

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

Monday, November 21, 2022, 7:00 PM
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

	Pages
1. CALL TO ORDER	
2. O CANADA	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. APPROVAL OF AGENDA	
Additions, Deletions or Amendments	
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.	
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11. CLOSED SESSION

BE IT RESOLVED THAT Council convene to Closed Session to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001;

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

(c) a proposed or pending acquisition or disposition of land

Specifically: Staff Report 187-2022

(d) labour relations or employee negotiations

Specifically: Staff Report 188-2022

(e) litigation or potential litigation

Specifically: Ongoing Litigation Matter

(k) negotiations

Specifically: Information Report - Ongoing Negotiations

12. CONFIRMING BY-LAW

12.a. Confirming By-law 81-2022

166

13. ADJOURNMENT

TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES

November 7, 2022, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

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

STAFF CAO Tim Mills GM Planning, Building & Enforcement Joanne
PRESENT: Haley, GM Infrastructure Services Sarah McDonald, Fire Chief
Dave Robertson, Treasurer Suday Jain, Deputy Treasurer
Kaylyn MacDonald, Deputy Clerk Crystal LeBrun and
Executive Assistant/Communications Coordinator Michelle
O'Shaughnessy

1. CALL TO ORDER

Resolution No. 347-2022

Moved by Councillor McDonell
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT the Month Day, 2021 Council Meeting of the
Township of South Glengarry now be opened at 7:01pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

The following items have been removed from the Consent Agenda, to
Items for Consideration:

9.a. 2022 Election Communications Summary

9.f. Letter - More Homes Built Faster - Minister Steve Clark

9.k. Letter- Environment Committee Letter to SG Council

Resolution No. 348-2022

Moved by Councillor Luck
Seconded by Councillor McDonell

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

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 349-2022

Moved by Councillor Lang
Seconded by Councillor Luck

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on October 7, 2022

CARRIED

5.1 Regular Council Minutes - October 17, 2022

6. PRESENTATIONS AND DELEGATIONS

7. ACTION REQUESTS

7.1 Extinguish Summerstown Wharf as a CBSA Designated Reporting Site (J. Haley)

Resolution No. 349-2022

Moved by Councillor Lang
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 171-2022 be received and that the Council of the Township of South Glengarry direct Administration to file a request with the Canadian Border Services Agency to extinguish the Summerstown Wharf designated reporting site.

CARRIED

7.2 Design and Upgrade of Streetlight Network Award (S. McDonald/T. Mills)

that the project be financed from the Township General Reserve Fund and that the Reserve Fund would be replenished using the annual savings until the capital investment is paid off.

Resolution No. 350-2022

Moved by Councillor McDonell
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT Staff Report 172-2022 be received and that Council award RFP 26-2022 for to REALTERM Energy, \$162,078 and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

8. BY-LAWS

8.1 Road Widening Dedications – Public Highways (S. McDonald)

Resolution No. 351-2022

Moved by Councillor Luck
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 173-2022 be received and that By-law 74-2022, being a by-law to accept certain lands as road allowances within the Township and to dedicate same to the public use as public highway be read a first, second and third time, passed, signed and sealed in open council this 7th day of November 2022

CARRIED

8.2 To Constitute and Appoint a Committee of Adjustment (J. Haley)

1.

Resolution No. 352-2022

Moved by Councillor Lang

Seconded by Councillor Luck

BE IT RESOLVED THAT Staff Report 174-2022 be received and By-law 75-2022, being a by-law to constitute and appoint all members of Council to the Committee of Adjustment for the Township of South Glengarry for the remainder of the year 2022 and for the year of 2023, be read a first, second and third time, passed, signed and sealed in open council this 7th day of November, 2022.

CARRIED

9. CONSENT AGENDA

Resolution No. 353-2022

Moved by Councillor Lang

Seconded by Councillor Luck

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

CARRIED

9.1 Household Hazardous Waste Day 2022 (S. McDonald)

9.2 Martintown and District Horticultural Society - Bench Donation- Letter

9.3 Environment Committee Minutes - August 23 2022

9.4 Letter - Friends of the St Raphaels Ruins

9.5 Letter - Ontario Association of Cemetery and Funeral Professionals

9.6 Letter - Ontario Waste Management Association

9.7 RRCA Board of Directors Meeting - October 20 2022

9.8 Third Quarter 2022 Building Permit Activity (C. Raabe)

10. ITEMS FOR CONSIDERATION

10.1 Infrastructure Projects Update - November 2022 (S. McDonald)

S. Jaworski wishes to see administration advertise opening and road closure to promote more transparency for upcoming Infrastructure projects. Council also requested to be provided copies of the notices going out to the public.

10.2 Service Line Warranties of Canada - Contract Expiration (S. McDonald)

Council approved the expiration of Service Line Warranties

10.3 2022 Election Communications Summary (K. Campeau)

10.4 Letter - More Homes Built Faster - Minister Steve Clark

J. Haley gave an overview of some of the potential changes that would be generated by More Homes Built Faster Act. This is still new legislation and J. Haley will be reviewing and following any changes closely. Council asked for an update of the legislation at the November 21st, 2022 Council Meeting.

10.5 Letter- Environment Committee Letter to SG Council

11. CLOSED SESSION

Resolution No. 354-2022

Moved by Deputy Mayor Jaworski
Seconded by Councillor Lang

BE IT RESOLVED THAT Council convene to Closed Session at 7:54 p.m. to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

CARRIED

Resolution No. 355-2022

Moved by Councillor McDonell
Seconded by Deputy Mayor Jaworski

BE IT RESOLVED THAT BE IT RESOLVED THAT Council rise and reconvene at 9:11 p.m. pm into open session without reporting.

CARRIED

Resolution No. 356-2022

Moved by Councillor Luck
Seconded by Councillor McDonell

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

CARRIED

12. CONFIRMING BY-LAW

12.1 76-2022 Confirming By-law

Resolution No. 357-2022

Moved by Councillor Luck
Seconded by Councillor McDonell

BE IT RESOLVED THAT By-law 76-2022, 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 7th day of November 2022.

CARRIED

13. ADJOURNMENT

Resolution No. 358-2022

Moved by Councillor Lang
Seconded by Councillor Luck

BE IT RESOLVED THAT the Council of the Township of South Glengarry
adjourn to the call of the chair at 9:12 pm.

CARRIED

Mayor

Clerk

TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES

November 7, 2022, 6:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

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

STAFF PRESENT: CAO Tim Mills
Director of Corporate Services/Clerk Kelli Campeau
Deputy Clerk Crystal LeBrun
GM Building, By-law & Enforcement Joanne Haley
Fire Chief Dave Robertson
Director of Water & Waste Water Dillen Seguin
Director of Parks, Recreation & Culture Sherry-Lynn Servage
GM of Infrastructure Sarah McDonald
Executive Assistant Michelle O'Shaughnessy
Manager of Municipal Law Veronique Brunet
Chris Raabe
Suday Jain

1. CALL TO ORDER

Resolution No. 349-2022

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the Month Day, 2021 Council Meeting of the Township of South Glengarry now be opened at 6:23 pm

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 350-2022

Moved by Councillor Luck

Seconded by Councillor McDonell

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 Walter MacLean Zoning Amendment

Ms. Haley advised that the purpose of the amendment is to rezone the subject property from Rural (RU) to Rural Special Exception – Nineteen (RU-19) to permit three existing single detached dwelling units and accessory residential structures. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

There were no comments on this application.

Mayor Lyle Warden joined the meeting at 6:24 pm.

Councillor Martin Lang joined the meeting at 6:24 pm.

Deputy Mayor Stephanie Jaworski joined the meeting at 6:24 pm.

Councillor Sam McDonell joined the meeting at 6:24 pm.

CAO Tim Mills joined the meeting at 6:24 pm.

Director of Corporate Services/Clerk Kelli Campeau joined the meeting at 6:24 pm.

Deputy Clerk Crystal LeBrun joined the meeting at 6:24 pm.

GM Building, By-law & Enforcement Joanne Haley joined the meeting at 6:24 pm.

Fire Chief Dave Robertson joined the meeting at 6:24 pm.

Director of Water & Waste Water Dillen Seguin joined the meeting at 6:24 pm.

Director of Parks, Recreation & Culture Sherry-Lynn Servage joined the meeting at 6:24 pm.

GM of Infrastructure Sarah McDonald joined the meeting at 6:24 pm.

Executive Assistant Michelle O'Shaughnessy joined the meeting at 6:24 pm.

Manager of Municipal Law Veronique Brunet joined the meeting at 6:24 pm.

Councillor Rebecca Luck joined the meeting at 6:24 pm.

Chris Raabe joined the meeting at 6:24 pm.

Suday Jain joined the meeting at 6:24 pm.

Demo Councillor joined the meeting at 6:24 pm.

4.2 Lachance Mackey Zoning Amendment

Ms. Haley advised that the purpose of this Amendment is to rezone the subject property from Limited Service Residential (LSR) to Limited Service Residential Special Exception – Ten (LSR-10) to permit an existing residential garage to be the main permitted use on the subject property. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

Bruce Green- 6280 Pleasant Drive: He asked if the lot is large enough for a septic system.

J.Haley confirmed that typically undersized lots are not large enough to accommodate a conventional system. The Municipality is obligated to issue a building permit for a new dwelling proving they obtain a septic permit first. Property owners would be required to go through the process to demonstrate it can be serviced, meet the setbacks and that it has a building parcel large enough to accommodate a dwelling. Soil sampling would also be required before a septic system can be approved.

There were no other comments on this application.

4.3 Allaire- Temporary Use By-Law

Ms. Haley advised that the purpose of this Amendment is to permit Open Storage on approximately 2 acres located at the east end of the vacant subject property. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply. The effect of the passing of this By-law Amendment will permit Open Storage on the east end of the subject property only for the duration of up to three years from the date of the passing of the by-law if the by-law is approved.

Mr. Allaire explained that he recently sold his commercial property in South Stormont and is now retired. The property is being used as storage of assets that is being liquidized from his commercial operations. He confirmed there is no business operating from that location.

There were several members of the public in attendance, mostly Lapierre Rd residents. The majority of the public who spoke were concerned about speeding trucks, safety of children at play and that a business operations are occurring at the location.

James Lapierre- 19596 Lapierre Rd. - Witnessed equipment coming in with large trucks and that it appears there is a business operating from the property. He indicated he has grandchildren who play down the road and there are concerns about the speeding traffic. Residents moved to Lapierre Rd because of the rural designation, however believes this property is making it feel more like a commercial area and the road conditions are deteriorating because of the heavy trucks.

Jake Patterson- 19661 Lapierre Rd - Concerned about the speeding of vehicles and have several grandchildren who are playing near the road. He indicated he hoped the property owner would address the speeding with the truck drivers.

Brenda Henderson- 19156 Lapierre Rd- Does not approve this amendment due to increased traffic and speed and the loss of rural/residential setting.

S. Jaworski asked where does open storage begin, and how does the Township enforce open storage.

Ms. Haley explained that the maximum amount of time for Open Storage is 3 years. Township can choose to issue a one year permit, with no caps to extensions as per Ontario Planning Act. The Township has no outdoor storage permitted in our By-Law, because there should be a structure as primary use. Outdoor storage is permitted in certain zones, however there are regulations to follow on the location of storage. If this was approved, a development agreement could be put in place to help control the area, layout and belongings on the property.

5. ADJOURNMENT

Resolution No. 351-2022

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry
adjourn to the call of the chair at 6:58 pm.

CARRIED

Mayor

Clerk



Regional Waste Management: Roadmap to Collaboration

Executive Summary and Action Plan

Presentation to South Glengarry Council
November 21, 2022

RWM Executive Summary

- Comprehensive RWM Report has been completed by DFA
 - Many recommendations which require further analysis & more detailed consideration
- Municipalities all have differing challenges, priorities and levels of service

United Counties of SDG
Regional Waste Management – A Roadmap to Collaboration
Consolidated Report Phases 1 to 4 April 27, 2022 (Draft Final)

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RWM Executive Summary

- Steering Committee's approach was to author an *Executive Summary and Action Plan*
 - Actions are achievable in the near term
- Endorsed by SDG Council Oct. 2022
- Looking for local Council support of the Action Plan



REGIONAL WASTE MANAGEMENT: A ROADMAP TO COLLABORATION

Executive Summary & Action Plan



Executive Summary Highlights

Item	NG	SG	ND	SD*	NS	SS
Curbside Waste						
Collection Frequency	Weekly (out by 6am)	Weekly (out by 7am) Special large item collection in spring	Weekly	Weekly (out by 7am)	Weekly (out by 7am)	Weekly (out by 7am)
Bag/ Container Waste Limit	Res – 2 bags, 50lbs max. Tags required for extra	Res – 3 bags ¹ Farm – 5 bags Extra bags can be purchased	Res – 2 bags Active Farm – 4 bags Bus – 6 bags	Res – 2 bags Farm – 4 bags Extra bags can be purchased	Res – 2 bags Farm – 10 bags	Res – 2 bags Farm – 6 bags
Bag/ Tag Fee	\$3.00	N/A	N/A	\$2.00	\$2.50	\$1.50
Collected By	Contract	Contract	In-House	Contract	In-House	In House
To Private or Public Landfill?	Private	Public	Public	Public	Private	Both
No. Curbside Stops (2020)	3650	5965	4300	4957	2700	5600
Waste Disposed (t) (2020)	3385	3000	Curbside 2400 Landfill 760	5666	1700	3200



Executive Summary Highlights

- Landfills:
 - Township of North Dundas: Boyne Road Landfill (at capacity, expansion underway)
 - Township of South Dundas: Matilda Landfill (at capacity in 7.5 years)
 - Township of North Glengarry: Glen Robertson Landfill (at capacity in 2056)
 - Township of South Glengarry: North Lancaster Landfill (at capacity in 2028 and Beaverbrook Landfill (at capacity in 2033)
 - Township of South Stormont: Trillium landfill (at capacity in 2029)
 - Township of North Stormont: no active landfill



Executive Summary Highlights

- Landfills
 - 7 closed landfills within SDG which continue to be managed by the local municipalities
- Opportunity for those that are looking for alternatives to municipally run landfills to collaboratively engage the Eastern Ontario Waste Handling Facility (Moose Creek) to secure long term disposal contracts for regional waste.
 - The City of Cornwall would benefit from participating in this discussion as well.

Recommendations:

- 1. Obtain a commitment from the six local Councils to create a formal Regional Waste Management Working Group**



Recommendations:

2. Focus efforts on a collaborative transition strategy during the Individual Producer Responsibility transition rather than active involvement in this program



Recommendations:

3. Annually provide accurate financial data to the RWMWG



Recommendations:

4. Adopt a regional 'base' level of service

Service	Proposed Base Level of Service
Curbside Waste Collection	
Frequency	Weekly
Set-out Time	7am & no earlier than 7pm the day prior
Container Limits	Residential – 2 Commercial – 2 Maximum weight of 23kg
Bag Tag Fees	Tags required for extra bags/ containers Fee - \$2.00
Bulky Waste/ White Goods	
Curbside Collection	Allow drop off at landfill for all residents Municipalities can implement a tag system or roadside collection as an enhanced service (cost-recovery)
Leaf and Yard Waste	
Curbside Collection	Two roadside collections per year (spring and fall) Municipalities can implement more frequent collection as an enhanced service



Concluding Remarks

- Challenging task to get to this point
- A formal working group will create collaboration opportunities
- Thanks to all local staff who helped
 - Ross, Sarah and Tim



Next Steps

1. Presentation of ES&AP to all local municipalities and seek their endorsement/ commitment
2. Create ToR for working group and host first meeting
3. Regular reporting from Working Group members to local Councils



Questions





STAFF REPORT

S.R. No. 189-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Regional Waste Management Working Group
Commitment

BACKGROUND:

1. Solid waste management within the United Counties of Stormont, Dundas and Glengarry (SDG) is individually managed by the six local municipalities. Each municipality faces different challenges and opportunities. Due to these continued challenges, SDG, in partnership with its municipalities, engaged a consultant to provide a review and comparison of the waste management programs, and recommend short, medium, and long-term opportunities that could improve efficiencies, propose solutions, and increase collaboration between the partners.
2. The resulting report was extensive, with many recommended items requiring a further level of analysis, not contemplated in the original scope of work. A further challenge with some recommended items was that each local municipality has varying levels of service, investments and expectations associated with waste collection and disposal, and rightfully wish to ensure that their respective taxpayers remain well-served.
3. To continue to move forward with this work, the steering committee authored the attached executive summary and action plan, which summarizes the highlights from the DFA report and contains four action items that are deemed to be achievable near-term goals for regional collaboration.
4. County Council endorsed the Regional Waste Management Action Plan (attached) on October 17, 2022 which included the following four actions:
 - a. Obtain a commitment from the six local Councils to pursue a regional approach to solid waste management through the creation of a Regional Waste Management Working Group
 - b. Focus efforts on a collaborative transition strategy during the IPR transition instead of active involvement
 - c. Annually summarize and compare financial data on local solid waste management activities
 - d. Adopt a regional 'base' level of service for solid waste management

ANALYSIS:

5. The General Manager of Infrastructure Services participated in the steering committee and provided staff level support in seeking endorsement by County Council.
6. The action plan strongly advocates for the creation of a formal Regional Waste Management Working Group consisting of a staff member from each local municipality. It is proposed that this working group meet on a bi-monthly basis and report back to their respective local Councils on the progress of the working group and what collaboration efforts are underway.
7. Administration recommends that Township Council endorse the Action Plan and formally commit the General Manager of Infrastructure Services, or their delegate, to represent and fully participate in the Regional Waste Management Working Group.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

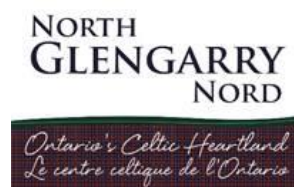
BE IT RESOLVED THAT Staff Report 189-2022 be received and that the Council of the Township of South Glengarry endorse the actions identified in the Executive Summary of the *Regional Waste Management Executive Summary*; and furthermore that the General Manager of Infrastructure Services be directed to represent the Township of South Glengarry, by participating wholly, as part of the Regional Waste Management Working Group.

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



REGIONAL WASTE MANAGEMENT: A ROADMAP TO COLLABORATION

Executive Summary & Action Plan



Regional Waste Management: A Roadmap to Collaboration

Executive Summary & Action Plan

A. Executive Summary

Solid waste management within the United Counties of Stormont, Dundas and Glengarry (SDG) is individually managed by the six local municipalities. Each municipality faces different challenges and opportunities resulting from changing waste diversion regulations, the need for modernization, organizational capacity and diminishing landfill space. Due to these continued challenges, SDG, in partnership with its municipalities, engaged *DFA Infrastructure International Inc.* (DFA) to provide a review and comparison of the waste management programs, and recommend short-, medium- and long-term opportunities that could improve efficiencies, increase collaboration, and provide potential solutions to the challenges facing each municipality.

As a result of the COVID-19 pandemic, shifting local waste management priorities and changing personnel, it proved challenging to complete the report within the original project timeframe. A further challenge is that each local municipality has varying levels of service, investments and expectations associated with waste collection and disposal, and rightfully wish to ensure that their respective taxpayers remain well-served. These competing interests create challenges in recommending changes to delivery of local services within a common regional model.

In response to these local concerns, some of the recommendations within DFA's report require further detailed financial analysis and business plans to demonstrate that they are viable alternatives when compared to current practices. This level of analysis was not considered in DFA's scope of work, and, given the continued changing landscape of waste management, should only be undertaken on a case-by-case basis when deemed appropriate by the affected parties.

A copy of the complete report prepared by DFA is attached. This executive summary and action plan, authored by the current *Steering Committee* (SDG, North Glengarry and South Glengarry) is intended to provide a high-level synopsis of the substantial findings and offer an implementation plan on actions which are both consistent with the direction advocated within the report and achievable by our local municipalities in the short to medium term.

The Steering Committee is recommending four immediate actions by the County and six local municipalities. The four actions are:

1. Obtain a commitment from the six local Councils to pursue a regional approach to solid waste management through the creation of a Regional Waste Management Working Group
2. Focus efforts on a collaborative transition strategy during the IPR transition instead of active involvement
3. Annually summarize and compare financial data on local solid waste management activities
4. Adopt a regional 'base' level of service for solid waste management

B. Existing Conditions in Local Solid Waste Management

Existing Levels of Service

The local municipalities within SDG have varying levels of service for solid waste management. A summary of key service levels is provided in **Table 1**.

Table 1. Existing Levels of Service within each Municipality (From Appendix D, DFA Report)

Item	NG	SG	ND	SD*	NS	SS
Collection Frequency	Weekly (out by 6am)	Weekly (out by 7am) Special large item collection in spring	Weekly	Weekly (out by 7am)	Weekly (out by 7am)	Weekly (out by 7am)
Bag/ Container Waste Limit	Res – 2 bags, 50lbs max. Tags required for extra	Res – 3 bags ¹ Farm – 5 bags Extra bags can be purchased	Res – 2 bags Active Farm – 4 bags Bus – 6 bags	Res – 2 bags Farm – 4 bags Extra bags can be purchased	Res – 2 bags Farm – 10 bags	Res – 2 bags Farm – 6 bags
Bag/ Tag Fee	\$3.00	N/A	N/A	\$2.00	\$2.50	\$1.50
Collected By	Contract	Contract	In-House	Contract	In-House	In House
To Private or Public Landfill?	Private	Public	Public	Public	Private	Both
No. Curbside Stops (2020)	3650	5965	4300	4957	2700	5600
Waste Disposed (t) (2020)	3385	3000	Curbside 2400 Landfill 760	5666	1700	3200
Unacceptable Materials	List varies significantly between Municipalities					
Curbside Recycling						
Collection Frequency	Weekly (Alt. stream each week)	Weekly ¹	Weekly (Alt. stream each week)	Weekly (Alt. stream each week)	Bi-Weekly	Bi-Weekly
Single/ Dual Stream	Dual	Single	Dual	Dual	Single	Single
Collected By	Contract	Contract	In House	Contract	Contract	In House
Collected Separate from Waste?			Split back truck (60/40)			
MRF?	Alexandria RARE	Cornwall	WMI Brockville (transfer at Boyne)	Cornwall	Cornwall	Cornwall
No. Curbside Stops (2020)	3650	5965	4300	4957	2700	5600
Waste Diverted (t) (2020)	770	700	600	535	400	800
Acceptable Materials	Differing lists/ detail between each municipality					

Item	NG	SG	ND	SD*	NS	SS
Bulk Waste, Hazardous Waste & Composting						
Collection Frequency	Bulk (Landfill 2 pass) HW (Transfer Station 1/y)	Collected	Landfill Drop off	Landfill Drop off	Landfill Drop off (500kg pass provided)	Landfill Drop-off
Leaf and Yard	2 times/ year for bulk	Spring and Fall	Spring and fall pickup in villages and hamlets	Drop off at facilities	2/year (spring & fall)	Biweekly in October and November Free drop off at Trillium
IC&I Accepted	No	Yes (Limited)	Yes	Yes	N/A	no
Tipping Fees	2 free passes provided	Free access 3 times / year	Yes – varies per material	Yes – varies by vehicle	No fee at Municipal yard, free pass to GFL up to 500kg	Yes -varies by vehicle. 2 free passes provided
Composting	None	Backyard subsidized food cyclor	Refer people to local suppliers for backyard composters	Subsidized food cyclor (\$150 plus HST), plus 6 Compost Depot Days (3 Morrisburg/3 Iroquois) plus free at Matilda Landfill Site	None	Backyard subsidized food cyclor

* Updated data not provided

Local Landfills

There are six active landfills within SDG that are owned and operated by local municipalities:

- Township of North Dundas: Boyne Road Landfill (at capacity, expansion underway)
- Township of South Dundas: Matilda Landfill (at capacity in 7.5 years)
- Township of North Glengarry: Glen Robertson Landfill (at capacity in 2056)
- Township of South Glengarry: North Lancaster Landfill (at capacity in 2028 and Beaverbrook Landfill (at capacity in 2033)
- Township of South Stormont: Trillium landfill (at capacity in 2029)
- Township of North Stormont: no active landfill

There are seven closed landfills within SDG which continue to be managed by the local municipalities (one in each municipality and two in North Stormont). The closed landfills are ongoing liabilities.

The Township of North Stormont is the geographic home of the Eastern Ontario Waste Handling Facility (EOWHF) - a state-of-the-art waste disposal facility that is owned and operated by a Canadian corporation. The location of the EOWHF is strategically favorable for municipalities within SDG and there is an opportunity to collaboratively engage the EOWHF to secure long term disposal contracts for regional waste. The City of Cornwall is also facing the same municipal landfill capacity issues and would benefit from being part of the discussion.

Existing Staffing Levels

The municipalities also have a varying level of human resource capacity available to support solid waste management services. Staff resources could include directors, supervisors, administrative support, and equipment operators that are involved in broader public works, infrastructure or

environmental services functions that also include solid waste. Only one municipality in SDG has a separate waste management Department (North Dundas). A summary of current full-time-equivalent staff persons responsible for waste management is provided in **Table 2**.

Table 2. Waste Management Staff Resources

Municipality	Contracted Collection? (Y/N)	Operate Landfill Facility (Y/N)	Shared Staff		Dedicated SW staff		Total
			Non-Union	Union	Non-Union	Union	
North Dundas	N	Y			6		6
South Dundas*			1		1.5		2.5
North Glengarry	Y	Y	3	2	10		10
South Glengarry	Y	Y	2	1			3
North Stormont*	N	N	2				2
South Stormont	Y	Y	4	3.5			7.5

*Updated data not provided

Municipal Cost Comparisons

The information contained in the cost-comparisons is a best-attempt by DFA to provide a equivalent costing for the various services offered by each municipality (2020 dollars). Given the varied services, accounting and other factors which differ between the local municipalities (e.g. staff time allotments), reasonable assumptions were made. Details on how the costing was derived is provided in Appendix E of DFA's report.

Table 3. Current Assets Held by Each Municipality (2020 Value)

Solid Waste Component	ND	SD	NG	SG	NS	SS	Total
Waste Collection Assets	\$271,400					\$560,000	\$831,400
Disposal Assets ¹	\$1,445,846	\$1,471,544	\$5,218,163	\$1,081,499	\$291,100	\$369,200	\$9,877,353
Recycling Collection Assets	\$242,477				\$168,000	\$280,000	\$690,477
MFR & Other Diversion Assets	\$25,488		\$4,693,640				\$4,665,128
Total	\$1,985,210	\$1,471,544	\$9,857,804	\$1,081,499	\$459,100	\$1,209,200	\$16,064,358

¹ Excludes the value of landfill capacity

Table 4. Annual Gross Operating Cost Estimates (2021, rounded)

Solid Waste Component	ND	SD	NG	SG	NS	SS	Total
Waste Collection Costs (in house)	\$271,000					\$400,000	\$671,268
Waste Collection Costs (contract)		\$327,000	\$262,000	\$503,000	\$179,000		\$1,270,000
Waste Disposal Costs (own landfill)	\$209,000	\$363,000	\$239,000	\$273,000		\$167,000	\$1,252,000
Waste Disposal Costs (contract landfill)			\$198,000		\$115,000	\$172,000	\$485,000
Recycling collection costs (in house)	\$317,000				\$100,000	\$207,000	\$624,000
Recycling collection costs (contract)		\$327,000	\$174,000	\$237,000			\$738,000
Recycling processing & other waste diversion costs	\$128,000	\$202,000	\$792,000	\$271,000	\$137,000	\$264,000	\$1,794,000
Landfill closure & post closure costs	\$15,000	\$111,000	\$26,000	\$2,600	\$37,000	\$34,000	\$225,000
Total	\$941,000	\$1,330,000	\$1,700,000	\$1,286,000	\$567,000	\$1,245,000	\$7,060,000
Total Tonnage Disposed (2020)	2,100	4,300	3,400	3,000	1,700	3,200	17,700
Total Tonnage Diverted (2020)	600	530	770	700	400	400	3400

Due to the delay between drafts of the DFI report, the gross operating numbers presented above are estimates based on 2020 actuals and information derived from known operational changes. They are provided for information and comparison purposes only.

C. Legislative Landscape

The Resource Recovery and Circular Economy Act (RRCEA) is placing the responsibility for the life cycle of products on individual producers. They will be required to perform waste reduction activities in accordance with provincial policy. The transition from current practice, to making producers fully responsible for the life cycle of the products they produce is known as Individual Producer Responsibility (IPR). **It is anticipated that all municipalities within SDG will transition to IPR on January 1, 2025;** at which time municipalities will no longer have authority to operate a recycling program.

Local municipalities may choose to provide collection and/or processing services as a contractor within the IPR framework. The decision to operate as a contractor providing collection and/or processing services remains a local decision; however, from a cost and liability perspective, there is a significant risk that municipalities that elect to operate in this manner may be challenged in recovering the full cost of these services; meaning that taxpayers will be subsidizing a service which is intended to be fully paid by producers themselves.

D. Recommendations and Action Plan

Recommendation	Rationale / Additional Information	Implementation Plan
<p>1</p> <p>Obtain a commitment from the six local Councils to pursue a regional approach to solid waste management through the creation of a Regional Waste Management Working Group</p>	<p>The 2022 Municipal elections and impending blue box transition to producer responsibility will provide local municipalities an opportunity to increase collaboration across the region. Without a formal framework and direction from each individual Council, it is likely that the status quo will continue and opportunities to improve efficiencies and meet common goals will remain unrealized.</p> <p>The Steering Committee recommends that formal direction be secured from local municipalities to provide staff with clear direction that they are to participate in a RWMWG and regularly report back to their local Councils. To support this working group, the County can function as a non-voting secretary of the working group and provide support for all regional initiatives (e.g. coordinating and managing joint purchasing efforts). The chair position can annually rotate. It is suggested that the RWMWG meet every other month, with each member reporting progress of the working group quarterly to their respective Councils.</p> <p>The City of Cornwall, City of Ottawa and other neighboring municipalities should be invited to participate as deemed appropriate by the working group.</p>	<ol style="list-style-type: none"> 1) Present the findings of the implementation plan to local Councils and County Council. Request formal commitment from local municipalities to identify which staff person will be a member of the RWMWG and if there are other staff that can provide resource/ support to the <i>Working Group</i>. Action: All local Municipal Council and SDG Council Complete by: November 1, 2022 2) Develop a draft <i>Terms of Reference (ToR)</i> for the working group Action: SDG Complete by: November 30, 2022 3) Host inaugural meeting of the RWMWG. Agenda to include: <ol style="list-style-type: none"> a. Review and acceptance of the ToR b. Identify of immediate (less than 1 year) short (1-2 year), medium (2-5 year) and long term (5+ year) strategic collaboration goals (refer to DFA report for specific items which could be considered by the committee) c. Create implementation plan and strategy for identified collaboration goals Action: SDG and Local Staff Complete by: December 30, 2022
<p>2</p> <p>Focus efforts on a collaborative transition strategy during the IPR transition instead of active involvement</p>	<p>Given the liability associated with maintaining municipal control / responsibility for recycling after the transition to the individual producer responsibility regime, it is recommended that all local municipalities abandon their programs when legislation permits. Although this is recommended, it is ultimately up to each local municipality to make the final decision in this regard.</p> <p>To keep residents well informed of the transition and advised of the potential change of service associated with this provincial initiative, it is important that local municipalities adopt a common, efficient and effective communications strategy. Fortunately, SDG will be transitioning towards the end of the shift, and our region will be able to leverage the “lessons learned” from other areas within Ontario. Regardless, it is likely that external communications support will be necessary.</p> <p>Given that this change is occurring regionally, subject to concurrence from the RWMWG, it is expected that the County will financially support this communications plan to ensure that efforts are equitably shared across the local municipalities.</p>	<ol style="list-style-type: none"> 1) Report on the status of the transition to IPR for those transitioning January 1, 2023 Action: TBD Complete by: Q2 2023 2) Identify challenges / successes of those that have transitioned and examples of desired communication templates Action: TBD Complete by: Q3 2023 3) Create a communications strategy and implementation plan for residents of SDG Action: TBD Complete by: Q4, 2023. Roll out strategy in 2024.

Recommendation		Rationale / Additional Information	Implementation Plan
3	Provide local financial data on solid waste management activities annually	One of the most important outcomes of the Regional Waste Management report prepared by DFA Infrastructure was that it provided local municipalities within SDG an opportunity to truly compare the cost of waste management services they provide to their residents. This information ultimately allows municipalities with the opportunity to identify areas where they can work with neighbouring municipalities (and others) to create efficiencies and reduce costs.	<ol style="list-style-type: none"> 1) Create a standard form for local municipalities to update on an annual basis Action: SDG Complete: Q4 2022 2) Update the standard form based on year-end actuals Action: Local Municipalities Complete: End of Q1 2023 (and annually thereafter) 3) Report financial cost comparisons to RWMWG Action: SDG Complete End of Q2 2023 (an annually thereafter)
4	Adopt a regional 'base' level of service for solid waste management	<p>Although there is no obligation for local municipalities to implement a regional level of service; normalizing waste management activities to the 'base' level of service (see Section E), would allow for collaboration across boundaries within a fair and equitable framework (e.g. joint waste collection contracts, regional household hazardous waste drop offs). Accordingly, it is recommend that the RWMWG formally recognize a 'base' regional level of service.</p> <p>A 'base' level of service supported by the RWMWG may also compel local municipalities to gradually amend their existing levels of service to move towards the common benchmark.</p>	<ol style="list-style-type: none"> 1) Review the regional 'base' level of service and agree to the standards identified therein Action: RWMWG Complete by: Q2 2023 2) Regularly review the regional 'base' level of service and amend the standards based on waste management best practices Action: RWMWG Complete: Annually, in conjunction with the review of the RWMWG Strategic Plan

E. Proposed Regional Base Level of Service

For continued reference by the RWMWG, the following is the proposed regional base level of service.

Service	Proposed Base Level of Service
Curbside Waste Collection	
Frequency	Weekly
Set-out Time	7am & no earlier than 7pm the day prior
Container Limits	Residential – 2 Commercial – 2 Maximum weight of 23kg
Bag Tag Fees	Tags required for extra bags/ containers Fee - \$2.00
Recycling	
Transition to producer responsibility and recommendation to not participate means local municipalities will no longer be involved in recycling (collection and processing). Maintain current levels of service until transition is complete.	
Bulky Waste/ White Goods	
Curbside Collection	Allow drop off at landfill for all residents Municipalities can implement a tag system or roadside collection as an enhanced service (cost-recovery)
Leaf and Yard Waste	
Curbside Collection	Two roadside collections per year (spring and fall) Municipalities can implement more frequent collection as an enhanced service

Service	Proposed Base Level of Service
Separated Organics	
Curbside Collection	None recommended pending Provincial direction
Backyard Composter	Available for sale (common price) at local municipalities
In-kitchen composter	Provide common subsidy for <i>Food Cycler</i> if local trials confirm cost-benefit of this program
Residential Drop Off	
Location/ Operating Hours	At open landfill sites 8am-4pm on weekdays and Saturday Closed Sunday and Holidays
IC&I Waste	Accept at open landfills. Consider cost-benefit in future
Tipping Fees	2 free disposals per year (max 500kg. or 'vehicle equivalent') after which tipping fees apply
Household Hazardous Waste and E-Waste	
Frequency	Year round drop off at open landfills during operating hours
Landfill Sites	
Number	Minimize number of operating landfills and pursue a long-term contract with GFL
Public Education & Public Service	
Education and Communication	Implement uniform plan to optimize resources and technology without duplicating efforts
Customer Service	Establish one-call system and response tracking

F. Conclusions

All municipalities within SDG face unique challenges and opportunities related to solid waste management. **These challenges cannot be solved in isolation.** Ongoing and improved collaboration will benefit all our residents and, ultimately, will facilitate service harmonization across boundaries along with the ability to cooperate and work with larger regional players (e.g. GFL, City of Cornwall, City of Ottawa, Prescott Russell and Leeds and Grenville).

The attached report from DFA Infrastructure provides a summary of the research completed over the past several years. It also includes detailed examples of potential collaboration activities which will require further consideration and analysis by all stakeholders to confirm that they are universally palatable. Those collaboration activities which may not suit all municipalities have the potential to be considered by willing partners and can be implemented with the appropriate legislative mechanisms.

The lack of a formal process to compel local municipalities to work together to find common solutions to issues they each face is a strategic failing of our regional waste management process. There are many opportunities when municipalities commit to formally collaborating. Possibilities such as the communications, bulk purchase of blue boxes or countertop composting units, landfill monitoring services, securing long-term waste disposal rights with private landfills or cross-boundary collection can happen when we collectively work towards common goals; regardless if each respective municipality wants to benefit from the service or not. To that end, this *Steering Committee* strongly recommends that, at a minimum, all local Councils support our Recommendation #1 **to pursue a regional approach to solid waste management through the creation of a Regional Waste Management Working Group**. This working group would have regular reporting responsibility to each individual municipality and, subject to County Council approval, SDG can continue to provide support to this working group subject to the terms of reference.

Respectfully submitted,

Benjamin de Haan, P.Eng.
Dir. of Transportation Services

Sarah McDonald, P. Eng.
Gen. Manager – Infrastructure

Timothy Wright, B.Eng.
Dir. Of Public Works

Appendix A:
DFA Consolidated Waste Management Report (Phases 1-4)



STAFF REPORT

S.R. No. 177-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Solid Waste Management – 2023 Level of Service

BACKGROUND:

1. Service levels reflect discrete outputs that highlight the contractual levels of services being provided between staff, Council and the public. Service levels ideally express two key pieces of information:
 - a. What is to be achieved.
 - b. How often it is to be achieved.
2. Service levels have historically been presented as Budget Notes for approval by Township Council. Beginning now, Solid Waste Management Service Levels will be provided as a separate document in an effort to deliver a more efficient and simplified budget process that will create greater opportunities for public participation through inclusive and outcome focused budget materials.
3. Solid Waste Management Level of Service has been largely unchanged during the past 10-years, with garbage collection once / week; two-days of open landfill / week; annual heavy collection week; three open dump days / year; spring leaf & yard waste. In 2021, Township Council approved the increase in Level of Service in recycling collection from every second week to weekly collection.
4. County Council endorsed a [Regional Waste Management Action Plan](#) on October 17, 2022 which included the following four actions:
 - a. Obtain a commitment from the six local Councils to pursue a regional approach to solid waste management through the creation of a Regional Waste Management Working Group
 - b. Focus efforts on a collaborative transition strategy during the IPR transition instead of active involvement
 - c. Annually summarize and compare financial data on local solid waste management activities
 - d. Adopt a regional 'base' level of service for solid waste management

5. The proposed 2023 Level of Service for South Glengarry's Solid Waste Management is presented in the same format as the SDG Regional 'Base' Level of Service for easy comparison by Council, staff, and the public.

ANALYSIS:

6. The Environment Committee discussed the proposed 2023 Solid Waste Level of Service and offered the following comments:

Curbside Waste Collection (limited change from existing): No concern with frequency, set-out time, container limits, or bag tag fees. Discussion on how medical and agricultural exemptions are handled (considered acceptable). Discussion on appropriateness of a holiday bag limit relief.

Recycling (no change from existing): No concern with frequency, set-out time, or container limits. No concern with proposed approach, but transition to producer responsibility to be monitored.

Bulky Waste (change from existing): Change to on-demand (monthly) service supported for efficiency and ease-of-use. Discussion around successful, similar pilot in North Glengarry.

Leaf and Yard Waste (change from existing): Understanding to change in service level with a desire for a more sustainable option in the future.

Separated Organics (limited change from existing): Support to pursue the re-implementation of the backyard composter program in 2023. Some interest in offering the FoodCycler subsidy again.

Residential Drop-Off (change from existing): Support to move away from specified "landfill days" and towards two free disposals per year (during landfill operating hours) per household. Discussion on implementation strategies that noted that at-will access to the landfill may reduce illegal dumping.

Household Hazardous Waste / E-Waste (no change from existing): No concern. Noted that the intent is for HHW day to include e-waste. Support for partnering with neighbouring Township's to access their special waste days.

IMPACT ON 2022 BUDGET:

7. No impact to 2022 Budget

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 177-2022 be received and that the Council of the Corporation of Township of South Glengarry approve the 2023 Service Levels for Solid Waste Management Services as outlined in Appendix 1 of Staff Report 177-2022.

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

Appendix 1. Solid Waste Management: 2023 Service Level

Summary

Service levels reflect discrete outputs that highlight the contractual levels of services being provided between staff, Council and the public. Service levels ideally express two key pieces of information:

- What is to be achieved
- How often it is to be achieved.

Service levels have historically been presented as Budget Notes for approval by Township Council. The proposed 2023 service levels for Solid Waste Management are provided in the following table.

Service	Regional Base	Proposed Level of Service	Change from 2022
Curbside Waste Collection			
Frequency	Weekly	Weekly	-
Set-out Time	7am & no earlier than 7pm the day prior	7am & no earlier than 7pm the day prior	-
Container Limits	Residential – 2 Commercial – 2 Maximum weight of 23kg	Residential – 2 bags / week Maximum weight of 22kg	Reduction in bag limits
Bag Tag Fees	Tags required for extra bags/ containers Fee - \$2.00	Tags required for extra bags/ containers 1 tag = \$2.50, 5 tags = \$10, 10 tags = \$20	-
Exceptions	N/A	Medical Exemption to Bag Limits (Medical sign-off required) Agricultural Relief to Bag Limits (FBRN required, +2 bags / week) Holiday Relief to Bag Limits (All residents, week following Dec 25)	NEW - Holiday Relief
Recycling			
Frequency	Transition to producer responsibility and recommendation to not participate means local	Weekly	-
Set-out Time		7am & no earlier than 7pm the day prior	-
Container Limits		Residential – no limit	-

Appendix 1. Solid Waste Management: 2023 Service Level

Service	Regional Base	Proposed Level of Service	Change from 2022
Transition to producer responsibility	municipalities will no longer be involved in recycling (collection and processing). Maintain current levels of service until transition is complete.	Non-active role	-
Bulky Waste/ White Goods			
Curbside Collection	Allow drop off at landfill for all residents Municipalities can implement a tag system or roadside collection as an enhanced service (cost-recovery)	Monthly on-demand (enhanced service) on a cost-recovery basis	2022 included a single week in May for curbside large item pickup.
Leaf and Yard Waste			
Curbside Collection	Two roadside collections per year (spring and fall) Municipalities can implement more frequent collection as an enhanced service	Throughout the year in paper bags or loose in bins (not separated) Christmas Tree Collection – third week of new year	2022 included a week in May for curbside leaf and yard waste collection. Paper bags were accepted most weeks during the fall.
Separated Organics			
Curbside Collection	None recommended pending Provincial direction	None	-
Backyard Composter	Available for sale (common price) at local municipalities	Pursue (re)implementation of backyard composter program for spring 2023	REVIVE – backyard composter program
In-kitchen composter	Provide common subsidy for <i>Food Cycler</i> if local trials confirm cost-benefit of this program	None	-
Residential Drop Off			
Location/ Operating Hours	At open landfill sites 8am-4pm on weekdays and Saturday Closed Sunday and Holidays	Beaver Brook Landfill, October 1 through May 31 Tuesday and Saturdays, 9am – 5pm North Lancaster Landfill, June 1 through September 30 Thursday and Saturdays, 9am – 5pm	-

Appendix 1. Solid Waste Management: 2023 Service Level

Service	Regional Base	Proposed Level of Service	Change from 2022
Complimentary Disposal Days	2 free disposals per year (max 500kg. or 'vehicle equivalent') after which tipping fees apply	Two free disposals per year (max 500kg. or 'vehicle equivalent') after which tipping fees apply	Three open dump days each year.
Household Hazardous Waste and E-Waste			
Household Hazardous	Year round drop off at open landfills during operating hours	Year round drop off at open landfills during operating hours	-
E-Waste			REVIVE – e-waste at HHW day



STAFF REPORT

S.R. No. 178-2022

PREPARED BY: Sarah McDonald, P. Eng., GM Infrastructure Services
Dillen Seguin, Director - Water and Wastewater

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Drinking Water Quality Management System (DWQMS)
Internal and External Audits

BACKGROUND:

1. The Drinking Water Quality Management System (DWQMS) Policy is recognized by the Township of South Glengarry as being a foundational element. The DWQMS Policy is as follows:

The Township of South Glengarry is committed to:

- *Providing a safe and reliable supply of drinking water to all of its customers*
 - *Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water*
 - *Maintaining and continually improving its Quality Management System*
2. The current version (8) of the Township's DWQMS Manual is posted on the Township's website in accordance with QMS-SYS-P9 of the DWQMS Manual which states that the "QMS Operational Plan Manual, including the QMS Policy Statement, will be available on the Township's website".

<https://www.southglengarry.com/en/living-here/water-and-wastewater-reports.aspx>
 3. The DWQMS Audits (Internal and External) summarize the Township's degree of compliance with relevant criteria of the DWQMS Manual (v.8).
 4. The DWQMS Internal Audit was completed during October 4, 2022 – October 21, 2022 by Auditor E. MacDonald. The results of the 2022 internal audit are attached.
 5. The 12-month Surveillance Audit (DWQMS External Audit) was completed on October 24, 2022 by SAI Global, a third-party. The results of the 2022 external audit are attached.

ANALYSIS:

6. The results of the Internal Audit confirmed that the QMS established is effective in conforming with the requirements of the standard. The Internal Audit also noted three very positive audit findings:
 - a. Competency of the QMS Representative
 - b. Commitment of the Operating Staff
 - c. Culture of Continuous Improvement demonstrated by QMS Representative, Top Management, and Operating Staff
7. The results of the External Audit indicated that the management system has been effectively implemented and maintained and meets the requirements of the standard.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 178-2022 be received and that the Council of the Township of South Glengarry receive the 2022 Internal and External Audit Summaries of the Drinking Water Quality Management System (DWQMS) and acknowledge the documented Audit Findings.

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

Drinking Water Quality Management Standard

Internal Audit Report

For the period of:

October 4, 2021 to October 21 2022

For:

The Township of South Glengarry

Glen Walter Drinking Water System

(Licence #210001861)

Lancaster Drinking Water System

(Licence #260006867)

Redwood Estates Drinking Water System

(Licence #250002311)

Conducted by: Ewen MacDonald

Audit dates: October 4-21, 2022

1.0 Overview & Objectives

An internal audit of the Township of South Glengarry quality management system (QMS) was conducted on October 19, 2022 to determine whether it conforms to the requirements of the Standard and version; and to assess whether the QMS is effectively implemented.

The internal audit was conducted by Auditor Ewen MacDonald

This report summarizes the audit results in section 2.0 Audit Findings, categorizing positive findings, non-conformities and opportunities for improvement.

1.1 Scope

The internal audit was performed at the Township of South Glengarry Glen Walter Water/Wastewater Treatment Facility located at 18352 County Road 2 in Glen Walter Ontario.

Operational Plans, Records, and Documents for the Township of South Glengarry were reviewed entirely for conformity to the Standard and version. This audit also reviewed the Township of South Glengarry's planned processes and programs to evaluate how well QMS requirements are integrated into them.

Process audits examine the resources (equipment, materials and people) used to transform the inputs into outputs, the methods (procedures and instructions) followed and the measures collected to determine process performance. Process audits check the adequacy and effectiveness of the process controls established by procedures, work instructions, training and process specifications.

As the last internal audit was conducted on October 4, 2021, this audit focused on the period between September 26, 2020 and October 4, 2021

1.2 Methodology

The audit was conducted in accordance with CAN/CSA-ISO 19011:03, Guidelines for Quality and /or Environmental Management Systems Auditing, and the Walkerton Clean Water Centre Course "Internal Auditing for the DWQMS".

The list of all auditing criteria is included in Appendix "A" – Audit Plan. Appendix "B" – Documents and Records reviewed. Appendix "C" – Document Review Checklist and Auditors Comments

In order to conduct audits within scope, time and budgetary constraints, they are based upon a sampling of processes, systems, operations and documents. Not every single document, operation, system, process, or piece of information relating to management system performance is reviewed. The size of the sample selected by the auditors is appropriate to the size and scale of the operation and information available. Objective evidence collected by the auditors is based upon the sampling.

The conclusions presented in this report are based on information presented during the internal audit.

1.3 Audit Program Monitoring and Reviewing

The implementation of the audit program was monitored and, at appropriate intervals, reviewed to assess whether the objectives have been met and to identify opportunities for improvement. The results of this review will be included in this report, if applicable.

Performance indicators were used to monitor characteristics such as:

- the ability to implement the audit plan,
- conformity with the audit program, schedules and audit objectives, and
- feedback from top management, auditees, auditors and other interested parties.

The audit program review considered:

- a) results and trends from monitoring,
- b) conformity with procedures,
- c) evolving needs and expectations of staff involved,
- d) audit program records,
- e) alternative or new auditing practices,
- f) effectiveness of the measures to address the risks associated with the audit program, and
- g) confidentiality and information security issues relating to the audit program.

Corrective actions and opportunities for improvement from the results of audit program reviews, if any, are included in the internal audit report's section 2.0 Audit Findings.

1.4 Auditors

The Auditor was Ewen MacDonald, who has received Internal Auditing for the DWQMS training through the Walkerton Clean Water Centre. Auditor qualifications are included in Appendix "D" – Auditor Training Certificates.

1.5 Confidentiality

The information gathered by the Auditor is the property of the Township of South Glengarry only and will not be transmitted to any third party without the prior written consent of an authorized representative.

All documents provided by the organization prior to and during the assessment are kept only for the purpose of audit review and audit report preparation.

2.0 Audit Findings

2.1 Positive Findings

The following positive audit findings were noted during the audit:

Competency

- The QMS Representative, Dillen Seguin demonstrates a very high level of knowledge and commitment to the DWQMS. He was very well organized and prepared for the Internal Audit and responded to all questions with informed answers that were backed up with supporting documentation.

Commitment

- The Operating Staff are relatively new to the Operating Authority and expressed a commitment to the Operations Plan and are eager to continue with training so that they can become more knowledgeable about the DWQMS.

Culture of Continuous Improvement

- The QMS Rep has revised Element 19 for Continuous Improvement and throughout the Internal Audit, the QMS Rep, Top Management, and the Operators have demonstrated that there have been improvements implemented for continuous improvement, and that they are all committed to promoting a culture for continuous improvement in the future.

2.2 Non-Conformities

The following non-conformities were noted during the audit:

Non Conformance- The Operations Plan posted on the website is not the current Version as per 5.4.1 of QMS SYS-P9 Communications Procedure.

Non Conformance – Re Document from QMS Representative to the Director to advise of an Hours of Work Change was not signed as per 5.6.2 of QMS SYS – P1

2.3 Opportunities for Improvement

The following is a list of opportunities for improvement noted in conducting this audit:

Reference	Opportunity for Improvement – Description
Element 6 Drinking Water System	OFI – The Raw Water Characteristics 6.1.3, 6.2.3, and 6.3.3 in Element 6 are from 2018. It would be recommended that the data be updated to reflect current Characteristics
Element 6 Drinking Water System	OFI -The Disinfection Method for the System Description for Glen Walter 6.1 should be changed to Sodium Hypochlorite to be consistent with the Systems Descriptions for the Lancaster and Redwood Systems.
Element 6 Drinking Water System	OFI- It is recommended that the Service Population for Glen Walter be updated and revised accordingly in 6.1 for the System Description
Element 9 Roles, Responsibilities and Authorities	OFI – Provide Orientation to the new Council in early 2023 and advise them of their Responsibilities and Authorities as per OP s 9.5.1. It is also recommended that Council take the Responsibilities Under the Standard of Care Course from the Walkerton Clean Water Agency
Element 11 Personnel Coverage	OFI – It is recommended that the Monday to Friday Work Schedule be consistent with the wording in the Collective Agreement.

Element 13 Essential Supplies and Services	OFI-Consider identifying a Secondary Supplier for Analytical Supplies, Chlorine, and Coagulant
Element 14 Review and Provision of Infrastructure	OFI-Consider referencing the Township's Asset Management Plan as the Guiding Document for Element 14 and incorporate the Asset Management Plan as a link between the Infrastructure Review Report Form and QMS SYS-P3 Review and Provision of Infrastructure Procedure.
Element 15 Infrastructure Maintenance, Rehabilitation, and Renewal	OFI-Consider referencing OP Element 15 on the Header of the Electronic Maintenance Log.
Element 16 Sampling, Testing and Monitoring	OFI – Reference the Township's Adverse Water Notification By-law as the procedure to Communicate with the Owner and the Public in Section 5.8 of QMS SYS P5.
Element 18 Emergency Management	OFI – Add the contact information for the lab (s) to the Emergency Contact List

3.0 Conclusions

The results of the internal audit performed at the Township of South Glengarry for the drinking water system name confirm that the quality management system established is effective in conforming with the requirements of Standard and version.

While non-conformities and/or opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among the South Glengarry staff.

Ewen MacDonald

Ewen MacDonald

Audit Report

12 Month Surveillance Audit for

TOWNSHIP OF SOUTH GLENGARRY

1631803-02

Audited Address: 6 Oak Street, Box 220, Lancaster, Ontario, CAN,
K0C1N0

Start Date: Oct 24, 2022 End Date: Oct 24, 2022

Type of audit
Surveillance System Audit

Issue Date: October 24, 2022

Revision Level: Final

BACKGROUND INFORMATION

SAI Global conducted an audit of TOWNSHIP OF SOUTH GLENGARRY beginning on Oct 24, 2022 and ending on Oct 24, 2022 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017		
Scope of Certification:	Drinking Water Treatment and Distribution Process.		
Drinking Water System Owner:	Township of South Glengarry		
Operating Authority:	Township of South Glengarry		
Owner:	Township of South Glengarry		
Population Services:	1948		
Activities:	Treatment & Distribution		
Drinking Water Systems	Glen Walter Drinking Water System		
	Lancaster Drinking Water System		
	Redwood Estates Drinking Water System		
Total audit duration:	Person(s): 1	Day(s): 0.75	
Audit Team Member(s):	Team Leader Ryan Bournier		

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or recertification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the Operating Authority since last audit include: none

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Consider assessing the risk of cyber-security breaches during the next risk assessment.
- Consider noting an action item for the discussion surrounding new staff training within the Management Review
- Ensure the internal auditor signs off on the closure of the corrective action from the 2021 Internal Audit in the "Auditor's final notes" field in the Corrective Action Request Form (QMS-SYS-F10).
- Consider more immediate release of the corrective action resulting from the 2021 Internal Audit. The updates to Element 21 in Version 9 of the Operational Plan will have a significant effect on the Quality Management System's conformance status.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The Operating Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	NA/NC
2. Quality Management System Policy	NA/NC
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	NA/NC
6. Drinking-Water System	NA/NC
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	OFI
9. Organizational Structure, Roles, Responsibilities and Authorities	NA/NC
10. Competencies	NA/NC
11. Personnel Coverage	NA/NC
12. Communications	NA/NC
13. Essential Supplies and Services	NA/NC
14. Review and Provision of Infrastructure	NA/NC
15. Infrastructure Maintenance, Rehabilitation & Renewal	NA/NC
16. Sampling, Testing and Monitoring	NA/NC
17. Measurement & Recording Equipment Calibration and Maintenance	NA/NC
18. Emergency Management	NA/NC
19. Internal Audits	Conforms
20. Management Review	OFI
21. Continual Improvement	2 OFI
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	SYS-OP PLAN (Rev. 8, 10-Dec-2020)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms,</p> <p>Commitment statement signed by the Owner (Mayor and Clerk) and Top Management (CAO and Director of W/WW Operations)</p>	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	SYS-OP PLAN (Rev. 8, 10-Dec-2020)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms</p> <p>QMS Representative role assigned to Director of Water/Wastewater Operations.</p>	

DWQMS Reference	7 Risk Assessment
Client Reference:	<p>SYS-OP PLAN (Rev. 8, 10-Dec-2020)</p> <p>QMS SYS-P8 (Rev. 3, 12-Sep-2019)Glen Walter WTP and Distribution RA Outcomes (22-Sep-2022)</p> <p>Lancaster WTP and Distribution RA Outcomes (22-Sep-2022)</p> <p>Rosewood WTP and Distribution RA Outcomes (22-Sep-2022)</p>
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>2022 risk assessment completed on September 22, 2022, for each subsystem. Three staff members in attendance as required by QMS SYS-P8. The outcomes were noted on form QMS SYS-F4</p>	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	<p>SYS-OP PLAN (Rev. 8, 10-Dec-2020)</p> <p>Glen Walter WTP and Distribution RA Outcomes (22-Sep-2022)</p> <p>Lancaster WTP and Distribution RA Outcomes (22-Sep-2022)</p> <p>Rosewood WTP and Distribution RA Outcomes (22-Sep-2022)</p>
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Opportunity for Improvement.</p> <p>Consider assessing the risk of cyber-security breaches during the next risk assessment.</p>	

Audit Report

DWQMS Reference:	19 Internal Audits
Client Reference:	QMS SYS-P11 (Rev. 3, 12-Sep-2019) Internal Audit Report (8-Oct-2021)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. Audit completed for the 2021 Calendar Year by Brigitte Roth. The audit report included the audit plan (noting the opening and closing meeting), audit checklist with evidence of conformance with the DWQMS, and auditor qualifications.	

DWQMS Reference:	20 Management Review
Client Reference:	QMS SYS-P12 (Rev. 4, 12-Sep-2019)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Opportunity for Improvement. Consider noting an action item for the discussion surrounding new staff training within the Management Review	

DWQMS Reference:	21 Continual Improvement
Client Reference:	SYS-OP PLAN (Rev. 8, 10-Dec-2020) Noncompliance Element 21 2021-2022 including QMS SYS-F10 Completed (8-Oct-2021)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Opportunity for Improvement #1 Ensure the internal auditor signs off on the closure of the corrective action from the 2021 Internal Audit in the "Auditor's final notes" field in the Corrective Action Request Form (QMS-SYS-F10). Opportunity for Improvement #2 Consider more immediate release of the corrective action resulting from the 2021 Internal Audit. The updates to Element 21 in Version 9 of the Operational Plan will have a significant effect on the Quality Management System's conformance status.	

Audit Report

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

This report was prepared by:



Ryan Bourner
SAI Global Management Systems Auditor

The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.

STAFF REPORT

S.R. No. 179-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Pick-up Fleet Update and Direction Request

BACKGROUND:

1. The Township of South Glengarry issued two RFP's in 2021 for pick-up trucks:
 - a. [RFP 01-2021](#) for the purchase of four (4) ½ ton pick-up trucks
 - b. [RFP 07-2021](#) for the purchase of two (2) ½ ton pick-up trucks and one (1) ¾ ton pick-up truck
2. RFP 01-2021 was to procure trucks to replace the:
 - a. 2009 GMC – **NOT RECEIVED**
 - b. 2008 GMC – REPLACEMENT RECEIVED
 - c. 2010 GMC – REPLACEMENT RECEIVED
 - d. 2019 GMC (Leased) - REPLACEMENT RECEIVED
3. RFP 07-2021 was to procure trucks to replace the:
 - a. 2018 Chevrolet (Leased) – REPLACEMENT RECEIVED
 - b. 2018 Chevrolet (Leased) – **NOT RECEIVED**
 - c. 2018 Chevrolet (Leased) – **NOT RECEIVED**
4. On December 20, 2021, after waiting more than six-months for delivery, Council [approved the purchase](#) of the three leased 2018 Chevrolet pick-up trucks.
5. Recently, Administration was informed that the three remaining pick-up trucks ordered (February 2021 and April 2021) will not be received as specified.

ANALYSIS:

6. The current global shortage in parts and materials has meant that the demand for vehicles, including the GM brand, has outweighed production output. As anticipated, the shortages have persisted.

7. The quotes received through RFP 01-2022 and 07-2022 were for 2021 Chevrolet Silverado 1500 Work Trucks. The quotes all included the following wording from GMC:

“Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region.”

8. The quoted 2021 units were not built and what is available to the Township are 2022 units. GMC does not price protect between model years.
9. There are three options available to Council:
- a. **Do Nothing** – RFP 01-2021 and 07-2021 remain unfilled
 - b. **Accept the Increased Pricing** – fulfill RFP 01-2021 and 07-2021 with the increased pricing offered
 - c. **Cancel and Reprocure** – cancel both RFP 01-2021 and 07-2021 and issue a new tender for three pick-up trucks
10. Administration is working to determine the increased pricing and will provide it verbally at the Township Council Meeting for their consideration
11. A first draft of the non-Fire Fleet Asset Management Plan is attached for Council’s preliminary information. If purchased, these three pick-up trucks will replace the current units that have exceeded their expected service years:
- a. Unit 20, 2009 Sierra (Roads)
 - b. Unit 22, 2007 Silverado (Roads)
 - c. Unit 29, 2009 Sierra (Buildings)

IMPACT ON 2022 BUDGET:

12. No impact to 2022 budget

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 179-2022 be received and that the Council of the Township of South Glengarry direct Administration to

Option A _____ Do nothing and acknowledge that RFP 01-2021 and RFP 07-2021 will remain unfulfilled

- Option B _____ Accept the increased pricing of \$ _____ / unit to
fulfill RFP 01-2021 and RFP 07-2021
- Option C _____ Cancel and issue a new tender for three pick-up trucks for
delivery in 2023

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

DRAFT DRAFT 10-Year NON-FIRE Fleet Plan DRAFT DRAFT

DRAFT TO November 15, 2022

Asset ID	Equipment	Dept.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
REPLACEMENT FLEET													
1	2010 Caterpillar Grader	R											
2	1994 Champion Grader	R		\$500,000									
3	2009 Dodge 3500 1-ton	R		\$80,000									
4	2003 Freightliner Tandem (waiting for replacement)	R											
5	2006 GMC 1-ton (replaced 2022, unit 18)	R											
6	2022 John Deere Tractor (LEASE)	R											
8	2016 International Tandem	R											
10	2014 Mack Tandem	R										\$300,000	
11	2008 Ford Tandem	R				\$300,000							
13	2004 International Tandem	R	\$275,000										
14	2012 International Tandem	R								\$300,000			
15	2010 International Tandem	R						\$300,000					
16	2013 GMC Sierra 1-ton	P						\$100,000					
17	2018 Chev Silverado 1/2 ton	R								\$100,000			
18	2022 GMC 2500 1-ton	R											
19	2021 Chev Silverado 1/2 ton	R											\$100,000
20	2009 GMC Sierra 1/2 ton	R	\$70,000										
22	2007 Chev Silverado 1/2 ton	R	\$70,000										
23	2021 Freightliner Tandem	R											
24	2002 Caterpillar Backhoe	R			\$200,000								
27	2021 Freightliner Single Axle Tandem	R											
29	2009 GMC Sierra 1/2 ton	B	\$70,000										
32	1996 Caterpillar Packer	SW					\$250,000						
33	2019 International Tandem	R											
34	2011 John Deere Loader	R											
35	2016 Trackless	R			\$200,000								
AA	2021 Chev Silverado 1/2 ton	P											\$100,000
BB	2021 Chev Silverado 1/2 ton	P											\$100,000
W1	2018 Chev Silverado 1/2 ton	WWW							\$100,000				
W2	2018 Chev Silverado 1/2 ton	WWW								\$100,000			
W3	2018 Chev Colorado 1/2 ton	WWW									\$100,000		
XX	Mowers	R											
	Replacement Total		\$485,000	\$580,000	\$400,000	\$300,000	\$250,000	\$400,000	\$100,000	\$500,000	\$100,000	\$300,000	\$300,000

STAFF REPORT

S.R. No. 180-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Sapphire Hills Estate Ph5 Preliminary Acceptance

BACKGROUND:

1. Sapphire Hills Estate Phase 5 is located east of Purcell Road and east of the Bayview Estates Subdivision. It is at the northern end of the Sapphire Drive.



2. Council [authorized the amended Subdivision Agreement](#) for Sapphire Estates Phase 5 on October 17, 2016.
3. Council was provided a recent [update](#) on the progress of Sapphire Hills Estate Phase 5 on October 3, 2022.
4. On November 11, 2022, the Township received a request for preliminary acceptance of the works by the Developer which was accompanied by the attached Certificate of Conformance prepared by the Developer's Engineer, Tatham Engineering.

5. Preliminary Acceptance of the Works allows for a portion of the security to be released in accordance with Schedule 'D' of the Subdivision Agreement (attached).

ANALYSIS:

6. Initial Acceptance of the Roads Works is recommended by Administration. Secondary acceptance occurs upon completion of the top course of asphalt which requires the pre-approval of the Township.
7. Preliminary acceptance of the Site Works is recommended by Administration, with the exclusion of the stormwater management (SWM) pond. The SWM pond will require preliminary acceptance to meet the requirements for Building Permits (S38 iv).
8. The Subdivision Agreement notes that upon initial / preliminary approval / acceptance of the works that the Township may permit a reduction of the financial security and provides the maximum portion of security to be released.
9. Upon acknowledgement of the initial and preliminary acceptance of the works by Council, Administration will release:
 - a. 65% of the Roads Security (no change from Schedule 'D')
 - b. 65% of the Site Works Security (reduction from 85% noted in Schedule 'D' to reflect the outstanding SWM pond and spring topsoil / hydroseeding)

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 180-2022 be received and that the Council of the Township of South Glengarry acknowledge the Initial Acceptance of the Road Works and Preliminary Acceptance of the Site Works for Sapphire Estates Phase 5, excluding the Storm Water Management Pond, in accordance with the Subdivision Agreement dated October 17, 2016.

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

Certificate of Conformance

File	Contract	Contract No.
521670	Sapphire Hill Estates Subdivision Phase 5 Township of South Glengarry	N/A
Date	Contractor	Owner
November 4, 2022	Iron Fort Construction & Renovation Inc.	The Corporation of the Township of South Glengarry

Description of Works Inspected

- Top of base asphalt elevations at centreline of road
- Road cross slopes
- Bottom of ditch elevations (for roadside ditches, west ditch, and east ditch)
- Depth of ditches
- Culverts
- Intersection Curbs
- Width of asphalt roadway
- Width of gravel shoulders
- SWM facility
- SWM facility outlet structure
- Dead-end signage
- Hydro poles

Notification

Tatham Engineering Limited hereby notifies the Owner that based upon our inspection of the Works and to the best of our knowledge and judgement the following are true:

General Observations:

1. Top of base asphalt elevations at centreline of road are in general conformance with contract drawings.
2. Base asphalt cross slopes are generally within +/-1% of the specified 3% cross slope specified on the contract drawings which was found acceptable. A cross slope of 1% was observed on the left side of River Road at Station 2+021. Asphalt placed at this location was initially too thin, and consequently, asphalt was added to rectify the issue and meet the minimum 50mm thick asphalt base layer requirement.

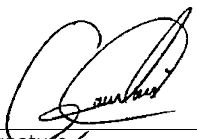
Drainage is not expected to be negatively impacted due to River Road running slope.

3. The roadside ditch alignments generally follow the road alignments. Roadside ditch depths and flow directions are in general conformance with contract drawings. Bottom of west and east ditch elevations (rear yard ditches) differ from contract drawings as existing elevations along property limits shown on drawings differ from actual existing condition; however, as directions of flow are in general conformance with contract drawings, there are no major concerns at this time. In addition to the above, bottom of ditch siltation was observed in specific locations, which is to be expected (due to rainfalls, etc.) prior to landscaping. Tatham recommends cleaning out and reshaping the ditches as necessary prior to completing the landscaping works currently scheduled for 2023. Cleaning out and reshaping portions of ditch at the current time may not be beneficial, as additional siltation will likely occur in the spring (or following snowmelt). The ditches will be stabilized upon completion of the landscaping works.
4. All culverts have been installed. An additional 450mm diameter CSP culvert, crossing the south leg of the Sapphire Drive and Winchester Drive intersection, has been installed to prevent water from ponding in the roadside ditch at the southeast corner of the intersection (as the actual existing condition in this area differs from contract drawings). The Sapphire Drive cross culvert inverts at Station 0+011 differ from the contract drawings; however, are in general conformance with the design intent and provide positive drainage. In anticipation of the landscaping works scheduled for 2023, following any necessary ditch reshaping and/or cleanout, Tatham will confirm any culvert-end extension requirements at that time (if any).
5. All intersection curb & gutters have been formed. Gutter outlets have been placed at gutter low points. Additional asphalt has been placed along the curbs, up to edge of gutter, to prevent potential damage from snowplough, etc.
6. Width of asphalt roadway is 7.0m wide, in accordance with contract drawings.
7. Width of left gravel shoulder on Winchester Drive, south of Sapphire Drive, is wider than necessary (ex.: 2.4m wide at Station 1+040); however, it does not negatively impact the functionality of the road or ditch. Overall, the gravel shoulders are approximately 1.5m wide and in general conformance with the contract drawings. Shouldering has been completed up to top of base course asphalt layer. Shouldering will be completed up to top of surface asphalt layer when top lift is laid in 2023.
8. The SWM facility has experienced some siltation and erosion in specific areas, which is to be expected prior to landscaping. Tatham recommends reshaping the SWM facility as necessary prior to completing the landscaping works currently scheduled for 2023. The SWM facility will be stabilized upon completion of the landscaping works.

9. The SWM facility outlet structure was manufactured and installed in general conformance with the contract drawings. Iron Fort notified Tatham prior to the site visit that stormwater entering the SWM facility was backing up into the upstream ditches. This was caused due to errors in the contract drawings. As such, adjustments to the SWM facility's outlet structure will be necessary. In an effort to ensure the outlet structure functions as intended in SAI Engineering's Stormwater Management Report, Tatham has discussed a potential solution with Iron Fort which consists of coring a 300mm diameter hole in the front (southeast side) of the concrete structure with the invert at the permanent pool elevation of 50.25, relocating the inlet control device (currently located within the structure over the inlet of the 300mm diameter outlet pipe) over the 300mm diameter opening at the front of the structure also with the invert at the permanent pool elevation of 50.25, and installing a galvanized steel plate over the bottom end of the structure's grate cover (which will act as a weir) with the top end of the plate at the 100yr ponding elevation of 51.27. A grate is also recommended to be mounted over the ICD at the front of the structure. It is our understanding Iron Fort will provide relevant details pertaining to the above-mentioned items and installation methods for commenting and our/the Township's records.
10. For safety reasons, a temporary road barrier with dead-end sign was installed at the end of the dirt pathway, just outside the northeast corner of site.
11. Hydro poles have been installed. Hydro pole shown on contact drawings between Lot 16 and 17 has been installed between Lot 17 and 18 per hydro contractor recommendations.
12. The above reflects work completed up until November 4, 2022.

Approval

Guillaume Courtois
Signing Authority


Signature

November 4, 2022
Date

Photograph 1: Winchester Drive, Looking East



Photograph 2: Winchester Drive, Looking West



Photograph 3: Winchester Drive Ditch, Left Side, Looking West



Photograph 4: Sapphire Drive, Looking South



Photograph 5: Sapphire Drive, Looking North



Photograph 6: Rive Road, Looking West



Photograph 7: River Road North Ditch, Looking West



Photograph 8: River Road, Looking Northwest



Photograph 9: West Ditch, Looking South



Photograph 10: East Ditch, Looking North (at High Point)



Photograph 11: Berm between East End of River Road and East Ditch (Separating Drainage Areas)



Photograph 12: East Ditch Outlet



Photograph 13: Ditch South of SWM Facility



Photograph 14: SWM Facility, Forebay



Photograph 15: SWM Facility, Wet Cell



Photograph 16: SWM Facility Outlet Structure ICD (to be relocated)



Photograph 17: SWM Facility Overflow Channel



Photograph 18: Dead End Sign at End of Path Near Northeast Corner of Property



SCHEDULE "D" OF SUBDIVISION AGREEMENT

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement

ESTIMATED COST OF THE WORKS

Scope of Works Completed	Portion of Security Released
Roads	
• Initial acceptance by the Township upon completion of base course asphalt	65%
• Secondary acceptance by the Township upon completion of top course asphalt	20%
• Completion of maintenance and warranty obligations	15%

Roads	Costs \$
<ul style="list-style-type: none">• To excavate and remove all chunks of asphalt from existing Sapphire Drive as per St. Lawrence Testing report• To excavate for subgrade and ditching for Winchester, River drive and Sapphire Drive• To supply and place 300mm of granular B and 150mm of granular A• To fine grade and compact all crushed stone ready for paving• To form pour and strip 54m of mountable curbs• To pave roads with 50mm HI8 and 40mm HI3 7m width including 2 turning basins• To supply and install 15m of 450mm Csp• To supply and install 15m of 600mm Csp• To supply and install 18m of 750mm Csp	

Sub-Total **\$285,000.00**

Scope of Works Completed	Portion of Security Released
Other Works- Site Works	
• Preliminary acceptance by the Township	85%
• Completion of maintenance and warranty obligations	15%

Site Works	Costs \$
<ul style="list-style-type: none">• To construct all drainage swales and ditches as per drawings• To topsoil all swales and ditches as per drawings	

Sub- Total **\$45,000.00**

Total **\$330,000.00**

In accordance with Clause 14 and 15 of the Agreement, the Letter of Credit or Surety bond for 50% of the value of the estimated cost of the works shall be deposited with the Township in the form specified in Schedules “K” or “L” hereto on or before the execution of

STAFF REPORT

S.R. No. 181-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Lumley Vacant Land Condominium Draft Plan Approval

BACKGROUND:

1. On March 7, 2022, the Township of South Glengarry received a Draft Plan of Vacant Land Condominium Application from the United Counties of SDG for the property legally described as Part of Lots K and L, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, on the south side of County Road 2, Lancaster and on the west side of the Raisin River. Also known as 20310 County Road 2.

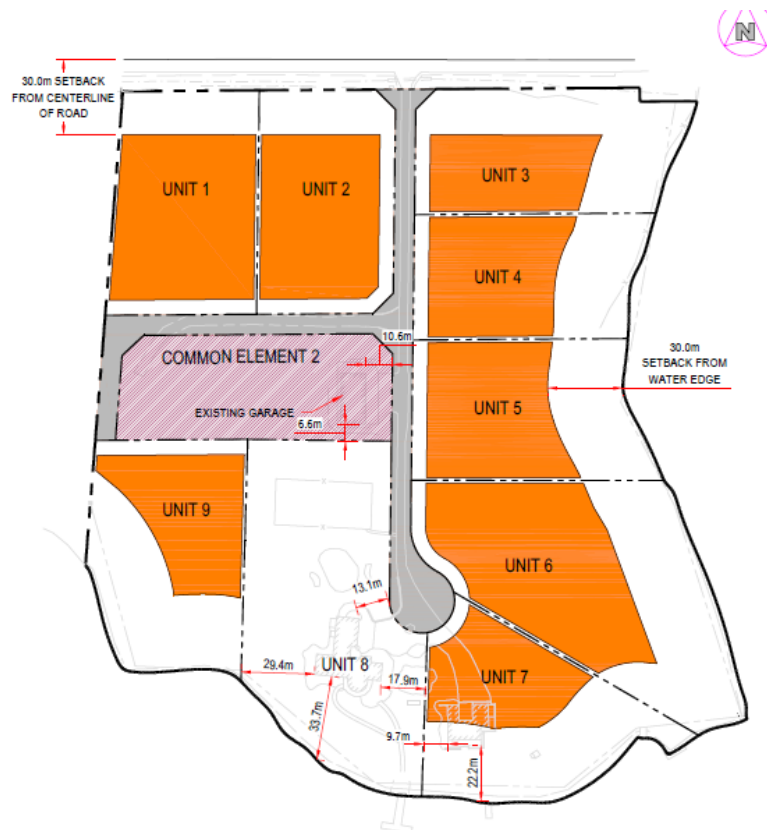


2. The purpose of this draft plan of vacant land condominium application is to create 9 residential units, 7 of which will become building lots. These lots will be accessed directly off internal private roads from County Road 2. There will also be a common element, the common element will contain internal roadways and an open space for recreation purposes which includes an existing detached residential garage.

The common elements will be managed and maintained by a condominium association.

3. On June 21, 2022, the draft plan of vacant land condominium submission and an application to rezone the subject property was deemed complete and circulated accordingly.

Site Plan



4. The subject property is located on the south side of County Road 2, west of the Raisin River and is addressed as 20310 County Road 2. The subject property currently accommodates 2 existing dwelling units that are privately serviced and an accessory residential garage. The property is approximately 14.8 acres (6 hectares) in size. The surrounding lands are characterized as residential with large single detached dwellings with the Raisin River abutting the east side of the subject property and the St. Lawrence River located on the southern boundary of the subject property.

ANALYSIS:

5. Section 2 of the Planning Act outlines those land use matters that are of provincial interest to which all planning decisions shall have regard. The provincial interests that apply to this site are; the orderly development of safe and healthy communities, the adequate provision of a full range of housing, including affordable housing and the appropriate location of growth and development. In addition, the Planning Act requires that all planning decisions be consistent with the Provincial Policy Statement (PPS), a document that provides further policies on matters of provincial interest related to land use development. The PPS policies that apply to this proposed draft plan of vacant land condominium are as follows:
 - a. 1.0 Building Strong Communities, 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, and;
 - b. 3.0 Protecting Public Health and Safety 3.1 Natural Hazards.
6. The United Counties of SDG Official Plan provides local policy direction for growth and development. The following sections of the Official Plan were reviewed and considered, and the proposed development conforms to the Official Plan:
 - Section 3- Community Growth and Settlement
 - 3.1 Objectives
 - 3.3 Rural Lands
 - 3.5 Permitted Uses Table
 - 3.5.1.1 Adequate Lot Sizes
 - 3.5.1.3 Frontage and Access
 - Section 4- Public Services and Infrastructure
 - 4.3.2.5 Parks and Recreation
 - 4.3.3.1 Servicing Hierarchy
 - 4.3.4 Stormwater Management
7. The subject property is currently zoned Residential One and Floodplain- Holding. A Zoning Amendment was applied for and processed concurrently with this draft plan of vacant land condominium application. The purpose of the zoning amendment is to rezone the proposed common element 2 from Residential One (R1) to Open Space -Exception Four (OS-4) and to recognize the existing detached residential garage. Also, to rezone the proposed vacant land condominium Unit 9 from Residential One (R1) and Floodplain-Holding (FP-H) to Residential One- Exception Sixteen (R1-16) and Floodplain-Holding to reduce the minimum lot frontage from 40 meters to 8 meters.

8. The proposed draft plan of vacant land condominium and notice of a public meeting was circulated to the neighbouring property owners within 120 metres of the proposed site, including all applicable agencies as required by the Ontario Planning Act. The notice of public meeting was also advertised in the Cornwall Standard Freeholder, the Glengarry News and on the Township's website. A public meeting was held on July 18, 2022, for both the draft plan of vacant land condominium and the proposed zoning by-law amendment. During the meeting, the Engineering Consultants for the developer presented the proposed development. One member of the public participated in the public meeting. They requested to be provided a copy of the water quality report (hydrogeological report) and peer review study. Several members of the public requested to be notified of the decision of the proposed vacant land condominium and the zoning by-law amendment.
9. The proposed draft plan conditions representing the requirements of the Township of South Glengarry can be found attached to this report.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 181-2022 be received and that the Council of the Township of South Glengarry recommends to the United Counties of Stormont, Dundas and Glengarry Director of Planning Services to issue draft plan approval of the Lumley Vacant Land Condominium subject to the conditions as requested by the Township, for the property legally described as Part of Lots K and L, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, known as 20310 County Road 2, Lancaster. The proposed draft plan conditions representing the requirements of the Township of South Glengarry can be found attached to this report. The Council of the Township of South Glengarry carefully considered the comments from the public however these comments did not negatively impact the decision of the Council to recommend approval.

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

**TOWNSHIP OF SOUTH GLENGARRY
PROPOSED DRAFT PLAN CONDITIONS
LUMLEY VACANT LAND CONDOMINIUM
(01-SG-C-2021)**

1. That this approval applies to the Draft Plan of Condominium, prepared by EVB Engineering and K. L. Stidwill, Ontario Land Surveyor, dated February 21, 2022, which shows the following:
 - a. 9 residential lots (lots 1 to 9):
 - b. Common Elements consisting of 2 private roads and a recreational area.
2. Prior to the issuance of a Commence Work Notification, the Owner shall obtain such permits as may be required from Municipal authorities and shall file copies thereof with the General Manager - Planning, Building & Enforcement and General Manager – Infrastructure Services.
3. The Owner, or his agents, shall not commence or permit the commencement of any site related works until such time as a preconstruction meeting has been held with Infrastructure Department staff and until the Municipality issues a Commence Work Notification.
4. That the Owner enters into a condominium agreement with the Township of South Glengarry that is consistent with the Township's approved Subdivision Design Guidelines and said agreement shall be registered against the land to which it applies once the plan of vacant land condominium has been registered.
5. That the roads shall be named to the satisfaction of the municipality for emergency purposes.
6. That the Owner agrees in writing to satisfy all standard requirements, financial and otherwise, of the Township of South Glengarry concerning the provision of roads, installation of services, storm water and drainage. All standard requirements must be consistent with the Township's approved Subdivision Design Guidelines.
7. That the Owner convey up to 5% of payment in lieu of the value of the land for parkland purposes as per Section 51.1, Subsection 1 and 3 of the Ontario Planning Act.
8. That the Condominium Agreement between the Owner and the municipality indicates that such easements as may be required for utility or drainage purposes shall be

granted to the appropriate authority and must be a minimum of one meter in width for utilities and a minimum of 3 meters in width for drainage purposes.

9. That the Condominium Agreement between the Owner and the municipality contain phasing arrangements to the satisfaction of the municipality if required.
10. That prior to final approval, the approval authority be advised that this proposed plan of vacant land condominium conforms to the zoning by-law in effect.
11. The owner agrees to prepare and submit a Storm Water Management Plan and describe how it is to be implemented in accordance with the current Stormwater Management Best Management Practices to the satisfaction of the Township of South Glengarry and Raisin Region Conservation Authority. The plan should address both water quality and quantity concerns and any impact to the receiving watercourse. The plan should consider proposed on-lot controls to reduce the rate of runoff and minimize contaminant transportation. Models, assumptions and calculations of pre and post development runoff are to be included with this submission. Total suspended solids (TSS) should meet normal protection measures at a minimum of 80% removal.
12. The owner agrees to prepare and submit a Lot Grading and Drainage Plan (incl. Erosion and Sediment Control Measures) and indicate how it is to be implemented to the satisfaction of the Township of South Glengarry.
13. The Owner shall submit a Geotechnical Study, certified by a Professional Engineer, to the satisfaction of the Municipality. The recommendations of the Geotechnical Study shall be incorporated into the Condominium Agreement and the Subdivision Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Municipality.
14. That all private roads must have a minimum roadway width of 4.0 meters to meet the Transportation Association of Canada's cross-section requirements for One-Lane Two-Way Special Roads (TAC Geometric Design Guide for Canadian Roads, Chapter 11 Special Roads). Furthermore, all private road designs (existing and proposed) must meet or exceed the Township's current Municipal Standards.
15. The Owner shall complete a 6 hour pump test on a new well as per the amended Servicing, Terrain Evaluation and Hydrogeological Study, Dated August 25, 2022, prepared by EVB Engineering, and as per the Peer Review comments prepared by South Nation Conservation to ensure conformity with the Ontario D-5-5 Private Wells: Water Supply Assessment Guideline.

16. The Owner agrees to reimburse the Municipality for the cost of any Peer Reviews of the Studies or Reports submitted in support of the proposed Plan of Subdivision.
17. That prior to Final Approval, all recommendations of the Servicing, Terrain Evaluation and Hydrogeological Study, Dated February 16, 2022, prepared by EVB Engineering, shall be incorporated into the Condominium Agreement and the Condominium Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Municipality.
18. The Owner shall submit to the Municipality's approval a detailed breakdown of construction costs for the works associated with the development of this plan, including any cash surcharges or special levies. The construction cost estimate shall be prepared and stamped by a professional engineer. The cost estimate shall be submitted for incorporation into Condominium Agreement.
19. The Owner shall satisfy all technical, financial and other requirements of all Utilities (i.e. Hydro, Bell, Cable, Natural Gas, etc.).

Note: The Township of South Glengarry advises the Owner that no construction of any infrastructure, including but not limited to, roads, grading, drainage, ditches, utilities etc. shall commence prior to the registration of the plan of vacant land condominium, or any phase of the plan of condominium.



STAFF REPORT

S.R. No. 186-2022

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Donation Request – Lancaster Santa Claus Parade

BACKGROUND:

1. The Township has received a request appended to this report from the Lancaster Firefighters' Association for financial support up to \$1,500 for costs associated with holding the Lancaster Santa Claus Parade.

ANALYSIS:

2. Historically, Council has provided financial support to the groups organizing community Santa Claus parades when asked. In 2022, \$1,000 has been allocated for the Williamstown Santa Claus Parade.
3. On July 4, 2022, the Finance department reported that the remainder of the 2022 Grants and Donations budget of \$60,000 would be allocated in its entirety with a donation made to the St. Lawrence Valley Agricultural Society.
4. However, a \$5,000 amount allocated for the Glengarry Hospital Physician Recruitment Initiative has not been requested to date, leaving sufficient room in the 2022 budgeted amount to support this donation request up to the requested amount.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 186-2022 be received and that the Council provide a donation of _____ to the Lancaster Firefighter's Association for the 2022 Lancaster Santa Claus Parade.

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

Lancaster Santa Claus Parade Committee

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

RE: Lancaster Santa Claus Parade

Dear Council of the Township of South Glengarry,

I am writing this on behalf of the Lancaster Firefighters Association to request funds for Lancaster's annual Santa Claus Parade scheduled for December 3rd, 2022. As you are aware, Lancaster is the location of a Santa Claus Parade for as long as we all can remember. This parade has been hosted by other organisations in the community, however, this year the Lancaster Firefighters' Association are assisting in organising the parade.

For many years, the Council of the Township of South Glengarry has provided the organisers of the event the necessary funds to host the parade in the village. This year's funds required to be able to entertain such a wonderful event, would be upwards of \$1500.00. This total would cover all required costs to obtain insurance, plaques, newspaper advertising, candy, and all other necessities.

If you have any questions or need further information, please do not hesitate to contact me at [REDACTED]
[REDACTED] On behalf of all the Association members from Lancaster and every member of the community, thank you for your consideration.

Sincerely,

Daniel Cholette
Lancaster Firefighters' Association

STAFF REPORT

S.R. No. 182-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Lachance-MacKey Zoning By-law Amendment

BACKGROUND:

Site Location:

1. Part of Lots 8 and 9, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6258 151st Ave.



Owner/Applicant:

2. Kirby Lachance & Janet Mackey

Description of Site and Surroundings:

3. The subject property is located south of Old Highway 2 on the south-west corner of two private roads known as Marleau Drive and 151st Avenue. It is approximately 0.36 acres in size. It contained a single detached dwelling that has recently been demolished which was privately serviced. The property now contains an existing detached residential garage. The surrounding lands are characterized as residential containing single family dwellings.

Summary of Requested Zoning Proposal:

4. On October 14, 2022, the Township accepted the zoning amendment application; said application was deemed complete on the same day. The purpose of this Amendment is to rezone the subject property from Limited Services Residential (LSR) to Limited Services Residential Special Exception- Ten (LSR-10) to permit an existing residential garage to be the main permitted use on the subject property.

ANALYSIS:

Planning Rationale

Planning Policy Framework:

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

Provincial Policy Statement

6. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed zoning amendment are as follows:
 - a. 1.0 Building Strong Communities, 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns.
7. Section 1.1.1. of the PPS states that "*Healthy, liveable and safe communities are sustained by:*
 - b) *accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit*

housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs”;

This proposed amendment is consistent with this section of the PPS as the proposed site specific zoning amendment is not eliminating the ability to construct a single detached dwelling, if approved, it will allow the existing detached residential garage to remain as the main use and will still permit a single detached dwelling to be constructed in the future subject to the ability of being able to service the dwelling with an approved septic system while meeting all applicable zoning standards that will still apply.

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

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

This proposed amendment is consistent with this section of the PPS as this amendment will permit a single detached dwelling to be constructed in the future subject to the ability of being able to service the dwelling with an approved septic system while meeting all applicable zoning standards that will still apply.

Official Plan Designation

8. The subject property is designated Rural District in the United Counties of SDG Official Plan. Table 3.5 of the Official Plan identifies the permitted uses in different designations. The Rural District permits low density housing which would also include accessory uses such as residential garages. This proposed amendment conforms to the Official Plan as this amendment will permit a single detached dwelling to be constructed in the future subject to the ability of being able to service the dwelling with an approved septic system while meeting all applicable zoning standards that will still apply.

Zoning By-law:

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

Public Consultation:

11. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on November 7, 2022. There was one member of the public in attendance at the public meeting as well as the property owners/applicants and no written comments were received from the public. The Member of the public present, spoke at the public meeting, inquiries were made as to how the property could be serviced and if the existing septic system could be used. There were no negative comments or objections filed regarding this proposed amendment.
12. The proposed Amendment was also circulated to the Raisin Region Conservation Authority (RRCA). The RRCA has no objections to the proposed zoning by-law amendment. The RRCA provided the following comments:
13. "No objections from the RRCA. The property is adjacent to a floodplain but is not likely to be impacted. The existing structure is located outside of the hazard."
14. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 38.
15. If approved, the subject property will be rezoned from Limited Services Residential (LSR) to Limited Services Residential Special Exception- Ten (LSR-10) to permit an existing residential garage to be the main permitted use on the subject property
16. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties of SDG Official Plan.
17. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
18. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 182-2022 be received and that By-law 77-2022, 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 the Part of Lots 8 and 9, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6258 151st Ave., PIN 671370380, from Limited Services Residential (LSR) to Limited Services Residential Special Exception-Ten (LSR-10) to permit an existing residential garage to be the main permitted use on the subject property, be read a first, second and third time, passed, signed and sealed in open Council this 21st day of November 2022. The Council of the Township of South Glengarry confirms that were no comments received from the public that resulted in the need to deny this application therefore there was no effect on the decision.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 77-2022
FOR THE YEAR 2022**

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

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

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

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

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

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

1. **THAT** the area affected by this by-law is legally described as Part of Lots 8 and 9, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6258 151st Avenue (PIN # 671370308) as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** the property located at Part of Lots 8 and 9, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6258 151st Avenue (PIN # 671370308) be rezoned from Limited Services Residential (LSR) to Limited Services Residential Special Exception- Ten (LSR-10) to permit an existing residential garage to be the main permitted use on the subject property.
3. **THAT** all other applicable provisions of By-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

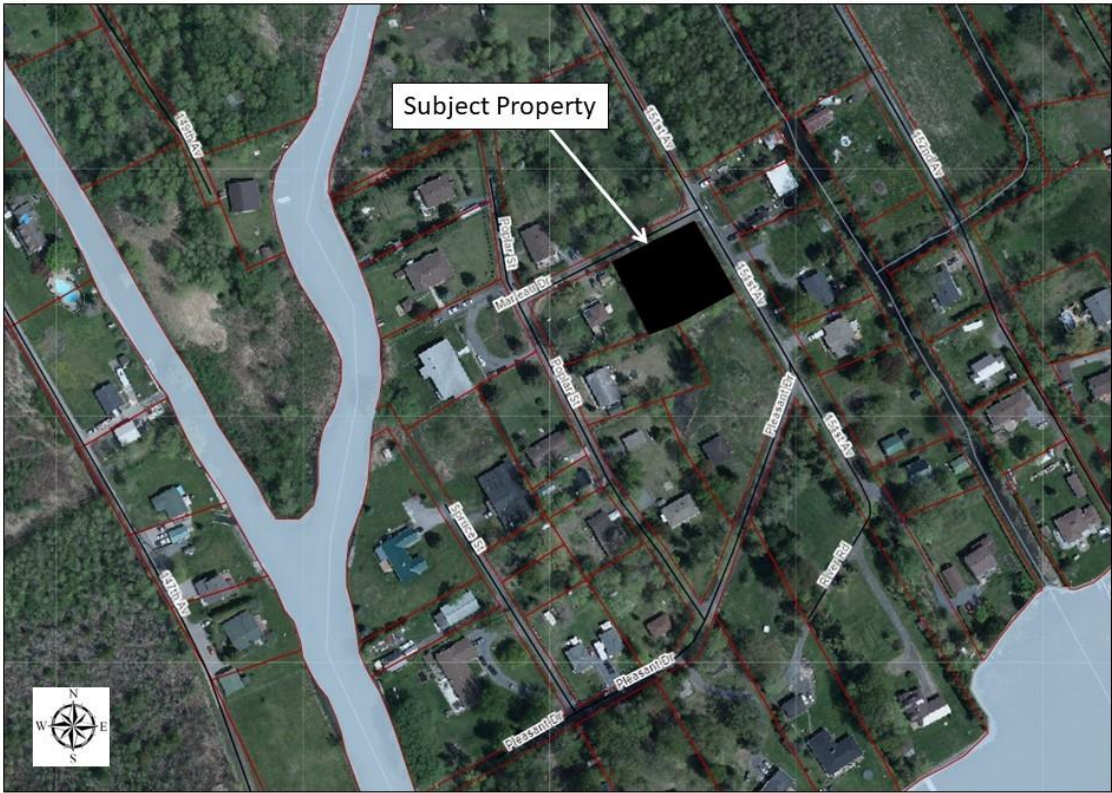
***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 21ST DAY OF NOVEMBER 2022.***

MAYOR: _____ ***CLERK:*** _____

BY-LAW 77-2022
EXPLANATORY NOTE

The purpose of this Amendment is to rezone the subject property from Limited Services Residential (LSR) to Limited Services Residential Special Exception- Ten (LSR-10) to permit an existing residential garage to be the main permitted use on the subject property. All other applicable provisions of By-law 38-09, as amended, shall continue to apply.

Schedule “A”



Lands to be zoned to Limited
Services Residential -
Exception Ten (LSR-10)

**This is Schedule “A” to By-law 77-2022
Adopted this 21st day of November 2022**

**Township of
South Glengarry**

Mayor

Clerk

STAFF REPORT

S.R. No. 183-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: MacLean Zoning By-law Amendment

BACKGROUND:

Site Location:

1. East Part Lot 19, Concession 1 Front, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry, located at 18883 County Road 2.



Owner/Applicant:

2. Walter MacLean / Diane Lunan

Description of Site and Surroundings:

3. The subject property is located on the north side of County Road 2 approximately 200 meters east of Orchard Road. It is approximately 5 acres in size and has frontage along County Road 2. The property is currently developed containing 3 single detached dwellings that are all privately serviced. There are also existing accessory residential structures. The surrounding lands are characterized as agricultural to the north, east and west containing cash crops and an orchard, and residential to the south, east, and west containing single detached dwellings and accessory buildings.

Summary of Requested Zoning Proposal:

4. On October 18, 2022, the Township accepted the zoning amendment application; said application was deemed complete on the same day. The purpose of this Amendment is to rezone the subject property from Rural (RU) to Rural Special Exception - Nineteen (RU-19) to permit three existing single detached dwelling units and accessory residential structures to address the condition of a Consent application as per the provisional Consent given by the United Counties of SDG (Application B-88-22).

ANALYSIS:**Planning Rationale:****Planning Policy Framework**

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

Provincial Policy Statement

6. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed zoning amendment are as follows:

- 1.0 Building Strong Communities, 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns.

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

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

This proposed amendment is consistent with this section of the PPS as the subject property is proposing to accommodate a single detached dwelling containing two additional residential units

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

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

This proposed amendment is consistent with this section of the PPS as this will permit the conservation of existing rural housing stock on rural lands.

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

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

Official Plan Designation

8. The subject property is designated Rural District in the United Counties of SDG Official Plan. Table 3.5 of the Official Plan identifies the permitted uses in different designations. The Rural District permits low density housing which would include the existing additional dwelling units. This proposed amendment conforms to the Official Plan.

Zoning By-law:

9. The subject property is currently zoned Rural (RU) in the Township's Zoning By-Law 38-09.
10. The Township's Zoning By-Law 38-09 conforms to the United Counties of SDG Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

Public Consultation:

11. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on November 7th, 2022. The agent for the property owner attended the public meeting, there were no members of the public in attendance at the public meeting and no written comments were received from the public.
12. The proposed Amendment was circulated to the Raisin Region Conservation Authority (RRCA). The RRCA has no objections to the proposed zoning by-law amendment. An Ontario Regulation permit may be required for future development on the property. The RRCA provided the following comments:
13. "No objections from the RRCA. The property is adjacent to a floodplain and a Provincially Significant Wetland. The existing structures are setback outside of the flood hazard, and sufficiently far back from the wetland so as not to impact the hydrologic function. Future development on this property may require a permit from the RRCA."
14. The proposed Amendment was circulated to the United Counties of SDG. The United Counties of SDG has no objections to the proposed zoning by-law amendment. They have provided the following comments:
15. "No comment from SDG on this one, we are dealing with our concerns as part of the severance of this property"
16. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 34.
17. If approved, the subject property will be rezoned from Rural (RU) to Rural Special Exception - Nineteen (RU-19) to permit three existing single detached dwelling units and accessory residential structures and the condition of consent will be cleared.

18. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties of SDG Official Plan.

19. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.

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

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 183-2022 be received and that By-law 78-2022, being 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 East Part Lot 19, Concession 1 Front, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry, located at 18883 County Road 2 from Rural (RU) to Rural Special Exception - Nineteen (RU-19) to permit three existing single detached dwelling units and accessory residential structures, be read a first, second and third time, passed, signed and sealed in open Council this 21st day of November 2022. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 78-2022
FOR THE YEAR 2022**

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

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

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

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

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

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

1. **THAT** the area affected by this by-law is legally described as East Part Lot 19, Concession 1 Front, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry, located at 18883 County Road 2 as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** the property located at East Part Lot 19, Concession 1 Front, in the geographic Township of Charlottenburgh now in the Township of South Glengarry, County of Glengarry, located at 18883 County Road 2 be rezoned from Rural (RU) to Rural Special Exception - Nineteen (RU-19) to permit three existing single detached dwelling units and accessory residential structures.
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 21ST DAY OF NOVEMBER, 2022.***

MAYOR:

CLERK:

BY-LAW 78-2022
EXPLANATORY NOTE

The purpose of this Amendment is to rezone the subject property from Rural (RU) to Rural Special Exception - Nineteen (RU-19) to permit three existing single detached dwelling units and accessory residential structures. All other applicable provisions of by-law 38-09, as amended, shall continue to apply.

Schedule “A”



Lands to be zoned to Rural
Special Exception - Nineteen
(RU-19).

**This is Schedule “A” to By-law 78-2022
Adopted this 21st day of November 2022**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R. No. 184-2022

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement
Max Irwin, Planning Technician

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: Site Plan Approval Designation and Delegation of
Authority By-law

BACKGROUND:

1. Ontario's Housing Supply Action Plan was released in May 2019 with the primary goals to:
 - Cut red tape to make it easier to build the right type of housing in the right places
 - Make housing more affordable
 - Help taxpayers keep more of their hard-earned dollars
2. To address some of the province's concerns, Bill 109, the More Homes for Everyone Act, was introduced on March 30th, 2022, which received Royal Assent and came into effect on April 14th 2022.
3. Bill 109 introduced changes to the Planning Act, City of Toronto Act and the Development Charges Act to speed up certain planning approval processes, provide the Minister of Municipal Affairs and Housing new tools to address dispute resolution, and to reduce the risk associated with development costs by changing relevant charges and refunds.
4. To address the province's interest in speeding up approval processes the Ministry has made the following changes for any site plan control application received after July 1st, 2022:
 - Site plan control applications will need to be deemed complete or incomplete within 30 days of receipt of the application and payment.
 - Once a complete application is accepted a decision needs to be made within 60 days from receipt of the completed application.

- Site plan control decisions will be required to be made by staff (Council's authority to approve site plans and to enter into site plan control agreements has been removed).
5. The Minister of Municipal Affairs and Housing has been given discretionary authority to suspend the 120-day time period for the Minister to make a decision on official plans and amendments, discretionary authority to refer all or part(s) of an official plan matter to the Ontario Land Tribunal (OLT) for a recommendation, and forward all of an official plan matter to the OLT to make a decision.
 6. To reduce the risk of development costs to developers, municipalities are required to gradually refund application fees for zoning by-law amendment applications if legislated timelines to make a decision are not met for any application received on or after January 1st, 2023.
 - 50% refund if no decision is made within 90 days
 - 75% refund if no decision is made within 150 days
 - 100% refund if no decision is made within 210 days
 - +30 days to each timeline if the application is concurrent with an Official Plan Amendment
 7. Municipalities will also be required to issue gradual refunds of application fees for Site Plan Control if approval is not made within the legislated timelines for any application received on or after January 1st, 2023.
 - 50% refund if no decision is made within 60 days
 - 75% refund if no decision is made within 90 days
 - 100% refund if no decision is made within 120 days
 8. Bill 109 establishes a one-time discretionary authority to allow municipalities to reinstate draft plans of subdivision that have lapsed within the past five years without the need for a new application where no agreements of purchase and sale have been entered into before the lapsing to the draft plan of subdivision.
 9. To increase transparency in development the Minister of Municipal Affairs and Housing has been given authority to request public reporting by planning authorities on development applications and approvals and may set a standard for the format of any required reporting.

ANALYSIS:

10. In response to Bill 109, the Township needs to adjust its procedures for the planning approvals described above.

11. Staff has taken this opportunity to reflect further on other procedures that have become outdated.
12. A Delegation of Authority By-law for Land Use Planning, a by-law to appoint an authorized person for section 41 (4) of the Planning Act, and a by-law to amend the tariff of fees for the processing of applications made in respect of planning matters will be proposed to address the required changes and improve other existing procedures simultaneously. The proposed by-laws and amendment will allow for more efficient use of staff and Council's time while speeding up the approval process for several planning approval processes. The proposed changes are intended to:
- Free up Council time for more pressing matters.
 - Reduce the time staff are required to spend on detailed reports and presentations for routine approvals.
 - Provides a pathway to bring contestable proposals to Council for approval to maintain accountability to the public.
 - Expedites approvals for desirable developments tied up in antiquated procedures.
13. Despite one of the goals of Bill 109 to speed up approval processes, it will require more time and dedication of planning staff at the beginning of planning processes especially site plan control.
14. We are seeing municipalities adopting a 2-phase approach to site plan control submissions to ensure that once the final application is submitted it can be deemed complete and processed within the newly prescribed 60-day timeframe. All commenting agencies now must complete their review and provide comments in a much shorter time frame, resulting in less time for municipal planning staff to complete final reviews and to issue site plan control approval.
15. Bill 109 requires Council to appoint an officer, employee, or agent of the municipality as an authorized person for the purposes of Subsection 41(4) of the planning act.
16. To appoint the General Manager of Planning, Building & Enforcement (GM) as the Authorized person for the purpose of Subsection 41(4) of the Planning Act a by-law to appoint them is being proposed and is attached.
17. This by-law will appoint the GM as the authorized person to approve Site Plan Control applications and for the GM and Clerk to enter into site plan control agreements with the property owner on behalf of the municipality that can be registered on the title of the subject property as part of the site plan control process. The proposed by-law will

also designate the Chief Building Official/Director of Development as the alternate approval authority in the absence of the GM.

18. Currently, site plan control approvals follow a multi-step process, with the appointment of staff as the approval authority this will help speed up the end of the process that usually needs to wait for the next council meeting and will instead be able to be approved as soon as its ready and has been appropriately reviewed.

- Prior to being brought to council for approval under the previous process the application is reviewed internally and circulated to all applicable agencies such as the RRCA, SDG, MTO etc.
- The proposed Site Plan Control Delegation By-law will not interfere with the review and circulation process and will continue to meet the intent of the process. The proposed changes primarily serve to expedite the approval process and bring the Municipality into compliance with the amendment to section 41 the Planning Act imposed by Bill 109.
- When site plan control approvals require the landowner to enter into an agreement with the municipality these agreements are currently established by a by-law passed by council. The authority to approve the agreements without a by-law can be delegated through the proposed Site Plan Control Delegation By-law to staff while, in the same by-law, appointing a member of staff as the authorized person to approve Site Plans.
- Once the agreement is approved and signed by the GM, in order to fully execute the agreement the Clerk will sign the agreement to legally bind the municipality.

19. To address the legislated progressive refunds of application fees, either a new Planning Tariff of Fees By-law or an amendment to the existing Planning Tariff of Fees By-law will be brought to Council in the near future.

20. The future proposed changes to the Planning Tariff of Fees By-law will also involve a review of the current fees set out by that by-law to re-evaluate the individual fees and if they allow the Municipality to recover their operating costs.

21. Based on this review, staff will make recommendations where necessary to alter fees. A previous review of fees set out in the Planning Tariff of Fees By-law brought to Council February 1, 2021 highlighted that our fees are currently lower than other neighbouring Municipalities and warrant a full review to assess if they are still appropriate today.

22. Also, Bill 23, the More Homes Built Faster Act, 2022 is proposing further Planning Act changes to Site Plan Control. It is suspected that the Site Plan Control By-law will be required to be amended in the near future to reflect the new legislated changes once in effect.

23. The attached By-law will result in the following:

- The General Manager of Planning, Building and Enforcement (GM) will be appointed as an authorized person for the purposes of Site Plan Control approval
- The GM and the Clerk will be authorized to execute and register Site Plan Control Agreements
- In the absence of the GM, the authority will be further delegated to the Chief Building Official/Director of Development

IMPACT ON 2022 BUDGET:

24. This new by-law and process will have no impact on the 2022 budget however, in 2023, mandated progressive refunds, while we strive to avoid the need to issue them, may reduce overall planning department revenue.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

Goal 5: Improve external and internal communications

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 184-2022 be received and that By-law 79-2022, being a by-law to designate and delegate site plan control approval authority under Section 41 (4.0.1) of the Planning Act, R.S.O. 1990, C.P.13, as amended, be read a first, second and third time passed, signed and sealed in open council this 21st day of November 2022.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 79-2022
FOR THE YEAR 2022**

BEING A BY-LAW TO DESIGNATE AN OFFICER, EMPLOYEE OR AGENT OF THE MUNICIPALITY AS AN AUTHORIZED PERSON FOR THE PURPOSES OF SECTION 41(4) OF THE PLANNING ACT AND DELEGATE RELATED AUTHORITY.

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 23.1(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to delegate its powers and duties subject to certain restrictions;

AND WHEREAS Section 5 (1) of the *Planning Act*, R.S.O. 1990, C.P.13, as amended permits Council to delegate authority delegated to Council under section 4 of the *Planning Act* to a committee of council or to an appointed officer.

AND WHEREAS Section 41 (4.0.1) of the *Planning Act*, R.S.O. 1990, C.P.13, as amended requires a council that passes a by-law under subsection 41(2) of the *Planning Act*, R.S.O. 1990, C.P.13, as amended to appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection 41(4) of the *Planning Act*, R.S.O. 1990, C.P.13, as amended (The *Planning Act*)

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

1. Short Title:

That this by-law shall be known and cited as the “Site Plan Control Approval Designation and Delegation of Authority By-law”

2. Definitions:

2.1 “Council” means the Council of the Corporation of the Township of South Glengarry

2.2 “General Manager” means the General Manager of Planning, Building & Enforcement or their designate

3. Appointment of Authorized Person:

3.1 Council hereby appoints the General Manager of Planning, Building & Enforcement as the authorized person for the purposes of subsection 41(4) of the *Planning Act*, R.S.O. 1990, C.P.13, as amended.

4. Delegation of Authority:

4.2 Council hereby delegates the authority to require and approve Site Plan Agreement(s) pursuant to Section 41 of the Planning Act, R.S.O. 1990, C.P.13, as amended and to execute and cause to be registered said Site Plan Agreements(s) to the General Manager of Planning, Building & Enforcement and the Clerk.

5. Further delegation:

5.2 Except as otherwise required by law, should the General Manager of Planning, Building & Enforcement be unavailable or otherwise unable to perform their responsibilities under this By-law their authority will further be delegated to the Chief Building Official/Director of Development.

6. Resolution of Conflict

6.2 The Chief Administrative Officer is hereby authorized to resolve any conflict or ambiguity regarding the individual or individuals of the Township authorized to exercise any delegation.

This By-law shall come into full force and effect upon the date of passing by Council.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF NOVEMBER 2022.

MAYOR: _____ ***CLERK:*** _____

STAFF REPORT

S.R. No. 185-2022

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

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: November 21, 2022

SUBJECT: To Sell and Transfer Township Owned Land,
Williamstown

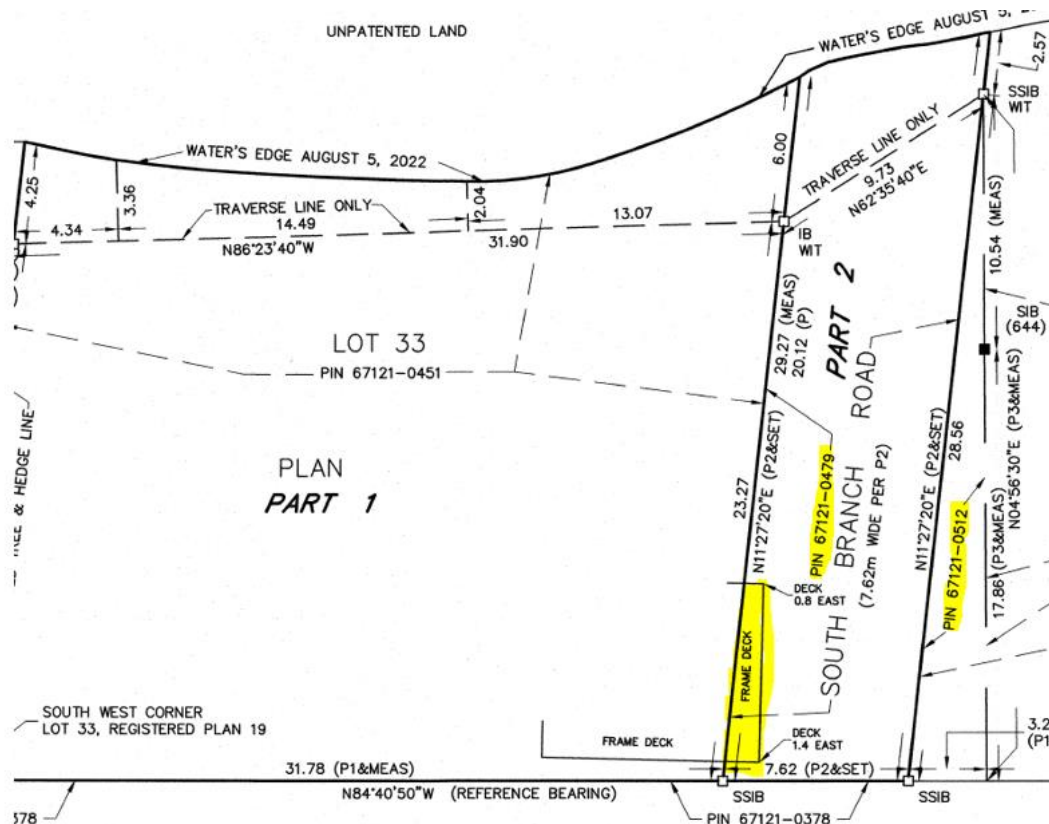
BACKGROUND:

1. In mid-September 2022, Administration and Council received a request from South Glengarry property owners, Todd and Wendy Rozon, requesting to purchase an unopened road allowance located at the intersection of County Road 19 and William Street in Williamstown just south of the Raisin River.
2. The proposed purchasers recently bought the property to the west of the unopened road allowance addressed as 19679 William Street in Lancaster. Their goal is to redevelop this property and a survey that was recently completed revealed that a portion of the existing dwelling is located on the subject unopened road allowance.



Subject Unopened Road Allowance

3. The purpose of the request is to purchase approximately 229 square meters of land that will merge with 19679 William Street. This will allow all the land located beneath the existing dwelling, including an adequate setback, to be owned by the property owner. This will also allow a building permit to be issued to reconstruct the existing dwelling. Part 2 on the image below represents the portion of the unopened road allowance and the highlighted frame deck represents the portion of the existing dwelling that is located on the unopened road allowance.



ANALYSIS:

4. By-Law 21-2021 being the Sale and Purchase of Property By-law, permits the Council of the Township of South Glengarry to sell Township owned land.
5. By-Law 21-2021 contains a section to deal with Special Classes of property. Section 7.1.1.5 of the By-law permits land to be sold to the abutting property owner without going through a public process providing that due to lot configuration, it would be good planning to merge the subject property to the abutting property. On November 15, 2022, J. Haley contacted the abutting property owner to the east,

Mr. Tom Murray to discuss the unopened road allowance and the possible sale of said land. Mr. Murray confirmed that he is not interested in acquiring additional land and has no concerns with the possible sale of the land.

6. Section 6.1.1.1 of By-Law 21-2021 requires the land to be declared surplus by Council by resolution or by-law in an open session Council meeting.
7. On October 3, 2022, Council declared the subject area of land as surplus in an open session. The subject property is required to be surveyed and appraised. The buyer had commenced these processes in advance of Council declaring the land as surplus.
8. The unopened road allowance consists of 2 parcels with 2 PIN numbers being: 671210479 and 671210512. The surveyor obtained by the buyer only surveyed the first PIN/property as well as the property to the west (see image in Part 3 above). A title search completed by the solicitor on behalf of the buyers revealed that PIN 67120512 does not have ownership assigned to it.
9. In order to address this, a vesting order is required through the Superior Court (Province) to assign ownership, once this is completed then the Township could transfer the land.
10. The proposed buyer retained the services of Tarle and McAllister Appraisers, to appraise the subject unopened road allowance. The appraised value of the subject land was \$10,000.00. Because the appraisal was not obtained by the Township, administration requested Enns MacEachern, Pace, Maloney and Associates Inc. to complete a peer review of the appraisal to ensure that it was a fair evaluation. They agreed with the appraised value of the subject land at \$10,000.00 and the cost to complete this review was \$395.50 including HST (see the attached Appraisal Reports).
11. At the November 7, 2022, Council meeting, Council agreed to sell the land at a value of \$10,000.00 plus HST, with the purchaser being responsible to cover the costs for the appraisal peer review report and the legal costs to transfer the land.
12. Council further chose to not proceed with a vesting order at this time for the property known as PIN 671210512 due to the time and costs to complete this process.
13. Not transferring this land will not impede the redevelopment of the existing dwelling once the land is sold/transferred. Council was not opposed to allowing the

purchasers to proceed with the vesting order as well as to cover all of the costs associated. Because this area of land is so small, it is deemed that there is no additional value to the property known as PIN 671210512. Should the purchaser choose to proceed with this land a subsequent staff report will be brought to Council in the future to direct Administration to transfer the land.

IMPACT ON 2022 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 185-22 be received and that By-law 80-2022, being a by-law to authorize the sale of lands in accordance with the terms of By-law 21-2021 for the land described as Lot 33 and Part of South Branch Road, north side of William Street, Registered Plan 19, Williamstown, being comprised of PIN 671210479 to Todd and Wendy Rozon for the value of \$10,000.00 plus HST and that all costs associated to the sale of the land be paid by the purchaser.

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

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 80-2022
FOR THE YEAR 2022**

BEING A BY-LAW TO AUTHORIZE THE SALE OF LANDS IN ACCORDANCE WITH THE TERMS OF BY-LAW 21-2021, BEING THE SALE AND PURCHASE OF PROPERTY BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.

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

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

AND WHEREAS the Council of the Township of South Glengarry passed a resolution declaring the subject property as surplus to the Township's needs and authorized the sale of the lands.

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

1. **THAT** the lands legally described as Lot 33 and Part of South Branch Road, north side of William Street, Registered Plan 19, Williamstown, being comprised of PIN 671210479 be sold and transferred to Todd and Wendy Rozon.
2. **THAT** the Mayor and Clerk be authorized to execute such documents as may be necessary therefore, and to attach the Corporate seal thereto.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF NOVEMBER, 2022.

MAYOR: _____ **CLERK:** _____

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 80-2022
FOR THE YEAR 2022**

BEING A BY-LAW TO AUTHORIZE THE SALE OF LANDS IN ACCORDANCE WITH THE TERMS OF BY-LAW 21-2021, BEING THE SALE AND PURCHASE OF PROPERTY BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.

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

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

AND WHEREAS the Council of the Township of South Glengarry passed a resolution declaring the subject property as surplus to the Township's needs and authorized the sale of the lands.

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

1. **THAT** the lands legally described as Lot 33 and Part of South Branch Road, north side of William Street, Registered Plan 19, Williamstown, being comprised of PIN 671210479 be sold and transferred to Todd and Wendy Rozon.
2. **THAT** the Mayor and Clerk be authorized to execute such documents as may be necessary therefore, and to attach the Corporate seal thereto.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 21ST DAY OF NOVEMBER, 2022.

MAYOR: _____ **CLERK:** _____

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 21, 2022

SUBJECT: Departmental Update – Infrastructure Services
(October 2022)

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

Administration

- Summerstown Trails Meeting (CAO, Parks, Infrastructure – October 4, 2022)
- County Council to support Regional Waste Management Presentation (October 17, 2022)
- Environment Committee Meeting (October 18, 2022)
- Drinking Water Quality Management System (DWQMS) Manager Review (October 11, 2022)
- DWQMS Top Management Review – Internal Audit (October 19, 2022)
- Consultant discussions (service reviews, five-structures, asset management)
- Interviewed Seasonal Roads Labourer / Truck Drivers
- Monthly Regional Waste Management Meeting (SDG, SG, NG)
- Budget Preparation
- Monthly Infrastructure All-Hands Meeting

Water / Wastewater Division

- Water and Sewer Routine Operations
- New Employee Training
- Water Meter Inspections Wrapping Up
- AWQI - Oct 5th (2) TC (Lancaster Drinking Water System)
- Fire Flow Testing (Lancaster)
- Fire Hydrant Repairs
- Flow Meter Verification and Calibrations (Glen Walter, Lancaster, Redwood)
- DWSP Samples
- Quarterly Samples
- Day Light Services on County Road 2
- Service Installs

- Haul Sludge
- Flush Sanitary Sewer Lancaster Main Street to Pump House (Grease)

Roads Division

- Monitor weather forecasts
- Sidewalk Tour (GM, RM, K. Leroux)
- Annual Sign Inspection
- Sign Replacement
- Culvert Replacements (Heron and MacGillivray)
- Drainage Concerns Reviewed
- Preparation to Fleet for Winter Activities
- General pothole repair
- Winter Material Stockpiled
- Routine Day Road Patrols
- Roadside Debris Collection

Fleet

- Preparation for winter
- Received new Tandem – returned for deficiency work
- Bought, Sold, Leased a Tractor for Roads Operations

Waste Management

- Seasonal Change to Beaver Brook Landfill from North Lancaster Landfill
- Landfill Shaping Review w/ WSP (October 24, 2022)
- Landfill Compaction Maintenance Duties – Beaver Brook Landfill Site
- Receipt and response to inquiries related to the current recycling / garbage contract
- Follow-up with participants in 2022 garbage bag limit exemption program

Municipal Drains

- Filion Drain – Engineer's Report Advancement (culvert schedule)
- Ongoing review and maintenance (MacDonald Technical Services Inc.)

Engineering Services

- Glen Walter EA Public Open House (October 6, 2022)
- Glen Walter Water Tower Initiation Meeting (October 27, 2022)
- Warf Inspection Review (October 20, 2022)

- Bundled Bridges – Construction ongoing (Township, Dalcon, McIntosh Perry)
- 1st Line Road Culvert – Construction ongoing (Township, Fidelity, Morrison Hershfield)
- Reviewed entrance permits
- Approved filled-in ditch applications (x5)

Active Subdivisions	Active Site Plan Control
<ul style="list-style-type: none"> • Sapphire Estates Phase 5 <ul style="list-style-type: none"> ○ Construction continues • South Beech <ul style="list-style-type: none"> ○ Submitted engineering review on submission • Place St. Laurent Phase 5 <ul style="list-style-type: none"> ○ Final acceptance through Council 	<ul style="list-style-type: none"> • LTC Facility <ul style="list-style-type: none"> ○ No activity • South Beech / CR 34 <ul style="list-style-type: none"> ○ Pre-consultation Meeting

Training

- CIP Windup Plan Amendment (S. McDonald)
- Ongoing, all staff

Health, Safety, and Environment

- Monthly inspections

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 21, 2022

SUBJECT: Departmental Update – Corporate Services
(October 2022)

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk
Crystal LeBrun, Deputy Clerk

CAO'S OFFICE

- Attended various Council and Committee meetings (Regular Council Meeting, Special Council Meeting, Airport Commission meetings)
- Met with and addressed various constituent concerns and complaints
- Attended and facilitated Management Team meetings
- Attended and facilitated Quarterly Budget Meetings
- Managed various HR matters
- Work on various legal files
- Ongoing Management of RATI Grant for Airport
- Attended Airport Tour with Loomex Group
- Participated in the Annual Emergency Planning Training and Exercise
- Ongoing Review of Asset Management Plan
- Continued work on Cornwall Electric Streetlight file (Issued RFP)
- Attended meetings with MNP regarding financial Audit
- Attended SDG CAO's Meeting
- Attended Roads Committee meetings
- Participated in Glen Walter Environmental Assessment Steering Committee
- Onboarding the position of General Manager of Finance/Treasurer
- Attended Char Lan Ice Surface Grand Opening
- Attended Split Rock Alpaca Farm Open House
- Attended Fire Department Open House
- Attended Glen Walter Regional Park Tree Planting Event
- Attended Peanut Line Site Visit
- Attended Election Results Event
- Attended Open House for MPP Nolan Quinn

CLERK'S OFFICE

- Facilitated the 2022 Municipal Elections (ongoing voter registration, Voter Help Centre, attended Nursing Homes to assist with voting).
- Council and Committee agenda/meeting preparation, facilitation, and wrap-up
- Attended management team meetings
- Prepared documentation for legal files
- Preparation of Staff Reports and by-laws
- Provided Commissioner of Oath services as needed
- Issued marriage and lottery licences
- Provided marriage solemnization services
- Continued work on Service Delivery Review Project and Reviewed Interim Report with KPMG
- Attended Fall Capital Sector Meeting- Emergency Management Ontario
- Participated in the Annual Emergency Planning Training and Exercise
- Ongoing planning for Council Orientation
- Attended SDG Clerk's Meetings
- Assisted Finance department as needed
- Ongoing Grant tracking and reporting
- Facilitated Staff Social-Wellness Committee
- Attended Char Lan Ice Surface Grand Opening
- Attended Split Rock Alpaca Farm Open House

COMMUNICATIONS

- Daily preparation of website and social media content
- Responded to general inquiries received through website and social media
- Preparation of Council Meeting Newsletters
- Preparation of Elections communications plan and advertisements
- Attended Elections Auditor Training
- Attended Health and Safety Meeting
- Managed Council meeting technology and livestream
- Launched Recycle Coach app
- Launch Fall/Winter Community Guide
- Preparing Spring/Summer Community Guide
- Attended Split Rock Alpaca Farm Open House
- Attended Fire Department Open House
- Attended Glen Walter Regional Park Tree Planting Event
- Attended Char Lan Ice Surface Grand Opening

COMMUNICATIONS STATS

- YouTube Stats:
 - +6 new subscribers (170 subscribers)
 - 838 video views
 - Most watched videos:
 - October 3, 2022 - Regular Council Meeting (158 views)
 - October 17, 2022 – Committee of Adjustments (94 views)
 - October 17, 2022- Regular Council Meeting (92 views)
- Website – Most Popular Searches:
 - Election Results (20)
 - Voting (17)
 - Pay Online (12)
 - Municipal grants and donations (7)
 - Water and wastewater (5)
- Facebook Stats – Posts with Highest Reach
 - Notice of Lancaster Ramp closure (16.7K)
 - 401 Boundary Rd East Closure (9.7K)
 - Certificate of Achievement- Gilles 3rd Barbershop (8.5K)
 - Char Lan Recreation Centre Opening (7.6K)
 - New Fire Fleet (4.4K)
- Followers: 5,046 (64 New Followers)

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 21, 2022

SUBJECT: Departmental Update – Finance (October 2022)

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

AR Activity

- Continued to complete outstanding assessment changes, tax incentive approvals and supplementary/omitted assessment bills
- Calculated and sent out November water bills, due November 15, 2022
- Final taxes due October 31, 2022

AP Activity

- Continued payment of vendors, keeping our suppliers current.
- Assisted AR with final tax due date workflow

Treasury Activities

- Worked with MNP to finalize 2021 Draft Financial Statements and prepared to close 2021
- Welcomed new Treasurer and GM of Finance, Suday Jain
- Ongoing review of properties in significant tax arrears
- Assisted general managers with financial preparation of Staff Reports
- Began comprehensive review of Township reserves and operating expenses

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 21, 2022

SUBJECT: Departmental Update – Parks, Recreation and Culture (October 2022)

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

ADMINISTRATION:

- Facility bookings and coordination
- Volunteer Wine and Cheese Event Planning
- Green and Inclusive Community Building Grant – ongoing
- Grant Funding Coordination and Reporting – ongoing
- Commonwell LEAF Grant – Application
- EAF Grant – Application
- Glen Walter Waterfront Park – facilitating signage installs
- Peanut Line signage – KM markers – research, planning and implementation
- Tree planting coordinating
- Nor'Westers Museum – Fascia and Eavestrough installs
- Budget planning 2023
- RFQ 24-2022 – Tree and Stump Removal
 - Implementation
- Tender 25-2022 - Peanut Line Bridge Repair – CR19
 - Ongoing
- External Meetings
 - Char-Lan Recreation Centre Floor and Dasher Board Project
 - EVB, Bradley Contracting, Athletica Sport Systems – 2 final walk throughs
 - Athletica Sport Systems – Gate Adjustments
 - Telk Communications – CLRC Audio System
 - User groups – coordinating storage and re-opening operations
 - Parks Canada – Cairn Future Interpretation Site
 - Fed Dev Ontario – CCRF Grant
 - ICIP Culture – Grant Reporting
 - Summerstown Trails
 - EVB – Glen Walter Regional Park – Accessible Pathway options

- EVB & Glengarry Millwrights – CR19 Peanut Line Bridge
- Junior B Rebels Rep – Audio
- Raisin Region Conservation Authority – Glen Walter Regional Park Tree Planting Site Visit
- Lancaster Outdoor Rink Volunteer – upcoming season planning/requests
- KMAC Electric – Security Camera Overview – Glen Walter Regional Park
- Morrison Hershfield – Wharf Inspections
- Ontario Trillium Foundation Webinar
- SDG Recreation Networking Meeting
- Internal Meetings
 - Departmental Team Meetings – ongoing
 - Management meetings – ongoing
 - GM of Infrastructure – Peanut Line Maintenance and Wharf Inspections
 - Building Department – CLRC Inspection

OPERATIONS

- Char-Lan Recreation Centre Ice Surface re-opening
- Lan Char Medical Centre – Adam Beehler Plumbing – Sewage Pump Issues
- Prepping sites for tree planting
- Prepping Peanut Line for signage installs
- Student training
- Addressing ongoing vandalism at parks and facilities
- Recreation facility prep, cleaning and maintenance - ongoing
- Schedules – Facility Operators and students
- Tree management – ongoing
- Ongoing maintenance requests
 - Lancaster Library
 - Lan-Char Medical Centre/Dentist
 - Main Office
- Park and Peanut Line inspections and maintenance
- Garbage pickup
- Tennis/Pickleball Court cleaning/maintenance
- Winterizing
 - Splash pad
 - Outdoor washrooms
 - Dock systems and kayak launches
 - Flower box removals
 - Picnic table and garbage can removals/relocating

HEALTH AND SAFETY

- Building and site inspections continue.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: Joanne Haley- GM, Planning, Building and Enforcement

SUBJECT: Departmental Update – Planning, Building & Enforcement (October 2022)

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

Planning

- Received, processed and reviewed consent, minor variance, site plan control and zoning amendment applications
- Prepared staff reports and information reports for Council meetings
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on subdivision files in various stages
- Participated in biweekly Management Meetings
- Conducted staff meetings
- Reviewed draft staff/info reports
- Prepared staff reports and info reports
- Conducted site visits
- Attended and organized public meetings
- Attended Council meetings

Building

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Attended various walk-in appointments with the public
- Conducted building inspections
- Completed Site Plan Control reviews
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for Tarion, MPAC, CMHC, and Statistics Canada
- Received applications for and assigned civic addresses
- Ordered and distributed civic address signs and posts
- Applied, reviewed and issued building permits via Cloud Permit
- Changed Civic Addresses to correct number sequence
- Inspected open legacy building permits as a result of work order requests

- Addressed reports and internal sightings of residents building without permits
- Prepared documentation for and attended court proceedings
- Sent dormant permit application notices via Cloudpermit

GIS & Planning

- Performed duties as Building Information Officer (BIO).
- Filed in TOMRMS zoning by-laws, site plan control, subdivision, consents.
- Prepared and mailed out minor variance and zoning amendment notices along with minutes and decisions.
- Attended Social Wellness Committee meeting.
- Prepared maps for staff as required (Building, Planning).
- Commissioned documents as required.
- GPS'd locations for half kilometer markers for Peanutline.
- Attended staff meeting.
- Mapped Peanutline locations for sign company installation.
- Attended Social-Wellness Committee.
- Attended Eastern Ontario GIS Users Group (EOGUG).
- Work on assetID, drain and culvert map for GM – Infrastructure. (ongoing)

By- Law

- Responded and investigated By-law complaints.
- Investigated Dog Attacks.
- Corresponded and assist with OPP and Ministry of the Solicitor General.
- Collected and installed Minor Variance Signs.
- Collected Civic Posts and Blades.
- Reviewed Pool Permit Applications.
- Conducted Pool Permit reviews and inspections.
- Arranged and attended meetings with the public.
- Attended and Participated in Court.
- Attended Council for Boarding Request.
- Conducted Pool Permit Inspections.
- Attended and reviewed sites that are building without permits.
- Attended Social-Wellness Committee Planning Meeting.
- Attended Department Staff Meeting.
- Approved 1 Temporary Nuisance Exemption Permits (delegated Authority from Council).

Economic Development

- Financial wind-up Awards Gala
- Organized 2022 “Shop Local for Christmas” campaign, visit retailers, and create promotional materials
- Attended local economic development officer meetings
- Created promotional material for Cornwall Living Holiday Guide & Winter Green magazine
- Attend OMAFRA Volunteer Recruitment, Development and Retention webinar and GIAG Employer Appreciate event
- Finalized South Glengarry promotional videos and Instagram ads with the vendor
- Communicated and provided support to businesses for new funding programs
- Responded to general inquiries from existing and potential Business Owners
- Responded to real estate and developer inquiries

Emergency Planning

- Monitored all EMO situation reports and updates
- Continued to update the Emergency Plan
- Extended Invites to County Emergency Planning and Exercise
- Attended County Emergency Planning and Exercise
- Commenced Provincial Annual Compliance Report

November 7, 2022

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 5:30pm on November 7, 2022 via a public meeting and zoom webinar.

Committee Members present were: Mayor Lyle Warder (Chairperson), Deputy Mayor Stephanie Jaworski, Councillor Martin Lang, Councillor Sam McDonell, Councillor Rebecca Luck, Deputy Clerk Crystal Lebrun, and Secretary-Treasurer Joanne Haley

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of November 7, 2022 is hereby called to order.

CARRIED

Meeting was called to order at 5:30pm

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

Approval of Agenda

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Agenda of the November 7, 2022 meeting be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Rebecca Luck

SECONDED BY: Sam McDonell

BE IT RESOLVED THAT the Minutes of the October 17, 2022 meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None

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

- Karen Roundpoint – 6800 Pilon Point Rd – A-23-22 – owner/applicant
- Nicole Lacas (Lacas Drafting and Design Inc.) – A-24-22 and A-27-22 – agent
- Chelby Celone and Justin Carle - A-25-22 – owner/applicant
- Rene Ravary - 6417 Purcell Rd – A-24-22 - neighbour
- Paul Blanchard – 6416 Purcell Rd – A-24-22 – neighbour
- Pavel Egorov and Olga Frolova – A-26-22 - 19337 Heron Rd – owner/applicant

Review of Application:

1. Application A-23-22-Roundpoint

- **Subject Property:**
 - Part of Lot 5, Concession 1, Front, Registered Plan 14R5120, Part 1, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6800 Pilon Point Road, Summerstown.
 - The subject property is 10.96 acres in area.
- **Proposed Minor Variance:**
 - The owner is proposing to construct an addition to the north side of the existing residential detached garage on the subject property therefore the following relief from part 3.39 (7) (c) of the Zoning By-Law 38-09 is requested:
 - To reduce the watercourse setback from 30 meters to 3.91 meters from the canal to the proposed addition to the detached garage.
- **Planning:**
 - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Rural (RU) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
 - This application was circulated to the RRCA;
 - The RRCA reviewed this application and provided the following comments:
 - The RRCA has had the opportunity to discuss this file with the Township staff. Our understanding of the work is that an existing accessory structure will be extended 2 feet towards the northwest. The RRCA is satisfied that the susceptibility to natural hazards will not be increased. Further, the control of flooding, erosion, pollution, and the conservation of land can be adequately mitigated. An RRCA permit shall be required prior to site alterations and development at this location
 - Planning and Building Departments support this application and recommend it to be approved.

Discussion:

Karen Roundpoint explained she would answer any questions and that they try to naturalize the environment as much as possible.

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.

2. Application A-24-22-Artisan Kitchen and Bath – 1566735 Ontario Inc. (Lacas Drafting and Design Inc.)

- **Subject Property:**
 - Part of Lot 10, Concession 2, I.L. in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 18255 Tyotown Road, Glen Walter.
 - The subject property is 0.4 acres in area.
- **Proposed Minor Variance:**
 - The owner is proposing to construct an addition on the west side of the existing structure on the subject property, therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 7.2 – to reduce the interior yard setback from 9 meters to 0.6 meters from the proposed addition to the west property line.
 - Part 4.1 – to reduce the required parking spaces from 15 to 4.
 - Part 4.18 – to reduce the required loading spaces from 1 to 0.
 - Part 3.23 (4)(a) – to reduce the landscaped buffer area from 3 meters to 0 meters on the west side of the proposed addition.
 - Part 3.23 (4)(a) – to eliminate the requirement of an opaque fence or decorative wall along the mutual west and north lot lines.
- **Planning:**
 - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned General Commercial (CG) and the proposed addition conforms to the general intent of the Zoning By-law.
 - If this minor variance is approved, site plan control approval will be required before a building permit can be issued.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff. To date I have received no written or verbal comments from the public.
 - Planning has concerns with the request to eliminate the requirement of a fence. Fences can benefit the abutting residential neighbours from noise, activity, views of parking, garbage containers, snow storage etc.

Discussion:

Member Stephanie Jaworski mentioned she had a few questions and asked Mrs. Joanne Haley to confirm the reason for 15 parking spaces requirement is based on square footage calculations.

Mrs. Joanne Haley confirmed the calculations are based on square footage based on the category it fits in and that this type of business does not trigger the need for a lot of day-to-day parking.

Member Stephanie Jaworski continued asking about site plan control and drainage on this property and the small distance on the west line. Her last question is about the fence and the request to have no fence requirement. She asked if it means they could never (the neighbours) request to have a fence up even if it gets busier in the future.

Mrs. Joanne Haley explained that if the Committee approves that a fence is not required, the decision stands and cannot be removed. There is a possibility of reviewing this if at some point if the structure is torn down in its entirety, and something new was proposed, this may be an option to get the fencing requirement back.

Member Martin Lang questioned why 2 feet and that the addition is looking to be larger than the existing building. He wondered why they are going so close to the edge.

Nicole Lacas explained, because of an existing basement entrance off the parking on the west side, it would take up space as the entrance would require retaining walls and would not leave a lot of space for product storage.

Member Rebecca Luck asked what the dimension of the parking spaces one, two and three were.

Nicole Lacas reviewed the submitted document and stated they are 2.7 meters by 6 meters and that they are all the same size.

Member Rebecca Luck asked about the number of staff working out of this facility.

Nicole Lacas explained that one of the two owners are usually on site while the other is out in the field and essentially they have two designers so there are normally 3 staff in the facility. The request for additional storage would be to add a designer so there would be 4 people at the facility.

Member Rebecca Luck asked where the customers park to visit the site.

Nicole Lacas explained the vehicles are usually not there during the day however there is a showroom now when customers visit, they are there no more than an hour. Therefore, the trailers go in and out during the day and leave room for the customers to visit.

Member Rebecca Luck asked about the landscape buffering on the west side and the location of the trees whether they are on the Artisan side or the adjacent property and asked if there was a survey for the property.

Nicole Lacas explained that based on the GIS and an old property survey and there is a pin at the back of the property that is located that could confirm the location of the trees however they do appear to be on the Artisan side. Due to the potential slab on grade going in, the trees would be removed as their root system may be an issue for the slab.

Member Rebecca Luck asked if the property owners to the west made any comments and are they aware the trees would be coming down.

Mrs. Joanne Haley confirmed no one had contacted her and she had not given that information out.

Nicole Lacas invited Emmanuel Lauzon (co-owner Artisan) to discuss further.

Emmanuel Lauzon explained the neighbours (Christian) have contacted them asking to cut them down as they make a mess on the neighbouring property. He confirmed the day of the meeting that they were aware of the presentation for the Committee of Adjustment and did not have any issues with it other than the trees. He mentioned they are hoping to put a cedar tree line instead.

Paul Blanchard, the neighbour at 6416 Purcell Rd, confirmed the statement from Emmanuel Lauzon from Christian that he is wanting to have the trees removed. He also asked about the grade as in the springtime his property is wet and he is concerned with any excess ground that may cause flooding onto his property. He also asked about a red garbage bin on the property in question, if they could put a fence around it for it to not be an eye sore. Paul Blanchard also asked about the sea container on the property, whether it is staying or going.

Mrs. Joanne Haley explained that the site plan control process is used on commercial properties to remedy any drainage issues and ensure any proposed changes do not negatively impact the abutting properties. It is understood that there are no changes required to the septic system however the by-law requires there are to be swales on property lines to be sure the properties are properly drained. In regard to garbage disposal, it is something that can be addressed in site plan control as well. The sea container is not permitted to be there however with the addition it is hoped the container gets removed.

Rene Ravary asked about the entrance on the east and access to transport trucks. It has been an issue in the past that the entire road is blocked and ruts are left on his property.

Paul Blanchard talked about the drain behind the store that drains up hill. Something had been done with it in the past however it still does not work.

Member Stephanie Jaworski asked Paul Blanchard to confirm his concern about the fence with the garbage container and not with the entire property.

Paul Blanchard replied by saying he has a hedge growing and that will grow to cover his view. His only concern is if the property is raised and it causes flooding, however he understands swales may be created to help with any water issues in a different process.

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.

3. Application A-25-22 – Celone (Carle)

- **Subject Property:**
 - Part of Lot 13, Plan 14M-13, in the in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6836 James Crescent, Summerstown, for the following reasons.
 - The subject property is 0.73 acres in area.
- **Proposed Minor Variance:**
 - The owner is proposing to construct a residential detached garage on the subject property therefore the following relief from Zoning By-Law 38-09 is requested:
 - Part 3.1 (4) – to increase the maximum height of the residential garage from 4.5 meters to 5.3 meters (14.76 ft to 17.39 ft).
- **Planning:**
 - The property is designated Rural Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Residential One (R1) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff.
 - I have received one email inquiring about the process to file comments and one written comment (email) on November 5th, 2022 opposing the requested variance.
 - Good morning Joanne,

My name is Chelsie LeBlanc and my husband Kelly and I own Lot 22 (6837) James Crescent.

I am emailing you regarding the application for minor variance that was submitted by Chelby Celone at 6836 James Crescent, to increase the maximum height of the residential garage.

My husband and I are against this request as it appears the garage would be in direct view from our home, which we plan to build in the Spring of 2023.

Furthermore, we feel a garage of this size, situated in the centre of the neighbourhood could be a bit of an eyesore. It would be different if it were situated on the outskirts of the subdivision and tucked away on the property, but that is not the case.

Thank you for your time and consideration. Please feel free to contact me if you require any further information.

Chelsie & Kelly

Discussion:

Member Martin Lang asked what the difference was from the permitted to the proposed.

Mrs. Joanne Haley confirmed that is it a little less than 3 feet from 14.76 meters to 17.39 meters.

Member Martin Lang mentioned that the houses in that area are all lower than the proposed garage.

Member Stephanie Jaworski asked Mrs. Joanne Haley what the reason is behind the 4.5 meter maximum height in the by-law.

Mrs. Joanne Haley explained that 4.5 meters is the standard height in many residential by-laws to ensure that you are not building garages much higher than a single family dwelling.

Member Rebecca Luck wanted to confirm that from the drawings, it is 5.3 meters to the peak and not the mid point of the roof.

Mrs. Joanne Haley confirmed that the 5.3 meters is to the mid point of the roof because the by-law reads that the maximum height is 4.5 meters to the mid point of the roof therefore, they are looking for relief from 4.5 meters to 5.3 meters. Typically there could be another 2 to 3 feet beyond the mid point.

Justin Carle explained that the height of the existing attached garage is 22 feet to the peak. The height of the house is 24 feet and the reason to have the proposed garage that height is to match the current attached garage height.

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.

4. Application A-26-22 -Frolova

- **Subject Property:**
 - Part of Lot 9, Concession 1, SSR in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 19337 Heron Road, Williamstown.
 - The subject property is 1.21 acres in area.
- **Proposed Minor Variance:**
 - The owner is proposing to demolish the existing single detached dwelling and to construct a new single detached dwelling in a different location on the subject property therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 10.2 – to reduce the front yard setback from 15 meters to 10.74 meters to the proposed single detached dwelling.
 - Part 3.39 (7) (c) – to reduce the Watercourse setback from 30 meters to 9.42 meters from the top of bank of the Raisin River to the proposed single detached dwelling.
- **Planning:**
 - The property is designated Agricultural Resource Lands in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Agricultural (AG) and Natural Hazard (HZ) conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
 - This application was circulated to the RRCA.
 - The RRCA reviewed this application and provided the following comments:
 - The RRCA has had the opportunity to discuss this file with the family on several occasions through pre-consultation meetings. At this location, the water's edge is approximately 20 meters from the proposed building, despite the top of bank being 9.42 meters; the proposed building is also approximately 15 meters away from the 1:100-year flood line. The RRCA has reviewed the proposed work and is satisfied that the susceptibility to natural hazards (particularly flooding and slope stability) is not increased. Further, the control of flooding, erosion, pollution, and the conservation of land can be adequately mitigated. An RRCA permit shall be required prior to site alterations and development at this location.
 - Planning and Building Departments have no concerns with the requested variance.
 - The proposed dwelling will be located further from the top of bank than the existing dwelling.

- The proposed dwelling is approximately 15 meters setback from the flood line.
- A slope stability study was completed, reviewed and supported by the RRCA.

Discussion:

None

MOVED BY: Stephanie Jaworski

SECONDED BY: Sam McDonell

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

5. Application A-27-22 -Cardinal Andelovic (Lacas Drafting and Design Inc.)

- **Subject Property:**
 - Part of Lot 28, Concession 7, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 18951 Neville Road, Williamstown.
 - The subject property is 7.28 acres in area.
- **Proposed Minor Variance:**
 - The owner is proposing to construct an attached garage on the east side of the existing single detached dwelling on the subject property therefore the following relief from part 10.2 of the Zoning By-Law 38-09 is requested:
 - To reduce the interior side yard setback from 5 meters to 3.5 meters to the proposed attached garage.
- **Planning:**
 - The property is designated Rural District and Wetlands in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Rural (RU) and Provincially Significant Wetland (EP-PSW) conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - The property is zoned Rural (RU) and Provincially Significant Wetland (EP-PSW) conforms to the general intent of the Zoning By-law.
 - Planning and Building Departments support this application and recommend it to be approved.

Discussion:

Nicole Lacas explained that the proposed addition would be in the cleared area at the end of the driveway and there would be no tree cutting to increase sight lines to the neighbours as this was a concern. She also explained that the current lot is lower than the neighbours so water evacuation would not be an issue from the proposed work.

MOVED BY: Rebecca Luck

SECONDED BY: Sam McDonell

CARRIED

This application has been **Approved** as the variance is considered minor in nature and desirable for the use of the land. No public comments were received regarding this application that resulted in the need to refuse the application; therefore, the committee **approves** the application.

Next Meeting date: November 21, 2022

Adjournment

BE IT RESOLVED THAT the meeting of November 7, 2022 be adjourned to the call of the Chair @ 7:05pm

October 17, 2022

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:30pm on October 17, 2022 via a public meeting and zoom webinar.

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

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of October 17, 2022 is hereby called to order.

CARRIED

Meeting was called to order at 6:30pm

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

Approval of Minutes

MOVED BY: Sam McDonell

SECONDED BY: Rebecca Luck

BE IT RESOLVED THAT the Minutes of the October 3, 2022 meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None

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

- Patricia and Yvon Mayer – A-22-22 – owner
- John Prieur – 22015 Beauchamps Dr - A-22-22
- Mario Nadeau – 25 Jacques St – previous owner of property – A-22-22
- Tammy Pilon – 19237 Beaver Brook Rd – A-22-22
- Dany Ouellette & Christine Lacombe – 21975 Concession 9 Rd – A-22-22 - Neighbour

Review of Application:

1. Application A-22-22-Mayer

- **Subject Property:**

- Part of Lot 7, Concession 9 in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 21967 Concession 9 Road, North Lancaster.
- The subject property is 1.36 acres in area.
- In 2014, the Mayer's applied for a building permit to construct a detached residential garage at 21967 Concession 9 Rd.
- A building permit was issued on November 4, 2014.
- A revised site plan was submitted on April 30, 2015 and was accepted by the Building Department.
- At the time of the building permit application, the site plan provided by the applicant/owner met the zoning standards.
- All required building inspections were completed and the building permit file was closed.
- Recently, a survey was completed on the subject property that revealed that the south east corner of the detached residential garage is setback 0.79 meters (2.6 ft) from the east property line and the retaining wall that surrounds the garage is located 0.71 meters (2.3 ft) onto the neighbouring property.
- The retaining wall was constructed to accommodate the grade differential between the subject property and the neighbouring property to the east.
- The subject property and the neighbouring property are approximately each 1.36 acres in area. At the time of the construction of the garage, the neighbouring property was vacant.

- **Proposed Minor Variance:**

- The owner constructed a detached residential garage and a retaining wall in 2015 which did not conform to the required setbacks of the Zoning By-Law, the following relief from Part 3.1 (4) and Part 3.45 (10) the Zoning By-Law 38-09 is requested:
- To reduce the Interior Side yard setback for an accessory structure (detached garage) from 1.2 meters to 0.79 meters.
- To reduce the Retaining Wall Setback from 1 meter to 0 meters to the east property line.

- **Planning:**

- The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
- The property is zoned Estate Residential (ER) and conforms to the general intent of the Zoning By-Law.

- **Consultation:**

- This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have received one written email from the abutting property owner to the east.
- The neighbouring property owners have expressed concerns regarding the location of the garage, they requested the garage and the drainage pipes be removed from their property.

- Planning and Building Departments support this application and recommend it to be approved subject to a condition being:
 - The applicant/property owner obtain a building permit on or before June 30, 2023 to alter the retaining wall to reflect the approved minor variance.
- During the review of the building permit application, the grading and drainage of the subject property will be reviewed.
- If changes are required to the drainage this will be part of the building permit process.

Discussion:

Member Martin Lang asked why the request was 0 meters. A distance of 6 inches would be better if it was decided to put a fence up, it would work.

Mrs. Joanne Haley explained that there was a review by the CBO to see if there was an ability to alter the retaining wall and still provide adequate frost protection to the slab. There may be sufficient space if reduced to 6 inches. Space is required for a slab on grade which is why 1.2 meters is standard for space to be used to provide adequate insulation to the slab. We recommended 0 meters as it would give them space to do the work and alter the foundation. If the Committee is requesting that it not be 0 meters and 6 inches instead it is possible to be discussed however that is up to the Committee.

Member Martin Lang understood where the owners were coming from however if he was the neighbour, he would want to be able to build a fence there at some point. He would like to see at least 6 inches.

Member Rebecca Luck asked if there was any other means of dealing with this issue, in terms of an encroachment or any other means.

Mrs. Joanne Haley explained that from a by-law perspective, staff would not be able to issue a building permit under these circumstances as the minimum requirements in the by-law must be met. This is now existing and we are looking for a remedy. An encroachment agreement is an agreement between the two parties, however once the Municipality becomes aware of a structure that does not meet the by-law, then staff has to respond accordingly and issue an order to comply. Therefore the encroachment agreement is not a viable solution. Another solution would be a lot addition, it would correct the encroachment and provide the space required. This requires the neighbour to be on board with it, this would be the ideal situation.

Member Sam McDonell mentioned that during his review while driving by the property and looking at the plans, it seemed like either the contractor or the Municipal staff had messed up as the angle appeared to be off by 25 degrees. He agreed with member Lang that at least 6 inches separation required. He asked to hear from the adjacent property owners if they were in attendance. He also agreed there is a civil way to remedy this however it is not up to this Committee to make that decision. 6 inches is minimum to run Big-O in order to remedy the drainage issues as the drainage pipes run 8-10 feet across the property line and he deemed that unacceptable.

Member Stephanie Jaworski asked how the 0 meters distance to the property line resolved the drainage issues and also asked about the process of site plan. Will there be a drainage plan or can it be a requirement of the process?

Mrs. Joanne Haley clarified that there was no evidence of water issues in terms of water flow or water ponding or coming off the property. The garage and retaining wall are not creating a drainage issue on the property. Also, from a by-law perspective as the property is larger than 1.36 acres and is not located within a hamlet, a drainage plan from an engineer is not required. However, if and when a building permit is applied for, and because the Municipality is aware of the drainage pipes extending onto the neighbouring property, this will have to be rectified. The drainage will have to be reviewed by building staff at that point. The Committee of Adjustment does not generally deal with drainage issues.

Member Stephanie Jaworski asked again if 0 meters or 6 inches would be good to move forward.

Mrs. Joanne Haley explained she is not able to determine whether 0 meters or 6 inches would work as she is not an expert in drainage. It would have to be studied.

Mrs. Christine Lacombe from 21975 Concession 9 Rd stated they are disappointed with what the Mayer's are doing as they got a survey done and they know they are on their property. The 0 meter minor variance is not logical for Mrs. Lacombe as the Mayer's would have to go onto the Lacombe's property to cut the grass. Mrs. Lacombe is requesting that the Mayer's have enough space to cut the grass and not go onto the Lacombe's property. She has photos that show the Mayer's on their property where the branches fell. The Lacombe's no longer want the Mayer's on their side. She mentioned receiving an email from Chair Lyle Warden and Member Stephanie Jaworski, in regards to title insurance. She questioned what she has to do with title insurance.

Chair Lyle Warden explained the purpose of title insurance and how to get the process started through a lawyer.

Mrs. Lacombe wondered why she would have to contact a lawyer when it is not her property that has the issues.

Chair Lyle Warden further explained that the lawyer is the point of contact for title insurance.

Mrs. Lacombe asked what the lawyer would do with the title insurance. And why she would have to call and pay a lawyer.

Chair Lyle Warden clarified that calling the lawyer would be to get the phone number to contact the title insurance company. Also, to speak to the title insurance company to see if there are any avenues for them go about moving forward.

Mrs. Lacombe explained she was not sure of the use of the title insurance when she purchased the house. She also mentioned the 0 meter minor variance is a no go for them. They can't cut the grass or put a fence, there is no play as it is either on their side or on our side, they are not wanting it.

Mrs. Joanne Haley clarified that fences can be installed on the property line and the policy controls the height and location of the fence. If you install a fence, the finished side of the fence is towards the neighbour however when speaking of larger properties like the one in question,

it is recommended not installing on the property line in order to be able to do maintenance on the fence.

Mario Nadeau introduced himself as the previous owner of the said property. Mr. Nadeau stated that the owners knew the garage was on the other side and still moved forward with it and the municipality missed it. He does not find it fair for the neighbours to be stuck with a garage very close to their property.

Member Sam McDonell sympathized with Mr. Nadeau and the current neighbour on how the distance was to be 5 feet no need for a minor variance and the contractor or the municipality missed it. He would like to see more than 0 meters as a separation distance.

Member Martin Lang explained that everyone is responsible for what we do. People have to own up to it regardless. He is willing to move forward with the minor variance if at least 6 inches.

Member Stephanie Jaworski agreed with member Martin Lang however asked for clarification on moving forward procedurally to make a requirement that is not what is recommended.

Mrs. Joanne Haley discussed that if they approved it at a 6 inch setback they would recommend a setback of 0.15 meters and recommend keeping the condition, subject to a building permit being applied for and issued by June 30th 2023.

Mr. Mayer stated he spoke with engineers to discuss the frost protection and the zero setback. He is expecting to hear from them in the next couple of weeks and moving towards 6 inches or a foot depending on what they come back with.

Mrs. Joanne Haley suggested that if the Committee was thinking 0 meters was not acceptable and looking for some sort of setback, to defer the decision. She added, to ask the Mayer's to have their engineer complete the design in advance of the decision being made. With this proposed design, have the CBO review it to confirm it would work, recirculate with the exact number and the Committee would know for sure if the design is sufficient.

Member Rebecca Luck agreed with deferring the decision.

Member Stephanie Jaworski agreed as well and have the setback back as far as possible. How do we not leave the neighbours hanging and make sure this keeps moving forward?

Mrs. Joanne Haley acknowledged that now that the Municipality is aware of the construction over the property line, even if the owners did not/do not cooperate, the CBO and the OBC allows the CBO to issue an order to comply. Through the legislation we have, we can ensure there is a remedy to the situation. She explained the worst case, if an order to comply is dated and they do not comply with the date, they have different options through the BCA, the end of the day the garage could be told to come down. We have enough process for staff to address the issue. However we have had very cooperative property owners and when they hired the surveyor they became aware of the retaining wall over the property line, they came to the Municipality with the letter from the surveyor. Mrs. Haley explained to the Mayer's what was required as part of the public process. She hopes to have continued cooperation from the Mayer's to move forward. The Municipality has other steps and legislative tools to ensure compliance.

Mr. Mayer explained that when he spoke to the surveyor it would not be done until spring and he agreed to that. He stated that Mrs. Haley mentioned that the permit is to be obtained by June 30 2023 so it falls within that. He also spoke with a landscaper that could do the work in the spring and everything seems to be falling in that timeline. He would do the work himself if he was medically capable.

Member Sam McDonell confirmed that the property owners are working towards the proposed timelines. If it is not working the neighbours could cap the drains and cause issues in a different manner.

Mr. Mayer explained he spoke to the neighbour two weeks ago about them bringing fill in. The neighbour told them they needed to cap or redirect their drainage to their own property as it would freeze and possibly damage his slab. Mr. Mayer purchased an elbow for his downspout on the eavestrough to do a temporary solution to the drain. Mr. Mayer would like to speak with the neighbour and show him as he appears to be knowledgeable in those things.

MOVED BY: Stephanie Jaworski

SECONDED BY: Sam McDonell

To defer application A-22-22

Next Meeting date: November 7, 2022

MOVED BY: Stephanie Jaworski

SECONDED BY: Sam McDonell

Adjournment

BE IT RESOLVED THAT the meeting of October 17, 2022 be adjourned to the call of the Chair @ 7:05pm



MEMORANDUM

TO: Assessment Review Board Stakeholders
FROM: Harry Gousopoulos, Tribunals Ontario Executive Director
DATE: November 2, 2022
SUBJECT: New Tribunals Ontario and Assessment Review Board Key Performance Indicators

Tribunals Ontario has implemented new [Key Performance Indicators](#) (KPIs) across all 13 of our tribunals as part of our ongoing commitment to continuous improvement and ensuring that the services we provide meet the needs of our users.

The KPIs are designed to assess the organization's effectiveness in delivering our core business of resolving disputes in an accessible, fair, efficient, and timely manner. They are also important for public accountability and serve as a vital operational tool for strategic decision-making and driving process improvements.

We expect that over time a single set of measures will help us track and monitor performance in a consistent way and better understand how we are doing across all tribunals.

Effective April 1, 2022, the Assessment Review Board (ARB) began tracking performance against these new organizational KPIs. As a result, we have reassessed and adapted some of our pre-existing ARB KPIs, as well as added a few new ones. Our new KPIs and targets for the ARB are as follows:

- Volume of in-person, electronic and written hearing events held at the ARB
- Number of eligible accommodation requests granted (in whole or in-part) by the ARB
- Percentage that the hearing event month is assigned within 90 days of a perfected appeal – target of 85 per cent
- Decisions issued within 60 calendar days from the conclusion of a hearing – target of 85 per cent
- Summary appeals resolved within 40 weeks following the commencement date – target of 85 per cent
- General appeals resolved within 135 weeks following the commencement date – target of 85 per cent

To ensure openness and transparency, these new KPIs will be reported on a quarterly basis and published through updates on our website, beginning later this fiscal year.

Over the coming months we expect to introduce other measures, such as a measure related to French language services.



Tribunals Ontario

Tribunaux décisionnels Ontario

However, before doing so, we would like to hear your thoughts and get your feedback on the above mentioned KPIs.

Your input will help us better align our KPIs over time as we continue to modernize and improve service delivery.

Please contact us at ARB.Registrar@ontario.ca with your feedback by **November 23, 2022**.

As we move forward on this initiative, we will continue to share more information.

Sincerely,

Harry Gousopoulos
Executive Director
Tribunals Ontario

cc: Ken Bednarek, Associate Chair, ARB
Kelly Triantafilou, Registrar, ARB



TOWNSHIP OF WARWICK

"A Community in Action"

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BY E-MAIL ONLY

November 16, 2022

Tracy Robinson, CN Rail President and CEO
Montreal (Headquarters)
935 de La Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

Dear Tracy Robinson:

Re: CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario

At the October 17, 2022, regular Council meeting Warwick Township Council discussed the continuing impacts of CN's decision not to participate in funding municipal drains in Ontario, as per the *Drainage Act*, and the negative consequences on our community and others in the Province and approved the following resolution to be circulated to CN and related partners:

WHEREAS municipal drains are considered critical rural infrastructure that support food production, food security, the environment and economic sustainability in rural Ontario;

AND WHEREAS the creation, maintenance and contribution requirements towards municipal drain infrastructure are governed by the *Drainage Act*;

AND WHEREAS an official from CN Rail has formally communicated to the Township of Warwick that "CN's decision is that it is a federally regulated entity under CTA guidelines, as such, are not governed by provincial regulations";

AND WHEREAS the implication that any public utility could become exempt from the financial requirements invalidates the underlying principle that all benefitting from municipal drain projects are required to contribute financially, including all public utilities;

AND WHEREAS there are currently at least fifty-five municipal drainage projects in Ontario being impacted by CN's actions and refusal to contribute as per the Drainage Act;

AND WHEREAS the Township of Warwick and many rural municipalities have expressed concerns over this CN Rail position to the Ministry of Agriculture and Rural Affairs consistently over at least the past four years;

AND WHEREAS the Township of Warwick and other rural municipalities met with Minister Thompson at the Association of Municipalities in Ontario (AMO) on this issue and Minister Thompson has confirmed it remains the Provincial government's position that the Drainage Act does apply to all federally regulated railways;

NOW THEREFORE the Council of the Township of Warwick hereby declares as follows:

THAT Ontario's Drainage Act is an important piece of legislation used to meet the drainage needs of a variety of stakeholders, including agricultural businesses and ultimately food production, thereby supporting families, neighbours, and thriving communities;

AND THAT CN Rail be called upon to act as a partner to municipalities and agriculture in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity;

AND THAT CN Rail contribute to all municipal drains in Ontario, as per section 26 of the Drainage Act, and work to expedite its response timelines to the fifty-five projects currently on hold in Ontario so that the projects impacting the agriculture sector can proceed and be dealt with in a timely manner after years of delay caused directly by CN Rail;

AND THAT a copy of this resolution be circulated to Minister of Agriculture Food and Rural Affairs Lisa Thompson, local MPP Monte McNaughton, Minister of Agriculture and Agri-Food Marie-Claude Bibeau, CN Manager Public Affairs, Ontario & Atlantic Canada Daniel Salvatore, the President and CEO of CN Rail Tracy Robinson, Director of Government Relations Railway Association of Canada Gregory Kolz and to all municipalities in Ontario for their support.

- Carried.

Warwick Township Council looks forward to a timely response from CN in the hopes that this issue impacting rural Ontario can be resolved.

Sincerely,



Amanda Gubbels
CAO/Clerk
Township of Warwick

Cc:

Lisa Thompson, Minister of Agriculture Food and Rural Affairs,
Monte McNaughton, MPP Lambton-Kent-Middlesex
Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Daniel Salvatore, CN Manager Public Affairs, Ontario & Atlantic Canada
Cyrus Reporter, CN Vice-President, Public, Government and Regulatory Affairs
Jonathan Abecassis, CN Media Relations & Public Affairs
Gregory Kolz, Director of Government Relations, Railway Association of Canada
All Ontario municipalities

November 15, 2022

Please be advised that during the regular Council meeting of November 8, 2022 the following motion regarding a response to the *More Homes Built Faster Act* (Bill 23) was carried:

RESOLUTION NO. **2022-448**

DATE: **November 8, 2022**

MOVED BY: **Councillor Hirsch**

SECONDED BY: **Councillor MacNaughton**

WHEREAS; there has been an exceptionally small timeframe to comment on the *More Homes Built Faster Act* (Bill 23);

WHEREAS; the bulk of the changes contemplated in Bill 23 will be enacted by regulation;

WHEREAS; those regulations have been published on the government of Ontario website for comment by November 24, 2022;

AND WHEREAS; the following elements of Bill 23 and its proposed regulations are not in the best interest of The County:

- provision regarding inclusionary zoning for affordable housing has a proposed limit of only 5% of units in a subdivision of 10 or more units which should be increased to 15% to be effective.
- provisions regarding the *Heritage Act* which would have the effect of forcing municipalities to quickly make designation decisions on all properties currently on the heritage register.
- provisions relating to the *Conservation Authorities Act* which would have the effect of removing the Conservation Authority from providing effective and necessary comments on planning applications.
- provisions relating to the *Conservation Authorities Act* which would allow development in certain wetlands on an offset basis.
- proposed changes to municipal development charged, parkland, dedication levies, and community benefits charges that may contradict the goal of building more housing in the long-term.

THEREFORE, BE IT RESOLVED THAT; the Council of the Corporation of the County of Prince Edward advise the Provincial government that it does not support certain aspects of the More Homes Built Faster Act (Bill 23);

THAT; the Council of the Corporation of the County of Prince Edward direct the Mayor to submit objections with respect to the provisions listed above through the formal comment process within the timeframes for comment;

THAT; the Council of the Corporation of the County of Prince Edward advise the provincial government that it supports the submission made by Conservation Authorities in Ontario; and,

THAT; this resolution be shared with all 444 municipalities, FCM, AMCTO, AMO and Quinte Conservation.

CARRIED

Yours truly,

Catalina Blumenberg, **CLERK**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 81-2022
FOR THE YEAR 2022**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of November 21, 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 21st DAY OF NOVEMBER 2022.***

MAYOR: _____ **CLERK:** _____