

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Monday, December 2, 2019 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) [Pecuniary Interest Form](#) 4
- 5. APPROVAL OF MINUTES**
  - a) [Special Meeting Minutes - November 15, 2019](#) 5 - 6
  - b) [Previous Meeting Minutes - November 18, 2019](#) 7 - 10
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- 7. NEW BUSINESS**
  - a) **Staff Reports**
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<b>c)</b>	<b>Committee Reports</b>	
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i.	<a href="#"><u>Consent Application B-92-19</u></a>	111 - 113
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**DECLARATION OF PECUNIARY INTEREST**

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

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**Signature**



## MINUTES

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AT THE TOWNSHIP OFFICE, LANCASTER ON NOVEMBER 15, 2019.

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

STAFF PRESENT: Clerk Kelli Campeau, HR Advisor Cyndi DeVries

OTHERS PRESENT: Tim Simpson, SDG Counties CAO

1. CALL TO ORDER

**Resolution No. 397-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the November 15, 2019 Special Meeting of the Township of South Glengarry now be opened at 10:16 am.

CARRIED

2. APPROVAL OF AGENDA

**Resolution No. 398-2019**

Moved by Deputy Warden

Seconded by Councillor Jaworski

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST - None

4. CLOSED SESSION

**Resolution No. 399-2019**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 10:17 am 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,

(d) labour relations or employee negotiations;

-Chief Administrative Officer – Identifiable Individuals

CARRIED

**Resolution No. 400-2019**

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT Council now rise and reconvene at 12:54 pm into Open Session without reporting.

CARRIED

5. ADJOURNMENT

**Resolution No. 401-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry  
adjourn to the call of the chair at 12:54 pm.  
CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**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 NOVEMBER 18, 2019.

PRESENT: Mayor Frank Prevost Councillor Stephanie Jaworski, Councillor Martin Lang, and Councillor Sam McDonell.

REGRETS: Deputy Mayor Lyle Warden

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

1. CALL TO ORDER

Resolution No. 402-2019

Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the November 18, 2019 Council Meeting of the Township of South Glengarry now be opened at 7:00 pm.

CARRIED
2. O CANADA
3. APPROVAL OF AGENDA

Resolution No. 403-2019

Moved by Councillor Lang  
Seconded by Councillor Jaworski

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

-Added to the Agenda:

- 6. C) OPP Update – Sgt. Lamontagne

- 9. Closed Session – Litigation (LPAT Hearing)

CARRIED
4. DECLARATION OF PECUNIARY INTEREST – None
5. APPROVAL OF MINUTES

a) Previous Meeting Minutes - November 4, 2019

Resolution No. 404-2019

Moved by Councillor McDonell  
Seconded by Councillor Lang

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on November 4, 2019, including the Closed Session Minutes, be adopted as circulated.

CARRIED

b) Special Meeting Minutes - November 8, 2019

Resolution No. 405-2019

Moved by Councillor Jaworski  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Minutes of the Special Meeting of the Council of the Township of South Glengarry held on November 8, 2019,
- Page 7 of 152

including the Closed Session Minutes, be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

- a) Cornwall Community Hospital Foundation - Amy Gillespie and Todd Rozon  
Ms. Gillespie and Mr. Rozon requested funding of \$15,000 for a new mammography machine at the Cornwall Community Hospital. Council deferred to budget discussions.
- b) Proposed Amendment to Zoning By-law - Julie Hehir  
Ms. Hehir requested that Council consider amending the Zoning By-law to permit chickens in urban settlement areas. Deferred to staff for further research.
- c) OPP Update – Sgt. Normand Lamontagne  
Sgt. Lamontagne presented updated OPP statistics for the year to date.

7. NEW BUSINESS

a) Staff Reports

i) 2020 Council Meeting Schedule

**Resolution No. 406-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 128-2019 be received and that the Council of the Township of South Glengarry approves the 2020 Council Meeting Schedule.

CARRIED

ii) Per Diem and Reimbursement Policies

**Resolution No. 407-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 129-2019 be received and Council amend Policy 90-14, being the Conference and Training Re-imbursement of Expenses Policy for Council Members and Staff and furthermore, that amendments be made to Policy 95-14 to increase the per diem for Council members annually, based on the CPI rate.

CARRIED

iii) 2019 Transfers to Reserves

**Resolution No. 408-2019**

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 130-2019 be received and that the Council of the Township of South Glengarry approve the 2019 transfers to reserves as presented.

CARRIED

b) Other Business

i) Donation Request – KoC - Lancaster Santa Claus Parade

**Resolution No. 409-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry approves a donation of \$1,000 to the Knights of Columbus Lancaster for the Lancaster Santa Claus Parade from the Council Grants and Donations Discretion fund.

CARRIED

c) Committee Reports

**Resolution No. 410-2019** Moved by Councillor Jaworski  
Seconded by Councillor Lang

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

- d) For Information Only
  - i) 2020 Ontario Municipal Partnership Funding
  - ii) Update - AMO Gas Tax
  - iii) MPAC Deliverables
  - iv) Notice of Consent Decisions
  - v) Consent Summary 2019
  - vi) Resolution - Conservation Authority Exit Clause - Township of Ramara
  - vii) Resolution - Grey Sauble Conservation Authority
  - viii) Resolution - Legal Aid Cuts - Niagara Region
  - ix) Resolution - Municipal Liability - Township of Stirling-Rawdon
  - x) Support Resolution - NVCA Levy - Town of Wasaga Beach

8. UNFINISHED BUSINESS

- a) Unfinished Business Listing - November 18, 2019

9. CLOSED SESSION

**Resolution No. 411-2019** Moved by Councillor Lang  
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:04 pm to discuss the following item(s) under S. 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;
  - (e) Litigation or potential litigation;
    - LPAT Hearing

CARRIED

**Resolution No. 412-2019** Moved by Councillor McDonell  
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 8:27 pm into Open Session without reporting.  
CARRIED

10. CONFIRMING BY-LAW

**Resolution No. 413-2019** Moved by Councillor Jaworski  
Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 71-2019 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed and sealed in Open Council.  
CARRIED

11. ADJOURNMENT

**Resolution No. 414-2019** Moved by Councillor Jaworski

Seconded by Councillor McDonell  
BE IT RESOLVED THAT the Council of the Township of South Glengarry  
adjourn to the call of the chair at 8:29 pm.  
CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## MINUTES

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AT THE TOWNSHIP OFFICE, LANCASTER ON NOVEMBER 22, 2019

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

STAFF PRESENT: Clerk Kelli Campeau, Deputy Clerk Kaylyn MacDonald, GM Infrastructure Ewen MacDonald, Fire Chief Dave Robertson, GM Corporate Services Lachlan McDonald, GM Community Services Joanne Haley, Roads Manager Chris Leblanc

1. CALL TO ORDER

**Resolution No. 414-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the November 22, 2019 Special Meeting of the Township of South Glengarry now be opened at 9:00 am.

CARRIED

2. APPROVAL OF AGENDA

**Resolution No. 415-2019**

Moved by Deputy Warden

Seconded by Councillor Lang

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST - None

4. NEW BUSINESS

a) Review of Draft Tree Canopy and Natural Vegetation Policy

i) October 7 2019 Report & Public Comments

- Council reviewed the public comments received and is to provide feedback to Ms. Haley by the end of 2019.

b) 2020 Budget

i) 2020 Draft Budget

- Council reviewed the draft 2020 budget. A second meeting will be held in early 2020.

5. ADJOURNMENT

**Resolution No. 416-2019**

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 3:18 pm.

CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**MINUTES**

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE GLEN WALTER FIRE HALL, GLEN WALTER ON NOVEMBER 25, 2019

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

STAFF PRESENT: Deputy Clerk Kaylyn MacDonald, GM Infrastructure Services Ewen MacDonald, Fire Chief Dave Robertson, Roads Manager Chris Leblanc

- 1. CALL TO ORDER  
**Resolution No. 417-2019** Moved by Deputy Warden  
Seconded by Councillor Lang  
BE IT RESOLVED THAT the November 25, 2019 Special Meeting of the Township of South Glengarry now be opened at 7:00 pm.  
CARRIED
- 2. APPROVAL OF AGENDA  
**Resolution No. 418-2019** Moved by Councillor Jaworski  
Seconded by Councillor McDonell  
BE IT RESOLVED THAT the Council of the Township of South Glengarry approve the agenda as circulated.  
CARRIED
- 3. DECLARATION OF PECUNIARY INTEREST - None
- 4. CLOSED SESSION

**Resolution No. 419-2019** Moved by Deputy Warden  
Seconded by Councillor Jaworski  
BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 7:01 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;  
CARRIED

**Resolution No. 420-2019** Moved by Councillor Lang  
Seconded by Councillor Jaworski  
THAT Council now rise and reconvene at 7:54pm into Open Session without reporting.  
CARRIED

5. ADJOURNMENT  
**Resolution No. 421-2019**

Moved by Councillor McDonell  
Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry  
adjourn to the call of the chair at 7:54 pm.  
CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

17703 County Rd. 18,  
Martintown, ON,  
K0C 1S0  
Sept. 28, 2019.



Attachments

Dear Mayor Prevost,

After numerous trips back to the Martintown area over the years to visit my wife's family, my wife and I located here in 2015. We reside just over the border in South Stormont but nevertheless maintain strong interest and involvement in the Martintown community.

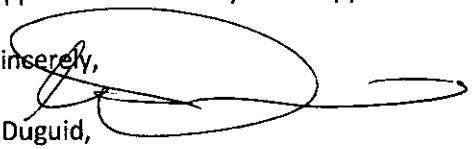
Having spent 35 years in the military, I have naturally been interested in the rich military history of Martintown. The honour rolls record long lists of young men who bravely gave their lives in one of the world wars and other conflicts. Many of the families still live here.

It is therefore fitting that Martintown should have its own cenotaph, a place where these families, near and far, and all local residents can come and reflect, learn and pay their respects to those young men who gave their lives for their country. A proposed location for the cenotaph is within the boundaries of the Community Centre overlooking the Raisin River and surrounding farmland.

Exact location and funding for the cenotaph to be determined.

My specific request is approval to move forward with determining exact location, funding strategies and design. This will be done through a committee and consultation with the community. As a first step, I have approached some groups in the community for their support and their letters are attached. Your support would be very much appreciated and would allow us to start the process.

Yours sincerely,

  
Gerald Duguid,  
Chief Warrant Officer, MMM, CD (Retired)  
Royal Canadian Engineers

Contact information: 613-933-1415  
g\_mduguid@sympatico.ca

Attachments:

St. William Church  
St. Andrew's United Church  
St. Andrew's Presbyterian Church  
Martintown Goodtimers

September 12, 2019

Mr. Duguid:

The Session, Minister, and congregation of St. Andrews Presbyterian church in Martintown are in favour of your idea of constructing a Cenotaph in Martintown at some point in the future.

Several members of the congregation expressed the hope that this structure would provide a focal point for the community during Remembrance Day ceremonies.

It is hoped that various organizations, including local, Provincial, and Federal governments will provide assistance to you as you move forward.

Thank you for your work in undertaking this worthwhile community project.

Yours truly,

Donald Blackadder  
Clerk of Session  
St. Andrews Presbyterian Church, Martintown



**Avonmore-Finch-Martintown Pastoral Charge  
St James, Chalmers & St. Andrew's United Churches  
Reverend Lois Gaudet, M.DIV, BTH, BBA**

3299 Main Street, P.O. Box 674  
Avonmore, Ontario, K0C 1C0

Tel. 613-346-1648  
e-mail: [revlgaudet@gmail.com](mailto:revlgaudet@gmail.com)

September 05, 2019

To the Council of South Glengarry:

On behalf of St. Andrew's United Church, Martintown, I fully encourage and ask you all to support the funding for the construction and placement of a Cenotaph for the town of Martintown.

This community, and St. Andrew's United Church, in Martintown lost a large number of young people who fought and died in various wars to preserve the freedoms we each experience today. And we, in Martintown, would like to have their service recognized by a cenotaph erected in their own village .

If I can be of any service to you, or should you have any questions regarding the authenticity of this letter, please contact me at the coordinates listed above. .

Praying that you will be able to assist our community, and remember our fallen in this respectful manner.

Respectfully submitted,

*Rev Lois Gaudet*

Reverend Lois Gaudet, BBA,BTH, MDIV  
Ordained Minister  
St. Andrew's United Church, Martintown  
Padre/Chaplain  
Finch Royal Canadian Legion – Heather Branch 357

September 14, 2019  
Mr. Gerry Duguid  
President – The Mill Society  
Martintown, ON

Hanz Schulz  
President – Martintown Goodtimers  
18865 County Road 18  
RR1 Martintown, ON, K0C1S0

Dear Mr Duguid:  
Re: Cenotaph Proposal and letter of support for the South  
Glengarry Municipal Council

As per our recent conversation I wish to confirm the Martintown Goodtimers' support for the construction of a memorial cenotaph in Ken Barton Park. We look forward to being able to attend a Remembrance Day ceremony in the village to commemorate the men and women who helped defend democracy and protect our present freedoms.

Sincerely,  
Hanz Schulz

St. William Church,  
18512 Dundas St.  
Martintown, ON  
September 18, 2019

To the Council of South Glengarry:

The village of Martintown has a proud history of involvement in a number of wars and conflicts over the years. Many lives were lost to the village.

On behalf of St. William church, I offer full support to the idea of erecting a cenotaph in their honour. This will permit the community of Martintown to honour their own within the community which these brave souls had lived.

If I can be of further assistance to this worthy project, please feel free to contact me.

Respectfully,

  
Father Louis Groetelaars







The Hub for Beyond 21 Foundation

OUR VISION IS TO SEE ADULTS WITH DEVELOPMENTAL DISABILITIES CONNECTED,  
RESPECTED, AND CONTRIBUTING TO COMMUNITY.

[WWW.BEYOND21.ORG](http://WWW.BEYOND21.ORG)

# Why do we exist?

- ▶ At the age of 21 adults with developmental disabilities 'age out' of the school system
- ▶ Statistics show that individuals with a developmental disability that go home at the age of twenty one with no stimulation suffer from isolation, regression and depression.
- ▶ 12 years ago, board President, Tish Humphries started to search for options for her daughter, Emma, once she graduated high school.  
What she discovered was ...



“I began to research what opportunities there would be available for her. Emma’s Dad is a full time farmer; I was employed at a job I loved also full time. My search did not take long; I was overwhelmed, horrified and shocked. There was “Nothing” for Emma. I didn’t sleep for a month worrying about her future. Emma did not want to stay home with me every day, I would have to quit my job, she would not have any friendship opportunities, and her future was grim.”



“We have Montessori and Nursery School for the pre-school, we have colleges, universities and trade schools for postsecondary and we have Encore for the retired, yet there was nothing to meet the special needs of our adult children post the age of Twenty One.”



THE HUB FOR BEYOND 21 FOUNDATION  
BELIEVES THAT COMMUNITY IS A PLACE  
WHERE EVERYONE BELONGS.

We know that adults with  
developmental disabilities have hopes  
and dreams, the same as anyone else.  
We exist to see these dreams  
achieved!



# Who we work with

- Adults 21 + years of age who have a developmental disability
- People who want to build peer and community connections
- People who want to discover our community and how they can give back to the place they call home
- Adults with limitless potential
- Adults who have the talent, skill, and gifts to impact our community for positive change and growth



# What we do



## Home Skills

Meal planning and preparation  
Nutrition, cleaning, laundry and more



## Life Connections

Social skills, budgeting,  
community safety, community  
based activities, and more



## Leisure/Recreation

Creative and Visual Arts  
Physical recreation, games,  
community recreation, and more

## Our Future



## 1924 Pitt Street, Cornwall, “a Place to Belong”

- a fully accessible building purposefully designed to meet the sensory and physical needs of adults who have a developmental disability
- A safe place to connect with friends and with the community

# a Place to Belong

- ▶ **Belonging** means acceptance as a member or part. Such a simple word for huge a concept. A sense of **belonging** is a basic human need.
- ▶ Did you know that it has only been 10 years since institutions for adults with developmental disabilities closed in Ontario?
- ▶ Did you know those institutions were 'home' for 135 years?
- ▶ As a result, for 135 years, we lived without interacting with adults who have a developmental disability in our communities.

**It is time for this to change and for all people to know they have a place to belong in our community!**





# Your investment will bring results!



- Adults with a developmental disability will have a safe place to connect with friends and with the community.
- Family members/caregivers will have a greater peace and security in regards to the future of their adult child.
- Adults with developmental disabilities and their caregivers will have increased network of peer and professional relationships.
- Adults with developmental disabilities will experience increased participation and contribution in community activities with other citizens.
- Together we will create a more inclusive community with fewer barriers where everyone has "*a Place to Belong.*"

# Katrina shares her thoughts on the impact of an inclusive community:



*“Do not limit me because I have Down Syndrome. I am a free woman who deserves to be treated with respect and love. I am a kick butt intelligent woman.*

*I may be a disabled Down syndrome adult, but I will never give up on one opportunity because I believe that everybody can make their own destinies come true.*

*Anything is possible as long as we have each other.”*

# How you can help

E transfer: [donate@beyond21.org](mailto:donate@beyond21.org)

Mail: Beyond 21, PO Box 1901 Stn Main, Cornwall, ON, K6H 6N6

Credit Card: online at [www.beyond21.org/donate](http://www.beyond21.org/donate)



## **STAFF REPORT**

**S.R. No. 131-2019**

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

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

**COUNCIL DATE:** December 2, 2019

**SUBJECT:** Appointment of Chief Administrative Officer

### **BACKGROUND:**

1. The Township of South Glengarry has recently hired Tim Mills to fulfil the role of Chief Administrative Officer.
2. Mr. Mills will be responsible for exercising general control and management of the affairs of the Township.

### **ANALYSIS:**

3. Pursuant to the *Municipal Act, 2001*, a municipality may appoint a Chief Administrative Officer.
4. A by-law to appoint Mr. Mills as Chief Administrative Officer is appended to this report.

### **IMPACT ON 2019 BUDGET:**

5. There is no impact on the 2019 budget as the salary for a Chief Administrative Officer was already accounted for.

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

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

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 131-2019 be received and that By-law 72-2019, being a by-law to appoint Tim Mill as Chief Administrative Officer for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 2nd day of December, 2019.



A handwritten signature in black ink that reads 'Kelli Campeau'. The signature is written in a cursive style and is positioned above a horizontal line.

**Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK**





## **STAFF REPORT**

**S.R. No 132-2019**

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

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

**COUNCIL DATE:** December 2, 2019

**SUBJECT:** Triage BR & E Strategic Action Plan

### **BACKGROUND:**

1. In 2019, Council of the Township of South Glengarry budgeted dollars to complete a Business Retention & Expansion Plan for the Township.
2. Business Retention & Expansion (BR&E) is an economic development strategy of proactively connecting with existing businesses to understand and respond to their needs.
3. On May 6, 2019, Council of the Township of South Glengarry entered into an agreement with MDB Insight (MDB) to complete a BR & E triage with our local businesses. The goal of this project was to survey between 60 & 100 businesses to assess the health and sustainability of the business community.

### **ANALYSIS:**

4. Following the commencement of this project, 62 business owners/managers were successfully surveyed out of an initial sample of 465 businesses in June 2019. This survey proved that overall business satisfaction is at 83.3% with 33.3% of the businesses being very satisfied.
5. These positive results do not mean that we have nothing to improve as 50% of the businesses were only somewhat satisfied.
6. The results of the survey identified key findings which resulted in green or red flags. The green flags represent opportunities for the business such as expansion plans. The red flags represent threats for the business such as possible downsizing or



closures. These findings are important to identify so the Township can work with these businesses to provide support and possible solutions.

7. MDB produced a Strategic Action Plan identifying action items that will support local businesses and key performance indicators that will measure the Township's economic development activities. The strategic actions can be considered and utilized as a "to do" list for Economic Development staff moving forward to assist with the success of our local businesses.

#### **IMPACT ON 2019 BUDGET:**

8. The 2019 budget included \$15,000 for all costs associated to this project.

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

Goal 1: Enhance economic growth and prosperity

Goal 4: Improve quality of life in our community

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 132-2019 be received and that the Council of the Township of South Glengarry receives and files the Triage BR & E Strategic Action Plan and directs administration to implement the plan.

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK





# **Triage BR+E Strategic Action Plan**

Township of South Glengarry

November 2019



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Cover Image: Township of South Glengarry Website, 2019

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## Background

Community leaders in the Township of South Glengarry have been taking strides to accelerate local economic development. Business retention and expansion (BR+E) activities can be employed to ensure business needs are monitored and addressed; however, engagement can be time-consuming and complex.

A BR+E survey was commissioned to engage businesses and report on observations generalizable to the broader business community, while also allowing for the identification of potential expansion or retention intervention opportunities, which staff can follow-up business-by-business. The intention of the survey was twofold:

To gather a statistically significant amount of information from business owners so that future economic development initiatives could be pursued with confidence, knowing they will have the desired impact on the business community.

For each business, identify whether there were green flag and/or red flag issues that local economic developers could quickly follow-up on and attempt to address. These green and red flag responses would identify businesses that reported growth opportunities (green) or challenges that might result in downsizing, relocation, or closure (red).

## Methodology

MDB Insight has developed a new and unique approach to the development of business retention and expansion strategies through a process known as Triage BR+E. Triage BR+E refers to the immediacy of the findings and strategy development through the use of Computer Assisted Telephone Instrument (CATI) survey. This allows for a statistically significant sample of businesses to be surveyed and identify challenges, gaps, and opportunities that the local economic development organization can focus on. It also allows the identification of green flag and red flag issues that could impact a business's decision to grow/remain in the community and for an immediate follow-up to take place.

This project required the development of a unique internal communications plan that would allow for the identification of businesses with both green and red flag issues to be identified during the survey process, gain their consent to have their information shared with their local economic development organization, and provide the opportunity for their concerns or issues to be addressed in real-time. This is an advantage that the majority of other BR+E programs lack.

In total, 62 business owners/managers were successfully surveyed out of an initial sample of 465, resulting in a response rate of 13.3% with a margin of error of +/- 10%, 19 times out of 20.

The survey was administered during June of 2019.

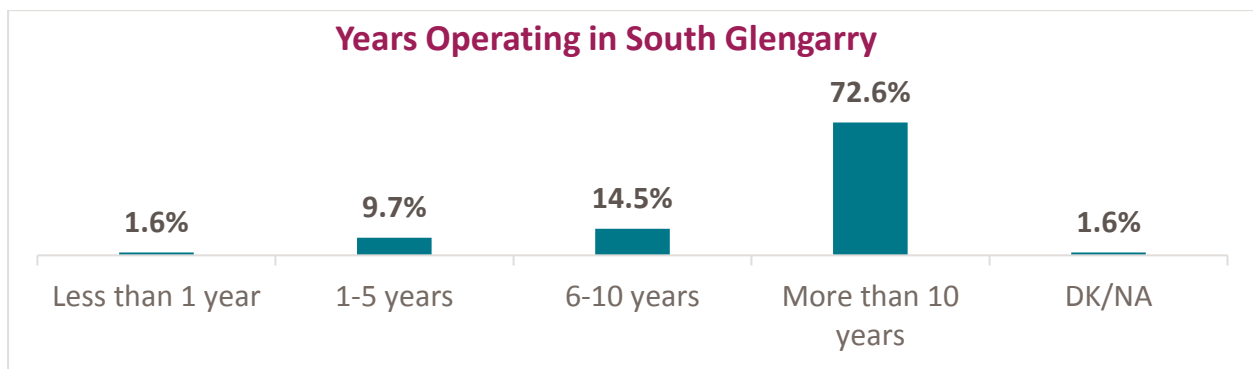


# Triage BR+E Findings

## Business Profile

### Mature Business Community

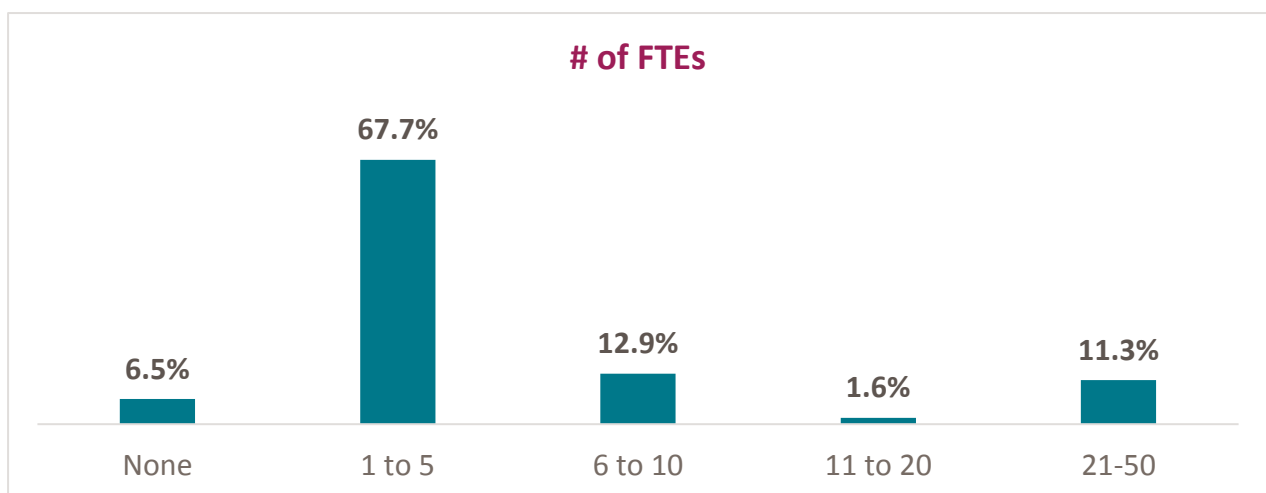
Businesses surveyed consisted of a cross-section of both established and newer businesses although the business community was quite mature overall. Businesses still in the start-up phase (less than 1 year) made up only 1.6% of the total. Businesses likely stabilizing or in the growth phase (1-5 years) represented 9.7% and established businesses (over 6 years old) represented 87.1% of the total respondents.



n=62 respondents

### Small Employee Size

The majority of businesses surveyed were small, with 74.2% having five or fewer employees.

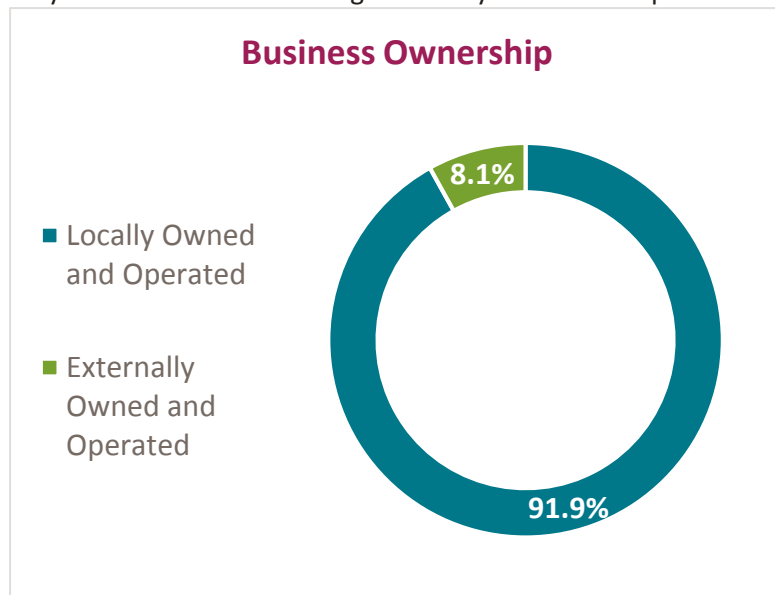


n=62 respondents



### Predominately Local Ownership

Business ownership among survey respondents was mostly locally owned and operated at 91.9%, with only 8.1% of businesses being externally owned and operated. This extremely high level of local



ownership of the business community is an important factor when considering the potential success of the Triage BR+E process. Local ownership implies that decisions are made at the local level rather than through a corporate headquarters in another jurisdiction, either in Canada or abroad. The Triage BR+E process which identifies red and green flags and opportunities for follow up and intervention are more likely to lead to a discussion with a decision-maker rather than potentially getting lost through corporate communication channels.

n=62 respondents

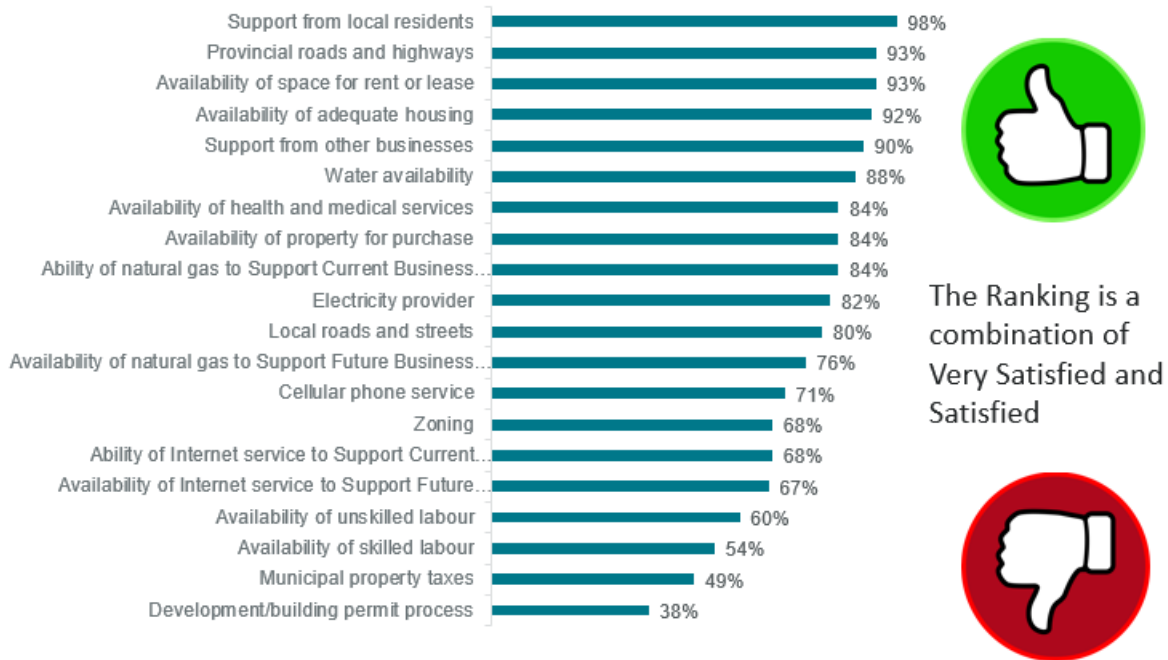
## Key Findings

Finding	Commentary
Overall, business satisfaction is fairly strong at 83.3% combined Satisfied and Very Satisfied.	This level of satisfaction is lower than has been observed in other communities where the Triage BR+E has been deployed, including other communities in Ontario
19.4% indicate their level of satisfaction is more positive than 12 months ago, compared to 9.7% indicating more negative; representing a net improvement of 9.7%.	This is a strong level of more positive than negative satisfaction over the past year with twice as many businesses indicating a more positive outlook.
Businesses were asked to rate their satisfaction on 20 different factors affecting their business performance. Two of these factors had a satisfaction level of less than 50% satisfaction.	Two business satisfaction factors below 50% is significant and higher than generally observed in other communities where the Triage BR+E has been deployed



## Performance of Business Factors

Performance represents the combination of somewhat satisfied and very satisfied responses to questions about specific business factors within South Glengarry. The table below identifies overall performance for the 20 business factors that the survey asked businesses to rate as either very satisfied, somewhat satisfied, somewhat dissatisfied and very dissatisfied.





## Priority Matrix

The priority matrix was developed utilizing the derived importance methodology. Derived importance gives insight into the services that drive re-investment and overall business satisfaction. Derived importance measures how well the community is performing on services by analyzing the correlation of business responses to questions of overall satisfaction and subsequent questions about satisfaction with individual business factors as well as the relation to the overall cohort of business responses. Each business factors importance is scored based on the calculation of derived importance.

Utilizing the ranking of performance of business factors (shown above) and relative importance enables economic development staff to focus on the areas with the highest priority.

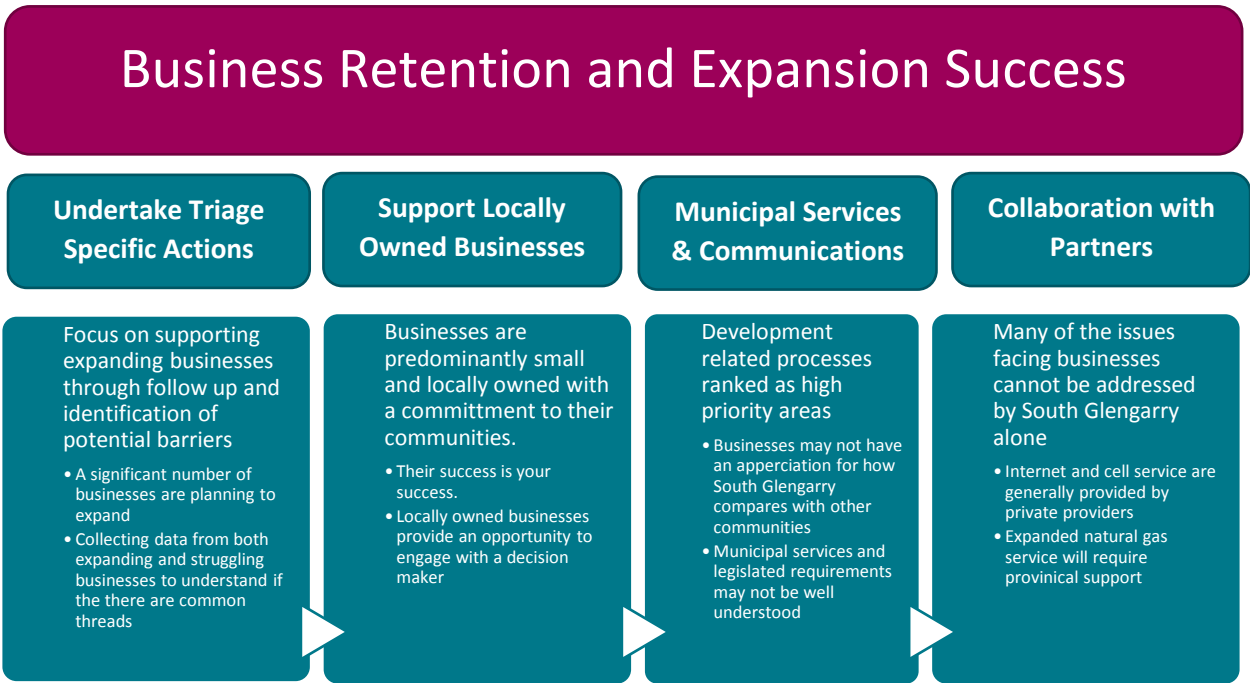
	Performance Rank	Importance Score	Importance Rank	Priority
Development/building permit process	20	5.38	1	1
Municipal property taxes	19	4.53	6	2
Ability of Internet service to Support Current Business Needs	15	5.27	2	3
Availability of Internet service to Support Future Business Needs	16	5.00	3	4
Zoning	14	5.00	4	5
Availability of skilled labour	18	2.29	13	6
Cellular phone service	13	3.35	10	7
Local roads and streets	11	4.73	5	8
Availability of natural gas to Support Future Business Needs	12	2.97	11	9
Ability of natural gas to Support Current Business Needs	7	3.78	8	10
Availability of unskilled labour	17	1.02	18	11
Support from other businesses	5	3.98	7	12
Water availability	6	2.45	12	13
Availability of adequate housing	4	3.47	9	14
Electricity provider	10	1.47	17	15
Availability of property for purchase	8	1.53	16	16
Availability of health and medical services	9	0.88	20	17
Availability of space for rent or lease	3	1.80	15	18
Provincial roads and highways	2	1.96	14	19
Support from local residents	1	0.91	19	20



# Action Plan

The business retention and expansion action plan is intended to be a guiding document for South Glengarry to engage local businesses and address concerns, challenges, and gaps that will improve the region’s economy. The goal of business retention and expansion is to support the growth of local businesses. The success of businesses will increase local tax revenues, create jobs, and help support the vibrancy of South Glengarry. The action plan was developed to focus on those areas with the highest priority, overall business responses and the individual triage related opportunities that were identified.

## Action Plan Overview







## Immediate Business Follow Up

The Triage BR+E Survey indicated 41.9% of businesses presented with either a red or green flag. Red flags indicate businesses considering relocating, downsizing, selling, or closing. A business that has a lease that is expiring within a year would also generate a red flag. These businesses are the key place to start in the Business Retention and Expansion program and need to be contacted first with three key steps:

- Understand and prepare the supports that are available in South Glengarry that could address the individual issues they face.
- Coordinate outreach with other economic development and business support agencies to address challenges regionally.
- Select and focus on key performance indicators to track progress.

The table below contains all Red Flag businesses located in South Glengarry that allowed their contact information to be shared with local economic development staff. In total there were 12 businesses that presented red flags. None of the businesses with red flags chose to remain anonymous which indicates a desire for their concerns to be heard and addressed if possible. All business names are withheld in this document to maintain the confidentiality of business responses but were included in the accompanying data files.

### Critical Path for Red Flag Businesses

	When will your lease expire?	Plans for the next 24 Months	Timeline for Downsizing	Timeline for Relocation	Timeframe for Selling	Timeline for Closing	Succession Planning
<b>Business ID # 8</b>	N/A	Relocating		Within the next 6 months			
<b>Business ID #44</b>	N/A	Maintaining Operations					Would like assistance
<b>Business ID #72</b>	Less than a year	Maintaining Operations					
<b>Business ID #133</b>	Less than a year	Maintaining Operations					
<b>Business ID #134</b>	Less than a year	Maintaining Operations					
<b>Business ID #251</b>	Within 1-3 years	Selling			Within the next 6 months		
<b>Business ID #260</b>	N/A	Downsizing	More than 6 months from now				
<b>Business ID #290</b>	N/A	Maintaining Operations					Would like assistance
<b>Business ID #370</b>	N/A	Maintaining Operations					Would like assistance



	When will your lease expire?	Plans for the next 24 Months	Timeline for Downsizing	Timeline for Relocation	Timeframe for Selling	Timeline for Closing	Succession Planning
<b>Business ID #397</b>	N/A	Selling			Within the next 6 months		
<b>Business ID #402</b>	N/A	Downsizing	More than 6 months from now				
<b>Business ID #443</b>	N/A	Downsizing	More than 6 months from now				

The survey also indicated 20.9% of the businesses are Green Flags or businesses considering expanding within the next two years. These businesses present the greatest opportunity for an intervention to leverage a potential expansion and ensure that it moves forward. The steps involved with addressing green flag businesses are the same as red flags but will require different resources based upon individual follow up with businesses and answers to the following questions:

- Are you experiencing difficulties?
- Will your expansion require:
  - Additional land
  - Additional buildings
  - A building permit, rezoning application or other planning-related process
  - Increase in workforce/hiring
  - Access to financing that has not already been secured

The table below contains all Green Flag businesses located in South Glengarry. In total there were 13 businesses that presented green flags. None of the businesses chose to remain anonymous, again indicating their desire to make their plans known to local economic development staff. All business names are withheld in this document to maintain the confidentiality of business responses but were included in the accompanying data files.

#### Critical Path for Green Flag Businesses

Company Name	Plans for the next 24 Months	Timeline for Expansion
<b>Business ID #6</b>	Expand	More than 6 months from now
<b>Business ID #60</b>	Expand	More than 6 months from now
<b>Business ID #75</b>	Expand	More than 6 months from now
<b>Business ID #100</b>	Expand	More than 6 months from now
<b>Business ID #175</b>	Expand	More than 6 months from now
<b>Business ID #238</b>	Expand	More than 6 months from now



Company Name	Plans for the next 24 Months	Timeline for Expansion
<b>Business ID #273</b>	Expand	More than 6 months from now
<b>Business ID #338</b>	Expand	More than 6 months from now
<b>Business ID #354</b>	Expand	More than 6 months from now
<b>Business ID #375</b>	Expand	More than 6 months from now
<b>Business ID #381</b>	Expand	More than 6 months from now
<b>Business ID #448</b>	Expand	Within the next 6 months
<b>Business ID #364</b>	Expand	More than 6 months from now



## Triage Specific Actions

This group of actions involve those businesses that have presented either a Green Flag or Red Flag during the survey process. While each business will have individual needs, there are some broad-based actions that can be taken to support businesses with similar challenges or opportunities.

Triage Specific Actions		
Data	Interpretation	Action
<ul style="list-style-type: none"> <li>13 businesses in South Glengarry have planned expansions.</li> </ul>	<ul style="list-style-type: none"> <li>Business expansion may apply to buildings, land, personnel or other aspects and may involve direct contact with municipal services.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct one-on-one follow-up with these businesses to understand and address barriers to expansion.</li> <li>Highlight successful expansions in the community and local media.</li> <li>Prioritize reaching out to the one business planning to expand within the next 6 months.</li> </ul>
<ul style="list-style-type: none"> <li>1 business is planning to relocate out of South Glengarry within the next 6 months</li> <li>2 businesses are planning to sell, both within the next 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>One business is looking at multiple location strategies to address their issues.</li> <li>The total number of businesses looking to relocate, sell or downsize is small considering the overall sample size</li> </ul>	<ul style="list-style-type: none"> <li>Conduct one-on-one follow-up with local businesses to understand the gaps and challenges.</li> <li>Focus on the businesses planning to relocate and sell in the next 6 months.</li> <li>Use collected data to identify actions and programming to fill gaps.</li> </ul>
<ul style="list-style-type: none"> <li>3 businesses are planning to downsize, all in more than 6 months from now</li> </ul>	<ul style="list-style-type: none"> <li>Planned downsizing may be the result of immediate challenges or the first stage in a larger business plan</li> </ul>	<ul style="list-style-type: none"> <li>Identify if businesses that are downsizing are doing so as a result of sales, workforce challenges or the first step in a larger plan to wind-down or sell the business.</li> </ul>



## Areas of Strategic Action

This group of actions are intended to address the areas where coordinated and strategic activities over time can effect change on the performance and satisfaction of the business community as a whole.

Support Locally Owned Businesses		
Data	Interpretation	Action
<ul style="list-style-type: none"> <li>91.9% of businesses own their property.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses that own their properties have a vested interest in their maintenance and viability.</li> </ul>	<ul style="list-style-type: none"> <li>Continued implementation and funding of the community improvement plan with specific building improvement elements to encourage development in the community.</li> <li>Celebrate and acknowledge investments made by businesses into their properties through social media</li> </ul>
<ul style="list-style-type: none"> <li>14.5% of businesses have been in operation for 6-10 years and 72.6% for more than 10 years</li> </ul>	<ul style="list-style-type: none"> <li>83.1% of businesses have been in operation for more than 6 years.</li> <li>The business community is mature and has unique needs from start-ups or new businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Provide resources such as Digital Main Street to mature businesses to ensure they are adopting modern sales and marketing practices and technologies.</li> <li>Conduct a cost competitiveness assessment with similar communities to determine if the community is more expensive than other areas in the province. If competitive, focus as a communications issue. If not competitive, identify the challenge to Council and identify opportunities for improvement.</li> <li>Celebrate business milestones such as reaching 5, 10 or more years of operation.</li> </ul>
<ul style="list-style-type: none"> <li>"Availability of skilled labour" and "Availability of unskilled labour" both had performance at 60% or less</li> </ul>	<ul style="list-style-type: none"> <li>Businesses are having difficulty with retention of both skilled and unskilled workers to fill their current positions as well as recruitment challenges to fill open positions.</li> </ul>	<ul style="list-style-type: none"> <li>During follow-up with local businesses determine, more specifically, the workforce issues around hiring, training, or other HR activities.</li> <li>Connect businesses with relevant career development services to address gaps in the workforce include training providers.</li> <li>Complete a workforce development analysis to identify if there are occupations or industries experiencing particular challenges.</li> <li>Connect with employment service providers to identify potential labour supply.</li> </ul>



Municipal Services and Communications		
Data	Interpretation	Action
<ul style="list-style-type: none"> <li>The development/building permit process ranked as the highest priority business factor with the lowest performance score of only 38%.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses are not satisfied with the process but there have been limited numbers of development applications received. The low satisfaction and limited number of applications indicates that there is a negative perception that is not likely based on first hand experience.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate recent changes to the building permit process and staffing to the public</li> <li>Develop additional business tools such as flowcharts, FAQ's and approximate timelines for the development and building permit process</li> <li>Communication and marketing of South Glengarry's lack of development charges as a locational advantage</li> <li>Conduct a review of neighbouring municipalities to identify the competitiveness of the entirety of development/building permit fees and other applicable charges.</li> </ul>
<ul style="list-style-type: none"> <li>Municipal property taxes ranked as the second highest priority business factor and had the second lowest performance score of only 49%</li> </ul>	<ul style="list-style-type: none"> <li>Existing businesses are either unsatisfied with the amount of taxes they pay or a perceived lack of value</li> </ul>	<ul style="list-style-type: none"> <li>Similar to development/building permit fees, conduct a competitiveness review of neighbouring municipalities and communicate advantages</li> <li>Communicate the specific programs and services such as economic development and the community improvement plan that are supported through municipal property taxes.</li> </ul>
<ul style="list-style-type: none"> <li>36 businesses did not have a succession plan while 26 did</li> </ul>	<ul style="list-style-type: none"> <li>The overall percentage of businesses with succession plans in place is relatively high</li> <li>A succession plan outlines the process of transferring ownership of a business to a new owner and contains all the relevant information to ensure the business can continue operating successfully. Without a succession plan, a business is more likely to close when the owner decides to sell or cease operations.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a succession planning workshop to provide information to businesses without a plan in place.</li> <li>Connect business owners who want to sell to Immigration officials who work with incoming business immigrants.</li> <li>Provide businesses with easy access to templates and examples of plans that they can use to create their own succession plans.</li> <li>Consider engaging a lawyer or business planning specialist to provide succession planning services in the community.</li> </ul>



Collaboration with Partners		
Data	Interpretation	Action
<ul style="list-style-type: none"> <li>“Availability of internet service to support current business needs” and “Availability of internet service to support future business needs” were identified as top five priority business factors.</li> </ul>	<ul style="list-style-type: none"> <li>Local businesses are not satisfied with their internet service and lack confidence that they can continue to operate and grow their businesses without improvements in internet service.</li> </ul>	<ul style="list-style-type: none"> <li>Engage with local internet service providers to identify if improvements to the internet infrastructure are planned and if so, communicate information to the business.</li> <li>Conduct a study to identify the market demand for internet services among businesses.</li> <li>Investigate best practices for community-owned internet infrastructure.</li> <li>Monitor the CRTC’s Broadband Fund for the opening of the application process.</li> </ul>
<ul style="list-style-type: none"> <li>Cellular phone service was the 7<sup>th</sup> ranked priority business factor.</li> </ul>	<ul style="list-style-type: none"> <li>Cellular phone service may not register as an immediate and pressing concern for current businesses but may be an increasingly high priority in the absence of further internet investment</li> </ul>	<ul style="list-style-type: none"> <li>ensure businesses have access to resources for a variety of methods for processing payments</li> <li>Provide businesses with resources on Ontario’s Digital Main Street program which supports businesses develop mobile-friendly practices.</li> </ul>
<ul style="list-style-type: none"> <li>“Availability of natural gas to Support Future Business Needs” and “Availability of natural gas to Support Current Business Needs” ranked as the 9<sup>th</sup> and 10<sup>th</sup> priority business factors respectively.</li> </ul>	<ul style="list-style-type: none"> <li>Natural gas access may not register as an immediate and pressing concern for current businesses but may be a limiting factor for new business investment.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to monitor the Province of Ontario’s Natural Gas Expansion Program for opportunities to apply for funding.</li> </ul>



## Key Performance Indicators

The continued success of South Glengarry's business retention and expansion initiatives will be dependent on the effective use of Key Performance Indicators (KPI) to measure the impact of the actions of the local economic development office and its local partners. KPIs provide an opportunity to use real-world metrics as a measure of success. It is recommended that South Glengarry sets attainable goals that are in line with each of the listed KPIs below. This will result in acute and accurate information to understand the success that the business retention and expansion efforts are having in the community.

During subsequent business follow-up visits and phone interviews, it is important to determine the success of local business retention and expansion efforts. These key performance indicators will inform South Glengarry with the information to measure success over time.

1. Use of CRM (Client Relationship Management) tool as a client management and business retention tracking tool
2. Increased revenues of businesses
3. Increased full-time and part-time employment
4. Increased business start-ups and entrepreneurs operating in South Glengarry
5. Successful business outreach efforts reduce business closures and re-locations leading to businesses remaining in their communities
6. Increased exports and sales into provincial, national, and international markets
7. Increased business visits and phone calls to local businesses
8. Increased percentage of businesses with a good or excellent opinion of South Glengarry as a place to open and operate a business
9. Conduct future surveys that are based on the Derived Importance model to determine the effectiveness of South Glengarry's ability to address concerns of local businesses





# Township of South Glengarry Triage BR+E





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## Background

The Township of South Glengarry has undertaken a number of economic development initiatives to further understand and engage with the business community. Business retention and expansion (BR+E) activities can be employed to ensure business needs are monitored and addressed; however, engagement can be time consuming and complex.

A Triage BR+E Survey was commissioned to engage businesses and report on observations generalizable to the broader business community, while also allowing for the identification of potential expansion or retention opportunities, which staff can follow-up on business-by-business.

## Methodology

- A random sample telephone survey, conducted with 62 businesses out of an initial sample of 465 businesses. This rigorous approach resulted in a response rate of 13.3% which is extremely high in the market research industry where response rates average in the 1%-2% range.
- This scientific approach ensures that the results have a high level of accuracy and statistically represents the business community in South Glengarry. From a statistical point-of-view, this sample results in a margin of error of approximately +/-10 with a confidence interval of 19 times out of 20.

This Report represents the findings of the survey exercise.



- Overall business satisfaction in South Glengarry is fairly strong at 83.3% with 33.3% very satisfied and 50% somewhat satisfied.
- 19.4% indicate their level of satisfaction is more positive than 12 months ago, compared to 9.7% indicating more negative; representing a net improvement of 9.7%.
- Businesses were asked to rate their satisfaction on 20 different factors affecting their business performance. Two of these factors had a satisfaction level of less than 50% satisfaction.
- The factors with the lowest levels of satisfaction were “Development/building permit process”, “Municipal property taxes”, “Availability of skilled labour” and “Availability of unskilled labour”
- When considering what factors are statistically most likely to lead to improved business satisfaction, the top priorities are “Development/building permit process”, “Municipal property taxes”, “Ability of Internet service to Support Current Business Needs” and “Availability of Internet service to Support Future Business Needs”. Addressing these top priority business factors through review, adaptation, or sustained attention are most likely to lead to higher business satisfaction.

# Key Findings

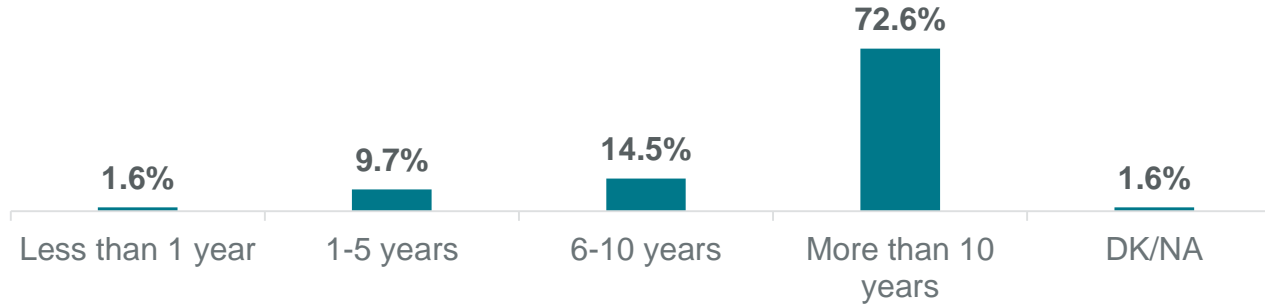


## South Glengarry Business Profile

Triage BR & E Strategic Action Plan (J. Haley)

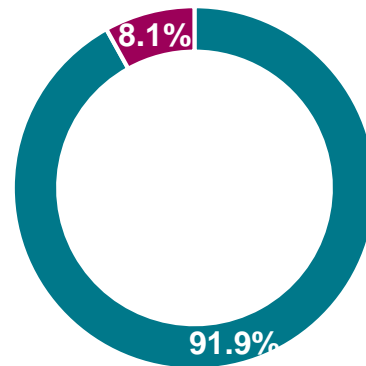


### Years Operating in South Glengarry

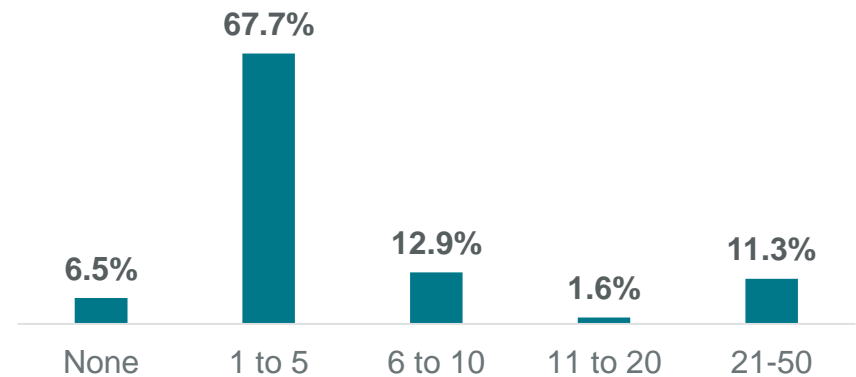


### Business Ownership

- Locally Owned and Operated
- Externally Owned and Operated



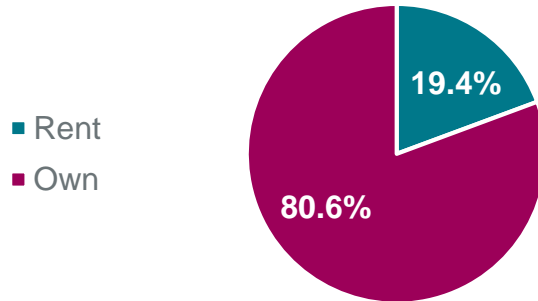
### # of FTEs



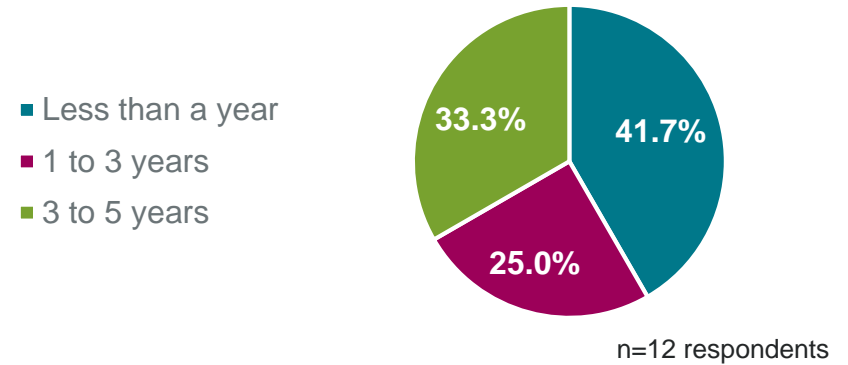


## Business Location

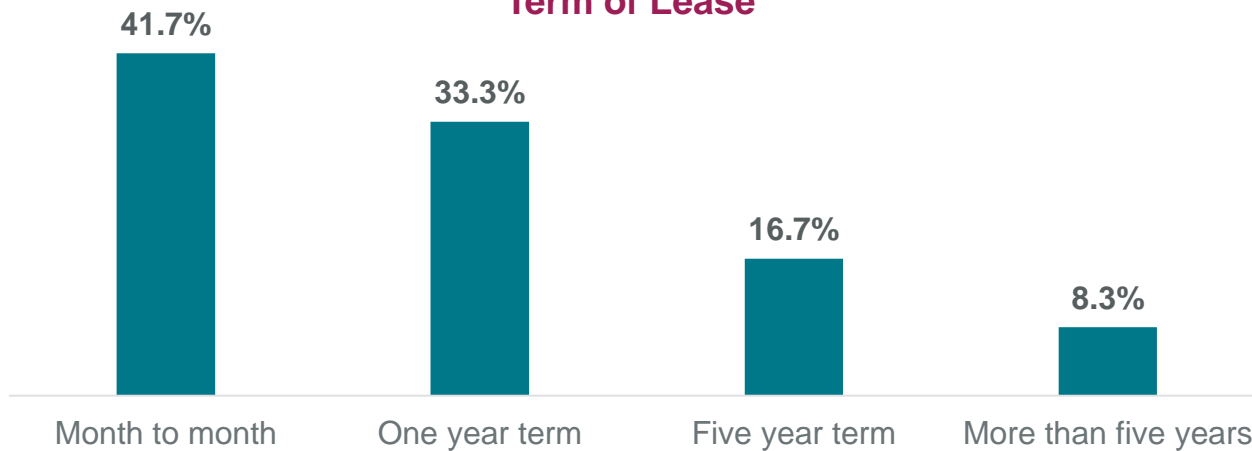
### Rent vs. Own



### Lease Expiry



### Term of Lease

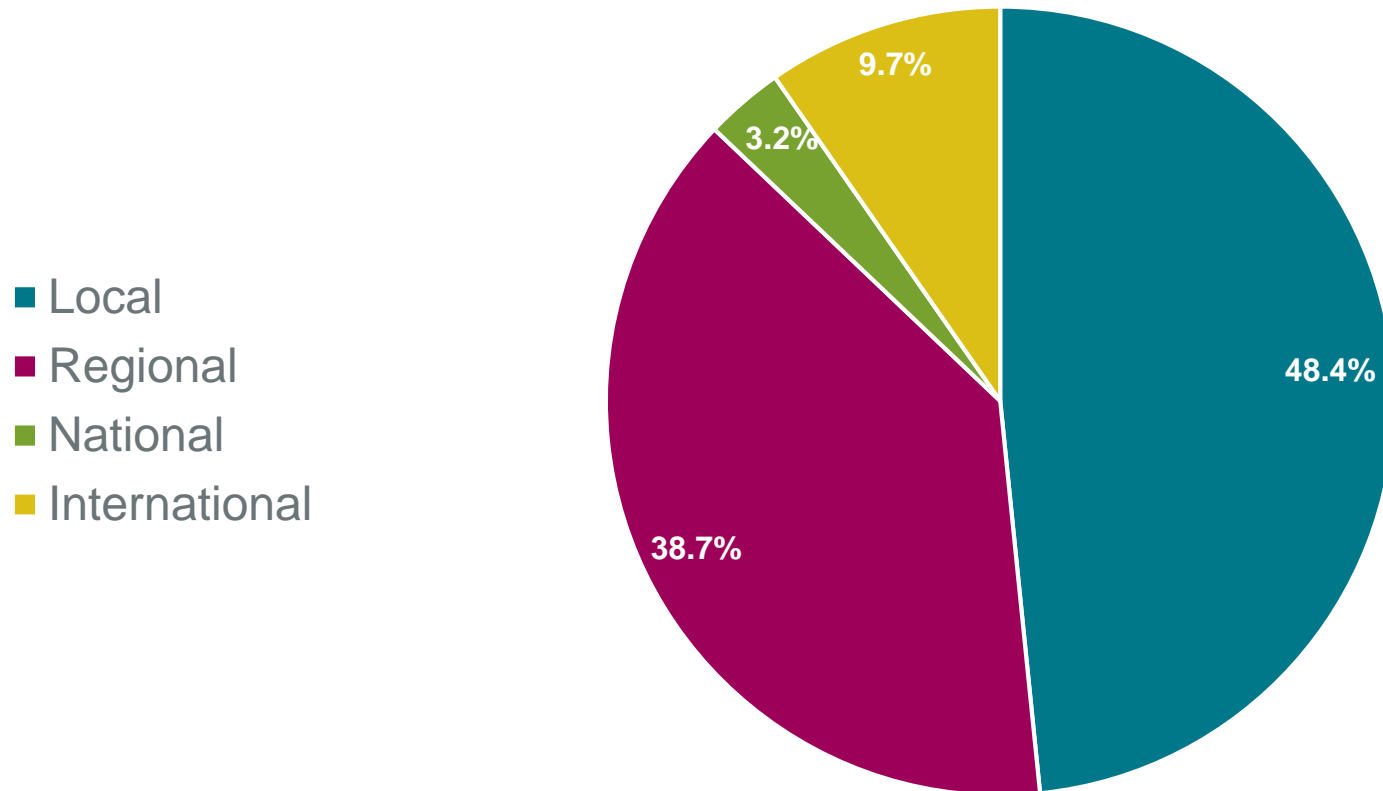




**What is the primary target market for your business?**



## Primary Target Market







**Overall how satisfied are you with South Glengarry as a place to own and operate a business?**

**Over the past 12 months would you say your attitude about doing business in South Glengarry has...**



The combined overall satisfaction is fairly strong at 83.3%.  
The net impact of changes over the past year is + 9.7%

### Overall Satisfaction



■ Very Satisfied ■ Somewhat Satisfied ■ Somewhat Dissatisfied ■ Very Dissatisfied

### Attitude over the Past 12 Months

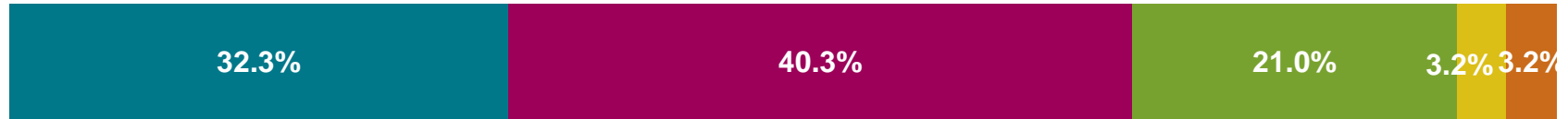


■ More positive ■ The same ■ More negative

Net Improvement score = % more positive (19.4%) - % more negative (9.7%) = +9.7%



### Sales over the Past 12 Months



■ Increased ■ Remained the same ■ Varied by year ■ Not sure ■ Decreased

### Sales Expectations for Next 12 Months



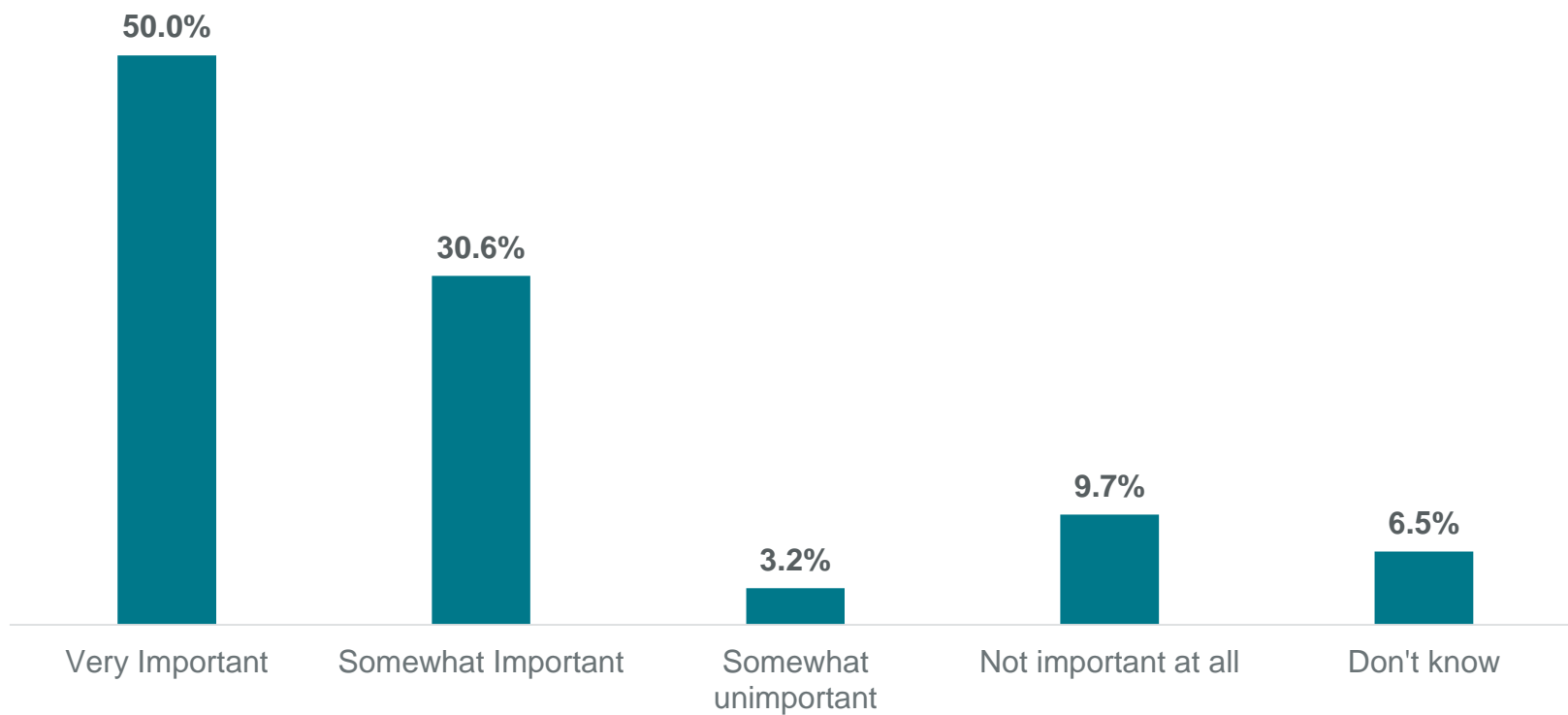
■ Higher ■ The same ■ Not sure ■ Lower



## **What is the impact of accessing broadband internet service to your business?**



### Access to Broadband Internet Service



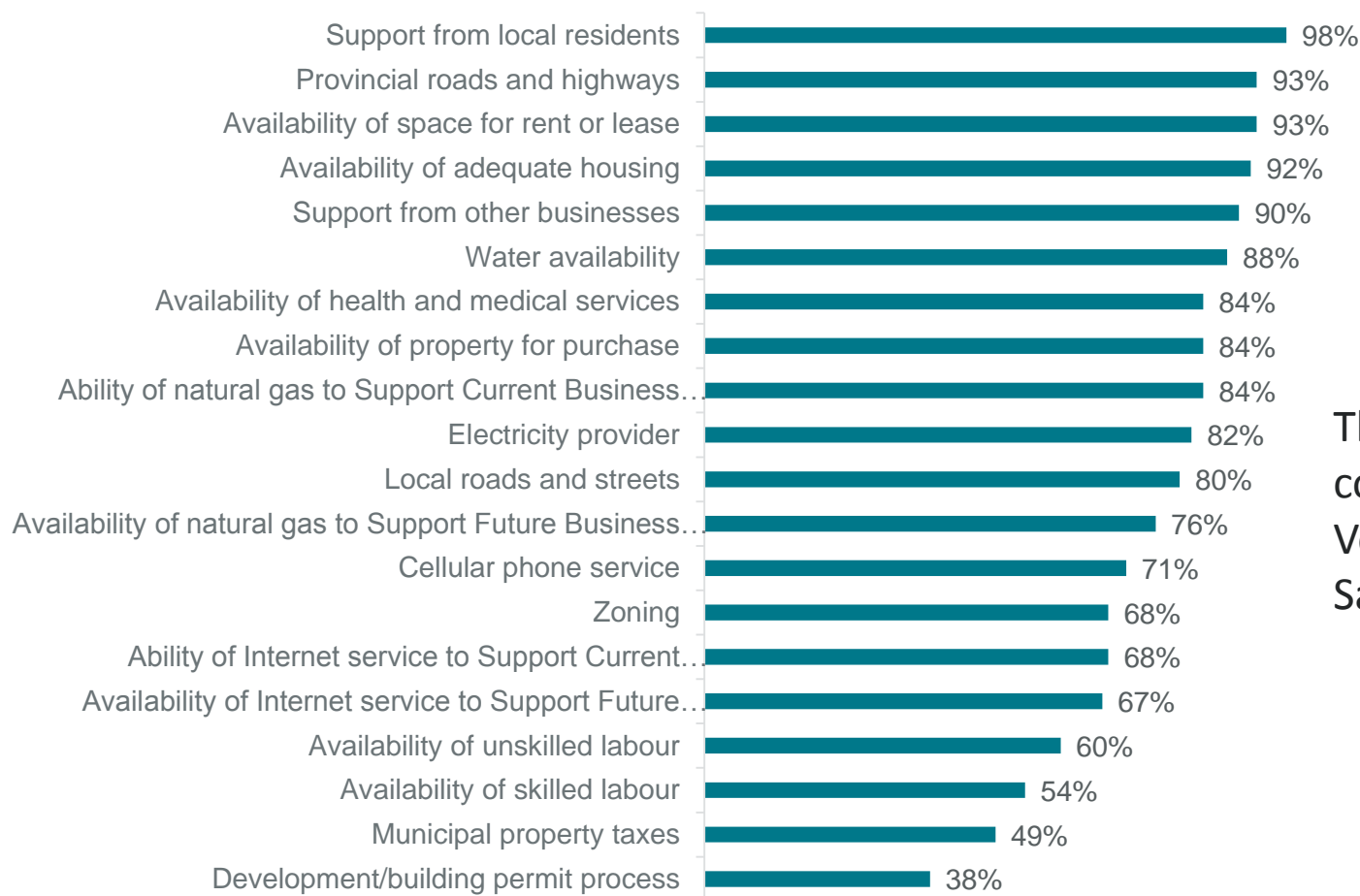


**How satisfied you are with each of the following factors of doing business in South Glengarry?**



## Performance of Business Factors

Triage BR & E Strategic Action Plan (J. Haley)



The Ranking is a combination of Very Satisfied and Satisfied





**Derived Importance: Understanding which business factors will have the greatest impact on overall business satisfaction.**



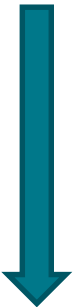
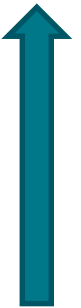


## Priority Matrix

Triage BR & E Strategic Action Plan (J. Haley)



	Performance	Importance	Priority
Development/building permit process	38%	5.38	1
Municipal property taxes	49%	4.53	2
Ability of Internet service to Support Current Business Needs	68%	5.27	3
Availability of Internet service to Support Future Business Needs	67%	5.00	4
Zoning	68%	5.00	5
Availability of skilled labour	54%	2.29	6
Cellular phone service	71%	3.35	7
Local roads and streets	80%	4.73	8
Availability of natural gas to Support Future Business Needs	76%	2.97	9
Ability of natural gas to Support Current Business Needs	84%	3.78	10
Availability of unskilled labour	60%	1.02	11
Support from other businesses	90%	3.98	12
Water availability	88%	2.45	13
Availability of adequate housing	92%	3.47	14
Electricity provider	82%	1.47	15
Availability of property for purchase	84%	1.53	16
Availability of health and medical services	84%	0.88	17
Availability of space for rent or lease	93%	1.80	18
Provincial roads and highways	93%	1.96	19
Support from local residents	98%	0.91	20





## Future Plans

	# of businesses	Follow up Questions
Expansions	13	<ul style="list-style-type: none"><li>• 13 businesses have expansions planned within 2 years</li><li>• 1 within the next 6 months</li><li>• 12 business in more than 6 months from now</li></ul>
Downsize	3	<ul style="list-style-type: none"><li>• 3 businesses had plans to downsize</li><li>• All in more than 6 months from now</li></ul>
Relocate	1	<ul style="list-style-type: none"><li>• 1 business planned to relocate within the next 6 months</li></ul>
Sell	2	<ul style="list-style-type: none"><li>• 2 businesses planned to sell within the next 6 months</li><li>• 26 businesses had a succession plan in place</li></ul>
Close	0	<ul style="list-style-type: none"><li>• No businesses indicated plans to close</li></ul>



## Triage Results

Throughout the survey process Triage cases that represented green or red flags were tracked. Out of the 62 businesses surveyed, 25 businesses presented an opportunity for intervention.



Green Flag

= Businesses considering expanding = 13 businesses



Red Flag

= Businesses considering relocating, downsizing, selling, closing, upcoming lease expiration or require succession planning assistance

= 12 businesses



# Action Plan



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## Action Plan

- The Township of South Glengarry Triage BR+E Strategic Action Plan provides recommended strategies that are designed to have the maximum impact. The Action Plan was developed to leverage both the individual responses of businesses as well as the collective results from the entire Triage BR+E survey.
- The Strategic Action Plan includes both micro and macro level interventions and opportunities for the Municipality of South Glengarry and potential local and regional partners influence business decisions at the individual business level and improve the overall business climate.



## Triage Specific Actions

- This group of actions involve those businesses that have presented either a Green Flag or Red Flag during the survey process.

Data	Interpretation	Action
<ul style="list-style-type: none"><li>■ <b>13 businesses in South Glengarry have planned expansions.</b></li></ul>	<ul style="list-style-type: none"><li>■ Business expansion may apply to buildings, land, personnel or other aspects and may involve direct contact with municipal services.</li></ul>	<ul style="list-style-type: none"><li>■ Conduct one-on-one follow-up with these businesses to understand and address barriers to expansion.</li><li>■ Highlight successful expansions in the community and local media.</li><li>■ Prioritize reaching out to the one business planning to expand within the next 6 months.</li></ul>



## Triage Specific Actions

Data	Interpretation	Action
<ul style="list-style-type: none"> <li>▪ <b>1 business is planning to relocate out of South Glengarry within the next 6 months</b></li> <li>▪ <b>2 businesses are planning to sell, both within the next 6 months.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ One business is looking at multiple location strategies to address their issues.</li> <li>▪ The total number of businesses looking to relocate, sell or downsize is small considering the overall sample size</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct one-on-one follow-up with local businesses to understand the gaps and challenges.</li> <li>▪ Focus on the businesses planning to relocate and sell in the next 6 months.</li> <li>▪ Use collected data to identify actions and programming to fill gaps.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>3 businesses are planning to downsize, all in more than 6 months from now</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Planned downsizing may be the result of immediate challenges or the first stage in a larger business plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify if businesses that are downsizing are doing so as a result of sales, workforce challenges or the first step in a larger plan to wind-down or sell the business.</li> </ul>



## Support Locally Owned Businesses

This group of actions are intended to address the areas where coordinated and strategic activities over time can effect change on the performance and satisfaction of the business community as a whole.

Data	Interpretation	Action
<ul style="list-style-type: none"><li>▪ <b>91.9% of businesses own their property.</b></li></ul>	<ul style="list-style-type: none"><li>▪ Businesses that own their properties have a vested interest in their maintenance and viability.</li></ul>	<ul style="list-style-type: none"><li>▪ Continued implementation and funding of the community improvement plan with specific building improvement elements to encourage development in the community.</li><li>▪ Celebrate and acknowledge investments made by businesses into their properties through social media</li></ul>





## Support Locally Owned Businesses

Data	Interpretation	Action
<ul style="list-style-type: none"><li>14.5% of businesses have been in operation for 6-10 years and 72.6% for more than 10 years</li></ul>	<ul style="list-style-type: none"><li>83.1% of businesses have been in operation for more than 6 years.</li><li>The business community is mature and has unique needs from start-ups or new businesses.</li></ul>	<ul style="list-style-type: none"><li>Provide resources such as Digital Main Street to mature businesses to ensure they are adopting modern sales and marketing practices and technologies.</li><li>Conduct a cost competitiveness assessment with similar communities. If competitive, focus as a communications issue. If not competitive, identify the challenge to Council and identify opportunities for improvement.</li><li>Celebrate business milestones such as reaching 5, 10 or more years of operation.</li></ul>



## Support Locally Owned Businesses

Data	Interpretation	Action
<ul style="list-style-type: none"><li>▪ <b>“Availability of skilled labour” and “Availability of unskilled labour” both had performance at 60% or less</b></li></ul>	<ul style="list-style-type: none"><li>▪ Businesses are having difficulty with retention of both skilled and unskilled workers to fill their current positions as well as recruitment challenges to fill open positions.</li></ul>	<ul style="list-style-type: none"><li>▪ During follow-up, determine, more specifically, the workforce issues around hiring, training, or other HR activities.</li><li>▪ Connect businesses with relevant career development services to address gaps in the workforce include training providers.</li><li>▪ Complete a workforce development analysis to identify if there are occupations or industries experiencing particular challenges.</li><li>▪ Connect with employment service providers to identify potential labour supply.</li></ul>



Data	Interpretation	Action
<ul style="list-style-type: none"><li>▪ <b>The development / building permit process ranked as the highest priority business factor with the lowest performance score of only 38%.</b></li></ul>	<ul style="list-style-type: none"><li>▪ Businesses are not satisfied with the process but there have been limited numbers of development applications received. The low satisfaction and limited number of applications indicates that there is a negative perception that is not likely based on first-hand experience.</li></ul>	<ul style="list-style-type: none"><li>▪ Communicate recent changes to the building permit process and staffing to the public</li><li>▪ Develop additional business tools such as flowcharts, FAQ's and approximate timelines for the development and building permit process</li><li>▪ Communication and marketing of South Glengarry's lack of development charges as a locational advantage</li><li>▪ Conduct a review of neighbouring municipalities to identify the competitiveness of the entirety of development/building permit fees and other applicable charges.</li></ul>



Data	Interpretation	Action
<ul style="list-style-type: none"><li>▪ <b>Municipal property taxes ranked as the second highest priority business factor and had the second lowest performance score of only 49%</b></li></ul>	<ul style="list-style-type: none"><li>▪ Existing businesses are either unsatisfied with the amount of taxes they pay or a perceived lack of value</li></ul>	<ul style="list-style-type: none"><li>▪ Similar to development/building permit fees, conduct a competitiveness review of neighbouring municipalities and communicate advantages</li><li>▪ Communicate the specific programs and services such as economic development and the community improvement plan that are supported through municipal property taxes.</li></ul>



Data	Interpretation	Action
<ul style="list-style-type: none"><li>▪ <b>36 businesses did not have a succession plan while 26 did</b></li></ul>	<ul style="list-style-type: none"><li>▪ The overall percentage of businesses with succession plans in place is relatively high</li><li>▪ A succession plan outlines the process of transferring ownership of a business to a new owner and contains all the relevant information to ensure the business can continue operating successfully. Without a succession plan, a business is more likely to close when the owner decides to sell or cease operations.</li></ul>	<ul style="list-style-type: none"><li>▪ Conduct a succession planning workshop to provide information to businesses without a plan in place.</li><li>▪ Connect business owners who want to sell to Immigration officials who work with incoming business immigrants.</li><li>▪ Provide businesses with easy access to templates and examples of plans that they can use to create their own succession plans.</li><li>▪ Consider engaging a lawyer or business planning specialist to provide succession planning services in the community.</li></ul>



## Collaboration with Partners

Data	Interpretation	Action
<ul style="list-style-type: none"><li>▪ <b>“Availability of internet service to support current business needs” and “Availability of internet service to support future business needs” were identified as top five priority business factors.</b></li></ul>	<ul style="list-style-type: none"><li>▪ Local businesses are not satisfied with their internet service and lack confidence that they can continue to operate and grow their businesses without improvements in internet service.</li></ul>	<ul style="list-style-type: none"><li>▪ Engage with local internet service providers to identify if improvements to the internet infrastructure are planned and if so, communicate information to the business.</li><li>▪ Conduct a study to identify the market demand for internet services among businesses.</li><li>▪ Investigate best practices for community-owned internet infrastructure.</li><li>▪ Monitor the CRTC’s Broadband Fund for the opening of the application process.</li></ul>



## Collaboration with Partners

Data	Interpretation	Action
<ul style="list-style-type: none"><li>Cellular phone service was the 7<sup>th</sup> ranked priority business factor.</li></ul>	<ul style="list-style-type: none"><li>Cellular phone service may not register as an immediate and pressing concern for current businesses but may be an increasingly high priority in the absence of further internet investment</li></ul>	<ul style="list-style-type: none"><li>ensure businesses have access to resources for a variety of methods for processing payments</li><li>Provide businesses with resources on Ontario's Digital Main Street program which supports businesses develop mobile-friendly practices.</li></ul>
<ul style="list-style-type: none"><li>"Availability of natural gas to Support Future Business Needs" and "Availability of natural gas to Support Current Business Needs" ranked as the 9<sup>th</sup> and 10<sup>th</sup> priority business factors respectively.</li></ul>	<ul style="list-style-type: none"><li>Natural gas access may not register as an immediate and pressing concern for current businesses but may be a limiting factor for new business investment.</li></ul>	<ul style="list-style-type: none"><li>Continue to monitor the Province of Ontario's Natural Gas Expansion Program for opportunities to apply for funding.</li></ul>



## Key Performance Indicators

The continued success of South Glengarry's business retention and expansion initiatives will be dependent on the effective use of Key Performance Indicators (KPIs) as a measure of success.

- Use of CRM (Client Relationship Management) tool as a tracking tool
- Increased revenues of businesses
- Increased full-time and part-time employment
- Increased business start-ups and entrepreneurs operating in South Glengarry
- Successful business outreach efforts reduce business closures and re-locations
- Increased exports and sales into provincial, national, and international markets
- Increased business visits and phone calls to local businesses
- Increased percentage of businesses with a good or excellent opinion of South Glengarry as a place to open and operate a business

Conduct future surveys that are based on the Derived Importance model to determine the effectiveness of South Glengarry's ability to address concerns of local businesses



## Project Leads:

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## **STAFF REPORT**

**S.R. No. 133-2019**

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

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

**COUNCIL DATE:** December 2, 2019

**SUBJECT:** Ice Usage Request for Boxing Day and New Year's Day

### **BACKGROUND:**

1. The Township currently has policies in place that recognize that Boxing Day and New Year's Day are statutory holidays. Both the Ice Allocation Policy and the Recreation Fee By-law state that the Char-Lan Recreation Centre is closed on these statutory holidays, despite ice usage that has occurred for many years.
2. In the past few years, administration recognized the inconsistencies between the policies and the usage and informed the users that 2018 would be the last year the facility would be made available.
3. Recently, we have received several written requests to book the Char-Lan Recreation Centre Ice surface from the same families that have booked in the past. As the attached e-mails explain, two families have been using this facility on New Years Day for over 40 years.
4. The typical hours booked are as follows:

#### **Boxing Day Rentals**

<b>Name</b>	<b>Hours</b>	<b>Time</b>	<b>Total Rental Cost</b>
Belanger Family	1.0	12-1pm	\$180.80 (HST Incl.)
MacDougall Family	2.0	1-3pm	\$361.60 (HST Incl.)
McDonnell Family	1.5	3-4:30pm	\$271.20 (HST Incl.)



### New Year's Day Rentals

Name	Hours	Time	Total Rental Cost
Danaher Family	2.0	1-3pm	\$361.60 (HST Incl.)

### **ANALYSIS:**

5. Following discussions and e-mail exchanges with some of the individuals that have requested to book ice surface and with the Township's Senior Management team, it was determined that these requests should be brought to Council for a decision.
6. Council's approval for these requests should be obtained so that it can be documented that proper approval was granted to protect the municipality from a liability and compensation perspective if any issues or injuries were to occur.
7. The employees that operate and maintain the Char-Lan Recreation Centre, specifically the ice surface, are unionized employees and are subject to the Township's Collective Agreement. Prior to bringing this request before Council, a discussion was held with the Facilities Acting Manager, Richard Lapierre, to ensure that staff are willing to work on Boxing Day and on New Year's Day. The Collective Agreement permits working on statutory holidays provided they are appropriately compensated.
8. In previous years, the users of the ice surface were required to pay the prime-time ice rate when booking on Boxing Day and New Year's Day. The current prime time ice rate is \$160 per hour plus HST. The staffing costs per hour, including benefits, are approximately \$81.25 for an 8-hour shift. Although the actual costs per hour to operate the Char-Lan Recreation Centre in the winter season are unknown, administration feels the prime-time rate is a fair rate to charge and is consistent with other statutory holidays when the ice is used, such as Thanksgiving Monday.
9. Should the requests be approved by Council, administration believes that the unused ice time should be marketed to ensure fair and equal access to the Char-Lan Recreation Facility (subject to staff availability). This will ensure that the facility is utilized on New Year's Day for the minimum required shift of 4 hours.

### **IMPACT ON 2019 BUDGET:**

10. There is no anticipated impact on the 2019 budget, as the hourly prime-time rate should cover costs.



**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 133-2019 be received and that the Council of the Township of South Glengarry directs Recreation staff to accept bookings for the ice surface at the Char-Lan Recreation Centre on both Boxing Day and New Year's Day 2019.

A handwritten signature in black ink, which appears to read "Kelli Campeau", is written over a horizontal line.

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK

## Joanne Haley

---

**From:** Logan's World <traceybelanger15@gmail.com>  
**Sent:** October-15-19 3:21 PM  
**To:** Joanne Haley  
**Subject:** Ice rental

Hi Joanne

My family has rented the ice on Boxing Day for the past 2 years and I would very much like to rent it once again this year. This has been an amazing way for our family to celebrate Christmas together in a truly Canadian way! If the ice cost needs to be increased to reflect this being a Stat holiday I would still be fine with this. I look forward to your decision on this!

Truly

Tracey Belanger

--

Tracey Belanger

**Joanne Haley**

---

**From:** Matt Gray <mgray@ttsmarketing.ca>  
**Sent:** October-18-19 10:30 AM  
**To:** Joanne Haley  
**Cc:** Cathy Macdonell  
**Subject:** RE: Ice Rental for New Years Day

Hi Joanne,

We have rented the ice on January 1<sup>st</sup> for a very long time and are hoping we can have the same times again this year.  
Please let me know if you need any information from us.

Thank you,  
Matt

**Joanne Haley**

---

**From:** Christine McDonell <christine.huntly@sympatico.ca>  
**Sent:** October-15-19 4:01 PM  
**To:** Joanne Haley  
**Subject:** Ice rental

The McDonell family has rented the ice for over 40 years and would like to continue doing so. Thank you.  
Boxing Day from 3:00 p.m. to 4:30 p.m.  
Christine McDonell  
613-347-2362

Sent from Christine's iPad



## **STAFF REPORT**

**S.R. No. 134-2019**

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

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

**COUNCIL DATE:** December 2, 2019

**SUBJECT:** Amendment to Primeau Marine & Small Engines Plus Site Plan Control Agreement

### **BACKGROUND:**

1. The subject property is legally described as Part of Lot 2, Concession 1 Front, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, also known as 6639 Fraser Road.
2. The subject property is currently developed and is operated as Primeau Marine & Small Engines Plus Ltd.
3. On January 11, 2010, Primeau Marine and Small Engines Plus Ltd. and the Township of South Glengarry entered into a Site Plan Control Agreement to control the property, which contained a single detached dwelling with a marine repair business in the attached garage.
4. Recently, Primeau Marine & Small Engines Plus Ltd. applied for a building permit to construct a storage shed that is proposed to be 80' by 30' (2,400 square feet) in size. This new construction triggered a revision to the previously approved Site Plan.

### **ANALYSIS:**

5. The subject property is 4.33 acres and is serviced by a septic system and a well. The property is designated Rural District and is zoned Highway Commercial. This proposed use conforms to both the Official Plan and the Zoning By-law.
6. The proposed Site Plan was circulated to and approved by the Building Department and the United Counties of Stormont, Dundas and Glengarry. The Building staff comments were addressed and the United Counties had no comments.
7. As this is an amendment to the existing Site Plan and Site Plan Control Agreement, the requirements of the current Site Plan Control By-law were not enforced.





8. The attached Agreement contains the required wording to amend the original Site Plan and Site Plan Control Agreement dated January 11, 2010.
9. The Agreement and the Site Plan will be registered on title following the execution of the agreement.
10. A building permit may be issued following the execution of the Site Plan Control Agreement.

**IMPACT ON 2019 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 134-2019 be received and that the Council of the Township of South Glengarry approves By-law 73-2019 and the Agreement for the property legally described as part of Lot 2, Concession 1 Front in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 6639 Fraser Road and authorizes the Mayor and Clerk to execute the Agreement.

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

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK

**SG-D-19**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 73-2019  
FOR THE YEAR 2019**

***BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER  
INTO AN AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH GLENGARRY  
AND PRIMEAU MARINE & SMALL ENGINES PLUS LTD.***

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

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

**AND WHEREAS** the Council of the Township of South Glengarry deems it necessary and in the public interest to enter into an Agreement to amend an existing Site Plan Control Agreement with Primeau Marine & Small Engines Plus Ltd. being the owners of the land described as Part of Lot 2 Concession 1 Front, Township of South Glengarry, Geographic and Township of Charlottenburgh, County of Glengarry, now designated as Part 2 on Reference Plan 14R1281, also known as 6639 Fraser Road.

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

1. **THAT** the Mayor and Clerk are hereby authorized to sign an Agreement which amends an existing Site Plan Control Agreement with Primeau Marine & Small Engine Plus Ltd., a copy of which is attached hereto as Schedule “A” and is hereby declared to form part of this by-law.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 2<sup>ND</sup> DAY OF DECEMBER, 2019***

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

**THIS AGREEMENT** made this 2<sup>nd</sup> day of December, 2019

**BETWEEN:**

***PRIMEAU'S MARINE & SMALL ENGINE PLUS LTD.***

(hereinafter referred to as the "Owner")

- and -

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

(hereinafter referred to as the "Municipality")

**WHEREAS:**

1. The Owner has entered in to a Site Plan Control Agreement with the Township dated the 11th day of January 2010 for the property legally described as Part of Lot 2 Concession 1 Front, Township of South Glengarry, Geographic and Township of Charlottenburgh, County of Glengarry, now designated as Part 2 on Reference Plan 14R1281 and,
2. The Site Plan Control Agreement contained a site plan and the Owner, and the Municipality wish to amend the site plan in the Site Plan Control Agreement.

**AND WHEREAS:**

3. Schedule "B" of the Site Plan Control Agreement is hereby amended by inserting the following:

Site Plan prepared by Pregent Designs dated October 2009 amended by Neil Levac, P. Eng. on October 20, 2019.

4. The parties agree that this Agreement may be registered upon title to the Lands to which it applies.

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

**SIGNED, SEALED AND DELIVERED**

)     **Primeau Marine & Small Engines  
Plus Ltd.**

)     \_\_\_\_\_  
)     Name: Michel Primeau  
)     Title:   President  
)     I have authority to bind the corporation  
)  
)

)     **The Corporation of the Township of  
South Glengarry**  
)  
)

)     \_\_\_\_\_  
)             Frank Prevost, Mayor  
)  
)

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

\_\_\_\_\_  
Date

**THIS AGREEMENT made in quadruplicate this  
11<sup>th</sup> day of January 2010.**

**BETWEEN**

**MICHEL PRIMEAU  
Carrying on Business as  
PRIMEAUS MARINE & SMALL ENGINES**

**Hereinafter called the "OWNER"  
OF THE FIRST PART**

**AND:**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
Hereinafter called the "TOWNSHIP"  
OF THE SECOND PART**

**WHEREAS** the Owner has applied to the Township for approval on a site plan for the Owner's lands, which site plan is annexed hereto as Schedule "B" and the Township has approved the said site plan subject to the Owner entering into this Agreement with the Township.

**NOW THEREFORE** this Agreement witnesseth that in consideration of the approval by the Township of the site plan for the development on the Owner's lands and the implementation of the conditions in the said approval, the Owner and the Township agree as follows:

**1. IN THIS AGREEMENT:**

- |                      |   |
|----------------------|---|
| <b>"TOWNSHIP"</b>    | means the Corporation of the Township of South Glengarry, and its appointees;   |
| <b>"OWNER"</b>       | refers to Michel Primeau operating as Primeau's Marine & Small Engines  |
| <b>"LANDSCAPING"</b> | means any rock, brick, poured concrete or treated wood retaining walls intended to withhold soils or rock at a higher |

grade or elevation, plus trees, hedges, shrubs or other similar vegetation.

**LANDS**

2. The Owner hereby agrees and acknowledges that the lands affected by this Agreement are the lands described in Schedule "A" attached hereto and forming part of this Agreement.

**PERMITS**

3. (a) The Township acknowledges that prior to redevelopment of the subject land a building permit was issued for a single residential dwelling unit with a two car attached garage. Redevelopment of the subject property will include a marine and small engine repair establishment. A Change of Use permit is required to confirm the new use of the subject land once the redevelopment is completed.
- (b) The owner agrees that an "as built drawing" illustrating the location of structures, site services along with other landscape features on the property shall be provided in the form of a "site plan" attached to this agreement.
- (c) The owner agrees that upon execution of this Agreement that required studies will be provided to the Municipality that will reflect the various mitigation techniques that will be used to satisfy any land incompatible issues such as but not limited to traffic, rail, industrial noise, air quality assurance.

**GRADING**

- 4.(a) The Owner shall provide the Township of South Glengarry a grading and drainage plan indicating the proposed areas for parking, structures, and outside storage. A storm water management design must also be provided to deal with on site surface water. Landscaping features are outlined in Schedule "B" Approved Site Plan" attached to this document.
- (b) Removal and relocation of entrance off Fraser Road and Parking Areas must be completed by June 30<sup>th</sup> 2010.

**LICENSE TO ENTER LAND**

5. The Owner hereby grants to the Township, its servants, agents and contractors, the license to enter the Owner's lands for the purpose of inspection of the works and to perform such work as may be required as a result of a default.

**DEFAULT**

6. (a) In the event of a default by the Owner or it's successors or assigns in the provision and maintenance of all matters and things required to be done by it pursuant to this Agreement, and after thirty (30) days written notice to the Owner, the Township may, at the expense of the Owner, enter upon the Owner's lands and do all such matters and things as are in default. "Cost" and "Expense of the Owner" in this clause shall be the actual cost incurred by the Township plus 25% of such cost as a charge for overhead. Any costs incurred by the Township pursuant to this Agreement shall be paid by the Owner to the Township within thirty (30) days of the mailing of an invoice by the Township addressed to the Owner at its' address 6639 Fraser Road R# 1 Summerstown. Ontario K0C-2E0 and any costs referred to in this clause may be recovered by the Township in like manner as municipal taxes pursuant to provisions of the *Municipal Act*, as amended.

The Owner further agrees that the entry and performance of works or procedures by the Township as herein provided shall not constitute a trespass.

**AGREEMENT BINDING ON SUCCESSOR ON TITLE**

7. (a) The Owner covenants and agrees that each and every covenant herein contained shall be binding upon the Owner of the Owner's lands and upon each and every successor on title.
- (b) The Owner covenants and agrees with the Township that if it subsequently sells or conveys the Owner's lands or any part thereof, each transfer or grant shall contain a covenant on the part of the grantee therein binding it, its successors and assigns, to the terms of this Agreement, and any further amendments thereto, and a further covenant on the part of the grantee or its successors and assigns to include a similar covenant in all subsequent transfers or grants of the Owner's lands, until the duties and obligations of the Owner under this Agreement have been fully performed. This Agreement does not relieve the Owner from complying with any other building and/or zoning requirements under the provisions of the *Ontario Building Code Act* and *Planning Act*.

**WASTE DISPOSAL**

8. The municipality is not responsible for the collection and disposal of non domestic waste.

**OCCUPANCY**

9. The municipality acknowledges that the building on the subject land is occupied

**SCHEDULES**

10. The following Schedules are attached hereto and form part of this Agreement:

<b>SCHEDULE "A"</b>	<b>Legal Description of the Owner's Property;</b>
<b>SCHEDULE "B"</b>	<b>Site &amp; Drainage Plans - attached</b>

IN WITNESS WHEREOF the said OWNER and THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY have hereunto affixed their Hand and Corporate Seal duly attested by the hands of their respective proper signing officers.

<hr/> <b>WITNESS</b>	<hr/> <b>PRIMEAU MARINE &amp; SMALL ENGINE</b>
 <hr/> <b>WITNESS</b>	 <hr/> <b>PRIMEAU MARINE &amp; SMALL ENGINE</b>
	) THE CORPORATION OF THE
	) TOWNSHIP OF SOUTH GLENGARRY
	)
	)
	) PER:_____
	) MAYOR
	 ) PER:_____
	) CLERK



**SCHEDULE "A"**

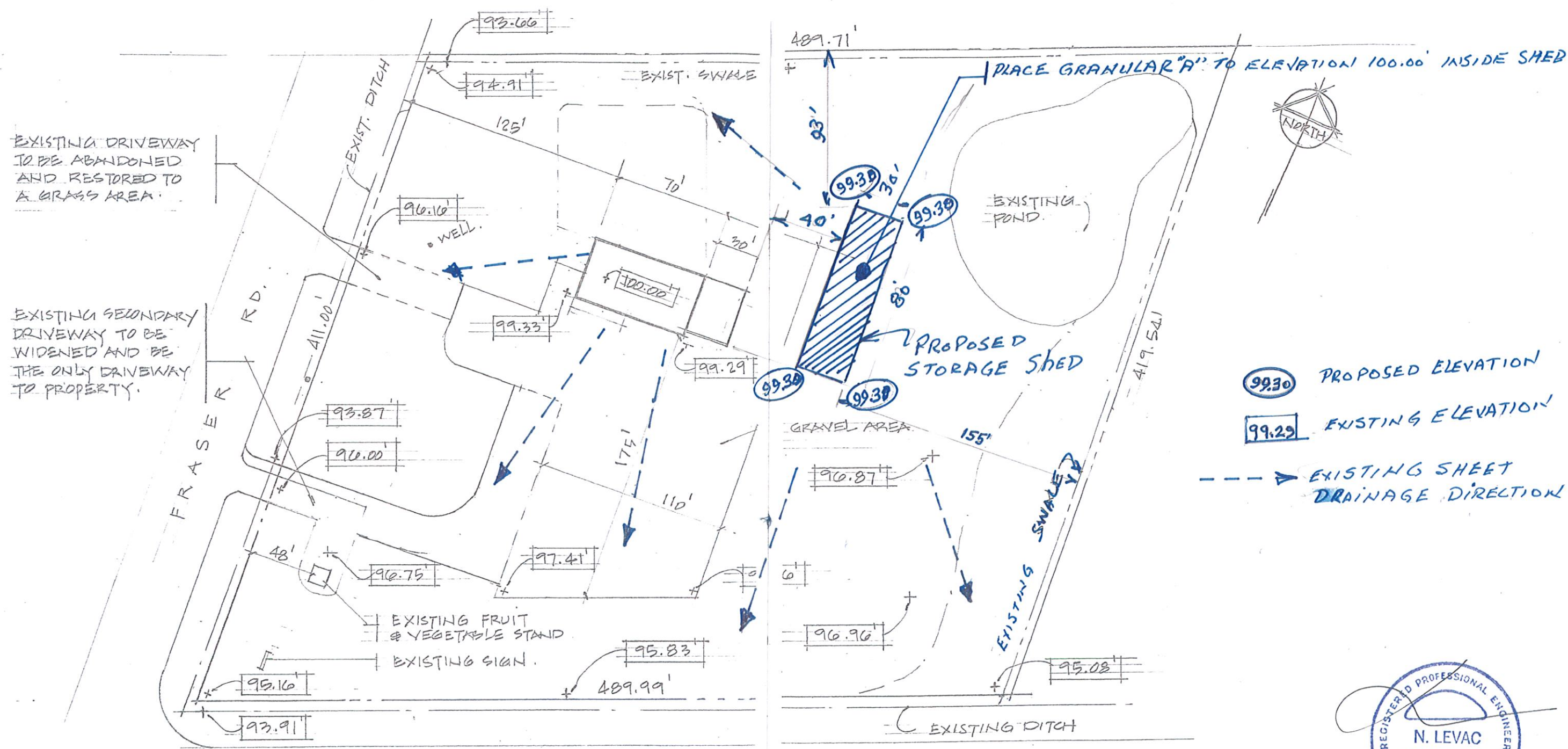
**LEGAL DESCRIPTION**  
**OF THE OWNER'S LANDS**

**THOSE LANDS AND PREMISES located in the Township of South Glengarry at 6639 Fraser Road, in the County of Glengarry and Province of Ontario AND BEING COMPOSED OF: Part of Lot 2 Concession 1 Front, Township of South Glengarry, Geographic and Township of Charlottenburgh, County of Glengarry, now designated as Part 2 on Reference Plan 14R1281.**

**SCHEDULE "B"**

**APPROVED SITE & DRAINAGE PLANS**

**THE SAID SITE & DRAINAGE PLANS shows the location of the proposed building and all other landscaping features to be developed on the lands.**



99.30 PROPOSED ELEVATION  
99.29 EXISTING ELEVATION  
---> EXISTING SHEET DRAINAGE DIRECTION



SITE PLAN  
REVISED BY NEIL LEVAC P.Eng 20/10/19

1168532 Ontario Inc.  
2690 Bay Road  
L'Original | Ontario  
KOB 1K0

PREGENT  DESIGNS  
6069 Vine St. - Williamstown, ON - K0C 2J0

Complete Design Services  
Commercial • Industrial • Residential  
(613) 931-2179  
rpregent@cogeco.ca

Job Name: PRIMEAU'S MARINE AND  
SMALL ENGINES PLUS  
6639 FRASER RD, SOUTH GLENUGARRY.

Job #:	10974-B.	DWG #:	A01
Date:	OCT. 09.		
Scale:	1" = 60'-0"		



## **STAFF REPORT**

**S.R. 135-2019**

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

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

**COUNCIL DATE:** December 2, 2019

**SUBJECT:** Support Letter to Cogeco for CRTC Broadband Fund

### **BACKGROUND:**

1. The Canadian Radio-Television and Telecommunications Commission (CRTC) recently tabled a Request for Proposal (RFP) to improve broadband access across Canada.
2. Applicants that have at least three years' experience deploying and operating broadband infrastructure in Canada may apply for funding for projects to build or upgrade access and transport broadband infrastructure or mobile wireless networks. Applicants must invest financially in their project and demonstrate that it would not be viable without the support of the Broadband Fund.
3. The Broadband Fund will provide up to \$750 million over five years to support projects that will help all Canadians to participate fully in the digital economy.
4. Cogeco Connexion will be submitting a proposal to CRTC in hopes to expand the overall broadband access in South Glengarry and other areas and therefore requires a letter of support from Council.

### **ANALYSIS:**

5. CRTC's Goals are as follows:
  - The CRTC's universal service objective for fixed Internet access service is that all Canadians have access to at least 50 megabits per second (Mbps) download and 10 Mbps upload, with an option of unlimited data.



- The CRTC's goal is to achieve 90% coverage by the end of 2021 and 100% as soon as possible within the next decade.
- The universal service objective for mobile wireless services is that all Canadians have access to the latest generally deployed mobile wireless technology (currently LTE). It should be accessible in homes, businesses and along major roads.

6. By providing a letter of support, Cogeco Connexion's proposal to CRTC will include the Township of South Glengarry as an area they can serve. This letter of support will request CRTC to consider their proposal in hopes that as many of our residents as possible can be connected (subject to approvals), will prove that we have collaborated with Cogeco and that we support their initiatives (draft letter of support is attached).

**IMPACT ON 2019 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 1: Enhance economic growth and prosperity

Goal 2: Invest in infrastructure and its sustainability

Goal 4: Improve quality of life in our community

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 135-2019 be received and that the Council of the Township of South Glengarry directs the Mayor to execute a letter to Cogeco Connexion to support their submission to the Canadian Radio-Television and Telecommunications Commission Request for Proposal for the Broadband Fund in hopes to improve broadband access in South Glengarry.

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK





**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

December 3, 2019

Cogeco Connexion  
950 Syscon Road  
Burlington, ON  
L7R 4S6

**Re: Letter of Support - Collaboration for Granting Access to Broadband Internet and Telecommunication Services in South Glengarry**

Dear Mr. Shiu,

We are writing to confirm the support of South Glengarry for Cogeco Connexion's project(s) and Governmental funding application(s) intended to ensure that all residents of our community have access to Broadband connectivity.

Cogeco Connexion has demonstrated its:

- interest in South Glengarry by seeking meaningful consultation to proactively discuss opportunities for providing broadband internet and mobility services within our community;
- desire for mutual collaboration by sharing data, maps, speed test facilities and project relevant information;
- understanding of South Glengarry's connectivity gap and proposing a plan to address it;
- interest to provide the necessary broadband access to the South Glengarry's anchor institutions.

As a municipality, we seek to collaborate with private operators, like Cogeco Connexion, to improve access to broadband services at affordable rates for our residents and ensure they can access essential services at any time. The economic development of our township depends on the availability of the services that Cogeco has proposed. Specifically, we support Cogeco Connexion to:

- propose projects to significantly increase the overall connectivity within the South Glengarry.



## **Township of South Glengarry**

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

[www.southglengarry.com](http://www.southglengarry.com)

- jointly identify key anchor institutions, currently underserved or unserved, to be prioritized within our community.
- submit these projects for funding to all relevant broadband and/or infrastructure funding programs.
- actively collaborate with the South Glengarry and its residents, to improve access to telecommunication services in our community, in particular to high speed internet services as well as mobility services.

South Glengarry strongly encourages the governments of Canada and Ontario, including the CRTC, through funding programs such as the Universal Broadband Fund, the CRTC Broadband Fund and the Broadband and Cellular Infrastructure Program, to consider Cogeco Connexion's proposed projects as a means for our community to fully engage with other municipalities, the rest of Canada, and the global economy.

We look forward to working in mutual collaboration with Cogeco Connexion.

Frank Prevost, Mayor  
Township of South Glengarry

**MINUTES OF MEETING  
CORNWALL REGIONAL AIRPORT COMMISSION  
CIVIC COMPLEX  
October 2, 2019 – 3:00 P.M.**

**Present:** Frank Prevost, Chair  
Eric Bergeron  
Martin Lang  
Justin Towndale

Bob Peters, Resource Person  
Steve Small, Manager  
Ewen MacDonald, Resource Person

**Regrets** Lyle Warden  
Dean Hollingsworth

**1. WELCOME**

The Chair opened the meeting at 3:00 p.m.

**2. ADOPTION OF THE AGENDA**

**It was:**

**MOVED BY: Martin Lang  
SECONDED BY: Justin Towndale**

That the Agenda be adopted

**Carried**

**3. OAS LEASE PRESENTATION**

John McDonald and Andrew Guindon from the Law Firm McDonald, Duncan, Dore LLP provided an overview of the options that the Airport Commission could consider dealing with the outstanding lease payments from OAS.

There are considerations of the importance of recovering the space and advising OAS that they can no longer use this facility.

There are legal options to consider and after much discussion the following motion was:



**MOVED BY: Eric Bergeron**  
**SECONDED BY: Martin Lang**

That the Airport Commission engage McDonald Duncan Dore LLP to investigate the financial status of OAS and pending the outcome to move forward with a judgement against OAS; and furthermore, that the Airport Commission proceed with legal action for the outstanding lease payments and take possession of the hangar.

**Carried**

#### **4. APPROVAL OF MINUTES**

The Minutes of the September 4th Meeting were adopted on a motion

**MOVED BY: Justin Towndale**  
**SECONDED BY: Eric Bergeron**

**Carried**

#### **5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes

#### **6. CORRESPONDENCE**

A letter from Cornwall Aviation offering to partner on an LPV (Localizer Performance with Vertical Guidance) was received.

#### **7. AIRPORT MANAGERS UPDATE**

The Airport Manager provided a report on activities and issues since the September Meeting.

Of Note:

- The culvert replacement has been completed
- The Township of South Glengarry will be holding an Emergency Exercise at the Airport in December
- The Manager will follow up on the posting of the RFP for the Business Plan
- Fuel Sales are trending in a positive direction
- Movements are up.

## **8. FINANCIAL REPORT**

There was no Financial Report

The 2020 Draft Budget will be on the next Agenda

## **9. AIRPORT LANDS/EXPANSION PLANS**

Ewen advised that the Appraisal on the lands where the Township has their Fire Training Facility and the Winter Material Facility has been requested and should be available for the next meeting.

Eric Bergeron requested that further discussion on the next steps for the expansion project will be ongoing.

## **10. OTHER BUSINESS**

Martin Lang requested a tour of the Airport.

There are plans to have a joint meeting of the City of Cornwall Council, the Township of South Glengarry Council and the Airport Commission. A date has not been set at this time.

## **11. NEXT MEETING**

The next meeting will be at 3:00 on December 4<sup>th</sup> at the Civic Complex

## **12. ADJOURNMENT**

## INFORMATION REPORT



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

**MEETING DATE:** December 2, 2019

**SUBJECT:** Consent Application B-92-19

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

**RE: B-92-19**  
**Part Lot 10, Concession 5**  
**Former Township of Lancaster**  
**Bourbonnais**

**Type of Consent: Lot Addition to an Existing Building Lot**

**Subject:**

The subject property is located on part of lot 10, Concession 5, on the north side of Concession 5. The purpose of this application is to sever approximately .54 acres of vacant land that will merge to the abutting existing building lot. This building lot is undersized therefore additional land is required in order to permit development.

**Official Plan Designations:**

The subject property is designated Agriculture Resource 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. Lot additions are permitted in order to increase holdings of the receiving property if additional land is required for specific reasons.

**Zoning By-law:**

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

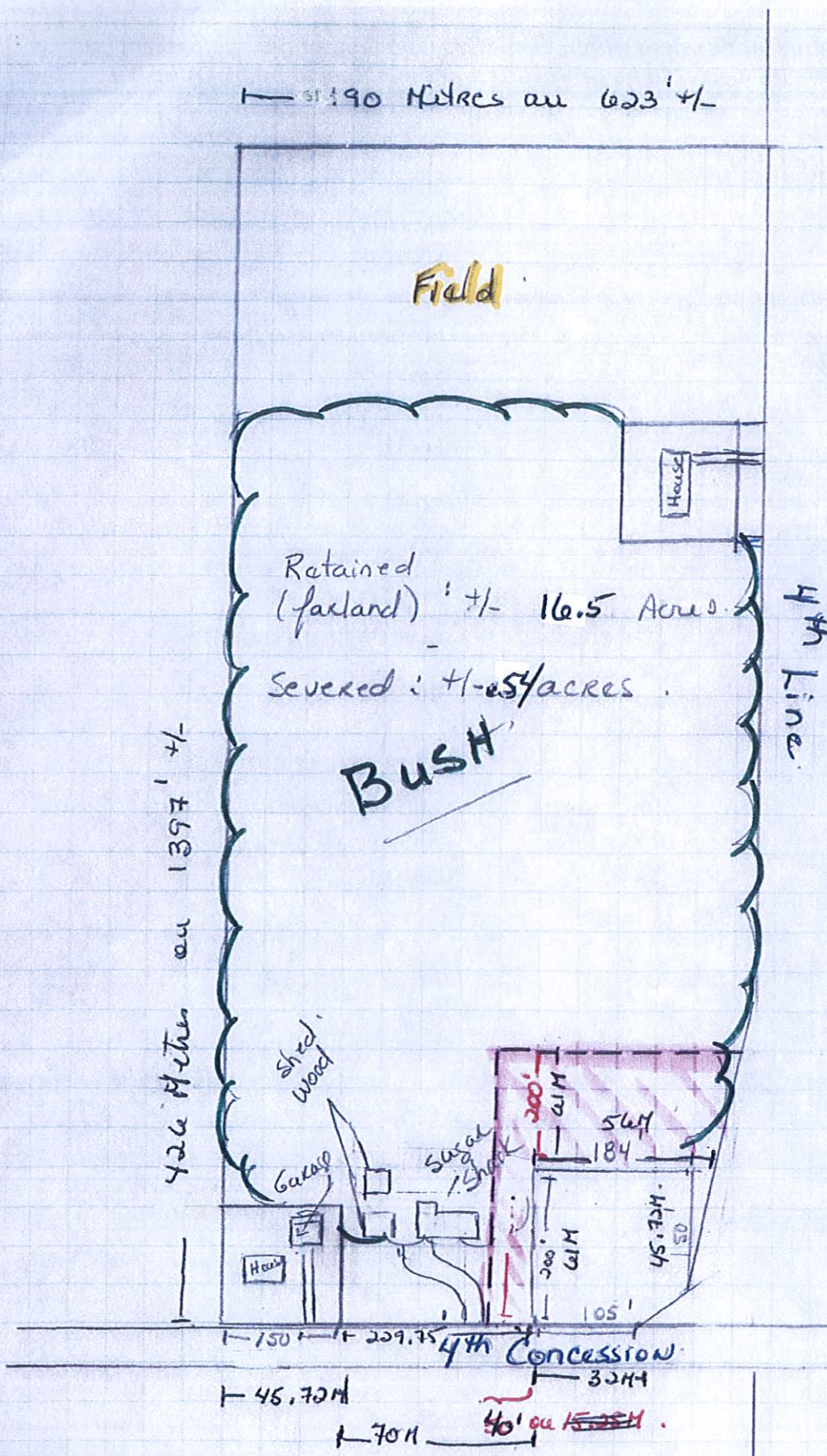
**Proposed Recommendation:**

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





Owner: Lise Bourbonnais

Address: R.R.#1  
North Lancaster  
Ontario, K0C 1Z0

Lot 10

Concession #5

Municipality: South Glengarry

Roll #  
0101 001 011 27900



## 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:

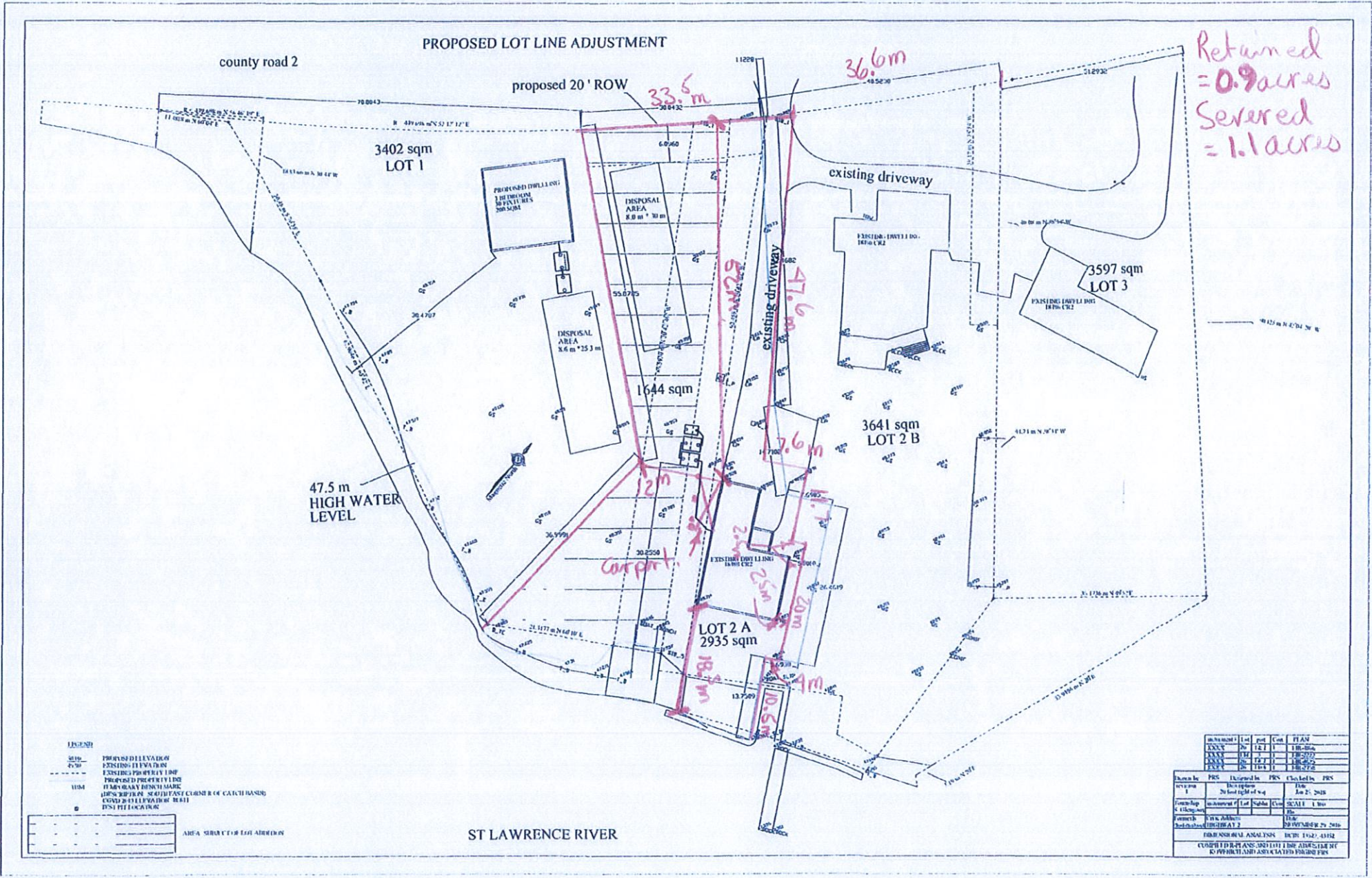
- To reduce the Minimum Lot Frontage for both the severed and retained parcels
- To reduce the Minimum Lot Area for the retained parcel

**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.





09/09/19



## 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.

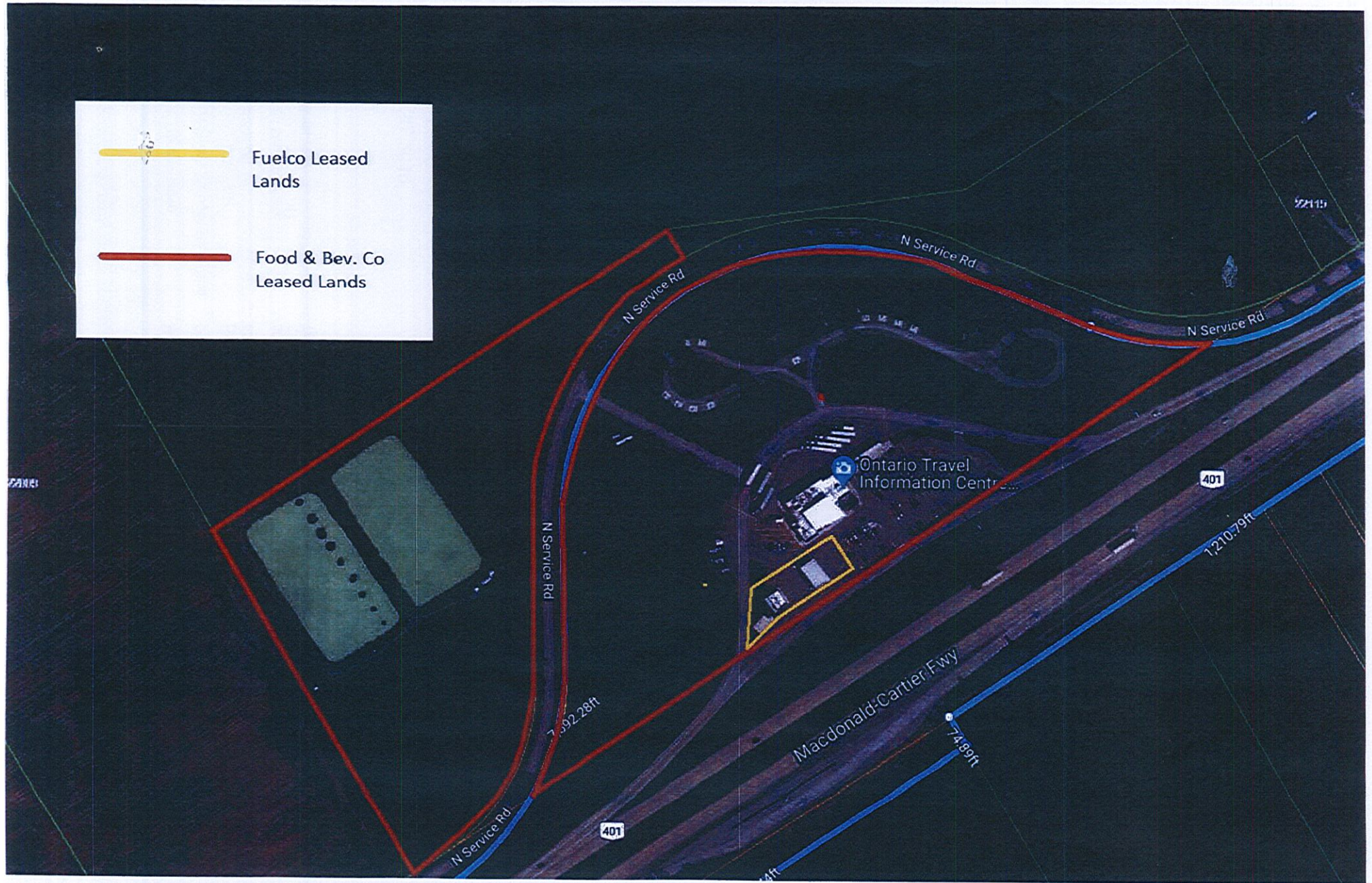
**Proposed Recommendation:**

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

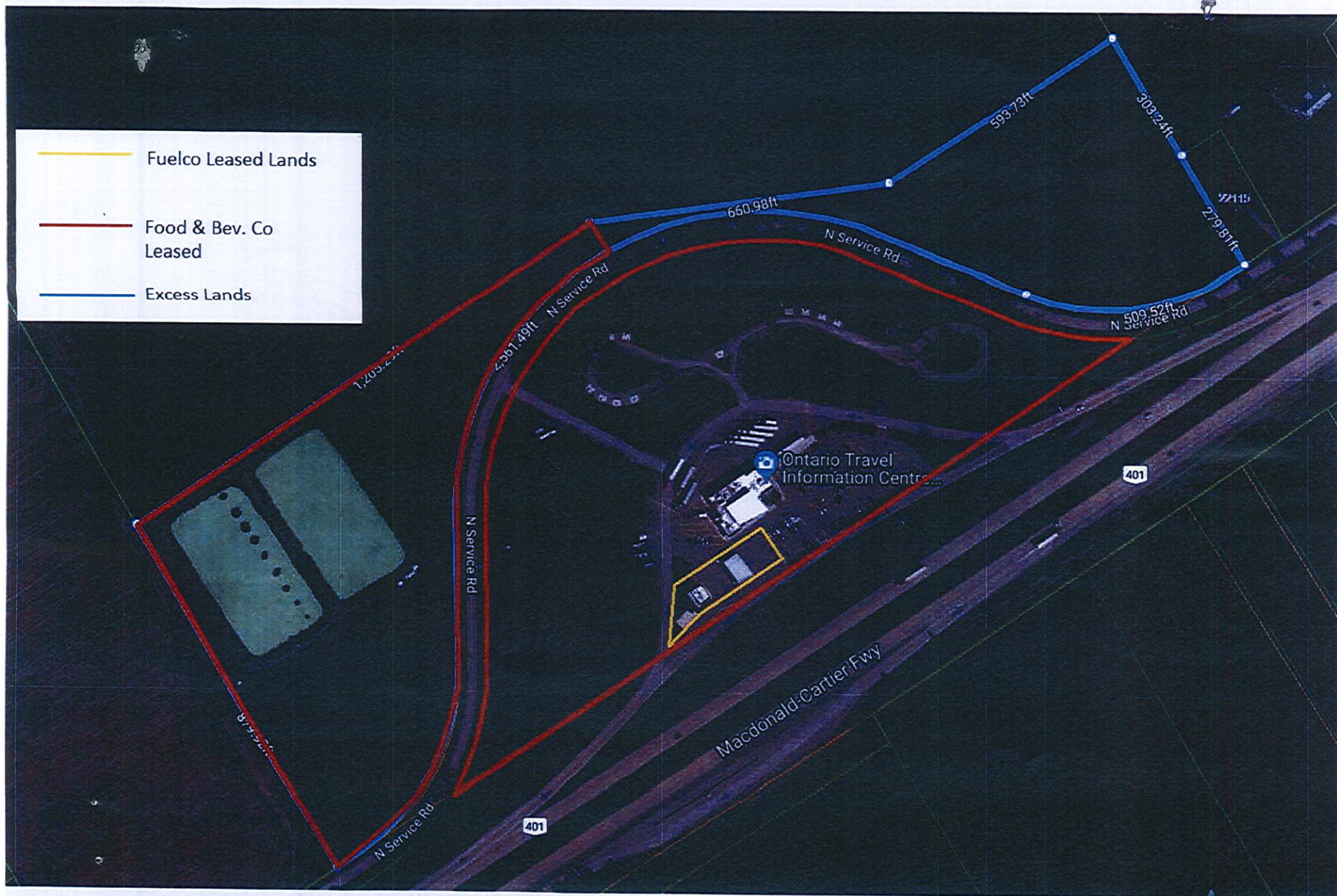




Fuelco Leased Lands

Food & Bev. Co  
Leased

Excess Lands

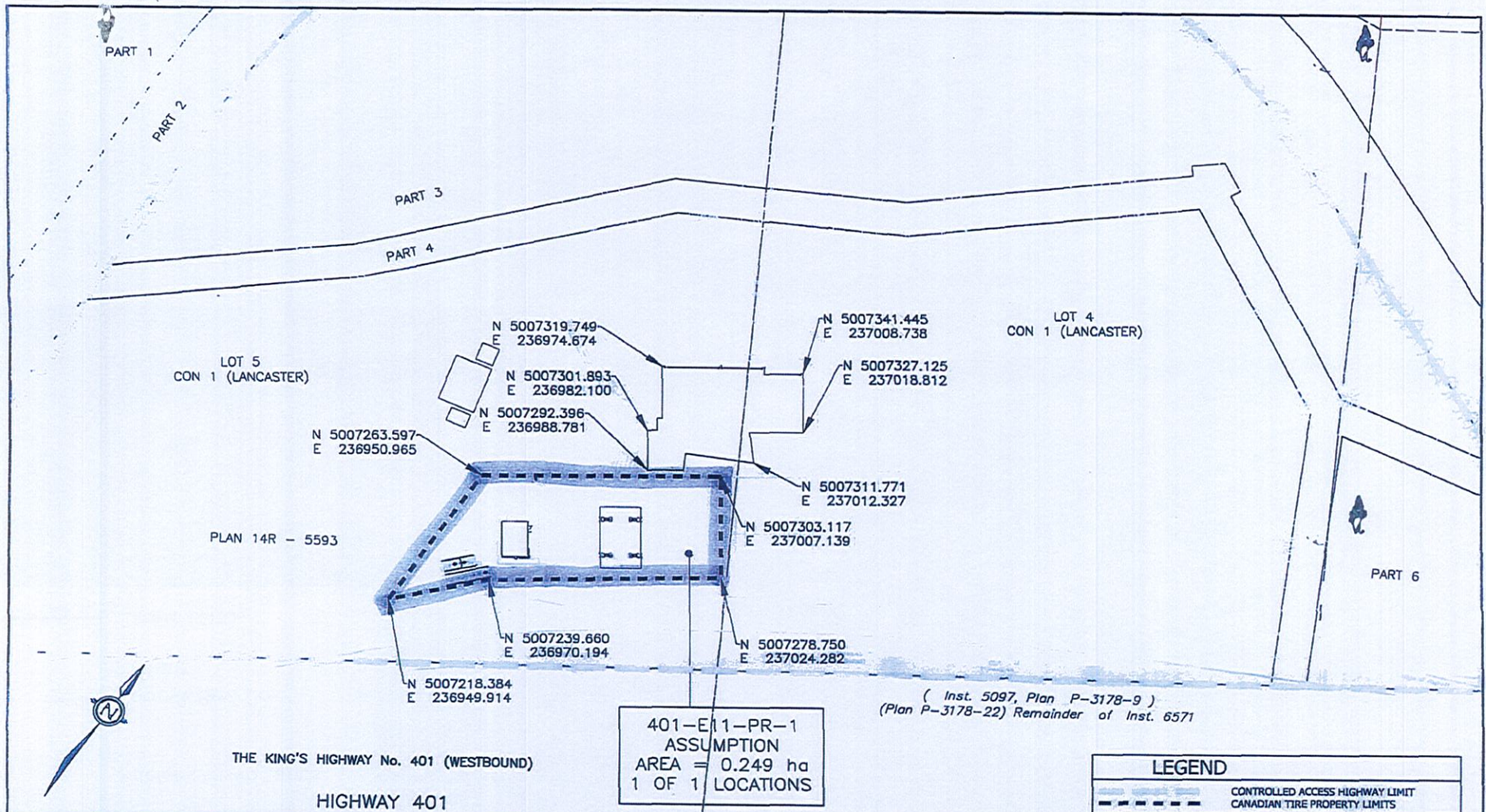




B-100-19

Fuelco = 0.249 ha

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





Fuelco Leased Lands

Food & Bev. Co  
Leased

Excess Lands

Ontario Travel  
Information Centre

Macdonald-Cartier Fwy

401

401

N Service Rd

N Service Rd

N Service Rd

N Service Rd

N 509.52ft  
Service Rd

22115

309.24ft

593.73ft

660.98ft

2361.49ft

1405.62ft

873.32ft



## 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.

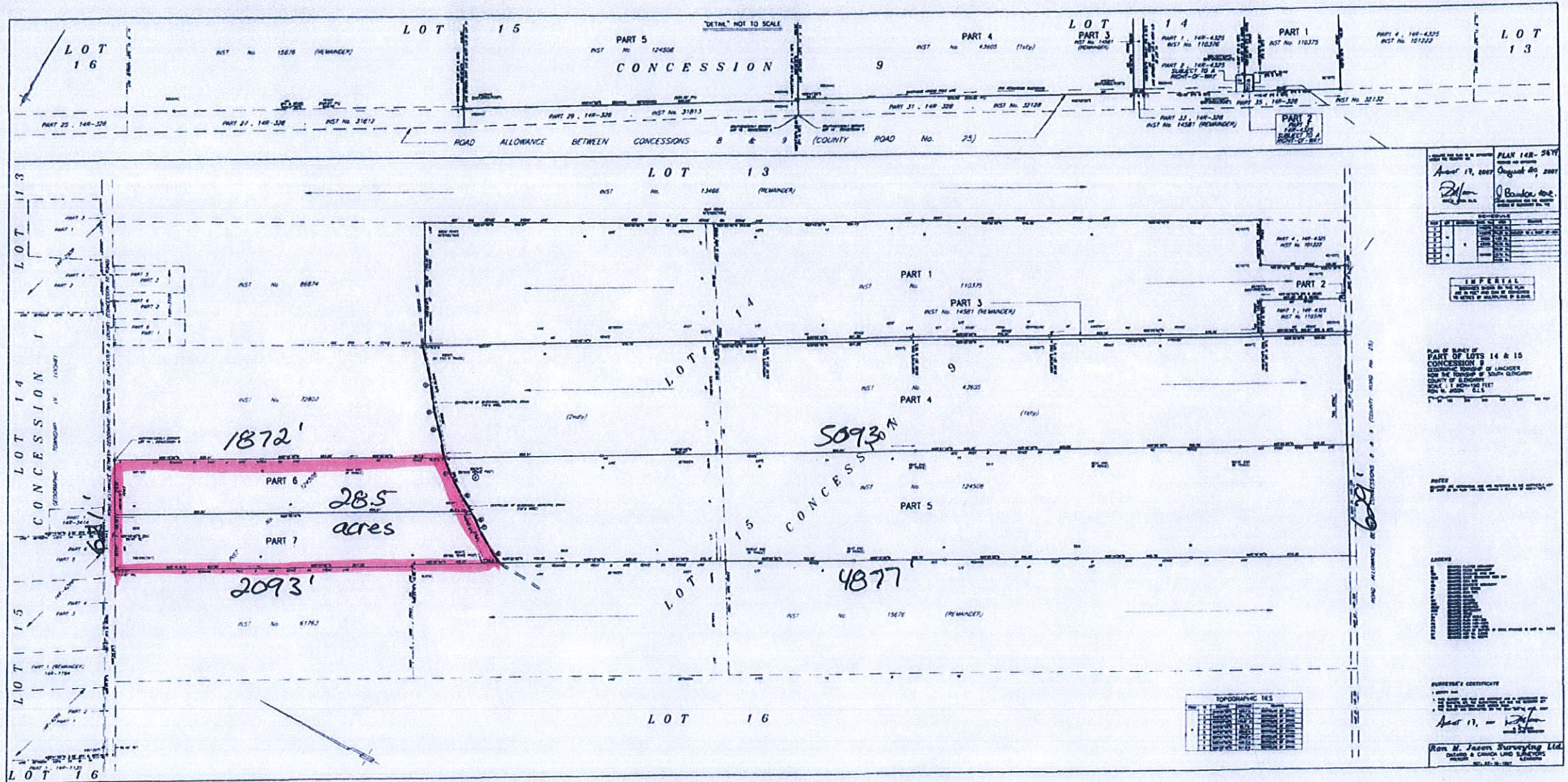
**Proposed Recommendation:**

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



## 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:**

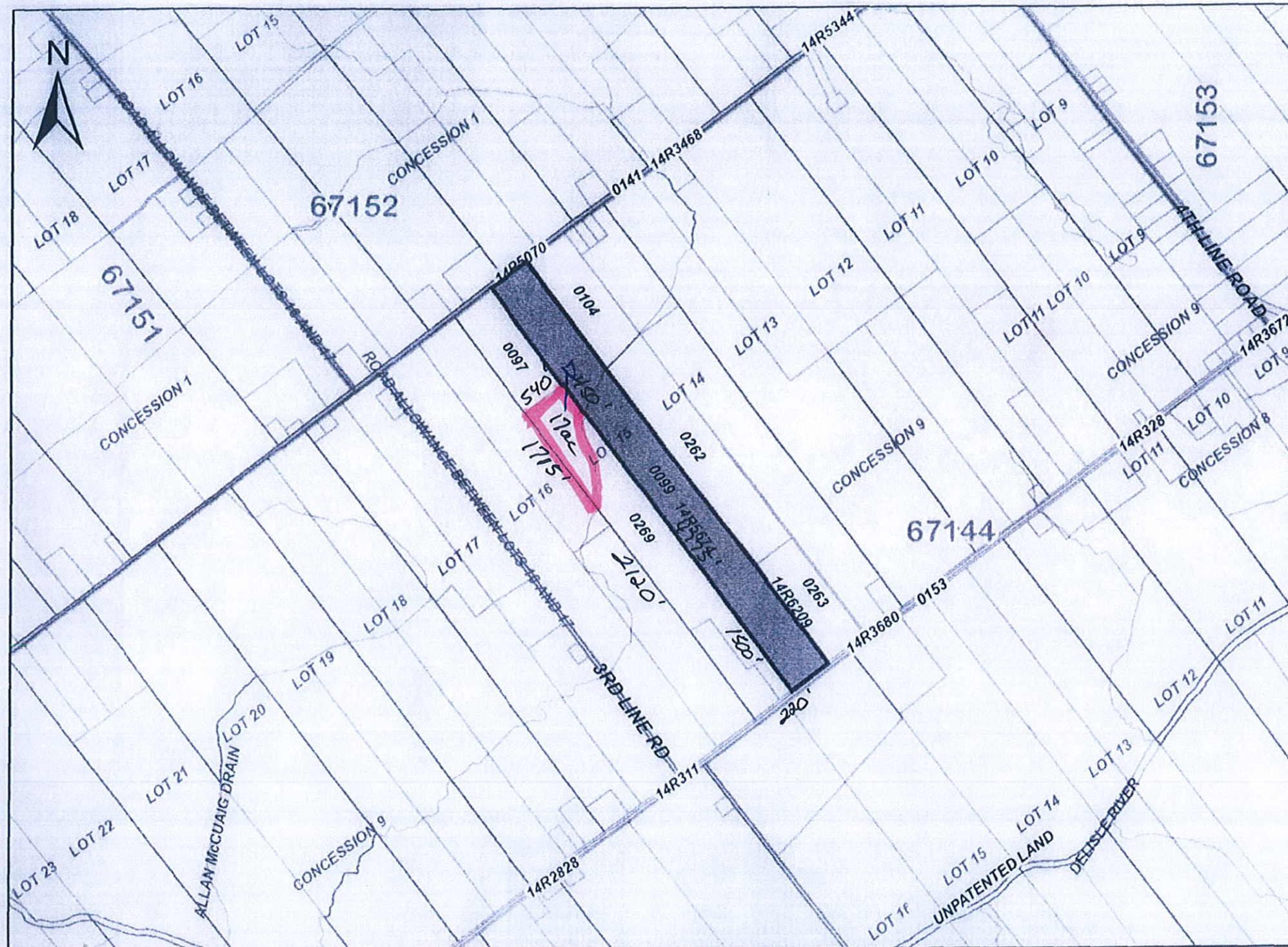
The subject property is zoned Rural in the Township's Zoning By-law. This proposed consent conforms to the Zoning By-law.

**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.

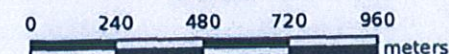




# ServiceOntario

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

SCALE



## PROPERTY INDEX MAP GLENGARRY(No. 14)

### LEGEND

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

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





## INFORMATION REPORT



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

**MEETING DATE:** December 2, 2019

**SUBJECT:** Consent Application B-106-19

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

**RE: B-106-19**  
**Part Lot 13, Concession 9**  
**Former Township of Charlottenburgh**  
**Legroulx**

**Type of Consent: To Create a Developed Lot that Contains an Existing Commercial Business**

**Subject:**

The subject property is located on part of lot 13, Concession 9, on the north side of County Road 25. The purpose of this application is to create a parcel approximately 6.2 acres in size that contains an existing business.

**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:**

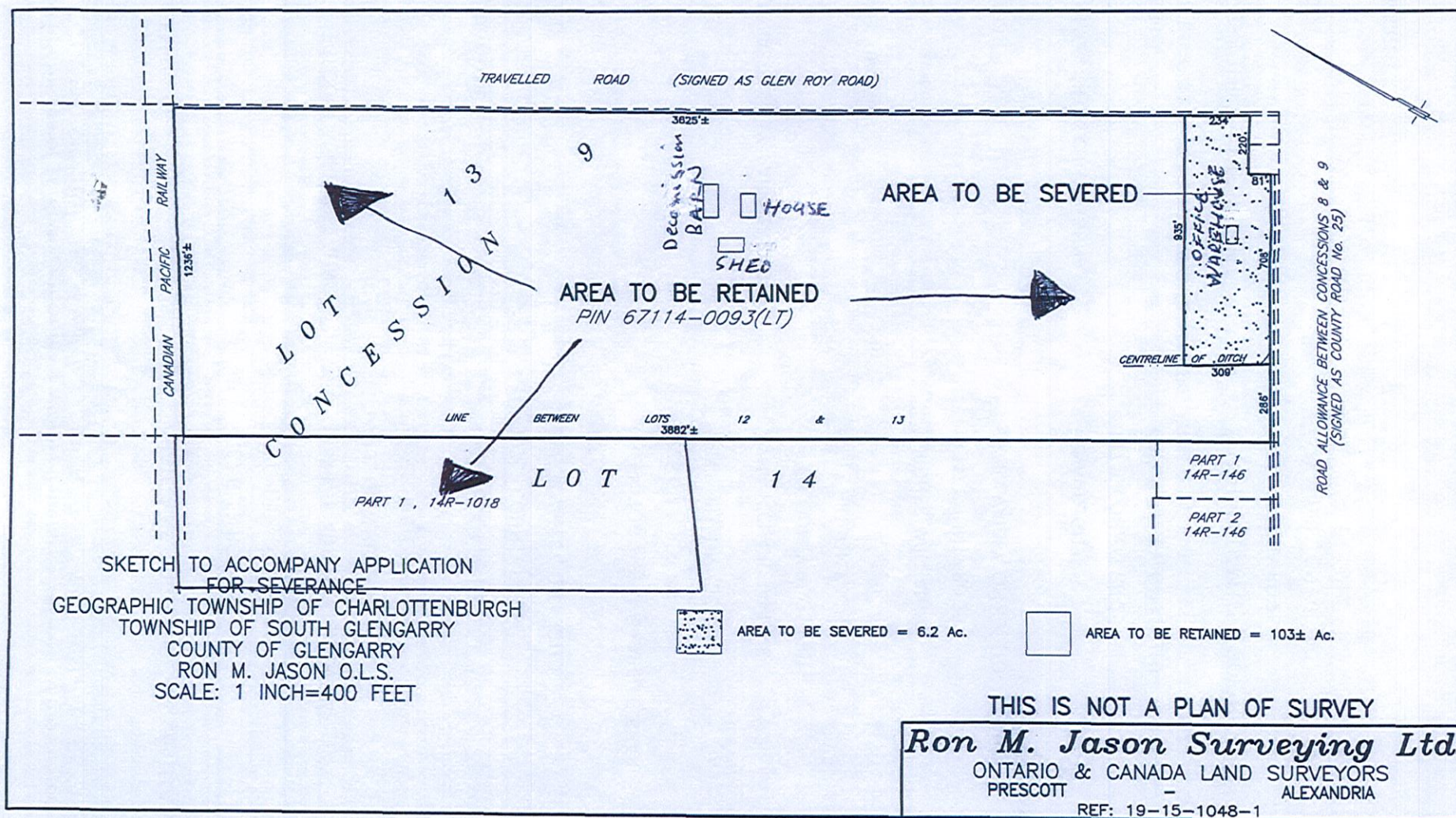
The subject property is zoned Rural in the Township's Zoning By-law. A zoning amendment will need to be applied for and approved to rezone the subject property to a commercial zone.

**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. 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 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.
3. A zoning amendment must be applied for and approved to rezone the subject property from Rural to Commercial.
4. Road widening must be deeded to the Township for the retained lands.





## INFORMATION REPORT



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

**MEETING DATE:** December 2, 2019

**SUBJECT:** Notice of Consent Decisions

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

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**RE: Notice of Consent Decisions**

Please find attached two "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.



**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

### APPLICATION NO. B-79-19

**NAME:** Michel Cholette

**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:** December 4, 2019

**Date of giving of this notice is:** November 14, 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 **Thursday, November 14, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-79-19**

**OWNER: Michel Cholette**

**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. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
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. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. 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.
5. 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:**

**November 14, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: DECEMBER 04, 2019**





**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

### APPLICATION NO. B-89-90

**NAME:** Michael Schueler

**MUNICIPALITY:** Township of South Glengarry (Former Geographic Charlottenburgh 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:** December 4, 2019

**Date of giving of this notice is:** November 14, 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 **Thursday, November 14, 2019**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-89-19**

**OWNER: Michael Schuler**

**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 for each application. 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 for each application. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
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. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. Road widening must be deeded to the Township for the severed and retained portions that front on to Beaverbrook Road. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
5. The landowner shall submit a formal acknowledgement that no new and/or additional entrances will be permitted to access County Road 18 from the severed portion. Future access shall be via the Township Road. 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:**

**November 14, 2020**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: DECEMBER 04, 2019**

**INFORMATION REPORT****REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** December 2, 2019**SUBJECT:** Consent Summary 2019**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	
14	B-89-19	Recommended	Approved
15	B-91-19	Recommended	
16	B-92-19	Recommended	
17	B-98-19	Recommended	
18	B-99-19	Recommended	
19	B-100-19	Recommended	
20	B-103-19	Recommended	
21	B-104-19	Recommended	
22	B-106-19	Recommended	





November, 2019

### County Strategic Priorities:

- Preserve & enhance historical, cultural, tourism & recreational features to maintain quality of life
- Plan for economic development
- Inventory of infrastructure
- Greater local government coordination in delivery of services

### Upcoming Events:

**Budget Meeting -**  
**December 11, 2019**

**Inauguration -**  
**December 13, 2019**

**Council Meeting -**  
**December 16, 2019**

**United Counties of SDG**  
26 Pitt Street  
Cornwall, ON K6J 3P2  
P: 613.932.1515  
F: 613.936.2913  
W: [www.sdgcounties.ca](http://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](mailto:hthomson@SDGcounties.ca)



# Council News

United Counties of Stormont, Dundas and Glengarry

## Delegations

Various organizations presented information for budget consideration:

- Tish Humphries and Josh Harrison - Beyond 21 - assistance with capital project
- Eric Duncan—digitalization of County newspapers—\$100,000.
- Maxville Manor - \$1,406,323. capital and \$300,000 annually for 10 years
- St. Lawrence River Institute - \$10,000.
- OPP - RN for Mobile Crisis Response Team - \$120,000/annually
- Bill Smirle, Morewood Cenotaph - \$7,000.

All financial requests will be considered as part of the formal budget process.

## Restructuring - Transportation and Corporate Services

Council finalized the restructuring in Transportation and Corporate Services by approving the job descriptions and salary classification of the Director of Planning, Manager of Economic Development and Corporate Communications Coordinator.

## By-laws

**By-law No. 5215** - to adopt Official Plan Amendment No. 3, with respect to adjusting the Long Sault Urban Settlement Area.

**By-law No. 5216** - to adopt, confirm and ratify matters dealt with by resolution.

## Reduced side yard

Council approved a reduced side yard, on staff recommendation, at dwelling at 2 Wintonia Drive, Winchester.

## Tenders

**Renewal of cell phone contract** - 47 voice only devices, 24 voice and data devices, 3 data only devices- Bell Mobility—\$1,004.65/month

## SDG Strategic Plan Approved

Council adopted a Strategic Plan, which outlines Council's mission and vision statement, guiding principles, and strategic priorities that will shape and inform Council's decision making over the balance of the term of Council.

## LPAT Settlement - Modification 6

Council endorsed the agreed to wording for Modification 6 in the LPAT Settlement—Watercourse Setbacks and directed staff to present the proposed settlement to the Local Planning Appeals Tribunal.

## Key Information

Director of Finance Russell provided public notice of budget meeting on December 11, 2019 at 9:00 a.m.

Information was provided on radio communication and paging network and was tabled with no further action to be taken thereon.

**Corporate Services****Sean Finn**

Executive Vice-President  
Corporate Services  
and Chief Legal Officer

935 de La Gauchetière Street West  
16<sup>th</sup> Floor  
Montreal, Quebec H3B 2M9  
Canada  
T 514-399-8100  
F 514-399-4854

**Services corporatifs**

Vice-président exécutif  
Services corporatifs et chef de la  
direction des Affaires juridiques

935, rue de La Gauchetière Ouest  
16<sup>e</sup> étage  
Montréal (Québec) H3B 2M9  
Canada  
T 514 399-8100  
Tc 514 399-4854

October 25, 2019

His Worship Frank Prevost  
Mayor  
Township of South Glengarry  
6 Oak Street  
PO. Box. 220  
Lancaster ON K0C 1N0



Dear Mayor Prevost:

Following the entering into force of Transport Canada's *Grade Crossings Regulations* in November 2014, CN has been collaborating with Road Authorities and communities across our network as we all work to comply with the new requirements aimed at improving grade crossing safety by the November 28, 2021 deadline.

Safety is a shared responsibility and grade crossings present a very good illustration of this reality. By enabling the coexistence of road and rail traffic, grade crossings facilitate the flow of persons and goods, supporting the lives of Canadians and the economy. The Regulations recognize this shared responsibility by directing Road Authorities and Railway Companies to share information and take measures aimed at improving safety.

You may recall that the Regulations require Railway Companies and Road Authorities to share with each other specific information about public crossings in order to determine the work needed to bring grade crossings in compliance with the standards set by the Regulations. In that respect, by the end of November 2016, CN shared with your community a detailed list of crossings and a spreadsheet to facilitate the crossing information sharing.

CN has received the crossing information from the Township of South Glengarry and we want to thank you for sharing this information with us.

His Worship Frank Prevost  
October 25, 2019  
Page 2



Since the crossing information has been exchanged, CN proceeded with an evaluation to determine if the crossings are in compliance with the *Grade Crossings Regulations*. CN has identified certain items of potential concern and is proposing to meet with your representatives to provide details and discuss the potential required work or any concerns identified by your public works department.

CN is committed to continue working with your community on crossing safety. To that end, our Public Works Officers are preparing to meet with the Township of South Glengarry and will be contacting your public works department in order to discuss the results of your own evaluations and to coordinate any required work so as to ensure that the crossings are compliant with the Regulations by November 28, 2021.

**Costs:**

Should any work at the crossings in your territory be required to ensure compliance with the Regulations, the costs will be shared in accordance with the existing orders from the Canadian Transportation Agency or its predecessors or Agreements in place governing each party's responsibility at those crossings.

**Contacts:**

If you have any questions or concerns respecting CN's activities in your community, please do not hesitate to contact Daniel Salvatore at 647-544-3368 or by email at [daniel.salvatore@cn.ca](mailto:daniel.salvatore@cn.ca)

Yours sincerely,

A handwritten signature in blue ink that reads 'Sean Finn'.

Sean Finn

Encl.

cc: Mr. Bryan Brown, Chief Administrative Officer

Problems Viewing this Email? [Click Here](#)



## ROMA and OGRA Discuss Future Opportunities

November 26, 2019

Representatives of the Ontario Good Roads Association (OGRA) met with the Rural Ontario Municipal Association Board on November 15, 2019 to discuss how the two organizations can collaborate in the future.

Both groups agreed to look for opportunities to work together on shared policy priorities that will support and strengthen Ontario's rural municipalities. The discussion also covered the matter of joint conferences. It was agreed that it would make sense to revisit this conversation in the future, given current commitments of both ROMA and OGRA related to their individual conferences.

"We look forward to working with OGRA on ways to strengthen our collective advocacy," said ROMA Chair Allan Thompson. "Ontario's rural community faces a broad range of challenges and it is important to work with others to advance our goals. It's also critical to keep the spotlight on rural issues and ensure the sector has a strong and effective voice."

"The opportunity to have a constructive dialogue with ROMA reminded us that the strength of OGRA is directly linked with our ability to work with like-minded organizations like ROMA to advance the interests of our members," OGRA President, Rick Kester. "We are excited to continue this discussion".

Allan Thompson  
ROMA Chair

Rick Kester  
President, OGRA

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Join the conversation about this ***Heads Up Alert*** at [the OGRA Interchange](#)

*The mandate of the Ontario Good Roads Association is to represent the transportation and public works interests of municipalities through advocacy, consultation, training and the delivery of identified services.*



**VIA Email** <[justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)>

November 19, 2019

Justin Trudeau  
House of Commons  
Ottawa, ON  
K1A 0A6

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

Please be advised that the above-noted matter was placed before Council at its meeting held on November 5, 2019, and the following resolution was passed:

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 Use 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

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 Town of Whitchurch-Stouffville lobby the Provincial and Federal Governments to ban single-use disposable wipes; and

THAT this resolution be forwarded 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.

Yours truly,



Kristina Soolepp, Council Coordinator  
(905) 640-1910 x 2463

cc. Honourable Premier of Ontario,  
Minister of the 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



## Township of Perry

PO Box 70, Emsdale, ON P0A 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

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

November 8, 2019

The Honourable Doug Ford, Premier of Ontario  
Legislative Building , Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Transforming and Modernizing the Delivery of Ontario's Building Code**

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Please be advised that the Council of the Township of Perry, at its meeting held on November 6, 2019, passed the following resolution:

**Resolution No. 2019-420**

Moved by: Joe Lumley

Seconded by: Jim Cushman

*WHEREAS the Province of Ontario has legislated in the Building Code Act that "the council of each municipality is responsible for the enforcement of this Act in the municipality" and "the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction",*

*AND WHEREAS "the council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act",*

*AND WHEREAS the Province has asked local municipal governments to find efficient and cost effective ways to deliver municipal services is now asking these same municipalities to collect a tax on their behalf to create a new "Delegated Administrative Authority" to deliver services that have historically been the responsibility of the Ontario Government,*

*AND WHEREAS Premier Ford stated in his keynote address at the Association of Ontario Municipalities 2019 Conference that "we can't continue throwing money at the problem (broken systems) as our predecessors did, into top-down, big government schemes. That is neither compassionate nor sustainable",*

...2

*AND WHEREAS alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability,*

*NOW THEREFORE LET IT BE RESOLVED that the Council of the Township of Perry requests that the Province of Ontario research their own efficient and cost effective means to deliver their own services, work with current building sector groups that, for the past fifteen years, have been filling the voids as the Ministry of Municipal Affairs and Housing has severely reduced its service delivery role and provide documented evidence based justification to all Ontario municipalities that the creation of a new "Delegated Administrative Authority" is necessary prior to any legislative changes to the Building Code Act, with regard to building service delivery, are introduced in the Legislature; and*

*FURTHER BE IT RESOLVED THAT a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing and The Honourable Norm Miller MPP for Parry Sound Muskoka; and*

*FURTHER BE IT RESOLVED THAT a copy of this motion be sent to the Associations of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration.*

*Carried.*

Your attention to this matter is appreciated.

Yours truly,



Beth Morton  
Clerk-Administrator

BM/ec

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing  
The Honourable Norm Miller, MPP, Parry Sound-Muskoka  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



# The Corporation of The Town of Amherstburg

November 25, 2019

VIA EMAIL

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

**Re: Declaration of Climate Emergency in the Town of Amherstburg**

Dear Hon. Yurek,

At its meeting of November 12<sup>th</sup>, 2019, Amherstburg Town Council passed the following resolution as recommended by the Windsor-Essex County Environment Committee:

***“WHEREAS** the Windsor-Essex County Environment Committee is sounding the alarm and urging the City of Windsor and the County of Essex to declare Climate Emergencies and work together to reduce emissions; and,*

***WHEREAS** more than 444 Canadian municipalities (including Chatham-Kent, London, Sarnia, Hamilton, St. Catharines, Guelph, Kingston, Kitchener and the Waterloo Region) have declared Climate Emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and,*

***WHEREAS** Amherstburg distributed sandbags to residents this summer in the face of historic water levels and has 43.7 km of shoreline along the Detroit River and Lake Erie, along with 12.4 km of shoreline on inland waterways, and is thus greatly affected by water levels in the Great Lakes basin; and,*

**WHEREAS** *the most recent report by the UN Intergovernmental Panel on Climate Change (IPCC) has indicated that within 12 years, in order to keep the global average temperature increase to 1.5 degree C and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and,*

**WHEREAS** *based on current projections of the future impacts of human-caused climate change, climate change will adversely the local economy, local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for local residents, particularly our vulnerable populations; and,*

**WHEREAS** *climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems; and,*

**WHEREAS** *Amherstburg and the surrounding region is already experiencing climate change impacts including, but not limited to, overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and,*

**WHEREAS** *municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and,*

**WHEREAS** *Amherstburg is embarking on a review of the Town's Official Plan; and,*

***WHEREAS*** implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;

***THEREFORE BE IT RESOLVED*** that Amherstburg declare a Climate Emergency and direct administration to prepare a report containing recommendations for priority actions items, implementation measures and cost requirements to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.”

**cc:**

Doug Ford, Premier of Ontario  
Association of Ontario Municipalities AMO)  
Essex Region Conservation Authority (ERCA)  
Ontario Municipalities  
Taras Natyshak, MPP, Essex  
Chris Lewis, MP, Essex  
Windsor-Essex County Environment Committee

Regards,



Tammy Fowkes  
Deputy Clerk  
[tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)



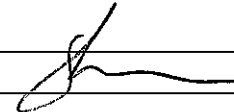
The Corporation of the Township of  
**NORTH STORMONT**  
**RESOLUTION**

**Date:** November 21, 2019

**Resolution No.** RES-432-2019

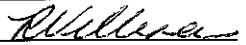
**Moved By:**

Deputy Mayor F. Landry  
 Councillor S. Densham  
 Councillor R. Douglas  
 Councillor R. Villeneuve

  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**Seconded By:**

Deputy Mayor F. Landry  
 Councillor S. Densham  
 Councillor R. Douglas  
 Councillor R. Villeneuve

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


**Whereas:**

- CN Rail is one of two main rail networks that Canada uses to ship consumer goods and exports of propane, canola, wheat, potash and other resources, carrying \$250 billion worth of goods annually;
- On November 19th, 2019, approximately 3,200 workers at CN went on strike, which will impact shipments of propane, oil, potash and grain across Canada;
- Farmers have been advised that their propane shipments have been halted due to the strike, where if no urgent action is taken, the consequences would be another serious blow to the local and national economy;
- Grains and oilseeds farmers are currently struggling with weather conditions to harvest their fields;
- The halt to propane shipments for their dryers has forced them to shut down as they are out of supply as frequent shipments are required to their operations to continue harvest;
- The livestock sectors may be impacted by the halt of propane for heating of their barns, putting livestock health at risk; and
- While there is still talks with CN and the union in hopes of reaching a negotiated settlement and ending the labour dispute as soon as possible, any delay in shipments of propane to farm operations will have serious and negative economic consequences to the industry.

Therefore be it resolved, that Council call upon the Government of Canada to immediately recall Parliament and table emergency back-to-work legislation that would resume critical rail shipments of propane to farmers and show both sides of this dispute that the government is serious about ending the strike, which could result in an agreement being reached much sooner.

Furthermore, that a copy of this resolution to sent to MP Eric Duncan, MPP Jim McDonell, the federal Minister of Agriculture, the federal Minister of Labour, and the local Federation of Agricultures in SD&G.

☒ **CARRIED**    ☐ **DEFEATED**    ☐ **DEFERRED**

  
**Mayor**

**Declaration of Conflict of Interest:** \_\_\_\_\_

☐ **Disclosed His/Her/Their Interest**

☐ **Vacated His/Her/Their Seat**

**RECORDED VOTE**

Councillor S. Densham \_\_\_\_\_  
 Councillor R. Douglas \_\_\_\_\_



**UNFINISHED BUSINESS REPORT**  
**Presented to Council December 2, 2019**

<b>INFRASTRUCTURE SERVICES</b>					
<b>No.</b>	<b>Item</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Status</b>	<b>Update</b>
1.	Docks on Township Property	JAN 2016	2020	Ongoing	-Met with residents on November 25, 2019.
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	-Met with City to discuss servicing. -Met with BVD to review potential project costs and feasibility for project. -Report to review costs in early 2020
4.	Private Roads (development of document)	FEB 2017	Spring 2020	Ongoing	-No update
5.	Williamstown Garage & Fire Hall	MAY 2018	2020	Ongoing	-Airport Commission passed a resolution to offer the lands to the Township as per the appraisal. -Documents to purchase this parcel and transfer other parcels to the Airport Commission will be completed and brought to Council for approval at a future meeting. -Tender for Public Works Facility and Renovations to Williamstown Garage to be issued over the winter months

6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2019	Ongoing	-Contacted Fortis (Cornwall Electric) for update on the request for LED conversion for the South Glengarry street lights.
7.	Andrea Ave. Traffic Concerns	APR 2019	Spring 2020	Ongoing	-Met with owners of Tim Hortons to review changes to parking as approved by Council. -Signs have been relocated to allow parking on the north side of Cannon at the Tim Hortons. -Widened shoulder on North Side included in 2020 budget.
8.	Review of Procurement By-law	JULY 2019	JAN 2020	Ongoing	-Procurement Workshop scheduled for January 17, 2020.
9.	Peanut Line Bridge	AUG 2019	DEC 2019	Ongoing	-Recommendation to replace railway timbers and timber deck planks. -Looking at a steel deck bridge that is available from a local Contractor. -Crossing to be re-opened for the winter season.
10.	Smithfield Park Building	SEPT 2019	2020	Ongoing	-Tender for the building to be issued by end of 2019.
11.	Material Recovery Facility Services (recycling)	NOV 2019	2020	Ongoing	-Meeting with City of Cornwall on December 9 <sup>th</sup> .
<b>COMMUNITY SERVICES</b>					
12.	Hamlet Signage Policy	JUNE 2019	DEC 2019	Ongoing	-Draft policy to be completed and presented to Council by December or January.
13.	Flood Plain Mapping Project	NOV 2019	MAR 2020	Ongoing	-Commenced in May 2019 with LIDAR acquisition, followed by surveying and ground truthing.

					-Project now in the modelling phase to determine exact location of the floodplain.
<b>CORPORATE SERVICES</b>					
12.	Review of Water Rates	APR 2019	FALL 2019	On Hold	- On hold until completion of RFP of Water Service Delivery review.
13.	Water Service Delivery Review	AUG 2019	FALL 2019	Ongoing	-Site meetings have occurred, RFP closing date is December 9 <sup>th</sup> at 3pm.
14.	Water Bill Design	AUG 2019	DEC 2019	Ongoing	-Note on bill to view document on website.
15.	Strategic Plan – Action Plans	JUNE 2019	FALL 2019	On Hold	-No update – on hold until new CAO in place to guide development of action plans.
<b>FIRE SERVICES</b>					
16.	Farm 911/Emily Project	JUNE 2019	Spring 2020	Ongoing	-Departments will assess and plan for spring 2020 implementation.

**SG-M-19**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 73-2019  
FOR THE YEAR 2019**

***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 December 2, 2019 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 2<sup>ND</sup> DAY OF NOVEMBER, 2019.***

**MAYOR: CLERK:**