

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Monday, July 11, 2016 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. 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](#)

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5. APPROVAL OF MINUTES

a) [Special Council Meeting - Water - Wastewater Budget](#)

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b) [Special Council Meeting - Official Plan Review](#)

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c) [Regular Council Minutes June 27, 2016](#)

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6. PRESENTATIONS AND DELEGATIONS

7. NEW BUSINESS

a) **Staff Reports**

i. [Council Meeting Dates - Procedural By-law](#)

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ii. [Water and Waste Water Connection By-law FINAL reading](#)

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iii. [Sale of Surplus Land - Brunet](#)

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iv. [Glengarry Heritage Tour Proposal](#)

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v.	<u>Operation of the Char Lan Arena Canteen</u>	80 - 87
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vii.	<u>Appointment of Inspector & By-law Enforcement Officer</u>	91 - 93
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i.	<u>SDG Counties Minutes - June 20, 2016</u>	97 - 105
ii.	<u>Glengarry County Archives Minutes - June 21, 2016</u>	106 - 107
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d) For Information Only		
i.	<u>Summary of Planning and Building Permit Process for 6806 St. Louis Point Road</u>	112 - 114
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iii.	<u>Canada 150 Grant Application</u>	116 - 123
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10. CONFIRMING BY-LAW	
a) <u>By-law 60-16 Confirming By-law</u>	160
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DECLARATION OF PECUNIARY INTEREST

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

Signature

JUNE 15, 2016

THE 2016 SPECIAL COUNCIL MEETING FOR DRAFT WATER/WASTEWATER BUDGET FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT 6:00 pm AT THE TOWNSHIP OFFICE, LANCASTER ON JUNE 15, 2016.

THERE WERE PRESENT: Mayor Ian McLeod, Deputy-Mayor Frank Prevost, Councillor Trevor Bougie, Councillor Lyle Warden and Councillor Bill McKenzie

STAFF PRESENT: CAO Bryan Brown, Acting Clerk Kelli Campeau, GM-Infrastructure Services Ewan MacDonald, GM Corporate Services Mike Samson, Deputy-Treasurer Lachlan McDonald and Manager of Water/Wastewater Operations Shawn Killoran

RESOLUTION NO. 169-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT a Special Council Meeting for the review of the draft Water/Wastewater Budget of the Township of South Glengarry of June 15, 2016 now be opened at 6:00 pm.
Carried.

RESOLUTION NO. 170-16

Moved by: Bill McKenzie
Seconded by: Frank Prevost

BE IT RESOLVED THAT the Council of the Township of South Glengarry appoint Kelli Campeau as Acting Clerk for the June 15, 2016 Special Council Meeting.
Carried.

RESOLUTION NO. 171-16

Moved by: Trevor Bougie
Seconded by: Bill McKenzie

BE IT RESOLVED THAT the Council of the Township of South Glengarry approve the Agenda Package of the meeting of June 15, 2016 as circulated.
Carried.

RESOLUTION NO. 172-16

Moved by: Trevor Bougie
Seconded by: Lyle Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry move into the Committee of the Whole.
Carried.

RESOLUTION NO. 173-16

Moved by: Bill McKenzie
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry **rise** from the Committee of the Whole.
Carried.

RESOLUTION No. 174-16

Moved by Frank Prevost
Seconded by: Lyle Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry adopt the 2016 Water/Wastewater Budget as amended.
Carried.

RESOLUTION No. 175-16

Moved by: Trevor Bougie
Seconded by: Frank Prevost

BE IT RESOLVED THAT the **Special Council Meeting** of June 15, 2016 be adjourned at the call of the chair at 7:27 pm.
Carried.

MAYOR: _____ **CLERK:** _____

JUNE 27, 2016

THE 2016 SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON JUNE 27, 2016.

THERE WERE PRESENT: Mayor Ian McLeod, Councillor Trevor Bougie, Councillor Lyle Warden and Councillor Bill McKenzie

STAFF PRESENT: CAO Bryan Brown, Clerk Marilyn Lebrun, GM Community Services Joanne Haley, Communications Kelli Campeau

RESOLUTION NO. 176-16

Moved by: Bill McKenzie
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Corporation of the Township of South Glengarry held a Special Meeting to review the **Stormont Dundas and Glengarry Official Plan** now be opened on June 27, 2016 at 4:36 pm.
Carried.

RESOLUTION NO. 177-16

Moved by: Lyle Warden
Seconded by: Bill McKenzie

BE IT RESOLVED THAT the Council of the Township of South Glengarry moved into the Committee of the Whole.
Carried.

RESOLUTION NO. 178-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Agenda be adopted as presented.
Carried.

RESOLUTION NO. 179-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council rise from the Committee of the Whole without reporting.
Carried.

RESOLUTION NO. 180-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Corporation of the Township of South Glengarry Special Meeting to review the Stormont Dundas and Glengarry Official Plan now be **CLOSED** on June 27 at 6:46 pm.

MAYOR: _____ **CLERK:** _____

JUNE 27TH, 2016

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 JUNE 27TH, 2016 at 7:00 pm.

THERE WERE PRESENT: Mayor Ian McLeod, Councillor Trevor Bougie, Councillor Lyle Warden, and Councillor Bill McKenzie

REGRETS: Deputy-Mayor Frank Prevost,

STAFF PRESENT: CAO, Bryan Brown, GM-Joanne Haley, Clerk-Marilyn LeBrun, Acting Fire Chief-Dave Robertson, Deputy-Treasurer Lachlan McDonald, Mike Samson and Communications - Kelli Shaver

RESOLUTION NO. 181-16

Moved by: Bill McKenzie

Seconded by: Lyle Warden

BE IT RESOLVED THAT the Council Meeting of the Township of South Glengarry of June 27rd, 2016 now be **opened** at **7:00 pm.**
Carried.

RESOLUTION NO. 182-16

Moved by: Trevor Bougie

Seconded by: Lyle Warden

BE IT RESOLVED THAT Council of the Township of South Glengarry approve the Agenda Package for the Meeting of June 27rd, 2016 as **amended.**
Carried.

Councillor Lyle Warden declared a pecuniary interest on Agenda Item for the meeting of June 27, 2016 on Staff Report No. 78-16.

RESOLUTION NO. 207-16

Moved by: Frank Prevost

Seconded by: Trevor Bougie

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

- Regular Meeting – June 13th, 2016
- Carried.

PRESENTATIONS:

1. Roger Lalonde – St. Louis Point Road
2. Mary Catherine Mehak – Age Friendly Community Action Group
3. Ross Markell – Auditor – Financial Statements for 2015

RESOLUTION NO. 208-16

Moved by: Bill McKenzie

Seconded by: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 78-16 be received and that the Council of the Township of South Glengarry **award** the **Furnace and Diesel Tender #16-09 to Stinson & Son Ltd.** as per their submission of \$ 74,760.40 plus HST; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

Carried.

RESOLUTION NO. 185-16

Moved by: Lyle Warden

Seconded by: Trevor Bougie

BE IT RESOLVED THAT THAT Staff Report No.79-16 be received and that the Council of the Township of South Glengarry approve the purchase of a new Trackless MT6 **Articulating All-Season Tractor** and a new Boom Flail as per the \$130,290.00 plus HST quote provided and furthermore the Mayor and Clerk be authorized to sign all appropriate documents.

Carried.

RESOLUTION NO.186-16

Moved by: Lyle Warden

Seconded by: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 80-16 be received and that the Council of the Township of South Glengarry direct Administration to include the Surface Treatment on Maple Road and on the Little 5th in the 2016 Capital Roads Resurfacing Program.

Carried.

RESOLUTION NO. 187-16

Moved by: Lyle Warden

Seconded by: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 81-16 be received and that the Council of the Township of South Glengarry approves the additional funding of \$50,000.00 for Phase 2 of the renovations to the existing building.
Carried.

RESOLUTION NO. 188-16

Moved by: Lyle Warden
Seconded by: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 82-16 be received and that By-law 58-16, being a by-law to authorize a Head of the Municipal Freedom of Information and Protection of Privacy Act to be designated by the Council of the Township of South Glengarry Council be read a first, second and third time, passed, signed and sealed in Open Council this 27th Day of June 2016.
Carried.

RESOLUTION NO. 189-16

Moved by: Bill McKenzie
Seconded by: Lyle Warden

BE IT RESOLVED THAT Staff Report No. 83-16 be received and that the Corporation of the Township of South Glengarry hereby accept the proposal for Fire Services from the City of Cornwall for a 5-year term (2017-2021) as per proposal attached (\$218, 820.00).
Carried.

RESOLUTION NO. 190-16

Moved by: Trevor Bougie
Seconded by: Bill McKenzie

BE IT RESOLVED THAT Staff Report No. 84-16 be received and that the Council of the Township of South Glengarry received and adopts the Age Friendly Community Action Plan.
Carried.

RESOLUTION No. 191-16

MOVED BY: Bill McKenzie
SECONDED BY: Trevor Bougie

BE IT RESOLVED THAT Staff Report No. 85-16 be received and that the Council of the Township of South Glengarry approves By-law No. 54-16, to enter into a Site Plan Control Agreement for the property legally described as Part of Lot 9, Block 3, Plan 42, Part Lots 15 & 16, Block 4, Plan 42; Part of the bed of Lake St. Francis in

from of Lot 36, Concession 1, geographic Township of Lancaster, Part 1 on Reference Plan 14R-2827; Part 1 14R-2605; Part 7 & 8, 14R-5351 now in the Township of South Glengarry and furthermore that By-law be read a first, second and third time, passed, signed and sealed in Open Council this 27th day of June 2016.

Carried.

RESOLUTION NO. 192-16

Moved by: Lyle Warden

Seconded by: Bill McKenzie

BE IT RESOLVED THAT Staff Report No. 86-16 be received and that the Council of the Township of South Glengarry approves a rate increase of 15% to all components of the water and sewer rates and fees schedules to be effective on the next billing.

Carried.

RESOLUTION NO. 193-16

Moved by: Bill McKenzie

Seconded by: Lyle Warden

BE IT RESOLVED THAT Staff Report No. 87-16 be received and the Council of the Township of South Glengarry allow for multi dwelling units to be charged a flat fee and a minimum billing per unit and that the phase-in happen at the rate of ½ the billing (2017), then ¾ (2018) and 100% (2019) and direct staff to amend By-law 38-10 to reflect such changes.

Carried

RESOLUTION NO.194-16

Moved by: Bill McKenzie

Seconded by: Lyle Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry hold a Special Meeting of Council on July 11, 2016 at 4:00 pm to discuss the Glengarry Sports Palace.

Carried.

RESOLUTION NO. 195-16

Moved by: Trevor Bougie

Seconded by: Lyle Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:54 pm to discuss the following items under Section 239 (2) of the *Municipal Act S.O. 2001*:

- (a) *Security of Property – Property at 5 Boundary Street - CAO*
 - (b) Personal Matters about an identifiable individual – Verbal update by CAO regarding a firefighter
 - (e) Litigation or potential litigation – Verbal update by CAO on Mr. Kanner
- Carried.

RESOLUTION NO. 196-16

Moved by: Trevor Bougie
Seconded by: Lyle Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 9:23 pm into Open Session without reporting.
Carried.

RESOLUTION NO. 197-16

Moved by: Bill McKenzie
Seconded by: Trevor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry pass By-law 52-16, being a by-law to **adopt, confirm and ratify matters dealt** with by resolution at the meeting of June 27nd, 2016 be read a first, second and third time, passed, signed and sealed in Open Council this 27th day of June 2016.
Carried.

RESOLUTION NO. 230-16

Moved by: Trevor Bougie
Seconded by: Bill McKenzie

BE IT RESOLVED THAT the Council Meeting of the Corporation of the Township of South Glengarry of June 27nd, 2016 be **adjourned** at the call of the chair at **9:24 pm.**
Carried.

MAYOR: _____ **CLERK:** _____



STAFF REPORT

S.R. No. 95-16

PREPARED BY: Marilyn LeBrun - Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 11, 2016

SUBJECT: Council Meeting Dates - Procedural By-law

BACKGROUND:

1. At the Regular Meeting of Council on May 25, 2016 Council Members discussed their collective desire to attend the Council Meetings of our neighbouring municipalities
2. Currently, they are unable to do so because the Township of South Glengarry's Council Meetings are the same nights (second and fourth Mondays of each month).
3. At the Regular Meeting of Council on May 25, 2016 it was proposed by Council that its Council Meeting dates be changed to the first and third Mondays of each month, effective September 1, 2016. Our Procedural By-law 23-15 indicates that our meetings are the second and fourth Monday of each month, therefore we are now rescinding By-law 23-16 and proposing a new by-law to allow for the first and third Monday of every month.

ANALYSIS:

4. I order to achieve Council's desire to change the date of its Council Meetings, it will need to identify this change by appealing By-law 23-15 and proposing the change of Council Meeting dates in the new By-law 59-16.

ALIGNMENT WITH STRATEGIC PLAN:

GOAL # 5 –Improve our internal and external communications

IMPACT ON 2016 BUDGET:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 95-16 be received and that By-law 59-16, being a by-law to Govern the Calling, Place and Proceedings of Meeting for the Corporation of the Township of South Glengarry and to rescind by-law 23-15, be read a first and second time, this 11th day of July 2016.

NOW THEREFORE the Council Meetings will be held on the first Monday and third Monday of each month (except when a statutory holiday falls on the Monday, the Council Meeting will be held on the following Tuesday effective September 6, 2016.

A handwritten signature in dark ink, appearing to read 'Bryan Brown', is written over a horizontal line.

**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

SG-1-16

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW No. 59-16
FOR THE YEAR 2016**

**BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND
PROCEEDINGS OF MEETINGS.**

AND WHEREAS the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every municipality and local board to pass a procedural by-law for governing the calling, place and proceedings of meetings;

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

AND WHEREAS Council of the Corporation of the Township of South Glengarry deems it necessary to set rules and regulations with regards to Council proceedings.

NOW THEREFORE the Council of the Corporation of the Township of South Glengarry enacts as follows:

THIS BY-LAW to be known as the “Rules of Procedure”

1. That the rules and regulations contained in this By-law as set out in Schedule “A” “B” and “C” attached hereto and forming part of this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and Committees thereof. The Clerk shall assure that a copy of this procedural by-law shall be available at every Council meeting.
2. This By-law shall come into force and effect on the date of passing.
3. That By-law No. 23-15 are hereby repealed.

READ A FIRST AND SECOND TIME THIS 11th DAY OF JULY 2016

MAYOR Ian McLeod

CLERK Marilyn LeBrun

Township of South Glengarry
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READ A THIRD AND FINAL TIME THIS 8th DAY OF AUGUST 2016

MAYOR Ian McLeod

CLERK Marilyn LeBrun

SCHEDULE "A"

DEFINITIONS

1. "Head of Council" shall mean the Mayor.
2. "Acting Head of Council" shall mean the Deputy Mayor or secondly another designate who shall act as the presiding officer in the absence of the Mayor and Deputy Mayor.
3. "Ad Hoc Committee" means a Committee formed for a specific task or objective and dissolved after completion of the task or objective.
4. "Standing Committee" means a Committee of Council established by Council By-law for the purpose of providing on-going advice and/or recommendations to Council on specifically mandated subjects as determined in the Committee Terms of Reference (eg) Heritage Advisory Committee, Agricultural Advisory Committee and Planning Committee (etc). Members of Council who are assigned to Standing Committees must collectively represent less than the majority of the Committees' total membership.
5. "Presiding Officer" is the person presiding over the meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or Committee Meetings.
6. "Council" shall mean the Council of The Corporation of The Township of South Glengarry which was elected at large by registered voters or who has been appointed by virtue of a vacancy.
7. "Member" shall mean a Member of Council or a Committee of Council and includes the Head of Council or Chairperson.
8. "Act" means the Municipal Act, S.O. 2001, c.25.
9. "Committee" shall mean any advisory committee, subcommittee or similar entity composed of Members appointed by Council.
10. "Meeting" shall mean any regular, special, committee or other meeting of Council.
11. "By-law" shall mean a local by-law. A by-law enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the Corporation to act on its own affairs.

12. "Pecuniary Interest" (Disclosure of Interest) shall mean a *Pecuniary Interest*, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.

13. "Closed Session" shall mean part of a meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s.239. (2)*. The Clerk or designate by the Clerk, must be present to record the proceedings of a Meeting of Council and a committee or local board.

14. "Quorum" at a Meeting will be deemed to have been achieved when the majority of the Members of Council and/or a Committee are present.

When there are Council and/or Committee Members who are disabled from participating in a meeting by reason of a pecuniary interest or conflict of interest, the remaining number of Members shall be deemed to constitute a quorum, provided the number is not less than two (2).

15. "CAO" shall mean the Chief Administrative Officer of the Township of South Glengarry.

16. "Clerk" shall mean the Clerk of the Township of South Glengarry.

17. "Delegation" shall mean a person or group of persons who are not Members of Council or Township Staff who have requested in writing to appear before Council to address an issue which relates to matters of the Township and fall within the scope of Council to act upon.

18. "New Business" shall mean items set out on the current Agenda under New Business for Council's consideration.

19. "Unfinished Business" shall mean items set out on the current Agenda which have not previously been disposed of and shall be included in the Unfinished Business Listing until such time as the business has been disposed of to the satisfaction of Council.

20. "Committee of the Whole" means a meeting of the whole of Council in committee format where Members consider questions with a greater freedom of debate.

21. "Rules of Procedure" mean the applicable procedural rules of conduct contained in the By-law. The proceedings of Council and its Committees, the conduct of the Members and the calling of meetings will be governed by the rules and regulations contained in this By-law. Where a matter being considered by Council arises that is not covered in this By-law, Robert's Rules of Order (latest edition) shall apply.

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22. "Local Newspaper" means any paper with circulation at least once per week within the boundaries of the SD&G United Counties.

23. "Social Media" shall mean Twitter, Facebook or future appropriate applications.

24. "Website" shall mean the Township of South Glengarry website.

2.0 GENERAL INTENT OF THE BY-LAW

2.1. The rules and regulations contained in this By-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in Council and in any Committee Meetings thereof, provided that the rules and regulations contained herein are not suspended by a simple majority vote of the Members of Council or Committee present at the Meeting.

3.0 COUNCIL MEETINGS - LOCATION, TIME AND NOTICE

3.1. Meetings of Council shall be held at Council Chambers, 6 Oak Street, Lancaster, Ontario or another location designated by Council.

3.2. The inaugural Meeting of a newly elected Council shall take place on the first Monday of December at 7:00 pm in Council Chambers or at an alternative location determined by the Clerk.

3.3. The next and each succeeding Regular Meeting of Council shall be held on the first Monday and third Monday of each month beginning at 7:00 p.m. in accordance with the scheduled list of Meetings of Council prepared by the Clerk and approved by resolution of Council, unless Council by resolution directs otherwise, in which case public notice of forty-eight (48) hours shall be posted of all Meetings advising of the date, time and location or cancellation of a Meeting.

3.4. Notice to the public of all Regular and/or Special Meetings of Council must be provided by posting the Agenda on the Township website as soon as possible after its delivery to Members of Council. In the case of Special Meetings, notice shall be given by posting a notice as soon as is practicable after notice of the Special Meeting has been given and any other notification that is permitted within the timeframe. (See 4.4)

3.5. The Chief Administrative Officer or Clerk, in consultation with the Mayor, has the authority to cancel any regular Meeting if it is determined there is not sufficient business to be conducted, provided notification has been given at a prior Meeting or within forty-eight (48) hours (not including weekends or holidays) of the Meeting. Notice of cancellation shall be sent to all recipients on the agenda distribution list. The Chief Administrative Officer or Clerk, in consultation with the Mayor also have the authority to cancel any Meeting of Council due to inclement weather conditions provided sufficient notice is given.

4.0 SPECIAL MEETINGS OF COUNCIL

4.1. In accordance with Section 240 (a) of the *Municipal Act, 2001*, the Mayor may at any time call a Special Meeting of Council. The Special Meeting shall be held on the date, time and location as designated for this purpose by the Mayor.

4.2. In accordance with Section 240 (b) of the *Municipal Act, 2001*, the Clerk shall call a Special Meeting upon receipt of a petition of the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.

4.3. Forty-eight (48) hours notice of all Special Meetings shall be given by delivering a notice personally to a Member or by leaving such notice at his/her residence, place of business or by electronic mail or telephone. Written or verbal notice shall indicate the date, time, place and nature of the business to be considered at the Special Meeting.

4.4. Notwithstanding the notice requirement set out above, the Mayor, may in the event of a bonafide emergency, call a Special Meeting of Council without giving forty-eight (48) hours notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members of Council immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at the Meeting shall be respecting that emergency. The Meeting may be held at public offices kept at any convenient location within or outside the Township. The Clerk or designate shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

5.0 MEETING OF COUNCIL

5.1. All Meetings of Council and Committees shall be open to the public, except when Council enters into Closed Session and the subject matter being considered is;

- (a) the security of the property of the Township or local board,
- (b) personal matters about an identifiable individual, including Municipal or local board employees,
- (c) a proposed or pending acquisition or disposition of land by the Township or local board,
- (d) labour relations or employee negotiations,
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Township or local board,
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose,

- (g) a matter in respect of which a Council, local board, committee or other body may hold a closed meeting under another Act and/or
- (h) if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* and/or the educating or training of Council, a Committee or Local Board and at the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council, a Committee or Local Board.
- (i) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman of Ontario, a locally-appointed Ombudsman, or an appointed closed meeting investigator.

5.2. Before part of a Meeting is held Closed Session, Council shall state by resolution; the fact of entering into, the general nature of the matter to be considered during the Closed Session and the Clerk shall identify the subject and qualify the section of the *Municipal Act, 2001*.

5.3. No Meeting shall be closed to the public during the taking of a vote with the exception of the following:

- (a) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township, Local Board or Committee of either of them or person retained by or under contract with the Township or local board.

5.4. The sitting body, Council or Committee may invite any person deemed appropriate to the portion of a Meeting.

5.5. Council Members, staff and invited guests shall keep confidential any information;

- (a) disclosed or discussed during an portion of a Meeting. The obligation to keep information confidential applies even if the Member ceases to be a Member, and/or
- (b) received in confidence verbally in preparation of the portion of the Meeting.

5.6. Discussion during a Closed Session portion of a Meeting shall be limited to that stated by resolution prior to holding the Closed Session.

5.7. The Mayor shall preside at all Meetings of Council. However, subject to the provisions of *The Municipal Act*, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a Meeting of Council, the Deputy Mayor shall preside until the arrival of the Head of Council and shall have all the powers of the Head of Council for the purpose of chairing the Meeting in the absence of the Head of Council.

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5.8. Notwithstanding Section 5.7 above, in the absence of both the Mayor and the Deputy Mayor, the Acting Head of Council shall be the Chief Administrative Officer, who in turn will chair the selection process to appoint a Presiding Officer for the Meeting only.

5.9. No person shall be excluded from attending a Meeting that is open to the public except for improper conduct.

5.10. The ring tone on all cell phones and electronic devices in the meeting room shall be turned to vibrate prior to the start of Council and Committee Meetings.

6.0. **QUORUM**

6.1. If no quorum is present one-half hour after the time appointed for a Meeting of Council, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting.

7.0. **CURFEW**

7.1. Unless otherwise ordered by resolution passed by a majority of the Members present, Council shall be adjourned at 11:00 P.M. Any extension to the time for adjournment shall be determined by a majority vote of the Members present.

8.0 **SPECIAL COMMITTEES OF COUNCIL – GENERAL RULES**

8.1. The Mayor shall be an ex officio Member of all Committees. All Members of Council may attend the Meetings of Standing or Ad Hoc Committees and may, with the consent of the Committee, take part in the discussion, but shall not be entitled to vote on recommendations.

8.2. Committee of the Whole (COTW) is the participation of all members of Council in a Committee Meeting where members of Council consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of debate undertaken in Committee of the Whole are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at its Regular Council Meeting.

8.3. The general duties of Ad Hoc and Standing Committees shall be as follows;

- (a) The Terms of Reference, Membership and Support Staff assigned to any Committee shall be as stipulated in the by-law or resolution establishing that Committee.
- (b) Committees shall report to Council from time to time, as often as the interests of the Council may require. All matters connected with the Terms of Reference of the Committee will be considered by the Committee(s) and the

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Committee(s) will in turn make recommendations to Council in relation thereto as may be deemed necessary and expedient. All Committee recommendations shall be referred to Council for consideration before becoming effective.

- (c) Committee(s) shall consider and report upon all matters referred to them by Council and adhere strictly in the transaction of all business to the rules prescribed by the By-laws of Council.
- (d) Each Standing Committee shall at its first Meeting, fix a date and hour for the regular Meetings during the year, or by Call of the Chair and shall elect a Chairperson who shall preside at all Meetings of the Committee.
- (e) Council may at any time, establish an Ad Hoc Committee to study, evaluate, negotiate, investigate, prepare a special report or make recommendations for the resolution of a specific matter or issue.
- (f) A motion to establish an Ad Hoc or Standing Committee shall contain the general nature of the issue or issues, the persons appointed to the Committee, and the terms of reference of the Committee.
- (g) An Ad Hoc Committee shall be automatically dissolved once its work is complete and recommendations have been reported to Council or at the end of the Term of Council.

9.0 **ROLE/DUTIES OF THE MAYOR/PRESIDING OFFICE**

9.1. It is the role of the Mayor as the Head of Council to:

- (a) Act as Chief Executive Officer of the Township,
- (b) Preside over Council Meetings so that its business can be carried out efficiently and effectively,
- (c) Provide leadership to Council,
- (d) Represent the Township at official functions,
- (e) Carry out the duties of the Head of Council/Presiding Officer under any Act; and
- (f) Provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Township of South Glengarry.

9.2. As Chief Executive Officer of the Township, the Head of Council shall;

- (a) Uphold and promote the purposes of the Township,
- (b) Promote public involvement in the Township's activities,
- (c) Act as the representative of the Township both within and outside the Township and promote the Township locally, provincially, nationally and internationally and
- (d) Participate in and foster activities that enhance the economic, social, historical and environmental well being of the Township and its residents.

10.0 **ROLE OF COUNCIL**

10.1 It is the role of Council to;

- (a) Represent the public and consider the well being and interests of the Township,
- (b) Come prepared to every Meeting by having read all the material supplied including agendas and staff reports in order to facilitate discussion and determine actions at the Meeting. Members are encouraged to make inquiries of staff regarding materials supplied in advance of the Meeting,
- (c) Develop and evaluate the policies and procedures of the Township,
- (d) Determine which services the Township provides,
- (e) Ensure that administrative policies and procedures are in place to implement the decisions of Council,
- (f) Ensure the accountability and transparency of the operations of the Township, including the activities of the Chief Administrative Officer of the Township,
- (g) Maintain the financial integrity of the Township and
- (h) Carry out the duties of Council under any other Act.

11.0 **ROLE OF THE CHIEF ADMINISTRATIVE OFFICER**

11.1 It shall be the role of the Chief Administrative Officer to;

- (a) Exercise general control and management of the affairs of the Township for the purpose of ensuring the efficient and effective operations of the Township

and the staff placed under his/her supervision and to perform such other duties as assigned by the Council.

12.0 ROLE OF THE CLERK

12.1 It shall be the role of the Clerk to;

- (a) Record without note or comment all resolutions, decisions and other proceedings of the Council,
- (b) Record the name and vote of every Member voting on any matter or question, if requested by a Member present to do so (Recorded Vote),
- (c) Keep the originals of all By-laws and of all Minutes of the proceedings of the Council,
- (d) Execute documents on behalf of the Township as required and
- (e) Make minor corrections to Minutes, Motions and By-laws resulting from technical, formatting or typographical errors provided the intent is not changed prior to the documents being signed.

13.0 ROLE OF MANAGEMENT AND ADMINISTRATION

13.1 It is the role of the employees of the Township to;

- (a) Implement Council's decisions and establish administrative policies and procedures to carry out Council's decisions,
- (b) Undertake research and provide advice and recommendations to Council on policies and procedures of the Township and
- (c) Carry out other duties required under this or any other Act and other duties assigned by the Township.

14.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

14.1. It shall be the duty of the Head of Council or Presiding Officer to;

- (a) Open the Meeting of Council by taking the Chair and calling the Members to order,
- (b) Announce the business before Council in the order in which it is to be acted upon,

- (c) Receive and submit, in the proper manner, all motions presented by the Members of Council,
- (d) Put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings and to announce the result,
- (e) Decline to put to vote motions which infringe on the rules of procedure,
- (f) Restrain the Members, within the rules of order, when engaged in debate,
- (g) Enforce on all occasions the observance of order and decorum among the Members,
- (h) Call by name any Member persisting in breach of the rules or order of Council thereby ordering the Member to vacate Council Chambers,
- (j) Authenticate, by his/her signature when necessary, all By-laws, resolutions, and Minutes of Council,
- (k) Inform Council, when necessary or when referred to for the purpose, on a point of order or usage,
- (l) Represent and support Council, declaring its will and implicitly obeying its decisions in all things,
- (m) Ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of Council,
- (n) Adjourn the Meeting when the business is concluded,
- (o) Adjourn the Meeting without question in the case of grave disorder arising in Council Chambers and
- (p) Order any individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order an individual or group to vacate Council Chambers where such behaviour persists.

15.0 CONDUCT OF MEMBERS OF COUNCIL & GUESTS

15.1 A Council Member who desires to speak on any motion before Council shall upon recognition, respectfully address the Chair. Discussion shall be confined to the subject matter and shall avoid all offensive personalities.

15.2. No Member shall;

- (a) Use offensive words or un-parliamentary language in or against Council or against any Member, staff or guest,
- (b) Speak disrespectfully of the reigning sovereign or of any member of the Royal Family or of the Governor General, the Lieutenant Governor of any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario,
- (c) Disturb another Member of Council, staff or guests by any disorderly conduct disconcerting to the speaker or the assembly,
- (d) Speak on any subject other than the subject in debate or criticize any decision of Council except for the purpose of moving that the motion be reconsidered,
- (e) Disobey the rules of Council or a decision of the Presiding Officer or of Council on motions of order or practise or upon the interpretation of the rules of Council,
- (f) Leave a Meeting without first obtaining permission from the Head of Council or Presiding Officer,
- (g) Interrupt the Member who has the floor, except to raise a Point of Order.
- (h) Leave their seat or make a disturbance when the Chair is presenting (reading) the motion and
- (i) Persist in any such disobedience after having been called to order by the Presiding Officer. If he/she does then no amendment, adjournment or debate will be allowed until "that such Member be ordered to leave his/her seat for the duration of the Meeting of the Council", however if the Member apologizes he/she may, by majority vote of the Council, be permitted to retake his/her seat.

16.0 AGENDA

16.1. Prior to each Meeting the CAO and the Clerk, in consultation with the Mayor, shall set the agenda. The Clerk shall prepare for the use of the Members at the regular Meetings of Council an Agenda as set out in Schedule "C".

16.2. The Business of Council shall be considered in the order set forth on the agenda unless otherwise decided by Council. Any undisposed matters will be placed in the Unfinished Business section of the agenda for the next Regular Meeting.

16.3. Council Agendas, along with all associated reports and supporting material, shall be prepared and will be delivered or available to Members either by paper or electronic transmission on the Wednesday preceding the scheduled Council Meeting. The full

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Agenda will be posted to the website on the Thursday preceding the scheduled Council Meeting before the close of business at (4:00) pm.

16.4. New items of an urgent nature may be considered if Council is under the opinion that the matter is of a time sensitive nature only and that an immediate decision is required. If a matter receives such consideration by Council, it will then be added to the Agenda under New Business.

17.0. **MINUTES OF COUNCIL**

17.1. Minutes of Council shall be a factual account without note or comment and shall be recorded as follows;

- (a) The place, date and time of Meeting,
- (b) The name of the Presiding Officer and the Members in attendance,
- (c) A Member who has declared a Pecuniary Interest on a matter or question and the nature thereof,
- (d) All motions approved,
- (e) Other proceedings of Council without note or comment,
- (f) The approval of the presenting, reading if requested, correction and adoption of Minutes of the prior Meeting,
- (g) Time of Adjournment.

18.0 **DELEGATIONS/PRESENTATIONS**

18.1. In order to appear before Council as a delegation, a proposed delegate must advise the Clerk in writing no later than 4:00 pm on the Monday before the next scheduled Meeting date. (See Schedule "B")

18.2. Those who request to have an audience with Council must provide a hardcopy of what they intend to present by hand or electronic state and detail the nature of the matter to be presented and discussed. The request must include the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.

18.3. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to this limit will be at the discretion of the majority of Council.

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18.4. Upon completion of a presentation by a delegation, any dialogue between the Members and the delegate(s) shall be limited to Members asking questions for clarification and to obtain additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation. Council will defer and/or direct a decision or action on information received from a delegation to a subsequent Meeting of Council.

18.5. Delegations who have previously addressed the present Council on a topic shall not be granted a delegation again, unless they can provide that they have new information.

18.6. Delegations shall not use indecent, offensive or insulting words, profanity or unparliamentary language against Council, staff, guests or individuals.

18.7. The Clerk will review delegation requests with the CAO and Mayor. The Mayor has the discretionary authority to accept or refuse the request.

19.0 **REPORTS**

19.1 All members of Council shall have the responsibility to report on their Committee related activities that have occurred since the last Meeting.

19.2. All Staff Reports presented to Council as part of the agenda will be formatted, complete with recommendation(s) signed by the CAO or designate for Councils' consideration and be placed accordingly under New Business or Unfinished Business on the current Agenda.

20.0 **BY-LAWS**

20.1. The Clerk shall submit to Council a report of all by-laws proposed for adoption, including the by-law number, title and brief explanation. A full copy of the by-law will be included in the report in the Agenda.

20.2. By-laws that require public notice shall be given in accordance with the Notice Policy of the Township.

20.3. At the conclusion of all Meetings of Council and prior to adjournment, a Confirming By-law shall be brought forward to confirm the proceedings of the Council at that Meeting in respect of each motion, resolution or other action. A Confirming By-law then introduced, shall be read a first, second and third time and finally adopted without debate.

21.0 **MOTIONS**

21.1. The actions and decisions of Council shall be presented and decided upon by way of motions or resolutions, duly introduced, seconded, debated and voted upon.

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21.2. All motions must be formally seconded before they can be considered or be recorded in the Minutes.

21.3. All motions presented to Council in writing or orally shall be stated by the Presiding Officer before debate.

21.4. Immediately preceding the taking of the vote, the Chair shall read the motion on the floor for consideration aloud. If requested by another Member of Council, the Chair shall again read the motion aloud.

22.0 NOTICE OF MOTION

22.1. Notice of Motion may be introduced by any one (1) Member verbally at a Meeting of Council for consideration at a subsequent Meeting or may be given in writing to the Clerk by 12:00 noon on the Tuesday preceding the regular Council Meeting for insertion in the Agenda, for consideration at a Meeting subsequent to the Meeting for which the Agenda is prepared or at a date designated by the mover.

22.2. Notwithstanding the above, a written Notice of Motion to reopen a matter may be dealt with at the same meeting at which notice is first given if it pertains to a matter included on the Agenda.

22.3. Notices of Motion shall be listed on the Agenda under two (2) categories:

- (a) Notice of Motion for consideration at this Meeting or
- (b) Notice of Motion for consideration at a future Meeting of the Council.

23.0 NO INTERRUPTION AFTER THE QUESTION

23.1. After a question is finally put by the Head of Council or the Presiding Officer no Member shall speak to the question nor shall any other motion be made until the vote is taken and the result has been declared.

24.0 VOTING

24.1. The Head of Council or the Presiding Officer, except where said individual is disqualified to vote by reason of pecuniary or conflict of interest may vote with the other Members on all questions. Any question on which there is an equality of votes shall be deemed to be negative.

24.2. The Mayor or Presiding Officer can debate any motion only if the Mayor or Presiding Officer vacates his/her seat and designate another Member to act in his/her capacity until the Chair resumes his/her seat.

24.3. If a Member disagrees with the announcement of the results of the vote by the Chair, he/she may object immediately to the declaration and require that the Members be polled individually.

24.4. Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the *Municipal Act, 2001*. Where a vote is taken for any purpose, a Member may request immediately prior or immediately subsequent to the taking of the vote, that the vote be recorded. With respect to recorded votes, the Clerk may ask those Members in favour to stand and then those Members opposed to stand and shall record the name and vote of every Member. On any vote, any Member, except a Member who is disqualified from voting under any Act, who does not vote in favour or in opposition, shall be deemed to have voted in the negative.

24.5. No vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect.

24.6. Pursuant to the *Municipal Conflict of Interest Act*, a Member of Council who has a pecuniary or conflict of interest on a matter to be reviewed by Council shall make a written declaration of such interest as soon as practicable after the commencement of the Meeting or if he/she fails to declare such conflict, shall declare his/her interest at the first Meeting attended by him/her after acquiring such interest. Such declaration of interest and the reason therefore, shall be made publicly and shall be recorded in the Minutes by the Clerk.

25.0 RECONSIDERATION

25.1. A resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following;

- (a) A Notice of Motion can be moved by any Member of Council.
- (b) A Notice of Motion for Reconsideration must be supported by a simple majority vote of the Members of Council present at the Meeting, before the matter to be reconsidered can be debated.
- (c) A vote to reconsider shall not be considered more than once in any twelve month period.
- (d) No motion passed or debated at a Meeting of Council shall be reconsidered at the same Meeting without consent of the majority of its Members.

25.2 These rules do not apply when a motion pertains to a decision of a previous Council.

26.0 MOTION TO AMEND

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26.1. A Motion to Amend shall;

- (a) Be presented in writing,
- (b) Be disposed of before a previous amendment to the motion can be considered,
- (c) Be relevant to the question,
- (d) Not be directly negative to the main motion, and
- (e) Be disposed of in the reverse order to that in which it is moved.

26.2 A "Friendly Amendment" may be allowed by the Head of Council or the Presiding Officer as an amendment to a motion under debate that is perceived by all Members as an enhancement to the original motion, often only as clarification of the motion's intent.

26.3. All motions shall be in writing and signed by the mover and seconder.

26.4. Once read or stated by the Head of Council or Presiding Officer, a motion may not be withdrawn without the consent of the majority of the Members.

26.5. Members shall not speak more than twice to the same question without the consent of the Head of Council or Presiding Officer.

26.6. Postponing or deferring a motion is used if the Members need more time to make a decision. The motion is debatable, amendable and needs a majority vote to pass.

27.0 **RULES OF DEBATE**

27.1. Every Member, prior to speaking, shall be recognized by the Presiding Officer. Every Member present at a Meeting of Council when a question is put forth shall vote thereon unless prohibited by Statute.

27.2. When the Presiding Officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Presiding Officer. During such time, no Member shall speak to any other Member or make any noise or disturbance.

27.3. When a Member is speaking, no other Member shall pass between him/her and the Presiding Officer or interrupt him/her except to raise a Point of Order.

27.4. Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.

27.5. Unless otherwise authorized by the Head of Council, all Members, staff and guests shall address Council through the Presiding Officer and only when recognized, do so.

27.6. When two or more Members seek to address Council, the Head of Council shall designate the Member who may speak first.

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28.0 POINTS OF ORDER

28.1. A Point of Order may be raised if the rules appear to have been breached or broken. This may interrupt a Member during debate, or anything else if the breach of the rules warrants it. The point must be resolved before business continues.

29.0 SUSPENSION OF RULES

29.1 Any procedure required by this By-law may be suspended with the consent of a majority of the Members of Council present, except where such suspension would contravene the provisions of any Statute Law or Regulation.

30.0 AMENDMENT TO PROCEDURAL BY-LAW

30.1 No amendment or repeal of this By-law or any part thereof shall be considered at any Meeting of Council unless notice of proposed amendment or repeal has been given at a previous regular Meeting of Council. The waiving of the notice of this By-law by Council is prohibited.

31.0 SEVERABILITY

31.1 The provisions of this By-law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words of this By-law.

32.0 CONFLICT

32.1 Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

33.0 EFFECTIVE DATE

33.1 This By-law shall become effective upon the date of the passing.

Schedule “B” of By-law 59-16

COUNCIL POLICY FOR RECEIVING DELEGATIONS AT REGULAR MEETINGS

The purpose of a delegation or presentation is not to debate with Members of Council. Rather, delegations or presentations are an opportunity for members of the public to provide their input for Council’s consideration.

Council for the Township of South Glengarry is firmly committed to the principle and practice of open municipal government and to affording residents of the Township the opportunity to appear before Council to address issues which relate to the administration of the Township and which fall within the purview of Council to act upon.

To achieve this goal Council has approved this Policy which acts as a guideline for receiving delegations to regular meetings of Council. This policy is established for the following purposes:

- To provide residents who wish to appear before Council with a clear idea of what to expect once they are in Council Chambers and have been received by Council.
- To allow for the orderly conduct of meetings in an environment which encourages information exchange in a formal setting.
- To permit adequate time for Council to receive several delegations, if necessary, during the course of one meeting.
- To provide Council with prior background information on matters to be considered in order that necessary research can be undertaken.

1. NOTICE TO APPEAR AS A DELEGATION

In order to appear before Council as a delegation a resident must advise the Clerk in writing not later than 4:00 pm on the Monday before the next scheduled Meeting date. The notice must be a hardcopy summary of the issue which is to be brought before Council, the date of the meeting at which the delegation wishes to be received, and the name of the spokesperson. Where a group of residents have a collective concern pertaining to an issue that they wish to bring before Council, only one spokesperson will be permitted to represent the group before Council. It is the Mayor’s discretion to accept a delegation. Upon receipt of a request to appear as a delegation, the Clerk of the Township will confirm the date and time at which the delegation will be received by Council.

2. ORDER OF APPEARANCE WHERE MORE THAN ONE DELEGATION

In order to minimize personal inconvenience for persons wishing to appear before Council as delegations, Council will normally schedule delegations at the beginning of meeting agendas. Delegations are thus advised to be present at the convening of the meeting at which time they are to be heard. On occasions where more than one delegation is to be received they will be noted on the agenda for the Meeting in the order in which requests to appear were received.

3. TIME FOR PRESENTATIONS

Council will permit delegations up to ten (10) minutes to make submissions to Council. In exceptional circumstances, the majority of Council may permit delegations an additional five (5) minutes for the purpose of completing a presentation. Following presentations to Council, members may address questions to a delegation in order to seek clarification on matters relevant to an issue.

4. NOTICE SUBMISSIONS

In receiving delegations Council's main purpose is to ascertain the nature of the issue at hand, the extent of any requests for action which may be forthcoming and the reasons for such requests. The time set aside for delegations is not for the purpose of conducting open debate on the issue under consideration.

5. COUNCIL RESPONSE TO DELEGATIONS

Upon completion of a presentation by a delegation, any dialogue between Members and the delegate shall be limited to Members asking questions for clarification and obtaining additional relevant information only. Council will defer any decision or action on information received from a delegation to a subsequent meeting of Council.

SCHEDULE "C"

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

Date:

Time: 7:00 pm

Council Chambers, Municipal Office

AGENDA

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. APPROVAL OF AGENDA**
- 4. DECLARATION OF PECUNIARY INTEREST**
- 5. APPROVAL OF MINUTES**
- 6. PRESENTATIONS AND DELEGATIONS**
- 7. NEW BUSINESS**
 - a) Staff Reports
 - b) Committee Reports
 - c) Other Business
 - d) For Information Only
- 8. UNFINISHED BUSINESS**
- 9. CLOSED SESSION**
- 10. CONFIRMING BY-LAW**
- 11. ADJOURNMENT**



STAFF REPORT

S.R. No. 94-16

PREPARED BY: Marilyn LeBrun – Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 11, 2016

SUBJECT: Water and Waste Water Connection By-law FINAL reading

BACKGROUND:

1. One June 13, 2016 the Township of South Glengarry had a first and second reading of By-law No. 40-16 being a by-law to provide regulations for the installation of service connections for the supply of potable water and collection of sanitary sewer Waste for the Township of South Glengarry.
2. The Draft By-law was posted on our website and the Township received no comments from the community or from Council.

ALIGNMENT WITH STRATEGIC PLAN:

Goal # 3 – Strengthen the effectiveness and efficiency of our organization
Goal # 5 – Improve internal and external communications

IMPACT ON 2016 BUDGET:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 94-16 be received and that By-law 49-16, being a by-law to provide regulations for the installation of service connections for the water and sewer for the Township of South Glengarry be read a third and FINAL time, passed, signed and sealed in Open Council this 11th day of July 2016.

**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY LAW # 49-16
FOR THE YEAR 2016**

BEING A BY-LAW TO PROVIDE REGULATIONS FOR THE INSTALLATION OF SERVICE CONNECTIONS FOR THE SUPPLY OF POTABLE WATER AND COLLECTION OF SANITARY SEWER WASTE FOR THE TOWNSHIP OF SOUTH GLENGARRY.

WHEREAS it is necessary and desirable to establish regulations and conditions for the installation of service connections for the supply, distribution and installation of the supply of potable water and collection of sanitary sewer waste:

AND WHEREAS it is deemed desirable to enact this By-law pursuant to Sections 11.1 and 11.3 and other provisions of the Municipal Act, R.S.O. 2001, as amended, Chapter C.25.;

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

1. DEFINITIONS AND TERMS

- 1.1 “Amalgam Separators” means a device designed to remove amalgam waste particles from dental office wastewater.
- 1.2 “Backflow” means a flowing back or reversal of the normal direction of flow.
- 1.3 “Backflow Preventer” means the device or a method that prevents backflow in a water distribution system.
- 1.4 “Building Sewer” means a sanitary Building Sewer or storm Building sewer, that connects a building drain to the main sewer and that commences at a point 1000mm from the outer face of the wall of the building or other structure and terminates at the property line and serves not more than one property.
- 1.5 “Consumer” shall mean a person or persons whose property is connected to the communal water or sanitary sewer system or both whether as agent, owner, or tenant.
- 1.6 “Corporation” means the Corporation of the Township of South Glengarry.
- 1.7 “Drainage System” means an assembly of pipes, fittings, fixtures and appurtenances on a property that is used to convey sewage and clear water waste to a main sewer or a private sewage disposal system and includes a private sewer, but does not include subsoil drainage piping.

- 1.8 “Inspector” means the Inspector of plumbing or sewage works of the Municipality as appointed by council of the Municipality from time to time.
- 1.9 “Manager” means Director of Water and Wastewater and for the purposes of exercising any of the powers or duties of the Manager under this By-law, shall include any employee designated by the said Manager to exercise any such powers or duties.
- 1.10 “Meter” means a device that is the property of the Corporation for measuring the flow and quantity of water. Meter and Water Meter shall mean the same...
- 1.11 “Meter Chamber” means a device for the protection of the meter.
- 1.12 “Oil & Grease Interceptor” means a plumbing device designed to intercept most greases and solids before they enter a wastewater disposal system.
- 1.13 “Operator” means the operator of the Municipal Water and Sewage Works.
- 1.14 “Owner” means person or persons holding a fee simple or equitable interest in land.
- 1.15 “Private Water Service Pipe” means that part of the service pipe from the property line to the premises served, including water meter, building control valve, curb stop valve, and valve box.
- 1.16 “Property” includes both public and private lands, buildings, structures, boats, vehicles, railway cars, or mobile homes that are located in the Township and that may be entitled to a service connection.
- 1.17 “Public Sewer” means that section of the sewer considered to be the main sewer and which is owned and controlled by the Municipality.
- 1.18 “Rural” means any consumer outside the boundaries of the Township to whom water is being supplied from the Township system.
- 1.19 “Sanitary Sewage” means liquid or water borne waste of industrial or commercial origin or of domestic origin, including human body waste, toilet or other bathroom waste, and shower, tub, culinary sink and laundry waste or liquid or water borne waste discharged from a public pool to a drain, but does not include storm, surface and ground water.
- 1.20 “Sanitary Sewer” means a sewer which conducts sewage.
- 1.21 “Sewage Works” means all facilities for collecting, pumping, treating and disposing of sanitary sewage.
- 1.22 “Sewer” means a pipe or conduit for carrying sewage.
- 1.23 “Sewer Service Connection” means the publicly owned sewer pipe from the building sewer to the public sewer or other place of disposal.

- 1.24 “Subsoil Drainage Pipe” means that a pipe is installed underground to intercept and convey subsurface water, and includes foundation drain pipes.
- 1.25 “Water Distribution System” means an assembly of pipes, fittings, valves and appurtenances that conveys potable water to water supply outlets, fixtures, plumbing appliances and devices from the water service pipe or from a point of entry treatment unit located in the building.
- 1.26 “Water Service Connection” means that part of a service pipe or unmetered fire line from the watermain to the property line.
- 1.27 “Water Service Pipe” means the pipe laid from the water main to the property or building served.
- 1.28 “Watermain” means the pipe that distributes water to abutting properties and the general area.

2. **WATER METERS**

- 2.1 The register of the water meters shall be prima facie evidence of the quantity of water supplied.
- 2.2 Unless authorized by the Manager, the employees of the Corporation shall do no work and placed no materials upon private property in relation to the supply of water except the placing of a water meter.
- 2.3 The Corporation reserves the right to install a water meter on any service at any time and thereafter charge meter rates for water registered.
- 2.4 The Corporation requires that all water services provided for new buildings that are to be used for Industrial, Commercial, Institutional, and/or Residential uses be metered.
- 2.5 The Corporation shall own all water meters.
- 2.6 Water meters shall be installed at such time as determined by the Manager and shall be installed, maintained, repaired, and disconnected only by employees or agents of the Corporation.
- 2.7 Where a metered water service is in use, all Township water consumed on the property shall pass through the meter authorized by the Corporation for use on the property.
- 2.8 Where a fire line is provided, no water shall be taken except for fire protection purposes or for the testing the fire protection system. No water meter is required for fire protection.
- 2.9.1 Every Consumer shall be liable for the safety and care of the water meter placed on the property in question, and will be charged for all damage thereto, whether occasioned by frost, hot water, blows or injury from any

cause, and for the loss of the water meter if the same is removed from the premises without the consent of the Corporation, whether stolen or otherwise, and the cost of every such water meter, or of repairing or replacing same, shall be payable to the Corporation on demand.

- 2.9.2 Every Consumer who wilfully or knowingly impairs or alters a meter, or knowingly suffers the same to be altered or impaired so that the meter indicates less than the amount of water passing through it, shall be liable to pay the Corporation in addition to the penalty & restoration costs, double the value of the water indicated as having passed through the meter or to have been expected to have passed through the meter.
- 2.9.3 In cases of non-payment of such expenses and charges, the water may be shut off by the Corporation and not turned on again until all such expenses and penalties are paid and this, without prejudice, to the right of the Corporation.
- 2.10 Water meters shall be located at the point at which Service Pipes enter a building unless the Manager directs, in writing, that another location be used.
- 2.11 Where a meter chamber is required, as determined by the Manager, the meter chamber shall be provided with a remote reader and shall be constructed and maintained by the Consumer in a manner satisfactory to the Manager and shall be accessible to the employees or agents of the Corporation.
- 2.12 The size of water meters to be installed shall be established by the Manager and shall be based on either consumption estimates provided by the Consumer or, where no estimates provided by the Consumer or the estimates provided by the Consumer are, in the opinion of the Manager, inappropriate, on the consumption estimates of the Manager.
- 2.13 No pipe connections shall be made to a water service pipe other than after the outlet side of a water meter. The only exception being a properly valved and sealed by-pass around the water meter for fire supply lines that are not supplied by a separate service.
- 2.14.1 A properly valved and sealed by-pass shall be provided and installed on water meters at the expense of the Consumer.
- 2.14.2 The seals placed upon meters and by-pass valves shall only be broken by the Manager in the course of maintaining and operating the meters and by-pass valves.
- 2.14.3 In the event that the seals are discovered to be broken, the Manager may initiate an investigation to determine whether the meter has been tampered with.
- 2.15 A Consumer shall immediately notify the Manager of any breakage, stoppage, or irregularity in a water meter.

2.16

Under circumstances where:

- 1) the water meter is broken, stopped, or irregular,
- 2) the water meter has been incorrectly read,
- 3) the water meter reading has been incorrectly recorded,
- 4) the person duly authorized to do so has been unable to obtain a water meter reading,
- 5) no water meter reading has been remitted to the Manager by a Consumer who was requested to do so,
- 6) the seal has been tampered with;

The Corporation may estimate the quantity of water used by the Consumer since the date of the last accurate meter reading or the last satisfactory estimate of consumption and bill the Consumer accordingly.

2.17 Where the quantity of water used by a Consumer has been estimated pursuant to paragraph 2.16, the Corporation, at the time of the first accurate meter reading, subsequent to such estimate, shall have a new estimate of the quantity of water used by the Consumer, prior to the time of the first accurate meter reading aforesaid and adjustment with the Consumer may be made accordingly.

2.18 Where it is, in the opinion of the Manager, expedient to allow or direct a Consumer to run water continuously, the Manager may authorize such usage and in such cases the Manager shall adjust the Consumer's billing to conform to the Consumer's normal pattern of water use.

2.19 Any meter will be removed and tested upon request of the Consumer. If it is found to register correctly, slow, or not to exceed 3% in favour of the Corporation, the expense of removing and testing the meter must be paid by the Consumer requesting that such meter be removed and tested.

2.20 When a water service has been turned off upon the request of the consumer a fee in accordance to Schedule "B" (Service Charges) to this bylaw shall apply before the water service is turned back on.

3 CROSS CONNECTION AND BACKFLOW PREVENTION

3.1.1 No Consumer or person shall connect, cause to be connected, or allow to remain connected, any piping fixture, fitting container or appliance, in a manner which, under any circumstances, may allow water, wastewater, or any harmful liquid, gas vapours, or other substance to enter the Township's water system. Buildings that contain potentially high health hazards or where industrial piping systems are often modified or where access by municipal inspectors is limited will require a premises isolation device as approved by the Manager.

3.2 A water service installed on premises for fire protection purposes shall be equipped with a backflow preventer.

- 3.3 The Consumer occupying property provided with two or more services connected to separate sections of the water distribution system shall, in addition to manually operated valves, install on each service, backflow preventers approved by the Manager and maintain them in good operating condition.
- 3.4 If a condition is found to exist that in the opinion of the Manager is contrary to Section 3.3 he may either:
- 1) shut off the service or services, or
 - 2) Give notice to the Consumer to correct fault at his own expense within a specified time period. If the Consumer fails to comply with such a notice, the Manager shall proceed in accordance with Clause 1) of this section.

Even if this condition existed prior to this By-law it will be necessary to remedy it as stated above. Water service for any account in arrears for more than 6 months may be shut off after 2 reminder notices have been sent and if no arrangements for payment have been made.

- 3.5 Without limiting the generality of Section 3.4, a backflow prevention device shall be installed at the Consumer's expense to isolate the premise as required by the Canadian Standard 864.10-M1981.
- 3.6 Should a Consumer fail to maintain a backflow prevention device in good working condition, the Manager may shut off the water supply.
- 3.7 Steam boilers or hot water heaters must be fitted with a suitable check valve to prevent accident from collapse or damage should the pressure in the water main fall. The Corporation will not be liable for damage that may result from such cause.
- 3.8 The Manager may turn off the supply of water to any building or premises in which any leaky or defective Service Pipe, tap, fixture, or where any cross connection with any private water supply, drain or sewer exists and shall require that the pipe or fixtures be repaired or replaced in such manner as may be approved, or that the cross connection is eliminated before the water is turned on again.

4 INSTALLATION OF SERVICE PIPES

- 4.1.1 All applications for service from watermains belonging to the Corporation shall be made in writing on a standard contract form supplied at the office of the Corporation, and shall be signed by the Consumer to which the water is to be supplied. This application shall describe the premises to be supplied, and all other data required for the Corporation records.
- 4.1.2 Every contract between the Corporation and the Consumer shall be subject to rules and regulations approved from time-to-time by the Corporation.

No person shall install a water service or make connections to any watermain on Corporation property or Corporation road allowance without applicable permits issued by the Corporation.

4.1.3 All work shall be done consistent with existing policies and practises of the Corporation.

4.4.1 Every Service Pipe is to be laid in a straight line and at a right angle to the water main, as nearly as practical.

4.4.2 Where the applicant for a Water Service Connection indicates in his application a desired location for the Water Service Connection, the Water Service Connection will be located as indicated providing the proposed location is approved by the Manager.

4.4.3 Where the applicant for a Water Service Connection does not indicate in his application a desired location for the water service connection, the Water Service Connection will be located as determined by the Manager and if the applicant subsequently requires a relocation of the Water Service Connection; such relocation will be at the expense of the applicant.

4.4.4 Unless otherwise directed by the Manager all Service Pipes shall be laid:

- i) At a depth of two metres (2m) below the surface of the soil surrounding the trench in which the pipes are laid or below the certified road grade where the pipes are laid on a road allowance;
- ii) At a distance of more than fifty centimetres (50 cm) from any other pipe, conduit, or drain.
- iii) All work will be in compliance with Schedule "A" (Regulations for Sewage and Water Connections) to this By-law.

4.4.5 Unless otherwise directed by the Manager, all Private Water Service Pipes shall be of the same size as the Water Service Connections installed by the Corporation or authorized to be installed by a subdivision agreement.

4.5 Service pipes to property lines shall not be installed in, over, or across the property of another owner unless the applicant for such a location obtains a registered easement and the Manager approves such arrangement.

4.6 Upon payment of the service connection as set forth in the fees as outlined in the By-law, the Corporation shall oversee the tapping of the watermain, the supply and install the Corporation stop, the curb stop and post. The Consumer shall be responsible for the installation of the Water Service Pipe joining the Water Service Connection. The Manager will inspect the installation of Private Water Service Pipes. The user or applicant shall be responsible for all excavation, backfilling, and restoration of the trench into which the Service Pipe is installed, the satisfaction of the Manger.

4.7 A separate and independent water service shall be required for:

- i) single family dwellings;
- ii) each dwelling unit of a semi-detached building;
- iii) each dwelling unit of a linear row housing building or tenement, if these dwellings face a road and can be served;
- iv) any other case where one of the above is created by severances or proposed to be created by a severance.

4.8 One water service of proper size from the watermain to property line and a private distribution system shall be provided for:

- i) apartment buildings;
- ii) commercial buildings;
- iii) condominiums;
- iv) industrial buildings;
- v) row housing clusters.

4.9.1 Townhouse or condominium units shall be equipped with individual shut-off valves for each unit.

4.9.2 Townhouse or condominium units shall be equipped with individual water services for each unit and the individual water services and condominium water services shall be outside the private condominium units and located within an area designated as a common element.

4.10 Private fire protection services and appliances must conform to the specifications of the Fire Underwriters' Association. All private fire protection services shall be inspected by the Corporation in their entirety from the main to the meter, or if a meter is not installed to the shut-off valve inside the building or buildings to which the service is connected.

4.11 No supply of water will be provided from the watermain unless the service pipe is correctly installed according to the Corporation and Ministry of the Environment standards and provisions specified in Schedule "A" attached to this bylaw. Herein.

4.12 The Corporation is not liable for damages caused by the breaking of any private water service pipe or attachment.

4.13 The Corporation shall not be held liable for any damages arising in the course of the thawing out of frozen water services.

5 HYDRANTS AND VALVES

5.1 No person shall operate a hydrant, except:

- i) an authorized employee of the Corporation;
- ii) a Contractor engaged on a municipal project, acting with approval of the Manager.

5.1.1 The Corporation may authorize the use of a specified hydrant for a specified time under specified conditions.

- 5.3.1 The design, location, installation, repair, and maintenance of all hydrants within the Corporation's jurisdiction shall be to the standards established by the Manager.
- 5.3.2 The Manger shall have the authority, through the development process, to establish standards for and to secure adequate municipal hydrants.
- 5.3.3 No person or persons shall, without lawful authority, open or close any hydrant or valve, or obstruct the free access to any hydrant, curb stop chamber, pipe or valve by placing upon it any building material, rubbish or other obstruction. Any obstruction that is required to be removed to operate hydrants or valves, or the repair of water lines, shall not be the responsibility of the Corporation for replacement or repair.
- 5.4 Unmetered water from privately owned hydrants shall not be taken for other than fire fighting purposes.

6 SERVICE AND SUPPLY CONDITIONS

- 6.1 Where a Service Pipe is provided for protection purposes, no water shall be taken except for the following purposes:
 - i) fire protection;
 - ii) for the testing of the system.
- 6.2.1 No work having to do with the supply of water or with the laying, repairing, renewing, or the taking up of a watermain or service pipe shall be done under or upon the streets except by permit or written agreement.
- 6.2.2 Any person, before proceeding with or authorizing, any construction which is or is proposed to be located under, or across or along any watermain or other water works forming part of the Corporation's water supply system, shall notify the Manger, in writing, of his intention to proceed with the same, and if, in the opinion of the Manager, it becomes necessary to support or relocate such watermain or other water works, the cost of supporting or relocating the watermain or other waterworks shall be charged against that person and the Manager shall have the power to supervise and direct the supporting or relocating of such watermains or other water works.
- 6.3 No person, except those authorized by the Corporation, shall;
 - i) tap off or make any connection with a watermain ,or
 - ii) turn off or on any watermain valve, or
 - iii) turn off or on or interfere in any manner with any Service Pipe, or
 - iv) extend any watermain belonging to the Corporation's water supply system.
- 6.4 Watermains shall have a minimum lateral separation of 2.4 metres (8 feet) from any sanitary sewer or storm sewer and shall not be located within the

same trench as the sanitary sewer main and service or storm sewer main and service. Any exception to be by approval of recognized authorities.

- 6.4.1 Whenever inspection indicates the existence of a leaking or defective service line, plumbing fixture, private hydrant, or other appurtenance on a property, notice shall be given to the consumer to have the defective condition remedied. If remedial action is not taken, the water supply may be restricted or turned off.
- 6.4.2 The Corporation does not guarantee any determined water pressure or flow rate nor does it guarantee the water supplied to be free of colour and/or turbidity at all times.
- 6.4.3 During normal maintenance and emergency conditions, the Corporation shall provide as continuous and uninterrupted service as practical. Where shutting off portions of the system is necessary, warning of the shut off will be given where possible, but where necessary, in the opinion of the Manager, the water may be shut off and kept off as long as is necessary. The Corporation, its agents, or servants, shall not be liable for any damage resulting therefrom whether or not notice of the shut off has been given.
- 6.4.4 No water operated siphons, sump pumps or water driven motors are to be used with water supplied by the Corporation. Any existing installations of this type are to be removed within twelve (12) months of written notice.
- 6.4.5 The Corporation may supervise and inspect any or all work done on private property in connection with a Private Water Service Pipe.
- 6.4.6 At the Manager's discretion, during periods of water shortage or during a fire, the Manager may set restrictions on lawn sprinkling or other water usage in any manner whatsoever. The water supply to the residents or premises of any person or persons offending against the provisions above may be restricted or the water service turned off.

7. AIR CONDITIONING, HEATING COOLING, HEAT PUMPS

- 7.1.1 No consumer shall install any air conditioning, refrigeration, heating equipment that requires the use of Corporation water without the approval of the Manager.
- 7.1.2 No air conditioning equipment of over five (5) tons per day total rated capacity, shall be installed unless equipped with evaporative condenser, evaporative cooler and condenser, water cooling tower, spray pond or other water cooling equipment so that all the water from the mains is used for make-up purposes only. The equipment shall be adjusted so that the average rate of make-up water under full load will not exceed 0.45 litres per minute per ton capacity subject to Manager's approval.

8. BUILDING SEWERS AND CONNECTIONS

- 8.1.1 The manager shall inspect the installation of all building sewers from the building to the property line, and the connection of the building sewer to the sewer service connection.
- 8.1.2 After construction and installation of the building sewer from the building and the sewer service connection to the public sewer, the owner shall be responsible for the satisfactory operation, cleaning, repairing, replacement and maintenance of the connection from the public sewer to the building.
- 8.2 No connection shall be made directly or indirectly to the public sewer, except as follows:
 - 8.2.1 Each dwelling unit must have a separate building sewer...
 - 8.2.2 An inspection “Y” shall be installed in the sewer lateral at the property line.
 - 8.2.3 All connections from the public sewer or the sewer service connection to the building shall be of a 4-inch (100 mm) minimum diameter and made of pipe certified under the Plumbing code for use as sewage pipe. All connections shall comply with Schedule “A” (Regulations for Sewage and Water Connections) attached to this Bylaw.
 - 8.2.4 All connections to be approved by the Inspector as watertight.
 - 8.2.5 No connection shall be made to a Municipal public sewer or sewer service connection until a permit has been issued for a sewer service connection in accordance with this By-law and no said connection shall be completed except after the approval of the Inspector.
- 8.3 All labour and material necessary for the connection of a sewer service connection, from the main sewer to the property line, shall be supplied and paid for the by owner of the structure which is to be provided with sewage service where no such sewer service connection exists. All labour and materials necessary for the said connection, from the main sewer to the property line, shall be paid for in advance of the installation by a lump sum change as set out by the Municipality where the Municipality is requested by the property owner to provide the necessary work and material for said connection. Upon payment, the property owner shall be entitled to such installation by the Inspector or a person designated by him, subject to the Municipality’s approval.
 - 8.3.1 All labour and material necessary for the connection of the building sewer from the property line internally, shall be supplied and paid for by the owner, and the owner shall indemnify the Municipality for any loss or damage that may occur in the said construction to any third person or to the Municipality’s street, public sewer, watermain, storm sewer or other utilities or property.
 - 8.3.2 Nothing in this section shall relieve the owner from the obligation of maintaining such building sewer in accordance with the provisions of this By-law.

- 8.3.3 A clean-out shall be installed in the building drain as near as practical to the inner face of the wall through which the drain passes or other approved clean-out shall be provided. Every clean-out shall comply with the Plumbing code.
- 8.4 A connection shall be made to the public sewer system in compliance with Schedule "A" (Regulations for Sewage and Water Connections) to this By-law, and any septic tanks, cess pools, and similar private sewage disposal facilities shall be cleaned and filled, removed or destroyed within a period of ten (10) days after the connection has been made to the public sewer system..
- 8.5 No person shall cause or permit the discharge of any storm water, including surface water, groundwater, rain runoff, foundation drain or other subsurface drainage including any unpolluted cooling water or unpolluted industrial process water into the Sewage Works of the Municipality.
- 8.6 The building sewer from the building to the Municipality's sewer service connection shall be connected to the building at an elevation below the foundation footings where existing grade will permit. No building sewer shall be laid parallel to any bearing wall within 1 metre of any bearing wall. The building sewer shall be laid at sufficient depth to afford protection from frost and at uniform grade and in straight alignment, wherever possible.
- 8.7 All excavations required for the installation of a building sewer shall be by open trench unless otherwise approved by the Inspector. All pipes shall be installed according to the Building Code and no back-fill shall be placed until the work has been inspected to ensure compliance. All connections and joints shall be gas-tight and watertight and all joints shall be made with approved jointing materials.
- 8.8 All connections of the sewer service connections into the public sewer shall be made at a "Y" branch, if such branch is available at a suitable location. If the public sewer is twelve inches in diameter or less, and no property located "Y" branch is available an approved fitting shall be installed in the public sewer at the location specified by the Manager or Inspector. Where the public sewer is greater than twelve inches in diameter, and no properly located "Y" branch is available, a hole shall be drilled into the public sewer using approved equipment to receive the sewer service connection, with entry in the downstream direction at an angle of about forty-five degrees. A forty-five degree fitting shall be used to make such connection, with the spigot end cut so as not to extend past the inner surface of the public sewer. The invert of the sewer service connection at the point of connection shall be at springline or at a higher elevation. A smooth, neat joint shall be made, and the connection made secure and watertight. Special fittings approved by the Inspector shall be used for the connection.
- 8.9 The applicant for the sewer service connection permit shall give at least 48 hours notice to the Inspector when the building sewer is ready for inspection and connection to the sewer service connection. The

connection shall be made under the supervision of the Inspector or his representatives.

8.10 All excavations for building sewer installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Municipality.

8.11 Only 45-degree elbows or bends shall be used in the building sewer where an elbow is required and in no event shall a 90-degree angle be permitted.

9. ENFORCEMENT/PENALTIES

9.1 Any person authorized by the corporation for that purpose has free access, at all reasonable times, and upon reasonable notice given and request made, to all parts of every building or other premises to which any public utility is supplied for the purpose of inspecting or repairing, or of altering or disconnecting any service pipe or connection within or without the building as he or she considers expedient and for that purpose or for the purpose of protecting or regulating the use of the meter, may set it or alter the position of it, or of any pipe, wire, rod, connection or tap, and may alter or disconnect any service pipe.

9.2 Where a consumer discontinues the use of the public utility, or the corporation lawfully refuses to continue any longer to supply it. The officers and servants of the corporation may, at all reasonable times enter the premises in or upon which the consumer was supplied with the public utility, for the purpose of cutting off the supply of the utility or of making an inspection from time to time to determine whether the utility has been or is being unlawfully used for the purpose of removing therefrom any fixtures, machines, apparatus, meters, pipes or other things being the property of the corporation in or upon the premises and may remove the same there from doing no necessary damage.

9.3 if any damage or injury is done to the main pipes or conduits of such person, or is occasioned in the maintenance of them, by reason of the main pipes or conduits being laid down at a distance less than two metres from the main pipes or conduits of such person, no action lies in respect thereof, but the corporation or company doing such damage or injury shall make due compensation thereof, and any question or dispute as to such damage or injury having been so done or occasioned, or as to the amount of compensation shall be determined by arbitration and the provisions of the Municipal Arbitrations Act apply with necessary modifications.

- 9.4 The person claiming damages shall within one month after the expiration of any calendar year in which the person claims that any such damage or injury has been so done or occasioned give notice in writing to the corporation of the claim and the particulars thereof and upon failure to do so the right to compensation in respect of the damage or injury done or occasioned during that calendar year is forever barred.
- 9.5 In addition to any other provisions of this by-law or other remedies or recoveries, any person who contravenes any provision of this By-Law is guilty of an offence and is liable to a penalty as set out in Schedule B; plus the cost of restoration (repair). For any contravention of those infractions set out in Schedule "B" to this by-law the minimum penalty shall be set out and the set fine shall be the amount approved under the Provincial Offences Act, as amended.

10. ADDITIONAL CONNECTION REQUIREMENTS

10.0 FOOD RELATED OIL AND GREASE INTERCEPTORS

- a) Every owner or operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, for which premises is connected directly or indirectly to a sewer shall:
- i) ensure that oil or grease are prevented from entering the storm or sanitary sewer in excess of the provisions of this By-Law;
 - ii) ensure that oil or grease interceptors do not discharge to storm sewers;
 - iii) install, operate, and properly maintain an oil and grease interceptor in any pipe system at its premises that connects directly or indirectly to a sewer;
 - iv) ensure that the oil and grease interceptors are installed in compliance with the requirements of the *Building Code*;
 - v) ensure that all interceptors are maintained according to the manufacturer's recommendations;
 - vi) clean traps before thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency shall be at least once annually. Maintenance requirements shall be posted in the workplace in proximity to the grease interceptor;
 - vii) ensure that a maintenance and record of maintenance is submitted to the Manager upon request for each interceptor installed;
 - viii) maintain the document of proof for interceptor clean-out and oil and grease disposal for a minimum of two years and shall retain the most current document of proof for inspections purposes.

10.1 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS

- a) Every owner or operator of a motor vehicle or equipment service station, repair shop, garage or of an industrial, commercial, institutional

premises, or any other establishment where motor vehicles are repaired, lubricated or maintained, car washes, and where the sanitary discharge is directly or indirectly connected to a sewer shall:

- i) install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the drainage piping which is connected directly or indirectly to a sewer in excess of the limits in this By-Law;
 - ii) install, operate and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer;
 - iii) ensure that the oil and grease interceptors are installed in compliance with the requirements of the *Building Code* and ensure that oil and grease interceptors are maintained in good working order and according to the manufacturer's recommendations;
 - iv) inspect oil and grease interceptors regularly to ensure performance is maintained to the manufacturer's specifications for performance and to ensure the surface oil and sediment levels do not exceed the recommended level;
 - v) ensure that the oil and grease interceptor is cleaned at least once annually;
 - vi) ensure a maintenance and record of maintenance is submitted to the Manager upon request for each oil and grease interceptor installed;
 - vii) keep the documents of proof for the interceptor clean-out and oil and grease disposal for a minimum of two years and shall retain the most current document of proof for inspection purposes.
- b) In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of the Manager, the Manager may require an alarmed monitoring device to be installed, at the expense of the owner.
- c) No person shall use solvents, hot water or other agents to facilitate the passage of oil and grease through the interceptor to which this Section applies.

10.2 SEDIMENT INTERCEPTOR

- a) Every owner or operator of premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using a ramp drain or area drain and car and vehicle wash establishments, shall:
- i) ensure that such sediment is prevented from entering the drain or sewer;
 - ii) ensure that catchbasins installed on private property for the purposes of collecting storm water and carrying it into the storm sewer shall be equipped with an interceptor;
 - iii) ensure that all sediment interceptors are maintained in good working order and according to manufacturer's recommendations;

- iv) ensure that all sediment interceptors are tested regularly to ensure performance is maintained to the manufacturer’s specifications for performance;
- v) ensure that annual maintenance and inspection records are provided to the Township upon request;
- vi) maintain all documentation of the interceptor clean-out and sediment disposal for a minimum of two years and shall retain the most current document of proof for inspections purposes;
- vii) submit documentation to the Manager upon request for each sediment interceptor installed.

10.3 DENTAL WASTE AMALGAM SEPARATORS

- a) Every dental practice shall comply with the *Dentistry Act, 1991, S.O. 1991, c.24*, and the regulations made there under, as amended from time to time, for the management and disposal of amalgam waste.
- b) A maintenance and record of maintenance shall be submitted to the Manager upon request for each dental amalgam separator installed.
- c) A record of inspection and any documentation related to the installation of a dental amalgam separator shall be submitted to the Manager upon request for each dental amalgam separator installed.

- 11.0 **THAT** By-Law 23-14, or parts any of by-law inconsistent with this by-law are hereby repealed.
- 11.1 **THAT** this by-law shall come into force and effect upon the date of final reading thereof

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

READ A FIRST AND SECOND TIME THIS 13TH DAY OF JUNE 2016

MAYOR:_____ **CLERK:**_____

READ A THIRD AND FINAL TIME THIS 27TH DAY OF JUNE 2016

MAYOR:_____ **CLERK:**_____

SCHEDULE “A”

REGULATIONS FOR SEWAGE AND WATER CONNECTIONS

Note: Please disregard those points that do not apply to your specific situation.

1. A sewer and water connection permit is required before the installation can proceed.
2. A minimum of forty-eight (48) hours notice must be given to the Municipality of the Township of South Glengarry before a connection can commence.
3. All necessary equipment to complete the connections must be on the site before the actual excavation begins. The Municipal inspector will verify this.
4. The Municipality requires that once a connection has begun it must be followed through to completion without interruption or delay.
5. The following equipment must be on site before the installation of the service laterals begins:
 - a) A trash pump of equivalent with sufficient discharge and suction line is required.
 - b) A ladder in order to enter the trench or trenches.
 - c) All necessary materials to complete installation, including all necessary fittings.
 - i. Sewer Pipes 1-PVC SDR 35 B182 – 1
2-PVC SDR 28 B181 – 2
 - ii. Water Pipes 20 mm PEX Blue 904 SDR9 160 psi (IPEX Inc.)

Note: Water pipe must be one continuous length from water main to curb stop

- d) Inflatable ball with sufficient air line to reach the top of the stand pipe and air pump (for testing)
- e) 22 ½ -degree elbows or sweeping bends shall be used for the sewage line where an elbow is required. 90-degree elbows are not permitted.
- f) Sufficient crushed 19 mm stone or sand must be immediately available on site to complete the work.
- g) A trench compactor.

6. At no time during the installation of the sewage line shall ground water or any foreign material be allowed to enter the sanitary sewer system.
7. If both sewer and water lines are to be run in the same trench there must be a minimum of 50 cm between the two lines. (At no time shall one line be placed above the other)
8. Before any lines are laid, a minimum of 150 mm of compacted 19 mm crushed stone or sand must be placed in the trench. Crushed stone shall be used in areas where water is a problem.
9. All excavations must be carried out as identified under the *Occupational Health and Safety Act*. Including the following:
 - a) All dirt removed from the trench must be kept at a minimum 60 cm from the edge of the trench.
 - b) A trench box must be used for all trenches in excess of 1.2 metre mark.
 - c) It's at the inspectors' discretion that any work site that is determined to be unsafe shall be ceased.
10. Inspection and testing of all lines must be completed before any pipe is covered.
11. If a connection is to be made to a pressurized water main, it shall be completed using the proper tools and equipment and by a qualified person. A pressurized tap and/or a sewer saddle shall be used where applicable.
12. Testing of the sewer line must be completed by inserting an inflatable ball downstream of the flushing "Y" and then filling the complete line with potable water. The test has a duration of fifteen (15) minutes. The testing procedure is THE RESPONSIBILITY OF THE INSTALLER.
13. Testing of the water line is completed by installing a valve on the end of the water line inside the house, opening the curb stop, bleeding out air and the checking for leaks.
14. Upon completion of testing and inspection, lines shall be covered with a minimum of 300 mm of 19 mm crushed stone or sand. In cases where the water or sewage lines are shallow, 50 mm Styrofoam shall be placed 60 cm above the pipe.
15. The sewage clean out shall have a riser of same pipe diameter that extends 300 mm and capped to prevent any foreign material or ground water from entering the sanitary sewer system.
16. A tracer wire (12 gauge TWU solid wire) shall be mechanically fastened to the sewer pipe and shall run the entire length of the sanitary sewer trench. It shall terminate 50 mm above the ground at the point where the sewer pipe enters the building. A similar tracer wire shall be used when using a polyethylene pipe for a water service.
17. Sewer pipes running from the property line to the building (sanitary building sewer) may be reduced by 1" diameter in relation to the sewer pipe running to the property line (public sewer). However, at no time shall there be a pipe less than four (4) inches in diameter utilized.

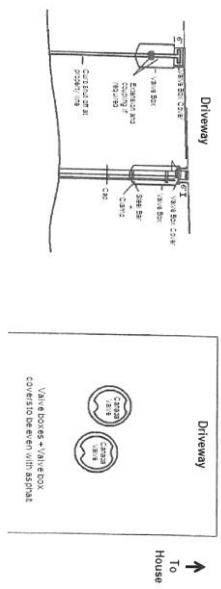
18. If the water lines are located in a driveway, or any paved area, valve box casings shall be installed around the curb stop. A bibby criox valve box or equal shall be used (see attachment A).
19. Where a sewage or water line is to be connected to a new home where no previous services lines to the property exist, the homeowner must accept responsibility for the costs related to run the laterals from the mains to property line. All road surfaces etc. are to be restored to their original condition within sixty (60) days.
20. Should damage to the curb stop or sewer clean out occur during back filling or construction, the homeowner shall incur the costs relating to the repair or these damages.
21. See attachment 'B' for a typical 5 inch to 4 inch sewer line connection.

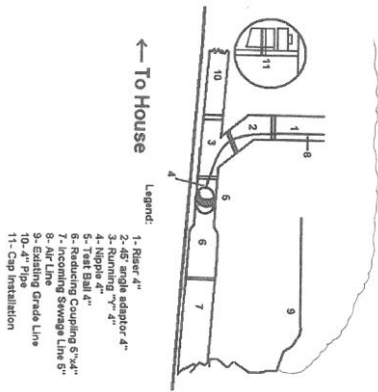
Note: NO CONNECTIONS SHALL BE COMPLETED ON FRIDAYS, WEEKENDS OR STATUARY HOLIDAYS.

If there are any questions or concerns please do not hesitate to contact the Director of Water/Waste Water Operations from our office at 613-931-3036 or the Chief Building Official at 613-347-1166.

In the event of a semi Detached Dwelling or any type of Row House Development, at no time shall there be a Siamese connection. A separate connection for each dwelling shall be required and subject to item 19 above.

Attachment A





8 REGULAR STYLE 5 1/4" - 130mm SLIDE VALVE BOXES - COMPONENTS

Complete Assemblies	COMPONENTS	COVER	GUIDE PLATE	TOP	BELL BOTTOM			EXTENSIONS		
	CODE	7362	7339	7347	7351	7352	7353	7374	7375	7376
	FIG.#	VB825	VB875	VB625	VB525L	VB530L	VB535L	VB725	VB730	VB735
	VB2000	1	1	1	1					
	VB2100	1	1	1		1				
	VB2200	1	1	1			1			
	VB2300	1	1	1			1		1	
	VB2400	1	1	1			1	1	1	
	VB2500	1	1	1			1		1	1
	VB2600	1	1	1			1	1	1	1
VB2700	1	1	1			1		1	2	

TOP

Code	Fig.#	Weight (lb)	Weight (kg)
7347	VB825	37	17

BELL BOTTOM

Code	Fig.#	L (in.)	Weight (lb)	L (mm)	Weight (kg)
7351	VB525L	36	69	914	31
7352	VB530L	53	75	1346	34
7353	VB535L	61	34	1568	41

EXTENSION

Code	Fig.#	L (in.)	Weight (lb)	L (mm)	Weight (kg)
7374	VB725	12	28	305	13
7375	VB730	18	34	457	15
7376	VB735	24	43	610	20

COVER

Code	Fig.#	Weight (lb)	Weight (kg)
7362	VB825	17	8

GUIDE PLATE

Code	Fig.#	Weight (lb)	Weight (kg)
7339	VB675	3	1

See page 12 for optional components 5 1/4" - 130 mm

RANSOM INDUSTRIES



SCHEDULE “B”

SERVICE CHARGES & PENALTIES

- | | | | |
|----|---|------------|------|
| 1. | Water Supply Turn-On/Off
During Regular Business Hours | \$ 50.00 | each |
| 2. | Water Supply Turn-On/Off
After Regular Business Hours | \$ 100.00 | each |
| 3. | Contravention of any provision of By-Law 49-16 | \$1,000.00 | |



STAFF REPORT

S.R. No. 88-16

PREPARED BY: Marilyn Lebrun - Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 11, 2016

SUBJECT: Sale of Surplus Land - Brunet

BACKGROUND:

1. Administration was given direction by the Council of the Township of South Glengarry on May 24, 2016 to declare Block 19 on Plan 169 on Lana Drive as surplus to the needs of the Township and to sell this land to the abutting land owner as a lot addition.

ANALYSIS:

2. The Township of South Glengarry retained Paul D. Syrduk as the solicitor to prepare the necessary transactions for this sale. The transfer to the abutting landowners in the names of Daniel Brunet and Brenda Brunet will be completed upon signatures of the Mayor and Clerk and By-law No. 56-16 will be proposed to be passed this evening.

ALIGNMENT WITH STRATEGIC PLAN:

3. N/A

IMPACT ON 2016 BUDGET:

4. N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 88-16 be received and that the Council of the Township of South Glengarry pass By-law 56-16, being a by-law to authorize the sale of land known as Block 19 on Plan 169 on Lana Drive, to Daniel and Brenda Brunet be read a first, second and third time, passed, signed and sealed in Open Council this 11th day of July 2016.

**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

SG-J-16

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 56-16
FOR THE YEAR 2016**

***BEING A BY-LAW TO AUTHORIZE THE SALE OF SURPLUS LAND
TO DANIEL BRUNET AND BRENDA BRUNET***

WHEREAS the *Municipal Act, 2001* enables the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal Issues;

AND WHEREAS the Corporation of the Township of South Glengarry is desirous of selling certain land owned by the Corporation which has been declared surplus to the needs of the Corporation by way of Resolution No. 146-16 dated May 24, 2016;

AND WHEREAS the Corporation of the Township of South Glengarry have accepted an offer to sell the surplus lands and the Corporation is desirous of divesting itself of these lands under certain terms and conditions:

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

1. **THAT** The property BLK 19 Plan 169; PIN # 67129-0337 LT, in the Township of South Glengarry (Glen Walter) is transferred over to Daniel and Brenda Brunet.
2. **THAT** the said lands be sold to the abutting land owners’ for the sum \$250.00 plus all legal fees as in “SCHEDULE A” forming part of this By-law.
3. **THAT** the Mayor and Clerk be authorized to sign all necessary documents to complete this transaction.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 11th DAY OF JULY 2016.***

MAYOR: _____ CLERK _____

SCHEDULE A of By-law No. 56-16

-



STAFF REPORT

S.R. No. 89-16

PREPARED BY: Kelli Campeau – Development & Communications Coordinator
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 11, 2016
SUBJECT: Glengarry Heritage Tour Proposal

BACKGROUND:

1. In January 2016 the Township of North Glengarry advised the Township of South Glengarry that they had successfully obtained a grant through the Ontario Trillium Foundation to complete a heritage tour throughout their municipality.
2. The purpose of the project is to showcase on the cultural resources within their Township, including built heritage, cultural landscapes, natural heritage, points of interest, events, people and cultural organizations. These cultural resources highlight the unique heritage of the Township and will serve as a tourism attraction for both residents and visitors.
3. On June 6, 2016, Daniel Gagnon, CAO for the Township of North Glengarry, approached South Glengarry staff to inquire if our Township would be interested in partnering on the project in order to include South Glengarry in the heritage tour.
4. Mr. Gagnon indicated that throughout the public consultation meetings held in North Glengarry, many stakeholders identified the need to encompass the cultural assets of all of “Glengarry” (re: including South Glengarry) in order to accurately depict the overall heritage and history of Glengarry as a whole.

ANALYSIS:

5. North Glengarry’s consultant for the project, Commonwealth Resource Management, has prepared a proposal for South Glengarry’s consideration should we now decide to become involved in the project. The proposal is attached for your review. It includes the overall intent of the project, information about the consultant team, a work plan and the project budget.
6. The quote provided by the consultant for South Glengarry to participate in this project is \$23,000 (\$20,000 in fees and \$3,000 in expenses).

7. This project was not planned for in the 2016 budget as we had no knowledge of it. Therefore, in order to participate in it this year, we would need to reallocate dollars in the, 2016 Economic Development and Communications budget.
8. Should Council wish to proceed with the project in 2016, it is suggested that the dollars be reallocated from the hamlet signage project, for which we have budgeted \$30,000 for 2016.
9. This would result in reducing the number of hamlet signs replaced in 2016 and reconsidering the budgeting, of those dollars in the 2017 budget.
10. If we postpone our participation in the heritage tour project until 2017, the consultant has indicated that the budget would likely increase as it would involve reworking the tour and accompanying documents.

ALIGNMENT WITH STRATEGIC PLAN:

11. **Goal #3** – Improve quality of life in our community

IMPACT ON 2016 BUDGET:

12. This project has not been budgeted for in 2016. Should we proceed with the project, \$23,000 would need to be reallocated from the hamlet signage program to this initiative. The net impact on the 2016 budget would be zero.

RECOMMENDATION:

BE IT RESOLVED THAT the Council of the Corporation of South Glengarry approve the reallocation of \$23,000 from the hamlet signage program in order to participate in the Glengarry Heritage Tour project in partnership with the Township of North Glengarry.



**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

Proposal for an integrated North/South Glengarry Heritage Tour

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June 27, 2016

Kelli Campeau
Development & Communications Coordinator
6 Oak Street, Box 220 Lancaster,
Ontario, K0C 1N0

Dear Kelli

Please accept this proposal for consulting services on the research and development of an integrated Glengarry Heritage Tour that combines both North and South Glengarry. The potential of taking a unified approach is a winning combination that guarantees that all of your Glengarry stories will be both heard and seen!

It would be our intention to follow a similar work plan to the one laid out for North Glengarry and focus on field work and research to document and add to the work already completed. Once we have brought material about South Glengarry into the matrix we will move forward with an overall Township heritage tour.

Please contact me if you need any further clarification on details outlined in this proposal.

Sincerely,

John Stewart,
Principal,
Commonwealth Historic Resource Management

THE PREPARATION OF AN INTEGRATED GLENGARRY HERITAGE TOUR THAT COMBINES BOTH NORTH AND SOUTH GLENGARRY CULTURAL TRADITIONS.

Glengarry's community fabric is strongly rooted in its cultural heritage, blending Aboriginal, Empire Loyalist, French and Anglo-Scottish traditions. This unique blend of language, art, social customs, and architecture has resulted in a wealth of historic sites, monuments, buildings and other cultural assets scattered throughout the large Township area. Together they present an interesting cultural heritage landscape.

North Glengarry recently initiated a project to inventory, research, and develop a themed interpretative tour as an effective means of promotion for tourism purposes. This proposal expands on that approach to take in the entire Township and to present a unified media plan that encompasses both North and South Glengarry.

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The Commonwealth Team

Methodology & Work Plan

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Curriculum Vitae

John Stewart

Ian Hunter

Annie Dalton

APPENDIX B

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OUR UNDERSTANDING OF THE PROJECT

The Township of North Glengarry is proceeding with the development of a heritage tour focusing on the cultural resources within the Township, including built heritage, cultural landscapes, natural heritage, points of interest, events, people and cultural organizations.

The impetus for the development of a combined Glengarry Heritage Tour came out of the workshop held in May where the arbitrary division between north and south was identified as a weakness.

One of the priorities identified in the plan was to leverage economic development through the celebration of cultural tourism products that highlight the heritage and cultural assets and distinctive identity of the township. It was generally felt that a global heritage tour would better support this priority.

It is the Township's intention that it be designed to promote the unique cultural heritage of the area, including the stories and histories of a unique Ontario cultural landscape. Again, a more integrated presentation will highlight these cultural resources and will serve as a tourism attraction for both residents and visitors.

OUR APPROACH

As a team, we have undertaken a wide variety of similar projects focusing on the tourism and economic development potential of cultural heritage assets. We provide an experienced team with an approach that is engaging and tailored to the goals and objectives of the client and stakeholder groups.

Goals and Objectives

1. The need to present, showcase and celebrate stories related to the history of Glengarry, its people, and places.
2. A focus on human experience - personal stories over time, including secret and surprising stories, utilizing humour, surprise and curiosity. We will keep in mind that the audience spectrum ranges from long-time residents, school children, and transient travelers.
3. A need to engage users/visitors by attracting, provoking, and inspiring them, so they can take pride in Glengarry's special places.
4. Animate the tour - provide a unique experience that people will want to see and experience for years. Keep the interpretation fresh and ensure it is authentic and relevant.
5. Preparation of meaningful storylines, easy to read, well crafted content, along with image and artifact selection for each site.
6. Design and develop branding and visual approach for graphic materials that can be adapted to print, internet-ready and possibly wayfinding and interpretive signage.

Challenges

1. Flexibility of Content - the heritage tour will need to be refreshed, added to and updated over time.
2. Working with various stakeholders to ensure that the heritage themes and messages align with the sites and the resources.
3. Managing the potential amount of content - there is a lot to say in a limited time /space.
4. Interpreting stories that are located throughout the Township in ways that encourage exploration and curiosity and that are not necessarily sequential.
5. Designing a self-guiding tour that recognizes different modes of travel, car, bicycles, foot and possibly virtual interactive exploration.

Telling Your Stories

Stories or narratives have been shared in every culture as a means of entertainment, education, and cultural preservation. As one of our oldest art forms, telling stories stimulates the imagination and builds a bond between tellers and listeners/readers. Our history, legends and contemporary stories help us to understand our environment and personal experience and can embody a strong element of community or collective experience.

Keen Listening

Glengarry has many stories to tell, and our team looks forward to helping you to compile and convey them in an engaging and thought-provoking manner. The first phase in the development of your storyline is to bring to the table a keen sense of listening - as we feel this is the better half of the process of communication. We will listen carefully, and with curiosity as your team of stakeholders and community members tell us about your unique histories. We will ask for details and prompt to hear the "people" stories behind each special place or event. We will compile this into an easy-to-understand themed interpretive plan for review.

A Picture is Worth a Thousand Words

As part of the first phase, our team will bring a trained eye to image research and map-reading that will inform and expand upon the stories behind the stories. This visual archive will become an integral part of the interpretive plan upon which we can start to bring everything together into a family of related information. This is one of the most important areas of research where a lot of the work has been done for North Glengarry and will need to be

carried out for sites, events and stories located in the south.

Mapping Out the Stories

We propose taking a 'hub and spoke' approach based on a geographic grid in the delivery of your stories. In other words, there will be central points from which the stories unfold. The 'hubs' will include the towns and hamlets as well as museums, cultural organizations, built heritage sites, and points of interest where significant events have occurred. The spokes are the roads, trails, rivers, and railway lines or cultural corridors that link the hubs through which the visitor experiences the cultural landscape. The model is flexible in that new content or sites can be added and refreshed on an ongoing basis.

After the initial phase of research and story-gathering has been completed, the project will enter

the second phase of branding and presentation. The created brand will reflect the content of the stories and the sense of community behind them. It will offer a visual "hook" which will be

reflected in all promotional materials so that upon first glance it is easily recognized as the overall Glengarry Heritage Tour. It will be dynamic, colourful and expressive and will draw visitors and community members to find out what it is and then ask for more. As part of the branding and promotions package, final artwork will be supplied for use in print brochures, maps and web implementation. An addition to this package will include a draft plan and costing for interpretive panels, wayfinding signage and promotional items. All in all, our team guarantees that your stories will be both heard and seen!

OUR TEAM

The Commonwealth Team

Three key people will comprise the Commonwealth Resource Management team. Working together for over twenty years in the development of heritage-driven tourism and economic development products, we can offer your team a wealth of knowledge, experience and creativity.

JOHN STEWART

LANDSCAPE ARCHITECT, HERITAGE PLANNER

John J. Stewart, BLA, OALA, CSLA, CAHP a principal of Commonwealth has extensive experience in cultural tourism and heritage and interpretive planning related to the development of cultural tourism products for municipalities. He is a graduate of the University of Guelph in Landscape Architecture a member of the Canadian Association of Heritage Professionals and the Ontario and Canadian Society of Landscape Architects. He is a

specialist in cultural landscape interpretation, heritage planning, conservation, and commercial area revitalization.

Cultural tourism studies relevant to this project include: St. Lawrence Bikeway Feasibility Study for the Eastern Ontario Tourism Association (2000); Huron North Trails (2003); Tay River Trail Corridor Planning and Interpretation (2007); Heritage Conservation District Study St. Mary's (2007); Old Town Toronto Heritage Interpretation Master Plan (2011); Lansdowne Park Cultural Heritage Evaluation and Interpretation Plan (2012); Barbados Tourism Master Plan (2000 & 2012); Pinheys Point and Osgood Twp. Museum Development Plans (2013); and, a Cultural Heritage Evaluation Fort William Historical Park Thunder Bay (2015).

IAN HUNTER

RESEARCHER/BUILT HERITAGE

Ian Hunter (Dipl. Architectural Technology Conservation) is Commonwealth's senior architectural conservation technologist and researcher. He has extensive experience in researching both primary and secondary sources for built heritage sites for the development of statements of significance or cultural heritage value. Research studies relevant to this project include: Development and Interpretive Plan Moose Factory Ontario (2004); Heritage Conservation District Study St. Mary's Ontario (2005); Development and Interpretation Plan Cobalt Ontario (2009); Old Town Toronto Heritage Interpretation Master Plan (2011); Lansdowne Park Cultural Heritage Evaluation and Interpretation Plan (2012); Leonard Tavern History, Cumberland Township (2012); Tay Valley Township Hamlet Research (2013); LeBreton Flats Development History (2014); and, Cultural Heritage Evaluation, Fort William Historical Park Thunder Bay (2015).

ANNIE DALTON, DESIGN NETWORK

GRAPHIC DESIGNER

Annie Dalton, (Dipl. Graphic Design; Dipl. Fine Arts) is a visual communications specialist with an extensive background in graphic and exhibit design. Her initial research, concept development and creative problem solving provide groundwork for innovative and impact-oriented results in interpretive print materials and interactive exhibit design. A trademark of her portfolio is the unique and effective use of graphics, colour and texture to create a lasting impression. Annie has the ability to involve the client throughout the creative process, communicating the project's vision and development using her superb concept sketches and thorough presentations. Graphic design and branding development relevant to this project include: Queen Elizabeth II Botanic Park and Pedro St. James National Historic Site in Cayman Islands (2000); Ermatinger-Clergue National Historic Site (ongoing since 2000), Sault Ste. Marie; Moose Factory Historic Site 2004; Lake Huron North Channel

Historic Trails (2003); Tay River Trail (2006-2009); AgCare at University of Guelph (2008); Lanark County Seven Wonders (2012); Metcalfe Geoheritage Park-Almonte (2015); Municipal mapping signs (2016). Annie has completed a number of interpretive design and branding projects for Lanark County Tourism, Lanark County Economic Development, Town of Smiths Falls, Town of Perth, Tay Valley Township, Lanark Highlands Township as well as special events and festival promotions for Chambers of Commerce, festival organizers and community organizations.

METHODOLOGY & WORK PLAN

The following sets out a detailed plan with tasks and milestones describing the proposed work plan and schedule. As stated earlier most of this work for Part 1 has been completed for North Glengarry. It would be our intention to repeat this Part 1 work plan for South Glengarry and then combine our matrix and address Part 2 as a unified methodology and work plan.

PART 1 – RESEARCH AND TOUR DEVELOPMENT

1. START-UP MEETING End of July

Meet with Client Committee and stakeholders to sign a contract, review concept outline, timeline and deliverables. - Discuss a procedure to contact and involve other community members.

2. REVIEW OF ALL RELEVANT BACKGROUND July -early August

MATERIALS, HISTORIES, AND STUDIES

Initial review of key background material, including archival resources, collections, and published material that should be consulted and visit the Glengarry County Archives; review the Townships Heritage Reference List and compilation of historic photos collected during the course of the Community Improvement Plans development. Identify and prioritize up to forty (40) heritage resources and sites that may be included in the tour by geographic location, town, and hamlet. and published material on the township. This material is to be supplied by the committee or direction given on where it may be obtained.

DELIVERABLE: A paper defining existing themes, stories, resources, and issues that will affect the content development.

3. CONSULTATIONS WITH INVOLVED STAKEHOLDERS July - August

Hold initial informational meetings and or telephone interviews with:
South Glengarry Arts Culture and Heritage Advisory Committee Glengarry Archives,

Proposal for an integrated North/South Glengarry Heritage Tour

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Glengarry History, Friends of the St. Raphael's Ruins, Nor'Westers and Loyalist Museum, Sir John Johnson House Committee, South Glengarry Heritage Committee, Glengarry Celtic Music Hall of Fame, the Glengarry Fencibles Trust, The Martintown Mill Preservation Society.

DELIVERABLE: Summary report of the consultation with stakeholder groups.

4. FOCUS MEETING WORKSHOP **Mid August**

Meeting will be held to solicit views from knowledgeable invited participants related to the types of themes and stories that could be told as part of a tour. The participants will be invited to validate themes already identified, suggest any additional stories that could be explored, and brainstorm ways and means to convey and express themes. Questions to be answered in the workshop include the following:

What stories must be told?

What stories would people be a delight to tell/hear about Glengarry Township?

Which sites/historic features are to be included on the tour?

What cultural resources and resource types are unique to the Township?

DELIVERABLE: A report outlining the key messages and stories underlying our strategy for the tour along with background information from this session. Preliminary list of cultural resources broken down by type and theme.

5. HERITAGE RESOURCE INVENTORY AND ANALYSIS **End of July**

The purpose of this task is to firm up the following activities:

- a) identify existing resources relating to the interpretive themes identified (from the review of resource materials as well as the interviews undertaken)
- b) validate/refine the themes already identified; identify need / desirability of additional themes;
- c) develop complete inventory of resources appropriate to interpretive themes identified.

DELIVERABLE: A complete inventory of resources appropriate to the stories being told. This will include a matrix matching-up the information identified with potential locations and outline themes for the stories being told.

PART 2 – BRANDING DESIGN, INTERPRETIVE WRITING AND SPECIFICATIONS

6. INTERPRETIVE PLAN AND THEMATIC MAP OF THE TOWNSHIP **September**

It is at this point that we will bring together the information and prepared a detailed interpretive plan will be developed, including the following elements:

Proposal for an integrated North/South Glengarry Heritage Tour

- overall interpretive direction
- message / media matrix
- conceptual plan outlining interpretive nodes, themes and visitor experience
- physical and programmatic mapping to other attractions in the vicinity
- proposed corridor(s) identification and timeframe

DELIVERABLE: Graphic-Design treatments and concepts

7. CONTENT DEVELOPMENT INTERPRETIVE WRITING **End of September**

This will consist of an identification of the core messages underlying each theme, as well as the specific writing that would form the content of labels, interpretive panels, web-site collateral content, etc. - Consolidate core messages, including storylines and outline text based on approved information/matrix developed earlier.

DELIVERABLE: In- depth research and editorial copy

8. INTERPRETIVE NODE AND CORRIDOR IDENTIFICATION **August**

This will identify the key features and places (nodes and corridors) where interpretive messaging will take place (for exhibits and experiences).

DELIVERABLE: On site meeting with committee and stakeholders presenting the print and web solutions being suggested in Task 7 & 8. . Following this meeting the client will provide revisions, approval before we can proceed.

9. GRAPHIC-DESIGN ELEMENTS **mid to late September**

Draft final artwork: this task will complete the development of graphic-design layouts, panel types, murals, images (artifacts) and text placement.

DELIVERABLE: Onsite scanning of high resolution historic photos and other related materials.

10. DESIGN, INTERPRETIVE WRITING & SPECIFICATIONS REPORT **late September early October**

Hard copies (camera-ready art) of all materials will be developed.

DELIVERABLE: A detailed report will be prepared that encompasses the concept and approach with a detailed design and implementation plan and budget for any printing/fabrication needed.

11. REVISION TO SPECIFICATIONS REPORT, AS REQUIRED late October early November

Any required revisions to the 'Specifications Report' will be made in this final task.

DELIVERABLE: It is assumed that there will be two opportunities for client input and review.

12. PUBLIC PRESENTATION late November

A presentation will be made by the team outlining the scope and appearance of the Glengarry Heritage Tour, which will include a discussion about the methodology and thematic approach along with the Tour and the stories being told.

DELIVERABLE: Formal multimedia presentation.

BUDGET

We are prepared to undertake the work for \$20,000 in fees and 3,000 in expenses.

Terms of Payment: 25% upon contract execution, 40% progress payment. 35% upon satisfactory completion of the project. Expenses will be invoiced as a lump sum as part of the first payment contract execution.

TIMELINE

The timeline for the submission of deliverables will follow the work plan as revised in this proposal.



Solutions
with a
focus on
Heritage

John J. Stewart

Principal, Landscape Architect, Cultural Heritage Planner

John J. Stewart, B.L.A., O.A.L.A., C.S.L.A., CAHP Principal of Commonwealth has extensive experience in cultural tourism, economic development, and cultural planning. A graduate of the University of Guelph (Canada), he received additional training at Cornell University (USA) and Oxford University (UK) and holds a diploma in the Conservation of Monuments from Parks Canada. Before Commonwealth's formation, Mr. Stewart served for four years as the first director of Heritage Canada's Main Street Program, and in this capacity was responsible for initiating, developing and ongoing supervision of downtown revitalization projects across the country. His innovative revitalization work charted a path whereby business and property owners actively participated in reviving their own communities.

EDUCATION

- B.A., Fine Art, University of Guelph, 1968
- B.L.A., Landscape Architecture, University of Guelph, 1972

PUBLIC SERVICE & PROFESSIONAL ASSOCIATIONS

- Member, Canadian Society of Landscape Architects CSLA
- Member, Ontario Association of Landscape Architects ASLA
- Member, Canadian Association of Heritage Professional CAHP|ACECP
- Member, Perth L.A.C.A.C., 1981-87
- Past Chair, Perth Museum Board 1982-2000

BOOKS

- *Perth, Tradition and Style in Eastern Ontario*. Larry Turner and John J. Stewart. Toronto: Natural Heritage 1992.

RELEVANT PROJECTS CULTURAL TOURISM

- "A Cultural Landscape Conservation Management Strategy for the Mackenzie King Estate" Volumes 1-3 National Capital Commission, Gatineau Park, 2005.
- "Conservation Strategy" Allan Gardens, Toronto, City of Toronto 2007.
- "Cultural Heritage and Tourism Impact Statement" for Bow Lake Wind Farm Phase 1 and Phase 2, Algoma, Ontario 2012.
- "Statement of Cultural Values and Heritage Impact Statement" for Lansdowne Park Redevelopment" City of Ottawa 2010.
- "Heritage Interpretation Master Plan for Old Town Toronto", City of Toronto, Heritage Preservation Services, revised 2012.
- Fort William Historical Park, Thunder Bay Cultural Heritage Evaluation Ministry of Tourism Culture and Sport 2015.
- **Cultural Heritage Impact Statements:** Canadian Film Centre, Toronto 2011; Ontario Place, Urban Park & Waterfront Trail, Ministry of Tourism Culture & Sport 2013; Lebreton Flats Redevelopment Proposal, Rendezvous Lebreton Team 2015.
- **Statements of Significance:** Queen's Park Complex Toronto Ontario. Horticulture Building, Lansdowne Park, City of Ottawa 2010; Ontario Fire College, Gravenhurst Ontario, Infrastructure Ontario; Ontario Provincial Police Headquarters, Orillia, Ontario, Infrastructure Ontario 2008.
- Heritage Consultant for the Development of a Tourism Master Plan for the Island of Barbados, Ministry of Tourism, 2002 Updated 2012.
- Development Plans, Pinhey's Point Museum, and Cumberland Township Museum, City of Ottawa 2012 - 2013

A full resume is available upon request.



Ian J. Hunter

Architectural Conservation Technologist, Building Conservation, Research

■
Solutions
with a
focus on
Heritage

Ian Hunter, Dipl. brings to the team an experienced Conservation Technologist specializing in conservation plans, research, statements of significance, condition assessments, record drawings and architectural investigations. Hunter has completed a number of research projects associated with a wide variety of historic and cultural sites from the small to the large scale including: Old Town Toronto, Tay Valley Township, Leonard Tavern, Mackenzie King Estate, Queens Park Complex, Pinhey's Point Museum, Lansdowne Park, and LeBreton Flats among a few. Site specific research is a typical component of most of his work.

Education Diploma, Architectural Conservation Technology, St. Lawrence College, Brockville, Ontario. 1982

Employment: Conservation Technologist, Commonwealth 1986 - 2016

Years with Commonwealth: 25

Main Conservation and Restoration Projects with a Research Component

Cultural Heritage Impact Statements – Assorted, 2012-2015

Assisted in the development of a number of Cultural Heritage Impact Statements for new development within or adjacent to properties designated under Part IV and V of the Ontario Heritage Act. Undertook the background research and analysis related to the cultural values or interest of the development site which included a comprehensive written statement supported by primary and secondary research material focused on the development history of the site. Developed statements outlining the impacts both positive and adverse that the proposed development may have on the cultural values associated with the site. Developed alternative conservation or mitigation strategies aimed at limiting the impact of the proposed development.

Conservation Plan – Horticulture Building Lansdowne Park, Ottawa 2010-11

Developed a conservation plan in association with a conservation architect and a structural engineering firm. The plan includes a conservation strategy, a detailed condition assessment of the exterior masonry, windows (traditional wood and multi-pane steel sash), and other character-defining architectural elements. The plan provides an approach to the rehabilitation and will guide the development of the contract drawings and specifications.

Statements of Significance for Built and Landscape Resources Various 2007 – 2008.

Evaluated and developed statements of significance for the Cecil Facer Youth Centre located in Sudbury, Ontario; three Ontario Cottages located on the site of the Ontario Provincial Police Headquarters in Orillia, Ontario; and the evaluation of Scott Hall and the Director's Residence located on the Ontario Fire College site in Gravenhurst Ontario. The evaluations were required by the ORC as the buildings were older than 40 years of age and it is government policy to evaluate building for their heritage significance and associated values. The statement of significance documents and communicates the heritage values associated with a heritage site. It explains why it is important and the key attributes of the resources including materials, features, proportions, spatial relationships, views, artefacts and uses that should be preserved to maintain heritage value.

Architectural Salvage, Firestone House, Rocklife Park, Ottawa, Ontario 2007

Led a team of contractors who were dismantling interior building components and finishes that were integral to the public art gallery Firestone established in his residence in Rocklife Park. Work included as-found documentation, verification of as-built drawings and, devising a cataloguing system so that components could be installed in a new gallery containing the firestone art collection. The most challenging aspects of the work was devising a means by which a bronze

clad steel stair could be removed and stored without having to dismantle and catalogue the approximately 500 bronze, steel, marble and wooden components.



APPENDIX A for North Glengarry Heritage Tour Proposal

Annie Dalton has over 25 years experience in the field of branding and graphic design with a in-depth focus on heritage and cultural tourism and economic development. Annie is a cooperative, entertaining and productive team player who enjoys the synergy of working together with her clients towards a common goal and takes pride in both the positive experiences and positive results from each client collaboration.

EDUCATION

- Fine Arts Diploma, Double Major - Sculpture / Printmaking, St. Lawrence College, Kingston, Ontario, 1979
- Art Fundamentals Diploma, Sheridan College, Oakville, Ontario, 1976

SELECTED TOURISM & ECONOMIC DEVELOPMENT PROJECTS

- County of Lanark, Ontario
- Lanark County Tourism Association
- Lanark Highlands, Ontario
- Heritage Perth, Ontario
- Mississippi Mills, Ontario
- Perth & District Chamber of Commerce, Ontario
- Town of Smiths Falls, Ontario
- Stewart Park Festival, Perth, Ontario
- Tay Valley Township, Ontario

SELECTED BRANDING & EXHIBIT DESIGN

- AgCare, Guelph, Ontario
- Blue Jay Creek Fish Culture Station Visitor Centre, Manitoulin Island, Lake Huron
- Canada Agriculture and Food Museum, Experimental Farm, Ottawa, Ontario
- Cobalt Historic Mining Camp, Northern Ontario
- Craigdarroch Castle, Victoria, BC
- Dark Tickle Berries Museum, Giquet, Newfoundland
- Deaf Culture Centre, Historic Distillery District, Toronto, Ontario
- Discovery Harbour Visitor Centre, Penetanguishene, Georgian Bay, Ontario
- Heritage Discovery Centre, Sault Ste. Marie, Ontario
- Energy Park, Canada Agriculture Museum at Experimental Farm, Ottawa, Ontario
- Ermatinger-Clergue National Historic Site, Sault Ste. Marie, Ont
- Frederic Remington Art Museum Children's Education Center, Ogdensburg, NY
- Lake Huron North Channel Historic Trails, Blind River to Spanish, Northern Ontario
- Matheson House - Home of Perth Museum
- Misery Bay Nature Interpretive Centre, Manitoulin Island, Lake Huron
- Mackenzie King Estate Visitor Centre, Nation Capital Commission, Gatineau, Quebec
- Metcalfe Geoheritage Park, Almonte, Ontario
- Moose Factory Island Visitor Centre, Northern Ontario
- Royal Botanic Gardens, Hamilton, Ontario
- S.O.S. (Save Our Shipwrecks), Kingston, Ontario
- Sealskin Boot Museum, Great Northern Peninsula, Newfoundland
- St. Lawrence Parks Commission - Fort Henry, Kingston, Ontario
- Ogdensburg 1890s Post Office Interpretive Center, Ogdensburg, New York
- Portrait Gallery of Canada, Ottawa, Ontario
- Presqu'île Provincial Park Visitor Centre, Lake Ontario



REFERENCES

■ City of Toronto

Paul Maka, Heritage Planner
416 338 1077
paul.maka@toronto.ca

Old Town Toronto Heritage Interpretive Master Plan

Commonwealth in association with Form Media (Halifax) developed an interpretive strategy that encourages both locals and an ever-expanding base of visitors to discover, and participate in the broad range of historic resources in Old Town Toronto or York. Rather than a single-focused interpretive experience we built our stories incrementally around a series of nodes and corridors, creating a campus of linked interpretive experiences. Building on the idea of Old Town as a unified district with strong themes and stories to communicate interpretive installations, programs, tours, lighting, plaques and markers and public art created a web of sites that visitors are drawn to again and again.

■ Lanark County Tourism

Ongoing projects

Marie White, Tourism Manager
613 267 4200 x 1530
mariew@county.lanark.on.ca

Ongoing projects

Over a span of twenty years, Annie Dalton provided ongoing design work for Lanark County including logo design, branding development and strategies, print materials, promotional ads, highway signage, municipal signage, maps, a special products such as the Lanark County Seven Wonders tour.

■ Tay Valley Township

Noelle Reeve, Planner
613 267 5353
nreeve@tayvalleytp.ca

Ongoing projects

Commonwealth undertook the historical research on the small hamlets located in the township as part of the 200th anniversary of the township. The research provided historical snapshots of the physical, cultural and social development of the hamlets.

Annie Dalton created illustrative hamlet signs for each of the historical hamlets. In addition to this she developed an entire branding strategy for the township comprised of highway entrance signs, printed materials and graphic displays for use at special events and trade shows. As a special project for 2016, Annie designed a commemorative calendar for the 200th anniversary - chock full of historical timelines, historic photos and featuring hand-coloured vintage postcards.



STAFF REPORT

S.R. No. 90-16

PREPARED BY: Joanne Haley- GM- Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 11, 2016

SUBJECT: Operation of the Char Lan Arena Canteen

BACKGROUND:

1. In the Fall of 2010, Council directed Administration to contract out the operation of the canteen at the Char Lan Arena. On January 1, 2011, Council entered into a contract with DHM Sports Ltd. to operate the canteen until July 31, 2012. In January 2012, DHM Sports Ltd. subcontracted the canteen to Canadian Ponds.
2. In June 2012 and 2014, Requests for Proposals (RFP) were issued to contract out the operation of the Canteen from August 1, 2012 to July 31, 2014 and from August 1, 2014 to July 31, 2016. These contracts were awarded to Canadian Ponds for both lease terms.
3. Because the contract/lease agreement will expire on July 31, 2016, Administration prepared a Request for Proposal which was issued on May 26, 2016 and closed on June 16, 2016 at 12:00pm.

ANALYSIS:

4. The RFP was advertised in The Glengarry News, The Standard Freeholder and on the Township's website.
5. Only one proposal was received; Canadian Ponds submitted their proposal on Tuesday June 14, 2016. This proposal is proposing a monthly rent of \$200.00 from September to March annually which consistent with the current lease arrangement that has been in effect since 2014. Administration has reviewed the proposal and recommends to Council that the selected operator be Canadian Ponds; details of the proposal can be found in the chart below:

	Canadian Ponds
Proposed Monthly Rent	\$200.00 + HST
Experience	<ul style="list-style-type: none"> • Currently operates the Char Lan Arena Canteen • We have received many compliments on their operation

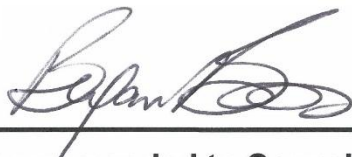
Value Added Service	Has the Safe Food Handling Course, Safe Lifting Training, Occupational Health and Safety Awareness Training for Supervisors in Ontario, Using a Fire Extinguisher Training, Bill 168 Training, WHMIS and CPR
	Will provide healthy snacks.
	Will support and donate to community events (they have in the past)
	Family owned business therefore they can easily increase staff for busier events

ALIGNMENT WITH STRATEGIC PLAN: N/A**IMPACT ON 2016 BUDGET:**

The submission received is in line with the 2016 approved budget as revenue in the amount of \$200.00 per month from January to March and September to December has been budgeted for.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 90-16 be received and that the Council of the Township of South Glengarry Authorize the Mayor and Clerk to enter into a 2 year lease agreement with Canadian Ponds commencing on August 1, 2016 to July 31, 2018 for the operation of the Canteen at the Char Lan Arena.



**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
(the "Municipality")
and
Canadian Ponds,
corporation incorporated pursuant to the laws of Ontario
(the "Operator")

WHEREAS:

- 1. The Municipality is the owner of the food and drink concession (located in the Char Lan Recreation Centre (the "Facility"), Williamstown, Township of South Glengarry, County of Glengarry, known for municipal purposes as 19740 County Road 17, Williamstown, Ontario, (hereinafter referred to as the "Canteen").
- 2. The Municipality has agreed to lease the Canteen located on the lands hereinbefore described, on the terms and conditions hereinafter set out;

IN CONSIDERATION of the covenants and agreements reserved and contained on the part of the Operator to be observed and performed, the Municipality and the Operator agree as follows:

1. GRANT AND TERM

- (a) The Municipality grants to the Operator the right to operate the Canteen at the Facility subject to the terms and conditions of this Agreement.
- (b) The term of this Agreement is for 2 years, commencing on August 1, 2016 and terminating on July 31, 2018.
- (c) An add on agreement is possible.

2. AREA OF OPERATION

- (a) The area to be occupied is the current location of the Canteen, on the lower level of the Facility.
- (b) Any equipment provided by the Municipality for use by the Operator shall be left in as is condition, reasonable wear and tear excepted.
- (c) The area of operation shall be restored as closely as possible to the condition it was in when it was first occupied by the Operator pursuant to this Agreement.
- (d) The Operator shall not use the area of operation, nor shall he permit others to use the area of operation, for any other purpose than the purposes of operating the Canteen to provide food and beverage service and hockey and sport supplies to Facility users.
- (e) The Operator shall keep the area of operation clean, clear of waste, paper, garbage, combustible materials and obstructions, and shall not cause or permit any noises and odours which would constitute a nuisance to emanate from the area of operation.

3. HOURS OF OPERATION

- (a) The Operator agrees to operate the canteen during the following hours:

Monday- 4:30 PM -9:30 PM

Tuesday- 4:30 PM– 9:30 PM

Wednesday- 4:00 PM – 10:30 PM

Thursday- 4:00 PM – 10:00 PM

Friday- 3:30 PM- 9:30 PM

Saturday- 6:30 AM- 1:30 PM and 6:30 PM to 11:00 PM (only during Char Lan Junior B- Rebel's Games)

Sunday- 6:30 AM- 9:00 AM and 12:00 PM – 6:30 PM

- (b) The Operator is permitted to operate the canteen outside of the required hours however the hours of operation must coincide with the hours of operation of the Char Lan Recreation Centre.
- (c) The Operator agrees that the required hours of operation of the Canteen are subject to change with a minimum of 48 hours written notice. This includes “off season” (summer) hours. An e-mail is an acceptable method of written notice to the operator.

4. FOOD SERVICE AND QUALITY

- (a) The Operator agrees not to interfere with functions that occur within the Char Lan Recreation Centre where food service is provided.
- (b) The sale of alcohol and tobacco will not be permitted.
- (c) The Operator will ensure that its staff will provide efficient and courteous service. The Operator will ensure that products served are well-prepared and that cleanliness and the overall conduct of the business will meet all local, provincial, and federal standards. Notwithstanding the above, the Municipality reserves the right to approve menus, hours of operation, inspect food quality and site cleanliness and ensure adherence to all relevant codes and legislation.

5. COMPLIANCE WITH LAWS

- (a) The Operator shall comply with all applicable statues, laws, by-laws, regulations, ordinances, notices and orders, whether federal, provincial, municipal or otherwise, at any time in effect during this agreement, and all rules and requirements of the police and fire departments, or governmental authorities.
- (b) The Operator shall obtain and pay for all necessary permits and licenses required to permit its operation of the Canteen, and shall not do or suffer to be done anything in violation of any laws, ordinances, rules or requirements.
- (c) Any costs or taxes incurred or required to comply with laws, by-laws or regulations shall be assumed by the Operator.

6. MONTHLY PAYMENTS

- (a) The monthly payment to the Municipality is two hundred dollars (\$200.00), payable in advance on the first day of each month from September through to March during the term of this agreement. Any taxes payable or imposed on this amount shall be in addition to the monthly payment and shall be paid monthly with the monthly

installments.

- (b) Included in the monthly amount shall be electricity, heat, air conditioning, maintenance and repairs of the Canteen area and equipment such as; Microwave, Coffee Maker, Freezer, Coca Cola fridges and Coca Cola Vending Machine.

7. OVERHOLDING OF OPERATORS

In the event that the Municipality shall permit the Operator to remain in occupation of the area of operation without objection by the Municipality and after the expiration of the term and any extension or extensions thereof, this Agreement shall be deemed to be extended on a month to month basis and the annual monthly payments in accordance with Clause 8 will continue.

8. ASSIGNMENT

The Municipality and the Operator covenant and agree that the Operator shall not at any time assign this agreement without the written consent of the Municipality, which consent shall not be unreasonably withheld, and in the event of any such assignment, the Operator agrees that it will provide the Municipality with a true copy of the instrument of assignment.

9. LIABILITY AND INDEMNITY

- (1) The Operator shall be liable for and indemnify and save harmless the Municipality from any and all losses, liabilities, damages, costs, claims, suits or actions arising out of:
 - (i) Any breach, violation, or non-performance of any covenant, condition, agreement or other obligation in this agreement set forth and contained on the part of the Operator to be fulfilled, kept, observed or performed, and
 - (ii) Any damage to property and any injury to any person (including death) resulting or occasioned by any wrongful act, default, omission or negligence of the Operator and those for whom it is in law responsible, occurring in or on the area of operation or any part thereof.
- (2) The Municipality shall be liable for and indemnify and save harmless the Operator from any and all losses, liabilities, damages, costs, claims, suits or actions arising out of:
 - (i) Any breach, violation, or non-performance of any covenant, condition, agreement or other obligation in this agreement set forth and contained on the part of the Municipality to be fulfilled, kept, observed or performed, and
 - (ii) Any damage to property and any injury to any person (including death) resulting or occasioned by any wrongful act, default, omission or negligence of the Municipality and those for whom it is in law responsible, occurring in or on the Facility or any part thereof.
- (3) If the Municipality or the Operator ("non-defaulting party") shall, without fault on its part, be made a party to any litigation commenced against the other ("defaulting party"), the defaulting party shall protect, indemnify and hold the non-defaulting party harmless and shall pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred and paid by the non-defaulting party with such litigation.

10. INSURANCE

- (1) The Municipality shall insure the building against insurable risks.
- (2) The Operator shall be responsible for placing insurance upon the contents of the Canteen.
- (3) The Operator agrees to provide by way of self-insurance comprehensive public liability insurance pertaining to the operations in the amount of \$2,000,000.00 with

the Municipality as an additional named insured and a provision for cross liability under the insurance policy, and to furnish the Municipality with an updated certificate of insurance throughout the term.

- (4) The Operator shall provide to the Municipality a certificate in good standing from the Workplace Safety and Insurance Board.

11. MAINTENANCE AND REPAIRS

- (1) The Municipality shall maintain the grounds.
- (2) The Municipality agrees to provide, throughout the term of this Agreement, such utilities as the Operator may reasonably require including water, electric power or energy, steam or hot water; but the Municipality shall not be liable for the failure to provide such utilities when such failure is beyond the Municipality's control.

12. ALTERATIONS, PARTITIONS, IMPROVEMENTS

- (1) Before undertaking any alterations, partitions or improvements, the Operator shall submit to the Municipality a plan showing the proposed alterations and shall obtain the approval and consent of the Municipality to the same.
- (3) All such alterations shall conform to all building regulations then in force affecting the Facility.
- (4) Such alterations will not be of such kind or extent as to in any manner weaken the structure of the building after the alterations are completed or reduce the value of the building.
- (5) Except as herein provided, the Operator will not erect or remove or change the location or style of any partitions or fixtures without the written consent of the Municipality being obtained.
- (6) At the expiration of the term hereby granted or any renewal thereof, the Operator shall have the right to remove its fixtures (but not the Agreement hold or structure improvements which shall remain the property of the Municipality) provided the Operator makes good all damage occasioned to the Facility or the area of operation by the taking down or removal thereof.
- (7) It is understood and agreed that, notwithstanding the other provisions of this agreement, if the building is damaged or destroyed by fire, lightning or tempest or by other casualty against which the Municipality is insured, so as to render the Facility unfit for the purpose of the Operator or incapable of access, the monthly payment hereby reserved or a proportionate part thereof, according to the nature of the damage to the Facility, shall abate until the Facility is rebuilt. The Municipality agrees that it will with reasonable diligence repair the Facility and make the same capable of access, unless the Operator is obliged to repair under the terms hereof or unless this agreement is terminated as hereinafter provided. If the Facility is damaged or destroyed by any cause whatsoever such that in the opinion of the architects of the Municipality the Facility cannot be rebuilt or made fit for the purposes of the Operator within 90 days of the damage or destruction, the Municipality instead of making the Facility fit for the Operator may at its option determine this agreement by giving to the Operator within 30 days after such damage or destruction, notice of termination and thereupon monthly payments and any other payment for which the Operator is liable under this agreement shall be

apportioned and paid to the date of such damage and the Operator shall immediately deliver up possession of the Canteen to the Municipality. Irrespective of whether the Canteen and/or the Facility are damaged or destroyed, in the event that 50% or more of the area in the building is damaged or destroyed by any cause whatsoever such that in the opinion of the architects of the Municipality the same cannot be rebuilt or made fit for the purposes of the Operator within 90 days of the damage or destruction, the Municipality may at its option determine this agreement by giving to the Operator within 90 days after such damage, notice of termination 60 days after delivery of the notice of termination. Any payments for which the Operator is liable under this agreement shall be apportioned and paid to the date on which the Facility was damaged.

13. TERMINATION

If the Operator refuses or fails to comply with any of the terms and conditions of this agreement or with any other reasonable order or request of the Municipality and such refusal or failure continues for thirty (30) days after written notice is given to the Operator setting out the particulars of such refusal or failure where compliance is not, with reasonable diligence, possible within such thirty day period, if the Operator fails to commence efforts to comply within those thirty days and thereafter diligently pursue those efforts, the Municipality shall have the right, at its sole option, to terminate this agreement forthwith by notice in writing to the Operator and thereupon the rights of the Operator shall immediately cease, determine and be at an end, and all moneys payable under this agreement shall immediately become due and payable and the Municipality shall not be liable for payment to the Operator of any moneys whatsoever by reason of such termination. Where the agreement is terminated in accordance with the foregoing, the Municipality, without limit to the generality of the foregoing:

- (a) May remove the Operator's fixtures or chattels from the area of operation by force if necessary and neither the Municipality or its servants, agents or employees shall be liable in damages or otherwise to the Operator. There shall be no compensation payable for any improvements made by the Operator and such improvements shall become the absolute property of the Municipality.
- (b) Shall be deemed free to enter into an agreement with any other person or persons for the operation of the Canteen.

14. NOTICE

Any notice to be given pursuant to this agreement shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or mailed, prepaid and registered; in the case of the Municipality addressed to the Clerk/Treasurer, the Corporation of the Township of South Glengarry, and, in the case of the Operator, [47 St. George Street West, Alexandria, Ontario, K0C 1A0], or such other address as the parties may designate by notice in writing. The date of receipt of any such notice shall be deemed to be the date of delivery, if such notice is served personally or, if mailed, 24 hours after such mailing.

15. PAYMENTS

All payments hereunder shall be made to the Municipality, the Corporation of the Township of South Glengarry, to the attention of the Treasurer, 6 Oak Street, P.O. Box 220, Lancaster, Ontario K0C 1N0 or at the Char Lan Recreation Centre, 19740 County Road 17, Williamstown, Ontario.

16. BUSINESS AGREEMENT ONLY

This agreement shall not, nor shall anything in this agreement, be construed to, constitute an agency, partnership or joint venture between the parties hereto or the relationship of landlord and tenant or a contract of employment.

17. NON-WAIVER

No condoning, excusing or overlooking by the Municipality of any default, breach or non-observance by the Operator at any time or times in respect of any provision of this agreement shall operate as a waiver of the Municipality’s right under this agreement in respect of any continuing or subsequent default, breach or non-observance or so as to defeat or affect in any way the rights of the Municipality herein in respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Municipality save only by express waiver in writing. And the doing of anything by the Municipality required by this agreement to be done by the Operator shall not relieve the Operator of his or her continuing obligation to do that thing.

18. GOVERNING LAW

This agreement shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties have affixed their respective corporate seals attested by the hands of their respective officers duly authorized.

SIGNED SEALED AND DELIVERED this ____ day of July, 2016.

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

Ian McLeod, Mayor

Marilyn Lebrun, Clerk

Per:
Canadian Ponds
Myles Gallant
(I have authority to bind the corporation)

Per:
Canadian Ponds
Lori Gallant
(I have authority to bind the corporation)

Witness
Joanne Haley, GM Community Services



STAFF REPORT

S.R. No. 91-16

PREPARED BY: Marilyn LeBrun - Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 11, 2016

SUBJECT: Road Widening Proposed By-law - Beaverbrook Road - Lamarche

BACKGROUND:

1. The parcel of land was conveyed to the Township of South Glengarry for road widening purposes on Beaverbrook Road in 1996.
2. The owners' solicitor will registered the deed transferring the land to the Township of South Glengarry on Part of Lot 32, Concession 7, and Part of 14R-3278. The by-law will be forwarded to the solicitors to be registered on title.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

IMPACT ON 2016 BUDGET:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 91-16 be received and the Council of the Township of South Glengarry pass By-law No. 58-16, being a by-law to accept certain lands as a road allowance within the Township and to dedicate the same for public use as a Public Highway be read a first, second and third time, passed, signed and sealed in Open Session this 11th day of July 2016.

**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

SG-F-16

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 58-16
FOR THE YEAR 2016**

***BEING A BY-LAW TO ACCEPT CERTAIN LANDS AS ROAD
ALLOWANCES WITHIN THE TOWNSHIP AND TO DEDICATE
SAME TO THE PUBLIC USE AS PUBLIC HIGHWAY.***

WHEREAS the Corporation of the Township of Charlottenburgh, the Corporation of the Township of Lancaster, and the Corporation of the Village of Lancaster amalgamated to form the Corporation of the Township of South Glengarry;

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

1. **THAT** the Corporation of the Township of South Glengarry accepts the conveyance listed on Schedule "A" attached hereto and forming part of this by-law:
2. **THAT** the conveyances referred to on Schedule "A" attached hereto are hereby accepted as road allowances and dedicated to the public use as Public Highway.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED
AND SEALED IN OPEN COUNCIL THIS 11th DAY OF JULY 2016***

MAYOR:

CLERK:

Schedule “A” to By-law 58-16

Description of lands accepted by the Township of South
Glengarry as Road Allowances:

Lot #	Concession	Part	PIN #	Reference Plan	Registry Date
Part of Lot 32	Conc. 7 (C)	5	67118-0281 (LT)	14R-3278	Oct 6, 1989
<i>(formerly) Part of Lot 32</i>	<i>Conc. 7 (C)</i>	<i>1</i>		<i>14R-0731</i>	<i>June 9, 1976</i>

- C = Former Township of Charlottenburgh
- L = Former Township of Lancaster

Road Widening Beaverbrook Road



STAFF REPORT

S.R. No. 92-16

PREPARED BY: Kevin Lalonde, Director of Development & Chief Building Official
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: July 11, 2016
SUBJECT: Appointment of Inspector & By-law Enforcement Officer

BACKGROUND:

1. The Township of South Glengarry recently created the position of Building Official 1. The duties of this position include administering and enforcing the *Building Code Act*, S.O. 1992, C.23, as amended, the Ontario Building Code and municipal by-laws.
2. The Township of South Glengarry has recently hired Nicole Lowey to fill the new position of Building Official 1. In order for Nicole Lowey to fulfill this role, she is required to be appointed as an Inspector by Council as per Section 3.(2) of the *Building Code Act*, S.O. 1992, C.23, as amended and to also be appointed as a By-law Enforcement Officer as permitted by the *Municipal Act 2001*, S.O. 2001, c.25
3. The attached by-law proposes to appoint Nicole Lowey as an Inspector and By-law Enforcement Officer.

ALIGNMENT WITH STRATEGIC PLAN:

GOAL # 3 - Strengthen the effectiveness and efficiency of our organization.

IMPACT ON 2016 BUDGET:

The creation of the new position of Building Official 1 had been included in the 2016 budget.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 92-16 be received and that the Council of the Township of South Glengarry adopts By-law No. 57-16, being a by-law to appoint Nicole

Lowey as an Inspector and By-Law Enforcement Officer be read a first, second, and third time, passed, signed, and, sealed in open Council this 11th day of July, 2016.

A handwritten signature in black ink, appearing to read 'Bryan Brown', is written over a horizontal line.

**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

SG-E-14

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 57-16
FOR THE YEAR 2016**

A BY-LAW TO APPOINT AN INSPECTOR AND BY-LAW ENFORCEMENT OFFICER

WHEREAS Section 3.(2) of the *Building Code Act*, S.O. 1992, C.23, as amended, requires that a council of a municipality appoint a chief building official and such inspectors as are necessary for the enforcement of the *Building Code Act* in the areas in which the municipality has jurisdiction;

AND WHEREAS the *Municipal Act 2001*, S.O. 2001, c.25 as amended, authorizes the Council of any municipality to appoint certain officers and employees as may be necessary for the purposes of the corporation, or for carrying into effect or enforcing any Act or By-law of the council;

AND WHEREAS pursuant to the *Provincial Offences Act* R.S.O. 1990, P. 33 as amended, Council of the Corporation of the Township of South Glengarry wishes to appoint a by-law enforcement officer for the enforcement of the municipality's by-laws;

NOW THEREFORE the Council of the Corporation of the Township of South Glengarry enacts as follows:

- 1. **THAT** Nicole Lowey be appointed as an Inspector for the purpose of administering and enforcing the *Ontario Building Code Act* S.O. 1992, C.23. and a By-law Enforcement Officer for the purpose of administering and enforcing municipal by-laws.
- 2. **THAT** this appointment be for the term of employment in this position with the Corporation and terminate upon release as an employee.

READ A FIRST, SECOND, AND THIRD TIME, PASSED, SIGNED, AND, SEALED IN OPEN COUNCIL THIS 11th DAY OF JULY, 2016.

Mayor_____ **CLERK**_____



STAFF REPORT

S.R. No. 93-16

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: July 11, 2016

SUBJECT: MTO Summerstown Dome

BACKGROUND:

1. At the May 24, 2016 Council Meeting, Council was advised of the MTO plans to construct a new winter material storage facility at the Summerstown Patrol Yard to replace the existing domes.
2. The MTO has estimated the cost for a new stand-alone storage facility to accommodate the Township's storage of winter materials at \$375,000.00.
3. Council directed administration to move forward with formal discussions on the project and further investigate related costs.
4. Administration contacted MTO and questioned the need for 2 separate facilities, as we are confident that measures could be put in place that would address any safety and liability concerns and that one facility would be much more efficient at a much lower cost.
5. The Township also requested a long term lease agreement for the use of the facility and that the MTO consider allowing the Township to pay the capital costs to the Province over a period of time.

ANALYSIS:

6. The MTO has responded to the Township's requests and has advised that they would entertain a long term lease agreement for the new facility.
7. The MTO has reiterated that they will not consider a single storage facility for both the Area Maintenance Contractor and the Township to share, due to their concerns with liability and safety.

8. The MTO will not consider allowing the Township to pay back the capital costs to the Province over a period of time.
9. Administration has also been considering the option of constructing our own storage facility on Township owned lands on Airport Road.
10. The Airport Road lands are located near the Airport and would be ideal given that there are no homes in the proximity of the property. This location would have very little to no impact on the level of service or cost-effectiveness of delivering this service and would most likely be more efficient for the Township, as we would not have to wait for the Contractors loader to load material.
11. The estimated cost for a Cover All style Building is \$20.00 per square foot. Included in this cost would be a Concrete Floor, 6 Foot Side and end walls, and a polyethylene fabric covering.
12. The Size of the building that was planned for the Summerstown site is 120 ft by 80 ft or 9600 square feet. The cost for the facility at \$20.00 per square foot would be \$192,000. There would also be costs to construct a yard, fencing, utilities and to purchase a loader, however it would not be expected that these costs would exceed the \$375,000 that has been estimated by MTO for a new facility at the Summerstown Patrol Yard.
13. The Township could further benefit from participating in the SDG Joint Tender for Winter Salt as we currently purchase salt directly from the Area Maintenance Contractor and do not have control measures in place for the price or quantity of salt that we are invoiced for.

ALIGNMENT WITH STRATEGIC PLAN:

14. The construction of a new Winter Storage Facility would align with the Township's following strategic goals.

Goal 2 Invest in infrastructure and its sustainability

Goal 3 Strengthen the effectiveness and efficiency of our organization

IMPACT ON 2016 BUDGET:

15. The construction would be scheduled for 2017 and would not impact on the current year's budget.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No.93-16 be received and that the Council of the Township of South Glengarry advise the MTO that we will not pursue a new Township Storage Facility at the MTO Patrol Yard in Summerstown; and furthermore that Council direct



administration to commence with a design and approvals process to construct a Winter Material Storage Facility on Township Lands on Airport Road for construction in 2017.

A handwritten signature in black ink, appearing to read "Bryan Brown", written over a horizontal line.

**Recommended to Council for
Consideration by:
BRYAN BROWN, CAO**

MINUTES

A meeting of the Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry was held in Council Chambers at 9:00 a.m., June 20, 2016 with Warden MacDonald in the Chair.

Present: Warden: MacDonald

Councillors: Bancroft, Boyce, Delegarde, Duncan, Fife, Hart, Locke
McDonell, McGimpsey, McLeod

CAO: Simpson

Clerk: Thomson

1. Call Meeting to Order by Resolution

Resolution No. 2016-99

Moved by Councillor McDonell

Seconded by Councillor McGimpsey

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

CARRIED

2. Adoption of Agenda

Resolution No. 2016-100

Moved by Councillor Bancroft

Seconded by Councillor McLeod

THAT Council approve the agenda.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor McLeod declared a pecuniary interest in item 6 iv) in Council agenda of June 20, 2106 and did not participate in the discussion of this item.

4. Adoption of Minutes

Resolution No. 2016-101

Moved by Councillor McGimpsey

Seconded by Councillor Bancroft

THAT the minutes of the meetings, including the In Camera minutes, of the Council of the United Counties of Stormont, Dundas and Glengarry, held May 16, 2016 and June 3, 2016 be adopted as circulated.

CARRIED

5. Delegations

Mike Mulhearn, Acting OPP Detachment Commander for SDG, attended the meeting to introduce himself as the interim SDG Commander.

Lori Greer, Executive Director, United Way, presented the County with a plaque in appreciation of the contributions made by SDG County and staff.

Judy Neville and Carol Goddard provided information and request for a commemorative designation of SDG County Road 12 as "The British Home Child Roadway".

Ross Markell and Ian Murphy of Craig, Keen, Despatie and Markell, presented the 2015 SDG Financial Statements.

Resolution No. 2016-102

Moved by Councillor McLeod

Seconded by Councillor Hart

THAT Council receive the 2015 Financial Statements for the United Counties of Stormont, Dundas and Glengarry as presented by Ross Markell, of Craig, Keen, Despatie and Markell, Chartered Professional Accountants.

CARRIED

Jim Pine, CAO of Hastings County, provided Council with an update and information on the future development of the Eastern Ontario Regional Network.

6. Action Requests

a) Corporate Services

Resolution No. 2016-103

Moved by Councillor Delegarde

Seconded by Councillor Hart

That the Council of the United Counties of Stormont, Dundas and Glengarry support the attached resolution from the Eastern Ontario Wardens' Caucus concerning the expansion of the Picton Deep Water Port/Terminal.

CARRIED

b) Financial Services

c) Transportation and Planning

Resolution No. 2016-104

Moved by Councillor Hart

Seconded by Councillor McLeod

THAT Council of the United Counties of Stormont, Dundas and Glengarry authorize the Director of Transportation and Planning Services to approve a change order based on unit rates totaling \$88,735.45 to Malyon Excavation Ltd. in order to extend the reconstruction work on County Road 14 (Newington) approximately 300 m north.

CARRIED

Resolution No. 2016-105

Moved by Councillor McGimpsey
Seconded by Councillor Delegarde

THAT Council of the United Counties of Stormont, Dundas and Glengarry authorize Transportation and Planning Services to submit the draft Official Plan for one-window comments from the Ministry of Municipal Affairs and Housing.
CARRIED

Resolution No. 2016-106

Moved by Councillor Delegarde
Seconded by Councillor Hart

THAT Council of the United Counties of Stormont Dundas and Glengarry file for information the request to enter into an encroachment agreement to maintain the existing Ultramar sign within the County right-of-way.
DEFEATED

Resolution No. 2016-107

Moved by Councillor McDonell
Seconded by Councillor Bancroft

THAT By-law No. 5062, being a By-law for the purpose of establishing an encroachment agreement for property at 182, County Road 34, (Main Street), Alexandria, Township of North Glengarry, be read and passed in Open Council, signed and sealed.
CARRIED

Resolution No. 2016-108

Moved by Councillor Delegarde
Seconded by Councillor Bancroft

THAT Council of the United Counties of Stormont, Dundas and Glengarry approve the installation of a filled ditch at 16170 County Road 36.
CARRIED

Resolution No. 2016-109

Moved by Councillor McDonell
Seconded by Councillor McGimpsey

THAT Council of the United Counties of Stormont, Dundas and Glengarry approve the installation of a new crossing surface on County Road 20 in Apple Hill for an approximate cost of \$20,000.

AND THAT the surplus funds available from the rail crossing assessment work be used to offset the cost of the installation of the new surface.
CARRIED

d) Court Services

e) County Library

7. Tenders and Quotations
Resolution No. 2016-110

Moved by Councillor McGimpsey
Seconded by Councillor Locke

THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Cornwall Gravel Company Limited for hot mix paving and other related works at their unit prices totaling \$5,336,765.40 plus H.S.T.

The joint tender includes the following:

- The United Counties of SDG (\$4,582,293.40)
- The Township of South Stormont (\$81,700.00)
- The Township of South Glengarry (\$672,772.00)

AND THAT the Director of Transportation and Planning Services is authorized to sign all necessary documents to give effect to the contract

CARRIED

Resolution No. 2016-111

Moved by Councillor Hart
Seconded by Councillor Locke

THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Cruickshank Construction Ltd. for the removal and replacement of two structures on County Road 30 at the total price of \$487,611 plus H.S.T.,

AND THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the tender from Cruickshank Construction Ltd. for the removal and replacement of four structures on County Road 2, 18, 23 and 33 at the total price of \$736,918 plus H.S.T

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

CARRIED

Resolution No. 2016-112

Moved by Councillor McGimpsey
Seconded by Councillor Locke

THAT Council of the United Counties of Stormont, Dundas and Glengarry accept the joint tender from Armtec LP for corrugated steel pipe at their unit prices totaling \$69,999.80 plus H.S.T which includes the County (\$13,011.65); North Stormont (\$11,564.70); South Stormont (\$27,899.13); South Glengarry (\$15,167.99) and City of Cornwall (\$2,356.33) and that the Director of Transportation and Planning be authorized to sign all necessary documents to give effect to the contract

CARRIED

Resolution No. 2016-113

Moved by Councillor Bancroft
Seconded by Councillor McDonell

THAT Council of the United Counties of Stormont Dundas and Glengarry authorize the Director of Transportation and Planning Services to approve ditching work on County Road 2 between Lancaster and County Road 23 through the Supplier Prequalification purchasing method to a maximum of \$170,000

AND THAT the United Counties of Stormont, Dundas and Glengarry approve the installation of subsurface drains on County Road 2 through the quotation purchasing method to a maximum of \$85,000.

CARRIED

8. By-laws

Resolution No. 2016-114

Moved by Councillor Locke
Seconded by Councillor Hart

That By-law No. 5056, being a by-law to delegate the powers and duties of the head of the municipality for the purposes of the Ombudsman Act, be read and passed in Open Council signed and sealed.

CARRIED

Resolution No. 2016-115

Moved by Councillor Hart
Seconded by Councillor Fife

THAT By-law No. 5057, being a By-law to acquire land forming part of a highway, be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2016-116

Moved by Councillor McGimpsey
Seconded by Councillor McDonell

THAT By-law No. 5058, being a By-law to authorize entering into a site plan control agreement with the Township of North Dundas and Sobeys be read and passed in Open Council, signed and sealed.

CARRIED

Resolution No. 2016-117

Moved by Councillor McDonell
Seconded by Councillor Bancroft

THAT By-law No. 5059, being a By-law to authorize an Intermunicipal Service Agreement between The Corporation of the United Counties of Stormont, Dundas and Glengarry and the City of Cornwall, The Corporation of the Township of North Stormont, The Corporation of the Township of South Stormont, The Corporation of the Township of North Dundas, The Corporation of the Municipality of South

Dundas, The Corporation of the Township of North Glengarry and the Corporation of the Township of South Glengarry be read, passed and signed in Open Council, signed and sealed.

CARRIED

Resolution No. 2016-118

Moved by Councillor Fife

Seconded by Councillor Delegarde

THAT By-law No. 5060, a by-law adopting amended Policy No. 5-4, a Collection/Write-off Policy, be read and passed in Open Council, signed and sealed.

CARRIED

9. Consent Agenda

Resolution No. 2016-119

Moved by Councillor McLeod

Seconded by Councillor McDonell

THAT all items listed under the Consent Agenda section of the Agenda be approved as recommended.

CARRIED

10. Boards and Committees

Several members of Council provided updates on Committee activities.

11. Key Information

CAO Simpson provided an update on the Economic Development Strategic Plan and the ROMA/OGRA conferences. Director of Council Services/Clerk Thomson provided information on donation request from the SDG Highlanders Regimental Museum and possible landscaping at County Administration Building. Director of Transportation and Planning deHaan provided information on speed limit reviews and roadside tree policy. Court Services Team Leader Lefebvre, provided information on third party collection agencies. Information on the facilities review of the County libraries was provided by Director of Library Services Franklin. Council received information and provided comments and direction for final reports at a subsequent meeting of Council.

12. Motions and Notices of Motions

13. Petitions

14. Miscellaneous Business

15. Unfinished Business Summary

16. Closed Session

Resolution No. 2016-120

Moved by Councillor McLeod

Seconded by Councillor Hart

THAT Council proceed in Camera pursuant to Section 239 (2) (b) of The Municipal Act S.O. 2001 personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Resolution No. 2016-121

Moved by Councillor McDonell

Seconded by Councillor Fife

THAT Council now rise and reconvene without reporting.

CARRIED

17. Ratification By-law

Resolution No. 2016-122

Moved by Councillor McDonell

Seconded by Councillor McLeod

THAT By-law No. 5061, being a by-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed.

CARRIED

18. Adjournment by Resolution

Resolution No. 2016-123

Moved by Councillor Fife

Seconded by Councillor McDonell

THAT Council adjourn to the call of the chair.

CARRIED

Warden

Clerk

Next Meeting: A convenient date will be found in late September 2016.

Adjournment: On a Motion by Bruce Munro, the meeting was adjourned.

President

Secretary

June 22, 2016

Glengarry County Archives Minutes

Meeting of the Board of Directors

June 21st, 2016, GCA, Alexandria

Present: Allan MacDonald, Jamie MacDonald, Donaldson MacLeod, Robin Flockton, Lyle Warden, Bruce Munro.

Regrets: Trevor Bougie, Jacques Massie, Marilyn Lebrun.

Agenda: Motion by Lyle Warden, seconded by Jamie MacDonald, that the Agenda be accepted. Motion carried.

Minutes: Motion by Jamie MacDonald, seconded by Donaldson MacLeod, that the Minutes of the February 25th, 2016 Board meeting be accepted ... carried.

Business Arising: Robin Flockton advised the Glengarry Historians "*Wall of Honour*" would be called "*Scroll of Honour*".

Financial: Motion by Robin Flockton, seconded by Lyle Warden, by that the YTD Financial Statements be accepted carried.

2016 Budget: Allan MacDonald provide an overview of the 2016 GCA Budget.

Acquisitions: Allan MacDonald spoke of the donations have been received by the GCA since the last meeting of the Board. There have been 42 donations to date in 2016. Many additional sources were identified. These will be followed up.

Digitization: Allan MacDonald described the process he was following to prepare the original copies of the Glengarry *News* for digitization. Discussion followed on the approx. cost \$35K and how this might be raised with the Trillium Foundation, being the first option.

Other Business:

1. Allan MacDonald informed the Board on progress to establish a Dundas County Archive.
2. Allan advised that legal assistance had been engaged by South Glengarry to attempt to recover Charlottenburg By-laws from Library & Archives Canada.
3. Donaldson MacLeod requested that consideration be given to providing a means to reformat heritage audio and video tapes that exist both in the GCA and the County.
4. GCA website "hits": 20 per day from Ottawa, Vancouver and Alexandria.



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 • www.sdgcounties.ca

Ewen MacDonald,
General Manager Infrastructure Services
Township of South Glengarry
6 Oak Street, Box 220,
Lancaster, Ontario
K0C 1N0

July 5, 2016

By Email Only: ewen@southglengarry.com

**Re: Speed Limit Increase Request – from Rae Road to Pilon’s Point Road
County Road 2, Township of South Glengarry**

Dear Mr. MacDonald,

The United Counties of SDG Transportation and Planning Services has reviewed the Township’s request to increase the speed limit from 60 km/hr to 70km/hr on County Road 2 between Rae Road and Pilon’s Point Road. The findings of this review are detailed below.

Background

Transportation and Planning Services often receive requests to modify existing speed limits. County Council approved Roads Policy 2-6 which established a uniform approach to process speed reduction requests along specific sections of County Roads. Although the County rarely receives requests for increased speed limits, staff have followed this policy during the review. For information, speed limits are established by both the Highway Traffic Act (Ontario Government), and Speed by-laws (Municipal Government).

The speed of vehicles on a roadway is largely dependent on the physical characteristics of the road and its surroundings. When the County receives a request regarding a speed limit adjustment, staff consider traffic engineering principles coupled with the roadside environment.

Speed limit changes will be recommended in three circumstances:

1. The area meets or no longer meets the definition of a “built-up” area (Highway Traffic Act);
2. The change is recommended by a Traffic Engineer – usually caused by poor road geometry or other issues which would make the section “accident prone” (County By-law);
3. The location is an area where a normal driver would perceive the roadside as one where a reduced speed is appropriate (County By-law).

Review of Existing Conditions

County Road 2 in this location has a posted speed limit of 60km/hr. The majority of this section of road is designated as Class 3 with an average annual daily traffic (AADT) count of 4500. The physical characteristics of the road are varied with rural areas and agricultural fields interspersed with rural residential dwellings and cottages. The horizontal alignment of the road is curved and generally follows the bank of the St. Lawrence River. The vertical alignment is relatively flat with rolling sections throughout the review area.

Does the Area Qualify for a Speed Adjustment under County Policies and By-laws?

County staff reviewed the existing site conditions in conjunction with the Transportation Association of Canada (TAC) Speed Guidelines to determine if this section of County Road 2 would justify a speed limit increase. The analysis included a review of the following elements:

- Horizontal alignment ('straightness' of the road);
- Vertical alignment (hills);
- Road cross section (width);
- Roadside hazards;
- Pedestrian and cyclist exposure; and
- Number of Entrances.

The total risk score according to the TAC Speed Limit Guidelines for this section of County Road 2 suggests that a speed limit of 70km/hr is warranted based on the existing cross section and alignment; however when staff performed the analysis along several isolated sections with a high density of residential dwellings, a speed limit of 60km/hr was recommended. The construction drawings for County Road 2 were also reviewed, and it was confirmed that both the vertical and horizontal alignments were designed to a 60km/hr design speed. Based on the above factors, staff have recommended that there be no change to the speed limit of the road. These findings were reported to County Council at the June meeting.

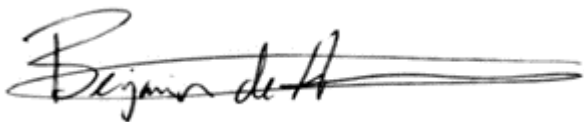
For information, under relatively ideal driving conditions on roads with a posted speed of 70km/hr or less, the 85th percentile speed should be within +/-10km/hr of the posted speed. A review of the speed counts collected by County traffic counters indicate that the majority of vehicles are travelling within 10km/hr of the posted speed (85th percentile is 70.6km/hr).

Conclusions – Speed Limit Review

After a thorough review, Transportation and Planning Services **cannot** support increasing the speed limit to 70 km/hr as this increased speed limit would not be consistent with the engineered design of the road.

If you have any questions related to the aforementioned, please do not hesitate to contact me.

Best regards,



Benjamin de Haan, P.Eng
Director of Transportation and Planning

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South Glengarry
 Char Lan Recreation Centre
 PO Box 156
 Williamstown, ON K0C 2J0
 Phone: (613) 347-2411
 FAX: (613) 347-1065
 Email: recreation@southglengarry.com

Receipt #1004086.002

Jun 17, 2016 8:58 AM

(Duplicate Receipt)



Prepared By: Anne Ward

Company ID: 69

MARTINTOWN MILL
 JOHN SMITH
 4917 RIVER ROAD, BX 131
 MARTINTOWN, ON K0C 1S0

Home phone: (613) 528-4094, Work phone: --

▼ **Payment Summary**

Check:	\$0	Cash:	\$0
Credit Card:	\$141.25 Visa xxx4057, Auth# 046461	Memo:	\$0
Account:	\$0	Gift Card:	\$0
Financial Aid:	\$0		
Total Received:	\$141.25	Total Payments:	\$141.25
		Payment Plan:	\$0

▼ **Transactions**

Customer	Description Item	Unit	Qty	Fee	Charge
Martintown Mill	Mill #841	MCC - Hall Non Licensed Per Day			\$141.25
County Road 18	Paid on				
Martintown, ON	Account				
K0C1S0	Balance				
	Location:				
	MCC - Hall				
	at				
	Martintown				
	Cmty				
	Centre				
	Permit #				
	841				
				Total Charges	\$141.25
				Total Payments	\$141.25
				Balance	\$0

▼ **Payment Schedule for Original Balance of \$141.25**

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Jul 31, 2016	\$141.25	\$141.25	\$0	\$0
			Current Balance	\$0
			Due Now	\$0

Township of South Glengarry Recreation
 Department

Char-Lan Recreation Centre
 19740 John St. PO Box 156
 Williamstown, ON K0C 2J0

Methods of Payment

Visa, MasterCard, Discover Card, Other

Have Questions?

Martintown Mill Preservation Society Corp
18582 Beaverbrook Road , RR1
Martintown , Ontario
K0C 1S0
Martintownmill@gmail.com
Facebook :<https://www.facebook.com/MartintownMill/>



Charity# 12320 4216 RR0001

22 June 2016

Cc: Anne Ward

Subject: Martintown Homecoming Day – Sunday - 31 July 2016

Dear South Glengarry Township Council,

This year the Martintown Mill will be celebrating it's 170th anniversary (built in 1846) and will be celebrating by holding Martintown Homecoming Day on Sunday 31 July 2016.

There will be many activities fun, entertaining and educational throughout the day (9 am-7 pm).

1. River side church service – Presbyterian Church (9:30 am)
2. Antique appraisal and refreshments - Community Centre (9:00 am – 2:00 pm)
3. Family Genealogy Exchange - Community Centre (10 am – 3pm) (McMartin, Murray, Grant)
4. Martintown Walking/wagon ride Martintown East & West Guided Tour (11:am & 2:00 pm)
5. Mill activity (9am – 4 pm)
 - 5.1. Farmer's Market
 - 5.2. Mill artists and demonstrations
 - 5.3. Welcoming Ceremony 12:00 pm and celebration of the 2016 South Glengarry Township 50/50 matching grant and donation
 - 5.4. Celtic music - bag pipes for welcoming ceremony
 - 5.5. Refreshments – Ice / lemonade / strawberry
 - 5.6. Photo Booths
 - 5.7. Mill Museum tour
 - 5.8. Historic Photo Gallery
6. BBQ – Grand Hotel (12 pm -8 pm)

To support this community event we have rented the Martintown Community Centre to be the venue for the antique appraisal and family genealogy exchange on the 31 July.

We are requesting that the council consider our request to reimburse in kind the fee (\$141.25)
– for renting the Martintown community centre in support of this community event

John Charles Smith MMPSC – President
4917 River Rd, Bx 131
Martintown, Ontario
K0C 1S0
Home #613-528-4094

INFORMATION REPORT

REPORT TO: Council of South Glengarry

MEETING DATE: July 11, 2016

SUBJECT: Summary of Planning and Building Permit Process for 6806 St. Louis Point Road

PREPARED BY: Joanne Haley, GM- Community Services



At the June 27, 2016 Council meeting; Mr. Roger Lalonde presented to Council expressing his concerns with the development that had occurred and is occurring at 6806 St. Louis Point Road.

In 2009, the Township of South Glengarry received a minor variance application to construct an accessory residential garage to a maximum area of 2,600 square feet and to a maximum height of 26.1 feet; the by-law permits an accessory residential garage with a maximum area of 100 square meters (1,076 square feet) and a maximum height of 4.5 meters (14.76 feet). This application was approved by the Committee of Adjustment on December 9, 2016 and no appeals were received.

On March 24, 2010, the former Chief Building Official issued building permit 10B021 for an accessory building 2,600 square feet in area; this building was constructed accordingly.

On November 26, 2015; the Township of South Glengarry received an Application for a Permit to install a Septic System to service the subject property; permit 15P851 was issued on December 11, 2015 as it conformed Part 8 of the Building Code.

On May 30th, 2016; I became aware of some of Mr. Lalonde's concerns when he contacted me at approximately 2:30 pm; he requested to see me immediately in which I welcomed him to our office but informed him that I had a meeting at 3:00pm. During the brief meeting with Mr. Lalonde and Mr. Carter (neighbour) we discussed his concerns and the development that had occurred. Mr. Lalonde questioned the septic system permit and informed us that the garage was being used for residential purposes. Mr. Lalonde inquired if a septic system permit had been issued but at no time did he request a copy of the permit either orally or in writing. During this meeting, Gary Poupart, Manager of Property Standards and By-Law Enforcement and I reviewed the ownership of the property including reviewing the Reference Plans (surveys); it appeared to me that the subject parcel was a separate lot from the parcel that is located on the south side of St. Louis Point Road despite Mr. Lalonde's convincing explanations.

Following this meeting; Kevin Lalonde, Chief Building Official and Gary Poupart reviewed all files/permits pertaining to this property. Kevin contacted the subject property owner to confirm the use of the subject property and requested the owner to apply for a Change of Use permit to

convert the existing accessory garage into a single detached dwelling. The application was received on June 2, 2016 and is currently being reviewed.

On June 8, 2016 I obtained a title search for the subject property. This search revealed that the subject property is an independent parcel, described as Part 1 on 14R2552 which received Planning Act consent by instrument number AR60601 which was registered in 1986 and acquired by the current owner in 2005.

In reviewing this file, it has been determined that the minor variance application in 2009 to increase the maximum area and height for an accessory structure should not have been accepted nor should a building permit have been issued. The subject property is an independent parcel as described above and therefore an accessory structure is not a permitted use. I can understand why our former Chief Building Official viewed this parcel as jointly owned with the parcel on the south side of St. Louis Point Road and therefore accepted and processed a minor variance application and issued a building permit accordingly. When reviewing the subject property on Geocortex (the municipal GIS System) the property appears to be physically attached to the property on the south side due to the private road right of way and the configuration of the lot lines.

Regardless of the title of the property, the Building Code permits accessory structures to be serviced therefore a septic system permit can be applied for and issued subject to conformity to the Building Code.

Now that we are fully aware of the title of the property; the Change of Use permit to convert the structure from a garage into a single detached dwelling will bring the subject property and the proposed use into compliance with the zoning by-law. The existing structure will also conform to the minimum residential area and height. It is anticipated that the permit will be issued in the very near future.

Mr. Lalonde had conversations with other municipal employees about the permits for the subject property but at no time did he request copies of the permits.

A response will be sent to Mr. Lalonde on behalf of Council as per his request following the Council meeting outlining the above information.

INFORMATION REPORT

REPORT TO: Council of South Glengarry

MEETING DATE: July 11, 2016

SUBJECT: Sapphire Estates Phase 5

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

At the June 13th Council Meeting the Developer of Sapphire Estates Phase 5, Naoufel Echaouni requested that Council consider the deferral of the construction of Winchester Drive through a proposed agreement with the abutting property owners.

Subsequent to the Council meeting Administration met with Mr. Echaouni to discuss his proposal and advised him that administration would not support the proposed agreement and that it would be unlikely that Council would support the proposed agreement either.

Administration provided Mr. Echaouni with the option of deferring the construction of Winchester Drive for 5 years as is permitted in our Subdivision Guidelines and that only 50% of the estimated total construction cost would be required for the Subdivision's security. When the developer has completed the project to the base lift of asphalt on the rest of the roads he would then be entitled to request a reduction in the security. The Township would at that time retain 100% of the cost for Winchester Drive until the work is completed.

The only cost savings in deferring the construction of Winchester Drive would be the granulars and the asphalt. The ditches and road sub base would need to be constructed at the same time as the rest of the roads as the drainage on Winchester Drive is an integral component for the drainage of the subdivision.

Mr. Echaouni is also looking into an Estoppels Agreement as an option and advised Administration that he would submit this proposal for our review. As of the 30th of June nothing has been submitted. The General Manager of Community Services has researched this type of agreement and preliminary findings would indicate that an Estoppels agreement would not be applicable for this situation.

Administration will continue to work with Mr. Echaouni to develop a Subdivision Agreement for Sapphire Estates Phase 5.

INFORMATION REPORT



REPORT TO:	Council of South Glengarry
MEETING DATE:	July 11, 2016
SUBJECT:	Canada 150 Grant Application
PREPARED BY:	Ewen MacDonald – General Manager Infrastructure Services

On May 24th the Government of Canada announced additional funding for the Canada 150 Grant Program. The priorities of the program are to support improvements to recreational infrastructure and Community Centres. Projects are to be completed by March 31st 2018.

The Township has submitted an application for a \$60,000.00 50/50 Grant for the development/beautification of the Ken Barton Park at the Martintown Community Centre. This project would align with the program priorities and also with the Township's Age Friendly Study and Active Living Charter.

In 2012 a concept plan (Attached) was developed for the Ken Barton Park that includes pathways, dock, patio, fitness stations and gardens. This plan was developed with input from the user groups at the facility.

If the Township is successful with the grant application the concept plan would be finalized with further input from the community and in particular from the groups that use the community Centre. A resolution from Council to support this project would be required as part of the Funding Agreement.

The Township's 50% share of the cost for the project would be budgeted for and completed in 2017.



May 25, 2016

Dear Partner:

On May 24, 2016, the Government of Canada announced additional funding for and launched the Canada 150 Community Infrastructure Program (CIP 150) as part of celebrating the 150th anniversary of Canada's Confederation. Budget 2016 committed an additional \$150 million nationally over two years to renovate, expand and improve existing community infrastructure including projects that support the Government's priorities to ensure a better future for Indigenous peoples and promote a clean growth economy.

The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) is responsible for delivering an additional \$44.4 million over two years to CIP 150 projects in southern Ontario that will support improvements to recreational facilities, community and cultural centres, and other community infrastructure. Projects that include efficiency improvements, retrofits, installation of clean, green or sustainable technologies or improve natural amenities such as parks, trails and other outdoor recreational assets may be given priority.

Municipal, regional and Aboriginal governments, public sector bodies delivering municipal-type infrastructure services and incorporated not-for-profit organizations with eligible projects that can be completed before March 31, 2018, are invited to submit applications. Please note that you must submit a new application for any previously unfunded application under the program.

For additional information, including program guidelines and the electronic application form, please visit www.FedDevOntario.gc.ca/CIP150 or contact 1-866-593-5505.

The deadline for submitting applications is 5:00 p.m. EDT on June 24, 2016.

A demonstration of the application as well as live question and answer sessions are available on the dates below.

Live Application Demonstration to be webcast live on Periscope to demonstrate how to complete an application.

- Sessions to be held on Mondays at 1:50 p.m.:
 - May 30, 2016 – English
 - May 31, 2016 – French

Live Question and Answer sessions to be webcast live on Periscope to answer questions from potential applicants. The session on June 3, 2016, will be focused on inquiries from eligible Aboriginal applicants, such as a band council or an Aboriginal government authority established by a Self-Government Agreement or a Comprehensive Land Claim Agreement.



- Sessions to be held on Wednesdays at 1:50 p.m.:
 - June 1, 2016 – English
 - June 3, 2016 – Bilingual for eligible Aboriginal applicants
 - June 8, 2016 – French

I thank you in advance for your interest in the CIP 150 and encourage you to share this information with local community organizations that may have eligible projects.

Regards,

Alexia Touralias
Director General
Infrastructure and Business Development



Le 25 Mai 2016

Cher partenaire,

Le 24 mai 2016, le gouvernement du Canada lançait le nouveau Programme d'infrastructure communautaire du projet Canada 150 (PIC 150) et annonçait du financement supplémentaire pour ce programme, dans le cadre des célébrations du 150^e anniversaire de la Confédération canadienne. Le budget de 2016 a prévu un financement additionnel de 150 millions de dollars sur deux ans, à l'échelle nationale, afin de rénover, agrandir et améliorer les infrastructures communautaires existantes y compris dans le cadre de projets qui appuient les priorités du gouvernement pour faire en sorte que les communautés autochtones aient un meilleur avenir et pour promouvoir une économie axée sur une croissance propre.

L'Agence fédérale de développement économique pour le Sud de l'Ontario (FedDev Ontario) est chargée de distribuer 44,4 millions de dollars sur deux ans pour les projets PIC 150 dans le Sud de l'Ontario qui soutiendront des améliorations aux parcs, bibliothèques, installations récréatives, centres communautaires et culturels et aux autres infrastructures communautaires. Une priorité pourrait être accordée aux projets qui comprennent des améliorations de l'efficacité, des mises à niveau, l'installation de technologies propres, écologiques ou durables, ou aux projets qui peuvent porter sur l'amélioration d'agréments naturels tels que des parcs, des sentiers et d'autres actifs récréatifs de plein air.

Les gouvernements municipaux, régionaux et autochtones, les entités publiques fournissant des services d'infrastructures municipales et les organismes à but non lucratif constitués en sociétés proposant des projets admissibles qui pourront être terminés avant le 31 mars 2018 sont invités à présenter une demande. Veuillez noter que vous devez présenter une nouvelle demande pour toute demande non financée précédemment dans le cadre du programme.

Pour de plus amples renseignements, y compris les lignes directrices du programme et le formulaire de demande par voie électronique, veuillez consulter le site Web www.FedDevOntario.gc.ca/PIC150 ou composez le 1-866-593-5505.

La date limite pour présenter une demande est le 24 juin 2016, à 17 h, HAE.

Une démonstration de la demande et des séances de question et réponses en direct sont prévues aux dates présentées ci-dessous.

Démonstration en direct de la demande sera diffusée en direct sur le Web sur Periscope afin de montrer la manière de remplir une demande.

- Les séances auront lieu les lundis à 13 h 50 :
 - 30 mai 2016 – anglais
 - 31 mai 2016 – français

Les séances de questions et réponses en direct seront diffusées en direct sur le Web sur Periscope afin de répondre aux questions des demandeurs potentiels. La séance du



3 juin 2016 sera centrée sur les demandes de renseignements des candidats autochtones admissibles, tels qu'un conseil de bande ou une autorité gouvernementale autochtone établie par une entente d'autonomie gouvernementale ou une entente sur une revendication territoriale globale.

- Les séances auront lieu les mercredis à 13 h 50 :
 - 1^{er} juin 2016 – anglais
 - 3 juin 2016 – bilingue, pour les demandeurs autochtones admissibles
 - 8 juin 2016 – français

Je vous remercie à l'avance de l'intérêt que vous portez pour le PIC 150 et je vous encourage à partager ces renseignements avec les organismes communautaires locaux dont les projets pourraient être admissibles.

Cordialement,

Alexia Touralias
Directrice générale
Infrastructure et développement des entreprises.

KEN BARTON PARK CONCEPT

CONCEPT PLAN
APRIL 10, 2014



KEN BARTON PARK CONCEPT PLAN



CONCEPT PALETTE

MOVING FITNESS EQUIPMENT



FISHING DOCK AND BOAT LAUNCH



PARK SHELTER



NON-MOVING FITNESS EQUIPMENT



PATIO AND GARDENS



GAMES LAWN





The Express

CALL TO RECRUITS!

We're looking for some volunteers to help out with the museum this summer, especially on the Williamstown Fair Weekend. If you or your friends would like to museum sir or man a booth for us on fair weekend then email us at gnlmuseum@gmail.com or call us at 613-347-3547. Any help would be greatly appreciated!

Do you know of any high school students who need volunteer hours? Send them our way and we'll put them to good use here at the museum

Reminder: Have you renewed your membership yet? If so, then thanks and we look forward to seeing you around! If not, then come on by and renew! We'd be delighted to see you and you'll always be kept in the know with our events and you'll always have first dibs to event tickets and seats! Support your local museum!



Hours of Operation

Wednesday – Monday 10AM to 5PM
Tuesdays closed or by appointment only

Mark Your Calendars!

- ✓ FAIR WEEKEND ART DISPLAY
AUGUST 5TH, 6TH, & 7TH
- ✓ SWIFT CANOE RAFFLE DRAW
AUGUST 7TH
- ✓ CHEESE FACTORY EXHIBIT OPENS
AUGUST 12TH
- ✓ ANNUAL WINE & CHEESE
FUNDRAISER
AUGUST 24TH

EVENTS AROUND TOWN:

*MANOR HOUSE SOCIAL

6:30PM JULY 20TH

*FRIENDS OF THE RUINS GOLF

TOURNAMENT AT 12:15PM

JULY 28TH

CONTACT BERNIE MCCULLOCH

CONTACT US

GNLMUSEUM@GMAIL.COM | 613-345-3547

GLENGARRY TOURISTS VISIT GROSSE ÎLE

The scientific contributions of Louis Pasteur, in the fields of microbiology and medicine, led him to be awarded to France's prestigious Legion of Honour. We readers have, for the most part, been able to enjoy a world where pasteurization and vaccination are stalwart measures to prevent many forms of illness. What we may take for granted within the healthcare system today, however, was not always the case as in earlier times people were poorly informed, with the nature of disease and sickness not wholly understood. In a recent and much anticipated trip to the the former quarantine station that is Grosse Île, a group of Glengarrians on a three day trip organized through the museum, were able to get a glimpse at nineteenth century attitudes and practices of having to do with the nature of diseases. The group toured the island of Grosse Île, a Parks Canada site but also the Irish Memorial National Historic Site of Canada, learning the history of the operations of the site as it filtered immigrants through the St. Lawrence and into Quebec.

Different posts throughout the island tell of the various decades over the 105 years that it was in use until its closing in 1937. Three guns standing on a hilltop in the central sector facing the sea were put in place during the cholera outbreak of 1832 to remind that ships that their stopover on Grosse Île was compulsory. The remaining fever shed speak to the Irish immigration to Canada during the Great Famine where thousands fled Ireland amid terrible conditions, most notably in 1847. Built in 1912, the house of the resident medical bacteriologist speaks to the progress made in the field of microbiology as doctors and scientists alike attempted to gain a larger understanding of what they were facing. Today, a large and imposing disinfection building can be found at the base of the main dock on the western sector of the island. Built in 1892, this building was used to process the immigrants, inspecting them for illness and disinfecting all that came off the ship.



Arriving immigrants would be separated by sex and checked over by nurses and doctors as they entered the building. They would then part with their luggage which would be placed in numbered bags and then a large wire bin to be rolled into the steamer. The design of these showers, well thought out and more intricate than most at the time, speak to the stations' need for cleanliness and hygiene in its' fight against the spread of disease. Several elements of design serve to make these showers unique to the story they tell. Each shower and changing stall was numbered and these numbers would correspond with the number on the bag in which luggage and clothes were steamed in as well as the tray in which other possessions were cleaned in. Chicken wire type mesh covers the ceiling of the showers to keep people from climbing or peaking over the tops of the co-ed shower stalls. This wire also meant that the shower head was not tampered with or water redirected by those who believed washing to be

trying to avoid being washed due to their fear of losing their protective coating of dirt and grime meant to repel miasma.

While the passengers were showering, their possessions were disinfected with steam in the massive disinfecting chambers. Items were placed into the chambers on one end and then steam was pumped in, reaching a temperature of up to 239 degrees Fahrenheit which had to be maintained for a least half an hour in order for the luggage to be deemed disinfected. When the items had sufficiently cooled they were collected out of the other end of the chamber and immigrants could then pick their possessions, in the bag with the corresponding shower number, up. More sensitive items, such as a watch, would not be placed in the chambers but rather washed by hand with a disinfecting solution called mercury dichloride and then placed in a corresponding numbered box. After collecting their items and clothing, the immigrants who passed inspection were cleared for further travel into the ports of Quebec. Those not cleared would have to wait on the island until they were deemed healthy enough to move on. When we had finished being passed through the disinfecting station, we folks from Glengarry were allowed to move on as well and get back to our hotel.

Article Photos: Top left; a disinfecting station shower stall. Bottom, right; Parks Canada students dressed as quarantine station characters see the ferry boat off as it leaves port. See more photos on our website.



damaging to their health. The small wooden platform in the shower allowed water to drain away accordingly so that people could stand elevated from the wash water of their neighbours which could possibly be infected. Rather than using just the shower head, three copper rings at various heights in the stall would disperse the water more evenly. An odd feature, these rings were put in place to ensure that no one in the stall could avoid the water, even those purposefully



The Glengarry, Nor Westers and Loyalist Museum will be welcoming young visitors to its' yard again this year with its' gardening program and activities. Children ages 6-12 will be coming to the museum on Friday mornings at 10:30 to learn about the history of gardening, growing your food, cooking your food, and much more! If you'd like to help out with the youngsters and take part in the fun then let us know! Gardening at the museum begins this Friday July 8th

OUR CANOE IS STILL IN SEARCH OF A HOME....WILL IT BE YOURS?

If you drive by the museum you'll see a sleek looking 16' kevlar canoe displayed on the lawn. This canoe is up for raffle so feel free to stop in and pick up a winning ticket! Tickets are \$5 each or 3 for \$10.

Not an outdoorsman? No worries, there is an optional cash prize of \$2000 in lieu of the canoe if you win. So, why not try your luck?

President: Ken MacDonald

Vice President: Hubert McDonell

Secretary: Sylvie Linhares

Treasurer: Jim Lewis

Directors: Lachlan McDonald

Sue Harrington

Joyce Lewis

Mary Regan

Wendy Wert

Pam Lamarche

Peter McLeod

Curator: Keleigh Goodfellow

Summer Students: Katie Lamarche

Madison McLeod

Tea Talk Schedule

Held at the Glengarry, Nor'Westers and Loyalist Museum at 2 - 4PM

JULY 7TH 2016	SNIPPETS OF 30 YEARS AS A WILLIAMSTOWN GN JOURNALIST	SUE HARRINGTON
JULY 14TH 2016	CLAN DONALD OF CANADA	GLENDAL MCDONELL
JULY 21ST 2016	GROWING UP ON A DAIRY FARM IN THE 1960S AND 1970S	JIM MCDONELL
JULY 28TH 2016	CANADIAN FORESTRY CORPS WWI	ROBIN FLOCKTON
AUGUST 4TH 2016	NO TALK WILLIAMSTOWN FAIR WEEKEND	
AUGUST 11TH 2016	DR. JOHN RAE	DAVID ANDERSON
AUGUST 18TH 2016	LIFE AS A YOUNG GIRL DURING WWII	CAROL EDWARDS
AUGUST 25TH 2016	GROWING UP IN WILLIAMSTOWN: FAMILY HISTORY, RIVER, RAILROAD & SPORTS	WENDELL LAFAYE

Those who will be attending are requested to contribute \$2.00 to cover refreshments

THE BISHOP'S HOUSE

ST RAPHAEL'S ONTARIO

Info@ bishopshouse.ca
Facebook - The Bishop's House



Dear Ms. Lebrun,

May 18, 2016

Please convey our heartfelt thanks to Council for their donation of \$197.75 towards the rental of the CharLan Recreation Centre. The money saved will go towards the preservation and rehabilitation of the historic Bishop's House in St. Raphael's. The donation is precious and will be used in the careful conservation and renewal of this magnificent heritage property.

The Bishop's House was built in 1808 as the home of Rev. Alexander Macdonell (1762-1840), parish priest of St. Raphael's and later first bishop of Ontario. Symmetrical Second Empire-style wings were added in 1924 when the building housed the renowned school, Iona Academy. The Bishop's House is part of the St. Raphael's Ruins National Historical Site and is also designated under the Ontario Heritage Act.

Glengarry Fencibles Trust took possession of the Bishop's House in March 2016 and has begun the long process of bringing the property back to life as a community cultural and heritage site. Thanks to a successful first-phase fundraising drive, overgrown shrubbery around the building has been trimmed back, and top-priority work, roof and window repairs and a new well and septic system, is poised to begin. Your support is invaluable and much appreciated. Thank you!

Glengarry Fencibles Trust is a Glengarry-based volunteer not-for-profit registered Charity established to preserve and rehabilitate the historic Bishop's House in St. Raphael's, Ontario.

Glengarry Fencibles Trust, 4147 Military Road, PO Box 230, Green Valley, ON K0C 1L0

.....

Official Receipt

Amount of donation \$197.75

Glengarry Fencibles Trust
4147 Military Road, PO Box 230
Green Valley, ON K0C 1L0

Date paid 2016-04-15

Receipt issued 2016-05-18

Canadian charitable registration number
BN 81549 4265 RR0001. Canada Revenue Agency:
<http://www.cra-arc.qc.ca/charities>

At Green Valley, ON

Township of South Glengarry
Attn: Ms. Lebrun
6 Oak Street
Box 220
Lancaster, ON
K0C 1N0

Dane Hunter

Authorized Signature

We gratefully acknowledge your support for The Bishop's House, St. Raphael's, Ontario.



Established in 1786

St. Raphael Parish

"The King's Road"

ST. RAPHAEL'S WEST
WILLIAMSTOWN - ONTARIO - K0C 2J0

TEL (813) 347-2247
FAX (813) 347-7452

June 7/16

South Glengarry Township
Attention: Marilyn

Subject: *The 40th Anniversary Celebration of the Annual St. Raphael's Galarama*

The 40th Anniversary Annual St. Raphael's Galarama will be a very special event this year, held on the grounds of the parish beside the Ruins. It will be held on July 24 (noon to 7:00 p.m.) and many special activities are planned to mark this our 40th continuous year. We have a great entertainment program and many booths, games of chances, great food and fun activities for families to enjoy. Each year more than 1,000 people from Glengarry County and beyond come to St. Raphael's to enjoy fantastic Glengarry Hospitality and Entertainment. This anniversary year we are expecting even more.

We will have, once again, a silent auction booth in which our many visitors may bid. We are requesting donations of goods or services of your choice to be auctioned. This is a great opportunity for you to advertise/promote your business while supporting this very popular event.

Your marketing/promotional material will be displayed on the Silent Auction table. Visitors will have access to these materials as they prepare their bids. May we count on your support this year?

We thank you in advance.

Yours truly,

Carmel MacDonell

Carmel MacDonell

Galarama Silent Auction, Galarama

for information / pickup.

613-347-3196

Ministry of
Municipal Affairs

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

Ministère des
Affaires municipales

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tel.: 416 585-7000
Télec. : 416 585-6470



16-70203

July 4, 2016

Dear Head of Council:

As the newly appointed Minister of Municipal Affairs, it is my pleasure to be reaching out to you in your role as the Head of Council. Our government views Ontario municipalities as valued partners.

It is an honour to have been appointed to this important portfolio. Our government has an incredibly ambitious agenda, and many of our priority files touch this Ministry.

I am pleased to be returning to a Ministry where I have already spent some time, both as Minister and as Parliamentary Assistant.

I am committed to continued cooperation and partnership to help support the government's priorities. Strong relationships and open communication are the foundation for creating healthy and sustainable communities.

I look forward to hearing more about the issues that are important to you. Working together we can build resilient, strong communities for the benefit of all Ontarians.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Mauro".

Bill Mauro
Minister

INFORMATION REPORT

REPORT TO: Council of South Glengarry

MEETING DATE: July 11, 2016

SUBJECT: Summary of Planning and Building Permit Process for 6806 St. Louis Point Road

PREPARED BY: Joanne Haley, GM- Community Services



At the June 27, 2016 Council meeting; Mr. Roger Lalonde presented to Council expressing his concerns with the development that had occurred and is occurring at 6806 St. Louis Point Road.

In 2009, the Township of South Glengarry received a minor variance application to construct an accessory residential garage to a maximum area of 2,600 square feet and to a maximum height of 26.1 feet; the by-law permits an accessory residential garage with a maximum area of 100 square meters (1,076 square feet) and a maximum height of 4.5 meters (14.76 feet). This application was approved by the Committee of Adjustment on December 9, 2016 and no appeals were received.

On March 24, 2010, the former Chief Building Official issued building permit 10B021 for an accessory building 2,600 square feet in area; this building was constructed accordingly.

On November 26, 2015; the Township of South Glengarry received an Application for a Permit to install a Septic System to service the subject property; permit 15P851 was issued on December 11, 2015 as it conformed Part 8 of the Building Code.

On May 30th, 2016; I became aware of some of Mr. Lalonde's concerns when he contacted me at approximately 2:30 pm; he requested to see me immediately in which I welcomed him to our office but informed him that I had a meeting at 3:00pm. During the brief meeting with Mr. Lalonde and Mr. Carter (neighbour) we discussed his concerns and the development that had occurred. Mr. Lalonde questioned the septic system permit and informed us that the garage was being used for residential purposes. Mr. Lalonde inquired if a septic system permit had been issued but at no time did he request a copy of the permit either orally or in writing. During this meeting, Gary Poupart, Manager of Property Standards and By-Law Enforcement and I reviewed the ownership of the property including reviewing the Reference Plans (surveys); it appeared to me that the subject parcel was a separate lot from the parcel that is located on the south side of St. Louis Point Road despite Mr. Lalonde's convincing explanations.

Following this meeting; Kevin Lalonde, Chief Building Official and Gary Poupart reviewed all files/permits pertaining to this property. Kevin contacted the subject property owner to confirm the use of the subject property and requested the owner to apply for a Change of Use permit to

convert the existing accessory garage into a single detached dwelling. The application was received on June 2, 2016 and is currently being reviewed.

On June 8, 2016 I obtained a title search for the subject property. This search revealed that the subject property is an independent parcel, described as Part 1 on 14R2552 which received Planning Act consent by instrument number AR60601 which was registered in 1986 and acquired by the current owner in 2005.

In reviewing this file, it has been determined that the minor variance application in 2009 to increase the maximum area and height for an accessory structure should not have been accepted nor should a building permit have been issued. The subject property is an independent parcel as described above and therefore an accessory structure is not a permitted use. I can understand why our former Chief Building Official viewed this parcel as jointly owned with the parcel on the south side of St. Louis Point Road and therefore accepted and processed a minor variance application and issued a building permit accordingly. When reviewing the subject property on Geocortex (the municipal GIS System) the property appears to be physically attached to the property on the south side due to the private road right of way and the configuration of the lot lines.

Regardless of the title of the property, the Building Code permits accessory structures to be serviced therefore a septic system permit can be applied for and issued subject to conformity to the Building Code.

Now that we are fully aware of the title of the property; the Change of Use permit to convert the structure from a garage into a single detached dwelling will bring the subject property and the proposed use into compliance with the zoning by-law. The existing structure will also conform to the minimum residential area and height. It is anticipated that the permit will be issued in the very near future.

Mr. Lalonde had conversations with other municipal employees about the permits for the subject property but at no time did he request copies of the permits.

A response will be sent to Mr. Lalonde on behalf of Council as per his request following the Council meeting outlining the above information.

INFORMATION REPORT



REPORT TO: Council of South Glengarry

MEETING DATE: July 11, 2016

SUBJECT: Statement of Revenues and Expenditures

PREPARED BY: L. McDonald, Deputy Treasurer

Good evening Mayor and Council:

Please find attached the Statement of Revenues and Expenses.

It has been amended as per Council direction but if there are any additional changes required or stylistic preferences, please let me know and I'll be glad to accommodate.

Thank you,
Lachlan

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
REVENUES				
Taxation - Regular Roll				
Interim Billing Clearing Account		10,428,614	10,920,000	10,921,928
Township	7,483,025		-	-
Tax Cap Reduction (Twsp & County)	(1,000)		-	-
County	9,078,062		-	-
Schools	4,134,491		-	-
Other Charges, St. Lts, W/S, etc.	367,575	53,822	387,108	53,822
SUB TOTAL	21,062,153	10,482,436	11,307,108	10,975,750
Supplementary Taxation				
Township (SHARED)				-
County & Schools				-
SUB TOTAL	-	-	-	-
Municipal Fees & User Charges				
Administration	531,400	275,227	533,900	263,250
Building Permit Fees incl. Permits, etc	214,300	148,822	207,900	123,783
Dog Tags & Kennel Fees	13,500	14,295	13,500	13,230
Fire Services	10,000	883	10,000	325,251
Road Services (including sale of equipment)	10,000	2,675	15,000	4,463
Garbage, Recycling & Landfill services	226,371	137,345	86,300	38,372
Glen Walter Sewer & Water	347,500	180,469	347,000	251,810
Lancaster Sewer & Water	488,500	245,781	484,000	232,321
Medical Centre Leases	22,000	12,775	29,000	14,222
Ambulance Bay Lease	16,000	8,400	16,800	8,400
Recreation & C. C. (0721 - 0741)	290,200	234,891	279,000	149,048
Planning Services	30,000	15,820	30,000	12,400
Economic Development Misc. Fees	10,000	10,160	10,000	9,150
Agricultural Services - TD Paid-Off	-	-	-	-
SUB TOTAL	2,209,771	1,287,543	2,062,400	1,445,700
Payments in Lieu of Taxes				
Fed., Ont., Hydro, Railway, etc (SHARED)	142,070	13,759	144,090	14,282
SUB TOTAL	142,070	13,759	144,090	14,282

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
REVENUES				
Ontario Grants				
Ontario Municipal Partnership Fund (OMPF)	968,000	484,000	974,900	487,450
Ontario Livestock Damage Reimbursement	4,000	5,965	5,000	-
M.T.O. 401 Fires	20,000	3,280	20,000	8,100
Quarries Grant	20,000		20,000	-
Recycling Grant	100,000		100,000	-
Nursery School Funding				
Drainage Super Grant	12,000		17,808	-
Tile Drainage Loans				-
Ontario Community Infrastructure Fund (OCIF)	81,992	81,992	82,000	81,992
Broadband Project Grant	-			-
JCP Grant	-			
Small Waterworks Assist. Program				-
Ontario Trillium Funding				-
Kraft Bridge Funding				-
Misc. Grants (Federal & provincial) (Trails)	68,616	46,283	11,000	3,133
SUB TOTAL	1,274,608	621,520	1,230,708	580,675
Federal Grants				
Summer Career Placement Prog.	8,200	-	7,000	-
Canada 150 Grant	-	-	30,000	-
Gas Tax Funding				-
SUB TOTAL	8,200	-	37,000	-
Transfers from Reserves				
Transfer from General Reserve				-
Development Charge Reserve				
Transfer from Election Reserve				-
Transfer from Fire Reserve	1,450,000	277,983		-
Transfer from Admin Reserve			10,000	
Transfer from Fire Training Reserve				-
Transfer from Airport Reserve	17,250		23,550	-
Transfer from Roads Buildings Reserve				-
Transfer from Peanut Line Reserve				-
Transfer from Roads Equipment Reserve	230,000		150,000	-
Transfer from Gas Tax Reserve Fund	391,000		391,000	-
Transfer from Misc Road Const. Reserve				-
Nursery School Water				-
Transfer from Waste Management Res				-
Transfer from Recreation Centre Reserve			30,000	-
Transfer from Bridge Reserve	1,100,000		1,100,000	-
Transfer from Zamboni Reserve				-
Wharf - South Lancaster				-
Transfer from P Rozon Park Reserve				-
Transfer from Glengarry Sports Palace Reserve				-
Transfer from Charlottenburgh Park Reserve				-

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
Transfer from Museum Reserve	11,000			-
Transfer from Parkland Reserve	25,000	25,000		-
Transfer from Summerstown Trail Reserve				-
Transfer from Planning Reserve				-
Misc Transfer from Reserve			22,000	-
SUB TOTAL	3,224,250	302,983	1,726,550	-
Transfer from WIP Reserve - PSAB				
TOTAL REVENUES	27,921,052	12,708,241.00	16,507,856.00	13,016,407.00

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
EXPENDITURES				
General Government				
Legislative	148,950	87,508	144,700	72,710
Administration & Office Bldg	1,034,660	512,736	1,142,100	469,788
Transfer to Reserve at Year End		-	-	-
Smithfield Hall (Legion)	94,850	8,887	23,300	10,024
Williamstown (old offices)	3,300	798	3,800	3,486
Lancaster Library	10,100	5,019	15,600	5,288
Signage Rehab. trsf to WIP		-		
Friends of Summerstown Trail -Prov Funding		-		
Trsf to Sumerstown Trail Reserve		-		-
LACAC, Special Projects	4,500	110	1,000	-
Abandoned Cemetary Maintenance		-	10,000	5,350
Transfer to Gas Tax Reserve		-		-
Transfer to Election Reserve/ Election Expense	15,000	15,000	16,000	1,476
Grants & Donations	58,350	18,363	53,850	50,693
Glengarry Archives	18,420	8,106	18,000	13,142
Tax Write-Off & Adj. - Township	33,750	6,606	58,000	5,599
Tax Write-Off charge to Others		16,912		32,105
SUBTOTAL	1,421,880	680,045	1,486,350	669,660
Protection to Persons & Property				
Protective Inspection & Control (Building Dept)	357,800	156,825	401,150	155,711
Building Department - Building Addition				
Conservation Authority	166,887	152,679	153,317	153,294
Animal Control	35,300	11,944	38,700	2,207
Line Fence Act Expenses		3	-	-
Emergency Management Co-ordinator	12,350	4,349	13,750	6,592
Fire Departments - General Operations	303,700	147,487	425,500	121,590
- Fire Departments - Transfer to Reserve	300,000	300,200	300,000	-
Glen Walter Fire Station	117,400	41,313	135,500	63,555
- Glen Walter Station - Capital	1,120,000	12,869	-	64,746
Lancaster Fire Station	133,880	41,575	126,500	28,440
- Lancaster Station - Capital		-	-	-
Martintown Fire Station	100,180	26,399	109,870	31,224
- Martintown Station - Capital	350,000	277,983	-	-
North Lancaster Fire Station	114,480	26,559	121,100	35,509
Williamstown Fire Station	118,640	26,512	102,680	32,932
SUBTOTAL	3,230,617	1,226,697	1,928,067	695,802

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
EXPENDITURES				
Transportation Services				
Street Lighting	175,000	83,228	198,500	81,304
Cornwall Regional Airport	29,250	6,730	80,270	30,149
Road Administration	703,500	481,509	818,600	258,882
Road Buildings & Yard	223,325	83,829	189,125	52,780
Roads Maintenance				
Road Patrol	21,000	12,398	22,300	9,601
Mowing	66,420	19,599	89,000	20,901
Ditching	28,720	458	45,000	25,244
Brushing	22,400	26,751	64,000	32,636
Debris & Litter	21,160	7,673	22,000	8,470
Culvert Maint. & Replacement	74,440	21,342	104,000	4,599
Hardtop Patching	70,600	32,976	63,000	28,560
Hardtop Sweeping	17,730	6,993	18,000	13,479
Hardtop Shouldering	41,040	1,939	14,500	2,589
Hardtop Crack Sealing	20,000	-	10,000	938
Hardtop Line Painting	15,000	-	15,000	-
Sidewalk Maintenance	-	-	15,000	-
Loosetop Grading	122,700	51,509	115,000	63,178
Loosetop Dust Control	143,000	63,153	169,000	120,383
Loosetop Resurfacing	437,280	321,541	447,000	296,791
Signs & Safety Devices	37,780	38,082	45,500	14,294
Guiderails	15,000	-	15,000	-
Railway Crossings	31,000	12,320	30,000	12,690
Rds & Rec Community Services	4,560	1,905	3,500	1,567
Sundry & Miscellaneous	2,000	90	5,300	1,698
Winter Plowing & Sanding	675,800	479,453	525,000	385,866
Winter Ice Blading	18,420	14,756	15,000	22,250
Winter Sidewalks - Snow Removal	52,900	35,391	43,000	29,056
Winter Flood Control	9,000	1,233	3,250	438

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
EXPENDITURES				
Roads Construction & Equipment				
1st Line Bridge		-	50,000	12,924
2nd Line Bridge (SN 33043)		-	37,500	-
Airport Road (2.9 KM - P/P)		-	290,000	-
Purcell Road (1.1 KM - P/P North of Tyotown)		-	135,000	-
Kilkenny Road (0.9 KM - P/P)		-	180,000	-
Bray Road (0.4 KM - P/P)		-	120,000	-
Lawrence Road (0.6 KM - P/P)		-	40,000	-
Church Avenue (0.3 KM - P/P)		-	40,000	-
Warren Street (0.2 KM - P/P)		-	30,000	-
Sand/Short/Hay Road (X.X KM - P/P)		-	35,000	-
Gore Road (3.5 KM - Surface Treatment)		-	150,000	-
Kraft Road (2.6 KM - Surface Treatment)		-	100,000	-
Diversion Road (1.0 KM - Surface Treatment)		-	40,000	-
Bridge & Culvert Improvements		-		-
Kraft Bridge Reconstruction	1,200,000	1,575	1,300,000	93,723
Little 5th Culvert		504		-
Martintown Sidewalks				-
Pilon's Point Rd - Pulvarize & Pave	40,000	-		-
Glen Roy Rd	470,000			-
3rd Line Rd - Pad & Pave	400,000			-
Beaverbrook Rd - Surface Treatment	222,000			-
Little 5th Road - Surface Treatment	17,000			-
Glen Roy Bridge - Structural Evaluation & Repairs	120,000	14,718		-
Williamstown Sidewalks	70,000		108,000	-
Street "A" Construction	-			-
Butternut Lane Bridge - Structural Evaluation	20,000	20,250		-
Misc. Const., Rd All. Costs	3,900	651	5,700	1,388
Equipment Purchase	246,000	14,502	150,000	-
Transfer to Equipment Reserve	230,000	230,000	230,000	-
Water Reserve Upgrade - Boundary Rd ?????				-
Fleet Maintenance & Rental				
Road Fleet Maintenance	547,900	273,147	531,000	206,478
Twsp Equip. Rental (Internal)	(566,586)	(288,173)	(365,000)	(202,265)
SUBTOTAL	6,099,239	2,072,032	6,392,045	1,630,589

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
EXPENDITURES				
Environmental Services				
Garbage Collection	492,000	179,222	490,300	210,492
Landfill Sites General & Waste Man. Plan	183,221	220,231	53,900	7,754
Beaverbrook Landfill Site	147,550	61,680	121,400	60,598
North Lancaster Landfill Site	135,000	17,806	129,500	21,117
Recycling, Etc.	299,000	93,793	290,500	112,678
Cty Rd 27 - Closed Site	3,250	2,063	8,500	4,916
Environmental Cleanups		69	-	-
Pumping Stations	4,600	965	5,000	2,863
Sewer/Water Oper. (SHAREABLE)		218,708	-	200,986
Glen Walter Water & Sewage	347,500	155,026	347,000	84,157
Lancaster Water & Sewage	522,000	196,226	517,500	75,713
Green Valley Sewage	76,000	20,007	78,000	10,659
Kennedy Water Plant	26,700	6,021	24,700	8,503
Regional Water Project		-	-	-
SUBTOTAL	2,236,821	1,171,817	2,066,300	800,437
Health Services				
Lan-Char Medical Centre	43,925	14,419	47,625	27,849
Ambulance Lease Transfer to Reserve	16,000	-	16,000	-
Nursery School (Pay Equity settlement)			-	-
SUBTOTAL	59,925	14,419	63,625	27,849
Recreation & Cultural Services				
Administration	287,320	137,873	302,300	126,184
Recreation Administration - Management	40,400	19,018	39,200	16,058
G.S.P. Levy	84,132	66,952	68,800	51,549
Programs	65,220	17,198	64,350	12,440
Char-Lan Community Centre	427,050	272,712	423,090	178,941
Martintown Community Centre	27,720	32,060	35,100	16,887
Green Valley Comm Centre	13,000	7,740	26,300	11,773
North Lancaster Optimist Comm Centre	9,300	4,071	10,900	3,181
N'or Westers Museum	30,525	12,650	42,025	1,529
Parks Maintenance & Capital	285,150	64,437	302,400	79,087
Charlottenburgh Park	-	-	-	-
Wharf Maint - South Lancaster	1,000	3,830	5,000	567
Peanut Line Trail	48,750	42,573	15,500	4,402
Cairnview Park	15,000	15,000	15,000	-
SUBTOTAL	1,334,567	696,114	1,349,965	502,598

Township of South Glengarry
Statement of Revenue and Expenditures
as of 05/07/2016

	2015 Budget	Year to June 2015	2016 Budget	Year to June 2016
Planning & Development				
Planning & Zoning	112,350	63,788	112,332	58,395
Economic Development	137,700	58,839	174,700	60,045
Municipal Drains	24,000	7,894	35,616	6,057
Tile Drainage	51,400	20,435	47,432	6,807
SUBTOTAL	325,450	150,956	370,080	131,304
TOTAL EXPENDITURE	14,708,499	6,012,080	13,656,432.00	4,458,237.19
Requisitions				
County (Tax levy portion only)	9,078,062			
School Boards (Tax levy portion only)	4,134,491			
SUBTOTAL	13,212,553			
TOTAL EXPENDITURE	27,921,052	6,012,080	13,656,432	4,458,237
(Surplus)/Deficit	-	(6,696,161.00)	(2,851,424.00)	(8,558,169.81)
PSAB Transactions				
Acquisition of Capital Assets	4,549,000			
Additions in Work in Process				
Disposals & Deletions	(100,000)			
Amortization Expense	2,465,250			

INFORMATION REPORT



REPORT TO: Council of South Glengarry

MEETING DATE: July 11, 2016

SUBJECT: Notice of Decisions for Consent Applications B-34-16 and B-40-16

PREPARED BY: Joanne Haley- GM- Community Services

RE: Notice of Decision

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.

If you have any questions regarding the attached please do not hesitate to contact me at your convenience.



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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on **Wednesday, June 22, 2016**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-34/16

OWNER: Jason McIntee & Amanda McIntee

MUNICIPALITY: South Glengarry

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

1. The applicant must pay the review fee of \$200.00 to the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. The Township will complete a site visit of the retained 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 contact the Township office to request the site visit and a fee of \$170.00 must be paid prior to the site visit being completed. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. A copy of the right-of-way agreement shall be provided to Transportation and Planning Services and shall be registered on title for both properties. The County Engineer will clear the condition with the Administrative Assistant-Planning.
4. That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
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 \$210.00 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, TIF or DWG format must also be submitted.



TRANSPORTATION & PLANNING DEPARTMENT

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

Tel: 613-932-1515 • Fax: 613-936-2913 • Email info@sdgcounties.ca

• www.sdgcounties.ca



NOTICE OF DECISION

APPLICATION NO. B-34/16

NAME: Jason & Amanda McIntee

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

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 Ontario Municipal Board against:

- 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 Ontario Municipal Board must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$125.00 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 Ontario Municipal Board.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. 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: July 12, 2016

Date of giving of this notice is: June 22nd, 2016

Megan Boudens
Administrative Assistant - Planning
Email: mboudens@sdgcounties.ca



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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on **Wednesday, June 22, 2016**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

APPLICATION NO. B-40/16

OWNER: Pierre Levesque

MUNICIPALITY: South Glengarry

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

1. The applicant must pay a review fee of \$200.00 must be paid to the Township. Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
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 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 a file a fee of \$170.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
4. 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 \$210.00 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, TIF or DWG format must also be submitted.

OFFICIAL RENDERING THE ABOVE DECISION:

Alison McDonald, MSc
Manager of Planning

**TRANSPORTATION & PLANNING DEPARTMENT**

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

Tel: 613-932-1515 • Fax: 613-936-2913 • Email info@sdgcounties.ca**NOTICE OF DECISION****APPLICATION NO. B-40/16****NAME:** Pierre Levesque**MUNICIPALITY:** Township of South Glengarry (Geographic Twp. of Charlottenburgh)

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 Ontario Municipal Board against:

- 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 Ontario Municipal Board must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$125.00 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 Ontario Municipal Board.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. 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: July 12, 2016

Date of giving of this notice is: June 22nd, 2016

Megan Boudens
Administrative Assistant - Planning
Email: mboudens@sdgcounties.ca

INFORMATION REPORT

REPORT TO: Council of South Glengarry

MEETING DATE: July 11, 2016

SUBJECT: 2015-2016 Consent Summary

PREPARED BY: Joanne Haley- GM- Community Services

**CONSENT APPLICATIONS SUMMARY- 2015**

Application #	Recommendation	Decision
B-104-15	On Hold- Waiting on Information	
B-105-15	On Hold- Waiting on Information	
B-106-15	On Hold- Waiting on Information	
B-113-15	On Hold- Waiting on Information	
B-121-15	Recommended	

Application Number	B-104-15
Date Received	October 20, 2015
Name	Heron Bay Corp
Legal	Part Lot 35, Concession 1
To Council	On Hold- Waiting for Information
To Counties	

Recommendation	
Decision	
Date of Decision	

Application Number	B-105-15
Date Received	October 20, 2015
Name	Heron Bay Corp
Legal	Part Lot 35, Concession 1
To Council	On Hold- Waiting for Information
To Counties	
Recommendation	
Decision	
Date of Decision	

Application Number	B-106-15
Date Received	October 20, 2015
Name	Heron Bay Corp
Legal	Part Lot 35, Concession 1
To Council	On Hold- Waiting for Information
To Counties	
Recommendation	
Decision	
Date of Decision	

Application Number	B-113-15
Date Received	November 13, 2015
Name	Catherine Lelievre
Legal	Part Lot 24, Concession 1
To Council	January 11, 2016
To Counties	On Hold- Waiting on Information
Recommendation	
Decision	
Date of Decision	

Application Number	B-121-15
Date Received	November 26, 2015
Name	Casgrain
Legal	Part lot 14, Concession 1 Front
To Council	January 25, 2016
To Counties	February 9, 2016
Recommendation	Recommended providing the applicant owns the land
Decision	
Date of Decision	

CONSENT APPLICATIONS SUMMARY- 2016

	Application #	Recommendation	Decision
1	B-07-17	Recommended	Approved
2	B-10-16	Recommended	Approved
3	B-11-16	Recommended	Approved
4	B-14-16	Recommended	Approved
5	B-15-16	Recommended	Approved
6	B-16-16	Recommended	Approved
7	B-19-16	Recommended	Approved
8	B-21-16	Recommended	Approved
9	B-28-16	Recommended	Approved
10	B-29-16	Recommended	
11	B-34-16	Recommended	Approved
12	B-40-17	Recommended	Approved
13	B-47-16	Recommended	
14	B-53-16	Recommended	

Application Number	B-07-16
Date Received	January 21, 2016
Name	Peter & Carol McLeod
Legal	Part Lot 11, Concession 6
To Council	March 8, 2016

To Counties	March 14, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	April 21, 2016

Application Number	B-10-16
Date Received	February 16, 2016
Name	Pierre & Jean Menard
Legal	Part Lot 23, Concession 1
To Council	March 8, 2016
To Counties	March 14, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	May 2, 2016

Application Number	B-11-16
Date Received	February 16, 2016
Name	G. Menard, G Menard- Killoran and J.C. Menard
Legal	Part Lot 23, Concession 1
To Council	March 8, 2016
To Counties	March 14, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	May 2, 2016

Application Number	B-14-16
Date Received	February 23, 2016
Name	Michel & Paulette Lalonde
Legal	Part Lot 36, Concession 1 NRR
To Council	March 28, 2016
To Counties	March 29, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	June 1, 2016

Application Number	B-15-16
Date Received	February 23, 2016
Name	Michel & Paulette Lalonde
Legal	Part Lot 36, Concession 1 NRR
To Council	March 28, 2016
To Counties	March 29, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	June 1, 2016

Application Number	B-16-16
Date Accepted by SDG	February 18, 2016
Date Received by TWP	February 23, 2016
Date TWP Received Revised Application	March 31, 2016
Name	Don Mac Lachlan & Paul Syrduk

Legal	Lot 28, Registered Plan # 26
To Council	April 11, 2016
To Counties	April 12, 2016
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-19-16
Date Received	March 01, 2016
Name	Quesnel
Legal	Part Lot 34, Concession 7
To Council	March 28, 2016
To Counties	March 29, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	May 17, 2016

Application Number	B-21-16
Date Received	March 10, 2016
Name	MacLachlan
Legal	Part Lot 38, Concession 5
To Council	March 28, 2016
To Counties	March 29, 2016
Recommendation	Recommended
Decision	Approved

Date of Decision	June 1, 2016
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Application Number	B-26-16
Date Accepted by SDG	March 17, 2016
Date Received by TWP	March 22, 2016
Name	Kerr & Beauchamp
Legal	Part Lot 22, Concession 1
To Council	April 11, 2016
To Counties	April 12, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	June 1, 2016

Application Number	B-28-16
Date Accepted by SDG	March 31, 2016
Date Received by TWP	April 7, 2016
Name	Bell
Legal	Part Lot 16, Concession 1
To Council	April 25, 2016
To Counties	April 28, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	June 1, 2016

Application Number	B-29-16
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Date Accepted by SDG	March 31, 2016
Date Received by TWP	April 7, 2016
Name	Beaudette
Legal	Part Lot 22, Concession 7 NRR
To Council	April 25, 2016
To Counties	April 28, 2016
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-34-16
Date Accepted by SDG	April 5, 2016
Date Received by TWP	April 8, 2016
Name	McIntee
Legal	Part Lot 37, Concession 8
To Council	April 25, 2016
To Counties	April 28, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	June 22, 2016

Application Number	B-40-16
Date Accepted by SDG	May 3, 2016
Date Received by TWP	May 10, 2016
Name	Levesque

Legal	Part Lot 21, Concession 2, S.S.R.R.
To Council	June 13, 2016
To Counties	June 15, 2016
Recommendation	Recommended
Decision	Approved
Date of Decision	June 22, 2016

Application Number	B-47-16
Date Accepted by SDG	May 20, 2016
Date Received by TWP	June 1, 2016
Name	Rouleau
Legal	Part Lot 38, Plan 101
To Council	June 27, 2016
To Counties	July 4, 2016
Recommendation	Recommended
Decision	
Date of Decision	

Application Number	B-53-16
Date Accepted by SDG	June 6, 2016
Date Received by TWP	June 10, 2016
Name	Champagne
Legal	Part Lot 60, Plan 107
To Council	June 27, 2016
To Counties	July 4, 2016

Recommendation	Recommended
Decision	
Date of Decision	

UNFINISHED BUSINESS REPORT**July 11th, 2016**

Number	Title	Department	Date	Outcome
1.	Fairview Rd Extension	Infrastructure	January 2016	<i>Fall 2016</i>
2.	Docks on Township Property	CAO	January 2016	<i>July 2016</i>
3.	Performance Appraisal/Job Descriptions	CAO	January 2016	<i>July 2016</i>
4.	Glen Walter Fire Hall	Acting Fire Chief	January 2016	<i>Open House on June 25, 2016</i>
5.	Old Glen Walter Fire Hall	Infrastructure	March 28, 2016	<i>Nothing to Report</i>
6.	Cornwall Airport Opportunity Analysis	CAO	January, 2016	<i>-CFDC Agreement at June 13th Meeting</i> <i>-September 2016</i>
7.	Environmental Assessment for Glen Walter Area	Infrastructure	January, 2016	<i>Nothing to Report</i>
8.	Fire Protection Ponds	Infrastructure Services	March 2016	<i>Nothing to Report</i>
9.	To Name Street "A"	Infrastructure Services	March 2016	<i>Nothing to Report</i>
10.	Change Meeting dates	Clerk	June 13, 2016	<i>July 11, 2016</i>
11.	401 Signs	Kelli Campeau		<i>September 2016</i>
12.	Water and Sewage Rating By-law 30-10	Lachlan McDonald	Amend by-law	<i>September 2016</i>

SG-M-16

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW No. 60-16
FOR THE YEAR 2016**

***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 July 11, 2016 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 11th DAY OF JULY 2016.***

MAYOR: **CLERK:**