](mailto:jimhendry@hendryforestry.com)

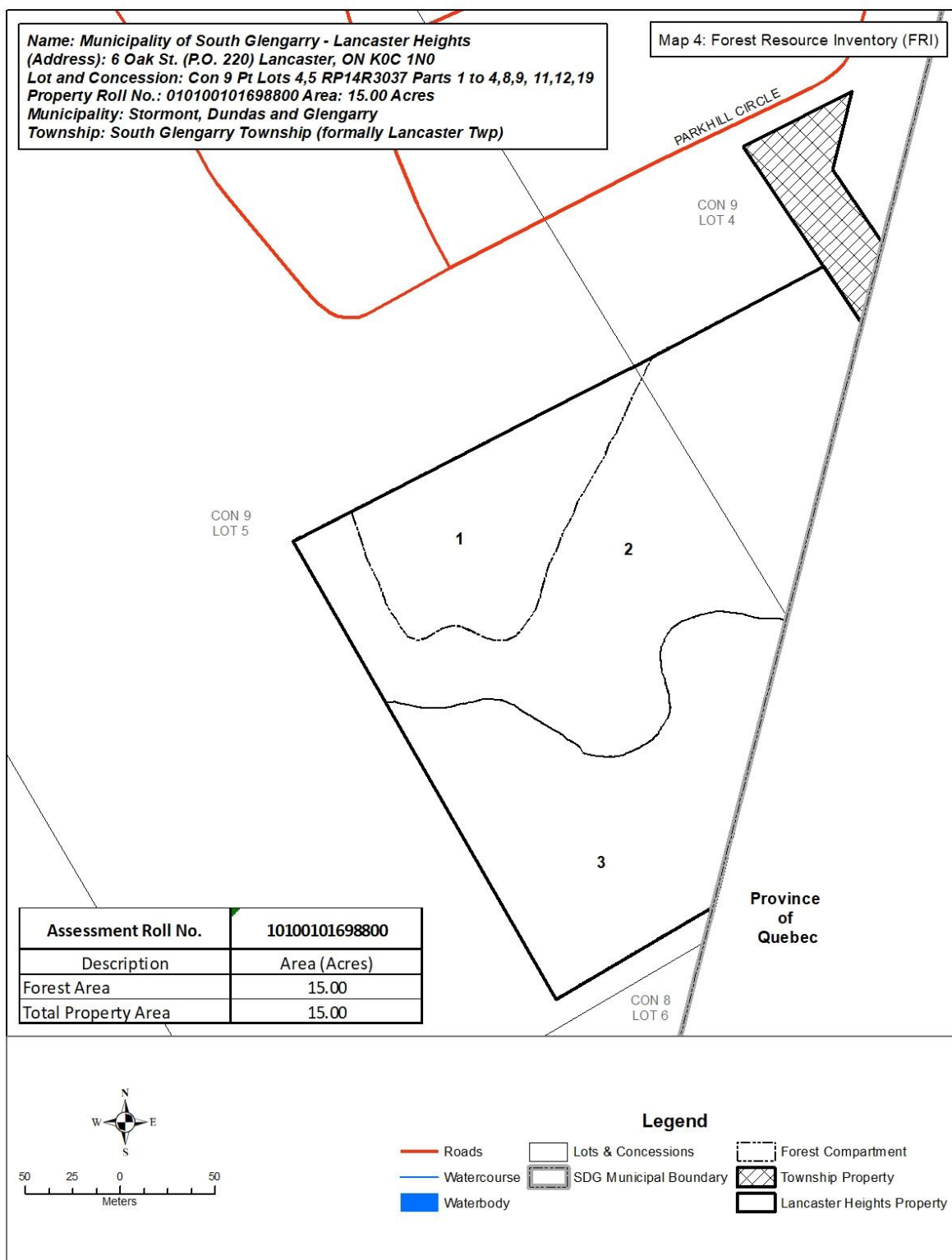




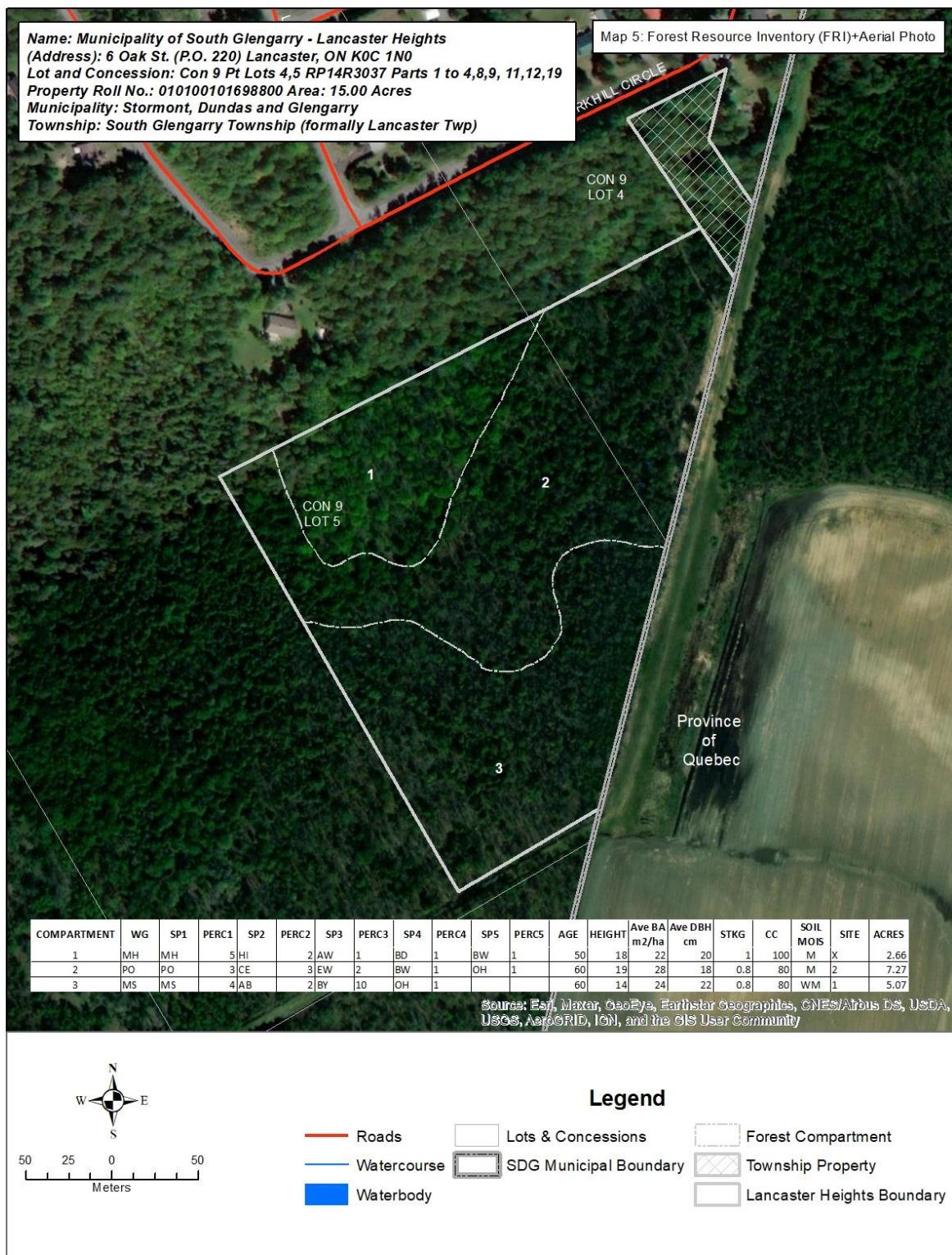


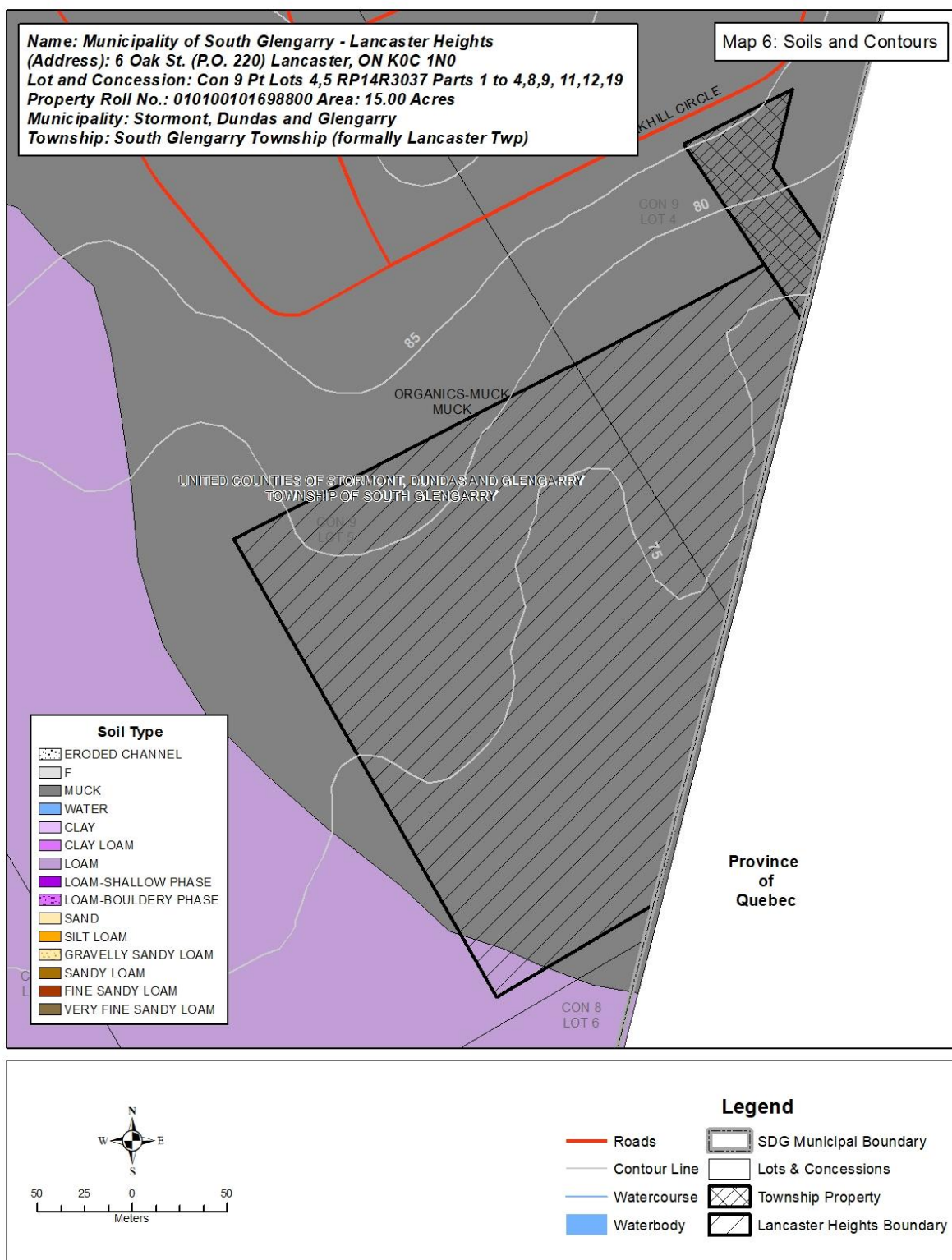














## Appendix 1 – Forest Resource Inventory

CABER ROAD PROPERTY																
COMPT.	SP1	PERC1	SP2	PERC2	SP3	PERC3	SP4	PERC4	SP5	PERC5	AGE	HEIGHT	Ave BA m2/ha	Ave DBH cm	STKG	ACRES
1	CE	9	OH	1							70	16	40	16	0.9	4.7
2	SW	10									66	16	46	16	0.9	3.45
3	AW	7	OB	1	EW	1	PO	1			66	15	28	20	0.9	4.39
4	PO	6	AW	2	EW	1	SW	1			71	24	30	36	0.7	6.29
5	PW	10									76	22	40	28	0.8	3.04
6	PR	10									76	21	28	28	1	4.91
7	SW	9	OH	1							71	21	40	22	0.7	7.46
8	PS	9	OH	1							66	20	30	26	0.7	2.64
9	PR	7	PW	2	SW	1					76	20	28	28	0.8	4.36
10	CE	3	MS	2	AB	1	EW	1	OH	3	60	16	28	12	0.8	20.16
11											0	0			0	2.12
12	PO	4	CE	3	BD	2	OB	1			81	20	24	20	1	9.12
13	HI	7	MH	3							91	24	24	22	0.8	26.89
																99.53

LANCASTER HEIGHTS PROPERTY																
COMPT.	SP1	PERC1	SP2	PERC2	SP3	PERC3	SP4	PERC4	SP5	PERC5	AGE	HEIGHT	Ave BA m2/ha	Ave DBH cm	STKG	ACRES
1	MH	5	HI	2	AW	1	BD	1	BW	1	50	18	22	20	1	2.66
2	PO	3	CE	3	EW	2	BW	1	OH	1	60	19	28	18	0.8	7.27
3	MS	4	AB	2	BY	10	OH	1			60	14	24	22	0.8	5.07
																15.00





## **STAFF REPORT**

**S.R. No. 46-2022**

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

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

**COUNCIL DATE:** April 4, 2022

**SUBJECT:** Tender 14-2022 - Grass Cutting – Facilities and Parks

### **BACKGROUND:**

1. Tender 14-2022 for the supply of grass cutting services at Township facilities and parks was issued on Tuesday, March 8, 2022, and closed on Wednesday March 23, 2022.
2. The Raisin Region Conservation Authority (RRCA) added their sites to the Tender as well. The RRCA will review and analyze the submissions for their sites and will award the contract separately based on a recommendation from their Board.
3. South Lancaster sites were added to the 2022 Grass Cutting Tender, this includes the South Lancaster Wharf and a water access point owned by the Township at the end of Calvin St. These locations added approximately 0.3 acres of grass cutting maintenance to the Tender.
4. The scope of work for Tender 14-2022 Grass Cutting – Facilities and Parks included:
  - a. Supply of all labour, equipment and materials necessary to complete grass cutting and trimming for two (2) complete seasons, being 2022 and 2023.
  - b. The sites outlined in the Tender were categorized into 10 sections, they are as follows: Williamstown, Lancaster, Martintown, Green Valley, Glen Walter, North Lancaster, Bainsville, Miscellaneous (Glendale), South Lancaster Waterfront and Raisin Region Conservation.
  - c. A pre-season site meeting will be required to ensure that all specified areas are cut. The cutting program is to include priorities such as special times and certain days for cutting. The height of grass should not exceed 4" and cutting frequency is typically once every seven (7) days, however this will be based on how fast the grass is growing which is weather dependent.

- d. The four (4) cemeteries will be cut bi-weekly starting in May and ending in September (approximately 10 cuts).

#### **ANALYSIS:**

5. Seven (7) submissions were received, results are provided in Figure 1 attached to this report.
6. Administration has reviewed and evaluated the Tender documents. The low bidders with the highest score in the evaluation matrix are the recommended contractors. It is the recommendation of Administration to award the Tender to two (2) separate contractors based on pricing; Cut By Me and Charged Up Yard Works

<b>Cut By Me</b>	
Group A	6 Sites
Group B	11 Sites
Group C	3 Sites
Group D	4 Sites
Group E	5 Sites
Group F	5 Sites
Group H	2 Sites
Group I	2 Sites
<b>Charged Up Yard Works</b>	
Group G	3 Sites

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

7. Fees towards grass cutting at facilities and parks has been included as part of the 2022 budget.
8. The total price for the tender calculated at 20 cuts per site with the exception of 10 cuts per cemetery as per the Tender is \$30,010.00. Based on Staff Report 45-2021, this amount is \$430 less than the anticipated price from 2021.

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

Goal 4: Improve quality of life in our community.

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 46-2022 be received and that the Council of the Township of South Glengarry award Tender 14-2022 to Cut By Me for Groups A, B, C, D, E, F, H, I and Charged Up Yard Works for Group G for Grass Cutting Facilities and

Parks and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

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



**Figure 1. GRASS CUTTING TENDER 14-2022**

COMPANY	GROUP									
	A	B	C	D	E	F	G	H	I	R
	Williamstown	Lancaster	Martintown	Green Valley	Glen Walter	North Lancaster	Bainsville	Miscellaneous (Glendale)	South Lancaster Waterfront	Raisin Region Conservation
Charged Up Yard Works	\$150.00	\$278.50	\$125.00	\$120.00	na	na	\$95.00	\$83.00	\$42.00	na
CSL Group Ltd	\$931.00	\$1,296.00	\$702.00	\$743.00	\$1,008.00	\$1,470.00	\$742.00	\$703.00	\$468.00	\$3,628.00
Cut By Me	\$145.00	\$248.00	\$120.00	\$115.00	\$420.00	\$275.00	\$130.00	\$75.00	\$40.00	\$675.00
EC Works	\$225.00	\$395.00	\$225.00	\$200.00	\$550.00	\$525.00	\$150.00	\$125.00	\$75.00	\$925.00
Grounds Guy	na	na	na	na	\$910.00	na	na	\$195.00	na	\$1,655.00
No Mow Worries	\$190.00	\$400.00	\$130.00	\$140.00	\$430.00	\$285.00	\$130.00	\$100.00	\$80.00	\$1,090.00
Roger Salmon & Sons	\$495.00	\$765.00	\$330.00	\$375.00	\$840.00	\$635.00	\$270.00	\$310.00	na	\$2,575.00
<b>2021 Prices</b>	\$150.00	\$248.00	\$125.00	\$120.00	\$420.00	\$281.00	\$95.00	\$83.00		\$1,549.00
<b>2020 Prices</b>	\$150.00	\$248.00	\$125.00	\$120.00	\$420.00	\$281.00	\$95.00	\$83.00		\$1,522.00
<b>2019 Prices</b>	\$150.00	\$245.00	\$135.00	\$130.00	\$446.00	\$320.00	\$119.50	\$95.00		\$1,640.50
<b>2018 Prices</b>	\$167.00	\$274.00	\$140.00	\$142.50	\$445.00	\$365.00	\$103.50	\$99.99		\$1,736.99
<b>2017 Prices</b>	\$189.50	\$290.25	\$160.00	\$472.00	\$472.00	\$407.90	\$118.00	\$115.00		\$2,224.65



## **STAFF REPORT**

**S.R. No. xx-2022**

**PREPARED BY:** Kelli Campeau, GM Corporate Services/Clerk  
Sarah McDonald, P.Eng., GM Infrastructure Services

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

**COUNCIL DATE:** April 4, 2022

**SUBJECT:** Extension of McNairn Drain Appointment

### **BACKGROUND:**

1. In [May of 2018](#), Council appointed McIntosh Perry Consulting Engineers Ltd. (McIntosh Perry) under Section 76 of the Drainage Act to prepare an Assessment Schedule.
2. McIntosh Perry was further appointed on [October 1, 2018](#) under Section 78 (1) of the Act to update the necessary engineer reports to legitimize all drainage works completed and required to be completed on the Place St. Laurent Subdivision located on Part of Lot 3, Registered Plan 101.
3. Section 39 (1) of the Act indicates that the engineer should file a report within one year of appointment or after the one-year period by resolution of Council.

### **ANALYSIS:**

4. The filing of the report was initially delayed in order to allow the various phases of the development to proceed and be incorporated into the assessment schedule of the report.
5. Restrictions brought forth a result of the COVID-19 pandemic further delayed the completion of the report, as the engineer was unable to hold the required public meetings.
6. With the easing of COVID-19 restrictions, it is recommended that Council pass a resolution to extend the appointment of McIntosh Perry so that the required public meetings may be held and the report finalized.

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

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 1: Enhance economic growth and prosperity

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 47-2022 be received and that the Council of the Township of South Glengarry hereby extend the appointment of McIntosh Perry Consulting Engineers Ltd. under Sections 76 and 78 (1) of the Drainage Act to complete an assessment schedule and to update the necessary engineers reports for the portion of the McNairn Drain within and adjacent to the Place St. Laurent Subdivision located on Part of Lot 3, Registered Plan 101.

---

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



## **STAFF REPORT**

**S.R. No. 48-2022**

**PREPARED BY:** Kelli Campeau, GM Corporate Services/Clerk  
Sarah McDonald, P.Eng., GM Infrastructure Services

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

**COUNCIL DATE:** April 4, 2022

**SUBJECT:** Extension of Filion Drain Appointment

### **BACKGROUND:**

1. In [January 2020](#), Council awarded RFP 11-2019 – Engineering Services for Filion Drain to McIntosh Perry Engineering Consultants Ltd pursuant to Section 78 of the Drainage Act.
2. The scope of work, relating to the Filion Drain, includes a report to revise the assessment schedule and incorporate the culverts as part of the report, making them eligible for a one third grant.
3. Under normal circumstances, a report is filed within one year of appointment; however, due to restrictions brought forth by the COVID-19 pandemic, the initial onsite meeting and required public meetings could not be held within a year of the appointment.

### **ANALYSIS:**

4. Section 39 (1) of the Act states that if the engineer has not filed a report within one year, an extension may be granted by a resolution of Council.
5. With the recent lifting of most public health restrictions, it is recommended that Council pass a resolution to extend the appointment in order for the Filion Drain report to be completed.

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

N/A

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

Goal 1: Enhance economic growth and prosperity.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 48-2022 be received and that the Council of the Township of South Glengarry extend the appointment of McIntosh Perry Engineers Ltd. under Section 78 of the Drainage Act to update the Filion Drain Engineer's Report as per the scope of work outlined in RFP 11-2019

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



## INFORMATION REPORT

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



**MEETING DATE:** April 4, 2022

**SUBJECT:** Vaccine Policy Update

**PREPARED BY:** Tim Mills, CAO

### **BACKGROUND:**

On August 24, 2021, the Ontario government amended Order O.Reg. 364/20 Rules for Areas in Stage 3 under the Reopening Ontario Act to tighten public health measures in response to the rise in COVID-19 cases.

The Order permitted the Chief Medical Officer of Health or a local Medical Officer of Health, in consultation with the Chief Medical Officer of Health, to allow businesses and organizations to establish, implement and ensure compliance with a COVID-19 vaccination policy. This was due, in large part, to the Delta variant of COVID-19 which caused a rapid increase in positive cases.

The Eastern Ontario Health Unit (EOHU) strongly recommended all employers to consider implementing an employee vaccination policy to protect their workforce and to ensure the continuity of operations in the event that businesses serving the public consider patron/customer verification as part of the vaccination policy.

### **ANALYSIS:**

At the recommendation of the Medical Officer of Health, Council approved a Vaccination Policy on October 4, 2022.

The EHOU confirmed in October 2021 that municipalities had capacity and permission to develop their own policies that were more restrictive than provincial requirements/guidelines. The Ontario Human Rights Commission supported employment vaccine policies such as the one implemented in the Township of South Glengarry.

The mandatory proof of vaccination was removed by the Provincial Government on March 1, 2022. Organizations and private businesses can still maintain vaccine policies should they deem appropriate.

Administration has collected relevant information from other eastern Ontario municipalities to aid Council in their review and consideration of amending, retaining, or revoking the current policy.


In South Glengarry, 10 part-time Firefighters chose to take a leave of absence and wait to determine if the policy would be rescinded. All other employees are compliant with the current policy.

**MUNICIPAL OVERVIEW:**

MUNICIPALITY	POLICY STATUS
Township of North Dundas	Rescind Policy (pending Council approval in April)
Municipality of South Dundas	Policy will remain in place
Township of South Stormont	Policy Amendment – will not require vaccinations unless vaccine required in future (provincial or federal legislation)
Township of North Glengarry	Policy to remain in place
SDG Counties	Policy to remain in place
City of Cornwall	<a href="#">Amended Policy</a>
City of Ottawa	<p>Starting April 4, the City will no longer require municipal workers to prove they are vaccinated against COVID-19. The move will allow most unvaccinated employees to return to the workplace.</p> <p>Vaccination will still be required for workers in high-risk settings, such as paramedics and employees in long-term care, shelters and respite centres.</p>

**NEXT STEPS:**

Administration is seeking direction from Council and will follow up with a full Staff Report and recommendation at the April 18<sup>th</sup> Council Meeting.

South Glengarry				POLICY
Policy Number:	06-2021		Review Frequency:	6 Months
Approved By:	Council of the Township of South Glengarry	Date Approved:	October 4 <sup>th</sup> , 2021	
		Revision Date:		
Subject:	Vaccination Verification Policy Coronavirus (Covid-19)			

## Policy Statement

The Township of South Glengarry (the “**Township**”) is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazards of COVID-19. This mandatory workplace vaccination verification Policy is an important measure that complements other workplace health and safety measures in place in accordance with applicable governing legislation.

This Policy may be amended as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations, or orders shall take precedence until such time as this Policy may be amended to conform to the new requirements.

At the time that this Policy is being implemented, the Province of Ontario is experiencing the fourth wave of the COVID-19 pandemic, driven by variants that are more transmissible and that cause more serious health issues. The Province has also introduced a “vaccine passport” in recognition of the efficacy of vaccination. This Policy is being implemented to ensure that all employees (full-time, part-time, casual, contract seasonal), Township Council, volunteer firefighters, volunteers, and student placements, take appropriate steps, including immunization and regular testing, to minimize the risk of infection and to reduce the risk of transmission to others.

## Purpose

The purpose of this Policy is to mandate that all employees (full-time, part-time, casual, contract seasonal), Township Council, volunteer firefighters, volunteers, and student placements and any other persons deemed reasonable in the circumstances (all of which are referred to hereinafter as “**workers**”), be fully vaccinated, as defined by the Ministry of Health, with an approved Health Canada or World Health Organization COVID-19 vaccine (or approved series of vaccines), and any subsequent recommended

boosters as required, unless exempted for legitimate reasons and accommodated under the *Human Rights Code*.

## **Scope**

This Policy applies to all existing Township workers and is a condition of employment/engagement/appointment for all future hires, engagements, appointments while this Policy is in effect. It requires workers to be fully vaccinated from the COVID-19 virus, to receive any subsequent boosters, and requires workers to provide acceptable proof of vaccination or exemption status.

## **Policy**

The Township has a duty to ensure a safe workplace for workers and a safe environment for residents and other third parties using or accessing Township facilities and services. The Township takes this responsibility seriously and is taking every reasonable measure to keep its workers, as well as its residents, safe. The COVID-19 vaccine is the most effective way to reduce morbidity and mortality associated with this disease, as well as contain the spread of this highly transmissible virus to others. This COVID-19 vaccination Policy and its implementation is intended to protect the Township's workers and residents, all of whom are interacting within the organization.

## **Proof of Vaccination**

All workers are required to provide proof of vaccination status no later than October 15<sup>th</sup>, 2021, in the form of a Ministry of Health email vaccine proof or a copy of a vaccine receipt from the Ministry of Health. Individuals with an Ontario photo health card can log into the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received at <https://covid19.ontariohealth.ca>.

This proof must be submitted to the Human Resources Advisor. Workers who fail to provide proof of their vaccination status by October 15<sup>th</sup>, 2021 will be considered unvaccinated for the purposes of this Policy and be subject to the actions set out in this Policy.

Workers who are not fully vaccinated but provide written proof of having received a first dose of vaccine as of October 15<sup>th</sup>, 2021 must receive a second dose of vaccine by November 5<sup>th</sup>, 2021 and provide proof of full vaccination status by no later than November 19<sup>th</sup>, 2021.

All information pertaining to vaccination status and any request for accommodation will be treated as confidential by the Township. All collection, use and disclosure of such information will be limited to the purposes this Policy, including implementation and compliance, and as otherwise required by law. The information will be kept in accordance with the Township's Records Management Policy and privacy legislation.

## **Accommodation**

The Township will comply with its obligations under human rights legislation to participate in accommodation discussions with individuals who advise of a substantiated, valid legal exemption under the *Ontario Human Rights Code* to receiving the COVID-19 vaccination. Workers must advise the Township of such an exemption by no later than October 15<sup>th</sup>, 2021. The Township reserves the right to request additional information or documents as required.

In the event of a request for accommodation, sufficient proof of the ground (disability and/or creed) and the connection between the ground and the inability to be vaccinated must be provided.

Where the ground is disability, a note must be provided by either a Physician or Nurse Practitioner that sets out:

- confirmation that the person has a disability (but not the nature of the disability or the diagnosis)
- confirmation that the person cannot be vaccinated against COVID-19 due to the disability; and
- the effective time period for which the disability will prevent vaccination.

Where the ground is creed, the person must identify the creed, confirm that they are an adherent of that creed, and explain how their belief system prohibits being vaccinated against COVID-19. Further information may also be required.

Where the medical exemption is time limited, the Human Resources Advisor will follow up with the worker following the medical exemption's expiry to determine the worker's exemption or vaccination status.

The Township has identified disability and creed but will also consider other grounds claimed under the *Human Rights Code* upon request from the affected worker and the provision of evidence appropriate in the circumstances.

It is incumbent on the worker to participate in discussions about a reasonable accommodation plan and provide information as may be required.



## **Non-Compliance & Restrictions**

Workers who:

- do not have a legitimate exemption from vaccination and an approved accommodation plan with the Township;
- have not submitted proof of 1<sup>st</sup> or full dose vaccination status by October 15<sup>th</sup>, 2021; or
- have not been fully vaccinated against COVID-19 by the applicable date specified herein;

are considered to be in non-compliance with this Policy and shall not be permitted to enter the workplace for any reason as of October 15<sup>th</sup>, 2021, or as soon as they become non-compliant (if later than October 15<sup>th</sup>, 2021). Such workers may elect to request vacation leave, other accrued entitlements, or a leave of absence without pay. Employees who refuse to be vaccinated as required by this Policy, for reasons other than legitimate grounds under the *Human Rights Code*, will not be accommodated and will not have the ability to work from home.

## **New Hires**

All offers of employment/engagement/appointment after October 15, 2021, will be conditional on the individual providing proof of the following:

- full vaccination status; or
- a substantiated, valid legal exemption under the *Ontario Human Rights Code* to receiving the COVID-19 vaccination.

Failure to do so will result in the offer becoming void due to the condition not being met and the individual being unable to become employed/engaged/appointed with the Township.

## **Antigen Testing**

Workers who have only received a first vaccine dose and those who are being accommodated under the *Human Rights Code* will be required to perform Antigen Testing, at a frequency of not less than 2x/week (or such other frequency as the Township may deem appropriate), beginning October 18<sup>th</sup>, 2021. This will continue until the worker provides proof of full vaccination and 14 days have elapsed from the worker's final vaccination dose. A test must be taken with a negative result on the day of the worker's first attendance at the workplace in a week (Monday to Sunday). A second test must be taken, with a negative result, on the later of: (a) the fourth day after the first attendance; or (b) the day of the worker's next attendance at the

workplace. Workers will confirm participation in this process, as well as verification of negative test results, via self-attestation.

Those workers that are to be accommodated must complete regular rapid antigen point of care testing for COVID-19, at a minimum of two (2) times a week, or such shorter period as directed by the Township. Upon completion of testing, the employee will need to disclose and provide verification of the negative test result to Human Resources.

v. Testing will be done by Cornwall SDG Paramedics at Paramedic HQ (601 Campbell Street, Cornwall) on Mondays and Fridays

vi. The hours for testing will be from 6:00 a.m. to 9:00 a.m.

vii. Workers being tested will need to have the test complete prior to regular hours of work and be ready to start work with the proper documentation.

viii. Workers, not ready to begin their shift with the proper testing documentation, are subject to possible discipline.

Unvaccinated workers will confirm participation in this process as well as verification of negative test results, via self-attestation.

### **Mandatory COVID-19 Vaccination Education**

To ensure that all workers subject to this Policy are adequately educated about COVID-19 and the COVID-19 vaccines, any unvaccinated workers (including those with a valid medical exemption and those who do not disclose their vaccination status by October 15<sup>th</sup>, 2021), must complete a mandatory COVID-19 vaccination education program that has been approved by the Township on the risks of being unvaccinated in the workplace.

### **Employee Support**

High vaccination rates against COVID-19 are effective in reducing the spread of COVID-19. The Township supports workers in becoming fully vaccinated against COVID-19 by providing:

- paid sick leave for all regular full-time employees for COVID-19-related absences as per Township policies;
- where operationally feasible, reasonable arrangements to allow for employees to attend COVID-19 vaccination clinics during work time; and

- allotted work hours to complete education sessions on how COVID-19 vaccines work and their benefits, vaccine safety, the risks of not being vaccinated and the possible side effects of the vaccine

### **Continued compliance with health and safety control**

All workers must continue to use personal protective equipment and abide by the Township's health and safety protocols whether they have been vaccinated against COVID-19 or not. This includes complying with infection prevention and control practices, such as handwashing and sanitizing, wearing a mask, and informing management if they experience any symptoms related to COVID-19. Unvaccinated individuals may be required to adhere to additional safety precautions.

### **Responsibilities**

#### **Employer is responsible for:**

- Ensuring proper application of this Policy;
- Ensuring information and resources promoting the importance of being vaccinated and following current health and safety protocols to prevent the spread of COVID-19 are provided to employees;
- Ensuring employee vaccination status information is collected, maintained, and disclosed in accordance with this Policy and privacy legislation;
- Ensuring that employees who are not fully vaccinated have provided required medical proof of exemption or have completed the mandatory COVID-19 educational course;
- Accommodating employees who are legally entitled to accommodation with the employer's obligation to comply with exemptions protected by the *Ontario Human Rights Code*;

#### **General Managers/Directors/Supervisors are responsible for:**

- Reviewing and managing accommodation requests, in consultation with Human Resources;
- Ensuring that for new hires the condition requiring vaccination or exemption is satisfied prior to the individual working for the Township;
- In outbreak situations, ensuring that non-vaccinated employees are not assigned work in situations where transmission is likely ;
- Providing employees and students with access to information about COVID-19 health and safety protocols and COVID-19 vaccines;

- Ensuring employees are following health and safety protocols including being vaccinated against COVID-19;

#### **Human Resources is responsible for:**

- Collecting and maintaining vaccination status information;
- Ensuring COVID-19 education course is available to employees;
- Providing guidance and support to managers and supervisors to assist with developing and managing employee accommodation plans;
- Ensuring all future hires are aware of and meet the requirements of this Policy;

#### **Employees are responsible for:**

- Providing proof of COVID-19 vaccination status;
- Providing proof of legitimate exemption if they are not fully vaccinated;
- Completing the mandatory COVID-19 educational course if proof of vaccination was not provided;
- Advising their manager or supervisor of the need for accommodation and providing supporting documentation or information as may be required;
- Educating themselves about COVID-19 and COVID-19 vaccinations;
- Continuing to follow health and safety protocols to prevent the spread of COVID-19 before and after vaccination;
- Maintaining their vaccination status including obtaining boosters as they are required and providing proof of full vaccination in accordance with this Policy;

### **PRIVACY AND CONFIDENTIALITY**

All information pertaining to vaccination status and any request for accommodation will be treated as confidential by the Township. All collection, use and disclosure of such information will be limited to the purpose of implementing this Policy. The information will be kept in a secure location and will be destroyed when it is no longer needed.

### **Monitoring and Compliance**

Any breaches of this Policy, including dishonesty regarding vaccination status or test results will result in disciplinary action up to and including termination of employment.

## **Authority and Related Policies**

Ontario *Human Rights Code*, Occupational Health And Safety Act, Human Resources Policies and Procedures.

## **Definitions**

### **Antigen Testing:**

Antigen based tests detect specific proteins on the surface of the virus. These are often called rapid tests, as they typically provide results in less than an hour.

### **COVID-19:**

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus. It can be characterized by fever, cough, shortness of breath and a number of other symptoms.

### **Workers:**

Individuals who perform work for/with the Township. For the purpose of this Policy, this shall include: employees (full-time, part-time, casual, contract seasonal, volunteer firefighters), Township Council, volunteers, and student placements.

### **Full Vaccination:**

Individuals will be deemed to have been fully vaccinated if they have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and 14 days have elapsed from the final dose.

### **Ontario *Human Rights Code*:**

The Ontario *Human Rights Code* prohibits differential treatment with respect to employment on the basis of certain enumerated grounds, including disability and creed (commonly referred to as "religion"), and requires accommodation to the point of undue hardship.

## **Contact**

For more information on this Policy, contact: Tim Mills, Chief Administrative Officer  
[tmills@southglengarry.com](mailto:tmills@southglengarry.com)  
613-347-1166 x 2101



## Resources:

### ***COVID-19***

- Government of Canada – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario – <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>
- World Health Organization – [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)
- Centers for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>
- Government of Ontario - [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination\\_Policy\\_in\\_health\\_settings.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination_Policy_in_health_settings.pdf)

### ***Immunization***

- Government of Canada's *Canadian Immunization Guide* – <https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>
- Government of Canada's *National Advisory Committee on Immunization (Statements & Publications)* – <https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>
- Government of Canada's *Vaccine Safety in Canada* – <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf>
- Government of Canada's *Approved COVID-19 Vaccines* – <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>
- Ottawa Public Health's *COVID-19 Vaccination in Ottawa* – <https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>



## Employee Disclosure

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Current Status (Please check off the applicable box, complete the information below, and attach a copy of the required supporting documentation):

**A. ☐ I confirm that as of the time of completing this form, I have received all required doses of a COVID-19 Vaccine. I have received one dose of a COVID-19 Vaccine on \_\_\_\_\_, 2021, and I have received a second dose of a COVID-19 Vaccine on \_\_\_\_\_, 2021. Proof of my vaccinations is enclosed.**

**B. ☐ I confirm that as of the time of completing this form, I have not yet received all required doses of a COVID-19 Vaccine. I have received one dose of a COVID-19 Vaccine on \_\_\_\_\_, 2021. Proof of my first vaccination is enclosed.**

**C. ☐ I confirm that as of the time of completing this form, I have not received any doses of a COVID-19 Vaccine OR I am not disclosing my vaccination status.**

Confirmation of Reason (Completion required for anyone who has not checked off Box A or B above):

As I have indicated in the section above that I have not received all required doses of a COVID-19 Vaccine or have chosen not to disclose my vaccination status, I also confirm that my reason(s) for not having received all required doses of the COVID-19 Vaccine or not disclosing my status is fully described in the space provided below.

For example, if I intend to receive all required doses of a COVID-19 Vaccine, but I have not yet for any reason related to difficulty in access, including that I have not been able to get or attend all the necessary appointments, then I will provide that information below, along with any dates I currently have scheduled to receive the dose(s) of the COVID-19 Vaccine (if applicable).

If, however, I have chosen not to or am unable to receive a COVID-19 Vaccine, then I will provide that information below along with my reasons.

I understand that if I am unable to receive the COVID-19 Vaccine for reasons related to a human rights ground under the Ontario Human Rights Code, I must explain such reasons and grounds in the space provided below (diagnosis is NOT necessary). I may provide additional pages if I need additional space. Documentation supporting my statements below is enclosed.



**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

I understand that depending on the information provided, the Township may require further reasonable information, documentation, and/or confirmation from me and/or others to support the reason I have provided below and if applicable, to assist in efforts related to any accommodation required.

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With my signature below, I confirm that I have received, reviewed, and understand the Township's COVID-19 Vaccination Policy. I consent to the collection, use, maintenance, and disclosure of the information requested and provided as set out in the policy. I understand that it is my ongoing obligation to update the information I have provided in this form by completing and submitting a new form to Human Resources immediately after any change in circumstance (including, but not limited to, my receiving one or two doses of the COVID-19 Vaccine) and/or in the event there is a change in the reasons I have provided for not receiving the COVID-19 Vaccine.

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee Signature

Contact Information

Cyndi DeVries  
Human Resource Advisor  
6 Oak Street, Lancaster ON  
K0C 1N0  
Telephone: 613-347-1166 x 2107  
[cdevries@southglengarry.com](mailto:cdevries@southglengarry.com)



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**MOVED BY** Stephanie Jaworski

**RESOLUTION NO**

**SECONDED BY** Martin Lang

**DATE** April 4, 2022

WHEREAS the Town of Mono passed a resolution on March 8, 2022 calling on the federal government to provide greater support to Ukraine in their fight against the invasion of their sovereign territory by Russia;

AND WHEREAS the Township of South Glengarry strongly condemns Russia's attack on Ukraine;

AND WHEREAS we know that our efforts as a single municipality are slight, but that collectively the many voices of the world have great power and can exert meaningful pressure to stop this war;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby endorses the resolution passed by the Town of Mono and calls upon the Canadian Government, without delay, to provide greater material support, exert maximum sanctions and pressure on Russia and to use all diplomatic means possible to end this war;

AND FURTHERMORE THAT this resolution be forwarded to the Prime Minister, the Minister of National Defence, MP Eric Duncan and all Ontario municipalities.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

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Mayor Lyle Warden

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



March 11, 2022

Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Right Honourable Justin Trudeau:

On March 8, 2022, Council for the Town of Mono passed the following resolution calling on the federal government to provide greater support to Ukraine in their fight against the invasion of their sovereign territory by Russia.

Resolution #9-5-2022

*Moved by Ralph Manktelow, Seconded by Fred Nix*

*WHEREAS Russia made an unprovoked attack on the people of Ukraine on the 24th day of February and continues to wage war;*

*WHEREAS the Town of Mono is aghast at this aggression, and the carnage that is happening to the Ukrainian people and their land;*

*WHEREAS we are alarmed at the implications to world security;*

*WHEREAS we know that our efforts as a small municipality are slight, but that collectively the many voices of the world have great power and can exert meaningful pressure on President Putin to stop this war;*

*AND THAT the Town of Mono strongly condemns Russia's attack on Ukraine;*

*AND THAT by this motion and by flying the Ukrainian Flag at the Town Hall, the Town of Mono extends a strong gesture of support to the Ukrainian people,*

*AND THAT we call on the Canadian Government without delay to provide greater material support, to exert maximum sanctions and pressure on Russia and to use all diplomatic means possible to end this war.*

**"Carried"**

Respectfully,

Fred Simpson  
Clerk

cc: Hon. Anita Anand, Minister of National Defence  
Hon. Kyle Seeback, MP Dufferin-Caledon  
Hon. Doug Ford, Premier of Ontario  
Hon. Sylvia Jones, Solicitor General & MPP Dufferin-Caledon  
All Ontario Municipalities





**March 21, 2022**

**MINUTES OF  
COMMITTEE OF ADJUSTMENT**

**Township of South Glengarry**

A meeting of the Committee of Adjustment was held at 6:30 pm on March 21, 2022 via a public zoom webinar with phone access.

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

**MOVED BY:** Stephanie Jaworski

**SECONDED BY:** Sam McDonell

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of March 21, 2022 is hereby called to order.

**CARRIED**

**Meeting was called to order at 6:30 pm**

Chair Mayor Warden confirmed that there were no additions to the agenda.

**Approval of Minutes**

**MOVED BY:** Martin Lang

**SECONDED BY:** Sam McDonell

**BE IT RESOLVED THAT** the Minutes of the March 7, 2022 meeting be approved as presented.

**CARRIED**

**Declaration of Pecuniary Interest**

Chair Mayor Warden declared pecuniary interest on file A-07-22. The Chair requested Member Stephanie Jaworski to chair the meeting for this application.

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



- Pierre-Luc Byham & Maxine LeBlanc-Byham – A-06-22 Applicant
- Margaret (Maggie) Cattanach & Dean Fraser – A-07-22 Applicant
- Jacqueline Milner – resident 19166 Hay Road, Summerstown, Ontario

### **Review of Application:**

#### **1. Application A-06-22- Byham LeBlanc-Byham**

- **Subject Property:**
  - Part of Lot 38, Concession 3, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 5639 County Road 34
- **Proposed Minor Variance:**
  - The applicant proposes to create a hobby farm on an existing developed property, the following relief from the Zoning By-Law 38-09 is requested:
  - Part 10.2 - to permit an Agricultural Use on an existing lot that is 4.24 Hectares (10.47 acres) in size.
- **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:**
  - This application was circulated to applicable municipal staff; we have no concerns with this application
  - The application was circulated to the United Counties, they have no comments
  - I have received no comments or inquiries from the public to date

### **Discussion:**

Pierre-Luc Byham explained he purchased the property in 2016. Of the 10 acres, 8 acres is for agricultural use. He further described his plans to have a small hobby farm with horses. He would like to have a small breeding program selling 1 to 2 horses a year and having no more than 5-6 horses on the property at one time.

Member Martin Lang questioned how the manure would be removed or stored for these 5-6 horses.



Pierre-Luc Byham discussed that the manure would be stored on the property as a short term plan for personal gardens.

**MOVED BY:** Sam McDonell

**SECONDED BY:** Stephanie Jaworski

**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.

Member Stephanie Jaworski assumed the role of the chair for this portion of the meeting.

**2. Application A-07-22- Cattanach Fraser**

- **Subject Property:**
  - Part of Lot 5, Concession 1 SSR, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 19588 Heron Road
- **Proposed Minor Variance:**
  - The applicant proposes to demolish an existing detached garage and to construct a detached garage that is 249 sq. meters (2,680.2 sq. ft) in gross floor area to operate a cabinet making home occupation within the detached garage (accessory building), the following relief from the Zoning By-Law 38-09 is requested:
    - Part 3.1 (5) - to increase the proposed residential garage gross floor area from 100 sq. meters to 249 sq. meters
    - Part 3.17 (5)- to seek permission to operate the home occupation within an accessory building.
- **Planning:**
  - The property is designated Rural Settlement Area of Williamstown in the County Official Plan. This application conforms to the general intent of the Official Plan
  - The property is zoned Residential One and conforms to the general intent of the Zoning By-law





- **Consultation:**

- This application was circulated to applicable municipal staff; Building and Planning have no concerns with the application
- I have received no comments and inquiries from the public to date

**Discussion:**

Member Martin Lang mentioned it would be a great improvement to the property and great to have someone wanting to open a home business in Williamstown should it be approved.

Maggie Cattanach and Dean Fraser thanked and agreed with Member Martin Lang it will create a vast improvement on their property.

Member Sam McDonell also agreed with Member Martin Lang that it would be a great improvement to the property.

**MOVED BY:** Sam McDonell

**SECONDED BY:** Martin Lang

**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.

Chair Mayor Warden assumed the role as Chair for the remainder of the meeting.

Mrs. Joanne Haley stated there were no current files for the next meeting however she is working with the applicant on a file that was deferred earlier in the year in order to bring it back to the committee.

Next Meeting date: To be determined

**Adjournment**

**BE IT RESOLVED THAT** the meeting of March 21, 2022 be adjourned to the call of the Chair @ 6:45pm



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

**REGULAR COUNCIL MINUTES**

**March 21, 2022, 9:00 a.m.**

Council Chambers, Suite 321, 26 Pitt Street, Cornwall

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

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

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

**Resolution No. 2022-41**

**Moved by** Councillor Smith

**Seconded by** Councillor MacDonald

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

CARRIED

**2. Adoption of Agenda**

**Resolution No. 2022-42**

**Moved by** Councillor Fraser

**Seconded by** Councillor Armstrong

THAT Council approve the agenda as amended.

CARRIED

The agenda was amended by adding an Affordable Housing Update to item 6.4.c.

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

**4. Adoption of Minutes**

**4.1 February 22 & 28, 2022**

**Resolution No. 2022-43**

**Moved by** Councillor Fraser

**Seconded by** Councillor Smith

THAT the minutes of the meetings, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held February 22 & 28, 2022, be adopted as circulated.

CARRIED

**5. Delegations**

**5.1 Family Physician Recruitment - Dr. Kucherepa, Glengarry Memorial Hospital**

Dr. Kucherepa, Glengarry Memorial Hospital, presented information to Council regarding the current physician shortages and outlined a request for financial support to assist with physician recruitment and retention.

Council directed CAO Simpson to report back on this matter at a future meeting.

**6. Action Requests**

**6.1 Corporate Services**

**a. Educational Equity – Next Steps**

**Resolution No. 2022-44**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Gardner

That the Council of the United Counties of Stormont, Dundas and Glengarry endorse the engagement of Dr. Paul Bennett of Schoolhouse Consulting to work with the Education Working Group on the development of a variety of tools, including an action plan to implement the County's educational priorities and prevent/mitigate



future school closures, as well as other related work, to an upset amount of \$20K, said funds to be drawn from the Working Reserve.  
CARRIED

**Resolution No. 2022-45**

**Moved by** Councillor Smith

**Seconded by** Councillor Armstrong

That staff be directed to bring forward the necessary Terms of Reference, etc. to formalize the Education Working Group as a Standing Committee of County Council pursuant to the Procedure By-law.

CARRIED

**Resolution No. 2022-46**

**Moved by** Councillor Gardner

**Seconded by** Councillor Armstrong

That the Council of the United Counties of Stormont, Dundas and Glengarry ask that the Upper Canada District School Board (UCDSB) pause the impending closure of North Stormont Public School at the end of this school year and review the decision for permanent closure, and authorize the Warden to forward a letter to the UCDSB communicating the same.

CARRIED

**6.2 Financial Services**

**6.3 Transportation**

**6.4 Planning**

**a. Request to Initiate an Official Plan Amendment – Delegation of Authority for Minor Zoning Amendments**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry direct staff to initiate an Official Plan Amendment to allow

for delegation of authority for minor zoning amendments, including the potential for changing consultation requirements.

The following amendment to the main motion was put forward:

**Resolution No. 2022-47**

**Moved by** Councillor Warden

**Seconded by** Councillor Jaworski

THAT the main motion be amended by adding the following:

AND THAT the Official Plan Amendment shall also include a review of policies governing severances of surplus farm dwellings, including lot sizes and permitted accessory uses.

CARRIED

**Resolution No. 2022-48**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry direct staff to initiate an Official Plan Amendment to allow for delegation of authority for minor zoning amendments, including the potential for changing consultation requirements; and

THAT the Official Plan Amendment shall also include a review of policies governing severances of surplus farm dwellings, including lot sizes and permitted accessory uses.

CARRIED

**b. SDG Development Charges Background Study Contract**

**Resolution No. 2022-49**

**Moved by** Councillor Wert

**Seconded by** Councillor Jaworski

THAT the Council of the United Counties of Stormont, Dundas and Glengarry award the contract for the SDG Development Charges Background Study to Watson and Associates Economists Limited for the amount of \$49,950 plus HST.

CARRIED

**c. Affordable Housing Update**

Director Young and CAO Simpson provided an update on County activities regarding affordable housing. Council requested that CAO Simpson report back on this matter.

**6.5 Court Services**

**6.6 County Library**

**6.7 IT Services**

**7. Tenders and Quotations**

**7.1 Micro Surfacing**

**Resolution No. 2022-50**

**Moved by** Councillor Fraser

**Seconded by** Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Duncor Enterprises Inc. for micro surfacing on various roads at their unit prices totaling \$608,896.00 plus H.S.T. The joint tender includes the following:

- United Counties of SDG - \$505,984.00
- Municipality of South Dundas - \$102,912

AND THAT the Director of Transportation be authorized to sign all necessary documents to give effect to the contract.

CARRIED

**7.2 Concrete Box Culvert Pre-Purchase**

**Resolution No. 2022-51**

**Moved by** Councillor Smith

**Seconded by** Councillor Gardner

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Power Precast Solutions for the purchase of various precast concrete structures at the total price of \$649,595.00; and

THAT the provisional item for the Cardinal Municipal Drain, totaling \$179,464.37 be deleted from the tender, which will result in an overall contract price of \$470,130.63 plus H.S.T.; and

THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contract.  
CARRIED

### **7.3 CCTV Storm Sewer Asset Management Inspections**

#### **Resolution No. 2022-52**

**Moved by** Councillor Warden

**Seconded by** Councillor Wert

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept Part 1 of the Tender for Storm Sewer and Flushing and Camera Inspections from Onsite Sewer Services at their unit prices totaling \$68,406.25 plus H.S.T.; and

THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contract; and

THAT the Director of Transportation Services be authorized to award Part 2 of the Tender for Storm Sewer and Flushing and Camera Inspections to Onsite Sewer Services at their unit prices totalling \$54,926.80 plus H.S.T., contingent on receipt of funding from the Federation of Canadian Municipalities (FCM).

CARRIED

## **7.4 Corrugated Steel Pipes**

### **Resolution No. 2022-53**

**Moved by** Councillor Jaworski

**Seconded by** Councillor Warden

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Atlantic Industries Limited for corrugated steel pipe at their unit prices totaling \$246,495.53 plus H.S.T. The joint tender includes the following:

- United Counties of SDG (\$142,683.97)
- City of Cornwall (\$8,525.33)
- South Glengarry (\$23,695.44)
- South Stormont (\$34,249.64)
- South Dundas (\$18,494.60); and,
- North Dundas (\$18,846.55)

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to the contract.

CARRIED

## **7.5 Centreline Markings**

### **Resolution No. 2022-54**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Smith

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Provincial Road Markings Inc. for centerline pavement marking, at their unit prices totaling \$452,276.00 plus H.S.T. for 2022;

The joint tender includes the following:

- United Counties (\$397,100.00)
- Township of South Glengarry (\$19,855.00)
- Township of North Glengarry (\$12,540.00)
- Township of South Stormont (\$8,987.00)
- Township of North Stormont (\$6,479.00)
- Township of North Dundas (\$7,315.00)

AND THAT the term of the contract with this company include an option to renew for one additional one-year term (2023);

AND THAT the Director of Transportation Services be authorized to sign all necessary documents to give effect to this contract.

CARRIED

## **8. By-laws**

### **8.1 Agreement with the Daisy Group**

#### **Resolution No. 2022-55**

**Moved by** Councillor McGillis

**Seconded by** Councillor Jaworski

THAT By-Law No. 5341, being a By-law to authorize the Warden and Clerk to execute an agreement with the Daisy Group to advocate for capital funding for the Dundas and Maxville Manors, be read and passed in Open Council, signed and sealed.

CARRIED

### **8.2 Joint Health and Safety Policy and Procedure Manual Review**

#### **Resolution No. 2022-56**

**Moved by** Councillor Wert

**Seconded by** Councillor Jaworski

That By-law No. 5342, being a by-law to adopt the Joint Health and Safety Guidelines and the Health and Safety Policy and Procedures Manual for 2022, be read and passed in Open Council, signed, and sealed.

CARRIED

### **8.3 Roadside Signage Policy**

#### **Resolution No. 2022-57**

**Moved by** Councillor Warden

**Seconded by** Councillor Wert

THAT By-law 5343, being a By-law to adopt Policy 2-16, "Roadside Signage" Policy, be read and passed in Open Council, signed, and sealed.

CARRIED



**8.4 Official Plan Amendment No. 9 – Moose Creek Landfill Expansion (GFL Environmental)**

**Resolution No. 2022-58**

**Moved by** Councillor Jaworski

**Seconded by** Councillor Warden

THAT By-law No. 5344, being a by-law to adopt Official Plan Amendment No. 9 to the Official Plan of the United Counties of Stormont, Dundas and Glengarry, be read and passed in Open Council, signed and sealed.

CARRIED

**8.5 Shared Services Agreement for Land Use Planning – Township of North Glengarry**

**Resolution No. 2022-59**

**Moved by** Councillor Jaworski

**Seconded by** Councillor McGillis

THAT By-law No. 5345, being a By-law to authorize a Shared Services Agreement (Planning Services) with the Township of North Glengarry, be read and passed in Open Council, signed and sealed.

CARRIED

**9. Consent Agenda**

**Resolution No. 2022-60**

**Moved by** Councillor Jaworski

**Seconded by** Councillor McGillis

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

CARRIED

**9.1 Monthly Activity Summaries**

**9.2 Monthly Financial Summary**

**9.3 SDG Library Branch Reports**

**9.4 Statement of Council and Committee Expenses - 2021**

**9.5 Municipality of South Dundas Resolution re: Support for GFL Environmental Inc. Proposal**

- 9.6 Township of South Glengarry Resolution re: Support for GFL Environmental Inc. Proposal**
- 9.7 The Nation Municipality Resolution re: Support for GFL Environmental Inc. Proposal**
- 9.8 Township of North Stormont Resolution re: Joint and Several Liability**
- 9.9 Ottawa Paramedic Service Thank You Letter**
- 9.10 Ministry of Infrastructure Letter re: Getting Ontario Connected Act, 2022**
- 9.11 Ainley Group Letter re: Highway 401 Improvements**
- 9.12 2022 Farmland Forum**

## **10. Boards and Committees**

Council members provided updates on various board and committee activities.

## **11. Key Information**

### **11.1 Live Streaming County Council/Committee Meetings**

Director Casselman requested direction from Council regarding the continuation of live streaming of County Council and Committee meetings. Council agreed to continue offering the live streaming service.

### **11.2 Automated Speed Enforcement (ASE)**

Director de Haan provided information on Automated Speed Enforcement systems. Staff were directed to investigate the systems further and include the matter in the 2023 workplan.

### **11.3 Friends of the Summerstown Forest - Request for Fire Pit and Shed**

Director de Haan presented a request by the Friends of the Summerstown Forest to install a warming hut and fire pit. Council agreed that both improvement projects should be completed.

#### **11.4 Roads Rationalization Policy Framework**

Director de Haan presented the draft Roads Rationalization Policy. Council directed staff to maintain the policy in draft format until the evaluation of the Finch-Roxborough Boundary Road was complete.

#### **11.5 Equipment Purchases**

Director de Haan provided an update on the 2023 snow plow purchase and also spoke to using COVID relief funds to offset a number of vehicle purchases. Council supported the proposed vehicle replacement plan.

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

### **13. Petitions**

### **14. Miscellaneous Business**

### **15. Unfinished Business Summary**

### **16. Closed Session**

### **17. Ratification By-law**

#### **Resolution No. 2022-61**

**Moved by** Councillor Jaworski

**Seconded by** Councillor McGillis

THAT By-Law No. 5346, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.

CARRIED

**18. Adjournment by Resolution**

**Resolution No. 2022-62**

**Moved by** Councillor Smith

**Seconded by** Councillor MacDonald

THAT Council adjourn to the call of the Chair.

CARRIED

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Warden

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Clerk



### MEMORANDUM

**To:** Township of South Glengarry Council, CAO, and Clerk  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** March 24, 2022  
**Subject:** RRCA Board of Directors meeting highlights (March 17, 2022)

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

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

#### **March 17, 2022 RRCA Board of Directors Meeting Highlights:**

- Approved minutes from the February 17, 2022 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Board approved the workplan for the Cooper Marsh Biodiversity Project.
- Board approved entering into a Memorandum of Understanding with Forests Ontario to be a local delivery partner for their Grasslands Stewardship Initiative, which provides subsidies to landowners planning to establish or enhance grasslands on their property.
- Board approved the submission of 4 funding applications to support RRCA's stewardship initiatives and events (2022 Raisin River Canoe Race and Family Fishing Day).
- Board received an update on the RRCA's administration of Ontario Regulation 175/06 under Section 28 of the *Conservation Act*: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses.

**Next RRCA Board meeting date: April 21, 2022**

## INFORMATION REPORT

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



**MEETING DATE:** April 4, 2022

**SUBJECT:** Contract Extension – W.O. Stinson and Son Fuels

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

During January 2020, South Glengarry took part in the United Counties of Stormont, Dundas, and Glengarry Joint Tender for gasoline, colored and clear diesels.

The contract is structured on Ottawa's daily 'rack' fuel prices, a standard published rate that is generally lower than the average consumer pays at the pump. The contract is a delivery price for gasoline and diesel which typically is a credit on the published 'rake rate'.

The contract as awarded to W.O. Stinson and Son and was due to expire on December 31, 2022. However, for logistical reasons, the SDG Counties recommended that the contract be extended to May 31, 2023. This would reduce the concern and challenge of changing fuel suppliers during the peak of winter road maintenance operations and high consumption period for this type of fuel.

The SDG County Council approved the contract extension on February 22, 2022. W.O. Stinson and Son indicated that they would continue to carry the current tendered pricing until May 31, 2023.

To date, Township Administration has been pleased with the service provided.



ACTION REQUEST – Transportation Services	
<b>To:</b>	<b>Warden and Members of Council</b>
<b>Date of Meeting:</b>	<b>February 22, 2022</b>
<b>Subject:</b>	<b>Contract Extension – Stinson Fuels</b>

#### **RECOMMENDATION:**

THAT the Council of the United Counties of Stormont, Dundas and Glengarry authorize a contract extension with W.O. Stinson and Son Ltd. for the supply and delivery of diesel and unleaded gasoline until May 31, 2023, under the terms and conditions of the existing contract.

#### **BACKGROUND:**

As staff were working through our 2022 project workplan, it was identified that the existing diesel and unleaded fuel tender is expiring on December 31, 2022. When this contract started on January 1, 2020, it was noted to be logistically challenging to switch over fuel suppliers during the holiday months when staff are in the middle of winter operations and consuming significant amounts of fuel.

In order to address this concern, staff are recommending that Council authorize a contract extension with W.O. Stinson and Son from December 31, 2022, until May 31, 2023. The current contract is structured based on 'rack' fuel prices, meaning that our supplier is not gaining a significant advantage through this extension (fuel prices are based on actual market values). W.O. Stinson and Son informally confirmed that they were amenable to the extension. To date, staff have been pleased with their service.

#### **OPTIONS AND DISCUSSION:**

- 1. Approve the contract extension (Recommended).** From a logistical point of view, switching the fuel contract over in June will be much easier than changing on December 31, 2022. Future contracts will use a June switch over date on a go-forward basis. This option is recommended.
- 2. Do not approve the contract extension (Not recommended).** Council may prefer to honor the existing term of contract, which will potentially result in having a new fuel supplier start on January 1, 2023. Given some of the logistical challenges with a switchover at this time of year, this option is not recommended.

**FINANCIAL ANALYSIS:**

The award for this contract was based on the delivery cost (per litre). This cost is added to the “daily rack rate for Ottawa”, which is a standard published rate that is generally lower than what the average consumer pays at the pump. Taxes are added to the overall cost.

W O. Stinson & Son Ltd. has indicated they will continue to carry their tendered price of \$0.035/liter delivery credit on diesel products and a \$0.031/liter credit on gasoline until May 31, 2023. When this tender was awarded in October 2019, the above-noted credit was the ‘lowest price’ of the bids submitted.

**LOCAL MUNICIPAL IMPACT:**

Both the Township of South Stormont and Township of South Glengarry were included in this tender. Our municipal partners indicated that there were no concerns with extending the contract. The joint tender will again be offered to all local municipalities at the time of renewal.

**RELEVANCE TO STRATEGIC PRIORITIES:**


Making sound strategic decisions related to the procurement of goods and services in order to efficiently maintain the services our municipality provides aligns with SDG Strategic Priority No 1 – *Service Delivery, a Smarter Approach*

**OTHERS CONSULTED:**

- Township of South Stormont
- Township of South Glengarry

**ATTACHMENTS:**

N/A

**RECOMMENDED BY:**  
**Benjamin de Haan, P. Eng**  
**Director of Transportation Services****APPROVED BY:**  
**T.J. Simpson, CAO**

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

March 28, 2022

**BY EMAIL: [kcampeau@southglengarry.com](mailto:kcampeau@southglengarry.com)**

Council – Township of South Glengarry  
c/o Kelli Campeau, Clerk  
6 Oak Street  
P.O. Box 220  
Lancaster, ON K0C 1N0

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2021  
Township of South Glengarry  
Our File No. 27625-22**

In 2018, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Township of South Glengarry in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

Last year we provided an Annual Report. In lieu, this year we are simply providing this letter to confirm that there have been no complaints under the Code of Conduct or applications for inquiry under the MCIA submitted to the Integrity Commissioner for the Township of South Glengarry. We have also received no requests for advice from individual Members.

We thank the Township of South Glengarry for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member’s obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

00665635.DOCX:

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions. In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for the Township of South Glengarry.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation

TEF:mj  
Enclosures



March 16, 2022

**RE: EVALUATING THE ECOLOGICAL IMPACT OF WAVES AND  
SHORELINE EROSION ON NEAR SHORE HABITAT IN  
THE ST LAWRENCE RIVER**

She:kon / Greetings:

Please accept our sincere thanks and appreciation for the letter of support your organization provided to the Great River Network. We are happy to announce our success in obtaining a grant of \$100,956.00 for our study from the Department of Fisheries and Oceans. Your support was fundamental to our success in obtaining this grant.

Our project has begun and the Great River Network and our partners the St Lawrence River Institute, Mohawk Council of Akwesasne, uOttawa, Raisin Region and South Nation Conservation Authorities will be active on the River completing the field portion of the project work this April through November 2022.

Thank you for your care and concern for the health of the Upper St Lawrence River.

Take good care / Sken:nen.

A handwritten signature in cursive script, reading "Patricia O'Hara".



## MEMORANDUM

**To:** Township of South Glengarry Council, CAO, and Clerk  
**From:** Vincent Pilon, RRCA Public Information Coordinator  
**Date:** March 24, 2022  
**Subject:** RRCA Spring 2022 Forestry Update

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Below is an update on the Raisin Region Conservation Authority's (RRCA) forestry programs. This year, RRCA staff are gearing up to plant 57,000 trees on private and public properties, adding to the over 1 million trees planted by the RRCA since 1994 within its watershed jurisdiction in the City of Cornwall, and Townships of South Glengarry, North Glengarry, South Stormont, and North Stormont.

### Full-Service Tree Planting

For projects over 500 trees, the RRCA offers full-service tree planting to the community, with considerable cost savings. This includes consultation, site preparation, seedling purchase and planting, and follow-up assessments. Through a partnership with Forests Ontario, the RRCA can offer significant tree planting subsidies to property owners. This spring, nearly 43,000 trees will be planted through this program, including nearly 14,500 trees in South Glengarry alone.

### Over-the-Counter Tree Seedling Sales

For smaller projects, the RRCA offers native tree and shrub seedlings sales to the community at a discounted price. An online order form on the RRCA website allows property owners to select a variety of species before picking up their seedlings in the spring at Gray's Creek Conservation Area. While most species have now sold out, silver maple, black walnut, white pine, and several native shrubs are still available until the **upcoming March 31 order deadline**. Up to 11,400 trees will be planted through this program.

### Annual Tree Giveaways

This spring, the RRCA will be holding its 23<sup>rd</sup> annual Tree Giveaway, partnering with its member municipalities to offer a total of 3,000 free trees to residents. The RRCA and Township of South Glengarry Tree Giveaway will take place at Glen Walter Park in early May. A total of 1,000 seedlings have been secured for the South Glengarry Tree Giveaway.



An online seedling reservation form will be made available in early April and will let South Glengarry residents reserve bundles of white spruce or white cedar seedlings, while supplies last. Residents who are successful at securing free trees will then be contacted in advance by the RRCA and will be provided with a date and time to pick up their requested seedlings. The RRCA and municipal staff will promote the 23<sup>rd</sup> Annual Tree Giveaway via social media and a press release. The RRCA will be reaching out to South Glengarry Council Members to invite them to join RRCA staff in handing out free trees to the residents picking up their seedlings at Glen Walter Park on the day selected for the event in early May. Tree Giveaways in other RRCA municipalities will also be taking place this spring.

Should you have any questions, you may reach Vincent Pilon at (613) 938-3611 or [Vincent.Pilon@rrca.on.ca](mailto:Vincent.Pilon@rrca.on.ca).

Type: Ordinaire / Regular

Date: 14 mars / March 14 2022

Résolution No.:

112-2022

Proposée par/Moved by: Marie-Noëlle Lanthier ☐ Alain Mainville ☒ Danik Forgues ☒ Francis Brière ☐

Appuyée par/Seconded by: Marie-Noëlle Lanthier ☐ Alain Mainville ☒ Danik Forgues ☒ Francis Brière ☐

### CIMETIÈRES ABANDONNÉS

Qu'il soit résolu que le Conseil de la Municipalité de La Nation appui la résolution adoptée par le Conseil du canton de South Glengarry le 7 février 2022, portant sur les cimetières abandonnés.

### ABANDONED CEMETERIES

Be it resolved that the Council of The Nation Municipality supports the motion adopted by the Township of South Glengarry's Council on February 7, 2022, regarding abandoned cemeteries.

#### Recorded Vote/Vote Enregistré

Marie-Noëlle Lanthier  
Alain Mainville  
Danik Forgues  
Francis Brière  
François St-Amour

#### Yea      Nay

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Cette résolution est:

This resolution is:

Adoptée/Carried ☒

Rejetée/Defeated: ☐

Modifiée/Amended: ☐

### DÉCLARATION D'INTÉRÊT / DISCLOSURE OF INTEREST

Nom / Name: \_\_\_\_\_ a (ont) déclaré ses (leur) intérêts, ☐ laissé son (leur) siège(s) et ☐ quitté la salle du Conseil./Disclosed his (her, their) interest, ☐ vacated his (her, their) seat(s) and ☐ left Council chambers.

Greffière  
Clerk



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**MOVED BY Sam McDonell**

**RESOLUTION NO 36-2022**

**SECONDED BY Stephanie Jaworski**

**DATE February 7, 2022**

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

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

☒ CARRIED

☐ DEFEATED

☐ POSTPONED

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Mayor Lyle Warden

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



CORPORATE SERVICES DEPARTMENT  
TELEPHONE 613-968-6481  
FAX 613-967-3206

## City of Belleville

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8N 2Y8

March 16, 2022

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

**Delivered by e-mail**  
premier@ontario.ca

Dear Premier Ford:

**RE: Plan of Action to Work with Municipalities to Address "Joint and Several Liability"**  
**Council Information Matters**  
**8.c2.b) Belleville City Council Meeting, March 14, 2022**

This is to advise you that at the Council Meeting of March 14, 2022, the following resolution was approved.

"THAT Belleville City Council supports the following resolution of The Corporation of the Township of South Glengarry:

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

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

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

../2

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

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

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

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

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

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

Thank you for your attention to this matter.

Yours truly

  
Matt MacDonald  
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings  
Daryl Kramp, MPP Hastings – Lennox & Addington  
Kelli Campeau, Clerk, Township of South Glengarry  
Doug Downey, Attorney General of Ontario  
Steve Clark, Minister of Municipal Affairs and Housing



United Counties of  
**Stormont, Dundas & Glengarry**

**RESOLUTION**

MOVED BY K. Gardner RESOLUTION NO 2022-410  
SECONDED BY [Signature] DATE March 21, 2022

That the Council of the United Counties of Stormont, Dundas and Glengarry ask that the Upper Canada District School Board (UCDSB) pause the impending closure of North Stormont Public School at the end of this school year and review the decision for permanent closure, and authorize the Warden to forward a letter to the UCDSB communicating the same.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED

[Signature]  
WARDEN

Recorded Vote:

Councillor Armstrong	___
Councillor Byvelds	___
Councillor Fraser	___
Councillor Gardner	___
Councillor Jaworski	___
Councillor Landry	___
Councillor MacDonald	___
Councillor McGillis	___
Councillor Smith	___
Councillor Warden	___
Councillor Wert	___
Warden Williams	___





The Corporation of the Township of  
**NORTH STORMONT**  
**RESOLUTION**

**Date:** March 22, 2022

**Resolution No.** 69-2022

**MOVED BY:**

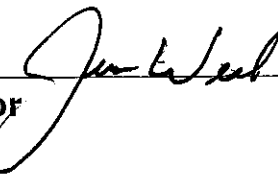
Deputy Mayor F. Landry \_\_\_\_\_  
Councillor S. Densham \_\_\_\_\_ ✓  
Councillor R. Douglas \_\_\_\_\_  
Councillor R. Villeneuve \_\_\_\_\_

**SECONDED BY:**

Deputy Mayor F. Landry \_\_\_\_\_  
Councillor S. Densham \_\_\_\_\_  
Councillor R. Douglas \_\_\_\_\_ ✓  
Councillor R. Villeneuve \_\_\_\_\_

Be it resolved that the Council of the Township of North Stormont endorses the resolution of the United Counties of S.D. & G. to delay the closure of North Stormont Public School in Berwick pending the findings of the rural education symposium.

☒ **CARRIED**    ☐ **DEFEATED**    ☐ **DEFERRED**

**Mayor** 

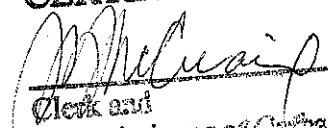
**Declaration of Conflict of interest:** \_\_\_\_\_

- ☐ Disclosed His/Her/Their interest  
☐ Vacated His/Her/Their Seat

**RECORDED VOTE**

Councillor S. Densham \_\_\_\_\_  
Councillor R. Douglas \_\_\_\_\_  
Councillor R. Villeneuve \_\_\_\_\_  
Deputy Mayor F. Landry \_\_\_\_\_  
Mayor J. Wert \_\_\_\_\_

**CERTIFIED A TRUE COPY**

  
Clerk and  
Commissioner of Elections  
Township of North Stormont

March 23, 2022

Hon. Steve Clark  
Minister of Municipal Affairs and Housing  
College Park, 17<sup>th</sup> Floor  
777 Bay St.  
Toronto, ON M7A 2J3

**RE: Resolution from the City of Waterloo passed March 21<sup>st</sup>, 2022 re: Ontario  
Must Build it Right the First Time**

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Dear Minister Clark,

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, March 21<sup>st</sup>, 2022 resolved as follows:

WHEREAS the Province of Ontario adopted greenhouse gas reduction targets of 30% by 2030, and emissions from buildings represented 22% of the province's 2017 emissions,

WHEREAS all Waterloo Region municipalities, including the City of Waterloo, adopted greenhouse gas reduction targets of 80% below 2012 levels by 2050 and endorsed in principle a 50% reduction by 2030 interim target that requires the support of bold and immediate provincial and federal actions,

WHEREAS greenhouse gas emissions from buildings represent 45% of all emissions in Waterloo Region, and an important strategy in the TransformWR community climate action strategy, adopted by all Councils in Waterloo Region, targets new buildings to be net-zero carbon or able to transition to net-zero carbon using region-wide building standards and building capacity and expertise of building operators, property managers, and in the design and construction sector,

WHEREAS the City of Waterloo recently adopted a net-zero carbon policy for new local government buildings and endorsed a corporate greenhouse gas and energy roadmap to achieve a 50% emissions reduction by 2030 for existing local government buildings and net-zero emissions by 2050 (provided the provincial electricity grid is also net-zero emissions),

WHEREAS the draft National Model Building Code proposes energy performance tiers for new buildings and a pathway to requiring net zero ready construction in new buildings, allowing the building industry, skilled trades, and suppliers to adapt on a predictable and reasonable timeline while encouraging innovation;

WHEREAS the Ministry of Municipal Affairs and Housing is consulting on changes for the next edition of the Ontario Building Code (ERO #: 019-4974) that generally aligns with the draft National Model Building Code except it does not propose adopting energy performance tiers, it does not propose timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier, and, according to Efficiency Canada and The Atmospheric Fund, it proposes adopting minimum energy performance standards that do not materially improve on the requirements in the current Ontario Building code;

WHEREAS buildings with better energy performance provide owners and occupants with lower energy bills, improved building comfort, and resilience from power disruptions that are expected to be more common in a changing climate, tackling both inequality and energy poverty;

WHEREAS municipalities are already leading the way in adopting or developing energy performance tiers as part of Green Development Standards, including Toronto and Whitby with adopted standards and Ottawa, Pickering, and others with standards in development;

WHEREAS the City of Waterloo is finalizing Green Development Standards for its west side employment lands and actively pursuing Green Development Standards in partnership with the Region of Waterloo, the Cities of Kitchener and Cambridge, and all local electricity and gas utilities through WR Community Energy;

WHEREAS while expensive retrofits of the current building stock to achieve future net zero requirements could be aligned with end-of-life replacement cycles to be more cost-efficient, new buildings that are not constructed to be net zero ready will require substantial retrofits before end-of-life replacement cycles at significantly more cost, making it more cost-efficient to build it right the first time.

THEREFORE BE IT RESOLVED THAT Council request the Province of Ontario to include energy performance tiers and timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier in the next edition of the Ontario Building Code, consistent with the intent of the draft National Model Building Code and the necessity of bold and immediate provincial action on climate change;

THAT Council request the Province of Ontario to adopt a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building Code than those currently proposed;



THAT Council request the Province of Ontario provide authority to municipalities to adopt a specific higher energy performance tier than the Ontario Building Code, which would provide more consistency for developers and homebuilders than the emerging patchwork of municipal Green Development Standards;

THAT Council request the Province of Ontario to facilitate capacity, education and training in the implementation of the National Model Building Code for municipal planning and building inspection staff, developers, and homebuilders to help build capacity; and

THAT this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.

Please accept this letter for information purposes only.

If you have any questions or require additional information, please contact me.

Sincerely,



Julie Scott  
City Clerk, City of Waterloo

CC (by email):

Catherine Fife, M.P.P (Waterloo)  
Laura Mae Lindo, M.P.P (Kitchener Centre)  
Belinda C. Karahalios, M.P.P (Cambridge)  
Amy Fee, M.P.P (Kitchener-South Hespeler)  
Mike Harris, M.P.P (Kitchener-Conestoga)

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 27-2021  
FOR THE YEAR 2022**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of April 4, 2022 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND  
SEALED IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF APRIL 2022.***

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