

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

Monday, April 3, 2023, 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 on the Consent agenda 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	
5.a Special Meeting Minutes - March 20, 2023	3
5.b Previous Meeting Minutes - March 20, 2023	5
6. PRESENTATIONS AND DELEGATIONS	
6.a Canada Day Celebration - Optimist Club of Lancaster	12
7. ACTION REQUESTS	
7.a 2023 Grants and Donations Allocations (K. MacDonald)	25
7.b Flood Plain Mapping (J. Haley)	37
7.c Award RFQ - Sewage Cleaning and CCTV (D. Seguin)	40
7.d Award RFP 06-2023 - Lagoon Dredging (D. Seguin)	42
7.e Award Procurement 02-2023 - Granular Tender (S. McDonald)	44
7.f Award RFP 05-2023 - Enhanced Hamlet Signage (S. McDonald)	47
7.g CLRC Advertisement Agreement Renewal (S. Servage)	56
7.h RFP 03-2023 – Empey-Poirier Park Play Structure (S. Servage)	72
7.i Award RFP 07-2023 - Canteen Services at CLRC (S. Servage)	75
*7.j Award RFP 08-2023 - Peanut Line Trail Options Analysis (S. Servage)	77

7.k	Appoint Court of Revision – Fillion Drain (K. Campeau)	80
8.	BY-LAWS	
9.	ITEMS FOR CONSIDERATION	
9.a	Options for Business and Community Awards	82
9.b	Strategic Planning - Community Survey	85
9.c	Notice of Motion - Support Resolution - Moratorium End Date	
10.	CONSENT AGENDA	
10.a	AORS Letter - Enbridge Gas Resolution	91
10.b	Letter - Senior of the Year	94
10.c	Letter - Update on POA Modernization	96
10.d	SDG Counties Draft Minutes - March 20, 2023	98
10.e	Memo - RRCA Board Meeting (March 21, 2023)	110
10.f	Resolution - School Bus Stop Arm Cameras (Municipality of North Perth)	111
10.g	Resolution - Short Term Rental Tax (Town of Essex)	113
11.	CLOSED SESSION	
	BE IT RESOLVED THAT Council convene to Closed Session to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001	
	(2) a meeting or part of a meeting may be closed to the public if the subject matter considered is:	
	(e) litigation or potential litigation	
	Specifically: Staff Reports 53-2023 and 54--2023	
	(k) plans and instructions for negotiations	
	Specifically: Information Report - Ongoing Negotiations	
12.	CONFIRMING BY-LAW	
12.a	Confirming By-law 25-2023	115
13.	ADJOURNMENT	

**TOWNSHIP OF SOUTH GLENGARRY  
SPECIAL MEETING MINUTES**

**March 20, 2023, 5:00 p.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 Planning, Building & Enforcement Joanne Haley, Director  
of Development/CBO Chris Raabe, Deputy CBO Tyler Thorne,  
Community Planner Max Irwin, GIS & Planning Technician  
Anne Lalonde and Executive Assistant/Communications  
Coordinator Michelle O'Shaughnessy.

1.      CALL TO ORDER

**Resolution No. 80-2023**

Moved by Councillor Lang  
Seconded by Trevor Bougie

BE IT RESOLVED THAT the March 20, 2023 Special Council Meeting of  
the Township of South Glengarry now be opened at 5:00 pm

CARRIED

2.      APPROVAL OF AGENDA

**Resolution No. 81-2023**

Moved by Trevor Bougie  
Seconded by Councillor McDonell

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

CARRIED

3.      DECLARATION OF PECUNIARY INTEREST

4.      APPROVAL OF MINUTES

5.      PRESENTATIONS AND DELEGATIONS

5.1      Floodplain Mapping Presentation - Joanne Haley

Joanne Haley and Phil Barnes (Raisin Region Conservation Authority)  
provided a presentation regarding the recently completed Floodplain  
Mapping project.

Councillor Jaworski arrived at 5:12 pm

Councillor Stephanie Jaworski joined the meeting at 5:14 pm.

6.      ACTION REQUESTS

- 7. BY-LAWS
- 8. ITEMS FOR CONSIDERATION
- 9. CONSENT
- 10. CLOSED SESSION
- 11. CONFIRMING BY-LAW
- 12. ADJOURNMENT

**Resolution No. 82-2023**

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 6:21 pm.

CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING MINUTES**

**March 20, 2023, 7:00 p.m.  
Tartan Hall - Char-Lan Recreation Centre  
19740 John Street, Williamstown**

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

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

1. CALL TO ORDER

**Resolution No. 83-2023**

Moved by Councillor McDonell  
Seconded by Deputy Lang

BE IT RESOLVED THAT the March 20, 2023 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

Items pulled from Consent Agenda:

- 10.a. Closure of Butternut Lane Bridge
- 10.h. 2023 Proportions of Enrolment for the Education Act
- 10.i. MPAC Farm Forestry Exemption
- 10.j. Resolution - Homeless and Unsheltered Persons
- 10.k. Resolution - Moratorium End Date

Deleted from the agenda:

- 11. Closed Session item (b) personal matters about an identifiable individual

Added to the agenda:

-11. Closed Session item (c) potential land acquisition

**Resolution No. 84-2023**

Moved by Deputy Lang  
Seconded by Councillor Bougie

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

CARRIED

5. APPROVAL OF MINUTES

**Resolution No. 85-2023**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the minutes of the March 6, 2023 Regular Council Meeting be adopted as circulated.

CARRIED

5.1 Previous Meeting Minutes - March 6, 2023

6. PRESENTATIONS AND DELEGATIONS

6.1 MPAC Overview - Joyce Gravelle

6.2 North Branch and Cemetery Road Resurfacing - Bill and Debbie De Wit

7. ACTION REQUESTS

7.1 Purchase of Valve Trailer (D. Seguin)

**Resolution No. 86-2023**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 35-2023 be received and that Council authorizes the Director of Water and Wastewater to purchase a Valve Trailer from Wachs Canada Ltd. in accordance with their submission to an upset limit of \$113,153.10 excluding HST.

CARRIED

7.2 Purchase of Backhoe (S. McDonald)

**Resolution No. 87-2023**

Moved by Councillor McDonell  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 36-2023 be received and that Council authorizes the General Manager of Infrastructure Services to purchase a 2023 CAT 420 Backhoe Loader from Toromont CAT in accordance with their quotation in the amount of \$226,800.00 excluding HST.

CARRIED

- 7.3 Fillion Drain Engineer's Report – Proceed to Meeting to Consider (S. McDonald)

**Resolution No. 88-2023**

Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 37-2023 be received and that the Council of the Township of South Glengarry direct that the project, Fillion Drain Engineer's Report shall proceed to a Meeting to Consider on Monday April 3, 2023.

CARRIED

- 7.4 Stop Up and Close Road Allowance – Green Valley (S. McDonald)

**Resolution No. 89-2023**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 38-2023 be received and that the Council of the Township of South Glengarry refuse the request to Stop up, Close, and Sell the subject road allowance, generally located along First Line Road (PIN 671450191) from Concession 8 Road and south 50 metres and, furthermore, that Council direct Administration to prepare an encroachment agreement to allow the existing structure to encroach on Township lands for consideration by Council.

CARRIED

- 7.5 RFP 04-2023 - Supply of Realtor Services (J. Haley)

**Resolution No. 90-2023**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 39-2023 be received and that the Council of the Township of South Glengarry award procurement 04-2023 for the supply of realtor services to Lyle Warden, Re/Max Affiliates Marquis in accordance with the submission and furthermore, that the Mayor and Clerk be authorized to sign all applicable documents.

CARRIED

- 7.6 No Mow May (V. Brunet)

**Resolution No. 91-2023**

Moved by Councillor Jaworski  
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 40-2023 be received and that the Council of the Township of South Glengarry participate in the Nature Conservancy of Canada's No Mow May initiative and furthermore, that

that the Clean Yards By-law 11-2020 section 2.1 and Property Standards By-law 09-13 section 2.6 not be enforced for the month of May.

CARRIED

8. BY-LAWS

8.1 Building and Enforcement Appointment By-laws (V. Brunet)

**Resolution No. 92-2023**

Moved by Councillor Bougie  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 41-2023 be received and that By-law 20-2023, being a by-law to appoint Tyler Thorne as the Deputy Chief Building Official for the Township of South Glengarry be read for a first, second and third time passed signed and sealed in open Council on this 20<sup>th</sup> day of March 2023.

AND FURTHERMORE that By-law 21-2023, being a by-law to appoint Veronique Brunet as the Manager of Municipal Law for the Township of South Glengarry be read for a first, second and third time passed, signed and sealed in open Council on this 20<sup>th</sup> day of March 2023.

CARRIED

8.2 2023 Budget and Tax Rates (S. Jain)

**Resolution No. 93-2023**

Moved by Deputy Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 42-2023 received and that By-law 22-2023 being a by-law to adopt the tax rates and final taxation installment due dates for the year 2023 be read a first, second, and third time, passed, signed, and sealed in open council this 20<sup>th</sup> day of March 2023.

CARRIED

9. ITEMS FOR CONSIDERATION

- 9.1 IFC-INF-Intersection Third Line Road Concession 4 (March 2023)
- 9.2 2023 Business and Community Awards Gala
- 9.3 Support Resolution - Accuracy of Permanent Register of Electors

**Resolution No. 94-2023**

Moved by Deputy Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Township of Ashfield-Colborne-Wawanosh and requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

AND FURTHERMORE that this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Nolan Quinn and all Ontario municipalities.

CARRIED

9.4 Support Resolution - Barriers for Women in Politics

**Resolution No. 95-2023**

Moved by Deputy Lang  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT that the Council of the Township of South Glengarry expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment and where everyone feels equitable;

THAT the Township of South Glengarry commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors;

THAT the Township of South Glengarry joins the Town of Grimsby in encouraging other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equity in all areas of society;

AND FURTHERMORE, THAT a copy of this resolution be sent to all Ontario Municipalities, the Premier of Ontario, the Minister of Municipal Affairs and Housing, MP Eric Duncan, MPP Nolan Quinn, and the Association of Municipalities of Ontario.

CARRIED

9.5 CA-INF-Closure of Butternut Lane Bridge (SN30050)

9.6 2023 Proportions of Enrolment for the Education Act

9.7 MPAC Farm Forestry Exemption

9.8 Resolution - Homeless and Unsheltered Persons - Town of Cobourg

9.9 Resolution - Moratorium End Date - Moonbeam Municipality

10. CONSENT AGENDA

**Resolution No. 96-2023**

Moved by Councillor Jaworski  
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry accepts the Consent Agenda.

CARRIED

10.1 Departmental Update - Corporate Services (February 2023)

10.2 Departmental Update - Finance (February 2023)

10.3 Departmental Update - Parks, Recreation and Culture (February 2023)

- 10.4 Departmental Update - Planning, Building and Enforcement (February 2023)
- 10.5 Notice of Public Information Centre
- 10.6 Committee of Adjustment Minutes - March 6, 2023
- 10.7 Resolution - Reducing Municipal Insurance Costs - Municipality of Chatham-Kent
- 10.8 Resolution - Stopping Harassment and Abuse by Local Leaders Act - Municipality of Chatham-Kent

11. CLOSED SESSION

**Resolution No. 197-2023**

Moved by Councillor Bougie

Seconded by Councillor McDonell

BE IT RESOLVED THAT Council convene to Closed Session at 9:14 pm to discuss the following item under Section 239 (2) of The Municipal Act S.O. 2001;

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

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

Specifically: Potential Acquisition of Land

CARRIED

**Resolution No. 98-2023**

Moved by Councillor McDonell

Seconded by Deputy Lang

BE IT RESOLVED THAT Council rise and reconvene into open session at 10:00 pm without reporting.

CARRIED

12. CONFIRMING BY-LAW

12.1 Confirming By-law 23-2023

**Resolution No. 99-2023**

Moved by Councillor Bougie

Seconded by Councillor McDonell

BE IT RESOLVED THAT By-law 23-2023, 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 20th day of March 2023.

CARRIED

13. ADJOURNMENT

**Resolution No. 100-2023**

Moved by Councillor McDonell  
Seconded by Deputy Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry  
adjourn to the call of the chair at 10:01 pm.

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Mayor

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Clerk



# Optimist Club of Lancaster

Club # 47569

19988 Loyalist Road  
Williamstown, ON K0C 2J0  
T: 613-577-1588  
E: Lancasteroptimist@gmail.com

## **CANADA DAY - SMITHFIELD PARK**

The Optimist Club of Lancaster will again be hosting this year's Canada Day Celebration (July 1, 2023) at Smithfield Park (Lancaster). Last year's event was well received by the community. This year's celebration will include but not limited to an Amazing Fireworks Display, Live Music, Bouncy Houses, Dunk Tank, Games, Vendors, and a Beer Tent.

We are here to ask for assistance from the township, with funding and preparation of this event for the citizens of South Glengarry.

The following topics need to be addressed:

- Funding / Gant / Budget
- Waiving Mobile Food Vendor Fee (see attached letter to the bylaw officer)
- Waiving Smithfield Building Rental Fee (see attached letter to Sherry-Lynn)
- In-kind work and preparation from the township

### **Funding Discussion**

The Lancaster Optimist club puts on a fantastic fireworks display. Not that many years ago our cost for fireworks was just over \$5000.00. Today our costs just for the fireworks have almost doubled. It is a huge chunk of our budget. We have tried to make this fun, family event as inexpensive as possible for the community. For this reason we are asking for more funding than in previous years. In addition to the attached bill for fireworks, please see the attached cost for inflatables and our budget report.

### **2023 Budget Overview**

The expenses are estimated based on 2022 amounts, and any quotes or estimates received. The total expenses projected for 2023 are **\$17,811.00**.

This includes sanitary facilities, fireworks, inflatables, necessary permits, entertainment and beer tent items.

As you can see on the complete budget; fireworks have risen to \$8192.50, and the inflatables for the children are \$1582.00.





# Optimist Club of Lancaster

Club # 47569

19988 Loyalist Road  
Williamstown, ON K0C 2J0

T: 613-577-1588

E: [Lancasteroptimist@gmail.com](mailto:Lancasteroptimist@gmail.com)

The income for the event is slightly harder to predict, we rely on attendees for an admission fee, and local sponsorship. In the current economic climate sponsorship is proven to be harder than in years past. That being said we do live in a generous community and have estimated an amount that compared to 2022 sponsorship is much higher.

The total estimated income is currently set at: **\$7497.00**

This includes gate admission, local sponsorship and income generated from the beer tent.

As you can see from the brief overview and on the attached budget for 2023, the Optimist Club of Lancaster covers the majority of this event. Currently there is an estimated amount of **\$10,314.00**.

The grant request we submitted for 2023 was done in haste, as at that time we did not have a final quote for Fireworks and we had been told to expect more increases, due to supply chain and inflation. The unknown increase of fireworks carried over into our Grant request as at that time we were not given a quote that covered 2023 increases. As demonstrated in our new 2023 budget we are currently asking the township to provide us with **\$6000.00** for the 2023 South Glengarry Canada Day Celebration.

## **Waiving Mobile Food Vendor Fee Discussion**

It has been a real challenge in the past finding food vendors for our July 1<sup>st</sup> event. We are asking if the food vendor permit fee could be passed for this event.

- See attached letter

## **Waiving Smithfield Building Rental Fee Discussion**

The building at Smithfield park is used on July 1<sup>st</sup> for our home base. We keep our equipment, supplies and water there for all our volunteers. It's a place to have a break, eat lunch, grab a water. It's a place for lost children to wait while we find their parent or guardian. As we are all volunteers that are focused on making South Glengarry's Canada Day and all other events run smoothly for our community, we are asking that you waive the hall rental fee for the day for us so that budgeted funds can be used elsewhere.

- See attached letter



# Optimist Club of Lancaster

Club # 47569

19988 Loyalist Road  
Williamstown, ON K0C 2J0  
T: 613-577-1588  
E: Lancasteroptimist@gmail.com

## **In-kind Work and Preparation from the Township Discussion**

Sherry-Lynn has graciously offered her staff to help to prepare with the days festivities, they will be assisting with installation of barrier fencing, garbage cans, picnic table, and tables and chairs for the beer tent area. We are super appreciative of the township and Sherry-Lynn for providing these services.

All of us at the Optimist Club of Lancaster, recognize and are grateful for the support of the Township in any event that is held. We also understand that asking for the grant and waiving the fee is leaning on the Township for support. The Day has been difficult to attract sponsorship which means that the Club covers a vast majority of the costs involved. Additionally any profit made from community events are directly returned to the community (we provide a multitude of services at no cost to your citizens (most notable of which are family day activities, easter egg hunts, Halloween drive thru and skating days / bike rodeo for Iona and Williasmtown Public. We are also currently in talks with Sherry-Lynn as to what projects and improvements are available/needed for Smithfield Park for which we are looking at paying for the entire project/improvement, through our fund raising activities (potential projects include: walking path, playground equipment for 12+ children, repairing the current play pad and tree planting.

We thank you for all your support and consideration.

If you have any questions surround the event please call: Dave Small 613-662-3392, Shaun St Pierre 613-571-8883, Shannon Sinnott 613-360-4291 or Anne Donkers 613-577-1588

Sincerely,

The Optimist Club of Lancaster

Event Budget for

Canada Day 2023

EXPENSES

TOTAL EXPENSES			Estimated	Actual
			\$17,811.00	\$13,816.54

Site	Estimated	Actual
Toilets & Hand Wash	\$950.00	\$932.25
Tents	\$654.21	\$0.00
Signs	\$45.00	\$0.00
Misc Site Expenses	\$500.00	\$0.00
Total	\$2,149.21	\$932.25

Permits	Estimated	Actual
Special Occasion Permit	\$150.00	\$150.00
Lottery License	\$75.00	\$75.00
Electrical Permit	\$223.74	\$223.74
Total	\$448.74	\$448.74

Bands	Estimated	Actual
Eastbound	\$2,000.00	\$2,000.00
Total	\$2,000.00	\$2,000.00

Program	Estimated	Actual
Inflatables	\$1,200.00	\$1,582.00
Gas for generators	\$100.00	
Fireworks	\$8,200.00	\$8,192.50
Total	\$9,500.00	\$9,774.50

Publicity	Estimated	Actual
Printing	\$500.00	\$0.00
Advertising (radio 104.5 & 101.9)	\$661.05	\$661.05
Total	\$1,161.05	\$661.05

Beer Garden	Estimated	Actual
Beer	\$1,000.00	\$0.00
Coolers	\$750.00	\$0.00
Water	\$500.00	\$0.00
Ice	\$100.00	\$0.00
Security	\$100.00	\$0.00
Total	\$2,250.00	\$0.00

Miscellaneous	Estimated	Actual
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Stamps, bracelets, etc	\$60.00	
Photo booth	\$92.00	
Misc Supplies (glow tape, bucket	\$150.00	
Total	\$302.00	\$0.00

# Event Budget for

# Canada Day 2023

# INCOME

TOTAL INCOME					Estimated	Actual
					\$7,497.00	\$1,000.00

## ADMISSIONS

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
300	0	General	\$5.00	\$1,500.00	
				\$0.00	\$0.00
Total				\$1,500.00	\$0.00

## SPONSORS

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
		Sponsors		\$2,500.00	\$1,000.00
Total				\$2,500.00	\$1,000.00

## EXHIBITORS/VENDORS

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
2	2	Food	\$0.00	\$0.00	\$0.00
10	4	Goods	\$0.00	\$0.00	\$0.00
5	0	Service/Activity	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00

All fees waived for 2023  
to increase vendor participation

## SALE OF ITEMS

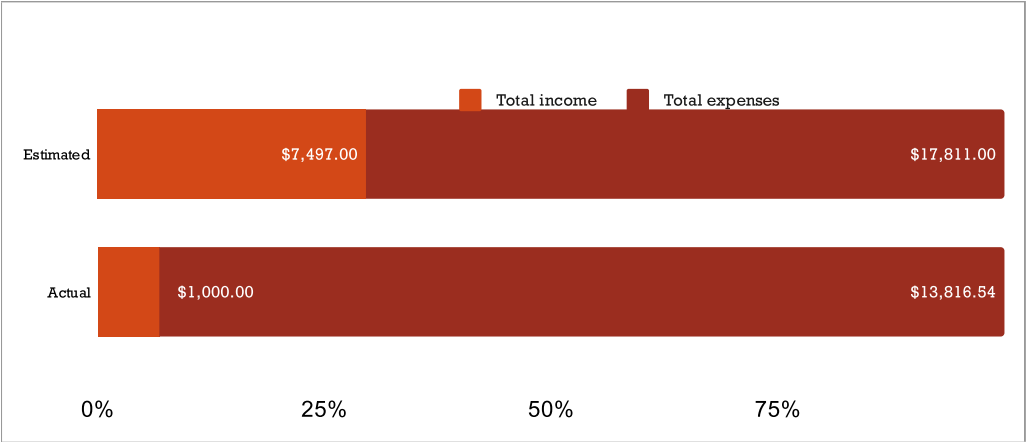
Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
1300		Beer	\$6.00	\$2,670.00	\$0.00
200		Dunk Tank	\$5.00	\$622.00	\$0.00
250		50/50	\$2.00	\$205.00	\$0.00
				\$0.00	\$0.00
Total				\$3,497.00	\$0.00

Event Budget for

Canada Day 2023

PROFIT  
Loss Summary

Summary table starting in	Estimated	Actual
Total income	\$7,497.00	\$1,000.00
Total expenses	\$17,811.00	\$13,816.54
Total profit (or loss)	(\$10,314.00)	(\$12,816.54)





Coteau du Lac, January 17th 2023

Lancaster Optimist Club  
C/O Mrs. Shannon Rohr-Sinnott  
20004 Loyalist rd  
Williamstown, Ontario  
K0C 2J0

Dear Mrs. Rohr-Sinnott

Please find enclosed two copies of contract and an application to purchase for a fireworks display to be held in Lancaster, Ontario on July 1st 2023

To accelerate the process, we would need you to have all copies of the contract signed. Would you also have the application to purchase signed by the Lancaster's firechief.

Please return the original copy of the contract and the application to purchase together with a cheque for June 1st 2023 to our office as soon as possible.

If you have any questions, do not hesitate to contact us at 1-800-567-7976.

Best Regards,

Sortie 19, Route 20  
C.P. 242  
Coteau du Lac  
Québec, Canada  
J0P 1B0

Bernard A. Masson  
President

Tél: (450) 763-2308  
Fax: (450) 763-0439  
1-800-567-7976  
<http://www.bem.ca>  
Email: [bem@bem.ca](mailto:bem@bem.ca)



# BEM FIREWORKS INC.

(" SUPPLIER ")

LANCASTER OPTIMIST CLUB  
C/O SHANNON ROHR-SINNOTT  
20004 LOYALIST RD  
WILLIAMSTOWN ON K0C 2J0

(" BUYER ")

IT IS UNDERSTOOD THAT THE SUPPLIER AND THE BUYER AGREE TO SIGN A CONTRACT FOR A FIREWORKS DISPLAY TO BE HELD ON :

JULY 1ST 2023 AT LANCASTER AT 22:00 HRS

BOTH PARTIES AGREE TO THE FOLLOWING :

- 1- THE SUPPLIER WILL PROVIDE PYROTECHNIC DEVICES, FIREWORKS SUPERVISORS, EQUIPMENT, TRANSPORT, INSURANCE POLICY AND OTHER EXPENSES TO PUT ON THE DISPLAY .
- 2- THE SUPPLIER WILL BE COVERED BY A PUBLIC LIABILITY INSURANCE POLICY OF FIVE MILLION DOLLARS ( \$5,000,000.00 ). THIS INSURANCE WILL TAKE CARE OF ALL CLAIMS WITH REGARDS TO INJURIES AND DAMAGES THAT MIGHT OCCUR FROM THE INSTALLATION, THE FIRING AND THE DISMANTLING OF THE FIREWORKS DISPLAY. ALL CLAIMS RECEIVED BY THE BUYER DURING OR AFTER THE DISPLAY SHOULD BE NOTIFIED TO THE SUPPLIER AS SOON AS INFORMED. THE LIABILITY OF THE SUPPLIER WILL BE LIMITED TO THE COVERAGE OF THAT INSURANCE POLICY .
- 3- THE BUYER AGREES TO SUPPLY AT HIS OWN EXPENSE A SAFE SITE TO FIRE THE DISPLAY IN ACCORDANCE WITH THE SUPPLIER. THE SITE MUST MEET THE REQUIREMENTS OF THE EXPLOSIVES REGULATORY DIVISION OF THE FEDERAL GOVERNMENT. SECURITY MEASURES FOR CROWD CONTROL SHOULD BE THE RESPONSIBILITY OF THE BUYER FROM ARRIVAL TO THE DEPARTURE OF THE FIREWORKS SUPERVISORS.
- 4- THE BUYER AGREES TO PAY THE AMOUNT OF :  
**EIGHT THOUSAND ONE HUNDRED NINETY TWO DOLLARS & 50 /00 ( \$8,192.50 )**  
FOR THE FIREWORKS DISPLAY INCLUDING THE PROVINCIAL AND THE FEDERAL TAXES.  
TERMS OF PAYMENT ARE :  
**RETURN OF THE SIGNED DOCUMENTS WITH A CHEQUE**  
**OF JUNE 1ST 2023**
- 5- IT IS AGREED THAT IN CASE OF RAIN OR ALL OTHER MATTERS, THE DISPLAY COULD BE POSTPONED TO A FURTHER DATE BUT COULD NOT IN ANY CASE BE REIMBURSED TO THE BUYER. IF THE DISPLAY IS POSTPONED AND THE FIREWORKS SUPERVISORS OF THE SUPPLIER ARE INFORMED BEFORE LEAVING THE WAREHOUSE, NO EXTRA CHARGES WILL BE APPLIED. IF THE FIREWORKS SUPERVISORS OF THE SUPPLIER HAVE ALREADY LEFT, AN ADDITIONAL 20% OF THE VALUE OF THE DISPLAY WILL BE INVOICE TO THE BUYER. IT IS AGREED THAT IF THE FIREWORKS DISPLAY IS POSTPONED IT HAS TO BE DONE WITHIN A PERIOD OF SIX MONTHS FOLLOWING THE ORIGINAL SET DATE OF THE FIREWORKS DISPLAY.

Sortie 19, Route 20  
C.P. 242  
Coteau du Lac  
Québec, Canada  
J0P 1B0

BOTH PARTIES AGREE AND HAVE SIGNED THIS CONTRACT.

AT COTEAU DU LAC THIS 17th DAY OF JANUARY 2023

Tél: (450) 763-2308  
Fax: (450) 763-0439  
1-800-567-7976  
<http://www.bem.ca>  
Email: [bem@bem.ca](mailto:bem@bem.ca)

SUPPLIER  
BERNARD A. MASSON  
BEM FIREWORKS INC.

BUYER  
MRS. SHANNON ROHR-SINNOTT  
LANCASTER OPTIMIST CLUB





**APPLICATION TO PURCHASE  
CLASS F-2 HIGH-HAZARD FIREWORKS FOR RECREATION**

- NOTE :
1. APPLICANT MUST BE THE PERSON SUPERVISING THE FIRING OF THE FIREWORKS.
  2. SUBMIT APPLICATION TO SUPPLIER WITH YOUR ORDER.
  3. PLEASE PRINT.

NAME OF APPLICANT M. BERNARD MASSON AGE: 73  
MAILING ADDRESS EXIT 19, HWY 20, PO BOX 242  
COTEAU-DU-LAC, QC  
POSTAL CODE J0P 1B0 TEL : 450-763-2308

I HERBY MAKE APPLICATION TO PURCHASE (F-2) FIREWORKS ON  
BEHALF OF : MYSELF OR: SPONSORING ORGANIZATION

ADDRESS LANCASTER OPTIMIST CLUB  
20004 LOYALIST RD  
WILLIAMSTOWN ON K0C 2J0

LOCATION OF DISPLAY SMITHFIELD PARK, LANCASTER, ON  
DATE JULY 1ST 2023 TIME: 22:00

I CERTIFY THAT I HAVE COMPLETED THE DISPLAY FIREWORKS SAFETY AND LEGAL AWARENESS TRAINING COURSE, HAVE READ, UNDERSTOOD AND WILL BE GUIDED BY THE PART 18 OF THE EXPLOSIVE REGULATIONS, THE PRINCIPALS AND SAFETY RULES OF THE FIREWORKS MANUAL AND THE INSTRUCTIONS OF THE MANUFACTURER OF THE FIREWORK. IF FIREWORKS ARE STORED, STORAGE IS APPROVED AND IN COMPLIANCE WITH SECTION 426 OF THE EXPLOSIVES REGULATIONS.

FIREWORK SUPERVISOR'S CARD NO. D02681 EXPIRY DATE JAN. 2025

DATE : JANUARY 17TH, 23 SIGNATURE OF APPLICANT Bernard A Masson

PERMISSION OF LOCAL AUTHORITY HAVING JURISDICTION

NOTE : TO BE COMPLETED BY THE LOCAL AUTHORITY HAVING JURISDICTION  
OVER FIREWORKS DISPLAY. (FIRECHIEF OR HIS ASSISTANT)

THE APPLICANT HAS COMPLIED WITH LOCAL REQUIREMENTS AND HAS PERMISSION TO  
HOLD A FIREWORKS DISPLAY AT THE LOCATION AND TIME MENTIONED ABOVE.

Sortie 19, Route 20  
C.P. 242  
Coteau du Lac  
Québec, Canada  
J0P 1B0

SIGNATURE OF LOCAL AUTHORITY HAVING JURISDICTION

X

NAME

Dave Robertson

TITLE

Fire Chief

CITY / TOWN / MUNICIPALITY Township of South Glengarry

Tél: (450) 763-2308  
Fax: (450) 763-0439  
1-800-567-7976  
<http://www.bem.ca>  
Email: [bem@bem.ca](mailto:bem@bem.ca)



## Les minijeuX gonflables Chartrand

### LINA CHARTRAND

**OFFICE**  
4831 Concession 11 rd  
Fournier Ontario K0B 1G0

**PHONE NUMBER**  
613-673-5663

**WEB SITE**  
[www.MinijeuXGonflablesChartrand.com](http://www.MinijeuXGonflablesChartrand.com)

**HST #**  
827363136RT0001

**DATE: FEBRUARY 17 2023 -REVISED MARCH 3 2023**

**DATE OF EVENT: JULY 1ST 2023**

**TO: LANCASTER OPTIMISTE CLUB**

**CONTACT: SHANNON ROHR-SINNOTT**

**QUOTE / INVOICE NUMBER: 602023**

DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE
Ultimate Joust	1	\$ 180,00	\$ 180,00
Connect 4	1	\$ 160,00	\$ 160,00
Cars	1	\$ 280,00	\$ 280,00
Dunk tank	1	\$ 230,00	\$ 230,00
High Voltage	1	\$ 350,00	\$ 350,00
Operator	0	\$ 40,00	\$ 0,00
Generator	0	\$ 70,00	\$ 0,00
Delivery	1	\$ 200,00	\$ 200,00
Sous-total			\$ 1 400,00
HST			13,00 %
			\$ 182,00
<i>Payment due at delivery. Please make cheque payable to: MinijeuX Gonflables Chartrand. 2% per month will be charged on all unpaid balance after 30 days (24% per year).</i>			<b>Total \$ 1 582,00</b>

### Notes:

- You will need **5** volunteers to supervise the participants and inflatables at all time during their use. We recommend additional volunteers to replace during a break or to do a rotation.
- Volunteers need to be easily identifiable either by a t-shirt, sweater, or other item.
- A plan showing the location of each inflatable is needed. They must be in the same area close to each other.**
- Delivery will be on June 30 and pickup on July 2<sup>nd</sup>. Security need to be on site at all times. Generator are supplied by client. 4x 15 amp is necessary!**
- Hours of event: July 1st 2023
- Delivery address: Lancaster, Ontario
- Installation surface: Grass
- A deposit of 50% of total is required to confirm your reservation. The deposit will not be reimbursed if you cancel within 60 days of the event. However, you have the option to change the date of your event (it has to be in the same calendar year)..The deposit will be transferred to the new invoice. **Please confirm availability of date and inflatables with MinijeuX Gonflables Chartrand and a revised quote will be sent to you.**

Thank you for choosing  
MinijeuX Gonflables  
Chartrand!

APPROVED BY: \_\_\_\_\_



# Optimist Club of Lancaster

Club # 47569

19988 Loyalist Road  
Williamstown, ON K0C 2J0  
T: 613-577-1588  
E: Lancasteroptimist@gmail.com

## **CANADA DAY - SMITHFIELD PARK**

The Optimist Club of Lancaster will again be hosting this year's Canada Day Celebration (July 1, 2023) at Smithfield Park (Lancaster). Last year's event was well received by the community. This year's celebration will include but not limited to an Amazing Fireworks Display, Live Music, Bouncy Houses, Dunk Tank, Games, Vendors, and a Beer Tent.

We are asking the council to waive all fees associated with rental of the Smithfield Building on July 1, 2023.

All of us at the Optimist Club of Lancaster, recognize and are grateful for the support of the Township in any event that is held. We also understand that asking for the donation and waiving the fee is leaning on the Township for support. The Day has been difficult to attract sponsorship which means that the Club covers a vast majority of the costs involved.

We thank you for all your support and consideration.

If you have any questions surround the event please call: Dave Small 613-662-3392, Shaun St Pierre 613-571-8883 or Shannon Sinnott 613-360-4291

Sincerely,

The Optimist Club of Lancaster



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Sincerely,

The Optimist Club of Lancaster



## **STAFF REPORT**

**S.R. No. 43-2023**

**PREPARED BY:** Kaylyn MacDonald, Deputy Treasurer  
Kelli Campeau, GM Corporate Services/Clerk

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** 2023 Grants and Donations Allocations

### **BACKGROUND:**

1. The Township of South Glengarry is committed to supporting local community groups through the Municipal Grants and Donations Policy (By-law 32-17, attached).
2. The policy is intended to ensure an accountable and fair process that best reflects the needs of the community while also aligning with the Township's Strategic Plan.
3. The deadline for applications through this policy is the last Friday of November of the preceding budget year (November 24, 2022 for the 2023 budget).
4. The intent of the application process is to allocate 85% of the monies budgeted, with the remaining 15% to be allocated by Council over the course of the year. The 2023 budget for Grants & Donations has been set at \$62,500.

### **ANALYSIS:**

5. South Glengarry received 24 applications for 2023, with requests from 23 groups for a variety of events and projects in South Glengarry and our surrounding area.
6. Administration has carefully considered the requests received and communicated with many of the stakeholders involved. The attached listing provides Administration's recommendations for Council approval.
7. If approved as presented, approximately 13.5% of the budgeted amount would be retained for in-year requests.
8. It is important to note that requests for fee waivers and in-kind donations are not presently reflected in our annual Grants and Donations budget. Prior to the 2024 application intake, a revised policy will be brought forward to Council with an

opportunity to discuss these additional in-kind expenses and how they should be accounted for within the application intake process.

**IMPACT ON 2023 BUDGET:**

9. None - the recommendations are within the budgeted amount, with additional funds left for discretionary requests.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 4: Improve quality of life in our community.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 43-2023 be received and that Council approves the Grants and Donations allocations \_\_\_\_\_ as recommended \_\_\_\_\_ as amended.

---

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

## 2023 Grants & Donations Requests

<b>2023 Budget</b>	<b>62,500</b>
--------------------	---------------

Group	Requested Amount	Request		Recommended	Rationale	In-Kind
St. Lawrence Valley Agricultural Society	5,000	To purchase a portable water refill machine.	Greater Than	4,000	Lowered to annual policy amount	Yes - delivery and pickup of tables, recycling, line painting machine, calcium carbonate on the roads, traffic signage
Williamstown Santa Claus Parade Committee	1,000	To cover expenses associated with holding the Williamstown Santa Claus Parade	Within	1,000		No
Glengarry Sports Hall of Fame	4,000	To help cover operating expenses	Within	4,000		No
Lancaster Optimist	10,000	To help cover operating expenses for Canada Day celebrations.	Greater Than	4,000	Lowered to annual policy amount	Yes - installation of fencing, supply and tables, chairs, picnic tables, extra garbage cans, and waiving the rental fee of the park and building for the duration of the event including set up and clean up, garbage collection.
South Glengarry Pipes & Drums	4,000	To help upgrade equipment and uniforms.	Within	4,000		No
Lancaster and District Curling Club	450	Looking for advertisers in the curling club.	Within	Funded through Operating	Request is for Twsp to advertise, this will be funded through General Government operating expenses.	No
Friends of the Ruins St. Raphaels Inc	4,000	To help fund restoration work inside the Ruins, replace wooden stairs, install safety rails and replace wooden benches.	Within	4,000		No
Friends of the Summerstown Trails	4,000	To purchase equipment and materials to maintain the trails and equipment to be used in the schools and rental programs.	Within	4,000		Yes - no detail provided
Glengarry Fencibles Trust	4,000	To be applied to construction costs for the accessible terrace and widened back door.	Within	4,000		No
Glengarry Highland Games	4,000	Funding to provide a VIP luncheon to recognize key dignitaries at the 2023 Games	Within	4,000		No
Char-Lan Minor Hockey	5,000	To offset some of the costs of outfitting teams.	Greater Than	-	This group is already subsidized by Township ratepayers in the form of lowered ice rental rates, meeting space, and advertising space within the arena	Yes, in the form of continued assistance from municipal staff at the arena.

Citizens for Marshland Conservation Inc.	3,951	To print educational materials and fund transportation for school visits.	Within	3,951		No
HGMH Doctor Recruitment Program	5,000	*Only Expended if Doctor Recruited, Commitment by previous Council	Greater Than	5,000		No
Martintown Remembrance Day Working Group	300	Funds requested to supplement costs of a bugler, PA system and piper.	Within	Own funds	This committee fundraised to build the Martintown cenotaph and has funds remaining in trust with the Twsp that will fund their request.	No
Char-Lan Skating Club	4,000	To offset costs of 50th anniversary ice show and lower user fees.	Within	-	This group is already subsidized by Township ratepayers in the form of lowered ice rental rates, meeting space, and advertising space within the arena.	No
Martintown Canada Day	1,000	To assist with covering cost of fireworks and refreshments for Canada Day	Within	1,000		No
Glengarry Inter Agency Group Inc.	3,000	To assist with costs of weekly senior program.	Within	3,000		Yes, requesting volunteer assistance
Sir John Johnson Manor House	1,500	Requesting funds to assist with purchasing landscaping equipment for grounds and garden maintenance.	Within	1,500		
Bainsville Recreation Association	4,000	Requesting funds for maintenance updates to the building and rink.	Within	-	Recreation staff have met with the group and have completed (or plan to complete) the groups noted maintenance items in Bainsville.	No
Lancaster Firefighter's Association	1,100	Funds requested for Halloween open house.	Within	1,100		No
Lancaster Firefighter's Association	1,500	Funds requested for expenses associated with the Lancaster parade.	Within	1,500		No
Beyond 21	9,000	1st request - 3 yr/\$5K per year for operating expenses 2nd request - To offset costs of holding Great Raisin River Footrace	Greater Than	4,000	Recommendation is to fund the second request only	No
Martintown Community Park and Recreation Association	4,000	Funds requested to build a pavilion in the park.	Within	-	In lieu of a Grant, the group will be receiving a \$10,000 Donation made to the Township with the request that it be forwarded for Martintown Community Park fundraising efforts. The money will be held in trust until the association is ready to proceed with the pavilion.	Yes
Street Cats of New Eden	5,000	Funds to improve cat enclosures and build new living facilities for rescued cats.	Greater Than	-	Deemed ineligible as organization represents a special interest group helping cats and on basis of budgetary limitations.	N/A
<b>Total</b>	<b>88,801</b>			<b>54,051</b>		
<b>(Over)/Under 2023 Budget</b>	<b>(26,301)</b>			<b>8,449</b>	<b>Council Discretionary Funds</b>	



### Approved Grants & Donations Requests (2018-2022)

Item	2022	2021	2020	2019	2018
<b>Budget</b>	<b>60,000</b>	<b>57,500</b>	<b>57,500</b>	<b>55,000</b>	<b>55,000</b>
Lancaster Optimist Club	4,000	4,000	4,000	4,000	3,000
South Glengarry Pipes and Drums	382	4,000	4,000	500	1,000
Friends of the Ruins of St. Raphaels Inc.	4,000	4,000	1,000	-	2,000
Martintown Horticultural Society	-	4,000	-	-	4,000
Glengarry Fencibles Trust	4,000	4,000	4,000	4,000	4,000
Glengarry Nor'westers & Loyalists Museum	-	904	-	-	-
Glengarry History	-	2,500	-	2,000	-
Glengarry Highland Games	4,000	-	3,000	2,000	2,000
Friends of the Summerstown Trails	4,000	4,000	4,000	4,000	4,000
Cooper Marsh Conservators Inc.	4,000	4,000	4,000	2,000	2,000
Glengarry Sports Hall of Fame	4,000	4,000	4,000	2,000	2,000
Beyond 21	10,000	10,000	10,000	-	-
Cornwall Community Hospital	5,000	5,000	5,000	-	-
HGMH Doctor Recruitment Program	-	-	-	-	-
2022 Santa Claus Parade (Williamstown)	1,199	-	-	-	-
Glengarry Mental Health Initiative	65	-	-	-	-
St. Lawrence Valley Agricultural Committee	11,000	-	-	-	-
2022 Santa Claus Parade (Lancaster)	1,500	-	-	-	-
<b>Total</b>	<b>57,146</b>	<b>50,404</b>	<b>43,000</b>	<b>20,500</b>	<b>24,000</b>
<b>Council Discretionary Funds</b>	<b>2,854</b>	<b>7,096</b>	<b>14,500</b>	<b>34,500</b>	<b>31,000</b>

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 32-17  
FOR THE YEAR 2017**

**BEING A BY-LAW TO ADOPT A COMMUNITY GRANTS AND  
DONATION POLICY FOR THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY.**

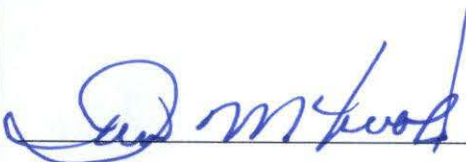
**WHEREAS** the Council of the Corporation of the Township of South Glengarry recognizes and supports the need to benefit our community through a Grants and Donations Policy in Schedule "A" attached.

**WHEREAS** the Council of the Township of South Glengarry allots a maximum amount, found in the Grants and Donations Policy in Schedule "A", which may be distributed amongst the various applicants.

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

1. **THAT** the Council of the Township of South Glengarry determines who is funded based on received applications then directs the General Manager of Corporate Services to administer the distribution of those funds per the Grants and Donations Policy.
2. **THAT** By-law 05-05 and all of its amendments are hereby repealed upon the date that this By-law comes into force.
3. **THAT** By-law 39-12 and all of its amendments are hereby repealed upon the date that this By-law comes into force.
4. **THAT** the Corporation of the Township of South Glengarry accepts the conveyance listed on Schedule "A" attached hereto and forming part of this by-law:
5. **THAT** this By-law comes into force and effect on the date of passage thereof.

**READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED,  
AND SEALED IN OPEN COUNCIL THIS 5<sup>th</sup> DAY OF JUNE 2017.**



MAYOR




CLERK



**The Township of South Glengarry  
Grants and Donations Policy  
SCHEDULE "A"**

Revised 2017-05-09

<b>South Glengarry</b>		<b>POLICY</b>
Policy and Procedural Manual	Page Number:	1 - 5
	Review Frequency:	<b>Every 5 Years</b>
Approved By:	<b>Bryan Brown - CAO</b>	Date Approved:
		Revision Date:
Subject:	<b>Municipal Grants and Donations</b>	

**Policy Statement:**

The Township of South Glengarry (South Glengarry) recognizes the benefit that local volunteers provide our community and wish to recognize them by committing funds through our Grants and Donation Policy.

South Glengarry understands that from time to time, annually, or for a certain duration our volunteer groups require financial assistance. The Grants and Donations Policy reflects South Glengarry's commitment to assisting in addressing such needs.

The policy, and accompanying documents (application form and summary form), are to ensure an accountable and fair process that best reflects the needs of our community. Decisions on grants and donations will be made by South Glengarry Council and will be based on our strategic plan, community interests, financial capacity, and doing the greatest amount of good, for the most amount of people, for the longest duration.

South Glengarry understands that changing socio-economic issues may result in unique reviews of the Grants and Donation Policy. In any case, this document will be reviewed every 5 years.

**Municipal Funding:**

South Glengarry Council does not need to utilize the full allotment of monies designated for grants and donations, nor if insufficient requests are received is South Glengarry Council required to approve all requests.

In addition to monetary requests, in-kind requests may be considered (i.e. township staff, equipment, etc.)

South Glengarry Council shall give priority to community groups that most align with its strategic plan and community vision. The most apparent connections to the strategic plan are outlined in the application form.



**The Township of South Glengarry  
Grants and Donations Policy  
SCHEDULE "A"**

Revised 2017-05-09

The following funds, reviewed and updated every five years, are available for application:

Year	Amount
2018	\$55,000
2019	\$55,000
2020	\$57,500
2021	\$57,500
2022	\$60,000

**Deadline:**

The deadline for the applications is the last Friday of November, unless otherwise indicated.

**Eligibility Criteria:**

- 1) Applicants must be an incorporated non-profit community group or organization whose primary focus is in South Glengarry.
- 2) Grants are intended to be supplementary to an organization's main source(s) of funding.
- 3) All funding will be for future projects. Retroactive funding will not be considered.
- 4) Repeat grant requests will only be available to organizations who are in good standing with South Glengarry.
- 5) Guaranteed funding is only for the fiscal year in which the organization has applied. Continued commitment will be considered on a year by year basis.
- 6) Respecting this policy South Glengarry may impose, at its sole and unique discretion, the conditions it deems fit.

**Exclusions:**

- 1) Individuals, businesses, and publically funded organizations (i.e. schools, hospitals, etc.) are not eligible.
- 2) Organizations that may be located within the Township of South Glengarry, but are regionally-oriented, or that represent or service a special interest group, shall not be considered.

**Application Guidelines:**

All grant applications shall be submitted on the Grants and Donations Application Form and directed to the General Manager of Corporate Services by the last Friday of November of each year, unless otherwise indicated, and shall include all information required.

The application form is found at the end of this document. If you have any questions about your submission please contact the General Manager of Corporate Services before completing the form.

**Review of Application:**

- 1) All requests for financial grants will be reviewed.

**The Township of South Glengarry  
Grants and Donations Policy  
SCHEDULE "A"**

Revised 2017-05-09

- 2) Incomplete applications will not be considered.
- 3) Only one request per organization shall be considered per calendar year.
- 4) The maximum yearly request up to \$4,000 per calendar year.
- 5) All applications will be assessed in terms of the need for the project, cost effectiveness, financial viability, community involvement, and contribution to the quality of life of South Glengarry and its residents.

**Application Deadline and Notification of Acceptance:**

Applications must be received by the last Friday of November, unless otherwise indicated, for all events/projects in the upcoming calendar/fiscal year.

Notifications of acceptance will take place following the passing of the South Glengarry Municipal Budget. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in a time that suits their event or particular needs.

South Glengarry Council reserves the right to accept requests that do not conform to the two above statements if they deem them to be reasonable and contribute to the betterment of the community.

**Summary Report:**

- 1) Prior to the disbursement of any municipal funds, all grantees must provide a Summary Report, found at the end of this document, which aligns the actual outcome with the initial Application Form
- 2) Grants in future years may be reviewed based on past fiscal responsibility.
- 3) Without prior approval of South Glengarry Council grant money shall not be transferable between:
  - i. Projects or groups,
  - ii. Fiscal years

Groups are encouraged to submit photos of their activity/event and permit South Glengarry to use such photos to promote the Grants and Donations Program and/or the Municipality.

Failure to provide a Summary Report will result in funds not being released and future requests being denied.



**The Township of South Glengarry  
Grants and Donations Policy  
Application Form**

Revised 2017-05-09

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Brief Description of Organization:

Board or Committee Members (if applicable / if > 6, 6 is acceptable):

• • •  
• • •

Alignment to Township Goals:

- ☐ Improve quality of life in our community
- ☐ Promote the Active Living Charter
- ☐ Develop and implement a series of beautification plans for the hamlets/villages
- ☐ Other (briefly demonstrate community and organizational benefit):

Purpose of Application (why you are requesting funds):

Duration and Type of Request (annual, event, etc. and cash, gifts-in-kind, etc.):

Total Amount Requested:

Applicants Declaration:

I confirm that the information contained in this application and accompanying documents is true, accurate, and complete. I acknowledge that if this application is approved I will provide a Summary Report and required background information confirming that the funding was used per the as stated above.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_



**The Township of South Glengarry  
Grants and Donations Policy  
SCHEDULE "A"**

Revised 2017-05-09

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- 5) All applications will be assessed in terms of the need for the project, cost effectiveness, financial viability, community involvement, and contribution to the quality of life of South Glengarry and its residents.

**Application Deadline and Notification of Acceptance:**

Applications must be received by the last Friday of November, unless otherwise indicated, for all events/projects in the upcoming calendar/fiscal year.

Notifications of acceptance will take place following the passing of the South Glengarry Municipal Budget. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in a time that suits their event or particular needs.

South Glengarry Council reserves the right to accept requests that do not conform to the two above statements if they deem them to be reasonable and contribute to the betterment of the community.

**Summary Report:**

- 1) Prior to the disbursement of any municipal funds, all grantees must provide a Summary Report, found at the end of this document, which aligns the actual outcome with the initial Application Form
- 2) Grants in future years may be reviewed based on past fiscal responsibility.
- 3) Without prior approval of South Glengarry Council grant money shall not be transferable between:
  - i. Projects or groups,
  - ii. Fiscal years

Groups are encouraged to submit photos of their activity/event and permit South Glengarry to use such photos to promote the Grants and Donations Program and/or the Municipality.

Failure to provide a Summary Report will result in funds not being released and future requests being denied.



**STAFF REPORT**

**S.R. No. 44-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Flood Plain Mapping

**BACKGROUND:**

1. The flood plain mapping that the RRCA uses and implements was prepared by the Province (MNR) and is dated 1989 or 1991. This mapping is included in our current Zoning By-law.
2. Prior to 2005, there were less rules and policies in regard to “filling” in properties located in a natural hazard or flood plain therefore the current maps are very outdated.



3. In 2014, the federal government earmarked \$200 million dollars to establish the National Disaster Mitigation Program (NDMP) as part of the Government's commitment to build safer and more resilient communities.
4. The NDMP program is intended to reduce the impacts of natural disasters on Canadians with investments focused on:
  - a. Reducing significant occurring flood risks and costs;
  - b. Advancing availability of private residential insurance for overland flooding
5. South Glengarry submitted a funding application on May 1, 2018 to the NDMP. South Glengarry's application was approved as requested and was to receive \$116,000 which was 49% funding.
6. The first step of this project was to acquire LiDAR (light detection and ranging) which is precise topographical remote sensing data for the St. Lawrence River and Raisin River
7. The services of Dillon Consulting Ltd., a professional engineering firm, were retained to complete modeling of portions of the St. Lawrence River and the Raisin River to determine the flooding potential. Dillon Consulting then produced flood plain maps that delineated the 1:100 year flood extent. The Raisin Region Conservation Authority staff (Phil Barnes) peer reviewed the modeling and the final flood plain mapping. The NDMP/Flood plain mapping project was completed in 2020.



**Excerpt of  
New Flood  
Plain Mapping**

### **ANALYSIS:**

8. In 2022, The United Counties of SDG 2018 Official Plan came into effect following a lengthy appeal process. Municipalities are legislated to update their by-laws within three years of a new Official Plan being approved.

9. The United Counties of SDG have retained Re:Public Urbanism, a land use planning firm, to complete a review of all zoning by-laws in effect for each municipality in SDG. The purpose of the review was to find inconsistencies, make suggested improvements and to create a template that will result in consistent by-laws across the Townships.
10. Township of South Glengarry staff will complete the writing of the zoning by-law and the required public process.
11. The RRCA Board of Directors is expected to adopt the new flood plain mapping. Once this is completed, the new mapping will be in effect without triggering an amendment to the Official Plan.
12. When creating the new schedules for South Glengarry's zoning by-law, the schedules will include the new flood plain mapping and will be introduced to the public through the required public consultation process which will include open houses and a formal public meeting.
13. This means that the most up to date mapping will be implemented for emergency preparedness and land use planning decisions and will be available to the public.

**IMPACT ON 2023 BUDGET:**

14. There is no impact to the 2023 budget to receive and file this report.

**ALIGNMENT WITH STRATEGIC PLAN:**

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

Goal 4: Improve quality of life in our community.

Goal 5: Improve internal and external communication

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 44-2023 be received and that the Council of the Township of South Glengarry receive and file the report.

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



## **STAFF REPORT**

**S.R. No. 45-2023**

**PREPARED BY:** Dillen Seguin, Director of Water and Wastewater

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Award RFQ - Sewage Cleaning and CCTV

### **BACKGROUND:**

1. Quotes were requested from six contractors who could complete both the cleaning and CCTV work for the Lancaster, Green Valley, and Glen Walter sewage collection systems.
2. Pump station cleaning was included with the RFQ. This cleaning is completed annually as part of the typical maintenance program and cost efficiencies were anticipated by bundling the work with the Sewage Cleaning and CCTV.
3. The Township received five responses to the Call for Quotations.
4. The submission summaries are provided below.

<b>Contractor</b>	<b>Quote (exl. HST)</b>	<b>Satisfaction of Quote</b>
GFL Environmental	No Quote Received	No
HYDROCAM	\$ 118,795.00	Yes
Aqua Drain Ottawa	\$ 160,110.00	Yes
Veolia ES	\$ 113,716.00	Yes
Wessuc Inc.	\$ 146,895.00	Yes
Clean Water Works Inc.	\$ 199,375.00	Late Submittal

### **ANALYSIS:**

5. Administration has reviewed the quotes received to complete the work.
6. The low bid has the necessary experience to complete the work and has done similar work for the Township of South Glengarry in the past.
7. The completion of this work will allow the Township to:

- a. Complete cleaning on the sewage lines (maintenance)
- b. Obtain updated condition information about the sewage collection network (asset management)

**IMPACT ON 2023 BUDGET:**

8. This work was included in the 2023 Budget.
9. The collection work for Green Valley and Glen Walter, and the pump station cleaning, can all be accommodated through the 2023 Budget.
10. The work for the Lancaster collection system is over the anticipated budget by \$24,510.00. The Lancaster Water Reserves has funds available and can accommodate this overage.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 45-2023 be received and that Council authorizes the Director of Water and Wastewater to award the Sewage Line Cleaning and CCTV work to Veolia ES in accordance with their submission in the amount of \$113,716.00, excluding HST.

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



## **STAFF REPORT**

**S.R. No. 46-2023**

**PREPARED BY:** Dillen Seguin, Director Water and Wastewater

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Award RFP 06-2023 - Lagoon Dredging

### **BACKGROUND:**

1. RFP 06-2023 was issued for the removal of 7,778 m<sup>3</sup> of sludge from the Lancaster Lagoon to be transferred to the dormant cell for drying and future removal.
2. The Township received 4 proposals for the work to be completed. Each proposal was reviewed, and additional questions were submitted to the lowest bid for confirmation that the work would be completed as per the RFP.
3. The submission summaries are provided below.

<b>Contractor</b>	<b>Price</b>	<b>Meters Cubed</b>	<b>Days</b>
GFL Environmental	\$ 91,333.15	8,113	7
Richardson Workboats	\$ 61,415.50	14,000	5
Wessuc Inc.	\$ 36,052.51	14,488	4
Bishop Water	\$ 257,580.11	7,770	37

### **ANALYSIS:**

4. In review of the proposals all 4 contractors were priced similar per day of work, and mobilization and demobilization were the determining factor with the amount of sludge that could be moved in a single day of work.
5. Wessuc is both able to move the highest quantity of solids in a single day and can both mobilize and demobilize at the cheapest rate due to the self driving dredge being utilized.
6. Recommendation is to award the Job to Wessuc Inc.

**IMPACT ON 2023 BUDGET:**

7. Sludge removal was budgeted through the 2023 budget and has come under budget.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 46-2023 be received and that Council authorizes the Director of Water and Wastewater to award RFP 06-2023 to Wessuc Inc. Contractor in accordance with their submission in the amount of \$31,904.88 excluding HST.

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



## **STAFF REPORT**

**S.R. No. 47-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Award Procurement 02-2023 - Granular Tender

### **BACKGROUND:**

1. Procurement 02-2023 for the Supply and Placement of Granular Materials closed on March 7, 2023.
2. The scope of work for this procurement is:
  - a. Dedicate a stockpile of Granular M (OPSS 1010) in sufficient quantities to meet the needs of the tender.
  - b. The supply and delivery of granular materials to various locations throughout the Township.
  - c. Typically belly-dump spread on Roads at 25 to 75 mm in depth.
3. The work is to be completed before Friday, June 23, 2023. Failure to complete all work will result in a penalty of \$500 / calendar day.
4. Two submissions were received as follows:

Item	Division	Quantity (Tonne)	Cornwall Gravel		Green Infrastructure Paving	
			Unit Price	Total (excl. HST)	Unit Price	Total (excl. HST)
1	Roads	40,000	\$14.10	\$564,000	\$13.85	\$554,000

5. Item #1 (Granular 'M' for Roads) includes 40,000 tonnes for loose top (gravel) resurfacing.
6. The historical unit prices for the supply, crush, haul, and spread of Granular 'M' on the Township's granular roads were:
  - a. 2021 - \$10.45 / tonne
  - b. 2022 - \$10.60 / tonne



### **ANALYSIS:**

7. Administration has reviewed the tender documents for compliance with the tender submission requirements.
8. The low bidder has performed this work in the past and has the resources and experience to complete the work.
9. The 2021 Road Maintenance Plan provided a best and low rate for the annual application of the Township's gravel resurfacing program:
  - a. Best rate = 43,700 tonnes / year
  - b. Low rate = 34,279 tonnes / year

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

10. The loose top resurfacing budget does not have sufficient funds to award this Contract as written. The loose top resurfacing budget includes \$350,000 for granular materials, which, at the low-bid unit price, would provide 25,000 tonnes of gravel.
11. Administration has confirmed that the Contract is a unit rate contract and that the low-bid of \$13.85 / tonne will provide the unit rate for a lower quantity.
12. The reduction in quantity requires a re-prioritization of the granular application, which will be undertaken through a visual inspection of the roads that have had more than two years between application of granular material.
13. Administration is recommending that Council award this contract to Green Infrastructure Paving for their unit price of \$13.85 / tonne to be applied to a maximum of the current budget (\$350,000) or approximately 25,000 tonnes.

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

Goal 2: Invest in infrastructure and its sustainability

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 47-2023 be received and that the Council of the Township of South Glengarry award Procurement 02-2023 for the Supply and Placement of Granular Materials to Green Infrastructure Paving in accordance with their submission for Granular 'M' at the unit cost of \$13.85 per tonne with applied quantities to not exceed the approved budget of \$350,000; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

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



## **STAFF REPORT**

**S.R. No. 48-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Award RFP 05-2023 - Enhanced Hamlet Signage

### **BACKGROUND:**

1. Council awarded the production and purchase of enhanced hamlet signage (RFP 24-2021) at the [October 18, 2021](#) meeting for \$46,047.50, excluding HST as an Economic Development initiative. This sign procurement did not include installation.
2. Forty enhanced hamlet signs were delivered to the Township Roads Garage in August 2022.
3. Infrastructure Services has reviewed and inventoried the new signs received against the locations of existing and new sign locations. Most of the new signs are to be installed on the SDG County Right-of-Way. Administration coordinated with the SDG Counties to confirm removal, installation, and location details.
4. SDG Counties provided their Hamlet Signage Policy (Policy 2-12, attached) which notes that the full cost of installation of enhanced hamlet signage on the County road allowance will be incurred by the applicable local municipality, including all maintenance costs. The Counties noted that they provide and maintain, at no cost to the Townships, stock hamlet signs (blue signage with SDG logo).
5. Administration cannot accommodate the quantify of work involved with the removal and installation of this enhanced hamlet signage through the 2023 work program. Procurement 05-2023 was initiated for the Installation of Enhanced Signage.
6. The Procurement closed on Wednesday March 22, 2023.
7. Seven submissions were received as follows.

<b>Contractor</b>	<b>Total Tender Amount (excluding HST)</b>
Apex Contracting and Renovation	\$47,573.52
Coalwater Transport Inc.	\$97,986.90
DW Building Restoration Services	\$174,970.00
Gregory Signs	\$132,840.00
Spectra Advertising	\$42,132.00
Studio Signs	\$54,914.90
Viau Excavation	\$44,240.00

### **ANALYSIS:**

8. The tender submissions were reviewed for accuracy and completeness.
9. The low bid has the experience and equipment to complete the work and were able to commit to a June work schedule. The municipal references contacted provided positive references.
10. The basis of award in the procurement documents notes that *“the Township intends to award the contract to the lowest responsive bidder, but reserves the right to reject any submission that has an all-inclusive cost that is more than 40% below or more than 40% above the average prices submitted and evaluated.”*
11. Reviewing the results of this procurement, the basis of award would be to the lowest responsive bidder. No single submission was 40% lower than the average received.

### **IMPACT ON 2023 BUDGET:**

12. The 2023 Budget included \$27,500 for the installation of the enhanced hamlet signage, which was bundled in with the Road Sign Budget (typically for regulatory and warning road signage required requirements).
13. The low bid is approximately \$15,000 over the approved budget.
14. The additional funds in the Township’s 2023 road sign budget have been allocated to the road sign replacement program to upgrade road signs that do not meet the retro-reflectivity requirements of the Minimum Maintenance Standards for Municipal Highways ([O. Reg. 239/02](#)). These road signs have already been purchased and their budget is not available for redistribution.
15. The budget would need to be increased to proceed with the project or funds would need to be allocated from reserves to make up the short fall depending on which option Council would wish to proceed with.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A


**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 48-2023 be received and that the Council of the Township of South Glengarry

**Option A** Award Procurement 05-2023 to Spectra Advertising in accordance with their submission of \$42,132.00 and that the Mayor and Clerk be authorized to sign any relevant documents.

\_\_\_\_\_ **Option B** Not award Procurement 05-2023 for the Installation of Enhanced Hamlet Signage.

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

South Glengarry				POLICY	
Policy Number:	01-20		Review Frequency:	Annually	
Approved By:	Council of the Township of South Glengarry	Date Approved:	October 5, 2020		
		Revision Date:			
Subject:	Municipal Signage Policy				

## INTRODUCTION

Signage is a powerful branding tool that is available to help unify the municipality. A detailed signage plan can develop a strong sense of place, create a positive first impression for visitors, provide important information about the Township and assist in wayfinding.

Individuals tend to do business or visit places they are familiar with. This sense of familiarity can help the public feel more comfortable when choosing to visit or invest in local South Glengarry attractions and services. Signage is a cost effective and highly visible opportunity to create a recognizable image.

Clear and consistent signage plays an important role in the streetscape and can improve people's understanding and experience of the local environment.

## PURPOSE

The purpose of the signage policy is to establish the criteria required to create consistent signage and install community signage and to administer the request, the design and the installation of community signage and courtesy parking signage.

The Township's Community Services Division will administer all community signage and courtesy signage in partnership with the Township's Road's Department and the United Counties of Stormont, Dundas and Glengarry (SDG) Transportation Department.

## OBJECTIVES

The objective of the signage policy is to elevate the Township of South Glengarry's profile and branding, consistently identify our communities and their locations while assisting

tourism, businesses, and points of interest found throughout the Township by allowing residents, visitors and passersby identify our communities. Schedule A provides an image of the approved signage designs for Community and Parking which includes the sizes, the graphics, the wording and the permitted colours.

## **DEFINITIONS**

**Branding** means the Township of South Glengarry's approved branding which is the reflection of the unique Celtic culture through recognizable colours, words, symbols and overall appearance.

**Community Group** means a group or organization that will fundraise, design and create a community sign for their respective community.

**Community Signage** means signs that are located at the entry points of villages or hamlets in South Glengarry.

**Parking Signage** means signs indicating available courtesy parking on any street within a settlement area.

**SDG** means the United Counties of Stormont, Dundas and Glengarry

**Township** means the Township of South Glengarry.

## **TYPES OF SIGNAGE**

There are many different signs that can be created and installed in communities for various purposes. This policy focuses on two types of signage being Community Signs and Parking Signs, however, should other signs be requested or desired, they will be obligated to follow the same design criteria for consistency purposes being graphics, wording and colours as found in schedule A of this policy. Where possible, the tag line "Ontario's Celtic Heartland" must be included in the signs preferably in the form of a banner as per the approved sign design. Details of the Community and Parking Signs are as follows:

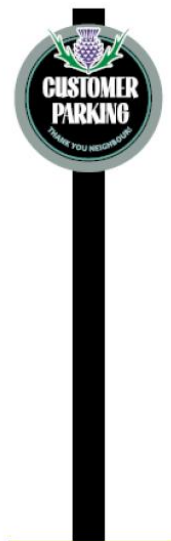
## Community Signs

To create community signage that identifies the community and welcomes visitors while maintaining and celebrating the uniqueness and historical significance of the respective community and the Township. The Community Signage is designed to allow for each community to choose an image to reflect the character and culture of their location. This image will be placed in the circular location of the approved sign design.



## Parking signs

To create parking signage that identifies courtesy or municipal parking spaces in hopes to improve our visitor's experiences to our community's main streets or local public attractions.





## **COMMUNITY GROUP ROLE**

Residents and business of communities are encouraged to fundraise to create the community image within the approved sign design and to work with the Township's Community Services Division to ensure the community image represents its unique character and culture. The final design for all community signs must be approved by Council. The Community will not be permitted to deviate from the approved sign standard.

## **TOWNSHIP ADMINISTRATION ROLE**

Township of South Glengarry will provide the foundational support needed to build and sustain the signage policy. The Township will work with the local communities to assist with the community image design to ensure that it reflects the communities' unique character and culture. The final design for all community signs must be approved by Council.

## **TOWNSHIP COUNCIL ROLE**

Council may choose to budget for signage on an annual basis to create and install signs or to provide financial support to local community groups seeking new signage.

## **SIGN LOCATIONS**

### **Community Signs**

The location of all community signs must be approved by the responsible roads department. Community signs are to be installed on the road allowance and shall be located at the principal access points to a community; a minimum of 2 community signs and a maximum of 4 community signs will be permitted.

### **Parking Signs**

Parking Signs were designed to be flexible depending on location, whether directing a visitor to the parking lot from a main road or available parking along the street.

The location of courtesy Parking signs must be approved by the responsible roads department. Courtesy parking signs are to be installed on main streets within the settlement area where there is currently on street parking permitted or in a municipal parking lot.

## **INSTALLATION**

The Township's Road Department or the SDG Transportation Department will be responsible to install the base/support of the sign and work together with the sign provider for the installation of all signs erected under this policy.

## **MAINTENANCE**

The Township will be responsible for maintaining the signs and replacing community and parking signs when damaged.

<b>POLICY MANUAL</b>	<b>Policy No. 2-12</b>
<b>For the United Counties of Stormont, Dundas &amp; Glengarry</b>	<b>Effective Date: June 17, 2013</b>
<b>Subject: Hamlet Signage Policy</b>	<b>Department: Roads</b>

### **Purpose**

The purpose of this policy is to govern the erection and maintenance of Hamlet signage within County road allowances.

### **Definitions**

“Hamlet” refers to an urban or rural settlement area as described/shown in the County Official Plan.

“Enhanced Hamlet Signage” means roadway signage that identifies a settlement’s name, and is designed and maintained entirely by the applicable local municipality. The style and design of enhanced signage may vary from municipality to municipality.

“Stock Hamlet Signage” means basic roadway signage that identifies a settlement area’s name as outlined by the County Official Plan, and meets specifications set forward by the Corporate Identity Tool Kit.

### **Application**

1. Where a local municipality wishes to erect Enhanced Hamlet Signage within a County road allowance, it will be permitted to do so by the County Roads Department. In such instances, the full cost will be incurred by the applicable local municipality (including all maintenance costs).
2. The County will not be responsible for damage to Enhanced Hamlet Signage as a result of normal operations.
3. Any local municipality that wishes to erect Enhanced Hamlet Signage must comply with all applicable roadway legislation and regulations. Sign location and installation details must be approved by the County Roads Department prior to installation of the sign.
4. Where no Enhanced Hamlet Signage exists within a County road allowance, Stock Hamlet Signage will be erected and maintained by the County at no cost to the applicable local municipality.
5. Any deviation from this policy requires the consent of County Council.



## **STAFF REPORT**

**S.R. No. 49-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** CLRC Advertisement Agreement Renewal

### **BACKGROUND:**

1. The current advertisement agreements for the Char-Lan Recreation Centre allow for the following advertisements to be sold with 100% of the profits being received by the mentioned organization:
  - a. Junior B Rebels
    - i. Twenty-six (26) wall board advertisements – located behind player benches.
    - ii. Thirty (30) arena board advertisements
    - iii. One (1) in ice advertisement
    - iv. One (1) advertisement per player board
  - b. Char-Lan Minor Hockey
    - i. Two (2) in ice advertisements
    - ii. One (1) ice resurfacer logo
  - c. Char-Lan Skating Club
    - i. Two (2) in ice advertisements
    - ii. One (1) ice resurfacer logo
2. The current agreement was established in July 2022 and is to be reviewed annually. Moving forward, administration plans to renew the agreements at the end of each ice season to allow time for the organizations to obtain their sponsors and meet the deadlines within the agreement.
3. The GM of Parks, Recreation and Culture met with the Junior B Rebels, Char-Lan Minor Hockey and the Skating Club on Monday, February 27 to review the current agreement and discuss future advertisement opportunities. Administration has continued to work with the organizations to create an agreed upon advertisement allocation schedule.

4. The organizations discussed their interest in adding more arena board advertisement space. Currently there are 30 boards that allow for advertisements; however, more can be added between the current advertisements to meet this request.
5. Based on the discussions, Administration researched and found 11 additional spaces that could become advertisement boards. In order to accommodate board advertisements, the current puck board needs to be replaced with thinner puck board and lexan material placed on top. This allows for the advertisements to be placed between the puck board and lexan. This layout provides a seamless approach across all boards.
6. In order to accommodate the additional board advertisements, an initial investment from the Township of approximately \$4,000 will be required to purchase the proper puck boards and lexan material.

**ANALYSIS:**

7. The organizations have agreed upon the following for advertisement allocation which includes the 11 additional board advertisements:
  - a. Junior B Rebels
    - i. Twenty-six (26) wall board advertisements
    - ii. Thirty-five (35) arena board advertisements
    - iii. Two (2) in ice advertisements
    - iv. One (1) advertisement per player board
  - b. Char-Lan Minor Hockey
    - i. Three (3) arena board advertisements
    - ii. Three (3) in ice logos
    - iii. One and a half (1.5) ice resurfacers ads
    - iv. Usage of lobby television for advertisements during their rentals
  - c. Char-Lan Skating Club
    - i. Three (3) arena board advertisements
    - ii. Three (3) in ice logos
    - iii. One and a half (1.5) ice resurfacers ads
    - iv. Usage of lobby television for advertisements during their rentals
8. Currently, the centre ice logos include the Rebels logo and the Township logo. In addition to the above, it is recommended that the Township logo be removed, and the Char-Lan Skating Club have their logo at centre ice with the Rebels.
9. The agreements have been drafted and are attached to the report. All three agreements are for the upcoming 2023/2024 season and will continue to be reviewed on an annual basis.

**IMPACT ON 2023 BUDGET:**

10. The costs associated with purchasing the material to accommodate the additional board advertisements will fit within the current operations budget.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 5: Improve internal and external communication.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 49-2023 be received and that the Council of the Township of South Glengarry enter into the 2023/2024 advertisement agreements with the Junior B Rebels, Char-Lan Minor Hockey and the Char-Lan Skating Club and furthermore that the Mayor and Clerk be authorized to sign all applicable documents.

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

**TOWNSHIP OF SOUTH GLENGARRY**  
**ADVERTISING AGREEMENT**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
hereinafter referred to as the "TOWNSHIP"

and

THE JUNIOR B REBELS  
hereinafter referred to as the "REBELS"

**Property:** Char-Lan Recreation Centre  
19740 John Street  
Williamstown, Ontario  
K0C 2J0

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
THE JUNIOR B REBELS**

This Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

And

JUNIOR B REBELS

**WHEREAS:**

The *TOWNSHIP* is the owner of all the lands and premises located in the Township of South Glengarry, known for municipal purposes as the Char-Lan Recreation Centre, located at 19740 John Street, Williamstown, Ontario, K0C 2J0, hereinafter referred to as the *ARENA*.

The *REBELS* desire to secure and enter into an agreement with the *TOWNSHIP*, hereinafter referred to as the *AGREEMENT*, to obtain advertisements at the *ARENA*.

**NOW THEREFORE:**

The Township hereby grants the rights to the *REBELS* to sell advertising space in the *ARENA* for the duration of the 2023/2024 ice rental season, hereinafter referred to as the *TERM*.

**1. ARTICLE 1: CONTRACT PURPOSE**

1.1. It is agreed by all parties that the following areas are covered by this agreement:

1.1.1. Maximum of twenty-six (26) wall board advertisements – located behind both players benches

1.1.2. Maximum of thirty-five (35) arena board advertisements

1.1.3. Maximum of two (2) in ice advertisements

1.1.4. Maximum of one (1) advertisement per player board

1.2. It is agreed that every effort will be made by the Rebels to sell all the arena board advertisements prior to selling wall board advertisements.

**2. ARTICLE 2 – FINANCIAL ARRANGEMENTS AND COMMITMENTS**

2.1. The Township agrees that the Rebels will retain all funds relating to advertisements described in Article 1 that are sold in the Arena.



## **TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT THE JUNIOR B REBELS**

- 2.2. The Rebels will ensure that all advertisement commitments in the arena do not exceed the Term of this Agreement.
- 2.3. The Rebels shall provide their annual financial statements at the end of the Term including where the funds from the advertisements have been spent.

### **3. ARTICLE 3 – RESPONSIBILITIES AND RIGHTS**

- 3.1. The Rebels will obtain, secure and deliver all wall board advertisements and arena board advertisements, as described in Article 1, by August 31 to the Arena.
- 3.2. The Rebels will obtain, secure and deliver the in ice advertisements as described in Article 1, by August 1, to the Arena.
- 3.3. The Rebels will obtain, secure and deliver the player boards and advertisements as described in Article 1, as players have been selected and secured.
- 3.4. Ads that are not renewed for the following season, will not be stored at the Arena.
- 3.5. The Township will install all advertisements within this agreement.
- 3.6. Player boards and advertisements will be installed prior to the first season game. Player boards may be adjusted throughout the season.
- 3.7. All advertisements must follow the material and measurement specifications provided by the Township.
- 3.8. All wall board advertisements must follow the location specifications provided by the Township.
- 3.9. Advertisements will be installed once per term of this agreement and all advertisements that require removal will be removed at the end of the term.
- 3.10. All advertisements that are removed at the end of the term must be picked up no later than two (2) weeks after removal and will not be stored on site at the Arena.
- 3.11. The Rebels will be responsible for the following: marketing and production of advertising; the collection and accounting of the revenues and expenditures relating to the advertising; and for any maintenance costs relating to the upkeep of the advertisements in the Arena.
- 3.12. The Rebels will ensure that the wording, pictures and/or symbols on signs are appropriate for family viewing. The Township reserves the right to remove any advertisements that do not meet these requirements.
- 3.13. The Township will supply the lexan that will be installed on top of the arena board advertisements and will replace as needed.
- 3.14. The Rebels shall observe, perform and comply with all laws, bylaws, codes, fire regulations, health regulations, and rules and regulations applicable to the use, operation and occupation of the premises.

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
THE JUNIOR B REBELS**

**4. ARTICLE 4 – INSURANCE, LIABILITY, RISK MANAGEMENT**

- 4.1. The Rebels shall accept full responsibility for protecting and insuring all advertisements in the premises, and shall save and hold harmless and indemnify the Township from any liability whatsoever, as a result of theft, vandalism, structural failure or natural disaster, resulting in the loss of or damage to the advertisements held in the premises.

**5. ARTICLE 5 – BREACH OF CONTRACT**

- 5.1. This agreement is non-transferable.
- 5.2. If the Rebels fail to comply with any provisions of this agreement, the Township may demand that the Rebels show cause why this agreement shall not be deemed to be breached, and where the Township is satisfied that the Rebels has breached any condition or requirement of this Agreement, the Township may serve notice of termination of this Agreement to the Rebels. A notice of termination issued pursuant to this article shall be issued in writing by the Township.

*Player Registration 2023/2024 Season: 23 Players*

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
THE JUNIOR B REBELS**

Signed and sealed by the parties hereto.

Signed this                      day of                      , 2023

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

Signed this                      day of                      , 2023

THE JUNIOR B REBELS

\_\_\_\_\_

Jeff Carter

Signature

\_\_\_\_\_

Jason MaCuaig

Signature

\_\_\_\_\_

Sandra Pasco

Signature

**TOWNSHIP OF SOUTH GLENGARRY**  
**ADVERTISING AGREEMENT**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
hereinafter referred to as the "TOWNSHIP"

and

CHAR-LAN MINOR HOCKEY ASSOCIATION  
hereinafter referred to as "MINOR HOCKEY"

**Property:** Char-Lan Recreation Centre  
19740 John Street  
Williamstown, Ontario  
K0C 2J0

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
CHAR-LAN MINOR HOCKEY ASSOCIATION**

This Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

And

CHAR-LAN MINOR HOCKEY ASSOCIATION

**WHEREAS:**

The *TOWNSHIP* is the owner of all the lands and premises located in the Township of South Glengarry, known for municipal purposes as the Char-Lan Recreation Centre, located at 19740 John Street, Williamstown, Ontario, K0C 2J0, hereinafter referred to as the *ARENA*.

*MINOR HOCKEY'S* desire to secure and enter into an agreement with the *TOWNSHIP*, hereinafter referred to as the *AGREEMENT*, to obtain advertisements at the *ARENA*.

**NOW THEREFORE:**

The Township hereby grants the rights to *MINOR HOCKEY* to sell advertising space in the *ARENA* for the duration of the 2023/2024 ice rental season, hereinafter referred to as the *TERM*.

**1. ARTICLE 1: CONTRACT PURPOSE**

- 1.1. It is agreed by all parties that the following areas are covered by this agreement:
  - 1.1.1. Maximum of three (3) in ice advertisements
  - 1.1.2. Maximum of one and a half (1.5) ice resurfacer logos
  - 1.1.3. Maximum of three (3) arena board advertisements
  - 1.1.4. Usage of lobby television for advertisements during their rentals

**2. ARTICLE 2 – FINANCIAL ARRANGEMENTS AND COMMITMENTS**

- 2.1. The Township agrees that Minor Hockey will retain all funds relating to advertisements described in Article 1 that are sold in the Arena.
- 2.2. Minor Hockey will ensure that all advertisement commitments in the arena do not exceed the Term of this Agreement.

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
CHAR-LAN MINOR HOCKEY ASSOCIATION**

- 2.3. Minor Hockey shall provide their annual financial statements at the end of the Term including where the funds from the advertisements have been spent.

**3. ARTICLE 3 – RESPONSIBILITIES AND RIGHTS**

- 3.1. Minor Hockey will obtain, secure and deliver all arena board advertisements and the in-ice advertisements as described in Article 1, by August 1, to the Arena.
- 3.2. Minor Hockey will obtain, secure and deliver the ice resurfacer advertisement by August 31.
- 3.3. The Township will install all advertisements within this agreement except for ice resurfacer advertisement decals.
- 3.4. Ads that are not renewed for the following season, will not be stored at the Arena.
- 3.5. All advertisements must follow the material and measurement specifications provided by the Township.
- 3.6. Advertisements will be installed once per term of this agreement and all advertisements that require removal will be removed at the end of the term.
- 3.7. Minor Hockey will be responsible for the following: marketing and production of advertising; the collection and accounting of the revenues and expenditures relating to the advertising; and for any maintenance costs relating to the upkeep of the advertisements in the Arena.
- 3.8. Minor Hockey will ensure that the wording, pictures and/or symbols on signs are appropriate for family viewing. The Township reserves the right to remove any advertisements that do not meet these requirements.
- 3.9. Minor Hockey shall observe, perform and comply with all laws, bylaws, codes, fire regulations, health regulations, and rules and regulations applicable to the use, operation and occupation of the premises.

**4. ARTICLE 4 – INSURANCE, LIABILITY, RISK MANAGEMENT**

- 4.1. Minor Hockey shall accept full responsibility for protecting and insuring all advertisements in the premises, and shall save and hold harmless and indemnify the Township from any liability whatsoever, as a result of theft, vandalism, structural failure or natural disaster, resulting in the loss of or damage to the advertisements held in the premises.

**5. ARTICLE 5 – BREACH OF CONTRACT**

- 5.1. This agreement is non-transferable.
- 5.2. If Minor Hockey fails to comply with any provisions of this agreement, the Township may demand that Minor Hockey show cause why this agreement

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
CHAR-LAN MINOR HOCKEY ASSOCIATION**

shall not be deemed to be breached, and where the Township is satisfied that Minor Hockey has breached any condition or requirement of this Agreement, the Township may serve notice of termination of this Agreement to Minor Hockey. A notice of termination issued pursuant to this article shall be issued in writing by the Township.

*Char-Lan Minor Hockey Association – 2022-2023 number of participants: 247*

Signed and sealed by the parties hereto.

Signed this                      day of                      , 2023

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

Signed this                      day of                      , 2023

CHAR-LAN MINOR HOCKEY ASSOCIATION

\_\_\_\_\_

Print: Sherry MacLachlan

\_\_\_\_\_

Signature

Char-Lan Minor Hockey Association  
Acting President

**TOWNSHIP OF SOUTH GLENGARRY**  
**ADVERTISING AGREEMENT**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
hereinafter referred to as the "TOWNSHIP"

and

THE CHAR-LAN SKATING CLUB  
hereinafter referred to as the "SKATING CLUB"

**Property:** Char-Lan Recreation Centre  
19740 John Street  
Williamstown, Ontario  
K0C 2J0



**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
CHAR-LAN SKATING CLUB**

This Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

And

THE CHAR-LAN SKATING CLUB

**WHEREAS:**

The *TOWNSHIP* is the owner of all the lands and premises located in the Township of South Glengarry, known for municipal purposes as the Char-Lan Recreation Centre, located at 19740 John Street, Williamstown, Ontario, K0C 2J0, hereinafter referred to as the *ARENA*.

The *SKATING CLUB'S* desire to secure and enter into an agreement with the *TOWNSHIP*, hereinafter referred to as the *AGREEMENT*, to obtain advertisements at the *ARENA*.

**NOW THEREFORE:**

The Township hereby grants the rights to the *SKATING CLUB* to sell advertising space in the *ARENA* for the duration of the 2023/2024 ice rental season, hereinafter referred to as the *TERM*.

**1. ARTICLE 1: CONTRACT PURPOSE**

- 1.1. It is agreed by all parties that the following areas are covered by this agreement:
  - 1.1.1. Maximum of three (3) in ice advertisements
  - 1.1.2. Maximum of one and a half (1.5) ice resurfer logos
  - 1.1.3. Maximum of three (3) arena board advertisements
  - 1.1.4. Usage of lobby television for advertisements during their rentals

**2. ARTICLE 2 – FINANCIAL ARRANGEMENTS AND COMMITMENTS**

- 2.1. The Township agrees that the Skating Club will retain all funds relating to advertisements described in Article 1 that are sold in the Arena.
- 2.2. The Skating Club will ensure that all advertisement commitments in the arena do not exceed the Term of this Agreement.

## **TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT CHAR-LAN SKATING CLUB**

- 2.3. The Skating Club shall provide their annual financial statements at the end of the Term including where the funds from the advertisements have been spent.

### **3. ARTICLE 3 – RESPONSIBILITIES AND RIGHTS**

- 3.1. The Skating Club will obtain, secure and deliver all arena board advertisements and the in ice advertisements as described in Article 1, by August 1, to the Arena.
- 3.2. The Skating Club will obtain, secure and deliver the ice resurfacer advertisement by August 31.
- 3.3. The Township will install all advertisements within this agreement except for ice resurfacer advertisement decals.
- 3.4. Ads that are not renewed for the following season, will not be stored at the Arena.
- 3.5. All advertisements must follow the material and measurement specifications provided by the Township.
- 3.6. Advertisements will be installed once per term of this agreement and all advertisements that require removal will be removed at the end of the term.
- 3.7. The Skating Club will be responsible for the following: marketing and production of advertising; the collection and accounting of the revenues and expenditures relating to the advertising; and for any maintenance costs relating to the upkeep of the advertisements in the Arena.
- 3.8. The Skating Club will ensure that the wording, pictures and/or symbols on signs are appropriate for family viewing. The Township reserves the right to remove any advertisements that do not meet these requirements.
- 3.9. The Skating Club shall observe, perform and comply with all laws, bylaws, codes, fire regulations, health regulations, and rules and regulations applicable to the use, operation and occupation of the premises.

### **4. ARTICLE 4 – INSURANCE, LIABILITY, RISK MANAGEMENT**

- 4.1. The Skating Club shall accept full responsibility for protecting and insuring all advertisements in the premises, and shall save and hold harmless and indemnify the Township from any liability whatsoever, as a result of theft, vandalism, structural failure or natural disaster, resulting in the loss of or damage to the advertisements held in the premises.

### **5. ARTICLE 5 – BREACH OF CONTRACT**

- 5.1. This agreement is non-transferable.
- 5.2. If the Skating Club fail to comply with any provisions of this agreement, the Township may demand that the Skating Club show cause why this agreement shall not be deemed to be breached, and where the Township

**TOWNSHIP OF SOUTH GLENGARRY ADVERTISING AGREEMENT  
CHAR-LAN SKATING CLUB**

is satisfied that the Skating Club has breached any condition or requirement of this Agreement, the Township may serve notice of termination of this Agreement to the Skating Club. A notice of termination issued pursuant to this article shall be issued in writing by the Township.

*Char-Lan Skating Club – 2022-2023 number of participants: 130*

Signed and sealed by the parties hereto.

Signed this                      day of                      , 2023

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

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Mayor

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Clerk

Signed this                      day of                      , 2023

CHAR-LAN SKATING CLUB

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Print: Stephanie Slinger

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Signature

Char-Lan Skating Club President

## **STAFF REPORT**

**S.R. No. 50-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** RFP 03-2023 – Empey-Poirier Park Play Structure

### **BACKGROUND:**

1. The original play structure located at Empey-Poirier Park was inspected in the summer of 2022 by a Registered Playground Practitioner. The structure had more than 10 infractions and was ultimately removed due to the failed inspection report. The play structure and swing set bays were removed shortly after the inspection.
2. A replacement play structure was included as part of the 2023 Capital Budget; the total budgeted amount is \$60,000.00.
3. On February 13, the GM of Parks, Recreation and Culture met with the Empey-Poirier Park community group to review the play structure project, needs of the community and potential fundraising opportunities.
4. RFP 03-2023 was issued on February 22, 2023 and closed on March 15, 2023.
5. The RFP specified a budget of \$58,000 excluding HST for the supply and installation of all materials of the play structure space and instructed that all submissions must meet the following requirements:
  - a. The structure would meet the needs of children ages 18 months to 12 years.
  - b. CAN/CSA-Z614-14 Standard 'Children's Play Spaces and Equipment'.
  - c. Annex H to ensure it meets accessibility requirements of newly constructed play spaces.
  - d. Installation of Engineered Wood Fibre for the surface of the play area to ensure it is fully accessible.
  - e. A two (2) bay swing set that includes two belt swings, an accessible swing, and a tot swing.

### **ANALYSIS:**

6. The Township received two (2) design options total from one (1) supplier. All proponents were given the opportunity to submit up to two (2) design options.

<b>Supplier</b>	<b>Price</b>
Playground Planners Option 1	\$57,923.74
Playground Planners Option 2	\$57,966.46

7. Both options met the requirements of the RFP. However, the RFP outlined an installation deadline requirement of August 31, 2023. Playground Planners stipulated that as of right now, installation will likely take place in October 2023. This is due to supply delays and limited installers; this has been noted as a challenge from others in this industry as well.
8. Based on the Evaluation Matrix provided in the RFP and consultation with the community group, it is recommended that the Township award the project to Playground Planners Option 1 for \$57,923.74 +HST.
9. Throughout the RFP process, Administration has been in communication with the Empey-Poirier Park community group and they were consulted during the evaluation process. They are in favour of the proposed successful design option.
10. The Township will be working with the community group regarding future fundraising initiatives at the park.

### **IMPACT ON 2023 BUDGET:**

11. The proposal submitted by Playground Planners with a value of \$57,923.74 +HST is within the 2023 Capital Budget.

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

Goal 2: Invest in infrastructure and its sustainability

Goal 4: Improve quality of life in our community

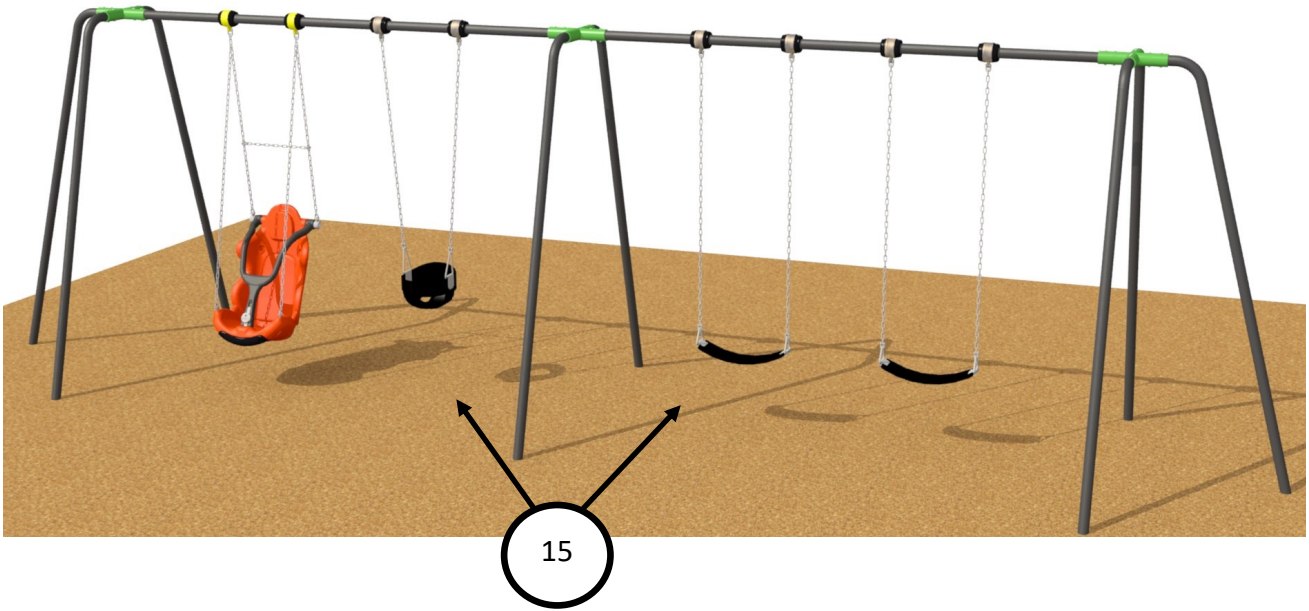
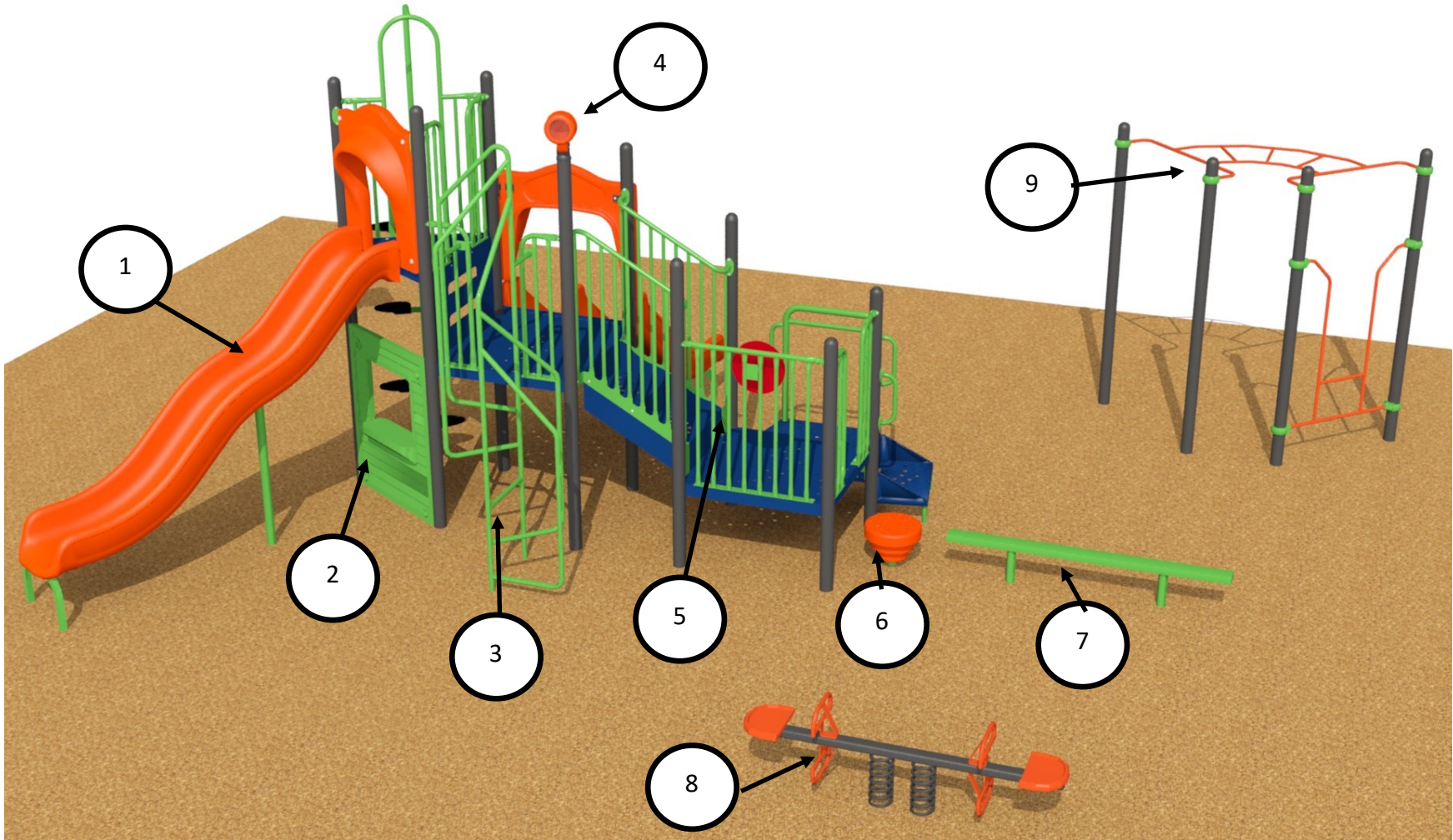
### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 50-2023 be received and that RFP 03-2023 for the Empey-Poirier Park Play Structure be awarded to Playground Planners as per their submission of \$57,923.74 plus HST and furthermore that the Mayor and Clerk be authorized to sign all applicable documents.

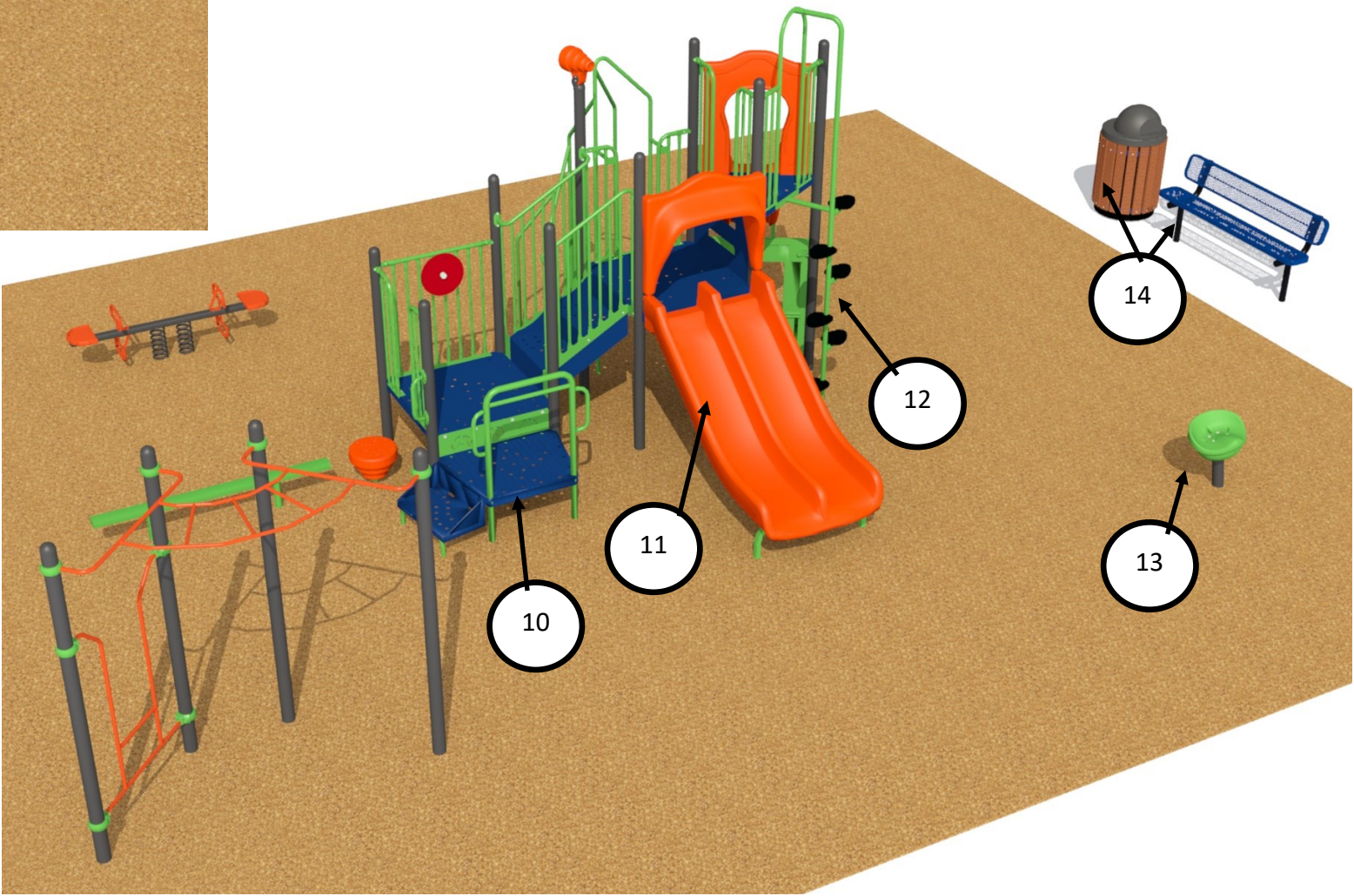
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**Recommended to Council for  
Consideration by:  
CAO – TIM MILLS**





#	Component
1	Single Wave Slide
2	Counter Panel
3	Spiral Climber
4	Telescope
5	Steering Wheel Panel
6	Balance Pod
7	Balance Beam
8	Twin Rider Teeter Totter
9	Overhead Ladder
10	Transfer Station
11	Double Wide Slide
12	Pod Climber
13	Solo Spinner
14	Bench and Trash Receptacle
15	Swings w/ 2 belt, 1 tot 1 Inclusive







## **STAFF REPORT**

**S.R. No. 51-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Award RFP 07-2023 - Canteen Services at CLRC

### **BACKGROUND:**

1. The contract for the canteen at the Char-Lan Recreation Centre (CLRC) expired in 2021 and has not yet been renewed for various reasons. The canteen was closed for the 2020/2021 and 2021/2022 season due to the COVID-19 pandemic. With the delayed opening for the 2022/2023 ice season due to construction, a Request for Proposal (RFP) was not issued.
2. Administration issued an RFP on March 8, 2023 for Canteen Services at the CLRC, the RFP closed on March 29, 2023.
3. Proponents were to submit the following;
  - a. Cover letter/introduction
  - b. A summary of qualifications
  - c. List of references
  - d. Proposed work plan which includes their list of services and hours intended for operation.
  - e. Their proposed fee for the rental space. However, the Township will not necessarily accept the proposal with the highest paying fee.
4. The successful proponent will supply all their own equipment and/or enter into their own contracts for rental equipment.
5. All requirements must be followed with regards to the Eastern Ontario Health Unit, Ministry of Labour, Workplace Safety and Insurance Board and Township insurance requirements.
6. The Township received one submission;

Supplier	Proposed Fee for rental space
Snack Shack Canteen	\$300 per month +HST

**ANALYSIS:**

7. Based on the evaluation form provided in the RFP, it is recommended that the Township award the canteen services contract to the Snack Shack Canteen.
8. The contract is for one ice rental season from September to the end of March.
9. The Snack Shack Canteen is available to operate on nights and weekends, and during any weekday/daytime special events such as school hockey tournaments.
10. List of services include various food options such as fries, hot dogs, hamburgers, grilled cheese, soup, wraps, bagels, popcorn, tea, hot chocolate, coffee, etc. In addition, they will supply pro shop items such as hockey tape and laces.
11. They will have the option to take over the contract with the current vending machines or have them removed from the facility.
12. A formalized contract agreement will be made with the Snack Shack Canteen that will outline all requirements, hours of operation and services provided.

**IMPACT ON 2023 BUDGET:**

13. The 2023 Budget will receive approximately \$2,100.00 in additional revenue.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 1: Enhance economic growth and prosperity

Goal 4: Improve quality of life in our community

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 51-2023 be received and that the Council of the Township of South Glengarry award RFP 07-2023 for canteen services at the Char-Lan Recreation Centre to Snack Shack Canteen as per their submission of \$300 per month plus HST and furthermore that the Mayor and Clerk be authorized to sign all relevant documents,

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





## **STAFF REPORT**

**S.R. No. 52-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Award RFP 08-2023 - Peanut Line Trail Options Analysis

### **BACKGROUND:**

1. As part of the 2023 Capital Budget, \$45,000 has been allocated towards a Peanut Line Trail Options Analysis.
2. RFP 08-2023 was published on March 8, 2023 and closed on March 29, 2023.
3. The RFP outlined the following objectives;
  - a. Consultation with the municipality, residents, users and adjacent landowners in order to provide guidance for options.
  - b. Provide options that outline clear short and long term plans for the trail with specific targets and goals. Include financial planning that should consider possible funding opportunities.
  - c. Analysis of best practices for road and recreational trail intersections, with a focus on the safety of both pedestrian and vehicular users. Review of industry standards and studies, as well as relevant municipal examples.
  - d. Focus should be placed not only on the social aspects of recreation, but also the operations of the Township as a whole.
  - e. Provide guidance on agreements with users and adjacent landowners that establishes clear responsibilities, level of services and requirements of each party. The Township will not finalize or execute the agreements until after the options analysis is complete. The execution of the agreements will be dependent on Councils decision regarding the options outlined.
  - f. Asset management-based approach to capital planning and investment in the Peanut Line.

#### **ANALYSIS:**

4. The Township received 3 submissions, however 1 submission did not meet the requirements of the RFP. Submissions that met the requirements have been listed below;

<b>Consultant</b>	<b>Price</b>
WSP	\$38,510.00 +HST
Thinc Design (Tocher Heyblom Design inc)	\$38,052.50 +HST

5. Based on the Evaluation Matrix provided in the RFP, it is recommended that the Township award the project to WSP for \$38,510.00 +HST.
6. WSP brings a project team with relative experience to recreational trail projects that include consultation, solutions for multi-use trails, and Ministry of Transportation regulations.
7. WSP recently completed the Brantford Trail Safety Audit and Welland Community Trails Strategy, both of which included consultation to understand the existing challenges and opportunities from the general public, key stakeholders, municipal staff and Council. Currently, they are completing a Rail Trail Feasibility Study and Conceptual Design for the Municipality of North Grenville and WSP previously completed their Trails Master Plan in 2019.
8. The proposed project timeline will include gathering of background information, initial meetings with administration and a trail crossings best practices review in April and May.
9. The initial public consultation will take place in May and ongoing consultation methods will continue throughout the duration of the project.
10. WSP has included in their proposal that the final draft will be presented to Council in August, followed by revisions and progress meetings. The final options analysis will be presented to Council in October with final comments being implemented by November.
11. Council will have the opportunity to take part in the consultation process in addition to providing feedback during the draft and final presentations of the options analysis.

#### **IMPACT ON 2023 BUDGET:**

12. The proposal submitted by WSP with a value of \$38,510.00 +HST is within the 2023 budget.

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 2: Invest in infrastructure and its sustainability.  
Goal 4: Improve quality of life in our community.  
Goal 5: Improve internal and external communication.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 52-2023 be received and that RFP 08-2023 for the Peanut Line Trail Options Analysis be awarded to WSP as per their submission of \$38,510.00 plus HST and furthermore that the Mayor and Clerk be authorized to sign all applicable documents.

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



## **STAFF REPORT**

**S.R. No. 56-2023**

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

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

**COUNCIL DATE:** April 3, 2023

**SUBJECT:** Appoint Court of Revision – Filion Drain

### **BACKGROUND:**

1. On April 3, 2023 a Special Meeting to consider the Engineer's Report prepared for the Filion Drain was held.
2. At said meeting, Council was presented with a by-law to provisionally accept the report (the meeting had not taken place yet at the time this report was written).

### **ANALYSIS:**

3. Pursuant to the provisions of the *Drainage Act*, the next step in the process involves an appeal process whereby an owner of land who has assessment complaints can appeal to a Court of Revision.
4. A Court of Revision consists of three members of Council who must be appointed at a Regular Council meeting.
5. Any owner of land assessed for the drainage works can appeal to the Court of Revision on the following grounds:
  - a. Land or road has been assessed too high or too low.
  - b. Land or road should have been assessed but has not been assessed.
  - c. Due consideration has not been given to the type of use of the land.
6. The Court of Revision has no authority to change the engineer's report in any way other than to alter the schedule of assessments. If one assessment is reduced, others must be increased.
7. Following the appeal period (and once any appeals are dealt with) Council can give a third reading to the by-law.

**IMPACT ON 2023 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 56-2023 be received and that Council appoint the following members of Council to the Court of Revision for the Filion Drain Engineer's Report (select 3):

- ☐ Lachlan McDonald
- ☐ Martin Lang
- ☐ Stephanie Jaworski
- ☐ Sam McDonell
- ☐ Trevor Bougie

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

## INFORMATION REPORT

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

**MEETING DATE:** April 3, 2023

**SUBJECT:** Options for Business and Community Awards

**PREPARED BY:** Jennifer Treverton, Economic Development Officer



### PURPOSE:

This memo responds to Council's direction for staff to report back with alternative format options for its annual Business and Community Awards presentation and to explore the possibility of a change in event frequency. This memo contains options for Council's information regarding alternative formats and frequency for the Business and Community awards ceremony.

### BACKGROUND:

The Township of South Glengarry initiated the Business and Community Awards in 2005 as an annual event to recognize citizens and businesses who exemplify community commitment through acts of service and creating economic prosperity. Citizens were engaged to identify peers and local business owners who demonstrate excellence. Nominations solicited from the community were evaluated and winners were presented awards by the Mayor and Council at a social gathering. There remain six award categories:

- Citizen of the Year
- Business of the Year
- Entrepreneur of the Year
- Excellence in Agriculture
- Youth Merit
- Community Service

The format of the awards presentation ceremony has remained relatively unchanged since its inception. There is a semi-formal evening gathering with a catered, plated dinner followed by an awards ceremony. The event requires considerable staff resources to organize and involves:

1. Hiring caterer, decorator, florist, awards (commissioned)
2. Sponsorship solicitation & management
3. Nominations solicitation & winner selection
4. Ticket sales
5. Hall setup

The project is coordinated by the Economic Development Officer. Sponsorship and ticket sales revenue help offset event costs.

## **DISCUSSION:**

On March 20, 2023, Council directed staff to report back with alternative format and frequency options for the Business and Community Awards ceremony to review and recommend a preferred format and frequency.

Staff recommends the Business and Community Awards remain an annual occurrence to preserve the ritual of community engagement to select and publicly recognize the outstanding achievements made by its citizens. The nomination process improves public trust by seeking input and recommendations from individual community members. The subject of event frequency has been noted first as it may impact Council's opinion of the awards presentation format options listed below.

The options for presenting the Business and Community Awards listed below are based on feedback from Eastern Ontario Municipal staff working in similar rural communities and reading publicly available documents from Municipalities in Canada.

### **Option 1. Continue Business and Community Awards Gala**

Maintaining the format for presenting Business and Community Awards at a semi-formal gala with a professionally decorated venue and plated table service lends prestige to the awards ceremony and elevates the significance of each award winner's achievement. Award winners and their guests, local dignitaries, and media attend this annual community event.

Staff resources required remain unchanged.

### **Option 2. Wine and Cheese Business and Community Awards Presentation**

Presenting the Business and Community Awards at a wine and cheese event encourages movement and mingling fostering a sense of community spirit with ample opportunity to recognize the achievements of award recipients in a brief ceremony. Award winners and their guests, local dignitaries, and media would attend the celebration.

Staff resources required remain unchanged.

### **Option 3. Mayor's Breakfast Business and Community Awards Presentation**

A Mayor's breakfast for award winners in a small, relaxed atmosphere is a personalized approach to presenting Business and Community Awards to award recipients. A small

gathering provides an excellent opportunity for the Mayor and Council to express their personal gratitude and appreciation to individual award winners.

Staff resources are significantly reduced.

**An important consideration**

Sponsorship solicitation and ticket sales account for 50% of staff resources required to coordinate the event using format Options 1 or 2.

**Recommendation:**

This report is for information purposes only.



## INFORMATION REPORT

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



**MEETING DATE:** April 3, 2023

**SUBJECT:** Strategic Planning – Approach & Community Survey

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

Every four years, in the year following a municipal election, the Council of the Township of South Glengarry participates in a strategic planning exercise.

The strategic plan is a document which establishes Council's goals and key priorities for the term and provides staff with direction about areas of focus as the organization works towards achieving its vision.

The Township's current strategic plan was developed in 2015 and reviewed/updated in 2019. In that time, Council and staff have achieved many of the initiatives outlined in the plan and have progressed towards achieving the strategic goals. As a result, the Township will be engaging a third-party facilitator to assist in the development of a new strategic plan for 2023 – 2027.

Administration solicited proposals from qualified proponents and has engaged BizXcel to facilitate the strategic planning process.

BizXcel will:

- Review previous strategic plans and relevant documents (e.g. Service Delivery Review) and pre-engagement surveys to help frame the planning sessions.
- Facilitate strategic planning sessions (scheduled for June 9<sup>th</sup> and 10<sup>th</sup>) with Council and Administration.
- Develop a Strategic Plan Report consisting of all strategic directions identified, the mission/vision/values and other relevant information.
- Provide a working template for tracking of the plan and accountability to support the success of the plan.

### **Community Survey:**

Gathering input and feedback from the community is an important step of strategic planning and provides Council the opportunity to assess what issues and goals are important to the residents they serve.

A draft community survey has been prepared and is attached to this report for Council's review and feedback. The survey results will be made available to Council prior to the strategic planning sessions.

# We want to hear from you!

For each four-year term of Council, the Township of South Glengarry sets a new strategic plan with key goals and initiatives to move the community forward. The Strategic Plan is adopted by Council and provides direction to staff about areas of focus as the organization works toward achieving its vision.

The Township of South Glengarry wants to listen and learn from our community about what is important to you. This information will help Council and staff move forward with a plan that will guide the actions and directions of our community over the next four years.

Complete this survey to provide your thoughts and input on what we need to get done to make our community an even better place to live.

---

Thank you for participating! We have a few demographic questions for statistical purposes:

Do you live, work or own a business in South Glengarry?

- Yes
- No – End Survey

If you answered yes, please select the options which apply to you:

- Live in South Glengarry
- Work in South Glengarry
- Own a business in South Glengarry

How many years have you lived in South Glengarry?

- Less than one year
- One to five years
- Six to ten years
- 11 to 20 years
- More than 20 years
- I don't live in South Glengarry

What is your age?

- Under 18 years
- 19-25
- 26-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75 Years or old

- Prefer not to answer

---

Now that we know a little bit more about you, please take a few moments to provide your input on the Township of South Glengarry.

What do you think are the Township of South Glengarry's greatest strengths and/or assets? Check all that apply.

- Affordability
- Arts and culture
- Well maintained infrastructure
- Community safety
- Community spirit/sense of place
- Employment opportunities
- Green/environmentally friendly community
- History/heritage
- Housing (type, quality, cost)
- Location
- Parks, trails and open spaces
- Recreational programming
- Responsible governance
- Other – please specify

In your opinion, what are the top three issues the Township of South Glengarry will need to address in the next four years? Select up to three issues:

- Affordability/cost of living
- Aging infrastructure
- Community services and programming
- Economic development
- Environmental protection
- Lack of housing options
- Maintaining sufficient parks and open spaces
- Population growth
- Taxes/user fees
- Other – please specify

Thinking about the future of the Township of South Glengarry, what are the three most important things the Township should focus on? Select up to three:

- Access to arts and culture
- Economic development/new business development
- Environmental protection
- Expansion of water and wastewater services
- Financial sustainability
- Improving Township services and modernizing processes

- Improving roads
  - Parks and public spaces
  - Recreational programming
  - Transparency and communication
  - Other – please specify.
- 

Please tell us how strongly you agree or disagree with the following statements.

The Township of South Glengarry is a welcoming community.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

The Township has a diverse offering of programs and services to meet my needs.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

I feel a sense of belonging to the Township of South Glengarry.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

The Township of South Glengarry has a good network of parks, natural areas and trails.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

The Township's infrastructure (roads, bridges, water/wastewater, etc.) is well-maintained.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

The Township of South Glengarry is environmentally responsible in its actions.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Information regarding Township services/programs and community updates are easily accessible.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

My tax dollars are being used effectively by the Township of South Glengarry.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

---

Please share any other feedback or suggestions you would like Council to consider while developing our community's next strategic plan:

## Thank You!

Thank you for taking our survey. This information will help Council and staff move forward with a plan that will guide the actions and directions of our community over the next four years.



March 27, 2023

Dear Heads of Councils and Councillors,

We, the Association of Ontario Road Supervisors (AORS), are writing you on behalf of all our municipal members to raise awareness and solicit your support by objecting to a new fee proposed by Enbridge Gas. Enbridge has announced their intention to implement a new charge to third-party contractors and other utilities for utility locates. Third-party contractors will include Ontario municipalities and contractors working on their behalf. Enbridge Gas will apply a charge of \$200 CAD (plus applicable taxes) per locate request where a field locate is required. The need for municipalities and their contractors to request these locates when doing road construction and maintenance is due to utilities being present in municipal right of ways, which municipalities across the province have allowed at no cost to the utility.

Enbridge has stated that the *Getting Ontario Connected Act* passed into law in April 2022 has resulted in changes to the *Ontario Underground Infrastructure Notification System Act* and has caused Enbridge to make significant investments in associated operational investments. The concern being raised by our members, your public works staff, is that Enbridge will be just the beginning of these additional fees, with other utility companies implementing similar charges. These new charges will have significant impacts on municipal budgets.

As examples of what impacts this announcement might have on municipalities, based on 2022 municipal locate requests alone, it is estimated that this new fee would directly cost the Municipality of Central Huron approximately \$35,000 annually, the City of Belleville approximately \$90,000 annually and the Town of Espanola approximately \$7,300 annually. It is important to note that these are direct costs alone. Any subcontractors working on behalf the municipality requesting locates will be charged this same cost, and these costs will have to be borne by someone – meaning the subcontractors will put this cost back to the municipality. Then there will be the added administrative costs at both ends of the transaction. It is difficult to determine this quickly the true fulsome costs to your budget. This will also add an extra item into tendering projects, as it will create concerns on both sides on who is responsible for these costs.

By Enbridge Gas passing on these locate costs to municipalities, these costs are borne by all ratepayers across the municipality, and not only those who use this utility.

We would like to request your Council consider passing the following resolution:

*WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;*

*AND WHEREAS, third-party contractors include Ontario municipalities;*

*AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;*

*AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;*

*AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;*

*THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;*

*AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;*

*AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.*

Furthermore, AORS will be sending your public works senior managers and directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.

If you require additional information, please do not hesitate to contact us.

Sincerely,



John Maheu  
Executive Director  
[johnmaheu@aors.on.ca](mailto:johnmaheu@aors.on.ca)



Kelly Elliott  
Marketing and Communications Specialist  
[kellyelliott@aors.on.ca](mailto:kellyelliott@aors.on.ca)



## ENBRIDGE MOTION

*WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;*

*AND WHEREAS, third-party contractors include Ontario municipalities;*

*AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;*

*AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;*

*AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;*

*THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;*

*AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;*

*AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.*

**Ministry for Seniors  
and Accessibility**

Minister

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

**Ministère des Services aux  
aînés et de l'Accessibilité**

Ministre

College Park  
777, rue Bay  
5e étage  
Toronto (Ontario) M7A 1S5



March 2023

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2023 [Ontario Senior of the Year Award](#).

This award gives each municipality the opportunity to honour one of their outstanding local seniors for the contributions they've made to enrich the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2023.

For more information on how to submit a nomination online, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors Month.

The Ontario government is always delighted to celebrate Seniors Month with municipalities across the province. Seniors have generously given their time, knowledge and expertise to help build this great province that we all enjoy today. It is important that we take the time to celebrate our older population and their valuable contributions.

If you have any questions about the upcoming 2023 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca).

Thank you in advance for your support of local seniors and Seniors Month.

Sincerely,

Raymond Cho  
Minister for Seniors and Accessibility

**Ministry for Seniors  
and Accessibility**

Minister

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

**Ministère des Services aux  
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Toronto (Ontario) M7A 1S5



Mars 2023

Monsieur le Maire/Madame la Mairesse, Préfet/Préfète et Membres du Conseil :

Je vous écris pour vous inviter à soumettre une candidature pour le [Prix de la personne âgée de l'année de l'Ontario](#) de 2023.

Ce prix donne à chaque municipalité l'occasion d'honorer une personne âgée exceptionnelle de sa localité pour les contributions qu'elle a apportées à l'enrichissement de la vie sociale, culturelle et civique de sa communauté.

La date limite de soumission des candidatures est le 30 avril 2023.

Pour obtenir de plus amples renseignements concernant la façon de soumettre une candidature en ligne, veuillez visiter la page Web du [Prix de la personne âgée de l'année de l'Ontario](#). Une fois que vous aurez soumis une candidature, un certificat personnalisé avec le nom de votre candidat(e) vous sera envoyé. Je vous encourage à le présenter à votre candidat(e) en juin dans le cadre du Mois des aînés.

Le gouvernement de l'Ontario est toujours ravi de célébrer le Mois des aînés avec les municipalités de toute la province. Les personnes âgées ont généreusement donné leur temps, leurs connaissances et leur expertise pour faire de cette province le meilleur endroit au pays où vivre et travailler. Il est important que nous prenions le temps de célébrer nos aînés et leurs précieuses contributions.

Si vous avez des questions au sujet du Prix de la personne âgée de l'année de l'Ontario de 2023, veuillez communiquer avec l'Unité de la reconnaissance des bénévoles à l'adresse suivante : [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca)

Merci d'avance pour votre soutien aux personnes âgées de votre région et au Mois des aînés.

Sincèrement,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho  
Ministre des Services aux aînés et de l'Accessibilité

Our Reference #: M-2023-2275

March 24, 2023

Dear Heads of Council, Municipal Chief Administrative Officers, and Clerks:

I am pleased to write to you today to provide an update on modernization initiatives in Ontario's *Provincial Offences Act* (POA) courts.

On November 23, 2022, proposed amendments to the POA aimed at modernizing and streamlining processes in POA courts were introduced in the Ontario Legislature as Schedule 8 under Bill 46, the *Less Red Tape, Stronger Ontario Act, 2023*. I am happy to advise that Bill 46 received Royal Assent on March 22, 2023.

As a result, the following changes to the POA have been approved:

#### Implementation of Amendments to Allow for Clerk Review of Reopening Applications

Currently, the POA allows a defendant convicted of either failing to respond to a charge laid by certificate of offence or of failing to appear for a hearing or early resolution meeting, to apply to have the conviction struck and the matter reopened. Such applications are currently reviewed by a justice of the peace and may be granted if the justice of the peace is satisfied that, through no fault of their own, the defendant was unable to appear for a hearing or an early resolution meeting or did not receive a notice or document relating to the offence.

Effective September 22, 2023, clerks of the court will grant, but not deny, applications to strike a conviction on a ticket, if satisfied that the defendant, through no fault of their own, missed a notice or was unable to attend a meeting or hearing related to the ticket. If the clerk is not able to grant the application and strike the conviction, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for a reopening.

These amendments will assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to address the backlog of cases more quickly.

#### Repeal of the Bill 177 Early Resolution Reforms

Effective March 22, 2023, amendments to section 5.1 of the POA, together with previously proposed sections 5.2 to 5.5 are repealed, although they had not yet come into force. These previously proposed amendments would have changed the "early resolution" process in ways that are no longer desired by stakeholders.

.../2

The Ministry of the Attorney General looks forward to continuing engagement with partners and stakeholders on new opportunities for modernizing the early resolution process.

If you have any questions, or if you would like more information about these initiatives, please contact Ms. Wendy Chen, Manager of the POA Unit, either by email at [JUS.G.MAG.POASupport@ontario.ca](mailto:JUS.G.MAG.POASupport@ontario.ca) or by telephone at (437) 244-8733.

Thank you for your continued commitment to the administration of justice and for supporting access to justice services for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is fluid and cursive, with the first name "Doug" and last name "Downey" clearly distinguishable.

Doug Downey  
Attorney General

c: Wendy Chen, Manager, POA Unit, Court Services Division, Ministry of the Attorney General



**Corporation of the United Counties of Stormont, Dundas and Glengarry**  
**REGULAR COUNCIL MINUTES**

**March 20, 2023, 9:00 a.m.**

**Council Chambers, Suite 321, 26 Pitt Street, Cornwall**

Members Present: Warden T. Fraser, Councillors, S. Densham, A. Guindon, M. Lang, J. Manley, L. McDonald, B. McGillis, M. St. Pierre, C. Veinotte, C. Williams

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

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

**Resolution No. 2023-33**

**Moved by** Councillor Lang

**Seconded by** Councillor Densham

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

CARRIED

**2. Adoption of Agenda**

**Resolution No. 2023-34**

**Moved by** Councillor Densham

**Seconded by** Councillor Lang

THAT Council approve the agenda.

CARRIED

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

#### 4. Adoption of Minutes

##### 4.1 February 15 & 21, 2023

###### **Resolution No. 2023-35**

**Moved by** Councillor Lang

**Seconded by** Councillor Williams

THAT the minutes of the meetings, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held February 15 & 21, 2023, be adopted as circulated.

CARRIED

#### 5. Delegations

##### 5.1 City of Cornwall 2023 Shared Services Budgets

Tracy Bailey, Chief Financial Officer, Mellissa Morgan, General Manager Human Services and Long-term Care, and Bill Lister, Paramedic Services Chief, City of Cornwall, provided a presentation on the 2023 Shared Services Budget.

#### 6. Action Requests

##### 6.1 Corporate Services

###### a. 2023 Council Donations

**Moved by** Councillor Densham

**Seconded by** Councillor Lang

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the following donations for 2023:

St. Lawrence River Institute	\$15,000
County Fairs	\$18,000
Mobile Crisis Response Team	\$120,000
Eastern Ontario Agri-Food Network	\$25,000
Miscellaneous	\$1,000
Police Services Board Community Initiatives	\$10,000

The following amendment to the main motion was put forward:

###### **Resolution No. 2023-36**

**Moved by** Councillor McGillis

**Seconded by** Councillor Guindon

THAT the Council Donations motion be amended by removing "Miscellaneous - \$1,000" and replacing it with "Habitat for Humanity - \$1,000".

CARRIED

**Resolution No. 2023-37**

**Moved by** Councillor Densham

**Seconded by** Councillor Lang

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the following donations for 2023:

St. Lawrence River Institute	\$15,000
County Fairs	\$18,000
Mobile Crisis Response Team	\$120,000
Eastern Ontario Agri-Food Network	\$25,000
Habitat for Humanity	\$1,000
Police Services Board Community Initiatives	\$10,000

CARRIED

**6.2 Financial Services**

**6.3 Transportation**

**6.4 Planning**

**6.5 Court Services**

**6.6 County Library**

**6.7 IT Services**



## **7. Tenders and Quotations**

### **7.1 Blades**

#### **Resolution No. 2023-38**

**Moved by** Councillor Veinotte

**Seconded by** Councillor Lang

THAT the Council of the United Counties of Stormont Dundas and Glengarry award the joint quotation for Blades, Cutting Edges and Wear Parts to Whites Wearparts Ltd. for a total value of \$77,343.28;

The joint quotation includes the following Municipal Partners:

SDG - \$61,216.77

South Glengarry - \$7,839.11

North Stormont - \$8,287.40

CARRIED

### **7.2 Quotation for Signs**

#### **Resolution No. 2023-39**

**Moved by** Councillor Lang

**Seconded by** Councillor Williams

THAT the Council of the United Counties of Stormont Dundas and Glengarry award the joint quotation for Street Signs to Stinson Equipment Ltd. for a total value of \$50,073.40;

The joint quotation includes the following Municipal Partners

United Counties of SDG (\$32,961.95)

City of Cornwall (\$3,557.00)

North Dundas (\$7,470.95)

South Dundas (\$1,057.20)

South Stormont (\$2,232.60)

South Glengarry (\$2,796.70)

CARRIED

### **7.3 2023 Weed Spraying**

#### **Resolution No. 2023-40**

**Moved by** Councillor Densham

**Seconded by** Councillor Veinotte

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Wagar & Corput Weed Control Inc. for treatment on municipal roadsides at their price \$33,670.00 plus chemicals and H.S.T.

The joint tender includes the following:

United Counties (\$10,500.00 plus chemicals)  
North Dundas (\$3,290.00 plus chemicals)  
South Dundas (\$4,130.00 plus chemicals)  
North Stormont (\$4,760.00 plus chemicals)  
South Stormont (\$3,080.00 plus chemicals)  
North Glengarry (\$5,180.00 plus chemicals)  
South Glengarry (\$2,730.00 plus chemicals); and

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

CARRIED

Council directed staff to bring the Roadside Spraying Policy forward to a future meeting for review.

#### **7.4 2023 Biennial Bridge Inspections**

##### **Resolution No. 2023-41**

**Moved by** Councillor Williams

**Seconded by** Councillor Densham

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve the proposal for Professional Engineering Services from Jacobs Consultancy Canada Inc. to complete the 2023 Biennial Bridge Inspections for an upset limit of \$117,245.00 plus HST and authorize the Director of Transportation Services to sign all necessary documents to give effect to the contract.

The work includes the following partners:

United Council of SDG (\$59,953.58)  
Mohawk Council of Akwesasne (\$254.26)  
South Dundas (\$8,449.95)  
South Stormont (\$8,148.17)  
North Glengarry (\$19,615.95)  
South Glengarry (\$20,823.09)

CARRIED

## **7.5 Corrugated Steel Pipes**

### **Resolution No. 2023-42**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor Veinotte

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Atlantic Industries Limited for corrugated steel pipe at their unit prices totaling \$274,912.75 plus H.S.T.

The joint tender includes the following:

United Counties of SDG (\$113,770.18)

City of Cornwall (\$6,335.71)

South Glengarry (\$42,681.72)

South Stormont (\$59,573.26)

South Dundas (\$40,132.91) and

North Dundas (\$12,418.97); and

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

CARRIED

## **7.6 Storm Sewer Asset Management Inspections**

### **Resolution No. 2023-43**

**Moved by** Councillor Williams

**Seconded by** Councillor Veinotte

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender for Storm Sewer Condition Assessment Program from Aquatech Solutions Inc. at their unit prices totaling \$134,414.00 plus H.S.T.

The municipal partners included in the joint tender are:

United Counties of SDG (\$81,684)

South Stormont (\$11,172)

North Glengarry (\$42,557.20); and

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

THAT the Director of Transportation Services be authorized to award an additional \$19,000 in work through a scope change request.

CARRIED

## **7.7 2022 Hot Mix Tender**

### **Resolution No. 2023-44**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor Veinotte

THAT the Council of the United Counties of Stormont Dundas and Glengarry accept the joint tender from Cornwall Gravel Company Ltd. for hot mix paving and other related works at their unit prices totaling \$7,866,344.75 plus HST

The joint tender includes the following:

The United Counties (\$6,721,260.00)

The Township of North Glengarry (\$822,997.25)

The Township of South Stormont (\$322,087.50); and

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

CARRIED

## **7.8 Cold In Place Recycling with Expanded Asphalt**

### **Resolution No. 2023-45**

**Moved by** Councillor Densham

**Seconded by** Councillor Williams

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Roto Mill Inc. for the Cold in Place Recycling with Expanded Asphalt and other related works on various County roads at their unit prices totaling \$4,424,478.45 plus H.S.T.; and

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

CARRIED

## **8. By-laws**

### **8.1 Sale of Property – 607 St. Lawrence Street, Winchester**

#### **Resolution No. 2023-46**

**Moved by** Councillor Veinotte

**Seconded by** Councillor McGillis

THAT By-Law 5388, being a by-law to authorize the sale of property located at 607 St. Lawrence Street, Winchester, be read and passed in Open Council, signed and sealed.

CARRIED

## **8.2 2023 Tax Ratios**

### **Resolution No. 2023-47**

**Moved by** Councillor McGillis

**Seconded by** Councillor Guindon

THAT By-law No. 5389, a by-law to establish property tax ratios for the County and municipal purposes for the year 2023, be read and passed in Open Council, signed and sealed.

CARRIED

## **8.3 2023 Tax Rates**

### **Resolution No. 2023-48**

**Moved by** Councillor Williams

**Seconded by** Councillor Densham

THAT By-law No. 5390, a by-law for the purpose of adopting and raising the General Upper-tier levy for the year 2023, be read and passed in Open Council, signed and sealed.

CARRIED

## **8.4 Fees and Charges**

### **Resolution No. 2023-49**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor McGillis

THAT By-law No. 5391, being a by-law to adopt a Fees and Charges By-law, be read and passed in Open Council, signed and sealed.

CARRIED

## **8.5 Encroachment Agreement at 5756 County Road 42**

### **Resolution No. 2023-50**

**Moved by** Councillor Densham

**Seconded by** Councillor Williams

THAT By-law No. 5392, being a by-law for the purpose of establishing an encroachment agreement between the United Counties of Stormont, Dundas and Glengarry and Carolyn Madden and Barbara Cotnam at 5756 County Road 42, South Stormont, be read and passed in Open Council, signed and sealed.

CARRIED

## **9. Consent Agenda**

### **Resolution No. 2023-51**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor McGillis

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

CARRIED

### **9.1 Monthly Financial Summary**

### **9.2 SDG Library Branch Reports**

### **9.3 Statement of Council and Committee Expenses - 2022**

### **9.4 Ministry of Transportation Letter - ROMA Delegation**

## **10. Boards and Committees**

Council members provided updates on various board and committee activities.

Council took a brief recess at 10:45 a.m. The meeting resumed at 10:57 a.m.

## **11. Key Information**

### **11.1 Strategic Planning Session**

CAO Adams requested Council direction on scheduling a date for the strategic planning session and input on seeking Suzanne Gibson to facilitate the session. Council agreed to have Ms. Gibson facilitate the session and proposed May 25th, 2023, as a suitable date.

### **11.2 Ad Hoc Rural Education Committee**

Director of Corporate Services Casselman provided an overview of the Ad Hoc Rural Education Committee and requested input from Council on implementing the committee and beginning the member appointment process. Council directed staff to move forward with implementing the committee.

### **11.3 Grader Loan with the Municipality of South Dundas**

Director de Haan provided information on the surplus grader loan discussion with the Municipality of South Dundas. Council expressed their

support for the loan of the grader. Director de Haan advised that a formal lending agreement would be brought to the next Council meeting.

#### **11.4 Administrative Update - March 2023**

CAO Adams provided an administrative update. Key highlights included recent meetings attended by the CAO, the Health Recruitment Strategic Planning Summit, an update on the EORN Cell Gap project, and an overview of upcoming conferences, workshops and key dates. Current recruitments and labour relations were also discussed.

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

#### **13. Petitions**

#### **14. Miscellaneous Business**

##### **14.1 Nomination for the Eastern Ontario Regional Network Board of Directors - Councillor Carma Williams**

###### **Resolution No. 2023-52**

**Moved by** Councillor Williams

**Seconded by** Councillor St. Pierre

THAT the Council of the United Counties of Stormont, Dundas and Glengarry nominate Councillor Carma Williams to sit on the Board of Directors for the Eastern Ontario Regional Network, under such terms as prescribed by the Board.

CARRIED

##### **14.2 Nomination for the Rural Ontario Municipal Association Board of Directors (Zone 7 Representative) - Councillor Carma Williams**

###### **Resolution No. 2023-53**

**Moved by** Councillor Guindon

**Seconded by** Councillor St. Pierre

THAT the Council of the United Counties of Stormont, Dundas and Glengarry endorse Councillor Carma Williams for the position of ROMA Zone 7 Representative for the 2023-2027 ROMA Board of Directors.

CARRIED

#### **14.3 South Nation River Conservation Authority Board of Directors SDG Appointments**

##### **Resolution No. 2023-54**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor Guindon

WHEREAS The United Counties of Stormont, Dundas and Glengarry is apportioned three (3) members of the twelve (12) member South Nation River Conservation Authority Board of Directors in accordance with Order in Council 316-96;

WHEREAS the entire Municipality of South Dundas is within the South Nation River Conservation Authority jurisdiction and as per past practice has appointed one (1) of the three (3) members;

WHEREAS the majority of the Township of North Dundas is within the South Nation River Conservation Authority jurisdiction and as per past practice has appointed one (1) of the three (3) members;

WHEREAS the majority of the Township of North Stormont is within the South Nation River Conservation Authority jurisdiction and as per past practice has appointed one (1) of the three (3) members;

WHEREAS the three above mentioned municipalities have passed resolutions requesting Council to appoint a member from their respective municipality.

THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry appoints Tom Smyth, Councillor, Municipality of South Dundas, Bill Smirle, Public Representative, Township of North Dundas, and Steve Densham, Deputy Mayor, Township of North Stormont, to serve on the South Nation River Conservation Authority Board of Directors as the representatives of the United Counties of Stormont, Dundas and Glengarry for a four-year term (2023-2026).

CARRIED

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



**16. Closed Session**

**Resolution No. 2023-55**

**Moved by** Councillor Williams

**Seconded by** Councillor St. Pierre

THAT Council proceed in-camera pursuant to Section 239(2)(d) of the *Municipal Act, 2001* - labour relations or employee negotiations for a matter related to Collective Bargaining; and pursuant to Sections 239(2)(k) of the *Municipal Act, 2001* - a position, plan or procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on or behalf of the municipality or local board, for a matter related to Contract Negotiations.

CARRIED

**Resolution No. 2023-56**

**Moved by** Councillor Guindon

**Seconded by** Councillor McGillis

THAT Council rise and reconvene without reporting.

CARRIED

**17. Ratification By-law**

**Resolution No. 2023-57**

**Moved by** Councillor Williams

**Seconded by** Councillor St. Pierre

THAT By-Law No. 5393, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.

CARRIED

**18. Adjournment by Resolution**

**Resolution No. 2023-58**

**Moved by** Councillor Guindon

**Seconded by** Councillor McGillis

THAT Council adjourn to the call of the Chair.

CARRIED

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Warden

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Clerk



## **MEMORANDUM**

**To:** Township of South Glengarry Council, CAO, and Clerk  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** March 21, 2023  
**Subject:** RRCA Board of Directors meeting highlights (March 16, 2023)

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

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

### **March 16, 2023 RRCA Board of Directors Meeting Highlights:**

- Approved minutes from the February 14, 2023 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Board received a Transition Plan update as per Ontario Regulation 687/21 under the *Conservation Authorities Act*. This regulation requires each authority to have a transition plan outlining the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy. RRCA staff will consult with municipalities on cost apportioning agreements by June 30, 2023. Cost apportioning agreements must be executed by January 1, 2024.
- Board received an annual update on timelines and service standards for permits issued under Section 28 of the *Conservation Authorities Act*.
- Board approved the submission of 2 funding applications.
- Board received an update on the RRCA's 3 Conservation Areas:
  - 2023 visitation (as of February 27): 4,018
  - 13 summer staff hired
  - Cooper Marsh Visitors Centre opening for the season on May 3.

**Next RRCA Board meeting date: April 20, 2023**



MUNICIPALITY OF

# North Perth

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 17, 2023

RE: Tax Classification of Short-Term Rental Units

At its Regular Council Meeting held on March 6, 2023, Councillor Hammond brought forward a Notice of Motion for Council's consideration regarding the current tax classification of Short-Term Rental Units. In particular, Council discussed the implications of having Short-Term Rental Units operate as a business within a residential community. Council noted that allowing Short-Term Rental Unit Operators to pay residential property taxes is inequitable to those business owners who must pay commercial property taxes, solely due to the location of their business.

As a result of this discussion, Council passed the following resolution:

**R23-03-082**

Moved by: Councillor Hammond

Seconded by: Councillor Matyi

**That** Council direct Administration to send a letter to the Municipal Property Assessment Corporation ("MPAC"), the Ministry of Municipal Affairs, and any other relevant bodies, to investigate the tax classification of short-term rental units and consider taxing them as commercial as opposed to residential.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in blue ink that reads "Shelley Brown".

**Shelley Brown**

Acting Clerk, Legal and Legislative Services  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c. Tracy Pringle, Municipal Property Assessment Corporation**  
**[Tracy.Pringle@mpac.ca](mailto:Tracy.Pringle@mpac.ca)**



**CORPORATION OF THE TOWN OF ESSEX**

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Anthony Leardi, MPP

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Mary Birch, Interim CAO

**[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)**

All Ontario Municipalities

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 25-2023  
FOR THE YEAR 2023**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of April 3, 2023 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 3<sup>RD</sup> DAY OF APRIL 2023.***

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