

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

Monday, December 19, 2022, 7:00 PM  
Tartan Hall - Char-Lan Recreation Centre  
19740 John Street, Williamstown

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	<b>Pages</b>
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.	
5. APPROVAL OF MINUTES	
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6. PRESENTATIONS AND DELEGATIONS	
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10.f	Departmental Update - Infrastructure Services (November 2022)	122
10.g	Departmental Update - Planning, Building & Enforcement (November 2022)	125
10.h	Departmental Update - Finance (November 2022)	128
10.i	Resolution - Federal Cannabis Act Review (Township of Malahide)	129
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 may be closed to the public if the subject matter being discussed is;	
	(b) personal matters about an identifiable individual	
	Specifically: Committee Applications	
	(c) acquisition or disposition of land	
	Specifically: Potential Land Acquisition	
	(e) Litigation or potential litigation	
	Specifically: Potential litigation	
	(f) advice subject to solicitor-client privilege	
	Specifically: Legal Advice	
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**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING MINUTES**

**December 5, 2022, 7:00 p.m.  
Electronic Meeting**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang,  
Councillor Stephanie Jaworski and Councillor Trevor Bougie

STAFF      CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau,  
PRESENT: GM Planning, Building & Enforcement Joanne Haley, GM  
Parks, Recreation and Culture Sherry-Lynn Servage, GM  
Finance/Treasurer Suday Jain, GM  
Infrastructure Services Sarah McDonald, and Director  
Water/Waste Water Dillen Seguin

1.      CALL TO ORDER

**Resolution No. 380-2022**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the December 5, 2022 Council Meeting of the  
Township of South Glengarry now be opened at 7:00 pm

CARRIED

2.      O CANADA

3.      DISCLOSURE OF PECUNIARY INTEREST

4.      APPROVAL OF AGENDA

**Resolution No. 381-2022**

Moved by Councillor Jaworski  
Seconded by Deputy Lang

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

Items pulled from the Consent Agenda:

- 10.a. Seasonal Sidewalk Closures
- 10.d. Eastern Ontario CAs Respond to Bill 23
- 10.e. SDG Warden's Letter – Bill 23 Comments
- 10.g. Resolution – VIA Rail Service

CARRIED

5.      APPROVAL OF MINUTES

**Resolution No. 382-2022**

Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Minutes of the following meetings, including any Closed Session Minutes, be adopted as circulated:

November 14, 2022 Special Meeting

November 21, 2022 Public Meeting

November 21, 2022 Regular Meeting

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 Glen Walter Water and Wastewater Environmental Assessment Update - EVB Engineering (Marco Vincelli)

Mr. Vincelli provided an update on the Glen Walter Water and Wastewater Environmental Assessment project and the results of a servicing survey conducted.

7. ACTION REQUESTS

7.1 Glen Walter Environmental Assessment – Service Area Expansion (S. McDonald)

**Resolution No. 383-2022**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 190-2022 be received and that the Council of the Township of South Glengarry direct Administration to include the municipal servicing of Fairway Estates, Sapphire Estates and Bayview Estates within the growth component of the Glen Walter Water Treatment Plant and Water Pollution Control Plant Environmental Assessment Study, such that the overall design of the plants will not be impacted if the desired funding level of 85% is not achieved.

CARRIED

7.2 Glen Walter Environmental Assessment – Steering Committee (S. McDonald)

**Resolution No. 384-2022**

Moved by Councillor Jaworski  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 191-2022 be received that the Council of the Township of South Glengarry appoint the following members of Council to the Glen Walter Environmental Assessment Steering Committee for the duration of the project: Martin Lang and Stephanie Jaworski.

CARRIED

7.3 2022 Wharf Inspection Reports (S. McDonald and S. Servage)

**Resolution No. 385-2022**



Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 193-2022 be received and that the Council of the Township of South Glengarry direct Administration to prepare a 10-year maintenance and rehabilitation plan for the wharf infrastructure assets.

CARRIED

7.4 2023 Council Meeting Schedule (K. Campeau)

**Resolution No. 386-2022**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 194-2022 be received and that the Council of the Township of South Glengarry approves the 2023 Council Meeting schedule attached to the report.

CARRIED

8. BY-LAWS

8.1 Appointment of County Council Alternate (K. Campeau)

**Resolution No. 387-2022**

Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 195-2022 be received and that By-law 82-2022, being a by-law to appoint Stephanie Jaworski as an alternate member to the United Counties of Stormont, Dundas and Glengarry Council be read a first, second and third time, passed, signed and sealed in open council this 5<sup>th</sup> day of December 2022.

CARRIED

8.2 MacLachlan Zoning By-law Amendment (J. Haley)

**Resolution No. 388-2022**

Moved by Councillor Jaworski  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 196-2022 be received and that By-law 83-2022, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry to rezone the property described as Part of Lot 26, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6239 Sara Drive, MacLachlan's Point, Lancaster from Flood Plain- Holding (FP-H) to Limited Service Residential, Special Exception – Eleven (LSR-11) and Flood Plain (PH) to permit a proposed 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 5<sup>th</sup> day of December 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.

CARRIED

8.3 Lumley Zoning By-law Amendment (J. Haley)

**Resolution No. 389-2022**

Moved by Deputy Lang

Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 197-2022 be received and that By-law 84-2022, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry for the property 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, to have the proposed common element 2 be rezoned from Residential One to Open Space – Exception Four, the existing detached residential garage to be recognized, and the proposed vacant land condominium Unit 9 to be rezoned from Residential One and Flood Plain-Holding to Residential One – Exception Sixteen and Flood Plain – Holding to reduce the minimum lot frontage from 40 meters to 8 meters, be read a first, second and third time, passed, signed and sealed in open council this 5th day of December 2022. The Council of the Township of South Glengarry confirms that the comments from the public received on this application were carefully considered but did not have an effect on the decision.

CARRIED

8.4 Allaire Temporary Use Zoning By-law Amendment (J. Haley)

**Resolution No. 390-2022**

Moved by Councillor Bougie

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 198-2022 be received and that Council refuse By-law 85-2022, being a by-law to amend Zoning By-law 38-09, for the property legally described as part of Lots 6 and 7, Concession 3 Front, Gore, (Lapierre Road), in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, PIN # 671240108 to amend the zoning of the subject lands from Rural (RU) to Temporary- Rural- Exception One T-RU-1 to permit Open Storage including shipping containers on approximately 2 acres located at the east end of the vacant subject property only for the duration of up to three years from the date of the passing of the by-law. The Council of the Township of South Glengarry confirms that they considered all oral public submissions pertaining to this proposed amendment.

CARRIED

9. ITEMS FOR CONSIDERATION

9.1 Parks, Recreation and Culture Department - 2022 Projects Update

9.2 Seasonal Sidewalk Closures (S. McDonald)

9.3 Eastern Ontario CAs Respond to Bill 23

- 9.4 SDG Warden's Letter - Bill 23 Comments
- 9.5 Resolution - Funding and Support for VIA Rail Service (City of Stratford)
- Deputy Mayor Lang requested that a support resolution come forward at the next meeting.

10. CONSENT AGENDA

**Resolution No. 391-2022**

Moved by Councillor Jaworski  
Seconded by Deputy Lang

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

CARRIED

- 10.1 Disposal of Fire Vehicle - 1996 Freightliner Fire Pumper
- 10.2 2022 Municipal Election Accessibility Report
- 10.3 Resolutions - Bill 23 - More Homes Built Faster Act (Various Municipalities)
11. CLOSED SESSION

**Resolution No. 392-2022**

Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT Council convene to Closed Session at 8:55 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001;

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

(b) personal matters about an identifiable individual

Specifically: Board and Commission Appointments

CARRIED

Councillor Sam McDonell joined the meeting at 8:55 pm to participate in the Closed Session discussion.

Councillor McDonell exited the virtual meeting at 9:43 pm.

**Resolution No. 393-2022**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council rise and reconvene at 9:45 pm into open session without reporting.

CARRIED

12. CONFIRMING BY-LAW

**Resolution No. 394-2022**

Moved by Councillor Jaworski  
Seconded by Deputy Lang

BE IT RESOLVED THAT By-law 86-2022, 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 5th day of December 2022.

CARRIED

12.1 Confirming By-law 86-2022

13. ADJOURNMENT

**Resolution No. 395-2022**

Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:46 pm.

CARRIED

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Mayor

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Clerk

**TOWNSHIP OF SOUTH GLENGARRY  
SPECIAL MEETING MINUTES**

**December 9, 2022, 9:00 a.m.  
Tartan Hall - Char-Lan Recreation Centre  
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang,  
Councillor Stephanie Jaworski, Councillor Sam McDonell and  
Councillor Trevor Bougie

STAFF      CAO Tim Mills, GM Corporate Services/Clerk Kelli Campeau,  
PRESENT: GM Finance/Treasurer Suday Jain, GM Infrastructure Services  
Sarah McDonald, GM Planning, Building & Enforcement  
Joanne Haley, GM Parks, Recreation and Culture Sherry-Lynn  
Servage, Fire Chief Dave Robertson and Deputy Treasurer  
Kaylyn MacDonald

1.      CALL TO ORDER

**Resolution No. 396-2022**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the December 9, 2022 Special Meeting of the  
Township of South Glengarry now be opened at 9:06 am.

CARRIED

2.      O CANADA

3.      APPROVAL OF AGENDA

**Resolution No. 397-2022**

Moved by Councillor McDonell  
Seconded by Councillor Lang

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

CARRIED

4.      DECLARATION OF PECUNIARY INTEREST

5.      NEW BUSINESS

5.1      Board and Commission Council Member Appointments (K. Campeau)

**Resolution No. 398-2022**

Moved by Councillor Lang  
Seconded by Trevor Bougie

BE IT RESOLVED THAT Staff Report 199-2022 be received and that By-  
law 87-2022, being a by-law to appoint members of Council to board and

commission positions be read a first, second and third time, passed, signed and sealed in open council this 9<sup>th</sup> day of December 2022.

CARRIED

- 5.2 2023 Capital Budget and Reserve Transfers (S. Jain)
- Administration provided Council with an overview of proposed 2023 capital budget projects. Capital projects will be confirmed and approved through the adoption of the 2023 budget.
- Council recessed at 10:20 am.
- The meeting resumed at 10:30 am.
- Council recessed at 12:02.
- The meeting resumed at 12:55.

6. CONFIRMING BY-LAW

6.1 Confirming By-law 88-2022

**Resolution No. 399-2022**

Moved by Trevor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law 88-2022, 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 9<sup>th</sup> day of December 2022.

CARRIED

7. ADJOURNMENT

**Resolution No. 400-2022**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 3:39 pm.

CARRIED

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Mayor

---

Clerk



# A Proposal to South Glengarry Township Council: A Rest Stop on the Peanut Line

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Trees, a picnic table and putting garbage in its  
place



# A Perfect spot

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# Why 'Perfect'?

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- No power lines
- Doesn't interfere with farming practices
- Enough space for 50-60 trees, signage, picnic table and waste receptacle
- Already surveyed by



# What's Been Done So Far?

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- Attendance at the focus group for the Parks and Recreation Master Plan
- 'test' trees planted last spring (were mowed down by recreation club; up until that point they were doing ok)
- Trees can be obtained from the RRCA at minimal cost, which we will assume



# Who Will Do This?

---

- I and other volunteers will see to the acquisition, planting and aftercare of the trees: conifers will likely be used to minimize maintenance
- Dylan suggested that his team could empty the trash periodically when they do it at N. Lancaster  
Ginnery will be paid for



# What are We Asking the Township for?

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- Please give us your official endorsement so we can go ahead; possibly a sign “Welcome to South Glengarry Peanut Line trail” or some such as you see fit
- Inform recreational clubs not to cut the trees during their brush-clearing operations
- Empty the trash periodically (Dylan suggested they could do this when they empty the trash in N. Lancaster)
- Allow us to put up signs demarcating the trees and possibly a bar code to your website and eco info. about the trees

# Policies this conforms with

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- The Provincial Policy Statement, especially #1.1.1 i
- The S. D. & G. Official Plan
- (draft) Parks and Recreation Master Plan
- Township of South Glengarry Tree Canopy and Natural Vegetation policy priorities # 3, 6, 7, 8, 13



# More reasons why we need this

~~Unsightly~~  
**accumulation of litter**



~~Existing receptacles~~  
**need to be replaced**



# Thank-you!





**storm**  
i n t e r n e t

# South Glengarry

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## Community Update

Presented by  
Birket Foster, CEO

December 19th, 2022



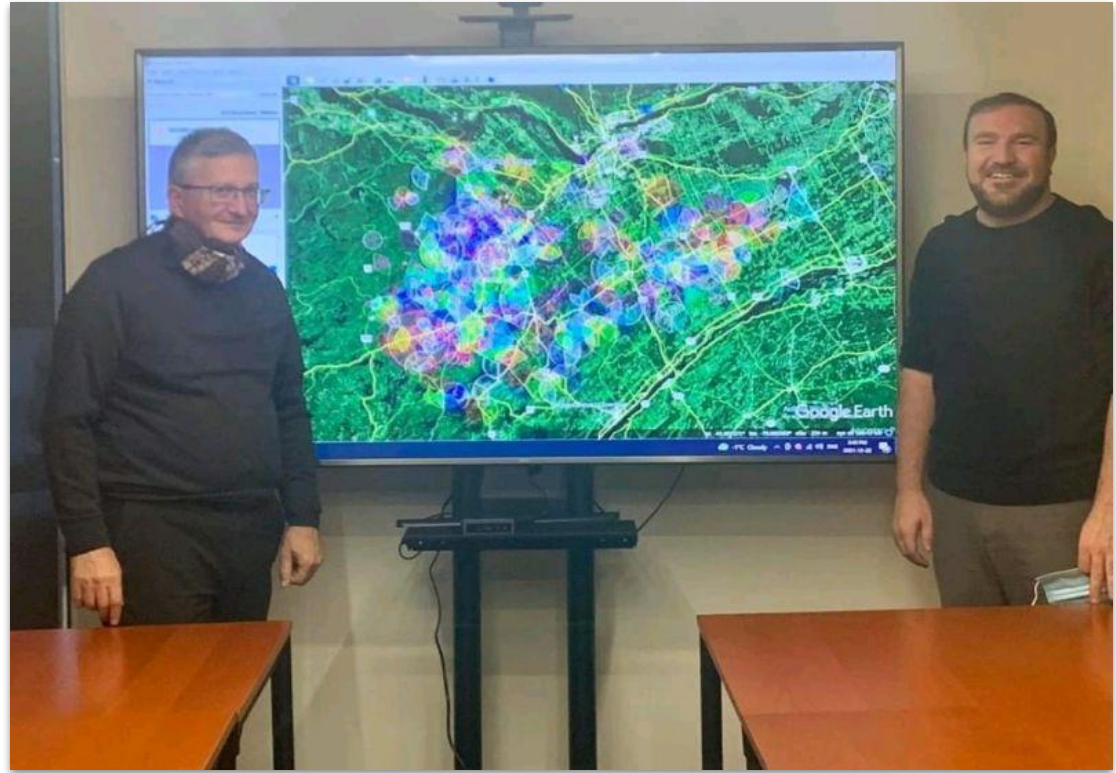
# About Storm Internet

# About Storm Internet

- Servicing Ottawa and the surrounding area for 25 years
- Offices in Ottawa, Perth and Chesterville (SD&G since 2013)
- High-speed internet in rural Ontario
- DSL, cable, fibre & wireless internet
- Local customer service
- More than 10,000 customers
- Residential and commercial solutions



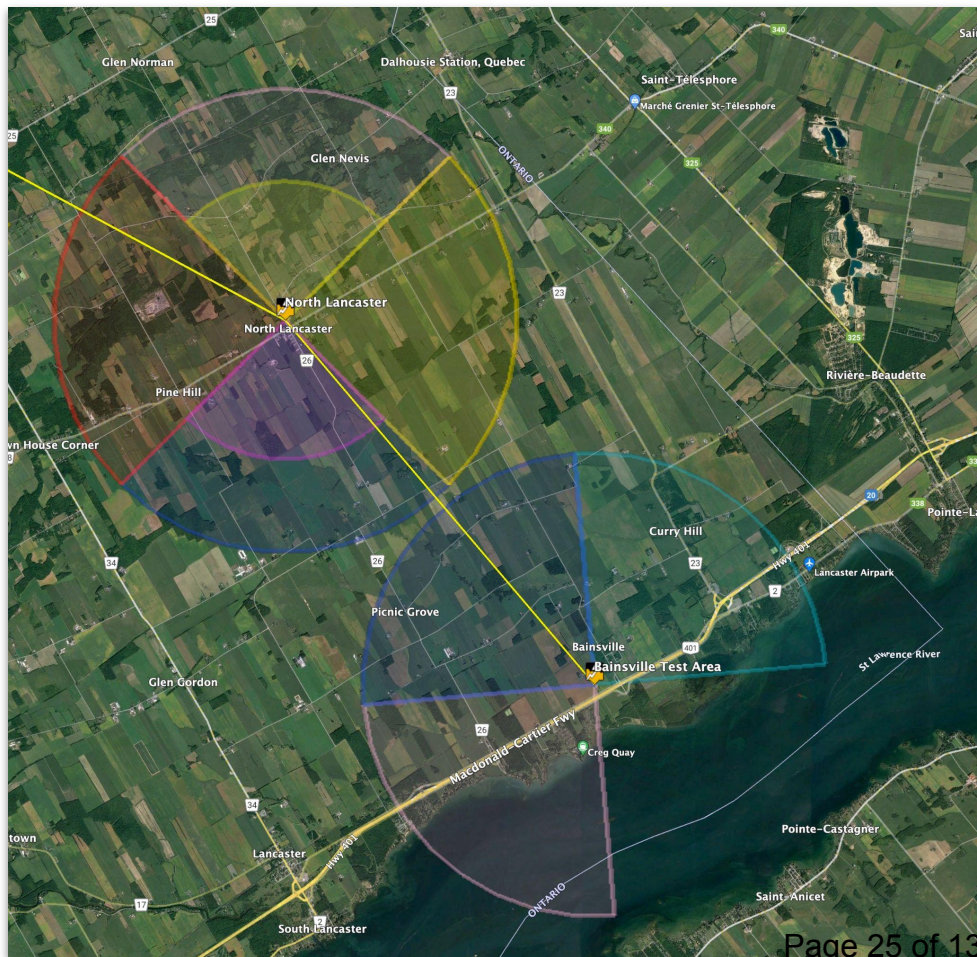
# What our Coverage Looks Like!



# Business Internet Services

- Business services: DSL, bonded DSL, fibre, wireless and cable internet
  - Custom solutions to suit the business
- Networking services: managed Wi-Fi, private networks, wireless hotspots, towers, access points
- IT services: domains, domain name services (DNS), network control unit (NCU), co-location, web hosting, network security
- IoT services: cameras, site Wi-Fi audits, site Wi-Fi designs, sensor integration



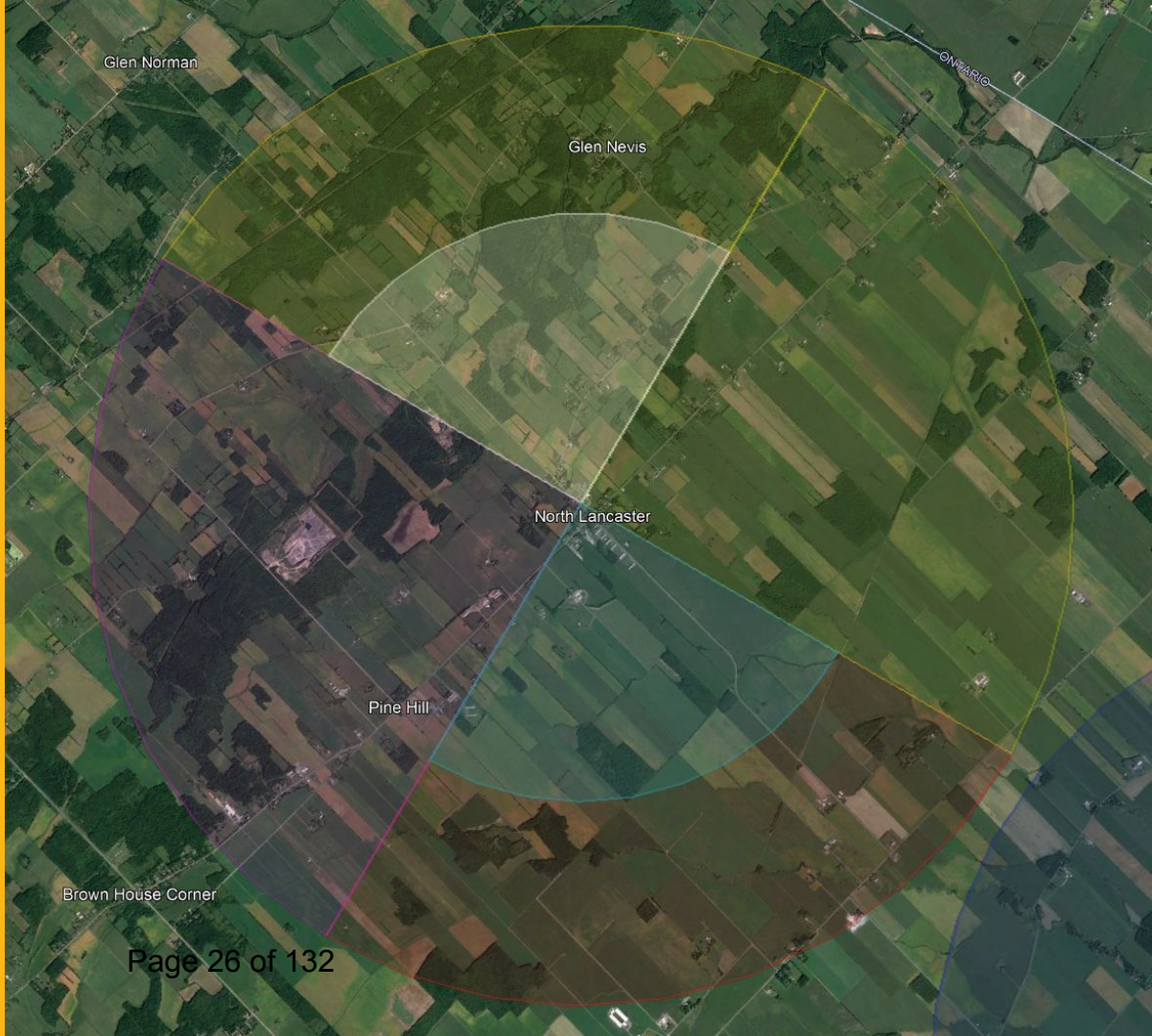


## The Solution

- Tower in North Lancaster
- Tower at Bainsville
- 50/10 within 5 km radius
- 25/5 within 10 km radius
- Collaboration with CENGN and the Township of South Glengarry

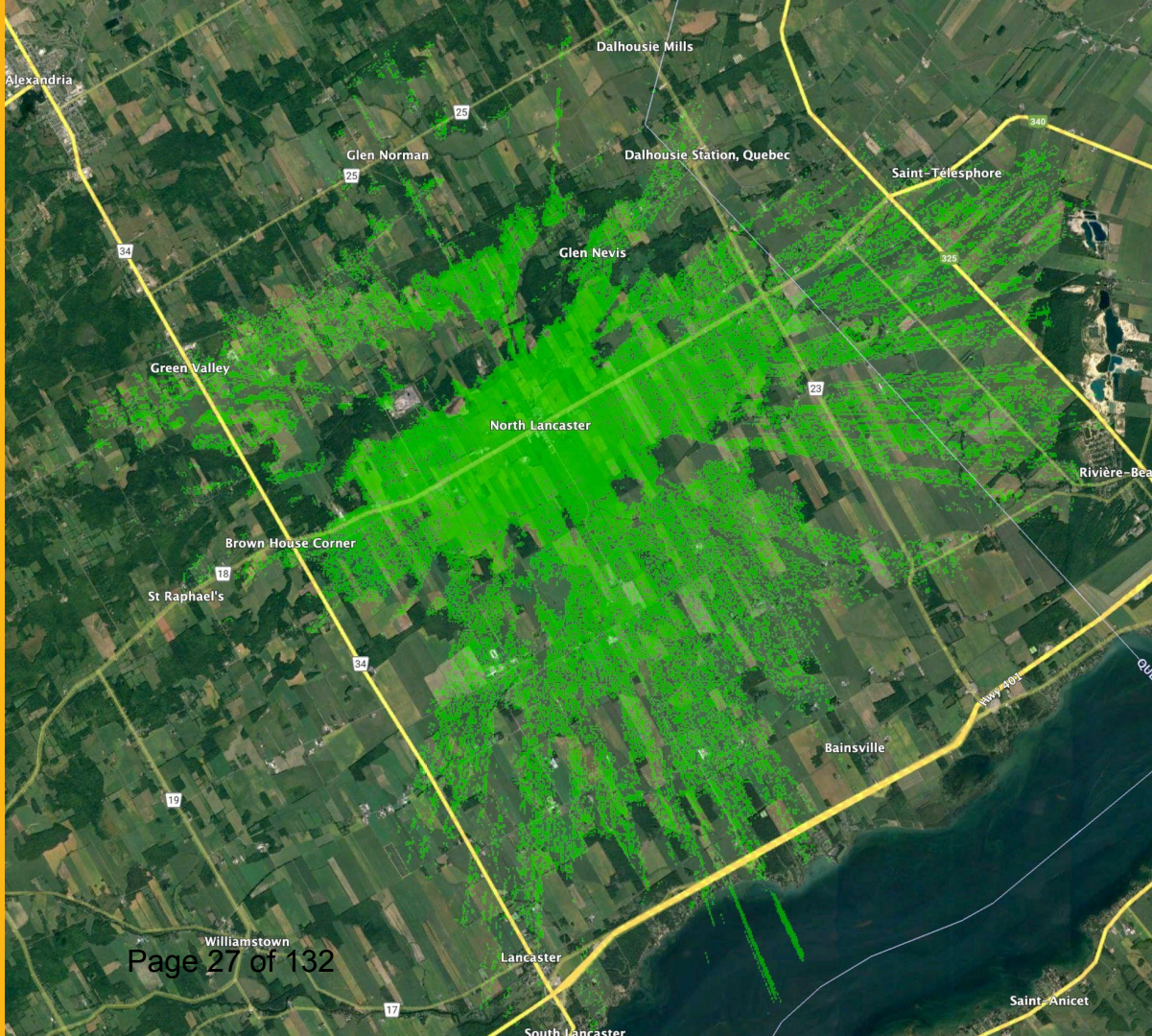


# North Lancaster





# North Lancaster Propagation Map

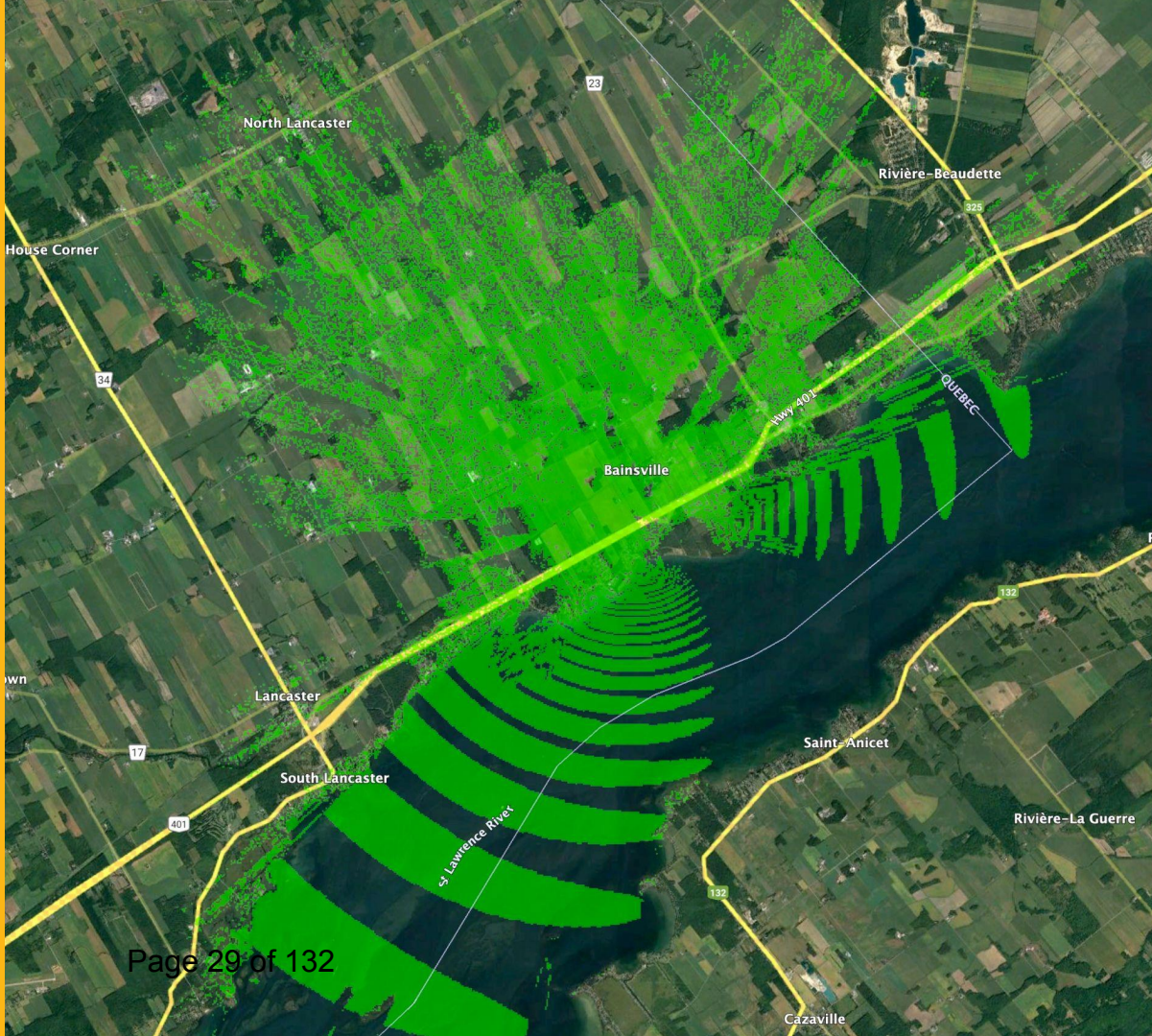


# Bainsville

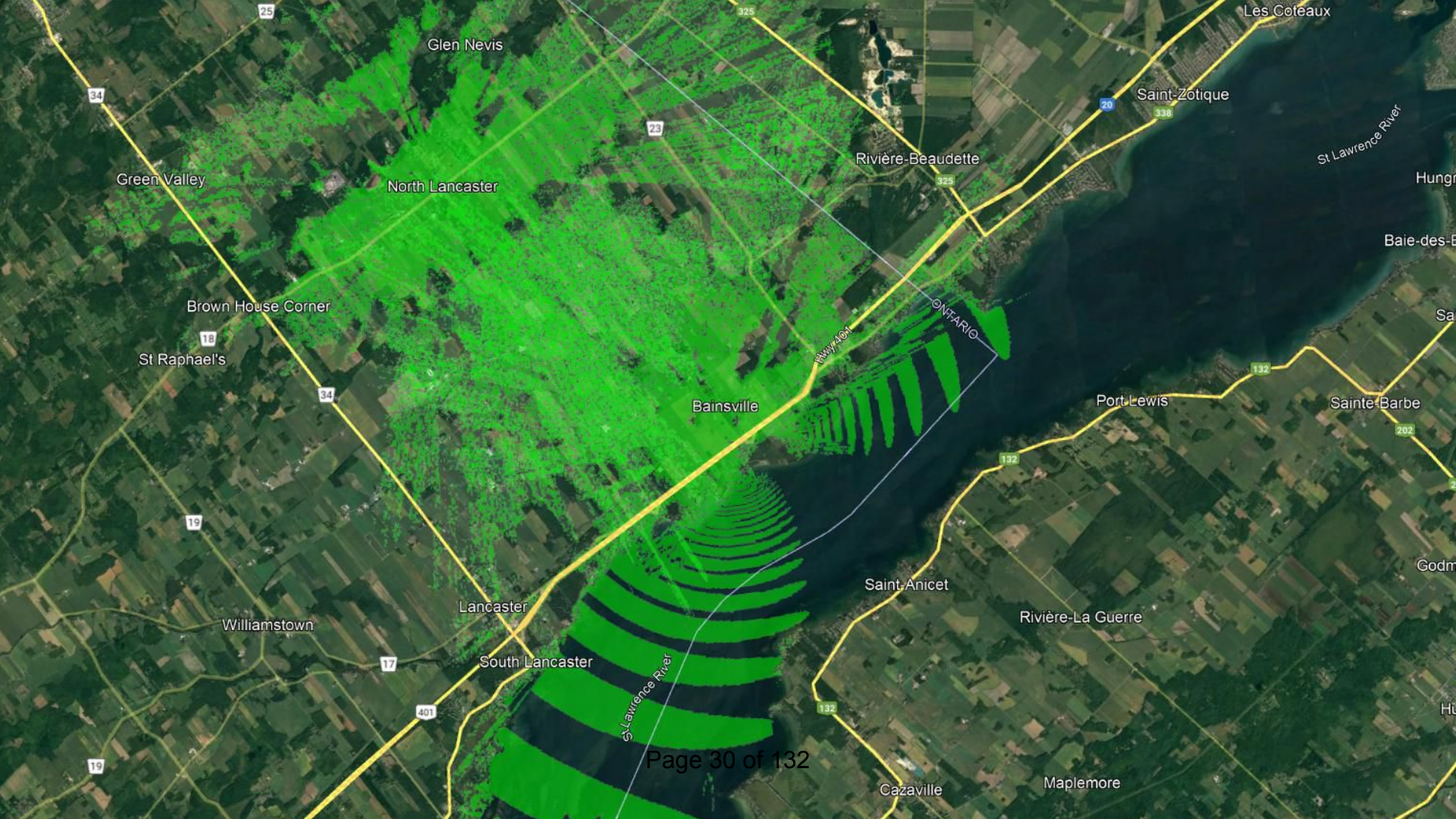




# Bainsville Propagation Map



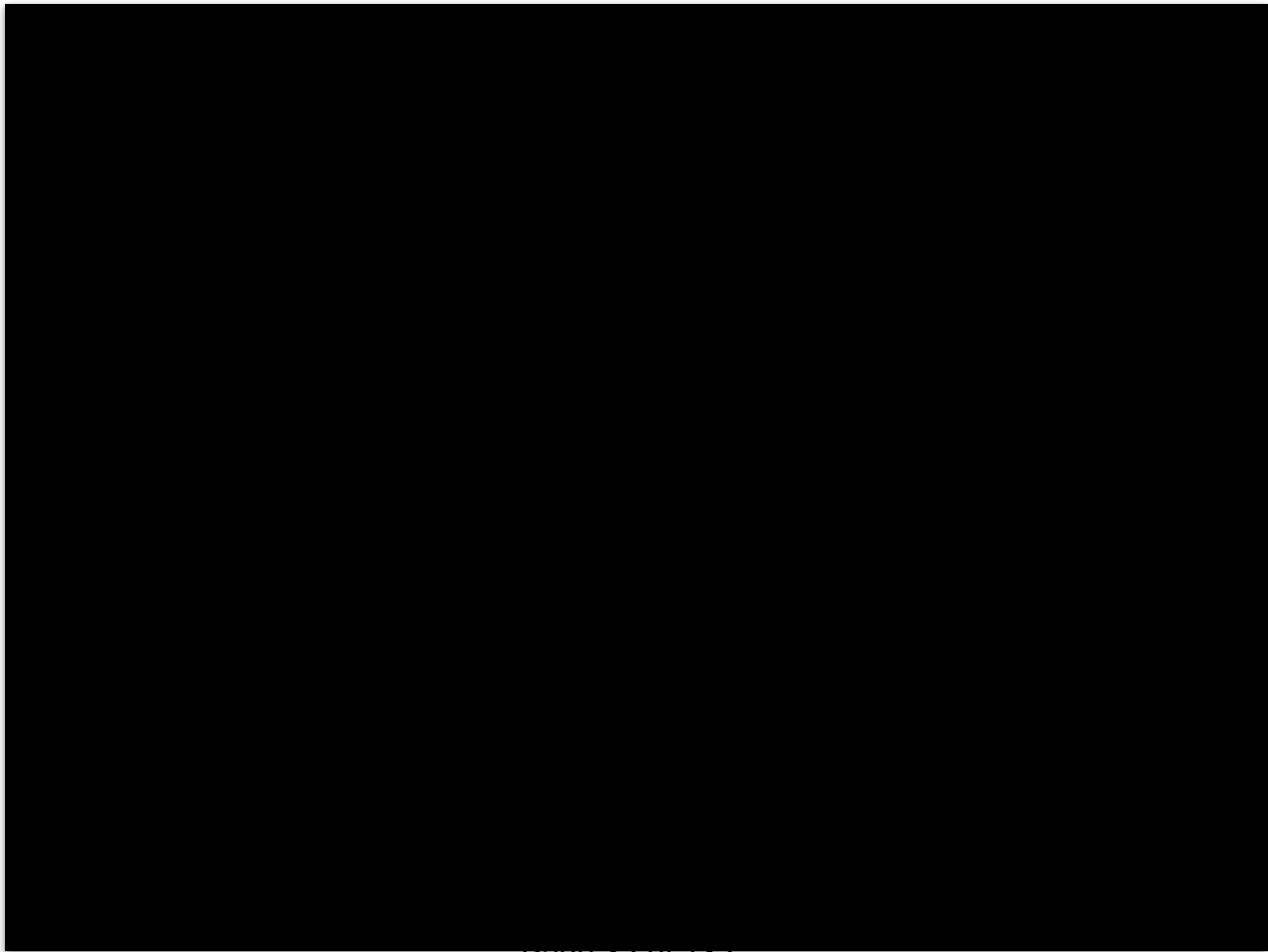






## North Lancaster Vs3







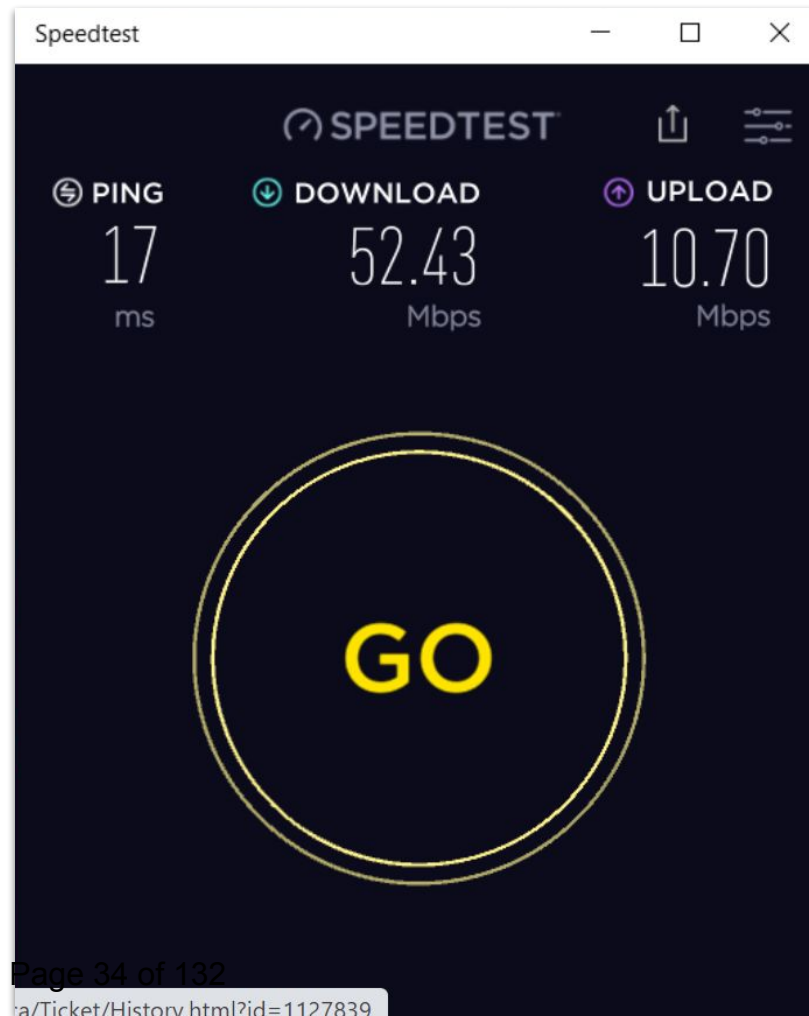
# Typical Installation

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# Speed Test

North Lancaster



# What do the Speeds Mean?

Service	Download Speed	Upload Speed
Zoom	1.5 Mbps	0.6 - 1 Mbps
Google Meets	3.2 Mbps	1.8 Mbps
Teams	6 Mbps	3 Mbps
Netflix 1080P	3 Mbps	1 Mbps
Netflix 4K	16 Mbps	1 Mbps
Email	3 Mbps	1 Mbps
YouTube	3.5 - 8 Mbps	1 Mbps

What you need depends on your usage - including phones, tablets, cameras, Smart TVs, Nest, Ring, etc.



# What Does This Mean for you?

- Work from home
- Learn from home
- Social media, connecting with friends and family
- Online bookings, reservations
- Online shopping and banking
- Gaming, stream music, videos and entertainment
- Research local businesses, weather, township meetings
- Wi-Fi enabled devices (doorbells, cameras, tablets, etc.)





# Construction



43' x 36' stepped hole to a depth of 11'-15'





**Backfilling the hole with Blast Rock up to the 10' level**

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Place the template on rebar cage and 3 rebar pillars





Close in the wooded form around the rebar cage





Fill with concrete











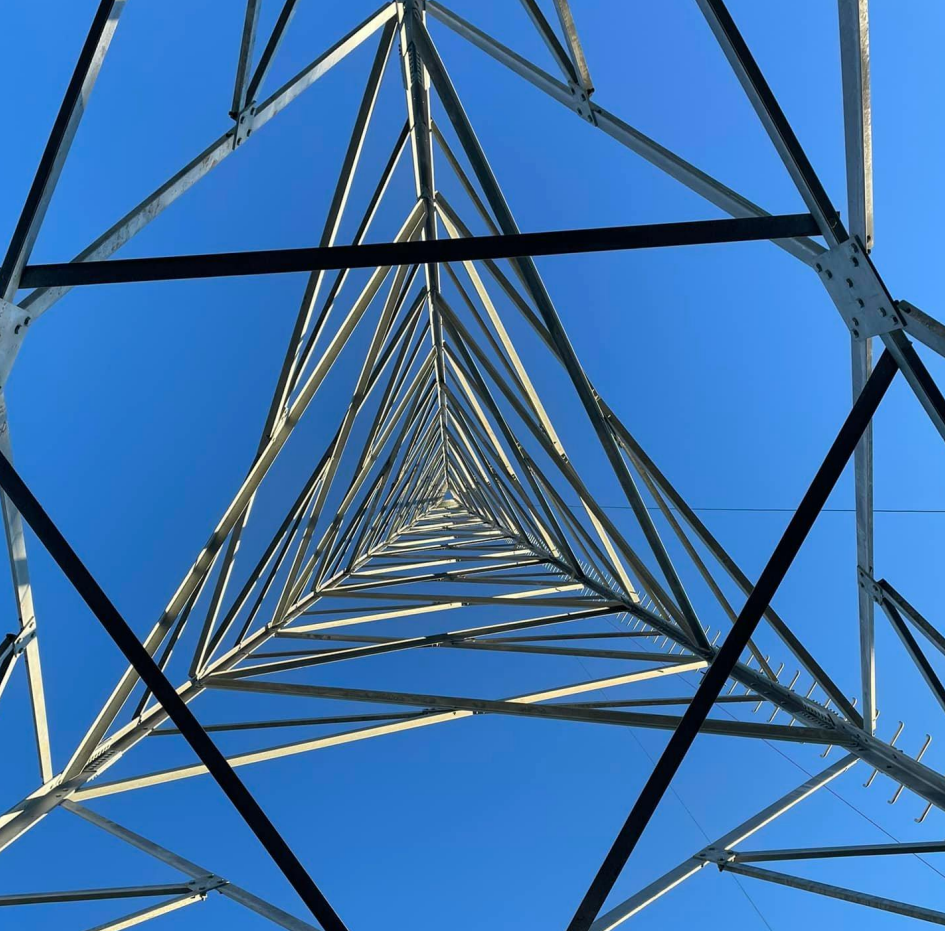




**Subscribe to our Storm Internet Youtube Channel!**



**North Lancaster**



Constructed by *Baker's TowerTech Ltd.*  
A Storm Internet partner since 2013






**What does the  
Bainsville tower look like?**







45.176628,-74.415656

This is an aerial photograph of a rural area. A large, light-colored, cylindrical building, possibly a silo or a small warehouse, is the central focus. It is surrounded by green fields and some trees. Four yellow pushpin markers are placed on the map, each with a set of coordinates. The markers are located at the top, left, right, and just above the central building. The terrain appears to be a mix of open fields and wooded areas.

45.176261,-74.415650

45.176063,-74.416197

45.176051,-74.415105



# Site Preparation





# Clearing the Site



# Clearing Space





# Staking the Site





















Kirby Koster, **CENGN**  
Birket Foster, **CEO**  
Tolu Olutade, **CENGN**

# Step by Step

- The soil/geo report
- The wind report
- The community consultation with the Township
- Looked at the radios we are adding and submitted to the engineers
  - The engineer uses this formation to decide:
    - The foundation and piers required for the tower
    - The guys/piers required
    - Other requirements (grounding)
- We got the foundation specification
- We poured the foundation
- We added Hydro and UPS
- The team assembled the tower





## Guy Wire Anchor







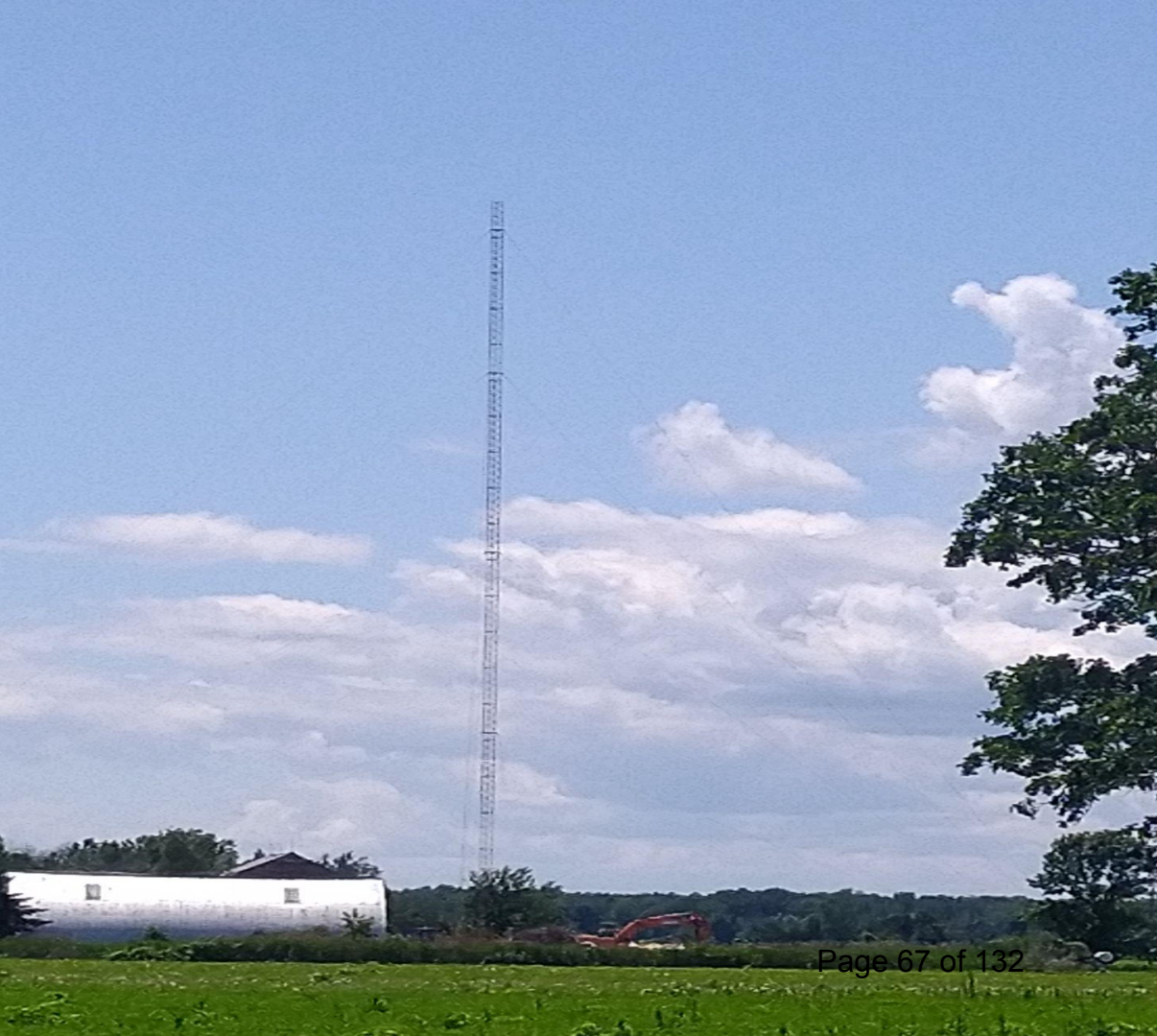


# Halo Grounding Setup





## Completed Tower



## Completed Tower





# The Investment Required

- Total project cost:
  - Total paid by Storm \$786,901.38
  - Portion from CENG: \$311,853.33
  - Storm is paying rent for the North Lancaster location to the Township





**We want to give a  
special thanks to:**

# North Lancaster Location (Township of South Glengarry Property)

Contractor Name	Location	Business	Duties
Glengarry News	Alexandria, ON	Newspaper Publication	Printed public notice article in local paper
Pine Grove Shovels	Alexandria, ON	Shed Construction	Built shed for the North Lancaster location
MS Blais	Vars, ON	Electrical Contractor	Supplied and installed Generac generator for failover power
Ionic Electrical Contracting	Cornwall, ON	Electrical Contractor	Wiring and electrical panel installation for tower and generator
Barrie Crane Rental	Ottawa, ON	Crane Services	Provided crane for North Lancaster tower build
St Lawrence Testing	Cornwall, ON	Geotechnical Testing	Provided geotechnical subsurface investigation and sample analysis
Bell Canada	Ottawa, ON	Internet Services	Provided fibre installation for internet service
LV Fencing	Williamstown, ON	Fence Installation	Constructed fence perimeter of tower compound
Banks Printing	Clayton, ON	Sign Printing	Printing of ads and signs for marketing

## Bainsville Location (Private Farm Property)

Contractor Name	Location	Business	Duties
Bakers TowerTech Ltd.	Ottawa, ON	Tower construction	Installation of Bainsville tower
Glengarry News	Alexandria, ON	Newspaper publication	Printed public notice article in local newspaper
Ionic Electrical Contracting	Cornwall, ON	Electrical contractor	Wiring and electrical panel installation for tower
H.A.S. One Solutions	Perth, ON	Engineering consultation	Consultant for guyed tower build in Bainsville
St Lawrence Testing	Cornwall, ON	Geotechnical testing	Provided geotechnical subsurface investigation and sample analysis
West Front Construction	Cornwall, ON	General contractors	Installation of foundation piles for tower base
Soudure London Inc.	Saint-Bruno, QC	Fabrication shop	Fabrication of custom base plate for tower



# Economic Development Opportunity

- Business can connect at various speeds - even 100/100 or 500/500 is possible
- Residents can connect at 50/10 or 25/25 or lower speeds depending on needs
- Storm is pleased to work with the Economic Development office on requests

# Storm Internet Powers Tourism

# Large Venues



CANADIAN TULIP FESTIVAL  
FESTIVAL CANADIEN DES TULIPES



**B E A U ' S**



# Corporate Customers

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**ONTARIOPOWER**  
GENERATION

**3M**

**THOMAS**  
**CAVANAGH**  
CONSTRUCTION LIMITED



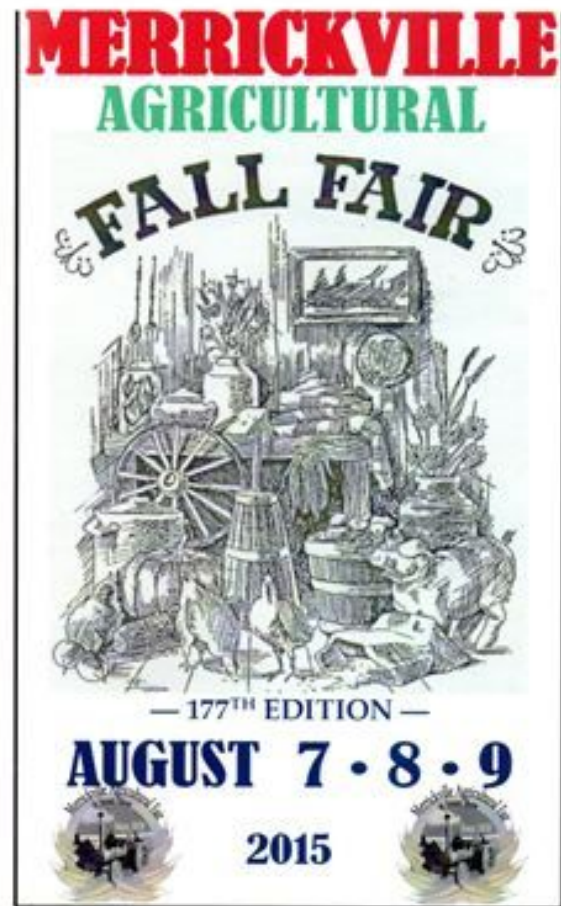
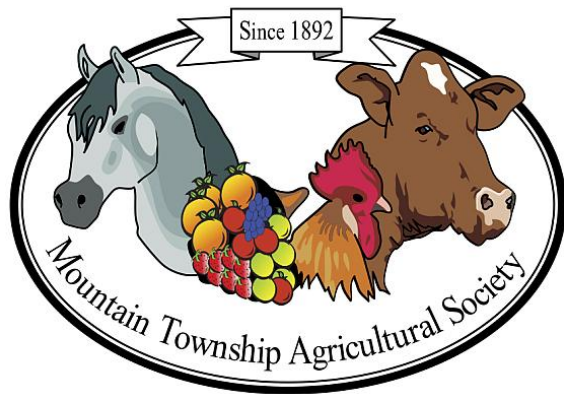
**TOMLINSON**  
FOUNDED ON **STRENGTH** GUIDED BY **VISION**

THE ST. LAWRENCE  
PARKS COMMISSION  
AN AGENCY OF THE  
GOVERNMENT OF ONTARIO



**Parks of the**  
**St. Lawrence**

# Agriculture Sponsor



# Campgrounds





# Storm Internet Services - Quick Recap

- WISP - Rural Wireless Internet Service Provider
- FTTH - Fibre to the home (select areas)
- Fibre for businesses (whole of Ontario and Quebec)
- Fibre - Networks for business parks
- VoIP - Inexpensive phone/fax service
- Wi-Fi - Community hotspots (arenas, conferences)
- Smart Farms (dairy, grain/cash croppers, maple farms)
- DSL - Digital subscriber line
- Cable - Coax infrastructure



# What's Next?

- Send a note to [sales@storm.ca](mailto:sales@storm.ca)
- Site survey
  - We call to confirm the date and time
  - Site survey at your house/building costs \$49.95
    - If you can be connected (with or without a tower) this is non-refundable
- On-spot install
  - If you are home we can install you “on the spot”
  - Commercial PTP can get custom speeds



# Pricing

Package	Download Speed	Upload Speed	Data	Monthly \$
Velocity 10/3	Up to 10 Mbps	Up to 3 Mbps	Unlimited	\$74.95 +HST
Velocity 15/3	Up to 15 Mbps	Up to 3 Mbps	Unlimited	\$89.95 +HST
Velocity 20/5	Up to 20 Mbps	Up to 5 Mbps	Unlimited	\$99.95 +HST
Velocity 25/5	Up to 25 Mbps	Up to 5 Mbps	Unlimited	\$109.95 +HST
Velocity 50/10	Up to 50 Mbps	Up to 10 Mbps	Unlimited	\$129.95 +HST



# Questions?

**Jason Riddick, Residential Sales Manager**

[jriddick@corp.storm.ca](mailto:jriddick@corp.storm.ca)

613.567.6585 ext. 240

**Peter Vanderlind, Commercial Sales**

[peter@corp.storm.ca](mailto:peter@corp.storm.ca)

613.567.6585 ext. 237

# Thank You!

**Birket Foster, CEO**

birket@corp.storm.ca

613.567.6585 ext. 204

**Michel Lalonde, VP**

michel@corp.storm.ca

613.567.6585 ext. 250

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## **STAFF REPORT**

**S.R. No. 202-2022**

**PREPARED BY:** Suday Jain, Treasurer and GM of Finance

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

**COUNCIL DATE:** December 19, 2022

**SUBJECT:** Request for Additional Funds- Williamstown Santa Claus Parade

### **BACKGROUND:**

1. A representative from the Williamstown Santa Claus Parade organizing committee has reached out to Finance staff to inquire if Council may be able to provide additional funds to assist with unplanned expenses for the Santa Claus Parade.
2. The committee had an unexpected insurance expense that was not budgeted for as it had not been required in previous years.

### **ANALYSIS:**

3. The Williamstown Santa Claus Parade was approved for a Community Grant of \$1000. The additional funds request amount to \$199.
4. Approving this additional request would lead to a slight overage in the Grants and Donations account (approximately \$51).

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

5. Approval of the full additional request would lead to a small overage.

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

Goal 4: Improve quality of life in our community

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 202-2022 be received and that the Council of the Township of South Glengarry (choose one):

- A: Approve an additional \$199 of funding for the Williamstown Santa Claus Parade.  
B: Approve an additional \$\_\_\_\_\_ of funding for the Williamstown Santa Claus Parade.



C: Does not approve the release of additional funds for the Williamstown Santa Claus Parade

---

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



## **STAFF REPORT**

**S.R. No. 200-2022**

**PREPARED BY:** Sarah McDonald, P. Eng., - GM Infrastructure Services  
Gary MacDonald – Drainage Superintendent

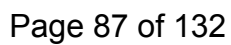
**PREPARED FOR:** Council of the Township of South Glengarry

**COUNCIL DATE:** December 5, 2022

**SUBJECT:** Request for Use of Unopened Road Allowance – Mutual Agreement Drain

### **BACKGROUND:**

1. The Township received a written application for use of a green road in accordance with By-law 33-14 from landowners near the Morrison Drain through the Township's Drainage Superintendent.
2. The application request is attached and includes the information required by By-law 33-14, namely:
  - a. Intended Use
  - b. Applicant's Interest in Allowance
  - c. Accurate Location and Description Plan
3. Approximately 20-years ago, Mr. Hoesktra rerouted the Morrison Drain to improve efficiency of his farming operation. The reroute was completed with the approval of the neighbouring private landowners, who were agreeable provided a proper outlet was maintained.
4. The work completed includes:
  - a. Fill in the Main Drain from sta 0+00 to sta 17+20
  - b. Fill in the upper section of Branch 1 from sta 9+50 to sta 26+40
  - c. Dig a new ditch running northerly from sta 26+40 on Branch 1 a distance of ~500m
  - d. Dig a new ditch running westerly along the unopened road allowance between Concession 4 and Concession 5 a distance of ~600m
5. The map (following page) provides the location of the original path of the municipal drain (pink) that was filled in during 2001 and the private drain (blue) that was created during 2002.





### **ANALYSIS:**

6. **Intended Use:** Private Drain (this is the current usage)
7. **Applicant's Interest in Allowance:** Landowners would like to enter into a mutual agreement for the private drain, with the Township, with all associated costs born by the landowners.
8. **Accurate Location and Description Plan:** The provided location and description plan is above.
9. The approval of the Township was not sought for the usage of the unopened road allowance.
10. The outlet provided, while functional, is not legal. In that, when the time comes to maintain the ditch in the lower section, there is no right to trespass and maintain as it is a private ditch.
11. Approval of this usage would be status-quo and entering into a mutual agreement with the landowners will allow for future maintenance of the private ditch and will service the Morrison Drain.

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

N/A

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

N/A

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 200-2022 be received and that the Council of the Township of South Glengarry approves the usage of 600 metres of unopened road allowance, located per the attached image, for the construction of a private ditch and furthermore, that the Township of South Glengarry is receptive to entering into a Mutual Agreement on this private drain, with all associated costs to the landowners.

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

## Request for Use of Unopened Road Allowance

December 12, 2022

### Background on Partial Infilling of Morrison Drain and Constructing Private Drain

Around 2002 Richard Hoekstra decided to alter the drainage on his property by filling in parts of the Morrison Drain, which he felt were making his fields difficult and inefficient to work. Richard consulted with his neighbours to the north in the 5<sup>th</sup> Concession who would be affected by the infilling he wished to do, and being neighbourly they agreed to him doing so as long as they were provided with a proper outlet for their water.

With his neighbours' approval (but not with municipal consent), Mr. Hoekstra proceeded to:

- fill in the Main Drain from station 0 + 00 to station 17 + 20 (shown in red on the attached sketch)
- fill in the upper section of Branch 1 from station 9 + 50 to station 26 + 40 (shown in red on the attached sketch)
- dig a new ditch running northerly from station 26 + 40 on Branch 1 along the line between Lots 26 and 27 a distance of 1640 feet to the centre of the unopen road allowance between Concession 4 and 5, and thence running westerly in the road allowance between Concession 4 and 5 a distance of 1970 feet to its intersection with the buried 10 and 8-inch outlet pipes replacing the former open Joseph McDonald Municipal Drain.

The problem Mr. Hoekstra created is that while he may have provided his neighbours in the 5<sup>th</sup> Concession with an outlet, they do not have a *legal* outlet, in that when the time comes to maintain the ditch in the lower section (in Concession 4) they would have no right to trespass and maintain it as it is a *private* ditch. As the private ditch Mr. Hoekstra dug has been in place some 20 years and approaching the time where it will require maintenance, the current owners would like to formally abandon the municipal portions that have been filled in and create a mutual agreement drain showing the drains' current location, how it will be maintained and how costs will be shared between the parties. In order to proceed to the next step of hiring a lawyer to prepare a mutual agreement drain, the parties to the agreement (Peter Sommers, Amanda Hoekstra and Ken McDonell) need to know what the municipalities' position is with respect to municipal approval of the drain constructed within the unopen road allowance. Should municipal consent be approved, a mutual agreement drain will be registered on title to protect the interests of the current and future owners.

**Landowners Request:** For municipal approval on the 1970 feet of private ditch constructed in the unopen road allowance between Concessions 4 and 5 (as shown on the attached sketch) and to be receptive to entering into a mutual agreement on this drain, with all associated costs to the landowners.



## **STAFF REPORT**

**S.R. No. 201-2022**

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

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

**COUNCIL DATE:** December 19, 2022

**SUBJECT:** Boundary Road Agreement – South Stormont

### **BACKGROUND:**

1. The Township of South Glengarry and Township of South Stormont have had an informal agreement with respect to road surface maintenance, drainage maintenance, and the provision of winter maintenance services for many years.
2. With the recent and upcoming retirement of staff in both municipalities, the Township Administrations are recommending entering into a formal agreement for the services previously informally provided to mitigate future confusion or potential unintentional loss of service to the boundary road areas.
3. The agreement is attached and the services to be provide are described in Schedule 'A' to the following boundary roads:
  - a. Pineridge Road
  - b. North Branch Road
  - c. Island Road

### **ANALYSIS:**

4. The Township currently has a similar agreement with the United Counties of Stormont, Dundas, and Glengarry to provide winter maintenance services along SDG Road 17 between SDG Road 19 and SDG Road 27.
5. Administration recommends entering into this formal agreement, which will not be an operational change given the existing arrangement.

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

N/A



**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 201-2022 be received and that By-law 89-2022, being a by-law to enter into a Road Maintenance Agreement with the Township of South Stormont be read a first, second and third time, passed, signed and sealed in open council this 19<sup>th</sup> day of December 2022.

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 89-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW TO ENTER INTO A BOUNDARY ROADS MAINTENANCE AGREEMENT WITH THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT.***

**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** Council of the Township of South Glengarry deems it necessary and in the best interest to enter into a Boundary Roads Maintenance Agreement with the Township of South

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

1. **THAT** the Boundary Roads Maintenance Agreement attached hereto as Schedule “A” shall form part of this by-law.
2. **THAT** the Mayor and Clerk be authorized to enter into said agreement.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 19<sup>TH</sup> DAY OF DECEMBER 2022***

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

## **BOUNDARY ROADS AGREEMENT**

**BETWEEN:** The Corporation of the Township of South Stormont  
**OF THE FIRST PART**

**AND:** The Corporation of the Township of South Glengarry  
**OF THE SECOND PART**

**WHEREAS** the roads listed in “Schedule A” and mapped in “Schedule B” are highways, which are on either side of the boundary line between the municipalities (the “Boundary Roads”);

**AND WHEREAS** s. 29 of the *Municipal Act 2001*, S.O. 2001. C. 25 provides that the local municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highways forming the boundary line;

**AND WHEREAS** the Townships agree to an exchange of services in regard to road maintenance, winter maintenance (snowplow), and garbage pick-up in the locations described as referenced in “Schedule A”.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants contained hereafter, the parties agree as follows:

1. The responsible Municipality agrees to perform the following services on the Boundary Roads:
  - a. Road surface maintenance, including the repairing of potholes, cracks and depressions; and,
  - b. Drainage maintenance, including the clearing of ditches, catch basins and storm drains.
2. The responsible Municipality agrees to perform the following winter maintenance services on Roads from November 1 to April 30, annually:
  - a. Routine winter road patrol, plowing, and application of anti-icing material; and,
  - b. Notify the other party as soon as practicable of any major road or drainage defects that are observed during patrol that need correcting, i.e., signage deficiencies, washouts, potholes, etc.
3. It is agreed that the standard of service to be provided in paragraph 2 herein shall be pursuant to the most current Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.
4. In relation to those Boundary Roads where it is identified as the responsible Municipality, the Township of South Glengarry shall defend, indemnify and save harmless the Township of South Stormont, their elected officials, officers, and employees from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Township of South Glengarry, their officers, employees, or others who South Glengarry is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to



be provided by the applicant in accordance with this agreement and shall survive this agreement.

5. In relation to those Boundary Roads where it is identified as the responsible Municipality, the Township of South Stormont shall defend, indemnify and save harmless the Township of South Glengarry, their elected officials, officers, and employees from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Township of South Stormont, their officers, employees, or others who South Stormont is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the applicant in accordance with this agreement and shall survive this agreement.

6. Each party at their own expense within 10 days of execution of this agreement shall obtain and maintain until the termination of the contract:

- a. **Municipal General Liability Insurance** issued on an occurrence basis for an amount of not less than \$25,000,000 per occurrence / \$25,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

Corporation of the Township of South Stormont shall add the Corporation of the Township of South Glengarry as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

Corporation of the Township of South Glengarry shall add the Corporation of the Township of South Stormont as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

- b. **Automobile Liability Insurance** with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$25,000,000 inclusive for each and every loss.
- c. **Environmental Impairment Liability** with a limit of not less than \$2,500,000 per claim / \$5,000,000 annual aggregate. Coverage shall include Gradual cover and shall not be limited to Sudden and Accidental and shall include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. If such coverage is written on a claims made basis, such policy shall contain a 24 month extended reporting period or shall be maintained for a period of two years subsequent to conclusion of services provided under this agreement.

Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the Additional Insured shall bear no cost towards such deductible.

7. Each party shall provide evidence of WSIB or its equivalent.

8. Each party are responsible to keep their property / assets insured - failure to do so shall not impose any liability on the other party.

9. Each party shall provide the other party with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the certificate holder in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to all parties.

10. Term and Termination:

- a. This agreement shall be effective on the date that it is signed by both parties and shall continue unless terminated by notice in accordance with this paragraph.
- b. Notwithstanding 10.a. this agreement may be terminated by either party, upon sixty (60) days written notice.
- c. Notwithstanding any termination the indemnities provided herein shall continue to apply in relation to any maintenance or other works carried out prior to termination.

**IN WITNESS WHEREOF** the parties hereto have hereunto affixed their respective corporate seals, attested by the hands of their respective officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

**THE CORPORATION OF  
THE TOWNSHIP OF  
SOUTH STORMONT**

\_\_\_\_\_  
Bryan McGillis, Mayor

\_\_\_\_\_  
Loriann Harbers, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Lachlan McDonald, Mayor

\_\_\_\_\_  
Kelli Campeau, Clerk

\_\_\_\_\_  
Date

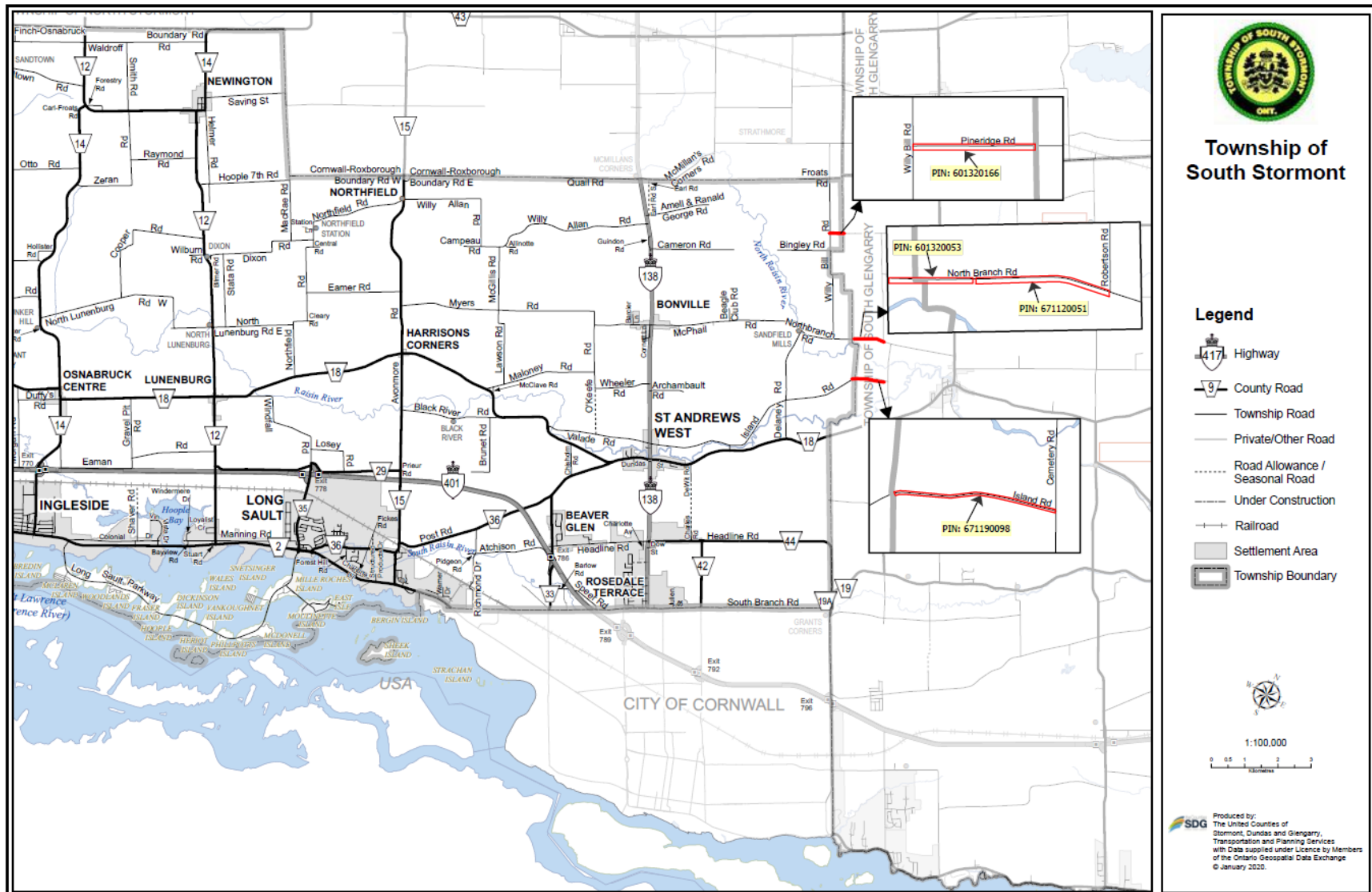
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Date

## BOUNDARY ROADS AGREEMENT “Schedule A”

Road	Service	Responsible Municipality
Pineridge Road (385 meters east of Willy Bill Road) Being PIN: 601320166	Road maintenance	South Glengarry
	Winter maintenance	
	Garbage pick-up	
Northbranch Road Being PIN: 601320053 & 671120051	Road maintenance	South Stormont to exact geographical boundary
	Winter maintenance	South Stormont to Robertson Road intersection
	Garbage pick-up	South Stormont to exact geographical boundary
Island Road Being PIN: 671190098	Road maintenance	South Stormont to exact geographical boundary
	Winter maintenance	South Stormont to Cemetery Road intersection
	Garbage pick-up	South Stormont to exact geographical boundary



## BOUNDARY ROADS AGREEMENT “Schedule B”



## INFORMATION REPORT

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



**MEETING DATE:** December 19, 2022

**SUBJECT:** CLRC – Rooftop Solar Feasibility Study – Tech Memo

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

In December 2021, EVB Engineering provided a Roof Structural Analysis for the Char-Lan Recreation Centre in order to determine the pre-engineered roof structure capacity to support a solar panel array. Based on the information provided at the time, the installation of solar panels atop of the Char-Lan Recreation Centre was not recommended given the condition of the roof and reinforcements that would be required. It was noted within this report that the recommendations and condition assessments were limited to the above ground infrastructure.

The 2021 Analysis Report highlighted concerns and potential roof maintenance or full replacement in the foreseeable future. Despite working towards completion of other arena capital projects, Administration continued to investigate solutions for these roof rehabilitation options and potential funding opportunities. Part of the funding research identified that the Green and Inclusive Community Buildings Program (GICB) may support roof rehabilitations when solar panels are included within the project. Administration continued working with EVB Engineering to explore this potential project and gather the necessary information and complete a feasibility study. Background research was required, including an energy model, anticipated energy savings as well as consultation with Hydro One. The findings were completed, and a draft study was presented to staff for review in August 2022.

During this phase of research, the Char-Lan Recreation Centre Arena Floor and Dasherboard Project was underway. As Council is aware, during construction it was identified that below ground structural supports for the facility were in a state of disrepair, beyond the original specifications or scope of the project. The concrete piers that were identified to be in unstable condition within the arena floor section of the facility were repaired in order to move the capital project forward. To this date the structural support issues identified in the workshop portion of the facility still require rehabilitation, a concern highlighted as part of the 2021 EVB analysis report, this is set to be completed in the foreseeable future. EVB Engineering identified that the frame of

the arena structure would need to be replaced if solar panels were to be installed on the roof.

The existing GICB Program is funding project retrofits of existing community buildings ranging in total eligible costs from \$100,000 to \$3,000,000. However, the Class D estimate of the structure replacement required to support solar panels and upgrade the facility would be close to \$6,000,000, in addition to \$500,000 that would be required for the solar panel installation and electrical work, along with approximately \$600,000 for engineering, creating a total project cost of \$7,000,000. Therefore, as a result of the findings of the feasibility study, coupled with the current condition and age of the facility, it was determined that the rehabilitation costs for the facility would become a larger project than what was available for funding through the GICB Program.

As of December 5, 2022, the GICB Program has launched a second scheduled intake that allows for 80% funding for larger projects ranging in cost from \$3,000,000 to \$25,000,000 with applications due by February 28, 2023. Administration is scheduled to partake in an informational webinar in early January 2023 in order to investigate if the Township would be eligible to apply for such funding based on the current studies and information that has been gathered on the facility to this point. Regardless of the outcome of the current GICB application process, it will be important that Administration continue to research and plan for future options related to roof and structural rehabilitation at this aging facility. This will ensure that the Township is in a strong position to make applications for future GICB intakes or other potential grant sources in the future.





## TECHNICAL MEMORANDUM

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**PROJECT:** Char-Lan Recreation Centre Rooftop Solar Installation  
**DATE:** August 12, 2022  
**TO:** Sherry-Lynn Servage, Township of South Glengarry  
**FROM:** Brad MacCulloch, EVB Engineering  
**RE:** Rooftop Solar Feasibility Study

---

This technical memorandum is provided as a feasibility study for a proposed rooftop solar installation at the Char-Lan Recreation Centre in Williamstown, ON. This summary outlines the existing energy baseline, proposed PV array, energy savings, greenhouse gas emissions reductions, structural analysis, construction cost estimates and financial model. A RetScreen Expert file and report is attached for inclusion in your application for the Green and Inclusive Community Buildings (GICB) grant.

## 1 Project Background

The Char-Lan Recreation centre is a local arena and community hall in Williamstown, ON which is owned and operated by the Township of South Glengarry. The Township intends on applying for funding through the GICB grant program offered by Infrastructure Canada to support the installation of a rooftop solar generation system. This system will target reductions in greenhouse gas (GHG) emissions and operational costs by offsetting grid supplied electrical energy with a photovoltaic clean energy source. This application requires that an energy model be developed using RetScreen Expert software to assess the energy baseline for the existing facility as well as quantify the anticipated energy savings of proposed improvements. This software will also provide a complete life cycle financial analysis of the proposed project. The Township contracted EVB Engineering to perform this analysis to support their application for funding.

## 2 Facility Baseline

### 2.1 Energy Baseline

Considering the intent of this project is to reduce greenhouse gas emissions and energy costs by offsetting them with rooftop solar generation, it was determined that a complete energy audit was not required to support this analysis. The energy baseline was determined by reviewing historical energy consumption for the facility based on billing data from the electrical and natural gas services to the site.

To define the facilities annualized energy baseline, twelve (12) months of utility bills (Electricity and Natural Gas) were reviewed from March 2021-February 2022 as summarized below.

- ♦ Annual Electrical Energy Consumption = **420 MWh / year**
- ♦ Annual Natural Gas Consumption = **224 MWh / year (21,114 m<sup>3</sup>)**
- ♦ **Annual Energy Consumption (Total) = 644 MWh / year**

## 2.2 GHG Emissions Baseline

The annual GHG emissions baseline for the facility was calculated using RETScreen's GHG emission factors for the various fuel sources and the annual energy consumption of each fuel source. These emissions factors correlate the amount of GHG emissions produced per unit of energy consumed by various fuel sources.

Electricity purchased from Ontario's electricity grid is considered to produce 0.03 Tonnes of CO<sup>2</sup> for every MWh produced. This represents the average annual emissions produced by all generation sources connected to Ontario's grid. The actual emissions factor will vary day-by-day and hour-by-hour depending on the generation that is online during any given time; however, the average emission factor is considered a reasonable approximation for this level of analysis. Transmission and distribution losses were not considered as part of the GHG baseline since the annual energy consumption was already adjusted to account for these losses.

The GHG emission baseline for the natural gas consumption was determined based on RETScreen's emission factor of 0.1794 Tonnes of CO<sup>2</sup> per MWh consumed.

- ♦ Annual GHG Emissions (Electrical) = **12.6 tCO<sub>2</sub> / year**
- ♦ Annual GHG Emissions (Natural Gas) = **40.2 tCO<sub>2</sub> / year**
- ♦ **Annual GHG Emissions (Total) = 52.8 tCO<sub>2</sub> / year**

## 3 Proposed Rooftop Solar Installation

### 3.1 Description

The Township is proposing to install a new rooftop solar array on the roof covering the facilities ice surface. The roof is a relatively low sloped (4°) gable roof design and provides over 2000 m<sup>2</sup> of surface area for PV module installation. This system would be connected as a grid-tie system in which it operates in parallel with the utility (HydroOne) supplied connection. Under normal operating conditions, the electrical demand of the facility would exceed the capacity of the proposed solar array and the array output would be supplemented by the utility supply. Under rare occasions, the solar array may feed energy back into the utilities distribution system. The province offers a NET metering program for this purpose which allows renewable energy producers to receive credit for power supplied to the utility grid. This credit would be applied to

future utility bills. An application would be required to establish the NET metering connection with Hydro One. This should be included with the PV design.

### 3.2 Minimum PV Capacity

The GICB grant documentation indicates that retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements. For this reason, it was determined that the proposed PV installation shall offset a minimum of 25% of the buildings baseline energy consumption. This equates to:

- ♦ Minimum Annual PV Generation = **161 MWh / year**

Using the local climate data provided in the RetScreen software and accounting for the size and orientation of the proposed rooftop installation it was determined that a capacity factor of 13% should be expected for the proposed PV installation. This means that, on average, the array will produce 13% of it's connected capacity throughout the year. This accounts for losses due to lost production during nighttime hours, days with cloud cover, temperature fluctuations, equipment efficiencies, etc. To meet the minimum production targets, the minimum PV capacity must be:

- ♦ Minimum PV Capacity = (161 MWh / year) / (365 days x 24h/day x 0.13) = **142 kW**

### 3.3 Maximum PV Capacity

For the purposes of this study, the maximum PV capacity was assumed to be limited by the following three factors.

- ♦ Roof Surface Area
- ♦ Distribution System Capacity (HydroOne)
- ♦ Total Annual Electricity Consumption

Considering the intent of this project is to install a rooftop solar array, the array was assumed to be limited by the physical constraints of the arena roof. Modern PV modules produce upwards of 200 W/m<sup>2</sup>. The arena roof measures approximately 2000 m<sup>2</sup> and it was determined that 70% coverage could be achieved with the PV modules accounting for required working space around module rows and potential limitations from roof penetrations. This yields a maximum array capacity of 280 kW based on the physical limitations of the roof surface area. Generally, the array capacity exceeds the connected nameplate of the PV system by 10-20%. This reduces the physical capacity based on roof area to ~230kW.

HydroOne sets limitations on the maximum connected embedded generation on their feeders and substations. These limits are set to ensure that the embedded generation does not inadvertently impact the safety, reliability, and quality of the electrical distribution system. Initial consultation



was made with HydroOne's DX generations group on behalf of the Township to determine the available generation capacity for the site. The arena is supplied from Williamstown DS feeder F2. HydroOne's station and feeder capacity calculator indicated that this feeder has 238 kW of capacity available for embedded generation as of April 29, 2022.

The third limitation is related to the NET metering financial model. Essentially there are no financial incentives to generate more electricity than what is consumed on an annual basis. The financial viability would begin to suffer if the system was oversized in this manner. Based on an annual electrical energy consumption of 420 MWh and the 13 % capacity factor, the maximum connected PV array should be limited to 369 kW to avoid generating more energy than is consumed on an annual basis.

For this feasibility study and application to HydroOne, a preliminary system architecture consisting of nine (9) x 24 kW 3-phase string inverters were chosen resulting in a proposed nameplate capacity of **216 kW**. This exceeds the minimum array size required to meet grant funding targets and is below the capacity limitations of Hydro One's current distribution system as well as the physical constraints of the facility roof.

## 4 Energy Model

The proposed rooftop solar installation was modelled using RETScreen Expert energy management software to determine the expected annual energy production for the installation. This software also determines the expected reduction in attributed green house gas emissions due to the reduction in grid purchased power.

The results of this model are as follows:

- ◆ Annual Green Electrical Energy Production (PV) = **240 MWh / year**
- ◆ **Gross Annual GHG Reduction = 7.1 tCO<sub>2</sub> / year (13.4% reduction)**

## 5 Required Make Ready Work

### 5.1 Electrical Make Ready Work

The electrical make ready work references any upgrades and/or modifications required to the existing electrical infrastructure to support the proposed solar installation. This includes both site specific upgrades and upgrades to Hydro One's distribution system as required.

There are no site-specific upgrades required to support the proposed PV installation. The building is provided with a 600 Amp, 347/600 Volt GrdY service from HydroOne (local distribution company) which provides sufficient capacity to connect the proposed 216kW rooftop installation. The preliminary design expectation is that the new rooftop solar installation will be connected to

the existing 600Amp splitter bus located in the compressor room with its system disconnect located directly outside the building adjacent to the utility meter. The costs associated with this connection have been included in the rooftop solar installation costs (item 1.3) as outlined in section 6 below.

Any upstream make ready work as required by HydroOne will be determined based on the pending connection impact assessment (CIA) application to HydroOne. Our initial expectation is that HydroOne will require the following upgrades to the site at a minimum:

- ◆ Replacement of existing meter cabinet within Compressor Room
- ◆ Replacement of existing meter with bi-directional meter (by HydroOne)
- ◆ Upgrade of existing transformer pole with new pad mount transformer.

Some preliminary costs have been provided for these expected upgrades. The final cost estimate will be revisited upon completion of Hydro One's CIA.

## 5.2 Structural Make Ready Work

In 2021, EVB Engineering in collaboration with MBA engineering, completed a cursory structural analysis of the pre-engineered portion of the building (rink and arena areas) to review the potential for the structure to support a roof-top solar panel installation. There was no as-built information of the steel framed structure available and as a result site measurements were required. The results of the study indicated that under current building code prescribed load values and associated combinations, overstress was identified at several locations of the steel framed structure. Several conclusions and recommendations were made at that time including but not limited to the following:

- ◆ Overstress was identified at several locations of the steel structure
- ◆ Significant reinforcing is required
- ◆ The existing roof membrane is in poor condition and requires replacement
- ◆ There are condensation issues on the underside of the roof and a new roof system should include additional continuous thermal insulation and vapour barrier to alleviate these issues (in addition to mechanical upgrades)
- ◆ The pre-engineered building does exhibit some corrosion of various components that require preparation and re-painting
- ◆ A review of the building foundations was not completed as part of this investigation. It is noted that subsequent to the analysis, arena construction for the slab replacement was initiated whereby concrete foundation pier and wall deficiencies were identified below grade and required repair

The analysis report concluded that with consideration of all factors including the age of the building, the structural reinforcing required, implications with respect to a new metal roof system,

and other limitations, the installation of solar panels atop the existing rink area roof structure is not recommended.

Additionally, in 2021, a roof condition analysis was completed by Snetsinger Consultants Limited. In this report, the roof areas above the Rink and Workshop/Ice Plant areas were identified in poor condition. The recommended option from this report (roofing perspective only) was to complete a metal re-cover of the roof structure with the addition of new thermal insulation. It was noted that a structural analysis would be required prior to any metal re-cover work to evaluate the ability of the roof structure to support the added dead load.

Although the installation of a rooftop solar panel install is not recommended atop the existing structure, one option would be the construction of a new foundation and pre-engineered frame around the new rink slab and existing ice plant with the lobby and second floor areas remaining. With this option, solar panels could be included as part of the collateral design load for the structure and incorporated into the construction. High-level construction costs associated with this work is presented under Section 6 below.



## 6 Construction Cost Estimate

The following table outlines expected construction costs for the proposed rooftop solar installation.

ITEM	DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
1.1	Structure Replacement - New Rink Area Building Structure	m <sup>2</sup>	2446	\$2,400	\$5,870,000
1.2	Electrical Make Ready Work - Service Upgrades (TBD based on CIA)	LS	1		\$60,000
1.3	216 kW Rooftop Solar Installation (includes, PV modules, inverters, transformers, disconnects, and wiring).	kW	216	\$2,100	\$454,000
	Subtotal				
2.1	Engineering, Geotechnical and CA	%	~10		\$616,000
<b>Total</b>					<b>\$7,000,000</b>

Notes:

- The above estimated values are considered Class 'D' – it is an indication (rough order of magnitude) of the project total cost – expected degree of accuracy is 20%.
- It is assumed the new rink structure would be constructed slightly wider than the existing rink (36.5m width in lieu of 30m) to facilitate construction and better serve the user groups. The unit rates are based on 2022 arena tender values and include the building envelope costs and building mechanical requirements, does not include the ice surface and process mechanical equipment.

## 7 Financial Analysis

### 7.1 Annual Revenue/Cost Savings

With a NET metering arrangement, the proposed rooftop solar installation will not generate any direct revenue however the financial payback will be driven by the cost savings associated with a reduction in utility purchased electricity.

At the time of this analysis, the township was enrolled in a power purchase agreement through an energy retailer with an average purchase price of \$160/MWh. As discussed earlier, the proposed PV installation is expected to generate ~240MWh of electricity per year resulting in an annual energy cost savings of:

- ♦ Annual Electrical Energy Cost Savings = **\$38,438 / year**

There will be some annual O&M costs associated with maintaining, testing, and inspecting the PV array. The RETScreen software estimates these costs at \$10/kW or \$2,160 / year. This results in a net annual cost savings in Year 1 of:

- ♦ NET Annual Cost Savings (year 1) = **\$36,278 / year**

## 7.2 Financial Viability

A financial model was generating using the RETScreen software to determine the net present value (NPV) and evaluate the financial viability of the project. For the purposes of this study, it was assumed that the project will receive Grant funding covering 80% of the initial construction costs resulting in a required upfront investment of ~\$1.4M by the township.

- ♦ Estimated Construction Cost = **\$7,000,000**
- ♦ Estimated Grant Funding (80%) = **\$5,600,000**
- ♦ **Required Investment = \$1,400,000**

After discussion with the Township's finance department, it was determined that any costs not covered by the GICB grant money would be funded through internal reserves. As such, there were no financing costs included in the financial analysis.

The project life was estimated at 25years based on typical solar panel life expectancies. O&M costs were inflated at 2%/year. Electricity costs were inflated at 2%/year. The annual solar production levels were reduced at 0.5% / year based on typical solar panel efficiency losses over time. This resulted in:

- ♦ Net Present Value (NPV) = **-\$878,000**
- ♦ Simple Payback = **38.3 years**

Clearly, it is difficult to justify the financial viability of the proposed rooftop solar PV installation due to the extensive structural make ready work required to support the installation. Even with 80% grant funding, the project results in a negative NPV and a project payback period which is well beyond the life expectancy of the proposed installation.

Respectfully Submitted,  
**EVB Engineering**



Brad MacColluch, P.Eng.  
Electrical Engineer

A handwritten signature in black ink, appearing to read "Greg Esdale".

Greg Esdale, P.Eng.  
Structural Engineer

A handwritten signature in black ink, appearing to read "Jamie Baker".

Jamie Baker, P.Eng.  
Sr. Municipal Engineer





**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**MOVED BY** Martin Lang

**RESOLUTION NO**

**SECONDED BY**

**DATE** December 5, 2022

WHEREAS the City of Stratford passed a resolution on November 14, 2022 supporting the National Transportation Policy and Section 5 of the *Canada Transportation Act*;

AND WHEREAS the frequency of VIA trains running in Canada has been reduced significantly since 1977, causing a subsequent significant drop in ridership;

AND WHEREAS there is a need for balanced transportation with more using transit and less using automobiles

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry supports the resolution passed by the City of Stratford, attached hereto, and recommends to the Government of Canada to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA rail service in 2022 and successive years.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

---

Mayor Lachlan McDonald

Recorded Vote:	Yes	No
Mayor McDonald	___	___
Deputy Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___
Councillor Bougie	___	___



**THE CORPORATION OF THE CITY OF STRATFORD**  
**Resolution: Funding and Support for VIA Rail Service**

**WHEREAS** The Corporation of the City of Stratford supports the National Transportation Policy and Section 5 of the *Canada Transportation Act*, S.C. 1996, c. 10 (as amended), which states in part:

*"a competitive, economic and efficient national transportation system that meets the highest practicable safety and security standards and contributes to a sustainable environment, makes best use of all modes of transportation at the lowest cost is essential to serve the needs of its users, advance the well-being of Canadians, enable competitiveness and economic growth in both urban and rural areas throughout Canada. Those objectives are achieved when:*

*(a) competition and market forces among modes of transportation, are prime agents in providing viable and effective transportation services;*

*(b) regulation and strategic public intervention are used to achieve economic, safety, security, environmental or social outcomes*

*(c) rates and conditions do not constitute an undue obstacle to the movement of traffic within Canada or to the export of goods from Canada;*

*(d) the transportation system is accessible without undue obstacle to the mobility of persons, including persons with disabilities; and*

*(e) governments and the private sector work together for an integrated transportation system."*

**WHEREAS** the Government of Canada has stated: "*we are serious about climate change*" and "*smart investments in transit help connection communities .... We will continue to work with communities and invest in the infrastructure they need today and into the future*";

**WHEREAS** Abacus data has indicated that Canadians are focused on building transit to reduce congestion and connect communities;

**WHEREAS** the Canadian Transport Commission main finding at public hearings in 1977 was that there should be no further reductions to passenger rail services;

**WHEREAS** the frequency of VIA trains running in Canada has been reduced significantly since 1977, causing a subsequent significant drop in ridership;

**WHEREAS** there is a need for balanced transportation with more using transit and less using automobiles;

**WHEREAS** the changing demographic relating to house prices, housing affordability will require further expansions of transit;

**WHEREAS** there is a need to visit tourist sites located along rail lines;

**WHEREAS** the annual cost of congestion to the Greater Toronto Hamilton Area economy alone is between \$7.5 and \$11 billion;

**WHEREAS** there are 10 million more vehicles on the road today than there were in 2000; and

**WHEREAS** the City of Stratford requests the support of this resolution from all communities served by VIA;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of The City of Stratford recommends to the Government of Canada to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA rail service in 2022 and successive years.

-----  
Adopted by City Council of The Corporation of the City of Stratford on November 14, 2022

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1  
Attention: City Clerk, 519-271-0250 extension 5329, [clerks@stratford.ca](mailto:clerks@stratford.ca)

## INFORMATION REPORT

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



**MEETING DATE:** December 19th, 2022

**SUBJECT:** Disposal of Roads Fleet Assets Update

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

1. The South Glengarry Infrastructure Services - Roads Division has removed the following fleet vehicles from service:
  - a. One x 2002 International Tandem
  - b. One x 1998 Volvo Tandem
2. These two Tandems were to be disposed of via the GovDeals sales service as per the [Consent Agenda Report](#) provided to Council on September 20, 2022.
3. The two tandems were posted for auction and the Township was unable to secure a buyer.
4. In keeping with By-law 36-07, Administration will proceed with scrapping and dismantling the two surplus tandems.



## INFORMATION REPORT

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

**MEETING DATE:** December 19, 2022

**SUBJECT:** Changes to OMERS- Part-time Employee Contributions

**PREPARED BY:** Tim Mills, CAO



### Background:

1. OMERS recently announced changes to the pension program. For the first time part-time/contract/summer student employees will be eligible to opt into the program.
2. The change affects all of the Township's part-time/contract/summer student employees. The criterion identified by OMERS is that the employer must have an obligation to the employees in relation to Employment Standards Act, Occupational Health and Safety Act, and other legislation that imposes an obligation on the employer.
3. In addition, the individual employees eligible to participate are also those for whom the employer remits all standard statutory deductions (EI, CPP and Income Tax). The employer is obligated to offer the option to enroll in the OMERS program to these employees. The decision to enroll is voluntary for the employee; it is not mandatory for the noted employees to enroll in OMERS.

### Analysis:

4. To provide Council with some idea of the potential added employer costs for 2023, Administration used the 2022 part-time/contract/student list of employees who meet the standard of having all standard statutory deductions remitted on their behalf by the Township to calculate the effect on payroll.
5. If all 21 employees sign up the cost for the Township's portion of the OMERS contribution is equal to 9% of the wages earned, or approximately \$ 22,000. This represents what the 2022 cost would be for the Township.

6. The affected employees will be offered the information and opportunity to opt in or out of OMERS. As indicated the figures provided are based on all 2022 part-time/contract and summer student employees and their wages. This information represents the effect if all were to opt in to OMERS.
7. It is important to note that wage changes in 2023 could result in higher or lower employer contributions for OMERS depending on the number of employees choosing to opt in to the OMERS program. The added OMERS cost will be part of the operational budget for 2023.

## INFORMATION REPORT

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



**MEETING DATE:** November 21, 2022

**SUBJECT:** Departmental Update – Corporate Services  
(November 2022)

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

### **CAO'S OFFICE**

- Attended various Council and Committee meetings.
- Attended Inaugural Council Meeting.
- Met with and addressed various constituent concerns and complaints
- Attended and facilitated Management Team meetings
- Attended and facilitated ongoing finance and budget meetings
- Managed various HR matters
- Worked on various legal files
- Ongoing Management of RATI Grant for Airport
- Ongoing Review of Asset Management Plan
- Attended meetings with MNP regarding financial Audit
- Attended SDG CAO's Meeting
- Participated in Glen Walter Environmental Assessment Steering Committee
- Ongoing onboarding the position of General Manager of Finance/Treasurer
- Attended Summerstown Trails Ribbon Cutting
- Attended Williamstown and Lancaster Remembrance Day Ceremonies
- Attended Volunteer Appreciation Wine and Cheese

### **CLERK'S OFFICE**

- Council and Committee agenda/meeting preparation, facilitation, and wrap-up
- Post-election wrap up (preparation of communications and accessibility reports, financial reporting requirements for candidates, etc.)
- Planned, prepared, and executed new council orientation
- Planned, prepared and executed Inaugural Meeting
- Finalized voters list revisions for MPAC
- 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 Final Revision of Service Delivery Review Project
- Attended SDG Clerk's Monthly Meeting
- Assisted Finance department as needed
- Ongoing Grant tracking and reporting
- Facilitated Staff Social-Wellness Committee Meetings
- Attended AMCTO 2023 Conference Planning Committee
- Participated in Escribe Training for Participant Access and facilitated training for Council.
- Participated in Budget Meetings with CAO and Treasurer
- Attended Human Rights and Equity Training for Municipal Leaders
- Deputy Clerk attended SDG Council Orientation Training
- Ongoing preparation for StoneShare (Records Management) project
- Attended Municipal Lottery Licensing Workshop via AMCTO
- Facilitated Fence Viewer Request
- Participated in Cunningham Swan Municipal Seminar

### **COMMUNICATIONS**

- Daily preparation of website and social media content
- Responded to general inquiries received through website and social media
- Preparation of Council Meeting Newsletters
- Attended Health and Safety Meeting
- Managed Council meeting technology and livestream
- Ongoing Website Management
- Reviewing Municipal Phone Plan

### **COMMUNICATIONS STATS**

- YouTube Stats:
  - +6 new subscribers
  - 966 video views
  - Most watched videos:
    - Home is Where Our Story Begins Promo (204 views)
    - Inaugural Council Meeting (149 views)
    - November 7<sup>th</sup> Regular Meeting (136 views)
- Website – Most Popular Searches:



- Water and Wastewater (8)
  - Property Taxes (7)
  - Shop Local (5)
  - Municipal Grants and Donations (5)
  - Asset Management Plan (5)
- Facebook Stats – Posts with Highest Reach
  - Remembrance Day Post (7.3K)
  - Martintown Santa Parade (7.1K)
  - South Glengarry Promo Video (6.5K)
  - Lancaster Santa Parade (6.2K)
  - Road Closure – Boundary Rd./Hwy 401 Ramp (5.9K)

## INFORMATION REPORT

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



**MEETING DATE:** December 19, 2022

**SUBJECT:** Department Update – Parks, Recreation and Culture – November 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
- EAF Grant – Application
- Winter snow removal contracts – assisting with information
- Peanut Line signage – KM markers – research, planning and implementation
- Peanut Line maintenance
- Tree planting coordinating
- Budget Planning 2023
- Council Orientation Preparation
- CLRC Bell Fibe coordinating – installation, electrician, IT
- Char-Lan Recreation Centre Drainage Research - ongoing
- RFP 01-2022 – North Lancaster Play Structure
  - Implementation
- RFQ 24-2022 – Tree and Stump Removal
  - Implementation
- Tender 25-2022 - Peanut Line Bridge Repair – CR19
  - Ongoing
- Char-Lan Recreation Centre Floor and Dasher Board Project
  - Net Extension
  - Lift gate chain repairs
- External Meetings
  - Parks Canada – Cairn Future Interpretation Site
  - Fed Dev Ontario –Grant
  - ICIP Culture – Grant

- Glengarry Celtic Music Hall of Fame
- Boys and Girls Club – Season Recap and 2023 Planning
- TK Elevator – Review of Capital Plan
- Internal Meetings
  - CAO and Clerk – Lancaster Library Lease Agreement
  - Lead Hand – Budget Review
  - Director of Water and Wastewater – Budget Review
  - Fire Chief and GM of Infrastructure – IT Review
  - GM of Infrastructure – Rec and Roads Budget Review
  - Departmental Team Meetings – ongoing
  - Management meetings – ongoing

## **OPERATIONS**

- Char-Lan Recreation Centre Ice Surface re-opening
- Prepping sites for tree planting
- Preparing Cenotaphs and Flags for Remembrance Day
  - Lancaster Cenotaph light replacements
- Addressing ongoing vandalism at parks and facilities
- Outdoor rink preparations
- 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
  - Dock systems and kayak launches
  - Picnic table and garbage can removals/relocating

## **HEALTH AND SAFETY**

- Building and site inspections continue.
- Lift and Harness – Annual Equipment Safety Inspections

## INFORMATION REPORT

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

**MEETING DATE:** December 19, 2022

**SUBJECT:** Departmental Update – Fire Services  
(November 2022)

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



### OPERATIONS AND RESPONSES:

- Motor Vehicle Collisions: 2
- Alarms: 2. Medical: 3
- Burn Complaint / Unauthorized Burns: 1
- Fire – Structural: 3, Brush / Grass: 2, Vehicle: 3, Other:
- False 0: Public Hazard: 1
- Rescue: 1
- Incidents of note.
  - 1X Agricultural structure fire.
  - 1X Industrial structure fire

### TRAINING:

- Science of fire:
  - Plywood house models were burned to show fire progression through structures.
  - The in-person teaching portion was provided by the graduating students of the Fire Instructor 1 class.
  - Of note, the plywood “dollhouses” were constructed by the woodworking classes at Char-Lan High School.





**FIRE PREVENTION:**

- Property inspections and public assistance.

**HEALTH AND SAFETY:**

- Building inspections continue

**ADMINISTRATION:**

- Members attended Remembrance Day services in Lancaster, Williamstown and Martintown.
- Meetings with Parks Canada regarding a possible shared water source for fire suppression system at the Sir John Johnson House.
- Consultation / Committees
  - Hwy 401 construction projects – Emergency Management Group
  - Canadian Assoc of Fire Chiefs, RPAS (Drone) Committee
  - Municipal construction projects (traffic safety plans)
- Pumper 2 was put into service at the Martintown Station
- Project management oversight for new Williamstown Fire Station location – renovation
- Meetings with the regional advisor for the Ontario Fire Marshal's office.

## INFORMATION REPORT

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



**MEETING DATE:** December 19, 2022

**SUBJECT:** Departmental Update – Infrastructure Services  
(November 2022)

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

### Staffing Highlights:

- **Michael Jarrett joins the Township as Seasonal Driver / Labourer**

### Administration

- Cunningham Swan – Annual Municipal Law Update Seminar
- Eastern Ontario Training Board – Statement of DZ Training Program Support
- Confirmation of 2023 Contracted Snow Removal
- Attendance at Professional Engineers Ontario, 100<sup>th</sup> Anniversary Celebration
- Final Reporting for FCM's Municipal Asset Management Program
- Two Tandems listed to Gov Deals (unsuccessful)
- Council Orientation (November 18, 2022)
- Capital Budget Preparation
- Monthly Infrastructure All-Hands Meeting

### Water / Wastewater Division

- Water and Sewer Routine Operations
- Service Tap and Service Digs (4)
- Broken Hydrant (Smith Field Park)
- Pull Pumps At Sewage Pump Stations (Green Valley/Glen Walter)
- Winterize All Hydrants
- Filter Media Depth Inspections
- Low Lift Packing Glands Replaced (Glen Walter)
- Haul Sludge

## **Roads Division**

- Monitor weather forecasts
- First winter weather event
- Peanut Line Maintenance (mowed in-house and coordinated bulldozing)
- Minor Ditching
- Sign Replacement
- Drainage Concerns Reviewed
- General pothole repair
- Routine Day Road Patrols
- Roadside Debris Collection

## **Fleet**

- Preparation for winter
- Ongoing maintenance

## **Waste Management**

- Finalized 2023 Levels of Service with Council (attached as amended)
- Begun preparation on 2023 collections calendar
- Landfill Compaction Maintenance Duties – Beaver Brook Landfill Site
- Receipt and response to inquiries related to the current recycling / garbage contract
- Finalized 2023 participant carry-over from 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 Survey Completion (Fairway, Bayview, Sapphire)
- Drainage assistance to Recreation (CLRC)
- Bundled Bridges – Construction ongoing (Township, Dalcon, McIntosh Perry)
- Township in-fill ditch request and review (Place St. Laurent Ph. 3)
- 1<sup>st</sup> Line Road Culvert – construction completion walk-through (Nov 7, 2022)
- Reviewed entrance permits

Active Subdivisions	Active Site Plan Control
<ul style="list-style-type: none"> <li>• Sapphire Estates Phase 5 <ul style="list-style-type: none"> <li>○ Preliminary Acceptance</li> </ul> </li> <li>• South Beech <ul style="list-style-type: none"> <li>○ No activity</li> </ul> </li> <li>• Place St. Laurent Phase 5 <ul style="list-style-type: none"> <li>○ No activity</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• LTC Facility <ul style="list-style-type: none"> <li>○ Drainage review</li> <li>○ Traffic review</li> </ul> </li> <li>• South Beech / CR 34 <ul style="list-style-type: none"> <li>○ No activity</li> </ul> </li> </ul>

## Training

- Municipal Engineers Association – Annual Conference (S. McDonald)
- AORS, Communications Course (B. Dixon)
- Snow Plow Training, Joint with Townships
- Ongoing, all staff

## Health, Safety, and Environment

- Monthly inspections



## INFORMATION REPORT

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

**MEETING DATE:** December 19, 2022

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

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



### **Planning**

- Attended Cunningham Swan Training (legal counsel)
- 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/weekly 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
- Attended Council Orientation
- Worked on Capital Budget

### **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 for final permit
- 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 Cloudpermit
- Assigned civic addresses to new residential dwellings
- Inspected open legacy building permits as a result of work order requests
- Addressed reports and internal sightings of residents building without permits
- Attended Golden Triangle Chapter meeting
- Orientated new council members on the processes and functions of the Building Department

### **GIS & Planning**

- Performed duties as Building Information Officer (BIO).
- Filed in TOMRMS zoning by-laws, site plan control, subdivision, consents.
- Prepared mailed out and mailed minor variance and zoning amendment notices along with minutes and decisions.
- Review Cloudpermit – Planning module
- Attended meeting with Cloudpermit – Planning module
- Attended Social Wellness Committee meeting.
- Prepared maps for staff as required (Building, Planning).
- Commissioned documents as required.
- Attended Geomatics Geography Awareness Week webinar
- Attended CGIS meeting
- Prepare AssetID, municipal drain and culvert map for GM – Infrastructure. (ongoing)
- Prepare maps for Council Orientation
- Mapped Fire Hydrants ID numbers Lancaster for Director Water Wastewater

### **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.
- Arranged and attended meetings with the public.
- Attended and reviewed sites that are building without permits.
- Attended Social-Wellness Committee Planning Meeting.
- Attended Department Staff Meeting.
- Attended Ontario East By-Law Group Meeting.

### **Economic Development**

- Organized 2022 “Shop Local for Christmas” campaign, visit retailers, and create promotional materials
- Attended local economic development officer meetings
- Created “Eat local” campaign
- Worked on developing an Ec Dev work plan
- Began budget preparations
- 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
- Worked on Provincial Annual Compliance Report

## INFORMATION REPORT

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



**MEETING DATE:** December 19, 2022

**SUBJECT:** Departmental Update – Finance (November 2022)

**PREPARED BY:** Suday Jain, GM of Finance/Treasurer

### AR Activity

- Continued to complete outstanding assessment changes, severance and consolidations, tax incentive approvals and supplementary/omitted assessment bills
- Prepared tax reminder notices for all accounts in arrears over \$10
- Reviewed water accounts for meter changes

### AP Activity

- Continued payment of vendors, keeping our suppliers current.
- Assisted Treasury with analysis for investment opportunities

### Treasury Activity

- Met with Departments to formulate and finalize the 2023 Capital Budget & Reserve Transfers for Council adoption
- Prepared the 2022 Reserve Report and report for 2023 Planned Reserve Activity
- Prepared and finalized the 2023 Capital Budget & Reserve Transfers Book and presentation to Council
- Began preparation for 2023 Operating Budget
- Continued preparation of 2022 Operating & Capital Reports for presentation to Council
- Worked with MNP to review 2021 financials for Cornwall Regional Airport
- Ongoing review of tax arrears and tax arrears policy





November 17<sup>th</sup>, 2022

*Cannabis Act* Legislative Review Secretariat  
(sent via email: [legreview-examenleg@hc-sc.gc.ca](mailto:legreview-examenleg@hc-sc.gc.ca))  
Health Canada  
Address locator 03021  
Ottawa, Ontario  
K1A 0K9

To whom it may concern:

**Re: Federal Cannabis Act Review**

The purpose of this correspondence is to provide a formal response to the Federal Government's review of the *Cannabis Act*.

At its October 20<sup>th</sup>, 2022 Regular Meeting, Council for the Township of Malahide directed Township Administration to prepare and forward specific municipal impacts and costs in relation to current cannabis legislation to the federal government's cannabis legislation review process.

The Township of Malahide has incurred significant legal fees, council and staff time, and general community disruption, all pertaining to licenses issued under the federal Medical Cannabis Registration process. Township Council and staff time has cost taxpayers here approximately \$14,000 in the last 18 months alone, with additional incurred costs within the same time period of approximately \$8,000 for outside legal and other consulting advice.

The Township of Malahide is not against or opposed to cannabis, and appreciates the roles that both the federal and provincial governments provide in assisting municipalities. However, the Township believes that there are many improvements that can be made, especially in the areas of inspections, enforcement, and ensuring that operations and licenses issued for same are appropriate and take into consideration and minimize impacts on surrounding land uses.

As it currently stands, municipalities, especially smaller, rural municipalities such as Malahide, have little resources to effectively combat a situation where Health Canada has issued licenses for a scale of growing that would never seem appropriate on a residential property.

With the above concerns, the Township of Malahide fully supports the key messages of The Association of Municipalities of Ontario (AMO), which include: local governments,

residents, and communities continue to be concerned about multiple medical cannabis grow authorizations that can sometimes be located in one place; a concern that there is a lack of information on authorized operations in communities; and, local governments should be able to recoup the costs associated with enforcement related to medical cannabis grows, with a portion of any fines and licensing fees collected being transferred to municipalities to cover the local cost of enforcement.

Thank you for the opportunity to provide comment.

Respectfully,

A handwritten signature in black ink, appearing to read 'Adam Betteridge', with a stylized flourish at the end.

Adam Betteridge, MCP, RPP  
Chief Administrative Officer, Township of Malahide  
[abetteridge@malahide.ca](mailto:abetteridge@malahide.ca)

cc:

- Township of Malahide Council
- The Association of Municipalities of Ontario (AMO) c/o Craig Reid ([creid@amo.on.ca](mailto:creid@amo.on.ca)) and Daniela Spagnuolo ([dspagnuolo@amo.on.ca](mailto:dspagnuolo@amo.on.ca))



December 6, 2022

The Honourable Karen Vecchio, MP Elgin-Middlesex-London [Karen.Vecchio@parl.gc.ca](mailto:Karen.Vecchio@parl.gc.ca)  
The Honourable Rob Flack, MPP Elgin-Middlesex-London [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
[steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)  
Association of Municipalities of Ontario (AMO) [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Rural Ontario Municipal Association (ROMA) [romachair@roma.on.ca](mailto:romachair@roma.on.ca)  
Municipalities of Ontario

**RE: Federal Cannabis Act Review**

At its regular meeting held on December 1, 2022 the Malahide Township Council passed the following Resolution:

**No. 22-278**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT the Township of Malahide correspondence relating to the Federal Cannabis Act Review be circulated.**

**Carried**

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

Respectfully,

Allison Adams,  
Manager of Legislative Services/Clerk

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 90-2022  
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 December 19, 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 19<sup>TH</sup> DAY OF DECEMBER 2022.***

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