

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

Date: MARCH 28, 2016

Time: 7:00 pm

Council Chambers, Municipal Office

**AGENDA**

1. **CALL TO ORDER**
2. **O CANADA**
3. **APPROVAL OF AGENDA**
4. **DECLARATION OF PECUNIARY INTEREST**
5. **APPROVAL OF MINUTES**  
Minutes of Previous Meeting – March 8, 2016 P1
6. **PRESENTATIONS AND DELEGATIONS**
  - a. Norm Marion – OPP
  - b. Luc Marion – Grant- Marion Construction P5
  - c. Glendaler's Winter Sport's Club – Kevin O'Connor P7
  - d. Dane Lanken – Unopened Road Allowance – P11
7. **NEW BUSINESS**
  - a) Staff Reports
    - Staff Report No. 39-16 – Granular Tender Award P13
    - Staff Report No. 40-16 – Liquid Dust Suppressant Tender P15
    - Staff Report No. 41-16 – Surface Treatment Tender P17
    - Staff Report No. 42-16 - Purcell Subdivision Capacity Agreement P19
    - Staff Report No. 43-16 – Appointment of Deputy-Treasurer P37
    - Staff Report No. 44-16 – Councillor Vacancy P41
    - Staff Report No. 45-16 – Options to Fill Vacancy P43
    - Staff Report No. 46-16 – “Le Grand Rassemblement” P59
    - Staff Report No. 47-16 – Raisin River Canoe Races P61
  - b) Committee Reports
    - Glengarry Archives – Financial Statements 2015 P63
    - Mayor & Council – Ontario Assoc. Fire Chiefs P71
  - c) For Information Only
    - Notice of Decision – March 2, 2016 P73
    - EOWC – 2016 Federal Budget P75
    - SDG Counties – Council News P77
    - EOHU – Food Premise Inspection P79
    - Annual Spring Fling – Cooper Marsh May 1, 2016 P97



- Emergency Planning Ministry Compliance – GM Community Services - Joanne Haley	P101
- MFIPPA Guide for Councillors – Communications – Kelli Campeau	P103
- Consent Applications – B-14-16 & B-14-16, B-19-16 and B-21-16	P113
- Notice of Decision – B-128-15	P127
- Consent Summary – 2015 and 2016	P131
- Camp Erin – Grief Support Camp	P137

**8. UNFINISHED BUSINESS**

- Fairview Road Extension - E. MacDonald – *nothing to report*
- Docks on Township Property - B. Brown – *nothing to report*
- Performance Appraisals/Job Descriptions/Non-Union Policy (B. Brown)
- Promotion of Regional Economic Development - Mayor McLeod and/or Deputy Mayor Prevost- *nothing to update*
- Glen Walter Fire Hall -E. MacDonald – *verbal update*
- Waste Management Plan Update-E. MacDonald- *nothing to report*
- Cornwall Airport Opportunities Analysis-B. Brown – *verbal update*
- Environmental Assessment for Glen Walter Area – E. MacDonald – *nothing to report*
- Request for Access to Municipal Water from Cornwall- Mayor McLeod – *verbal up-date*
- Parking Issues – Richmond Rd, Kilkenny, Cannon and Municipal owned Parking lots etc. E. MacDonald
- Lancaster Heights – Sale of Lots – E. MacDonald
- Fire Protection Ponds – E. MacDonald
- Review Outside Mechanical Services – E. MacDonald

**9. CLOSED SESSION**

**10. CONFIRMING BY-LAW No. 27-16**

P139

**11. ADJOURNMENT**



MARCH 8TH, 2016

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON MARCH 8TH, 2016.

**THERE WERE PRESENT:** Mayor Ian McLeod, Deputy-Mayor Frank Prevost  
Councillor Trevor Bougie, Councillor Joyce Gravelle and Councillor Lyle Warden

**STAFF PRESENT:** CAO Bryan Brown, Clerk Marilyn Lebrun, GM-Infrastructure Services Ewan MacDonald, GM Community Services Joanne Haley, GM Corporate Services Mike Samson, Intern Treasurer Lachlan McDonald and Communications Kelli Campeau

**RESOLUTION NO. 54-16**

**Moved by: Trevor Bougie**  
**Seconded by: Frank Prevost**

**BE IT RESOLVED THAT** the Council Meeting of the Township of South Glengarry of March 8, 2016 now be opened at 7:00 pm.  
Carried.

**RESOLUTION NO. 55-16**

**Moved by: Joyce Gravelle**  
**Seconded by: Frank Prevost**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry approve the Agenda Package for the Council Meeting of March 8, 2016 as amended.  
Carried.

**DECLARATION OF PECUNIARY INTEREST:** Mayor Ian McLeod declared a pecuniary interest in Staff Report 33-16 as the company he is employed with are working on this file.

**RESOLUTION NO. 56-16**

**Moved by: Frank Prevost**  
**Seconded by: Joyce Gravelle**

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

- Regular Meeting – February 8, 2016

Carried

**PRESENTATIONS:**

- 1) Habitat for Humanity – Hank Blasiak Chairman
- 2) Royal Canadian Legion – Pierre Roy – Trillium Application

**RESOLUTION NO. 57-16**

**Moved by: Joyce Gravelle**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** the Staff Report No. 28-16 be received and that By-law No. 18-16 being a by-law to enter into the proposed rental agreement between the Corporation of the Township of South Glengarry and Levon Kichian Dentistry Professional Corporation, be read a first, second and third time, passed, signed and sealed in Open Council this 8th day of March 2016.  
Carried.

**RESOLUTION NO. 58-16**

**Moved by: Joyce Gravelle**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** Staff Report No. 29-16 be received and that the presentation of the Statement of Remuneration for 2015 be hereby acknowledged and received.  
Carried

**RESOLUTION NO. 59-16**

**Moved by: Trevor Bougie**  
**Seconded by: Frank Prevost**

**BE IT RESOLVED THAT** Staff Report No. 31-16 be received and the By-law No. 19-16, being a by-law to enter into a License Agreement with the Upper Canada District School Board for the non-exclusive use of the gate on the Char-Lan High School property and to access the Paul Rozon Park property, be read a first, second and third time, passed, signed, and sealed in Open Council the 8th day of March 2016.  
Carried.

**RESOLUTION NO. 60-16**

**Moved by: Lyle Warden**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 32-16 be received and that By-law 21-16, being a by-law to accept certain lands for road widening purposes and dedicate the land as Public Highway (67112-0105 LT) Pt Lot 2, Concession 9 Indian Lands, Charlottenburgh and Part Lot 37, Concession 8, Part 3 & 4 on 14R-6220, be read a first, second, and third time, passed, signed, and sealed in Open Council this 8th day of March, 2016.  
Carried.

**RESOLUTION NO. 61-16**

**Moved by: Joyce Gravelle**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 33-16 be received and that the Council of the Township of South Glengarry hereby recommends to the United Counties Manager of Planning to approve the request to extend draft plan approval for the Subdivision known as the Loiselle/Laframboise Subdivision, legally described as Part of Lot 7, Concession 1, former Township of Lancaster now in the Township of South Glengarry.  
Carried.

**RESOLUTION NO. 62-16**

**Moved by: Trevor Bougie**  
**Seconded by: Frank Prevost**

**BE IT RESOLVED THAT** Staff Report No. 34-16 be received and that the Council of the Township of South Glengarry approves By-law No. 22-16, being a by-law to enter into a Site Plan Control Agreement for the property legally described as Part of Lot 16, Concession 1, Front in the former Township of Charlottenburgh, now in the Township of South Glengarry also known as 19016 County Road 2, be read a first, second and third time, passed, signed and sealed in Open Council this 8th day of March 2016.  
Carried.

**RESOLUTION NO. 63-16**

**Moved by: Trevor Bougie**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** Staff Report No. 63-16 be received and that the Township of South Glengarry enter into a Master Communication Agreement with Bell Canada in relation to EORN RFP P-01-2015 – for the provision of high speed internet services to County locations; and **FURTHERMORE** that a By-law be passed to authorize the Mayor and Clerk to enter into a Master Communication Agreement with Bell Canada; and the Township of South Glengarry choose the 10 year fibre option to maximize savings.  
Carried.

**RESOLUTION NO. 64-16**

**Moved by: Lyle Warden**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 36-16 be received and that the Township of South Glengarry recommends to the United Counties Planner to approve the request to extend draft plan approval for the Cairnview Estates Subdivision, South Lancaster, in the Township of South Glengarry.  
Carried.

**RESOLUTION NO. 65-16**

**Moved by: Frank Prevost**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Township of South Glengarry supports and approves the request from the Glengarry Sports Palace to use the surplus funds from the 2015 year for the 2016 Capital purchases.  
Carried.

**RESOLUTION NO. 66-16**

**Moved by: Lyle Warden**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 38-15 be received and that By-law No. 24-16 being a by-law to accept (67123-0167 LT) Lot 7, RCP 145, being Victoria Street, lying North of Monk Street, as Public Highway, be read a first, second and third time, passed, signed and sealed in Open Council this 8<sup>th</sup> day of March 2016.  
Carried.

**OTHER BUISNESS** was discussed as per the Agenda

Councillor Joyce Gravelle resigned from her seat on Council.

**RESOLUTION NO. 67-16**

**Moved by: Trevor Bougie**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry move into Closed Session at 8:45 p.m. and the items to be discussed are:

Litigation/Potential Litigation – Mr. Szabo – verbal update by Bryan Brown, CAO

Personal Matters about an identifiable individual – Staff Report No. 30-16

Carried.

**RESOLUTION NO. 68-16**

**Moved by: Frank Prevost**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Closed Session of March 8, 2016, now be adjourned at 9:07 pm, and reconvened into Open Session.

**RESOLUTION NO. 69-16**

**Moved by: Lyle Warden**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** Staff Report No. 30-16 be received and that the Township of South Glengarry appoints **Brian Russell** to represent the Township of South Glengarry as a Board Member on the Cornwall Regional Airport Commission for a three-year term effective March 8, 2016 to December 31, 2018.  
Carried.

**RESOLUTION NO. 70-16**

**Moved by: Frank Prevost**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** Council hold a Special Meeting for the 2016 Operating Budget on March 21, 2016 at 5:00 pm.  
Carried.

**RESOLUTION NO. 71-16**

**Moved by: Trevor Bougie**  
**Seconded by: Joyce Gravelle**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry pass By-law No. 23-16 being a by-law to adopt, confirm and ratify matters dealt with by resolution at the meetings of March 8, 2016 be read a first, second and third time, passed, signed and sealed in Open Council this 8th day of March, 2016.  
Carried.

**RESOLUTION NO. 72-16**

**Moved by: Frank Prevost**  
**Seconded by: Joyce Gravelle**

**BE IT RESOLVED THAT** the Council Meeting of the Corporation of the Township of South Glengarry of March 8, 2016, be adjourned to the call of the chair at 9:10 pm.  
Carried.

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





**GRANT-MARION  
Construction Limited**

2747 MARLEAU AVENUE  
CORNWALL, ONTARIO K6H 7B6  
TEL: 613-938-8004  
FAX: 1-888-700-0771  
www.grantmarionconstruction.com

March 22<sup>nd</sup>, 2016

Township of South Glengarry  
Attn: Ms Marilyn Lebrun  
6 Oak Street, Lancaster, ON  
K0C-1N0

**Re: "Purcell Subdivision"; Request to be a Delegation at the  
March 28<sup>th</sup>, 2016 Council Meeting**

Ms. Lebrun,

I would like to request to be a delegation at the March 28<sup>th</sup>, 2016 Council Meeting to make a brief presentation regarding the Water & Waste Water Allocation for the property described as: *"Part of Lot 37" Registered Plan No 101 & Part of Lot 10 Concession 1 (Indian Lands) / Fronting on Purcell Road, GlenWalter, Ont."*

The presentation will tie into a Staff Report prepared by Mr Ewen MacDonald, dealing with the same subject matter, also being submitted to Council at the March 28<sup>th</sup>, 2016 meeting.

Should you require additional information from our delegation, please contact me.

Yours Truly

Luc Marion, PEng.



Glendaler's Winter Sport's Club  
 1333 Arba Court  
 Cornwall, ON, K6H 0A9  
 613-931-2669 or 613-662-2665  
[info@glendaleratv.com](mailto:info@glendaleratv.com)



March 8, 2016

Township of South Glengarry  
 Clerk—Marilyn LeBrun  
 6 Oak Street, P.O. Box 220  
 Lancaster, Ontario  
 K0C 1N0

**Subject: Appear as a Delegation**  
**Green Road Allowance Approval**

Please direct this request to the honorable Mr. Mayor and his Council; that we The Glendaler's Winter Sports Club would requests the approval to utilize the Green Road Allowance better known as Part of the 9<sup>th</sup> Concession.

We would like to utilize approximately 2100 feet of this road allowance as we have been denied permission from a landowner to further utilize the current property that our ATV Trail utilizes. We have the permission of an adjacent landowner; Mr. Alain Faubert, to utilize his land for our trail to go from the South to the North and we would request approval to utilize the Green Road to have our trail reconnect with the current trail system just beyond the current landowner which runs West to East.

We have attached a google drawing of the area in question. The current trail is marked and to the left of the trail is the anticipated new location of this request. We will survey the Green Road at the Club's expense to ensure we are not on any adjacent landowner's property. We intend on utilizing excavation equipment to clear this portion of the Green Road due to heavy dead trees and brush in the said area.

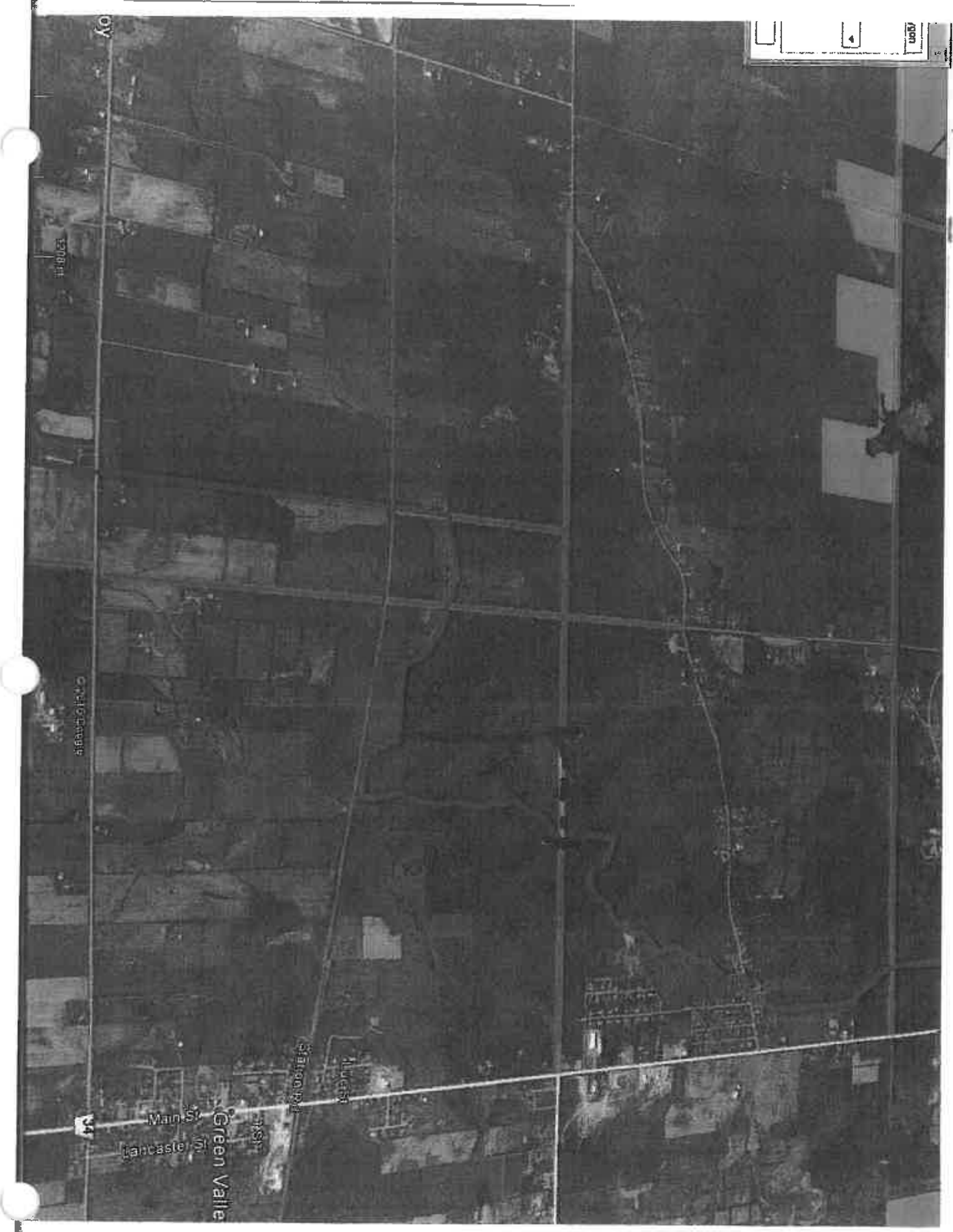
We are forwarding this request, hoping that The Glendaler's Winter Sports Club may appear at the next Council meeting and that this request would be on the Agenda for that evening. We will have our presenters in attendance to fully explain this request.

I trust that this is received by you and is forwarded to the appropriate staff to have it on the next meeting's Agenda. Please do not hesitate to contact myself with your decision on this request.

I remain,

Kevin F. O'Connor  
 Treasurer  
 The Glendaler's Winter Sports Club





## Glendalers Unopened Road Allowance Request



Yellow is existing trail.

Blue is Unopened Road Allowance where clearing will be undertaken.

## **Marilyn LeBrun**

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**From:** Dane Lanken [lanken@earthlink.net]  
**Sent:** March-21-16 3:44 PM  
**To:** Marilyn LeBrun  
**Subject:** Council meeting appearance

Dear Marilyn

I'd appreciate being able to address council briefly at its March 28 meeting, in connection with the appearance of representatives of the Glendalers ATV club.

In late January and early February this year, the Glendalers built a major ATV road along the southern border of our property, along the unopened road allowance between North and South Glengarry. They did this without our knowledge or permission, nor the knowledge or permission of North Glengarry. There was extensive destruction of both hardwoods forest and provincially significant wetland.

We found the Glendalers' actions inappropriate and dismayng.

Thank you.

Dane Lanken





## **STAFF REPORT**

**S.R. No. 39-16**

**PREPARED BY:** Ewen MacDonald GM Infrastructure

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 28, 2016

**SUBJECT:** Granular Tender 16-02 Award

**BACKGROUND:**

1. Tenders were called for the supply and placement of granular materials. The tender closed on March 9, 2016.
2. Three submissions were received as follows:

<b>Contractor</b>	<b>Granular</b>	<b>Tonnes</b>	<b>Total</b>
Cruickshank	\$10.50	35,000	\$367,500
Cornwall Gravel	\$10.55	35,000	\$369,250
Blair	\$11.00	35,000	\$385,000
<b>2015</b>	<b>\$8.78</b>	<b>40,000</b>	<b>\$351,200</b>

**ANALYSIS:**

3. Administration has reviewed the tender documents and has completed the evaluation matrix. The low bidder has the highest score in the matrix.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

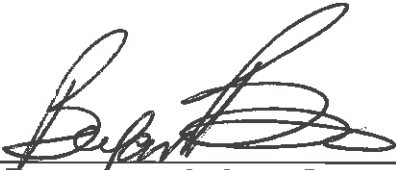
**IMPACT ON 2016 BUDGET:**

4. The Draft Budget does not have sufficient monies in the budget in appropriate accounts for the 35,000 tonnes of material. The Granular Overlay budget is \$397,000 with \$320,000 budgeted for granular materials.

**RECOMMENDATION:**

**MOVED BY:** Trevor Bougie  
**SECONDED BY:** Lyle Warden

BE IT RESOLVED THAT the Township of South Glengarry award Procurement #16-02 for the Supply and Placement of Granular Materials to Cruickshank Construction Ltd in accordance with their procurement submission in the amount of \$367,500 Plus HST for 35,000 tonnes of Granular M at a cost of \$10.50 per tonne plus applicable taxes; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.



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

**DATE:** Mar - 22/16



## **STAFF REPORT**

**S.R. No. 40-16**

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

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 28, 2016

**SUBJECT:** Liquid Dust Suppressant Tender 16-01 Award

### **BACKGROUND:**

1. A joint tender was issued for the supply and application of liquid dust suppressant.
2. North and South Dundas, North and South Stormont and North and South Glengarry participated in the tender call.
3. The tender closed on March 9, 2016. Four tenders were submitted.
4. The results of the tender are:

Company	Unit Cost/Tonne	Total Cost (350 Tonnes)
Da Lee	448.80	\$157,080.00 Plus HST
Denchem	\$398.37	\$139,429.50 Plus HST
Morris Chemical	\$388.00	\$135,800.00 Plus HST
Pollard Products	\$334.50	\$117,075.00 Plus HST

***The 2015 unit cost was \$297.85***

### **ANALYSIS:**

5. The Company with the low tender submission has provided sample results that demonstrate that their material meets 35% concentration for Chlorides. The liquid is 30% Calcium Chloride and 5% Magnesium Chloride. The tender requires that the material meets the Ontario Provincial Standard Specification for Calcium Chloride OPSS 2501 or Magnesium Chloride OPSS 2503.

6. The Dustmaster 35 product is drawn from a well in Kortwright Ontario and is a combination of approximately 28% Calcium Chloride and 7% Magnesium Chloride. This material is compliant with OPSS 2501 as revised November 2013.
7. Administration is familiar with the equipment for the distribution of the material and the low bidder has demonstrated that they have the capacity and the technology to perform the work.

**ALIGNMENT WITH STRATEGIC PLAN:**

8. Goal 2, Invest in Infrastructure and its Sustainability

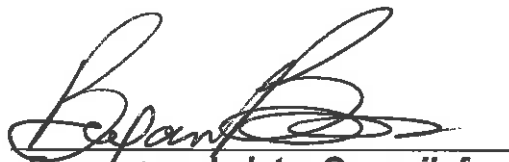
**IMPACT ON 2016 BUDGET:**

9. There is \$169,000.00 in the 2016 Loosetop Dust Control Budget with \$140,000.00 of this budget dedicated to Contract Services.

**RECOMMENDATION:**

MOVED BY: Lyle Warden  
SECONDED BY: Frank Prevost

BE IT RESOLVED THAT the Township of South Glengarry award the supply and application of liquid dust suppressant to Pollard Products Inc. as per their submission of \$334.50 per tonne and furthermore that the Mayor and Clerk be authorized to sign the Agreement.

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

**DATE:** Mar. 22/16

**STAFF REPORT**

**S.R. No. 41-16**

**PREPARED BY:** Ewen MacDonald GM Infrastructure

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 28, 2016

**SUBJECT:** Surface Treatment Tender 16-03 Award

**BACKGROUND:**

1. Tenders were called for the Supply and Placement of Surface Treatment. The tender closed on March 9, 2016.
2. Two (2) submissions were received as follows:

<b>Contractor</b>	<b>Unit Cost</b>
Smiths Construction Company	\$5.30
Greenwood Paving	\$5.44
<b>2015</b>	<b>\$5.35</b>

3. The total length of the program would be 6.1 kms

<b>Road</b>	<b>Length</b>	<b>Width</b>	<b>M2</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Gore	2.5	6.0	15,000	\$5.30	\$79,500.00
Kraft	2.6	6.0	15,600	5.30	\$82,680.00
Diversion	1.0	6.0	6000	\$5.30	31,800.00
<b>Total</b>	<b>6.1</b>		<b>31,200</b>		<b>\$193,980.00</b>

**ANALYSIS:**

4. Administration has reviewed the tender documents and has completed the evaluation matrix. The low bidder has the highest score in the matrix.

5. The Surface Treatment is to be completed no later than July 29<sup>th</sup>. Liquidated Damages of \$500.00 per week will be charged if the work is not completed by the completion date.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A


**IMPACT ON 2016 BUDGET:**

6. The total cost to complete the 3 road sections for the 2016 program would be \$193,980.00
7. The Surface Treatment Program Budget for 2016 is \$290,000

**RECOMMENDATION:**

MOVED BY: Frank Prevost  
SECONDED BY: Trevor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry award Procurement #16-03 for the Supply and Placement of Surface Treatment to Smith's Construction Company in accordance with their procurement submission in the amount of \$5.30 Per M2 plus applicable taxes; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

  
Recommended to Council for  
Consideration by:  
BRYAN BROWN, CAO

DATE: Mon. 22/16

**STAFF REPORT**

**S.R. No. 42-16**

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

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 28, 2016

**SUBJECT:** Water and Wastewater Capacity Allocation Agreement for the Draft Plan Approved Subdivision known as the "Purcell Subdivision".

**BACKGROUND:**

1. The proposed 55 lot subdivision development on Purcell Road received Draft Plan Approval on October 5<sup>th</sup>, 2015.
2. The Township approved the allocation of 47 water connections and 42 waste water connections as per the provisions of the Water & Waste Water Capacity Allocation By-Law #24-11 on March 23<sup>rd</sup>, 2015.
3. The Capacity Allocation will expire in March of 2017.
4. The Developer is in the process of completing the engineering and securing approvals for the subdivision.
5. The Developer is planning to start construction by September 1, 2018. The construction will be completed in 2 phases.
6. The Developer has requested that the Township enter into a 10 Year Agreement for the extension of the allocations as per Section 9.0/ Subsection 9.1.b of By-Law 24-11.(see attached By-24-11 highlighted)

**ANALYSIS:**

7. The existing allocation expires in March 2017 and will require the developer to reapply for the allocation at that time. The concern with the current approval is that the Township could in theory not approve a renewal application for capacity allocation in 2017 leaving the developer in a situation where they have invested significantly for engineering and approvals without the security of knowing that they have connections for water and waste water services.
8. The developer plans to develop the subdivision in two phases and they plan to have phase one sold over a 5 year period.

9. Administration is supportive of the proposed extension, with a requirement to review the allocations in 5 years. If no infrastructure for Phase 1 has been installed by July 1, 2021 this Agreement will become null and void. The purpose of the 5 year period is to provide the developer sufficient time to fulfil all draft plan conditions which expire in October 2018 and to construct all infrastructure as per the Subdivision Agreement for Phase 1.
10. The attached draft Agreement will extend the capacity allocation for a period of 10 years.

**ALIGNMENT WITH STRATEGIC PLAN:**

11. The extension of the Capacity Allocation would align with Goal 1, to enhance economic growth and prosperity and also with Goal 2, to invest in infrastructure and its sustainability.


**IMPACT ON 2016 BUDGET:**


12. There is no impact on the 2016 Budget

**RECOMMENDATION:**

MOVED BY: Frank Prevost  
SECONDED BY: Trevor Bougie

BE IT RESOLVED THAT the Staff Report No. 42-16 be received and that the Township of South Glengarry Council approve the Water and Wastewater Capacity Allocation Agreement for the property legally described as Part of Lot 37, Registered Plan #101, also informally known as the "Purcell Subdivision" in the former Township of Charlottenburgh, now in the Township of South Glengarry and that the Mayor and Clerk be authorized to sign the agreement.

  
\_\_\_\_\_  
Recommended to Council for  
Consideration by:  
BRYAN BROWN, CAO

DATE:   
\_\_\_\_\_  
Mon - 24, 2018



**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 26-16  
FOR THE YEAR 2016**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A WATER & WASTEWATER CAPACITY ALLOCATION AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH GLENGARRY AND 1675805 ONTARIO INC.**

**WHEREAS** the Council of the Township of South Glengarry deems it necessary and in the public interest to enter into a Water & Wastewater Capacity Allocation Agreement with 1675805 Ontario Inc. being the owner of the land described as Part of Lot 37, Concession 1 I.L., Registered Plan #101, in the former Township of Charlottenburgh, now in the Township of South Glengarry also known as the "Purcell Subdivision"

**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 Water & Wastewater Capacity Allocation Agreement with 1675805 Ontario Inc. 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 28<sup>TH</sup> DAY OF MARCH, 2016.***

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



**THIS AGREEMENT made in quadruplicate this  
28<sup>th</sup> day of March, 2016**

**BETWEEN**

**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 requested to enter into a Water and Wastewater Capacity Allocation Agreement with the Township for the Owner's lands legally described as Part of Lot 37, Registered Plan #101, geographic Township of Charlottenburgh, now in the Township of South Glengarry, also known as the proposed "Purcell Subdivision"

**NOW THEREFORE** this Agreement witnesseth that in consideration of the approved Draft Plan of Subdivision, the Township covenants and agrees to allocate 47 water connections and 42 wastewater connections for a period of 10 years being from March 28<sup>th</sup> 2016 to March 28<sup>th</sup> 2026.

## **IN THIS AGREEMENT:**

<b>"TOWNSHIP"</b>	Means the Corporation of the Township of South Glengarry, and its appointees;
<b>"OWNER"</b>	1675805 Ontario Inc.
<b>"DRAFT PLAN"</b>	Means the Draft Plan of Subdivision approved by the United Counties of Stormont, Dundas & Glengarry Manager of Planning approved on October 5 <sup>th</sup> , 2015

### **ALLOCATION**

1. The Allocation of Capacity for 10 years is approved subject to the conditions of the Township's Water & Waste Water Capacity Allocation By-Law 24-11; Section 9.0; Subsection 9.2.b.

### **EXPIRATION**

2. 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.

### **AGREEMENT BINDING ON SUCCESSOR ON TITLE**

3. The Owner covenants and agrees that each and every covenant herein contained shall be binding upon the Owner of the Lands and upon each and every successor on title.
4. 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.

### **SCHEDULES**

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

**SCHEDULE "A" Description of the Lands**

**SCHEDULE "B" Draft Plan of Subdivision**

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.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
1675805 ONTARIO INC.

(I HAVE THE AUTHORITY TO BIND THE CORPORATION)

\_\_\_\_\_  
DATE

) THE CORPORATION OF THE  
) TOWNSHIP OF SOUTH GLENGARRY

) PER:\_\_\_\_\_  
) MAYOR IAN MCLEOD

) PER:\_\_\_\_\_  
) CLERK, MARILYN LEBRUN

## **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 DESCRIBED AS:**

Part of Lot 37, Registered Plan #101, geographic Township of Charlottenburgh, now in the Township of South Glengarry

## **SCHEDULE "B"**

### **DRAFT PLAN OF SUBDIVISION**



**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.


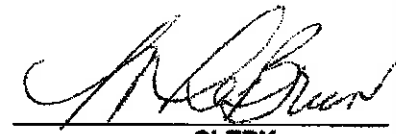
13.3 By-Law 03-11 of the Corporation of the Township of South Glengarry is hereby repealed.

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.**

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





## **STAFF REPORT**

**S.R. No. 43-16**

**PREPARED BY:** Marilyn Lebrun - Clerk

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 8, 2016

**SUBJECT:** To appoint a Deputy Treasurer for the Corporation of the Township of South Glengarry

### **BACKGROUND:**

1. The Township of South Glengarry considers it necessary to appoint Mr. Lachlan McDonald as Deputy-Treasurer of the Township in accordance with Mr. McDonald's Employment Agreement with the Township of South Glengarry.
2. The Deputy-Treasurer will have all the powers and duties of the Treasurer under *the Municipal Act*, Section 286 (2).

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

3. Goal 3 "Strengthen the effectiveness and efficiency of our organization" and Value Excellence "Promoting learning and development".

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

4. N/A

### **RECOMMENDATION:**

**MOVED BY:** Trevor Bougie  
**SECONDED BY:** Frank Prevost

**BE IT RESOLVED THAT** Staff Report No. 43-16 be received and that By-law No. 25-16, being a by-law to appoint **Lachlan McDonald as Deputy-Treasurer** for the Corporation of the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 28, 2016 day of March.

**FURTHER BE IT RESOLVED THAT** the Council of the Corporation of the Township of South Glengarry authorize that all cheques of the Corporation drawn on its General Parkland, Development Charges and Gas Tax Refunding accounts be signed by Mayor Ian McLeod, General Manager – Corporate Services Michel J. Samson, Deputy-

Treasurer Lachlan McDonald and Chief Administrative Officer Bryan Brown and that they also be authorized to sign all other documents required in this matter.



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

**DATE:** Mar. 23, 2016

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 25-16  
FOR THE YEAR 2016**

***BEING A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF  
TOWNSHIP OFFICIALS TO THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY.***

**WHEREAS** under Section 286 (1) (2) of the *Municipal Act*, a municipality may appoint a Deputy-Treasurer who shall have all the powers and duties of the Treasurer under this and any other Act. 2001, c.25 s.286 (2) and is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality;

**AND WHEREAS** it is deemed expedient to appoint the following individuals by By-law;

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

1. THAT Lachlan McDonald is hereby appointed as Deputy-Treasurer for the Corporation of the Township of South Glengarry.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND  
SEALED IN OPEN COUNCIL THIS 28<sup>TH</sup> DAY OF MARCH 2016.***

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**MAYOR**

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**CLERK**



**STAFF REPORT**

**S.R. No. 44-16**

**PREPARED BY:** Marilyn Lebrun - Clerk  
**PREPARED FOR:** Council of South Glengarry  
**COUNCIL DATE:** March 8, 2016  
**SUBJECT:** Councillor Vacancy – Declare office of Councillor as vacant

**BACKGROUND:**

1. On March 8, 2016 in accordance with Section 260 (1) of the Municipal Act, Councillor Joyce Gravelle provided notice to the Clerk and Council of her resignation from office as a Councillor due to a job opportunity.
2. On March 28, 2016, in accordance with Section 262 (1) of the Municipal Act, Council will pass a resolution, declaring the office of Councillor as vacant.

**ALIGNMENT WITH STRATEGIC PLAN:**

3. N/A


**IMPACT ON 2016 BUDGET:**

4. N/A

**RECOMMENDATION:**

**MOVED BY:** Lyle Warden  
**SECONDED BY:** Trevor Bougie

**BE IT RESOLVED THAT** under Section 262 of the Municipal Act, if the office of a member of council becomes vacant the Council of the Township of South Glengarry shall declare the office of Councillor as vacant.

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

**DATE:** Mar 22/16



**STAFF REPORT**

**S.R. No. 45-16**

**PREPARED BY:** Marilyn Lebrun - Clerk

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 8, 2016

**SUBJECT:** Options to Fill Vacancy seat on Council – Provide Council with information on filling the vacancy of the Office of Councillor for the Township of South Glengarry

**BACKGROUND:**

1. Section 263 of the *Municipal Act* states “if a vacancy occurs in the office of a member of Council, then the municipality shall;”
  - a. Fill the vacancy by appointing a person who has consented to accept the office if appointed; or
  - b. Require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act*, 1996.
2. Section 263 of the *Municipal Act* states the following rules apply to fill the vacancy;
  - a. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under Section 262, the municipality shall appoint a person to fill the vacancy, or pass a by-law requiring a by-election be held to fill the vacancy.
3. Council's discretion is restricted only if the vacancy occurs after March 31 in the year of a regular election, when Council must fill the vacancy by way of an appointment within 45 day of the vacancy occurring. The only time a municipality is NOT required to fill a vacancy is when the vacancy occurs within 90 days before a regular election.
4. Options (1) – By-Election Option  
Section 263 (5) of the *Municipal Act* permits Council to pass a by-law to provide that vacancy on Council be filled by way of a by-election. The by-election shall be held in accordance with Section 65 of the *Municipal Elections Act*, 1996.
  - a. If Council determines that a by-election is to be held, the Clerk is responsible for setting the date of nomination day, which is to be a day not more than 60 days after the passing of the by-law indicating a by-election is required.
  - b. Subject to Council's approval of a by-election process, the details and dates associated with a by-election will be finalized by the Clerk.

c. The advantages of filling a seat through a by-election are that it ensures a democratic process and the individual filling the vacancy would be selected by the eligible voters of the Township of South Glengarry.

d. Some disadvantages of filling a seat through a by-election are:

- i. more costly than an appointment, a by-election is estimated to cost approximately \$30,000,
- ii. a by-election is a longer process than filling the vacancy through appointment resulting in a prolonged period of time without a Council representative ( approximately 1 to 2 months longer than an appointment) and
- iii. a by-election is more labour intensive and costly from a staffing perspective, impacting the timing of other planned work in the Clerk's Department.

5. Options (2) – Appointment

If the appointment process is chosen, a municipality must appoint an individual to fill the vacancy within 60 days of declaring the vacancy.

A person may be approved if the person has consented to accept the office and is eligible to hold office. Every person is eligible to hold office as a member of the Township of South Glengarry Council if her/she:

- a. is entitled to be an elector in the municipality under the Municipal Elections Act; and
- b. is not disqualified by this or any other Act from holding office.

a. Section 17 of the Municipal Elections Act states that a person is entitled to be an elector at an election held in a local municipality if, on voting day, he/she

- resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and
- is not prohibited from voting under the Municipal Elections Act or other by law.

b. Some of the advantages of filling a seat through appointment are:

- Less costly procedure than conducting a by-election (costs of advertising related to seek persons interested in being appointed);
- Process can be completed very quickly, therefore avoiding a prolonged period of time without a Member of Council.
- It may be possible to appoint an individual with experiences or skills that would permit them to "get up to speed" more quickly; and
- Less labour intensive and less costly process from a staffing perspective.



- c. If the Township of South Glengarry passes the proposed resolution to fill the vacant Councillor seat by appointment, options could include:
- I. Appoint the candidate from the most recent municipal election with the next highest number of votes in the race for Councillor (please see 2014 Election results attached).
  - II. Seeking applications from eligible voters, on the municipal website and on social media advising that anyone wishing to put their names forward for the position of Councillor could do so by submitting their resume and cover letter outlining how they believe their experiences and interests would make them a preferred candidate for the current Councillor seat vacancy (please see attached sample documents for consideration).
- d. Some of the disadvantages of filling a seat through appointment are:

It is generally viewed as a less democratic process;

- I. It could be perceived that Council was affording an advantage to individual appointed, if the individual ran in the last election 2014.
  - II. Should Council select an appointment process, the detail and dates associated with the process will be finalized by Clerk and by legislation this appointment would have to be made by Council with 60 days of Council declaring the seat vacant, therefore by May 24, 2016 meeting of Council.
6. Other Municipalities' Practices:  
To the best of Administrations knowledge there is no clear cut preference on how municipalities in Ontario fill Councillor vacancies. Some have adopted and follow policies that provide rigid consistency to such processes, while others review such matters on a case-by-case basis (eg. Conduct by-elections or appoint). Examples of the practices of a few other area municipalities are attached.

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

7. Core Value of the Township of South Glengarry is Accountability- Complying with Legislation

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

8. No funds are currently allocated to undertaking a by-election in the 2016 Township of South Glengarry budget. Should Council decide to fill this Council vacancy in that manner, and then approximately \$30,000 will need to be taken from Reserves to do so.

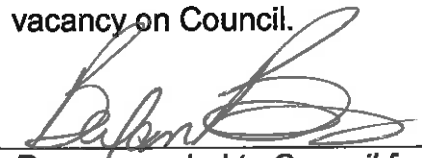
**RECOMMENDATION:**

MOVED BY: Lyle Warden  
SECONDED BY: Trevor Bougie

BE IT RESOLVED THAT Council provide direction to the Administration for Council's consideration on how Council would like to fill the vacant seat:

Option 1 – appoint a person to fill the vacancy; or  
Option 2 – pass a by-law requiring a by-election to be held to fill the vacancy

BE IT FURTHER RESOLVED THAT Council proceed with Option\_\_\_\_\_to fill the vacancy on Council.

  
Recommended to Council for  
Consideration by: BRYAN BROWN

DATE: Mar. 24, 2016



# South Glengarry – 2014 Municipal Election Results

MAYOR	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
MACDONALD, Dave	1,608	79	145	12	8	25	64	18	20	58	118	82	75	138	103	112	60	69	179	90	77	36	40
MCLEOD, Ian *	2,767	135	260	46	87	100	121	66	63	117	192	154	168	152	109	152	77	114	272	135	80	74	93
Abstained	120	1	7	0	0	3	12	2	0	3	10	7	10	10	4	9	2	3	19	7	5	5	1

DEPUTY MAYOR	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
CHRISTOFF, George	144	1	9	1	2	5	6	2	1	0	2	3	8	9	10	6	3	9	29	26	5	3	4
PREVEOST, Frank *	2,059	115	192	33	40	58	113	49	44	61	114	85	114	175	78	65	29	84	292	96	89	60	73
SCHULZ, Hanz	753	36	47	8	16	19	30	9	5	50	82	45	43	31	53	68	42	50	46	25	14	12	22
WARDEN, John	1,468	61	157	16	36	45	40	25	33	65	121	108	83	75	70	125	64	41	99	83	52	36	33
Abstained	71	2	7	0	1	1	8	1	0	2	1	2	5	10	5	9	1	2	4	2	2	4	2

COUNCILLOR	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
BOUGIE, Trevor *	2,263	146	189	35	40	51	101	41	39	92	159	120	153	167	116	128	52	94	239	95	83	53	70
GRAVELLE, Joyce *	2,152	86	208	31	45	53	122	43	39	76	122	96	98	180	90	126	68	111	253	118	73	42	72
MCDONELL, Michael	1,530	40	126	17	53	82	70	43	47	69	121	73	76	70	85	144	70	78	110	55	40	25	36
MCKENZIE, Bill	1,652	108	206	40	45	56	90	43	34	52	85	96	79	92	62	57	37	59	184	71	43	63	50
MUNRO, Colin	1,329	66	98	14	16	31	39	15	19	48	161	79	99	56	81	95	52	55	101	71	57	26	50
PELLETIER, Joseph	313	16	31	0	4	9	40	14	13	7	13	19	15	14	7	5	8	24	36	15	9	5	9
WARDEN, Lyle *	1,883	80	167	24	31	46	48	26	29	94	179	121	121	103	89	132	57	40	182	124	84	61	45
Abstained	101	3	7	0	2	2	8	0	2	3	0	4	3	16	11	1	1	3	21	2	3	4	5

*MacBarr*  
CERTIFIED A TRUE COPY



# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## BY-LAW No. 22-2015

**BEING** a by law to govern the filling of council vacancies

**WHEREAS** section 9 of the *Municipal Act*, 2001 confers the capacity, rights and powers of a natural person on a municipality;

**AND WHEREAS** section 8 of the *Municipal Act*, 2001 provides for broad interpretation of municipal powers to enable the municipality to govern its affairs as it considers appropriate;

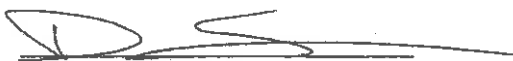
**AND WHEREAS** section 263 of the *Municipal Act*, 2001 which governs the filling of vacancies in the office of a member of council provides for the two alternative actions if a vacancy occurs;

**AND WHEREAS** the Council of the Township of North Glengarry has determined that it is appropriate to pass this by law to address the alternative action provision of section 263 of the *Municipal Act*, 2001;

**THEREFORE**, the Council of the Township of North Glengarry enacts as follows:

1. The provisions for the filling of vacancies in the office of a member of council as set out in subsection 263(1) of the *Municipal Act*, 2001 are restricted so that :
  - (1) If a vacancy occurs in the office of a member of council as provided under section 259 of the *Municipal Act*, 2001 within the first 2 years of the term of council (up to November 30), a by-election is required to fill the vacancy in accordance with the *Municipal Elections Act*, 1996.
  - (2) If a sitting member of council intends to be a candidate in the by-election he or she shall resign from office as provided under section 259 of the *Municipal Act*, 2001
  - (3) If a vacancy occurs in the office of a member of council as provided under section 259 of the *Municipal Act*, 2001 after the first 2 years of the term of the council (on or after December 1) council shall fill the vacancy by appointing a person who has consented to accept the office of appointment.
2. Notwithstanding the provisions of section 1 of this by-law, the provisions of subsections 263(3) (court-ordered election) and 263(5) (rule applying to filling vacancies) govern
3. That this by-law shall come into effect on the date of passing thereof.

**READ** a first, second, third time and enacted in Open Council this 13<sup>th</sup> day of April, 2015.

  
Clerk/Deputy Clerk

  
Mayor/Deputy Mayor

I hereby certify this to be a true copy of By-law 22-2015 and that such by-law is in full force and effect.

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
Clerk/Deputy Clerk



### **Draft Questions**

1. Take five minutes and tell us about yourself. Please address why you would like to be a member of Council and elaborate on how your experience in public office or working on boards or committees would benefit the Municipality.

#### **Representative Role**

2. Council may make decisions that not all members of the public agree with. Tell us about a time when you were required to make a decision that some people agreed with and others did not and explain how you handled that situation.
3. Tell us about a time when a committee or group you were working with made a decision that you personally did not agree with. How did or would you handle the situation?
4. Tell us how you feel about being the Council representative on volunteer committees (Planning Advisory Committee, Heritage Advisory Committee etc.) and where do you see you can most contribute to Council.

#### **Policy-Making Role**

5. What do you see as the immediate challenges facing the Municipality and what are your suggestions as to how to address them?
6. Tell us about a time you were involved in the development of a policy or project, how you prepared or would prepare and what you were or would be able to contribute?

#### **Stewardship Role**

7. One of the roles of Council is to maintain the financial integrity of the Municipality. How does your experience lend itself to fulfilling this responsibility?
8. Tell us about an experience you have had in an oversight position and how you were able to ensure that the necessary policies and procedures were being carried out.

## **Role of Council**

**Section 224 of the *Municipal Act*:**

It is the role of council,

- a) To represent the public and to consider the well-being and interests of the municipality;
- b) To develop and evaluate the policies and programs of the municipality;
- c) To determine which services the municipality provides;
- d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
  - a. To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e) To maintain the financial integrity of the municipality; and
- f) To carry out the duties of council under this or any other Act.

The Ministry of Municipal Affairs' Councillor's Guide 2014 summarizes Section 224 into the following categories: a representative role, a policy-making role and a stewardship role.



### **Draft Questions**

1. Take five minutes and tell us about yourself. Please address why you would like to be a member of Council and elaborate on how your experience in public office or working on boards or committees would benefit the Municipality.

#### **Representative Role**

2. Council may make decisions that not all members of the public agree with. Tell us about a time when you were required to make a decision that some people agreed with and others did not and explain how you handled that situation.
3. Tell us about a time when a committee or group you were working with made a decision that you personally did not agree with. How did or would you handle the situation?
4. Tell us how you feel about being the Council representative on volunteer committees (Planning Advisory Committee, Heritage Advisory Committee etc.) and where do you see you can most contribute to Council.

#### **Policy-Making Role**

5. What do you see as the immediate challenges facing the Municipality and what are your suggestions as to how to address them?
6. Tell us about a time you were involved in the development of a policy or project, how you prepared or would prepare and what you were or would be able to contribute?

#### **Stewardship Role**

7. One of the roles of Council is to maintain the financial integrity of the Municipality. How does your experience lend itself to fulfilling this responsibility?
8. Tell us about an experience you have had in an oversight position and how you were able to ensure that the necessary policies and procedures were being carried out.

### **Sample Questions for Applicants**

1. Tell us about yourself in five minutes. Please address why you would like to be a member of Council and elaborate on how your experience in public office or working on boards or committees would benefit the Municipality?
2. What is your short and long-term vision for the Township of South Glengarry?
3. What issues do you think need to be addressed in this term of Council?
4. One of the roles of Council is to maintain the financial integrity of the Municipality. How does your experience lend itself to fulfilling this responsibility?
5. Tell us how you feel about being the Council representative on volunteer committees (Agricultural Advisory Committee, Heritage Advisory Committee, etc.) and where do you see you can most contribute to Council.
6. Council may make decisions that not all members of the public agree with. Outline how you would address an unhappy citizen and explain how your experiences have equipped you to be able to deal with the situation.



## **Eligibility to Hold Office**

A person is entitled to hold office on a municipal council if they are eligible to vote in an election for that municipal council.

The eligibility requirements are as follows:

- a) A person must reside in the municipality or be the owners or tenant of land in the municipality or the spouse of an owner or tenant of land in the municipality.
- b) A person must be a Canadian citizen
- c) A person must be at least 18 years old
- d) A person must not be prohibited from voting as per the *Municipal Elections Act*, as amended, or as per any other law.

Section 17(3) of the *Municipal Elections Act* states that the following are prohibited from voting and therefore prohibited from holding municipal office:

- a) A person who is serving a sentence of imprisonment in a penal or correctional institution.
- b) A corporation.
- c) A person acting as executor or trustee or in any other representative capacity.
- d) A person who was convicted of a corrupt practice described in Section 90(3) of the *Act*.



**Marilyn LeBrun**

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**From:** King, Jon (MAH) [Jon.King@ontario.ca]  
**Sent:** March-17-16 1:15 PM  
**To:** Marilyn LeBrun  
**Subject:** Contact Information re Recent Council Vacancies

As requested:

**Village of Casselman (613-764-3139) – current council vacancy being filled by appointment; receiving applications**

Daniel Gatien, CAO, ext. 514 [dgatien@casselman.ca](mailto:dgatien@casselman.ca)

Marielle Dupuis, Clerk, ext. 515 [mdupuis@casselman.ca](mailto:mdupuis@casselman.ca)

**Russell Township – ran by-election as a result of death of 1 of 2 candidates involved in run for Mayor's office in 2014 election**

Joanne Camiré-Laflamme, Clerk ext. 613-443-3066 ext. 2310 [joannecamirelaflamme@Russell.ca](mailto:joannecamirelaflamme@Russell.ca)

**Township of North Glengarry – may have current policy on filling council vacancy**

Daniel Gagnon, CAO/Clerk 613-525-1625 [danielgagnon@northglengarry.ca](mailto:danielgagnon@northglengarry.ca)

**Municipality of North Grenville – may have current policy on filling council vacancy**

Cahl Pominville, Director of Corporate Services/Clerk 613-258-9569 ext. 110

[cpominville@northgrenville.on.ca](mailto:cpominville@northgrenville.on.ca)

Regards,

Jon King  
Municipal Advisor / Conseiller en gestion municipale  
Municipal Services Office – East /  
Bureau des services aux municipalités – Région de l'Est  
Ministry of Municipal Affairs and Housing /  
Ministère des Affaires municipales et du Logement  
1-800-267-9438 ext. 106  
E-mail / Courriel: [Jon.King@ontario.ca](mailto:Jon.King@ontario.ca)



**STAFF REPORT**

**S.R. No. 46-16**

**PREPARED BY:** Marilyn Lebrun - Clerk  
**PREPARED FOR:** Council of South Glengarry  
**COUNCIL DATE:** March 28, 2016  
**SUBJECT:** "Le Grand Rassemblement" de Green Valley

**BACKGROUND:**

1. Members of the "Le Grand Rassemblement" are planning a Centennial celebration that will take place on June 25<sup>th</sup>, 2016 at the Community Centre in Green Valley and the organization is looking to hold a special dinner in Green Valley for this celebratory occasion and have booked the Green Valley Community Centre.
2. The Committee Co-President Mr. Yvon R. Menard has requested that the rental fee in the amount of \$ 100.00 be waived for the rental of the Hall in Green Valley.

**ALIGNMENT WITH STRATEGIC PLAN:**

3. Our Vision – "A historically unique and proud community committed to an innovative future"

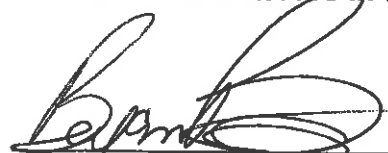
**IMPACT ON 2016 BUDGET:**

4. N/A

**RECOMMENDATION:**

**MOVED BY:** Lyle Warden  
**SECONDED BY:** Trevor Bougie

**BE IT RESOLVED THAT** the Township of South Glengarry supports and approves the request from the "Le Grand Rassemblement" for special celebration on June 25, 2016 to waive the rental fee in the form of a donation for this occasion.

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

**DATE:** Mar. 23, 2016

## **Marilyn LeBrun**

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**From:** Yvon et Donalda Ménard [menardcaribou1@hotmail.com]  
**Sent:** March-14-16 8:42 PM  
**To:** Marilyn LeBrun  
**Subject:** "Le Grand Rassemblement" de Green Valley

South Glengarry Township Council  
Lancaster, Ontario

Dear Council Members:

Last June, the community of Green Valley formed a committee with the mandate to organize the Centennial of our ancestors' victory against the Ontario Government's Regulation 17, back in the spring of 1916.

We have been meeting regularly at the Green Valley Community Centre since last June. The celebration called

"Le Grand Rassemblement" will take place on June 25th, 2016. The Community Centre has already been reserved.

Following the advice I received last week from Marilyn Lebrun, we are hereby requesting

SG Council wave the usual \$100 rental fee for such events, being that our event is totally non lucrative. I thank you in advance for your contribution.

Yvon R. Ménard Co-President (GRGV2016)



**STAFF REPORT**

**S.R. No. 47-16**

**PREPARED BY:** Dave Robertson – Deputy Fire Chief

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** March 28, 2016

**SUBJECT:** Support Resolution for the 44<sup>th</sup> Raisin River Canoe Races  
April 10<sup>th</sup>, 2016.

**BACKGROUND:**

1. Members of the Township of South Glengarry Fire Services Martintown, Williamstown, Glen Walter and Lancaster Fire Stations participate in the Annual Canoe Races by providing shore based water rescue.
2. A request was submitted to Council requesting that the Township of South Glengarry Fire Service provide shore-based water rescue in the 2016 canoe races to be held on April 10<sup>th</sup>, 2016.
3. The Raisin River Canoe Races will hold their event dinner and awards ceremony at the Char-Lan Recreation Centre and the Raisin Region Conservation Authority has requested that the hall rental fee be waived for the event in the form of a donation.

**ALIGNMENT WITH STRATEGIC PLAN:**

4. Goal 4 – “Improve quality of life in our community”.

**IMPACT ON 2016 BUDGET:**

5. \$175.00 for Hall Rental

**RECOMMENDATION:**

**MOVED BY:** Trevor Bougie  
**SECONDED BY:** Lyle Warden

**BE IT RESOLVED THAT** Staff Report No. 47-16 be received and the Council of the Township of South Glengarry supports and approves the request from the RRCA regarding the **44<sup>th</sup> Annual Canoe Races** on April 10, 2016 1) donate \$175.00 to the Raisin Region Conservation Authority for their annual Canoe Races and Awards/Dinner and 2) to have the members of South Glengarry Fire Services (Martintown, Williamstown, Glen Walter and Lancaster Stations) provide shore-based water rescue in the 2016 Annual Canoe Races.

  
Recommended to Council for consideration by.  
BRYAN BROWN, CAO

**DATE:** Mar. 24, 2016



## Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 [www.rrca.on.ca](http://www.rrca.on.ca)

March 22, 2016

Johanne Haley  
General Manager, Community Service  
Township of South Glengarry  
P.O. Box 220, 6 Oak Street  
Lancaster, ON  
K0C 1N0

**SUBJECT: 2016 Raisin River Canoe Race**

Dear Ms. Haley:

The Raisin Region Conservation Authority (RRCA) would like to once again request the Township's assistance in providing emergency shore-based water rescue at our annual Raisin River Canoe Race scheduled for Sunday, April 10, 2016. We would like to request having both Martintown and Williamstown Fire Departments, and other area Fire Departments such as Glen Walter and Lancaster, available to provide these essential emergency services. We would also appreciate if you could confirm in writing, that your fire departments will provide the above-noted services on April 10, 2016.

The RRCA would also like to request that the Township waive their hall rental fee at the Charlan Recreation Centre for our Canoe Race Dinner and Awards Ceremony portion of the event. The Charlan Recreation Centre is a great location for this popular community event and we would really appreciate the support in waiving the fee.

Please contact me if you have any questions regarding any of the above.

Yours truly,

Roger G. Houde, P.Eng.,  
General Manager  
c.c. Marilyn Lebrun

Glengarry County Archives

**Financial Statements**

For the Year Ended

December 31, **2015**





Tél: (613) 703-9246  
Cel: (613) 662-1387  
e-mail: [wjmacmillan@cogeco.ca](mailto:wjmacmillan@cogeco.ca)

**William J. MacMillan, C.P.A.**

32 Gallinger Ave.  
Cornwall, ON K6J 4T3

## **REVIEW ENGAGEMENT REPORT**

I have reviewed the Balance Sheet of the

### **Glengarry County Archives**

As at **December 31, 2015**

along with the Accompanying Statements of Operations and Receipts & Disbursements, for the year then ended. My examination was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the organization.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Nothing has come to my attention during this review to cause me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit-organizations.

William J. MacMillan,

Chartered Professional Accountant..

Cornwall, Ontario  
February 4, 2016

# Glengarry County Archives

## Balance Sheet

As at December 31,

2015

2014

[8 months]

\$\$\$

\$\$\$

### ASSETS

#### Current Assets

Cash on deposit

725.46 3,792.88

Refund receivable

444.49

HST rebate receivable

501.39 0.00

1,226.85 4,237.37

#### Fixed Assets

Archive shelving equipment [from GHS]

20,000.00 20,000.00

Archive viewing equipment

1,709.39 1,709.39

Web-Site Usage Software

5,706.50 0.00

27,415.89 21,709.39

#### Archive Material

Acquisitions

3,675.64 2,175.64

Donations during the year

76,795.00 0.00

80,470.64 2,175.64

#### Total Assets

109,113.38 28,122.40

### LIABILITIES

Note Payable

4,000.00

Prepaid Rent Glengarry Historical Society

17,333.34 18,666.67

Total Liabilities

21,333.34 18,666.67

### EQUITY

Balance January 1<sup>st</sup>

9,455.73

Material donated to the Archive

76,795.00

86,250.73

Add: Excess Revenue

1,529.31 9,455.73

Balance December 31<sup>st</sup>

87,780.04 9,455.73

#### Total Liabilities & Equity

109,113.38 28,122.40

Glengarry County Archives  
Statement of Receipts & Disbursements  
For the Year Ended

	December 31,	2015	2014
			[8 months]
		\$\$\$	\$\$\$
<b>RECEIPTS:</b>			
Rent		5,000.00	7,211.00
Glengarry Historical Society – Cash			3,551.54
Archive shelving from Glengarry Historical Society			20,000.00
Refund from North Glengarry		444.49	
Quigley Donation		600.00	
Loan from AJM		<u>4,000.00</u>	
		<u>10,044.49</u>	<u>30,762.54</u>
<b>DISBURSEMENTS:</b>			
Archive shelving from Glengarry Historical Society			20,000.00
Startup costs			2,317.08
Consultant fees		2,027.50	125.00
Administration costs		702.57	470.83
Web-Site maintenance		1,310.76	
Archive acquisitions		1,500.00	2,175.64
Web-Site viewing equipment			1,709.39
Travel to secure acquisitions		1,807.05	
Supplies		27.53	
Bank charges		30.00	<u>171.72</u>
Web-Site Software		<u>5,706.50</u>	
		<u>13,111.91</u>	<u>26,969.66</u>
<b>EXCESS [DISBURSEMENTS] or RECEIPTS</b>		[3,067.42]	3,792.88
<b>CASH on DEPOSIT:</b>			
January 1 <sup>st</sup>		<u>3,792.88</u>	
December 31 <sup>st</sup>		<u>725.46</u>	<u>3,792.88</u>

Glengarry County Archives  
Statement of Operations  
For the Year Ended

December 31,

2015	2014
\$\$\$	[8 months] \$\$\$

**REVENUE:**

Rent – Encore Alexandria	5,000.00	7,211.00
Rent – Glengarry Historical Society	1,333.33	1,333.33
Glengarry Historical Society		3,551.54
HST rebate receivable	501.39	0.00
Gift Quigley	<u>600.00</u>	<u>0.00</u>
	<u>7,434.72</u>	<u>12,095.87</u>

**EXPENSES:**

Startup costs		1,872.59
Consultant fees	2,027.50	125.00
Administration costs	702.57	470.83
Supplies	27.53	
Weg-Site maintenance	1,310.76	
Travel expense to secure Archive material	1,807.05	
Bank charges	<u>30.00</u>	<u>171.72</u>
	<u>5,905.41</u>	<u>2,640.14</u>

**EXCESS REVENUE**

	<u>1,529.31</u> <u>9,455.73</u>
--	---------------------------------



Revenue – 22, 888 (SG – 8.0; NG – 8.0; Encore – 5.0; GCA – 1.4; donation - 0.5)

**Expenditures – 20, 460**

Photocopier/scanner – 620SG

Appraisals – 510 NG

Supplies – 5,120 NG

Minisis – 700 (Glengarry News)SG

– 2,545(M2A software)NG

SD&G purchase – 4,000

Travel – 400GCA

Acquisitions – 500 (books & postcards) GCA

Rack & Business Cards – 300 (SG)

Banners – 700 (SG)

Loan – 4,000 (SG)

Advertising – 655 (Tourist Guide – 230) SG; (SDG Tourism – 75) GCA; Tel Dir – 100 GCA); GHG – 250 GCA)

Domain Names – 260 GCA

Translation – 80 (GCA)

Customs – 70 (GCA)

Contingencies – 2,428





## ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

RECEIVED

MAR 16 2016

March 4, 2016

Dear Mayor and Members of Council,

RE: OAFC 2016 Municipal Officials Seminar: The Essentials of Firefighting and Firefighting 101  
Saturday, April 30<sup>th</sup> and Sunday, May 1<sup>st</sup>

The Ontario Association of Fire Chiefs Municipal Officials Seminar, The Essentials of Firefighting and Firefighting 101 offers municipal officials and staff the opportunity to understand the challenges of the fire service and its importance in their communities.

This two-day session includes customized presentations that will provide you with essential information and knowledge about the fire service. The highlight of the program is our interactive, hands-on fire training experience that you will not forget.

On Saturday and Sunday morning, you will hear from informative speakers on topics specifically designed for municipal officials. This year's agenda highlights include:

- How Legislation Impacts the Delivery of Fire and Emergency Services in Your Community, presented by Deputy Chief Jim Jessop, Toronto Fire Services and former Ontario Fire Marshal.
- Legal Responsibility and Liability of the Municipality and the Fire Service, presented by Julia Nanos, Hicks Morley.
- Councillor or Fire Chief...Who are You? presented by Rob Browning, Chief Administrative Officer for the Township of North Kawartha and part-time Executive Director for the Eastern Ontario Emergency Training Academy.
- Keynote Presentation: The Lac-Mégantic Rail Disaster, presented by Fire Chief Denis Lauzon, Lac Mégantic, Quebec.
- Keynote Presentation: Civil Unrest: A Real Threat to Public Safety - Baltimore Riots Lessons Learned, presented by Assistant Chiefs Jeffrey Segal and Mark Wagner, Baltimore City Fire Department.

On Saturday afternoon, attendees will slip into bunker gear and experience firsthand the job of a firefighter by participating in a live fire training session including a simulated search and rescue, vehicle extrication exercise and extinguishing a fire! This program has been specifically designed for municipal officials by the Greater Toronto Airport Authority Fire Department. Previous attendees who have participated in this seminar have repeatedly said that it was one of the best seminars and training sessions that they had ever attended! Past attendees included mayors, councillors, chief administrative officers, directors and government officials.

On Sunday afternoon you have the opportunity to visit the OAFC 2016 Trade Show - the largest fire and emergency service show in Canada. You and your fire chief will be able to see a wide variety of fire vehicles and equipment, talk directly to suppliers and manufacturers and gain valuable information that can assist in your purchasing decisions.



## ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

In the evenings, there are networking functions included in your registration package encouraging you to interact with your colleagues and special guests. Ladders Up Reception in support of the Canadian Fallen Firefighters Foundation is held on Saturday and the Ontario Association of Fire Chiefs annual Memorial Service and Reception is held on Sunday.

The seminar takes place at the Toronto Congress Centre at 650 Dixon Road, Toronto, Ontario on Saturday, April 30<sup>th</sup> and Sunday, May 1<sup>st</sup>. The main seminar hotel is the Crowne Plaza Toronto Airport Hotel located at 33 Carlson Blvd, which is only a few minutes away from the Toronto Congress Centre. A shuttle will be doing continuous loops from the hotel to the congress centre all throughout the seminar ensuring a convenient experience for all guests.

The early bird rate for the OAFC 2016 Municipal Officials Seminar is \$310.00 plus HST. The seminar includes customized educational sessions on Saturday and Sunday morning, a once-in-a-life-time, live fire training exercise, the OAFC 2016 Trade Show, breakfast, lunch and coffee breaks on both days, an invitation to the Ladders Up Reception on Saturday and the Memorial Service and Reception on Sunday. The registration rate increases by \$100 after April 15, 2016, so register early and save.

If you have any questions about the program, I encourage you to contact the OAFC board office at 905-426-9865 and speak to our planning team. In addition, please visit our website at [www.oafc.on.ca/event/oafc-2016-attendees](http://www.oafc.on.ca/event/oafc-2016-attendees) to view seminar details, the agenda, speaker and presentation overviews, trade show information, location and to register.

The Ontario Association of Fire Chiefs looks forward to welcoming you to the 2016 Municipal Officials Seminar. We hope that you will consider attending and participating in this educational and unique event.

Yours truly,

A handwritten signature in black ink, appearing to read "M. D. Pegg", is written over a light blue horizontal line.

M. D. (Matt) Pegg  
President

*"The politicians live fire training session is something that all municipal politicians with fire services should attend. I can't say enough about how much respect for fire services this session gave me".  
Dennis Lever, Mayor of Puslinch, Ontario*

*"The politicians' agenda was most informative and very interesting. The fire training session gave me some appreciation for what firefighters must endure. All information sessions were excellent and some could be longer to discuss issues more in-depth. The special speaker, Dr. David Griffin was amazing...riveting. What an experience. What an eye-opener" Gerry Last, Councillor, Township Leeds and the Thousand Islands, Ontario*

*This was a very good experience that I feel all politicians should at least attend one time throughout their term. You get a different perspective on what firefighters have to deal with on a day-to-day basis and develop a new respect for when they ask us for what they need. It doesn't take long to realize the asking is because it is needed and not just a nicety that would be great to have! 2015 Municipal Official Attendee*



**THE TOWNSHIP OF SOUTH GLENGARRY**  
**P.O. BOX 220, LANCASTER, ONTARIO K0C 1N0**

**NOTICE OF DECISION**  
*(Statutory Powers Procedure Act, R.S.O. 1990  
Chapter S.22)*

**MARCH 2<sup>ND</sup>, 2016**

The Corporation of the Township of South Glengarry **Hearing Tribunal** for an appeal filed by Brent Stajkowski was held on March 2, 2016 at the Township of South Glengarry Office, 6 Oak Street, Lancaster. The Hearing of the Tribunal's decision was determined that the initial **ORDER TO MUZZLE** be revoked immediately.

Dated March 3, 2016

Marilyn LeBrun  
Clerk – Township of South  
Glengarry





[www.eowc.org](http://www.eowc.org)

## **NEWS RELEASE**

**March 23, 2016**

### **Eastern Ontario Wardens' Caucus reacts to 2016 federal budget**

The Eastern Ontario Wardens' Caucus (EOWC) welcomed the federal government's tabling of its 2016 budget, which announced significant and much-needed investments for the municipal sector in affordable housing, clean energy, and municipal infrastructure.

The EOWC supports many of the budget's objectives, including but not limited to the announcement of more than \$120 billion over 10 years in new infrastructure investment. This funding will assist municipalities with affordable social housing, child care spaces, and community centres, in addition to allowing for upgrades and repairs to essential municipal infrastructure such as water and wastewater plants, roads and bridges.

"Municipalities, and particularly those in small and rural areas with limited property tax revenues, have long been advocating for much-needed funding to address the aging infrastructure in many of their communities," stated EOWC Chair Peter Emon. "The EOWC recognizes the important investments for the municipal sector that were included in the federal government's 2016 budget, and looks forward to working together with its partners to grow our local economies and reduce costs to our communities."

Because municipal governments, like many in rural Eastern Ontario, carry the primary responsibility for addressing housing challenges in their communities, they face a significant infrastructure deficit – without the financial resources to meet the need.

"There are significant numbers of individuals and families across Eastern Ontario for whom housing is a serious challenge. Sometimes the barrier is financial, sometimes it is finding accommodation that is suited to particular special physical needs, and sometimes it is finding any shelter at all," continued Chair Emon. "The EOWC therefore recognizes the government's immediate commitment to affordable housing, to the tune of \$1.5 billion over the next two years, of which \$200 million is allocated for seniors' affordable housing."

A few key facts (from the EOWC's White Paper on Affordable Housing, June 2014):

- Municipal governments are responsible for \$467 million in social housing assets
  - Local governments in rural and urban areas of Eastern Ontario (not including the City of Ottawa) are responsible for \$467 million in social housing assets. These assets now have a book value of \$257 million, suggesting they have lost 45% of their value, as amortization expenses have outstripped municipalities' ability to reinvest to maintain them.
- There are approximately 14,000 social housing units across Eastern Ontario
  - There are currently more than 9,000 municipal social housing units across Eastern Ontario, with another 3,000 to 5,000 being operated by other non-profit organizations or the private sector.
- Municipalities face a \$71-million shortfall in annual capital expenditures
  - Municipalities in Eastern Ontario already invest about \$20 million per year in social housing. Despite this, the shortfall takes into account the need for municipalities to address the social housing capital infrastructure deficit (\$52.6 million per year) and to make annual capital investments in the existing asset base to keep these assets in good condition (\$39 million).

Chair Emon, who is also Warden of the County of Renfrew, concluded that the EOWC will continue to work with the federal government this year to address the equitable distribution of funding between urban and rural communities, as well as ensure that the much-needed improvements to the telecommunications and broadband networks in rural Eastern Ontario are considered in future budgets.

The EOWC is comprised of the Heads of Council of the 13 County and Single Tier municipalities of Eastern Ontario. The EOWC focuses its efforts on advocacy for the 750,000 residents of rural Eastern Ontario, developing positions based on research and the interests of its taxpayers. For more information, please visit [www.eowc.org](http://www.eowc.org).

- 30 -

For more information, contact:

Jim Hutton, Secretary/Treasurer, [jhutton@countyofrenfrew.on.ca](mailto:jhutton@countyofrenfrew.on.ca)

Justin Bromberg, Communications & Policy Coordinator, [jbromberg@prescott-russell.on.ca](mailto:jbromberg@prescott-russell.on.ca)



# Council News

United Counties of Stormont, Dundas and Glengarry

March, 2016

## Delegations

### County Strategic Priorities:

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

### Upcoming Events:

Council Meeting  
April 18, 2016

Warden's Golf  
Tournament-  
July 15th, 2016

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

If interested, a complete copy of any of the reports condensed within this newsletter are available upon request.

Helen Thomson  
County Clerk  
613-932-1515 x 203  
[hthomson@SDGcounties.ca](mailto:hthomson@SDGcounties.ca)

Cholly Boland, CEO of the Winchester District Memorial Hospital provided Council with an update on the Hospital's activities and accomplishments.

A presentation was received from Michael Keene, Manager of Policy and Development, Fotenn Planning and Design, concerning a proposed Official Plan amendment on Fernwood Drive in the Township of South Glengarry.

Linda Wilson, Executive Director, Cornwall and the Counties Tourism, provided Council with a governance report on the organization, together with an implementation plan for proposed changes.

## Tenders

**County Road 14**—Malyon Construction - \$514,390.50

**Culvert Lining County Road 17**-Clean Water Works—\$141,000.00

**Joint Tender-Half ton trucks**-Surgenor Chev Buick GMC Cadillac-County portion (3 trucks) - \$99,911.

**Two three-quarter ton diesel trucks**—Miller Hughes Ford Sales—\$77,980.

**Joint Tender—Weed Spraying**—Wagar & Corput Weed Control Inc.-County portion—\$15,468.75 plus chemicals

**Hot Mix Paving**—Cornwall Gravel Company Ltd.—\$2,658,588.50

## Key Information

Key information was provided by CAO Simpson on EOWC meetings during ROMA/OGRA conference. Director of Transportation and Planning deHaan provided information on the five year review of the County Official Plan, time actuated speed zones and 2016 road tour. Director of Court Services Roy provided update on the 2016 Court Schedule.

## By-laws

**By-law No. 5042**—authorize MoU with the SDG Historical Society to facilitate Jail Tours

**By-law No. 5043**-establish tax ratios

**By-law No. 5044**-adopting and raising general upper-tier levy

**By-law No. 5045**—establishing encroachment agreement—County Road 26

**By-law No. 5046**—revise prescribed rate of speed driven on certain County Roads

**By-law No. 5047**-to adopt & ratify

## Donations

Council authorized donations to the St. Lawrence River Institute (\$5,000); County Fairs (\$9,000); Habitat for Humanity (\$1,000.); Miscellaneous Donation (\$1,000.); and Community Initiatives through the Police Services Board(\$5,000). Council further determined that no further donations will be made to the St. Lawrence River Institute.

## Upper Canada Road

Council authorized acceptance of Upper Canada Road from the Municipality of South Dundas.





# **FOOD PREMISE INSPECTION PRESENTATION BY DR. PAUL ROUMELIOTIS, MOH/CEO**

**[www.EOHU.ca](http://www.EOHU.ca)**

Your health... our priority





## BACKGROUND

**All food business establishments  
must operate according to the  
minimum requirements of the Ontario  
Food Premises Regulation (O. Reg.  
562) under the *Health Protection and  
Promotion Act*.**





# ELEMENTS OF THE INSPECTION

## ***General Food Safety:***

- Food is kept at the proper temperature during storage, preparation, cooking, holding, and service.
- Food is protected from cross-contamination and adulteration.
- Food handlers have good food handling and personal hygiene practices.

***An effective pest control program is in place.***

***Food Source and Supply is approved.***

***Sanitation, Design and Maintenance***

- Sanitation and maintenance processes are in place for surfaces and equipment.

***Garbage and waste management.***

**www.EOHU.ca**

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## INSPECTION DETAILS

- 43 items on checklist
- Critical vs non-critical





## Food Establishment Inspection Reports

SEARCH FREQUENTLY ASKED QUESTIONS GLOSSARY CLOSURES

### Search

Establishment Name or Address:

Establishment Type:

All Types

SEARCH

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613-933-1375 or 1 800 267-7120  
Ask for Health Line.



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If you require this information in an alternate format, or to obtain a copy of our Accessible Client Services policy, call 1 800 267-7120 and press 0.

In Compliance

Inspection Date

**2012-12-14**

Inspection Detail

**Premises found to be in compliance with  
the Ontario Food Premises Regulation**

In Compliance

Inspection Date

**2012-12-10**

Inspection Detail

**Premises found to be in compliance with  
the Ontario Food Premises Regulation**



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613-923-1375 or 1 800 267-7120

Ask for Health Line.



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[eohu.ca/inspections/index.php](http://eohu.ca/inspections/index.php)



Not in Compliance

Inspection Date

2014-11-26

Not in Compliance

Equipment, non-food contact surfaces and linen are maintained, designed, constructed, installed and accessible for cleaning

- Ensure all surfaces are clean and maintained in good repair

Not in Compliance

Sanitary maintenance of and provision of required supplies in staff / public washroom facilities

- Equip facility with hot and cold running water
- Clean and sanitize washroom(s) at least once per day and as often as necessary

Not in Compliance

Floors, walls, and ceilings clean and in good repair

- Ensure ceilings are kept clean and in good repair

Infractions

Out of 43 food safety standards, 3 were



eohu.ca/inspect





# **CURRENT SITUATION AND MINISTRY DIRECTION**

- **OBLIGATORY PUBLIC DISCLOSURE – NO  
SPECIFIC DIRECTION**
- **FOOD HANDLER TRAINING**
- **EOHU - ONLINE x 3 YEARS**





# Health Units with OnSite Disclosure

- DURHAM *DISPLAY BY-LAW*
- HALTON *DISPLAY AND FOOD HANDLER BY-LAW*
- HAMILTON *DISPLAY AND FOOD HANDLER BY-LAW*
- LONDON *DISPLAY AND FOOD HANDLER BY-LAW*
- LAMBTON *DISPLAY AND FOOD HANDLER BY-LAW*
- PEEL *DISPLAY BY-LAW*
- SIMCOE/MUSKOKA *NO BY-LAW*
- TORONTO *DISPLAY AND FOOD HANDLER BY-LAW*
- YORK *NO BY-LAW*
- WINDSOR *DISPLAY BY-LAW*
- EOHU (Cornwall only) - *DISPLAY AND FOOD HANDLER BY-LAW (effective January 1, 2016 and 2017)*





# NEW EOHU ONSITE INSPECTION REPORT SIGNAGE



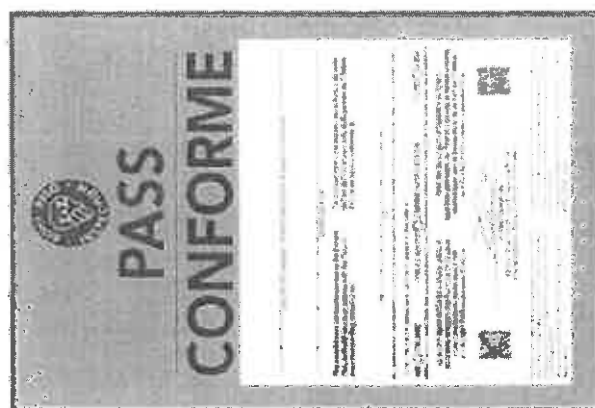


# PASS-FULL OR SUBSTANTIAL COMPLIANCE

## PASS (GREEN) SIGN

A green PASS sign will be issued when there is full or substantial compliance with the regulation. Substantial compliance with the Ontario Food Premises Regulation means that:

- Minimum standards of the Ontario Food Premises Regulation have been met.
- Fewer than three non-critical infractions were noted, or infractions noted were corrected during the inspection.
- Food operation is unlikely to cause an immediate risk to public health.





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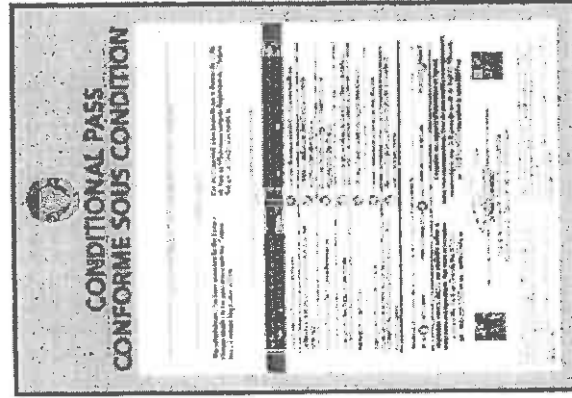


# CONDITIONAL PASS: SIGNIFICANT NON-COMPLIANCE

A yellow CONDITIONAL PASS sign will be issued when there is significant non-compliance with the Ontario Food Premises Regulation. Significant non-compliance means that your establishment has:

- Three or more non-critical infractions
- One or more critical infraction(s)

A food establishment receiving a CONDITIONAL PASS sign will receive a follow-up inspection. The operator is responsible for keeping the sign posted until the Public Health Inspector provides a new sign based on the results at the time of the follow-up inspection. If the infractions are corrected and no other infractions are found, a PASS sign will be issued. If the infractions are not corrected by the time of the re-inspection, a ticket will be issued and a re-inspection will be conducted at a later date.

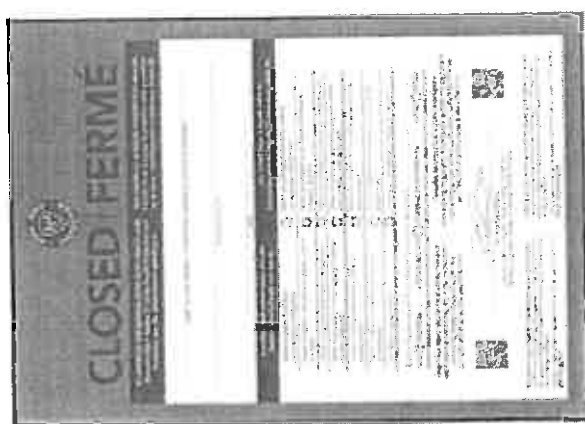




# CLOSED

A red CLOSED sign is issued when the Public Health Inspector is of the opinion, upon reasonable and probable grounds, that an immediate health hazard exists. An order under Section 13 of the *Health Protection and Promotion Act* will be issued to close the establishment. Failing to comply with an order is an offence, which could result in a significant fine.

The operator is responsible for keeping the establishment closed and keeping the CLOSED sign posted until re-inspection by a Public Health Inspector. The CLOSED sign will be removed when the follow-up inspection demonstrates that infractions have been corrected and the establishment is free of health hazards.



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our types

SEARCH

PASS

Inspection Date 2015-08-02

Inspection Detail Premises found to be in compliance with the Ontario Food Premises Regulation

PASS

Inspection Date 2015-08-17

Not in Compliance Food is frozen at -18°C (0°F) or less

- Adjust or repair the freezer immediately
- Ensure all frozen hazardous foods are stored at -18°C (0°F) or less

Infractions Out of 43 food safety standards, 1 was cited as non-compliant at the time of inspection.

PASS

Inspection Date 2014-12-01

Inspection Detail Premises found to be in compliance with the Ontario Food Premises Regulation

## CONDITIONAL PASS

2015-05-26

Inspection Date

Not in Compliance

Food is held at 4°C (40°F) or less

- Adjust or repair the refrigeration unit immediately. Do not store any hazardous foods in the unit until it is able to maintain hazardous foods at 4°C (40°F) or less
- Ensure all hazardous foods are stored at 4°C (40°F) or less

Not in Compliance

Thermometers used to verify food preparation and storage temperatures;

- Provide an easily readable, accurate indicating thermometer to check storage

Not in Compliance

Equipment, non-food contact surfaces and linen are maintained, designed, constructed, installed and accessible for cleaning

- Ensure all surfaces are readily cleanable and non-absorbent

Not in Compliance

Food is frozen at -18°C (0°F) or less



## **REQUEST FOR BY-LAW AMENDMENT**

**•TO REQUIRE POSTING INSPECTION SIGNS IN A  
VISIBLE PLACE AS PART OF THE LICENCE  
REQUIREMENT.**

**•TO REQUIRE AT LEAST ONE PERSON PER  
PREMISE TO UNDERGO FOOD HANDLING  
TRAINING CERTIFICATION.**

***Compliance = education and enforcement***





# MERCI THANK YOU

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

Your health... our priority



COOPER MARSH CONSERVATORS PRESENT

# Annual Spring Fling

Come Celebrate  
with an afternoon  
of wine tasting & delicious food pairings!

Sunday, May 1, 2016

From 2pm to 4pm

Admission: \$25.00 (per person)  
(tax receipt/portion of the ticket price)

COOPER MARSH CONSERVATION AREA  
AND VISITOR'S CENTRE  
located at 20020 County Rd. 2,



For more information please contact Paul Petepiece  
at 613-547-1446 or [ppetepiece@xplornet.ca](mailto:ppetepiece@xplornet.ca)

Tickets also available at the Raisin Region Conservation Authority

**Spring Fling, 2016**  
**Cooper Marsh Visitors' Centre**  
**Sunday, May 1<sup>st</sup>, 2.00-4.00pm**

The Spring Fling is one of two yearly events the Conservators present to help raise funding to continue to restore, maintain and improve Cooper Marsh for all the residents of Stormont, Dundas and Glengarry and those from further afield.

This year the newly formed entertainment committee has planned a Gala Event and hired 4D Catering to provide delicious hors d'oeuvres, finger sandwiches, desserts and fine wine pairings.

The popular local band "The Trevor Clefs" will be providing background music to add to your enjoyment.

A silent Auction will be held on the lower level of the Visitors Centre with many items to peak your interest.

"FalconEd" will provide a static display with live raptors. There will be no birds flying around, but people will have the opportunity to listen to a presentation about the birds and have their picture taken with them. Donations will be welcome to help defray costs.

Please book your tickets with Robin Poole at 613 347 7673 (voice mail available).

Do hope you can join us to have some fun, celebrate the arrival of Spring and help support the much loved Cooper Marsh.

Robin Poole  
Chair, Cooper Marsh Conservators

## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** March 28, 2016

**SUBJECT:** Emergency Planning, Ministry Compliance-2015

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

On March 2, 2016, Mayor McLeod received a letter from the Ministry of Community Safety and Correctional Services informing us that South Glengarry Township has complied with the Emergency Management and Civil Protection Act (EMCPA) and its associated regulation, Ontario Regulation 380/05 for the year of 2015.

In order to be compliant, South Glengarry must have the following:

- An appointed and trained Community Emergency Management Coordinator and their training must be current
- An Emergency Management Committee which must meet at least once per year
- A by-law adopting the Emergency Management Program and Emergency Plan
- A Community Risk Profile
- A designated Emergency Operations Centre
- An appropriate communications system
- A list of Critical Infrastructure
- Municipal Emergency Control Group must have a minimum of 4 hours of training annually
- Annual Emergency Exercise
- A designated Emergency Information Officer
- An annual Public Education Strategy
- An annual review of the Emergency Program

The development of 2016's Emergency Program and training is underway with the goal of being compliant once again.





**Ministry of  
Community Safety and  
Correctional Services**

**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

**Office of the  
Fire Marshal and  
Emergency Management**

**Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence**

Suite 6  
3767 Hwy. 69 South  
Sudbury, ON P3G 0A7  
Tel: 1-800-565-1842  
Fax: (705) 564-4555

Suite 6  
3767, route 69 sud  
Sudbury, ON P3G 0A7  
Tél: 1-800-565-1842  
Télé: (705) 564-4555

**March 02, 2016**

**Dear Mayor:**

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA) and its associated Regulation, Ontario Regulation 380/04.

The Office of the Fire Marshal and Emergency Management (OFMEM) has determined that your municipality has complied with the Act and the Regulation for 2015.

	Completed
Community Emergency Management Coordinator (CEMC) appointed (O.Reg.380/04,s.10(1))	yes
CEMC completed the required training (O.Reg.380/04,s.10(2)) and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	yes
The Municipality Emergency Management Program Committee met at least once this year (O. Reg. 380/04, s.11 (6))	yes
Current by-law for the municipality's adoption of its emergency management program (EMCPA s. 2.1(1))	yes
Municipal Community Risk Profile reviewed by the Emergency Management Program Committee (EMCPA s. 2.1(3))	yes
Municipality's Emergency Response Plan reviewed and the most current copy submitted to EMO (EMCPA s.3(1), s.3(6) s. 6.2 (1))	yes
Current by-law for the municipality's Emergency Response Plan? (EMCPA s. 3(1))	yes
Municipal Emergency Operations Centre designated (O.Reg.380/04,s.13 (1))	yes

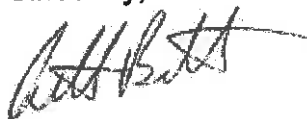
Municipality's EOC communications system deemed to be appropriate (O. Reg. 380/04,s.13 (2))	yes
Municipality's Critical Infrastructure reviewed by the Emergency Management Program Committee (EMCPA s. 2.1 (3))	yes
Four (4) hours of annual municipal training conducted for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O. Reg. 380/04,s.12 (3))	yes
Municipal annual Exercise for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6)) and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	yes
Municipal designated employee appointed to act as Emergency Information Officer (O.Reg.380/04, s. 14 (1))	yes
Public Education Strategy completed (EMCPA s. 2.1 (2c))	yes
Municipality's Emergency Management Program Committee conducted an Annual Review of the Program (O.Reg.380/04,s.11 (6))	yes

The safety of your citizens is important, and one way to increase that safety is to ensure that your municipality is prepared in case of an emergency and is compliant with the applicable legislation and regulation. You are to be congratulated on your municipality's efforts in achieving compliance in 2015.

I hope and trust that you will continue your efforts to be compliant in 2016.

If you have any questions regarding the monitoring process, please contact your Emergency Management Field Officer.

Sincerely,



Art Booth  
Operations Manager  
Field and Advisory Services

cc: CEMC  
CAO/Clerk  
Field Officer

## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** March 28, 2016

**SUBJECT:** MFIPPA Guide for Councillors

**PREPARED BY:** Kelli Campeau, Development & Communications Coordinator

From time to time Administration receives inquiries from members of Council regarding the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

As a result, a Councillor's guide to working with the Act has been developed to provide Council with information about the Township of South Glengarry's corporate program for access to information and protection of privacy. The guide applies to both records requested by, and in the possession of, elected member of Council.

A copy of the guide is appended to this report for information purposes only.



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# **Working with the *Municipal Freedom of Information and Protection of Privacy Act***

## **A Councillor's Guide**



Information and Privacy Commissioner,  
Ontario, Canada

**SOUTH  
GLENGARRY**



**March 2016**

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## **Introduction**

The *Municipal Freedom of Information and Protection of Privacy Act* ("the *Act*", "MFIPPA") came into effect on January 1, 1991. The *Act* applies to all municipalities in Ontario as well as local boards, agencies and commissions, including school boards and police services.

The purposes of the *Act* are two-fold. On the one hand, the *Act* provides the right of public access to records held by municipalities, subject only to limited and specific exemptions to disclosure. The *Act* provides a right to access one's own personal information and to correct it if it is inexact, ambiguous or incomplete. With respect to privacy, the *Act* also requires municipalities to protect personal information contained in their record holdings by imposing protection of privacy requirements governing the proper collection, retention, use, disclosure and disposal of personal information. In effect, MFIPPA attempts to strike a balance between both access to information and protection of personal privacy.

This publication provides a brief description of the Township of South Glengarry's corporate program for access to information and protection of privacy, and focuses particularly on how the *Act* applies to both records requested by, and in the possession of, elected members of Council.

## **MFIPPA Corporate Program**

Under MFIPPA, municipal Councils must appoint a head who is responsible for overseeing the administration of the legislation within the municipality and for decisions made under the legislation. In the Township of South Glengarry, the Mayor is the designated head for the purposes of MFIPPA. The duties of the head have been delegated to the Clerk. The Clerk carries out and is responsible for the daily administration of the *Act*, including receiving and processing access requests, providing advice and communicating with corporate staff, serving members of the public and helping to ensure that the privacy requirements of the *Act* are met.

When an MFIPPA request is received at the Township, it must be forwarded immediately to the Clerk so that proper processing of the request may begin and be completed within the prescribed 30-day response time. Within this timeframe, the Clerk gathers the records relevant to the request and reviews them to determine whether any exemptions may apply. Under MFIPPA, a record can be any machine-readable record, paper documents, draft documents, notes on post-its, photographs, e-mails, voice-mails, and electronic data. In all cases, the Clerk provides the requester with a written decision detailing whether the records can be disclosed in accordance with MFIPPA. When disclosure is possible, the Clerk provides the requester with photocopies of the records, or, if requested, the requester may view the records at Township offices.

All decisions of the Township with respect to access to information may be appealed to the Information and Privacy Commissioner of Ontario ("IPC").

This independent body has advisory, investigation and order-making powers to ensure that municipalities are compliant with the provisions of MFIPPA. When the IPC receives an appeal, the matter generally proceeds through three stages: the intake, mediation and adjudication stages. If the appeal is resolved during the intake or mediation stage, it will not be necessary to proceed to adjudication. If any issues remain unresolved, an inquiry will be held and an adjudicator will issue a written order disposing of the outstanding issues. The Township must comply with any provisions contained in the order.

## **Access by Councillors to General Information at the Township of South Glengarry**

Every person has a right of access to a record in the custody or under the control of the municipality, unless the record falls within one of the exemptions specified in the *Act*. An exemption is a reason why information may not be released. If only part of the record is exempt, it will be severed and portions of the record will be released.

An elected official does not have any special right of access to information under the *Act*. The rules of the *Act* concerning access requests apply to councillors in the same manner as they do to the general public. A councillor, like all Township managers and employees, may only have access to information if such access is not contrary to MFIPPA. The same is true for former members of council or employees who, at one time, may have had access to records in the performance of their duties.

Notwithstanding this, **councillors may have a right of access to certain types of information that would not be available to the general public, if they require the information in their**

capacities as members of council in order to carry out duties related to that function. At the Township of South Glengarry, the following process and guidelines apply:

1. Council members seeking access to information that is not ordinarily available to the public should direct their requests to the Clerk. The Clerk will review the information and the applicable provisions of the *Act* to ensure that disclosure of information to the councillor is in accordance with legislative requirements.
2. Depending on the nature and type of information requested, the information provided to Councillors may be stamped "NOT FOR PUBLIC RELEASE" (for example, in the case of draft reports on pending projects or policies, legal advice, or details of ongoing negotiations or transactions). In these circumstances, the information in question is considered to be confidential and the council member is prohibited from releasing the information in any format, without the express authorization of council. The same is true for information provided to councillors in preparation for *in camera* council or committee meetings.

### **Access Outside One's Capacity as Member of Council**

There may be circumstances in which a councillor, who is not acting within his or her official capacity as member of council, requests access to information. The councillor may submit a formal application under the *Act*. In this case, the councillor has the same status as any member of the public when requesting this information, and staff will apply the *Act* in the normal manner to determine whether access may

be granted. At the Township of South Glengarry, access request forms are available through the Clerk's office or can be downloaded at [www.ipc.on.ca](http://www.ipc.on.ca). Instructions for submitting an MFIPPA request are included on the form, and the Clerk is available to answer any questions.

### **Access to Personal Information at the Township of South Glengarry**

Where a councillor acting in the capacity of a member of council seeks access to personal information of a third party (for example, an employee or a constituent), the councillor may only obtain the personal information if disclosure is specifically authorized under section 32 of the *Act*. Examples of authorized disclosure are:

- With consent of the individual;
- In compelling circumstances affecting the health or safety of an individual;
- In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill, or deceased; or
- Where disclosure to Council as a whole (i.e. in council or committee meetings) or to the individual councillor is required to fulfil a duty as an officer under the *Municipal Act* or other federal or provincial legislation.

## Protection of Privacy Obligations

Councillors who have received access to personal information or other confidential information in the performance of their duties have a responsibility to protect this information while it is in their possession. These obligations are part and parcel of the overall obligations imposed on the Township under the *Act's* protection of privacy provisions. Councillors must therefore ensure that the privacy of the individual to whom the information relates is protected at all times, and must keep the information physically secure so as to avoid unauthorized disclosure or destruction. Ways to protect personal privacy would include:

- Not leaving a document containing personal information on your desk, in your car, in your home or other areas where others may have access to it;
- Ensuring that personal information on your computer screen is not visible to others;
- Ensuring that the files in your office are secure;
- Not discussing the personal information of others in open areas, such as reception areas and hallways; and;
- Not disclosing an individual's personal information during a public council meeting without the individual's written consent.

## A Councillor's Own Records – Are They Accessible?

### Custody or Control

It is important to remember that the access provisions of the MFIPPA cover records that are in the custody or under the control of the Township. According to the IPC, "a record need only be in the custody or under the control of an institution" in order to be subject to an access request under the *Act*. (IPC Order P-994). This includes information created by a third party that has been provided to, or obtained by, the Township.

Councillors' records are considered "personal" records that are not subject to the *Act* where they are not related to the discharge of the councillor's responsibilities as member of council or to some aspect of Council's mandate, and they are not in the custody or control of the Township. A careful analysis of all relevant factors is required.

There are a number of criteria used to determine whether a record is in the custody or under the control of a municipality. The issue of custody and/or control will be decided on the particular facts and circumstances of each case. The following factors illustrate the analysis used in determining issues of custody or control:

### IPC Order 120:

- Was the record created by an officer or employee of the institution?
- What use did the creator intend to make of the record?
- Does the institution have possession of the record, either because it has been voluntarily provided by the creator, or pursuant to a mandatory statutory or employment requirement?



- If the institution does not have possession of the record, is it being held by an officer or employee of the institution for the purposes of his or her duties as an officer or employee?
- Does the institution have a right to possession of the record?
- Does the content of the record relate to the institution's mandate and functions?
- Does the institution have the authority to regulate the record's use?
- To what extent has the institution relied upon the record?
- How closely is the record integrated with other records held by the institution?
- Does the institution have the authority to dispose of the record?

Order MO-1251 cited other factors for consideration:

- Does the [municipality] have a statutory power or duty to carry out the activity which resulted in the creation of the records? [Order P-912, upheld in *Ontario (Criminal Code Review Board) v. Ontario (Information and Privacy Commissioner)* (March 7, 1997, Toronto Doc. 283/95 (Ont. Div. Ct.), affirmed [1999] O.J. No. 4072 (C.A.))]
- Who paid for the creation of the records? [Order M-506]
- What is the customary practice of the [municipality] and institutions similar to the [municipality] in relation to possession or control of records of this nature, in similar circumstances?
- Who owns the records? [Order M-315]

These lists are not exhaustive – other factors may also be considered when determining custody or control. There are no hard and fast rules to decide whether a record is under the “custody or control” of the Township of South Glengarry and therefore subject to the *Act*. Even records relating to constituency matters may be accessible if a consideration of the factors leads to the conclusion that they are in the custody or control of the institution.

#### **Where a Councillor is an “Officer”**

When a councillor is also an “officer” of the municipality, the records related to the duties of that office are considered to be municipal records and are subject to the provisions of the *Act*. However, a member of a municipal Council will be considered an officer only in unusual circumstances. This typically occurs only when a councillor has been appointed as a commissioner, superintendent or overseer of any work pursuant to section 256 of the *Municipal Act*.

#### **The Mayor is an “Officer”**

The Mayor, as Head of Council, is considered an “officer” of the Township. The Mayor's records that relate to mayoral duties, as opposed to constituency or personal papers, may be considered to be in the Township's custody or control and therefore subject to the *Act*.

#### **Situations in which the IPC has determined that a councillor's records were not within the jurisdiction of the *Act*:**

- Where the records are the councillor's personal records and are held by the councillor in the capacity of an elected representative of a constituent and relate to the councillor's mandate and function as an elected representative only (Order M-846).

- Where the records are only held by the councillor, have never been integrated into the City's files, and the City has no authority to possess, regulate, dispose of or otherwise deal with the records (Order M-846).
- Where a councillor is acting on behalf of the constituent in furthering the constituent's interest rather than the interests of the corporation or Council, and the City does not have custody or control of the records (Order M-813).
- Possession of a record does not necessarily amount to custody – for example, receiving constituency records at the City Hall office may not necessarily mean that the records are automatically in the custody of the City (Order M-813). Alternatively, custody or control may exist even where there is a lack of physical possession by the City, depending on the circumstances.

**Situations in which the IPC has determined that the records were within the jurisdiction of the Act:**

- Political records, even though they did not relate to the institution's functions or mandate, were considered to be within the institution's custody because the records had been integrated into the operation of the institution, including the institution's filing system. An employee of the institution was found to have assumed responsibility for the care of the records and the control over their use (Order P-267).
- A report commissioned and drafted by an external agency but submitted to and kept by the [municipality] (Order P-3).

## **Implications of Bill 8**

In 2013, the Information and Privacy Commissioner of Ontario investigated allegations of inappropriate destruction of email records. Following the investigation, the IPC proposed amendments to *FIPPA* and *MFIPPA* that came into effect as of January 1, 2016. These amendments include:

1. **Measures to ensure the preservation of records** (section 10.1 of *FIPPA* and section 4.1 of *MFIPPA*):
  - Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution.
2. **New offence for the intentional destruction or alteration of records** (section 61(1)(c.1) of *FIPPA* and section 48(1)(c.1) of *MFIPPA*):
  - No person shall alter, conceal or destroy a record, or cause any other person to do so, with the intention of denying a right under this Act to access the record or the information contained in the record.

The heads of institutions subject to *FIPPA* and *MFIPPA* must comply with these new provisions.

## **Assistance with MFIPPA**

The Township's Clerk and the Information and Privacy Commissioner's Office are available to answer any questions regarding the operation of the *Act*, your right of access to information, or the protection of personal information at the Township of South Glengarry

Within the Township of South Glengarry, please contact the Clerk at (613) 347-1166 ext. 223. You may also review explanatory information on the Information and Privacy Commissioner's website at [www.ipc.on.ca](http://www.ipc.on.ca), which contains the legislation, orders, privacy complaint reports and other related material. The IPC may be contacted directly at:

Information and Privacy Commissioner of Ontario  
2 Bloor Street East, Suite 1400  
Toronto, Ontario M4W 1A8  
CANADA  
Telephone: 416-326-3333  
Toll-free: 1-800-387-0073  
Fax: 416-325-9195  
TTY: 416-325-7539  
Website: [www.ipc.on.ca](http://www.ipc.on.ca)



## INFORMATION REPORT

REPORT TO: Council



MEETING DATE: March 28, 2016

SUBJECT: Consent Application B- 14 & 15-16

PREPARED BY: Joanne Haley

**RE: B-14 & 15-16**  
**Part Lot 36, Concession 1 NRR**  
**Township of Charlottenburgh**  
**Lalonde**

**Type of Consent: To create two (2) Building Lots.**

**Subject:**

The subject property is located on part of lot 36, north side of Concession 1NRR between County Road 18 and Beaverbrook Road. The purpose of these applications is to create 2 building lots each proposed to be approximately 21 acres in size while retaining approximately 20.5 acres of developed land.

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

**Zoning By-law:** The subject property is zoned Rural in the Township of South Glengarry Zoning By-law. These proposed consents conform to the Township's Zoning By-Law.

**Proposed Recommendation:**

That the United Counties of SDG Manager of Planning approves these applications for consent as they conform to the Official Plan and the PPS. The consents will be subject to the following conditions:

**B-14-16**

1. A Review Fee of \$200.00 must be paid to the Township.
2. A Parkland Fee of \$1,000.00 must be paid to the Township.
3. The Township of South Glengarry will complete a site visit of the retained lands to confirm that there are no issues with the existing septic system and with the proposed building lot area and location. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and a file a fee of \$170.00.
4. Road widening must be deeded to the Township on both the severed and retained portions.

**B-15-16**

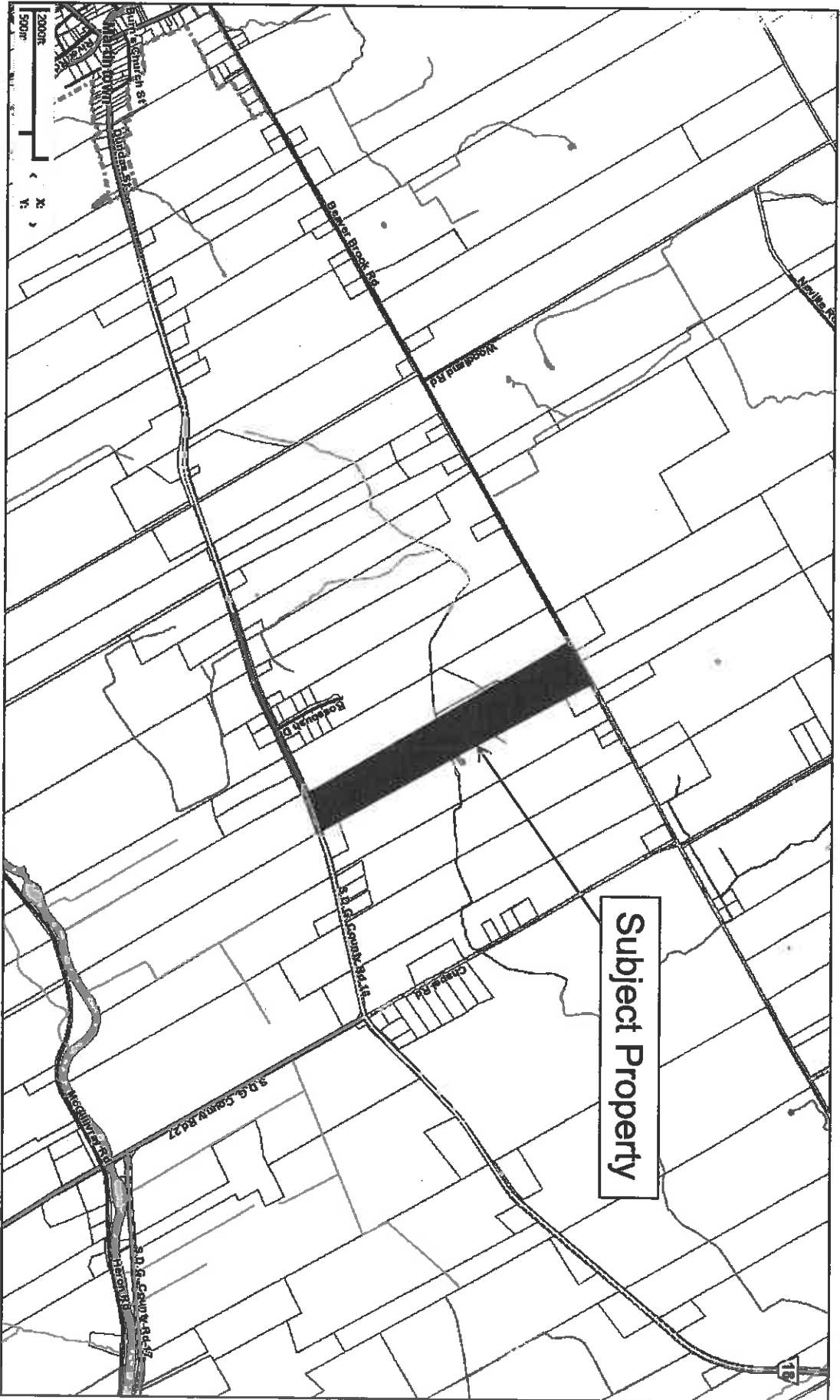
1. A Review Fee of \$200.00 must be paid to the Township.
2. A Parkland Fee of \$1,000.00 must be paid to the Township.
3. The Township of South Glengarry will complete a site visit of the severed and retained lands to confirm that there are no issues with the existing septic system and with the proposed building lot area and location. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and a file a fee of \$170.00.
4. Road widening must be deeded to the Township on both the severed and retained portions.

**Respectfully submitted by: Joanne Haley****Date: March 21, 2016**

---

**TITLE:**

# Key Map B-14/16 and B-15/16



Subject Property

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**SOUTH  
GLENGARRY**

PLAN OF DIVISION OF  
 PART OF LOT 36  
 CONCESSION 1, N.S.R.R.  
 (GEORGIAN TOWNSHIP OF CHARLOTTEBOURGH)  
 TOWNSHIP OF SOUTH GLENGARRY  
 COUNTY OF GLENGARRY

SCALE 1:2000  
 J.D. BARNES LIMITED  
 2000/00/01

LEGEND: DISTANCE OF 100 METERS

NOTES: 1. THE PLAN IS A REPRESENTATION OF THE LAND AS IT EXISTS AT THE DATE OF THE SURVEY.

STATEMENT OF AREA

Lot No.	Area (Acres)
Retained Lot	20.53
Severed Lot #1	21.4
Severed Lot #2	21.31

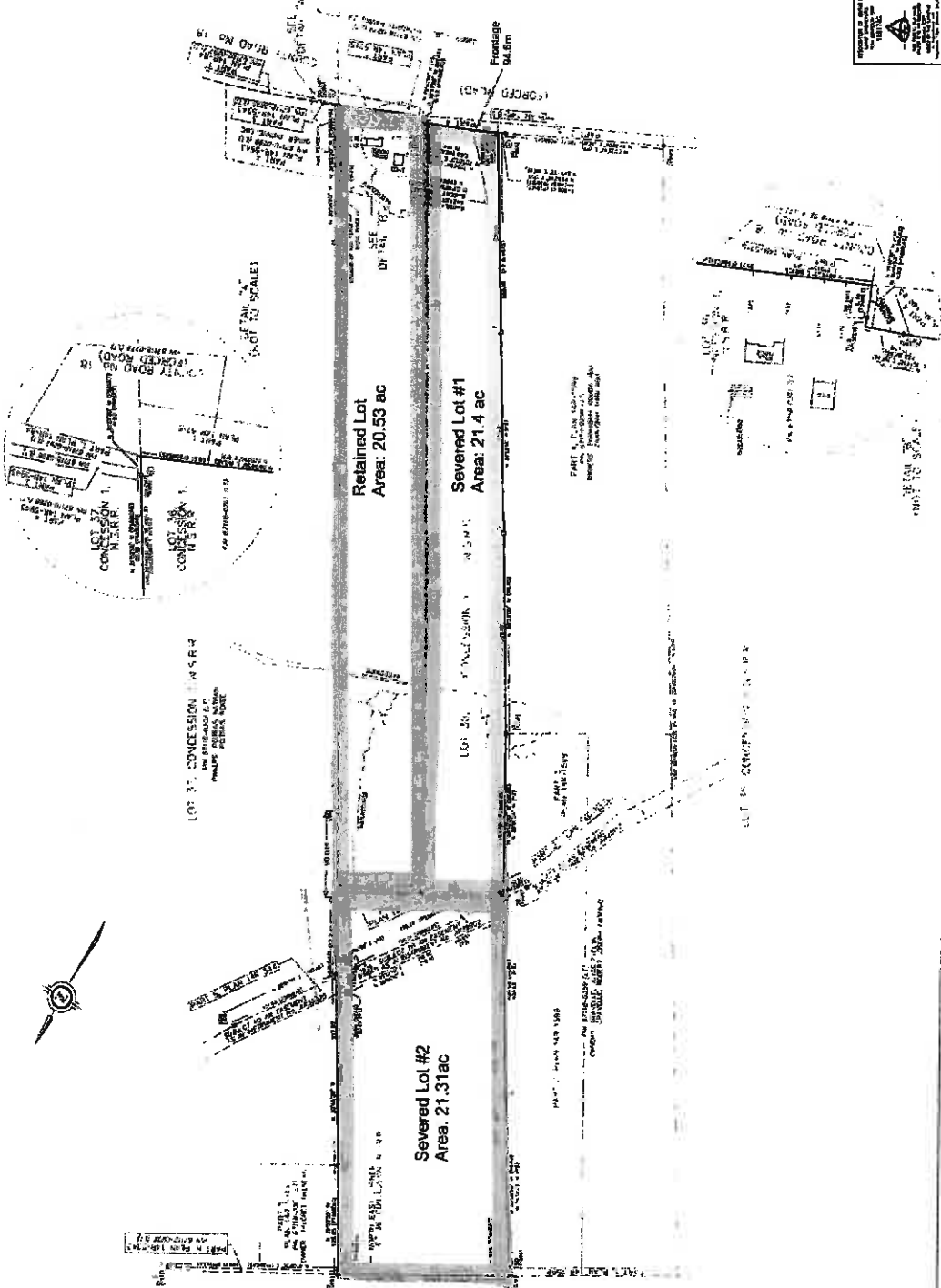
LEGEND: DISTANCE OF 100 METERS

LEGEND: DISTANCE OF 100 METERS

LEGEND: DISTANCE OF 100 METERS

LEGEND: DISTANCE OF 100 METERS

LEGEND: DISTANCE OF 100 METERS



ROAD ALIGNED BETWEEN CONCESSION 1 AND 2, N.S.R.R.







## INFORMATION REPORT

REPORT TO: Council



MEETING DATE: March 28, 2016

SUBJECT: Consent Application B-19-16

PREPARED BY: Joanne Haley

**RE: B-19-16**  
**Part Lot 34, Concession 7**  
**Township of Lancaster**  
**Quesnel**

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

**Subject:**

The subject property is located on part of lot 34, south side of Concession 8. The purpose of this application is to sever approximately 5 acres of developed land that is surplus to the farm land and retain approximately 5 acres of agricultural land.

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

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

**Proposed Recommendation:**

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

1. A review fee of \$200.00 must be paid to the Township.
2. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and a file a fee of \$170.00.
4. Road widening must be deeded to the Township on both the severed and retained portions.

**Respectfully submitted by: Joanne Haley**

**Date: March 21, 2016**

---

**TITLE:**

# Key Map B-19/16



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Martin Renaud  
(Cash Crop)

Darlene White  
(Cash Crop)

Yvonne Menard  
(Cash Crop)

Jean Ann Schirmer  
(Cash Crop)  
Jessie Gault  
House

TOWNSHIP ROAD, Zone 8

1148 FT

152 FT

Martin Renaud  
(Cash Crop)

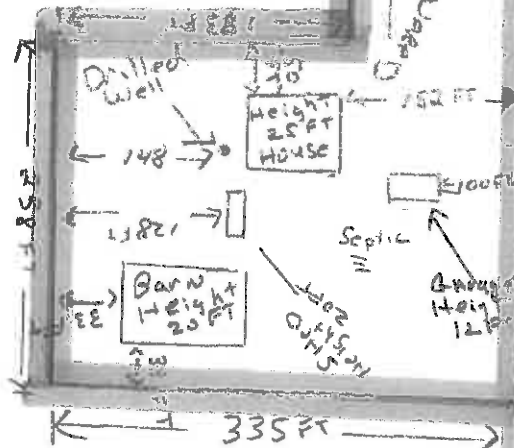
Green Valley  
Lagoon

Green Valley  
Lagoon

3400 FT

Retained Land  
Agricultural  
(95 acres)

Lot 34  
CONCESSION VII



Martin Renaud  
(Cash Crop)

House  
Renaud Lagoon

1000 FT

2190 FT

WOODED AREA

BeauDETTE RIVER

1300 FT

Jacques Renaud  
(Cash Crop)

Pat Blayney  
(dairy crop)

Stephen Kessler  
Bush

Gilbert Staddon  
(Cash Crop)

Gilbert Staddon  
(Cash Crop)

House  
David Renaud

## INFORMATION REPORT

REPORT TO: Council



MEETING DATE: March 28, 2016

SUBJECT: Consent Application B- 21-16

PREPARED BY: Joanne Haley

**RE: B-21-16**  
**Part Lot 38, Concession 5**  
**Township of Lancaster**  
**Mac Lachlan**

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

**Subject:**

The subject property is located on part of lot 38, Concession 5, east side of County Road 34. The purpose of this application is to sever approximately 1.5 acres of developed land that is surplus to the farming operation and to retain approximately 125 acres of agricultural land.

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

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

**Proposed Recommendation:**

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

1. A review fee of \$200.00 must be paid to the Township.
2. An agreement must be entered into with the Township of South Glengarry to prohibit residential construction on the retained lands. This restriction will be included in a housekeeping amendment of the Township's Zoning By-law at a future date. The cost to enter into the agreement is \$1,000.00.
3. The Township of South Glengarry will complete a site visit of the severed lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and a file a fee of \$170.00.

**Respectfully submitted by: Joanne Haley**

**Date: March 21, 2016**

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**TITLE:**



# Key Map B-21/16



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**SOUTH  
GLENGARRY**

ENTRANCE

CREEK

RETAINED  
AGRIC  
125

LAND  
CULTURAL  
Acres

A hand-drawn site map of a property. The map is rectangular with dimensions 175 FT on the left side and 465 FT on the bottom side. At the top left, a horizontal line is labeled "245 FT". A vertical line on the right side is labeled "175 FT". A horizontal line at the bottom is labeled "465 FT". In the upper right corner, there is a small circle labeled "DRIED WELL". Below it is a rectangle labeled "HOUSE". To the right of the house is a small rectangle with horizontal lines, labeled "MATS". A line connects the house to a point labeled "AREA TO BE SEVERED 1.44 AC". A horizontal line labeled "DRIVEWAY" runs across the middle of the map. There is a small "O" near the top left corner.

850 FT

ENTRANCE

\_\_\_\_\_

P126

10 FT

570

DRILLED WELL

55

SEP 20

850 FT

410435

## INFORMATION REPORT

**REPORT TO: Council**

**SOUTH  
GLENGARRY**



**MEETING DATE: March 28, 2016**

**SUBJECT: Notice of Decisions for Consents**

**PREPARED BY: Joanne Haley**

**RE: Notice of Decision**

Please find attached One "Notice of Decision" letter from the United Counties of Stormont, Dundas, and Glengarry.

The recommendations and conditions requested have been included.

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

**Respectfully submitted by: Joanne Haley**

**Date: March 22, 2016**

**TITLE:**

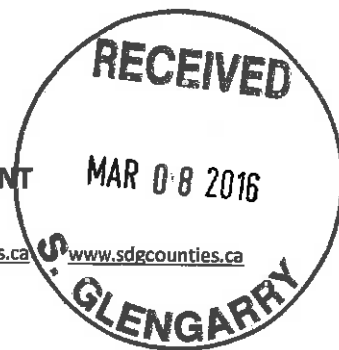




## TRANSPORTATION & PLANNING DEPARTMENT

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

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



# NOTICE OF DECISION

### APPLICATION NO. B-128/15

**NAME:** Trustees of St. Andrew's Presbyterian Church

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

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

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

The applicant and every agency or other person to whom Notice of Decision is sent, may, within **twenty (20) days** of the date of giving the Notice of Decision, appeal to the Ontario Municipal Board against:

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

**Any appeal to the Ontario Municipal Board must be made on the proper Appellant Form (A1), which can be obtained from this office. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Minister of Finance. The completed Appellant Form and payment are to be returned to the Administrative Assistant - Planning, United Counties of S. D. & G. who will forward all documents to the Ontario Municipal Board.**

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

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

**LAST DATE TO SUBMIT AN APPEAL ON THIS DECISION IS:** March 23<sup>rd</sup>, 2016

**Date of giving of this notice is:** March 3<sup>rd</sup>, 2016

Megan Boudens  
Administrative Assistant - Planning  
Email: [mboudens@sdgcounties.ca](mailto:mboudens@sdgcounties.ca)

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

The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on **Thursday, March 3, 2016**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-128/15**

**OWNER: Trustees of St. Andrew's Presbyterian Church**

**MUNICIPALITY: South Glengarry**

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

1. A \$200.00 review fee must be paid to the Township prior to final approval. The Township of South Glengarry will clear the condition to the Administrative Assistant-Planning.
2. A minor variance must be applied for and approved prior to final consent to reduce the minimum lot area and the side yard and rear yard setbacks for the shed on the severed portion. The Township of South Glengarry will clear the condition to the Administrative Assistant-Planning.
3. That building permit file 01B145 must be completed and closed. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant- Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$205.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF, TIF or DWG format must also be submitted.



## CONSENT APPLICATIONS SUMMARY- 2015

B-100-15	Recommended	
B-104-15	On Hold- Waiting on Information	
B-105-15	On Hold- Waiting on Information	
B-106-15	On Hold- Waiting on Information	
B-113-15	On Hold- Waiting on Information	
B-121-15	Recommended	
B-128-15	Recommended	Approved

<b>Application Number</b>	B-100-15
<b>Date Received</b>	October 13, 2015
<b>Date Received Revised Application</b>	March 14, 2016
<b>Name</b>	St. Andrew's Presbyterian Church
<b>Legal</b>	Part Lot 38, Concession 1
<b>To Council</b>	March 28, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

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



<b>Decision</b>	
<b>Date of Decision</b>	

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

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

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

<b>Application Number</b>	B-121-15
<b>Date Received</b>	November 26, 2015
<b>Name</b>	Casgrain
<b>Legal</b>	Part lot 14, Concession 1 Front
<b>To Council</b>	January 25, 2016
<b>To Counties</b>	
<b>Recommendation</b>	





<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-128-15
<b>Date Received</b>	December 8, 2015
<b>Name</b>	Trustees of St. Andrew's Presbyterian Church
<b>Legal</b>	Plan 15, Part Lots 32 & 39
<b>To Council</b>	February 1, 2016
<b>To Counties</b>	February 9, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	March 3, 2016

## **CONSENT APPLICATIONS SUMMARY- 2016**

B-07-17	Recommended	
B-10-16	Recommended	
B-11-16	Recommended	
B-14-16		
B-15-16		
B-16-16	On Hold- Waiting on Information	
B-19-16		
B-21-16		

<b>Application Number</b>	B-07-16
<b>Date Received</b>	January 21, 2016
<b>Name</b>	Peter & Carol McLeod
<b>Legal</b>	Part Lot 11, Concession 6
<b>To Council</b>	March 8, 2016
<b>To Counties</b>	March 14, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-10-16
<b>Date Received</b>	February 16, 2016
<b>Name</b>	Pierre & Jean Menard



<b>Legal</b>	Part Lot 23, Concession 1
<b>To Council</b>	March 8, 2016
<b>To Counties</b>	March 14, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	
<b>Date of Decision</b>	

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

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

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

<b>Application Number</b>	B-16-16
<b>Date Received</b>	February 23, 2016
<b>Name</b>	Don Mac Lachlan & Paul Syrduk

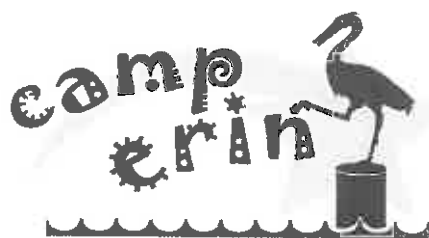


<b>Legal</b>	Lot 28, Registered Plan # 26
<b>To Council</b>	On Hold
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-19-16
<b>Date Received</b>	March 01, 2016
<b>Name</b>	Michel & Paulette Lalonde
<b>Legal</b>	Part Lot 36, Concession 1 NRR
<b>To Council</b>	March 28, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-21-16
<b>Date Received</b>	March 10, 2016
<b>Name</b>	MacLachlan
<b>Legal</b>	Part Lot 38, Concession 5
<b>To Council</b>	March 28, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	





The Moyer Foundation and  
Carefor Health & Community Services

## GRIEF SUPPORT CAMP

May 20-22, 2016



### About Carefor™ Health & Community Services

For 117 years, Carefor Health & Community Services, a registered charity and not-for-profit organization, has been keeping families together longer at home by providing home health care and community support services. From nursing to personal care, assisted living options, end-of-life care and respite services to support caregivers and families, Carefor services strive to meet the needs of the local communities we serve. In Eastern Counties, Ottawa, and Pembroke-Renfrew County, our services are available in the comfort of our clients' home, in a retirement facility, residential hospice or in a community setting.

## CAMP ERIN® EASTERN ONTARIO WELCOMES YOU!

While at camp, your child will stay with other campers who are close in age and of the same gender. There will be at least two trained adults (Cabin Big Buddies) staying in each cabin. Bereavement Coordinators, as well as specially trained volunteers, will lead the grief activities and supervise recreations. A registered nurse will be available on site at all times. All camp staff and volunteers have been given a background check to secure the safety of your camper.

We want to ensure the best possible experience for every Camp Erin® participant; each registration will be reviewed in detail and will include an interview before the application process is complete. Bereavement Coordinators will screen campers' applications to determine their appropriateness for this specialized camp prior to final registration. Applications will be accepted on a rolling basis; however, space is limited, and applications will be accepted on a first come, first served basis.



Camp Erin Eastern Ontario was created and is supported in part by The Moyer Foundation. For more information visit [www.moyerfoundation.org](http://www.moyerfoundation.org).



The Moyer Foundation and  
Carefor Health & Community Services

## GRIEF SUPPORT CAMP

Carefor®  
HEALTH & COMMUNITY SERVICES & SOINS  
SERVICES DE SANTÉ COMMUNAUTAIRES

**For Eastern Ontario children  
ages 6–17 who have  
experienced the death of  
someone significant in their life.**

**May 20-22, 2016**

**Rideau Hill Camp  
Osgoode, ON**

Camp Erin® Eastern Ontario helps children (6–17 years old) express grief, build trust and self-esteem, and learn to cope with loss in a safe environment, facilitated by grief professionals and trained volunteers.

Mixing traditional camp fun such as swimming, hiking, games, arts and crafts, the weekend will be a chance to also take part in supportive discussions

**Application deadline  
March 25, 2016**

*"It was helpful to get to know people who had lost someone close to them. People always say that you're not alone in your loss, but it's good to actually meet other kids who have lost people that are close to them."*

– Boy, age 11

**For more information about  
Camp Erin® Eastern Ontario**

**please visit: [www.carefor.ca](http://www.carefor.ca)**

**Email: [camperin@carefor.ca](mailto:camperin@carefor.ca)**

**Michele Smith, Camp Director at**

**Carefor Health & Community Services**

**205 Amelia Street, Cornwall, ON K6H 3P3,**

**(613) 932-3451 or 1(800) 267-1741**

**Attendance is FREE of charge.**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW No. 27-16  
FOR THE YEAR 2016**

***BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT  
WITH BY RESOLUTION.***

**WHEREAS** s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

**WHEREAS** it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the action of the Council at its regular meeting of March 28, 2016 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a "Confirming By-law" conflicts with other by-laws the other by-laws shall take precedence. Where a "Confirming By-law" conflicts with another "Confirming By-law" the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND  
SEALED IN OPEN COUNCIL THIS 28<sup>th</sup> DAY OF MARCH 2016.***

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

