

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Tuesday, May 21, 2019 7:00 PM**

Page

**1. CALL TO ORDER**

**2. O CANADA**

**3. APPROVAL OF AGENDA**

a) Additions, Deletions or Amendments

All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.

**4. DECLARATION OF PECUNIARY INTEREST**

a) [Pecuniary Interest Form](#)

4

**5. APPROVAL OF MINUTES**

a) [Previous Meeting Minutes - May 6, 2019](#)

5 - 10

**6. PRESENTATIONS AND DELEGATIONS**

a) [RRCA Programs and Services - Lisa Van De Ligt & Normand Génier](#)

11 - 25

b) [Glen Walter Master Plan Update - Marco Vincelli and Josh Eamon](#)

26 - 54

**7. NEW BUSINESS**

a) **Staff Reports**

i. [Social Media Policy \(K. Campeau\)](#)

55 - 65

ii. [Tender 04-2019 - Waste Collection, Haulage and Disposal \(E. MacDonald\)](#)

66 - 67

iii. [Fairview Road Extension \(E. MacDonald\)](#)

68 - 70

iv.	<a href="#"><u>Place St. Laurent Phase 5 Capacity Allocation (E. MacDonald)</u></a>	71 - 82
v.	<a href="#"><u>Crosswalk Installation on Military Road (S. Baggs)</u></a>	83 - 90
vi.	<a href="#"><u>Caron Site Plan Control Agreement (J. Haley)</u></a>	91 - 101
vii.	<a href="#"><u>Approval of Job Descriptions (J. Haley)</u></a>	102 - 114
<b>b)</b>	<b>Other Business</b>	
i.	<a href="#"><u>Notice of Motion for Consideration at this Meeting - Ontario Municipal Partnership Fund</u></a>	115 - 116
ii.	<a href="#"><u>Notice of Motion for Consideration at this Meeting - Investing in Canada Infrastructure Program</u></a>	117 - 119
<b>c)</b>	<b>Committee Reports</b>	
i.	<a href="#"><u>Committee of Adjustment Minutes - May 6, 2019</u></a>	120 - 125
<b>d)</b>	<b>For Information Only</b>	
i.	<a href="#"><u>Review - Roads Fleet Costs (L. McDonald &amp; E. MacDonald)</u></a>	126 - 141
ii.	<a href="#"><u>SDG Counties Warden Golf Tournament</u></a>	142
iii.	<a href="#"><u>Smoke Free Ontario Act &amp; Community Recreation Facilities</u></a>	143 - 145
iv.	<a href="#"><u>Letter - OGRA Combined Conference Update</u></a>	146 - 148
v.	<a href="#"><u>Letter - OPP Communication Update</u></a>	149 - 150
vi.	<a href="#"><u>Letter - Office of the Fire Marshal and Emergency Services</u></a>	151 - 152
vii.	<a href="#"><u>Resolution - Library Services (Township of McKellar)</u></a>	153 - 155
viii.	<a href="#"><u>Resolution - Library Services (Town of Hanover)</u></a>	156
ix.	<a href="#"><u>Resolution - Library Services (Township of Mulmur)</u></a>	157
x.	<a href="#"><u>Resolution - Aggregate Extraction (Township of Mulmur)</u></a>	158
xi.	<a href="#"><u>Resolution - Bill 108 (Town of Aurora)</u></a>	159 - 160
xii.	<a href="#"><u>Resolution - Overview of Health System Transformation (Peel Region)</u></a>	161 - 162

## 8. UNFINISHED BUSINESS

- a) [Unfinished Business Listing - May 21, 2019](#)

163 - 164

## **9. CLOSED SESSION**

- a) BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

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

- (d) labour relations or employee negotiations;
  - Employee Negotiations: Identifiable Individual
- (f) advice that is subject to solicitor-client privilege
  - Legal Advice: Information Report

## **10. CONFIRMING BY-LAW**

- a) [Confirming By-law 34-2019](#)

165

## **11. ADJOURNMENT**



**DECLARATION OF PECUNIARY INTEREST**

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

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**Signature**



## MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON MAY 6, 2019.

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

REGRETS: Deputy Mayor Lyle Warden

STAFF PRESENT: Clerk Kelli Campeau, GM Community Services Joanne Haley, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson, Economic Development & Tourism Coordinator Shauna Baggs.

1. CALL TO ORDER

**Resolution No. 172-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the May 6, 2019 Council Meeting of the Township of South Glengarry now be opened at 7:05 pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

**Resolution No. 173-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

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

-Items moved from Information Only to Other Business for discussion:

-7.d.iv. Invitation – Char-Lan District High School Graduation

-7.d.v. Invitation – Lancaster Canada Day

-7.d.vi. Invitation – Ceremonial Review 30<sup>th</sup> Anniversary

-7.d.ix. Resolution – Investing in Canada Infrastructure Program

-7.d.xi. Resolution – Ontario Municipal Partnership Fund

CARRIED

4. DECLARATION OF PECUNIARY INTEREST - None

5. APPROVAL OF MINUTES

a) Previous Meeting Minutes - April 15, 2019

**Resolution No. 174-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on April 15, 2019 be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

a) March Meal Ticket Prize Presentation

- b) MPAC Information Session - Joyce Gravelle
- c) SDG Cornwall & Akwesasne Food and Agriculture Advisory Council - Gina Dragone

7. NEW BUSINESS

a) Staff Reports

i) Further Review - Upper Canada Academy

**Resolution No. 175-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 56-2019 be received and that the Council of the Township of South Glengarry deny the request to provide tax abatement to the Upper Canada Academy based on insufficient authority to do so.

CARRIED

ii) 2019 Budget and Tax Rates

**Resolution No. 176-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 57-2019 be received and that By-law 29-2019, being a by-law to adopt the estimates of all sums required during the year and to adopt the tax rates for the year 2019, be read a first, second, and third time, passed, signed, and sealed in Open Council this 6th day of May, 2019.

CARRIED

iii) BR&E Triage Program Agreement

**Resolution No. 177-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 58-2019 be received and that the Corporation of the Township of South Glengarry enter into an agreement with MDB Insight to complete the South Glengarry Business Retention & Expansion Triage program and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

iv) Regional Incentive Program Agreement - Sir John Johnson Manor House

**Resolution No. 178-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 59-2019 be received and that the Corporation of the Township of South Glengarry enter into an Regional Incentives Program financial agreement with the Sir John Johnson Manor House Committee Inc. and the United Counties of Stormont, Dundas and Glengarry and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents

CARRIED

v) Regional Incentives Program Agreement - Friends of the St. Raphael's Ruins

**Resolution No. 179-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 60-2019 be received and that the Corporation of the Township of South Glengarry enter into an Regional Incentives Program financial agreement with Diana Sturkenboom, Friends

of the St. Raphael's Ruins and the United Counties of Stormont, Dundas and Glengarry, and furthermore that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

- vi) Regional Incentives Program Agreement - Upper Canada Cider Company and Arrowhead Development Company

**Resolution No. 180-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 61-2019 be received and that the Corporation of the Township of South Glengarry enter into a Regional Incentives Program financial agreement with Matthew Cameron of Upper Canada Cider Company and Arrowhead Development Company Ltd. and the United Counties of Stormont, Dundas and Glengarry and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

CARRIED

- vii) Appointment of a Part Time Property Standards Officer and a By-Law Enforcement Officer

**Resolution No. 181-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 62-2019 be received and that By-law 30-2019, being a by-law to appoint a Property Standards Officer and By-Law Enforcement Officer be read a first, second, and third time, passed, signed, and, sealed in open Council this 6th day of May 2019.

CARRIED

- viii) Fencing Requirements for Township-owned Lands

**Resolution No. 182-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 63-2019 be received and that Council direct Administration to not construct a fence along the west side of the municipal parking lot at 6 Oak Street.

CARRIED

- ix) Disposal of Unused Equipment

**Resolution No. 183-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 64-2019 be received and that Council deem the 25 unused bunker suits to be surplus to the needs of the Township as per By-law 36-07 and furthermore, that Administration be authorized to donate the surplus equipment to Firefighters without Borders.

CARRIED

- b) Other Business

- i) Emergency Preparedness Week Proclamation

WHEREAS the Township of South Glengarry recognizes the importance of Emergency Management in Ontario and the goal of Emergency Preparedness Week is to raise community awareness and the need to be prepared within 72 hours for the possibility of an emergency;

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

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

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

NOW THEREFORE, I, Mayor Frank Prevost, do hereby proclaim the week of May 5 – 11, 2019 as Emergency Preparedness Week in the Township of South Glengarry and encourage all citizens to begin today and learn how to prepare now for a safer tomorrow.

ii) Social Media Policy

-Staff directed to bring policy forward for approval pending revisions based on feedback from Council.

iii) Donation Request - Glen Walter Canada Day

**Resolution No. 184-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry approves a donation of \$3,000 to the Glen Walter Canada Day Celebration from the Council Grants & Donations Discretion Fund.

CARRIED

iv) Invitation – Char-Lan District High School Graduation

-Councillor Jaworski to attend on behalf of Council.

v) Invitation - Lancaster Canada Day

-Clerk Campeau to circulate e-mail to Council to solicit availability.

vi) Invitation - Annual Ceremonial Review 30th Anniversary

-Clerk Campeau to circulate e-mail to Council to solicit availability.

vii) Resolution - Investing in Canada Infrastructure Program (Municipality of Brockton)

-Support resolution to be brought forward at next Regular Meeting.

viii) Resolution - Ontario Municipal Partnership Fund (Town of Minto)

-Support resolution to be brought forward at next Regular Meeting.

**Resolution No. 185-2019**

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry accepts the items presented on the Agenda as Committee Reports and

For Information Only.  
CARRIED

- c) Committee Reports
  - i) Agricultural Resource Committee Minutes - April 3, 2019
  - ii) Committee of Adjustment Minutes April 15, 2019
- d) For Information Only
  - i) Consent Application B-23-19
  - ii) Notice of Consent Decision
  - iii) Consent Summary
  - iv) SDG Council Newsletter
  - v) MPAC 2018 Annual Report
  - vi) Resolution Single Use Plastic Straws City of Brantford
  - vii) Resolution Hydro Delivery Fees Township of Tudor and Cashel

8. UNFINISHED BUSINESS

- a) Unfinished Business Listing - May 6, 2019

9. CLOSED SESSION

**Resolution No. 186-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:57 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

- (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
  - (d) labour relations or employee negotiations;
    - Roles/Workload – Specific Employees
  - (e) litigation or potential litigation;
    - Litigation Update

CARRIED

**Resolution No. 187-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 9:40 pm into Open Session without reporting.

CARRIED

**Resolution No. 188-2019**

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council direct staff to carry out all actions as specified in the Closed Session Minutes.

CARRIED

10. CONFIRMING BY-LAW

**Resolution No. 189-2019**

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT By-law 31-2019 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed, and sealed in Open Council.

CARRIED

11. ADJOURNMENT

**Resolution No. 190-2019**

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry  
adjourn to the call of the chair at 9:42 pm.

CARRIED

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Mayor

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Clerk



Raisin Region Conservation Authority

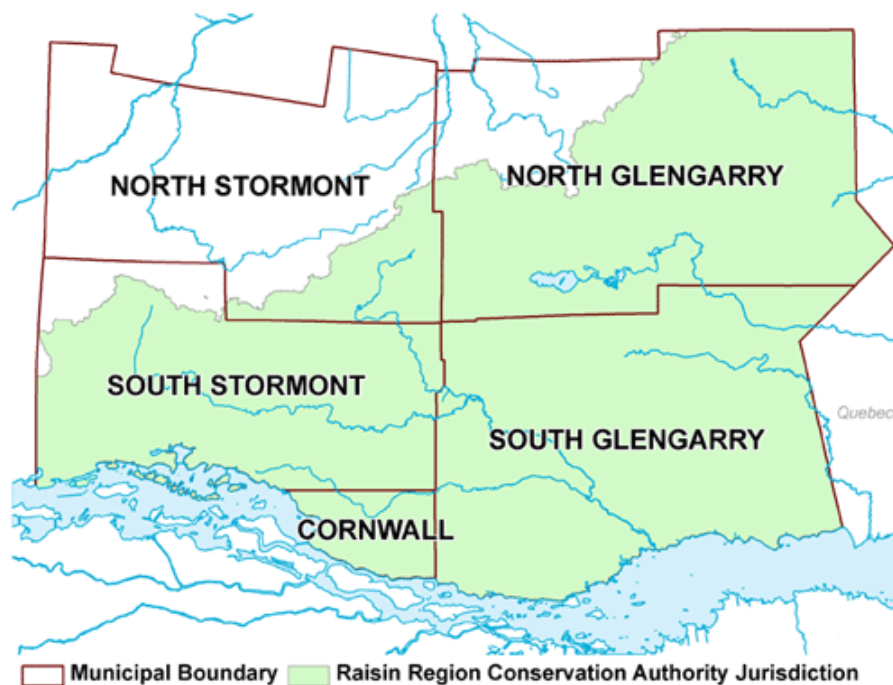
May 21, 2019

# RRCA Programs and Services

## Township of South Glengarry Council Meeting



## Our bio



- Most easterly Conservation Authority in Ontario
- Jurisdiction : 1,680 km<sup>2</sup>
- Member municipalities : 5
- Diverse landscape





## Protecting People and Property



*Raisin River, McGillivray Road, April 2014*

- Drinking water source protection
- Hazard mapping
- Environmental planning
- Flood Forecasting and Warning and Low Water Response
- Water control structures





## Recreational Opportunities



*Raisin River Canoe Race, 2019*

- Cooper Marsh Conservation Area
- Gray's Creek Conservation Area
- Gray's Creek Marina
- Charlottenburgh Park (Camping and Beach)
- Annual Raisin River Canoe Race





## Engaging Communities and Youth



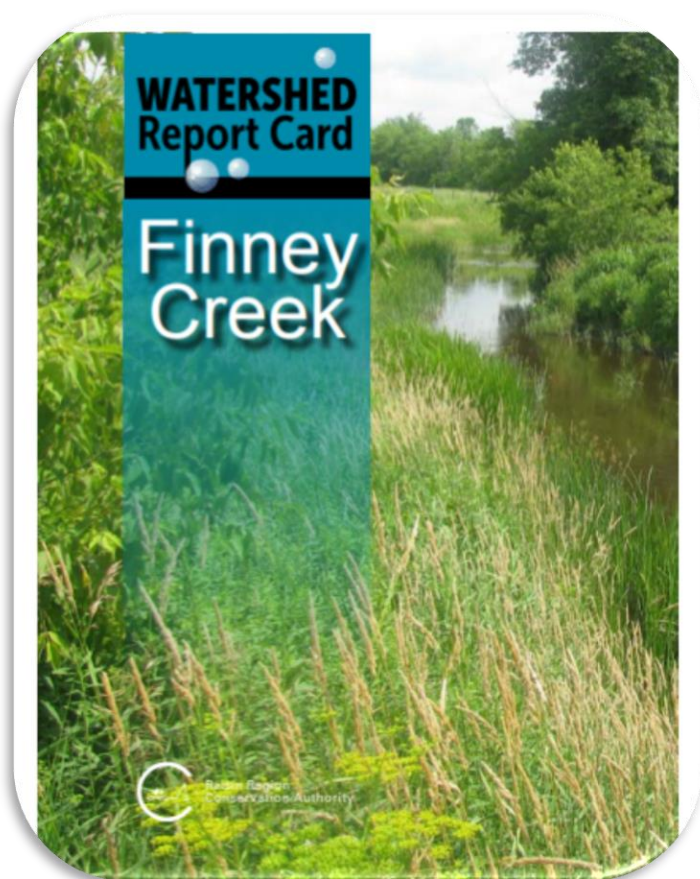
*Earth Day Tree Giveaway, 2019*

- March Break Nature Camp
- Annual Earth Day Tree Giveaway
- Annual Family Fishing Event
- Community Partnerships
  - Cooper Marsh Conservators





## Data Collection for Science-based Decisions



*Finney Creek Watershed Report Card, 2017*

- Data collection : water quality and quantity, forest cover, wetland cover, fish and wildlife populations
- Trends and linkages
- Ecosystem health



## Forest Cover Study (2014)

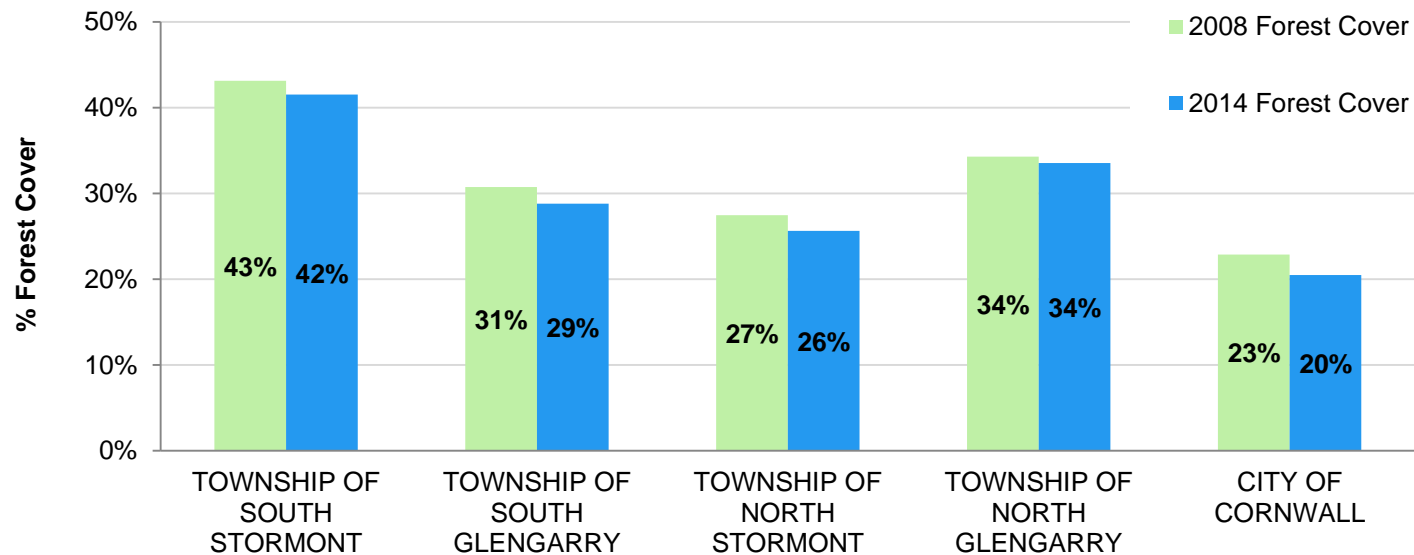


- Trend analysis of forest cover change between 2008-2014
- Over 7,000 forest patches evaluated
- Criteria
  - Canopy cover > 75%
  - Tree height > 2 m
  - > 0.25 ha in size



## Local Forest Cover

- Environment Canada's minimum recommended level : 30%





## Environmental Benefits of Forest Cover



*Gray's Creek Conservation Area*

- Wildlife habitat
- Carbon sequestration
- Clean air
- Flood and erosion control
- Groundwater and surface water





## Economical Benefits of Forest Cover



*St-Pierre Maple Sugar Camp, Lancaster*

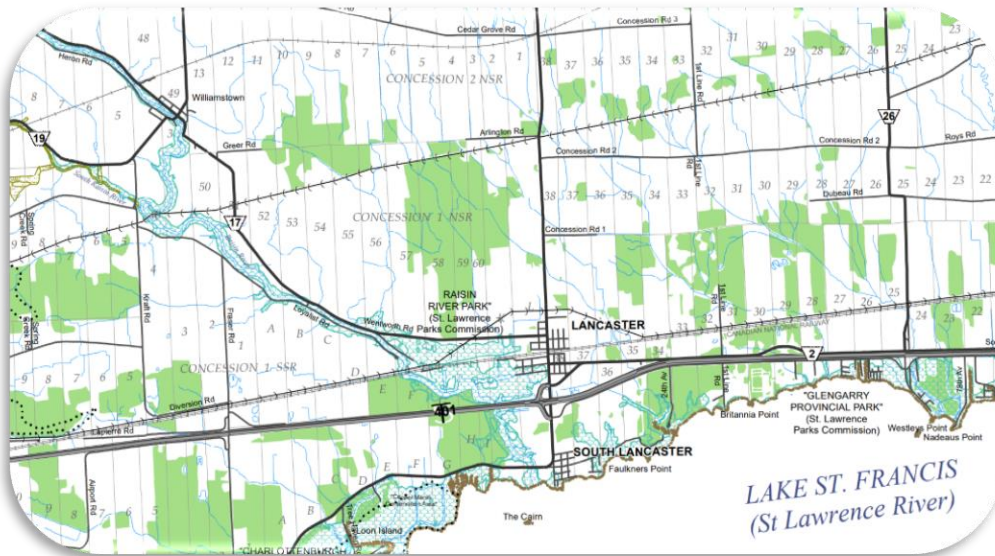
- Hunting
- Healthy fishery
- Maple syrup and honey
- Healthy communities and waterfront
- Recreation
- Aesthetics







## Opportunities to Increase Local Forest Cover



- Planning Tools
  - Official plan
  - Site plan agreements
  - Environmental Impact Statements Triggers



## ■ Opportunities to Increase Local Forest Cover



- Forestry Programs
  - Land Securement (Purchase or donation)
  - Tree Planting Program





## Opportunities to Increase Local Forest Cover



*Trees for Tomorrow, 2019  
Munro & Morris Funeral Homes*

- Community Partnerships
  - Memorial Forests
  - Tree giveaways
  - Community-led Projects





## Local Incentives to Increase or Preserve Forest Cover



- Managed Forest Tax Incentive Program
- Alternative Land Use Services Program



# Raisin Region

## Conservation Authority

**Lisa Van De Ligt**  
Communications Specialist  
[Lisa.VanDeLigt@rrca.on.ca](mailto:Lisa.VanDeLigt@rrca.on.ca)  
(613) 938-3611 ext. 223

**Normand Génier**  
Forestry Specialist  
[Normand.Genier@rrca.on.ca](mailto:Normand.Genier@rrca.on.ca)  
(613) 938-3611 ext. 228





# Glen Walter Area Master Plan Next Steps

May 21, 2019



# Purpose of EVB's Assignment

- Review the Supporting Data for the Glen Walter Area Water and Wastewater Servicing Master Plan Update prepared by WSP
- Review the Evaluation of the Alternative Solutions
- Determine the Required Steps to Complete the Master Plan



# WSP's Report Servicing Master Plan

## SCOPE (Section 1.2)

- The Water and Wastewater Servicing Master Plan documents existing conditions, forecasts infrastructure needs to service growth, and evaluates alternative servicing strategies to define the preferred solution

## PROBLEM STATEMENT (Section 7)

- The Glen Walter Area Water and Wastewater Servicing Master Plan seeks to identify a cost-effective, environmentally sound and socially acceptable solution to provide safe municipal drinking water and wastewater servicing to the current municipal water and wastewater serviced population of Glen Walter





# WSP's Report Servicing Master Plan

## WATER SYSTEM

- Provide potable water to the build out of the Place St. Laurent development (Area D) and fire flows throughout the distribution system.

## WASTEWATER SYSTEM

- Address the peak hydraulic loading at the Water Pollution Control Plant (WPCP) and capacity at the Bray Street Pumping Station

# WSP's Report

## Glen Walter Water System

No.	Description	Rationale	Short-List
1	Do Nothing	Does not satisfy the goals of the study	No
2	Optimize WTP	Has potential to satisfy all of the study objectives	No
3	Water Efficiency	Has potential to satisfy all of the study objectives	No
4	Expand/ Upgrade	Satisfies the goals of the study however adds significant expense	No
5	Building New Storage	Satisfies all of the study objectives	Yes
6	Build new WTP	Satisfies the goals of the study however adds significant expense	No
7	Connect to Cornwall	Satisfies the goals of the study however adds significant expense	Yes

# WSP's Report Glen Walter Water System

- Preferred Solution
  - The preferred solution consisted of the construction of a new water storage tank and upgrades to the high lift pumping system at the Glen Walter Water Treatment Plant (WTP)
  - Following the above work, the recommendation to up size portions of the existing distribution system and the addition of hydrants will occur
- The identified preferred solution for the water system addresses the issues that the report identified
- The identified preferred solution will also allow the Township's operations group to flush the distribution system and improve upon its operation

# WSP's Report

## Glen Walter Wastewater Collection

- System Currently relies on three pumping stations (Bray Street, Yacht Blvd and the Raw Sewage Pumping Station) and gravity sewers to convey wastewater to the plant
  - Bray Street Pumping Station's capacity needs to be expanded
  - Yacht Blvd Pumping Station needs to be evaluated, based on the expansion of the development servicing the pumping station
- 2,800 m of gravity sewers are not able to convey wet weather flow under the 100 year storm design scenario

# WSP's Report

## Glen Walter Wastewater System

No.	Description	Rationale	Short-List
1	Do Nothing	Does not satisfy the goals of the study	No
2	Optimize WTP	Has potential to satisfy all of the study objectives	Yes (Partially)
3	Water Efficiency	Has potential to satisfy all of the study objectives	Yes (Partially)
4	Expand/ Upgrade	Satisfies the goals of the study however adds significant expense	No
5	Building New Storage	Satisfies all of the study objectives	Yes
6	Build new WTP	Satisfies the goals of the study however adds significant expense	No
7	Connect to Cornwall	Satisfies the goals of the study however adds significant expense	Yes

# WSP's Report Glen Walter Wastewater System

- Preferred Solution
  - The preferred solution consisted of the construction of a new equalization tank at the WPCP and upgrades to the Bray Street Pumping Station
  - Following the above work, the recommendation to up size portions of the existing collection system will occur
- The identified preferred solution for the wastewater system addresses peak flows however, provides little to no benefit for a plant that is nearing its ADF capacity

# EVB's Comments on Master Plan

- **Municipal Service Area**
  - The Master Servicing Plan provides for municipal services to the Glen Water Core Area plus Place St. Laurent.
- **Drinking Water System**
  - Although the recommended solution for the drinking water system addresses the problems identified in the report, it does not address providing additional municipal water services to a greater area.
- **Wastewater Treatment System**
  - The identified preferred solution addresses the issues identified in the problem statement, however the problem statement does not address the issue of the plant nearing its ADF capacity

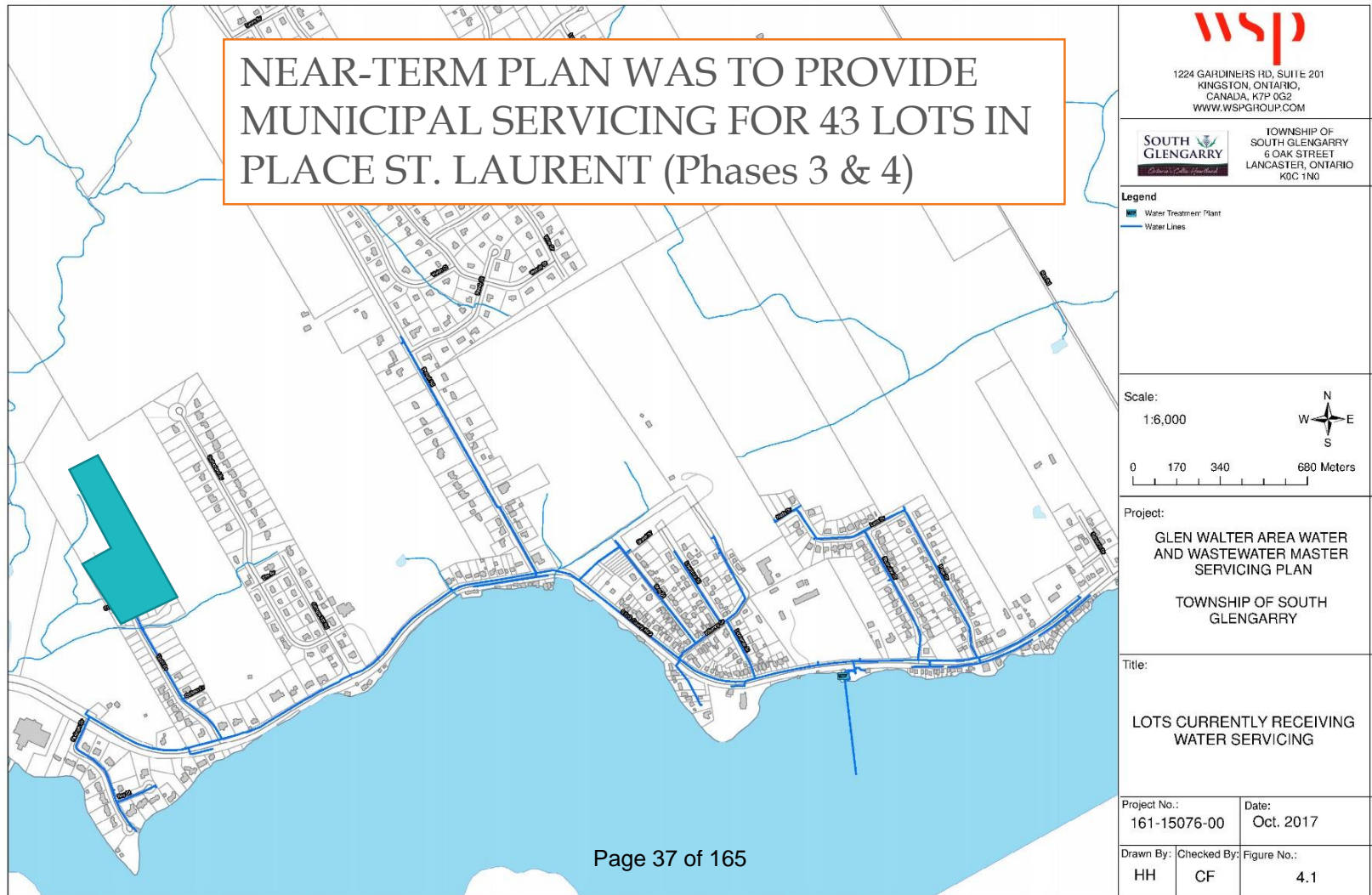


# EVB's Comments on Master Plan

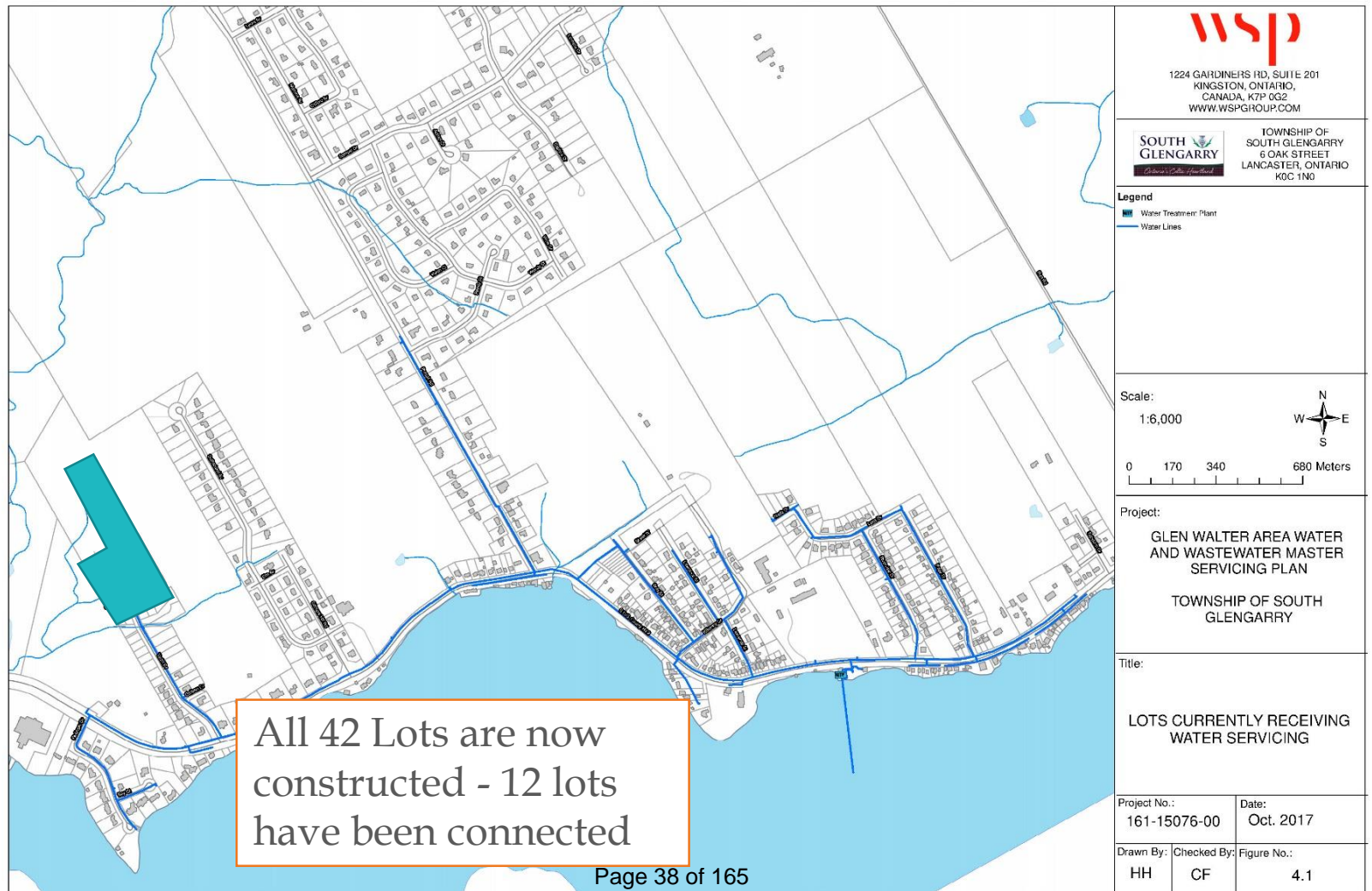
- **Uncommitted Reserve Capacity**
  - The Servicing Master Plan that was prepared did not consider the uncommitted reserve capacity for either the water or the wastewater treatment plants
  - This is a tool provided by the Province to ensure that existing water and wastewater infrastructure can support proposed development
  - It is not recommended for municipalities to consider approving additional development if the uncommitted reserve capacity calculation does not demonstrate the availability to support the proposed development



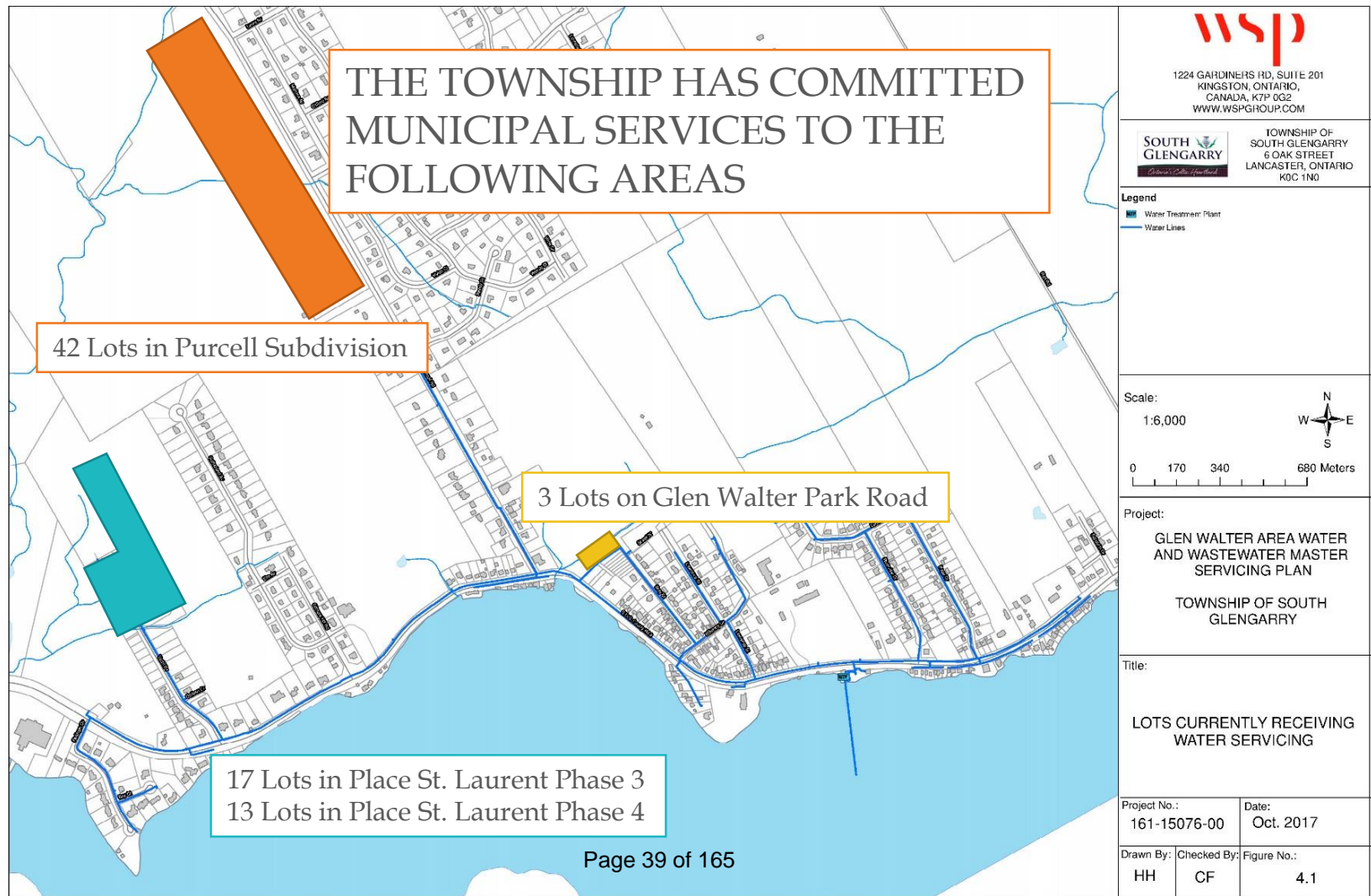
# WSP's Servicing Master Plan



# Lots Connected Since Report Data



# Committed Lots



# Uncommitted Reserve Capacity (Sewage)

- 5 Year Average Daily Flow  $666 \text{ m}^3/\text{d}$
- Rated Capacity of WPCP  $787 \text{ m}^3/\text{d}$ 
  - Remaining Capacity  $121 \text{ m}^3/\text{d}$
  - # of Connections 364
  - Flow Per Connection  $1.924 \text{ m}^3/\text{d} / \text{lot}$
- Remaining Connections 63 lots
- Committed Connections 75 lots
- Available Capacity -12 lots

**OVERCOMMITTED**

# Uncommitted Reserve Capacity (Sewage)

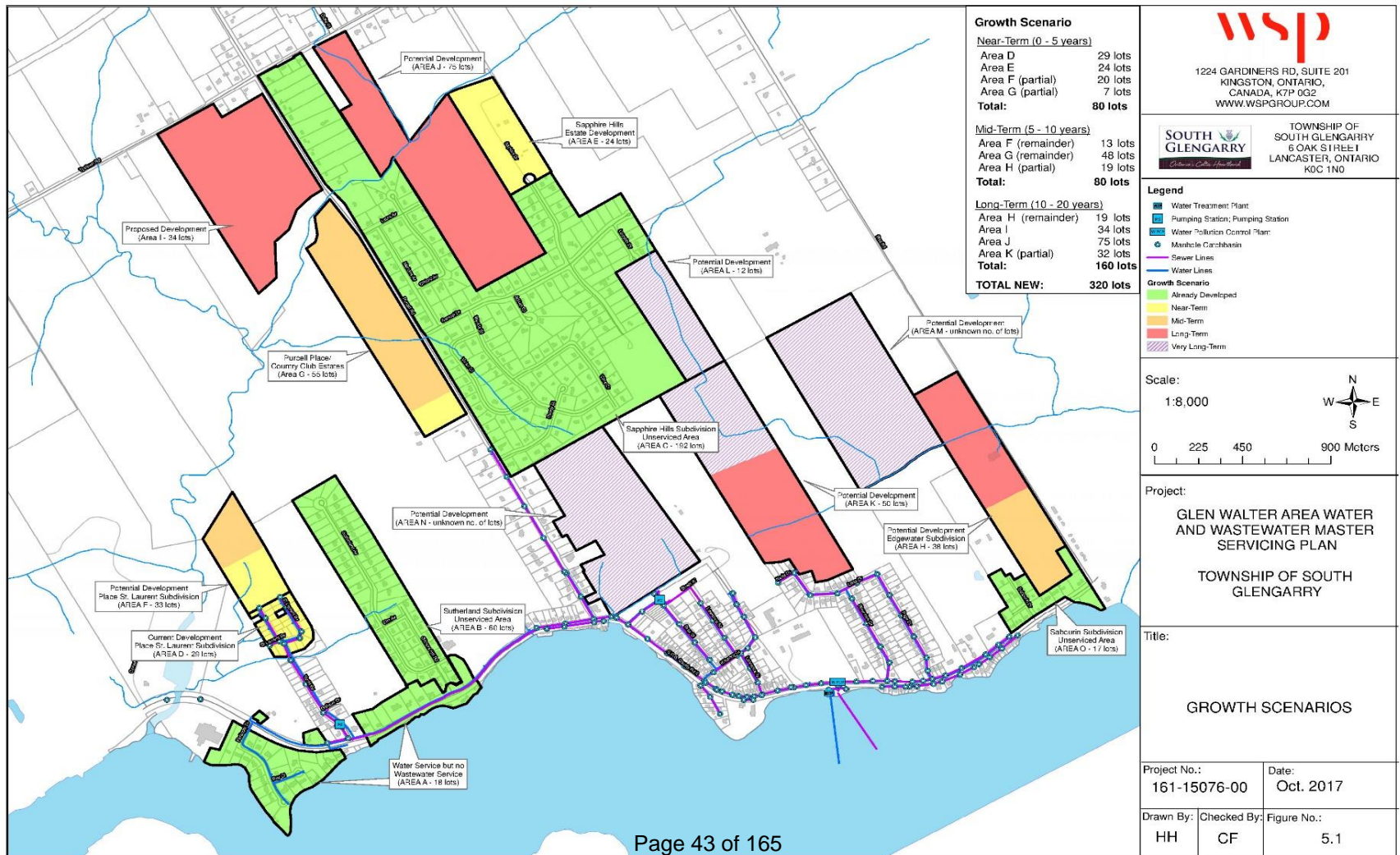
- Since the Glen Water WPCP is approaching the rated capacity and the Township has developers applying for more capacity, the Township needs to complete a full evaluation of alternative solutions to address the rated capacity at the Glen Walter WPCP
- Depending on the preferred solution it may trigger the need to complete a Schedule “C” Environmental Assessment



# Moving Forward

- Current system does not provide fire protection – this should be addressed
- Define Service Area for Municipal Servicing
  - Current WSP W&WW recommendations allow for servicing of 41 additional lots
  - Based on known future developments, there is a potential for over 300 future lots to be serviced
- WSP's Master Plan carried forward the same growth projection as the 2008 Master Plan, however, only planned to extend services in the Place St. Laurent Area (Area D)

# Service Area



# Existing Site



Maintenance Building

Water Pollution Control Plant

Water Treatment Plant and Support Building



# Glen Walter Water System

- Single Water Treatment Plant
- No Additional Water Reservoirs or Booster Facilities
- Maximum Daily Flow Rated Capacity  $995 \text{ m}^3/\text{d}$
- Current Maximum Day Flow =  $550 \text{ m}^3/\text{d}$  (2014)
- Uncommitted Reserve Capacity Calculation
  - Based on 2018 MDF ( $652 \text{ m}^3/\text{d}$ ) and 75 pre-approved connections
  - Uncommitted Reserve Capacity = 127 residential lots

# Glen Walter Water Pollution Control Plant

- The Glen Walter WPCP has a capacity of 787 m<sup>3</sup>/d
- Based on a five year running average daily flow of 666 m<sup>3</sup>/d, there are 63 remaining connections available which are already committed

# Alternative Servicing Strategies

## **Maintain Water / Wastewater Services with the Township**

- A1 Maintain/Expand Both on Existing Site
- A2 Relocate WTP to New Site and Expand WPCP
- A3 Relocate WPCP to New Site and Maintain WTP

## **Maintain 1 Service and Transfer 1 Service to Cornwall**

- B1 Maintain WPCP on Existing Site and Obtain Water Service from the City of Cornwall
- B2 Maintain WTP on the Existing Site and Obtain Wastewater Service from the City of Cornwall

## **Transfer Both Services to Cornwall**

- C Obtain Water and Wastewater Service from the City of Cornwall

# Alternative A

## Maintain Water and Wastewater Services



# Alternative A

## Maintain Water and Wastewater Services

Relocate	Water	Wastewater
Advantage	<ul style="list-style-type: none"> <li>- New facility could incorporate fire protection</li> <li>- New technologies can be integrated</li> <li>- Possibility of increase service area</li> </ul>	<ul style="list-style-type: none"> <li>- Existing WPCP will require renewal soon</li> <li>- Possibility of increasing service area</li> </ul>
Disadvantage	<ul style="list-style-type: none"> <li>- Required new intake from the river</li> <li>- Parts of distribution system may need to be expanded</li> <li>- Water Plant may not need to be expanded for 10+ years</li> </ul>	<ul style="list-style-type: none"> <li>- Required new outfall</li> <li>- Gravity system conveys wastewater to existing site</li> <li>- May require additional pumping stations to convey sewage to new site</li> </ul>

# Alternative B

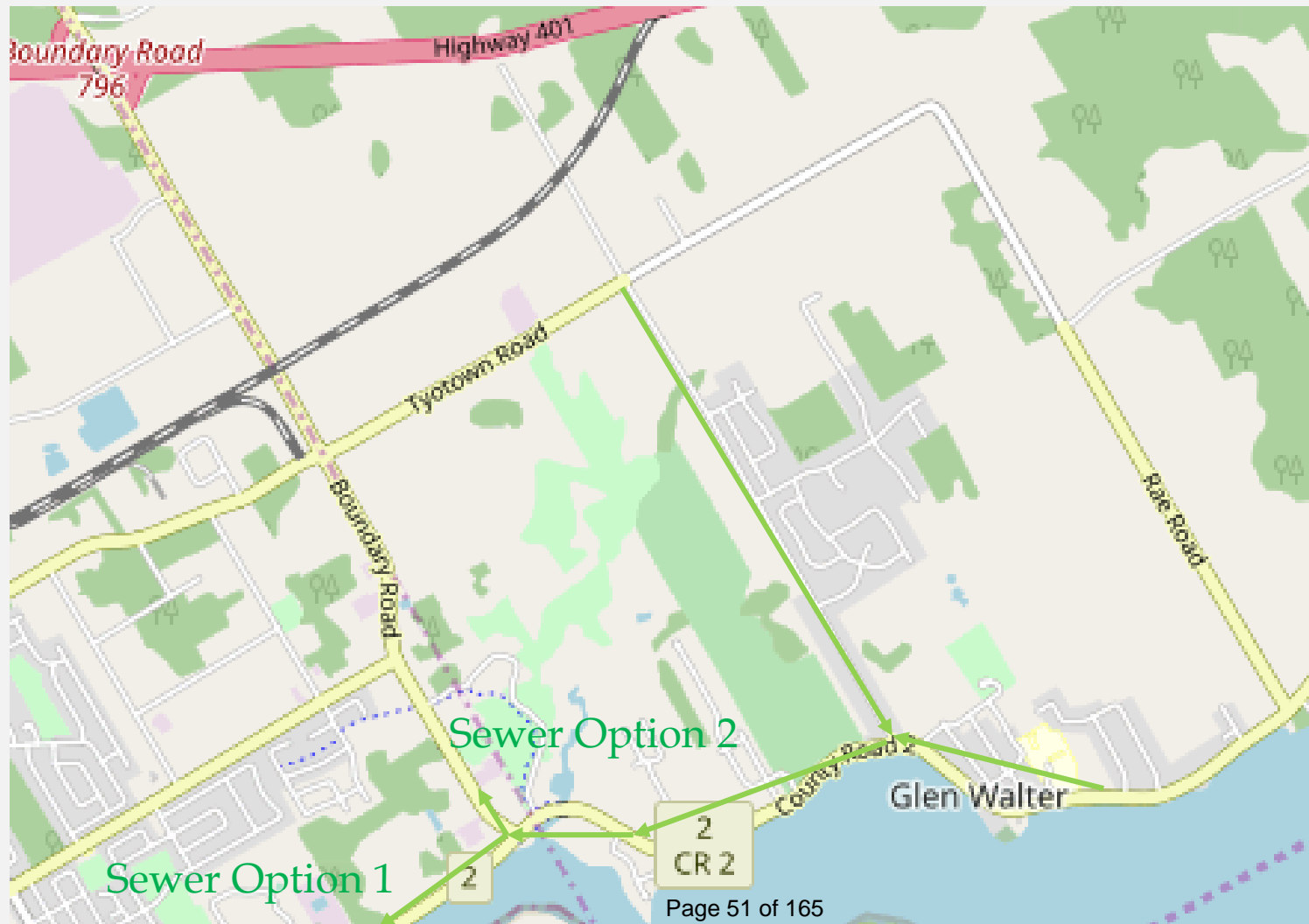
Retain One Service and Obtain One Service from Cornwall





# Alternative B

Retain One Service and Obtain One Service from Cornwall



# Alternative B

## Retain One Service and Obtain One Service from Cornwall

Retain	Water	Wastewater
Advantage	<ul style="list-style-type: none"> <li>- Existing plant has capacity to support growth for 10+ years</li> <li>- Able to expand on existing site</li> <li>- Cornwall's EA made provisions for WW servicing by Cornwall (700 – 1000 m<sup>3</sup>/d)</li> </ul>	<ul style="list-style-type: none"> <li>- All sewage currently conveyed to existing site</li> <li>- Possibility of increasing service area with expansion</li> <li>- Eliminates WTP based on older technology</li> </ul>
Disadvantage	<ul style="list-style-type: none"> <li>- New storage required</li> <li>- Keeping a WTP with older technology</li> <li>- Current collection system conveys wastewater away from Cornwall.</li> <li>- May require additional pumping stations to convey sewage to new site</li> <li>- Need to negotiate with Cornwall</li> </ul>	<ul style="list-style-type: none"> <li>- Eliminating a plant that currently has extra capacity</li> <li>- Unaccounted water will drive costs up for users of the system, unless they are fixed</li> <li>- Need to negotiate with Cornwall</li> </ul>

# Alternative C

## Obtain Water and Wastewater Services from Cornwall

Option	Water/Wastewater from Cornwall
Advantage	<ul style="list-style-type: none"> <li>- Removes both WTP and WPCP assets from operations.</li> <li>- Can provide fire protection</li> <li>- Cornwall's EA made provisions for WW servicing by Cornwall</li> </ul>
Disadvantage	<ul style="list-style-type: none"> <li>- New storage required</li> <li>- Unaccounted water will drive costs up for users of the system, unless they are fixed</li> <li>- May require additional pumping stations to convey sewage to new site</li> <li>- Higher cost alternative for residents</li> <li>- Need to negotiate with Cornwall</li> </ul>



# Next Steps

- Develop the alternative solutions described within our presentation
- Determine the preferred solution which addresses the issues identified for the water and wastewater systems
- Complete the public consultation requirements of the environmental assessment process
- Upon completion of the public consultation process, it is the equivalent of a Schedule B EA which provides permission to proceed with the upgrades to Bray Street Pumping Station and a Water Tower (should they be part of the solution)



## **STAFF REPORT**

**S.R. No. 65-2019**

**PREPARED BY:** Kelli Campeau, Clerk

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Social Media Policy

### **BACKGROUND:**

1. At the May 6, 2019 Regular Council Meeting, Council received an Information Report and draft copy of a Social Media Policy for the Township of South Glengarry.
2. Members of Council were encouraged to provide feedback and Administration was directed to bring the policy back for approval.

### **ANALYSIS:**

3. Some minor revisions were made to the policy based on the feedback provided at the May 6<sup>th</sup> meeting and further internal discussions amongst staff.
4. Any changes to the original draft are highlighted in the attached.

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

N/A

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

Goal 5: Improve internal and external communications.

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 65-2019 be received and that By-law 32-2019, being a by-law to adopt a Social Media Policy for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 21st day of May, 2019.



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

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



**SG-I-19**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 32-2019  
FOR THE YEAR 2019**

***BEING A BY-LAW TO ADOPT A SOCIAL MEDIA POLICY FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.***

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

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

**AND WHEREAS** the Township of South Glengarry is committed to using social media for the purpose of promoting Township objectives, initiatives, programs and news through professional and strategic communications;

**AND WHEREAS** the policy serves to protect the Township of South Glengarry’s reputation and ensure consistency and professionalism with how the Township communicates with the public via social media;

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

- 1. **THAT** the Township of South Glengarry Social Media Policy, Appendix “A”, attached hereto and forming part of this By-law be adopted.
- 2. **THAT** this By-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL, THIS 21<sup>ST</sup> DAY OF MAY 2019.***

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

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

South Glengarry				POLICY
Policy Number:	04-2019		Review Frequency:	Every 5 Years
Approved By:	Council of the Township of South Glengarry	Date Approved:		
		Revision Date:		
Subject:	Social Media Policy			

## 1. POLICY PURPOSE

- 1.1. The Township of South Glengarry encourages the use of social media to further the goals of the Township and the mission of its departments.
- 1.2. The Township is committed to using social media for the purpose of promoting Township objectives, initiatives, programs and news through professional and strategic communications.
- 1.3. The Township of South Glengarry recognizes that the Township's website, [www.southglengarry.com](http://www.southglengarry.com), will remain the Township's primary Internet presence; however, the Township acknowledges that social media is also needed to assist online audiences to visit the Township's website for further information.

This policy serves to:

- 1.4. Protect the Township of South Glengarry's reputation and ensure consistency and professionalism with how the Township communicates with the public via social media;
- 1.5. Establish protocols, criteria and courses of action for:
  - Appropriate monitoring and administration of the Township's social media pages;
  - Determining/adopting new social media pages/accounts for the Township;
  - Providing timely, effective and accurate information and responses;
  - Establishing a mechanism to address controversial or sensitive matters;
- 1.6. Provide Township employees, Council and the public with an understanding of the policies and procedures surrounding the acceptable use of social media pages as they relate to the Township of South Glengarry.

## 2. POLICY ADMINISTRATION

- 2.1. The policy will be administered by the Clerk. The policy applies to all Township of South Glengarry staff and members of Council.

## 3. DEFINITIONS

- 3.1. **Online Communications:** Refers to the communications of information through the internet for any purpose (i.e. information sharing, marketing, engagement).
- 3.2. **Official Record:** Anything which is created in the regular course of conducting Township business and which documents the business of the Township, regardless of format.
- 3.3. **Official Township Social Media Page:** Social Media pages established and maintained by the Corporation of the Township of South Glengarry.
- 3.4. **Public Statement:** A declaration made by a Township employee or representative in any public forum, which relates to the Township of South Glengarry, its employees and/or its business. This includes statements made in blogs, online forums or discussions, social networking pages, and elsewhere in the public record.
- 3.5. **Social Media Content:** Content that is planned and developed by the Township's departments and posted or intended to be posted on Township social media pages.
- 3.6. **Social Media Moderator and Contributors (Designated Employee(s)):** Township staff tasked with posting, updating, monitoring and reviewing content on corporate social media pages.
- 3.7. **Township of South Glengarry Social Media:** Official social media pages created and managed by Township staff.

Other social media pages/accounts that have "South Glengarry" in its page name or reference the Township are NOT official, Township-administered pages. The posts and/or discussions on these pages do not reflect the views or corporate identity of the Township of South Glengarry.

## 4. SITE ADMINISTRATION

- 4.1. The Township's official social media pages will be consistently monitored during regular business hours - Monday to Friday, 8:30 am to 4:00 pm.

4.2. The Township will make every effort to respond to concerns and questions on its social media pages. Township staff will aim to address inquiries within 3 business days (excluding holidays and weekend). This turnaround time may be impacted by staff availability and resources.

4.3. The Township's Clerk is responsible for the management of Corporate Communications and will serve as a centralized resource for the oversight of the Township's social media pages.

4.4. It is the responsibility of all Township departments to provide content to the designated employee(s) on service interruptions, events, resources or updates pertaining to their department for posting to social media pages.

## **5. SITE GOALS**

5.1. The primary goals for the Township of South Glengarry official social media pages are as follows:

- Increase awareness of municipal services;
- Enhance existing corporate communication methods;
- Distribute time-sensitive information quickly;
- Correct misinformation;
- Utilize social media tracking/analytical tools to better evaluate the Township's communications and marketing efforts;
- Ensure that posts remain professional and pertinent to the Township's corporate identity;
- Ensure responses to messages are made in a timely manner;
- Use social media to lead online traffic to the Township website for more information.

## **6. ESTABLISHMENT OF NEW ACCOUNTS**

6.1. Township employees wishing to create additional social media accounts shall suggest the idea to the designated employee(s) or the designated employee(s) shall initiate the proposal for a new social media page his/herself;

6.2. Criteria for adopting new social media pages will include, but not be limited to, research that:

- Demonstrates the need for the specific page;
- Identifies appropriate staff resources that would be required to establish and maintain the new page;

6.3. The Clerk shall make a final decision regarding proposals for new social media pages, or refer the proposal onto council for further decision.

## 7. SITE CONTENT

7.1. Where possible, all social media pages shall:

- Have the Township's logo and/or contact information;
- Refer to the Township's website.

7.2. The Township invites members of the public to comment, share and discuss, while treating each other with respect.

7.3. Content posted to the Township's corporate social media pages shall be related to Township business or events and shall be posted at the discretion of the designated employee(s).

7.4. The Township will not tolerate inappropriate posts or comments that include, but are not limited to:

- Profane or inappropriate language or content and sarcastic or disrespectful comments;
- Personal attacks on an individual or a specific group;
- Discriminatory content;
- Content considered to be disrespectful or insulting to Township staff or representatives, political rants or attacks on the Township of South Glengarry;
- Sexual content or links to sexual content;
- Conduct or encouragement of illegal activity;
- Content related to any industries or businesses or related to sales, advertising or promotion falling outside of the boundaries of the Township of South Glengarry;
- Promotion or opposition to a candidate for municipal, provincial or federal election;
- Information that may compromise the safety or security of the public or public systems;
- Information that discloses personal information as protected in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Plagiarized or copyrighted material;
- Accusations or messages that impersonate or misrepresent someone;
- Any other content that is believed to be inappropriate.

7.5. The Township reserves the right to remove any content that is posted for any reason or at any time.

7.6. If a member of the public believes a submission on any Township social media violates the policy, they may report it immediately to the designated

employee(s). Any content that is deemed inappropriate will immediately be dealt with and if an issue arises will be brought to the attention of the CAO.

## **8. USE OF PHOTOS/VIDEOS**

8.1. The Township of South Glengarry reserves the right to use photos and/or videos from any Township of South Glengarry public functions on its social media pages.

8.2. In a case where a photo includes an identifiable person under the age of 18, the Township of South Glengarry photo release form must be obtained and signed by a parent or guardian for all images before posting on the Township's social media pages.

## **9. PUBLIC POSTS**

9.1. Members of the public wishing to have content posted to the Township's social media must send a request via email to the designated employee(s). For the request to be approved for posting, the submission must:

- Normally occur within the boundaries of the Township of South Glengarry or be deemed relevant information to residents of the Township of South Glengarry;
- Be open to the public.

9.2. The post must also include one of the following characteristics:

- Funded in full, in part or sponsored by the Township of South Glengarry;
- Organized or funded by another level of government;
- Organized by a government-funded agency or board;
- Organized by a registered charitable organization operating within the Township of South Glengarry;
- Organized by a service club operating within the Township of South Glengarry;
- Is a commercial or for profit business located in the Township of South Glengarry.

## **10. USE OF SOCIAL MEDIA BY EMPLOYEES AND MEMBERS OF COUNCIL**

10.1. Any Township employee or Council member engaged in online interaction on the Township's social media pages or any online conversation that involves information about the Township on a private page is also required to meet a social media standard that mandates:

- Communications on the Township's behalf should be based on current, accurate, complete and relevant data. The Township will take all



reasonable steps to assure the validity of information communicated via any social media, but it is the employee/Councillor's responsibility to ensure accuracy in the first instance;

- Online postings do not reveal any confidential information. If there are questions about what is considered confidential, employees and Council members should check with the Township's Clerk;
- Social media and other types of online content sometimes generate media attention or legal questions. Employees and Council members should refer official media inquiries or questions/comments concerning legal matters to the Clerk (as head of Corporate Communications) for follow up and response;
- If employees encounter a situation while using Township social media that threaten to become hostile, employees should disengage from the conversation and notify the Clerk;
- Ensure that privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous;
- Employees/Council members shall not discuss the Township or any of its employees/Council members in a negative way through personal social media pages;
- Employees/Council members shall not share or disclose on social media personal or confidential information about other employees, Council members or members of the public or confidential information as it relates to their duties as a Township employee;
- The designated employee(s) will respond directly to online comments and inquiries that are generated by the public. If the designated employee(s) does not know the answer, he/she will consult with his/her Manager or relevant coworkers to confirm the information for a response;
- Only the designated employee(s) will have administrative access to any Township social media pages.
- Other Township policies, i.e. Human Resources and Harassment in the workplace, shall be followed while communicating online.

## 11. SOCIAL MEDIA DISCLAIMER

- 11.1. A link between the Township's social media pages and any other website does not imply an endorsement or sponsorship by the Township of that website, or the creator of that website;
- 11.2. The Township does not guarantee users' privacy on a third party social networking websites, as users are subject to the term and conditions of the specific application on that website;
- 11.3. The Township will not be responsible for losses or damages suffered from using third party social media or websites. Users participate at their own risk, and in doing so accept that they have no right of action against the Township related to such use;
- 11.4. The Township may monitor online content for factuality and appropriateness and will make all reasonable efforts to ensure that the content posted is accurate at the time of posting. However, accuracy and timeliness are not guaranteed and may not be reliable; as such, users acknowledge that the Township makes no such guarantees;
- 11.5. The Township is not responsible for the authenticity or suitability of content posted to its social media by members of the public. A comment posted by a member of the public on any Township social media is the opinion of the poster only, and does not imply endorsement of, or agreement by the Township of South Glengarry, nor do such comments necessarily reflect the opinions or policies of the Township of South Glengarry;
- 11.6. By using the Township's social media pages, users acknowledge and consent that their comments or messages may become part of the public record and used in official Township of South Glengarry documentation. It is at the Township's sole discretion which comments will be archived or used;
- 11.7. In the event of a discrepancy between the information contained on the Township's social media or corporate website, the information contained on the Township's corporate website shall be deemed accurate.





## **STAFF REPORT**

**S.R. No. 66-2019**

**PREPARED BY:** Ewen MacDonald, GM Infrastructure Services

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Tender 04-2019 - Waste Collection, Haulage and Disposal

### **BACKGROUND:**

1. Tenders were called for Waste Collection, Haulage and Disposal with a closing date of May 9, 2019.
2. The scope of work for the tender is as follows:

The work to be performed by the Contractor under this Contract consists of once per week collection and transportation to the landfill sites of waste set out for collection in accordance with the Contract, within the boundaries of the Township of South Glengarry.

It also includes a separate pricing for weekly collection on Hamilton Island.

The Contractor is required to provide, at its own expense, all labour, vehicles, tools, equipment, articles, and things necessary for the due execution of the work set out or referred to in the Contract.

3. The Term of the Contract is four (4) years commencing on June 1, 2019 and ending on May 31, 2023.
4. Two Tender submissions were received as follows:

<b>Company</b>	<b>Cost + HST</b>
E360 Environmental	Township - \$467,000 Hamilton's Island - \$4,000
HGC Management	Township - \$468,000 Hamilton's Island - \$5,844
<i>Previous Contract</i>	<i>Township - \$446,796 Hamilton's Island - \$5,200</i>



**ANALYSIS:**

5. The submissions have been reviewed for completeness and the low bidder has the equipment necessary to provide the service. References from the low bidder have been contacted and no concerns were noted.
6. The cost for Hamilton's Island is charged back to the Mohawk Council of Akwesasne.
7. There is also a provisional item for leaf and yard waste collection that is substantially below the current costs. We are following up with the contractor to clarify this item.

**IMPACT ON 2019 BUDGET:**

8. The 2019 budget for Waste Collection is \$490,000. The cost for January through June with the current contractor is \$186,165. The cost with the new contractor for June through December is \$272,417. The total cost for the collection is \$458,852. The cost for the Large Item collection is \$31,725 and the cost for the spring leaf and yard waste is \$12,690.
9. The total cost for contract services is \$502,997 which will be \$12,997 over budget.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 66-2019 be received and that Tender 04-2019 for the Collection, Haulage, and Disposal of Household Waste be awarded to E360 Environmental as per their submission of \$467,000 per year for a four year term commencing on June 1 2019 and ending on May 31 2023 and furthermore, that the Mayor and Clerk be authorized to sign all relevant documents.

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK



## **STAFF REPORT**

**S.R. No. 67-2019**

**PREPARED BY:** Ewen MacDonald, GM Infrastructure Services

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Fairview Road Extension

### **BACKGROUND:**

1. In December of 2010 the Township of South Glengarry entered into a settlement agreement with Duncan Wightman that included a condition to municipalize Fairview Road from County Road 17 to the driveway for the Williamstown Fairgrounds.
2. The property to the east of the current Fairview Road is owned by the Township. The former Peanut Line Rail Siding is 160 feet wide and is currently used as a recreation trail, as well as for parking during the Williamstown Fair.
3. The property is also occasionally used by vehicles, which exposes the Township to liability.
4. Administration has completed preliminary discussion and review of the requirements and approvals to open Fairview Road as a public right of way with our consultant.
5. There would be significant costs to formally open Fairview Road that would include an Environmental Assessment and an Archeological Report with costs estimated at \$605,000 as per the attached Class D Estimate.

### **ANALYSIS:**

6. The cost to open the property as a road allowance from Fairview Road to SDG 19 might not be justified or reasonable given the level of risk with the current situation.
7. Administration has met with Mr. Wightman, who has advised that he does want the right of way opened and that the current situation is fine with him as long as he has access to his property.



8. Administration will review the extension of Fairview Road to the entrance to the Fairgrounds (approximately 80 metres) without a requirement to make any physical changes to the existing property. This would satisfy the conditions of the settlement agreement, but would not open the roadway to SDG 19, as was the direction given to the General Manager Infrastructure Services.
9. Further enhancements and signage will be considered to delineate the Peanut Line Trail in order to mitigate the safety concerns for the users of the recreation trail.

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


10. The costs to extend Fairview Road to the entrance of the Fairgrounds should be limited to survey/legal costs as we would not plan to make any physical changes to the existing property.

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

N/A

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 67-2019 be received and that Administration be directed to extend the Open Public Right of Way on Fairview Road to the entrance of the Fairgrounds as per the conditions of the 2010 settlement agreement with Mr. Duncan Wightman.

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





## Fairview Road Construction Class "D" Construction Cost Estimate

January 2018

ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
<b>A. General</b>					
1	Traffic Control Plan	ls	1	\$500.00	\$500.00
2	Erosion and Sediment Control	ls	1	\$1,500.00	\$1,500.00
<b>B. Removals</b>					
1	Excavation - Grading, Including all Removals	m3	1,250	\$11.00	\$13,750.00
<b>C. Road</b>					
1	Granular "A"	t	3250	\$16.00	\$52,000.00
2	Granular "B" Type II	t	9750	\$15.00	\$146,250.00
3	HL-3 - 50mm Lift	t	600	\$105.00	\$63,000.00
4	Adjusting or Rebuilding MH's / CB's, any size/type	ea	3	\$500.00	\$1,500.00
5	Roadway Subdrain	m	1350	\$40.00	\$54,000.00
6	PE Catchbasin	ea	10	\$1,500.00	\$15,000.00
7	New 300mm dia. Storm Sewer	m	25	\$205.00	\$5,125.00
8	Granular Driveway Reinstatement	m2	40	\$20.00	\$800.00
9	Pavement Markings	ls	1	\$800.00	\$800.00
10	Permanent Roadway Signage	ls	1	\$2,500.00	\$2,500.00
<b>D. Recreation Trail</b>					
1	Granular B Type II	t	1000	\$15.00	\$15,000.00
2	Granular A	t	500	\$16.00	\$8,000.00
<b>E. Landscaping</b>					
1	Topsoil & Seed	m2	4500	\$8.00	\$36,000.00
<b>F. Utilities</b>					
1	Hydro/Bell Relocation	ls	1	\$16,000.00	\$16,000.00
<b>G. Contingency</b>					
1	Contingency (Provisional)	%	20	\$86,345.00	\$86,345.00
<b>SUB-TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$518,070.00</b>

**Summary:**

SUB-TOTAL ESTIMATED CONSTRUCTION COST:	<b>\$518,070.00</b>
Topographic Survey	\$5,900.00
Geotechnical	\$3,900.00
Archaeological Assessment (Phase 1 and 2)	\$44,000.00
Engineering (EA, Design, Tendering)	\$33,733.00
<b>Total Project Cost (excl HST)</b>	<b>\$605,603.00</b>



## **STAFF REPORT**

**S.R. No. 68-2019**

**PREPARED BY:** Ewen MacDonald, GM Infrastructure Services

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Place St. Laurent Phase 5 Capacity Allocation

### **BACKGROUND:**

1. In September 2017 EVB Engineering provided a presentation to Council on the future development plans for the Place St. Laurent Subdivision.
2. Phases 1 through 3 of the Place St. Laurent Subdivision have been completed and Phase 4 has recently been registered.
3. There are 20 lots proposed in Phase 5 of the subdivision and the developer has requested allocation for water and waste water services.
4. Council approved the annual development allocation for 2019 at the March 4<sup>th</sup> Council meeting. There are 127 water connections and 18 waste water connections available in the Glen Walter System.

### **ANALYSIS:**

5. Pursuant to the conditions of By-law 24-11 for the Allocation of Capacity, 80% of the available capacity is to be allocated to general development and a developer can only be approved for up to 40% of the capacity allocated to general development.
6. Administration cannot approve the request for allocation, as only 6 connections would be available as per the provisions of the by-law. The Developer was advised of the decision of Administration in 2017. The follow-up EVB Presentation in 2017 requested Council reconsider the request for allocation. There is an appeal process in the By-law and although the appeal was not formally submitted, the presentation in 2017 was clearly asking for reconsideration.



7. Section 7.5.4 of the by-law permits Council to approve a request for allocation by resolution. There are a few factors for Council to consider concerning the decision of approving or not approving the allocation request.
8. There are 74 connections that have been pre-approved and 42 of these connections are allocated to the Purcell Road Subdivision. This allocation was approved in March 2016 through a 10 year agreement with the developer that included the following condition:  
  
*This agreement is subject to review after 5 years and the Capacity Allocation may be reassessed, if no infrastructure for Phase 1 has been installed by July 1, 2021 this agreement will be null and void.*
9. The Purcell Subdivision has Draft Plan Approval and no activity has taken place in the Purcell Subdivision to date. It is unlikely that the developer will be able to meet the July 2021 date for construction as the outstanding reports, approvals, utilities plans, and design will likely not be completed by the specified date.
10. If the 42 lots are removed from the calculation for remaining capacity the available connections would be 30.
11. Although it is not recommended to allocate capacity beyond the calculated remaining capacity, the Township's waste water treatment plant has historically exceeded the criteria for effluent quality and the Ministry of the Environment has not noted any concerns with the high flows.
12. Options to increase the capacity for waste water treatment are currently under review through the Master Servicing Plan Environmental Assessment and a preferred option will be developed that the Township will need to pursue to expand the services in the greater Glen Walter Area.

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

N/A

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

Goal 1: Enhance economic growth and prosperity.

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 68-2019 be received and that the Council of the Township of South Glengarry hereby approves capacity for 20 lots for Place St. Laurent



Phase 5 as per the request of the developer.

A handwritten signature in black ink, which appears to read "Kelli Campeau". The signature is written in a cursive style and is positioned above a horizontal line.

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



SG-I-11

THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 24-11  
FOR THE YEAR 2011

BEING A BY-LAW TO ESTABLISH A GROWTH MANAGEMENT AND  
DEVELOPMENT ALLOCATION SYSTEM FOR THE WATER AND WASTE  
WATERTREATMENT SYSTEMS OF THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY

**WHEREAS** section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25 (hereinafter referred to as the "Act") authorizes the Corporation of the Township of South Glengarry (hereinafter the "Municipality") to pass by-laws respecting the collection and treatment of waste water and the production, treatment, storage and distribution of water throughout the Municipality;

**AND WHEREAS** the Municipality desires to establish a Growth Management Development Allocation System in the Municipality to direct the allocation of water capacity and waste water capacity in accordance with the purpose and intent of the Official Plan of the United Counties of Stormont, Dundas and Glengarry;

**AND WHEREAS** the availability of water capacity and waste water capacity may vary from year to year, it is in the best interests of the residents of the Municipality that water capacity and waste water capacity be allocated in a manner which is consistent with the Municipality's development priorities as set out herein;

**AND WHEREAS** the Municipality deems it appropriate that the issuance of all building permits throughout the Municipality shall be subject to the provisions of this By-law;

**NOW THEREFORE**, the Council of the Municipality enacts as follows:

**1.0 Short Title**

- 1.1 That this By-law shall be known as the "Water and Waste Water Capacity Allocation By-law".

**2.0 Definitions**

For the purposes of this By-law, the following definitions shall apply:

- 2.1 **ACT** means the *Municipal Act, 2001*, S.O. 2001, c.25.
- 2.2 **ANNUAL DEVELOPMENT ALLOCATION** shall mean the total number of units of Water Capacity and Waste Water Capacity which may be allocated for development in a given year.
- 2.3 **APPLICANT** means the Owner of Land or the authorized agent of the Owner;
- 2.4 **CAPACITY ALLOCATION** means the granting of Water Capacity and Waste Water Capacity in a given year.
- 2.5 **COUNCIL** means the Municipal Council of the Corporation of the Township of South Glengarry;



2.6 **DEVELOPMENT APPLICATION** means an application for the development of land or building(s) which shall include but not be limited to:

- a) an application for a connection to the Waste Water Treatment System or Water Distribution System for an existing building or structure;
- b) the approval of a condominium under Section 50 of the *Condominium Act* or draft approval of a plan of subdivision or a consent under Section 50 of the *Planning Act*;
- c) any change in use that requires an occupancy permit under Section 34(6) of the *Planning Act* and which increases the demand for water capacity or waste water capacity;
- d) approval of a Site Plan Agreement under Section 41(7) of the *Planning Act* which increases the demand for water capacity or waste water capacity;
- e) any other development of a property which requires connection to the Waste Water Treatment System or Water Distribution System or an increase in the demand for water capacity or waste water capacity which has not already been provided for in this By-law.

2.7 **GENERAL DEVELOPMENT** means general purpose development (residential, including redevelopment of existing residential lots, commercial, industrial and institutional) which is not otherwise defined in this by-law.

2.8 **INFILL DEVELOPMENT** means development on vacant land (either existing or created by severance) where such vacant land is located in an established area. Infill Development shall not include land developed by approval of a condominium under Section 50 of the *Condominium Act* or a plan of subdivision under Section 50 of the *Planning Act*;

2.9 **LAND** shall mean any existing lot of record and any new lot of record created by Transfer/Deed of land, Plan of Subdivision or Condominium Plan;

2.10 **MUNICIPALITY** shall mean the Corporation of the Township of South Glengarry;

2.11 **OWNER OR OWNERS** means the person(s) who is/are the current registered owner(s) of Land;

2.12 **PROJECT** means a development project which requires water capacity and waste water capacity.

2.13 **WASTE WATER CAPACITY** means a unit of capacity within the Waste Water Treatment System as calculated in accordance with Provincial Guidelines; or from historical flow data.

2.14 **WASTE WATER TREATMENT SYSTEM** means the waste water collection and treatment system of the Municipality;

- 2.15 **WATER CAPACITY** means a unit of capacity within the Water Distribution System as calculated in accordance with Provincial Guidelines; or from historical flow data.
- 2.16 **WATER DISTRIBUTION SYSTEM** means the water treatment and distribution system of the Municipality;
- 2.17 **ZONING BY-LAW** means the comprehensive zoning by-law of the Municipality as amended from time to time;

### **3.0 Background Statements**

- 3.1 It is the intent of this by-law that the Municipality attains a rate of development and associated population growth in the Municipality which will not cause deterioration in the level and quality of public services and infrastructure.
- 3.2 All future development located in the Municipally Serviced Area shall be required to satisfy the requirements of this by-law
- 3.3 The Municipality shall encourage development that can provide the necessary infrastructure and services to accommodate new residential development and attract new non-residential development. The Municipality shall make use of available infrastructure and minimize the need for public funds to assist with new development whenever possible.

### **4.0 Water Distribution System and Waste Water Treatment System Capacity**

- 4.1 The Municipality shall, at least annually, determine the available units of Water Capacity and Waste Water Capacity. From the available Water Capacity and Waste Water Capacity, Council shall determine the Annual Development Allocation.
- 4.2 After the effective date of this By-law, no application for a building permit which requires Water Capacity or Waste Water Capacity shall be accepted by the Municipality until such Applicant receives a Capacity Allocation in accordance with the provisions of this By-law.
- 4.3 After the effective date of this By-law, no approval or draft approval (as applicable) for a Development Application which requires Water Capacity or Waste Water Capacity shall be granted by the Municipality until such Applicant receives a Capacity Allocation in accordance with the provisions of this By-law.

### **5.0 Determination of the Development Allocation**

- 5.1 The Infrastructure Services Division shall present a report to Council prior to January 31<sup>st</sup> of each calendar year which provides recommendations to Council as to the Annual Development Allocation to be available for the given year. Council's approval of the Annual Development Allocation shall be based upon a recommendation from the Infrastructure Services Division.
- 5.2 Council shall not, in any year, allocate Water Capacity and Waste Water Capacity which exceeds the available capacity set

out in the Annual Development Allocation,

## **6.0 Apportionment of the Development Allocation**

- 6.1 The Annual Development Allocation shall be approved by Council. The Infrastructure Services and the Community Services Divisions shall be jointly responsible for approving the water and wastewater allocations to all development applications received on a first come first serve basis. At no time will staff be permitted to allocate more capacity than has been approved by Council in any given year.
- 6.2 Eighty percent (80%) of the Annual Development Allocation shall be made available for General Development.
- 6.3 If the number of Capacity Allocations sought for General Development exceeds the portion of the Annual Development Allocation available for General Development, Council may receive a joint report from the Community Services and Infrastructure Services Divisions which recommends a percentage of allocation designated for Infill Development be transferred to General Development in order to accommodate the proposed development. Council's decision on the apportionment of Capacity Allocations for General Development shall be final.
- 6.4 Twenty percent (20%) of the Annual Development Allocation will be allocated for Infill Development.
- 6.5 If the number of Capacity Allocations sought for Infill Development exceeds the portion of the Annual Development Allocation available for Infill Development, Council may receive a joint report from the Community Services and Infrastructure Services Divisions which recommends a percentage of allocation designated for General Development be transferred to Infill Development in order to accommodate the proposed development. Council's decision on the apportionment of Capacity Allocations for Infill Development shall be final.
- 6.6 Administration shall not allocate to one development a Capacity Allocation which is in excess of forty percent (40%) of the capacity available for General Development for Water Capacity and Waste Water Capacity in any one year.

## **7.0 Application Procedures**

- 7.1 The request for Capacity Allocation shall be completed by the property owner in writing by providing a letter to the municipality. The letter of request must describe the proposed development, it must state the number of connections required and must include a conceptual drawing.
- 7.2 The Building Department shall review for completeness all requests for Capacity Allocation. Should the request be deemed incomplete, the Building Department shall indicate on the notice what additional information is required to properly evaluate the request. Failure to submit the requested additional information could disqualify the application.
- 7.3 If any question arises as to the nature of any ownership interest for any property, the Applicant shall provide all requested information to determine the nature of such ownership interest.

- 7.4 Each Capacity Allocation application shall be accompanied by a processing fee of Five Hundred Dollars (\$500.00) or Two Hundred and Fifty Dollars (\$250.00) if only unit of water and waste water capacity is requested. Infill Developments applications are exempt from this processing fee. Fifty Per Cent (50%) of the processing fee for non-successful applications shall be refunded. The application fee shall be in addition to all other municipal development processing and permit fees.

7.4.1 The General Manager – Community Services and General Manager – Corporate Services shall jointly be authorized to raise these amounts by the rate of inflation on January 1 of each year and may round the amounts to the nearest dollar.

**7.5 Capacity Allocations Recommendations and Decision**

7.5.1 The Community Services and Infrastructure Services Divisions shall jointly approve/refuse the apportionment of the Annual Development Allocation.

7.5.2 All Applicants for a Capacity Allocation shall be sent a copy of the decision in writing from the Infrastructure Services Division.

7.5.3 If the Community Services and Infrastructure Services Division refuse a development allocation request, the applicant can appeal the decision to Council. Such appeal must be filed with the Clerk's office within 30 days of the decision being sent to the applicant. The applicant will be entitled to make a public delegation to Council to request Council to consider the appeal, as per the Municipality's procedural by-law.

7.5.4 Council may, by resolution, allocate water and wastewater capacity to the applicant. Any such decision by Council is final and cannot be appealed. If Council chooses not to act then the decision by the Community Services and Infrastructure Services Division is final.

7.5.5 All Applicants for a Capacity Allocation shall be sent a copy of the decision of Council.

7.6 An Applicant may elect to withdraw an application for Capacity Allocation at any time prior to a decision on the Capacity Allocation and 50% of the application fee paid by the Applicant shall be refunded. Where an application is withdrawn after the Capacity Allocation has been made, such allocation will also be withdrawn and the application fee shall not be refunded.

7.7 As of the date of adoption of this By-law, a Capacity Allocation can only be allocated to the Land and the specific Project which is the subject of the application and not to an Applicant or to another Project on the same Land. A Capacity Allocation is not allocated to the Owner of Land and as such is not transferable.

**8.0 Evaluation of Applications for Capacity Allocations**

8.1 When evaluating the Projects which should receive Capacity Allocation, the Community Services and Infrastructure Services

Divisions shall evaluate the applications for Capacity Allocation taking into consideration the following factors which are set out in no particular order:

- a) priorities as set out in the Official Plan of the United Counties of Stormont, Dundas and Glengarry;
- b) the availability of existing infrastructure;
- c) the availability of services (schools, churches, emergency services etc...);
- d) the availability of existing commercial development;
- e) projects which do not require any financial contribution from the Municipality;
- f) the reduction of the Municipality's financial obligations in Projects;
- g) the Municipality's economic priorities;
- h) any other factor which is deemed relevant by Council.

## **9.0 Expiration of Capacity Allocation**

9.1 All Capacity Allocations granted pursuant to this By-law shall expire two (2) years after the date it is awarded and Capacity Allocations granted prior to this By-law shall expire at the end of the day January 31, 2013 (two years after the passing of By-law 03-11), unless:

- a) a building permit has been issued in relation to such Capacity Allocation; or,
- b) an agreement has been entered into with the Township with respect to the particular Development Application that grants an extension to the expiration of the allocation.
- c) the owner(s) have prepaid the Impose Fee in accordance with the Township's by-laws. Prepayment of the connections for the proposed development will allow capacity to be secured; however, Council reserves the right to reallocate the capacity if part of or all of the proposed development has not commenced. The owner will be provided 90 days written notice of Council's intentions and will be refunded the impose fees in full in the equal amount it was paid without interest, if Council chooses to reallocate the capacity. The refund will be provided to the owner of the land at the time of the refund, which may not necessarily be the owner of the land at the time the Impose Fee was paid.

The expiration of the Capacity Allocation shall apply to all Water Capacity and Wastewater Capacity allocated to a Project.

9.2 Where a building permit has been issued, the Capacity Allocation shall expire in conjunction with the expiration of the building permit.

9.3 Council may, in its sole discretion, grant a temporary exemption to the provisions of sections 9.1 and 9.2 of this By-law where a Development Application has been appealed to the Ontario Municipal Board or to a court of competent jurisdiction.

## **10.0 Review and monitoring**

11.1 This By-law will be reviewed one year after its approval or as required by any major changes in the availability of services.

## **11.0 Exemptions**

### **11.1 This By-law shall not apply to:**

11.1.1 The construction of accessory buildings which may include but not be limited to detached garages, barns, garden sheds and similar buildings provided that there is no increase in the demand for water or waste water capacity from the amount existing at the time of the application for a building permit.

11.1.2 Any change in use or renovation, alteration, addition, intensification or enlargement of a building where there is no increase in the demand for water or waste water capacity from the amount existing at the time of the application for a building permit.

11.1.3 An Owner or Applicant who has secured the necessary approvals and demolishes and replaces an existing building or restores, reconstructs or replaces an established structure in accordance with applicable by-laws and resolutions, provided that upon redevelopment of the said building there shall be no increase in the demand for water or waste water capacity; the exemption shall only be available for a period not exceeding two (2) years from the date of issuance of a demolition permit failing which it shall be deemed to be a new construction and a new Capacity Allocation shall be required in order for such redevelopment to proceed.

11.2 Where a redevelopment or change in use results in unused capacity from that which was used prior to the redevelopment or change in use, the unused capacity shall remain available to the Land for a period of two (2) years only.

11.3 Any dispute as to whether a use or building is entitled to an exemption or part-exemption shall be determined by Council in its sole discretion.

## **12.0 Other By-laws and Regulations**

12.1 Nothing in the By-law shall exempt any person from complying with the requirements of any other applicable By-law, agreement or legislation.

## **13.0 Application**

13.1 This By-law shall be applicable to all serviced areas or communities within the Township of South Glengarry.

13.2 The Chief Administrative Officer may approve procedures and processes to implement this By-law or may delegate such authority.

13.3 By-Law 03-11 of the Corporation of the Township of South Glengarry is hereby repealed.

13.4 Where any section of this By-law is determined to be invalid by a court of competent jurisdiction, the balance of the By-law shall remain in effect.



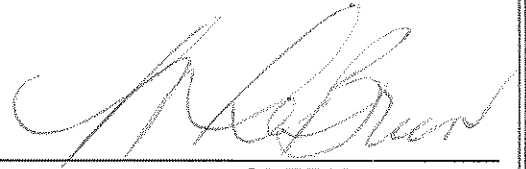
**14.0 Effective Date**

14.1 This By-law shall come into force and effect on the 25th day of April, 2011.

**READ A FIRST AND SECOND TIME AND PASSED IN OPEN COUNCIL  
THIS 25<sup>th</sup> DAY OF APRIL, 2011.**

A stylized, handwritten signature in black ink, consisting of a large loop followed by several smaller strokes.

**MAYOR**

A handwritten signature in black ink, appearing to read 'M. Labrecque' in a cursive script.

**CLERK**



## **STAFF REPORT**

**S.R. No. 69-2019**

**PREPARED BY:** Shauna Baggs, Economic Development & Tourism Coordinator

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Crosswalk Installation on Military Road

### **BACKGROUND:**

1. As part of the Main Street Funding allocated to municipalities in 2018, which covered the cost of street banners, an updated crosswalk at the corner of Military Road (County Rd 34) and Oak Street/Duncan Street was included as part of the revitalization project.
2. A new crosswalk was recommended as part of the Township of South Glengarry Age-Friendly Community Action plan, approved in June 2016.
3. The proposed new crosswalk would be solar powered and have flashing lights to signal to oncoming traffic that a pedestrian is trying to cross the road.

### **ANALYSIS:**

4. Administration has contacted SDG Counties staff, as the crosswalk involves a County Road. As a part of the Counties Pedestrian Crossings on County Roads Policy No. 2-14, all requests for the installation of new pedestrian crossings must be submitted by the Township to the County and must be accompanied by a resolution passed by Council supporting the request.
5. Once the resolution and request are received by the Counties, a review of the location will determine suitability before the light can be installed.
6. The existing location of the pedestrian crossing may need to be relocated in order to meet the County Policy. All options will be presented upon final review.
7. The County policy also states that the design and installation will be the responsibility of the Township.



8. The goal will be to create a safe and convenient place to cross Military Road in Lancaster. Administration has received numerous requests from business owners and residents to install a crosswalk.
9. An example of the proposed crosswalk in one which was recently installed in Alexandria. Pedestrians are able to press a button that turns on flashing lights to remind motorists to stop (solar powered).





10. The following photos illustrate the current pedestrian crosswalk in Lancaster (photos taken on May 3, 2019):









11. The following photo is an example of a crosswalk with painted lines.



12. A busy main street can be beneficial, as traffic can increase business visibility and create a more energetic environment. However, a busy street without proper pedestrian crossings can be a barrier to businesses and residents. The steady flow of traffic can limit access and increase risk when cross-street shopping.

13. Adding defined lines and flashing lights activated by a pedestrian will help to make the crossing safer and more accessible.

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

14. The total project cost of \$15,000 will be covered by the Main Street Revitalization Funding received by the Province and will include painting additional lines, two posts and installation of solar lighting.

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

Goal 4: Improve quality of life in our community.

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 69-2019 be received and that the Council of the Township of South Glengarry hereby supports the installation of a pedestrian crosswalk at the corner of Military Road (County Road 34) and Oak Street/Duncan Street and furthermore, that this resolution be forwarded to the United Counties of Stormont,





Dundas and Glengarry for consideration pursuant to the conditions of the United Counties of SDG Policy No. 2-14.

A handwritten signature in black ink, reading "Kelli Campeau". The signature is written in a cursive style and is positioned above a horizontal line.

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

<b>POLICY MANUAL</b>	<b>Policy No. 2-14</b>
<b>For the United Counties of Stormont, Dundas &amp; Glengarry</b>	<b>Effective Date:</b> December 21, 2015
<b>Subject:</b> Pedestrian Crossings on County Roads	<b>Department:</b> Transportation & Planning

### **Purpose of this Policy**

This policy is intended to ensure that any Pedestrian Crossing on a County Road is consistent and meets the Department's primary objective of providing and maintaining a safe road system.

### **Background**

The United Counties of Stormont, Dundas and Glengarry, as the road authority having jurisdiction over County Roads, may make and enforce by-laws and policies pertaining to those items that may be placed within the road allowance. The *Municipal Act*, indicates that where a sidewalk is located on a highway that falls under the jurisdiction of an upper-tier municipality, the responsibility for the construction and maintenance of the sidewalk shall be the responsibility of the local municipality.

### **General Conditions:**

1. Requests for the installation of new pedestrian crossings shall be submitted by the local municipality. The request shall be accompanied by a resolution passed by the local municipal Council supporting said request.
2. Upon receipt of a request from a local municipality for authorization to install a pedestrian crossing, the County will review the location of the crossing to confirm its suitability. Pedestrian crossings will generally be located at existing intersections. In no circumstance will mid-block pedestrian crossings be permitted within 100m of an existing intersection.
3. The design and installation of the pedestrian crossings (both controlled and uncontrolled) will wholly be the responsibility of the local municipality. Notwithstanding safety features recommended in applicable design manuals, at minimum, each approved pedestrian crossing must consist of the following elements:
  - Approved Pedestrian Signs located in advance of the crossing (per the Ontario Traffic Manual);
  - White line paint markings;
  - Signage indicating that "cars are not required to stop" (if the crossing is uncontrolled).

4. Local municipalities will be responsible for all costs associated with the construction, maintenance and upgrades to pedestrian crossings, including upgrades required to conform to current accessibility standards.
5. When warranted, the County shall include the installation of pedestrian crossings at all intersections including intersections where new traffic signals will be installed. The cost of the pedestrian crossing features will be, where feasible and practical, apportioned to the local Municipality.
6. Courtesy crossings (i.e. crossings requesting vehicles to yield) will not be permitted.



## **STAFF REPORT**

**S.R. No. 70-2019**

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

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Caron Site Plan Control Agreement

### **BACKGROUND:**

1. The subject property is legally described as South Part of Lot 1, Concession 1, and Part 1 on Registered Plan 14R 2784 in the geographic Township of Lancaster, now in the Township of South Glengarry.
2. The subject property is currently vacant. This property has recently been subject to a minor variance process in order to permit the development as proposed.
3. A minor variance was granted to permit reductions to the watercourse setback to both the St. Lawrence River and the municipal drain. As per our Site Plan Control By-Law 14-18, all development located on the south side of County Road 2 where the properties are less than 1 acre in size are subject to Site Plan Control.

### **ANALYSIS:**

4. The subject property is 2,590 square metres (approximately 0.64 acres) in area and will be privately serviced. The property is designated Residential District and is zoned Residential One (R-1) and Floodplain- Holding (FPH). This proposed use conforms to both the Zoning By-law and the Official Plan.
5. The proposed Site Plan was circulated to and reviewed by the Building Department, RRCA and the United Counties of Stormont, Dundas and Glengarry. The site plan conforms to the Township's Site Plan Control By-law.
6. The attached Site Plan Control Agreement contains the typical clauses to ensure that the development proceeds as per the approved plan. The proposed Site Plan



including grading and drainage information can be found in Schedule B within the agreement as attached.

7. The Site Plan Control Agreement and the Site Plan will be registered on title following the execution of the agreement.
8. A building permit may be issued following the execution of the Site Plan Control Agreement.

**IMPACT ON 2019 BUDGET:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 70-2019 be received and that the Council of the Township of South Glengarry approves By-law 33-2019 and the Site Plan Control Agreement for the property legally described as South Part of Lot 1, Concession 1, and Part 1 on Registered Plan 14R 2784 in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry and authorizes the Mayor and Clerk to execute the Site Plan Control Agreement.

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

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK

**SG-D-19**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 33-2019  
FOR THE YEAR 2019**

***BEING A SITE PLAN AGREEMENT BY-LAW AND A BY-LAW TO AUTHORIZE  
THE MAYOR AND CLERK TO ENTER INTO A SITE PLAN AGREEMENT  
BETWEEN THE TOWNSHIP OF SOUTH GLENGARRY AND RHEAL &  
CHRISTINA CARON.***

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

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

**AND WHEREAS** the Council of the Township of South Glengarry deems it necessary and in the public interest to enter into a Site Plan Agreement with Rheal & Christina Caron, being the owners of the land described as South Part of Lot 1, Concession 1 and Part 1 on Registered Plan 14R 2784 in the geographic Township of Lancaster.

**AND WHEREAS** the Council of the Township of South Glengarry passed By-law 14-18, being a by-law to establish a Site Plan Control Area pursuant to Section 41 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, on the aforementioned subject property.

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

1. **THAT** the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with Rheal and Christina Caron, a copy of which is attached hereto as Schedule "A" and is hereby declared to form part of this by-law.
2. **THAT** this by-law shall come into force and take effect on the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 21ST DAY OF MAY, 2019.***

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

**THIS AGREEMENT made in quadruplicate this  
21st day of May, 2019**

**BETWEEN:**

**RHEAL & CHRISTINA CARON**

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

**AND:**

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

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

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

**1. IN THIS AGREEMENT:**

<b>"TOWNSHIP"</b>	means the Corporation of the Township of South Glengarry, and its appointees;
<b>"OWNER"</b>	Rheal & Christina Caron
<b>"LANDSCAPING"</b>	means any rock, brick, poured concrete or treated wood retaining walls intended to withhold soils or rock at a higher grade or elevation, trees, hedges, shrubs or other similar vegetation.
<b>"RRCA"</b>	means the Raison Region Conservation Authority
<b>"SDG"</b>	means the United Counties of Stormont Dundas and Glengarry



## **LANDS**

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

## **PERMITS**

3. (a) The Township agrees that upon execution of this Agreement by all parties and upon submission and approval of the plans and specifications in accordance with Township by-laws and regulations, a building permit or permits for the development of the lands as contemplated by this Agreement shall be issued.
- (b) The owner agrees that placement of structures and site services on the property shall be in accordance with the site plan attached to this agreement.
- (c) The owner agrees that upon execution of this Agreement that required studies, if necessary, will be provided to the Municipality that will reflect the various mitigation techniques that will be used to satisfy any land incompatibility issues such as but not limited to traffic, rail, industrial noise, air quality assurance.
- (d) The owner must obtain an RRCA Ontario Regulation 175/06 Permit prior to the issuance of a building permit.
- (e) The owner must obtain a County Road Setback Permit and an Entrance Permit prior to the issuance of a building permit.

## **GRADING**

4. The Owner shall provide to the Township of South Glengarry a Site Plan containing grading and drainage information that includes the location of the proposed single detached dwelling. The Site Plan is included in "Schedule "B" -Approved Site Plan" attached to this document.

## **LICENSE TO ENTER LAND**

5. (a) The Owner hereby grants to the Township, its servants, agents and contractors, the license to enter the Owner's lands for the purpose of inspection of the works and to perform such work as may be required as a result of a default.
- (b) The Owner hereby grants to the Township, its servants, agents and contractors, the license to enter the Owner's lands for access into the mechanical room and to the water meters indefinitely, for maintenance purposes.

## **DEFAULT**

6. (a) In the event of a default by the Owner or it's successors or assignees in the provision and maintenance of all matters and things required to be done by it pursuant to this Agreement, and after thirty (30) days written notice to the Owner, the Township may, at the expense of the Owner, enter upon the

Owner’s lands and do all such matters and things as are in default. “Cost” and “Expense of the Owner” in this clause shall be the actual cost incurred by the Township plus 25% of such cost as a charge for overhead. Any costs incurred by the Township pursuant to this Agreement shall be paid by the Owner to the Township within thirty (30) days of the mailing of an invoice by the Township addressed to the Owner and costs referred to in this clause may be recovered by the Township in like manner as municipal taxes pursuant to the provisions of the *Municipal Act*, as amended.

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

**AGREEMENT BINDING ON SUCCESSOR ON TITLE**

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

**SCHEDULES**

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

<b>SCHEDULE "A"</b>	<b>Legal Description of the Owner's Property;</b>
<b>SCHEDULE "B"</b>	<b>Approved Site Plan</b>
<b>SCHEDULE "C"</b>	<b>Securities</b>

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

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**RHEAL CARON                      DATE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**CHRISTINA CARON                      DATE**

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

**PER:\_\_\_\_\_**

**MAYOR FRANK PREVOST                      DATE**

**PER:\_\_\_\_\_**

**CLERK KELLI CAMPEAU                      DATE**

**SCHEDULE "A"**

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

THOSE LANDS AND PREMISES located in the Township of South Glengarry, in the County of Glengarry and Province of Ontario AND BEING COMPRISED OF: South Part of Lot 1, Concession 1, and Part 1 on Registered Plan 14R 2784. in the geographic Township of Lancaster.

## **SCHEDULE "B"**

### **APPROVED SITE PLAN**

The said Site Plan dated March 11, 2019; Revision1 dated March 21, 2019, prepared by Dimensional Analyses and stamped by Julia Meldrum, Surveyor on March 21, 2019, identifies the location of the proposed dwelling; as well as existing and proposed grading and drainage information.

## **SCHEDULE "C"**

### **SECURITIES**

Securities in the amount of \$1,000.00 shall be provided to the municipality.

Securities in the form of irrevocable letters of credit automatically renewed annually, cash or negotiable bonds written In the name of the municipality shall be provided to cover the period of time for which the development of the property is to be completed.

The security deposit will be released based upon the following:

- Preliminary acceptance by the municipality 85%
- Completion of maintenance and warranty obligations 15%

NOTE:

1. CARE IS TO BE EXERCISED DURING CONSTRUCTION ACTIVITIES NEAR OVERHEAD HYDRO WIRES.

2. EXISTING ELEVATIONS ARE APPROXIMATE, CONTRACTOR MUST VERIFY ALL ELEVATIONS AND DIMENSIONS PRIOR TO CONSTRUCTION.

3. SOIL CONDITIONS ARE ACCURATE FOR THE LOCATIONS SHOWN, CONTRACTOR MUST CONTACT THE DESIGN ENGINEER SHOULD SOIL CONDITIONS DIFFER.

LEGEND

50.100 PROPOSED ELEVATION  
100.438 EXISTING ELEVATION

EXISTING WORKS  
PROPOSED SEWAGE WORKS  
PROPERTY LINE  
TBM TEMPORARY BENCH MARK (DESCRIPTION: TOP OF NAIL IN HP)  
PROPOSED DRAINAGE TILE

CODES:

HS = HOUSE  
CLR = CENTER LINE ROAD  
CLD = CENTER LINE OF DITCH  
SIB = STEEL IRON BAR 1"  
SSIB = SQUARE IRON BAR .5"  
GS = GROUND SHOT  
EP = EDGE OF PAVEMENT  
OG = ORIGINAL GROUND  
TW = TOP OF WELL  
HK = HYDRO KIOSK  
GD = GRAVEL DRIVEWAY  
HP = HYDRO POLE  
TL = TREE LINE  
SHO = SHOULDER

PROPOSED 4:1 SLOPE TO TOP OF BANK

OBC MATRIX

Max Build. height	11m
Building height	7.3 m
Project description	new construction
Major occupancy	group c residential
Number of storys	1
Number of street/accss	1
Building classification	OBC part 9
Sprinkler system	n/a
fire alarm required	n/a
Water service/adequate	yes
High building	n/a
Permitted construction	combustible
Actual construction	combustible
Mezzanine	yes

Occupant load

Basement	0 persons
Ground floor	6 persons
Total	6 persons

Barrier free design n/a  
Hazardous substances n/a

Required fire resistance rating (FRR)

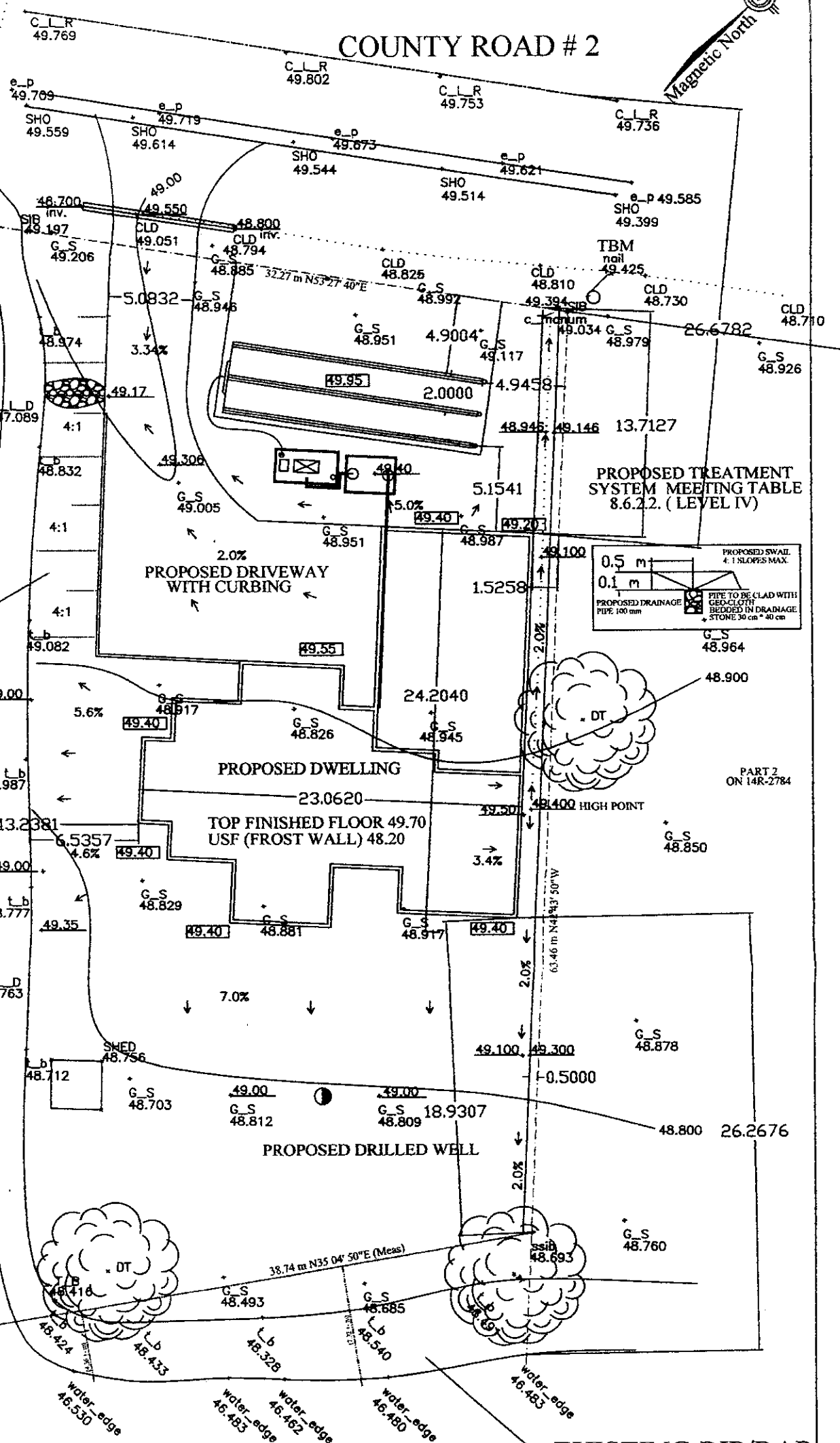
Assemblies fir (hours)	floor n/a, roof n/a
Listed design no./SG-2 desc.	
Support fir (hours)	floor n/a, roof n/a
Listed design no./SG-2 desc.	

ZONING MATRIX		Zoning R1 (FP-II)	
LOT/STRUCTURE COVERAGE		Proposed	By-Law
BUILDINGS = 380.83 SQM			
LOT SIZE = 2337.3 SQM			
380.83 SQM = .162* 100 = 16.2%			
2337.3 SQM			
Maximum lot coverage 20%			
		side yard 1.52	1.2 m
		side yard 13.2	6.0 m
		front yard 13.7	6.0 m
		rear yard 18.9	6.0 m
		* SUBJECT OF VARIANCE	

DIMENSIONAL ANALYSIS

17171 UNIT 3, CORNWALL CENTER ROAD  
LONG SAULT, ON, KOC 1P0  
613-362-8312

4. LOT TO BE SERVICED WITH A DRILLED WELL.



ST-LAWRENCE RIVER

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS SHOWN HEREON IN BLUE AND THEIR RELATIONSHIP TO THE ADJOINING LANDS ARE CORRECTLY SHOWN

MAR 21 2019

Date JULIA MELDRUM SMITH ONTARIO LAND SURVEYOR

Drawn by: PRS		Designed by: PRS		Checked by: PRS	
Rev.	Description			Date	Approved
1	set back to drain			March 15/19	
South Glengarry		Plan#	Lot	PART	Con
		14R-2784	1	1	1
		Civic Address COUNTY ROAD 2		Date: MARCH 11, 2019	Scale: 1:300
DIMENSIONAL ANALYSIS				BCIN 13527 43452	
SITE PLAN CONTROL FOR : RHEAL & TINA CARON					

CAUTION

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK

METRIC

DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND MAY BE CONVERTED TO FEET BY DIVIDING BY 0.3048





## **STAFF REPORT**

**SR. No. 71-2019**

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

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

**COUNCIL DATE:** May 21, 2019

**SUBJECT:** Approval of Job Descriptions

### **BACKGROUND:**

1. A review of job descriptions was recently completed for all positions within the Building Department.
2. Following the review, it was determined that the current position of Manager of Property Standards and By-law Enforcement required significant amendments to reflect the qualifications, duties and responsibilities of the current position.
3. Additionally, a new position has been created to reduce the responsibilities of the former position of the Manager of Property Standards and By-law Enforcement and to reflect the needs of the department.

### **ANALYSIS:**

4. Attached are two new job descriptions for the review and approval of Council. The newly created positions are:
  - Manager of By-law Enforcement and Deputy Chief Building Official
  - Manager of Property Standards and Building Official
5. The Manager of By-law Enforcement and Deputy Chief Building Official reports to the Director of Development/Chief Building Official (CBO) and is responsible for assisting the CBO in all aspects of the building department. This position will also enforce all municipal by-laws and certain provincial legislation. Please see attached job description for full details.
6. This is an existing position that was previously titled Manager of Property Standards and By-law Enforcement. The previous position did not effectively recognize the required qualifications and duties of the job such as fulfilling the role of Deputy Chief Building Official and completing most of the building inspections. It also included many additional duties and responsibilities that were



difficult to fulfill and complete in a timely manner to meet the needs of residents and provincially legislated timelines.

7. The second position created, Manager of Property Standards and Building Official, is a new job description. This position addresses the needs for the building department in terms of reviewing building plans, completing building inspections, assisting in all aspects of the department, as well as investigating property standards complaints, enforcing the property standards by-law and managing animal control. Please see the attached job description for full details.
8. The building department currently consists of four employees. If the attached positions are approved it is the intent to continue to have four employees in this department, being:
  - Chief Building Official/Director of Development
  - Manager of By-law Enforcement and Deputy Chief Building Official
  - Manager of Property Standards and Building Official
  - Planning and Building Information Officer

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

N/A

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

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

Goal 5: Improve internal and external communications.

#### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 71-2019 be received and that the Council of the Township of South Glengarry approves the job descriptions of Manager of By-law Enforcement and Deputy Chief Building Official and Manager of Property Standards and Building Official.

Recommended to Council for  
Consideration by:  
KELLI CAMPEAU - CLERK

## Job Description: Manager By-Law Enforcement and Deputy Chief Building Official

<b>The Corporation of The Township of South Glengarry</b>	<b>Job Description</b>
Position Title:	Manager of By-Law Enforcement and Deputy Chief Building Official (DCBO)
Group:	Non Union
Supervisor:	Director of Development – Chief Building Official (CBO)
Department:	Building
Prepared By:	Human Resources Advisor
Approved:	
	<b>Revised:</b>
<b>Job Function:</b>  Reporting to the Director of Development - CBO, the Manager of By-Law Enforcement and Deputy Chief Building Official is responsible for assisting the Chief Building Official in all aspects of building department. In the absence of the CBO, the Manager of By-Law Enforcement and Deputy Chief Building Official supervises and provides direction to staff respecting the issuance of building permits ensuring compliance with the Ontario Building Code and other applicable laws. In addition the By-Law Enforcement and Deputy Chief Building Official is responsible for enforcing the municipal by-laws and certain provincial statutes by responding to inquiries and complaints from the public, staff and other agencies related to health, safety and the well-being of the community.	
<b>Skills and Qualifications:</b>	

## Job Description: Manager By-Law Enforcement and Deputy Chief Building Official

1. Completion of a By-Law Officer training program or equivalent enforcement program and have related enforcement experience
2. Successful completion of the Ministry of Municipal Affairs and Housing Examination Program including CBO Legal Process, House, Small Buildings, HVAC – House, Building Structural, Plumbing House, Plumbing All Buildings, Large Buildings and Building Services.
3. Proficient knowledge of regulatory bylaws legislation, policies, procedures and rules, investigation and evidence gathering techniques, training techniques and methods, court processes and procedures; emergency response techniques and public education and awareness programs concerning By-Law.
4. Good working knowledge of the Ontario Building Code Act and Regulations, familiarity with building materials, construction and procedures, ability to read and understand plans, blueprints and building construction drawing;
5. Demonstrated leadership skills; working knowledge of the Occupational Health and Safety Act, effective written communications skills including the ability to prepare reports; effective public relations and public speaking skills, research and program development skills, time and stress management skills, ability to deal effectively with people in difficult situations, decision making and negotiations skills and effective verbal and listening communications skills.
6. Minimum of five (5) years combined experience in Municipal By-Law enforcement, and building inspection in a municipal environment.
7. Maintain a valid Ontario Class G Drivers' License and clean drivers abstract.

**Direction Received/Independent Action:**

8. Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
9. Performance is monitored by the Director of Development – CBO through the annual performance appraisal process.

**Working Relationships:****Routine:****10. Director of Development - CBO:**

Direct reporting relationship.

## Job Description: Manager By-Law Enforcement and Deputy Chief Building Official

**11. General Manager- Community Services:**

Reporting relationship.

**12. Building Information Officer**

Manager

**13. General Public including residents and ratepayers:**

To respond to general inquiries and provide public education and awareness and promote safety. Receives and examines building permit applications to ensure submission of proper drawings, specifications and other information necessary for the issuance of a building permit.

**14. Management Team:**

To educate and enforce municipal bylaws in order to ensure a safe environment for community members. Exchanges information with all departments inside the Corporation.

**Non-Routine Contacts:****15. Mayor/Council and members of Local Boards:**

To update and exchange information as requested in the areas of Municipal By-Law.

**16. Legal Counsel:**

Gathers evidence in an appropriate and legal manner; prepares reports; provides evidence and testimony in court proceedings.

**Duties and Responsibilities:****By-Law Enforcement**

17. Protect and promote public safety within the Township.

18. Enforce compliance with all applicable Township by-laws and relevant legislation including but not limited to Zoning By-Law, Pool Enclosures, Nuisance/Noise, and Mobile Food Premises.

## Job Description: Manager By-Law Enforcement and Deputy Chief Building Official

19. Respond to inquiries from the public, elected officials, staff and other enforcement agencies concerning by-law enforcement issues.
20. Issue Notices of Violation and Orders when necessary conduct follow-up inspections and prepare reports relating to Notices of Violation and Orders.
21. Determine violations to legislation; gather evidence and obtain statements from witnesses; prepare prosecution briefs; swear to information, affidavits, subpoenas and summonses; serve subpoenas and summonses; present oral testimony and demonstrative evidence for Property Standards Appeal Tribunal and Ontario Court of Justice.
22. Maintain public relations and liaison concerning bylaw awareness and enforcement

**Building Inspection**

23. Maintain detailed records of incidences
24. Ensures that all development or improvements of property within the Township of South Glengarry are in compliance with the Ontario Building Code, the Township's current Comprehensive Zoning By-Law and Official Plan and other applicable legislation.
25. Issues building permits in accordance with the Ontario Building Code in the absence of the CBO.
26. Conducts Plans review of building permit applications.
27. Perform the statutory duties and functions of an inspector pursuant to the Building Code Act, the Ontario Building Code and relevant by-laws.
28. Maintains records of permits issues, inspection reports, deficiency lists, orders issued and occupancy permits for all properties in the Township computer software system.
29. Attends Committee of Adjustment meetings as a staff resource person as required.
30. Acts as Deputy Chief Building Official.
31. Respond to inquiries from the public and contractors and provide guidance as needed.

## Job Description: Manager By-Law Enforcement and Deputy Chief Building Official

**Impact of Errors:**

- 32. Many components of this position are subject to Acts, Regulations, By-Laws and Municipal and Provincial policies. Errors result in deterioration affecting organizational image or community relations.
- 33. Errors may lead to charges being laid against the Corporation, General Manager, Administration, Council and personally resulting in possible fines or imprisonment

**Physical and Sensory Demands:**

- 34. Muscular and sensory strain, combined with sensory exertion, is required for moderate periods while working at a personal computer station.
- 35. Daily routine involves physically dangerous and confrontational situations; exposure to a variety of environmental and weather conditions while outside of the office.
- 36. Environment may be noisy and busy making it difficult for the Officer to concentrate.
- 37. Ability to drive a municipal vehicle, walk, sit, stand, climb, clamber rough terrain, Climb ladders and crawl.

**Mental Demands:**

- 38. The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement.

**Working Conditions:****Hours of Work:**

- 39. Required to work a 7 hour day during normal business hours. Additional hours are required on a regular basis in excess of the regular workday related primarily to afterhours Council, Committee of the Whole and Public meetings and work backlog.
- 40. Overtime is compensated as per Township Policy.

**Work Environment:**

- 41. Spends 20% to 30% of the average work year in a private office within a single office building; may be interrupted frequently to meet the needs and requests of residents. Remaining work day is spent outside, local travel and on-sites to assess situations related to daily job functions.



Job Description: Manager By-Law Enforcement and Deputy Chief Building Official

**Hazards:**

42. Usual hazards consist of slips, trips and falls or strains, heights and overexertion due to lifting. Repetitive motion injuries from keyboard activities are also a hazard. Risks including illness or personal injury during situations when exposed to the general public. Encounters hazardous conditions within unsafe buildings.

## Job Description: Manager Property Standards and Building Official

<b>The Corporation of The Township of South Glengarry</b>	<b>Job Description</b>
Position Title:	Manager Property Standards and Building Official
Group:	Non Union
Supervisor:	Director of Development – Chief Building Official (CBO)
Department:	Building
Prepared By:	Human Resources Advisor
Approved:	
	<b>Revised:</b>
<b>Job Function:</b>  Reporting to the Director of Development - CBO, the Manager of Property Standards and Building Official is responsible for assisting the Chief Building Official in all aspects of building department. The Manager of Property Standards and Building Official and provides direction to staff respecting the issuance of building permits ensuring compliance with the Ontario Building Code and other applicable laws. In addition the Manager of Property Standards and Building Official is responsible for enforcing the municipal by-laws and certain provincial statutes by responding to inquiries and complaints from the public, staff and other agencies related to health, safety and the well-being of the community.	
<b>Skills and Qualifications:</b>  1. Completion of the Ontario Association of Property Standards Officers Certification Program.  2. Successful completion of the Ministry of Municipal Affairs and Housing Examination Program including CBO Legal Process, House, Small Buildings, HVAC – House,	

## Job Description: Manager Property Standards and Building Official

Building Structural, Plumbing House, Plumbing House, Plumbing All Buildings, Large Buildings and Building Services.

3. Proficient knowledge of regulatory bylaws legislation, policies, procedures and rules, investigation and evidence gathering techniques, training techniques and methods, court processes and procedures; emergency response techniques and public education and awareness programs concerning By-Law.
4. Good working knowledge of the Ontario Building Code Act and Regulations, familiarity with building materials, construction and procedures, ability to read and understand plans, blueprints and building construction drawing;
5. Demonstrated leadership skills; working knowledge of the Occupational Health and Safety Act, effective written communications skills including the ability to prepare reports; effective public relations and public speaking skills, research and program development skills, time and stress management skills, ability to deal effectively with people in difficult situations, decision making and negotiations skills and effective verbal and listening communications skills.
6. Minimum of five (5) years combined experience in Property Standards enforcement, and building inspection in a municipal environment.
7. Maintain a valid Ontario Class G Drivers' License and clean drivers abstract.

**Direction Received/Independent Action:**

8. Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
9. Performance is monitored by the Director of Development – CBO through the annual performance appraisal process.

**Working Relationships:****Routine:**

10. **Director of Development - CBO:**  
Direct reporting relationship.
11. **General Manager- Community Services:**  
Reporting relationship.
12. **Building Official-1**

## Job Description: Manager Property Standards and Building Official

Manager

13. **Dog Pound and Dog Catcher**

Contract manager

14. **Dog Licence Sales**

Contract manager

15. **General Public including residents and ratepayers:**

To respond to general inquiries and provide public education and awareness and promote safety. Receives and examines building permit applications to ensure submission of proper drawings, specifications and other information necessary for the issuance of a building permit.

16. **Management Team:**

To educate and enforce municipal bylaws in order to ensure a safe environment for community members. Exchanges information with all departments inside the Corporation.

**Non-Routine Contacts:**

17. **Mayor/Council and members of Local Boards:**

To update and exchange information as requested in the areas of Municipal By-Law.

18. **Legal Counsel:**

Gathers evidence in an appropriate and legal manner; prepares reports; provides evidence and testimony in court proceedings.

**Duties and Responsibilities:**

**By-Law Enforcement**

19. Ensure compliance with all applicable Township by-laws and relevant legislation including DOLA, Animal Control, Property Standards, Yard Maintenance,

20. Respond to inquiries from the public, elected officials, staff and other enforcement agencies concerning by-law enforcement issues.

## Job Description: Manager Property Standards and Building Official

21. Issue Notices of Violation and Orders when necessary conduct follow-up inspections and prepare reports relating to Notices of Violation and Orders.
22. Determine violations to legislation; gather evidence and obtain statements from witnesses; prepare prosecution briefs; swear to information, affidavits, subpoenas and summonses; serve subpoenas and summonses; present oral testimony and demonstrative evidence for Property Standards Appeal Tribunal and Ontario Court of Justice.
23. Maintain public relations and liaison concerning bylaw awareness and enforcement

**Building Inspection**

24. Maintain detailed records of incidences
25. Ensures that all development or improvements of property within the Township of South Glengarry are in compliance with the Ontario Building Code, the Township's current Comprehensive Zoning By-Law and Official Plan and other applicable legislation.
26. Conducts Plans review of building permit applications
27. Perform the statutory duties and functions of an inspector pursuant to the Building Code Act, the Ontario Building Code and relevant by-laws.
28. Maintains records of permits issues, inspection reports, deficiency lists, orders issued and occupancy permits for all properties in the Township computer software system.
29. Attends Committee of Adjustment meetings as a staff resource person as required.
30. Respond to inquiries from the public and contractors and provide guidance as needed.

**Impact of Errors:**

31. Many components of this position are subject to Acts, Regulations, By-Laws and Municipal and Provincial policies. Errors result in deterioration affecting organizational image or community relations.
32. Errors may lead to charges being laid against the Corporation, General Manager, Administration, Council and personally resulting in possible fines or imprisonment

## Job Description: Manager Property Standards and Building Official

**Physical and Sensory Demands:**

- 33. Muscular and sensory strain, combined with sensory exertion, is required for moderate periods while working at a personal computer station.
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- 35. Environment may be noisy and busy making it difficult for the Officer to concentrate.
- 36. Ability to drive a municipal vehicle, walk, sit, stand, climb, clamber rough terrain, Climb ladders and crawl.

**Mental Demands:**

- 37. The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement.

**Working Conditions:****Hours of Work:**

- 38. Required to work a 7 hour day during normal business hours. Additional hours are required on a regular basis in excess of the regular workday related primarily to afterhours Council, Committee of the Whole and Public meetings and work backlog.
- 39. Overtime is compensated as per Township Policy.

**Work Environment:**

- 40. Spends 20% to 30% of the average work year in a private office within a single office building; may be interrupted frequently to meet the needs and requests of residents. Remaining work day is spent outside, local travel and on-sites to assess situations related to daily job functions.

**Hazards:**

- 41. Usual hazards consist of slips, trips and falls or strains, heights and overexertion due to lifting. Repetitive motion injuries from keyboard activities are also a hazard. Risks including illness or personal injury during situations when exposed to the general public. Encounters hazardous conditions within unsafe buildings.



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**MOVED BY:** Stephanie Jaworski

**RESOLUTION NO** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

**DATE** May 21, 2019

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Town of Minto on April 16, 2019 expressing concern with the potential reduction and/or loss of the Ontario Municipal Partnership Fund in future years (attached hereto) and furthermore, that this resolution be sent to the Town of Minto, MPP Jim McDonell, Premier Doug Ford and the Ministers of Finance and Municipal Affairs and Housing.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

\_\_\_\_\_  
Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	_____	_____
Deputy Mayor Warden	_____	_____
Councillor Lang	_____	_____
Councillor Jaworski	_____	_____
Councillor McDonell	_____	_____



The Council of the Town of Minto met on April 16, 2019 to consider the above noted item and passed the following motion:

**MOTION: COW 2019-069**

**Moved by: Councillor Elliott; Seconded by: Councillor Anderson**

**Whereas the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs; and**

**Whereas Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount; and**

**Whereas if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions; and**

**Whereas, the 2018 Town of Minto allocation was \$1,630,700 which is equivalent to 33.96% of the Town's municipal property tax revenue; and**

**Whereas the Town of Minto prides itself on efficient and value for money practices every day;**

**And Whereas, a 33.96% increase in the municipal property tax rate would increase the municipal component of property taxes paid for an average household by \$403 per year;**

**Now therefore be it resolved that although an interim payment has been received, Council of the Town of Minto expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;**

**And Further, Council petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;**

**And furthermore, that this resolution be circulated to the Premier, Ministers of Finance, Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.**



**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

**MOVED BY:** Stephanie Jaworski

**RESOLUTION NO** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

**DATE** May 21, 2019

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Municipality of Brockton on March 26, 2019 concerning the bi-lateral Investing in Canada Infrastructure Program, attached hereto, and furthermore, that this resolution be forwarded to the Municipality of Brockton, MP Guy Lauzon and MPP Jim McDonell.

☐ CARRIED

☐ DEFEATED

☐ POSTPONED

\_\_\_\_\_  
Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	___	___
Deputy Mayor Warden	___	___
Councillor Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___

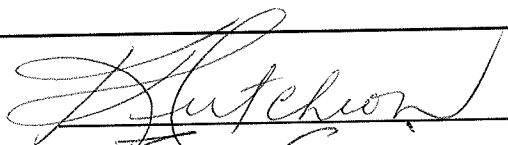
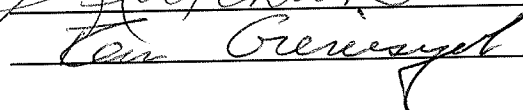
## The Corporation of the Municipality of Brockton - Council Meeting

**Agenda Number:** 6.1  
**Number:** 19-08-05  
**Title:** Motion on Bi-Lateral "Investing in Canada Infrastructure Program"  
**Date:** Tuesday, March 26, 2019

---

**Moved By:**

**Seconded By:**

Whereas The Municipality of Brockton believes that building modern infrastructure is important, and that good quality infrastructure supports job creation and helps attract businesses and residents to our community and communities across the Province of Ontario; and

Whereas Recreation Infrastructure is one of the most important core investments that can be made into the prosperity, health, and security of urban and rural communities; and

Whereas the need for infrastructure renewal projects far exceeds the capital available in municipalities for investment in Recreation Infrastructure; and

Whereas Recreation Infrastructure is often put to the bottom of the list, as other infrastructure takes priority; in fact, there has not been a meaningful Recreation Infrastructure program since 2008; and

Whereas the Province of Ontario places long term borrowing restrictions on Municipalities; and

Whereas Brockton does not have the borrowing capacity to fund these large scale projects; and

Whereas some Municipalities do have the capacity to fundraise and borrow to 1/3 of project costs but rely on other levels of Government for remaining partnership funding; and

Whereas, while the Municipality of Brockton welcomes the inclusion of Recreation Infrastructure funds through the Gas Tax Fund, it is apparent that Gas Tax Funds alone are not sufficient to support large scale Recreation Infrastructure projects; and

Whereas the Municipality of Brockton agrees with both Parks and Recreation Ontario and with the Association of Municipalities of Ontario that the infrastructure gap will continue to grow, especially once all of the municipal asset plans are completed; and

Whereas both the Federal and Provincial Government could leave a positive and lasting impact on rural communities by helping municipalities to renovate or build new Recreation Facilities, and in the process create cost savings to our health system. After all, health is a Provincial expense, and as citizens live healthier lifestyles and maintain healthy bodies, this leads to less frequent visits to doctors' offices, hospital emergency departments and rehabilitation centres, and consequently less costs towards medical costs; and

Whereas in 2016 the Federation of Canadian Municipalities study found that nearly half of all types of sport and recreation facilities in Canada are in fair or poor condition, with a replacement value of \$23 billion across Canada; and

Whereas in Ontario, the replacement value for aging pools, arenas and community centres in fair or poor condition in Ontario is estimated to be \$6 billion (Parks and Recreation Ontario); and

Whereas the Province of Ontario has endorsed the Framework for Recreation in Canada 2015: Pathways to Wellbeing; and that the vision for the Framework is "a Canada where everyone is engaged in meaningful, accessible recreation experiences..." and that the first goal of the Framework is that governments should enable participation in physically active recreation; and

Whereas the Framework for Recreation in Canada has as priority 4.3 as follows: "Enable communities to renew Recreational Infrastructure as required and to meet the need for green spaces by securing dedicated government funding at all levels.... for the necessary development, renewal and rehabilitation of facilities and outdoor spaces"; and

Whereas through the Investing in Canada Plan, the Government of Canada is investing over \$180 billion over 12 years in Infrastructure projects across Canada with these investments being made by 14 Federal Departments and Agencies; and

Whereas the Governments of Canada and Ontario signed a bi-lateral agreement on March 14, 2017 and created the "Investing in Canada Infrastructure Plan"; and be it resolved that the Council of the Municipality of Brockton requests that the Government of Canada and the Province of Ontario move forward with accepting applications for funding agreed to by the Governments of Canada and Province of Ontario under the "Investing in Canada Infrastructure Program" to help address the Recreation and Culture Capital Infrastructure deficit that currently exists across Canada; and

Further, that this resolution and background Council Report be forwarded to all Ontario Municipalities, Provincial and Federal Government's, local MP's and MPP's, Parks and Recreation Ontario, and the Association of Municipalities of Ontario, requesting their support.

**Carried**

**Tied, Defeated**

**Defeated**

**Tabled**

Mayor - Chris Peabody



**May 6, 2019**

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

**Township of South Glengarry**

A meeting of the Committee of Adjustment was held at 6:00 pm on May 6, 2019 in the Council Chambers at the municipal building in Lancaster, Ontario.

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

**Regrets:** Deputy Mayor- Lyle Warden

In the absence of our Chair- Lyle Warden; a motion was made to appoint Stephanie Jaworski as Chair for this meeting only.

**MOVED BY:** Stephanie Jaworski

**SECONDED BY:** Sam McDonell

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of May 6, 2019 is hereby called to order.

**CARRIED**

**Meeting was called to order at 6:05 pm**

**Approval of Agenda**

**MOVED BY:** Frank Prevost

**SECONDED BY:** Sam McDonell

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

**CARRIED**

**Approval of Minutes**

**MOVED BY:** Sam McDonell



**SECONDED BY:** Martin Lang

**BE IT RESOLVED THAT** the Minutes of the March 18, 2019 as amended and the Minutes of the April 15, 2019 be approved as presented.

**CARRIED**

Members of the public at this meeting were as follows:

Paulette Lalonde- Applicant- A-08-19  
Jacques & Karen Payette- Abutting property owner-A-08-19  
Sebastian and Lucille Verdone- A-08-19  
Monique Stevens- Applicant- A-09-19  
David Beitz- A-09-19  
Joanne and John Villeneuve- Applicant- A-09-19

**Mayor Frank Prevost declared pecuniary interest on application A-10-19 Villeneuve as he was the real estate agent that sold the applicants the subject parcel.**

**Review of Application:**

**Application A-08-19 Lalonde**

J Haley provided to the Committee the following information:

- Subject Property:
  - Part of Lot 5, Concession 1, Part 1 on Registered Plan 14R2834, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry
- Proposed Minor Variance:
  - The applicant proposes to construct a detached garage. In order to obtain a Building Permit, the following relief from the Zoning By-Law 38-09 is requested:
  - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 21.48 meters at the south west corner and 16 meters to the south east corner to the proposed detached garage from the water's edge of the Pilon's Point Canal.
- The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Rural and Floodplain -Holding This application conforms to the general intent of the Township's zoning By-Law as the detached garage is proposed to





be located 21.48 meters to the south west corner and 16 meters to the south east corner

- This application was circulated to applicable municipal staff; Planning and Building have no concerns with this application
- The RRCA supports this application; a permit will be required from the RRCA prior to a building permit being issued
- SDG has no concerns with this application
- I have received no formal comments from the public to date

### **Discussion:**

Jacques Payette- abutting property owner of vacant land requested to see a copy of the site plan to understand the proposed location of the detached residential garage and the request for the reduced setback. Mr. Payette expressed his concerns that the proposed garage will impede his view of the water if and when the property becomes developed.

Member Frank Prevost asked the difference in the setback from the house and the proposed garage. A paper copy of the site plan was distributed to members of the public who requested one and to the Committee members as they only had an electronic copy.

Member Sam McDonell asked Mr. Payette to confirm the location of this lot. J Haley provided an aerial image of the property to the Committee and to the members of the public by displaying it on the screen in the meeting room.

Member Martin Lang confirmed that Mr. Payette's property is currently vacant and the he currently does not have a view as he does not reside there and Mr. Payette confirmed this but was concerned for the future.

Member Stephanie Jaworski requested J Haley to explain the difference between the required 30 meter setback and the 15 meters. She also asked the applicant if the proposed garage is for boats and the applicant confirmed that it is for storage and tools etc.

Karen Payette- abutting property owner; can the proposed garage be located on the other side of the house? J Haley explained that it may interfere with the proposed location of the septic system and that the applicants have the right to apply for a variance in the location of their choice for the Committee of Adjustment to consider.

Member Stephanie Jaworski asked if the proposed garage was to be located in a flood plain; it was confirmed that it is not.





**MOVED BY:** Martin Lang  
**SECONDED BY:** Frank Prevost

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

**CARRIED**

### **Application A-09-19 Stevens**

J Haley provided to the Committee the following information:

- Subject Property:
  - Lot 12, Registered Plan No. 102, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, also known as 6706 Sutherland Avenue
- Proposed Minor Variance:
  - The applicant proposes to construct a detached garage. In order to obtain a Building Permit, the following relief from the Zoning By-Law 38-09 is requested:
  - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 6 meters to the proposed detached garage from the top of the east bank of the McNairn Municipal Drain.
- The property is designated Residential District and is located in the Urban Settlement Area of Glen Walter in the County Official Plan. This application conforms to the general intent of the Official Plan
- This application was circulated to applicable municipal staff, Planning and Building have no concerns with this application; the Drainage superintendent supports this application
- The RRCA supports this application; a an Ontario Regulation permit may be required prior to a building permit being issued
- I have received no formal comments from the public to date

### **Discussion:**

Member Sam McDonell asked for clarification on the location of the municipal drain. The property owners explained and J Haley provided an aerial image on the screen for the public and the committee members to see.



Member Stephanie Jaworski asked if it were possible for development to occur on the west side of the drain. It was explained that there was limited space between the existing water ski lake and the municipal drain therefore development would be difficult. A brief discussion was held in regards to the possibility of the water ski lake being filled in the future. J Haley explained that extensive processes would be triggered before this could occur.

Member Sam McDonell questioned how much water is typically in the municipal drain. The applicants explained that it only has inches therefore minimal water.

**MOVED BY:** Frank Prevost

**SECONDED BY:** Sam McDonell

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

**CARRIED**

#### **Application A-10-19 Villeneuve**

J Haley provided to the Committee the following information:

- Subject Property:
- Part of Lot 16, Concession 1, Front, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 19058 County Road 2
- Proposed Minor Variance:
  - The applicant proposes to renovate an existing dwelling and to construct an addition to the existing deck. In order to obtain a Building Permit, the following relief from the Zoning By-Law 38-09 is requested:
  - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 18.99 meters to the south east corner of the proposed deck and to 17.71 meters to the south west corner of the proposed deck from the top of bank of the St. Lawrence River.
- The property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan
- The property is zoned Rural and Floodplain -Holding This application conforms to the general intent of the Township's zoning By-Law as the detached garage is proposed to



be located 21.48 meters to the south west corner and 16 meters to the south east corner

- This application was circulated to applicable municipal staff; Planning and Building have no concerns with this application
- The RRCA supports this application; a permit will be required from the RRCA prior to a building permit being issued
- SDG has no concerns with this application
- I have received no formal comments from the public to date

### **Discussion:**

Councillor Stephanie Jaworski asked the applicant to describe the location of the deck and the proposed construction. The property owners described their proposal in detail and explained the need for a portion of the deck to protrude into the watercourse setback. She also asked if there was floodplain on the property and if the proposed construction was within the floodplain. J Haley confirmed that it is not.

**MOVED BY:** Sam McDonell

**SECONDED BY:** Martin Lang

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

### **CARRIED**

Next Meeting date: May 21, 2019 @6:30 pm

### **Adjournment**

**BE IT RESOLVED THAT** the meeting of May 6, 2019 be adjourned to the call of the Chair @ 6:52 p.m.

## INFORMATION REPORT



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

**MEETING DATE:** May 21, 2019

**SUBJECT:** Review - Roads Fleet Costs

**PREPARED BY:** Lachlan McDonald, GM Corporate Services  
Ewen MacDonald, GM Infrastructure Services

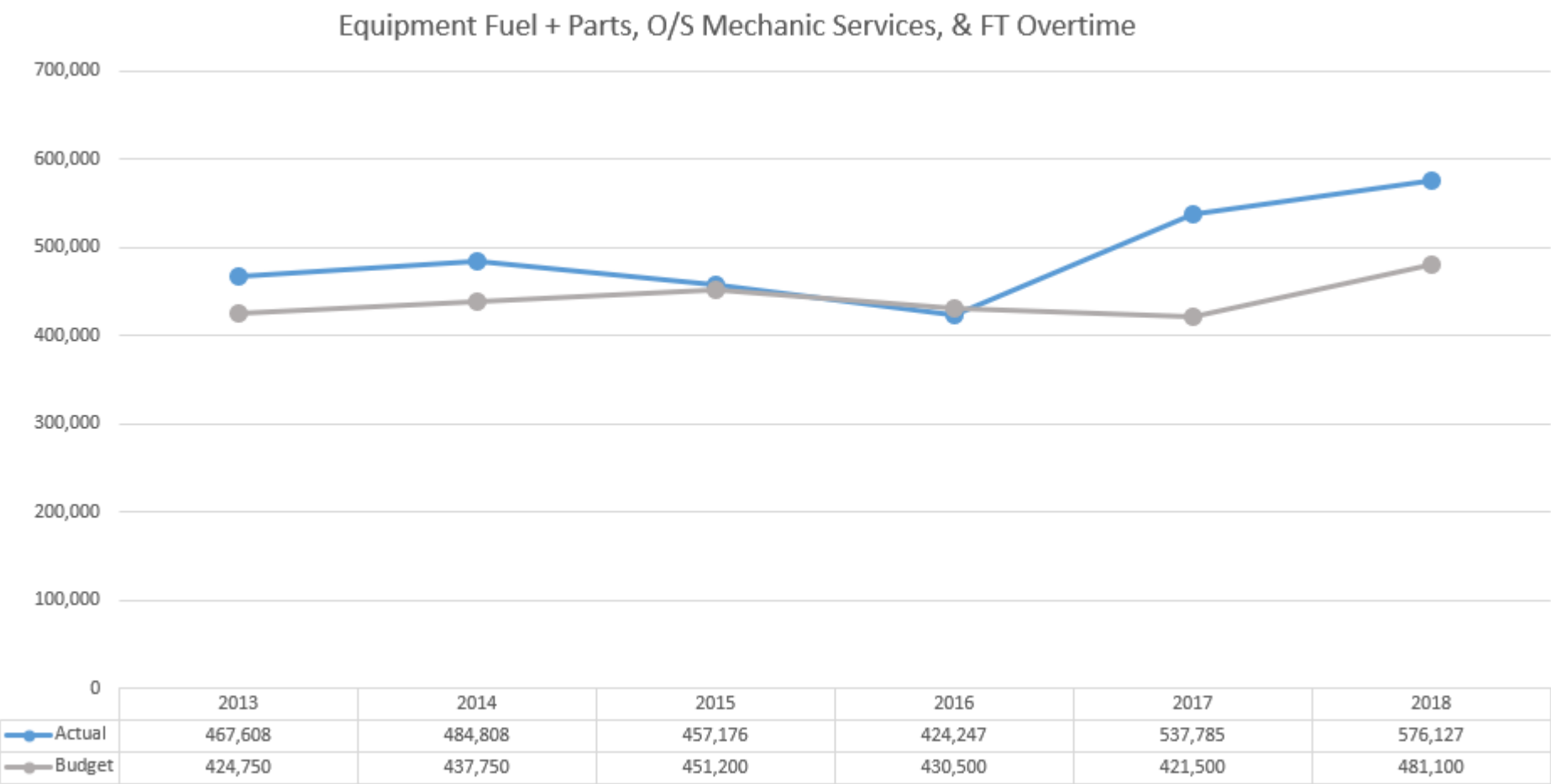
This report was requested following budget deliberations. The appended graphs breakdown the Fleet Maintenance Costs for the past five years and shows a trend to higher overall fleet maintenance costs.

Costs in general have escalated and with an aging fleet, higher maintenance and parts costs can be expected.

The attached Staff Report from 2016 provides a detailed overview of the Outside Services Costs that have been noted as particular concern. The attached Information Report from 2018 provided an update on the budgeted and actual costs for the fleet maintenance and outside services costs.

The General Manager and the Road Manager will continue to closely monitor the fleet maintenance activities to ensure that our fleet is maintained effectively and with cost efficiency as a priority.

As the title implies the following will discuss a combination of items: equipment fuel, equipment parts, outside mechanical services, and full-time overtime. The subsequent graphs will break this number down by item and there are a few graphs with additional information.





Equipment Fuel

Equipment Lease

Equipment Parts

Full-Time Overtime

Outside Mechanic Repair

Part-Time Salaries

Regular Salaries

2013

2014

2015

2016

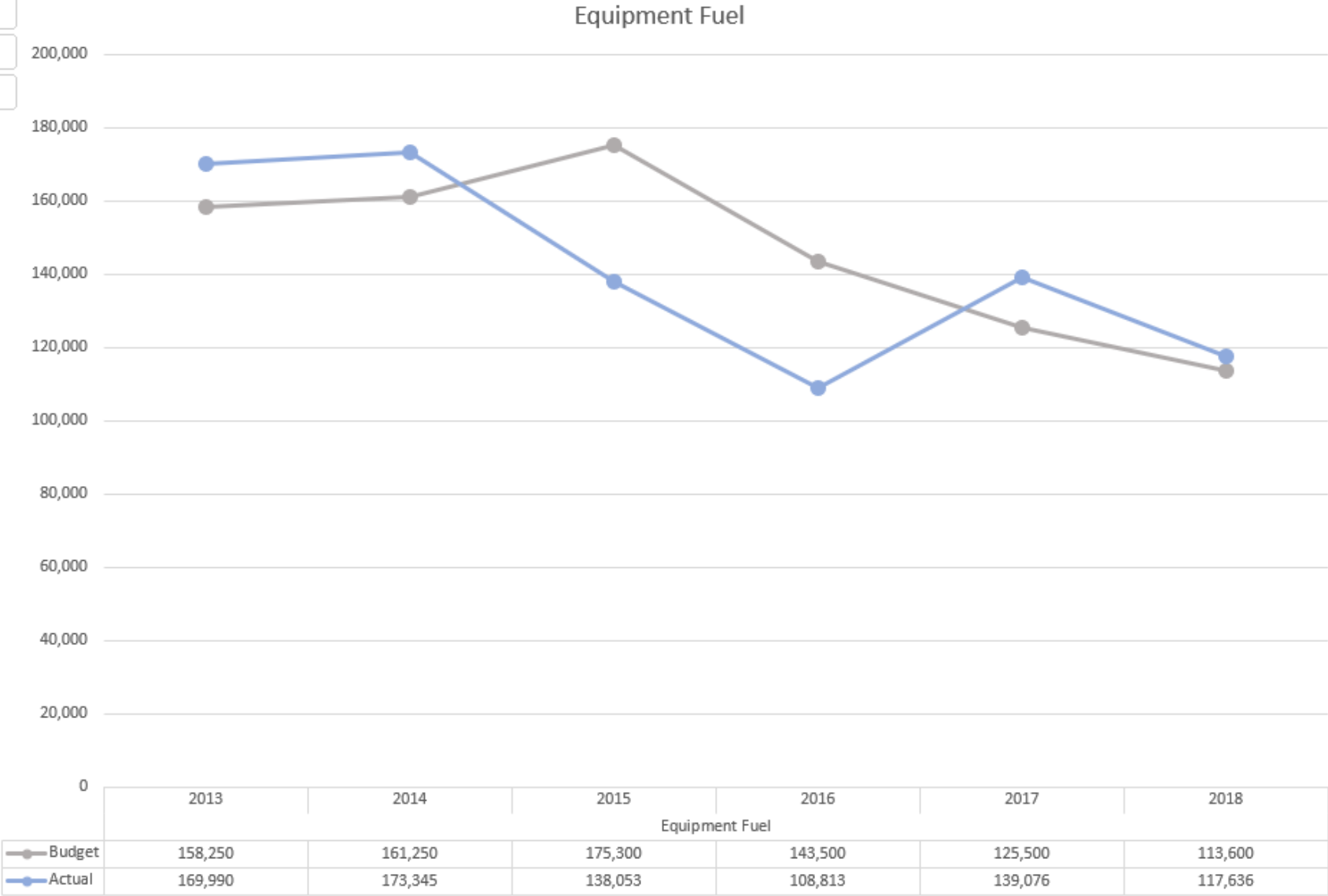
2017

2018

Actual

Budget

um of Amount	Budget	Actual	Over/(Under)
quipment Fuel			
2013	158,250	169,990	11,740
2014	161,250	173,345	12,095
2015	175,300	138,053	(37,247)
2016	143,500	108,813	(34,687)
2017	125,500	139,076	13,576
2018	113,600	117,636	4,036
quipment Fuel Total	877,400	846,913	(30,487)



Equipment Fuel

Equipment Parts

Outside Mechanic Repair

Regular Salaries

Equipment Lease

Full-Time Overtime

Part-Time Salaries

2013

2014

2015

2016

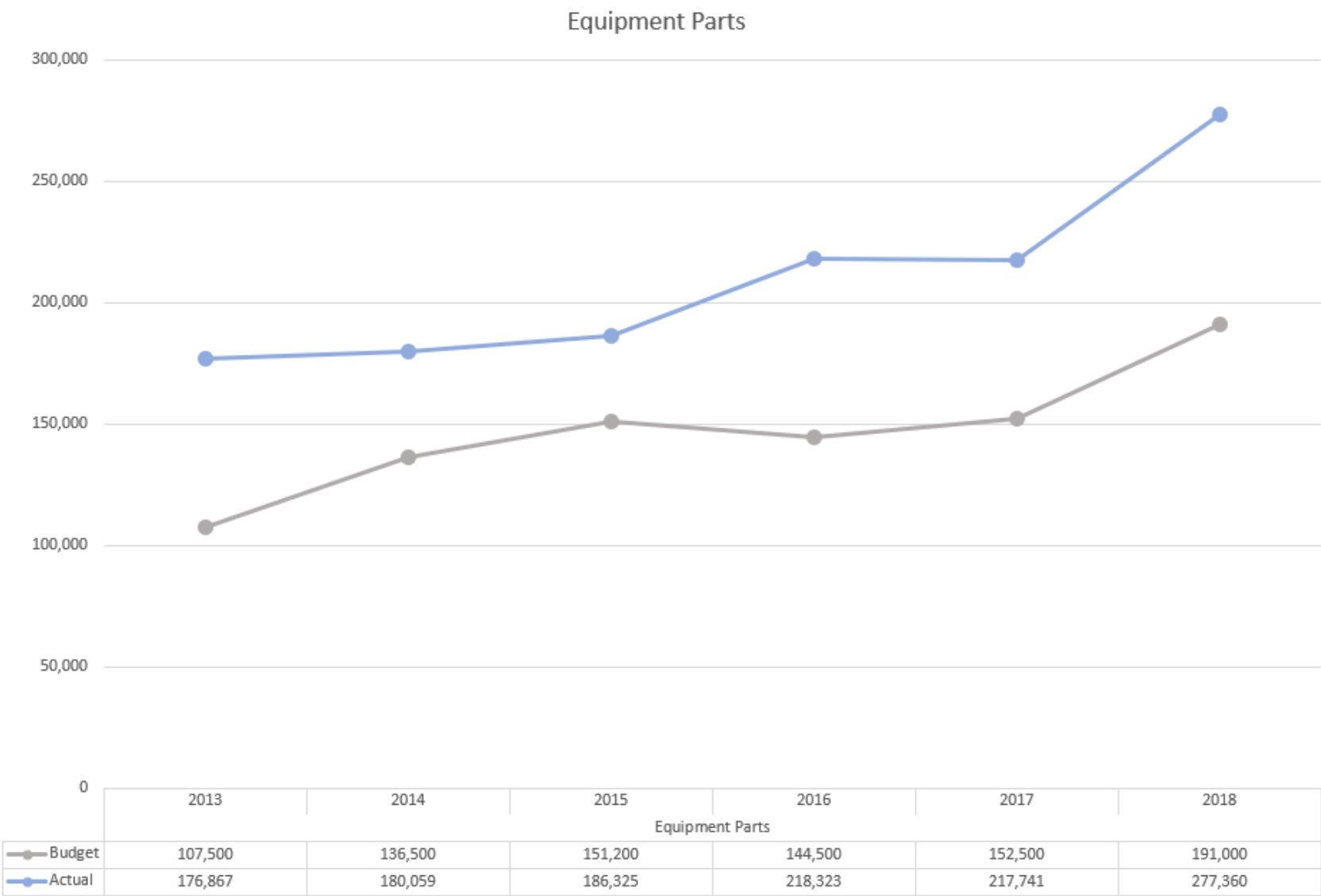
2017

2018

Actual

Budget

Sum of Amount	Budget	Actual	Over/(Under)
Equipment Parts			
2013	107,500	176,867	69,367
2014	136,500	180,059	43,559
2015	151,200	186,325	35,125
2016	144,500	218,323	73,823
2017	152,500	217,741	65,241
2018	191,000	277,360	86,360
Equipment Parts Total	883,200	1,256,675	373,475





Equipment Fuel

Equipment Lease

Equipment Parts

Full-Time Overtime

Outside Mechanic Repair

Part-Time Salaries

Regular Salaries

2013

2014

2015

2016

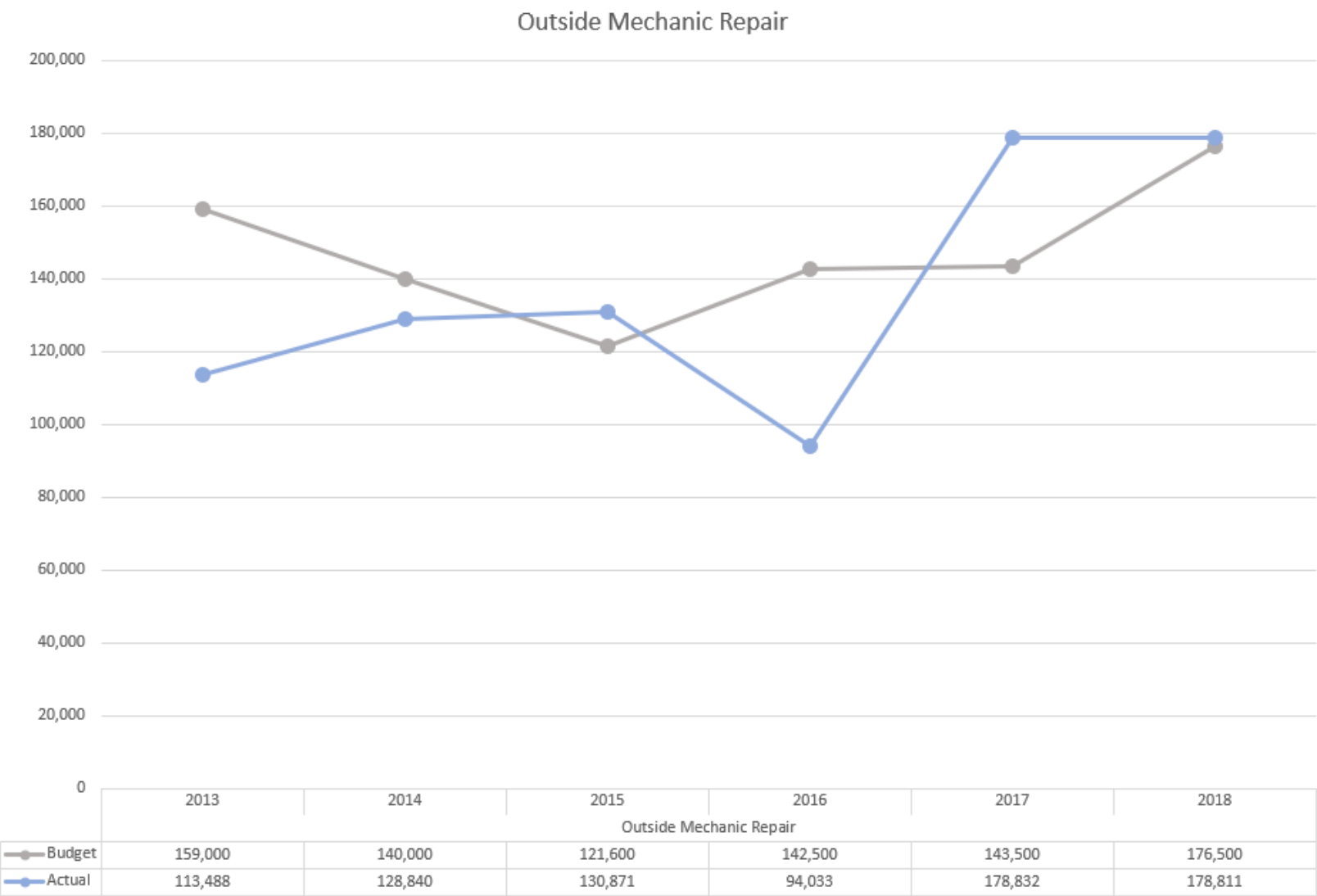
2017

2018

Actual

Budget

Sum of Amount	Budget	Actual	Over/(Under)
Outside Mechanic Repair			
2013	159,000	113,488	(45,512)
2014	140,000	128,840	(11,160)
2015	121,600	130,871	9,271
2016	142,500	94,033	(48,467)
2017	143,500	178,832	35,332
2018	176,500	178,811	2,311
Outside Mechanic Repair Total	883,100	824,876	(58,224)



Equipment Fuel

Equipment Lease

Equipment Parts

Full-Time Overtime

Outside Mechanic Repair

Part-Time Salaries

Regular Salaries

2013

2014

2015

2016

2017

2018

Actual

Budget

Sum of Amount

	Budget	Actual	Over/((Under)
Regular Salaries			
2013	54,050	53,842	(208)
2014	54,050	44,157	(9,893)
2015	55,700	56,541	841
2016	68,500	59,905	(8,595)
2017	61,400	54,276	(7,124)
2018	65,200	73,703	8,503
Regular Salaries Total	358,900	342,423	(16,477)



Equipment Fuel

Equipment Lease

Equipment Parts

Full-Time Overtime

Outside Mechanic Repair

Part-Time Salaries

Regular Salaries

2013

2014

2015

2016

2017

2018

Actual

Budget

Sum of Amount	Budget	Actual	Over/(Under)
Equipment Lease			
2013	15,000	12,464	(2,536)
2014	10,000	14,948	4,948
2015	15,000	17,322	2,322
2016	10,000	9,665	(335)
2017	10,000	12,727	2,727
2018	13,500	20,858	7,358
Equipment Lease Total	73,500	87,985	14,485



Equipment Fuel

Equipment Lease

Equipment Parts

Full-Time Overtime

Outside Mechanic Repair

Part-Time Salaries

Regular Salaries

2013

2014

2015

2016

2017

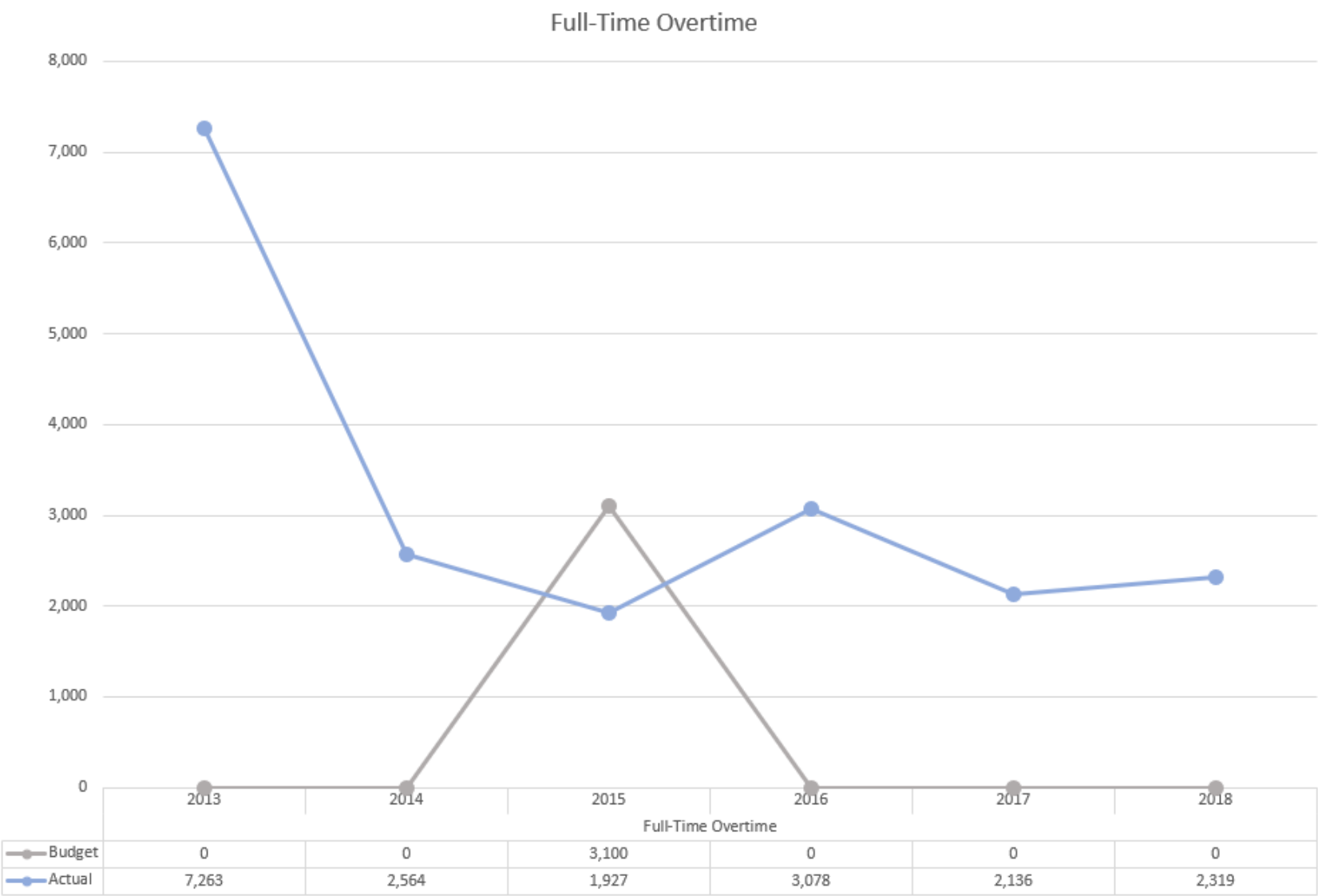
2018

Actual

Budget

Sum of Amount

	Budget	Actual	Over/(Under)
Full-Time Overtime			
2013	0	7,263	7,263
2014	0	2,564	2,564
2015	3,100	1,927	(1,173)
2016	0	3,078	3,078
2017	0	2,136	2,136
2018	0	2,319	2,319
Full-Time Overtime Total	3,100	19,287	16,187

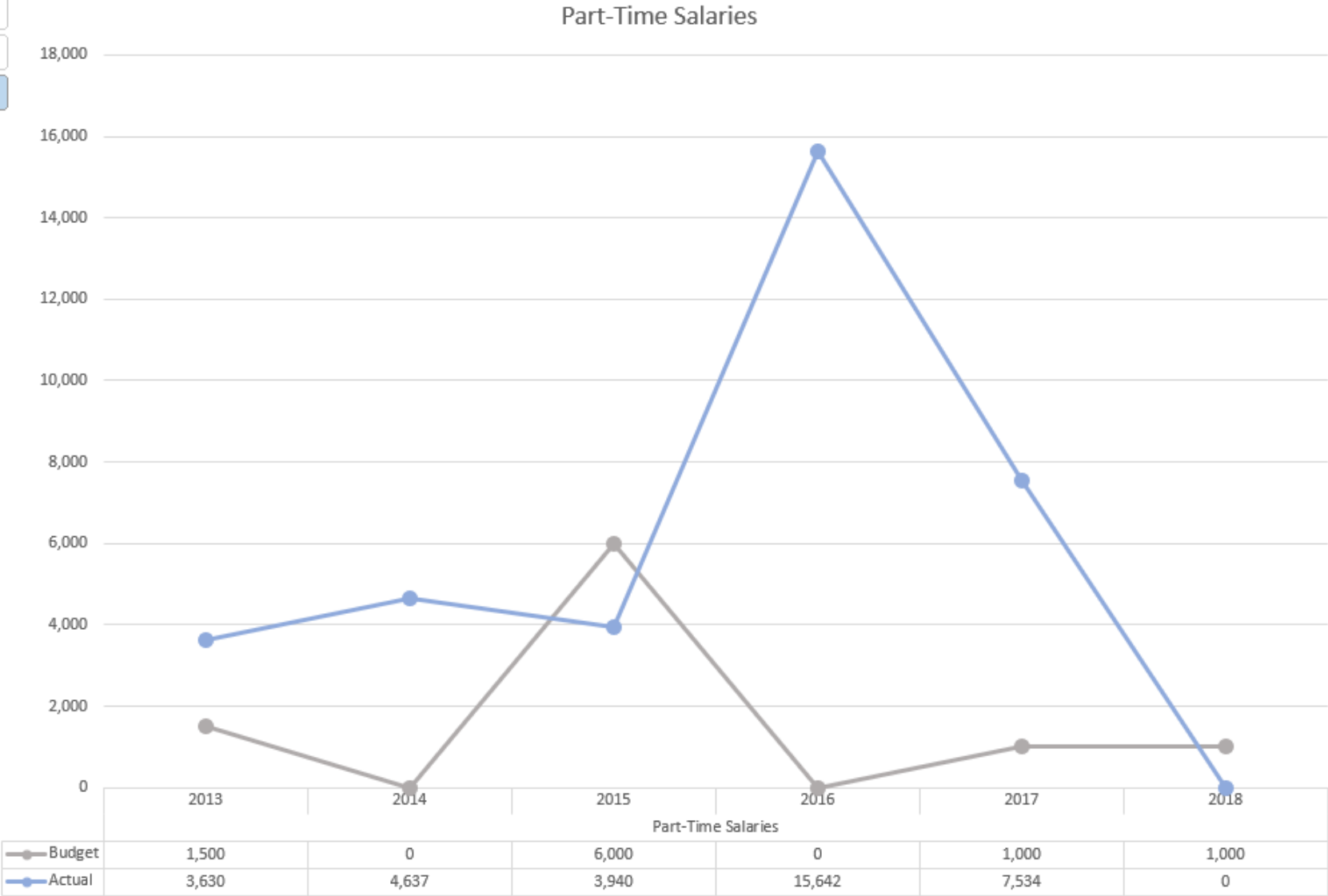


Equipment Fuel	Equipment Lease
Equipment Parts	Full-Time Overtime
Outside Mechanic Repair	Part-Time Salaries
Regular Salaries	

2013	2014	2015
2016	2017	2018

Actual	Budget
--------	--------

Sum of Amount			
	Budget	Actual	Over/(Under)
Part-Time Salaries			
2013	1,500	3,630	2,130
2014	0	4,637	4,637
2015	6,000	3,940	(2,060)
2016	0	15,642	15,642
2017	1,000	7,534	6,534
2018	1,000	0	(1,000)
Part-Time Salaries Total	9,500	35,384	25,884





## **STAFF REPORT**

**S.R. No. 63-16**

**PREPARED BY:** Ewen MacDonald – General Manager Infrastructure Services

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** May 9, 2016

**SUBJECT:** Infrastructure Services Fleet Outside Services

### **BACKGROUND:**

1. The Township employs one full time mechanic to oversee the maintenance of the Township's Infrastructure Services and Fire Fleets.
2. There are 24 units (Grader's/Plough Trucks/etc) in the Infrastructure Department and 15 Fire Units that make up the Township's Fleet, along with numerous pieces of small equipment.
3. Council has expressed concern with the cost of Outside Services and directed administration to review and report on the Outside Services costs associated with the maintenance of the fleet.
4. A very detailed line by line analysis was conducted on the by administration and the 2015 Outside Services Account and a spreadsheet showing the results of the review is appended.

### **ANALYSIS:**

5. The Outside Services Account has been broken down into three main areas.
  - I. Outside Services
  - II. Specialized Services
  - III. Other
6. Each of the 3 main areas of Outside Services has been further broken down to provide details on the nature of these costs.
7. \$27,227.00 (21%) of the 2015 Outside Services Account were costs associated with work that a mechanic would be able to do at our facility. Further analysis of the outside services costs found that 70% (\$18,895.00) of that figure was attributed to services that were required during vacations the period of time when

the Township's Mechanic was on light duties (1/2 days) due to a very serious workplace injury.

8. There are costs associated with capital purchases and lease costs that account for \$11,046.00 (8%) of the total Outside Services Account. These costs are charged to the Outside Services General Ledger Account, but are not related to any services that could be provided by either our mechanic or an outside mechanic.
9. The largest area of Outside Services was in Specialized Services that accounted for \$92,598.00 (71%) of the 2015 Outside Service Account. These services included a variety of maintenance activities that require diagnostics/specialized tools/specialized skills etc. that the Township currently doesn't have. The Public Works Garage is not equipped to complete these services, nor do we have the human resources to undertake this work. It would require a significant investment in both equipment and human resources to upgrade the Public Works Garage if these services were to be performed in house.
10. There have been suggestions in the past that we could justify the addition of an additional part time or even full time mechanic to do more mechanical work in house. After the detailed review of the cost and nature of the outside services it is administrations recommendation that additional staff are not warranted.
11. There are circumstances where we need to bring a Mobile Mechanic to assist with the maintenance of the fleet and the Mechanic and Road Manager coordinate this work based on the Township's work priorities and needs. Fire Services needs are typically given priority over repairs to other units in the fleet, for obvious reasons.
12. The Township currently have access to a Mobile Mechanic that we call on that is fully equipped to maintain/repair equipment at a cost of \$60.00/hour. This is significantly less than the cost to send equipment to a dealer and is a cost-effective option for maintenance/repair requirements when our Mechanic is busy on other priorities.

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

- I. The Review of the Outside Services Account for Fleet Maintenance aligns with **Goal 3**; Strengthen the effectiveness and efficiency of our organization.

#### **IMPACT ON 2016 BUDGET:**

N/A

#### **RECOMMENDATION:**





BE IT RESOLVED THAT Staff Report No. 63-16 be received and filed.

A handwritten signature in black ink, which appears to read 'Bryan Brown', is positioned above a horizontal line.

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

OUTSIDE MECHANIC SERVICES - REVIEW

Historical Perspective

2011	\$	106,131
2012	\$	194,648
2013	\$	113,487
2014	\$	128,839
2015	\$	130,871 -->

Outside Service

\$ 27,227

Specialized Services

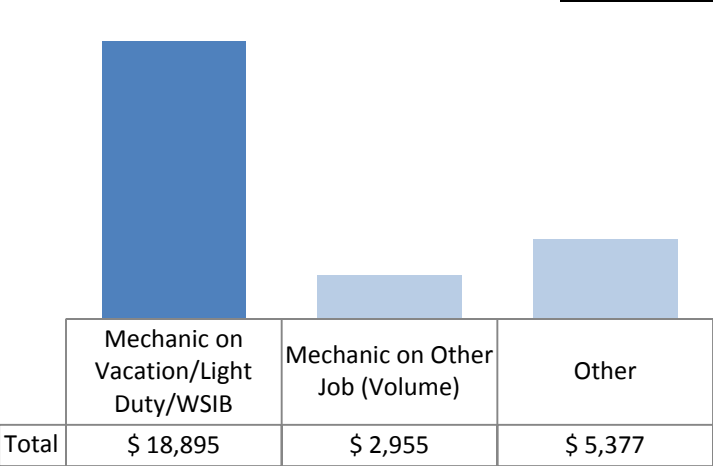
\$ 92,522

Other

\$ 11,122

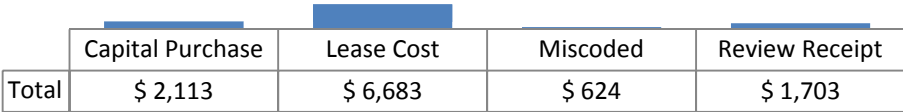
Outside Service

\$ 27,227



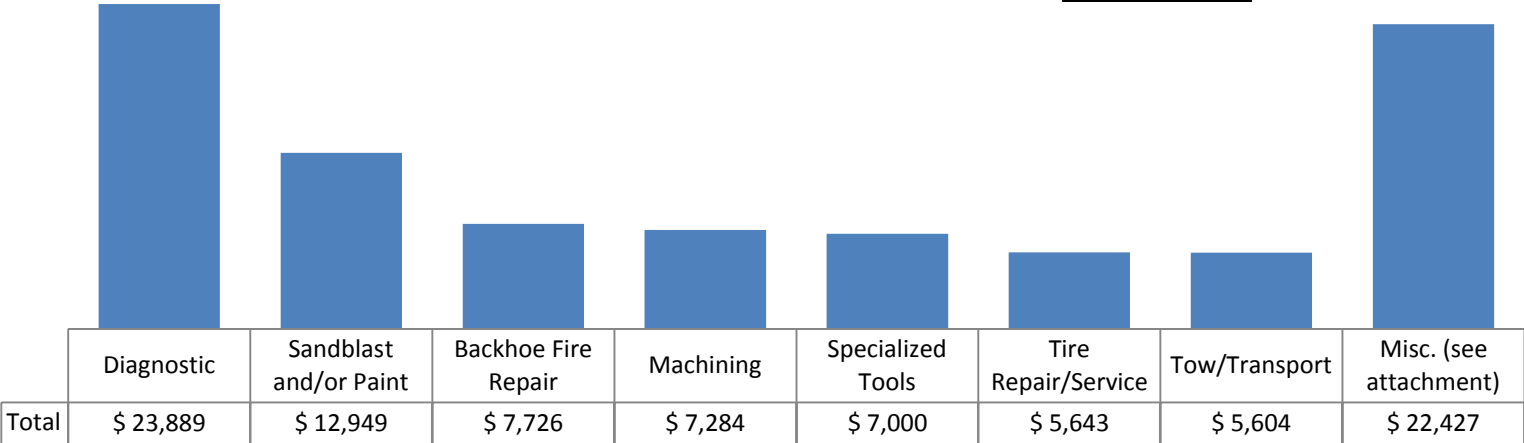
Other

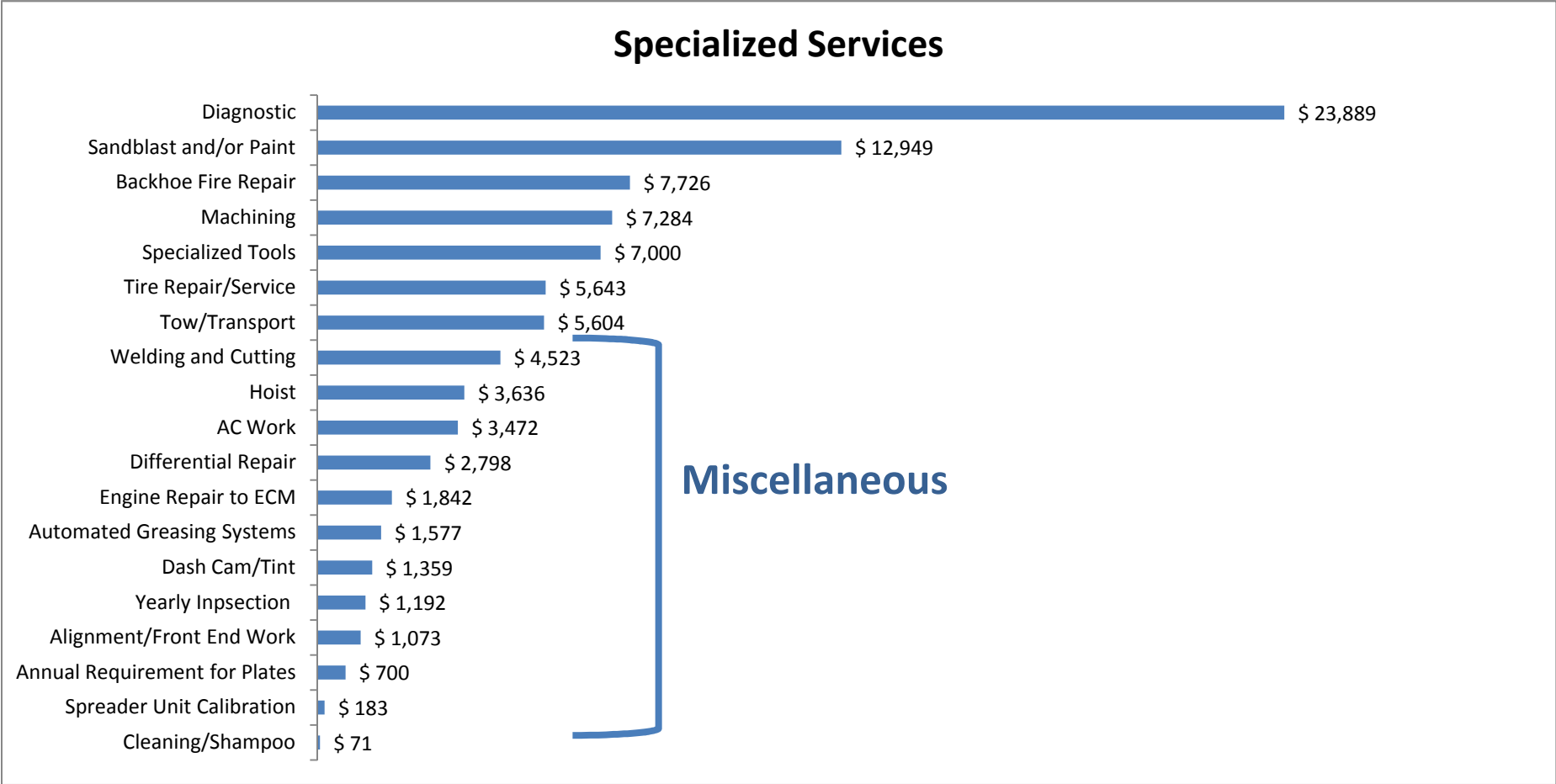
\$ 11,122



Specialized Services

\$ 92,522







## **STAFF REPORT**

**S.R. No. 113-18**

**PREPARED BY:** Ewen MacDonald – GM Infrastructure Services

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

**COUNCIL DATE:** September 17, 2018

**SUBJECT:** Fleet Budget Update

### **BACKGROUND:**

1. Council requested an update on the status of the Fleet Budget, particularly the outside services expenditures.
2. A detailed analysis of the outside services was completed in the Spring of 2016 and a copy of the analysis is attached to this report for information.

### **ANALYSIS:**

3. The table below shows the total fleet budget and actual expenditures for 2017 and 2018 to date and the budget and actual expenditures for outside services.

Fleet Maintenance	2017		2018	
	Budget	Actual	Budget	Actual
Fleet Total	\$501,900	\$605,404	\$585,300	\$453,165
Outside Services	\$143,500	\$166,592	\$176,500	\$120,157
Outside Services as % of Total	29%	<b>28%</b>	30%	<b>27%</b>

4. The outside services are within the budget set and approved by Council for this component of our overall fleet maintenance requirements.
5. The work required on the fleet is closely supervised by the Road Manager with input from the Fleet Mechanic and the Fire Chief to ensure that we prioritize our work accordingly in an effort to minimize the cost for outside services to work that we cannot do in-house or work that has to be outsourced due to other priorities.

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

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



**IMPACT ON 2018 BUDGET**

N/A

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report 113-18 be received and filed for information purposes.

A handwritten signature in black ink, appearing to read "Bryan Brown", is positioned above a horizontal line.

Recommended to Council for  
Consideration by:  
BRYAN BROWN, CAO



# WARDEN JAMIE MACDONALD

## 2019 Annual GOLF TOURNAMENT



**BUFFET  
BREAKFAST!**

### DATE

Friday, July 19, 2019

### TIME

Breakfast served at 8:30 a.m.  
Shotgun start at 10:00 a.m.

### PLACE

The Glengarry Golf and  
Country Club  
20511 McCormick Rd,  
Alexandria, ON K0C 1A0  
613-525-2912

### COST

Registration fee is \$115 per  
golfer, which includes: 18 holes  
of golf, a cart, breakfast, and a  
Glengarry polo shirt!

### HIGHLIGHTS

- Four Person Best Ball  
Scramble Format
- A buffet breakfast  
served at 8:30am
- Space is limited--first  
come basis

### Registration

Please return registration  
form and full payment by:  
**June 28, 2019**  
SDG Counties  
26 Pitt Street  
Cornwall, Ontario K6J 3P2  
**Attention: Corporate  
Services**

### For More Information

Contact Helen Thomson  
613-932-1515 Ext. 203  
hthomson@sdcgcounties.ca

**Shotgun Start at  
10:00 a.m.**

### NAMES:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Full Registration: \$115.00 x (\_\_\_\_) \$ \_\_\_\_\_

Breakfast Only: \$15.00 x (\_\_\_\_) \$ \_\_\_\_\_

Total Payment \$ \_\_\_\_\_

\*Please make cheque payable to: United Counties of SDG



# REGISTRATION FORM



# Smoke-Free Ontario Act, 2017

## How the Act Affects: Community Recreational Facilities

---

### The Basics

The *Smoke-Free Ontario Act, 2017* (SFOA, 2017) prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour.

Smoking refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational).

Vaping refers to inhaling or exhaling vapour from an electronic cigarette, or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

### Community Recreational Facilities

Smoking and vaping is not permitted on the outdoor grounds of community recreational facilities or in public spaces within 20 metres of the perimeter of the grounds.

A community recreational facility is an enclosed public place or an enclosed workplace where:

1. The place is owned or operated by a charity, non-profit or government.
2. The place is primarily used for the purposes of providing athletic or recreational programs or services to the local community, including children and youth, whether or not a fee is paid for the use.

For example:

- a) Sports programs;
- b) Children's play programs; or
- c) Fitness programs.

3. The public is normally allowed access.
4. The place is not primarily a private dwelling.



## Owner Responsibilities

It is the responsibility of the owner, operator or the person in charge of the place to ensure that smoking and vaping laws are followed.

They are required to:

- Give notice to the public that smoking is prohibited in the smoke-free and vape-free areas.
- Post “No Smoking”, and “No Vaping” signs, or a dual “No Smoking and No Vaping” sign at entrances, exits and washrooms of the smoke and vape-free area, in appropriate locations and in sufficient numbers, to ensure the public is aware that smoking and vaping is not allowed.
- Ensure that no ashtrays or similar items remain in the smoke-free and vape-free areas.
- Ensure that no one smokes or vapes in the smoke-free and vape-free areas.
- Ensure that someone who refuses to comply with Ontario’s smoking and vaping laws does not remain in the smoke-free and vape-free areas.

## Enforcement

Local public health units will carry out inspections and respond to complaints of smoking and vaping on the outdoor grounds and public spaces within 20 metres of the perimeter of the grounds of community recreational centres.

## Penalties

Any individual who violates the prohibition on smoking or vaping in smoke-free and vape-free areas may be charged and if convicted, may face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence).

An owner that fails to fulfill their responsibilities under the law may be charged and if convicted, may face a maximum fine:

Signage responsibilities

- For individuals: \$2,000 (for a first offence); \$5000 (for a second offence); \$10,000 (for a third offence); \$50,000 (four or more offences).
- For corporations: \$5,000 (for a first offence) ; \$10,000 (for a second offence); \$25,000 (for a third offence); \$75,000 (four or more offences).

## Other responsibilities

- For individuals: \$1,000 (for a first offence); \$5,000 (two or more offences).
- For corporations: \$100,000 (for a first offence); \$300,000 (two or more offences).

This fact sheet is intended as a quick reference only and should not be considered to be legal advice. For more information, please contact your local Public Health Unit.

You may also obtain information by calling toll-free:

- **INFOline** 1-866-532-3161
- **TTY** 1-800-387-5559

Hours of operation: Monday to Friday, 8:30 a.m. - 5:00 p.m. (Eastern Standard Time)

For specific information on smoking or vaping laws applicable to community recreational centres, contact your local Public Health Unit. To find the public health unit serving your region, please visit their website at:

<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>.

For more information on the *Smoke-Free Ontario Act, 2017*, please visit the Ontario Ministry of Health and Long-Term Care website: [ontario.ca/smokefree](http://ontario.ca/smokefree).



April 29, 2019

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

Attention: Frank Prevost  
Mayor



Dear Mayor Prevost:

At the 2019 Ontario Good Roads Association conference a resolution was passed at the Annual General Meeting requesting that OGRA approach the Rural Ontario Municipal Association to establish a working relationship to organize an annual Combined Conference.

I sent a letter to ROMA Chair, Allan Thompson on February 28, 2019. A copy of the letter and resolution are attached. OGRA has now received a response from ROMA stating that they are not prepared to enter into discussions with OGRA. The response from ROMA is also attached.

The OGRA Board of Directors fully understands why Ontario municipalities are better served by ROMA's and OGRA's collaboration in delivering a conference. OGRA feels that our collective members benefit financially. By extension the municipal sector sees the strength of having its representative organizations working together.

OGRA remains prepared to have discussions with ROMA concerning recombining our conferences however if our shared members want to see a return to one combined event, they must also have those discussions directly with ROMA.

OGRA knows that as an organization our best and most meaningful work is still ahead of us and we look forward to the challenge of providing exceptional value to our members.

Yours truly,

Rick Kester,  
President



February 28, 2019

Rural Ontario Municipal Association  
200 University Avenue  
Suite 801  
Toronto, ON M5H 3C6

Attention: Allan Thompson, Chair

Dear Allan:

It was very nice talking with you at our 125<sup>th</sup> Ontario Good Roads Association Conference. As you may be aware at the OGRA Annual General Meeting a resolution was tabled by Mayor Steve Salonin, Municipality of Markstay-Warren. In his covering email he stated the resolution was approved by the "area mayors". The Municipality of Markstay-Warren is located just east of Sudbury.

A copy of the full resolution is attached. The operative clause reads as follows:

THEREFORE BE IT RESOLVED that the OGRA Board approach the ROMA Board to establish a working relationship to organizing an Annual ROMA/OGRA Combined conference.

The resolution was put to the floor at the AGM. Two delegates spoke in support and the resolution was passed.

Members of our OGRA Board would like to arrange to meet with you and your colleagues on ROMA to explore this issue further in order to achieve a new agreement for a combined conference to better serve each of our members.

Please let us know when you would be available to discuss this further.

Yours truly,

Rick A. Kester,  
President



Mr. Rick A. Kester  
 President  
 Ontario Good Roads Association  
 1525 Cornwall Road, Unit 22  
 Oakville ON L6J 0B2

March 22, 2019

Dear Mr. Kester:

**Re: OGRA resolution on the working relationship between OGRA and ROMA.**

Thank you for your letter of February 28, 2019, and the attached OGRA resolution.

The resolution was the subject of considerable discussion at a recent meeting of the ROMA Board. On Behalf of the ROMA Board, let me begin by saying the intention of the resolution is fully and greatly appreciated. We believe it reflects a long and productive working relationship between our organizations in the service of our respective constituencies. The Board welcomes the opportunity to work collaboratively with OGRA in areas of shared interest and common purpose, and we look forward to those discussions in the future.

The decision in 2016 by the ROMA Board to offer its own conference, in the service of Ontario's rural municipalities, was not taken lightly. It followed many meetings on how a renewed partnership might be established. The final decision reflected the ROMA Board's commitment and responsibility to ensure that the unique needs and voices of rural Ontario are clearly, fully, and powerfully expressed. ROMA is a political organization and its objectives include public policy advocacy for the entire spectrum of municipal services delivered by rural municipal governments. That breadth of issues, and the political nature of ROMA's relationship with the Government of Ontario, are now reflected in our conference programming.

The ROMA conferences in 2017, 2018 and 2019 have allowed ROMA to better meet the needs of its constituents and have strengthened ROMA's influence and ability to advocate on behalf of the municipalities it serves. The ROMA Board believes it has a responsibility to maintain this momentum.

Consequently, the Board is not prepared to enter into discussions with OGRA for the purpose of combining our respective conferences at this time.

**Ontario  
Provincial  
Police**

**Police  
provinciale  
de l'Ontario**



**Municipal Policing Bureau  
Bureau des services policiers des municipalités**

**777 Memorial Ave.  
Orillia ON L3V 7V3**

**777, ave Memorial  
Orillia (ON) L3V 7V3**

**Tel: (705) 329-6200**

**Fax: (705) 330-4191**

File number/Référence: 612-10

May 01, 2019

Mayor/Reeve and Clerk/CAO/Treasurer,

First, I would like to congratulate all recently elected officials and wish you great success in your new roles.

2018 has been a year of substantial accomplishments such as the transitioning of another two municipalities to the Ontario Provincial Police (OPP), multiple contract renewals, and countless presentations to municipal councils throughout the province. OPP Municipal Policing Bureau staff will strive to make great progress to continue to build municipal relationships through excellent communication, contract and financial management.

As some of you may know, the government appointed Commissioner Thomas Carrique as the 15th OPP Commissioner to lead the police service in its 110 year history. Following the announcement of his appointment, Commissioner Carrique stated he is extremely grateful for and deeply honoured by the confidence placed in him by the provincial government and the Ministry of the Solicitor General to serve alongside the dedicated and professional members of the OPP, in a leadership role. We are all looking forward to strengthen our relationship with the municipalities the OPP polices under Commissioner Carrique's leadership.

The *Comprehensive Ontario Police Services Act, 2019*, received Royal Assent on March 26, 2019. Other than Special Investigation Unit modernization section, all other sections have not yet been proclaimed into force. This act creates the *Community Safety and Policing Act, 2019 (CSPA)*, which will come into force on a date that has not yet been determined by government. Relevant regulations to the CSPA are currently being written. This will eventually lead to the legislation coming into force. When this new legislation comes into force, the current *Police Services Act, 1990, (PSA)* will be repealed. Until then, the PSA remains in force. We will keep you informed on this progression.

Recently, you or staff members of your municipality have been contacted by our members to build awareness of the resources available to you, such as our webpage [www.opp.ca/billingmodel](http://www.opp.ca/billingmodel) materials, and offer to answer any of the questions you may have on the billing model and present to your municipalities, if necessary. Thank you for your feedback.

In an effort to bring our communication to the next level, our bureau announced the implementation of the ePost mailing system. Your municipality will be sent instructions to set-up up to three ePost user accounts (Mayor/ Reeve, CAO/Clerk, PSB Chair (if applicable)) to allow for more efficient and innovative distribution of the annual billing statements and other correspondence. The ePost system is run by Canada Post and is official and legal mail. This system has been operated by Canada Post for 19 years, and has

been adopted throughout the country by numerous municipalities and various pension and pay organizations. The intention is to provide timely and reliable information to our hundreds of municipalities and avoid the unreliable nature of the current mailing system.

I would like to welcome your views or any comments you may have to enhance our communication and invite you to ask questions of myself or any member of the OPP Municipal Policing Bureau through email at [OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca) or by phone at (705) 329-6200.

Sincerely

A handwritten signature in black ink, appearing to read "Marc Bedard". The signature is fluid and cursive, with the first name "Marc" and last name "Bedard" clearly distinguishable.

M.M. (Marc) Bedard  
Superintendent  
Commander,  
Municipal Policing Bureau

Email [OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca)

Twitter @OPP\_Mun\_Pol

/nv



Dear Mayor and Members of Council and Fire Chiefs:

**Reference: Request from Health Canada to advise on matters related to infrared saunas.**

I am writing to provide for your consideration a copy of correspondence I received from Health Canada - Marketed Health Products Directorate. If you have any questions, or require additional information, you may wish to contact Health Canada directly.

Yours truly,

Jon

Attachment: Health Canada Letter – File 19-101504-117

Jon Pegg  
Fire Marshal and Chief, Emergency Management  
Office of the Fire Marshal and Emergency Management  
Ministry of the Solicitor General  
Forensic Services and Coroner's Complex  
25 Morton Shulman Avenue  
Toronto, ON, M3M 0B1  
Telephone: 647-329-1239



Health  
Canada

Health Products  
and Food Branch

Santé  
Canada

Direction générale des produits  
de santé et des aliments

Marketed Health Products Directorate  
A.L. 1912C  
OTTAWA, Ontario  
K1A 0K9

File: 19-101504-117

May 2, 2019

Dear Fire Marshals,

**Re: Illegal Marketing of Infrared Saunas to Fire Departments with False Cancer Prevention Claims**

Health Canada would like to alert you to the illegal sale and marketing of infrared saunas to fire departments for unproven and false medical claims such as prevention of cancer amongst fire fighters and detoxification of fire fighters. Health Canada has discovered that at least two Canadian fire departments have acquired them for the aforementioned purposes. We are also concerned that the issue may be more widespread.

Health Canada assesses devices for their safety, quality and effectiveness before issuing a licence. Devices that are not licensed have not been assessed. Health Canada requests that you inform the fire departments in your province that Health Canada has **not** authorized for sale any infrared saunas as medical devices. Health Canada also invites fire departments to report any marketing of infrared saunas for medical purposes that they may encounter at [drug-device-marketing@canada.ca](mailto:drug-device-marketing@canada.ca).

Please do not hesitate to contact us if you have any questions, or if you wish to confirm the authorized uses for any device that has been marketed to you for medical purposes.

Sincerely,

Alain G. Musende, PhD  
Manager, Section for Transparency and Advertising  
Regulatory Surveillance  
Marketed Health Products Directorate  
Tel: (613) 954-6780 Fax: (613) 948-7996

Canada



# Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

May 7, 2019

Anne Potocnik, Chairperson  
McKellar Public Library Board  
P.O. Box 10  
McKellar, ON P0G 1C0

Dear Ms. Potocnik

**Re: Resolution 19-263 - Ford Government funding cuts to Southern Ontario Library Service and Ontario Library Service North**

---

Please be advised that at its regular meeting held, Monday May 6, 2019 the Council of the Township of McKellar passed the following resolution:

19-263      **WHEREAS** the Ontario government has reduced by 50% the funding to Southern Ontario Library Service and Ontario Library Service North, resulting in the suspension of interlibrary loan service and postage subsidy, with further service cuts yet to be announced;

**AND WHEREAS** the users of small northern libraries such as the McKellar Public Library will be significantly negatively impacted by the loss of equitable access to materials and information;

**AND WHEREAS** the resulting increased costs of postage will not have been considered in the budget preparation for the current fiscal year and will require lending libraries to carefully consider whether to fill an interlibrary loan request;

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of McKellar strongly urges the Ontario government to restore the funding to Ontario Library Service North and Southern Ontario Library Service *at a minimum* to the previous 2018 funding level;

**AND FURTHER** that this resolution be forwarded to the Michael Tibollo, Minister of Culture, Recreation and Sport; Norm Miller, MPP; Doug Ford, Premier; Association of Municipalities of Ontario and all Ontario municipalities.

Your consideration on the matter is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ina Watkinson', with a stylized, cursive script.

Ina Watkinson  
Administrative/Treasury Assistant  
Township of McKellar

cc Honourable Doug Ford, Premier of Ontario  
Honourable Mike Tobollo, Minister of Culture, Recreation & Sport  
Norm Miller, M.P.P., Parry Sound - Muskoka  
Association of Municipalities of Ontario  
Municipalities of Ontario

Premier Doug Ford  
Michael Tibollo, Minister of Culture Recreation and Sport  
Norm Miller, MPP , Parry Sound Muskoka

The recently announced budget cut to SOLS and OLS North has so far resulted in the suspension of interlibrary loans, courier service and subsidies for postage for interlibrary loan. The full impact of this outrageous funding reduction is not yet known, however the loss of readily accessible interlibrary loan service will have a significant impact on the users of small northern libraries such as McKellar Public Library. Larger libraries have substantially larger materials budgets and are more likely to own the resources required by their patrons. Small northern libraries rely on interlibrary loan service to provide their users with materials they do not have. The loss of this vital service leaves northern residents at a distinct disadvantage without readily available and equitable access to the range of materials and information they previously enjoyed. Electronic formats may be seen as a substitute however high speed broadband internet service is also not as readily available in northern or remote areas and not everyone owns a computer.

The Ontario Library Services also provide staff and trustee training and coordination of other services proving economies of scale and resource sharing.

We the board of the McKellar Public Library strongly urge the Ontario government to reverse this disastrous and short sighted funding reduction and to restore *at a minimum* the funding level provided to SOLS and OLS North in 2018.

Anne Potocnick, Chair, McKellar Public Library Board

May 13, 2019

Kathi Maskell, Chair  
 Hanover Public Library Board  
 451 10th Avenue  
 Hanover, ON N4N 2P1

Dear Mrs. Maskell:

Re: Resolution - Cuts to Ontario Library Services

Please be advised that at the Committee of the Whole meeting held on Monday, May 6, 2019 the Council of the Town of Hanover passed the following resolution:

**Moved by COUNCILLOR HOCKING | Seconded by COUNCILLOR FLEET**

**WHEREAS** the provincially funded Ontario Library Service agencies (Southern Ontario Library Service and Ontario Library Service – North) provide vital shared and collaborative public library services, including the Overdrive ebook collection, inter-library loan system and deliveries, technical support, skills training, and other services that are not sustainable by small and rural libraries alone;

**WHEREAS** the Ontario Library Service agencies ensure consistent quality and range of services are available to citizens through all public libraries no matter where they are located;

**WHEREAS** the Ontario Library Service agencies exist to provide value for money, efficiency and respect for taxpayer dollars by acting as a source of expertise and coordination, and leverage combined purchasing power to reduce operating costs for all Ontario public libraries; and

**WHEREAS** the role of these agencies is crucial to the day-to-day provision of services to the public at libraries of all sizes in every part of Ontario;

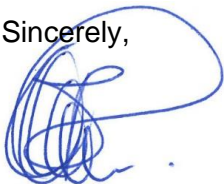
**THEREFORE**, we the undersigned petition the Legislative Assembly of Ontario as follows:

1. To reverse the 50% funding cuts to Southern Ontario Library Service and Ontario Library Service – North agencies and reinstate provincial funding for these services to at least the 2017-2018 funding level, and
2. To maintain the operating grant funding for all Ontario libraries.

**AND THAT** this resolution be sent to the MPP, Minister of Tourism, Culture and Sport and all municipalities in Ontario.

**CARRIED**

Sincerely,



Brian Tocheri  
 CAO/Clerk

cc Honourable Mike Toboloo, Minister of Culture, Recreation & Sport – [minister.mtcs@ontario.ca](mailto:minister.mtcs@ontario.ca)  
 Bill Walker, MPP Bruce-Grey-Owen Sound - [bill.walker@pc.ola.org](mailto:bill.walker@pc.ola.org)  
 Municipalities of Ontario

The Township of Mulmur passed the following motion at the Council meeting on May 1, 2019.

**Motion #83-19 Boxem-Cufaro:** WHEREAS, Mulmur Township Council considers public libraries as a vital service to community well-being especially in a rural community such as ours;

AND WHEREAS, public libraries offer much needed support to the very vulnerable members of our society - the children, the seniors, recent immigrants, and the low-income citizens;

AND WHEREAS, the Provincial Government has cut the budget for Ontario Library Services by 50%;

AND WHEREAS, this funding will end the Interlibrary Loan Service to libraries;

AND WHEREAS, due to limited resources available to some libraries, the Interlibrary Loan Service is of great importance to its patrons;

NOW THEREFORE, Mulmur Township Council respectfully requests that the Province reconsiders the 50% budget cut for Ontario Library Services and finds some other means to fund necessary library services.

**Carried.**



The Township of Mulmur passed the following motion at the Council meeting on May 1, 2019.

Deputy Mayor Hawkins requested a recorded vote on the following motion:

**Motion #78-19 Hawkins-Clark:** THAT The Township of Mulmur recognizes the importance of aggregate extraction and the proper management of aggregate resources, including recycling aggregates;

AND WHEREAS, Mulmur owns and operates a gravel pit;

AND WHEREAS, the inappropriate extraction of aggregate can impact host communities, including, but not limited to: risk to surface and underground water supplies stress placed on local infrastructure; road safety; air and noise pollution; loss of farmland; encroachment on residential communities; interference with natural heritage systems;

AND WHEREAS, the Ontario Government commenced a detailed review of the Aggregate Resources Act in 2016;

AND WHEREAS, the Ministry of Natural Resources hosted a summit on Aggregate Reform on March 29, 2019, and did not include municipal government as stakeholders;

AND WHEREAS, the Township supports the recommendations to allow policy interpretation for accessing material under Road Allowances;

NOW THEREFORE BE IT RESOLVED THAT:

1) The Township of Mulmur hereby requests the following:

- a) the Provincial Government provide for municipal representation at future meetings related to the Aggregate Reform;
- b) Municipalities be provided authority to regulate hours of operation and haul routes within municipal boundaries;
- c) If the Provincial level is accepted as a single level for applications, Municipalities be provided a process through which to provide comments on aggregate extraction activities proposed within or in the vicinity of their boundaries;
- d) The comments on "Cutting the Red Tape" provided by the Ontario Sand and Gravel Association be evaluated from the perspective of the local host community and ensure that there are mechanisms/processes in place to address impacts.
- e) That land unavailable for extraction due to changes on the rules to endangered and threatened species and other policies within the Natural Heritage System continue to be protected.

Shirley Boxem - yea

Patricia Clark - yea

Ken Cufaro - yea

Earl Hawkins - yea

Janet Horner - yea

**Carried.**

Good afternoon your Worship,

As committed to each of you in my previous correspondence, enclosed is a Motion developed by the OMB Reform Working Group in response to Bill 108.

This Motion opposes the changes outlined in Bill 108 in its current state and sends a clear message to the Government of Ontario that Municipalities need to be consulted on how we grow.

Please consider adding this Motion to your Council agendas, as the Bill is in Second Reading. It is imperative that collectively our voices are heard. Local governments should have the authority to exercise greater control over planning matters in their own communities and by working together we can build a positive future and ensure planning that's for the people.

**WHEREAS the legislation that abolished the OMB and replaced it with LPAT received unanimous – all party support; and**

**WHEREAS All parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning; and**

**WHEREAS Bill 108 will once again allow an unelected, unaccountable body make decisions on how our communities evolve and grow; and**

**WHEREAS On August 21, 2018 Minister Clark once again signed the MOU with the Association of Municipalities of Ontario and entered into “...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government.”; and**

**WHEREAS This MOU is “enshrined in law as part of the Municipal Act”. And recognizes that as “...public policy issues are complex and thus require coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest”; and**

**WHEREAS By signing this agreement, the Province made “...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact”; and**

**WHEREAS Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.**

**Now Therefore Be it Hereby Resolved That your Municipality oppose Bill 108 which in its current state will have negative consequences on community building and proper planning; and**

**Be it further resolved that your Municipality call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that**

**its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved; and**

**Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and**

**Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.**

Regards,

Tom Mrakas  
Councillor Town of Aurora  
416-543-1624  
<http://www.mrakas.ca>  
<http://www.facebook.com/mrakas4aurora>



## Office of the Regional Chair

May 3, 2019

Resolution Number 2019-375

The Honourable Christine Elliott  
Ministry of Health and Long-Term Care  
Hepburn Block, 10<sup>th</sup> Floor  
80 Grosvenor St.  
Toronto ON M7A 1E9

The Honourable Steve Clark  
Ministry of Municipal Affairs and Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M5G 2E5

Dear Ministers:

**Subject: Overview of Health System Transformation – A Region of Peel Perspective**

---

I am writing to advise that Regional Council approved the following resolution at its meeting held on Thursday, April 25, 2019:

**Resolution 2019-375:**

Whereas the Provincial Government has made certain announcements relating to Public Health and the Paramedic Services system;

And whereas, the announcements do not contain sufficient detail to be able to provide commentary;

And whereas, the announcements have a significant impact on the delivery of public health services and Paramedic Services;

And whereas, the role of the municipalities is not clear in the announcement;

And whereas, funding has not been committed, neither quantum or source;

Therefore be it resolved, that this matter be referred to the Health Services Integration Committee to monitor the issue and determine the role of the Region throughout the roll out of the plans and work with staff to report back to Council on details of the proposal and projected impacts of change together with regular staff communication to Regional Council on emerging issues;

And further, that recommendations of the Health System Integration Committee and Regional Council be referred to the Government Relations Committee for further advocacy;

The Regional Municipality of Peel

And further, that the Chair arrange a round table meeting with the local MPP's to provide information on the current structure and funding model and the potential impacts of change to service delivery with changes to the structure and funding model. Other invitees to the round table include the Chair and Vice-Chair of the Health Services section, the Commissioner of Health Services, the CAO, the Medical Officer of Health and the Chief of Paramedic Services and Chair of Health System Integration Committee;

And further, that the Chair and Mayors work with MARCO/LUMCO and AMO to demonstrate the benefits of public health and Paramedic Services remaining fully integrated with other Region of Peel functions;

And further, that the Province be requested to engage municipalities and existing Boards of Health before proceeding with any changes to the existing structure and funding;

And further, that this resolution be provided to the Minister of Health, the Minister of Municipal Affairs and Housing, all municipalities, AMO, Ontario Association of Paramedic Chiefs, the Association of Local Public Health Agencies, and MARCO/LUMCO.

Yours Truly,



Nando Iannicca  
Regional Chair and Chief Executive Officer

NI:sm

Copied:

Pat Vanini, Executive Director, Association of Municipalities of Ontario  
Michelle Mackenzie, Executive Director, Ontario Association of Paramedic Chiefs  
Loretta Ryan, Executive Director, The Association of Local Public Health Agencies  
Karen Redman, Regional Chair, Waterloo Region, Chair of MARCO  
Cam Guthrie, Mayor, City of Guelph, Chair of LUMCO  
All Ontario Municipalities

The Regional Municipality of Peel

**UNFINISHED BUSINESS REPORT**  
**Presented to Council May 21, 2019**

<b>INFRASTRUCTURE SERVICES</b>					
<b>No.</b>	<b>Item</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Status</b>	<b>Update</b>
1.	Fairview Rd Extension	JAN 2016	Spring 2019	Ongoing	-Staff Report on May 21 <sup>st</sup> Agenda
2.	Docks on Township Property	JAN 2016	Summer 2019	Ongoing	-No Update
3.	Fire Protection Ponds	MAY 2016	Spring 2019	Ongoing	-No Update
4.	Municipal Servicing from City of Cornwall	MAY 2016	Spring 2019	Ongoing	-Met with City CAO. -Meeting with consultant to review the agreement next month.
5.	Private Roads (development of document)	FEB 2017	Fall 2019	Ongoing	-No Update
6.	Williamstown Garage & Fire Hall	MAY 2018	OCT 2019	Ongoing	-Finalizing garage design for tender issue in late May.
7.	Fleet Management / Outside Services Review	MAR 2019	MAY 2019	Ongoing	-Information Report on May 21 <sup>st</sup> Agenda.
8.	LED Streetlights (Glen Walter)	MAR 2019	June 2019	Ongoing	-Meeting with Cornwall Electric in late May.
9.	Andrea Ave. Traffic Concerns	APR 2019	TBD	Ongoing	-No Update
10.	Bill C-68 Info Update	APR 2019	TBD	Ongoing	-No Update
<b>COMMUNITY SERVICES</b>					
11.	Parking – Village of Lancaster	MAY 2018	Summer 2019	Ongoing	-Working with Counties to have painting spots painted along Main Street. -Met with local business owner to discuss parking options for employees.

					-Report re: installation of pedestrian crosswalk on May 21 <sup>st</sup> agenda.
12.	Natural Gas/Internet Survey/Connectivity Committee	DEC 2018	TBD	Ongoing	-Eastern Ontario Regional Network to present at June 3 <sup>rd</sup> Council Meeting.
<b>CORPORATE SERVICES</b>					
13.	Strategic Planning Survey	APR 2019	Summer 2019	Ongoing	-Survey launched to public on May 13, 2019
14.	Review of Water Rates	APR 2019	JUNE 2019	Ongoing	-Review underway
<b>FIRE SERVICES</b>					
15.	Lancaster Fire Hall Generator Purchase	DEC 2018	Spring 2019	Ongoing	-No update



**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 34-2019  
FOR THE YEAR 2019**