

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

Monday, May 15, 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 under 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 - April 24, 2023  | 4            |
| 5.b Public Meeting Minutes - April 24, 2023   | 6            |
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| 6. PRESENTATIONS AND DELEGATIONS  |              |
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| 7.b Generator Request – Lancaster Legion (S. Servage)   | 18           |
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| 8. BY-LAWS  |              |
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| 8.d  | Appointment of Marriage Solemnization and Marriage Licence Services (K. Campeau)   | 72  |
| 9.   | ITEMS FOR CONSIDERATION  |     |
| 10.  | CONSENT AGENDA   |     |
| 10.a | 2022 Emergency Planning Annual Compliance (J. Haley)   | 77  |
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| 10.h | Committee of Adjustment Minutes - April 24, 2023   | 97  |
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| 10.m | MPAC 2022 Annual Report  | 119 |
| 10.n | Letter - Enbridge - Locate Charges   | 172 |
| 10.o | Support Resolution - Bonfield Township   | 173 |
| 10.p | Support Resolution - Township of Armour  | 174 |
| 11.  | CLOSED SESSION   |     |
|      | BE IT RESOLVED THAT Council convene to closed session 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 discussed is;                                 |     |
|      | (d) labour relations or employee negotiations;   |     |
|      | Specifically: Information Report - Staffing Matter   |     |
|      | (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations   |     |
|      | Specifically: instructions to be applied to negotiations   |     |
| 12.  | CONFIRMING BY-LAW  |     |
| 12.a | Confirming By-law 36-2023  | 176 |

## 13. ADJOURNMENT

**TOWNSHIP OF SOUTH GLENGARRY  
SPECIAL MEETING MINUTES**

**April 24, 2023, 7:00 p.m.  
Electronic Meeting**

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

STAFF Acting CAO/Clerk Kelli Campeau  
PRESENT:

1. CALL TO ORDER

**Resolution No. 128-2023**

Moved by Councillor Lang  
Seconded by Trevor Bougie

BE IT RESOLVED THAT the April 24, 2023 Special Meeting of the Township of South Glengarry now be opened at 7:01 pm

CARRIED

2. APPROVAL OF AGENDA

**Resolution No. 129-2023**

Moved by Trevor Bougie  
Seconded by Councillor Jaworski

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

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on

5. PRESENTATIONS AND DELEGATIONS

6. ACTION REQUESTS

7. BY-LAWS

8. ITEMS FOR CONSIDERATION

9. CONSENT

10. CLOSED SESSION

**Resolution No. 130-2023**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell



BE IT RESOLVED THAT Council convene to Closed Session at 7:02 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001;

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

(d) labour relations or employee negotiations

Specifically: staffing matter

CARRIED

**Resolution No. 131-2023**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Council rise and reconvene into open session at 7:31 pm without reporting.

CARRIED

11. CONFIRMING BY-LAW

12. ADJOURNMENT

**Resolution No. 132-2023**

Moved by Councillor Lang

Seconded by Trevor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 7:32 pm.

CARRIED

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Mayor

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Clerk

**TOWNSHIP OF SOUTH GLENGARRY  
PUBLIC MEETING MINUTES**

**April 24, 2023, 5:30 p.m.  
Electronic Meeting**

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

**STAFF PRESENT:** GM Corporate Services/Clerk Kelli Campeau  
GM Planning, Building & Enforcement Joanne Haley

**1. CALL TO ORDER**

The meeting was called to order at 5:30 pm.

Councillor Stephanie Jaworski joined the meeting at 2:31 pm.

Deputy Mayor Martin Lang joined the meeting at 2:31 pm.

Councillor Sam McDonell joined the meeting at 2:31 pm.

GM Corporate Services/Clerk Kelli Campeau joined the meeting at 2:31 pm.

GM Planning, Building & Enforcement Joanne Haley joined the meeting at 2:31 pm.

Mayor Lachlan McDonald joined the meeting at 2:31 pm.

Trevor Bougie joined the meeting at 2:31 pm.

**2. APPROVAL OF AGENDA**

**3. DECLARATION OF PECUNIARY INTEREST**

**4. NEW BUSINESS**

**4.1 ZBLW-01-23 - Trottier**

The purpose of this Amendment is to amend the property located at 6235 58<sup>th</sup> Avenue, Lancaster to rezone the subject property from Limited Service Residential (LSR) & Flood Plain Holding (FP-H) to Limited Services Residential Exception – Fourteen (LSR-14) and Flood Plain – Holding (FP-H) to permit a secondary dwelling unit on the property and to reduce the watercourse setback to the canal from 30 meters to 15 meters to the proposed secondary dwelling unit. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

This proposed amendment conforms to the Official Plan and the PPS. No written comments have been received to date from members of the public. This amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision in the near future.

**4.2 ZBLW-02-23 - Rayna Holding Group Ltd. (Deol)**

The purpose of this Amendment is to amend the property located at 6227 Boundary Road. The purpose of this Amendment is to rezone the subject property from Highway Commercial (CH) to Highway Commercial (CH) Exception – Eight (CH-8) to permit a Retail Store as permitted use on the subject property. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

The applicant is proposing to operate one to two retail stores out of the currently vacant unit in the existing building and will alter the building to better suit the needs of the proposed retail store. The subject property is currently designated Employment District in the County Official Plan and is within the Urban Settlement Area of Glen Walter. The proposed amendment conforms to the Official Plan and the PPS.

No written or oral comments have been received to date from members of the public. This application has been circulated to the City of Cornwall for comments, and none have been received. This amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision in the near future.

4.3 ZBLW-03-23 - Devanco (Fotenn)

Purpose of the Amendments:

The purpose of Amendment No. 17 to the Official Plan for the United Counties of Stormont, Dundas, and Glengarry is to redesignate approximately 2.7 hectares of land located in the north end of the subject property from the “Residential District” designation to the “Commercial District” designation, in order to permit the establishment and operation of a commercial building, light industrial uses will also be permitted on the site.

The purpose of the zoning amendment is to rezone approximately 2.7 hectares of land located at the north end of the subject property from Rural (RU) to General Commercial – Exception Six (CG-6). All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

The subject property is vacant. If this amendment is approved a commercial/ industrial building will be constructed.

This proposed amendment conforms to the Official Plan and the PPS. One written request from the public to clarify the location and the purpose of the proposed amendments has been received to date. This zoning amendment application will be subject to a decision of Council. A staff report including a recommendation will be brought to Council for a decision in the near future.

5. ADJOURNMENT

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Mayor

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Clerk

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING MINUTES**

**May 1, 2023, 7:00 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  
Councillor Trevor Bougie

**STAFF PRESENT:** Acting CAO/Clerk Kelli Campeau  
GM Finance/Treasurer Suday Jain  
GM Infrastructure Services Sarah McDonald  
GM Parks, Recreation & Culture Sherry-Lynn Servage  
Fire Chief Dave Robertson  
Manager of Municipal Law Veronique Brunet  
Deputy Treasurer Kaylyn MacDonald  
Deputy Clerk, Kayce Dixon  
Executive Assistant/Communications Michelle O'Shaughnessy

**1. CALL TO ORDER**

**Resolution No. 133-2023**

Moved by Deputy Lang  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the May 1, 2023 Council Meeting of the Township of South Glengarry now be opened at 7:02 pm

**CARRIED**

**2. O CANADA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. APPROVAL OF AGENDA**

Items pulled from the Consent agenda for discussion:

- 10.b. April 2023 Ice Event Response Summary
- 10.c. Capital Project Update - May 2023
- 10.d. 2022 Landfill Annual Reports
- 10.e. 2023 Business and Community Awards Gala Update
- 10.p. Resolution - Invasive Phragmites

**Resolution No. 134-2023**

Moved by Councillor McDonell  
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. 135-2023**

Moved by Councillor Bougie

Seconded by Councillor McDonell

BE IT RESOLVED THAT the minutes of the following meetings be adopted as circulated:

- April 3, 2023 Special Meeting
- April 3, 2023 Regular Meeting

CARRIED

5.1 Special Meeting Minutes - April 3, 2023

5.2 Previous Meeting Minutes - April 3, 2023

6. PRESENTATIONS AND DELEGATIONS

7. ACTION REQUESTS

7.1 Canada Day Celebration - Waiving of Fees (V. Brunet)

**Resolution No. 136-2023**

Moved by Deputy Lang

Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 57-2023 be received and that the Council of the Township of South Glengarry waive the Mobile Food Licence Fee of \$300.00 for all vendors during the Canada Day Celebration at Smithfield Park and that each vendor provide items A through J of this report to the Manager of Municipal Law Enforcement for approval of a Mobile Food Premise Licence and furthermore that the facility rental fees of \$217.95 be waived.

CARRIED

7.2 Glengarry Mental Health Initiative Event – Fees Waived Request (S. Servage)

**Resolution No. 137-2023**

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 58-2023 be received and that the Council of the Township of South Glengarry approves the request from the Glengarry Mental Health Initiative for to waive fees in the amount of \$540.86 to cover the cost of the soccer fields and building rental.

CARRIED

7.3 Quilt of Belonging Donation Request (K. MacDonald)

**Resolution No. 138-2023**

Moved by Councillor McDonell  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 59-2023 be received and that the Council of the Township of South Glengarry hereby allocates \$4,000 to support the June 9-11, 2023 exhibition of the Quilt of Belonging in Williamstown.

CARRIED

7.4 2022 Council Remuneration and Expenses (S. Jain)

**Resolution No. 139-2023**

Moved by Deputy Lang  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 60-2023 be received and that the presentation of the Statement of Remuneration and Expenses for 2022 be acknowledged.

CARRIED

7.5 SDG Rural Education Ad Hoc Committee Appointment (K. Campeau)

**Resolution No. 140-2023**

Moved by Councillor Bougie  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 61-2023 be received and that the Council of the Township of South Glengarry appoint Stephanie Jaworski to the SDG Rural Education Ad Hoc Committee.

CARRIED

8. BY-LAWS

8.1 Appoint Deputy Clerk (K. Campeau)

**Resolution No. 141-2023**

Moved by Councillor McDonell  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 62-2023 be received and that By-law 26-2023, being a by-law to appoint a Deputy Clerk for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 1<sup>st</sup> day of May 2023.

CARRIED

8.2 Appointment of Lottery Licence Issuer (K. Campeau)

**Resolution No. 142-2023**

Moved by Councillor McDonell  
Seconded by Deputy Lang

BE IT RESOLVED THAT Staff Report 63-2023 be received and that By-law 27-2023, being a by-law to appoint lottery licence issuers for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open Council this 1<sup>st</sup> day of May 2023.

CARRIED

8.3    Transfer of Ownership – Road Allowance (K. Campeau)

**Resolution No. 143-2023**

Moved by Deputy Lang  
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 64-2023 be received and that By-law 28-2023, being a by-law to authorize the transfer the unopened road allowance located on Part of Lot 9, Concession 1, being PINS 671370264 and 671370262 in the former Township of Lancaster, now in the Township of South Glengarry to 2122833 Ontario Inc. be read a first, second and third time, passed signed and sealed in open council this 1<sup>st</sup> day of May 2023.

CARRIED

8.4    Place St. Laurent – Dedication of 1-Foot Reserve (S. McDonald)

**Resolution No. 144-2023**

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 65-2023 be received and that By-law 29-2023, being a by-law to remove the 1-foot reserve legally described as Block 33 on Plan 14M-9, PIN 67128-0343 be read a first, second and third time, passed, signed and sealed in open council this 1<sup>st</sup> day of May 2023.

CARRIED

8.5    Open Public Roads: Ruby Drive (Sapphire Estates) and Valley View Road Extension (S. McDonald)

**Resolution No. 145-2023**

Moved by Councillor Bougie  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 66-2023 be received and that By-law 30-2023, being a by-law to assume the Valley View Road Extension, identified as Part 1 of 14R-67, and to assume Ruby Drive, identified as PIN 671290757, as public streets be read a first, second and third time, passed, signed and sealed in open council this 1st day of May 2023.

CARRIED

9.    ITEMS FOR CONSIDERATION

9.1 Roads Tour 2023 (S. McDonald)

Administration sought direction from Council regarding a 2023 roads tour. Council expressed interest in rental a vehicle to accommodate all participants.

9.2 Proclamation - Emergency Preparedness Week

**Resolution No. 146-2023**

Moved by Councillor McDonnell

Seconded by Deputy Lang

BE IT RESOLVED THAT the Township of South Glengarry does recognize the importance of Emergency Management in Ontario and the goal of Emergency Preparedness Week is to raise community awareness and the need to be prepared within 72 hours for the possibility of an emergency.

AND WHEREAS during Emergency Preparedness Week, Ontario residents will identify and learn about risks in their communities and how they can protect themselves knowing the potential hazards and risks you face, planning ahead and being prepared are the best steps to ensure that you and your family will survive an emergency or disaster;

AND WHEREAS Although focused on personal preparedness, Emergency Preparedness Week also carries messages for business owners, municipal officials and utility operators; ensuring business continuity and updating emergency plans are all just as crucial in assuring community preparedness;

AND WHEREAS all levels of government have an important role to play in emergency preparedness and response, but ultimately, emergency preparedness is the responsibility of each and every one of us;

NOW THEREFORE, I, Mayor Lachlan McDonald, do hereby proclaim the week of May 7- 13, 2023 as EMERGENCY PREPAREDNESS WEEK in the Township of South Glengarry and encourage all citizens to begin today and learn how to prepare now for a safer tomorrow.

CARRIED

10. CONSENT AGENDA

**Resolution No. 147-2023**

Moved by Deputy Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council accepts the items listed on the Consent Agenda.

CARRIED

10.1 Peanut Line Delegation Follow-Up (S. Servage)

10.2 April 2023 Ice Event Response Summary (S. Servage/S. McDonald)

10.3 Capital Project Update - May 2023 (S. McDonald)

10.4 2022 Landfill Annual Reports (S. McDonald)

10.5 2023 Business and Community Awards Gala Update (J. Treverton)



- 10.6 Committee of Adjustment Minutes - April 3, 2023
- 10.7 RPRA Data Call Report
- 10.8 CN Annual Vegetation Management Program - Municipal Notice
- 10.9 Letter - Ministry of Municipal Affairs and Housing
- 10.10 OPG Freshet Update Letter
- 10.11 Proclamation Request - Falun Dafa Day
- 10.12 Women of Ontario Say No - Bill 5
- 10.13 SDG Resolution of Support - Rural Education Funding
- 10.14 Resolution - Privacy of Candidates and Donors (Municipality of Waterloo)
- 10.15 Resolution - Use of Long Term Care Funding (City of Stratford)
- 10.16 Resolution - Invasive Phragmites (Township of the Archipalego)
- 10.17 Support Resolution - Municipality of Brooke-Alvinston
11. CLOSED SESSION
- BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001
12. CONFIRMING BY-LAW
- Resolution No. 148-2023**
- Moved by Councillor Jaworski  
Seconded by Councillor McDonell
- BE IT RESOLVED THAT By-law 31-2023, 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 1<sup>st</sup> day of May 2023.
- CARRIED
- 12.1 Confirming By-law 31-2023
13. ADJOURNMENT
- Resolution No. 149-2023**
- Moved by Deputy Lang  
Seconded by Councillor Bougie
- BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 8:06 pm.
- CARRIED

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Mayor

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Clerk



## **STAFF REPORT**

**S.R. No. 67-2023**

**PREPARED BY:** Kaylyn MacDonald, Deputy Treasurer

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Glengarry Mental Health Initiative 2023 – Grants and Donations Request

### **BACKGROUND:**

1. The Glengarry Mental Health Initiative (GMHI) is a non-profit group created by youth in SDG to aid those struggling with their mental health by working to end the stigma around asking for help.
2. In 2022, South Glengarry Council supported GMHI by approving a fee waiver for their first soccer tourney fundraiser held at Paul Rozon Park. At the May 1, 2023 Council meeting, Council agreed to a fee waiver for the 2023 soccer tournament.
3. In discussing the 2023 fee waiver with representatives from GMHI, Administration became aware that a Grants and Donations application was submitted by e-mail in July 2022 to our former treasurer for consideration in 2023. With the transition that took place in that position, it was regrettably not included for discussion.

### **ANALYSIS:**

4. GMHI is seeking a grant in order to fund their initiatives which includes providing financial support to those in the community who cannot afford to access mental health services and to distribute MOOD Kits to members of the public who would benefit from them.
5. The application (attached hereto) meets the requirements of our Grants and Donations Policy. The amount requested also remains below the maximum if Council includes the fee waiver granted in the last meeting.

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

6. None - sufficient funds remain in the Grants and Donations budget to support this request.

**ALIGNMENT WITH STRATEGIC PLAN:**

4. Improve quality of life in our community

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 67-2023 be received and that (choose one):

\_\_\_\_\_the Council of the Township of South Glengarry hereby allocates \$2,500 to the Glengarry Mental Health Initiative.

\_\_\_\_\_ the Council of the Township of South Glengarry denies the Grants and Donations request to support the Glengarry Mental Health Initiative.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**

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

Revised 2017-05-19

Organization Name: Glengarry Mental Health Initiative

Address: 21372 Concession 3, Bainsville ON, K0C 1E0

Contact Name: Hannah McDonell

Title: Officer

Telephone: [REDACTED]

E-Mail: Glengarrymhi@outlook.com

**Brief Description of Organization:**

We are a new fundraiser that was created to end the stigma around asking for help when struggling with mental health.  
Implementing initiatives to help community members have more support and resources.

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

- |                    |                |                   |
|--------------------|----------------|-------------------|
| • Hannah McDonell  | • Nick Danaher | • Meara Macdonell |
| • Lachlan McDonell | • Sara Laking  | • Lauren McLeod   |

**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):

Our organization aligns with Township goals by improving quality of life within our community and providing resources to those in need. Additionally helping reduce the stigma surrounding Mental Health within our community.

**Purpose of Application (why you are requesting funds):**

We are requesting funds to help make our initiatives a reality, with the donation we would be able to implement resources  
To better support our community members when struggling with mental health. Additionally, help bring awareness to  
Mental health and ultimately end the stigma creating a healthier lifestyle for all.

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

Monetary donation for our fundraising event, money will go towards our initiatives listed below.

**Total Amount Requested:**

\$2,500

**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: 

Hannah McDonell

Title: Officer

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

**The Township of South Glengarry  
Grants and Donations Policy  
Summary Report**

Revised 2017-05-19

**Organization Name:** Glengarry Mental Health Initiative  
**Address:** \_\_\_\_\_

**Contact Name:** Hannah McDonell **Title:** Officer  
**Telephone:**                      **E-Mail:** glengarrymhi@outlook.com

**Use of Funds (provide back-up where possible)**

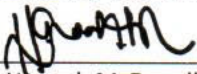
Below is a detailed summary of where the funds will be allocated.

1. Provide Financial Support and Resources for Therapy – by offering funds for those in need of professional support  
We are ensuring every community member is getting the care they need. This is a proactive approach to combatting mental  
illness, and is a top priority in preventing future tragedies. Our goal is to make speaking out and therapy more acceptable and  
accessible. GMHI is also committed to ensuring families who have been affected by the hardships of mental health receive  
Support through difficult times.

2. Mood Kits – Mood kits are designed by a local psychologist and encourage individuals to take an active role in  
Mental health. They include mood menus that guide individuals based on their emotions, relaxation tools, stress-relivers  
And self-care tactics that actively improve mindset and well-being on a day-to-day basis. Our goal is to distribute mood kits  
To schools in the region. More information on the kits can be found in originalmoodkit.com

**Applicants Declaration:**

I confirm that the information contained in this summary and accompanying documents is true, accurate, and complete. I acknowledge that any misrepresentation will result in the forfeit of all funds.

**Signature:**  **Title:** Officer  
**Name:** Hannah McDonell

**Treasury Declaration:**

I confirm that the information contained in this summary and accompanying documents appear, in all material terms, to be true, accurate, and complete.

**Signature:**  **Title:** Treasurer  
**Name:** Nick Danaher





## **STAFF REPORT**

**S.R. No. 68-2023**

**PREPARED BY:** Sherry-Lynn Servage, GM of Parks, Recreation and Culture  
**PREPARED FOR:** Council of the Township of South Glengarry  
**COUNCIL DATE:** May 15, 2023  
**SUBJECT:** Generator Request – Lancaster Legion

### **BACKGROUND:**

1. The Lancaster Legion has submitted the attached letter, requesting that a generator be installed at the facility to allow the building to become a 'post disaster' centre.
2. The Lancaster Legion has included in their letter that they will share the cost of the generator.
3. The Lancaster Legion currently has a 20-year lease for the building with the Township, expiring in 2035.

### **ANALYSIS:**

4. The purchase of a generator for the Lancaster Legion was not part of the 2023 budget. Administration can include this in their 2024 budget research/planning.
5. Following consultation with Joanne Haley, Community Emergency Management Coordinator, she has confirmed that if this space was serviced by a generator the Township could consider using this space for a community reception centre/ warming centre depending on the nature of the emergency event.
6. It would also be recommended to enter into an agreement with the Lancaster Legion to outline the roles and responsibilities of both the Township and the Legion if this facility is used during such an event.

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

7. This project was not budgeted for in the 2023 budget. Administration recommends including this as a project in the 2024 budget should Council wish to proceed.

## **ALIGNMENT WITH STRATEGIC PLAN**

Goal 4: Improve quality of life in our community.

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 68-2023 be received and that Council (choose one):

**Option 1:** direct staff to move forward with researching generator options for the facility and return with a staff report regarding cost options.

**Option 2:** direct staff not to move forward with researching generator options to include in the 2024 budget.

---

**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**



## The Royal Canadian Legion

Ontario Branch 544 - Claude Nunney V.C

119 Military Rd., PO Box 144

Lancaster, Ont K0C 1N0

Phone (613) 347-3286

Email: rclbr544@bellnet.ca

---

Mayor and Council Members  
Township of South Glengarry  
Lancaster Ontario

### **Ref: Emergency Backup Generator for the Legion Building**

Mr. Mayor and Councilors,

The most recent ice storm left many residents of South Glengarry without electricity due to damage done to the Hydro One and personal property infrastructure. It has become reasonable to assume that such events will become more common in the future and that the Township of South Glengarry and the village of Lancaster in particular is ill equipped to handle them.

The executive of the Lancaster Legion suggests that the Municipal Building that we rent is well suited to be purposed in some capacity as a "post disaster" building. Having been expanded and upgraded in 2016, the building has a Health Unit approved kitchen, large walk-in cooler, code compliant barrier free access and washrooms. The building is heated with two natural gas fed furnaces and is air conditioned. This would allow the building to be designated as a "warming centre" and as place for residents who cannot stay in their homes to come to.

What it lacks is a backup emergency generator. Knowing that this item is not budgeted for, the Legion membership view this as a community service and would be willing to share the cost of purchasing and installing a generator set of sufficient size to power the building and its operations.

The rough order of magnitude price for this is around \$28K for a 24Kw Generator with automatic transfer switch and installation. If Council is interested in going ahead with this initiative, the capacity size and cost estimate can be firmed up.

Please address any questions or concerns to the undersigned.

---

Pierre Roy  
Executive Member & Veteran Service Officer  
RCL - Lancaster Branch 544  
Email: Royjlp1946@gmail.com

*"They served till death! Why not we?"*



**STAFF REPORT**

**S.R. No. 69-2023**

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

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

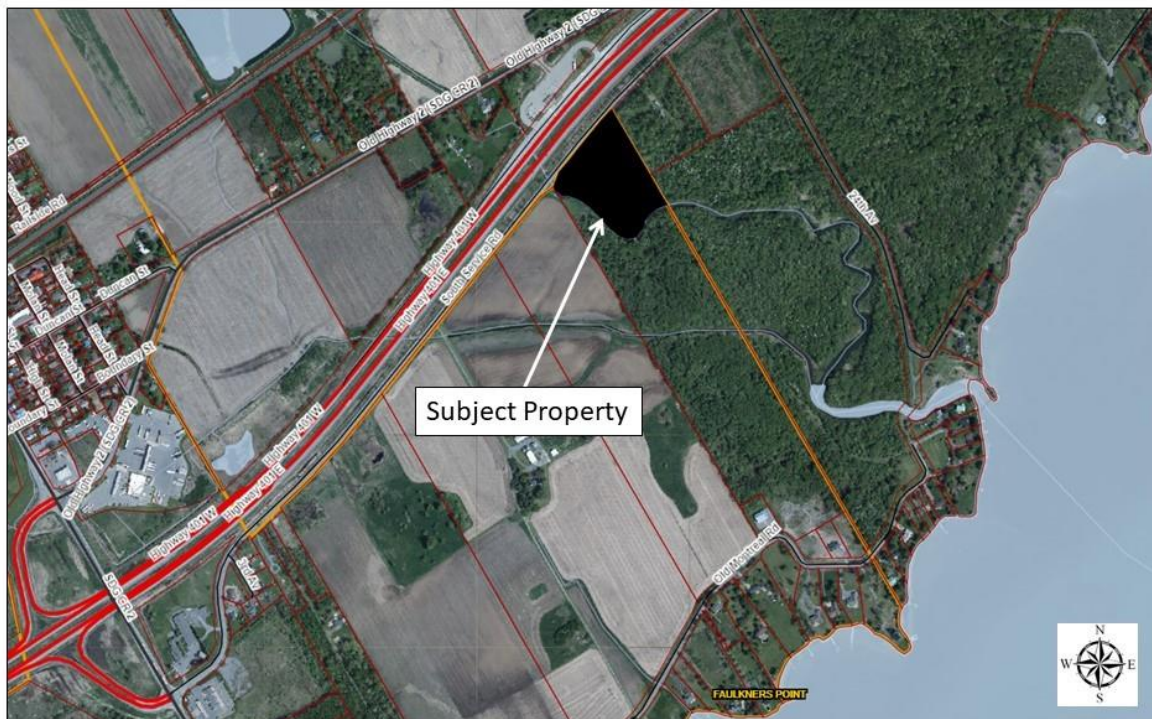
**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Davenco Canada Official Plan Amendment

**BACKGROUND:**

**Site Location:**

1. Part of Lot 35, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 20532 South Service Road, South Lancaster.



**Owner/Applicant:**

2. Devanco Canada (David Van Horne)/Fotenn Consultants Inc (David Nanton)

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

3. The subject property is located east of Lancaster, south of Highway 401 on the south side of South Service Road. The whole property is approximately 39.03 acres in size. The area subject to the official plan amendment is approximately 6.67 acres in size. The subject land is currently undeveloped and is being used as a temporary site for MTO staging during the reconstruction of Highway 401.
4. The lands surrounding the affected portion of the property are characterized as forested lands to the north, south, and east, farmland to the north and west. There is also Highway 401 to the north and an MTO truck weigh station on the north side of Highway 401.

### **Summary of Requested Official Plan Amendment:**

5. The purpose of Amendment No. 17 to the Official Plan for the United Counties of Stormont, Dundas, and Glengarry, being an amendment initiated by an individual pursuant to Section 22 of the Planning Act, is to redesignate approximately 2.7 hectares of land in the Township of South Glengarry from the “Residential District” designation to the “Commercial District” designation, in order to permit the establishment and operation of a commercial building, light industrial uses will also be permitted on the site.
6. The applicant wishes to construct and operate a flex-industrial building and a commercial self-storage operation on the subject property which requires an Official Plan Amendment (OPA) as the United Counties of SDG Official Plan does not permit commercial and light industrial uses within the residential district outside of neighbourhood serving uses.
7. The United Counties of Stormont, Dundas and Glengarry (SDG) accepted an Official Plan Amendment application where, if approved, the subject property will be designated commercial district and will permit the establishment and operation of a commercial building, light industrial uses will also be permitted on the site.
8. On March 30<sup>th</sup>, 2023, SDG forwarded the OPA application to the Township and requested that we hold the public meeting. A Zoning By-law Amendment was also filed with the Township on February 28<sup>th</sup>, 2023. This application will be dealt with in a separate report at a later date if the Official Plan Amendment is approved.

### **ANALYSIS:**

#### **Policy and Regulatory Review**

#### **Provincial Policy Statement**

9. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed OPA are as follows:
- a. 1.0 Building Strong Communities
    - 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns
      - 1.1.1 Healthy, liveable and safe communities are sustained by:
        - a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
        - b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;

The proposed development will promote the efficient use of land that is not well suited to other uses while establishing an appropriate employment use to contribute to meeting long term needs.

1.1.3 Settlement Areas

1.1.3.1 Settlement areas shall be the focus of growth and development.

The proposed amendment would facilitate economic growth and development within the existing settlement area.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- g) are freight-supportive.

The proposed uses that would be permitted by this amendment would efficiently use the land and existing infrastructure while facilitating the movement of goods by permitting “warehousing/distribution centre” as a use.

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and

compact form, while avoiding or mitigating risks to public health and safety.

The proposed uses will be subject to the appropriate setbacks established in Zoning By-law 38-09 and the proposed amendments will only impact a section of the whole property restricting the use from expanding to the rest of the property and potentially posing risks to public health and safety.

## 1.2 Coordination

### 1.2.6 Land Use Compatibility

1.2.6.1 Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.

The proposed use will be separated from sensitive uses (ie; residential uses, institutional uses, etc) as the surrounding lands are primarily rural and/or agricultural.

## 1.3 Employment

1.3.1 Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- e) ensuring the necessary infrastructure is provided to support current and projected needs.

The proposed amendments will facilitate development of a wider range of employment uses that will diversify economic opportunities in an area with adequate infrastructure available.

### 1.3.2 Employment Areas

1.3.2.3 Within employment areas planned for industrial or manufacturing uses, planning authorities shall prohibit residential uses and prohibit or limit other sensitive land uses that are not ancillary to the primary employment uses in order to maintain land use compatibility.

Employment areas planned for industrial or manufacturing uses should include an appropriate transition to adjacent non-employment areas

The proposed amendments will restrict uses to exclude residential uses and the surrounding land uses currently provide an appropriate transition to non-employment uses.

1.3.2.6 Planning authorities shall protect employment areas in proximity to major goods movement facilities and corridors for employment uses that require those locations.

The proposed amendments will permit uses that require access to major goods movement corridors within close proximity of access to the Highway 401.

b. 2.0 Wise use of Management and Resources,  
2.1 Natural Heritage

2.1.1 Natural features and areas shall be protected for the long term.

2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

The proposed development will be subject to the appropriate watercourse setbacks to protect the existing watercourse and an environmental impact study has been completed and determined that all of the impacts, for the proposed development, can be mitigated through the use of common mitigation measures and no residual negative impacts to the natural environment are anticipated as a result of the development.

c. 3.0 Protecting Public Health and Safety,  
3.1 Natural Hazards.

3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;

3.1.2 Development and site alteration shall not be permitted within:

d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

Development is restricted to outside of the floodplain zone and the proposed amendments will not impact these regulations.

### **Official Plan Designation**

10. The subject property is designated Residential District. If this OPA is approved, the zoning by-law amendment will be brought to Council for a decision.

### **Zoning By-law:**

11. The subject property is currently zoned Rural, Residential 2, and Floodplain-Holding in the Township's Zoning By-Law 38-09. A site-specific zoning amendment is required to be approved to permit additional uses including:

- Mini Warehouse and Storage
- Monument Sales and Manufacturing
- Printing and Publishing Establishment
- Recreation and Athletic Facility
- Warehouse/Distribution Centre

and limit the permitted uses to include:

- Agricultural Machinery Sales Service
- Art Gallery
- Artist's Studio
- Antique shop
- Auction Establishment
- Bake Shop
- Beer, Wine and Liquor Sales Outlet
- Commercial school
- Contractor's Yard
- Equipment Rental
- Fitness Centre
- Food Bank
- Food Store
- Furniture and Home Improvement Centre (size restrictions)
- Post Office
- Private Club
- Professional or Business Office
- Retail Store
- Second-hand Store
- Veterinary or Animal Hospital
- Workshop

12. The Township's Zoning By-law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

## **Public Consultation:**

13. The proposed Official Plan Amendment and Zoning By-law Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on April 24<sup>th</sup>, 2023. There were no verbal comments from members of the public in attendance at the public meeting and one written comment was received from the public requesting clarification on the proposed development and requesting a copy of the decision.

14. The proposed Amendment was also circulated to the Ministry of Transportation (MTO) and they have provided the following comments:

“The Ministry has reviewed the above Notice of Applications SDG File – OPA17 and TOSG File – ZBLA-03-23, received on April 11, 2023, and the Ministry of Transportation has no objection to the proposal.”

15. The proposed Amendment was also circulated to the Raisin Region Conservation Authority (RRCA) and they have provided the following comments:

“The Raisin Region Conservation Authority (RRCA) staff has reviewed this application as per our delegated responsibility from the province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 175/06. The application has also been reviewed through our role as a public body under the Planning Act. There is a natural hazard on the property, a flood plain, associated with Finney Creek. The floodplain at this location extends approximately 15m onto land from the top of the bank, and there is an additional 5m setback for other water-related hazards. The RRCA has reviewed the concept plan (FOTENN, 2022), and is satisfied that the proposed development can be accommodated outside of this hazard. See attached map.”

“The RRCA does not object to the OPA and does not object to the zoning bylaw amendment.”

## **IMPACT ON 2023 BUDGET:**

N/A

## **ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 69-2023 be received and that the Council of the Township of South Glengarry recommends to the United Counties of Stormont, Dundas and Glengarry to approve the proposed Official Plan Amendment #17.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**





## **STAFF REPORT**

**S.R. No. 70-2023**

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

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Request to Alter Green Road (Gore / Spring Creek)

### **BACKGROUND:**

1. Administration received a request (attached) for the Use of a Green Road that exceeds Administration's delegated authority to authorize, namely the removal of trees (By-law 33-14, Schedule 'A', Item 4.3: *"No person shall perform any work, remove any trees, soil, or other material or erect upon or use any unopened Original road allowance without the specific approval from Council."*)
2. The General Manager of Infrastructure has delegated authority to provide permission to use an unopened road allowance with farming equipment for farming exercises (33-14, Schedule 'A', Item 13). Administration has taken the position that this clause is for use of the unopened road allowance "as-is" and without modification.
3. The unopened road allowance requested for clearing for farm access are shown in the attached image for the purpose of accessing the lots identified as A and B for agricultural use.
4. Multiple residents have expressed their concern over the removal of trees along these unopened road allowances:
  - a. PIN 67124-0281 - residents have requested confirmation that the Township has authority over this land.
  - b. PIN 67124-0083 - residents have requested that a full removal of trees not be permitted and that a buffer strip of trees remain adjacent to all properties.
5. Administration has provided photos of the unopened road allowances in question as an attachment:
  - a. Photo 1 – PIN 67124 0281 looking north from Gore Road
  - b. Photo 2 – PIN 67124 0083 looking east from Spring Creek Road
  - c. Photo 3 – PIN 67124 0083 looking west from Kraft Road
  - d. Photo 4 – PIN 67124 0083 looking west from end of current access lane

## **ANALYSIS:**

### **PIN 67124-0281 – NORTH-SOUTH UNOPENED ROAD ALLOWANCE**

6. There is a question as to the ownership / validity of the unopened road allowance identified as PIN 67124-0281. The Township undertook a title search to determine the existence of the road allowance.
7. The initial title search (March 2023) provided the following results:
  - a. PIN 67124-0281 has ownership shown as “Public Authority Having Jurisdiction.”
  - b. The description makes reference to Concession 2 Front when the location shown on the Block map is in Concession 3 Front.
  - c. It appeared that at the time of conversion, Teranet took the position that the original road allowance is between lots 7 and 8 and NOT between lots 8 and 9 (Spring Creek Road) and created the PIN accordingly. Meaning, the position that was taken is that Spring Creek Road is a forced travelled road under the ownership of “The Corporation of the Township of Charlottenburg”.
  - d. There does not appear to be sufficient conclusive evidence on title indicating that this is the correct location of the road allowance other than the fact that the ownership was set out by Teranet at the time of the conversion.
8. A request to Teranet was submitted to clarify item 6b above. In response, Teranet amended the description of PIN 67124-0281 to how the road allowance in Concession 3 Front.
9. The Township’s lawyer was consulted regarding the results of the title search and amended information to determine an appropriate path forward for the Township in providing access through this land.
10. The recommendation, given the inconclusive results of the title search, is that a survey would be required. By-law 33-14, Schedule ‘A’, Part 2 and Part 3 acknowledge that a survey may be required and stipulate that *“all work to be done and approved by the Municipality shall be at the applicant’s expense.”*
11. Administration does not recommend allowing the modification or consistent use of the unopened road allowance identified as PIN 67124-0281, given the question of ownership and the appearance of creating connectivity of the unopened and unmaintained road allowances.
12. Should Council wish to authorize the modification and consistent use of the unopened road allowance identified as PIN 67124-0281, Administration recommends that the Township request that the applicant complete a survey to

determine (confirm) the location of the unopened road allowance prior to drafting an agreement.

### **PIN 67124-0083 – EAST-WEST UNOPENED ROAD ALLOWANCE**

13. A portion of this unopened road allowance beginning at Kraft Road and continuing west had access previously granted by the Township. Trees have been removed for a distance of approximately 1km west from Kraft Road at an unknown time in the past (**photos 3 and 4**).
14. The properties that access is being requested to each have full frontage on the Glen Road.
15. The portion of the unopened road allowance beginning at Spring Creek Road is currently blocked by a fence and debris (**photo 2**). This is a separate administrative issue, as the public has a right to travel the unopened road allowance without modifying the existing topography.
16. Administration does not recommend allowing the continued modification or consistent use of the unopened road allowance identified as PIN 67124-0083 in a manner that gives the appearance of creating connectivity of the unopened and unmaintained road allowances.
17. If Council wishes to authorize the continued alteration of this land, Administration recommends that this alteration be authorized from Spring Creek Road east and west by 200m (400m total), for a width of 6m (leaving 3m of tree cover on each side), and with the understanding that the Township will not install or maintain the access which includes any Drain crossings (potentially two).

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

N/A

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

N/A

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 70-2023 be received and that, with respect to the request to alter the Unopened Road Allowance at PIN 67124-0281 and PIN 67124-0083, the Council of the Township of South Glengarry direct Administration to:

|  |  |
|--|--|
|  | <b>Option A.</b> Authorize no further alterations. |
|  |  |

|  |  |
|--|--|
|  | <b>Option B.</b> Authorize the alteration of the unopened road allowance identified as PIN 67124-0083 for a distance up to 200 metres in each direction from Spring Creek Road, with constraints on both the allowed width and the expectation for future maintenance; and to provide no authorization for alteration of the unopened road allowance identified as PIN 67124-0281. |
|  | <b>Option C.</b> Authorize the alteration of the unopened road allowance identified as PIN 67124-0083 with no constraints; and to provide no authorization for alteration of the unopened road allowance identified as PIN 67124-0281.   |
|  | <b>Option D.</b> Authorize the alteration with no constraints.   |

---

**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**

## Sarah McDonald

---

**From:** Robert Smith <rwsheavy@aol.com>  
**Sent:** March 29, 2023 1:58 PM  
**To:** Sarah McDonald  
**Subject:** Re: Green Road use  
**Attachments:** 33-14 Unopened-Road-Allowance-Bylaw.pdf; 2023-03 Gore Kraft Map.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes in addition to my earlier email there are trees growing on the green rd. Access is almost impossible to complete my summer projects as I am having a hard time getting past the drainage issues to the north on the municipal drain. Because I feel it will take well into august or later for the maintenance on the drain. I would like to access the said properties using the green rd. I would cut and remove the trees at my expense and under the supervision of the roads dept

Regards, Robert Smith

> On Mar 29, 2023, at 12:10 PM, Sarah McDonald <smcdonald@southglengarry.com> wrote:

>

> Good afternoon Mr. Smith,

>

> Thank you for submitting your request. When your verbal request crossed by desk I misunderstood the intended use - in that you are hoping to clear the land prior to using for agricultural purposes. Any removal of trees requires the approval of Council (Section 4.3 of the attached 33-14 bylaw) which is a bit more paperwork unfortunately. I'm hoping you can revise your e-mail below for the request to include this information, which will be put on the public record:

>

> - Name

> - Intended Use

> - Applicant's Interest in road allowance

> - Accurate location and description plan (if the attached PDF map is correct, we can use this)

>

> Examples of other recent requests to Council for the use of green roads can be found at these links:

>

> - <https://pub-southglengarry.escribemeetings.com/filestream.ashx?DocumentId=4412>

> - <https://pub-southglengarry.escribemeetings.com/filestream.ashx?DocumentId=5391>

>

> For transparency, the Township has been asked to verify our ownership of the north-south road allowance in question. I've completed a preliminary title search on that piece of land that noted there isn't sufficient conclusive evidence on title indicating that this is indeed a road allowance. Which means that the land documents from the past conflict with one another / change over time with no definitive answer to ownership. It is possible that there was a past mistake made at the land registry office. To that end, the Township has made a request to the registry office for clarification and are awaiting an answer. This is the first time I have made such a request and have no idea how long an answer may take.

>

> If the land is not part of the unopened public road allowance, then your request would need to be made to whoever owns that land (TBD at this point). Sorry for the length of this e-mail. Hopefully if all makes sense, but if not, you're

welcome to reach out or arrange a time to swing by the office. I'll keep you posted on our investigations of ownership of the north-south portion of the unopened road allowance.

>

> Cheers,

> Sarah

>

> Sarah McDonald, P. Eng.

> General Manager - Infrastructure

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

> T: 613-347-1166 | F: 613-347-3411 |

> smcdonald@southglengarry.com

> www.southglengarry.com

>

>

> -----Original Message-----

> From: Robert Smith <rwsheavy@aol.com>

> Sent: Monday, March 20, 2023 11:05 AM

> To: Belinda Dixon <bdixon@southglengarry.com>

> Subject: Green Road use

>

> CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

>

>

> Good morning Belinda

>

> I would like to use the green rd that runs off of spring creek rd to the south end of my property. This is west 1/2 of lot 9 south side raisin river.

>

> I also would like to use the green rd that runs north off of Gore rd and meets up with east 1/2 of lot 8 south side of raisin river please.

>

> Regards, Robert Smith

**Township of South Glengarry  
Request for Use (Clearing) of Unopened Road Allowance, May 2023  
Photos for Council Agenda**



**Photo 1. PIN 67124 0281 - Taken from Gore Road looking North**



**Township of South Glengarry  
Request for Use (Clearing) of Unopened Road Allowance, May 2023  
Photos for Council Agenda**



**Photo 2. PIN 67124 0083 - Taken from Spring Creek Road looking East**



**Township of South Glengarry  
Request for Use (Clearing) of Unopened Road Allowance, May 2023  
Photos for Council Agenda**



**Photo 3. PIN 67124 0083 - Taken from Kraft Road looking West**



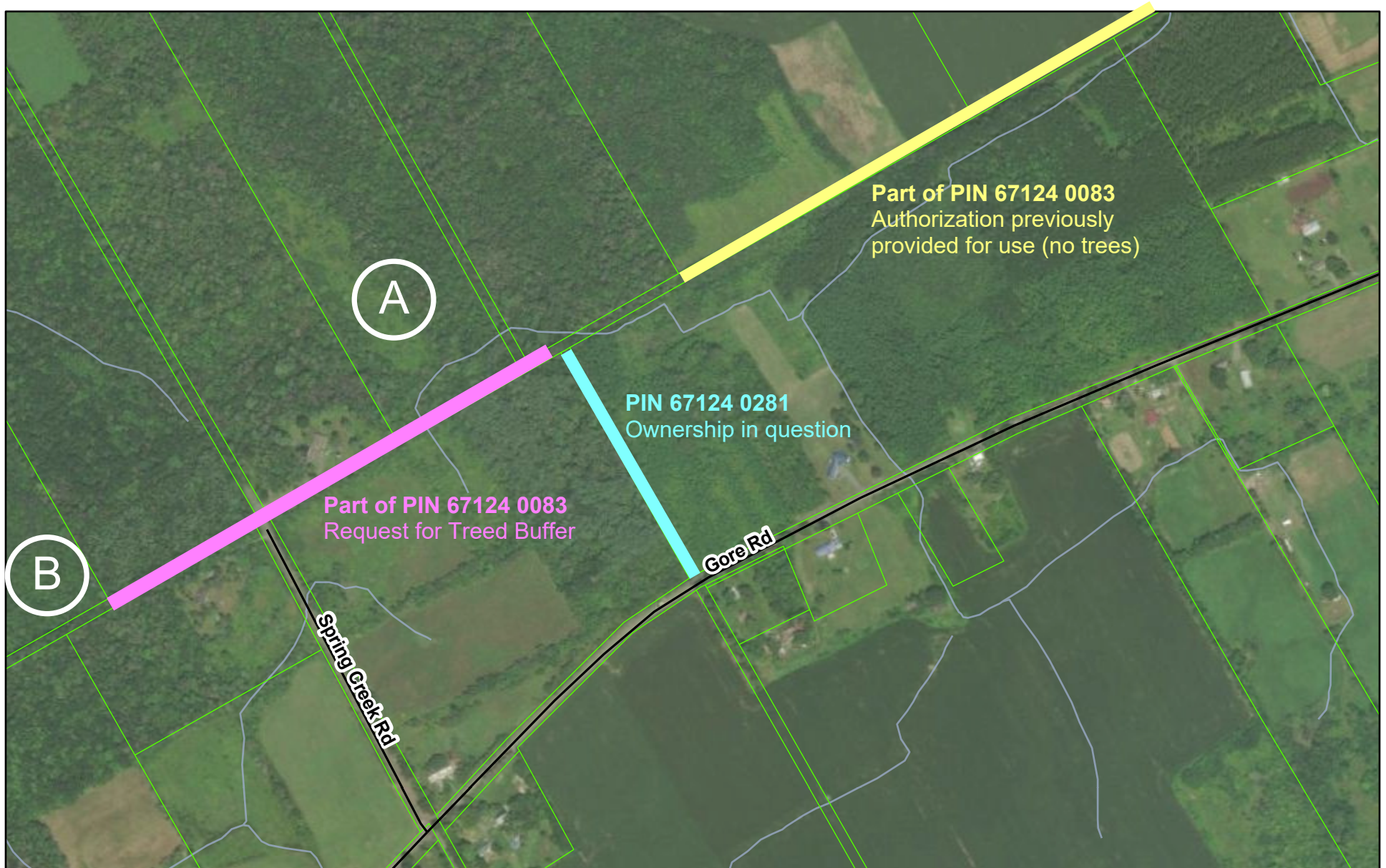
**Township of South Glengarry  
Request for Use (Clearing) of Unopened Road Allowance, May 2023  
Photos for Council Agenda**



**Photo 4. PIN 67124 0083 - Taken at end of current unopened road access located approximately 1km west of Kraft Road**



# Green Road Usage Request (May 2023)



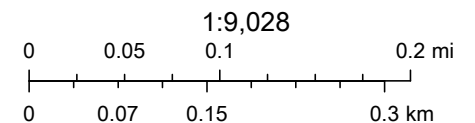
2023-05-09, 12:38:09 p.m.



Land need for access



TERANET Ownership (PIN)



Province of Quebec, Maxar

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NO 33-14  
FOR THE YEAR 2014**

**BEING A BY-LAW TO ESTABLISH POLICIES WITH RESPECT TO THE USE OF  
UNOPENED MUNICIPAL ROAD ALLOWANCES**

**WHEREAS** the Municipality has a number of unopened Original road allowances which are owned by, and are under the jurisdiction of, this Municipality.

**AND WHEREAS** while the public has a right to travel these unopened road allowances, they do not have the authority to alter or change the existing topography without the consent of the Municipality.

**AND WHEREAS** from time to time the Municipality receives Applications from persons who wish to make use and make changes to an unopened road allowance.

**AND WHEREAS** such Applications are dealt with on "a case by case" basis having regard to the Policies set out as Schedule "A" attached.

**AND WHEREAS** the purpose of this By-law is to establish these Policies.

**BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF  
SOUTH GLENGARRY AS FOLLOWS:**

1. Short Title

- 1.1 That this By-Law shall be known as the "Policy for Use/Alteration of Unopened Road Allowances"

2. That the use/alteration of unopened road allowances be subject to the requirements outlined in the Standards for the use of an unopened road allowance attached hereto as Schedule "A" and forming part of this By-Law

3. That any person contravening the requirements of this by-law shall be guilty of an offence and shall be liable to penalties as provided for in the, *Provincial Offenses Act*, R.S.O., 1990. c. P.33.

4. That this by-law shall come into full force and effect upon the final passing thereof.

**READ A FIRST AND SECOND TIME IN OPEN COUNCIL DATED JUNE 9<sup>th</sup>, 2014**

  
MAYOR

  
CLERK

## **SCHEDULE "A" TO BY-LAW 33-14**

### **1. Policy**

Schedule "A" is a policy setting out the criteria to be considered by the Municipality on receipt of an Application to use and make changes to an unopened original road allowance.

### **2. Definition**

"Original road allowance" - means the following:

- 2.1 Those roads laid out in the original Township survey of South Glengarry
- 2.2 Colonization Roads
- 2.3 Roads created by Justices in Quarter Sessions (up to 1841)
- 2.4 Roads created by District Councils on and after 1841 to 1850

### **3. "Case by Case"**

Each Application shall be considered on a "case by case" analysis based on the following criteria.

### **4. Criteria Re: Use of Unopened Road Allowances**

#### **4.1 Structure**

No person shall erect a dock or any kind of structure on an unopened Original road allowance owned by the Municipality.

#### **4.2 Storage**

No person shall store any vehicle, boat, trailer, etc. on an unopened Original road allowance owned by the Municipality.

#### **4.3 Permission from the Municipality**

No person shall perform any work, remove any trees, soil, or other material or erect upon or use any unopened Original road allowance without the specific approval from Council.

#### **4.4 Application**

Applicants for permission to use or alter an opened road allowance shall be submitted in writing. The Applicant must state the intended use, the applicant's interest in the allowance, and be accompanied by an accurate location and description plan.

##### **1. Criteria to be Considered:**

If Council is in favour of permitting the use of the unopened road allowances, the following policies shall apply, as determined by the Municipality:

##### **2. Survey**

Surveys may be required to confirm that the proposed use will not encroach on adjacent privately owned lands.



### **3. Expense**

All work to be done and approved by the Municipality shall be at the applicant's expense. A cost estimate of the work to be completed by the applicant shall be approved by the Municipality.

### **4. Work Permitted**

The applicant may be required to prepare an outline of the work proposed to see if it is within the terms approved by Council.

### **5. Insurance**

The applicant may be required to carry liability insurance with respect to their use of the road and the Municipality must be added as an insured on such policies. The insurance company shall give an undertaking to the Municipality that the policy will not be cancelled on less than 30 days notice in writing to the Clerk of the Municipality.

Cancellation of the insurance coverage without the consent of Council shall constitute a breach of the Agreement between the applicant and the Municipality.

### **6. Letter of Credit**

The applicant may be required to file a Letter of Credit (or cash) in connection with the work approved by the Municipality. The amount of the Letter of Credit (which must be from a Chartered Bank) will depend upon the work to be done and the circumstances of the area under consideration.

### **7. Inspection**

The Municipality shall inspect the work only to the extent of confirming that the work performed is in accordance with the Agreement that was signed with the Municipality.

### **8. Posting of Signs**

The applicant may be required to post signs stating

*"Road not assumed by the municipality, use at your own risk".*

The applicant is responsible to replace signs which are removed or destroyed. Failure to replace when notified by the Municipality shall constitute a breach of this agreement.

### **13. Farm Equipment**

Application for permission to use an unopened road allowance with farming equipment for farming exercises shall, after investigation and approval by the General Manager of Infrastructure Services, be granted by a permission letter as opposed to a formal Agreement with the Municipality.

### **14. The Agreement**

The applicant shall be required to sign an Agreement with the Municipality which shall:

- i. Outline the work to be required
- ii. Set out the security required by the Municipality
- iii. Set out such additional **Page 42 of 176** Pages that the Municipality may require

## **15. Breach of Agreement**

Any breach of the Agreement to be signed between the Municipality and the applicant, will entitle the Municipality to cancel the contract and terminate the privileges extended in the Agreement.



## **STAFF REPORT**

**S.R. No. 71-2023**

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

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Award of RFP 09-2023 - Reconstruction of Warren, Middle and Bethune Streets in Williamstown

### **BACKGROUND:**

1. Council approved the Reconstruction of Warren Street, Middle Street, and Bethune Street through the 2023 Capital Budget.
2. Tender #09-2023 for the Reconstruction of Warren Street, Middle Street, and Bethune Street closed on May 12, 2023.
3. The Scope of Work for the project included the removal of existing storm sewer and sidewalks, supply and installation of new storm sewers, maintenance holes, catch basins, storm laterals, curbs, and road reconstruction.
4. A *provisional* item for the asphalt paving of Sabourin Drive and Anderson Drive in Glen Walter was carried through this Tender.
5. Four (4) submissions were received as follows:

| <b>Contractor</b>           | <b>Total Tender<br/>(exclusive of HST)</b> |
|-----------------------------|--|
| Clarence McDonald Exc. Ltd. | \$970,566.80                               |
| D-Squared Construction Ltd. | \$1,146,701.10                             |
| David Brown Const. Ltd.     | \$1,454,247.47                             |
| W H MacSweyn Inc.           | \$1,217,900.00                             |

### **ANALYSIS:**

6. The Tender from the low bidder, Clarence McDonald Exc. Ltd., has been reviewed by the Consultant (EVB) and is compliant and complete with the Tender requirements. The review is attached.



7. The submission is competitive and below the Class 'A' Engineer's Estimate. The Consultant and Administration are recommending that the project be awarded to Clarence McDonald Exc. Ltd. per their submission.

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

8. The approved budget for the Williamstown Reconstruction project was \$925,000 which included:
  - a. \$50,000 Engineering Investigations and Studies
  - b. \$40,000 Design
  - c. \$50,000 Contract Administration
  - d. **\$785,000 Construction**
9. The approved budget for the Sabourin and Anderson Resurfacing project was \$125,000 which included:
  - a. \$10,000 Topographic Study
  - b. \$30,000 Drainage Works (in-house / small contracts)
  - c. **\$85,000 Construction Works**
10. The budget approved funding for the Work Tendered is \$870,000.
11. The low bid (\$970,566.80) includes the following summarized items:
  - a. Williamstown (required): \$812,041.80
  - b. Williamstown (provisional): \$71,125.00
  - c. Williamstown (contingency): \$50,000
  - d. Sabourin / Anderson (required): \$37,400.00
12. The low bid of \$970,566.80 is \$100,566.80 over the \$870,000 budgeted for the construction phase of these two projects. The Finance Department recently conducted a financial reconciliation of the Federal Gas Tax Reserve, which included working with AMO to ensure that all previous reporting had been corrected. Through this process, it has been determined that an additional \$103,250.65 is available to be allocated in 2023. The Treasurer has confirmed that this \$103,250.65 can be used to fund the \$100,566.80 overage for these two road construction projects.

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

Goal 2: Invest in Infrastructure and its Sustainability.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 71-2023 be received and that Tender #09-2023 for the Reconstruction of Warren Street, Middle Street, and Bethune Street be awarded to Clarence McDonald Exc. Ltd. per their submission of \$970,566.80, plus HST and furthermore that the Mayor and Clerk be authorized to sign any relevant documents.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**



Sarah McDonald P. Eng.  
General Manager of Infrastructure Services  
Township of South Glengarry  
6 Oak Street, PO Box 220  
Lancaster Ont. K0C

May 12th, 2023

Subject: Warren, Bethune, Middle St. Williamstown  
Tender 09-2023

Dear Ms. McDonald,

We have reviewed the Tender submissions for the above noted project. The official results are as follows (excluding HST). A Tender Evaluation can be found attached:

|   | Contractor                  | Total Quoted Amount |
|---|-----------------------------|---------------------|
| 1 | Clarence McDonald Exc. Ltd. | \$ 970,566.80       |
| 2 | D-Squared Construction Ltd. | \$1,146,701.10      |
| 3 | W H MacSweyn Inc.           | \$1,217,900.00      |
| 4 | David Brown Const. Ltd.     | \$1,454,247.47      |

The quotation submitted by Clarence McDonald Excavation Ltd. was the low quotation.

This quotation was below the engineer's Class "A" estimate of \$1,062,807.00

Please do not hesitate to contact the undersigned should you have any questions regarding the above documents. Once we receive your approval to proceed, we will notify Clarence McDonald Excavation Ltd. on your behalf, and we will prepare the contract documents for execution.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Anthony Vincelli', is written over a light blue horizontal line.

Anthony Vincelli, E.I.T.  
Municipal Designer

cc. Ian McLeod, EVB Engineering  
cc. Sarah McDonald Township of South Glengarry



## **STAFF REPORT**

**S.R. No. 72-2023**

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

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Sapphire Estates Ph 5 – Dedication of 1-Foot Reserve  
(Sapphire Turning Circle)

### **BACKGROUND:**

1. The Township “Accepted the Works” for Sapphire Estates Phase 5 at the [November 21, 2022](#) Council Meeting.
2. There are a series of 1-foot reserves between Phase 4 and Phase 5 of the subdivision at the limits of the Phase 4 Turning Circle.
3. The 1-foot reserves being considered by this by-law are legally described as Plan 14M-5, Block 14, Parts 2, 3, and 4 on Registered Plan 14R-6316 (attached).
4. The 1-foot reserve is used as a means to control development until such a time as conditions are met.

### **ANALYSIS:**

5. The 1-foot reserve is no longer necessary as the Developer has completed the work in Phase 5 as per the Subdivision Agreement that meets the conditions for the road work.
6. The removal of the 1-foot reserve would allow for building permits to be issued.

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

N/A

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

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 72-2023 be received and that By-law 32-2023, being a by-law to remove the 1-foot reserves legally described as Parts 2, 3, and 4 of Block 14 on Plan 14M-5 on Sapphire Drive in the Sapphire Estates Subdivision be read a first, second and third time, passed signed and sealed in open council this 15<sup>th</sup> day of May 2023.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 32-2023  
FOR THE YEAR 2023**

***BEING A BY-LAW TO REMOVE THE 1-FOOT RESERVE LEGALLY DESCRIBED AS PARTS 2, 3 AND 4 OF BLOCK 14 ON PLAN 14M-5 ON SAPPHIRE DRIVE IN THE SAPPHIRE ESTATES SUBDIVISION.***

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

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

**AND WHEREAS** the *Municipal Act*, 2001, c. 25 S. 31(4) provides that a municipality may by by-law assume a road allowance, highway, street or lane shown on a registered plan of subdivision.

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

1. **THAT** the 1-foot reserve legally described as Parts 2, 3 and 4 of Block 14 on Plan 14M-5 hereby be removed.

***READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 15<sup>TH</sup> DAY OF MAY 2023.***

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

-



| SCHEDULE |                   |       |                                     |          |                   |
|----------|-------------------|-------|-------------------------------------|----------|-------------------|
| PART     | PART LOT          | PLAN  | PIN                                 | AREA     | REMARKS           |
| 1        | BLOCK 14          | 14M-5 | BEING ALL OF<br>PIN 67129-0042(LT)  | 6.51 sqm | 0.30 RESERVE      |
| 2        |                   |       |                                     | 2.73 sqm |                   |
| 3        |                   |       |                                     | 6.31 sqm |                   |
| 4        |                   |       |                                     | 6.78 sqm |                   |
| 5        |                   |       |                                     | 6.51 sqm |                   |
| 6        | SAPPHIRE<br>DRIVE |       | BEING PART OF<br>PIN 67129-0043(LT) | 0.014 ha | SAPPHIRE<br>DRIVE |
| 7        |                   |       |                                     | 0.002 ha |                   |

*L O T                    3 2                    R E G I S T E R E D*  
*P L A N                    N o.                    1 0 1*

I REQUIRE THIS PLAN TO BE DEPOSITED  
UNDER THE LAND TITLES ACT.

*PLAN 14R-63/6*

RECEIVED AND DEPOSITED

|                        |                   |
|------------------------|-------------------|
| RECEIVED AND DEPOSITED |                   |
| NOVEMBER 21, 2016      | NOVEMBER 22, 2016 |

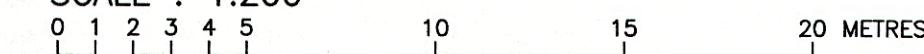
RON M. JASON, O.L.S.

## Brigitte Clermont

REPRESENTATIVE FOR THE LAND  
REGISTRAR FOR THE LAND TITLES  
DIVISION OF GLENGARRY (No. 14)

PLAN OF SURVEY OF  
**BLOCK 14 &  
PART OF SAPPHIRE DRIVE**  
**REGISTERED PLAN No. 14M-5**  
GEOGRAPHIC TOWNSHIP OF CHARLOTTENBURGH  
TOWNSHIP OF SOUTH GLENGARRY  
COUNTY OF GLENGARRY  
RON M. JASON O.L.S.  
SCALE : 1:200

SCALE : 1:200



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M E T R I C

DISTANCES AND COORDINATES SHOWN ON  
THIS PLAN ARE IN METRES AND CAN BE  
CONVERTED TO FEET BY DIVIDING BY 0.3048.

## NOTES

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.99960408.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

COORDINATE VALUES ARE TO A URBAN ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF O. REG. 216/10.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18, (75°W) NAD83 (CSRS) (1997).

BEARING COMPARISONS SHOWN ARE WITH ASTRONOMIC BEARINGS ON UNDERLYING PLANS.

COORDINATES WERE DERIVED FROM REAL-TIME NETWORK OBSERVATIONS USING THE CAN-NET NETWORK UTM, ZONE 18, NAD83 (CSRS) (1997)

| STATION | NORTHING    | EASTING    |
|---------|-------------|------------|
| A       | 4988726.743 | 527801.132 |
| B       | 4988638.951 | 527656.934 |

### LEGEND

|      |         |                         |                 |
|------|---------|-------------------------|-----------------|
| □    | DENOTES | PLANTED MONUMENT        |                 |
| ■    | DENOTES | FOUND MONUMENT          |                 |
| SIB  | DENOTES | STANDARD IRON BAR       |                 |
| SSIB | DENOTES | SHORT STANDARD IRON BAR |                 |
| IB   | DENOTES | IRON BAR                |                 |
| CM   | DENOTES | COMBITE MONUMENT        |                 |
| CC   | DENOTES | CUT CROSS               |                 |
| IP   | DENOTES | IRON PIPE               |                 |
| Ø    | DENOTES | ROUND                   |                 |
| WIT  | DENOTES | WITNESS                 |                 |
| ACC  | DENOTES | ACCEPTED                |                 |
| MEAS | DENOTES | MEASURED                |                 |
| INST | DENOTES | INSTRUMENT              |                 |
| x-x  | DENOTES | FENCE                   |                 |
| P1   | DENOTES | REGISTERED              | PLAN No. 14M-5  |
| P2   | DENOTES | REGISTERED              | PLAN No. 14M-11 |

### SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 3rd. DAY OF JUNE, 2016.

NOVEMBER 21, 2016

RON M. JASON  
ONTARIO LAND SURVEYOR

**Ron M. Jason Surveying Ltd.**

ONTARIO & CANADA LAND SURVEYORS  
PRESCOTT - ALEXANDRIA

REF: 16-10-1039-2



**STAFF REPORT**

**S.R. No. 73-2023**

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

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Rayna Holding Group Ltd. Zoning By-law Amendment

**BACKGROUND:**

**Site Location:**

1. Part of Lot 18, Concession 2 IL, being Part 1 of RP 14R1697 and Part 1 of RP 14R5302, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6227 Boundary Road.





**Owner/Applicant:**

2. Rayna Holding Group Ltd / Navdeep Deol

**Description of Site and Surroundings:**

3. The subject property is located south of Highway 401 and north of Tyotown Rd on the east side of the Boundary Road. It is approximately 4.67 acres in size. The subject property is currently developed with one commercial building serviced by a private septic system and well. The rest of the property has been graded and covered by gravel.
4. Minor renovations to the existing structure are proposed to accommodate the new businesses.
5. The surrounding lands are characterized as Commercial on all sides primarily Highway Commercial uses serving the shipping/logistics industry. The land to the south of the property contains a power substation owned by Cornwall Street Railway and power substation owned by Cedar Rapids Transmission.

**Summary of Requested Zoning Proposal:**

6. On March 31st, 2023, the Township accepted the zoning amendment application; said application was deemed complete on the same day. The purpose of this Amendment is to rezone the subject property from Highway Commercial (CH) to Highway Commercial (CH) Exception - Eight (CH-8) to permit a Retail Store as a permitted use on the subject property, all other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply. The proposed uses include a cannabis retail store and potentially a separate vape retail store.

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

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

**Provincial Policy Statement**

8. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial

interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed zoning amendment are as follows:

- d. 1.0 Building Strong Communities,
  - i. 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns
  - ii. 1.3 Employment

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

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

10. This proposed amendment is consistent with this section of the PPS as the proposed site-specific zoning amendment is accommodating appropriate employment uses by including retail as a permitted use.

11. The subject property is located within the Settlement Area of Glen Walter, Section 1.1.3.1 of the PPS states that:

*“Settlement areas shall be the focus of growth and development.”*

and Section 1.1.3.2 states that:

*“1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:*

- a) efficiently use land and resources;*
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;”*

12. The proposed amendment will allow for appropriate and efficient economic growth in the settlement area by expanding the commercial uses permitted on the subject property to include retail and is therefore consistent with the PPS.

13. Section 1.3.1 of the PPS states that:

1.3.1 Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

14. The proposed amendment will diversify the mix and range of employment opportunities by permitting a retail use in addition to all other highway commercial uses on the subject property as it is a suitable site with adequate infrastructure to support the proposed use and potentially expand in the future pending the necessary permits.

### **Official Plan Designation**

15. The subject property is designated Employment District and is located within the Urban Settlement Area of Glen Walter.

16. Table 3.5 of the Official Plan identifies the permitted uses in different designations. The Employment District permits:

“Other associated retail and ancillary facilities. These may include limited employment supportive commercial uses serving the employment area (e.g. hotels, restaurants, fitness centres, financial institutions, convention centres, service commercial uses) as defined in the implementing Township Zoning by-law or through a site-specific zoning amendment”

17. This proposed amendment conforms to the Official Plan as this amendment will only permit retail use in addition to the existing permitted use to better serve the surrounding employment area.

18. Section 3.5.1 “Planning Principles” states that the following principles shall apply in the review of planning applications:

#### **3.5.1.1 Adequate Lot Size**

The lot is of an adequate size to support the proposed retail use.

#### **3.5.1.2 Servicing Capacity**

The proposed retail use will be privately serviced and there is adequate space to expand the system should the need arise.

#### 3.5.1.3 Frontage and Access

The location is currently serviced by two entrances providing access from a public road that is maintained year round being Boundary Rd.

#### 3.5.1.4 Measures for Landscaping, Buffering, Screening and Land Use Compatibility

The proposed retail use is compatible with the uses immediately surrounding it.

19. Section 3.1 Objectives of the Official Plan states that some of the objectives for community growth and settlement are:

*“To designate land uses in settlement areas and rural lands to accommodate development and redevelopment having regard for the health, safety, convenience and needs of the present and future population.”*

*“To achieve balanced growth and settlement across the County including a mix of residential, employment, institutional, and recreation uses to meet long-term needs.”*

*“To promote development where it can be adequately serviced with existing capacity or planned expansion of public service facilities and infrastructure and to ensure development is financially viable.”*

*“To design a land use planning framework that sustains existing employment and encourages economic development.”*

20. The proposed amendment will permit a retail use in a settlement area among affording the present and future population the convenience of access to retail in their own community while encouraging economic development on a site that can support adequate private infrastructure to service the proposed use.

21. Section 3.4.3 “Urban Settlement Areas” states that:

*Employment District uses may include a mix of industrial uses, manufacturing, construction, warehousing, offices, employment supportive commercial uses including associated retail and ancillary facilities, public service facilities and institutional uses. Sensitive institutional uses shall only be permitted where they will not create issues of compatibility with existing or potential employment uses.*

22. The proposed amendment will permit employment supportive commercial uses by facilitating retail as a permitted use on the subject property while maintaining compatibility with surrounding uses.

**Zoning By-law:**

23. The subject property is currently zoned Highway Commercial (CH) in the Township's Zoning By-law 38-09.
24. The Township's Zoning By-law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

**Public Consultation:**

25. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on April 24th, 2023. There were no verbal comments from members of the public in attendance at the public meeting and no written comments were received from the public.
26. The proposed Amendment was circulated to the City of Cornwall, and they did not provide any comments.
27. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 45.
28. If approved, the subject property will be rezoned from Highway Commercial (CH) to Highway Commercial (CH) Exception - Eight (CH-8) to permit a Retail Store as a permitted use on the subject property, all other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.
29. This proposed Zoning By-Law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties Official Plan.
30. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
31. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal.

**IMPACT ON 2023 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 73-2023 be received and that By-law 33-2023, being by-law to amend By-law 38-09 to rezone the property described as Part of Lot 18, Concession 2 IL, being Part 1 of registered plan 14R-1697 and Part 1 of registered plan 14R-5302, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6227 Boundary Road from Highway Commercial (CH) to Highway Commercial (CH) Exception - Eight (CH-8) to permit a Retail Store as a permitted use on the subject property be read a first, second and third time, passed, signed and sealed in open Council this 15<sup>th</sup> day of May 2023. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 33-2023  
FOR THE YEAR 2023**

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

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

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

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

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

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

1. **THAT** the area affected by this by-law is legally described as Part of Lot 18, Concession 2 IL, being Part 1 of RP 14R1697 and Part 1 of RP 14R5302, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6227 Boundary Road as indicated on Schedule “A” attached hereto and forming part of this by-law.
2. **THAT** the property located at Part of Lot 18, Concession 2 IL, being Part 1 of RP 14R1697 and Part 1 of RP 14R5302, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 6227 Boundary Road. (PIN # 671270229) be rezoned from Highway Commercial (CH) to Highway Commercial (CH) Exception - Eight (CH-8) to permit a Retail Store as a permitted use on the subject property.
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 15<sup>TH</sup> DAY OF MAY 2023.***

**MAYOR: CLERK:**

## **BY-LAW 33-2023**

### **EXPLANATORY NOTE**

The purpose of this Amendment is to rezone the subject property from Highway Commercial (CH) to Highway Commercial (CH) Exception - Eight (CH-8) to permit a *Retail Store* as a permitted use on the subject property, all other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.



**Schedule “A”**



Highway Commercial  
Exception - Eight (CH-8)

**This is Schedule “A” to By-law 33-2023  
Adopted this 15th day of May 2023**

**Township of  
South Glengarry**

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

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

**STAFF REPORT**

**S.R. No. 74-2023**

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

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Trottier Zoning By-law Amendment

**BACKGROUND:**

**Site Location:**

1. Part of Lot 26, Concession 1, being part 5 of Reference Plan 14R1764 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6235 58th Avenue, Lancaster



**Owner/Applicant:**

2. Robert & Nancy Trottier / Natalie Trottier

**Description of Site and Surroundings:**

3. The subject property is located south of County Road 2 on the east side of the private road known as 58<sup>th</sup> Avenue. It is approximately 0.92 acres in size. The subject property is currently developed with one single detached dwelling serviced by a private septic system and well. There are also two sheds accessory to the dwelling and an inground pool.
4. The surrounding lands to the north, west, and east are characterized as residential containing a mixture of year-round and seasonal dwellings and to the south lies Lake St. Francis.

**Summary of Requested Zoning Proposal:**

5. On March 28<sup>th</sup>, 2023, the Township accepted the zoning amendment application; said application was deemed complete on the same day. The purpose of this Amendment is to rezone the subject property from Limited Service Residential (LSR) & Flood Plain Holding (FP-H) to Limited Services Residential Exception – Fourteen (LSR-14) and Flood Plain - Holding (FP-H) to permit a secondary dwelling unit on the property and to reduce the watercourse setback to the canal from 30 meters to 15 meters to the proposed secondary dwelling unit. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.
6. The secondary single detached dwelling is proposed to be constructed on the currently vacant/treed northern portion of the property to be serviced by a separate private septic system and well.

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

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

## Provincial Policy Statement

8. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed zoning amendment are as follows:
  - d. 1.0 Building Strong Communities, 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns;
  - e. 2.0 Wise use of Management and Resources, 2.1 Natural Heritage and 2.2 Water; and
  - f. 3.0 Protecting Public Health and Safety, 3.1 Natural Hazards.
7. Section 1.1.1. of the PPS states that *“Healthy, liveable and safe communities are sustained by:*
  - a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
  - b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs”;*
8. This proposed amendment is consistent with this section of the PPS as the proposed site specific zoning amendment is not eliminating the ability to construct a single detached dwelling, if approved, it will allow a secondary single detached dwelling to be constructed in the future subject to the ability of being able to service the dwelling with an approved septic system while meeting all applicable zoning standards that will still apply.
9. The subject property is located within the Rural Area, Section 1.1.4.1 of the PPS states that *“Healthy, integrated and viable rural areas should be supported by:*
  - d) encouraging the conservation and redevelopment of existing rural housing stock on rural lands.”*
10. This proposed amendment is consistent with this section of the PPS as this amendment will permit secondary single detached dwelling to be constructed in the future subject to the ability of being able to service the dwelling with an approved septic system while meeting all applicable zoning standards and conserving the existing housing stock.



11. Section 1.1.5.2 of the PPS states that:

*“On rural lands located in municipalities, permitted uses are:*

*c) residential development, including lot creation, that is locally appropriate”*

12. The proposed amendment is consistent with this section of the PPS as this amendment will not permit any non-residential development on the subject property.

13. Section 1.1.5.5 of the PPS states that:

*“Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure”*

14. The proposed amendment is consistent with this section of the PPS as this amendment will only permit up to two dwelling units on the subject property provided they are both adequately serviced by private services (ie; septic system and well).

15. Section 1.4.3 of the PPS states that:

*“Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*

*b) permitting and facilitating:*

*2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;*

*c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;”*

16. The proposed amendment is consistent with this section of the PPS as this amendment will permit an additional dwelling unit on lands where appropriate levels of private infrastructure (septic system and well) will be available to support the projected needs.

17. Section 3.0 - *Natural Hazards* of the PPS applies to this Zoning Amendment application. Subsection 3.1 states that:

*“Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:*

*a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence*

*River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;*  
*b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and*  
*c) hazardous sites”*

18. The proposed amendment will permit a structure that contains livable space but will restrict it to 15 meters from the top of bank at the closest and the dwelling will only be permitted outside of the 1:100 year floodplain reducing the risk to public health and safety and is therefore consistent with section 3.0 of the PPS.

### **Official Plan Designation**

19. The subject property is designated Rural District.

20. Section 3.4.6 (2) states that:

*“The following uses are generally permitted in the Rural District in accordance with the Local Municipal Zoning By-law:*

*Residential uses on existing lots of record and on new lots created by severance as provided for by this Plan;”*

21. The proposed amendment will permit a proposed residential use on an existing lot of record and is therefore consistent with the Official Plan
22. Table 3.5 of the Official Plan identifies the permitted uses in difference designation. The Rural District permits low density housing. This proposed amendment conforms to the Official Plan as this amendment will permit a secondary single detached dwelling without a significant impact on the density of the housing available in the area. The secondary dwelling is to be constructed in the future subject to the ability to service the dwelling with an approved septic system. All applicable zoning standards will still apply and can be met.

### **Zoning By-law:**

23. The subject property is currently zoned Limited Services Residential and Floodplain – Holding in the Township’s Zoning By-Law 38-09.
24. The Township’s Zoning By-law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

## **Public Consultation:**

25. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Glengarry News. A public meeting was held on April 24th, 2023. There were no verbal comments from members of the public in attendance at the public meeting and no written comments were received from the public.

26. The proposed Amendment was also circulated to the Raisin Region Conservation Authority (RRCA) and they have provided the following comments:

The Raisin Region Conservation Authority (RRCA) staff has reviewed this application as per our delegated responsibility from the province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 175/06, and as a Source Protection Authority under the Clean Water Act.

There is a natural hazard on the property, a flood plain, associated with the canal to the east and the St. Lawrence River to the south. Our understanding from the LiDAR information available is that the subject property is predominantly above the floodplain elevation (47.3m GSC/47.0m CGVD2013), and the flood hazard would likely only extend onto land an additional 5m near the canal. The proposed location of the additional dwelling unit would not be located within a natural hazard. Please be advised that the area is still regulated under the Conservation Authorities Act and that any development will require a permit from our office.

The RRCA does not object to the zoning bylaw amendment.

27. This application was also reviewed by our Fire Chief to ensure that emergency vehicles could access the subject property in case of an emergency; the Fire Chief had no concerns with accessing this location.

28. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 48.

29. If approved, the subject property will be rezoned from Limited Service Residential (LSR) & Flood Plain Holding (FP-H) to Limited Services Residential Exception – Fourteen (LSR-14) and Flood Plain - Holding (FP-H) to permit a secondary dwelling unit on the property and to reduce the watercourse setback to the canal from 30 meters to 15 meters to the proposed secondary dwelling unit. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

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

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

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

**IMPACT ON 2023 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

**BE IT RESOLVED THAT** Staff Report 74-2023 be received and that By-law 34-2023, being by-law to amend By-law 38-09 to rezone the property described as Part of Lot 26, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6235 58th Avenue, Lancaster from Limited Service Residential (LSR) & Flood Plain Holding (FP-H) to Limited Services Residential Exception – Fourteen (LSR-14) and Flood Plain - Holding (FP-H) to permit a secondary dwelling unit on the property and to reduce the watercourse setback to the canal from 30 meters to 15 meters to the proposed secondary dwelling unit be read a first, second and third time, passed, signed and sealed in open council this 15<sup>th</sup> day of May 2023. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**



**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 34-2023  
FOR THE YEAR 2023**

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

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

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

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

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

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

1. **THAT** the area affected by this by-law is legally described as Part of Lot 26, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6235 58th Avenue, Lancaster. as indicated on Schedule "A" attached hereto and forming part of this by-law.
2. **THAT** the property located at Part of Lot 26, Concession 1, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6235 58th Avenue, Lancaster. (PIN # 671350100) be rezoned from Limited Service Residential (LSR) & Flood Plain Holding (FP-H) to Limited Services Residential Exception - Fourteen (LSR-14) and Flood Plain - Holding (FP-H) to permit a secondary dwelling unit on the property and to reduce the watercourse setback to the canal from 30 meters to 15 meters to the proposed secondary dwelling unit.
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 15<sup>TH</sup> DAY OF MAY, 2023.***

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

## **BY-LAW 34-2023**

### **EXPLANATORY NOTE**

The purpose of this Amendment is to rezone the subject property from Limited Service Residential (LSR) & Flood Plain Holding (FP-H) to Limited Services Residential Exception - Fourteen (LSR-14) and Flood Plain - Holding (FP-H) to permit a secondary dwelling unit on the property and to reduce the watercourse setback to the canal from 30 meters to 15 meters to the proposed secondary dwelling unit. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

**Schedule “A”**



Lands to be zoned to Limited Services  
Residential Exception - Fourteen (LSR-  
14) and Flood Plain - Holding (FP-H)

**This is Schedule “A” to By-law 34-2023  
Adopted this 15th day of May, 2023**

**Township of  
South Glengarry**

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

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



## **STAFF REPORT**

**S.R. No. 75-2023**

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

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

**COUNCIL DATE:** May 15, 2023

**SUBJECT:** Appointment of Marriage Solemnization Service and Issuance of Marriage Licences

### **BACKGROUND:**

1. The Township of South Glengarry offers marriage solemnization services and the issuance of marriage licences for the Province of Ontario.
2. Presently, three members of Township staff are appointed to solemnize marriages and issue marriage licences, being the Clerk, Deputy Treasurer and HR Advisor.
3. Previously, the Township's Deputy Clerk was also appointed to solemnization marriages and issue marriage licences. Due to turnover in staff, it is necessary to appoint the Township's recently hired Deputy Clerk, Kayce Dixon, to perform such services.

### **ANALYSIS:**

4. The attached by-law appoints the Clerk, Deputy Clerk, Deputy Treasurer and HR Advisor to solemnize marriage ceremonies and issue marriage licences.
5. Additionally, the by-law further appoints former Deputy Clerk Crystal LeBrun to solemnize marriage services until December 31, 2023. This is to allow Ms. LeBrun to perform the ceremonies that she had previously committed to when employed by the Township.

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

N/A

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

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

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 75-2023 be received and that By-law 35-2023, being a by-law to authorize the civil marriage solemnization and issuance of marriage licences in the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 15th day of May 2023.

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**Recommended to Council for  
Consideration by:  
ACTING CAO – KELLI CAMPEAU**

THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 35-2022  
FOR THE YEAR 2023

**BEING A BY-LAW TO AUTHORIZE THE CIVIL MARRIAGE SOLEMNIZATION SERVICE AND ISSUANCE OF MARRIAGE LICENCES IN THE TOWNSHIP OF SOUTH GLENGARRY.**

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

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

**AND WHEREAS** Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence; and

**AND WHEREAS** Section 228 of the *Municipal Act, 2001*, as amended provides that the Clerk of the municipality may delegate in writing their powers and duties under this or any other act;

**AND WHEREAS** the Clerk’s Department receives many requests to provide this service beyond the boundaries of the Township of South Glengarry in the Province of Ontario;

**AND WHEREAS** the Council of the Township of South considers it desirable to have civil marriage solemnization services performed beyond the boundaries of South Glengarry.

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

1. **THAT** By-law 57-2022 be hereby rescinded.
2. **THAT** Council of the Corporation of the Township of South Glengarry does hereby direct that civil marriage solemnization services are provided by the Township of South Glengarry.
3. **THAT** Council recognizes that Kelli Campeau, Clerk, is authorized to solemnize marriages in the Province of Ontario for as long as she holds the Clerk’s position with the Township of South Glengarry, as set out under Ontario Regulation 738 and the *Marriage Act*, R.S.O. 1990, Chapter M.3 for the Province of Ontario.
4. **THAT** Council hereby supports the Clerk in delegating the authority to provide solemnization services to the individuals named herein.
5. **THAT** Cyndi De Vries is hereby authorized and delegated the authority to provide marriage solemnization services and issue marriage licences as long as she is an employee of the Township of South Glengarry or until such a time as this by-law is repealed.

6. **THAT** Kayce Dixon is hereby authorized and delegated the authority to provide marriage solemnization services and issue marriage licences as long as she is an employee of the Township of South Glengarry or until such a time as this by-law is repealed.
7. **THAT** Kaylyn MacDonald is hereby authorized and delegated the authority to provide marriage solemnization services and issue marriage licences as long as she is an employee of the Township of South Glengarry or until such a time as this by-law is repealed.
8. **THAT** Crystal LeBrun is hereby authorized and delegated the authority to provide marriage solemnization services until December 31, 2023.
9. **THAT** Fees for Civil Marriage Solemnization hereby form part of this by-law (Schedule "A" attached).
10. **THAT** this by-law will come into force and effect upon its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 15<sup>TH</sup> DAY OF MAY 2023.***

**MAYOR:**

**CLERK:**

**SCHEDULE “A” TO BY-LAW 35-2023**

**FEES – CIVIL MARRIAGE SOLEMNIZATION**

**During Normal Business Hours**

|   |                          |          |  |
|---|--------------------------|----------|--|
| Inside<br>Municipal<br>Office /<br>Regular<br>Business<br>Hours | MUNICIPAL SERVICE<br>FEE | \$150.00 | Payable to the<br>Township of South<br>Glengarry |
|---|--------------------------|----------|--|

**Outside of Regular Business Hours**

|                          |                                |          |   |
|--------------------------|--------------------------------|----------|---|
| Evenings and<br>Weekends | MUNICIPAL SERVICE<br>FEE       | \$150.00 | Payable To The<br>Township Of South<br>Glengarry        |
|                          | Fee for Performing<br>Ceremony | \$200.00 | Payable to the<br>Person<br>Solemnizing the<br>Ceremony |

The Clerk, subject to the approval of the Treasurer, shall have the authority to increase these rates from time to time to take into account inflation



## INFORMATION REPORT

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

**MEETING DATE:** May 15, 2023

**SUBJECT:** 2022 Emergency Planning Annual Compliance

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



Emergency Management Ontario (EMO) requires all municipalities to complete annual requirements to at least an essential level of preparedness. These requirements are:

1. Appoint a Community Emergency Management Coordinator (CEMC) and an Alternate.
2. CEMC and Alternate must complete required training, CEMC must have annual training.
3. Community Emergency Management Program Committee must be in place and must meet annually.
4. A current by-law must be in place adopting the Emergency Management Program.
5. The Community Risk profile must be reviewed annually and must be current.
6. The Emergency Plan must be reviewed and submitted to EMO.
7. Must have a designated Emergency Operations Centre.
8. The Emergency Operation Centre must have an appropriate Communications system.
9. The Critical Infrastructure must be reviewed annually and must be current.
10. The Municipality must conduct annual training for the Community Control Group and staff.
11. The Municipality must conduct an annual exercise for the Community Control Group.
12. A Municipal employee must be designated as the Emergency Information Officer.

13. The Municipality must complete a public education program - this is completed annually during Emergency Preparedness week.

14. The Emergency Management Committee must conduct an annual review of the Emergency Management Program.

In conclusion, the Township of South Glengarry has met the requirements for 2022. Please see the attached compliance letter issued by Emergency Management Ontario.

**Treasury Board Secretariat**

Emergency Management Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

**Secrétariat du Conseil du Trésor**

de la gestion des situations d'urgence  
Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1200



May 04, 2023

Township of South Glengarry

Dear Joanne Haley - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2023.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 398 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2022, of which 393 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
  - Not conducting an annual exercise as prescribed;
  - CEMC did not complete training;
  - Not completing the annual MCEG training; and/or
  - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Hayston Lam

Email: [hayston.lam@ontario.ca](mailto:hayston.lam@ontario.ca)

Phone: 437-231-5395

Sincerely,

Teepu Khawja  
Assistant Deputy Minister and Chief, Emergency Management  
Treasury Board Secretariat

cc: Mayor Lachland McDonald

## INFORMATION REPORT

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** 2023 Building Permit Activity as of March 31, 2023

**PREPARED BY:** Chris Raabe, Director of Development & Chief Building Official

This report is intended to provide an update regarding permit activity for the first quarter of 2023.

The table below shows issued permits from January 1<sup>st</sup> to March 31<sup>st</sup> for the current year and a comparison to the previous 3 years for the same period.

| For Period Ending March 31<br>Construction Class | Issued Permits |                 |                 |                |
|--|----------------|-----------------|-----------------|----------------|
|  | 2020           | 2021            | 2022            | 2023           |
| Institutional                                    | 3              | 0               | 1               | 0              |
| Commercial                                       | 0              | 2               | 2               | 2              |
| Agricultural                                     | 2              | 4               | 0               | 2              |
| Residential                                      |                |                 |                 |                |
| New Dwelling                                     | 5              | 19              | 12              | 6              |
| Addition/Renovation                              | 6              | 9               | 6               | 9              |
| Accessory Buildings & Other                      | 4              | 6               | 4               | 10             |
| Wood Stove                                       | 1              | 0               | 0               | 0              |
| Demolition                                       | 6              | 2               | 2               | 7              |
| On-Site Sewage Systems                           | 4              | 14              | 13              | 3              |
| Water and Sewer                                  | N/A            | 12              | 12              | 3              |
| Temporary Buildings / Tents                      | 0              | 0               | 0               | 3              |
| Swimming Pool                                    | 2              | 1               | 7               | 2              |
| <b>TOTAL</b>                                     | 33             | 69              | 59              | 47             |
| <b>Total Construction Value</b>                  | \$3,169,400.00 | \$13,390,800.00 | \$13,732,226.83 | \$5,502,055.00 |
| <b>Total Permit Fees</b>                         | \$26,782.57    | \$219,936.60    | \$159,472.58    | \$97,801.30    |

## INFORMATION REPORT

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** 2023 Building Permit Activity as of 31-Mar-2023

**PREPARED BY:** Chris Raabe, Director of Development &  
Chief Building Official

This report is intended to provide an update regarding permit activity for the first quarter of 2023.

The table below shows issued permits from January 1<sup>st</sup> to March 31<sup>st</sup> for the current year and a comparison to the previous 3 years for the same period.

| For Period Ending March 31<br>Construction Class | Issued Permits |                 |                 |                |
|--|----------------|-----------------|-----------------|----------------|
|  | 2020           | 2021            | 2022            | 2023           |
| Institutional                                    | 3              | 0               | 1               | 0              |
| Commercial                                       | 0              | 2               | 2               | 2              |
| Agricultural                                     | 2              | 4               | 0               | 2              |
| Residential                                      |                |                 |                 |                |
| New Dwelling                                     | 5              | 19              | 12              | 6              |
| Addition/Renovation                              | 6              | 9               | 6               | 9              |
| Accessory Buildings & Other                      | 4              | 6               | 4               | 10             |
| Wood Stove                                       | 1              | 0               | 0               | 0              |
| Demolition                                       | 6              | 2               | 2               | 7              |
| On-Site Sewage Systems                           | 4              | 14              | 13              | 3              |
| Water and Sewer                                  | N/A            | 12              | 12              | 3              |
| Temporary Buildings / Tents                      | 0              | 0               | 0               | 3              |
| Swimming Pool                                    | 2              | 1               | 7               | 2              |
| <b>TOTAL</b>                                     | 33             | 69              | 59              | 47             |
| <b>Total Construction Value</b>                  | \$3,169,400.00 | \$13,390,800.00 | \$13,732,226.83 | \$5,502,055.00 |
| <b>Total Permit Fees</b>                         | \$26,782.57    | \$219,936.60    | \$159,472.58    | \$97,801.30    |

## INFORMATION REPORT

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** Departmental Update – Corporate Services ( March and April 2023)

**PREPARED BY:** Kelli Campeau, Acting CAO/Clerk

### CAO/CLERK'S OFFICE:

- Attended various Council and committee meetings (Regular Meetings, Committee of Adjustment, Public Meeting, Special Council Meeting, Meeting to Consider Fillion Drain, Cornwall Regional Airport Commission meeting).
- Prepared meeting agendas and minutes.
- Attended OGRA Good Roads Conference and facilitated delegation meeting with the Ministry of Infrastructure.
- Met with constituents to address various files/concerns.
- Attended SDG CAO's Meeting.
- Attended breakfast event with Minister of Long-Term care Paul Calandra.
- Met with outgoing CAO for transfer of files.
- Conducted interviews for Deputy Clerk and Financial Analyst positions.
- Attended Municipal Information Access & Privacy Forum
- Prepared Strategic Plan Community Survey
- Reviewed election Candidate financial statements and completed reporting requirements.
- Prepared Deputy Clerk entry plan.
- Provided Commissioner of Oath services.
- Issued marriage and lottery licences.
- Managed various HR related matters.
- Kayce Dixon joined the Corporate Services department on April 24<sup>th</sup> in the position of Deputy Clerk.

### COMMUNICATIONS:

- Prepared daily website and social media content, responded to inquiries via social media pages.
- Prepared and distributed information related to power outages/warming centres during Easter long weekend storm.



- Finalized and distributed Spring/Summer Community Guide.
- Preparation of Council Meeting Newsletter.
- Preparation of various newspaper advertisements.
- Attended demo for potential new online tender/procurement program.
- Attended SDG Communications Meeting.

### **COMMUNICATIONS STATS (April 2023):**

- YouTube Stats:
  - +7 Subscribers
  - 608 Video Views
  - Most viewed videos:
    - April 3<sup>rd</sup> Regular Meeting (151 views)
    - April 3<sup>rd</sup> Committee of Adjustment (106 views)
    - April 3<sup>rd</sup> Special Council Meeting (94 views)
    - April 24<sup>th</sup> Public Meeting (39 views)
    - April 24<sup>th</sup> Committee of Adjustment (34 views)
- Website – Most Popular Searches
  - Burn Permit (91)
  - Maps (11)
  - Tenders (10)
  - Garbage and Recycling (7)
  - Cloud Permit (4)
- Facebook Stats – Posts with Highest Reach
  - Highway 401 Construction Notice (11.9K)
  - Peanut Line Study Public Consultation (10.9K)
  - Notice of Warming Centres (9.8K)
  - Chapel Rd. Flooding (9K)
  - Storm Photos (8.7K)

## INFORMATION REPORT

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** Departmental Update – Finance (April 2023)

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

### AP Activity

- Implemented a new digital AP process which included:
  - Implementation of digital workflows and electronic approval of invoices
  - Digitization of all invoices and invoices attached to transactions in VADIM for ease of lookup, analysis, and to facilitate more efficient audit procedures
  - Implementation of more stringent HST rebate, charge-back, and expense claim approval procedures
  - Implementation of a more streamlined process for weekly AP runs (i.e. AP runs are done on each Thursday for both cheques & EFTs, with appropriate cut-offs for invoice approval and entry in the days prior)
  - Implementation of more stringent procedures for AP batch and audit trail balancing and approvals (both cheques and EFTs)
  - Implementation of greater accounting controls to avoid errors (i.e. isolating ability to implement changes to vendor profiles, including banking information, to Treasurer & Deputy Treasurer)
- Continued to keep vendors current with no lapse in payments

### AR Activity

- Prepared bi-monthly water bills
- Reconciled mortgage accounts and contacted financial institutions for accounts in arrears after the March 31<sup>st</sup> installment

### Treasury Activity

- Sent out over 160 tax arrears notices to property owners whose arrears have made them eligible for tax registration
  - Property owners were notified to contact the Township prior to May 31<sup>st</sup> to discuss payment arrangements or their property may be registered for tax sale
  - Formalized payment arrangements with several property owners to reduce their arrears

- Continued work on finalizing financials for the Cornwall Summerstown Regional Airport
- Continued work on ensuring project and reporting requirement completion for the RATI grant for the Cornwall Summerstown Regional Airport
- Began the process for completing insurance renewal applications for the Township for mid-June due dates
- Finalized recruitment for the Financial Analyst (6-month contract) position and two summer student positions
- Conducted analysis for a Comprehensive Fees By-Law update
- Began analysis on the Township's Development Charges Reserve to determine appropriate allocation of remaining funds
- Began research to implement an electronic payroll timesheet system, including digital workflows and approvals, and necessary linkages into VADIM (i.e. importing of data into payroll batches)

## DEPARTMENT UPDATE

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** Departmental Update – Infrastructure Services (Feb – April 2023)

**PREPARED BY:** Sarah McDonald, GM Infrastructure Services  
Belinda Dixon, Infrastructure Coordinator

### Staffing Highlights:

- We welcome Steve Jodoin to the Water Division!
- We welcome our summer students: Josh Da Silva (returning), Owen Robertson (returning), Kean McDonell, and Quinn Mulhearn.

### Administration

- Budget Review, Strategy and Planning for 2023
- Tenders – Liquid Dust Suppressant, Hamlet Signage and Lagoon Dredging
- Prepared inserts for mailouts (2 free landfill access days and Voyent Alert test notification)
- Ongoing receipt and responses to resident inquiries, requests, and complaints (Access E11)
- Monthly Infrastructure All-Hands Meeting
- Employee appreciation breakfast
- Warren, Middle, Bethune Reconstruction public meeting
- Streetlights agreement in review (LED transition)

### Water / Wastewater Division

- Routine Operations
- Lagoon Sludge Depth and Mapping
- Rebuilt LA WTP Pump Station in Plant
- Glen Walter Lights Conversion to LED and Replacement
- Glen Walter Electric Heaters Replaced x 2
- Low Lift 3 LA WTP pulled and shipped out for repair
- Re-installed hypo pump 11 (Glen Walter)
- Cleaned Aluminum Sulfate Tanks (Day Tanks)
- 72 Hour Checks
- Fire Extinguisher and Exit Signs

- Chemical Delivery
  - Sodium Hypo.
- Lancaster Filter System Fault Alarm – PLC
- Glen Walter Low Lift 2 Faulting
- Cleaned Stainless raw water Pipe work Redwood
- Site Visits (Lancaster Lagoon Dredging Work)
- North Glengarry/South Glengarry WTP/WWTP Tours
- ISI Onsite for Lancaster PLC Issues
- ISI Onsite for Power Supply Replacement in PLC
- Service Dig(s)
- Voyant Alert Welcome Notification (March 20th)
- Comp Samplers – Poly Tube Replacement and Battery Issues
- Glen Walter WWTP Cleaning and Debris Removal Grit Channel
- Chemical Delivery
  - Alum Sulfate
- High Spring Flows being monitored
- **Ice Event Coverage 6 Days (Generators/Power Failures)**
- Wastewater High Flows and Bypass's (Glen Walter/ Lancaster/ Green Valley)
- Service Leak Digs x 2
  - Lancaster
  - Green Valley
- Green Valley Samples (Additional)
- Dose Green Valley Lagoons
- Hydro Vac/ Valve Trailer Training
- Start Green Valley Discharge (April 28th 2023)
- Turbidity Meter Replacement Lancaster Filter 2
- Training – New Operator
- ISI on Site for Voltage Issues – Power Supply Lancaster
- Small Drinking Water System Inspections (EOHU)

## Roads Division

- Winter maintenance operations
- Spring flooding recovery
- **Ice Event Coverage and Recovery (ongoing)**
- Lawn restoration (post-winter)
- Pot holes, it's that time of year!
- Early grading passes following removal of half-loads

## Fleet

- CVOR renewal
- Ongoing maintenance

- Nathaniel Arsenault MVIS renewed.
- Disposal of Asset (2007 Chevy Silverado)
- Backhoe purchase
- Fuel and Diesel consumption analysis underway

## **Waste Management**

- 2023 waste exemption applications reviewed and approved.
- Environmental Committee Meeting (March 28<sup>th</sup>)
- RFQ GFL 2023 Household Hazardous Waste Day (received and in review)
- Agreement in review with Producer AMS for hazardous waste removal at Household Hazardous Waste Day
- 2022 Data Call Submitted
- Brought landfill operations in-house with S. Anderson beginning as South Glengarry's first in-house landfill attendant on May 1, 2023
- Pitch In Week coordinated through Communications
- Annual Landfill Reports submitted (provided to Council May 1, 2023)
- Requested South Stormont to add 20 composters to their order when placed.
- Blue box transition period reviewed.

## **Municipal Drains**

- Filion Drain
  - Final Engineer's Report Received and posted to the public.
  - Notice to affected residents mailed out.
  - Preparations for April 3<sup>rd</sup> Meeting to Consider completed (public registration)
- Review of Westley Creek Culvert at Concession 2 sizing requirements
- Ongoing review and maintenance (MacDonald Technical Services Inc.)

## **Engineering Services**

- Capital Projects comprehensive update provided to Council May 1, 2023
- Reviewed entrance permits.
- Reviewed road cuts and municipal consents.
- Subdivision, site plan, severance reviews
- Closure of Butternut Lane Bridge

## **Training**

- Ongoing, all staff
- J. Duval and B. Dixon attended a lunch and learn (PAVEMENT PRESERVATION, COLD-IN PLACE RECYCLING, ROADRESOURCE.ORG)
- B. Dixon and S. McDonald participated in RRCA 2023 Flood Forecasting and Warning Information Session

- B. Dixon attended virtual training for changes in Cloud Permit Program
- B. Dixon completed AORS PWLDC Communications Module
- S. McDonald attended Solid Waste Management Professional Workshop
- S. McDonald, D. Smeall, S. Anderson completed SWANA Landfill Operations Course (two-day)
- J. Duval, S. Anderson, S. Bell, D. Lariviere, M. Jarrett, and N. Arsenault completed Chainsaw Training

### **Health, Safety, and Environment**

- Monthly inspections
- Health and Safety Committee Meeting



## INFORMATION REPORT

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** Departmental Update – Planning, Building & Enforcement (March and April 2023)

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

### **Planning**

- Received, processed and reviewed consent, minor variance and zoning amendment applications
- Prepared staff reports and information reports for Council meetings
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Worked on subdivision files in various stages
- Reviewed draft staff/info reports
- Prepared staff reports and info reports
- Conducted site visits
- Attended and organized public meeting
- Attended Council meetings
- Worked on Operational Budget and attended budget meetings
- Attended a Home Collaborative Committee meeting
- Updated by-laws
- Developed information to assist with listing Township owned land for sale
- Attended Cunningham Swan By-Law Drafting seminar in Kingston
- Attended for OLT and Court hearings

### **Building**

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries
- Attended various walk-in appointments with the public
- Conducted building inspections
- Completed Site Plan Control reviews
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for Tarion, MPAC, CMHC, and Statistics Canada
- Received applications for and assigned civic addresses

- Ordered and distributed civic address signs and posts
- Applied, reviewed, and issued building permits via Cloudpermit
- Assigned civic addresses to new residential dwellings
- Inspected open legacy building permits as a result of work order requests
- Bishop's House courtesy site visit
- OBOA Golden Triangle Virtual Chapter Meeting
- Attended virtual by-law training
- Reviewed Lancaster Long Term Care site plan control submission
- Attended Hilti Firestop training in Cornwall
- Attended Cunningham Swan By-Law Drafting seminar in Kingston

### **GIS & Planning**

- Performed duties as Building Information Officer (BIO)
- Prepared minor variance mailout, minutes, decisions, and meeting agenda
- Prepared zoning amendment mail out
- Prepared maps for staff as required (Building, Planning)
- Commissioned documents as required
- Coded and uploaded planning and building invoices
- Attended Cloudpermit training
- Prepared wastewater maps for Director of Water/Wastewater
- Printed and prepared flood plain maps for special meeting of Council.
- Updated minor variance and zoning amendments into GIS
- Exported properties into Excel for Infrastructure mailout (Glen Nevis)
- Attended ArcGIS Pro training
- Exported all properties in South Glengarry into Excel for Infrastructure
- Made changes/update snowplow routes maps
- Performed maintenance on HP plotter
- Exported adjacent properties to Peanut Line into Excel for mailout for GM Parks, Recreation and Culture

### **By- Law Enforcement**

- Responded and investigated By-law complaints
- Arranged and attended meetings with the public
- Responded to inquiries from the public
- Attended the OAPSO Training
- Attended Mental Health Working Group Meeting
- Attended MLEOA Board Meeting
- Attended Eastern By-Law Meeting
- Attended Council for Staff Reports
- Obtained and installed Minor Variance Signs
- Conducted Kennel Inspections and issued Kennel Licences
- Created and issued RFP for Property and Building Maintenance

- Issued and inspected Pool Permits
- Attended By-Law Drafting Course

### **Economic Development**

- Created South Glengarry waterfront promotion for Discover Glengarry Magazine
- Created South Glengarry business feature for Cornwall Living Magazine
- Design and editorial promoting North and South Glengarry for Prescott Russell Visitor's Guide
- Planning and integration of LocalIntel's Community Profile marketing tool for South Glengarry on website
- Engage Environics Analytics to create a Community Profile on Lancaster (Demographics, PRIZM segmentation profile & psychographics)
- Prepare Staff Reports and attend two Council meetings
- Attend Regional Incentives Program (RIP) Approvals Meeting in Cornwall (3 South Glengarry businesses awarded grants)
- Followed up with businesses flagged in BR&E Report (expansion, succession, closing, moving, lease ending soon, etc.)
- Delivered succession planning resource packages to local businesses stemming from BR&E follow up
- Attend Social Wellness Committee Meeting
- Working with new business owners to coordinate ribbon-cutting/grand opening announcements
- Attended Developer Meetings with Planner
- Complete annual HR legislated training
- Visit businesses interested in submitting CIP applications
- Visit businesses interested in submitting RIP applications with a Representative from the Counties
- Targeted Developer attraction (meeting held and site visit scheduled)
- Reviewed South Glengarry applications for SDG's RIP (round 2) and prepared Municipal Summary reports
- Provided support for new entrepreneurs and business owners, including connections to internal & external resources
- Communicated new funding and industry updates to local businesses
- Responded to general inquiries from new entrepreneurs and existing business owners
- Responded to real estate and developer inquiries

### **Emergency Planning**

- Monitored all EMO situation reports and updates
- Organized and attended virtual meeting to discuss and monitor the response required for the April ice storm.

## INFORMATION REPORT

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



**MEETING DATE:** May 15, 2023

**SUBJECT:** Departmental Update – Parks, Recreation and Culture (March and April 2023)

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

### ADMINISTRATION:

- Facility bookings and coordination
- Minor Sport Programming
  - Registration opening, planning and coordinating with volunteers
- Minor sport season planning and advertisement
- Researching/planning for new bar sales system for Tartan Hall
- Grant Funding Reporting – ongoing
- Building Condition Assessment RFP – preparation – ongoing
- Cairnview Site Plan RFP – preparation – ongoing
- Nor'Westers Museum Kitchen Renovation RFP – preparation - ongoing
- Char-Lan Recreation Centre – Advertisements Project
- RFP 03-2023 – Empey Poirier Playground Structure
  - Closing and awarding
- RFP 07-2023 – Canteen Services
  - Issue, closing, awarding and contract
- RFP 08-2023 – Peanut Line Options Analysis Project
  - Issue, closing and awarding and initiating
- Char-Lan Recreation Centre Drainage Project – ongoing
- Peanut Line CR19 Bridge Project
  - Closure prep
  - Construction meetings
- Fees by-law research
- Inclusive Community Grant - Application
- External Meetings
  - Parks Canada and Mohawk Council of Akwesasne – Cairn Future Interpretation Site – ongoing

- SDG Counties, Corporate Communications Coordinator – Plaque installation at Peanut Line
- Char-Lan Minor Soccer Association
- Martintown Goodtimers Association – CAO
- Book King – Program Training
- Martintown Community Park Committee Meeting
- Ontario Trillium Foundation
- Cooper Marsh Biodiversity Project Working Group
- WSP – Peanut Line Options Analysis Project
  - Information gathering meetings - ongoing
  - Site Visit
- Great Waterfront Trail Adventure – initial planning meeting

#### Internal meetings

- Departmental Team Meetings – ongoing
- Management Meetings – ongoing
- SDG Counties IT and Fire Chief – Facility Security Cameras
- Dustbane – floor machine
- Tartan Hall Bar Sales System – Finance Department and curling club volunteer
- Equipment Discussion - Finance Department and Infrastructure Department
- User Groups Discussion – CAO
- OTF Capital Grant - CAO

#### OPERATIONS:

- Decorative snowflake removals
- Workshop Column Repairs – complete
- Glen Walter Regional Park – Washroom building vandalism repairs
- Boys and Girls Club March Break Camp
- Lan Char Sewage Pit/Pump Project
- Char-Lan Recreation Centre – Bell Fibe Install
- Char-Lan Recreation Centre – plant shutdown operations
- April 2023 Ice Storm Operations
  - Tree cleanup - ongoing
  - Monitoring facilities
- Tartan Hall bar operations
- Recreation indoor/outdoor facility prep, cleaning and maintenance
- Schedules – Facility Operators and students
- Implementing items from accessibility plan – ongoing

- Ongoing maintenance requests
  - Lancaster library
  - Lan-Char Medical Centre/Dentist
  - Loyalist and Nor'Westers Museum
- Park and Peanut Line inspections and maintenance

#### HEALTH AND SAFETY

- Building and site inspections continue
- EOHU Kitchen/Water inspections and testing at all applicable facilities



**April 24, 2023**

**MINUTES OF  
COMMITTEE OF ADJUSTMENT**

**Township of South Glengarry**

A meeting of the Committee of Adjustment was held at 6:30pm on April 24, 2023 via zoom webinar.

**Committee Members present were:** Mayor Lachlan McDonald (Chairperson), Deputy Mayor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell, Councillor Trevor Bougie, Clerk Kelli Campeau, and Secretary-Treasurer Joanne Haley, Deputy Secretary-Treasurer Maxwell Irwin.

**MOVED BY:** Trevor Bougie

**SECONDED BY:** Martin Lang

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of April 24, 2023 is hereby called to order.

**CARRIED**

**Meeting was called to order at 6:31pm**

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

**Approval of Agenda**

**MOVED BY:** Martin Lang

**SECONDED BY:** Trevor Bougie

**BE IT RESOLVED THAT** the Agenda of the April 24, 2023 meeting be approved as presented.

**CARRIED**

**Approval of Minutes**

**MOVED BY:** Sam McDonell

**SECONDED BY:** Trevor Bougie

**BE IT RESOLVED THAT** the Minutes of the March 6, 2023 and April 3<sup>rd</sup>, 2023 meeting be approved as presented.

**CARRIED**

**Declaration of Pecuniary Interest**

None

## **Members of the public that attended this meeting via zoom were as follows:**

- Heather Malyon – 20260 County Rd 2 – applicant/owner A-07-23
- Andre Cholette – 20278 County Rd 2 – neighbour A-07-23
- Gerald Mader – 20627 Conc Rd 2 – applicant/agent A-08-23
- Jessica Ingram – attendee
- Megan Benoit – SDG Counties
- Dave Nanton – Fotenn Planning – Agent ZBLW-03-23
- Natalie Trottier – applicant ZBLW-01-23
- Holly Newitt – Fotenn Planning – Agent ZBLW-03-23
- Nav Deol – applicant/agent ZBLW-02-23

## **Review of Application:**

### **1. Application A-07-23-Malyon**

- **Subject Property:**
  - Part of Lots I & K, Concession 1 Front, being part 2 of Reference Plan 14R3280 in the Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 20260 County Road 2.
  - The subject property is approximately 2.49 acres in area.
- **Proposed Minor Variance:**
  - The owner has constructed a shed within the required 30-meter watercourse setback and is requesting relief from the Zoning By-Law 38-09 is requested:
  - Part 3.39 (7) - To reduce the watercourse setback from 30 meters to 19.4 meters to the shed.
- **Planning:**
  - The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
  - The property is zoned Residential One – Exception Nine (R1-9) and Floodplain (FP) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
  - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
  - This application has been circulated to the Raisin Region Conservation Authority and after a review of the Natural Hazards, the Erosion Access Allowance, the Clean Water Act, and the Conservation Authorities Act, the RRCA does not object to the Minor Variance as presented.
  - This application has been circulated to the United Counties of SDG Transportation Department and their department has no comments or concerns with the proposed minor variance.
  - Planning and Building Departments support this application and recommend it to be approved.

## **Discussion:**

None

**MOVED BY:** Sam McDonell  
**SECONDED BY:** Trevor Bougie

**CARRIED**

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

**2. Application A-08-23-Mader (Mader)**

- **Subject Property:**
  - Lot 33, and Part of Lot 32, Concession 2, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, also known as PIN # 671350200.
  - The subject property is approximately 201.18 acres in area.
- **Proposed Minor Variance:**
  - The owner is proposing to rebuild and expand a barn that was destroyed in a fire, the following relief from the Zoning By-Law 38-09 is requested:
  - Part 3.24 (2) – To reduce the required MDS setback from 221 meters to 46 meters to the nearest dwelling unit on a separate lot, located at 20260 Concession 2 Road, Lancaster (PIN: 671350056) and from 44 to 29 meters to the nearest road allowance, being the road allowance for Concession 2 Road.
- **Planning:**
  - The property is designated Agricultural Resource Lands in the County Official Plan. This application conforms to the general intent of the Official Plan.
  - The property is zoned Agricultural (AG) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
  - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
  - Planning and Building Departments support this application and recommend it to be approved.

**Discussion:**

Member Martin Lang clarified that the residential dwelling is owned by the same family that operates the farm that submitted the application. The barn is replacing what was there.

**MOVED BY:** Sam McDonell  
**SECONDED BY:** Stephanie Jaworski

**CARRIED**

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

Next Meeting date: May 15 2023 time to be determined

**MOVED BY:** Martin Lang  
**SECONDED BY:** Trevor Bougie

**CARRIED**

**Adjournment**

**BE IT RESOLVED THAT** the meeting of April 24, 2023 be adjourned to the call of the Chair @ 6:42pm



## **MEMORANDUM**

**To:** Township of South Glengarry Council, CAO, and Clerk  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** May 1, 2023  
**Subject:** RRCA Board of Directors meeting highlights (April 20, 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).

### **April 20, 2023 RRCA Board of Directors Meeting Highlights:**

- Approved minutes from the March 16, 2023 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Board held a Source Protection Authority meeting where the Board reviewed and approved the 2022 drinking water source protection progress and risk management reports and approved a new Raisin-South Nation Source Protection Committee appointment.
- Board approved the 2022 RRCA Annual Report, which will be circulated to partners such as the RRCA's member municipalities.
- Board approved awarding a contract for the hydrologic modelling, hydraulic modelling, and flood mapping components of the Eastman Drain Flood Mapping Project.
- Board approved the use of biocontrol to manage invasive Phragmites (i.e. Common reed) at Cooper Marsh Conservation Area.
- Board received an update on the RRCA's 50<sup>th</sup> Raisin River Canoe Race, which took place on April 15 and hosted a record 485 paddlers.
- Board approved the submission of one funding applications.

**Next RRCA Board meeting date: May 18, 2023**



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

**April 24, 2023, 9:00 a.m.**

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

Members Present: Deputy Warden C. Williams, Councillors, T. Bergeron, J. Broad, S. Densham, A. Guindon, F. Landry, M. Lang, J. MacDonald, L. McDonald, B. McGillis, M. St. Pierre

Staff Present: CAO Adams, Clerk Casselman, Director de Haan, Director Franklin, Director Russell, Director Young, Manager of Infrastructure Jans, Manager of Operations McMillan, Manager of Economic Development Kirkpatrick, Communications Coordinator Lihou

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

**Resolution No. 2023-59**

**Moved by** Councillor Broad

**Seconded by** Councillor St. Pierre

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. 2023-60**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor Broad

THAT Council approve the agenda as amended.  
CARRIED

The agenda was amended by moving the Township of South Glengarry resolution re: Rural Education Funding from the Consent Agenda to agenda item 15 - Miscellaneous Business.



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

Councillor Guindon declared a pecuniary interest on agenda item 7.4 (a) – resolution related to Turquoise Compass Wellness. Councillor Guindon did not participate in discussion or vote on this portion of the item.

### **4. Adoption of Minutes**

#### **4.1 March 20, 2023**

##### **Resolution No. 2023-61**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor MacDonald

THAT the minutes of the meeting, including the in-camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held March 20, 2023, be adopted as circulated.

CARRIED

### **5. Delegations**

#### **5.1 Upper Canada District School Board - John McAllister, Chair & Ron Ferguson, Director of Education**

John McAllister, Chair, and Ron Ferguson, Director of Education, Upper Canada District School Board, provided an update on the status of education throughout the board's district. Key highlights included an updated board logo, the current moratorium on school closures, and the 2022-2023 Director's Workplan.

#### **5.2 Eastern Ontario Regional Network – Jim Pine, CAO, & Lisa Severson, Communications Director**

Jim Pine, Hastings County CAO, and Lisa Severson, Communications Director, Eastern Ontario Regional Network, provided an update on the Cell Gap Project.

## 6. Closed Session

### **Resolution No. 2023-62**

**Moved by** Councillor Broad

**Seconded by** Councillor St. Pierre

THAT Council proceed in-camera pursuant to Section 239(2)(i) of the *Municipal Act, 2001* – a trade secret or scientific technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed could reasonably be expected to prejudice significantly, the competitive position or interfere significantly with the contractual or other negotiations or a person, group of persons, or organization, for a matter related to Cell Tower Location Information; and

Pursuant to Section 239(2)(e) of the *Municipal Act, 2001* – litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board for a Project Matter.

CARRIED

### **Resolution No. 2023-63**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Densham

THAT Council rise and reconvene without reporting.

CARRIED

## 7. Action Requests

### 7.1 Corporate Services

### 7.2 Financial Services

#### a. 2022 Reserve Transactions

### **Resolution No. 2023-64**

**Moved by** Councillor Densham

**Seconded by** Councillor Broad

That the Council of the United Counties of Stormont, Dundas and Glengarry approve the 2022 reserve transactions up to the following amounts:

\$565,069 To be allocated to the Roads Projects Reserve

-\$193,151 To be allocated from Roads Projects Reserves

\$ 64,222 To be allocated to the Roads Reserve (Permit Project)

\$ 50,000 To be allocated to the IT Reserve  
\$ 50,000 To be allocated to the Tourism Reserve  
\$206,600 To be allocated to the Planning Reserve  
\$250,000 To be allocated to the Regional Incentives Program Reserve  
\$ 50,000 To be allocated to the Building Reserve  
\$ 407 To be allocated to the Police Reserve  
\$ 5,442 To be allocated to the Alarm Reserve

Any accumulated General Surplus as at December 31, 2022 will be allocated to the Working Reserve.  
CARRIED

### **7.3 Transportation**

#### **a. Acquisition of New Forest Property**

##### **Resolution No. 2023-65**

**Moved by** Councillor Guindon

**Seconded by** Councillor MacDonald

THAT the Council of the United Counties of Stormont Dundas and Glengarry authorize the Director of Transportation Services to finalize the acquisition and transfer of Part of the east half of Lot 26, Concession 1, North Glengarry, a 28-acre parcel to be used as County Forest, based on the following terms:

- Payment of \$15,000 to the owner, representing a value of \$3,000 an acre for the 5 acres currently cleared
- Issuance of a charitable donation receipt for the balance based on an appraised value of the forested portion of the property (approximately 23 acres),
- Exclusive hunting rights on the property be provided to a specific user for the first 10 years after the date of sale
- All costs associated with the sale and transfer be born by SDG

CARRIED

## 7.4 Planning

### a. April 2023 Regional Incentives Program - Approval of the first intake of applications

#### **Resolution No. 2023-66**

**Moved by** Councillor Broad

**Seconded by** Councillor Densham

THAT the Council of the United Counties of Stormont, Dundas and Glengarry approve funding under the Stay, Discover, Grow, Regional Incentives Program in the total amount of \$159,845.33 for the following six (6) projects:

- (1) Doran Bay Resort and Model Ship Museum, Municipality of South Dundas, in the amount of 50% up to a max of \$50,000
- (2) Violets Vault, Municipality of South Dundas, in the amount of %50 up to a max of \$11, 375
- (3) Bishops House / Glengarry Fencibles Trust, Township of South Glengarry, in the amount of 50% up to a max of \$21, 627.25
- (4) Bray Heights, Township of South Glengarry, in the amount of 50% up to a max of \$19, 305.50
- (5) Holy Hill Farm, Township of South Glengarry, in the amount of 50% up to a max of \$7, 537.58
- (6) Harbers Greenhouses and Forestry, Township of South Stormont, in the amount of 50% up to a max of \$50,000

TOTAL: \$159,845.33

CARRIED

Councillor Guindon left the meeting (Time: 10:48 a.m.).

#### **Resolution No. 2023-67**

**Moved by** Councillor MacDonald

**Seconded by** Councillor St. Pierre

THAT Council approve funding under the Stay, Discover, Grow, Regional Incentives Program in the total amount of \$8, 999.11 for the following one (1) project:

(1) Turquoise Compass Wellness, Township of South Stormont, in the amount of 50% up to a max of \$8, 999.11

CARRIED

Councillor Guindon returned to the meeting (Time: 10:50 a.m.).

**7.5 Court Services**

**7.6 County Library**

**7.7 IT Services**

**8. Tenders and Quotations**

**8.1 South Nation River Bridge**

**Resolution No. 2023-68**

**Moved by** Councillor Guindon

**Seconded by** Councillor Broad

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Clearwater Structures Inc. for the comprehensive rehabilitation of the South Nation River Bridge at their unit prices totaling \$2,549,499.00 plus H.S.T.; and

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

THAT Council authorize the use of the SDG Bridge Reserve, as necessary, to offset any over expenditure associated with this project; and

THAT Council authorize the contractor to close County Road 43 at the South Nation River Bridge and establish a detour route using County Road 7 from County Road 43 to County Road 9 (west leg) and using County Road 9 from County Road 7 to County Road 43; and

THAT By-Law No. 5394, being a bylaw to establish a community safety zone and reduced speed limit along County Road 7 within the settlement boundary of Chesterville for the duration of the bridge closure, be read and passed in Open Council, signed and sealed; and

THAT Council authorize staff to implement traffic calming measures along County Road 7 and County Road 9 such as reduced on-street parking, prohibition of passing, traffic monitoring, and other measures deemed appropriate to ensure orderly and safe traffic flows through the village for the duration of the road closure.

CARRIED

## **8.2 Martintown Bridge Rehabilitation**

### **Resolution No. 2023-69**

**Moved by** Councillor Densham

**Seconded by** Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry direct staff to return bid deposits and retender the Martintown Bridge Project for construction in 2024, due to budget constraints.

CARRIED

## **8.3 2023 Truck Purchases**

### **Resolution No. 2023-70**

**Moved by** Councillor Broad

**Seconded by** Councillor St. Pierre

That the Council of the United Counties of Stormont Dundas and Glengarry authorize the purchase of:

- Two one-tonne trucks to Blue Mountain Chrysler Ltd for the total tender price of \$131,832, and,
- One three-quarter tonne truck to Myers Chevrolet Buick GMC for a total tender price of \$64,799.00, and,
- Three half-tonne trucks to Blue Mountain Chrysler for the total tender price of \$174,360.00; and

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

CARRIED



#### **8.4 Purchase of New Disc Mowers**

**Resolution No. 2023-71**

**Moved by** Councillor Densham

**Seconded by** Councillor Guindon

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Colvoy Enterprises 2012 Ltd. for the procurement of six disc mowers at a total tendered price of \$133,958.64. The joint tender includes the following:

- United Counties of Stormont Dundas and Glengarry, four mowers (\$89,231.75)
- Township of North Glengarry, two mowers (\$44,615.88); and

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

CARRIED

#### **8.5 Williamstown Storm Sewer Lining**

**Resolution No. 2023-72**

**Moved by** Councillor Bergeron

**Seconded by** Councillor Broad

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Clearwater Structures Inc for the lining of various storm sewers within the village of Williamstown at their unit prices totaling \$94,915.00 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

#### **8.6 Specialty Paint Markings**

**Resolution No. 2023-73**

**Moved by** Councillor Broad

**Seconded by** Councillor St. Pierre

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Crossroads Pavement Markings Inc. for specialty paint markings, at their unit prices totaling \$74,895.80 plus H.S.T. for 2023;

The joint tender includes the following:

- United Counties (\$59,035.00)
- Township of North Dundas (\$310.00)
- Municipality of South Dundas (\$11,115.80)
- Township of North Stormont (\$725.00)
- Township of South Stormont (\$500.00)
- Township of North Glengarry (\$840.00)
- Township of South Glengarry (\$2,370.00)

AND THAT the term of the contract with this company include an option to renew for one additional one-year (2024);

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

CARRIED

## 8.7 Micro Surfacing

### **Resolution No. 2023-74**

**Moved by** Councillor Bergeron

**Seconded by** Councillor MacDonald

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Duncor Enterprises Inc. for micro surfacing on various roads at their unit prices totaling \$763,137.08 plus H.S.T. The joint tender includes the following:

- United Counties of SDG - \$646,281.08
- Municipality of South Dundas - \$116,856.00

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

CARRIED

## 8.8 Inkerman Girder Pre-Purchase

### **Resolution No. 2023-75**

**Moved by** Councillor St. Pierre

**Seconded by** Councillor Bergeron

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Iron Bridge Fabrication Inc. for the

fabrication of new bridge girders for the total tendered price of \$261,427.00 plus H.S.T.; and

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

CARRIED

#### **8.9 Plow and Spreader Purchase (Winter 2024/25 Unit)**

**Resolution No. 2023-76**

**Moved by** Councillor Densham

**Seconded by** Councillor Broad

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Gin-Cor Industries for the supply, installation and delivery of three plow and spreaders; one for the United Counties of SDG, one for the Township of North Glengarry, and one for the Township of South Stormont at their total submitted price of \$548,350.00 plus HST; and

THAT the Manager of Operations be authorized to negotiate directly with various cab and chassis suppliers in order to purchase three cab and chassis units on behalf of SDG, the Township of North Glengarry and the Township of South Stormont; reporting back to Council at a later date with the final negotiated price; and

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

CARRIED

#### **8.10 Administration Building Flat Roofs**

**Resolution No. 2023-77**

**Moved by** Councillor Bergeron

**Seconded by** Councillor Densham

THAT the Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Simluc Contractors Ltd. for the Administration Building Flat Roof Replacement at their bid price totaling \$251,244.00 plus HST; and

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

CARRIED

### **8.11 2023 Skin Patching**

#### **Resolution No. 2023-78**

**Moved by** Councillor Broad

**Seconded by** Councillor Bergeron

THAT the Council of the United Counties of Stormont Dundas and Glengarry accept the tender from Blair Asphalt Products for hot mix skin patching at their unit prices totaling \$110,670 plus HST; and

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

CARRIED

## **9. By-laws**

### **9.1 Approval of Equipment Lending Agreement**

#### **Resolution No. 2023-79**

**Moved by** Councillor Broad

**Seconded by** Councillor Bergeron

THAT By-law No. 5395, being a by-law to authorize an Equipment Lending Agreement for a Grader between the United Counties of Stormont, Dundas and Glengarry and the Municipality of South Dundas, be read and passed in Open Council, signed and sealed.

CARRIED

## **10. Consent Agenda**

#### **Resolution No. 2023-80**

**Moved by** Councillor Bergeron

**Seconded by** Councillor St. Pierre

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

CARRIED

### **10.1 Monthly Financial Summary**

### **10.2 SDG Library Branch Reports**

### **10.3 Township of South Glengarry Resolution re: Rural Education Funding**

### **10.4 Attorney General Letter re: Modernization Initiatives in Ontario's POA Courts**

## **11. Boards and Committees**

Council members provided updates on various board and committee activities.

## **12. Key Information**

### **12.1 Weed Spraying Policy**

Director de Haan shared the current Weed Spraying policy with Council. Council was encouraged to review the policy and provide any amendments and improvements for future consideration.

Council directed staff to identify social media as a method of communication within the policy.

### **12.2 Administrative Update - April 2023**

CAO Adams provided an administrative update. Key highlights included recent meetings/conferences attended by the CAO, the potential cruise line tour initiative, recent ice storm operational response and collaborative talks with emergency partners regarding communications during an event. Upcoming workshops and recruitment efforts were also highlighted.

## **13. Motions and Notices of Motions**

## **14. Petitions**

## **15. Miscellaneous Business**

### **15.1 Township of South Glengarry Resolution re: Rural Education Funding**

#### **Resolution No. 2023-81**

**Moved by** Councillor MacDonald

**Seconded by** Councillor Lang

THAT the council of the United Counties of Stormont, Dundas and Glengarry supports the resolution passed by the Township of South Glengarry regarding rural education funding and also respectfully requests that the province of Ontario, through the Minister of Education, provide an update on the status of any review of rural education funding, including RNEF and the 2018 Pupil Accommodation Review guidelines; and

THAT a copy of this resolution of support be forwarded to the Premier, Minister of Education, MPP Nolan Quinn, AMO, ROMA, EOWC, and local SDG municipalities.

CARRIED

**16. Unfinished Business Summary**

**17. Ratification By-law**

**Resolution No. 2023-82**

**Moved by** Councillor Broad

**Seconded by** Councillor Densham

THAT By-Law No. 5396, 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. 2023-83**

**Moved by** Councillor Broad

**Seconded by** Councillor MacDonald

THAT Council adjourn to the call of the Chair.

CARRIED

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Warden

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Clerk





Township of South Glengarry  
Glen Walter Water Tower & Watermain Replacement  
**NOTICE OF PUBLIC INFORMATION CENTRE**

### Project Background

In January, 2022, the Township of South Glengarry (Township) completed a Water and Wastewater Servicing Master Plan (Masterplan) for the Glen Walter Area to serve the projected population growth to Year 2051. Following up on the Masterplan recommendations, the Township is proceeding to design of an elevated water tank, watermain replacement/extension/ looping and water treatment plant reservoir rehabilitation. The Masterplan identified a general location for the water tank; however, the height and type of tank and more specific site information was not provided. Therefore it was determined the extra level of detail about the new elevated water tank should be presented to stakeholders prior to detailed design.

### How to Get Involved

Public consultation is a key component of the process. A Public Information Centre (PIC) will be held to present and obtain public input on the alternative options, evaluation process and the preliminary preferred solution.



Map shows study area

The PIC is scheduled as follows:

**Date:** Tuesday May 16, 2023  
**Time:** 2:00 – 4:00PM & 5:30 – 7:30PM  
**Location:** Glen Walter Fire Station 1  
**Address:** 6650 Bray Street, Cornwall, ON K6H 5R5  
(Parking at front & rear of building)

All those interested in the project are urged to attend. Project information will also be available to the public on the Municipality's website, <https://www.southglengarry.com>. For further information regarding the project please contact either of the following members of the study team:

**Sarah McDonald, P.Eng.**  
**General Manager – Infrastructure**  
**Township of South Glengarry**  
6 Oak Street, Box 220  
Lancaster, ON K0C 1N0  
Tel: 613-347-1166  
[smcdonald@southglengarry.com](mailto:smcdonald@southglengarry.com)

**Mike Ainley, P.Eng., PMP**  
**Vice President, Corporate Affairs**  
**Ainley Group**  
280 Pretty River Parkway  
Collingwood, ON L9Y 4J5  
Tel: 705-445-3451 ext. 136  
[mike.ainley@ainleygroup.com](mailto:mike.ainley@ainleygroup.com)

This notice first issued May 3, 2023.

*Any input received during this process will be maintained on file for use during the project and may be included in project documentation. Information collected will be used in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.*

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

May 8, 2023

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

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

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2022  
Township of South Glengarry  
Our File No. 27625-22**

### Background

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

This report summarizes the services provided by the Integrity Commissioner to the Township of South Glengarry in 2022, in accordance with section 223.6 (1) of the *Act*.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

01014839.DOCX:

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

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

#### Integrity Commissioner Activity re: the Township of South Glengarry

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act about their personal obligations.

#### Requests for Advice

We received two requests for advice in 2022 under the Code of Conduct or under the *Municipal Conflict of Interest Act*. These are the most common areas for which we provide advice as Integrity Commissioner.

We encourage members of Council and Local Boards for the Township of South Glengarry to contact us in writing should they find themselves unsure of their obligations under the Code

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<sup>1</sup> *Municipal Act*, section 223.3(1).

or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

#### Complaints/Applications for Inquiry

There were no complaints submitted to the Integrity Commissioner for the Township of South Glengarry in 2022.

#### Closing Remarks

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

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

Please contact us with any follow-up questions.

Sincerely,

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



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



An aerial photograph of a suburban neighborhood with many houses and a central road. A large blue geometric shape, resembling a stylized mountain or a series of triangles, is overlaid on the left side of the image. The text "Leading the way forward" is written in white on this blue shape.

# Leading the way forward

| 2022 Annual Report



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



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# Introduction

Governments, property owners and businesses rely on us for impartial, expert data and insights on Ontario's property market. In times of uncertainty and change, we are here to help you make informed decisions for today, and the future.



# In 2022, we focused on supporting our municipal partners, stakeholders and the people of Ontario

The Provincial Government has set ambitious targets for housing. As Ontario's property market experts, we are ready to support municipalities and the province in achieving these goals.

I am proud of MPAC's commitment to being a flexible, transparent and world-class property assessment organization that puts its people and corporate culture at the forefront. While the last few years have been difficult for all of us, MPAC remains committed to providing outstanding service and support to our partners and stakeholders.

For a third year, we strategically managed our finances and operations to deliver a budget with a 0% increase to the overall municipal levy. As we move forward, we will work hard to balance the lasting financial impacts of the pandemic that municipalities must grapple with against the effects of rising inflation, labour and other costs. More than ever, we will drive for innovation to support our municipal partners.

To further support municipalities, we continued to enhance our data collection process, improving the quality of our data and strengthening our relationship with property owners in the process. We worked collaboratively with municipalities



**Alan Spacek**

Chair, MPAC Board of Directors

“As we move forward, we will work hard to balance the lasting financial impacts of the pandemic that municipalities must grapple with against the effects of rising inflation, labour and other costs.”

to digitize their building permit processes and to deliver a Preliminary List of Electors for the 2022 municipal and school board elections.

In 2022, we increased our public education efforts to help Ontarians learn more about the property assessment process. Our “myth versus fact” campaign is reaching millions of Ontarians to help them understand our role and debunk common myths so that the public better understands that MPAC does not, for example, set or increase tax rates.

It is essential to us that we are transparent with all Ontarians about our work. That is why we have again published our annual [Performance Report](#), which evaluates our performance against our goals in areas including: capturing new construction and modifications to existing properties, the proportion of property assessments accepted without going to appeal, and satisfaction with our customer service.



**Alan Spacek**

Chair, MPAC Board of Directors

# Leading the way forward

We know that property, and the future of property values, are of interest to all Ontarians, including property owners, municipalities and our commercial customers. At MPAC, we are here to provide the insights and services you rely on.

MPAC's leading expertise, technology and processes allow us to manage the world's largest property database. Our real-time property values, attributes, and reports are used by governments, banks, lenders, insurers, and the real estate industry.

To provide our clients with the information they need, we completed various strategic initiatives in 2022 that contributed to continuous data readiness, and we have exciting milestones ahead. Our real-time values project is particularly noteworthy because it will enable us to deliver a value for any property on any given day and will contribute to improvements in our commercial product offerings.

One of those offerings is our propertyline™ e-store, which enables users to obtain accurate, real-time property information quickly and easily for over five million properties in Ontario, and over 10 million properties Canada-wide. In 2022, we insourced the development of a new store, with innovations like our seamless integration with MLS platforms and geospatial mapping.



**Nicole McNeill**

MPAC President and Chief Administrative Officer

“By nurturing an innovative and inclusive workplace, we are equipping our people with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.”

Due in part to the advancements of this new store, our Business Development division achieved record-breaking annual revenue of over \$26 million. Through supporting the Valuation Office of Ireland with our innovative assessment technology, we also generated over \$1 million in additional revenue, which helps offset the fee municipalities pay for assessment services.

None of these achievements would be possible without the dedication of our employees and our commitment to making MPAC a great place to work. Dedicated to transparency, openness and collaboration, we are navigating new paths toward a healthy, positive work environment where employees can be their whole, authentic selves.

This past year, we strengthened our commitment to ensuring all voices are respected, valued and heard by establishing MPAC's Equity, Diversity, Inclusion and Anti-Racism office. We also encouraged healthier work-life balance and habits by introducing flexible work arrangements and workplace wellness initiatives.

By nurturing an innovative and inclusive workplace, we are equipping our people with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.



**Nicole McNeill**

MPAC President and Chief Administrative Officer



# Who we are

We are Ontario's property market experts. Our job is to assess and classify the value of the more than five million properties across the province and provide an accurate and impartial property inventory.

Our property assessments are used by municipalities to distribute property taxes. The work we do is vital input for government programs, business decisions and property transactions. Our data also helps identify changes and trends in communities and in property uses throughout Ontario.

Property owners can visit [mpac.ca](https://mpac.ca) and log in to [AboutMyProperty™](#) to learn more about how we assessed their property, see the information we have on file and compare their property to others in their neighbourhood. If a property owner disagrees with their assessment, they have the right to file a Request for Reconsideration and/or an appeal to the Assessment Review Board.

## Ontario's Property Assessment and Taxation System

1.

Property assessments are determined. →

2.

Assessments are shared with municipalities. →

3.

Municipalities use the assessed values to set municipal tax rates.



**Government of Ontario**  
Establishes the province's assessment and taxation laws and determines education tax rates.



**MPAC**  
Determines property assessments for all properties in Ontario.



**Municipalities**  
Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



**Property Owners**  
Pay property taxes which pay for services in the community, in addition to education taxes that help fund elementary and secondary schools in Ontario.

## | Testimonial

“I am proud that I am a part of a team of assessment professionals who excel at collaborating with each other and other departments. Collectively, we work to support MPAC’s corporate strategy while promoting a culture of excellence.”

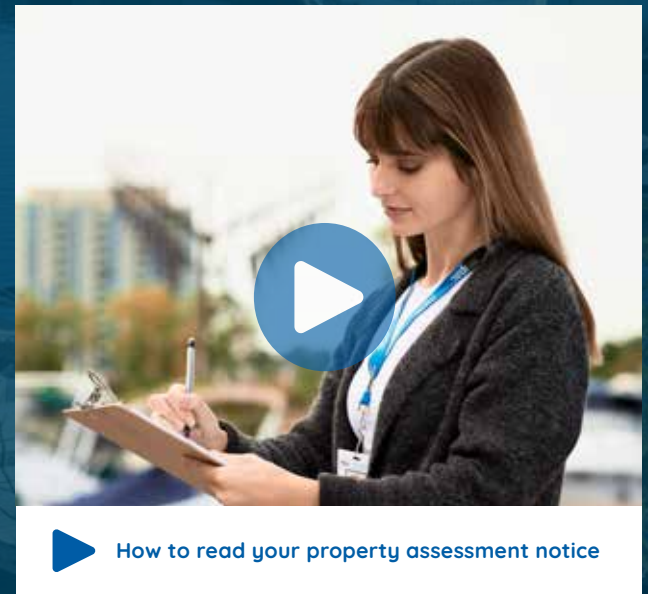
Paul S. | Governance and Strategy





## Did you receive a Property Assessment Notice from us?

We review properties every day. Whenever we make a change to a property's details, we notify the property owner by mailing a Property Assessment Notice. Some of the most common changes we reflect are to ownership, assessed value or classification.





# Navigating new paths, together

## People and culture

As outlined in our 2021-2025 Strategic Plan, MPAC is implementing new strategies for workforce and workspace planning and succession, and creating and implementing an Equity, Diversity, Inclusion and Anti-Racism (EDIA) strategy, policy and metrics.

## Elevating our workforce

Putting our people first is about making MPAC a great place to work, from the ground up. We are proud to boast impressive employee retention, with more than 50% of our employees having been with MPAC for more than 10 years. We are also honoured to share 85 employees have reached a milestone of 25 years or more.

We are continuously inviting new talent to join our existing team of bright and innovative individuals to help co-create the future. This year, we amped up our efforts to attract and retain emerging talent by:

- Fostering a culture of continuous learning, credibility, and professionalism. Our valuation employees are working towards obtaining recognized designations and our fully accredited valuation employees continue to grow in their personal development. By the end of 2022, 683 valuation employees held a recognized accreditation.
- Including our commitment to equity, diversity, inclusion and anti-racism in our job postings and began embedding it into our hiring processes.

“Our goal is to embed equity, diversity, inclusion, and anti-racism in every facet of the organization, and have it reflected in everything we do.”



**Rupa Aggarwal**  
Executive Director  
Equity, Diversity,  
Inclusion and  
Anti-Racism



- Investing in social media advertising and a new applicant tracking system.
- Offering hybrid and flexible work options.
- Focusing special efforts on IT recruitment.

Thanks to these continued efforts, MPAC was recognized as one of **Greater Toronto's Top Employers** for the fourth year in a row.



## Equity, Diversity, Inclusion and Anti-Racism by the numbers



### 6 events for Pride:

- Virtual Leader Chat
- 2SLGBTQIA+ resource library launched for staff
- Pride Run/Walk fundraiser
- 2SLGBTQIA+ panel discussion
- 2 Flag Raisings at our Head office
  - International Day Against Homophobia, Transphobia & Biphobia



### 8 learning opportunities for the National Day for Truth and Reconciliation:

- Learning via Woodland Cultural Centre
  - 3 Virtual Tours of the former Mohawk Institute Residential School (355 participants)
  - 2 Truth and Reconciliation Workshops (241 participants)
- Employee article and Educational Resources made available to employees
- Article from Nicole McNeill
- National Day for Truth and Reconciliation online learning module (137 participants)



## Inspiring an inclusive workplace

In 2022, we began paving the way towards a more inclusive workplace and we have made impressive strides towards this goal:

- MPAC continued to build employee engagement and involvement in EDIA initiatives, with over 250 employees taking part in an employee-led committee by the end of the year.
- A third-party assessment of our workforce, culture and practices was completed through an EDIA lens, resulting in 43 recommendations for building a more equitable, diverse, inclusive, and anti-racist workplace.
- Implemented the first of the 43 recommendations by hiring an Executive Director, Equity, Diversity, Inclusion and Anti-Racism.
- We founded MPAC's first EDIA office, led by an Executive Director, which will play a critical role in the continued success of our EDIA journey.
- We also reviewed MPAC's Flexible Work policies and began a review of our Code of Conduct through an EDIA lens, ensuring these corporate policies are inclusive and accessible to all MPAC employees.

## EDIA by the numbers



**14 active EDIA Weekly Coffee Chats with over 133 participants.**

▲ (vs six coffee chats in 2021).



**19 awareness articles on the intranet (topics such as implicit bias, Truth and Reconciliation, Pride Month, etc.).**



**19 employee PROfiles bringing awareness to days of religious or cultural significance.**

▲ (an increase from six profiles in 2021).



**34 employee webinars and training sessions were offered, focused on the EDIA initiative, allyship, engagement opportunities and definitions of EDIA.**



**252 EDIA committee members**  
(24 when the initiative began in 2020).



## Uniting our people

The importance of EDIA at MPAC resonated loudly during our 2022 Zone Meetings. After almost three years of working apart, these meetings brought us back together. Connecting over 1,600 employees at 11 meetings across the province, including a virtual session for those who were unable to attend in person, these meetings allowed for team members to reunite, and in some cases, even meet for the first time.

During these sessions, we heard powerful stories and shared meaningful moments. Over 500 employees completed a feedback survey, yielding overwhelmingly positive results, with our sessions focusing on EDIA leaving the most affirmative impression on attendees.





## | Testimonial

“The Equity, Diversity, Inclusion and Anti-Racism initiative is important to me because it is driving the culture change here at MPAC. Each one of us has a role in ensuring that equity, diversity, inclusion and anti-racism is part of the fabric of our organization. Having a leadership role in this change has allowed me to actively take part in creating a workplace culture where diversity, inclusion and belonging is embraced, and equity truly exists.”

Judith Regis | Director, Equity, Diversity, Inclusion and Anti-Racism



## Charting a path beyond the pandemic with flexible work options

Another important theme we explored during our 2022 Zone Meetings was the popularity of our flexible work options. This year, we introduced a flexible work pilot with varying schedule options to suit our diverse workforce, as part of our broader commitment to improving the employee experience.

The program was one of the first of its kind in Ontario's public sector. Over the course of three phases, we gathered information about the benefits and challenges of offering a flexible work program.

The pilot also supported operational goals as we navigated relaxing pandemic restrictions. It allowed us to chart a new path beyond the pandemic and adapt to the needs of our employees as we looked to the future of work, while also minimizing any impacts to our products and services.





## Refreshing our workspaces

We cannot deny the pandemic changed how we work. It compelled us to take a fresh look at MPAC's workplaces. After leading collaborative discussions with employees about what is most important to them, our team is considering how MPAC's pivot to remote work during the pandemic has changed our workplace needs – for today, tomorrow, and the future.

As our IT Operations team continuously works to ensure MPAC resources are accessible from remote locations across the province, employees have been encouraged to use MPAC's offices for essential activities, including team collaborations and meetings.

As a result, we have lowered our carbon footprint. This past year, MPAC has reduced its total Green House Gas emissions by 5.45% to a reported 503 Kg CO<sub>2</sub>e/FTE, exceeding our target of 532 Kg CO<sub>2</sub>e/FTE or less.

With an increased reliance on digital platforms, we have reduced our printers by 54% and we have committed to using 100% recycled paper for all MPAC multi-function printers and copiers. We also recycle all MPAC e-waste, such as laptops.

In pursuit of a happier, healthier future, we are driving towards a cleaner environment with our vehicle inventory made up of 145 fuel-efficient vehicles, including 106 hybrid electric vehicles, which account for 73% of our entire fleet.



## Fostering thriving communities

By investing in our employee health and well-being, we are taking strides towards a brighter future. In 2022, we increased our efforts through educational sessions focused on physical, emotional and mental health and providing direct access to a wide range of resources and support.

When employees feel safe, healthy, and respected at work, they are poised to make positive contributions to their community.



## CSR by the numbers



**\$41,377 raised:**

We surpassed our corporate-wide goal of \$25,000 in support of Feed Ontario.



**Earth Day Cleanup with over 50% participation in Pembroke and Timmins.**



**\$2,200 raised for the Betty White Challenge, and one lucky dog named Dewey found a home!**



**Food donations across the province to more than 10 locations.**



**Over \$1,800 raised for Trees for Life: Trees for Heroes. Our Trenton office had the highest percentage of participation with 58%.**



“When employees feel safe, healthy, and respected at work, they are poised to make positive contributions to their community.”



We are proud to report in 2022, our employee-led Corporate Social Responsibility committees from offices across Ontario raised over \$68,000 to invest in our communities.

Our employees wholeheartedly participated in the Pride and Remembrance Walk-Run, championed animal welfare through the ‘Betty White Challenge’ and contributed to a greener Ontario by supporting the ‘Trees for Life’ tree planting initiative, in addition to leading Earth Day clean-ups across the province. MPAC also raised over \$41,000 for Feed Ontario, providing over 124,000 meals to people facing food insecurity.

We are also investing in future generations. In support of higher learning at post-secondary institutions, we awarded over \$25,000 in scholarships in 2022 through MPAC’S Continuing Academic Excellence Awards and we participated in the Take our Kids to Work program.



# Striving for operational excellence

## Modernizing our operations

On the road to reassessment, we cleared a new path. Our work continues every day to maintain Ontario's property database and provide property values, insights and services that property owners, municipalities and businesses can count on. We are implementing data readiness processes which will enable us to deliver on any valuation date, at any time.

## Sharing our property insights

As we prepare for the next province-wide reassessment, we are also working to ensure that property owners understand our role and how we assess properties. We know property owners and municipalities are concerned about the future of property values and potential impacts on their property taxes, so we have undertaken important work to educate Ontarians about the relationship between property assessments and property taxes to ease concerns about updated values.

In April 2022, we launched our [Facebook channel](#) to better connect with the people of Ontario. Through our social media campaigns, we have been working to debunk the myths around property assessment and taxation.

We also continued to monitor the market and share insights and analysis to support government policy and planning. Through our media campaigns, we are demonstrating the value our data and insights provide to Ontarians every day.

This fall, we launched our property insights campaign [Condos getting smaller, detached homes getting bigger](#), which provided interesting insights regarding building trends occurring in Ontario's residential market.

These insights reached over 11.2 million unique online visitors and over 252,400 households through news releases and media coverage by 23 major media outlets, leading to 16 media requests for additional municipal data.



## Campaign Insights by the numbers



Launched MPAC's Facebook page and first integrated education and awareness campaign – [mpac.ca](https://mpac.ca) pageviews up 85% year-over-year.



Rolled out a **Property Tax and Assessment Toolkit** to Ontario municipalities, which has been accessed by 1,940 unique visitors.



Launched the **Property Insights** campaign which generated 36 media hits with a PR value of more than \$1.2 million.



MPAC's **Building Permit campaign** generated 43 media hits and reached over 8.6 million people.





### **Maintaining Ontario's property database**

Our role is to create and maintain an accurate, complete and up-to-date record of all properties in Ontario. We do this by analyzing the market, reviewing property sales information, inspecting properties, supporting property owners, and responding to Requests for Reconsideration and assessment appeals.

Ontario's property inventory continued to grow in 2022, with more than \$37.8 billion in new assessment, which includes

new construction and improvements to existing properties. Residential homes made up over \$28.6 billion of the increase, while commercial and industrial properties comprised of \$4.6 billion.

The assessed value of Ontario's 5.5 million properties is now estimated to be more than \$3.08 trillion. MPAC summarizes these changes in the annual assessment rolls that we delivered to Ontario's municipalities.



# 2022 Assessment Roll

## TOTAL PROPERTIES

2022 - 5.5M | 2021 - 5.5M

 2022 - 5M  
2021 - 5M  
**RESIDENTIAL**

 2022 - 221K  
2021 - 222K  
**FARM**

 2022 - 166K  
2021 - 164K  
**COMMERCIAL**

 2022 - 80K  
2021 - 80K  
**INDUSTRIAL**

 2022 - 49K  
2021 - 49K  
**SPECIAL/EXEMPT**

 2022 - 17K  
2021 - 17K  
**MULTI-RESIDENTIAL**

## TOTAL ASSESSMENT VALUE

2022 - \$3.1T | 2021 - \$3T


 2022 - \$2.2T  
2021 - \$2.2T  
**RESIDENTIAL**

 2022 - \$141.6B  
2021 - \$140.6B  
**FARM**

 2022 - \$321.3B  
2021 - \$319.6B  
**COMMERCIAL**

 2022 - \$118.5B  
2021 - \$116.8B  
**INDUSTRIAL**

 2022 - \$153.2B  
2021 - \$151.2B  
**SPECIAL/EXEMPT**

 2022 - \$124.6B  
2021 - \$122.3B  
**MULTI-RESIDENTIAL**

**TOTAL PROPERTIES**  
2022 - 166K  
2021 - 164K  
**COMMERCIAL**

**TOTAL ASSESSMENT VALUE**  
2022 - \$321.3B  
2021 - \$319.6B  
**COMMERCIAL**

# New Assessment

## New assessment by property type

In 2022, MPAC captured \$37.8 billion in new assessment. New assessment refers to new construction and/or additions to existing properties that have been recently completed and assessed during the year.



2022 - \$20.5B  
2021 - \$18.6B

RESIDENTIAL



2022 - \$8.1B  
2021 - \$10.7B

RESIDENTIAL  
CONDOMINIUMS



2022 - \$2.3B  
2021 - \$3.6B

COMMERCIAL



2022 - \$2.3B  
2021 - \$2.1B

INDUSTRIAL



2022 - \$2.5B  
2021 - \$1.6B

MULTI-RESIDENTIAL



2022 - \$1.1B  
2021 - \$948.3M

FARM



2022 - \$783.8M  
2021 - \$415.8M

SPECIAL/EXEMPT



2022 - \$60.2M  
2021 - \$46.8M

MANAGED FOREST/  
CONSERVATION

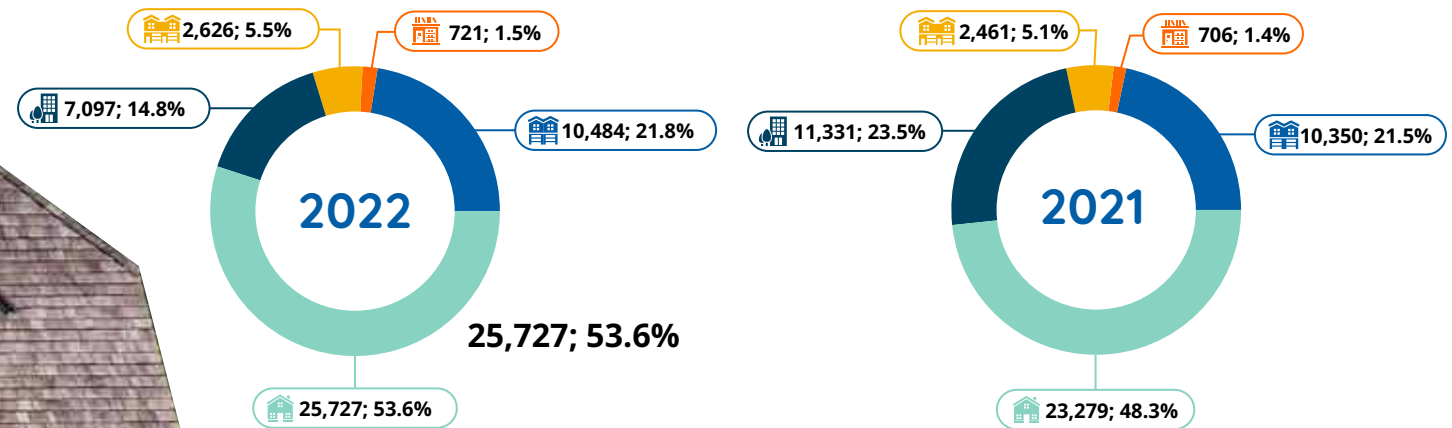


2022 - \$2.3B  
2021 - \$2.1B  
INDUSTRIAL

# New Assessment

## New residential homes

In 2022, Ontario saw more than 48,000 new residential homes constructed. Here's the breakdown by type.



2022 - 25,727, ↑10.5%

2021 - 23,279

**DETACHED HOMES**



DETACHED HOMES



TOWNHOUSES



SEMI-DETACHED HOMES



OTHER



RESIDENTIAL CONDOMINIUMS



## Breaking ground on new initiatives

To keep employees up-to-date on various initiatives, we hosted corporate-wide events where staff learned about our many 100-day projects. MPAC's 100-day projects bring employees from across the province together to tackle significant challenges and push us forward as an organization. They are critical to our success in executing our [2021-2025 Strategic Plan](#) and meeting our goal to provide continuous operational excellence through the innovation of MPAC's technologies and processes, and elevated data quality.



One of the most riveting projects underway is our work in developing real time values. Real time values are point-in-time value estimates developed through advanced analytics and data science. They rely on current and timely data and are measured against rigorous industry standards for accuracy and quality.

Through the Real Time Values project, MPAC aims to evolve our business processes, valuation capabilities and technology to deliver real time values, related market information and products that enhance our ability to deliver on our legislative mandate, while creating opportunities to provide value-added insights to our stakeholders.

We are also improving IT architecture to improve the user experience, create efficiencies and enhance the quality of the data we obtain through programs like the Property Income and Expense Return program.

Likewise, our Data Collection Initiative aims to enhance our data collection process, improve the quality of our data and strengthen our relationship with property owners. This will improve our ability to deliver timely property assessments to our municipal partners and ensure consistent communication to property owners.



## | Testimonial

“When performing property inspections, I was often questioned about why I’d be visiting a property. Since implementing the new process of sending letters ahead of time to inform property owners that we’ll be visiting, I’ve noticed that, not only are property owners less surprised to see me, but also much more receptive to my presence and my work.”

Annette M. | Valuation and Customer Relations



Executive Summary: 31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-1225-1226-1227-1228-1229-1230-1231-1232-1233-1234-1235-1236-1237-123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# Building bridges and forming new partnerships

## Elevating the property owner and stakeholder experience

2022 brought a lot of changes to the municipal landscape. In our continuous efforts to elevate our municipal and stakeholder experience, we welcomed new and returning MPPs, Heads of Council, and council members from across the province following the 2022 provincial and municipal elections. With a return to in-person events and conferences, we also had the opportunity to meet new industry partners and reintroduce ourselves to our stakeholders as Ontario's property market experts.

## The 2022 municipal and school board elections

The October 24, 2022 municipal and school board elections marked MPAC's final delivery of a province-wide Preliminary List of Electors (PLE).

Leading up to the elections, MPAC worked closely with municipalities and association partners to promote VoterLookUp.ca, our online tool which enables eligible electors to confirm or update their electoral information, add an elector name to an address, and change school support for the purpose of voting in a school board election.

We provided municipalities with both print and digital content. We deployed a targeted outreach campaign for tenants and





students, and created **digital toolkits** that municipalities could use to encourage potential voters to confirm their information on [VoterLookup.ca](https://voterlookup.ca).

With more than 215,000 VoterLookup.ca searches leading up to the elections, the campaign's success was a result of municipalities' efforts to help promote and educate their residents about the tool.

MPAC will continue to work closely with our elections partners to transfer responsibility for the PLE to Elections Ontario on January 1, 2024. MPAC will, however, retain responsibility for receiving and approving any changes to direction of school support beyond this date, and in the meantime, we will continue to support municipal by-elections up to the end of 2023.

### **Supporting MPPs, municipal councils, and municipal staff**

Along with our monthly webinar series, our 'InTouch' municipal newsletter continues to provide municipal elected and nonelected staff with timely updates.

To help better serve our municipal partners, we also offered many council orientation sessions to newly formed councils between the October 24 election and December 31, 2022, with more underway in 2023. The sessions served as an opportunity to discuss MPAC's



role in the property assessment and taxation process, explore the relationships between property values and taxes, share information about MPAC's services, and hear about local priorities.

We continued to support MPPs through various channels, including our quarterly 'Assessment Matters' newsletter, outreach initiatives and responding to constituent inquiries.

### Developing meaningful connections through creative solutions

We recognize that when homeowners have questions about their property taxes, they typically turn to their municipal government. When it comes to the relationship between property taxes and assessment, however, municipal leaders and employees do not always have the necessary tools to provide their constituents with the big picture.

To help bridge the gap, MPAC built a [\*\*Property Assessment and Taxation Toolkit\*\*](#) that municipalities can use to provide information and support when residents have questions. The toolkit includes:

- MPAC's [\*\*new video\*\*](#) on how property taxes are calculated.
- Information on MPAC's [\*\*Myth vs Fact education campaign\*\*](#).

- Key messages about the relationship between property assessment and property taxes.
- [\*\*Frequently asked questions\*\*](#) for municipalities to share with their frontline staff to support them in responding to inquiries they may receive from property owners.
- Shareable content for municipalities to post on their websites, in newsletters and on social media channels.
- Downloadable print materials for both [\*\*municipal\*\*](#) and [\*\*provincial\*\*](#) stakeholders that outline MPAC's role in the property assessment and taxation process.



## | Testimonial

**“It was great to have our MPAC representative out to meet with our staff and new council to help them understand the valued relationship between our municipality and MPAC, and how we ensure property tax and assessment work together.”**

Annie Rochefort | Clerk for the Township of Alfred-Plantagenet





## Enhancing our partnerships through in-person engagements

In addition to our success in developing creative digital solutions for our municipal partners, we enjoyed reconnecting in-person with a return to municipal conferences.

MPAC had the pleasure of meeting municipal representatives at events across the province – from the Northwestern Ontario Municipal Association (NOMA) conference to the Association of Municipalities of Ontario (AMO) conference. Our Municipal and Stakeholder Relations team attended 14 municipal conferences this year, in-person and virtually, where

we provided update sessions and had productive discussions with municipal leaders during focus groups and exhibitor tradeshows.

After a three-year pause, we were also excited to return to the International Plowing Match & Rural Expo (IPM) as an exhibitor. Attracting over 67,000 visitors from across the province and beyond, the five-day celebration of agriculture and rural living is the largest event of its kind in North America.

“It was important for us to connect with MPPs, Ministers and their staff and share our plans to reach out to constituencies and showcase our latest products and services. The casual environment was perfect for having candid dialogues and we are looking forward to continuing our conversations.” James H. | Government Relations



With nearly 50 MPPs in attendance, including Ministers and their staff, the event was an important opportunity for our Government Relations team to listen to issues and concerns, answer questions, and share how MPAC can support them.

Beyond events, our team engaged with municipal staff and elected officials more than 1,500 times in 2022 and responded to 97.7% of municipal inquiries within the time periods outlined in our Service Level Agreement with municipalities.

**To learn more about how we demonstrated our commitment to elevating the municipal experience, read our [2022 Municipal Partnerships Report](#).**

## Building permits for the modern world

Electronic submissions of building permits and building plans expedite our process for providing new assessments to municipalities, thus creating new municipal revenue opportunities.

In 2022, we continued to collaborate with municipalities to digitize their building permitting process. In partnership with the Association of Municipalities of Ontario's (AMO) business arm, Licensing Automation System (LAS), we developed the [e-permitting pilot project](#) to demonstrate the value of digital permitting for Ontario municipalities.

As a result of our continued efforts this year, 31% of all permits are now being submitted electronically.

We also created our Application Programming Interface (API), which allows MPAC to electronically retrieve approved building plans prior to construction. Since rolling it out in June 2022, 84 municipalities have adopted the API, with more municipalities being onboarded on an ongoing basis.

“The Building Permit Modernization project is a great example of MPAC’s commitment to innovative solutions that support efficient service delivery and provide further value to our municipal partners.”



**Carmelo Lipsi**  
Vice-President and  
Chief Operating Officer







# New frontiers: Innovating how we work

## Unlocking opportunities to drive value and additional revenue

MPAC's leading expertise, technology and processes allow us to manage the world's largest property database. To provide exceptional service to property owners, municipalities and our commercial partners, we are constantly implementing innovative improvements to our products and processes.

## Leaving legacy systems in the rear-view mirror

As we continue to build secure, modern and cost-effective IT systems, we are creating more effective work management processes to better support our corporate information needs through the elimination of our legacy programs.

In 2022, we successfully decommissioned our Work Management System, which was an evolutionary step in our journey towards the elimination of legacy software.

We successfully consolidated 21 business workflows into a single application known as WorkSight, which is continuously undergoing enhancements to better support our employees and external partners.

This internal work management program seamlessly intersects with consumer-facing platforms, such as Municipal Connect,

ultimately increasing our efficiency, transparency and ability to achieve our Service Level Agreement for municipalities.

We also merged our geospatial data to support map functionality in consumer-facing applications, including Municipal Connect, AboutMyProperty™ and propertyline™, leading to improved municipal and customer service support.

These ambitious initiatives would not be possible without the commitment and ingenuity of our IT department's top talent, who are committed to meeting international standards in IT.

We are proud to announce we achieved our IT Support HDI Certification and Pinnacle Award, in addition to being one of 100 companies in Canada to hold both ISO/IEC 27001 and ISO/IEC 27017 re-certifications in 2022.







Our ongoing achievements prove that we have put in place the systems, policies and procedures to help us protect property assessment data and increase our resilience against cyber-attacks.

### **New horizons in Business Development**

Our new propertyline™ e-store is an illustrative example of how MPAC's property data and innovative solutions are changing the real estate industry.

In 2022, MPAC's Business Development team signed new agreements with every Real Estate Board in Ontario, which represents approximately 100,000 REALTORS® across the province. These agreements provide Boards with the option of leveraging our API services by integrating MPAC's property assessment data directly into their MLS applications and GeoWarehouse™, while also providing direct access to our new propertyline™ e-commerce platform.



Developed in-house by MPAC's IT Revenue Services team, the propertyline™ platform provides our customers with access to real-time property information and variety of reports, such as our industry-leading Automated Valuation Model (AVM) products.

In recognition of the exceptional internal development of the new propertyline™ platform, MPAC was highlighted in the [2022](#)

[Proptech in Canada Report](#) surrounding new Canadian Real Estate Technology.

The successful launch of the new propertyline™ platform also provided MPAC the opportunity to strengthen relationships with REALTORS® across Ontario by offering training sessions to help introduce the new application and showcase the platform's enhanced features. In 2022, MPAC delivered over

260 training sessions, offered both online and in-person for the first time since 2019.

Business Development also saw the highest growth within the Financial Services industry, even amongst a declining real estate market. Through the proven success and demand of quality products like our AVM, MPAC is continuing to increase market share within this space while gaining further recognition on a national level.

In addition to providing innovative solutions to the real estate and financial services industries, we secured new commercial contracts, including a multi-year deal with the Ministry of Municipal Affairs and Housing to support their Growth Plan for the Greater Golden Horseshoe.

Through the success and continued hard work conducted by all areas within the division, Business Development achieved a record-breaking annual revenue of over \$26 million –13% ahead of our 2022 target.

## Going international

In 2022, we made significant progress in the commercialization of our assessment technology for our first client, the Valuation Office of Ireland. This has been an exciting journey that has proved the value of our “Made in Ontario” solutions and services – both for our technology and our property assessment expertise.

Our commercial product, Insight, is the result of a decade’s worth of investments into Ontario’s assessment system. Now, not only is it supporting Ontario, but it is generating revenue internationally and monetizing MPAC’s innovation initiatives. Our investment into our commercialization efforts earned over \$1 million in added revenue, which helped offset the levy for Ontario’s municipalities.

| Testimonial

**“From in-house internal application programs to cyber security, it’s evident that our IT team fosters innovation and creativity where new products and ideas are encouraged.”**

Ashley K. | Architecture and Information Systems







# Leadership

## 2022 Executive Management Group

---



**Nicole McNeill**  
MPAC President and Chief  
Administrative Officer



**Rupa Aggarwal**  
Executive Director, Equity, Diversity,  
Inclusion and Anti-Racism (EDIA)



**Jamie Bishop**  
Vice-President, Corporate  
and Government Relations



**Michael Bowman**  
Advisor and Counsel



**Ed Broderick**  
Vice-President,  
Human Resources



**Chris Devadason**  
Vice-President, Innovation



**Carla Hipolito**  
Culture and Engagement Advisor



**Sujit Jagdev**  
Vice-President and Chief  
Information and Technology Officer



**Matthew Kanter**  
Vice-President and  
General Counsel



**Don Leblond**  
Vice-President and  
Chief Strategy Officer



**Carmelo Lipsi**  
Vice-President, Valuation & Customer  
Relations and Chief Operating Officer



**Greg Martino**  
Vice-President and Chief  
Valuation and Standards Officer



**Mary Meffe**  
Vice-President, Corporate and Information  
Services and Chief Financial Officer



**Lee Taylor**  
Vice-President,  
Business Development

# Leadership

## 2022 Board of Directors

We are accountable to the people of Ontario through our Board of Directors appointed by the Minister of Finance. The Board provides governance and oversight to ensure our organization's overall direction, effectiveness, supervision and accountability.



**Alan Spacek**  
(Chair) (Retired) Mayor,  
Town of Kapuskasing



**Janice Baker**  
Chief Administrative  
Officer, Region of Peel



**Paul Bernards**  
Finance Professional



**Niels Christensen**  
Managing Director and Broker,  
Christensen Real Estate Group



**Andrew Gassmann**  
President and Chief Executive Officer,  
ABG Analytika Consulting Inc.



**Nazmin Gupta**  
Managing Director of Capital Raising and  
Investor Relations, BentallGreenOak



**Ray Kindiak**  
Lawyer and Corporate  
Finance Professional



**Wendy Landry**  
Mayor, Municipality of Shuniah and  
President, Northwestern Ontario



**Jon Olinski**  
(Vice-Chair) Professor and Program  
Coordinator, Public Administration program,  
Seneca College



**Delia Reiche**  
Development Liaison, County  
of Brant and (Former) Deputy  
Mayor, Thames Centre



**Roberto Rossini**  
(Retired) Deputy City Manager and Chief  
Financial Officer, City of Toronto



**Ken Seiling**  
(Retired) Regional Chair, Region  
of Waterloo and (Former) Mayor,  
Woolwich Township



**Patricia Vanini**  
(Retired) Executive Director, Association  
of Municipalities of Ontario

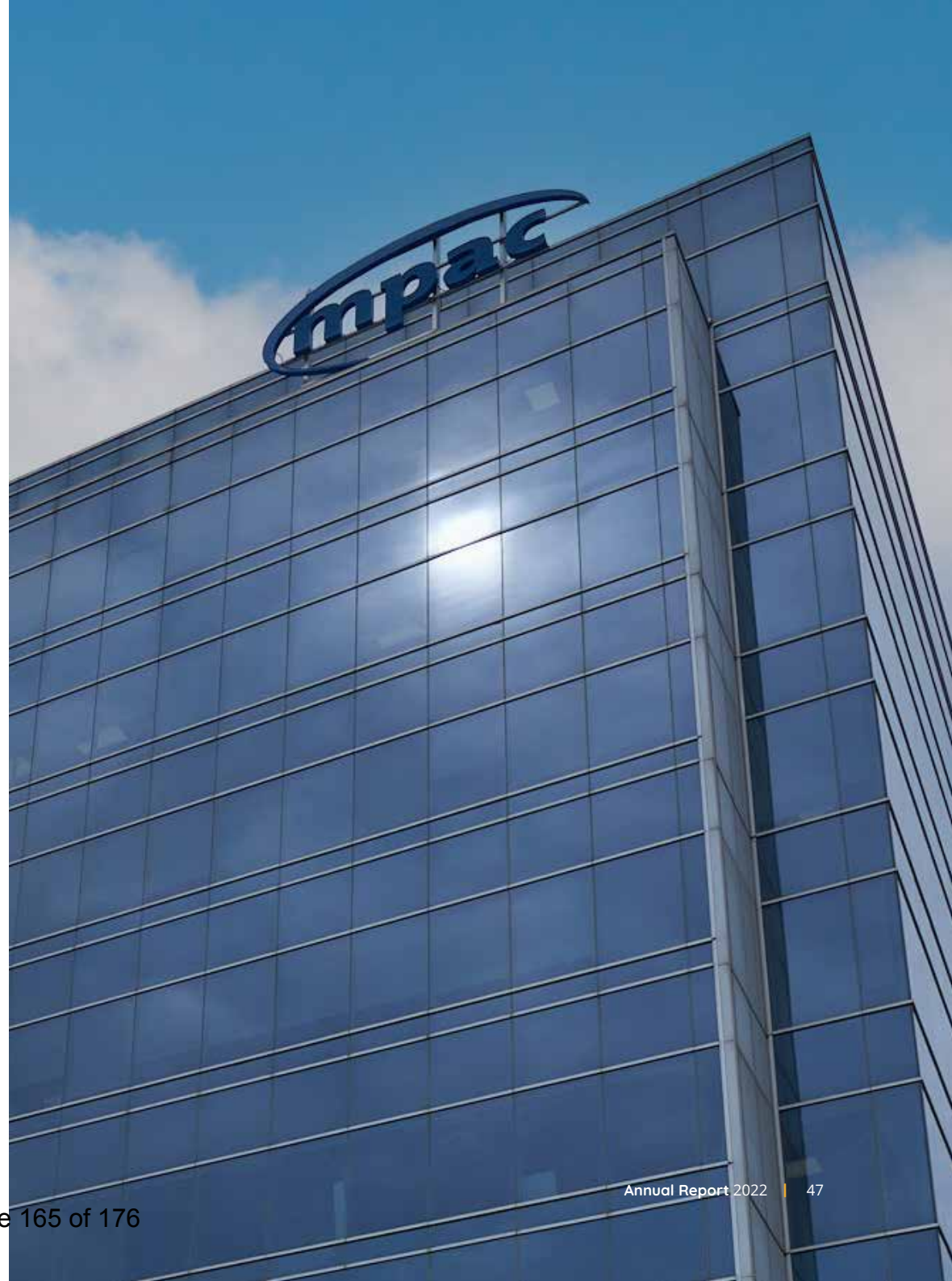
# Additional reporting

## 2022 Municipal Partnerships Report

Our [Municipal Partnerships Report](#) showcases the ways we stayed focused on delivering the services Ontario municipalities rely on during a challenging year, while also looking toward the future.

## 2022 Performance Report

Our [Performance Report](#) provides insight into our strategic and operational performance. It includes measures such as new assessment growth, customer experiences, the proportion of property assessments accepted without going to appeal, financial efficiencies and levy offsets.



# Financial highlights

| Statement of Operations (In Thousands of Dollars)  |                |                |
|--|----------------|----------------|
| Revenue  | 2022           | 2021           |
| Municipal  | 214,919        | 214,919        |
| Other  | 27,094         | 23,601         |
| Interest and Dividend Income   | 4,297          | 3,353          |
| <b>Total Revenue</b>   | <b>246,310</b> | <b>241,873</b> |
| Expenses   | 2022           | 2021           |
| Salaries and Benefits  | 193,095        | 186,315        |
| Professional Services  | 11,909         | 13,320         |
| Information Technology   | 11,732         | 11,222         |
| Facilities   | 8,600          | 8,581          |
| General and Administrative   | 6,937          | 6,096          |
| Royalties  | 4,290          | 4,024          |
| Amortization of Capital and Intangible Assets  | 3,171          | 3,601          |
| Gain on Disposal of Capital Assets   | (618)          | (65)           |
| <b>Total Expenses</b>  | <b>239,116</b> | <b>233,094</b> |
| Excess of Revenue Over Expenses for the Year Before Changes in Fair Value of Investments | 7,194          | 8,779          |
| Changes in Fair Value of Investments   | (13,711)       | 6,998          |
| <b>(Deficiency) Excess of Revenue Over Expenses for the Year</b>                         | <b>(6,517)</b> | <b>15,777</b>  |

| Statement of Changes in Net Assets (In Thousands of Dollars) |                |               |
|--|----------------|---------------|
|  | 2022           | 2021          |
| Net Assets - Beginning of Year                               | 95,792         | 77,187        |
| Excess of Revenue Over Expenses for the Year                 | (6,517)        | 15,777        |
| Net Actuarial Gain (Loss) on Employee Future Benefits        | 16,339         | 2,828         |
| <b>Net Assets - End of Year</b>                              | <b>105,614</b> | <b>95,792</b> |

\*Note: the above is an excerpt from the 2022 Audited Financial Statements prepared in accordance with Canadian accounting standards for not-for-profit organizations.

# Appendix: List of measures and performance

| Measure   | Target                                      | Baselines  | 2021  | 2022  |
|---|---|--|---|---|
| <b>Assessment Excellence</b>  |   |  |   |   |
| <b>Assessment Growth Capture</b>  |   |  |   |   |
| Growth assessed within one year of occupancy  | >=85%<br>(SLA)                              | 85.85% (2020)<br>Total Transactions:<br>\$37,312,049,482<br><br>Within One Year:<br>\$32,033,366,701 | 85.76%<br>Total Transactions:<br>\$38,031,359,997<br><br>Within One Year:<br>\$32,613,885,004 | 86.06%<br>Total Transactions:<br>\$37,756,994,206<br><br>Within One Year:<br>\$32,492,375,015 |
| Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration (NEW) | 90% within 150 days<br>100% within one year | 150 Days (2020)<br>95.71%<br>8,426 of 8,804<br>One Year<br>98.30%<br>8,654 of 8,804                  | 150 Days<br>96.76%<br>9,258 of 9,568<br>One Year<br>97.67%<br>9,345 of 9,568                  | 150 Days<br>97.49%<br>9,976 of 10,233<br>One Year<br>98.93%<br>10,123 of 10,233               |
| Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration (NEW)            | 90% within 150 days<br>100% within one year | 150 Days (2020)<br>72.49%<br>224 of 309<br>One Year<br>96.76%<br>299 of 309                          | 150 Days<br>91.41%<br>234 of 256<br>One Year<br>99.61%<br>255 of 256                          | 150 Days<br>93.13%<br>217 of 233<br>One Year<br>99.57%<br>232 of 233                          |



| Measure  | Target                        | Baselines  | 2021  | 2022   |
|--|-------------------------------|--|---|--|
| <b>Assessment Accuracy &amp; Equity</b>  |                               |  |   |  |
| Number of property reviews performed   | Total reviews >= 550,000      | 2019 Total reviews = 710,633 (*Assessment Update year) | Total reviews = 531,189                               | Total reviews = 434,899                                |
|  | Off-site 75%, 412,500 reviews | Off-site = 72.71%; 516,863<br>Onsite = 27.29%; 193,950 | Off-site = 84.63%; 449,534<br>Onsite = 15.37%; 81,655 | Off-site = 82.92%; 360,608<br>On-site = 17.08%; 74,261 |
| <b>Assessment Stability</b>  |                               |  |   |  |
| Percentage of all properties experiencing a valuation change via the RfR process.                          | No Target                     | 0.15% (2020)<br>8,273 of 5,425,834                     | 0.25%<br>13,449 of 5,488,567                          | 0.09%<br>5,070 of 5,547,280                            |
| Percentage of all property assessments accepted without appeal.  | >=99%                         | 99.38% (2020)<br>5,390,357 of 5,425,834                | 99.31%<br>5,449,865 of 5,488,567                      | 99.26%<br>5,506,383 of 5,547,280                       |
| Appeals concluded for properties during the year with no value change.                                     | No Target                     | 66.36% (2020)<br>5,551 of 8,365                        | 63.34%<br>6,454 of 10,189                             | 42.04%<br>2,429 of 5,778                               |
| Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5% | >=85%                         | 96.1% (2018)   | 86.23%<br>357 of 414                                  | 93.24%<br>386 of 414                                   |
| Percentage of lower tier/single tier municipalities with assessment base remaining the same or increasing  | >=90%<br>(Revised)            | 93.5% (2020)   | 97.83%<br>405 of 414                                  | 98.55%<br>408 of 414                                   |

| Measure  | Target  | Baselines                          | 2021                        | 2022                        |
|--|---|------------------------------------|-----------------------------|-----------------------------|
| <b>Customer Service &amp; Stakeholder Engagement</b>   |   |                                    |                             |                             |
| <b>Customer Satisfaction</b>   |   |                                    |                             |                             |
| Overall customer satisfaction with MPAC's Customer Contact Centre  | >=90%   | 92% (2020)                         | 93%                         | 94%                         |
| Percentage of calls responded to by staff within 5 minutes   | >=90%   | 85% (2020)                         | 91%                         | 90%                         |
| Percentage of emails responded to by staff within 2 business days  | >=90%   | 87% (2020)                         | 81%                         | 80%                         |
| Percentage of Municipal Service Levels Met   | >=90%<br>(SLA)<br>(Revised)                                 | 82% (2020)                         | 94%                         | 94%                         |
| Percentage of municipal inquiries responded to by staff within 30 calendar days  | >=100%<br>(SLA)   | 99.42% (2020)<br>18,256 of 18,363  | 99.8%<br>13,260 of 13,287   | 99.72%<br>13,485 of 13,523  |
| <b>Stakeholder Engagement</b>  |   |                                    |                             |                             |
| Number of municipal engagement sessions  | One quarterly engagement for all 444 municipalities (1,776) | 4,051 (2020) engagements completed | 5,547 engagements completed | 4,756 engagements completed |
| "engagements" includes quarterly meetings, days with MPAC, conference work, monthly webinars, training session and MPAC 101 for new staff, Council Session, etc. |   |                                    |                             |                             |

| Measure                            | Target   | Baselines      | 2021    | 2022    |
|------------------------------------|--|----------------|---------|---------|
| <b>Operational Efficiency</b>      |  |                |         |         |
| <b>Financial Efficiency</b>        |  |                |         |         |
| Year-end operating budget variance | <=3%   | 5% (2020)      | 1%      | 1.6%    |
| Annual Levy Offset                 | >= \$14.4 M in surplus generated from value-added products (Revised) | \$12.5M (2020) | \$15.5M | \$17.3M |
| Cost Per Property                  | <=\$40.68 (Revised)  | \$40.91(2020)  | \$40.68 | \$41.31 |

## Connect with us

MPAC has offices across Ontario to meet the needs of property owners in every community.

### CUSTOMER CONTACT CENTRE

**Toll Free:** 1-866-296-6722

**TTY:** 1-877-889-6722

**[mpac.ca/contact](https://mpac.ca/contact)**

Monday to Friday – 8 a.m. to 5 p.m.

### MAIL

1340 Pickering Parkway, Suite 101

Pickering, ON L1V 0C4

### ONLINE

**[mpac.ca](https://mpac.ca)**



*Accessible formats and communication supports are available upon request.*

**Compliance statement:** In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

May 2, 2023

Your Worship and Members of Council,

We are writing today as we've heard from many of you regarding the introduction of a locate charge, and we'd would like to provide some context and background regarding our approach. We are also seeing a lot of misinformation circulate, resulting in misunderstanding, and we'd like to correct the record.

We, along with **all** underground infrastructure owners, are required to comply with the recently released regulations related to locate delivery ([Bill 93](#)). In order to recover our compliance costs and protect the interests of our customers, we introduced a locate charge for **third party and for-profit locate requestors**. We want to reassure you that locates for private property owners and existing natural gas customers **remain at no charge**.

As we shared, the third-party locate charge is currently on pause as we continue to explore pathways and consult with our stakeholders and industry partners, including a phased approach focused on the adoption of a dedicated locator model for large infrastructure owners. Within a dedicated locator model, large excavators hire their own locators trained by infrastructure owners to locate all underground utilities on their projects, which leads to significant efficiencies in locate delivery.

In addition, misinformation is circulating that Enbridge Gas operates its infrastructure in municipal right of ways at no cost – **and this is simply not true**. Enbridge pays more than \$135 million in annual municipal taxes based upon the infrastructure we operate. We also pay additional fees where required when we install new pipe or initiate work to maintain existing assets. We deliver natural gas service to approximately 3.9 million customers in 313 municipalities across Ontario, through a network of 154,000 kilometers of pipeline. We complete approximately 1.2 million locate requests annually. And, in 2023, we will invest \$550 million to maintain and add customers to our natural gas system. We are a proud contributor to the communities in which we operate, and our commitment to the safe, reliable delivery of natural gas underpins everything we do.

We encourage you to call upon the Government of Ontario to enact a dedicated locator model for large infrastructure owners, and to support a phased approach to regulation adoption.

Please reach out should you have any questions.

Sincerely,



**Jean-Benoit Trahan**

Director, Eastern Region Operations

ENBRIDGE GAS INC.

TEL: 819-776-8876 | [jean-benoit.trahan@enbridge.com](mailto:jean-benoit.trahan@enbridge.com)  
400 Coventry Rd, Ottawa ON K1K2C7



**Mike McGivern**

Director, Distribution Protection

ENBRIDGE GAS INC.

TEL: 416-758-4330 | [michael.mcgivern@enbridge.com](mailto:michael.mcgivern@enbridge.com)  
500 Consumers Road, North York, Ontario M2J 1P8

CC: Hon. Todd Smith, Minister of Energy  
Hon. Kaleed Rasheed, Minister of Public and Business Service Delivery  
Colin Best, President, Association of Municipalities of Ontario





**BONFIELD TOWNSHIP  
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531

BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: [deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)

RESOLUTION OF COUNCIL

April 25<sup>th</sup>, 2023

No. 12

Moved by Councillor Corbett

Seconded by Councillor Clark

That Council supports the resolution from the Township of South Glengarry asking the Province to lift the moratorium on pupil accommodation reviews (and school closures) prior to the end of the 2022-2023 school year; AND FURTHER THAT a copy of this resolution be sent to the Premier, the Minister of Education, MPP Nolan Quinn, AMO, ROMA, EOWC and all Ontario municipalities and Vic Fedeli MPP, District of Nipissing,

Carried Narry Paquette

DIVISION VOTE

FOR

Donna Clark

Jason Corbett

Steve Featherstone

Dan MacInnis

Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 12 of the Township of Bonfield's Regular Council Meeting of April 25<sup>th</sup>, 2023, and which Resolution is in full force and effect.

Andrée Gagné

Deputy Clerk-Treasurer



**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [admin@armourtownship.ca](mailto:admin@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)



April 27, 2023

**Township of South Glengarry**

6 Oak Street, P.O. Box 220,  
Lancaster, ON  
K0C 1N0

**Re: Support Resolution #116**

---

At its meeting held on Tuesday April 25, 2023 the Township of Armour passed Resolution #116.

A copy of Council's Resolution dated is attached for your consideration.

Sincerely,

Tracee Schell  
Administrative Assistant  
(Enclosed)



## CORPORATION OF THE TOWNSHIP OF ARMOUR

### RESOLUTION

**Date:** April 25, 2023

**Motion #** 116

That the Council of the Township of Armour supports the Township of South Glengarry and requests that the Province, through the Minister of Education, provide an update on the status of any review of rural education funding, including the RNEF and the 2018 Pupil Accommodation Review guidelines.

**Moved by:**

|                        |                                     |
|------------------------|-------------------------------------|
| Blakelock, Rod         | <input type="checkbox"/>            |
| Brandt, Jerry          | <input type="checkbox"/>            |
| Haggart-Davis, Dorothy | <input checked="" type="checkbox"/> |
| Ward, Rod              | <input type="checkbox"/>            |
| Whitwell, Wendy        | <input type="checkbox"/>            |

**Seconded by:**

|                        |                                     |
|------------------------|-------------------------------------|
| Blakelock, Rod         | <input type="checkbox"/>            |
| Brandt, Jerry          | <input checked="" type="checkbox"/> |
| Haggart-Davis, Dorothy | <input type="checkbox"/>            |
| Ward, Rod              | <input type="checkbox"/>            |
| Whitwell, Wendy        | <input type="checkbox"/>            |

Carried / Defeated \_\_\_\_\_

**Declaration of Pecuniary Interest by:** \_\_\_\_\_

**Recorded vote requested by:** \_\_\_\_\_

Recorded Vote:

|                        |  |  |
|------------------------|--|--|
| Blakelock, Rod         |  |  |
| Brandt, Jerry          |  |  |
| Haggart-Davis, Dorothy |  |  |
| Ward, Rod              |  |  |
| Whitwell, Wendy        |  |  |

| For                      | Opposed                  |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 36-2023  
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 May 15, 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 15<sup>TH</sup> DAY OF MARCH 2023.***

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