

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Monday, January 13, 2020 7:00 PM**

Page

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
  - a) Additions, Deletions or Amendments  
All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 4. DECLARATION OF PECUNIARY INTEREST**
  - a) [Declaration of Pecuniary Interest](#) 4
- 5. APPROVAL OF MINUTES**
  - a) [Previous Meeting Minutes - December 16, 2019](#) 5 - 10
  - b) [Public Meeting Minutes - December 16, 2019](#) 11 - 13
- 6. PRESENTATIONS AND DELEGATIONS**
- 7. NEW BUSINESS**
  - a) **Staff Reports**
    - i. [2020 Borrowing By-law \(L.McDonald\)](#) 14 - 17
    - ii. [2020 Interim Taxation By-Law \(L. McDonald\)](#) 18 - 21
    - iii. [Award RFP 11-2019 - Engineering Services for Filion Drain \(L. McDonald\)](#) 22 - 25
    - iv. [Staffing - Deputy Fire Chief & Training Officer Position - Job](#) 26 - 49

	<a href="#"><u>Description and Posting (D. Robertson)</u></a>	
v.	<a href="#"><u>To Constitute and Appoint a Committee of Adjustment for 2020</u></a>	50 - 53
vi.	<a href="#"><u>Multi-Year Accessibility Plan Third Reading (K. MacDonald)</u></a>	54 - 83
<b>b)</b>	<b>Other Business</b>	
<b>c)</b>	<b>Committee Reports</b>	
i.	<a href="#"><u>RRCA Board of Directors Meeting Minutes October 17, 2019</u></a>	84 - 87
ii.	<a href="#"><u>Committee of Adjustment December 16, 2019 Meeting Minutes</u></a>	88 - 90
<b>d)</b>	<b>For Information Only</b>	
i.	<a href="#"><u>2019 Building Permit Activity as of 31-Dec-2019</u></a>	91
ii.	<a href="#"><u>Consent Summary</u></a>	92 - 93
iii.	<a href="#"><u>Consent Application B-112-19</u></a>	94 - 96
iv.	<a href="#"><u>Consent Application B-113-19</u></a>	97 - 99
v.	<a href="#"><u>Notice of Consent Decisions</u></a>	100 - 124
vi.	<a href="#"><u>Resolution - NVCA Levy (County of Simcoe)</u></a>	125 - 127
vii.	<a href="#"><u>Resolution - Support Conservation Authority Exit Clause (Township of Huron-Kinloss)</u></a>	128
viii.	<a href="#"><u>Resolution - Conservation Authority Exit Clause (Town of Simcoe)</u></a>	129 - 131
ix.	<a href="#"><u>Resolution - Ban of Single Use Wipes (Township of Perry)</u></a>	132 - 133
x.	<a href="#"><u>Resolution - Ban of Single Use Plastic Bags (Woodstock)</u></a>	134
xi.	<a href="#"><u>Notice - Ontario Energy Board - Enbridge Gas Rate Increase</u></a>	135
xii.	<a href="#"><u>Letter - Knights of Columbus Council No. 8715 Thank You</u></a>	136
xiii.	<a href="#"><u>Letter - Williamstown Enhancement Committee Thank You</u></a>	137
xiv.	<a href="#"><u>Notice of Poll - OGRA Board of Directors</u></a>	138 - 139
.		
xv.	<a href="#"><u>OGRA Call for Nominations</u></a>	140

xvi	<a href="#">SDG Request to Detour</a>	141 - 142
.		
xvii	<a href="#">SDG Council News - December</a>	143 - 144
.		
xvii	<a href="#">EOWC Fall Winter Newsletter</a>	145 - 148
i.		
<b>8.</b>	<b>UNFINISHED BUSINESS</b>	
a)	<a href="#">Unfinished Business - January 13, 2020</a>	149 - 150
<b>9.</b>	<b>CLOSED SESSION</b>	
<b>10.</b>	<b>CONFIRMING BY-LAW</b>	
a)	<a href="#">Confirming By-law 04-2020</a>	151
<b>11.</b>	<b>ADJOURNMENT</b>	



**DECLARATION OF PECUNIARY INTEREST**

I, \_\_\_\_\_, declare a pecuniary interest on Agenda Item(s) for the meeting of \_\_\_\_\_:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Signature**

## MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON DECEMBER 16, 2019

PRESENT: Mayor Frank Prevost, Deputy-Mayor Lyle Warden, Councillor Stephanie Jaworski, Councillor Martin Lang, and Councillor Sam McDonell

STAFF PRESENT: CAO Tim Mills, Clerk Kelli Campeau, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson.

1. CALL TO ORDER

**Resolution No. 444-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council Meeting of the Township of South Glengarry now be opened.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

**Resolution No. 445-2019**

Moved by Deputy Warden

Seconded by Councillor Jaworski

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

-Additions to the Agenda:

Other Business

7. b) ii. Letter from Upper Canada Cider Company

b) iii. Review of Waste & Recycling Pickup

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

- a) I, Lyle Warden, declare a pecuniary interest on Agenda Item(s) for the meeting of December 16, 2019 regarding Staff Report 142-2019 as it deals with a request from my parents, John and Karen Warden.

5. APPROVAL OF MINUTES

Special Meeting Minutes - December 2, 2019

**Resolution No. 446-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the Special Meeting of the Council of the Township of South Glengarry held on December 2, 2019, including the Closed Session minutes, be adopted as circulated.

CARRIED

Previous Meeting Minutes - December 2, 2019

**Resolution No. 447-2019**

Moved by Councillor Lang

Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on December 2, 2019, be adopted as circulated.

CARRIED

PRESENTATIONS AND DELEGATIONS

- a) EVB Project Updates - Josh Eamon and Marco Vincelli  
EVB Engineers provided an update on ongoing projects including the Glen Walter Water & Wastewater Master Plan, Boundary Road Servicing Study and Bray St Pumping station and Watermain looping.

6. NEW BUSINESS

- a) Staff Reports

- i) Water & Sewer Operations RFP

**Resolution No. 448-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 137-2019 be received and that Council does not award RFP 12-2019 and furthermore, that the Township will maintain providing water and wastewater services utilizing its own staff.

CARRIED

- ii) Material Recovery Facility Agreement

**Resolution No. 449-2019**

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 138-2019 be received and that the Township enter into a one year Agreement with the City of Cornwall for the Processing of Recycling Materials commencing January 1, 2020 and furthermore that the Mayor and Clerk be authorized to sign any relevant

documents.  
CARRIED

- iii) Staffing - Executive Assistant Job Description and Posting  
**Resolution No. 450-2019** Moved by Deputy Warden  
Seconded by Councillor Lang  
BE IT RESOLVED THAT Staff Report 139-2019 be received and that the Council of the Township of South Glengarry approves the Executive Assistant job description and directs Administration to post and fill the position as soon as possible.  
CARRIED

- iv) To Assign Signing Authority  
**Resolution No. 451-2019** Moved by Councillor Jaworski  
Seconded by Councillor McDonell  
BE IT RESOLVED THAT Staff Report 140-2019 be received and that the Council of the Township of South Glengarry authorize that all cheques of the Corporation drawn on its accounts be signed on its behalf by Mayor Frank Prevost, GM of Corporate Services Lachlan McDonald, and CAO Tim Mills and that they also be authorized to sign all other documents required in this matter.  
CARRIED

- v) Multi-Year Accessibility Plan  
**Resolution No. 452-2019** Moved by Councillor Lang  
Seconded by Deputy Warden  
BE IT RESOLVED THAT Staff Report 141-2019 be received and that By-law 75-2019, being a by-law to adopt a Multi-Year Accessibility Plan for the Township of South Glengarry, be read a first and second time this 16th day of December, 2019.  
CARRIED

- vi) To Amend the Approved Site Plan for John and Karen Warden  
**Resolution No. 453-2019** Moved by Councillor Jaworski  
Seconded by Councillor McDonell  
BE IT RESOLVED THAT Staff Report 142-2019 be received and that the Council of the Township of South Glengarry approves By-Law # 77-2019, and the amended Site Plan Control Agreement for the property legally described Part Lot 18, Concession 2, I. L. and Being Parts 3 and 4 on Reference Plan No. 14R6088, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 6275 Boundary Road and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

CARRIED

vii) CIP Applications and Agreements

**Resolution No. 454-2019**

Moved by Councillor Lang  
Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 143-2019 be received and that the Council of the Township of South Glengarry approves By-laws 78-2019 to 81-2019, being by-laws to enter into CIP Agreements with Rob McIntosh China Inc., 2544742 Ontario Inc., Trading Post Studio – Lesa Perry-Fortier and 1935379 Ontario Inc. and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

b) Other Business

i) By-Law Enforcement 2019 Activity

ii) Letter – Upper Canada Cider Company Request for Support Resolution

**Resolution No. 455-2019**

Moved by Deputy Warden  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry supports the application made by Matthew Cameron, proprietor of Upper Canada Cider Company, for a Manufacturer’s Limited Liquor Sales License at their location at 18251 County Rd 2 in South Glengarry.

CARRIED

iii) Review of Waste & Recycling Pickup Services

**Resolution No. 456-2019**

Moved by Councillor Jaworski  
Seconded by Deputy Warden

BE IT RESOLVED THAT Council directs administration to complete a review of Waste and Recycling pickup service. The review should consider alternatives, including the service being provided by township staff and equipment, or third parties, or a combination thereof, as well as potential efficiencies and logistical optimization options.

**Resolution 457-2019**

Moved by Councillor McDonell  
Seconded by Councillor Jaworski

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

c) Committee Reports

i) Cornwall Regional Airport Commission Minutes - November 6, 2019

ii) Community Improvement Plan Advisory Committee Minutes - November, 27, 2019 CIPAC

d) For Information Only

i) Consent Summary

ii) Notice of Consent Decisions

iii) Letter Williamstown Fair Board - Thank You to Fire Services

iv) OPP Newsletter

v) Support Resolution - Joint and Several Liability Consultation Hastings Highlands

vi) Resolution - Support of Conservation Authorities City of Stratford

## 7. UNFINISHED BUSINESS

a) Unfinished Business - December 16, 2019

## 8. CLOSED SESSION

### **Resolution No. 458-2019**

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 9:32pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

(b) personal matters about an identifiable individual, including municipal or local board employees;

CARRIED

### **Resolution No. 459-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Council now rise and reconvene at 9:45pm into Open Session without reporting.

CARRIED

### **Resolution 460-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 144-2019 be received and that By-law 82-2019, being a by-law to enter into an extension agreement be read a first, second and third time, passed signed and sealed in Open Council this 16<sup>th</sup> day of December, 2019 and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

9. CONFIRMING BY-LAW  
**Resolution No. 461-2019**

Moved by Deputy Warden  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT By-law No. 76-2019 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, signed, sealed and passed in Open Council.  
CARRIED

10. ADJOURNMENT  
**Resolution No. 462-2019**

Moved by Councillor Lang  
Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:47pm.  
CARRIED

---

Mayor

---

Clerk

## PUBLIC MEETING MINUTES

A PUBLIC MEETING OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON DECEMBER 16, 2019 AT 6:00 PM.

PRESENT: Mayor Frank Prevost, Deputy Mayor Lyle Warden, Councillor Martin Lang, Councillor Stephanie Jaworski, Councillor Sam McDonell.

STAFF PRESENT: CAO Tim Mills, Clerk Kelli Campeau, GM Community Services Joanne Haley, Deputy Clerk Kaylyn MacDonald

PUBLIC PRESENT: Vladi Kovich, Nada Kovich, Vith Vivekanandan, Ben Clare, Stephanie Morin, Kristina Allard, Denise Giroux, Joanne & Joseph Henstock

### OPEN PUBLIC MEETING

The meeting was opened at 6:00 pm.

Ms. Haley provided an overview of the public meeting process and advised that any person may attend and make verbal or written submissions.

### 1. PRESENTATIONS AND DELEGATIONS

#### a) Riverview North Proposed Subdivision

Ms. Haley advised that the purpose of the first part of tonight's meeting is to obtain comments from members of the public in support of or in opposition to the proposed development of the subject property located on Part of Lot 14, Registered Plan No. 101 (Glen Walter) in the geographic Township of Charlottenburgh now in the Township of South Glengarry. The subject property is approximately 8.1 hectares (20 acres) in size. The developer is proposing to create a 24 lot plan of subdivision which will accommodate single detached dwellings with each lot having a minimum lot size of 0.26 hectares.

Ms. Haley advised that no formal or written comments have been received to date.

Vith Vivekanandan completed a presentation on the subject property.

Kristina Allard, 6567 Laurette Drive, asked if an environmental assessment had been completed for the subject property. Ms. Haley explained that the study would be required as a condition of approval of the plan of subdivision.

Mayor Prevost asked if another phase of subdivision was planned south of the proposed current subdivision. Mr. Kovich explained that there was additional land that may be developed in the future into an additional 40 lot subdivision.

Councillor Jaworski asked if the subject lands were currently under LPAT appeal? Ms. Haley said that the land's designation was under appeal but because of this, the previous designation still applies.

Councillor Jaworski asked if there were comparable existing lots on Laurette Drive. Mr. Kovich provided information about lots in the surrounding neighbourhood.

Councillor Jaworski asked what provisions would be made for people to safely access Glen Walter Regional Park? Mr. Kovich explained that the southwest corner of the proposed subdivision would be an ideal location to develop a walkway from the subdivision to the park.

Kristina Allard, 6567 Laurette Dr: Would the proposed subdivision take away from the beauty of the park? Ms. Kovich explained that as an avid park user it has been her experience that other development which has occurred in recent years around the park had not impeded on the beauty and enjoyment of the park and she did not feel the proposed subdivision would take away from the beauty of the park.

Councillor Jaworski asked if the developers would have any issue with having a tree planted on every lot as has been proposed in the Township's draft Tree Canopy Policy. Mr. Kovich explained that adhering to this policy could be included in the conditions of the draft plan of subdivision.

b) Zoning By-Law Amendment- 18613 Dundas Street

Ms. Haley advised that the applicants have applied to rezone approximately 18 acres of the subject property to General Commercial Exception 2 to delete the only permitted use of Contractor's yard and to add the only permitted uses of Mini Warehouse and Storage and a Retail Store 1 (RT1- less than 9302m) with a residential use located on the upper floor of the existing structure. The subject property is approximately 38.6 acres and is currently zoned commercial and is developed, containing a large shop and small accessory structures. The remaining lands will be rezoned to Rural.

Ms. Haley advised that no formal or written comments have been received to date.

Ms. Giroux, 18588 Beaver Brook Rd, outlined her concerns regarding any changes to the zoning leading to more traffic on Beaver Brook Rd and an existing right of way having a lot of additional commercial activity and traffic. However, as there are no plans for the northern portion, she has no objections to the changes being proposed.

Deputy Warden asked if the map being shown reflected the accurate tree line for the property. Ms. Haley said it did. Mr. Henstock added that there was no plans to change the forested area and that they intended to rent an existing field to a local farmer.

Councillor Jaworski asked what the advantage was to have two areas for the zoning? Ms. Haley explained that the change could potentially lower the taxes, though MPAC will still tax based on the use of the property regardless of the zoning.

Councillor Lang asked why the applicants could not be given straight commercial zoning to avoid having to come back to change zoning again in the future. Ms. Haley explained that a more restrictive zoning allowed the township to have more control over the types of commercial activities that could take place on the property therefore limiting complaints from abutting landowners.

Ms. Giroux asked the property owners to confirm that the southern portion of the property was only to be used for retail and mini storage. Mr Henstock confirmed that there would only be a small store with merchandise geared towards the users of the mini storage and some seasonal items like lawnmowers.

2. ADJOURNMENT

The meeting adjourned at 6:39pm.

---

Mayor

---

Clerk



## STAFF REPORT

S.R. No. 01-2020

**PREPARED BY:** Lachlan McDonald, GM Corporate Services

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

**COUNCIL DATE:** January 13, 2020

**SUBJECT:** 2020 Borrowing By-law

### **BACKGROUND:**

1. The Township's cash flow is such that borrowing may be required from time-to-time to meet the current payables.
2. The Borrowing By-law permits the GM of Corporate Services, if necessary, to borrow a sum and repay the line of credit as soon as permitted by cash inflows.
3. Under the *Municipal Act*, the Township is limited to a percentage of its current estimate revenues, while operating on a descending line of credit.
4. There has been no requirement to borrow since 1998.
5. In 2019, the Township Bank Account balance ranged from approximately \$5.1 million to \$12.4 million. This is in addition to uncollected tax arrears of approximately \$3.8 million (2019-12-31).
6. The amount suggested is equal to past requests.

### **ANALYSIS:**

7. There are two (2) alternatives within this Staff Report:
  - i) to pass the By-law authorizing borrowing to a total of \$3,000,000, or
  - ii) to pass the By-law authorizing borrowing at a lower maximum.
8. A Borrowing By-law of less than \$3,000,000 may necessitate borrowing for a longer period of time with higher borrowing costs. The flexibility of the recommended borrowing amount will permit greater and better cash management.
9. The By-law has been prepared to reflect the \$3,000,000 limit. If another amount is chosen, then we can defer this motion and update the By-law accordingly.



**IMPACT ON 2020 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 01-2020 be received and that By-law 01-2020, being a By-law to establish borrowing to an upset limit of \$3,000,000 in 2020, be read a first, second, and third time, passed, signed, and sealed in Open Council this 13th day of January 2020.

A handwritten signature in black ink, appearing to read "Tim Mills", is written over a horizontal line.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**SG-A-20**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 01-2020  
FOR THE YEAR 2020**

***BEING A BY-LAW TO PROVIDE FOR BORROWING TO MEET, UNTIL THE TAXES ARE COLLECTED, THE CURRENT EXPENDITURES OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY FOR THE YEAR.***

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

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

**AND WHEREAS** the Council of the Corporation deems that it may be necessary to borrow the sum of **three million dollars** to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

**AND WHEREAS** the total of amounts previously borrowed under Section 407 of the *Municipal Act, 2001* as amended from time to time, (the "Act"), that have not been repaid are **nil** dollars;

**AND WHEREAS** the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation as set out in the estimates adopted for the current year and not yet collected (or, if the same have not yet been adopted, the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year) is **16.568 million dollars**;

**AND WHEREAS** the amount to be borrowed under this By-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the year, 50% of the total, and from October 1<sup>st</sup> to December 31<sup>st</sup>, 25% of the total of the estimated revenues of the Corporation as set out above;

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

1. **THAT** the Mayor and Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or banker's acceptance, from **Bank of Montreal**, a sum or sums not exceeding in the aggregate **three million dollars** to meet, until the taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in subsection (1) of the said Section 407, as amended, from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a

rate not exceeding **prime per cent per annum**, which may be paid in advance or otherwise.

2. **THAT** all sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 407, as amended from time to time, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
3. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 13<sup>TH</sup> DAY OF JANUARY 2020.***

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



**STAFF REPORT**

**S.R. No. 02-2020**

**PREPARED BY:** Lachlan McDonald, GM Corporate Services

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

**COUNCIL DATE:** January 13, 2020

**SUBJECT:** 2020 Interim Taxation By-Law

**BACKGROUND:**

1. Section 317 of the Municipal Act provides that the Council of a local municipality, “may pass a by-law, prior to the adoption of estimates for the year, levying amounts on the assessment of property in the local municipality that is rateable for local municipality purposes.”
2. This means that the first tax bill is prepared prior to the passing of the final tax by-law and we need to develop reasonable estimates so that we can tax and collect funds to address our short-term cash needs.

**ANALYSIS:**

3. The levying and collection of interim taxes at this time will permit the municipality to maintain an adequate cash flow to address its short-term needs and will greatly reduce the potential of having to borrow funds to maintain ongoing operations.
4. It is proposed that Interim due dates be March 31<sup>st</sup> and May 29<sup>th</sup>, 2020.
5. Once the taxation rate is set through the budget process, staff will prepare a Final Taxation By-law which will set the final due dates on August 31<sup>st</sup> and October 30<sup>th</sup>, 2020.
6. Approximately 25% is due at each due date.

**IMPACT ON 2020 BUDGET:**

7. Allows for the collection of 2020 taxation revenue to fund Township operations.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A



**RECOMMENDATION:**

BE IT RESOLVED THAT Staff report 02-2020 be received and that By-law 02-2020, being a by-law authorizing the levying of interim taxes be read a first, second, and third time, passed, signed, and sealed in Open Council this 13th day of January 2020.

A handwritten signature in black ink, appearing to read "Tim Mills", is written over a horizontal line.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**SG-C-20**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 02-2020  
FOR THE YEAR 2020**

***BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND TO PROVIDE FOR THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2020.***

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

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

**AND WHEREAS** Section 317 of *The Municipal Act* provides that the Council of a local Municipality may pass a By-law to impose an interim levy on the assessment roll for taxation in the current year for properties in the Municipality rateable for local Municipality purposes;

**AND WHEREAS** Section 317 of *The Municipal Act*, provides a set of rules for determining the interim tax payable, which are also subject to the Municipality's discretion under Section 317 (9) of the *Municipal Act* to decrease or increase the interim tax payable, where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

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

1. **THAT** interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall be in the amount equal to approximately fifty per cent (50%) of the final 2019 taxes on the property taking into account that certain assessments have been lowered or increased since 2019.

2. The said interim tax levy shall become due and payable in two instalments due and payable on the 31<sup>st</sup> day of March 2020 and the 29<sup>th</sup> day of May 2020 and non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. The Treasurer of the Township of South Glengarry shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent per month or fraction thereof, being fifteen (15) percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
4. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
5. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.
6. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment does not affect the timing of default or the date from which interest shall be imposed.
7. The Treasurer of the Township of South Glengarry may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 3 of this By-law.
8. This by-law shall be deemed to come into force and effect on January 1, 2020 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 13TH DAY OF JANUARY, 2020.***

***MAYOR:***

***CLERK:***

---



## **STAFF REPORT**

**S.R. No. 03-2020**

**PREPARED BY:** L. McDonald, GM Corporate Services

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

**COUNCIL DATE:** January 13, 2020

**SUBJECT:** Award RFP 11-2019 - Engineering Services for Filion Drain

### **BACKGROUND:**

1. A recent culvert failure on the Filion Drain at a property 1.0 km west of North Lancaster, on County Road 18 highlights the need for having a new Engineer's report prepared in order to allocate the cost of any culverts replaced on the Filion Drain.
2. In earlier times, farm crossings on municipal drains were commonly wooden bridges, constructed and maintained by each owner. By the early 1970's many farmers started moving to cash crops, necessitating the move to larger farm equipment and the replacement of bridges with steel culverts.
3. Under the pre-1975 Act each owner paid for the total cost of a culvert replacement on his/her property. Many owners began to question the fairness of this; an example of this is, if a landowner owned a 50-acre parcel at the downstream end of an 8000-acre watershed where a culvert is placed. The huge culvert on this small parcel of land needs to be replaced at a cost in excess of \$30,000. Why should this landowner be burdened with paying all the cost of a culvert that is essentially conveying all upstream waters?
4. The Drainage Act was changed in 1975 to make culverts part of the drain and a municipal responsibility to maintain. Therefore, under the post-1975 Act, the above owner would pay his/her share of the new culvert, as well as all upstream owners contributing their fair share based on their acreage owned and the amount of water they contribute.

### **ANALYSIS:**

5. Stidwill Engineering's current reports on the drain, although dated 1977 and 1978, were petitioned prior to the change in the Drainage Act (April 1, 1976), therefore making them fall under the 1970 Drainage Act where the culverts are



an owners' responsibility. This is unfair to each owner with a culvert as they are paying 100% of the cost of their crossing when it should be shared with all owners contributing water.

6. Due to the merging of properties, severances, enlarging of fields etc. over the past number of years, some of the 31 crossings in Stidwill's report will no longer be needed and can therefore be abandoned under a new report.
7. Under a new Report, the culverts as well as the cost of the report, become eligible for 1/3 grant on agricultural properties. With the replacement of all of the crossings on the Filion Drain expected to be in excess of \$600,000 (based on 2019 costs), this is a significant amount of potential grant money. Without a new report, the culverts are currently not eligible for grant.
8. With the crossings now being 41 years old and nearing the end of their lifespan, this is an issue that will arise time after time and therefore requires action.
9. We issued RFP 11-2019 to get submissions for a new report on the Filion Drain and four submissions were received (see attachment).
10. Three independent reviews came to the same conclusion, recommending McIntosh Perry for the preparation of said report.
11. Reviewers were Drainage Superintendents Gary MacDonald, Sean MacDonald, and GM of Corporate Services Lachlan McDonald.

**IMPACT ON 2020 BUDGET:**

N/A – Municipal drain costs are charged to the drainage area and therefore do not affect taxation.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 03-2020 be received and that RFP 11-2019 be awarded to McIntosh Perry and furthermore that the Mayor and Clerk be authorized to sign any relevant documents.



A handwritten signature in black ink, appearing to read "T. Mills", is written over a solid black horizontal line.

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

## Engineering Firm Evaluation for Filion Drain RFP

Evaluation Matrix	H.S.P Consultants Inc.	McIntosh Perry	Robinson Consultants	RJ Burnside
Key Personnel 30 %	Kevin MacDonald: 5-year drainage experience (Civil Engineer)  Troy Gove: EIT- 5-year Civil engineering experience  Blake Michels: 3-year Civil Engineering experience	Adam O'Connor: P. Eng. 16 years drainage experience  Monica Shade: P. Eng. 7 years drainage experience  Eldon Hutchings: Civil tech 2-years drainage experience	Adam Robinson P. Eng. 41 years drainage experience  Barb St Aubin: P. Eng. 12 years Drainage experience  Lorne Franklin: Civil tech 20 years drainage experience	Highly experienced team capable of producing quality reports  Sid Vander Veen & Tom Pridham combined 60 years of experience. Experts in the drainage field
Company Background, Experience & Qualifications 25%	Three Section 78 Drain reports in the years 2012-2016	Completed past reports and have multiple ongoing sec.78 reports in other townships	The company principle has over 40 years of drainage experience and has prepared in excess of 100 drainage reports.	60 reports in last 5 years Highly reputable firm with extensive drainage experience
Approach and Methodology 30%	Time quoted for preparation of 25 assessment schedules is unrealistically low	Thorough and complete approach and methodology	Very thorough, and complete approach and methodology	Very detailed review process and extensive time/thought to new schedule development
Costs: Fees and Expenses 15%	\$14,560	\$ 38,240	\$46,905	\$86,955
Rating	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>

### Summary of hours:

HSP Engineering	allocated	135	hours in total to project and	25	hours to assessment schedule preparation and a total estimated fee of	\$14,560
McIntosh Perry	"	368	" "	74	" "	\$38,240
Robinson Consultants	"	324	" "	61	" "	\$46,905
RJ Burnside	"	629	" "	198	" "	\$86,955

### Recommendation:

All companies' applications were received and all three of our independent reviews recommended McIntosh Perry as successful tenderer based on the above-mentioned criteria.

Evaluated by: Gary, Sean & Lachlan

Date: December 21, 2019



**STAFF REPORT**

**S.R. No.04-2020**

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

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

**COUNCIL DATE:** January 13, 2020

**SUBJECT:** Staffing - Deputy Fire Chief & Training Officer Position - Job Description and Posting

**BACKGROUND:**

1. The South Glengarry Fire Service is currently staffed with one full time career Fire Chief and 116 Paid-on-Call (volunteer) officers and firefighters, all of whom require significant training in order to fulfil the life safety role that they provide to the visitors and residents of South Glengarry. Our members often receive accolades and commendations from our residents, other agencies and our neighbouring departments for the professional service they provide.
2. Training is a critical component of the delivery of fire services. It helps to ensure the effectiveness and efficiency of the service and is a key component in firefighter safety.
3. In the past, training direction was provided by volunteer training officers and the training supplied was to the historical expectations of both the members and administration. It came with varying levels of success when areas of commitment, record-keeping and the meeting of goals were concerned. With each individual station designing and implementing its own training platform, no common direction was achieved.
4. Over the past 5 years, an attempt to achieve better training results has been made. The department worked under a model where a single volunteer Training Officer designed a common training program. This was administered to all stations, so our members received a universal education. The heavy workloads and demands to both implement a program and ensure that all staff met chosen goals makes it challenging for a volunteer member working full-time elsewhere to also assume this role.
5. A full-time Training Officer position will be able to build on our past successes and ensure that all Fire staff are trained in their respective roles, meeting the



various standards that relate to them.

6. The implementation of the role of a full-time Training Officer will aid the department in meeting one of its main goals of its 2020 departmental action plan in that of organizing and ensuring participation to training standards. In year one, the program will be designed and implemented with successful reaching of target goals being the focus of subsequent years.
7. As the Fire Chief is the only full-time role with the Fire Service, in times of his/her absence, a competent staff member must fulfil the role. With the ability to be trained to compliment and fulfill the role of Fire Chief with its legislated requirements and to fall within the "chain of Command", the Training Officer position will also retain the rank of Deputy Chief. It is estimated that 90% of the position workload will be as Training Officer.
8. The current most senior officer within each of the 5 stations has the rank of Deputy Chief. With the assigning of that title to a single officer, the 5 current position titles will be changed to Station Chiefs which better reflects their role within our department.

### **ANALYSIS:**

9. In 2013, the Province of Ontario adopted the National Fire Protection Association (NFPA) standard for Professional Qualifications related to the training of firefighters. This standard treats both volunteer and career staff equally as the role has the same duties. Various other legislation such as the Fire Protection and Prevention Act and the Occupation Health and Safety Act include regulations to ensure the safety of all fire personnel working at emergency scenes. Adhering to these regulations is a legislated requirement in Ontario.
10. In 2018, legislation requiring various mandatory certifications of all firefighters in Ontario was to come into place. This was repealed, as in its original form, it would have placed significant difficulties on municipalities such as South Glengarry. It is the opinion of many fire services in the Province as well as recent comments by the Ontario Fire Marshal, that some form of certification will return in the near future. This will come with benchmarks and standards that will need to be achieved.
11. The position, job description and duties have been reviewed and discussed with the Fire Service senior leadership team. Various models were considered such as the following options:



- a. An administrative role only to develop the training plans and hand off to volunteer members to implement,
  - b. Mainly administrative as above with two visits per station per year during evening training sessions to assist with training events,
  - c. This position would administer and conduct all training events, at all five stations, for all members by working a minimum of five afternoon / evening shifts per month with the remaining shifts occurring during regular day time office hours. This would allow them to interact with staff during the evening training sessions when the majority of volunteer members are available.
12. Option C was chosen as it will offer the department the most universal training and will relieve a significant burden from the current Deputy Chiefs and station officers who struggle to implement a training plan to modern standards on their limited volunteer time. This will free officers to themselves participate in training events to gain the level of education that is required for the position.
13. The rise in the number of members who work shifts or other non-daytime work schedules has caused great difficulty for many to achieve their training benchmarks. One significant advantage of their fluctuating schedules is that they are often available weekdays during the day which continues to be our time of most risk for minimum availability of response staff. A full-time Training Officer would be able to conduct training events at varying times, allowing these valuable members to continue to participate and achieve the skills needed.
14. The lack of completed documentation related to training records remains a significant concern due to the reliance on volunteer members to complete training in their free time. This position will ensure that records are kept in relation to benchmarks met. The keeping of these records is a mandatory requirement of the Ministry of Labour, Training and Skills Development. We currently have the tools to accomplish but, as mentioned, have difficulty in doing so with volunteer staff.
15. The new position will not be restricted to the Fire Service but oversee and assist with the training requirements for all Township departments, ensuring that all staff meet requirements for their training programs including the tracking of education and benchmarks. Examples include: WHIMIS, equipment operation, required Health and Safety courses, First Aid, etc.
16. The Training Officer will be a member of and take on a significant leadership role in the Township Health and Safety committee and the Fire Service Joint Health and Safety Committee.



17. The creation of this position will eliminate certain outside training costs where external topic related trainers were hired for Township staff in the past (ie. Health and Safety courses, chainsaw safety for Roads & Recreation).
18. Wage comparison to other municipalities.
  - a. South Stormont. Population 13,110. Full-time Chief, 4 stations.
    - i. Fire Prevention Officer, full-time, \$48,904 to \$57,198
    - ii. Administrative assistant, full-time, \$42,542 to \$48,587
  - b. South Dundas. Population 10,794. Full-time Chief, 3 stations.
    - i. Administrative assist. / Fire Prevention Officer, full-time, \$50,069.00 to \$53,620.00
  - c. Carleton Place. Population 10,644. Full-time Chief, 1 Station
    - i. Deputy Chief, full-time, \$74,310 to \$92,019
    - ii. Assistant Chief, full-time, \$67,540 to \$83,647
    - iii. Fire Prevention Officer, full-time, \$55,837 to 69,123
  - d. Wainfleet Township, Population 6,372. Full-time Chief, 4 stations
    - i. Deputy Chief / Training Officer, full-time \$89,328.00
19. An analysis of the past 4 year moving average for volunteer firefighter payroll shows a decreased budgeted need to approximately \$240,000.00. The resulting savings have been approximately \$40,000.00 per year. These savings come mostly from the efficient use of labour and a smaller compliment of fire staff from historical station membership numbers. Incident response volumes have remained steady over the past four years but are trending higher than in previous periods.
20. Placing the training administration and implementation with a full-time position will reduce the burnout of already taxed members, ensuring our Paid-on-Call / volunteer staffing model and its subsequent budgetary requirements, remain vibrant for years to come. The result will make the best use of our volunteer membership ensuring the availability of this paid on call staff to complete the life safety, emergency response needs of our community.
21. This added position will allow the Fire Chief to focus on the operational readiness of department staff and assets including ongoing reviews of current needs and abilities, updating policies and procedures, evaluating and implementing efficiencies along with ensuring the department meets all legislated requirements.

**IMPACT ON 2020 BUDGET:**

22. The salary for the Training Officer / Deputy Chief is rated at a Level 2, \$55,228.00 to \$65,045.00 based on the 2020 Non-Union Salary Grid. The cost will be included in the 2020 Budget.



**ALIGNMENT WITH STRATEGIC PLAN:**

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

3.1 **Initiate an organizational review:** This position will ensure all staff meet legislated benchmarks and training goals in addition to providing support at emergency incidents.

3.3 **Strengthen cross-training among staff positions:** This position will oversee a common training records management system for all Township staff and utilize resources and training aids across departments.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 04-2020 be received and that the Council of the Township of South Glengarry approves the Fire Training Officer job description and directs Administration to post and fill the position.

A handwritten signature in black ink, appearing to read "Tim Mills", is written over a horizontal line.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

Job Description: Deputy Fire Chief

<p><b>The Corporation of The Township of South Glengarry</b></p>	<p><b>Job Description</b></p>
<p>Position Title:</p>	<p>Deputy Fire Chief / Training Officer</p>
<p>Group:</p>	<p>Non-Union</p>
<p>Reports to:</p>	<p>Fire Chief</p>
<p>Department:</p>	<p>Fire Services</p>
<p>Prepared By:</p>	<p>Fire Chief</p>
<p>Approved:</p>	
	<p><b>Revised:</b></p>
<p><b><u>Job Function:</u></b></p> <p>Reporting to the Fire Chief, the Deputy Fire Chief / Training Officer is responsible to assist with the daily operation of the Fire Department with a primary focus on the planning and implementation of training activities; fulfills all duties of the Fire Chief in his or her absence, contributes to the formulation and implementation of Fire Department policies, programs, and services and ensures that incident command and/or the incident management system is implemented at emergency scenes for the Township of South Glengarry Fire Services. The position workload will be allocated 90% as the Fire Training Officer and 10% as Deputy Fire Chief.</p>	
<p><b><u>Skills and Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. A minimum of 10 years progressive experience with municipal Fire Services and/or an acceptable combination of education, training and experience including five (5) years' experience at a management or supervisory level, or equivalent suitable to fulfill the responsibilities of this position.</li> </ol>	

Job Description: Deputy Fire Chief

2. Certification to NFPA 1041 Fire Instructor Level I or the ability to achieve such within 1 year of hire.
3. Certification to NFPA 1001 Firefighter Level II.
4. Thorough knowledge in all areas of fire services including fire suppression and emergency response along with various training programs.
5. Must possess current certification in First Aid and CPR.
6. Must possess a valid class "DZ" Ontario Driver's License and clean drivers abstract.
7. Highly developed analytical, problem-solving, communication skills, both written and verbal, along with excellent inter-personal management/supervisory and critical-thinking skills, including the ability to research and write comprehensive reports and deliver presentations to a variety of audiences.
8. A solid understanding of various teaching methods relating to adult education.
9. Excellent computer skills and demonstrated experience in Microsoft applications as well as a basic understanding and ability to use a variety of social media platforms.

**Direction Received/Independent Action:**

10. General direction provided by the Fire Chief.
11. Follows municipal administrative policies and contractual agreements, federal and provincial statutes, regulations and standards and all health and safety regulations.
12. Works independently within policy, regulatory and budgetary guidelines.
13. Work performance is monitored by the Fire Chief through regular performance reviews and attainment of municipal objectives.
14. Advice and direction with regard to administrative policies and procedures is available from the Fire Chief and Human Resources Advisor.

**Supervision/Direction of other Employees:**

15. Reporting directly to the Deputy Fire Chief are:
  - Station Chiefs
  - Officers
  - Fire Fighters

Job Description: Deputy Fire Chief

16. Has full supervisory authority at department level:
  - Reviews performance in relation to goals and adherence to standards, schedules, and budgets;
  - Interprets administrative and operating policies
  - Coordinates resources and personnel at Fire Halls;
  - Provides functional, direction or specialized advice;
17. Works in compliance with the Occupational Health and Safety Act; must be capable of issuing both written and oral instruction.

**Working Relationships:**

**Routine:**

18. **Fire Chief:**

Direct reporting relationship.

19. **Department Managers/Staff:**

Provide training relating to fire, emergency management, health and safety and other relevant legislation and programs. Provides appropriate interpretation and application of legislation, standards, codes, and by-laws to ensure staff is aware of requirements.

20. **Provincial/Federal Ministries:**

To obtain procedural direction, policy interpretation and advice in order to provide explanations in response to queries.

21. **Fire Departments, Non-Government Agencies, Business Community, Service Clubs, Community agencies, and the General Public:**

To advise, coordinate and present fire safety education, instruction and training opportunities/courses, respond to inquiries providing advice.

**Non-Routine:**

22. **Consultants/Contractors/Service Providers/Legal:**

Job Description: Deputy Fire Chief

Discuss, purchase, order and/or arrange for equipment, products and/or services, repairs, and/or follow-up regarding infractions, orders, etc. in accordance with the Township Procurement Policy.

**Duties and Responsibilities:**

**General**

23. In the absence of the Fire Chief, the Deputy Chief assumes all responsibilities of the Fire Chief.
24. Develops a process and manages the Training sector as it relates to all South Glengarry Fire Service staff.
25. Prepares and/or provides instruction and training opportunities/courses to members of the Fire Service and other South Glengarry staff as well as members of the public.
26. Prepares and implements a training curriculum that meets the recognized fire training standards of the Province.
27. Prepares and maintains training records in order to meet the provincial guidelines of the Ontario Fire Marshal and the Ministry of Labour, Training and Skills Development.
28. Performs the Statutory duties as defined in legislation and in accordance with The Township of South Glengarry ***Fire Service By-law*** ensuring the municipality is in compliance with all applicable legislation, including municipal legislation and all corporate and administrative policies and procedures.
29. Performs senior command roles at emergency scenes and Incident Management System (IMS) services at community emergencies.
30. Identifies and tracks best practices and trends/advances in the field of fire training, fire suppression, emergency response and communications for possible application by the Township.
31. Ensures compliance with the Township's Health and Safety Policies and procedures and other applicable legislation relating to workplace health and safety.
32. Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the Department will maintain and where possible improve the level of service in the Township.
33. Other duties as assigned.

Job Description: Deputy Fire Chief

**Finance:**

- 34. Maintains a preventative maintenance program for buildings, facilities, fleet and equipment used by the Training Sector.

**Communications:**

- 35. Responds and prepares reports as required for the Fire Chief, Council, outside agencies and the Province and related Ministries as required.

**Impact of Errors:**

- 36. Impact of errors may cause serious injury to staff or members of the public resulting in partial and/or permanent disability or loss of life, or serious injury. May cause deterioration of organizational image or community relations or relations with Provincial or regional groups, delays with significant impact on municipal services and potential for significant public property loss and a major financial cost to organization.

**Physical and Sensory Demands:**

- 37. Major daily demands are for muscular and sensory strain for moderate to long periods while performing desk work including research, preparing reports, proofing documents, and attending meetings and for manual dexterity for short periods when driving the fire vehicle to travel locally.
- 38. Work occasionally requires light to moderate lift/carry to receive and store incoming material and move equipment and light push/pull and reach/stack operations to remove, store, and move equipment.
- 39. Emergency response may include working under hazardous or difficult conditions that may threaten life safety and property loss.

**Mental Demands:**

- 40. Review correspondence and preparation of formal documents performed routinely for moderate periods with irregular continuous requirements to complete priority items. Frequent interruptions or disruptions. On occasion time factors may affect work pace and results of priority tasks and duties.
- 41. Emergency response requires making life safety decisions in short periods of time.

Job Description: Deputy Fire Chief

**Working Conditions:**

**Hours of Work:**

42. Required to work 35 hours per week in various shift timeslots to achieve the following;
- The majority of the position hours of work are between the hours of 08:30 and 16:00.
  - A minimum of 5 afternoon / evening shifts per month to attend and deliver practical training sessions in each of the (5) Fire Stations during their regular evening session.
  - Various weekend training sessions as planned in consultation with the Fire Chief.
43. Requirements for overnight travel as per Township Policy.
44. Must provide leadership in emergency situations and have the flexibility to operate outside of normal working hours.

**Work Environment:**

45. Spends 50% of the average work year indoors in private office surroundings. The remaining time is spent attending meetings, training and public events outside of the workplace and to attend emergency incidents with attendant exposure to dangerous and hazardous conditions.

**Hazards:**

46. Exposed to hazardous risks including tripping/slipping hazards, combustible substances and industrial chemicals, bodily wastes and fluids, electrical and water hazards, burns, falls, moving objects/machinery and toxic fumes/smoke and fire/heat while attending emergency scenes.

# South Glengarry Fire Service

New Position  
Deputy Fire Chief / Training Officer

# GLENGARRY

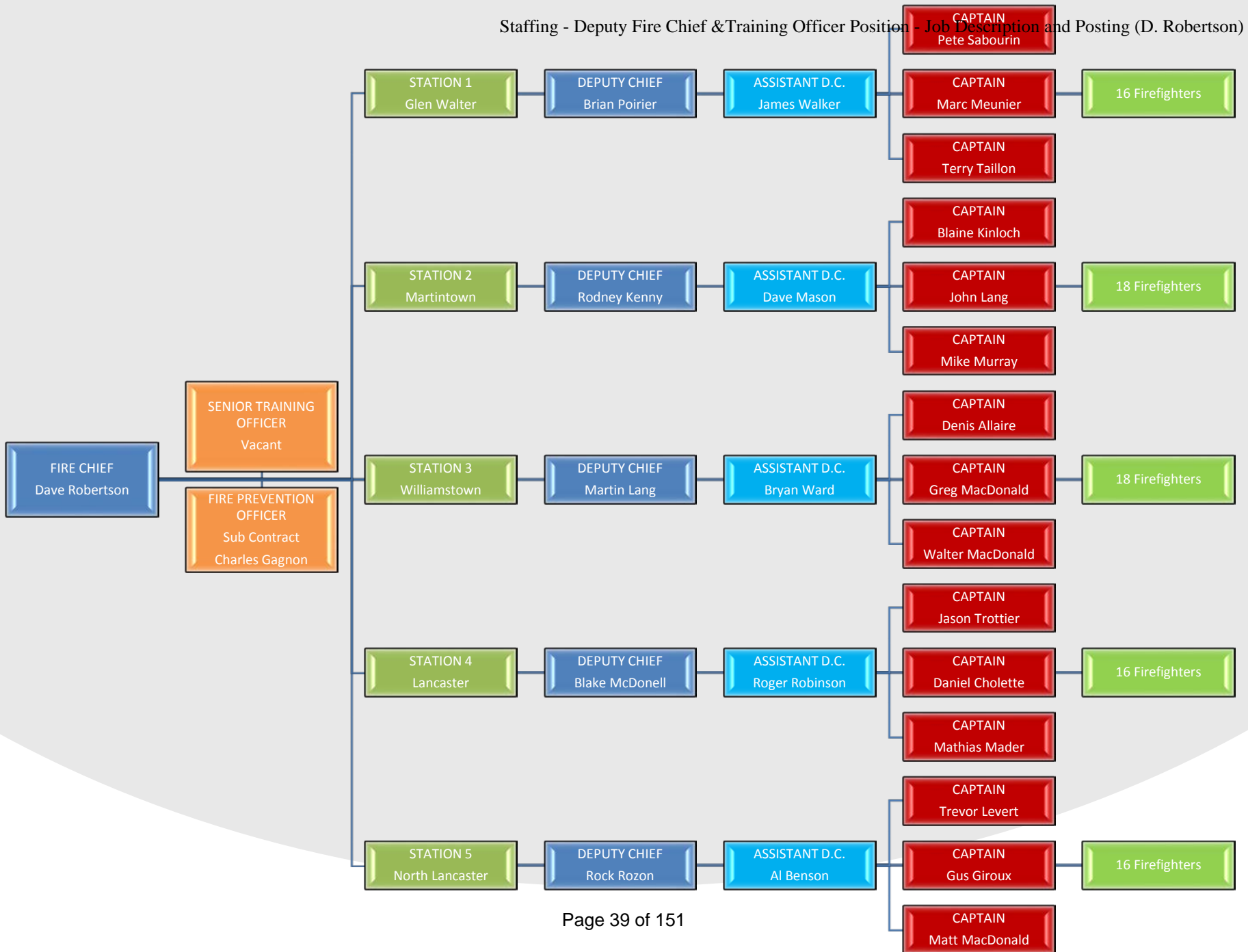
# 2019 Org Chart

- 1 full time position of Fire Chief
- 116 paid-on-call volunteer firefighters
- One contract position for Fire Prevention (inspection duties)
  - Fall of 2019 this person was hired for 6 hrs

SOUTH GLENGARRY

Ontario's Celtic Heartland

Staffing - Deputy Fire Chief & Training Officer Position - Job Description and Posting (D. Robertson)



# Past Training

- Supplied to historical expectations
- Varied successes
  - Commitment, records, goals
- Each Station implemented own training

SOUTH GLENGARRY

Ontario's Celtic Heartland

# Past Training

- 2014 went to single Training Officer
  - Volunteer position
  - Duty to organize, develop training plan
  - Successful to a point
  - 2 separate officers left post, each after 2 yrs.

SOUTH GLENGARRY

Ontario's Celtic Heartland

# New position

- A new, full time position – Training Officer
- Goals
  - Uniform training
  - Meet legislated mandate for records
- Rank of Deputy Chief

SOUTH GLENGARRY

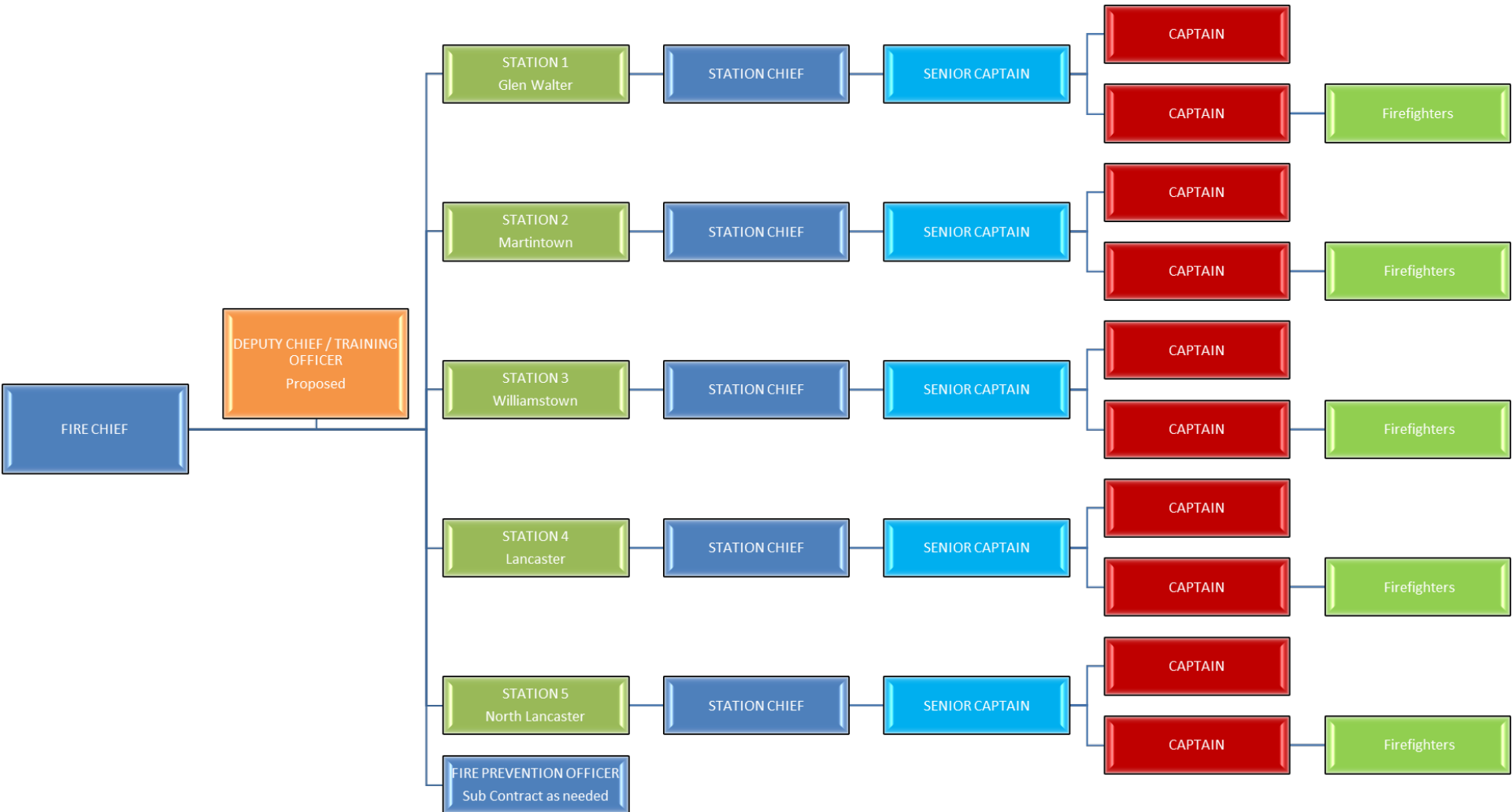
Ontario's Celtic Heartland

# Training Officer / Deputy Chief

- Restructure Org chart
  - 1 Chief
  - 1 Deputy Chief – Training Officer
  - 5 Station Chiefs
  - 5 Senior Captains (old Assist. Dep title)
  - 2 Captains (eliminate one Capt. Position)

SOUTH GLENGARRY

Ontario's Celtic Heartland



# Analysis

- Requirements
  - ONT requirements, NFPA, H&S
- Certification (past and future)
- Position will work with each individual member
- Ability for varied training locations and times

SOUTH GLENGARRY

Ontario's Celtic Heartland

# Role of Training Officer

- Duties include
  - Developing training plans for all fire staff and assist with Township training Implementation
  - Record keeping
  - Leadership of Health and Safety Committee

SOUTH GLENGARRY

Ontario's Celtic Heartland

# Municipal Comparators

- South Stormont (Pop. 13,110)
  - 4 Stns, 3 FT positions
- South Dundas (Pop. 10,794)
  - 3 Stns, 2 FT positions
- Carleton Place (Pop. 10,644)
  - 1 Stn, 4 FT positions
- Wainfleet (Pop. 6,372)
  - 4 Stns, 2 FT positions

SOUTH GLENGARRY

Ontario's Celtic Heartland

# Financial

- Level 2
  - \$55,228 to \$65,045
  - Non-union, Supervisory role

SOUTH GLENGARRY

*Ontario's Celtic Heartland*

# Benefit Review

- More uniform and cross training
  - Better training with reduced staff #'s
- Meeting of goals
  - Provincial and Standards
  - Our own goals for the level of service dictated by Council

SOUTH GLENGARRY

Ontario's Celtic Heartland



**STAFF REPORT**

**S.R. No.05-2020**

**PREPARED BY:** Joanne Haley, GM Community Services

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

**COUNCIL DATE:** January 13, 2020

**SUBJECT:** To Constitute and Appoint a Committee of Adjustment for 2020

**BACKGROUND:**

1. Section 44 (1) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states “the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable”
2. Section 44(3) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states “The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually”.
3. Section 44 of *The Planning Act*, Chapter P.13, s.44 (4) R.S.O. 1990, as amended, permits Councils of a Municipality to appoint a member (s) of Council annually to sit on the Committee of Adjustment Committee.
4. The Committee of Adjustment is empowered by by-law to grant minor variances from the Township’s zoning by-law in respect of the land, building or structure, or use thereof providing in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained as per section 45 (1) of the Ontario *Planning Act*.

**ANALYSIS:**

5. For the year of 2019, the Committee of Adjustment was comprised of all five members of Council. Administration was pleased with this arrangement and experienced no concerns with process, reviews and decisions throughout the year.



6. The attached By-Law hereby appoints all members of Council to the Committee of adjustment for one year as required by the Planning Act.

**IMPACT ON 2019 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 3: Strengthen the effectiveness and efficiency of our organization

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 05-2020 be received and by-law 03-2020, being a by-law to constitute and appoint all members of Council to the Committee of Adjustment for the Township of South Glengarry for the 2020 calendar year be read a first, second and third time, passed, signed and sealed this 13th day of January, 2020.

A handwritten signature in black ink, appearing to read "Tim Mills", is written over a horizontal line.

Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

**SG-I-20**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 03-20  
FOR THE YEAR 2020**

***BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE OF ADJUSTMENT FOR THE PERIOD OF JANUARY 13, 2020 TO DECEMBER 31, 2020.***

**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 WHEREAS** pursuant to Section 44(1) of the *Planning Act, R.S.O. 1990, c. P. 13*, as amended (the Planning Act), the council of a municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable;

**AND WHEREAS** pursuant to Section 44(3) of the Planning Act, the members of the committee who are members of a municipal council shall be appointed annually;

**AND WHEREAS** pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under Section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development of use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

**AND WHEREAS** pursuant to Section 45(3) of the Planning Act, the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan;

**AND WHEREAS** the Council of the Corporation of the Township of South Glengarry deems it expedient to constitute and appoint a Committee of Adjustment from January 13, 2020 to December 31, 2020.

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

1. THAT the Committee of Adjustment for the Corporation of the Township of South Glengarry is hereby constituted and the following persons, all of whom are members of Council, are hereby appointed

as its members for the period of January 13, 2020 to December 31, 2020:

- (i) Mayor Frank Prevost
- (ii) Deputy Mayor Lyle Warden
- (iii) Councillor Stephanie Jaworski
- (iv) Councillor Martin Lang
- (v) Councillor Sam McDonell

2. THAT the Committee of Adjustment shall be hereby empowered with the authority to grant minor variances from the provisions of any by-law of the municipality that implements an official plan.
3. THAT the Clerk of the Township of South Glengarry is hereby appointed as the Secretary-Treasurer of the Committee of Adjustment. The Clerk may delegate to the General Manager of Community Services of the Township all or a portion of the duties of Secretary-Treasurer of the Committee of Adjustment.
4. THAT all previous by-laws that conflict with the provisions of this by-law shall be hereby repealed.
5. THAT this by-law shall come into force and effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 13<sup>TH</sup> DAY OF JANUARY, 2020.***

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



## **STAFF REPORT**

**S.R. No.06-2020**

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

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

**COUNCIL DATE:** January 13, 2020

**SUBJECT:** Multi-Year Accessibility Plan Third Reading

### **BACKGROUND:**

1. The *Accessibility for Ontarians with Disabilities Act* (AODA) is legislation that aims to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers.
2. The AODA mandates all municipalities in Ontario to prepare an Accessibility Plan to outline the organization's strategy to prevent and remove barriers. This plan is to be updated every five years.
3. The Township of South Glengarry's previous Multi-Year Accessibility Plan was adopted in 2013 and is posted on the Township's website on the [Accessibility page](#).
4. Council received the plan at the December 16, 2019 meeting. The by-law is before Council this evening for a third and final reading.

### **ANALYSIS:**

5. The draft 2020-2025 Multi-Year Accessibility Plan is attached to this report for Council's review. The updated report was developed by the Clerk in consultation with the General Manager of Infrastructure Services.
6. The plan was also reviewed by the SDG Accessibility Committee on December 6, 2019. This Committee is made up of representatives from each local municipal in SDG. South Glengarry's representative on this committee is Ian MacDonald. The Committee reviewed the draft plan in detail and provided comments and suggestions, which have been incorporated into the plan.
7. Appendix 'A' of the plan outlines the Township's plan in order to maintain/achieve compliance with regards to the Integrated Accessibility Standards Regulation (IASR). This regulation establishes accessibility standards in the following areas:



- Information and Communications
- Employment
- Transportation
- Design of Public Spaces
- Customer Service.

8. Appendix 'B' of the Plan updates the 2013 Implementation Plan for Facilities and Infrastructure. It is suggested that this plan be reviewed and updated by the Director of Parks and Recreation once that position has been filled.

**IMPACT ON 2020 BUDGET:**

Adoption of the plan will not result in direct costs for 2020. However, activities outlined in the implementation plan for facilities and infrastructure will have a financial impact in future years through budget deliberations (subject to annual Council approval).

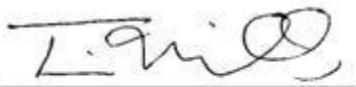
**ALIGNMENT WITH STRATEGIC PLAN:**

Values: Accountability and Respect

Goal 4: Improve quality of life in our community.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 06-2020 be received and that By-law 75-2019, being a by-law to adopt a Multi-Year Accessibility Plan for the Township of South Glengarry, be read a third time, passed, signed and sealed in Open Council this 13th day of January 2020.



Recommended to Council for  
Consideration by:  
CAO – TIM MILLS

CH-I-19

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NUMBER 75-2019  
FOR THE YEAR 2019**

***BEING A BY-LAW TO ESTABLISH A MULTI-YEAR ACCESSIBILITY  
PLAN.***

**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 191/11 under the *Accessibility for Ontarians with Disabilities Act, 2005* establishes that every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility.

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

1. **THAT** the Township of South Glengarry Multi-Year Accessibility Plan is hereby attached as Schedule "A" of this by-law.
2. **THAT** this by-law shall come into force and effect on the day of its final passing.

***READ A FIRST AND SECOND TIME THIS 16<sup>TH</sup> DAY OF DECEMBER,  
2019.***

***READ A THIRD TIME THIS 13<sup>TH</sup> DAY OF JANUARY, 2020, PASSED  
SIGNED AND SEALED IN OPEN COUNCIL.***

**MAYOR:**

**CLERK:**

---



# Township of South Glengarry Multi-Year Accessibility Plan

Adopted December 2019

## Contents

Statement of Commitment.....	3
Publication of the Plan.....	3
Introduction .....	3
Why Accessibility? .....	3
Legislation .....	4
Ontarians with Disabilities Act, 2001 .....	4
Accessibility for Ontarians with Disabilities Act, 2005 .....	4
Integrated Accessibility Standards Regulation 191/11 .....	4
Past Achievements to Remove and Prevent Barriers.....	4
Customer Service .....	4
Information and Communications .....	5
Employment.....	5
Design of Public Spaces .....	5
Strategies and Actions Planned for 2020-2025 .....	6
For More Information.....	6
Appendix 'A' IASR Compliance Plan.....	7
Appendix 'B' – Updated Facilities Implementation Plan .....	12
Appendix 'C' – Accessibility Standards for Customer Service Policy .....	22

## **Statement of Commitment**

The Township of South Glengarry is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

## **Publication of the Plan**

The Township of South Glengarry's Accessibility Plan will be available on the municipal website ([www.southglengarry.com](http://www.southglengarry.com)). Paper copies of the plan are available in regular font size and larger print at the municipal office. The Township is pleased to provide documents in alternate formats on request.

## **Introduction**

The Township of South Glengarry plays a critical role in ensuring that people with disabilities have the opportunity to interact and contribute to the community. We strive to meet the needs of employees, residents and customers with disabilities and are working towards removing and preventing barriers to accessibility.

Our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. This accessibility plan outlines the steps the Township of South Glengarry is taking to meet those requirements and to improve opportunities for people with disabilities.

This plan shows how the Township of South Glengarry will play its role in making Ontario an accessible province for all Ontarians.

## **Why Accessibility?**

- By 2031, over 6 million people in Ontario will be either living with a disability or be 55 years of age and over.
- Accessibility not only helps people with disabilities, it also benefits seniors and families with young children.
- By learning how to better serve people with disabilities, services will be improved for everyone.
- It's just the right thing to do!

## Legislation

### **Ontarians with Disabilities Act, 2001**

The purpose of the Ontarians with Disabilities Act (ODA) is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.

### **Accessibility for Ontarians with Disabilities Act, 2005**

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in order to develop, implement and enforce accessibility standards to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises and to provide for the involvement of persons with disabilities in the development of the accessibility standards.

### **Integrated Accessibility Standards Regulation 191/11**

The Integrated Accessibility Standards Regulation (IASR) establishes accessibility standards and introduces requirements in the following areas:

- Information and communications
- Employment
- Transportation
- Design of public spaces
- Customer service

The IASR applies to all public, private and not-for-profit organizations with at least one employee.

## **Past Achievements to Remove and Prevent Barriers**

Since the adoption of our previous Accessibility Plan in 2013, the Township of South Glengarry has implemented a number of projects and programs to improve accessibility for people with disabilities and to meet the requirements of the Accessibility for Ontarians with Disabilities Act.

### **Customer Service**

- The Township of South Glengarry has adopted Accessibility Standards for Customer Service and continues to remain in compliance with this standard.
- We have expanded the ability for individuals to submit feedback by adopting a Corporate Complaints Policy, which allows complaints to be submitted in a variety of mediums (in-person, by telephone, e-mail, written).
- A Feedback feature has also been added to the Township's website, allowing individuals to submit feedback through the website.

- In 2018 all employees received updated Accessibility training and all new employees are required to complete the training.
- During the 2018 Municipal Election, an Accessibility Plan was developed and implemented to ensure an accessible election for all eligible voters, including alternate voting methods (internet and telephone).

### **Information and Communications**

- In 2019 the Township of South Glengarry launched a refreshed website. The new website interface is accessible and in compliance with AODA requirements.
- The new website also features a built-in accessibility checker function which allows Township staff to maintain accessibility standards as changes are made to the website.
- The Township continues to offer to provide documents in alternative formats on request.

### **Employment**

- The Township of South Glengarry continues meet employment standards and expresses the ability to accommodate throughout the recruitment process for all Township employment opportunities.

### **Design of Public Spaces**

- In 2018 the Tax Payment service counter was modified to accommodate persons with disabilities.
- Throughout the 2018 municipal election, Accessibility Checks were completed three times daily to ensure the voting centre was accessible and to identify/remove any potential barriers for voters.
- In 2016 the Township adopted an Age Friendly Community Action Plan, which includes recommendations to facilitate access to services, including physical access to and usability of facilities and spaces.
- Recent accessibility upgrades to parks throughout the Township included:
  - Ken Barton Park (Martintown): installation of barrier-free walkways, gardens and picnic areas.
  - Martintown Community Park: installation of play structure with barrier-free components.
  - Smithfield Park (Lancaster): installation of ramp to picnic shelter.
  - Glen Walter Regional Park: rebuilt ramp to picnic shelter and repaved trails.

## **Strategies and Actions Planned for 2020-2025**

Appendix “A” outlines the projects and programs the Township of South Glengarry plans between 2020 to 2025 to meet the requirements of the Accessibility for Ontarians with Disabilities Act and to remove and prevent barriers to people with disabilities.

Appendix “B” updates the Implementation Plan for Facilities and Infrastructure from the 2013 Accessibility Plan.

### **For More Information**

For more information on this accessibility plan, please contact the Township Clerk:

6 Oak Street  
Lancaster, Ontario K0C 1N0  
(613) 347-1166  
[clerk@southglengarry.com](mailto:clerk@southglengarry.com)

## Appendix 'A' IASR Compliance Plan

CUSTOMER SERVICE STANDARD	ACTION(S)	COMPLETION DATE
Develop, implement and maintain policies governing its provision of goods, services, facilities to persons with disabilities.	<ul style="list-style-type: none"> <li>Existing "Accessibility Standards for Customer Service" policy to be reviewed and updated.</li> </ul>	<ul style="list-style-type: none"> <li>2010</li> <li>To be reviewed in 2020</li> </ul>
Use of service animals and support persons.	<ul style="list-style-type: none"> <li>Existing "Accessibility Standards for Customer Service" includes provisions for service animals and support persons.</li> <li>Policy to be reviewed and modified as necessary to reflect changes to the Act and/or Regulations.</li> </ul>	Completed, ongoing review
Notice of temporary disruptions	<ul style="list-style-type: none"> <li>Procedure for service disruption notification is included in "Accessibility Standards for Customer Service" policy and will be reviewed and modified as required.</li> </ul>	Completed, ongoing review
Train staff, volunteers and others who provide goods/services/facilities on behalf of the Township about providing goods services to people with disabilities.	<ul style="list-style-type: none"> <li>Continue to ensure all new hires complete applicable training.</li> <li>Train volunteers and others who provide services on behalf of the municipality.</li> <li>Complete annual training updates for existing staff members.</li> </ul>	Ongoing
Establish a process for receiving and responding to feedback.	<ul style="list-style-type: none"> <li>Update "Accessibility Standards for Customer Service" policy to reflect new mediums for providing feedback.</li> <li>Establish a method for tracking feedback received.</li> </ul>	To be reviewed in 2020
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> <li>Continue to provide accessible documents and communication supports as requested.</li> </ul>	Ongoing

<b>INFORMATION &amp; COMMUNICATION STANDARD</b>	<b>ACTION</b>	<b>COMPLETION DATE</b>
Establish a procedure for receiving and responding to feedback.	<ul style="list-style-type: none"> <li>• Procedure is in place and will be reviewed and modified as required.</li> </ul>	Ongoing
Provide or arrange for documents or information to be made available in accessible formats or with communication supports.	<ul style="list-style-type: none"> <li>• Procedure is in place for accessible documents and communication supports.</li> <li>• Staff to ensure that “accessible formats available upon request” is made available on print documents (ongoing).</li> <li>• To be reviewed and modified as required.</li> </ul>	Ongoing
Where emergency procedures, plan and/or public safety information is available to the public, provide in accessible format or communication supports upon request.	<ul style="list-style-type: none"> <li>• Procedure is in place for accessible documents and communication supports.</li> <li>• To be reviewed and modified as required.</li> </ul>	Ongoing
Accessible website and web content.	<ul style="list-style-type: none"> <li>• Website refresh in 2019 has brought the overall design of the Township website into compliance with accessibility standards.</li> <li>• Work towards converting all PDFs on the Township website to accessible PDFs.</li> <li>• Educate staff on the requirement for accessible documents and web content.</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 years</li> </ul>
Standards review	<ul style="list-style-type: none"> <li>• Continue to monitor changes to legislation and modify materials as required.</li> </ul>	Ongoing

EMPLOYMENT STANDARD	ACTION	COMPLETION DATE
Recruitment, selection and notification	<ul style="list-style-type: none"> <li>• Regularly review our Human Resources Policy Manual to prevent or remove systemic employment barriers.</li> <li>• Job postings will continue to include wording advising that accommodations are available for the recruitment process.</li> <li>• Candidates</li> </ul>	Ongoing
Accessible formats and communication supports for employees	<ul style="list-style-type: none"> <li>• Continue to consult with employees to provide or arrange for accessible formats and communications supports as requested.</li> </ul>	Ongoing
Workplace emergency response information	<ul style="list-style-type: none"> <li>• Amend HR Policy Manual to include provision to provide employees with an individualized workplace emergency response plan upon request.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020</li> </ul>
Documented individual accommodation plans	<ul style="list-style-type: none"> <li>• Amend HR Policy Manual to include development of individual accommodation plans for employees with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020</li> </ul>
Return to work process	<ul style="list-style-type: none"> <li>• Return to work process included in HR Policy Manual.</li> </ul>	Complete (Review as needed)
Performance management, career development and redeployment	<ul style="list-style-type: none"> <li>• Continue to support employee development through learning opportunities.</li> </ul>	Ongoing
Standards review	<ul style="list-style-type: none"> <li>• Monitor changes to legislation and modify training materials as required.</li> </ul>	Ongoing

<b>DESIGN OF PUBLIC SPACES STANDARD</b>	<b>ACTION</b>	<b>COMPLETION DATE</b>
Consultation	<ul style="list-style-type: none"> <li>• Consult with the SDG Accessibility Committee and public when designing public space such as:               <ul style="list-style-type: none"> <li>○ Recreational Trails</li> <li>○ Outdoor Play Spaces</li> <li>○ Public Parking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 2020 and onwards</li> </ul>
Recreational Trails and Beach Access Routes	<ul style="list-style-type: none"> <li>• Upgrades to certain trails have been completed (Glen Walter Regional Park, Ken Barton Park).</li> <li>• Peanut Line Trail to be monitored and evaluated on an ongoing basis for accessibility barriers.</li> </ul>	Ongoing
Outdoor Public Access Eating Areas	<ul style="list-style-type: none"> <li>• Accessible picnic tables are available in outdoor public eating areas.</li> <li>• Ramps have been installed in parks where picnic shelters are located (Glen Walter Regional Park, Smithfield Park)</li> <li>• Availability of accessible eating areas will continue to be monitored and any newly created spaces with eating areas will include barrier-free options.</li> </ul>	Ongoing
Outdoor Play Spaces	<ul style="list-style-type: none"> <li>• Consult with Accessibility Committee when replacing or adding play structures to outdoor parks.</li> <li>• Glen Walter play structure to be replaced and include barrier-free components.</li> </ul>	Ongoing
Exterior Paths of Travel	<ul style="list-style-type: none"> <li>• Continue to apply all technical requirements and design standards when constructing new or redeveloping existing paths of travel (ie. curbs, curb ramps, pathways, etc.)</li> </ul>	Ongoing
Accessible Parking	<ul style="list-style-type: none"> <li>• Recently developed parking spaces (Main Street Lancaster,</li> </ul>	Ongoing

	<p>Recreation Centres) designed to meet required standards.</p> <ul style="list-style-type: none"> <li>• The Township will continue to apply requirements for accessible parking spaces for future developments.</li> <li>• Ensure that accessible parking spaces at Township/public facilities are properly marked and signed.</li> <li>• Work with local businesses to encourage the development of accessible parking spaces.</li> </ul>	
Obtaining Services	<ul style="list-style-type: none"> <li>• Township will apply required standards when renovating service counters and public waiting areas.</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 Onwards</li> </ul>
Maintenance Planning	<ul style="list-style-type: none"> <li>• The Township will communicate emergency maintenance procedures and disruptions through the Township's website, social media and signage at appropriate locations.</li> </ul>	Ongoing
Legislative Review	<ul style="list-style-type: none"> <li>• Continuous review of requirements for the Design of Public Spaces Standard.</li> <li>• Staff participate in training sessions when offered by Accessibility Ontario and other government organizations.</li> </ul>	Ongoing

## Appendix 'B' – Updated Facilities Implementation Plan

### 1. Bainsville Women's Institute Park

Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Entrance	Widen path to accommodate wheelchairs	2014	2020

### 2. Bernie McDonell Memorial Park

Lancaster Heights, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Entrance	Widen path to accommodate wheelchairs	2014	2020
Wooden Bridge	Widen to accommodate wheelchairs	2014	2024 (to coincide with bridge replacement)

### 3. Char-Lan Recreation Centre

19740 John Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Light switches inaccessible	Switches to be lowered in washrooms or motions sensors installed.	2014	Complete
Entrance	Install automated doors at entrance.	2018	Complete

**4. Empey-Poirier Park**

6085 Vine Street, Glendale, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No parking lot (park on grass)	Paved parking lot (with accessible parking space) and larger driveway in.	2015	2024
No pathways	Paved pathways	2015	2024
No wheelchair access to playground, rink etc.	Paved pathways	2015	2024
Only 2 benches	Install additional benches	2015	Complete

**5. Glen Walter Regional Park**

6626 Wine Crescent, Glen Walter, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Parking lot not paved	Paved parking lot	2015	2024
No pathways to soccer fields, play structure, tennis courts, volleyball court, basketball court, etc.	Paved pathways	2015	Complete
Shaded area not accessible	Install ramp	2013	Complete
Ladies accessible washroom – no handle bars	Install bars	2013	Complete
Ladies Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2014	2020
Ladies Washroom – tower dispenser too high	Lower dispenser	2013	2020

Men's Washroom – exterior access to washroom not wheelchair accessible	Paved pathway to washroom	2014	2020
Men's Washroom – no pull levers on sink and pipes under sink not covered	Insert pull levers and cover pipes	2014	2020
Men's Washroom – no handle bars above and beside toilet	Install handle bars	2013	2020

## 6. Green Valley Community Centre

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No accessible parking space	Front parking space to be signed accessible	2013	Complete
Entrance (small groove)	Latten down	2013	Complete
Light switches and paper towel dispenser too high	Lower switches or install motion sensors, lower dispenser	2014	Complete
No door handle on accessible stall in men's washroom	Install handle	2014	2020
Ladies Washroom – no handle bars above or beside toilet	Install bars	2014	2020
Entrance – non-accessible doors	Install automatic doors	2018	Complete

**7. Green Valley Park**

4159 MacKinnon Street, Green Valley, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Arena area, not wheelchair accessible	Pathways	2015	2024
Soccer fields, baseball diamond not wheelchair accessible	Pathways	2015	2024
No accessible parking space	Front parking space with accessible parking sign	2013	Complete
Pavement to walk from parking lot to tennis courts very rough, not wheelchair friendly	Clear the rocks, smooth out big ruts and bumps	2015	Ongoing (Annual)

**8. Jack Danaher Park**

21491 MacCuaig Drive, Bainsville, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Parking lot	Paved parking lot	2015	2024
Play area not wheelchair friendly	Paved pathways	2015	N/A (play structure removed)
Fireplace area not wheelchair friendly	Benches/pathway to fire	2015	2024
No access ramp from change room to community centre	Install ramp	2014	Complete
No access to rink	Install removable ramp	2014	2021
Countertop too high	Lower countertop	2015	2024

Gaps between boards – unsafe	Fill in gaps	2013	Inspected Annually
No assistant bars behind toilets (ladies and men's washrooms)	Install assistant bars	2014	2020
Sink pipes not covered in washrooms	Cover pipes	2014	2020
Paper towel/soap dispenser too high	Lower dispensers	2014	2020
Men's Washroom – no pull levers	Install pull levers	2014	2020
Entrance door loose	Tighten handle	2014	2020
Entrance not accessible (step)	Install ramp	2014	2024
Railing along walkway	Install railing	2013	2024

### 9. Kenneth Parton Senior Park

4852 County Road 20, Martintown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Entrance	Widen path to accommodate wheelchair	2014	Complete

\*Recent additions to this park include accessible picnic areas, pathways and gardens

**10. Lan-Char Medical Centre**

20 Victoria Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No accessible parking	Provide accessible parking/lines to be marked	2013	Complete
Outside lighting is insufficient (near dentist office)	Fix lighting	2013	Complete
No accessible signage	Add signage	2013	Complete
Lip at entrance or dentist office	Fix entrance	2013	Complete
Light switches inaccessible	Lower switches in washrooms or add motion sensor	2014	2020

**11. Martintown Community Centre/Park**

4850 County Road 20

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Upgrades in 2016	Accessible play structure and walkways	2016	Complete

**12. Nor'Westers and Loyalist Museum**

19651 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No parking lot	Create designated parking spot on street.	2015	2024
Side entrance not wheelchair friendly	Install ramp	2013	Complete
Doorway entrance (small groove)	Smooth down to no bump	2014	2020
Upstairs not accessible (stairs)	Elevator or escalator (Investigating video monitoring solution)	2016	On Hold
Grooves in floorboards	Smooth down	2014	2020
Emergency exit needs small ramp	Install ramp	2013	2020
No assistant bars above and alongside toilets	Install bars	2014	2019
Mirror not tilted	Install tilted mirrors	2014	2019
Pipes under sinks are visible	Cover pipes	2014	2019
Paper towel dispenser too high	Lower dispenser	2014	2019

**13. North Lancaster Optimist Club Hall & Park**4837 2<sup>nd</sup> Line Road, North Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Construction meets ODA requirements			Complete

**14. Paul Rozon Park**

19715 County Road 17, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Step up to enter building	Install ramp	2014	Complete
Approach to deck not wheelchair friendly	Grading/finer granular	2014	Complete
No access to playground	Paved pathways	2014	2020
No access to ball diamond	Paved pathways	2014	2020
Access to rink not wheelchair friendly	Paved pathways	2014	Complete
Skate pads	Seasonal problem – edges could be tapered	2014	Complete
Parking lot is gravel – not wheelchair friendly	Paved parking lot	2015	2024
Washroom – no pull levers	Install pull levers	2014	2020
Pipes under sink	Cover pipes	2014	2020

**15. Smithfield Park**

119 Military Road, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Baseball diamond not wheelchair accessible	Paved Pathway	2015	N/A (no longer there)
Roadway to park needs to be paved	Pavement	2015	2024
No access to shaded building area	Pathway and small ramp required	2015	Complete

Play area not wheelchair accessible	Paved pathways	2015	Complete
No path to the ramp at the play structure	Paved pathway	2015	Complete

### 16. Township of South Glengarry Municipal Office

6 Oak Street, Lancaster, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
Outdoor lighting is insufficient	Add lighting near ramp	2013	Complete

### 17. Williamstown Office (Celtic Music Hall of Fame)

19687 William Street, Williamstown, Ontario

Barrier	Strategies for Removal or Prevention	Originally Proposed Completion Date	Revised Completion Date
No accessible parking space	Provide accessible parking	2014	2020
Lighting is insufficient	Fix lighting	2014	2020
No accessibility signage	Add signage	2014	2020
Exterior door not wide enough	Consult with CBO	2015	2024
Light switches not accessible	Lower switches or add motion sensor lighting	2015	2021
Bathroom door handles not lever style	Install lever handles	2015	2020
Toilet placement unsatisfactory	Install new toilet when needed	2015	2020

Clearance beneath sink	Correct when new sink installed	2015	2020
Towel dispenser inaccessible	Relocate towel dispenser	2015	2020
Soap dispenser not accessible	Relocate soap dispenser	2015	2020
Mirror placement	Relocate/adjust mirror	2015	2020
Cup dispenser in washrooms	Install cup dispenser	2015	2020

## **Appendix 'C' – Accessibility Standards for Customer Service Policy**

# **Policy Manual**

## **The Township of South Glengarry**

### **Accessibility Standards for Customer Service**

#### **POLICY STATEMENT**

In providing good accessible customer service the Township of South Glengarry shall use reasonable efforts to ensure that policies, practices, and procedures are consistent with the following principles:

1. Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities, and others, will be integrated, unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use, or benefit from the goods or services.
3. Persons with disabilities will be given an opportunity equal to that given to others to obtain, use, and benefit from the goods or services.
4. Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
5. That the Township of South Glengarry employees when communicating with a person with a disability shall do so in a manner that takes into account the person's disability.

#### **APPLICATION**

This policy applies to every person who deals with members of the public or other third parties on behalf of the Township of South Glengarry whether the person does so as an employee, agent, volunteer, or otherwise.

#### **LEGISLATIVE AUTHORITY**

The Accessibility Standards for Customer Service, Ontario Regulation 429/07, was created under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The standard came into effect on January 1, 2008. It sets out obligations for certain persons, businesses, and other organizations to provide goods or services in a way that is accessible to people with disabilities in Ontario.

## **DEFINITIONS**

**“Assistive devices”** shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids, and medical aids. (i.e. canes, crutches, wheelchairs, or hearing aids)

**“Disabilities”** shall mean the same as definition of disability found in the Ontario Human Rights Code.

**“Employees”** shall mean every person who deals with members of the public or other third parties on behalf of the Township of South Glengarry.

**“Persons with Disabilities”** shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

**“Service Animals”** shall mean any animal that is of service to a person with a disability.

**“Support Person”** shall mean any person whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability in order to help with communications, personal care or medical needs, or with access to goods or services.

## **PRINCIPLES**

### **Accessible Customer Service follows four basic principles:**

1. Dignity – service is provided in a way that allows the person with a disability to maintain self-respect and the respect of other people.
2. Independence – when a person with a disability is allowed to do things on their own without unnecessary help or interference from others.
3. Integration – service is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as other customers, unless an alternative measure is necessary to enable a person with a disability to access goods or services.
4. Equal Opportunity - service is provided to a person with a disability in such a way that they have an opportunity to access your goods or services equal to that given to others.

These basic principles will be taken into account when serving individuals with disabilities.

Staff will do the following:

1. Question - what can I do to help people with disabilities access our services?
2. Ask the individual how I can help?
3. When communicating with a person with a disability, do so in a manner that takes into account the person's disability.
4. Offer a variety of methods of communication.
5. Understand the nature and scope of the services you offer.

## **EXISTING POLICIES, PRACTICES, AND PROCEDURES**

Existing policies, practices, and procedures will be reviewed and revised on an ongoing basis as gaps in policies are identified and impact the ability to provide goods or services to customer with disabilities. Feedback from customers will be used to identify policy gaps.

## **ASSISTIVE DEVICES**

Every employee shall use reasonable efforts to allow person with disabilities to use their own assistive devices to access goods and/or services.

## **SERVICE ANIMALS**

Service animals, such as guide dogs, offer independence and security to many people with various disabilities. If it is questionable whether an animal is a service animal, a person may be asked to provide a letter from a physician or nurse confirming that the person requires the animal for reasons related to a disability.

1. Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained and other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with the disability.
2. The service animal shall be under the care and control of the person with the disability. If a service animal is unruly or disruptive, an employee may ask the person with the disability to remove the animal from the area, and other reasonable arrangements to provide goods or services shall be explored with assistance from the person with a disability.

## **SUPPORT PERSON(S)**

Support person(s) assist people with disabilities in a variety of ways, by assisting with communications such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may also be a friend or relative that will assist and support the customer.

1. If a person with a disability is accompanied by a support person, the Township of South Glengarry shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.
2. In the event that admission fees are charged, there will be no charge to the support person.
3. The Township of South Glengarry may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

## **SERVICE DISRUPTION – NOTICE**

It is possible that from time to time there will be disruptions in service, such as an entrance way that is under repair, renovations that limit access to an area, service to an elevator, or technology that is temporarily unavailable. If disruption in service is planned, and expected, it is important to provide reasonable notice.

1. Notice of the disruption must include information about the reason of the disruption, its anticipated duration, and a description of alternative facilities.
2. Notice will be provided on the website, social media pages, signs posted at appropriate site, and, if suitable, advertised in local newspaper or radio a week in advance of the disruption.

## **UNEXPECTED DISRUPTION IN SERVICE – NOTICE**

1. In the event of an unexpected disruption in service, notice may be provided in an appropriate manner and as quickly as possible.
2. Notice will be provided on the website, signs posted at appropriate site, and if suitable advertised on the local radio station.
3. In the event of a service disruption, alternative methods of service may be considered and those impacted by service interruption shall be informed of any alternative methods.

## FORMAT OF DOCUMENTS

If requested for a copy of a document in a different format than available to accommodate a person with a disability, the Township of South Glengarry will make every attempt to provide the information requested in a format that is useful to the individual.

## DOCUMENTATION

1. Notice that the Township of South Glengarry has an Accessible Customer Service Standard Policy will be posted at a conspicuous place on premises operated by the Township of South Glengarry and posted on the Township website.
2. A copy of the documents will be given upon request and consideration will be given to format to accommodate a person's disability.

## TRAINING

Training on Accessible Customer Service Standards will be as follows:

1. Training will be given to every person who participates in developing the policy, practices, and procedures under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service.
2. Training will be given to every person who deals with the public on behalf of the Township of South Glengarry including 3<sup>rd</sup> parties i.e. employees, agent volunteers, management.
3. Training will include:
  - i. A review of the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard.
  - ii. How to interact and communicate with persons with various types of disability.
  - iii. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
  - iv. How to use equipment or assistive devices available on our premises, or that otherwise provide, that may help with the provision of goods or services to people with disabilities.
  - v. What to do if a person with a particular type of disability is having difficulty accessing our goods or services.

- vi. The Accessibility Customer Service Standard Policy for the Township of South Glengarry.
4. Current employees, Council, agents, volunteers, management, etc., shall receive training by December 31, 2020.
5. New employees, agents, volunteers, management, etc., shall receive training as soon as “practicable”, after being assigned.
6. Ongoing training on changes to policies, procedures, and new equipment shall be provided.
7. The method and amount of training shall be geared to the trainee’s role in terms of accessibility.
8. Training records shall be kept, including the dates when the training is provided and the names of individuals to whom the training was provided.

## **FEEDBACK**

Feedback from customers gives the Township of South Glengarry opportunity to learn and improve. The Municipality encourages individuals to make suggestions on ways to improve our services and recognize the right of customers’ to make a complaint.

1. To ensure that the delivery of goods and services to those individuals with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback as follows:

In writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) addressed to:

**Clerk, Township of South Glengarry**  
**6 Oak Street, P.O. Box 220, Lancaster Ontario, K0C 1N0**  
**Email: [info@southglengarry.com](mailto:info@southglengarry.com)**  
**Phone: 613-347-1166, Extension 223**  
**Fax: 613-347-3411**

2. The Clerk will respond either in writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.
3. Feedback will be encouraged by Township Staff and the process for feedback will be explained to customers and posted on the Township website.
4. Feedback will be used to assist with the revision of policies and procedures to provide accessible customer service.

RAISIN REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS  
MINUTES  
OCTOBER 17, 2019 – 3:00 pm  
RRCA ADMINISTRATION BUILDING

- PRESENT: Frank Prevost, South Glengarry, Chair  
Bryan McGillis, South Stormont, Vice-Chair  
David Smith, South Stormont  
Claude McIntosh, City of Cornwall  
Carilyne Hebert, City of Cornwall  
Martin Lang, South Glengarry  
Michael Depratto, North Glengarry
- STAFF: Richard Pilon, General Manager / Secretary-Treasurer  
Josianne Sabourin, Administrative Assistant  
Phil Barnes, Project Manager  
Britney Bourdages, Environmental Technician  
Sandy Crites, Manager of Finance  
Lissa Deslandes, Regulations Officer / Community Liaison  
Jessica Herrington, Environmental Technician  
Matthew Levac, Resource Technician  
Kim MacDonald, Watershed Planner  
Pete Sabourin, Manager of Field Operations  
Lisa Van De Ligt, Communications Specialist
- REGRETS: Roxane Villeneuve, North Stormont

**CALL TO ORDER**

Frank Prevost, Chair, called the meeting to order at 3:00 pm

**APPROVAL OF AGENDA**

RESOLUTION #75/19:

Moved by: Michel Depratto  
Seconded by: Bryan McGillis

THAT the agenda be approved.

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**DELEGATIONS / PRESENTATIONS**

- a. Staff presented project and program updates

**APPROVAL OF MINUTES**

RESOLUTION #76/19:

Moved by: Claude McIntosh  
Seconded by: Carilyne Hebert

THAT the minutes of the September 19, 2019 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**CONSERVATION ONTARIO COUNCIL MEETING UPDATE**

Richard provided an update on topics discussed at the Conservation Ontario Council Meeting held in Toronto on September 30, 2019.

**TREE PLANTING PROGRAM UPDATE**

RESOLUTION #77/19:

Moved by: Claude McIntosh  
Seconded by: Martin Lang

THAT the Board of Directors approve entering into an agreement with Forests Ontario as a Program Delivery Agent under the 50 Million Tree Program;

AND FURTHER, that the Board of Directors approve offering tree planting subsidies to landowners;

AND FURTHER, that the Board of Directors approve charging a 10% Administration Fee to landowners for tree planting project coordination.

CARRIED

**COOPER MARSH CONSERVATORS LOAN**

RESOLUTION #78/19:

Moved by: Michel Depratto  
Seconded by: David Smith

THAT the Board of Directors approve a \$10,000 temporary cash advance to the Cooper Marsh Conservators for the securement of funding for replacing the windows at the Visitors Centre, as presented.

CARRIED

2020 CHARLOTTENBURGH PARK CAMPING RATES

RESOLUTION #79/19:

Moved by: Martin Lang  
Seconded by: David Smith

THAT the Board of Directors approve the 2020 Charlottenburgh Park camping rates, as presented.

CARRIED

GRAY'S CREEK CONSERVATION AREA GAZEBO

RESOLUTION #80/19:

Moved by: Carilyne Hebert  
Seconded by: Bryan McGillis

THAT the Board of Directors approve the over expenditure for the repairs to the Gray's Creek Conservation Area gazebo, as presented.

CARRIED

O.REG. 175/06 PERMIT SIGNING AUTHORITY AND ENFORCEMENT

RESOLUTION #81/19:

Moved by: David Smith  
Seconded by: Martin Lang

THAT the Board of Directors approve the revised list of staff members with designated permit signing authority and enforcement of Ontario Regulation 175/06 under the Conservation Authorities Act, as presented.

CARRIED

COOPER MARSH CONSERVATORS MEETING MINUTES OF OCTOBER 3, 2019

RESOLUTION #82/19:

Moved by: Michel Depratto  
Seconded by: Martin Lang

THAT the Board of Directors receive the Cooper Marsh Conservators meeting minutes of October 3, 2019, as presented.

CARRIED

MONTHLY ACTIVITY SUMMARY

RESOLUTION #83/19:

Moved by: Carilyne Hebert  
Seconded by: David Smith

THAT the Board of Directors receive the Monthly Activity Summary report, as presented.

CARRIED

STATEMENT OF OPERATIONS AS OF AUGUST 31, 2019

RESOLUTION #84/19:

Moved by: Bryan McGillis  
Seconded by: Claude McIntosh

THAT the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

CLOSED SESSION

RESOLUTION #85/19:

Moved by: Michel Depratto  
Seconded by: Claude McIntosh

THAT the Full Authority Meeting move into Closed Session to discuss property matters.

CARRIED

RESOLUTION #86/19:

Moved by: Michel Depratto  
Seconded by: David Smith

THAT the Full Authority Meeting move to Open Session.

CARRIED

RESOLUTION #87/19:

Moved by: Martin Lang  
Seconded by: Bryan McGillis

THAT the Board of Directors authorize staff to pursue items of action dealing with the property matter discussed in the Closed Session.

CARRIED


ADJOURNMENT

RESOLUTION #88/19:

Moved by: Martin Lang  
Seconded by: Bryan McGillis

THAT the Board of Directors meeting of October 17, 2019 be adjourned at 4:00 pm

  
Frank Prevost  
Chair

  
Richard Pilon  
General Manager / Secretary-Treasurer



**December 16, 2019**

**MINUTES OF**  
**COMMITTEE OF ADJUSTMENT**

**Township of South Glengarry**

A meeting of the Committee of Adjustment was held at 5:30 pm on December 16, 2019 in the Council Chambers at the municipal building in Lancaster, Ontario.

**Committee Members present were:** Mayor Frank Prevost, Deputy Mayor Lyle Warden, Councillor Stephanie Jaworski, Councillor Sam McDonell, Councillor Martin Lang and Secretary- Treasurer Joanne Haley.

**MOVED BY:** Martin Lang

**SECONDED BY:** Stephanie Jaworski

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of December 16, 2019 is hereby called to order.

**CARRIED**

**Meeting was called to order at 5:31 pm**

**Approval of Agenda**

**MOVED BY:** Frank Prevost

**SECONDED BY:** Stephanie Jaworski

**BE IT RESOLVED THAT** the Agenda be approved as presented.

**CARRIED**

**Approval of Minutes**

**MOVED BY:** Sam McDonell

**SECONDED BY:** Stephanie Jaworski

**BE IT RESOLVED THAT** the Minutes of the October 7, 2019 meeting be approved as presented.



## **CARRIED**

Members of the public at this meeting were as follows:

Diane and Bruce Merpaw- Applicant- A-19-19

### **Review of Application:**

#### **Application A-19-19 MacDonald**

J Haley provided to the Committee the following information:

- Subject Property:
- Part Lot 18, Registered Plan # 101, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18419 County Road 2.
- Proposed Minor Variance:
  - The applicant recently acquired a residential garage through a severance/lot addition process. In order to bring this garage into compliance with the Zoning By-Law on the subject property; the following relief from the Zoning By-Law 38-09 is requested:
    - Part 3.1 (5) - to increase the maximum gross floor area from 100 square meters (1,076 sq. ft) to 238 square meters (2562 sq. ft).
    - The property is designated Residential District in the County Official Plan. This application conforms to the general intent of the Official Plan
  - The property is zoned Residential One (R-1)
  - This application conforms to the general intent of the Zoning By-law
  - This application was circulated to applicable municipal staff; including the United Counties of SDG.
  - SDG has no concerns
  - I have received no formal comments from the public to date

### **Discussion:**

Member Stephanie Jaworski asked questions to clarify what was the severed parcel that was merging to the applicant's property as well as where the existing sheds are located.

**MOVED BY:** Frank Prevost

**SECONDED BY:** Sam McDonell



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.

**CARRIED**

Next Meeting date: Possibly January 27, 2020

**Adjournment**

**BE IT RESOLVED THAT** the meeting of December 16, 2019 be adjourned to the call of the Chair @ 5:40 p.m.

**INFORMATION REPORT****REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** January 13, 2020**SUBJECT:** 2019 Building Permit Activity as of 31-Dec-2019**PREPARED BY:** Gary Poupart, Director of Development & Chief Building Official

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

For Period Ending December 31 Construction Class	Issued Permits			
	2016	2017	2018	2019
Institutional	10	8	4	4
Commercial	7	8	8	15
Agricultural	17	22	16	15
Residential				
New Dwelling	43	23	26	32
Addition/Renovation	67	71	63	67
Accessory Buildings & Other	32	49	31	35
Wood Stove	7	5	4	2
Demolition	22	18	29	13
On-Site Sewage Systems	52	32	32	49
Temporary Buildings / Tents	*	*	15	13
Swimming Pool	19	16	18	18
<b>TOTAL</b>	276	252	246	263
<b>Total Construction Value</b>	\$17,550,581	\$21,078,836	\$18,474,989	\$21,194,462
<b>Total Permit Fees</b>	\$237,547	**\$268,407	\$218,485	\$240,933
<b>Total Permit Applications</b>	318	282	263	276
<b>Building Code Act Orders Issued</b>	43	55	45	2

\* Issued Tent Permits for 2016 & 2017 are included in applicable other Construction Class for the respective year.

\*\*Revised total due to correction made by Corporate Services subsequent to 2017 Community Services Annual Report on Permit Revenues, Expenses & Stabilization Reserve Fund.

**INFORMATION REPORT****REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** January 13, 2020**SUBJECT:** Consent Summary**PREPARED BY:** Joanne Haley, GM Community Services**CONSENT APPLICATIONS SUMMARY- 2015**

<b>Application #</b>	<b>Recommendation</b>	<b>Decision</b>
B-121-15	Recommended	

**CONSENT APPLICATIONS SUMMARY- 2019**

<b># of Applications</b>	<b>Application #</b>	<b>Recommendation</b>	<b>Decision</b>
1	B-14-19	Recommended	Approved
2	B-23-19	Recommended	Approved
3	B-28-19	Recommended	Approved
4	B-29-19	Recommended	Approved
5	B-37-19	Recommended	Approved
6	B-48-19	Recommended	Approved
7	B-53-19	Recommended	Withdrawn
8	B-64-19	Recommended	Approved
9	B-78-19	Recommended	Approved
10	B-79-19	Recommended	Approved

11	B- 82-19	Recommended	Approved
12	B-83-19	Recommended	Approved
13	B-86-19	Recommended	Approved
14	B-89-19	Recommended	Approved
15	B-91-19	Recommended	Approved
16	B-92-19	Recommended	Approved
17	B-98-19	Recommended	Approved
18	B-99-19	Recommended	Approved
19	B-100-19	Recommended	Approved
20	B-103-19	Recommended	Approved
21	B-104-19	Recommended	Approved
22	B-106-19	Recommended	
23	B-112-19	Recommended	
24	B-113-19	Recommended	

## INFORMATION REPORT



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

**MEETING DATE:** January 13, 2020

**SUBJECT:** Consent Application B-112-19

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-112-19**  
**Part Lot 20, Concession 6**  
**Former Township of Lancaster**  
**MacDonell**

**Type of Consent: To dispose of a surplus dwelling to a farming operation.**

**Subject:**

The subject property is located on part of lot 20, Concession 6, on the north side of Concession Road 5. The purpose of this application is to sever approximately 1 acre of developed land that is surplus to the farming operation and to retain approximately 40 acres of agricultural land.

**Official Plan Designations:**

The subject property is designated Agriculture in the County Official Plan. In Section 8.14.13 II of the County Official Plan there are strict policies for consents in an Agricultural Designation. Section 8.14.13.II.1.2 indicates that “a consent may be granted on lands designated as Agricultural Resource Land as shown on the Land Use Plan Schedules for a residence surplus to a farming operation”. This proposed consent conforms to the Official Plan. Section 8.14.13.II.7 indicates that “where a consent is granted for a residence surplus to a farming operation, a local Municipality shall through a Zoning By-law or other municipal approach prohibit further dwellings on the vacant retained lands created by the subject consent.”

**Zoning By-law:**

The subject property is zoned Agriculture in the Township of South Glengarry Zoning By-law. This proposed consent does not conform to the Township’s Zoning By-Law as the proposed retained land is less than 20 hectares (49.4 acres).

**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the Official Plan, Zoning By-Law and PPS. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township.
2. A site-specific zoning amendment must be applied for and approved to reduce the minimum lot area for the proposed retained parcel as the Zoning By-law requires 20 hectares. The prohibition of residential construction will also be included in this amendment. The Zoning Amendment Application Fee is \$1,200.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.

Lorelei and Bruce Mac Donell  
21325 Concession 5 Road, North Lancaster, ON K0C 1Z0  
Concession 6, E 1/2 Lot 20, Twp. South Glengarry  
Ref. Plan 14R-1292

Land to be Severed - 1 Acre (Dwelling)

Retained (Farmland) Acres 40.82

Concession 6 Road

66' Frontage

Neighbour

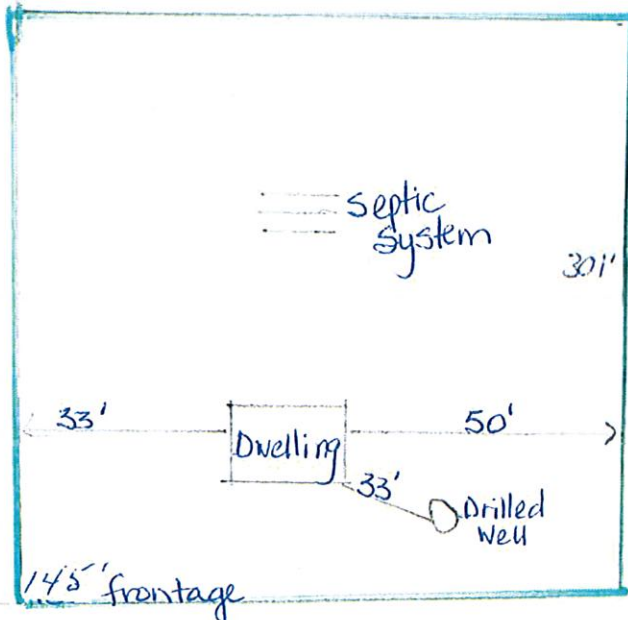
Municipial Drain

Shed

Pond

Laneway access from Concess n 5 to Concession 6

Neighbour



Concession 5 Road

## INFORMATION REPORT



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

**MEETING DATE:** January 13, 2020

**SUBJECT:** Consent Application B-113-19

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-113-19**  
**Part Lot 5 & 6, Concession 9 I.L.**  
**Former Township of Charlottenburgh**  
**Gaudet**

**Type of Consent: Lot Addition**

**Subject:**

The subject property is located on part of lot 5 & 6, Concession 9 I.L. on the north side of Richer Road. The purpose of this application is to sever approximately 51 acres of forested land which will merge to an existing abutting vacant lot while retaining approximately 61 acres of developed land.

**Official Plan Designations:**

The subject property is designated Rural in the County Official Plan. Section 8.14.13.3. D. I of the County Official Plan indicates that “up to two consents for residential purposes may be granted for a legally conveyable lot, excluding the retained lot where the approval authority is satisfied that a plan of subdivision of the land is not necessary for the proper and orderly development of the land; where the lot existed as of January 1, 1980 and where the land is located in the Rural District as shown on the Land Use Plan Schedules. This proposed consent conforms to the Official Plan.

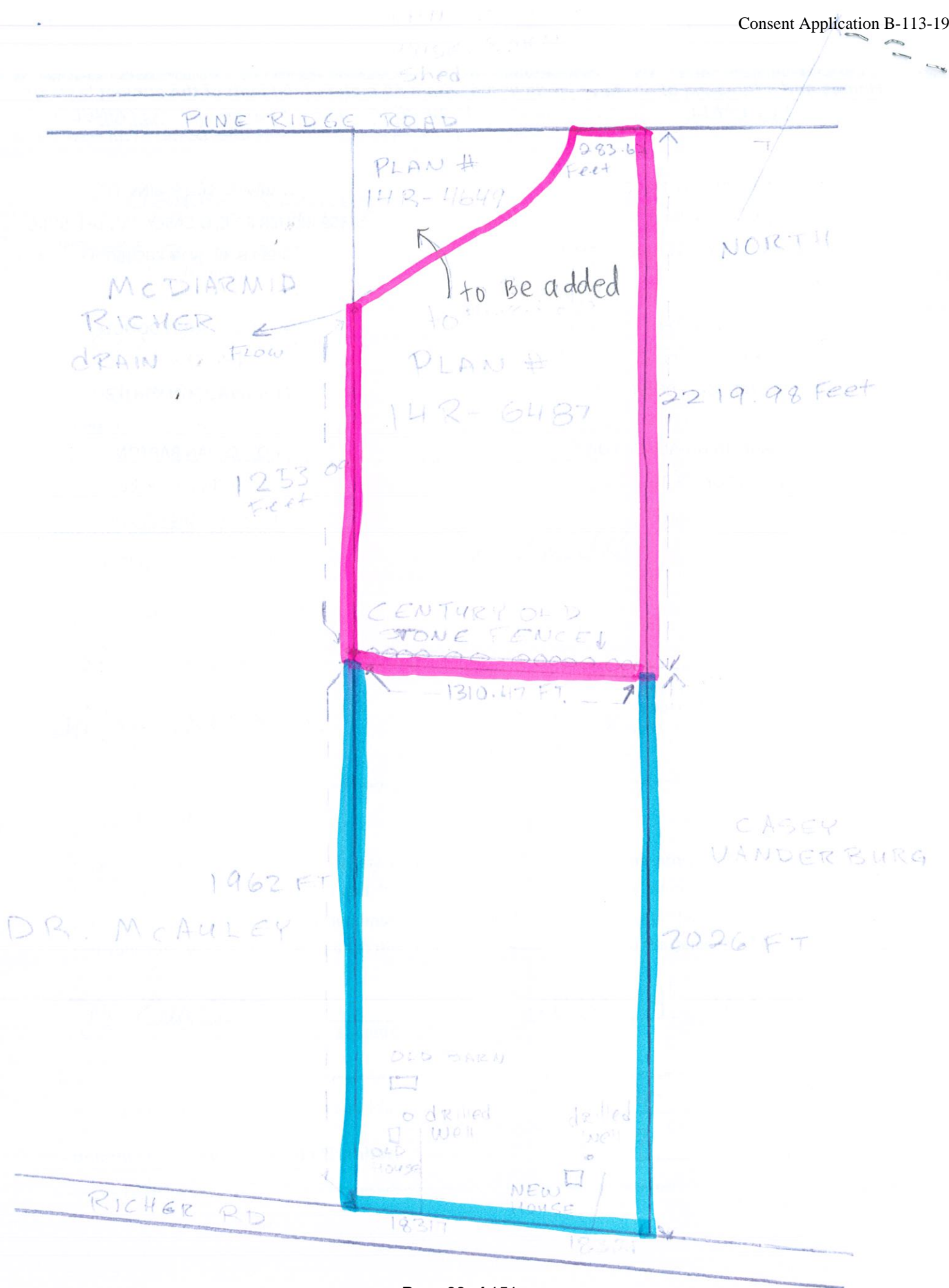
**Zoning By-law:**

The subject property is zoned Rural in the Township’s Zoning By-Law. This proposed consent conforms to the Zoning By-law.

**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the PPS, the Official Plan and the Zoning By-Law. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township for each application.
2. The Township of South Glengarry will complete a site visit of the severed and retained lands to confirm that there are no issues with a proposed septic system and the existing septic system(s). Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.
3. Road widening must be deeded to the Township for the severed and retained portions.



\* NOT TO SCALE \*

## INFORMATION REPORT



**REPORT TO:** Council of the Township of South Glengarry  
**MEETING DATE:** January 13, 2020  
**SUBJECT:** Notice of Consent Decisions  
**PREPARED BY:** Joanne Haley- GM- Community Services

---

**RE: Notice of Consent Decisions**

Please find attached five "Notice of Decision" letters from the United Counties of Stormont, Dundas, and Glengarry. The recommendations and conditions requested have been included in the decisions as requested. The original reports recommending approval are also attached to remind you of the purpose of the application.



DEPARTMENT OF TRANSPORTATION AND PLANNING SERVICES

26 Pitt Street, Suite 223, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Fax: 613-936-2913 • Email [info@sdgcounties.ca](mailto:info@sdgcounties.ca) • [www.sdgcounties.ca](http://www.sdgcounties.ca)



## NOTICE OF DECISION

<b>APPLICATION NO. B-98-19</b>	
<b>NAME:</b>	<u>Vladan Kovinich</u>
<b>MUNICIPALITY:</b>	<u>Township of South Glengarry (Former Geographic Charlottenburgh Twp.)</u>

Attached is a copy of the Decision with respect to the above noted Application for Consent.

You may be entitled to receive notice of any changes to the conditions of the provisional consent if you have made either a written request to be notified of the Decision or a written request to be notified of changes to the conditions.

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Local Planning Appeal Tribunal:

- a) the Decision of the Approval Authority; and/or
- b) any or all of the conditions imposed by the Approval Authority.

**Any appeal to the Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$300.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant-Planning, United Counties of S. D. & G. who will forward all documents to the Local Planning Appeal Tribunal.**

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed in the name of an individual who is a member of the association or group.

Additional information regarding this application and decision is available during business hours at the office of the Administrative Assistant - Planning, at the above address or by calling the office at **932-1515, Extension 218**.

**LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS:** January 6, 2020

**Date of giving of this notice is:** December 18, 2019

Katie Coristine  
Administrative Assistant-Planning  
Email: [kcoristine@sdgcounties.ca](mailto:kcoristine@sdgcounties.ca)



**UNITED COUNTIES OF  
STORMONT, DUNDAS AND GLENGARRY  
*DECISION***

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, December 17, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-98-19**

**OWNER: Vladan Kovinich**

**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. The proposed severed and retained lots do not conform to the zoning by-law therefore a minor variance will be required to be applied for and approved to:
  - a. To reduce the Minimum Lot Frontage for both the severed and retained parcels
  - b. To reduce the Minimum Lot Area for the severed parcel.
 The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. The Township of South Glengarry completed a site visit of the severed and retained lands and determined that a septic system design and application for the retained lands must be filed with the Township of South Glengarry for approval followed by installation of the approved system prior to final consent. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. The landowner shall submit a formal acknowledgement that no new and/or additional entrances will be permitted to access County Road 2 from the severed or retained property. The County Engineer will clear the condition with the Administrative Assistant-Planning.
4. The landowner shall provide Transportation with either a) or b) below:
  - a) A copy of the shared entrance agreement confirming Civic #18488 has legal access through Civic #18496;
  - OR;
  - b) Ensure that a single shared entrance continues to serve as the only point of access from the adjacent County Road to both the severed and retained properties. To formalize use of the shared entrance, the following is required:
    - a. The creation of an easement or right of way to permit shared access to both properties;
    - b. The registration on title to both the severed and retained properties of a shared entrance agreement ("SEG") in the form and substance satisfactory to the County. Such SEG shall include terms and obligations on the owners of both the severed and retained parcels that:
      - i. ensures future residential driveway access at one entrance for both severed and retained portions;
      - ii. describes shared maintenance, repair and operation obligations for the owners of both the severed and retained portions;
      - iii. describes, through use of a draft reference plan, the parts on a plan that will be subject to the right-of-way or easement;
      - iv. that the rights-of-way, as approved by UCSDG be registered on title to the relevant property or properties;
      - v. that the registered SEG include a requirement to inform all purchasers, in writing, of either of the severed or retained properties of the SEG; and
      - vi. that the Applicant shall provide a copy of the registered SEG, Reference Plan, and draft deeds of transfer to the County Engineer to confirm and approve registration of the SEG, Reference Plan and rights-of-way.

The County Engineer will clear the condition with the Administrative Assistant-Planning.

5. The applicant provide evidence by means of a sketch that an appropriate access/egress allowance to the shoreline has been provided for each the severed and the retained lots. Heavy equipment must be able to access/egress the water side of the property and have adequate room to work and maneuver while conducting routine repairs, maintenance, and/or emergency work along the shoreline and/or to shoreline protection measures. The setback shall include considerations such as rooflines, decks, eaves-troughs, fence lines, landscaping, accessory structures, underground structures (septic system), etc. Raisin Region Conservation will clear the condition with the Administrative Assistant-Planning.

- 6. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**



Benjamin de Haan, P. Eng  
Approval Authority

I, Katie Cristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.



Katie Cristine, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JANUARY 06, 2020**

## INFORMATION REPORT



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

**MEETING DATE:** December 2, 2019

**SUBJECT:** Consent Application B-98-19

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-98-19**  
**Part of Lot 1, Concession 1, B.F., I.L.**  
**Kovinich**

**Type of Consent: To create a separate developed lot**

**Subject:**

The subject property currently contains 2 existing single detached dwellings. It is located on part of Lot 1, Concession 1, B.F., I.L. on the south side of County Road 2 in the Urban Settlement Area of Glen Walter. The purpose of this application is to create 2 lots that will each contain an existing single detached dwelling.

**Official Plan Designations:**

The subject property is designated Urban Settlement Area - Residential District in the County Official Plan. The proposed consent conforms to the Official Plan.

**Zoning By-law:**

The subject property is zoned Residential One (R-1) and Flood Plain Holding (this is a very narrow strip abutting the river) in the Township of South Glengarry's Zoning By-law. The proposed severed and retained lots do not conform to the Zoning By-law therefore a minor variance will be required to be applied for and approved to:

- To reduce the Minimum Lot Frontage for both the severed and retained parcels
- To reduce the Minimum Lot Area for the retained parcel

**Proposed Recommendation:**

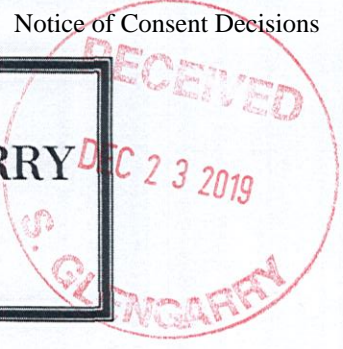
That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the Official Plan and the PPS. This consent will be subject to the following conditions:

1. A \$200.00 review fee must be paid to the Township of South Glengarry.
2. The proposed severed and retained lots do not conform to the zoning by-law therefore a minor variance will be required to be applied for and approved to:
  - a. To reduce the Minimum Lot Frontage for both the severed and retained parcels
  - b. To reduce the Minimum Lot Area for the retained parcel
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to confirm that there are no issues with proposed septic systems. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.





**UNITED COUNTIES OF  
STORMONT, DUNDAS AND GLENGARRY  
DECISION**



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, December 17, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-99-19**

**OWNER: Minister of Transportation**

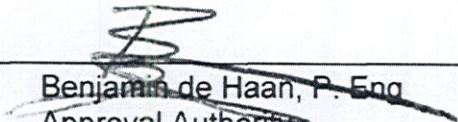
**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A \$200.00 review fee must be paid to the Township of South Glengarry. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

  
\_\_\_\_\_  
Benjamin de Haan, P. Eng  
Approval Authority

I, Katie Coristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

  
\_\_\_\_\_  
Katie Coristine, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JANUARY 06, 2020**



## NOTICE OF DECISION

**APPLICATION NO. B-99-19**

**NAME:** \_\_\_\_\_ **Minister of Transportation**

**MUNICIPALITY:** Township of South Glengarry (Former Geographic Lancaster Twp.)

Attached is a copy of the Decision with respect to the above noted Application for Consent.

You may be entitled to receive notice of any changes to the conditions of the provisional consent if you have made either a written request to be notified of the Decision or a written request to be notified of changes to the conditions.

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Local Planning Appeal Tribunal:

- a) the Decision of the Approval Authority; and/or
- b) any or all of the conditions imposed by the Approval Authority.

**Any appeal to the Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$300.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant-Planning, United Counties of S. D. & G. who will forward all documents to the Local Planning Appeal Tribunal.**

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed in the name of an individual who is a member of the association or group.

Additional information regarding this application and decision is available during business hours at the office of the Administrative Assistant - Planning, at the above address or by calling the office at **932-1515, Extension 218**.

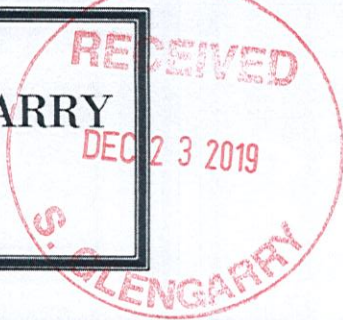
**LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS:** January 6, 2020

**Date of giving of this notice is:** December 18, 2019

Katie Cristine  
 Administrative Assistant-Planning  
 Email: [kcoristine@sdgcounties.ca](mailto:kcoristine@sdgcounties.ca)



**UNITED COUNTIES OF  
STORMONT, DUNDAS AND GLENGARRY  
DECISION**



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, December 17, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-100-19**

**OWNER: Minister of Transportation**

**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A \$200.00 review fee must be paid to the Township of South Glengarry. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

Benjamin de Haan, P. Eng  
Approval Authority

I, Katie Coristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

Katie Coristine, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JANUARY 06, 2020**



## NOTICE OF DECISION

**APPLICATION NO. B-100-19**

**NAME:** \_\_\_\_\_ **Minister of Transportation**

**MUNICIPALITY:** Township of South Glengarry (Former Geographic Lancaster Twp.)

Attached is a copy of the Decision with respect to the above noted Application for Consent.

You may be entitled to receive notice of any changes to the conditions of the provisional consent if you have made either a written request to be notified of the Decision or a written request to be notified of changes to the conditions.

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Local Planning Appeal Tribunal:

- a) the Decision of the Approval Authority; and/or
- b) any or all of the conditions imposed by the Approval Authority.

**Any appeal to the Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$300.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant-Planning, United Counties of S. D. & G. who will forward all documents to the Local Planning Appeal Tribunal.**

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed in the name of an individual who is a member of the association or group.

Additional information regarding this application and decision is available during business hours at the office of the Administrative Assistant - Planning, at the above address or by calling the office at **932-1515, Extension 218**.

**LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS:** January 6, 2020

**Date of giving of this notice is:** December 18, 2019

Katie Coristine  
 Administrative Assistant-Planning  
 Email: [kcristine@sdgcounties.ca](mailto:kcristine@sdgcounties.ca)

## INFORMATION REPORT

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



**MEETING DATE:** December 2, 2019

**SUBJECT:** Consent Application B-99-19 & B-100-19

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-99-19 & B-100-19**  
**Concession 1, Part of Lots 4 & 5**  
**Ministry of Transportation**

**Type of Consent: To Establish a Lease**

**Subject:**

The subject property is located at Concession 1, lot 4 & 5, in the geographic Township of Lancaster; this property is known as the Ontario Travel Information Centre located on the west side of the Quebec Border.

The purpose of these applications is to establish a long-term lease for greater than 21 years. Leases currently exist within the developed structure; no further lots, easements or structures will be created.

**Official Plan Designations:**

The subject property is designated Agricultural Resource Lands in the County Official Plan. The proposed consent conforms to the Official Plan.

**Zoning By-law:**


The subject property is zoned Highway Commercial.


**Proposed Recommendation:**

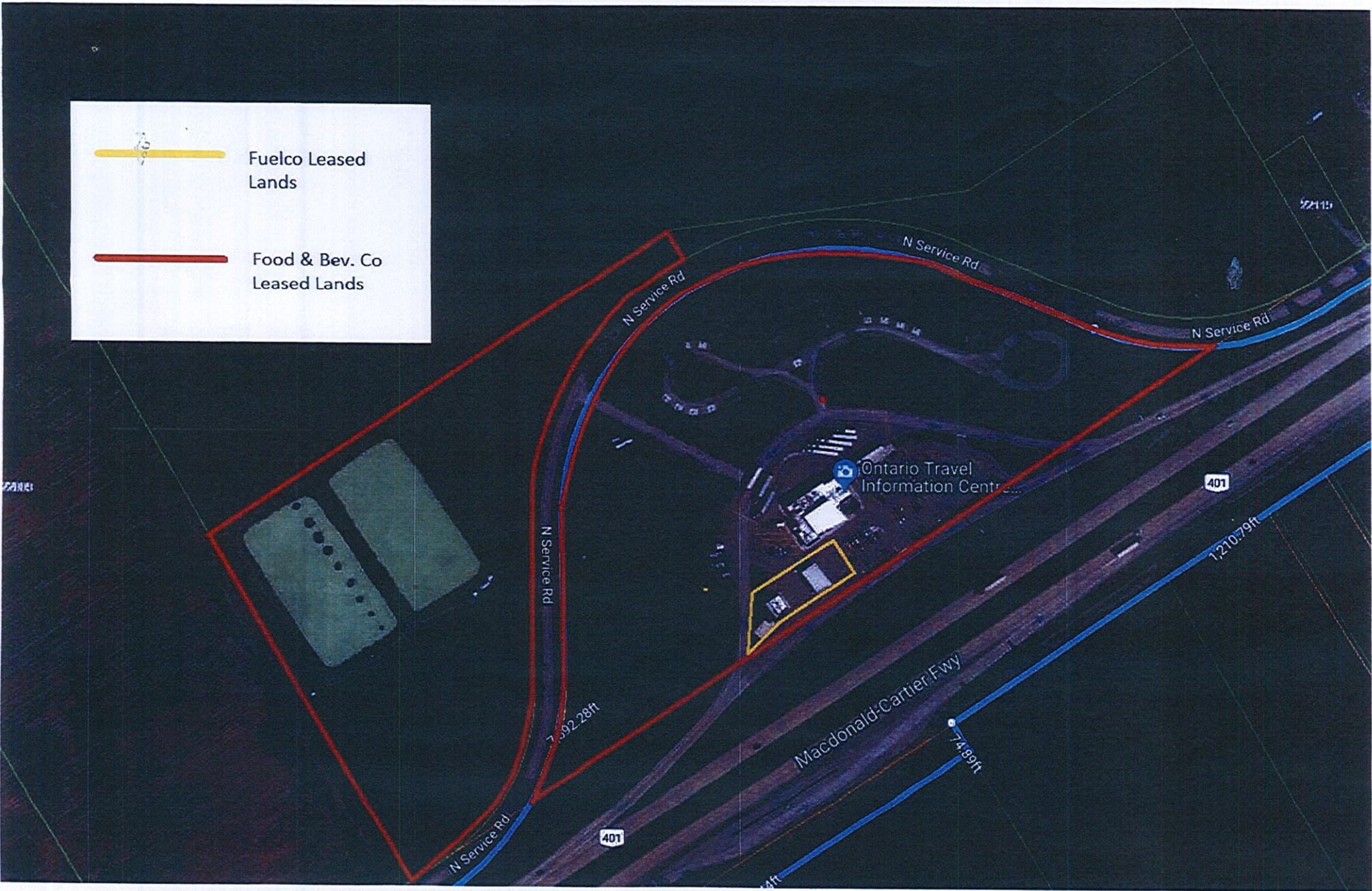
That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the Official Plan and the PPS. This consent will be subject to the following conditions:

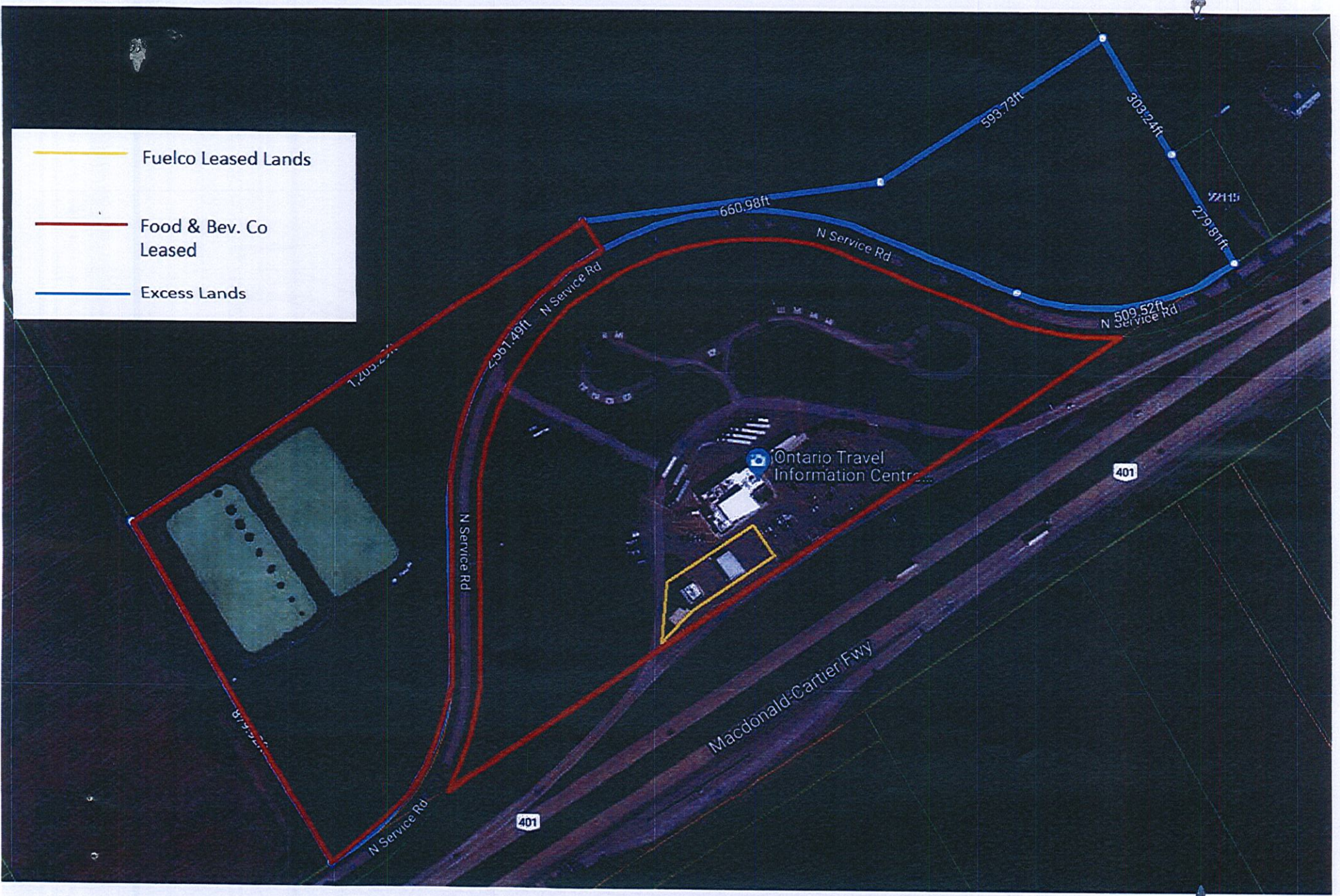
1. A \$200.00 review fee must be paid to the Township of South Glengarry.

B-99-19

 Fuelco Leased Lands

 Food & Bev. Co Leased Lands





- Fuelco Leased Lands
- Food & Bev. Co Leased
- Excess Lands

Ontario Travel Information Centre

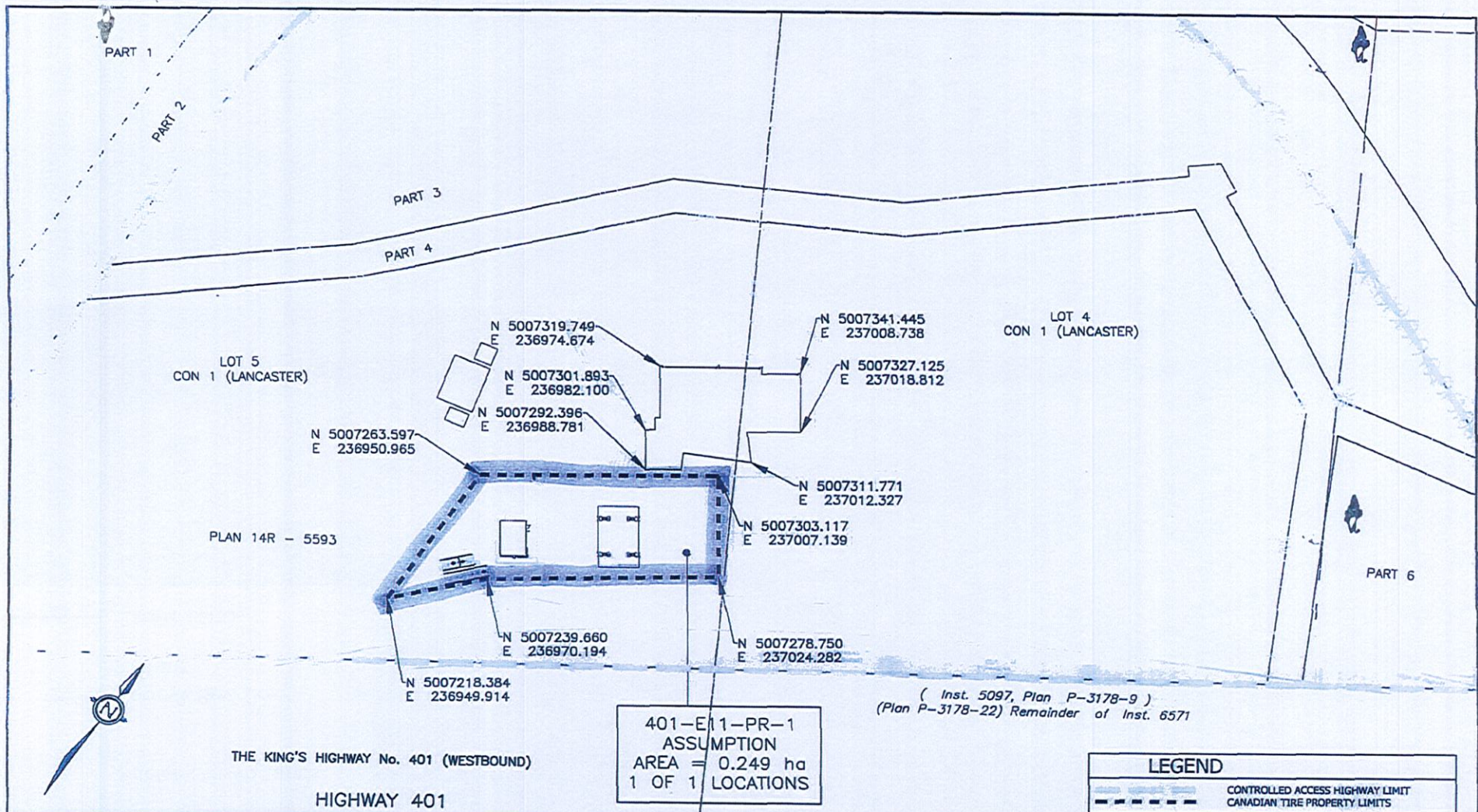
Macdonald-Cartier Fwy

401

B-100-19

Fuelco = 0.249 ha

Food & Bev. Co = Total Area - 0.249 ha = 13.62 ha



401-E11-PR-1  
 ASSUMPTION  
 AREA = 0.249 ha  
 1 OF 1 LOCATIONS

( Inst. 5097, Plan P-3178-9 )  
 ( Plan P-3178-22 ) Remainder of Inst. 6571

LEGEND	
	CONTROLLED ACCESS HIGHWAY LIMIT
	CANADIAN TIRE PROPERTY LIMITS



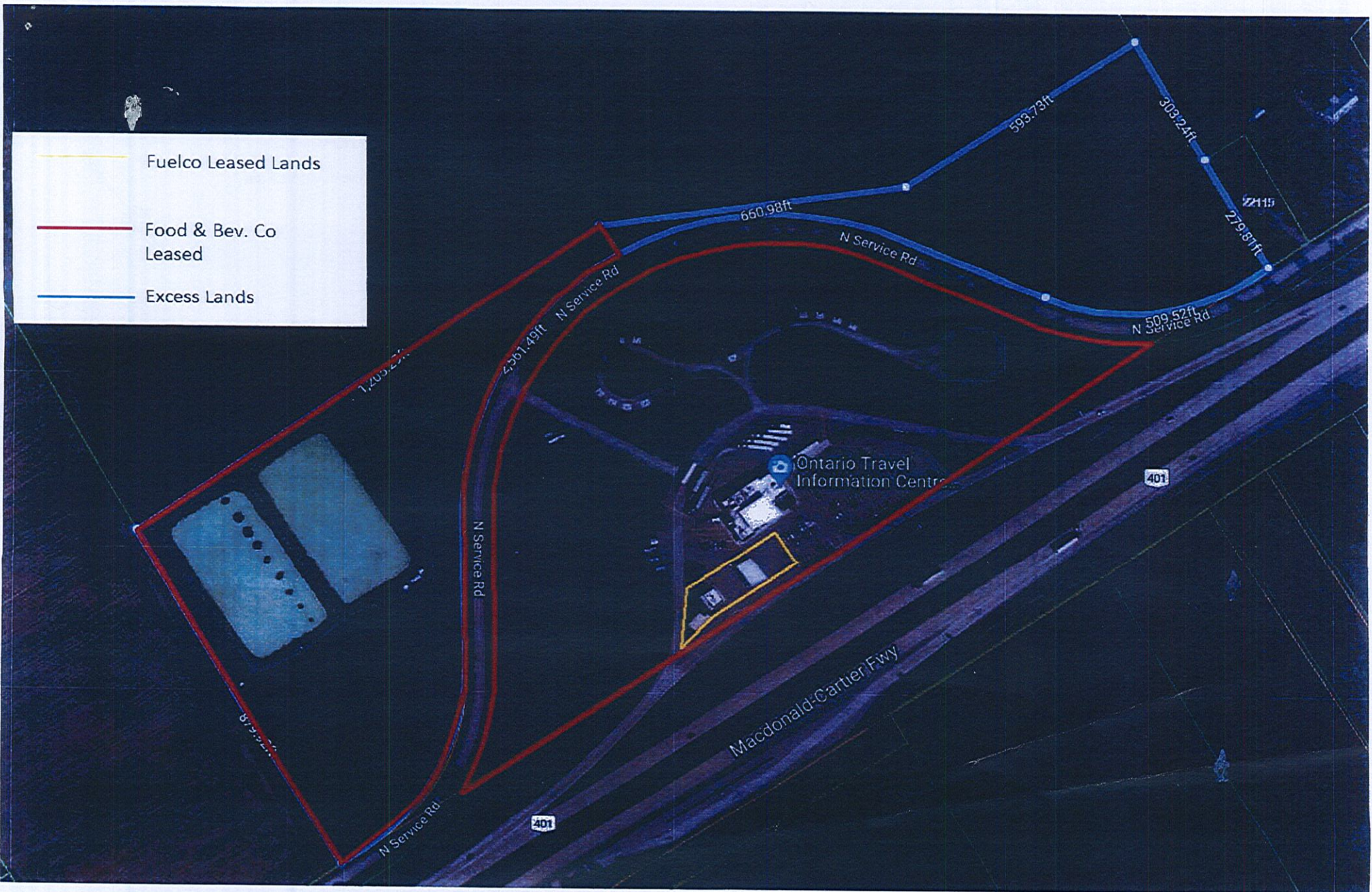
MTO Highway 400 Series Service  
 Centres for  
 HOST Kilmer Service Centre Inc.

Bainsville Service Centre  
 Highway 401  
 (Site 401-E11)

MAR 25, 2019  
 HOR. SCALE:  
 5m 0 10m

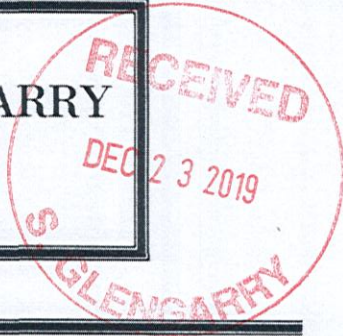
BAINSVILLE SERVICE CENTRE  
 CANADIAN TIRE PROPERTY  
 REQUEST PLAN  
 P.R.-1

SHEET  
 1 OF 1





**UNITED COUNTIES OF  
STORMONT, DUNDAS AND GLENGARRY  
DECISION**



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, December 17, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-103-19**

**OWNER: Jean-Pierre & Rachel Lacombe**

**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. A Parkland fee of \$1,000.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. Road widening for both the severed and retained parcels must be deeded to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. The landowner shall submit a formal acknowledgement that no new and/or additional entrances will be permitted to access County Road 25 from the retained portion. The County Engineer will clear the condition with the Administrative Assistant-Planning.
5. Confirmation shall be provided that access to the building on the retained portion has direct access from County Road 25 or that direct access can be provided. The County Engineer will clear the condition with the Administrative Assistant-Planning.
6. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

Benjamin de Haan, P. Eng  
Approval Authority

I, Katie Coristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

Katie Coristine, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JANUARY 06, 2020**



## NOTICE OF DECISION

**APPLICATION NO. B-103-19**

**NAME:** Jean-Pierre & Rachel Lacombe

**MUNICIPALITY:** Township of South Glengarry (Former Geographic Lancaster Twp.)

Attached is a copy of the Decision with respect to the above noted Application for Consent.

You may be entitled to receive notice of any changes to the conditions of the provisional consent if you have made either a written request to be notified of the Decision or a written request to be notified of changes to the conditions.

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Local Planning Appeal Tribunal:

- a) the Decision of the Approval Authority; and/or
- b) any or all of the conditions imposed by the Approval Authority.

**Any appeal to the Local Planning Appeal Tribunal must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$300.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant-Planning, United Counties of S. D. & G. who will forward all documents to the Local Planning Appeal Tribunal.**

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed in the name of an individual who is a member of the association or group.

Additional information regarding this application and decision is available during business hours at the office of the Administrative Assistant - Planning, at the above address or by calling the office at **932-1515, Extension 218**.

**LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS:** January 6, 2020

**Date of giving of this notice is:** December 18, 2019

Katie Coristine  
 Administrative Assistant-Planning  
 Email: [kcristine@sdgcounties.ca](mailto:kcristine@sdgcounties.ca)

## INFORMATION REPORT

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



**MEETING DATE:** December 2, 2019

**SUBJECT:** Consent Application B-103-19

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-103-19**  
**Part Lot 15, Concession 9**  
**Former Township of Lancaster**  
**Lacombe**

**Type of Consent: To Create a Lot for Farming Purposes that may be Developed in the Future**

**Subject:**

The subject property is located on part of lot 15, Concession 9. The purpose of this application is to sever the land that is currently being farmed (Approximately 70 acres) which will be sold to a local farmer and to retain the forested lands (Approximately 28.5 acres).

**Official Plan Designations:**

The subject property is designated Rural in the County Official Plan. Commercial uses are permitted in the Rural designation. This proposed consent conforms to the Official Plan.

**Zoning By-law:**

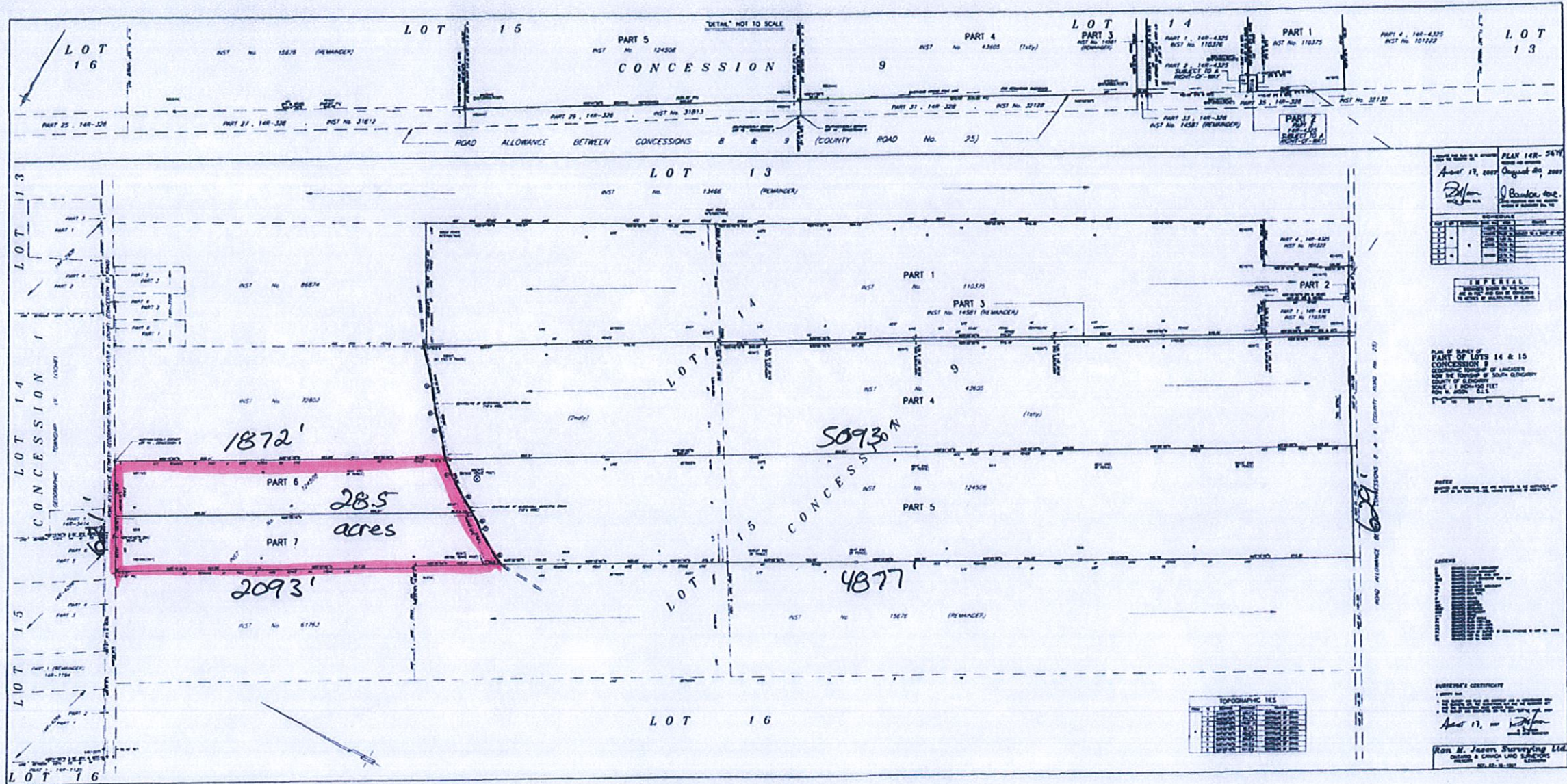
The subject property is zoned Rural in the Township's Zoning By-law. This proposed consent conforms to the Zoning By-law.

**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the PPS, the Official Plan and the Zoning By-law. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township.
2. A Parkland fee of \$1,000.00 must be paid to the Township.

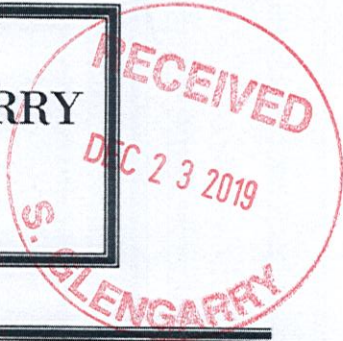
- 
- 
3. Road widening for both the severed and retained parcels must be deeded to the Township.



area to be severed



**UNITED COUNTIES OF  
STORMONT, DUNDAS AND GLENGARRY  
DECISION**



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry did, on **Tuesday, December 17, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-104-19**

**OWNER: Chrissa Enterprises Inc.**

**MUNICIPALITY: South Glengarry**

The Approval Authority considered all oral and written submissions made on this application, the effect of which helped the Approval Authority make an informed decision. Conditions are the result of public and agency comments.

Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
3. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$225.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF or TIF format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

Benjamin de Haan, P. Eng  
Approval Authority

I, Katie Cristine, Administrative Assistant-Planning, do hereby certify that the above is a true copy of the **Decision** of the Approval Authority with respect to the application recorded herein.

Katie Cristine, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Administrative Assistant-Planning **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**

**December 17, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JANUARY 06, 2020**



## INFORMATION REPORT

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



**MEETING DATE:** December 2, 2019

**SUBJECT:** Consent Application B-104-19

**PREPARED BY:** Joanne Haley, GM Community Services

**RE: B-104-19**  
**Part Lot 15, Concession 9**  
**Former Township of Lancaster**  
**Chrissa Enterprises Inc.**

**Type of Consent: Lot Addition**

**Subject:**

The subject property is located on part of lot 15, Concession 9, on the east side of County Road 34. The purpose of this application is to sever approximately 17 acres of forested land which will merge to the abutting property owner and to retain approximately 49 acres of farmland.

**Official Plan Designations:**

The subject property is designated Rural in the County Official Plan. Commercial uses are permitted in the Rural designation. This proposed consent conforms to the Official Plan.

**Zoning By-law:**

The subject property is zoned Rural in the Township's Zoning By-law. This proposed consent conforms to the Zoning By-law.

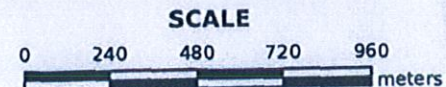
**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the PPS, the Official Plan and the Zoning By-law. This consent will be subject to the following conditions:

1. A review fee of \$200.00 must be paid to the Township.

# ServiceOntario

PRINTED ON 08 FEB, 2019 AT 16:04:05  
FOR SSHEPPARD



## PROPERTY INDEX MAP GLENGARRY(No. 14)

### LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

**THIS IS NOT A PLAN OF SURVEY**

### NOTES

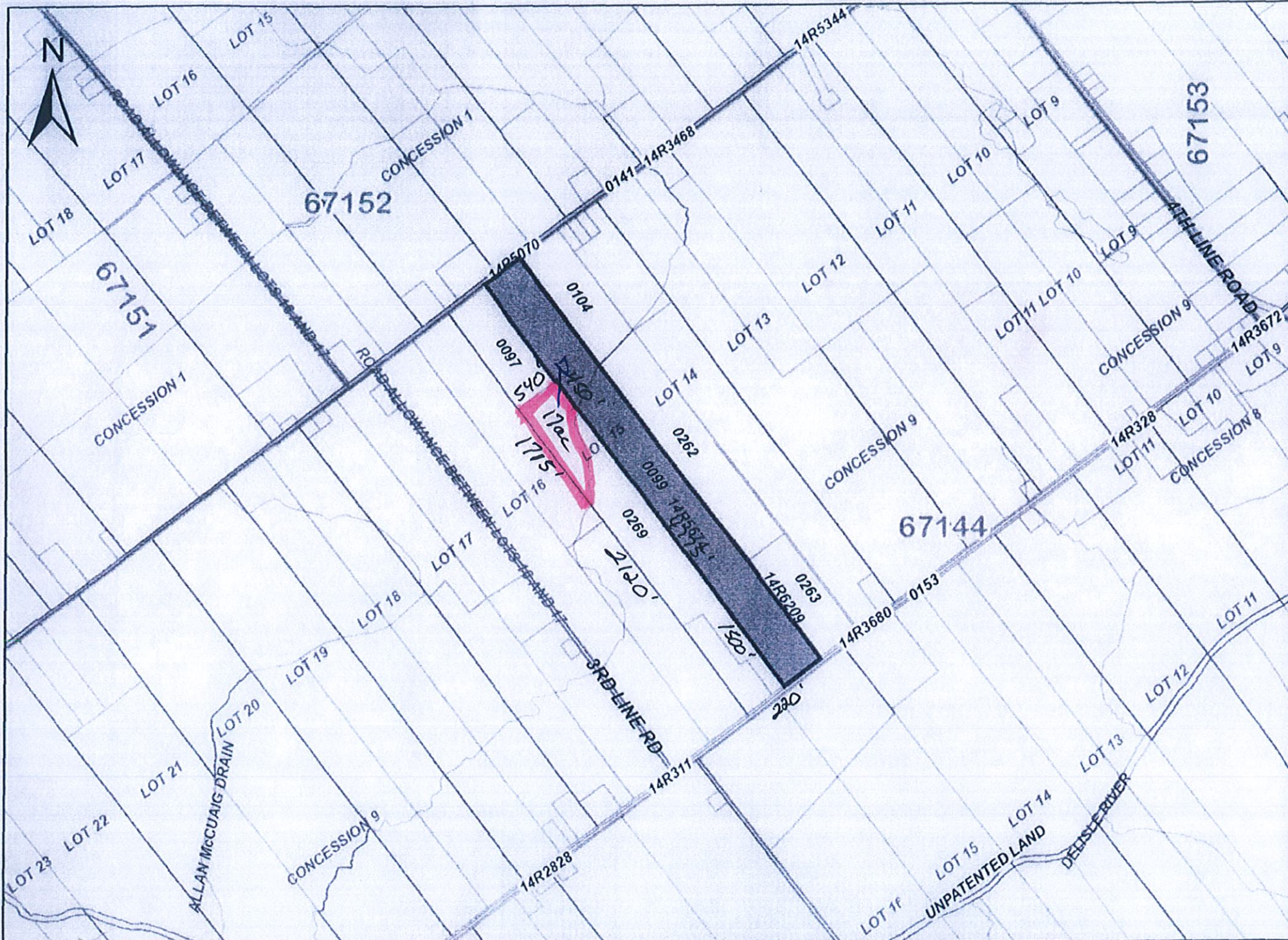
REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



*area to be severed*



County of Simcoe  
Clerk's Department  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300  
Toll Free (866) 893-9300  
Fax (705) 725-1285  
simcoe.ca



---

December 11, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia, ON L0M 1T0

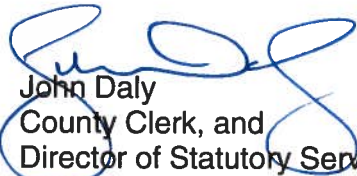
**Re: Nottawasaga Valley Conservation Authority Levy (NVCA)**

On behalf of Warden Cornell and County Council, I'm writing to advise that at its meeting on December 4, 2019, Simcoe County Council approved the following recommendation:

"That the resolution from the Township of Springwater regarding NVCA Levy be supported."

A copy of the related correspondence from the Township of Springwater is enclosed for your information. Should you require anything further, please contact the undersigned at extension 1623.

Regards,



John Daly  
County Clerk, and  
Director of Statutory Services

Enclosure/

c.c. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
Jill Dunlop, MPP  
Doug Downey, MPP  
Andrea Khanjin, MPP  
Caroline Mulroney, MPP  
Jim Wilson, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities

October 21, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia ON, L0M 1T0

**RE: Nottawasaga Valley Conservation Authority Levy**

---

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

**C457-2019**

Moved by: Coughlin  
Seconded by: Moore

Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;

Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

- (1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;
- (2) The costs of each as determined under (1);
- (3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);

(4) The costs of each as determined under (3);

(5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and

(6) The costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.

**Carried**

Sincerely,



Renée Chaperon  
Clerk  
/cp

cc. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
The County of Simcoe  
Conservation Ontario  
Ontario municipalities  
Ontario Conservation Authorities



**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

The Honourable Jeff Yurek  
Minister of the Environment, Conservation, and Parks  
Conservation Ontario,  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

December 17, 2019

Dear Minister;

Re: Copy of Resolution #645

Please find below a copy of the resolution adopted by the Township of Huron-Kinloss Council at its December 16, 2019 session supporting the resolution brought forth by the Township of Ramara.

Motion No: 915

Moved by: Ed McGugan

Seconded by: Lillian Abbott

That the Township of Huron-Kinloss support the the Township of Ramara's request for the province to review the existing Conservation Authorities Act, 1990, R.SO.1990, c. C.27 and request that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to costly and FURTHER directs staff to forward a copy of this resolution to the Honourable Jeff Yurek, the Minister of the Environment, Conservation, and Parks Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

Carried.

Sincerely,

Emily Dance  
Clerk

c.c Conservation Ontario, Ontario Conservation Authorities, Ontario Municipalities



---

December 11, 2019

The Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5<sup>th</sup> Floor  
777 Bay St  
Toronto, ON M7A 2J3

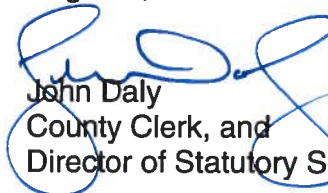
**Re: Conservation Authority Exit Clause**

On behalf of Warden Cornell and County Council, I'm writing to advise that at its meeting on December 4, 2019, Simcoe County Council approved the following recommendation:

"That the resolution from the Township of Ramara regarding conservation authority exit clause, be supported."

A copy of the related correspondence from the Township of Ramara is enclosed for your information. Should you require anything further, please contact the undersigned at extension 1623.

Regards,



John Daly  
County Clerk, and  
Director of Statutory Services

Enclosure/

c.c. Jill Dunlop, MPP  
Doug Downey, MPP  
Andrea Khanjin, MPP  
Caroline Mulrone, MPP  
Jim Wilson, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



2297 Highway 12,  
PO Box 130  
Brechin, Ontario L0K 1B0  
p.705-484-5374  
f. 705-484-0441

November 7, 2019

Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Floor  
777 Bay St  
Toronto, ON M7A 2J3

**Re: Conservation Authority Exit Clause**

The Council of the Corporation of the Township of Ramara passed the following motion at their regular meeting held October 28, 2019, unanimously by a recorded vote:

WHEREAS the TOWNSHIP OF RAMARA has consistently expressed its view that its watershed conservation authorities are duplicative, financially unaccountable, in conflict with citizens and private property rights;

AND WHEREAS the TOWNSHIP OF RAMARA has encountered the regulatory obstacles to challenge the arbitrary, inefficient, non-transparent, and unsustainable municipal levy forced upon it annually by its watershed conservation authorities;

AND WHEREAS the TOWNSHIP OF RAMARA questions the efficacy and relevance of its watershed conservation authorities' programs and services and their performance in achieving the goals of conservation and environmental stewardship;

AND WHEREAS the TOWNSHIP OF RAMARA finds the current Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations inconsistent and obsolete;

AND WHEREAS the Minister of Environment, Conservation, and Parks the Honourable Jeff Yurek signaled the province's intent to reconsider and update the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations;

THEREFORE BE IT RESOLVED THAT: the TOWNSHIP OF RAMARA support the province's determination that the existing Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations require review;

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

AND THAT the TOWNSHIP OF RAMARA signal to the Ministry of the Environment, Conservation, and Parks of its willingness to participate in all consultations and submissions to the same;

AND THAT further the TOWNSHIP OF RAMARA signal its express desire that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to exist costly and unwarranted conservation authority(ies) jurisdiction(s);

AND THAT this resolution be forwarded the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

I trust the above is self-explanatory however if you require further information or clarification, please contact me.

Yours truly,

  
Jennifer Connor, CMO  
Legislative Services Manager/Clerk

JC/cw

c.c. Jill Dunlop, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



# Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON P0A 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

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

December 19, 2019

Via Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

Right Honourable  
Prime Minister of Canada Justin Trudeau  
House of Commons  
Ottawa, ON K1A 0A6

## **RE: Ban of Single-Use Disposable Wipes**

Please be advised that the Council of the Corporation of the Township of Perry passed the following resolution at its last regularly scheduled meeting on December 18, 2019:

### **Resolution No. 2019-520**

**Moved: Joe Lumley**

**Seconded: Paul Sowrey**

***"WHEREAS*** *Single-use wipes are a \$6 billion industry and growing, and are now being advertised as a clean alternative to toilet paper that is safe to flush; and*

***WHEREAS*** *Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system, requiring significant additional repair and maintenance; and*

***WHEREAS*** *the Municipal Enforcement Sewer Group estimates non-flushable materials cause \$259 million in annual repairs across Canada; and*

***WHEREAS*** *a 2019 study released by Ryerson University tested 101 types of single-use disposable wipes and found that all of the wipes failed basic requirements of flushable products; and*

***WHEREAS*** *there is no one standard for what the word "flushable" means; and*

***WHEREAS*** *there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact; and*

...page 2

**WHEREAS** *Single-use wipes, even when properly disposed of as waste, are an inefficient and unsustainable use of resources that contribute significantly to environmental degradation.*

**NOW THEREFORE BE IT RESOLVED THAT** *the Township of Perry lobby the Provincial and Federal Governments to ban single-use disposable wipes; and*

**THAT** *this resolution be forward to the Right Honourable Prime Minister of Canada, the Honourable Premier of Ontario, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Local Members of Provincial Parliament, York Region and all Municipalities within the Province of Ontario.*

**Carried"**

Your attention to this matter is appreciated.

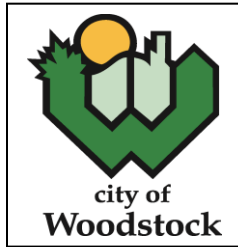
Sincerely,



Beth Morton  
Clerk-Administrator

BM/ec

c.c. Honourable Premier of Ontario  
Minister of Environment, Conservation and Parks  
Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario  
Local Members of Provincial Parliament  
York Region  
All Municipalities within the Province of Ontario



Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON N4S 0A7  
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,  
Minister of Environment, Conservation and Parks  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

**Re: Ban of Single-Use Plastic Handled Shopping Bags**

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

“That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities.”

Yours Truly,



Amelia Humphries, B. Math, M.P.A.  
City Clerk

c: All Ontario municipalities

**Enbridge Gas Inc. has applied to raise its natural gas rates effective April 1, 2020, to recover costs associated with the federal government's *Greenhouse Gas Pollution Pricing Act*, and to recover certain related account balances.**

**Learn more. Have your say.**

Enbridge Gas Inc. (Enbridge Gas) has applied to the Ontario Energy Board for approval to increase its rates effective April 1, 2020, to recover the costs associated with meeting its obligations under the federal government's *Greenhouse Gas Pollution Pricing Act*. Enbridge Gas has also applied to recover from customers the balances in the related deferral and variance accounts.

The *Greenhouse Gas Pollution Pricing Act* establishes a carbon pricing program under which a natural gas utility in Ontario, such as Enbridge Gas, is required to pay a carbon charge for the natural gas that it delivers to its customers. The carbon charge came into effect on April 1, 2019, and will increase on April 1, 2020. The costs related to emissions from the operation of Enbridge Gas' natural gas distribution system are also increasing.

Enbridge Gas says that if its application is approved as filed, it will have the following bill impacts:

- A typical residential customer in the EGD rate zone (former customers of Enbridge Gas Distribution Inc.) will see a bill increase of \$68.75. This is composed of a \$47.16 yearly bill increase arising from the 2020 carbon charges, plus a one-time charge of \$21.59, to recover the balances in the related deferral and variance accounts.
- A typical residential customer in the Union South rate zone (former customers of Union Gas Limited), will see a bill increase of \$61.32. This is composed of a \$43.15 yearly bill increase from the 2020 carbon charges, plus a one-time charge of \$18.17, to recover the balances in the related deferral and variance accounts.
- A typical residential customer in the Union North rate zone (former customers of Union Gas Limited), will see a bill increase of \$61.97. This is composed of a \$43.15 yearly bill increase arising from the 2020 carbon charges, plus a one-time charge of \$18.82, to recover the balances in the related deferral and variance accounts.

**Other customers, including businesses, will also be affected. It is important to review the application carefully to determine whether you will be affected by the changes.**

#### THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas. During the hearing, the OEB will question Enbridge Gas on its application and will hear questions and arguments from participants (called intervenors) that have registered to actively participate in the hearing.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

#### BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). As an intervenor, you can ask questions and make arguments about Enbridge Gas' application. Apply by **January 27, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

#### LEARN MORE

Our file number for this case is **EB-2019-0247**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2019-0247** on the OEB website: [www.oeb.ca/notice](http://www.oeb.ca/notice). You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

#### ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB is considering this request. If you think an oral hearing is needed, you can write to the OEB to explain why by **January 27, 2020**.

#### PRIVACY

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).*



Ontario



# Chevaliers de Colomb - Knights of Columbus

Conseil St-Joseph Council No. 8715

B.P./P.O. Box 69  
Lancaster, ON K0C 1N0



December 19<sup>st</sup> 2019

The Township of South Glengarry  
6 Oak Street  
P.O. Box 220  
Lancaster, ON K0C 1N0

On behalf of the Knights of Columbus, Council 8715, I would like to thank you for organizing the gift box for the less fortunate during the Holiday Seasons.

Your kind gesture will certainly be appreciated by those who will receive.

**A special thank you for those who participated in this event.**

I take this opportunity to wish you all a Merry Christmas and a Happy New Year 2020

Yours truly,

Michel Bourdeau  
Food Bank Chairman

## WILLIAMSTOWN ENHANCEMENT COMMITTEE

c/o 19785 County Road 17, Williamstown, ON K0C 2J0

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



Attention: Lachlan McDonald

Dear Lachlan:

We take this opportunity to thank all those in our community who so generously assisted with the refurbishment of the Village approach signs and their re-installation.

As with the original appeal, some eight years ago, many individuals, businesses and organizations were quick to react to our appeal for funds required to complete this project.

This project involved both monetary and physical support from many people in order to be completed and we would like to thank all those who contributed in any way.

Thanks to the Williamstown Green Thumb organization, the four sites will see planting of decorative shrubs next spring.

Please extend our thanks to members of Council and administration who were supportive of granting financial assistance to this project.

Yours truly,

Handwritten signature of Robert McDonnell in dark ink.

Robert McDonnell  
Committee Treasurer

Handwritten signature of Ron Eamer in dark ink.

Ron Eamer  
Committee Secretary

Notice of Poll – OGRA Board of Directors



The Board of Directors adopted the recommendations of the OGRA Nominating Committee. The recommended slate is as follows:

<b>Northern Zone (1 to be Elected)</b>	
Antoine Boucher Director of Public Works and Engineering Municipality of East Ferris	
<b>Southwest Zone (1 to be Elected)</b>	
Melissa Abercrombie Manager of Engineering Services County of Oxford	
<b>South Central Zone (1 to be Elected)</b>	
Bryan Lewis Councillor Town of Halton Hills	
<b>South East Zone (1 to be Elected)</b>	
Michael Touw Manager of Operations County of Peterborough	
<b>City of Toronto (Two to be Elected)</b>	
Paul Ainslie Councillor City of Toronto	Steven Kodama Director of Transportation Services City of Toronto

The following current Board members do not have to be re-elected to the Board and will automatically assume the following positions effective February 26, 2020:

- President – **Rick Harms**, Project Engineer, City of Thunder Bay
- 1<sup>st</sup> Vice President – **Dave Burton**, Mayor, Municipality of Highlands East
- 2<sup>nd</sup> Vice President – **Paul Schoppmann**, Mayor, Municipality of St.-Charles
- Immediate Past President – **Rick Kester**
- Directors: **Aakash Desai**, Deputy Mayor, Municipality of Grey Highlands
- Kelly Elliott**, Deputy Mayor, Municipality of Thames Centre
- Cheryl Fort**, Mayor, Township of Hornepayne
- Donna Jebb**, Councillor, Town of New Tecumseth
- John Parsons**, Division Manager, Transportation & Roadside Operations, City of London

The above will serve on the 2020-2021 Board of Directors making a total of 15 on the Board.

The recommended slate of candidates was circulated to the membership on November 25, 2019 requesting additional nominations. The following additional nomination was received by the close of nominations on December 20, 2019

**Southwest Zone**

**Jonathon Graham**

CAO/Director of Operations  
Municipality of North Middlesex

As a result of the above a poll will be held on

**Tuesday, February 25, 2020  
Fairmont Royal York Hotel  
Salon A, Convention Level**

to elect the representative to the Board from the **Southwest Zone**.

The candidates for the Northern, South Central, Southeast and City of Toronto zones are deemed acclaimed and will be declared elected at the Opening Session on February 24<sup>th</sup>, 2020

The poll will open from 11:30 a.m. to 2:30 p.m. and any delegate from a member municipality or member First Nation may vote by presenting their name badge to the polling staff.

J. W. Tiernay  
Executive Director



January 7, 2020

To the Head & Members of Council and Full Time Staff:

**The OGRA Board of Directors is committed to achieving a diverse leadership team. We encourage women and individuals from diverse backgrounds to put their names forward for these positions.**

Due to a recent vacancy on the Board of Directors, the Nominating Committee is seeking nominations for candidates from the Southeast Zone.

The Southeast Zone consists of municipalities in and including the Counties of Frontenac, Haliburton, Hastings, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Peterborough, Prescott and Russell, Prince Edward, Renfrew, and Stormont, Dundas and Glengarry, and the Cities of Kawartha Lakes and Ottawa.

**Those elected shall serve for a two (2) year term ending on March 2, 2022.**

Any member of Council or a permanent full time staff from an OGRA member municipality or First Nation from the Southeast Zone interested in being considered as a candidate for a position on the Board of Directors must complete the attached Nomination Consent form and submit it along with their résumé to the attention of the Chair of the Nominating Committee no later than **January 31, 2020** at 2:00 p.m. Fax your information to 289-291-6477, e-mail to [info@ogra.org](mailto:info@ogra.org) or mail to OGRA, 1525 Cornwall Road, Unit 22, Oakville, Ontario L6J 0B2.

If more than one nomination is received an election will be held at the OGRA conference in February.

**PLEASE NOTE:** A Council resolution is not required to submit a nomination.

The members of the Committee are:

Chair: Chris Traini, Immediate Past President  
 Vice Chair: Ken Laupé, OGRA Past President  
 Members: Aakash Desai, OGRA Director  
 Kelly Elliott, OGRA Director  
 John Parsons, OGRA Director

For information regarding what is involved with serving on the Board of Directors please click [here](#). Any questions regarding the Nomination process or serving on the Board of Directors can be directed to the undersigned at [joe@ogra.org](mailto:joe@ogra.org).

Yours truly,  
 J. W. Tiernay,  
 Executive Director

c: Chris Traini, Chair, Nominating Committee



United Counties of  
**Stormont Dundas Glengarry**  
 Transportation and Planning Services  
 26 Pitt Street  
 Cornwall, Ontario K6J 3P2  
 T: 613-932-1515  
 F: 613-936-2913

Township of South Glengarry  
 c/o Mr. Ewen MacDonald, CRSS, CRFP  
 6 Oak St. Box 220,  
 Lancaster Ontario,  
 K0C 1N0

December 2, 2019

E: [ewen@southglengarry.com](mailto:ewen@southglengarry.com)

**Re: Request to Detour on Purcell Road & Tyotown Road**

Dear Ewen,

As you are aware, the United Counties of SDG are in the midst of completing the detailed design for the Gray's Creek Bridge, located in South Glengarry on County Road 2 just east of the City of Cornwall Boundary. This bridge is tentatively scheduled for a comprehensive rehabilitation in 2020 subject to budget approval.

Due to some of the challenges associated with the rehabilitation, the County is formally requesting South Glengarry's support to close County Road 2 at the bridge crossing in order to provide the contractor with the ability to efficiently and effectively rehabilitate the structure without the need to stage works and accommodate traffic. Both the bridge engineer and an independent contractor (consulted for a constructability review), have suggested that closing the bridge to traffic will save 25% of overall costs. The closure would tentatively last for 10 weeks, and, the County would include incentive-disincentive clauses within the contract (e.g. bonus/ penalty) to motivate the contractor to complete the work on time. Cyclists and pedestrian crossings would also be impacted.

If the closure is supported, the County is proposing Tyotown Road and Purcell Road as the designated detour route. To mitigate any municipal concerns, the County would additionally commit to the following:

**1) Prior to the start of the detour:**

- Complete a road evaluation (with high-definition video) to document the condition of the road. Municipal staff are welcome to participate in this evaluation.
- Distribute detour notices to the residents via social media and traditional print media. In addition, the County would be happy to provide a direct mailer/ handout to businesses impacted by the closure;
- Supply and install signs advising of the detour;

- If requested, assess the operation of the intersection of Tyotown Road and Purcell Road to determine if supplementary traffic control/ right of way assignment is needed.

**2) For the duration of the detour:**

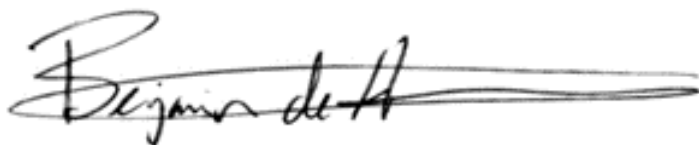
- Ensure that no over-dimensional loads are permitted on the road.
- Take responsibility for patrolling the detour and addressing any maintenance activities prescribed in O. Reg. 239.02.
- Respond to any resident complaints/ concerns about the detour.
- Regularly meet with South Glengarry staff and undertake any temporary measures deemed necessary to ensure traffic is flowing as efficiently as possible.
- In the unlikely event of a Highway 401 detour, the County will redirect traffic north on Boundary Road to County Road 19, then south onto County Road 27. This alternative EDR route will be communicated to the MTO and OPP and signed accordingly prior to the start of the detour.

**3) Post detour:**

- Complete a post-detour road evaluation with Municipal staff.
- Take steps to repair any damage that may have occurred as a result of the additional traffic.

We look forward to hearing back from you – please feel free to contact our office if you have any questions.

Thank you for your consideration



Benjamin de Haan, P.Eng  
 Director of Transportation and Planning  
 United Counties of Stormont Dundas and Glengarry

cc T.J Simpson, CAO, SDG ([tsimpson@sdgcounites.ca](mailto:tsimpson@sdgcounites.ca))  
 J. MacDonald, Warden, United Counties of SDG (  
 F. Prevost, Mayor, South Glengarry  
 L. Warden, Deputy Mayor, South Glengarry

# Council News

United Counties of Stormont, Dundas and Glengarry

## Frank Prevost - Warden, 2020

December, 2019

### County Strategic Priorities:

- Enhance service delivery and bring efficiencies to operations
- Promote rural schools
- Advocate and strategize to improve healthcare
- Build and support communities
- Enhance communications with residents and stakeholders

### Upcoming Events:

**Council Meeting -**  
Jan. 27th, 2020

**Budget Meeting -**  
Jan. 27th, 2020 p.m.

**United Counties of SDG**  
26 Pitt Street  
Cornwall, ON K6J 3P2  
P: 613.932.1515  
F: 613.936.2913  
W: www.sdgcounties.ca

#### Disclaimer

This newsletter is provided for information only and is not considered an official Council document. For complete motions and reports please contact the County Clerk.

**Helen Thomson**  
County Clerk  
613-932-1515 x 203  
hthomson@SDGcounties.ca



**Back Row: L. Warden, T. Fraser, J. Wert. Front: Warden Prevost**

Frank Prevost was sworn in as Warden of the United Counties of Stormont, Dundas and Glengarry for 2020. Frank previously held the position of Warden in 2000.

Councillor Prevost was elected Warden upon motion of Councillor Lyle Warden, seconded by Councillor Tony Fraser. Councillor Jim Wert, read the significance of the Chain of Office.

### Presentations

Bonnie Ruddock, Executive Director of RTO9, provided information on the organization and marketing initiatives.

The Stormont, Dundas, Glengarry, Cornwall and Akwesasne, Vibrant Communities - Our Safety and Well-Being Plan, Version 1, was presented by Carmen Cousineau, Project Coordinator and Carilyne Hebert, Social Development Council. Council adopted Version 1 of the Plan, with further additions/amendments to follow.

### Budget Discussions

Budget discussions continued with recommendations to provide donations to the Maxville Manor in the amount of \$2,500,000. and the Dundas Manor in the amount of \$4,000,000. Budget options for fulfilling these commitments will be examined at the next budget meeting to be held immediately following the Council meeting on January 27th, 2020.

### Appointment of Emergency Information Officer

Nicholas Seguin was appointed as the County's primary Emergency Information Officer and Karina Belanger as the Alternate Emergency Information Officer.

### Appointment to the Regional Incentives Review Committee

Councillor Fraser was appointed to the Stay, Discover, Grow Regional Incentives Review Committee for a one year term. Councillor Gardner was appointed by the Warden to the Committee as the Warden's Designate.

# Council News

United Counties of Stormont, Dundas and Glengarry

December, 2019

Wishing  
you a  
Merry  
Christmas  
and peace  
through-  
out the  
Year!

## Tenders

**Diesel Cab and Chassis** - Francis Canada Truck Centre Inc. - \$133,800.

**One Plow & Spreader** - Gin-Cor Industries - \$138,795.

## Occupational Accident Insurance Renewal

Council accepted proposal from Chubb Insurance Company for renewal of the Occupational Accident Insurance Policy at a premium of \$33,681. and Excess Workers' Compensation Indemnity Policy at \$6,294.

## By-laws

**By-law No. 5218** - to adopt a Health and Safety Policy and Procedures Manual for 2020

**By-law No. 5219** - to adopt the Emergency Response Plan

**By-law No. 5220** - to establish land as part of the highway

**By-law No. 5221** - to approve a Collective Agreement with CUPE 1715

**By-law No. 5222** - to adopt, confirm and ratify matters dealt with by resolution

## Key Information

Public notice was given for Council meetings in 2020. The Warden provided information on Warden's appointments to Committees.

Director of Transportation and Planning deHaan provided information on the Gray's Creek Bridge closure.

Director of Library Services Franklin updated Council on the "Food for Fines" Campaign that finished on November 30th, 2019.



## Eastern Ontario Wardens' Caucus Newsletter – Fall/Winter 2019

This newsletter provides updates regarding recent activities and advocacy of the Eastern Ontario Wardens' Caucus (EOWC). The intended audience includes Wardens, Mayors, CAOs, upper-tier and lower-tier municipal councils, municipal staff, and the media. EOWC members are encouraged to circulate this newsletter within their County networks.

For complete details about the EOWC, including priorities, membership, meeting schedules, minutes and press releases, please visit [www.eowc.org](http://www.eowc.org), or via [Twitter](#).

### 2019 AMO Conference



MPP Martin, Chair Letham, and Minister Elliott

From August 18 to 21, EOWC members gathered in Ottawa for the annual AMO Conference. EOWC Chair Andy Letham and EOWC Chair Bryan Paterson had the opportunity to meet with Minister of Health Christine Elliott during the AMO Conference. Both Chairs sought clarification on objectives and timing as the Province moves forward with the transformation of Ontario's health care system and reinforced the EOWC's willingness to collaborate and work in partnership with the Province. Minister Elliott emphasized that the Ministry is committed to consulting with stakeholders and reinforced the Province's commitment to working collaboratively with partners. The EOWC's briefing note is available here:

### [Provincial Health Care System: An EOWC Perspective](#)

Caucus members also met with Provincial Ministers as part of the Multi-Ministerial Delegation to discuss EOWC priorities including the EORN project, joint and several liability, affordable housing, and the Provincial health system overhaul. This was a very productive meeting that provided EOWC members with the opportunity to discuss issues and challenges faced by member municipalities across rural Eastern Ontario and to highlight the EOWC willingness to collaborate and work alongside the Province to achieve mutually aligned goals and objectives.



EOWC Members, Minister Smith, PA Cho, PA McDonell, Minister Lecce, Minister Fullerton, Minister Yakabuski, Minister Clark, Minister Scott

The EOWC also met with the NDP Caucus at AMO, which provided an opportunity for constructive discussions regarding EOWC priority areas.

### Joint and Several Liability Consultations

On September 27, the EOWC made a submission to the Ministry of the Attorney General regarding Joint and Several Liability Consultations. The EOWC supports and commends the Province for reviewing joint and several liability. As in previous years, the EOWC continues to advocate for reform on joint and several liability and looks forward to participating in future consultations.

#### [Joint and Several Liability Submission](#)

### Eastern Ontario Leadership Council (EOLC)



Minister Clark, Warden MacDoanld, Mayor Therrien, Warden Higgins, MPP McDonell

In September, the Eastern Ontario Leadership Council (EOLC) launched the “refreshed” version of the Eastern Ontario Regional Economic Development Strategy at the Ontario East Municipal Conference in September. As part of the Strategy, the implementation plans represent the three foundational pillars and priorities of the Strategy – Workforce Development and Deployment, Technology Integration and Innovation, and Integrated, Intelligent Transportation Systems – as well as a new, fourth priority, Digital Infrastructure. These implementations plans will guide the EOLC’s work through 2024 and allow for project development funding to the three working groups.

#### [EOLC Press Release](#)

The EOLC was also successful in receiving a \$400,000 grant from the Ontario Labour Market Program, which will be used to fund a 17-month project through which the EOLC will be studying commuting patterns across the eastern Ontario region.

### Eastern Ontario Communications Conference



The first edition of the annual Eastern Ontario Communications Conference took place on October 17. This conference was organized by Eastern Ontario Communications Officers and brought together municipal staff from across the region. More than 80 people attended this event, which provided an opportunity for municipal peers to share communication experiences and best practices. The conference was such a huge

success that organizers have already begun planning for the 2020 conference.

### Meeting with Provincial Assistant Deputy Ministers (ADMs)

The EOWC CAOs had the opportunity to meet with various Assistant Deputy Ministers (ADMs) on November 14 at the County of Lanark. At this meeting, topics of discussion included the Municipal Modernization Program, the Job Site Challenge, and the modernization of Public Health and Emergency Health Services. The CAOs plan to continue meeting with ADMs twice per year, in order to continue building these relationships and sharing valuable information.

### Affordable Housing

Housing affordability continues to be a key priority for the EOWC. The Affordable Housing Working Group hosted an educational meeting in Belleville on November 21 in partnership with the Eastern Ontario Home Builders' Associations and the Ontario Home Builders' Association. The purpose of this meeting was to promote housing affordability and availability across Eastern Ontario and to facilitate information-sharing and relationship building across the region.

This meeting was an excellent opportunity to develop relationships and start the dialogue with private sector housing stakeholders. A housing information brochure was created that the EOWC encourages members to share with local, interested parties. The Working Group will continue to work with the private sector using information from the Housing Service Managers in order to foster useful documents, partnerships, forums to further priorities.

[Affordable Housing: Opportunities for Home Builders](#)

## Priorities Ahead of the 2020 ROMA Conference

The EOWC Wardens gathered for a special meeting at the County of Frontenac on December 6 in preparation for the 2020 ROMA Conference. EOWC members agreed that the 2019 Caucus would bring forward recommendations regarding priority areas to the incoming Caucus, in advance of the Conference. Members agreed that issues for discussion at the ROMA conference will include the Eastern Ontario Regional Network, the Ontario Health Overhaul, Affordable Housing, Long-Term Care funding, and Child Care funding.

## Review of Eastern Ontario Paramedic Services

In order to be better positioned to inform provincial discussions on the modernization of Emergency Health Services in Ontario, the EOWC undertook a comprehensive study of Paramedic Services across Eastern Ontario. The final report was approved by Caucus members at the December 6 meeting. The study confirmed that Eastern Ontario Paramedic Services deliver efficient, effective and innovative services. Additionally, the study reconfirmed that governance changes are not the solution to improved service delivery. Instead, the Province should be committed to:

1. Fixing the current dispatch system;
2. Addressing hospital offload delays; and
3. Investing in community paramedicine programs.

As part of the meeting, EOWC members also had the opportunity to discuss the modernization of public health and emergency health services with ADM Alison Blair and Special Advisor Jim Pine, and provide a copy of the report to the Ministry. The review of Eastern Ontario's Paramedic Services provides a portrait of the "situation on the ground" and should serve to better inform the Province of current municipal realities. The study was distributed to key stakeholders including the 12 Paramedic Services in Eastern Ontario, the EOMC, the WOWC, and AMO. Members are also sharing the final report with their respective Councils.

### [Key Messages](#)

[Review of Eastern Ontario Paramedic Services: Situational Overview](#)  
[Individual Service Profiles](#)

## EOWC Inaugural Meeting - January 9 and 10, 2020

The 2019 Caucus looks forward to welcoming incoming EOWC members at the inaugural meeting on January 9 and 10, 2020. The incoming EOWC Chair and Vice-Chair will also be elected as part of this important two-day meeting.

**For more information, please contact:**  
 EOWC Communications, [info@eowc.org](mailto:info@eowc.org)

**UNFINISHED BUSINESS REPORT**  
**Presented to Council January 13, 2020**

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	2020	Ongoing	Met with residents on Monday, November 25 <sup>th</sup> Awaiting feedback from residents. Will review feedback and report to Council in February 2020
2.	Fire Protection Ponds	MAY 2016	Spring 2020	Ongoing	Met with business representatives on Midway Road to discuss fire pond. Will be following up with investigation on volume of water in the pond and capacity of the current pumps. Meeting with Pactiv on Richmond Road to review design upgrades.
3.	Municipal Servicing from City of Cornwall	MAY 2016	Spring 2020	Ongoing	No Update
4.	Private Roads (development of document)	FEB 2017	Spring 2020	Ongoing	No Update
5.	Williamstown Garage & Fire Hall	MAY 2018	2020	Ongoing	Reviewing Garage Design Tender to be issued in late January early February pending budget approval
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2019	Ongoing	No update
7.	Andrea Ave. Traffic Concerns	APR 2019	Spring 2020	<b>Completed</b>	

8.	Review of Procurement By-law	JULY 2019	JAN 2020	Ongoing	Procurement Workshop scheduled for January 17 <sup>th</sup> .
9.	Peanut Line Bridge	AUG 2019	DEC 2019	<b>Completed</b>	Installing Bridge Deck Weather has hampered project but should be completed by January 10
10.	Smithfield Park Building	SEPT 2019	2020	<b>Completed</b>	Tender Issued Closing Date January 23
11.	Material Recovery Facility Services (recycling)	NOV 2019	2020	<b>Completed</b>	Entered Agreement with City of Cornwall for 2020 Material Recovery Facility Looking at options and review of Waste Management Program in 2020
<b>COMMUNITY SERVICES</b>					
12.	Hamlet Signage Policy	JUNE 2019	DEC 2019	Ongoing	Sign policy to come forward in early 2020
13.	Flood Plain Mapping Project	NOV 2019	MAR 2020	Ongoing	No update
<b>CORPORATE SERVICES</b>					
12.	Review of Water Rates	APR 2019	FALL 2019	On Hold	Engineers have received and are starting to do their review – it was on hold due to the service delivery review
13.	Water Service Delivery Review	AUG 2019	FALL 2019	Ongoing	Completed
14.	Water Bill Design	AUG 2019	DEC 2019	Ongoing	To be reviewed
15.	Strategic Plan – Action Plans	JUNE 2019	FALL 2019	March 2020	Ongoing
16.	Civic Signage Project	JUNE 2019	Spring 2020	Ongoing	Proposed update to Civic Address By-Law under review

**SG-M-20**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 4-2020  
FOR THE YEAR 2020**

***BEING 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

**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;

**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 January 13, 2020 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 13<sup>TH</sup> DAY OF JANUARY 2020.***

**MAYOR:**

**CLERK:**