

**TOWNSHIP OF SOUTH GLENGARRY  
REGULAR MEETING OF COUNCIL  
Council Chambers, Municipal Office  
Tuesday, May 24, 2016 7:00 PM**

Page

**1. CALL TO ORDER**

**2. O CANADA**

**3. APPROVAL OF AGENDA**

a) Additions, Deletions or Amendments

All matters listed under For Information Only, are considered to be routine. Should a Council member wish an alternative action ion, the Council member shall request that this matter be moved to the appropriate section at this time.

**4. DECLARATION OF PECUNIARY INTEREST**

a) [Pecuniary Interest Form](#)

3

**5. APPROVAL OF MINUTES**

a) [Minutes of the Previous Meeting - May 9, 2016](#)

4 - 8

**6. PRESENTATIONS AND DELEGATIONS**

**7. NEW BUSINESS**

a) **Staff Reports**

i. [Staff Report 68-16 - Automatic Aid Agreement - City of Cornwall](#)

9 - 19

ii. [Staff Report No. 69-16 - Surplus Lands Lana Drive](#)

20 - 23

iii. [Staff Report No. 70-16 - Update to Website Homepage](#)

24 - 25

iv. [Staff Report No. 71-16  
Parking By-Law 39-16 Third and Final Reading](#)

26 - 42

v. [Staff Report No. 72-16  
A By-law to enter into an Automatic Aid Fire Service Agreement](#)

43 - 64



[with the Municipality of Riviere Beaudette, Quebec](#)

**b) Committee Reports**

- i. [SDG Council News](#) 65
- ii. [RRCA - Minutes of April 21, 2016](#) 66 - 81

**c) Other Business**

- i. [St. Lawrence Valley Agricultural Society - Request the use of the Peanut Line](#) 82
- ii. [Meeting - Water & Waste Water Budget & Preliminary Rate Discussion](#) 83
- iii. [Waste Management \(Bag Limits\)](#) 84 - 159
- iv. [MTO Summerstown Dome](#) 160 - 164

**d) For Information Only**

- i. [Notice of Consent Decisions](#) 165 - 171
- ii. [2015 & 2016 Consent Summary Report](#) 172 - 180
- iii. [Listing of Support Resolutions](#) 181 - 201
- iv. [South Lancaster Fish and Game Club - Kids Fishing Derby](#) 202

**8. UNFINISHED BUSINESS**

**9. CLOSED SESSION**

**10. CONFIRMING BY-LAW**

- a) [By-law 45-16](#) 203

**11. ADJOURNMENT**





## **DECLARATION OF PECUNIARY INTEREST**

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

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**Signature**



**MAY 9, 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 May 9, 2016.**

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

**STAFF PRESENT:** CAO Bryan Brown, GM-Infrastructure Ewen MacDonald, Deputy Treasurer Lachlan McDonald, Communications Kelli Campeau, Acting Fire Chief Dave Robertson and Clerk Marilyn LeBrun

**RESOLUTION NO. 123-16**

**Moved by: Bill McKenzie**  
**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** The Council Meeting of the Township of South Glengarry of May 9, 2016 now be opened at 7:00 pm.  
Carried

**RESOLUTION NO. 124-16**

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

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry approve the Agenda Package of the Meeting of May 9<sup>th</sup>, 2016 as amended.  
Carried.

A letter request from the Green Valley Grand Rassemblement Event taking place on June 25, 2016

**Presentations:**

- Ray Poirier – Council support for Enbridge to service natural gas

**RESOLUTION NO. 125-16**

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

**BE IT RESOLVED THAT** the Minutes of the following Regular Meeting of the Council of the Township of South Glengarry held on May 9, 2016 be accepted as circulated:  
Carried.

**RESOLUTION NO. 126-16**



**Moved by: Frank Prevost**  
**Seconded by: Bill McKenzie**

**BE IT RESOLVED THAT THAT** Staff Report No. 6416 be received and that the Council of the Township of South Glengarry pass By-law No. 39-16, being a by-law to Regulate the Parking of Vehicles within the Township of South Glengarry be read a first and second time this 9<sup>th</sup> day of May 2016.  
Carried

**RESOLUTION NO. 127-16**

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

**BE IT RESOLVED THAT** Staff Report No.61-16 be received by the Council of the Township of South Glengarry to pass By-law No. 37-16, being a by-law to authorize the appointment of John McLeister to act as the Dog License Sales Agent for the Township of south Glengarry and to enter into an agreement between the Township of South Glengarry and John McLeister, be read a first, second and third time, passes, signed and sealed in open Council this 9<sup>th</sup> day of May 2016.  
Carried.

**RESOLUTION NO. 128-16**

**Moved by: Frank Prevost**  
**Seconded by: Bill McKenzie**

**BE IT RESOLVED THAT** Staff Report No. 60-16 be received and that By-law No. 38-16, being a by-law to adopt the estimates of all sums required during the year and to adopt the tax rates for the year 2016 be read a first, second and third time, passed, signed and sealed in Open Council this 9<sup>th</sup> day of May 2016.  
Carried.

**RESOLUTION NO. 129-16**

**Moved by: Frank Prevost**  
**Seconded by: Bill McKenzie**

**BE IT RESOLVED THAT** Staff Report No. 65-16 be received and that the Council of the Township of South Glengarry approves By-law No. 40-16, being a by-law to enter into a Site Plan Control Agreement for the property legally described as Part of Lot H, Concession 1 Front, Part 1 on Reference Plan 14R-5237, in the former Township of Charlottenburgh, now in the Township of South Glengarry, also know as 20198 County Road 2, be read a first, second and third time, passed, signed and sealed in Open Council this 9<sup>th</sup> day of May 2016.  
Carried



**RESOLUTION NO. 130-16**

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

**BE IT RESOLVED THAT** Staff Report No. 62-16 be received and that the Council of the Township of South Glengarry direct Administration to Accept Parkland for the subject property known as Summerstown Estates Subdivision Phase II, legally described as Part of Lot 4, Concession 1 Front, former Township of Charlottenburgh know in the Township of South Glengarry.  
Carried.

**RESOLUTION NO. 131-16**

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

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

**RESOLUTION NO. 132-16**

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

**BE IT RESOLVED THAT** Staff Report No. 66-16 be received and By-law No. 41-16, being a by-law to amend by-law 38-09, the comprehensive Zoning By-law for the Township of South Glengarry, for the property legally described as Part 1 of Lots 14, Concession 1 Front, in the form Township of Charlottenburgh, now in the Township of South Glengarry be rezoned from Residential One (R-1) to Residential One-Exception Thirteen (R1-13) to reduce the minimum lot area from 4,000 sq. meters to 2,750 sq. meters and to reduce the minimum lot frontage from 40 meters to 30 meters for the purpose s of a single detached residential subdivision development. As the proposed development conforms to the Official Plan and Provincial Policy Statement, be read a first, second and third time, passed, signed and sealed in Open Council this 9<sup>th</sup> day of May 2016.  
Carried.

**RESOLUTION NO. 133-16**

**Moved by: Bill McKenzie**  
**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry, pursuant to By-law 08-08, for the Sale, Purchase and Renting of Property hereby declare the former **Glen Walter Fire Hall** building and property located at **18523 County Rd 2,** Concession 1 Front, south part of Lot 26, as surplus to the Township's needs and that the building be sold as per the conditions of the By-law.Carried.



**RESOLUTION NO. 134-16**

**Moved by: Lyle Warden**

**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Council Township of South Glengarry supports the Township of North Stormont's resolution attached and encourages the Ontario Energy Board to make natural gas service available to all of Eastern Ontario.  
Carried.

**RESOLUTION NO. 135-16**

**Moved by: Lyle Warden**

**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Township of South Glengarry is in support of the Resolution from Champlain Township attached regarding the increasing cost of electricity in the Province of Ontario and to complete an extensive review of the Green Energy Act in order to provide affordable electricity to our citizens.  
Carried.

**RESOLUTION NO. 136-16**

**Moved by: Frank Prevost**

**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry donate to the Committee of the Grand Rassemblement for the Community of Green Valley in the amount of \$250.00 for their celebration on June 25, 2016.  
Carried.

**RESOLUTION NO. 137-16**

**Moved by: Frank Prevost**

**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry accept the following Minutes as circulated:

- Minutes of the Committee of Adjustment – April 26, 2016
- Minutes of the Planning Advisory Committee – April 26, 2016.

Carried.

**RESOLUTION NO. 138-16**

**BE IT RESOLVD THAT** the Council of the Township of South Glengarry convene to Closed Session at 8:48 pm to discuss the following items under Section 239 (2) of the *Municipal Act S.O. 2001*:

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



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

Verbal matters by CAO regarding a firefighter

(e)Litigation or potential litigation:

Benison Property Information Report

**RESOLUTION NO. 139-16**

**Moved by: Bill McKenzie**

**Seconded by: Trevor Bougie**

**BE IT RESOLVED THAT** the Council of the Township of South Glengarry now rise and reconvene at 9:22 pm into Open Session without reporting.

**RESOLUTION NO. 140-16**

**Moved by: Trevor Bougie**

**Seconded by: Frank Prevost**

**BE IT RESOLVED THAT** the Council of the Corporation of the Township of South Glengarry pass By-law No. 42-16, being a by-law to adopt, confirm and ratify matters dealt with by resolution at the meeting of May 9, 2016, re read a first, second and third time, passed, signed and sealed in Open Council.  
Carried.

**RESOLUTION NO. 141-16**

**Moved by: Frank Prevost**

**Seconded by: Lyle Warden**

**BE IT RESOLVED THAT** the Council of the Township of south Glengarry **adjourn** at 9:26 pm to the call of the chair.

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

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





## **STAFF REPORT**

**S.R. No. 68-16**

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

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

**COUNCIL DATE:** May 24, 2016

**SUBJECT:** **Staff Report 68-16 - Automatic Aid Agreement - City of Cornwall**

### **BACKGROUND:**

1. The City of Cornwall approached the Township of South Glengarry to request that we enter into an Automatic Aid Repose Agreement with them to provide initial water tanker support to a portion of the City of Cornwall that is not protected by water hydrants. The City of Cornwall Fire Department has no water taker apparatus and in turn have requested that the Township of South Glengarry along with the Township of South Stormont, assist them the provisions with this service.
2. The Township of South Glengarry has approached the City of Cornwall to request that the City of Cornwall Fire Department provide Aerial Apparatus support throughout our Township on an as requested basis.
3. Both Fire Chief Vic Leroux and I have been in discussions over the last few months with our counterparts from the City of Cornwall Fire Department to determine how such an agreement would operate.

### **ANALYSIS:**

4. Upon the Cornwall Fire Department receiving a report of a possible structure fire within the areas of the City of Cornwall specified in Appendix “A”, the South Glengarry Fire Service would automatically respond with one Water Tanker unit and manpower to assist. If more resources were needed, they would follow under our current Mutual Aid Agreement.
5. If the South Glengarry Fire Service responds to a confirmed structure fire and the Incident Commander deems the use of an aerial apparatus necessary, we would then contact the Cornwall Fire Department to respond. The Cornwall Fire Department will respond to all areas of our Township.



6. Charges for any Automatic Aid Response for all parties will be set with the Ministry of Transportation rates for Highway Fire and Emergency dispatches, as amended from time to time. Other pertinent charge out rates will be in accordance with each party's approved charge out rates.
7. Joint training sessions will be held for both Water Tanker operations and Aerial Apparatus operations annually or as needed.

**ALIGNMENT WITH STRATEGIC PLAN:**

8. **Goal # 3** "Strengthen the effectiveness and efficiency of our organization"

**IMPACT ON 2016 BUDGET:**

9. Charges for Automatic Aid will apply for the 2016 Budget.

**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report No. 68-16 be received and that By-law No. 44-16, being a by-law to enter into an Automatic Aid Response Agreement with the City of Cornwall, be read a first, second and third time, passed, signed and sealed this 24th day of May 2016.

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



**SCHEDULE "A" TO BY-LAW 44-16****THE CITY OF CORNWALL  
(hereinafter referred to as "City")****-and-****THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
(herein after referred to as "Township")**

**WHEREAS** Section 20 (1) of the Municipal Act, 2001, S.O. 2001, C. 25 provides, in part, that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in s. 19 of that Act, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**AND WHEREAS** Part 1(4) of the Fire Protection and Prevention Act, 1997, S.O. 1997, C. 4 provides that, for the purposes of that Act, an Automatic Aid Agreement means any agreement under which;

**AND WHEREAS** a municipality agrees to ensure the provision of an initial response to, among other things, fires that may occur in part of another municipality where a fire department in the first municipality is **capable of responding more quickly than any fire department situated in the second municipality**;

**AND WHEREAS** a municipality agrees to ensure the provision of a supplemental response to, among other things, fires that may occur in a part of another municipality where the fire department situated in that first municipality is capable of providing the quickest supplemental response to, among other things, fires occurring in the part of the other municipality;

**NOW THEREFORE a)** The City of Cornwall seeks the assistance of the South Glengarry Fires Service and the addresses and grids as specified in Schedule "A" and **b)** The Township of South Glengarry seeks the assistance of Cornwall Fire Department in providing Aerial Apparatus support, when required, to structural fires within the Township;

**1. DEFINITIONS/INTERPRETATIONS**

- a) **"Agreement"** means this Agreement, including its recitals and schedules which form an integral part of it, as amended from time to time.
- b) **"Automatic Aid Area"** means the lands and area depicted on the map attached as Schedule "A" hereto.
- c) **"Automatic Aid Response"** means the delivery of Initial Response Services by the South Glengarry Fire Service through the Cornwall Fire Department.
- d) **"Cornwall Fire Department"** means the fire and rescue service organized and operated by City of Cornwall.
- e) **"Fire Chief"** means a Fire Chief or a person designated by a Fire Chief.
- f) **"Incident"**, for purposes of this Agreement, means a confirmed structural fire requiring fire ground operations that occurs in the Automatic Aid Area.
- g) **"Initial Response Services"**, for purposes of this Agreement, means firefighting apparatus, personnel and related equipment in the provision of an initial firefighting response both from Cornwall Fire Department and South Glengarry Fire Service to the address of the Incident.
- h) **"South Glengarry Fire Service"** means the fire and rescue service organized and operated by the Township of South Glengarry.

**2. TERM**

- a) The Term of this Agreement shall be for an initial period commencing with the execution of this Agreement and ending on December 31, 2017 and shall be renewed



- b) automatically for successive one year terms. This Agreement will be reviewed, on an annual basis, by the Fire Chief(s) for Cornwall Fire Department and the South Glengarry Fire Service.
- c) This Agreement may be terminated by either party on one hundred eighty (180) days' notice, provided in writing to the other party.

### **3. AUTOMATIC AID RESPONSE**

- a) Automatic Aid Response: Upon report of an Incident, the South Glengarry Fire Service water supply vehicles, equipment and personnel, shall be dispatched to and shall attend to the scene of such Incident and, further thereto, as Automatic Aid Response. An Automatic Aid Response shall include at least one Tanker Apparatus and the required equipment and personnel to operate shuttle operations commensurate with approved Tanker Shuttle operations.
- b) Limitation to Automatic Aid Response: Notwithstanding subsection 3(a) above, the ability of the South Glengarry Fire Service to provide an Automatic Aid Response and the number of vehicles and personnel provided shall be limited by the extent to which firefighting vehicles, apparatus, and personnel are available in the sole discretion of the South Glengarry Fire Service designated Officer then on duty.
- c) Response by Cornwall Fire Department: Upon request for service, the Cornwall Fire Department shall be dispatched to and shall attend at the scene of any Incident to which South Glengarry Fire Service is providing Automatic Aid Response Services.
- d) Command: Upon his arrival at the scene of an Incident at which South Glengarry Fire Service has attended on Automatic Aid Response, the Fire Chief, or an alternative designated Incident Commander, from Cornwall Fire Department shall assume responsibility for overall command and co-ordination of firefighting operations in respect of such Incident. The parties hereto agree that all personnel of both Cornwall Fire Department and South Glengarry Fire Service shall co-operate one with the other so as to ensure a safe and transparent transition of command and associated firefighting apparatus, equipment and personnel.
- e) Extension of Services: In the event that the continued presence and use of firefighting vehicles and personnel or, additional firefighting vehicles and personnel of the South Glengarry Fire Service are required to respond to the Incident after the arrival of Cornwall Fire Department personnel and equipment, then South Glengarry agrees to provide such continued assistance pursuant to the terms and conditions of the SD&G Mutual Aid Agreement (to which both Cornwall and South Glengarry are signatories).including but not limited to the accrual of charges for such services; provided that such extension of services shall at all times be limited to the extent that firefighting vehicles and personnel of the South Glengarry Fire Service are available due to firefighting demands and commitments within the territorial limits of their established territory.
- f) Report: Within seven (7) days of the date of each Automatic Aid Response, the South Glengarry Fire Service, through its Fire Chief, shall deliver to Cornwall Fire Department a report detailing the Automatic Aid Response to the Incident.
- g) Upon request for Aerial Operations support, the Cornwall Fire Department shall be dispatched to and shall attend at the scene of any Incident to which South Glengarry Fire Service is requesting Aerial Apparatus Support Services, within South Glengarry Municipal boundaries. The Apparatus shall be supplied with two (2) Firefighters, who will operate within the South Glengarry Fire Service on scene command structure.
- h) Notwithstanding subsection 3(g) above, the ability of the City of Cornwall Fire Department to provide Aerial Operations shall be limited by the extent to which firefighting apparatus and personnel are available and in the sole discretion of the Cornwall Fire Department designated Officer then on duty.
- i) Both parties will endeavour to plan and perform training for Tanker Shuttle operations and aerial operations at least once annually, on a cost recovery basis.



#### 4. CHARGES FOR AUTOMATIC AID RESPONSE

- a) **Payment of Charges:** Charges for the provision of Automatic Aid Response, as described in this Agreement, shall be commensurate with the rate specified by the Ontario Ministry of Transportation for highway fire/emergency dispatches, as amended from time to time. Other pertinent charge out rates shall be in accordance to each party's approved charge out rates.
- b) **Calculation of Charges:** It is agreed and understood that: Each Automatic Aid Response provided by either party shall be assessed in duration of one (1) hour periods.
- c) In addition to the base charge for Automatic Aid Response as set forth in subsection 4(a) above, both parties shall pay compensation for the call back costs of firefighting personnel to any fire station to maintain staffing availability to respond to fire/emergency calls within the territorial limits of a given municipality, during the time period of Automatic Aid Response, initial and where extended to Mutual Aid Response, the rate of which compensation shall be calculated in accordance with each parties' approved charge out rates
- d) **Invoice:** Invoicing shall be forwarded within 15 days of the incident date, processed and paid within 60 days of the same date, failing which interest at a rate of 1.25% per month will accrue.

#### 5. RELEASE AND INDEMNITY

- a) **No Claims:** Either party shall not be liable or responsible for any firefighter or other personnel employed by the either the City or Township in the event of injury or damage to personal property suffered while responding to, attending at or returning from the scene of Automatic Aid Response as contemplated by this Agreement.
- b) **No Claims:** The City or Township shall not be liable or responsible to each other in the event of damages to property occasioned while utilized in responding to, attending at or returning from the scene of Automatic Aid Response as contemplated by this Agreement.
- c) Except for the charges described in Section 4 of this Agreement, each party shall be responsible for the performance and actions of its own fire and response service during Initial Response Services.
- d) **Indemnification:** Each party covenants and agrees that it shall at all times indemnify and save harmless the other consistent with subsections 5 a) above from and against all claims, losses, costs, expenses, damages, suits, actions, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by, or attributable to the execution of this Agreement or any action or things done or maintained by virtue of this Agreement, or the exercise in any manner of rights arising under this Agreement, save and except claims for damages resulting from negligence of any officer, servant or agent of the other while acting within the scope of his or her duties or employment.
- e) Throughout the term of this Agreement, both parties shall each obtain and maintain third party general liability insurance covering all services provided and risks arising under this Agreement, in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) respectively, and each party shall add the other party as an additional insured with respect to this Agreement. Each party will provide to the other, promptly upon request, satisfactory evidence of their respective insurance coverage as described.

#### 6. MISCELLANEOUS

- a) **Notice:** Any notice to be given under this Agreement shall be sufficiently given if delivered to or, if sent by mail, posted by mail addressed to:



Cornwall Fire Department  
 10 Fourth Street,  
 Cornwall, Ontario  
 K6J 2R6  
 ATTN: Fire Chief

South Glengarry Fire Service  
 6 Oak Street – Box 220  
 Lancaster, ON K0C 1N0  
 ATTN: Fire Chief

- b) Receipt of notice shall be deemed on the date of delivery or, if mailed, five (5) days from the date of posting, whichever is applicable. Either party may change its address for notice by giving notice of such change of address pursuant to this section.
- c) Proper Law: This Agreement shall be interpreted according to the Laws of the Province of Ontario.
- d) Headings: Article, section, clause and/or paragraph headings are for reference purposes only and shall not in any way modify or limit the statements contained in the text thereof.
- e) Legislation: Reference to federal or provincial statutes or regulations or municipal by-laws are deemed to refer to the relevant legislation as amended, including successor legislation.
- f) Gender/Plural: All words in this Agreement shall be deemed to include any number or gender as the context requires.
- g) Force Majeure/Time: Notwithstanding anything the Agreement, neither party shall be in default with respect to the performance of any of the terms of this Agreement if any non-performances due to any force majeure, strike, lock-out, labour dispute, civil commotion, war or similar event, invasion, the exercise of military power, Act of God, government regulations or controls, inability to obtain any material or service or any cause beyond a reasonable control of the party. Otherwise, time shall be of the essence of this Agreement and all the obligations contained herein.
- h) No Assignment: Neither party shall make any assignment of this Agreement without obtaining the prior consent in writing of the other to such assignment.
- i) Entire Agreement: This Agreement contains the entire Agreement between the parties relating to Automatic Aid Response and it is agreed that there is no covenant, promise, agreement, condition, precedent or subsequent, warranty or representation or understanding, whether oral or written, other than as set forth in this Agreement and this Agreement fully replaces and supersedes any letter, letter of intent or other contractual arrangement between the parties related to Automatic Aid Response in existence at the time of execution and delivery of this Agreement.
- j) Partial Invalidity: If any article, section, subsection, paragraph, clause or sub-clause or any of the words contained in this Agreement shall be held wholly or partially invalid, illegal, or unenforceable by any Court of competent jurisdiction, the parties hereto agree that the remainder of this Agreement shall not be affected by such judicial holding but shall remain in full force and effect. The provisions of this Agreement shall have effect, notwithstanding any statute to the contrary.
- k) Waivers: No supplement, amendment or waiver of or under this Agreement shall be binding unless executed in writing by the party to be bound thereby and no waiver by a party of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision or a continuing waiver unless otherwise expressly provided.
- l) Successors: The rights and liabilities of the parties hereto shall ensure to the benefit of and be binding upon those parties and their respective successors and approved assigns.

**IN WITNESS WHEREOF** the parties hereto have hereafter affixed their corporate seals duly attested by the proper signing officers in that behalf on the date first specified above.



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

Per: \_\_\_\_\_  
Name: Ian McLeod  
Position: MAYOR

Per: \_\_\_\_\_  
Name: Marilyn LeBrun  
Position: CLERK



SCHEDULE "A"

City Addresses - No Water Service	
Number	Street
2050	BOUNDARY RD
2530	BOUNDARY RD
3080	BOUNDARY RD
3270	BOUNDARY RD
890	CORNWALL CENTRE RD
900	CORNWALL CENTRE RD
1170	CORNWALL CENTRE RD
1190	CORNWALL CENTRE RD
1310	CORNWALL CENTRE RD
1390	CORNWALL CENTRE RD
1394	CORNWALL CENTRE RD
1440	CORNWALL CENTRE RD
1530	CORNWALL CENTRE RD
1590	CORNWALL CENTRE RD
1670	CORNWALL CENTRE RD
1730	CORNWALL CENTRE RD
1800	CORNWALL CENTRE RD
1840	CORNWALL CENTRE RD
1870	CORNWALL CENTRE RD
2701	CORNWALL CENTRE RD
5	HALL ST
2550	McCONNELL AV
2651	McCONNELL AV
2980	McCONNELL AV
3100	McCONNELL AV
3236	McCONNELL AV
3246	McCONNELL AV
3250	McCONNELL AV
3256	McCONNELL AV
3260	McCONNELL AV
3264	McCONNELL AV
3268	McCONNELL AV
3351	McCONNELL AV
3209	RICHMOND DR
3213	RICHMOND DR
3216	RICHMOND DR
3221	RICHMOND DR
3225	RICHMOND DR
3228	RICHMOND DR
3229	RICHMOND DR
3232	RICHMOND DR
3233	RICHMOND DR
3237	RICHMOND DR
3261	RICHMOND DR
1201	SERVICE RD
1511	SERVICE RD
1571	SERVICE RD
1689	SERVICE RD
1701	SERVICE RD
2150	SERVICE RD
420	SOUTH BRANCH RD
520	SOUTH BRANCH RD
524	SOUTH BRANCH RD
532	SOUTH BRANCH RD
536	SOUTH BRANCH RD
960	SOUTH BRANCH RD
1000	SOUTH BRANCH RD
1020	SOUTH BRANCH RD
1040	SOUTH BRANCH RD
1090	SOUTH BRANCH RD
1100	SOUTH BRANCH RD
1220	SOUTH BRANCH RD
1230	SOUTH BRANCH RD
1600	SOUTH BRANCH RD
1650	SOUTH BRANCH RD
1690	SOUTH BRANCH RD
1710	SOUTH BRANCH RD
1720	SOUTH BRANCH RD
1740	SOUTH BRANCH RD







# THE CORPORATION OF THE CITY OF CORNWALL

By-law # 2016-085

## A By-law to enter into Automatic Aid Response Agreement with the County of South Glengarry

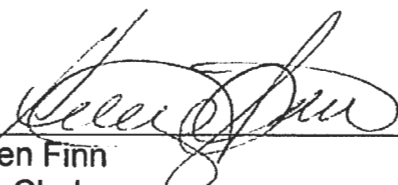
Whereas Section 20(1) of the Municipal Act, 2001, S.O. 2001, C. 25 provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter that they all have the power to provide within their own boundaries;

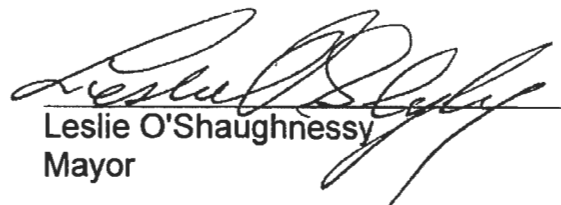
Whereas Subsection 1(4) of the Fire Protection and Prevention Act, 1997, S.O. 1997, C. 4 authorizes a Municipality to enter into a joint Automatic Aid Agreement with another municipality to ensure a quicker initial response for fires occurring in each other's municipal territory;

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

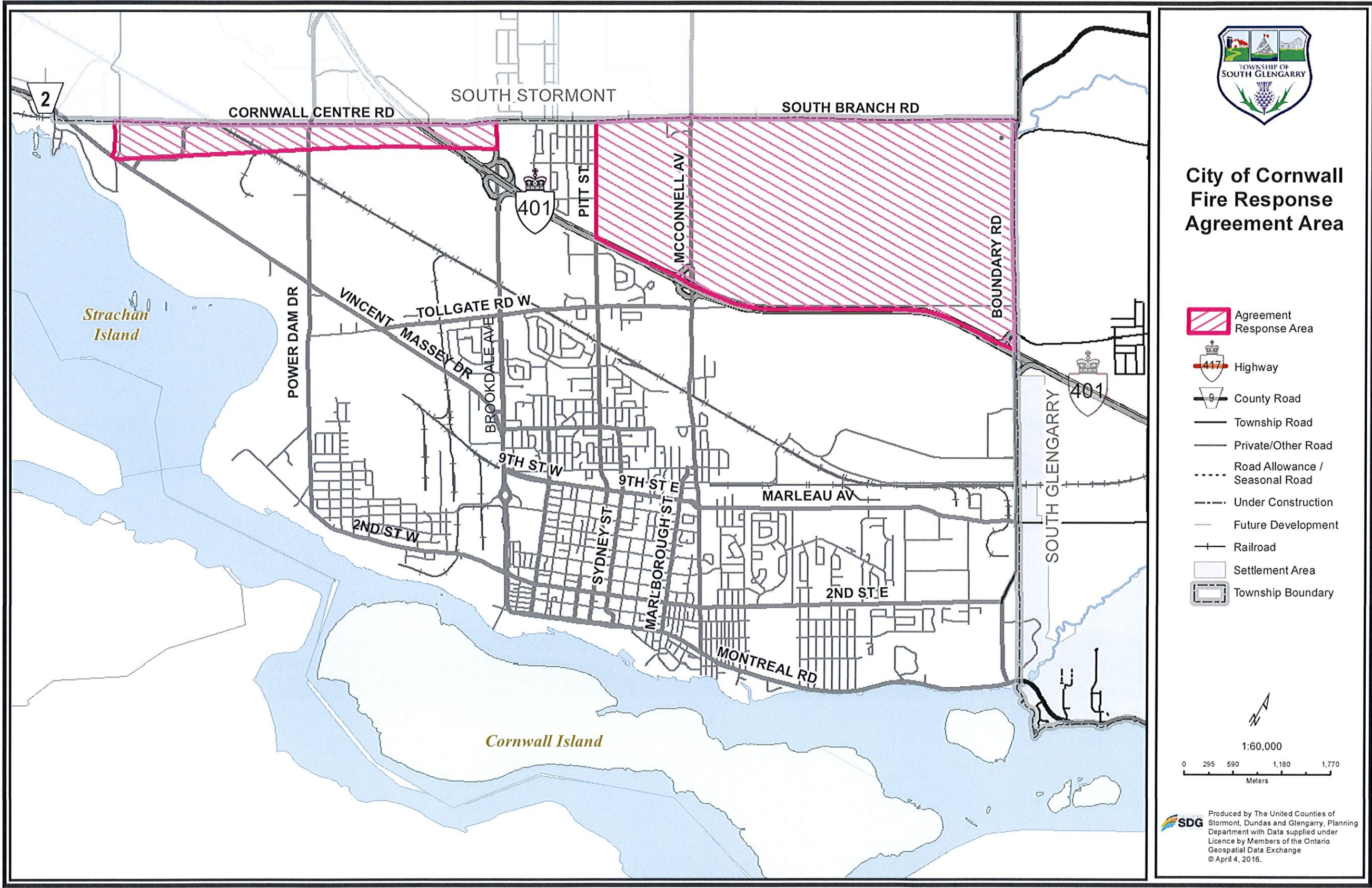
1. That Council of the Corporation of the City approve the Automatic Aid Response Agreement with the County of South Glengarry.
2. That the Mayor and City Clerk are hereby authorized to execute all documentation to complete this matter.

Read, signed and sealed in open Council this 9th day of May, 2016.

  
Helen Finn  
City Clerk

  
Leslie O'Shaughnessy  
Mayor









## **STAFF REPORT**

**S. R. No. 69-16**

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

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** May 24, 2016

**SUBJECT:** Surplus Lands Lana Drive

### **BACKGROUND:**

1. When the Riverview Subdivision was developed there was a parcel of land at the north end of Page Drive on the west side of the road that did not align with the Lana Drive Road Allowance.
2. This parcel is registered in the Township's name legally described as Plan 169 Block 19.
3. The abutting property owner has been maintaining this parcel and would now like to purchase the property from the Township as they recently lost their home to a fire and would require this parcel in order to rebuild a new home.

### **ANALYSIS:**

4. Administration is recommending that the excess land abutting of the road allowance that be declared as surplus to the Township's needs as per the Sale Purchase of Property By-Law 08-08.
5. The sale/transfer of the parcels would fall within the *Special Class* Provisions of the By-Law as per Section 6.1.1.5

*If the Township's planner deems that due to lot configuration it would be good planning to merge the property with an existing lot, and there is only one such lot, then if it is to be sold to the owner of that lot and the sale has been approved by Council in open session by Resolution or By-law then the Mayor and Clerk shall be authorized to sign any documentation required for the sale.*

6. The General Manager Community Services (Planner) concurs with the recommendation to transfer/sell of the lands to the abutting property owners.



7. The property owner would be responsible for the legal and survey costs to create the parts to be added to the abutting lots. A nominal cost for the property would be established that would be acceptable to the General Manager Corporate Services.

**ALIGNMENT WITH STRATEGIC PLAN:**

N/A

**IMPACT ON 2016 BUDGET:**

N/A

**RECOMMENDATION:**

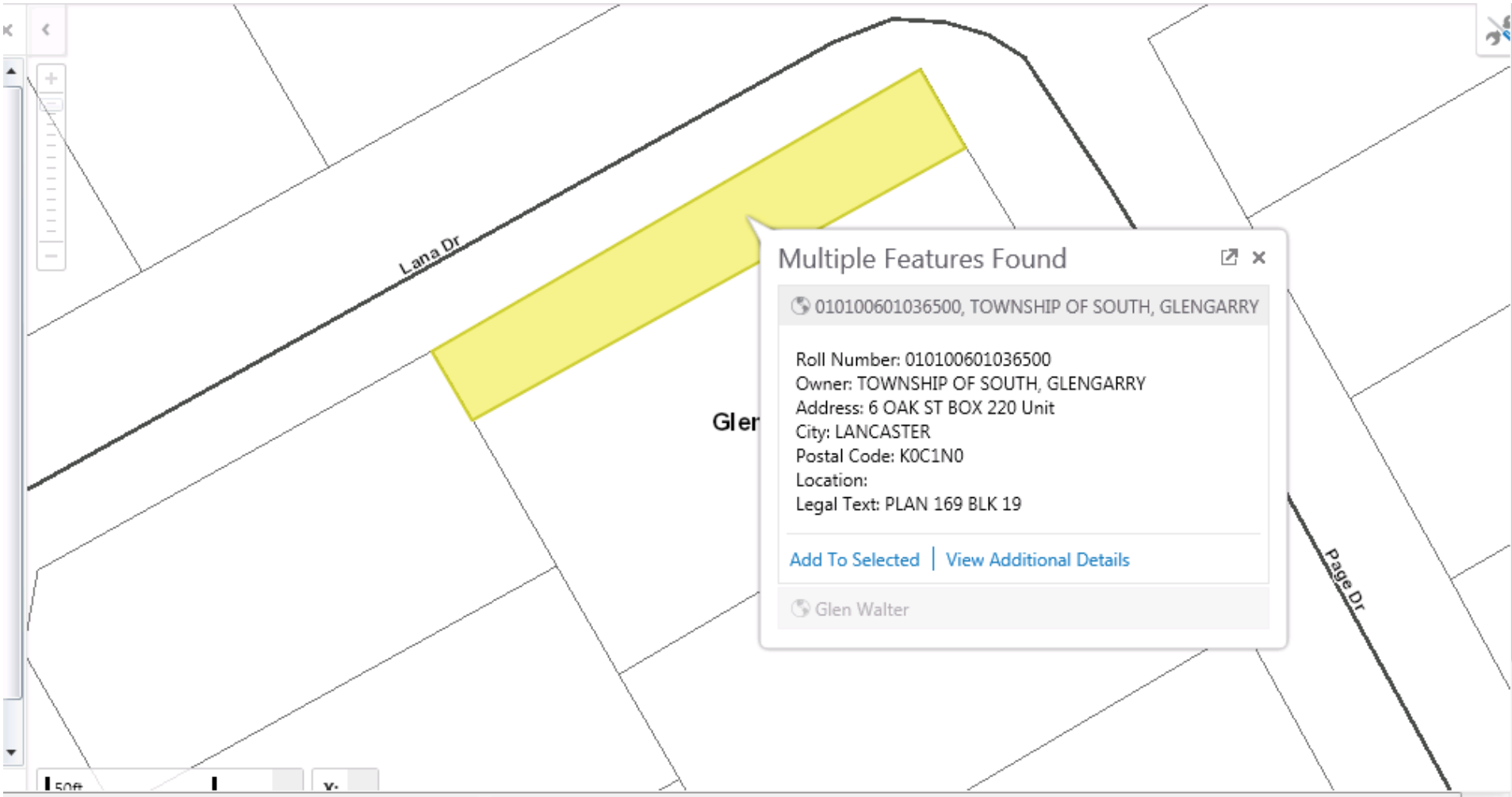
BE IT RESOLVED THAT Staff Report No. 69-16 be received and that the Council of the Township of South Glengarry declare Block 19 on Plan 169 on Lana Drive as surplus to the Township's needs and that Administration be directed to sell this land to the abutting property owner as lot additions; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents

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



Dan Brunet Lot

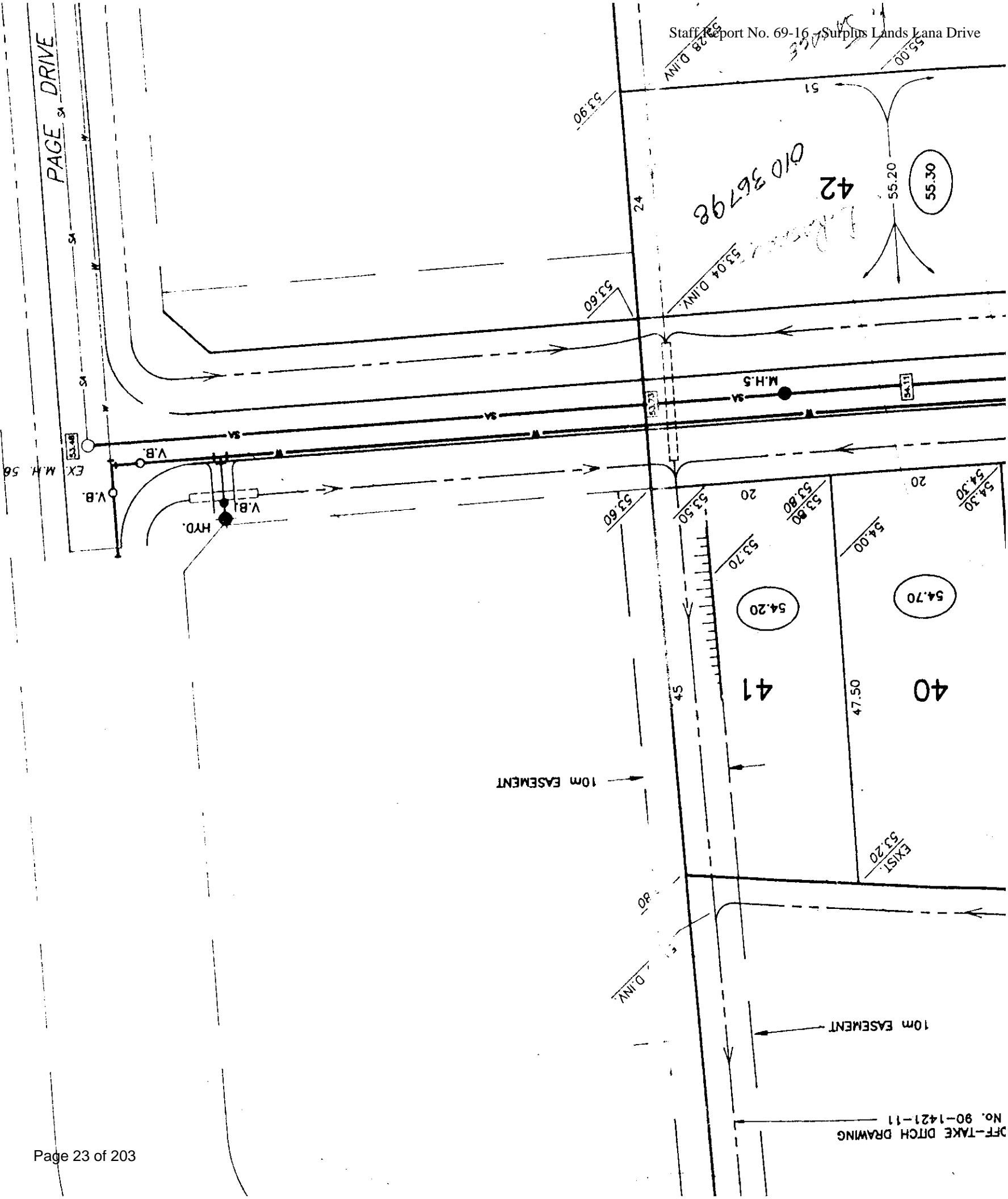




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Client		THREE VEES COMPANY LTD.	
Project		RIVERVIEW SUBDIVISION	
Title		LOT GRADING PLAN	
RWC		R.W.Connelly Associates CONSULTING ENGINEERS AND PLANNERS	
236 WESTBROOK ROAD, SITE 6, BOX 3-A, R.R. #3, CARR, ONTARIO, K0A-1L0 TEL: (613) 636-6010 FAX: (613) 636-427		Dwg. No. 90-1421-11	
Date		JANUARY 1991	
Scale		1:500	
Appr'd		Design J.D.S. Drawn G.R.G. Checked J.D.S.	
By		Date	
ER TOWNSHIP ENGINEERS COMMENTS		29/09/92 C.B.	
ER TOWNSHIP ENGINEERS COMMENTS		27/05/92 C.B.	
Description		Date	

R e v i s i o n s







## **STAFF REPORT**

## **S.R. No. 70-16**

**PREPARED BY:** Kelli Campeau – Development & Communications Coordinator  
**PREPARED FOR:** Council of South Glengarry  
**COUNCIL DATE:** May 24, 2016  
**SUBJECT:** Update to Website Homepage

### **BACKGROUND:**

1. The Township of South Glengarry website was originally developed in 2013.
2. Since that time, there have been developments with regards to technology and our corporate branding and therefore, Administration is recommending the following updates to the homepage of our website.

### **ANALYSIS:**

3. In an ongoing effort to fully adopt the new corporate branding logo, the crest graphic located in the center of the website header and all website pages should be re-designed with our current branding logo.
4. Additionally, it is recommended that a “Calls to Action” section be added to the homepage of the website. This will create a space on our website where time sensitive or priority items can be displayed prominently on our homepage.
5. A concept design has been prepared by our web provider. As this concept design is web-based, a presentation of the proposed changes will be provided to Council at the May 24<sup>th</sup> regular Council meeting.

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

6. Goal 1: Enhance economic growth and prosperity (branding)
7. Goal 5: Improve internal and external communications

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

8. The total cost of this project will be \$4,350 and will have no negative impact on the 2016 budget.





9. This quote is based on hours of work to complete the design/graphics, implementing the new graphics into the website template pages as well as testing/deployment on the production website.

**RECOMMENDATION:**

BE IT RESOLVED THAT the Council of the Township of South Glengarry accept the concept designs to update the South Glengarry website homepage.

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





## **STAFF REPORT**

**S.R. No. 71-16**

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

**PREPARED FOR:** Council of South Glengarry

**COUNCIL DATE:** May 24, 2016

**SUBJECT:** Parking By-Law 39-16 Third and Final Reading

### **BACKGROUND:**

1. By-Law 39-26 was read a first and second time at the May 9<sup>th</sup> Council Meeting.
2. The By-Law was posted on the Township Website.
3. The property owner at the corner of SDG 2 and Richmond Road contacted the Township and has expressed concern with just having “No Overnight Parking” posted on Richmond Road. They would prefer to have “No Parking” signs posted.
4. Administration was directed to meet with the property owner abutting the Township office parking lot and at the time of the drafting of this report this meeting had not yet taken place.

### **ANALYSIS:**

5. There is sufficient space on the shoulder of Richmond Road for vehicles to legally park. The By-Law as drafted would only prohibit overnight parking.
6. A meeting with the property owner abutting the Township office will take place before the meeting and a verbal update on this discussion will be provided.

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

N/A

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

N/A



**RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report No. 71-16 be received and that the Council of the Township of South Glengarry pass By-law No. 39-16, being a by-law to Regulate the Parking of Vehicles within the Township of South Glengarry and that By-law 39-16 be read a third and final time this 24th day of May 2016.

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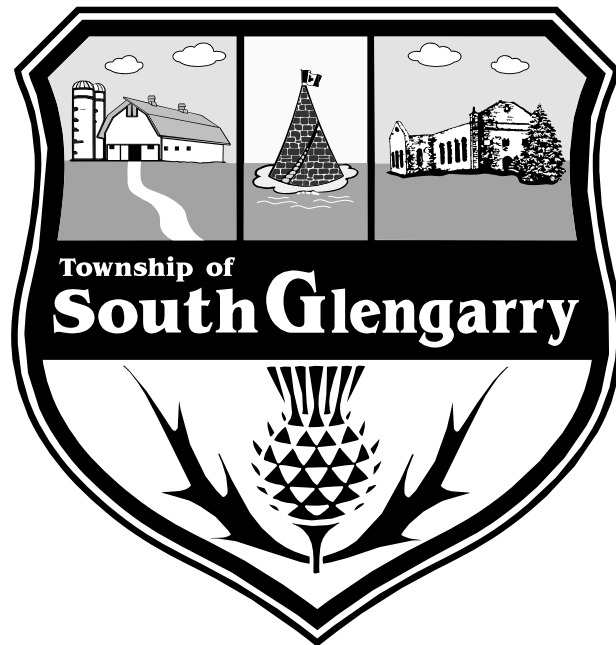
**Recommended to Council for  
Consideration by:  
BRYAN BROWN, CAO**



# THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

## PARKING BY-LAW

### BY-LAW NO. 39-16





**SG-F-16**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW NO. 39-16  
FOR THE YEAR 2016**

***BEING A BY-LAW TO REGULATE THE PARKING OF VEHICLES WITHIN THE  
TOWNSHIP OF SOUTH GLENGARRY.***

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

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

**AND WHEREAS** pursuant to the provisions of Section 11 (3) 8 of the Municipal Act R.S.O. 2001 Chapter 25 as amended, Council of the Municipality may enact bylaws to regulate and govern parking of vehicles on highways or portions thereof; and

**AND WHEREAS** the *Municipal Act, 2001*, c. 25 S. 100 through 101 authorizes municipalities to pass by-laws for prohibiting unauthorized parking on municipal or private property

**AND WHEREAS** subsection Section 102 of the Municipal Act R.S.O. 2001 Chapter 25 authorizes Councils of municipalities to pass bylaws designating parking spaces for the physically handicapped and to prohibit the use of such spaces by other vehicles; and

**AND WHEREAS** By-law No. 05-10 and By-law No. 23-13 hereby be rescinded upon the final passing;

**AND WHEREAS** the Council of the Corporation of the Township of South Glengarry deems it expedient to regulate and control parking of vehicles in the Municipality;

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

**READ A FIRST AND SECOND TIME THIS 9<sup>TH</sup> DAY OF MAY 2016**

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

**READ A THIRD AND FINAL TIME THIS 24<sup>TH</sup> DAY OF MAY 2016**

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



## PART 1 DEFINITIONS

### 1.1 **AUTHORIZED EMERGENCY VEHICLE** means:

- (a) a fire department vehicle, including an emergency crash extraction vehicle, while proceeding to or returning from a fire or emergency call;
- (b) a vehicle while used by person in the lawful performance of his duties as police officer;
- (c) an ambulance or cardiac arrest emergency vehicle while responding to an emergency call or being used to transport a patient or injured person in an emergency situation; or
- (d) an emergency vehicle of a public or private utility, or Federal, Provincial or Municipal Department when such a vehicle is being used in the performance of emergency duties.

### 1.2 **AUTHORIZED SIGN** means any parking or traffic control device or traffic signal placed or erected on a highway under the authority of this By-law for the purpose of regulating, warning or guiding traffic and includes such signs as described in the regulation made pursuant to the Highway Traffic Act, R.S.O 1990, c. H8, as amended.

### 1.3 **BOULEVARD** means that part of the highway situated between the curb line and property line of the lot abutting the highway, but does not include a sidewalk, shoulder, or combined facility, if any.

### 1.4 **BY-LAW ENFORCEMENT OFFICER** means a By-law Enforcement Officer of the Corporation of the Township of South Glengarry and any other officer authorized by the Corporation of the Township of South Glengarry for the enforcement of By-laws in the Township of South Glengarry.

### 1.5 **TOWNSHIP** means the Corporation of the Township of South Glengarry.

### 1.6 **COMMERCIAL MOTOR VEHICLE** means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on the highway.

### 1.7 **CONTROLLED PARKING AREA** means the parking lots or parts of parking lots which are controlled and regulated by parking machines or signs.

### 1.8 **CORNER** means the point of intersection of curbs or edges of the portion of the highway used for vehicular traffic.

### 1.9 **COUNCIL** means the Council of the Corporation of the Township of South Glengarry.

### 1.10 **CROSSWALK** means:

- (a) that part of the highway at an intersection that is included within the confines of the lateral lines of the sidewalk on opposite sides of the highway measured from the curbs or , in the absence of curbs, from the edges of the roadway; or
- (b) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other marking on the surface.



- 1.11 CUL-DE-SAC** means a highway terminating in a turn around.
- 1.12 CURB** shall include the edge of the traveled portion of the highway.
- 1.13 CURB LINE** means:
- (a) where a curb has been constructed the line of the curb; or
  - (b) where no curb has been constructed the edge of the roadway.
- 1.14 DESIGNATED BUILDING** means an apartment building, hospital, hotel, motel, shopping centre, townhouse, industrial building and municipal facility and any other structure which is used for the accommodation of public or for the gathering or assembling of people.
- 1.15 DESIGNATED OFFICER** means a By-law Enforcement Officer.
- 1.16 DISABLED PERSON PARKING PERMIT** means a permit issued under the Highway Traffic Act or a permit, numbered licence plate or other marker or device issued by another Provincial jurisdiction and recognized under the Highway Traffic Act.
- 1.17 DRIVER** means a person who drives a vehicle on a highway.
- 1.18 DRIVEWAY** means the improved land on a highway which provides vehicular access from the roadway to adjacent land.
- 1.19 FIRE ACCESS ROUTE** means any road, driveway, lane, ramp, or other means of vehicular access or egress and shall conform to the requirements of the Ontario Fire Code Act and Regulations thereto, as amended.
- 1.20 FIRE ACCESS ROUTE SIGN** means a permanently legible sign, approved by the Fire Chief placed at intervals of not more than 20 metres along the fire access route and shall display the following information:
- (a) Fire access route;
  - (b) Parking prohibited;
  - (c) Motor vehicles will be tagged and/or towed away; and
  - (d) Shall be a minimum size of 30.5 cm x 45.7 cm (12" x 18").
- 1.21 FIRE CHIEF** means the Fire Chief of the Township of South Glengarry and any person or persons as appointed by the Fire Chief or under his command and supervision and any person or persons designated by him as may be required from time to time.
- 1.22 HEAVY TRUCKS** means a commercial motor vehicle having a weight when unloaded of 3 tonnes or more, or when loaded of 5 tonnes or more, but does not include a passenger vehicle, an ambulance, a vehicle of the Police or Fire Departments, a municipal vehicle, a bus operated by or for the Board of Education, a bus operated by or for the Municipality, a bus operated by a company having a franchise from the Municipality when operating on routes as approved by By-law, or a commercial vehicle making a delivery to or a collection from a bona fide destination which cannot be reached via highway or highways upon which the heavy traffic is not prohibited by the By-law.
- 1.23 HIGHWAY** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge; via-duct or trestle designed and



intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

- 1.24 HIGHWAY TRAFFIC ACT** unless modified or changed herein, words or expressions used in this by-law have the same meaning as given or used in the Highway Traffic Act, R.S.O. 1990 c. H8, as amended.
- 1.25 HOTEL/MOTEL** means a building or part of a building in which a minimum of six rooms are rented for gain on a temporary or transient basis.
- 1.26 INDUSTRIAL BUILDING** means a building or structure for the purpose of manufacturing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, warehousing, or storing or adapting for sale of any goods, substance, article or thing, or any part thereof and the storage of building and construction equipment and materials.
- 1.27 INTERSECTION** means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.
- 1.28 ISLAND** means a portion of a highway so constructed or designed as to separate or direct vehicular traffic onto specific portion of the highway.
- 1.29 ISSUING OFFICER** means a Provincial Offences Officer.
- 1.30 MEDIAN STRIP** means that portion of a highway so constructed as to separate traffic traveling in one direction from traffic traveling in the opposite direction by a physical barrier or an unpaved strip of ground.
- 1.31 MOTOR VEHICLE** includes an automobile, motorcycle, motor assisted bicycle, unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only on rails or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement or husbandry or road-building machine within the meaning of the Highway Traffic Act, R.S.O. 1990 c. H8, as amended.
- 1.32 MUNICIPAL FACILITY** means a library, arena, community halls, multipurpose outdoor pads, administration building owned or controlled by the Township and all other municipal buildings owned or controlled by the Township.
- 1.33 ONE WAY STREET** means a highway upon which the movement of vehicular traffic is designated by by-law for movement in one direction only.
- 1.34 PARK OR PARKING** when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.
- 1.35 PARKING LOT** means an area of land controlled by the Township which has been arranged, laid out or improved to provide for the parking of motor vehicles.
- 1.36 POLICE OFFICER** means a member of the Police Force or a person authorized by the Ontario Provincial Police to regulate or direct traffic.
- 1.37 PARKING SPACE** means a mechanical or electronic device, other than a parking meter, used for the control and regulation of the parking of



vehicles measuring and indicating the parking time for which payment has been made, and signalling mechanically or electronically when such time has elapsed.

- 1.38 PERSON** means a person, firm or corporation used in the normal contest of the word.
- 1.39 ROADWAY** means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadway, the term “roadway” refers to any one roadway separately and not to all of the roadways collectively.
- 1.40 SIDEWALK** means that portion of a highway between the curb lines and the property lines of the lot abutting the highway and which is intended for the use of pedestrians.
- 1.41 PROVINCIAL OFFENCES OFFICER** means a Police Officer, Peace Officer or other person appointed to enforce the by-laws of the Corporation.
- 1.42 RESERVED PARKING AREA** means an area owned or controlled by the Township and designated for the purpose of the parking of vehicles, as required.
- 1.43 SHOULDER** means that part of the highway lying adjacent to the roadway where there is no barrier curb, and which is improved with granular or paved surface which extends for a maximum distance of 3 metres.
- 1.44 STAND OR STANDING**, when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and when actually engaged in receiving or discharging passengers.
- 1.45 STOP OR STOPPING**, when prohibited, means the halting of a vehicle even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal.
- 1.46 STREET** means a highway.
- 1.47 TIME** means, whenever certain hours are named herein Standard Time or Daylight Saving Time, whichever shall be in official current use in the Township.
- 1.48 TRAILER** means a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle or any device or apparatus not designed to transport persons or property, temporarily draw, propelled or moved upon such highway, and except for a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn.
- 1.49 VEHICLE** includes a motor vehicle, trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rails.



## PART 2 GENERAL REGULATIONS

### 2.1 DISABLED PERSON PARKING

- (a) Council may establish parking areas on highways, in Township parking lots, on Township owned or controlled lands or on private property which are to be used solely for the parking of vehicles which display a disabled person parking permit.
- (b) The said parking areas shall be clearly marked as areas set aside for the parking of vehicles displaying a disabled person parking permit.
- (c) The said disabled person parking permit shall be displayed on the sun visor or on the dashboard of the vehicle so that the international symbol of access for the disabled, the permit number and the expiry date of the permit are clearly visible from the outside of the vehicle.
- (d) Those areas and locations listed on Schedule "A" are designated as disabled persons parking areas.
- (e) No person, firm or corporation shall park, or permit to be parked, a vehicle in a disabled persons parking area unless said vehicle is equipped with a disabled person parking permit.
- (f) No person, corporation nor organization shall display a Disabled Person Parking Permit in any vehicle unless that person, corporation or organization is operating a vehicle which is being used to pick up or transport the holder of a disabled person parking permit.
- (g) No person shall:
  - a. Have in his or her possession a disabled person parking permit that is fictitious, altered or fraudulently obtained;
  - b. Display a disabled person parking permit otherwise than in accordance with this By-law; or
  - c. Fail or refuse to surrender a disabled person parking permit in accordance with this By-law;
  - d. Every person having possession of a disabled person parking permit shall, upon the demand of a police officer or municipal law enforcement officer surrender the permit for reasonable inspection to ensure that the provisions of this By-law are being complied with;
  - e. An officer to whom a disabled person parking permit has been surrendered may retain it until disposition of the case if the officer has reasonable ground to believe that the permit,
    - i. Was not issued under the Highway Traffic Act;
    - ii. Was obtained under false pretences;
    - iii. Has been defaced or altered;
    - iv. Has expired or been cancelled; or
    - v. Is being or has been used in contravention of this By-law.
- (h) A police officer or municipal law enforcement officer upon discovery of any vehicle parked or left in contravention of this Section, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle which may be enforced in the manner provided by Part III of the Repair and Storage Liens Act, 1990.



## PART 3 PARKING AND STOPPING

### 3.1 METHOD OF PARKING

- (a) **PARALLEL** No person shall park a vehicle on any street, other than a one-way street, unless on the right-hand side of the street having regard for the direction in which the vehicle had been proceeding and unless the right front and right rear wheel or runners of the vehicle are paralleled to and distant respectively not more than 15cm from the edge of the roadway, provided that this provision shall not apply where angle parking is specifically authorized by by-law .
- (b) **ANGLE** Where angle parking is permitted, not person shall park a vehicle expect at an angle as marked, consistent with the line markings.
- (c) **ONE-WAY STREETS** Where parking is permitted on a one-way street a person may park a vehicle facing only in the direction in which it as proceeding and with the right front and right rear wheels paralleled to and not more than 15 cm from the edge of the roadway, providing that this provision shall not apply where parking on the left-hand side of a one-way street is specifically authorized by by-law.
- (d) **MOTORCYCLE PARKING** A maximum of three (3) motorcycles be permitted per parking space.

### 3.2 PARKING PROHIBITED AT ANY TIME

No person shall park or cause to be parked a vehicle in any of the following places;

- (a) On a sidewalk;
- (b) In front of a public or private driveway;
- (c) Within an intersection;
- (d) Within a distance of 3 metres from any fire hydrant and for the purpose of this Section, such distance shall be defined as being measured longitudinally along the curb or edge of the traveled road as the case may be, from the vehicle to a point on a line at right angles to the roadway and passing through the centre of the hydrant; provided that where a vehicle is properly parked in a designated parking area marked on a highway, the 3 metres distance shall not apply;
- (e) On a crosswalk;
- (f) Within 6 metres of a crosswalk at an intersection;
- (g) On private property without the consent of the owner or occupant of such property;
- (h) On any bridge, or the approaches thereof;
- (i) On any street in such a manner as to obstruct traffic;
- (j) In such a position as will prevent the convenient removal of any other vehicle previously parked or standing;
- (k) On Township owned or controlled lands, except designated parking area, without the consent of the Township;



- (l) On a boulevard;
- (m) In front of the entrance to any place where goods or merchandise are regularly delivered or removed when properly worded signs have been erected;
- (n) On any roadway for an unreasonable time having regard for the traffic requirements for such roadway and in no case for a longer period than twenty-four hours.

### **3.3 PARKING PROHIBITED WHERE AUTHORIZED SIGNS ARE ON DISPLAY**

Where authorized signs prohibiting parking are on display, no person shall park a vehicle at any time in the following places;

- (a) On any highway or parts thereof named or described in Schedule “A” to this by-law.
- (b) In a fire access route;
- (c) On any highway in front of the entrance to a theatre, auditorium, office building or apartment building;
- (d) On any highway in front of an entrance to any place where goods or merchandise are regularly delivered or removed;
- (e) In a cul-de-sac within the turnaround;
- (f) On any highway within 15m of the termination of a dead end highway;
- (g) On a public lane;
- (h) On both sides of a highway within 30m of a pedestrian crossover;
- (i) On any highway within 50m or less of an intersection;
- (j) On any highway within 50m of a level railway crossing;
- (k) In a reserved parking area;
- (l) On both sides of a highway having a pavement width of less than 7.4m;
- (m) On one side of any highway having a pavement width of less than 7.4m and in excess of 4.9m where such highway has been designated by by-law as a one-way street; or
- (n) On one side of any highway having a pavement width of not less than 7.4m no more than 11.6m.
- (o) On Township property between the hours of 2:00 am and 7:00 am

### **3.4 PARKING PROHIBITED – SIGNS ERECTED**

In addition to the foregoing provisions of this by-law, the parking of vehicles is prohibited when properly worded signs have been erected:

- (a) On both sides of a street having a pavement width of less than 7.4m;



- (b) On one side of any street having a pavement width of less than 7.4m and in excess of 4.9m where such street has been designated by by-law as a one-way street;
- (c) On one side of any street having a pavement width of not less than 7.4m nor more than 11.6m; or
- (d) On any highway or part thereof listed in Schedule “A” attached hereof, from the location listed and during the times set out in said Schedule.

### 3.5 EMERGENCY PROHIBITION OF PARKING

- (a) **PROHIBITED PARKING AND PROCEDURES** Notwithstanding anything to the contrary contained herein, the Ontario Provincial Police, Fire Chief or his designate, Peace Officer or By-law Enforcement Officer, during any emergency or special circumstance may;
  - a. prohibit any or all parking on a highway within the area affected by the emergency or special circumstances;
  - b. authorize the erection of “No Parking” traffic control devices and traffic signals; or
  - c. declare that any vehicle already parked is parked illegally regardless of the time permitted for parking such vehicle under the provision so this by-law.
- (b) **NOTIFICATION** Where possible, the owner or driver of a vehicle declared to be illegally parked shall be notified by a Police Officer or By-law Enforcement Officer that such has been prohibited.
- (c) **REMOVAL** Where:
  - a. The owner or driver so notified to remove the vehicle does not do so; or
  - b. Where the owner or driver cannot immediately be located, then the said vehicle may be removed and impounded forthwith by an order of the Ontario Provincial Police, Fire Chief or his designate, or a Peace Officer and at the owner’s expense. All costs and charges for removing, care and storage of any vehicle removed or impounded are a lien upon the vehicle which may be enforced in the manner provided by Repair and Storage Liens Act 1990, and amendments thereto.

### 3.6 ANGLE PARKING

Where pavement markings or other devices are on display, angle parking is permitted on any highway or parts thereof named or described in Schedule “A” of this by-law.

### 3.7 BOULEVARD PARKING

Where authorized signs permitting boulevard parking are on display, boulevard parking is permitted on any highway or parts thereof.

### 3.8 STOPPING PROHIBITED

No person shall at any time stop a vehicle in the following places, unless otherwise posted:



- (a) Within 3m of a fire hydrant;
- (b) In such a position so as to obstruct any pedestrian passageway;
- (c) Adjacent to any median strip or island;
- (d) On either side of a highway that is divided by a median strip;
- (e) On or within 100m of a bridge, over, under or across which the highway passes;
- (f) Within a school bus loading zone, excepting school buses; or
- (g) On or within 3 metres of a railway crossing.

### **3.9 STOPPING PROHIBITED**

Where authorized signs prohibiting parking are on display, no person shall at any time stop a vehicle in the following places:

- (a) Within 50m or less, of an intersection of a highway;
- (b) On the side of a roadway abutting any school property;
- (c) On the side of a roadway abutting any park or playground;
- (d) In front of or within 15m of either side of any Fire hall on the same side of the highway as the Fire Hall, or within 45m from a point in the curb or edge of roadway directly opposite the centre point of the Fire Hall on the opposite side of the highway from the Fire Hall;
- (e) On any highway or parts thereof named or described in Schedule “A” to this by-law; or

### **3.10 LOADING ZONES**

Where properly worded signs identifying a loading zone have been erected and are on display, no person shall stand or park any vehicle, except as may be provided for on the signs identifying the loading zone, other than a commercial vehicle in any area designated as a loading Zone. Those areas listed in Schedule “A” are hereby designated as loading zones. Commercial vehicles shall not be parked in a loading zone for a period exceeding twenty (20) minutes.

### **3.11 OVERNIGHT PARKING PROHIBITED**

Except for authorized emergency vehicles, no person shall park on any highway in the Township of South Glengarry between the hours of 2:00 am and 7:00 am during the months of November through March inclusive.

### **3.12 TOWING**

Vehicles parked in contravention of Section 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10 and 3.11 may be tagged and towed away upon the order of any Police Officer or By-law Enforcement Officer at the owner’s expense.

### **3.13 DISABLED VEHICLES**

Section 3.11 does not apply to the driver or operator of a vehicle that is disabled while on a highway such that it is impossible to avoid temporarily a contravention of such provisions.



### 3.14 PARKING ON PRIVATE LANDS

No person shall park or leave any vehicle on private property without the consent of the owner or occupant of such property.

### 3.15 DAMAGING SIGNS

No person shall damage, deface or tamper with any parking control sign and no unauthorized person shall move the same.

## PART 4 OFFENCES AND PENALTIES

### 4.1 VOLUNTARY PAYMENT OF PENALTIES

- (a) **FORM OF NOTICE** Where a vehicle is found to be in contravention of the parking or stopping provision of this by-law, the Issuing Officer may issue and place on the vehicle a serially numbered Parking Infraction Notice in the form prescribed by the Provincial Offences Act.

The serially numbered Parking Infraction Notice shall state;

- a. The license number and description of the vehicle;
  - b. The nature of the alleged infraction;
  - c. The date, time and place of the alleged infraction;
  - d. The minimum fee provided herein for the violation;
  - e. That the owner thereof may within seven (7) days pay the minimum fee provided for the infraction by taking it or forwarding it to the Tax Office of the Township at the Township office between 8:30 hours and 16:00 hours, exclusive of Saturdays, Sundays and Holidays.
- (b) **COPIES OF FORMS** The Parking Infraction Notice mentioned in Subsection (a) above shall be prepared as required and the Issuing Officer shall attach one copy to the vehicle and deliver the other copy or copied to the By-law Enforcement Office of the Township.
- (c) **RECOVERY** If voluntary payment is not made in accordance with the procedure set out on the Parking Infraction Notice provided for in subsection (a) above, the Provincial Offences Act, as amended shall apply.

### 4.2 MINIMUM AND MAXIMUM PENALTIES

- (a) **AMOUNT** For any contravention of those infractions set out in Schedule "B" to this by-law the minimum penalty shall be set out and the set fine shall be the amount approved under the Provincial Offences Act, as amended.
- (b) **GENERAL PENALTY** Every person who contravenes any provision of this by-law guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- (c) **OWNER PENALTIES** The owner of any vehicle which is found in contravention of any of the parking or stopping provisions of this by-law is guilty of the offence and is liable to the penalty or fines provided by law for such contravention unless at the time of such contravention the vehicle was in the possession of some person other than the owner without the owner's consent.



## **PART 5 APPLICATION AND ADMINISTRATION**

### **5.1 ENFORCEMENT**

This by-law may be enforced by Police Officers and By-law Enforcement Officers of the Township.

### **5.2 PARKING CONTROL DEVICES**

- (a) The Ontario Provincial Police, Fire Chief, General Manager of Infrastructure Services, Director of Development, or their designates are hereby authorized to place, erect and maintain such authorized signs as may be necessary to give effect to the provisions of this by-law or which are authorized by the Schedules to this by-law.
- (b) The Ontario Provincial Police, Fire Chief, General Manager of Infrastructure Services, Director of Development, or their designates are further authorized for a temporary period not exceeding 30 days to place, erect and maintain such authorized signs as are not otherwise authorized by this by-law, but are required for safety reasons.
- (c) All parking control signs erected and/or on display as of the effective date of this by-law whether identified in any Schedule to this by-law or not shall be deemed to be authorized signs for the purpose of this by-law.

### **5.3 UNAUTHORIZED SIGNS**

Unless otherwise permitted, no person shall place, maintain, or display upon or in view of any highway any sign, signal, marking or device which purports to be or is an imitation of or resembles any parking control device.

### **5.4 EFFECTIVE DATE OF BY-LAW/BY-LAW IN FORCE**

This by-law shall come into force on the 24th day of May, A.D., 2016.



BY-LAW NO.: 39-16  
Schedule A

No Parking at Any Time – Signs on Display

Column 1	Column 2	Column 3	Column 4
Highway	Location From	Location To	Side(s)
Andrea Ave	County Rd 34	Andrea Ave, 1 <sup>st</sup> Intersection	North
Andrea Ave	Andrea Ave, 1 <sup>st</sup> Intersection	Cannon St	West
Cannon St	County Rd 34	Andrea Ave	North
County Rd 2	15 meters East of Fire Department Dry Hydrant, Glen Walter	15 meters West of Fire Department Dry Hydrant, Glen Walter	South
Kilkenny Drive	County Rd 2	Bray St	Both

No Overnight Parking

Column 1	Column 2	Column 3	Column 4
Highway	Location From	Location To	Side(s)
Andrea Ave	County Rd 34	Andrea Ave, 2 <sup>nd</sup> Intersection	Both
Andrea Ave	Andrea Ave, 2 <sup>nd</sup> Intersection	Cannon St	Both
Cannon St	County Rd 34	Andrea Ave	Both
Richmond Rd	County Rd 2	Richmond Ct	Both

No Overnight Parking

Column 1	Column 2	Column 3	Column 4
Property	Location	Location	Side(s)
Township Office	6 Oak Street	Rear Parking Lot on South Beech Street	

Handicap Parking (Permitted)

Column 1	Column 2	Column 3	Column 4
Highway	Location From	Location To	Side(s)
Oak St	1 Space in Front of Municipal Building		South



**BY-LAW NO.: 39-16**

**Schedule B**

**Penalties - Amounts**

<b>Item</b>	<b>Column 1 <i>Description of Offense</i></b>	<b>Column 2 <i>Provision Creating or Defining Offense</i></b>	<b>Column 3 <i>Voluntary Payment Payable Within 7 Days</i></b>
1	Parked-in a disabled persons parking space	Section 2.1 (e)	\$300.00
2	Parked-more than 15cm from curb	Section 3.1 (a)	\$25.00
3	Parked-facing wrong way	Section 3.1 (a)	\$25.00
4	Parked-on sidewalk	Section 3.2 (a)	\$25.00
5	Parked-obstructing driveway	Section 3.2 (b)	\$25.00
6	Parked-within intersection	Section 3.2 (c)	\$25.00
7	Parked-within 3 metres of fire hydrant	Section 3.2 (d)	\$25.00
8	Parked-on a crosswalk	Section 3.2 (e)	\$25.00
9	Parked-within 6 metres of a crosswalk	Section 3.2 (f)	\$25.00
10	Parked-on private property without consent	Section 3.2 (g)	\$25.00
11	Parked-on a bridge	Section 3.2 (h)	\$25.00
12	Parked-obstructing traffic	Section 3.2 (i)	\$25.00
13	Parked-blocking a parked vehicle	Section 3.2 (j)	\$25.00
14	Parked-on township property without consent	Section 3.2 (k)	\$25.00
15	Parked-on a boulevard	Section 3.2 (l)	\$25.00
16	Parked-exceeding 24 hours	Section 3.2 (n)	\$25.00
17	Parked-No Parking Area – Signed	Section 3.3 (a)	\$25.00
18	Parked-Fire Access Route	Section 3.3 (b)	\$25.00
19	Parked-in cul-de-sac turnaround	Section 3.3 (e)	\$25.00
20	Parked-within 15 metres of end of highway	Section 3.3 (f)	\$25.00
21	Parked-on public lane	Section 3.3 (g)	\$25.00
22	Parked-within 50 metres of intersection	Section 3.3 (i)	\$25.00
23	Parked-within 50 metres of railway crossing	Section 3.3 (j)	\$25.00
24	Parked-No Parking Area – Signed	Section 3.4	\$25.00
25	Parked-Emergency circumstances	Section 3.5	\$25.00
26	Stopped-on a crosswalk	Section 3.7	\$25.00
27	Stopped-within 3 metres of fire hydrant	Section 3.8	\$25.00
28	Stopped-No Stopping Area – Signed	Section 3.9	\$25.00
29	Parked-Winter Control	Section 3.11	\$50.00





## **STAFF REPORT**

**S. R. No. 72-16**

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

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

**COUNCIL DATE:** May 24, 2016

**SUBJECT:** A By-law to enter into an Automatic Aid Fire Service Agreement with the Municipality of Rivière Beaudette, Quebec

### **BACKGROUND:**

1. At the Council Meeting of April 11, 2016 the Council of the Township of South Glengarry authorize the South Glengarry Fire Service to enter into an Automatic Aid Agreement with the Municipality of Rivière-Beaudette.

### **ANALYSIS:**

2. The Municipality of Rivière-Beaudette has signed the Agreement hereto attached to the Agreement along with the Schedule A, B, C, and D.

### **RECOMMENDATION:**

BE IT RESOLVED THAT Staff Report No.72-16 be received and that the Council of the Township of South Glengarry approves By-Law No.43-16, being a by-law to enter into an Automatic Aid Agreement with the Municipality of Rivière Beaudette, be read a first, second and third time, passed, signed and sealed in Open Council this 24 day of May 2016.

---

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



**SG-I-16**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW No. 29-16  
FOR THE YEAR 2016**

***BEING A BY-LAW TO AUTHORIZE AN AUTOMATIC AID AGREEMENT  
BETWEEN THE CORPORATION OF THE TOWNSHIP OF SOUTH  
GLENGARRY AND THE MUNICIPALITÉ DE RIVIÈRE-BEAUDETTE***

**WHEREAS** Section 20 (1) of *The Municipal Act*, R.S.O. 2001, Chapter 25, authorizes agreements between parties for the use of fire fighting equipment;

**AND WHEREAS** Part 1 (4) of *The Fire Protection and Prevention Act*, 1997, C. 4, permits Municipalities to enter into an Automatic Aid Agreement with a neighbouring Municipality;

**AND WHEREAS** the Corporation of the Township of South Glengarry wishes to enter into an Automatic Aid Agreement with the Municipalité de Rivière-Beaudette.

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

1. **THAT** the Corporation of the Township of South Glengarry enter into an Automatic Aid Agreement for fire protection services with the Corporation of the Municipalité de Rivière-Beaudette as outlined in the agreement Schedule "A" attached hereto.
2. **THAT** the Mayor and Clerk be hereby authorized to execute all documents to give effect to this agreement.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED  
IN OPEN COUNCIL THIS 24<sup>H</sup> DAY OF MAY 2016.***

**MAYOR:**

**CLERK:**



**THIS AGREEMENT** made in duplicate this day of

**BETWEEN**

**THE MUNICIPALITÉ DE RIVIÈRE-BEAUDETTE**

hereinafter called "Rivière-Beaudette"

OF THE FIRST PART:

**AND**

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

hereinafter called "South Glengarry"

OF THE SECOND PART:

**WHEREAS** the Fire Protection and Prevention Act, Chapter 1997 2 (6), authorizes a municipality to provide and/or receive fire protection services to or from other municipalities;

**AND WHEREAS** the Municipality of Rivière-Beaudette, Quebec, operates fire protection services and assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements herein contained, it is mutually agreed between the parties hereto, as follows:

1. In this Agreement,
  - (a) **"Designate"** means a person who, in the absence of the Fire Chief, is assigned to be in charge of a particular activity of the Fire Department, and who has the same powers and authority as the Fire Chief.
  - (b) **"Fire Area"** means the fire area(s) of the Municipality as described in Schedule "A" attached to and forming part of this agreement,
  - (c) **"Fire Chief"** means the Chief of the Fire Department,
  - (d) **"Fire Department"** means the " Rivière-Beaudette Fire Department"
  - (e) **"Fire Protection Services"** means and includes the following:
    - I. Firefighting; and/or
    - II. Any other responses or incidents to which the Fire Department would normally respond to in Rivière-Beaudette.
2. Rivière-Beaudette will supply fire protection services to South Glengarry in the fire area as described in Schedule "A" attached to and forming part of this agreement.
3. Fire apparatus and personnel that will respond to occurrences in the fire area of South Glengarry will constitute sufficient apparatus and firefighters to accomplish the specific services identified in the Agreement.
4. In the areas to be protected as per agreement, the Fire Dispatch will notify Rivière-Beaudette Fire Service as first (1<sup>st</sup>) Call Out, the South Glengarry Fire Service will become the Second Call Out, immediately. **Exceptions being: Rivière-Beaudette will not be dispatched to any TransCanada Hwy # 401 incidents.**



5. Notwithstanding Section 3 above, the Fire Chief, or designate, may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in Rivière-Beaudette, under the provisions of their Mutual Aid Plan. Similarly, the Fire Chief or designate may order the return of such apparatus, equipment or personnel that is responding to or is at the scene of an incident in the fire area. In such cases the Fire Chief or designate, will summon the closest Fire Department within South Glengarry.
6. The Fire Chief, or designate, shall have full authority and control over any and all activities in which the fire department may be engaged in the fire area of the township.
7. The Fire Chief, or designate, shall report to South Glengarry by the tenth (10th) day of each month, all occurrences in the fire area to which the fire department has responded in the prior month.
8. South Glengarry agrees to provide a map of the fire area clearly indicating all ready accessible static sources of water available for firefighting operations as in Schedule "B" forming part of this Agreement.
9. South Glengarry agrees to identify all streets and roads in the fire area by having them clearly marked at all intersections.
10. South Glengarry agrees to identify all bridges under township or other jurisdiction(s) in the fire area as to weight limits and advice of alternate routes for fire apparatus. Bridges identified, as being unable to carry the weight of the fire apparatus, shall be set out in Schedule "C" attached to and forming part of this agreement. Any such bridges, so identified, will either limit or exclude fire protection services where the use of any of these bridges is required by fire apparatus.
11. South Glengarry shall be responsible for establishing and notifying in the manner and to the extent deemed necessary, residents and occupants of the fire area, of the procedures for reporting an emergency and of the services provided by the fire department.
12. South Glengarry warrants that by-law (s) have been enacted authorizing the activities and responsibilities of the Fire Chief under the South Glengarry Emergency Plan as set forth through the Establishing and Regulating By-law.
13. The Fire Chief or his designate from Rivière-Beaudette is to be recognized as the Chief of the incident while responding to a fire call until such time he or she is relieved by the South Glengarry Fire Department.
14. In consideration of the fire protection services undertaken by Fire Department to be provided in the fire area of South Glengarry, South Glengarry shall pay fees to Rivière-Beaudette as set out in Schedule "D" attached hereto and forming part of this agreement. Annual adjustments maybe added on the Bank of Canada – Inflation Calculator.
15. Notwithstanding anything herein contained, no liability shall attach or accrue to Rivière-Beaudette for failing to supply to the said township on any occasion, or occasions, any of the fire protection services provided for in this agreement.
16. No liability shall attach or accrue to the township by reason of any injury or damage sustained by personnel, apparatus, or equipment of the fire department while engaged in the provision of fire protection services in the fire area.
17. The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s)



18. So often as there may be any dispute between the parties to this agreement, including, but not limited to the interpretation of this agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act of Ontario, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this agreement. If for any reason the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act of Ontario, the parties hereto shall agree to the selection of a single arbitrator, and in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act or any successor legislation.
19. In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal to be void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect mutatis mutandis.
20. This agreement shall be in force for a period of five (5) years and thereafter it shall be automatically renewed from year to year unless in any year either party gives notice to the other party, as set out in Section (17) hereof.
21. Notwithstanding Section (20), this agreement may be terminated by either party giving written notice to the other party not less than twelve (12) months prior to the desired termination date. In any case of termination prior to the twelve (12) month date, the fees specified in Section (14) will be applied on a pro rata basis using the same formula as applied previous to the termination date.

***IN WITNESS WHEREOF the parties hereto have affixed their Corporate Seals attested by the hands of their proper officers.***

SIGNED, SEALED & DELIVERED

The Corporation of the Township of South Glengarry

) Per: \_\_\_\_\_

) Mayor \_\_\_\_\_

) Clerk \_\_\_\_\_

) The Municipality of Rivière-Beaudette

) Per: \_\_\_\_\_

) Mayor \_\_\_\_\_

) Clerk \_\_\_\_\_



## **SCHEDULE "A" FIRE AREA**

Attached to and forming part of "South Glengarry Township" and "Rivière-Beaudette Township" Fire Protection Agreement

Dated: May 24, 2016

The following describes the Fire Area within the Township of South Glengarry for the purposes of the fire protection services agreement between the Township of South Glengarry and the Township of Rivière-Beaudette.

1. All of the properties within the area marked on the attached map being North and South Sides of the South Service Road, North Service Road ( Old Highway 2) and Concession Road 2 up to County Road 23 (4<sup>th</sup> Line Road).
2. All the properties located on the East and West Sides of County Road 23 (4th Line Road) and the 5<sup>th</sup> Line Road up to Concession Road 2.



### ***SCHEDULE "B" AVAILABLE WATER***

Attached to and forming part of "South Glengarry" and "Rivière-Beaudette ":

Dated: May 24, 2016

1. The following map indicates the readily accessible static sources of water for fire fighting purposes in the fire area of the township.



***SCHEDULE "C" BRIDGES***

Attached to and forming part of "South Glengarry" and "Rivière-Beaudette Township"

Dated: May 224, 2016

1. The following list of bridges that will not support the weight of fire apparatus or have not provided an engineering report or similar acceptable document to indicate they will support the weight:

***6262 152<sup>nd</sup> Avenue***



**SCHEDULE "D" SERVICE FEES**

Attached to and forming part of "South Glengarry “and “Rivière-Beaudette” fire protection agreement:

Date: May 24, 2016

Fully equipped Pumper with (5) Firefighters	\$ 429.52/ 1 <sup>st</sup> hour	\$ 290.56/ 2 <sup>nd</sup> hour
Team of (5) Firefighters	\$ 357.82/ 1 <sup>st</sup> hour	\$ 182.56/ 2 <sup>nd</sup> hour
Team of (5) Firefighters for MVA	\$ 429.52/ 1 <sup>st</sup> hour	\$ 290.56/ 2 <sup>nd</sup> hour
Team of (4) Firefighters Wildland Fires	\$ 429.52/ 1 <sup>st</sup> hour	\$ 290.56/ 2 <sup>nd</sup> hour
Team of (2) Firefighters for Medical Incidents	\$ 200.39/ 1 <sup>st</sup> hour	\$125.33/ 2 <sup>nd</sup> hour
Fully equipped Tanker with (2) Firefighters	\$ 378.98/ 1 <sup>st</sup> hour	\$ 252.66/ 2 <sup>nd</sup> hour

Annual adjustments to the above fee schedule maybe based on the Bank of Canada – Inflation Calculator.





# Township of South Glengarry

**A**

## Fire District

- Boundary Change Response
- Lancaster
- Lancaster - Hwy 401

- Highway
- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Future Development
- Railroad
- Settlement Area
- Township Boundary

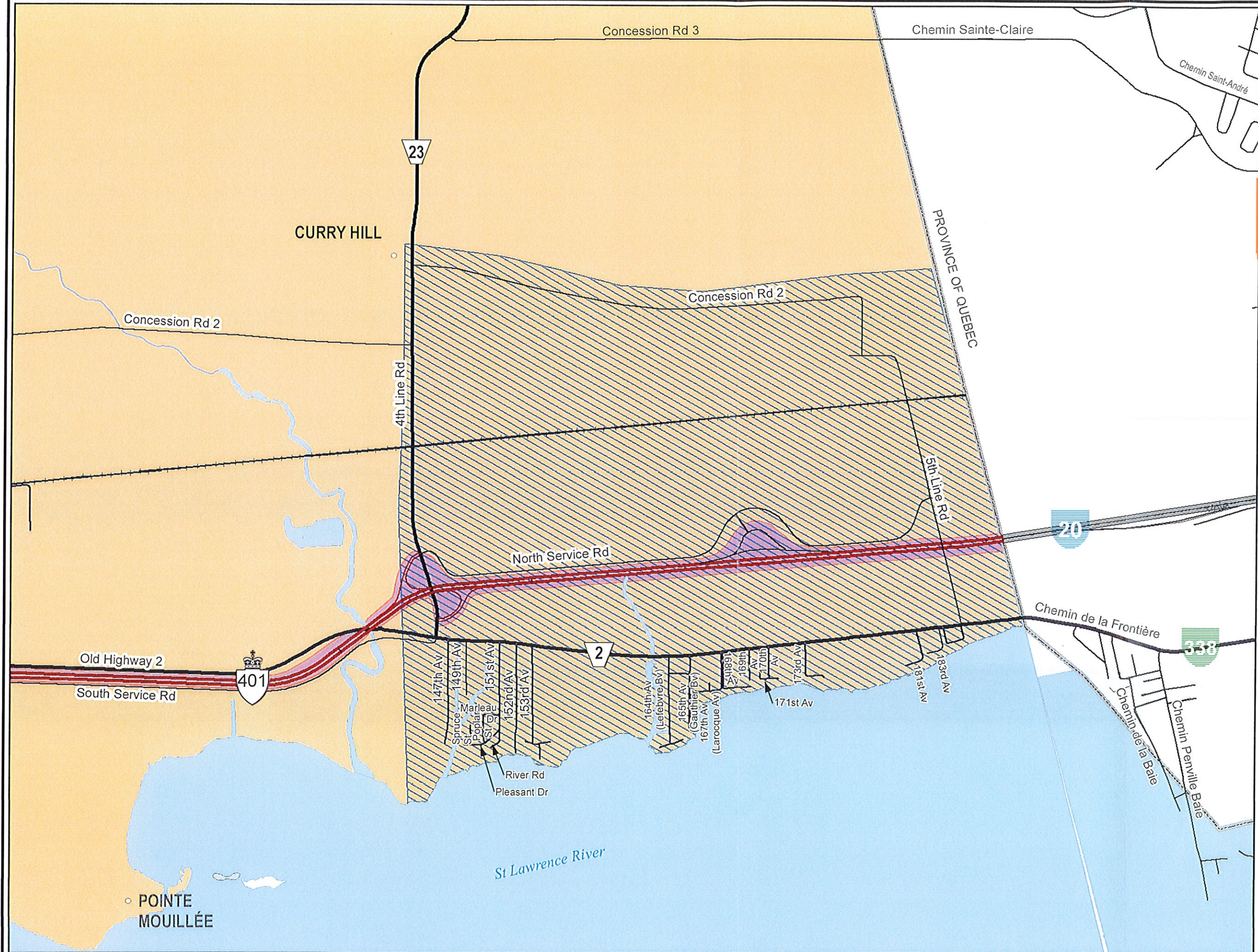


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Produced by The United Counties of Stormont, Dundas and Glengarry, Planning Department

SDG  
Data outside SDG © 2014. Government of Canada with permission from Natural Resources Canada. Other Base Data supplied by Members of the Ontario Geospatial Data Exchange.  
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# Township of South Glengarry Water Supply Locations

Type  
● Dry Hydrant

## Fire District

- Boundary Change Response
- Lancaster
- Lancaster - Hwy 401

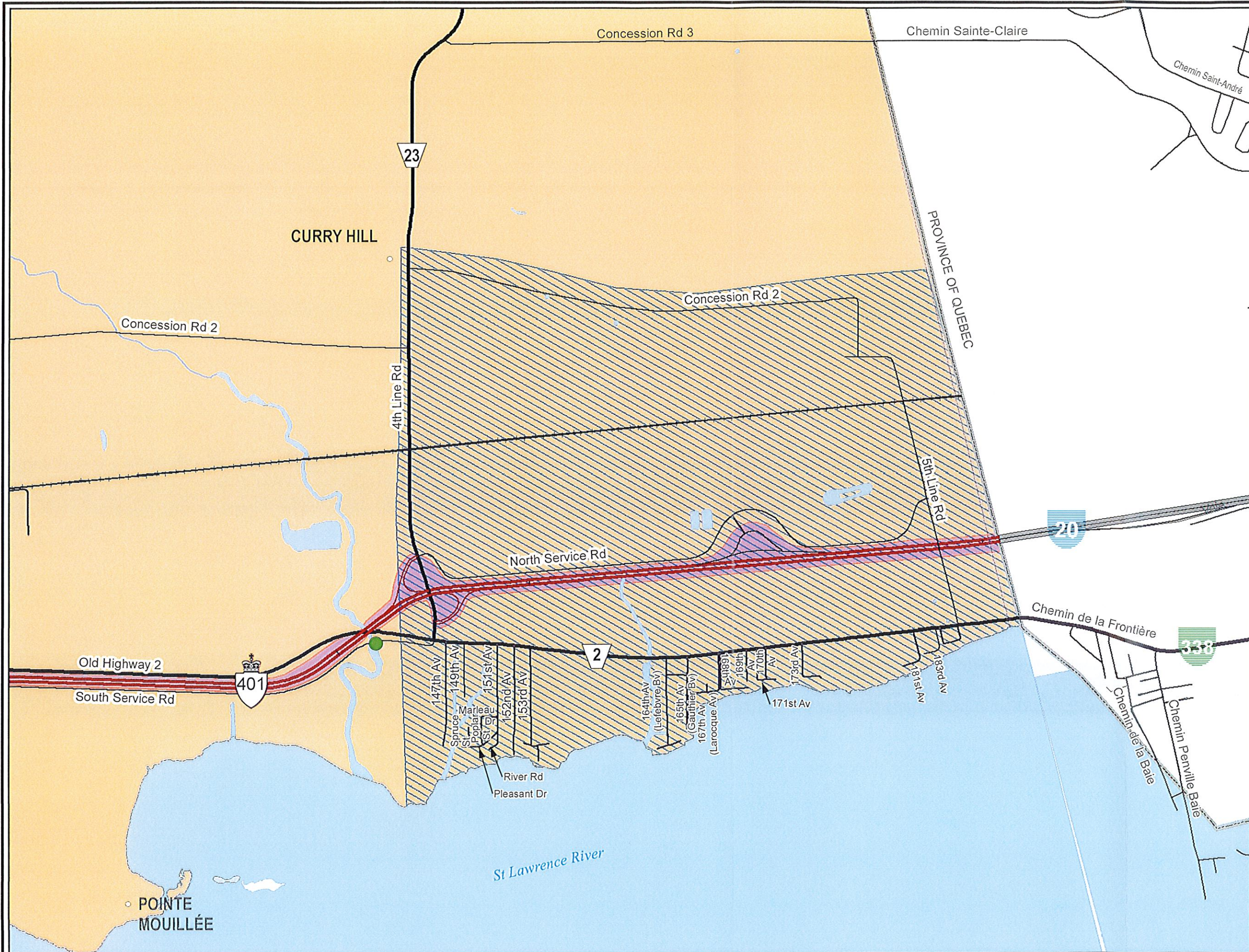
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- County Road
- Township Road
- Private/Other Road
- Road Allowance / Seasonal Road
- Under Construction
- Future Development
- Railroad
- Settlement Area
- Township Boundary



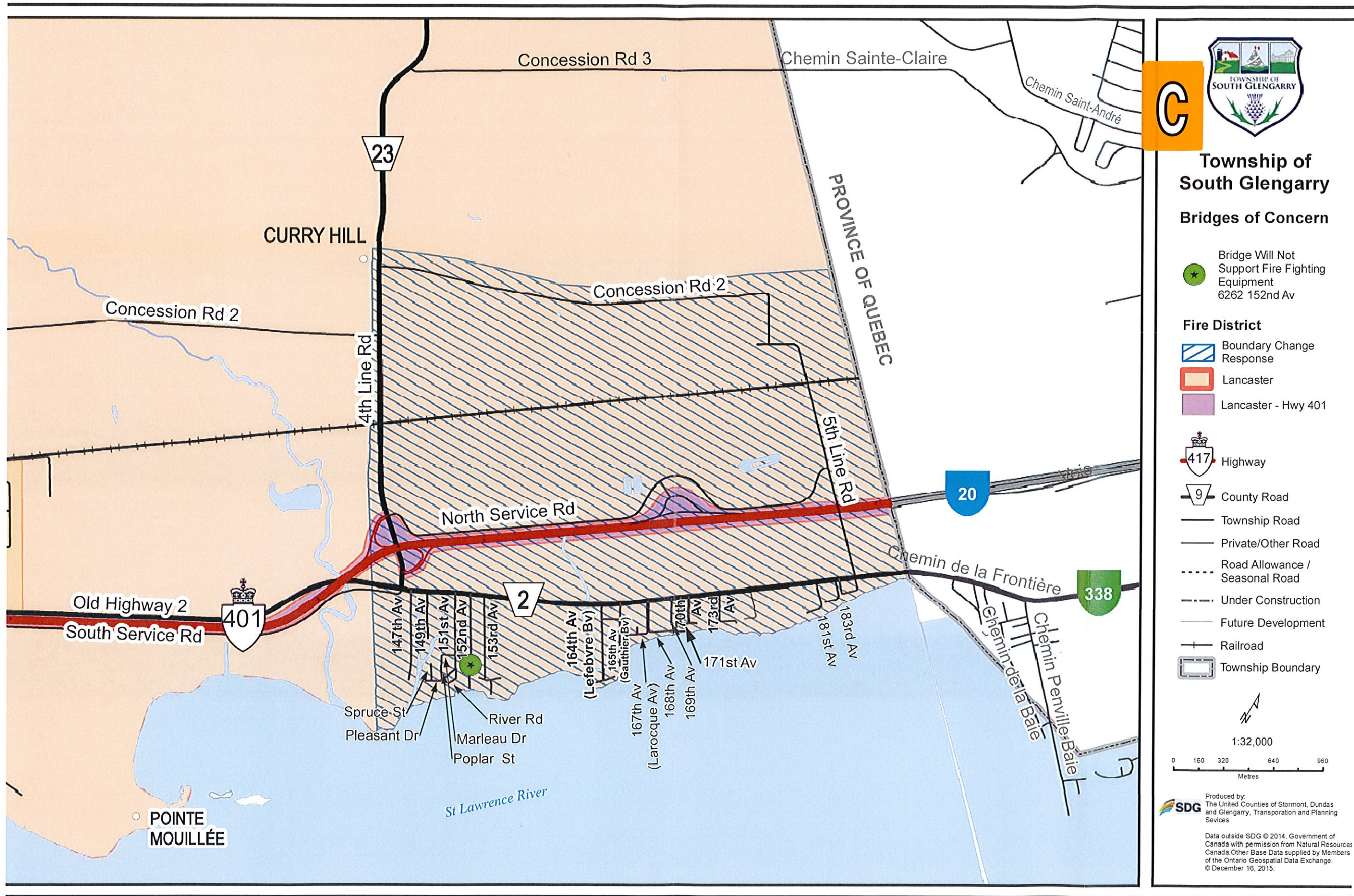
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Produced by The United Counties of Stormont, Dundas and Glengarry, Planning Department  
SDG  
Data outside SDG © 2014. Government of Canada with permission from Natural Resources Canada. Other Base Data supplied by Members of the Ontario Geospatial Data Exchange.  
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## *Municipalité de Rivière-Beaudette*

Le 3 mai 2016

Lors d'une assemblée ordinaire des membres du Conseil de la Municipalité de Rivière-Beaudette, tenue à l'endroit ordinaire des sessions de ce Conseil et conformément aux dispositions du Code Municipal de la Province de Québec, il a été résolu et adopté la résolution annexée à la présente.

Espérant le tout conforme, je demeure,

Bien à vous.

A handwritten signature in black ink, appearing to read 'Céline Chayer', is positioned above the printed name.

Céline Chayer  
Directrice générale



## **COPIE DE RÉSOLUTION**

### **MUNICIPALITÉ DE RIVIÈRE-BEAUDETTE**

À une séance ordinaire des membres du conseil tenue le 2 mai 2016 et à laquelle étaient présents le Maire M. Patrick Bousez, et les Conseillers suivants :

**France Rivet, Tammy Titley, Micheline Sauvé  
André Beaudin, Dany Paquet, Ghyslain Maheu**

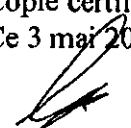
Formant quorum sous la présidence de M. Le Maire Patrick Bousez

#### **2016-05-87 - ENTENTE AVEC SOUTH GLENGARRY POUR SERVICE INCENDIE**

Sur la proposition de M. André Beaudin appuyée par M. Dany Paquet, il est résolu à l'unanimité des conseillers de signer l'entente avec South Glengarry pour le service incendie.

**Sujet à l'approbation du procès-verbal  
par les membres du Conseil municipal**

Copie certifiée conforme  
Ce 3 mai 2016



Mme Céline Chayer  
Directrice générale



LE « CANTON DE SOUTH GLENGARRY »  
Ci-après appelé « South Glengarry » d'une part;

ET

LA « MUNICIPALITÉ DE RIVIÈRE-BEAUDETTE », QUÉBEC.  
Ci-après appelée « Rivière-Beaudette » d'autre part;

ATTENDU QUE des règlements municipaux ont été dûment adoptés par les parties conformément aux dispositions de la *Loi sur les municipalités*, L.R.O., 1990 modifiée, afin d'autoriser une entente entre les parties, et

ATTENDU QUE la *Loi de 1997 sur la protection et la prévention contre l'incendie*, L.O. 1997, CHAPITRE 4, autorise une municipalité à fournir des services de protection contre l'incendie à d'autres municipalités, ou à recevoir de tels services de ces dernières;

ET ATTENDU QUE la municipalité de Rivière-Beaudette, au Québec, est desservie par un service et par des biens de protection contre l'incendie convenables, lui permettant de respecter ses responsabilités municipales au sens de la *Loi sur la prévention des incendies*.

POUR CES MOTIFS, en considération des engagements et accords mutuels contenus aux présentes, les parties aux présentes conviennent mutuellement de ce qui suit :

1. Dans la présente entente,
  - a) *Remplaçant désigné* désigne une personne qui, en l'absence du chef du service de sécurité incendie, dispose des mêmes pouvoirs et de la même autorité que le chef du service de sécurité incendie;
  - b) *Secteur de feu* désigne le(s) secteur(s) de feu du canton, décrit(s) à l'Annexe A jointe à la présente entente et en faisant partie;
  - c) *Chef du service de sécurité incendie* désigne le chef du service d'incendie,
  - d) *Service de sécurité incendie* désigne le « Service de sécurité incendie de Rivière-Beaudette »;
  - e) *Services de protection contre l'incendie* désigne et comprend les activités définies dans la *Loi sur la protection et la prévention de l'incendie* et plus précisément décrits comme étant : « l'extinction et la prévention des incendies ainsi que l'éducation à l'égard de la sécurité-incendie, les communications, la formation des personnes qui participent à la fourniture des services de protection contre l'incendie, les services de sauvetage et d'urgence et la fourniture de tous ces services ».
2. Rivière-Beaudette fournira, sauf dans la mesure où ils sont limités ou exclus aux présentes, les services de protection contre l'incendie à South Glengarry dans le secteur de feu décrit à l'annexe A jointe à la présente entente et en faisant partie.



3. L'équipement et le personnel de lutte contre l'incendie qui répondra aux événements dans le secteur de feu de South Glengarry seront suffisants pour fournir les services expressément décrits dans la présente entente.
4. Dans les secteurs à protéger conformément à l'entente, le coordonnateur de la lutte contre l'incendie avisera le Service de sécurité incendie de Rivière-Beaudette à titre de premier répondant tandis que le Service d'incendie de South Glengarry deviendra le deuxième répondant, et ce, immédiatement. Exceptions : Rivière-Beaudette ne sera pas dépêchée sur les lieux d'un incendie qui se produit sur l'autoroute 401.
5. Nonobstant l'article 3 ci-dessus, le chef du service de sécurité incendie, ou son remplaçant désigné, peut refuser de répondre à des événements si du personnel, du matériel ou de l'équipement d'intervention est requis à Rivière-Beaudette, conformément aux dispositions de leur plan d'entraide. Dans le même ordre d'idées, le chef du service de sécurité incendie ou son remplaçant désigné peut ordonner le retour du personnel, du matériel ou de l'équipement qui répond à un incident ou qui se trouve sur les lieux d'un incident dans le secteur de feu. Dans ce cas, le chef du service de sécurité incendie ou son remplaçant désigné fera appel au service de sécurité incendie le plus près de South Glengarry.
6. Le chef du service de sécurité incendie, ou son remplaçant désigné, disposera des pleins pouvoirs et du plein contrôle des activités auxquelles il prend part dans le secteur de feu du canton.
7. Le chef du service de sécurité incendie, ou son remplaçant désigné, fera rapport au canton avant le dixième (10) jour de chaque mois relativement à tous les événements qui se seront produits dans le secteur de feu et auxquels son service de sécurité incendie aura répondu au cours du mois précédent.
8. South Glengarry convient de fournir une carte du secteur de feu indiquant clairement toutes les réserves d'eau statique qui sont facilement accessibles pour les activités de lutte contre le feu.
9. South Glengarry convient d'identifier toutes les rues et toutes les routes du secteur de feu en faisant en sorte qu'elles soient clairement indiquées à toutes les intersections.
10. South Glengarry convient d'identifier tous les ponts qui relèvent du canton ou d'une autre compétence dans le secteur de feu, relativement aux limites de poids et aux avis concernant les voies de recharge pour le matériel de lutte contre l'incendie. Les ponts qui ne peuvent soutenir le poids du matériel de lutte contre l'incendie seront indiqués à l'Annexe C jointe à la présente entente et en faisant partie. Ces ponts ainsi identifiés limiteront ou excluront la portée des services de protection contre l'incendie aux endroits où le recours à ces ponts est exigé par le matériel de lutte contre l'incendie.



11. Il incombera à South Glengarry de déterminer et d'aviser, de la manière et dans la mesure réputées nécessaires, les résidents et les occupants du secteur de feu des procédures à suivre pour signaler une urgence et des services fournis par le Service de sécurité incendie.
12. South Glengarry assure que les règlements municipaux ont été adoptés pour autoriser la tenue des activités et l'attribution des responsabilités du chef du service de sécurité incendie dans le cadre du plan d'intervention d'urgence du canton, tel qu'indiqué à l'Annexe D jointe à la présente entente et en faisant partie.
13. Le chef du Service de sécurité incendie de Rivière-Beaudette, ou son remplaçant désigné, doit être considéré comme chef de l'incident lorsqu'il répond à une alerte d'incendie, et ce, jusqu'à ce que le Service de sécurité incendie de South Glengarry prenne la relève.
14. En contrepartie des services de protection contre l'incendie pris en charge par la municipalité dans le secteur de feu du canton, ce dernier paiera à la municipalité de Rivière-Beaudette les frais établis à l'Annexe D jointe à la présente entente et en faisant partie.
15. Nonobstant les dispositions prévues aux présentes, aucune responsabilité ne peut être imputée ou attribuée à Rivière-Beaudette concernant tout manquement relatif à la fourniture, à une ou plusieurs occasions, de l'un ou l'autre des services de protection contre l'incendie prévus dans la présente entente.
16. Aucune responsabilité ne peut être imputée ou attribuée à la municipalité du fait d'une blessure ou d'un préjudice causé(e) au personnel, au matériel ou à l'équipement du Service de sécurité incendie pendant la prestation des services de protection contre l'incendie dans le secteur de feu.
17. Les parties conviennent que la présente entente peut être modifiée en tout temps, avec le consentement mutuel des parties, après que la partie qui désire apporter le ou les changements ait remis par écrit, à l'autre partie, un préavis de trente (30) jours concernant le(s) changement(s) proposé(s).
18. Aussi souvent que nécessaire, en cas de litige entre les parties aux présentes, incluant sans s'y limiter relativement à l'interprétation de la présente entente, le litige sera soumis à un arbitrage en vertu des dispositions de la *Loi sur les arbitres municipaux*, et la décision rendue relativement à ces procédures sera obligatoire et définitive pour les parties à la présente entente. Si, pour quelque raison que ce soit, ledit arbitrage ne peut être tenu conformément aux dispositions de la *Loi sur les arbitres municipaux*, les parties aux présentes devront s'entendre sur la sélection d'un seul arbitre; en l'absence d'une entente, un arbitre devra être désigné par un juge de la Cour suprême de l'Ontario, conformément aux dispositions de la *Loi sur l'arbitrage* ou de toute loi qui la remplace.
19. Si une clause, une disposition ou une modalité de la présente entente devait, à tout moment, être considérée par un tribunal compétent comme nulle ou inexécutable, l'entente ne serait



pas avortée, mais la clause, la disposition ou la modalité serait réputée être dissociable du reste de la présente entente, laquelle demeurerait en vigueur avec les adaptations nécessaires.

20. La présente entente demeurera en vigueur pendant une période de cinq (5) ans, après quoi elle sera automatiquement renouvelée d'année en année, à moins qu'au cours d'une année donnée, l'une des parties avise l'autre partie du contraire, conformément à l'article 17 des présentes.
21. Nonobstant l'article 20, la présente entente peut être résiliée par l'une ou l'autre des parties sur préavis écrit remis à l'autre partie au plus tard douze (12) mois avant la date de résiliation souhaitée. En cas de résiliation avant la période de douze (12) mois prévue, les frais indiqués à l'article 15 s'appliqueront au prorata de cette période, au moyen de la formule appliquée avant la date de résiliation.

***EN FOI DE QUOI LES PARTIES AUX PRÉSENTES ont apposé le sceau de leurs municipalités, attesté par leurs représentants respectifs.***



**ANNEXE A – SECTEUR DE FEU (ARTICLE 2)**

Document joint à l'Entente de protection contre l'incendie entre le « canton de South Glengarry » et la « municipalité de Rivière-Beaudette » et en faisant partie.

En date du :

La présente annexe décrit le secteur de feu au sein du canton de South Glengarry aux fins de l'Entente de services de protection contre l'incendie entre le canton de South Glengarry et la municipalité de Rivière-Beaudette.

1. Toutes les propriétés au sein du secteur désigné sur la carte ci-jointe se trouvant des côtés nord et sud de la voie de desserte Sud, de la voie de desserte Nord et du Concession Rd.2, jusqu'au County Road 23 (4th Line Road).
2. Toutes les propriétés situées des côtés est et ouest du County Road. 23 (4th Line Road) et du 5th Line Road, jusqu'au Concession Road 2.



**ANNEXE B – EAU DISPONIBLE (ARTICLE 9)**

Document joint à l'Entente de protection contre l'incendie entre le « canton de South Glengarry » et la « municipalité de Rivière-Beaudette » et en faisant partie.

En date du :

La carte qui suit indique les sources d'eau statique facilement accessibles à des fins de lutte contre le feu dans le secteur de feu du canton.



**ANNEXE C – PONTS (ARTICLE 11)**

Document joint à l'Entente de protection contre l'incendie entre le « canton de South Glengarry » et la « municipalité de Rivière-Beaudette » et en faisant partie.

En date du :

Le document qui suit décrit les ponts qui ne peuvent soutenir le poids du matériel de lutte contre l'incendie ou qui n'ont pas fait l'objet d'un rapport d'ingénierie ou de tout autre document similaire acceptable indiquant qu'ils peuvent soutenir un tel poids.



**ANNEXE D – FRAIS DE SERVICE (ARTICLE 14)**

Document joint à l'Entente de protection contre l'incendie entre le « canton de South Glengarry » et la « municipalité de Rivière-Beaudette » et en faisant partie.

1. Autopompe entièrement équipée avec 5 pompiers	429,52 \$/1 <sup>re</sup> heure	290,56 \$ /2 <sup>e</sup> heure
2. Équipe de 5 pompiers	357,82 \$/1 <sup>re</sup> heure	182,56 \$/2 <sup>e</sup> heure
3. Équipe de 5 pompiers en cas d'accident de véhicule motorisé	429,52 \$/1 <sup>re</sup> heure	290,56 \$/2 <sup>e</sup> heure
4. Équipe de 4 pompiers en cas de feu de végétation	429,52 \$/1 <sup>re</sup> heure	290,56 \$/2 <sup>e</sup> heure
5. Équipe de 2 pompiers en cas d'incident médical	200,39 \$/1 <sup>re</sup> heure	125,33 \$/2 <sup>e</sup> heure
6. Camion-citerne entièrement équipé avec 2 pompiers	378,98 \$/1 <sup>re</sup> heure	252,66 \$/2 <sup>e</sup> heure





# Council News

United Counties of Stormont, Dundas and Glenarry

May, 2016

## 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:

Committee of the Whole—May 24, 2016  
1:00 p.m.

Council Meeting—  
June 20, 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)



## Delegation

Leon Chamois, Curator of the SDG Highlanders Regimental Museum, presented information on the Museum, together with request for financial assistance to enhance the artifact collection.

## Cornwall and the Counties Tourism

Council authorized the withdrawal of funding to the Cornwall and the Counties Tourism, effective December 31, 2016. A delivery model for the services will be developed in consultation with stakeholders and services will be delivered by the Economic Development and Communications division of Corporate Services.

## County Building Renovations

Council authorized staff to proceed to tender for upgrades to the County Administration Building. The tender results and final approval will be considered at subsequent meeting.

## Donation

Council authorized a donation of \$5,000 to the Canadian Red Cross to assist with the disaster in Fort McMurray. The donation will be taken from the donation reserve.

## Service Ontario Closure

Council passed resolution to petition the Province of Ontario to reconsider the closure of certain Service Ontario locations, especially the Morrisburg location.

## By-laws

**By-law No. 5052**—authorize insurance proposal

**By-law No. 5053**—establish land as part of a highway

**By-law No. 5054**—authorize stumpage sale contract

**By-law No. 5055**—to adopt, confirm and ratify

## Tender

**Pre-Manufactured Bridge Components**—Anchor Concrete Products Ltd. \$361,968.56

**Diesel Cab and Chassis**—Cornwall Freightliner—\$129,300.

**Plow & Spreader Equipment**—Gin-Cor Industries—\$107,834.

**Engineering-Roundabouts**—the RFP will be re-issued to include two roundabouts in Long Sault and one at the intersection of County Road 1 and 2 in Iroquois.

## Key Information

Treasurer Metcalfe informed Council the Canada 150 application for the jail was not successful. A committee will be formed to identify, prioritize and implement enhancements to jail tours/facility. Jim Hendry, South Nation Conservation Authority, provided an annual report on County Forests. Engineer deHaan provided plans to celebrate the 100th anniversary of the County Roads. Director of Court Services provided information on collection of defaulted POA fines.



MINUTES OF A MEETING OF THE  
RAISIN REGION CONSERVATION AUTHORITY  
HELD April 21, 2016, 2016 – 4:30 P.M. RRCA ADMINISTRATION BUILDING

PRESENT: Frank Prevost, Chair

Ian McLeod	Tammy Hart	Claude McIntosh
Carilyne Hebert	Michael Depratto	

STAFF:	Roger Houde	Sandy Crites	Josianne Sabourin
	Phil Barnes	Kim MacDonald	Richard Pilon

GUEST: Karen Cooper, SLRIES

APPROVAL OF THE AGENDA

**MOTION #35/16:** Moved by: Claude McIntosh  
Seconded by: Carilyne Hebert

Be it resolved that the agenda be approved with the addition of item 14 (a) Personnel Issues, to closed session.

Carried

PECUNIARY INTEREST

No pecuniary interest was declared.

APPROVAL OF THE MINUTES OF MARCH 24, 2016 FULL AUTHORITY MEETING

**MOTION #36/16:** Moved by: Claude McIntosh  
Seconded by: Carilyne Hebert

Be it resolved that the minutes of the Full Authority Meeting held on March 24, 2016 be approved.

Carried



BUSINESS ARISING FROM THE MINUTES

None

APPROVAL OF FINANCIAL STATEMENTS FOR THE MONTH OF MARCH

**MOTION #37/16:** Moved by: Tammy Hart  
Seconded by: Ian McLeod

Be it resolved that the Financial Statements for the month of March be approved.

Carried

APPROVAL OF LIST OF ACCOUNTS FOR THE MONTH OF MARCH

**MOTION #38/16:** Moved by: Carilyne Hebert  
Seconded by: Claude McIntosh

Be it resolved that the list of accounts for the month of March be approved.

Carried

APPROVAL OF CORRESPONDENCE FOR THE MONTH OF FEBRUARY TO APRIL

**MOTION #39/16:** Moved by: Michael Depratto  
Seconded by: Carilyne Hebert

Be it resolved that the correspondence for the month of February to April be accepted.

Carried

CORNWALL SEDIMENT STRATEGY FOR ST. LAWRENCE RIVER AOC

Karen Cooper gave a presentation regarding the St. Lawrence River Area of Concern. She provided some background information on the river and how an AOC is formed and when an AOC is complete and delisted.

Roger provided updated information on the Cornwall Sediment Strategy.

Carried



### CANOE RACE UPDATE

Canoe Race: Phil provided a summary of this year's canoe race and Board Members were asked to show their support by attending the Awards Banquet.

### PLANNING & REGULATION FEES (Staff Report #08/16)

Kim provided some background information with respect to the costs associated with running the Planning and Regulations Program. She also provided the suggested 2016 fee schedule, which was modified to incorporate the yearly cost of living increase. This yearly cost of living increase is applied to the fee schedule each year and was approved by Board of Directors' resolution in 2012.

**MOTION #40/16:** Moved by: Ian McLeod  
Seconded by: Tammy Hart

Be it resolved that the Board of Directors approve the 2016 Planning and Regulation Fee Schedules, reflecting the approximate 1.2% cost of living.

Carried

### COOPER MARSH UPDATE

Roger met with the Chair of the Cooper Marsh Conservators to discuss their roles and responsibilities and to discuss cost saving opportunities. The CMC have put together a committee to prepare a position paper which they will present to the Board at our June Full Authority meeting. Roger is meeting with them on May 5<sup>th</sup> to discuss their presentation to the Board.

It was suggested that a memorandum of understanding be created between the CMC and the RRCA outlining their role and responsibilities.

### PROPOSED SIGN FOR GRAY'S CREEK SOCCER FIELDS (Staff Report #09/16)

The Cornwall District Soccer League is requesting permission to install a sign in front of the two newly created soccer fields, to acknowledge one of their major sponsors.

It was suggested that the civic address be shown on this sign for 911 purposes.



CLOSED SESSION

**MOTION #41/16:** Moved by: Tammy Hart  
Seconded by: Ian McLeod

Be it resolved that the meeting move into closed session.

Carried

OPEN SESSION

**MOTION #42/16:** Moved by: Carilyne Hebert  
Seconded by: Claude McIntosh

Be it resolved that the meeting resume in open session.

Carried

ADJOURNMENT


**MOTION #43/16:** Moved by: Michael Depratto

Be it resolved that the meeting be adjourned.

DISTRIBUTION: Authority Members  
Participating Municipalities

NEXT MEETING: MAY 19, 2016  
4:00 p.m. – RRCA Administration Office

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
RECORDING SECRETARY





**RAISIN  
REGION  
CONSERVATION  
AUTHORITY**

# Agenda

**Date:** April 21, 2016

**Time:** **4:00 pm** – SPA Meeting  
**4:30 pm** – RRCA Meeting

**Location:** RRCA Administration Office

Page

1. Call to Order	
2. Additions to the Agenda	
3. Approval of the Agenda	
4. Pecuniary Interest	
5. Approval of Minutes of March 24, 2016 Full Authority Meeting	1
6. Business arising from the Minutes	
7. Approval of Financial Statements	5
8. Approval of List of Accounts for the month of March	8
9. Correspondence for the Month of February to April	10
10. Cornwall Sediment Strategy for St. Lawrence River AOC – Karen Cooper	
11. Canoe Race Update	
12. Planning & Regulation Fees (Staff Report #08/16)	40
13. Cooper Marsh Update	
14. Proposed Sign for Gray's Creek Soccer Fields (Staff Report #09/16)	43
15. Adjournment	



MINUTES OF A MEETING OF THE  
RAISIN REGION CONSERVATION AUTHORITY  
HELD MARCH 24, 2016 – 4:00 P.M. RRCA ADMINISTRATION BUILDING

PRESENT: Frank Prevost, Chair

Ian McLeod

David Smith

Alton Blair

STAFF:

Roger Houde

Sandy Crites

Josianne Sabourin

Phil Barnes

Kim MacDonald

Richard Pilon

Lissa Deslandes

APPROVAL OF THE AGENDA

**MOTION #28/16:** Moved by:  
Seconded by:

Be it resolved that the agenda be approved as presented.

Carried

PECUNIARY INTEREST

No pecuniary interest was declared.

APPROVAL OF THE MINUTES OF FEBRUARY 18, 2016 FULL AUTHORITY MEETING

**MOTION #29/16:** Moved by: David Smith  
Seconded by: Ian McLeod

Be it resolved that the minutes of the Full Authority Meeting held on February 18, 2016 be approved.

Carried

BUSINESS ARISING FROM THE MINUTES

None



APPROVAL OF FINANCIAL STATEMENTS FOR THE MONTH OF FEBRUARY

**MOTION #30/16:** Moved by: David Smith  
Seconded by: Alton Blair

Be it resolved that the Financial Statements for the month of February be approved.

Carried

APPROVAL OF LIST OF ACCOUNTS FOR THE MONTH OF FEBRUARY

It was suggested that a printout of the TD Visa be provided with the accounts.

**MOTION #31/16:** Moved by: Alton Blair  
Seconded by: Ian McLeod

Be it resolved that the list of accounts for the month of February be approved.

Carried

APPROVAL OF CORRESPONDENCE FOR THE MONTH OF JANUARY TO MARCH

**MOTION #32/16:** Moved by: David Smith  
Seconded by: Ian McLeod

Be it resolved that the correspondence for the month of January to March be accepted.

Carried

AUDITOR'S REPORT

Ross Markell and Ian Murphy from the firm Craig Keen Despatie Markell presented the 2015 audited financial statement to the Board of Directors. They also provided recommendations to staff on the purchasing policies. It was suggested by the auditor's that the Board of Directors be given the responsibility of decision making when fees and rates are to be implemented at Charlottenburgh Park.

**MOTION #33/16:** Moved by: Alton Blair  
Seconded by: David Smith

Be it resolved that the 2015 audited financial statements be accepted as presented.

Carried



### FLARO VIOLATION & RETROACTIVE O.REG. 175/06 PERMIT APPLICATION UPDATE

Kim informed the Board that the 2015 retroactive permit is still incomplete as Mr. Flaro has not provided all the documentation requested in Motion #19/16.

A letter from the Board should be prepared addressed to Mr. Flaro asking him to provide his requests/concerns in writing before proceeding any further.

### UPCOMING EVENTS

Lissa provided some information on the upcoming Canoe Race:

- Approximately \$3,000 has been raised so far
- She applied to TransCanada Pipelines for funding in the amount of \$10,000. Still waiting for a response.

The Annual Spring Fling hosted by the Cooper Marsh Conservators is scheduled for Sunday May 1, 2016 from 2:00 p.m. to 4:00 p.m. at the Cooper Marsh Visitors Centre. Anyone interested in tickets are to contact Josianne.

### LIABILITY COVERAGE FOR HUNTING ON RRCA PROPERTY

Staff contacted our insurance provider, Marsh Canada inquiry as to whether the RRCA is covered for hunting on RRCA property. The insurance company did confirm that the Authority is covered for hunting that occurs on RRCA property however, all hunters should be required to have their own liability insurance of \$2,000,000 as a minimum. It was recommended that the Authority request proof of insurance when purchasing a hunting permit and also that the Authority be added as an additional insured on their insurance.

### LOCH GARRY PROPERTY PURCHASE UPDATE

Roger provided an update on the purchase of Loch Garry property. The applicants would like exclusive use of the property and are not interested in obtaining a hunting permit. Discussions are on-going and staff will update further at the next Authority meeting.

### ADJOURNMENT

**MOTION #34/16:** Moved by: Alton Blair

Be it resolved that the meeting be adjourned.



DISTRIBUTION: Authority Members  
Participating Municipalities

NEXT MEETING: APRIL 21, 2016  
4:30 p.m. – RRCA Administration Office

  
CHAIR

  
RECORDING SECRETARY



**RRCA FINANCIAL STATEMENT**  
For the period ending March 31, 2016

	<b>Budget 2016</b>	<b>Actual March 31, 2016</b>
<b><u>REVENUE</u></b>		
Municipal	779,157	0
MNR	164,721	41,180
Provincial	182,650	49,972
Federal	25,962	56,718
Authority generated	843,592	221,115
Reserve	962	0
<b>TOTAL REVENUE</b>	<b>1,997,044</b>	<b>368,986</b>
<b><u>EXPENDITURES</u></b>		
Watershed Management	531,239	139,009
Environmental Services	169,492	40,326
Stewardship Programs	431,039	204,565
Conservation & Education	551,067	60,131
Corporate Services/Equipment	314,207	93,272
<b>TOTAL EXPENDITURE</b>	<b>1,997,044</b>	<b>537,303</b>
Net surplus (deficit)	<b>\$0</b>	<b>(\$168,317)</b>



**MARINA STATEMENT OF OPERATIONS**

For the Period ending March 31st, 2016

	<b>Budget 2016</b>	<b>Actual March 31, 2016</b>
<b>REVENUE</b>		
Slips Fees	\$38,000.00	\$0.00
Launching Fees	\$7,000.00	\$0.00
Gas Sales	\$30,000.00	\$0.00
Purchase for resale	\$5,000.00	\$0.00
Student Programs	\$4,960.00	\$0.00
Levies	\$26,083.37	\$6,520.75
	<u>\$111,043.37</u>	<u>\$6,520.75</u>
<b>PROJECT EXPENSES</b>		
Wages, Benefits & Admin	\$56,043.18	\$8,699.64
Garbage	\$1,500.00	\$0.00
Security	\$300.00	\$45.00
Telephone	\$700.00	\$155.26
Repairs & Maintenance	\$5,000.00	\$0.00
Insurance	\$150.00	\$27.00
Office & Advertising	\$2,500.00	\$274.77
Vehicle	\$150.00	\$0.00
Equipment	\$2,000.00	\$0.00
Utilities	\$2,700.00	\$991.47
Purchases for resale	\$40,000.00	\$0.00
	<u>\$111,043.18</u>	<u>\$10,193.14</u>
(Deficit) Surplus	<u>\$0.19</u>	<u>-\$3,672.39</u>



**CHARLOTTENBURG PARK STATEMENT OF OPERATIONS**

For the period ending March 31st, 2016

	<b>Budget 2016</b>	<b>Actual March 31, 2016</b>
<b>REVENUE</b>		
Misc Sales (worms, ice & wood)	\$23,794.00	\$0.00
Seasonal Camping Fees	\$178,000.00	\$68,500.74
Transient Camping Fees	\$96,000.00	\$0.00
Seasonal boat Slips & open season	\$6,149.00	\$5,353.84
Cabin Rental	\$5,000.00	\$0.00
Beach & Concession	\$30,000.00	\$0.00
Seasonal Campers Hydro	\$19,469.00	\$0.00
Donations		\$0.00
Student Subsidies	\$4,400.00	\$0.00
	<u>\$362,812.00</u>	<u>\$73,854.58</u>
<b>PROJECT EXPENSES</b>		
Wages, Benefits & Admin	\$211,672.00	\$27,067.51
Hydro	\$20,000.00	\$959.53
Telephone & Communications	\$5,500.00	\$326.42
Garbage Collection	\$4,250.00	\$0.00
Insurance	\$750.00	\$119.31
Security	\$400.00	\$90.00
Bank & Credit Card	\$4,500.00	\$818.25
Office	\$5,000.00	\$92.15
Advertising & Training	\$2,500.00	\$0.00
Vehicle & Travel	\$3,000.00	\$328.90
Conservation Authority Equipment	\$25,000.00	\$1,324.00
St Lawrence Parks Commission Fee	\$30,000.00	\$0.00
Purchases	\$12,000.00	\$0.00
Repairs and maintenance	\$12,000.00	\$0.00
	<u>\$336,572.00</u>	<u>\$31,126.07</u>
(Deficit)Surplus	\$26,240.00	\$42,728.51
Hydro Debt Repayment	(\$24,946.00)	(\$6,237.00)
(Deficit)Surplus	<u>\$1,294.00</u>	<u>\$36,491.51</u>



# March 2016 LIST OF ACCOUNTS

DATE	SUPPLIER	CHQ #	EXPLANATION	AMOUNT
10-Mar-2016	BELL CANADA	22517	FEBRUARY 2016 CM/STREAM	\$ 362.66
10-Mar-2016	BELL MOBILITY	22518	FEBRUARY 2016 CELL PHONES	\$ 75.51
10-Mar-2016	STAPLES, BUSINESS DEPOT	22519	OFFICE SUPPLIES	\$ 170.21
10-Mar-2016	CITY OF CORNWALL	22520	2016 INTERIM TAXES	\$ 1,373.11
10-Mar-2016	DEPENDABLE PROPERTY MAINTENANCE	22521	FEBRUARY 2016 CLEANING SERVICES	\$ 495.51
10-Mar-2016	BRENDAN JACOBS	22522	EXPENSE CLAIM REIMBURSEMENT	\$ 139.41
10-Mar-2016	LES INDUSTRIES PIPEC INC.	22523	SUPPLIES FOR CUTLIP PROJECT	\$ 1,921.00
10-Mar-2016	KIMBERLEY MACDONALD	22524	EXPENSE CLAIM REIMBURSEMENT	\$ 70.21
10-Mar-2016	OMERS	22525	FEBRUARY 2016 REMITTANCE	\$ 16,493.78
10-Mar-2016	ONTARIO FED. OF ANGLERS & HUNTERS	22526	2016-2017 MEMBERSHIP - ALUS	\$ 384.60
10-Mar-2016	RECEIVER GENERAL	22527	ADJUSTMENT REMITTANCE	\$ 36.36
10-Mar-2016	TOWNSHIP OF SOUTH STORMONT	22528	2016 INTERIM TAXES	\$ 141.45
10-Mar-2016	TOWNSHIP OF SOUTH GLENGARRY	22529	2016 INTERIM TAXES	\$ 340.03
10-Mar-2016	TOWNSHIP OF NORTH STORMONT	22530	2016 INTERIM TAXES	\$ 397.36
23-Mar-2016	TD VISA	22531	GAS, CELL PHONES, BOARD SUPPER, PUROLATOR, CONFERENCE RESERVATIONS	\$ 1,842.76
23-Mar-2016	MATHIEU AUBIN	22532	WATER	\$ 50.00
23-Mar-2016	BELL CANADA 1-866	22533	SWP MARCH 2016	\$ 21.13
23-Mar-2016	CORNWALL DOOR SYSTEMS	22534	REPAIRS WORKSHOP	\$ 133.91
23-Mar-2016	LISSA DESLANDES	22535	EXPENSE CLAIM REIMBURSEMENT	\$ 102.47
23-Mar-2016	FERGUSON FOREST CENTRE	22536	TREES FOR RESALE	\$ 386.46
23-Mar-2016	HOME DEPOT CREDIT SERVICES	22537	WATER COOLER AND TOOLS FOR WORKSHOP & LOCH GARRY	\$ 372.59
23-Mar-2016	BRUCE HYDERMAN	22538	CHARL PK HYDRO REFUND 2015 & 2016	\$ 369.00
23-Mar-2016	IRWIN SUPPLY (CORNWALL) LTD	22539	PARTS FOR EQUIPMENT MAINTENANCE	\$ 42.91
23-Mar-2016	MATTHEW LEVAC	22540	EXPENSE CLAIM REIMBURSEMENT	\$ 155.61
23-Mar-2016	BRUCE MACDONALD	22541	PETTY CASH FOR CHARL PK & MARINA	\$ 797.25
23-Mar-2016	NO FRILLS	22542	EUTROPHICATION EXPENSE	\$ 29.93
23-Mar-2016	OMERS	22543	MARCH 2016 REMITTANCE	\$ 22,489.74
23-Mar-2016	ONTARIO FED. OF ANGLERS & HUNTERS	22544	2016 INSURANCE - ALUS	\$ 200.00
23-Mar-2016	PERKINS-CARON RONA HOME CENTRE	22545	MATERIAL FOR WORKSHOP WASHROOM	\$ 34.82
23-Mar-2016	PITNEYWORKS	22546	POSTAGE REFILL	\$ 862.50
23-Mar-2016	TRANSCONTINENTAL MEDIA	22547	ADVERTISEMENT FOR SKILLED LABOURER POSITION	\$ 167.24
23-Mar-2016	WEST FRONT CONSTRUCTION LTD	22548	PONDS AND CHANNEL AT COOPER MARSH	\$ 51,324.60
MONTHLY PRE-AUTHORIZED PAYMENTS				
10-Mar-2016	TOMLINSON ENVIRONMENTAL SERVICES LTD.	500052	FEBRUARY 2016 GARBAGE DISPOSAL	\$ 53.01
10-Mar-2016	BUFFETT TAYLOR & ASSOCIATES LT	500053	MARCH 2016 REMITTANCE	\$ 5,988.82



## March 2016 LIST OF ACCOUNTS

DATE	SUPPLIER	CHQ #	EXPLANATION	AMOUNT
10-Mar-2016	CORNWALL BUSINESS MACHINES	500054	IT & PHOTOCOPIERS FOR MARCH 2016	\$ 1,548.10
10-Mar-2016	D & A BUSINESS MANAGEMENT SOLUTIONS	500055	RENEWAL ACCPAC, EFT, CONSULTING & IT SUPPORT	\$ 663.59
10-Mar-2016	DENIS OFFICE SUPPLIES AND FURNITURE	500056	OFFICE SUPPLIES	\$ 66.93
10-Mar-2016	EMARD BROS LUMBER	500057	SUPPLIES FOR WORKSHOP WASHROOMS	\$ 34.63
10-Mar-2016	EMOTIONS CATERING	500058	CATERING FOR NATIVE PLANTS WORKSHOP	\$ 898.35
10-Mar-2016	MACEWEN FUELS LIMITED	500059	MONTHLY GAS & COLOURED FUEL FOR WORKSHOP	\$ 2,363.41
10-Mar-2016	MARSH CANADA LIMITED	500060	ADJ TO VEHICLE POLICY	\$ 18.00
10-Mar-2016	NOBLE CORPORATION	500061	SUPPLIES FOR WORKSHOP WASHROOMS	\$ 16.13
10-Mar-2016	ROY'S CHEVROLET BUICK GMC INC.	500062	VEHICLE LEASES FOR MARCH 2016	\$ 1,610.25
10-Mar-2016	SEAWAY GM	500063	UPLANDER VAN REPAIRS	\$ 94.87
10-Mar-2016	ROGERS BUSINESS	500064	JANUARY & FEBRUARY 2016 INTERNET	\$ 558.64
10-Mar-2016	WESTBURNE ONTARIO	500065	SUPPLIES FOR ADMIN BUILDING & LOCH GARRY NEW STR	\$ 58.58
31-Mar-2016	CORNWALL BUSINESS MACHINES	BK-PYMT	PHOTOCOPIER LEASE	\$ 338.68
31-Mar-2016	CORNWALL ELECTRIC	BK-PYMT	POWER PUMPING STATION, GAUGING STATION	\$ 2,721.81
31-Mar-2016	RECEIVER GENERAL	BK-PYMT	REMITTANCE TAX, CPP, EI	\$ 35,424.63
31-Mar-2016	PAYROLL	BK-PYMT	PAYROLL	\$ 74,196.96
31-Mar-2016	HYDRO ONE	BK-PYMT	POWER GARRY SYSTEM GAUGES, COOPER MARSH	\$ 5,366.66
31-Mar-2016	TD BANK	BK-PYMT	OFFICE & PUMPING STATION	\$ 78.30
31-Mar-2016	TOYOTA	BK-PYMT	PAYROLL DIRECT DEPOSIT FEE	\$ 826.17
			VEHICLE LEASE	

203

000009





**RAISIN  
REGION  
CONSERVATION  
AUTHORITY**

# Staff Report

**Date:** April 15, 2016

**Report:** #08/16

**Subject:** Planning & Regulation Fees- 1.2%  
Cost of Living Increase

## Purpose

Ensure the cost of doing business at the Raisin Region Conservation Authority (RRCA) is reflected and recovered by a beneficiary pay system similar to other Eastern Ontario Conservation Authorities.

## Background

Section 21 (1) – Powers of Authorities – Subsection (m.1) of the Conservation Authorities Act enables Conservation Authorities to charge fees for services approved by the Minister. Associated with these user fees, the Ministry of Natural Resources includes the following guidelines:

- CA's are entitled to set rates, charge and collect fees for services rendered; and
- CA's are encouraged to make programs and services more self-sufficient by applying the user-pay principle.

The above-noted services include permit fees (Section 28 of the Conservation Authorities Act), Planning Act circulations, technical advice, real estate inquiries, public inquiries, etc.

## Discussion

As per an historical Raisin Region Conservation Authority (RRCA) Board Resolution dated March 15, 2012, and in recognition of the costs associated with running the Planning and Section 28 Regulations Program, the 2015 Fee Schedules have been modified to incorporate a 1.2% cost of living increase for May, 2016 (rounded up).

**Recommendation:** Be it resolved that the Board of Directors approve the 2016 Planning and Regulation Fee Schedules, reflecting the approximate 1.2% cost of living increase.

Kimberley MacDonald  
Manager of Planning & Regulations





**RAISIN  
REGION  
CONSERVATION  
AUTHORITY**

# Staff Report

**Date:** April 15, 2016

**Report:** #09/16

**Subject:** Proposed Sign for Gray's Creek  
Soccer Fields

Attached is a sketch of a sign that is proposed to be installed in front of the two newly created soccer fields at the Gray's Creek Conservation Area.

These soccer fields were constructed and paid for by the Cornwall District Soccer League using membership funds and corporate sponsors. The league would like to acknowledge one of their major sponsors "Emard Bros. Lumber" by naming the soccer field after them and erecting the sign shown on the attached sketch.

Since the RRCA does not have a policy in regards to sponsorship signs. We are therefore seeking the board members' direction on this matter.

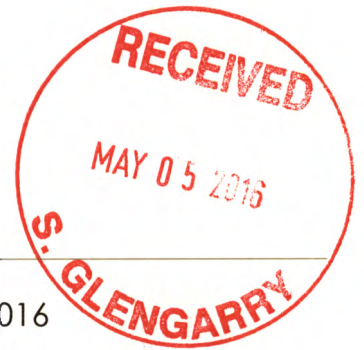
Roger G. Houde, P. Eng.,  
General Manager/Secretary-Treasurer





*Canada's Oldest Annual Fair*

April 30, 2016



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

Dear Members of Council,

The St. Lawrence Valley Agricultural Society, (Williamstown Fair), "**Canada's Oldest Annual Fair**", will be hosting its **205<sup>th</sup> Edition** this **August 5, 6, 7, 2016**.

This letter is a formal request for the use of the Peanut Line the week prior to and on fair weekend.

We truly appreciate all the support that the Township extends to the Fair Board and look forward to continued cooperation in the future.

Sincerely,

Pierre Roy,  
President  
SLVAS

613-525-4210

[nanug@outlook.com](mailto:nanug@outlook.com)

**ST. LAWRENCE VALLEY AGRICULTURAL SOCIETY**

Box 7, Williamstown, Ontario K0C 2J0



**INFORMATION REPORT****REPORT TO:** Council of South Glengarry**MEETING DATE:** May 24, 2016**SUBJECT:** Meeting - Water & Waste Water Budget & Preliminary Rate Discussion**PREPARED BY:** Lachlan McDonald, Deputy Treasurer

Good evening Council:

At the last meeting of Council it was suggested for Corporate Services to suggest dates for the passing of the Water and Waste Water budget as well as initiate the conversation on water rates.

Please bring your available dates to Council (6PM on any given evening below):

- June 7 to 10, 2016
- June 14 to 15, 2016
- June 21 to 22, 2016

Sun	Mon	Tue	June Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** May 24, 2016

**SUBJECT:** Waste Management (Bag Limits)

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

The current contract for Household Waste Collection, Haulage and Disposal was awarded in November 2015 for a one year period from December 1, 2015 to November 30, 2016.

Administration was directed to collect statistics on bag limits for consideration for the next tender call.

South Glengarry is the only Municipality in SDG without a bag limit. North Glengarry, North Stormont, South Stormont and South Dundas have had a 2 bag limit for 10 years or more. North Dundas has had a 2 bag limit since 2013.

Of the 226 Municipalities that report to Waste Diversion Ontario (WDO) 155 or 68% have either a bag limit, a pay as you throw policy, or a combination of both. WDO collects these statistics through their annual Data Call. The information is used to determine the funding level for the Municipal Blue Box Program and pay as you throw/bag limits are one of the best practices questions.

The Township adopted a Waste Recycling Strategy (appended) in 2012. The objective of the Waste Recycling Strategy is to maximize diversion, improve cost effectiveness and maximize program. The introduction of bag limits is recommended as an option to increase the diversion rate and was scheduled for a 2015 to 2017 implementation.

The Electronic Survey that was completed as part of the Public Consultation Process for the Waste Recycling Strategy shows that only 30% of the respondents feel that the Township is doing enough to divert recyclables from disposal through our collection program. 47.6% of respondents would be willing to accept bag limits or clear bags to improve the Township's recycling rate.

In May of 2016 a bag audit was completed during a 2 week period with the following results.



There were 953 homes with more than 2 bags during the week of April 25 to 29 and 1054 homes with more than 2 bags during the week of May 2 to 6. The average over the two week period is 1003 homes or 17% of the 5711 residential homes in the Township. The number of homes with more than 2 bags out is likely higher than the average over the year as many residents are putting leaf and yard waste and spring cleaning waste out for collection during late April and early May.

South Glengarry introduced a leaf and yard waste collection program in 2016 for a spring and fall collection in the Township's Settlement Areas that should reduce the number of homes where more than 2 bags are put out for collection in the spring.

The Waste Free Ontario Act, Bill 151 is expected to pass third reading this spring/early summer. The draft legislation is high-level enabling legislation that will see much of the details on how services will be funded and delivered determined later via regulation after much consultation. The legislative framework and supporting documents are posted on the Environmental Bill of Rights (EBR) Registry.

The draft legislation is comprised of two proposed Acts:

- *Resource Recovery and Circular Economy Act* to set overarching provincial direction and establish a full producer responsibility regime for products and packaging.
- *Waste Diversion Transition Act* to replace the *Waste Diversion Act* (2002) to help ensure a smooth transition of existing programs to the new full producer responsibility regime.

The Township's promotion and education program encourages recycling, reclaiming and reusing in efforts to increase our diversion rate and extend the life of our landfills. An annual Collections Calendar is produced that along with monthly ads in the local papers and the Township website provides details and options for the environmentally friendly disposal of waste products.

The Township offers a number of options for the disposal of waste products such as our hazardous waste day, large item collection, leaf and yard waste collection, free access days to our landfills, and electronic waste collection. All of these programs assist with the reduction of waste that going to our landfills.

Administration will be preparing the tender for issue in the fall of 2016 and would recommend that a 2 bag limit be included and implemented for the next contract.



## **The Corporation of the Township of South Glengarry Waste Recycling Strategy**



**Final Report  
May 2012**

Prepared for:  
The Township of South Glengarry  
6 Oak Street  
PO Box 220  
Lancaster, ON  
K0C 1N0

Prepared by:  
GENIVAR Inc.  
1345 Rosemount Avenue  
Cornwall, ON K6J 3E5

Project No. 111-19431-00



Project No. 111-19431-00

May 14, 2012

Ewen MacDonald, CRSS, RRFM  
General Manager, Infrastructure Services  
Township of South Glengarry  
6 Oak Street  
Lancaster, ON K0C 1N0

**Re: Final Waste Recycling Strategy (WRS) Report**

Dear Mr. MacDonald:

Please find attached the FINAL Waste Recycling Strategy (WRS). The draft WRS was presented to Township Council on April 10, 2012 and then posted on the Township's website for a period of thirty (30) days for public comment. During the public comment period, no comments were received.

This WRS incorporates realistic objectives and targets, assigns implementation steps and addresses various contingencies for the Township's blue box program. As well, this report addresses several aspects of the Township's garbage collection and considers diversion of yard waste. Implementation of these Options will assist the Township in realizing its goals of maximizing diversion, improving cost effectiveness and maximizing program funding.

As part of this project, an Open House was held at the Township office on January 23, 2012. This public engagement was held alongside an electronic survey for which 63 responses were received between November 14, 2011 and January 27, 2012. As well, a Stakeholder Workshop was held on December 15, 2011 which was designed to gather input from a broader audience and included several of the Township's contractors, the Township's Environment Committee, Township staff and community members. The comments received from these various interactions, in addition to analysis of the Township's program data and waste management facility tours, have been included in this report.

The project team has assessed various Options that the Township's Stakeholder group considered to be appropriate. As directed by the Stakeholder group, the Options were evaluated based on their individual diversion potential and estimated operational costs. Following the detailed assessment, several of the Options have been identified as being priority items as they would immediately improve the Township's position related to Provincial Best Practices, specifically the Best Practice Score, as described in Waste Diversion Ontario's Municipal Blue Box Funding Distribution model. In general, the following Options are recommended for implementation in 2012:

- Continue to participate in Inter-Municipal Committees;
- Enrol key program staff in recycling-specific workshops or courses;
- Implement the Promotion and Education (P&E) plan;
- Consider the purchase and distribution of blue boxes and backyard composters to all households;
- Promote the usage of clear bags as an acceptable method to set out recyclable materials; and
- Promote the recyclable materials that are acceptable by the Township's processor.

The Township currently has three (3) separate operational contracts, namely: a blue box processing contract and two (2) contracts for curbside collection (one each for blue box materials and garbage/yard waste). While each of the contracts has a different expiration date (between August 2013 and March 2015), the Township should consider the following Options between 2013 and 2014 as they will address Best Practice questions #3 and #4.

- Multi-Municipal Collection and Processing; and
- Following Generally Accepted Principles (GAP) for Procurement and Contract Management.

In advance of the expiry dates of the current operational contracts, the above noted Options should be addressed and in doing so, the following Options should be considered and evaluated as service level enhancements in the Township's new collection Request For Proposal (RFP)/Tender:



- Weekly blue box collection;
- Enhancing the Township's current public space recycling program;
- Enhancing the recycling depots at the Township's landfills; and
- Curbside collection for residents on private roads.

The following Options are recommended for implementation between 2015 and 2017 as they support the above noted Options and would improve the Township's position related to Performance Factor and Net Cost, as described in WDO's Municipal Blue Box Funding model. In addition, the implementation of these Options would also enable the Township to respond positively to Best Practice question #7, further increasing the Best Practice Score and municipal funding. The Options include:

- Landfill and curbside material bans;
- Bag/Container limits for garbage;
- Full User-Pay for garbage; and
- A curbside yard waste collection pilot program.

While the WRS is subject to a five (5) year review, the program's performance should be monitored and evaluated at regular intervals (i.e. quarterly, annually) to assess the performance against the goals and objectives.

On average over the past 5-years, the Township of South Glengarry has, within WDO's "municipal grouping" of "*Rural Collection – South*", better than average recovery of recyclable material (in terms of total tonnes recovered) but lower than average recovery rates (in terms of tonnes per household and tonnes per capita). As well, the Township has slightly higher than average net program costs including in 2010 when the program net costs increased by approximately 36% (compared to 2009) while the municipal group's average 2010 program cost decreased by approximately 8% (compared to 2009).

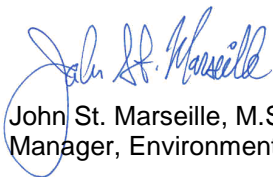
The WRS Options evaluated, along with the implementation plan that has been developed, has been designed to improve the Township's recycling program and meet Best Practices as well as to increase Performance and reduce Costs.

As Waste Diversion Ontario continues to place greater emphasis on Best Practices and Performance, by 2012, 25% of municipal funding will depend on whether or not the municipality is following Best Practices, and 45% will be based on relative performance (which is a function of net cost and material recovery). The remaining 30% of municipal funding is based on Net Cost. By completing this WRS, and implementing the Options, the Township will be in a better position to take steps to maximize its funding potential.

Included in this WRS, as Appendix C, is a Township Promotion and Education (P&E) Plan for use to support its recycling program and this WRS. This P&E Plan addresses the opportunities and challenges related both broad and targeted P&E campaigns to ensure residents are provided every opportunity to fully participate in the recycling program. As well, the P&E plan outlines measurement and monitoring tools to ensure it is continually updated and reflects the current program.

Sincerely,

**GENIVAR Inc.**



John St. Marseille, M.Sc., P.Eng., P.Geo., FEC  
Manager, Environmental Engineering



## Table of Contents

### Transmittal Letter

1. INTRODUCTION .....	1
2. OVERVIEW OF THE PLANNING PROCESS.....	1
3. STUDY AREA.....	2
4. PUBLIC CONSULTATION PROCESS .....	3
5. STATED PROBLEM.....	3
6. RECYCLING GOALS AND OBJECTIVES.....	4
7. CURRENT TRENDS, PRACTICES, SYSTEM & FUTURE NEEDS .....	4
7.1 Community Characteristics .....	4
7.2 Waste and Divertible Material Sources.....	5
7.3 Current Waste Generation and Diversion.....	5
7.4 Potential Waste Diversion.....	6
7.5 Existing Programs and Services .....	7
7.6 Existing Program Costs .....	7
7.7 Anticipated Future Waste Management Needs .....	7
8. RECYCLING OPTIONS - SUMMARY .....	8
9. RECYCLING OPTIONS - DETAIL .....	9
9.1 Priority Initiatives .....	9
9.2 Future Initiatives – Near Term .....	11
9.3 Future Initiatives – Intermediate Term .....	12
9.4 Future Initiatives – Long Term .....	15
10. IMPLEMENTATION STEPS.....	18
11. CONTINGENCIES.....	20
12. MONITORING AND REPORTING .....	20
13. CONCLUSIONS .....	21

### List of Tables

Table 1 - Overview of the Planning Process.....	2
Table 2 - Public Consultation .....	3
Table 3 - Waste Diversion Factors and Drivers .....	3
Table 4 - Recycling Goals and Objectives .....	4
Table 5 - South Glengarry Waste Stream Composition (2010) .....	5
Table 6 - Waste and Recycling Generation and Diversion .....	6
Table 7 - Material Available for Diversion .....	6
Table 8 - Existing Programs and Services Table.....	7
Table 9 - Existing Program Costs .....	7
Table 10 - Future Needs .....	8
Table 11 – Priority Options.....	18
Table 12 – Future Initiatives Options Implementation Steps .....	19
Table 13 - Contingencies .....	20
Table 14 - Monitoring and Reporting .....	20

### Appendices

Appendix A	Waste Recycling Options
Appendix B	Electronic Survey Report
Appendix C	Promotion and Education Plan
Appendix D	Project Meeting Agendas, Minutes and Comments
Appendix E	Best Practice Questions



## 1. Introduction

The Township of South Glengarry (Township) initiated this Waste Recycling Strategy (WRS) to develop a plan to increase the efficiency and effectiveness of its recycling program, including maximizing the amount of blue box material diverted from disposal.

In addition, this WRS will also put the Township in a position to meet Waste Diversion Ontario's (WDO) Best Practices funding requirement for establishing recycling targets, specifically recycling performance and performance measurement. This will be accomplished by defining targets and measures cited in WDO Recycling Best Practice questions 1 and 2. By the year 2012, based on the funding allocation used by WDO to distribute funds to municipal programs, almost 9% of the total funding available will be contingent on answers to Recycling Best Practice questions 1 and 2, which require municipalities to have a Blue Box recycling plan with measurable targets.

This WRS will enable the Township to meet Waste Diversion Ontario's (WDO) Best Practices requirement for establishing recycling targets and to specifically target recycling performance and performance measurement. The WRS, which is funded in part by the Continuous Improvement Fund (CIF), addresses only the blue box recycling component of the Township's waste operation.

Currently, the Township is responsible for the recycling and garbage collection and for the development and distribution of promotional and educational (P&E) materials. In addition to bi-weekly recycling collection and to support recycling efforts, the Township has a recycling depot at each of its two (2) active landfills that operate on a rotating basis.

Every April, the Township of South Glengarry, along with all other funded municipal recycling programs in Ontario, file a detailed report (DataCall) with WDO that includes cost and recovery information related to waste management programs. From this, WDO calculates recycling program performance and generates a factor, called the Effectiveness and Efficiency (E&E) Factor, which is used to compare performance between municipalities. For comparative purposes, municipalities are "grouped" so that they are measured against others with relatively similar characteristics in terms of size, population density and program delivery. The Township of South Glengarry is in the '*Rural Collection – South*' municipal group.

This WRS was developed using the CIF's *Guidebook for Creating a Municipal Waste Recycling Strategy*.

## 2. Overview of the Planning Process

This WRS was guided by a local Steering Committee comprised of the Township Councillors, senior Township staff and GENIVAR staff. In addition, a broader stakeholder group was included and vetted the various Options. This stakeholder group included Township staff (from various departments), Township collection and processing contractors, representatives from the Environment Committee and community members.

In collaboration with the Steering Committee and the stakeholder group, this report has been prepared through meetings and public consultations between October 2011 and February 2012.

An initial half day meeting consisting of Township and GENIVAR staff was held on October 11, 2011. At that time, input was obtained and preliminary data inserted into the CIF worksheets 1, 2, 3, 5 and 6. As well, potential strategies on how to engage and consult with the public were examined (worksheet 4).

Following that meeting, GENIVAR analyzed the Township's recycling information (tonnages, reports, contracts, etc.) and defined the current waste management system, projected future needs and reviewed available Options (Worksheets 7 and 8). A second meeting with the Steering Committee and GENIVAR staff was held on November 10, 2011 to review the information gathered, review a long list of program Options and engage in discussions. A stakeholder workshop was held on December 15, 2011 with the aim of producing a finalized list of goals and objectives (worksheet 6) and to evaluate the Options (worksheet 8) for their applicability to the Township.

An Open House was held on January 23, 2012 to engage the general public in the process. Notices for the event were issued through the local media, various Township locations and on Township's web site. In addition to the Open House, an electronic survey (E-survey) was prepared and made available for the public. The survey was available between November 2011 and January 2012 and it was developed to determine baseline attitudes and perceptions regarding the current and potential program delivery.



Comments received from both public engagement activities were incorporated into the WRS. For further details on the public consultation process, refer to Section 4.

Following the stakeholder workshop, GENIVAR prepared a prioritized Option list (worksheet 9), prepared a draft implementation plan (worksheet 10), developed contingency plans (worksheet 11), and a monitoring and reporting program (worksheet 12).

On March 26, 2012, Township and GENIVAR staff met (via teleconference) to review and comment on the draft WRS in preparation for its presentation to Council on April 10, 2012. Township Council received the draft WRS and it was posted on the Township's website for public comment. No comments were received during the comment period.

**Table 1 - Overview of the Planning Process**

➤ Plan Development Participants	➤ Township Council and staff, general public and GENIVAR
➤ Completed Steps	<ul style="list-style-type: none"> <li>➤ Presentation to Township Council #1 (September 12, 2011)</li> <li>➤ Project Steering Committee Meeting #1 (October 11, 2011)</li> <li>➤ Project Steering Committee Meeting #2 (November 10, 2011)</li> <li>➤ Presentation to Township Council #2 (November 28, 2011)</li> <li>➤ Stakeholder Workshop (December 15, 2011)</li> <li>➤ Worksheets 1 through 9</li> <li>➤ Project Steering Committee Meeting #3 (January 13, 2012)</li> <li>➤ Public Open House (January 23, 2012)</li> <li>➤ E-survey (closed January 27, 2011)</li> <li>➤ Worksheets 10 through 12</li> <li>➤ Presented the draft WRS to the Project Steering Committee (March 26, 2012)</li> <li>➤ Revised the draft WRS per the Project Steering Committee comments (March 27, 2012)</li> <li>➤ Presented the draft WRS to Township Council (April 10, 2012)</li> <li>➤ Draft WRS was made available for public comment (April/May 2012)</li> <li>➤ Finalized the WRS following the public comment period (May 14, 2012)</li> </ul>
➤ Public Engagement	As a "living document" on-going comments and input with respect to the strategy will be recorded and addressed during WRS review periods. To ensure interested stakeholders were able to participate in the preparation of this WRS, advertisements were made through the local media, public events as well as through the Township's web site.

### 3. Study Area

The study area for this WRS is defined within the geographic borders of the Township of South Glengarry. In addition, this WRS is applicable to all Township residents residing in single family and multi-family homes (residential). This Plan also applies to other sectors within the Township, namely:

- Farming / Agricultural sector;
- Industrial, Commercial and Institutional (ICI) establishments;
- Hobby farms;
- Seasonal population (including "weekenders"); and
- Residents, including those residing on private roads.



## 4. Public Consultation Process

**Table 2 - Public Consultation**

➤ Project Meetings	<ul style="list-style-type: none"> <li>➤ Project Steering Committee Meetings were held to identify key issues, concerns and opportunities. Discussions included: <ul style="list-style-type: none"> <li>▪ The vision, goals and targets for waste diversion</li> <li>▪ Identifying barriers and solutions to overcome them</li> <li>▪ Identifying and prioritizing the WRS options</li> </ul> </li> </ul>
➤ Open House	<ul style="list-style-type: none"> <li>➤ One (1) held on January 23, 2012 at the Township office from 5:00 p.m. to 7:00 p.m. and entailed: <ul style="list-style-type: none"> <li>▪ An introduction to the WRS project</li> <li>▪ The current level of service and the recycling performance</li> <li>▪ Possible Options to improve the blue box program</li> </ul> </li> </ul>
➤ Web site	<ul style="list-style-type: none"> <li>➤ A notice and link to the E-survey was posted on the Township's web site</li> <li>➤ The draft WRS was available between April and May 2012 for public comment</li> </ul>
➤ Newsletters and Notices	<ul style="list-style-type: none"> <li>➤ Public Notices were posted in the newspapers in advance of the Open House</li> <li>➤ The Public Notice was also posted on the Township website as well as in the Township office</li> </ul>
➤ Electronic Survey	<ul style="list-style-type: none"> <li>➤ An E-survey was prepared and made available on the Township's web site to gather input on attitudes and perceptions on the current and potential system</li> <li>➤ Survey notices were posted in the local papers and on the Township's website</li> <li>➤ Survey hard copies were made available at various locations in the Township</li> </ul>
➤ Personal Interactions	<ul style="list-style-type: none"> <li>➤ At various public locations, Township staff engaged with the public to disseminate information on the WRS and the E-survey</li> </ul>

## 5. Stated Problem

Management of municipal solid waste, including the diversion of blue box materials, is a key responsibility for all municipal governments in Ontario. The factors that encourage, or hinder, municipal recycling endeavours can vary greatly and depend on a municipality's size, geographic location and population.

The key drivers that led to the development of this Waste Recycling Strategy are detailed in Table 3:

**Table 3 - Waste Diversion Factors and Drivers**

➤ Preserving Landfill Capacity	<ul style="list-style-type: none"> <li>➤ Even though the Township's current landfills have between 20 to 30 years of approved capacity remaining, preserving landfill capacity is considered a high priority</li> </ul>
➤ WDO Requirement	<ul style="list-style-type: none"> <li>➤ WDO requires that municipalities have a Recycling Plan in place and that plan have specific targets and be reviewed every five (5) years</li> </ul>
➤ Council Direction	<ul style="list-style-type: none"> <li>➤ In September 2011, a presentation to Council on the Waste Recycling Strategy was completed and Council approved the WRS preparation</li> </ul>
➤ Improving Program Performance	<ul style="list-style-type: none"> <li>➤ The Township's recycling program performance (in terms of recovery per household and per capita) and overall diversion are below that of its municipal group's average</li> </ul>
➤ Improving Cost Efficiencies	<ul style="list-style-type: none"> <li>➤ The Township's recycling program is operating at a net cost of slightly higher than its municipal group average; however, reducing costs and improving economies of scale are considered important steps</li> </ul>
➤ Other Factors	<ul style="list-style-type: none"> <li>➤ As a small municipality, the recycling program is subject to a number of influences including competition for the provision of services. As well, the influence of the neighbouring urban centre can have an impact on the residents' perceptions, attitudes and possibly mixed messages</li> </ul>



## 6. Recycling Goals and Objectives

The Project Steering Committee identified a number of goals and objectives, as detailed in Table 4:

**Table 4 - Recycling Goals and Objectives**

Goals	Objectives
➤ To maximize diversion through the recycling program	<p>➤ Per the Township's 2010 Datacall submission, the blue box diversion rate<sup>1</sup> was 19.0% (762 blue box (BB) tonnes divided by 4,009 total tonnes). Target is to increase this by 10% annually over the 5-year WRS period</p> <ul style="list-style-type: none"> <li>▪ i.e. 2012 BB diversion rate = 21%</li> <li>▪ i.e. 2013 BB diversion rate = 23%</li> <li>▪ i.e. 2014 BB diversion rate = 25%</li> <li>▪ i.e. 2015 BB diversion rate = 28%</li> <li>▪ i.e. 2016 BB diversion rate = 31%</li> </ul>
➤ To maximize capture rates of blue box materials through existing and future programs	<p>➤ Per the Township's 2010 Datacall submission, the blue box capture rate<sup>2</sup> was 51% (762 BB tonnes divided by 1,487 BB tonnes available). Target is to increase this by 6% annually over the 5-year WRS period to reach the Reasonable Blue Box Diversion Target Capture Rate</p> <ul style="list-style-type: none"> <li>▪ i.e. 2012 BB capture rate = 54%</li> <li>▪ i.e. 2013 BB capture rate = 58%</li> <li>▪ i.e. 2014 BB capture rate = 61%</li> <li>▪ i.e. 2015 BB capture rate = 65%</li> <li>▪ i.e. 2016 BB capture rate = 69%</li> </ul>
➤ To improve the cost-effectiveness of recycling in our community	<p>➤ Between 2006 and 2010, the Township's average net program cost was only slightly above that of its municipal group. However, in 2010, the Township's net program cost increased by approximately 36% (compared to its 2009 net cost) while the municipal group's average net cost decreased by 7.6% (compared to the group average in 2009)</p> <p>➤ The Township's operational contracts expire as follows:</p> <ul style="list-style-type: none"> <li>▪ Blue Box processing expires August 2013</li> <li>▪ Garbage collection expire November 2014</li> <li>▪ Blue collection contract expires March 2015</li> </ul> <p>➤ To reduce program costs over the WRS 5-year period, short term extensions could be considered for the blue box processing and garbage collection contracts so that their end dates match with that of the blue box collection contract.</p>

## 7. Current Trends, Practices, System & Future Needs

### 7.1 Community Characteristics

As reported in the 2010 WDO Datacall, the Township had a population of 11,781 and 5,711 single family households.

As with all municipalities in Ontario, municipalities are grouped based on two primary (population and population density) and two secondary (location, either north or south and by the type of service offered, either curbside collection or depot) criteria. For the 2010 WDO Municipal Groupings, the Township of South Glengarry is in the Rural Collection – South municipal group.

<sup>1</sup> Recycling diversion rate is calculated by dividing the tonnes of recyclable material diverted by the recycling program by the total waste generated (all materials, including garbage)

<sup>2</sup> Recyclable capture rate is calculated by dividing the tonnes of recyclable material diverted by the recycling program by the amount of recyclable material available to be recycled in the Township



## 7.2 Waste and Divertible Material Sources

The graphic below illustrates the waste cycle for materials generated within the Township of South Glengarry from a typical 4-person household. The waste produced includes: garbage, food waste, electronics (WEEE), hazardous waste (MHSW), blue box recyclables, leaf and yard waste, tires, scrap metal and white goods. Blue box recyclables are delivered to the recycling facility in North Glengarry (R.A.R.E.); MHSW and WEEE are delivered directly by residents to the City of Cornwall's recycling centre for diversion; and the Township hosts an annual event for which WEEE and MHSW are diverted by a private contractor. As well, some residents compost their food waste in backyard composters.



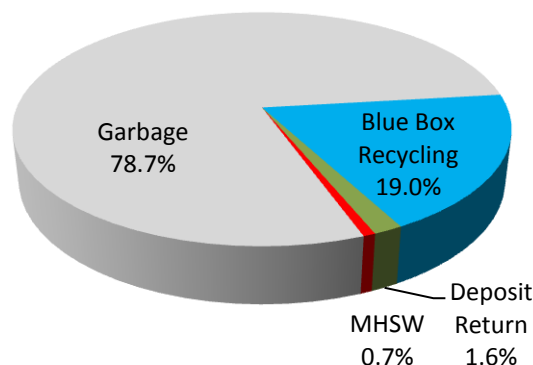
All curbside garbage is collected by the Township's contractor and delivered to one of the Township's two active landfills that operate on a rotating basis. The Township landfills are open to Township residents for the disposal of garbage, blue box recyclables, scrap metal, tires, white goods, leaf and yard waste.

## 7.3 Current Waste Generation and Diversion

Based on the 2010 WDO Datacall, the Township generated 4,009 tonnes of residential solid waste. Of this, 762 tonnes, or 19%, was diverted through the blue box program. Table 5 below summarizes the composition of the Township of South Glengarry 2010 waste stream as reported in their 2010 Datacall.

**Table 5 - South Glengarry Waste Stream Composition (2010)**

Material Type	Tonnes	% of Total
Garbage	3,155	78.7%
Blue Box Recycling	762	19.0%
Deposit Return	65	1.6%
Hazardous Waste (MHSW)	27	0.7%
<b>Total</b>	<b>4,009</b>	<b>100.0%</b>



Source: [www.wdo.ca](http://www.wdo.ca) and South Glengarry 2010 WDO Datacall (note, no WEEE, scrap metal, tires or other tonnes reported)  
Deposit Return includes alcohol containers (i.e. LCBO & beer) returned to The Beer Store



Table 6 below summarizes the generation and recycling diversion rates from the Township:

**Table 6 - Waste and Recycling Generation and Diversion**

Residential Waste Stream/Blue Box Material	Tonnes	Percent of Total Waste
Total waste generated (all material streams)	4,009	-
Papers (ONP, OMG, OCC, OBB, fine papers and Polycoat)	610	15.2%
Metals (aluminum, steel containers)	34	0.9%
Plastics (containers, film, tubs and lids)	48	1.2%
Glass	670	1.7%
<b>Total Blue Box material currently diverted</b>	<b>762</b>	<b>19.0%</b>

Source: 2010 WDO Datacall [www.wdo.ca](http://www.wdo.ca)

Papers include: old newsprint, old magazines, old corrugated cardboard, old boxboard, Polycoat

## 7.4 Potential Waste Diversion

The Township does not have specific waste composition audit data available from which to estimate how much recyclable material, by material type, is available to be captured. However, using composition data from similar municipalities, an estimate of the recyclable material available for diversion was calculated.

Using comparable waste composition data, in 2010, approximately 1,487 tonnes of blue box recyclable materials was calculated to be available for diversion in South Glengarry. Using a reasonable target capture rate of 70%, 726 tonnes is calculated to be available for recovery but was not recovered.

The estimates of available recyclable material are listed in Table 7.

**Table 7 - Material Available for Diversion**

Material	Estimated Available <sup>1</sup> (tonnes/year)	Currently Recycled <sup>2</sup> (tonnes/year)	Potential Increase (tonnes/year)	Potential Increase (%)
Papers	842	610	232	5.8%
Metals	84	34	50	1.2%
Plastics	224	48	177	4.4 %
Glass	337	70	267	6.7%
<b>Total</b>	<b>1,487</b>	<b>762</b>	<b>726</b>	<b>18.1%</b>
	<b>Current Blue Box Capture Rate<sup>3</sup></b>	<b>51.2%</b>		
		<b>Additional Recycling Rate</b>	<b>18.1%</b>	
			<b>Potential Future Recycling Rate</b>	<b>37.1%</b>

<sup>1</sup> Calculated by multiplying the average composition by the reported waste generated (tonnes) by the target capture rate (70%)

<sup>2</sup> Source: 2010 WDO Datacall ([www.wdo.ca](http://www.wdo.ca))

<sup>3</sup> Current Blue Box Capture Rate is calculated by dividing the tonnes of recyclable material diverted by the recycling program by the amount of recyclable material available to be recycled in the Township



## 7.5 Existing Programs and Services

**Table 8 - Existing Programs and Services Table**

Policies currently in place for managing residential solid waste			
<p>➤ Curbside collection (for delivery to one of two landfills within the Township)</p> <p>➤ Drop-off at the local landfills</p>			
How are waste and recycling collection services provided to the residential sector?			
Collection Service	Waste Coverage (%)	Recycling Coverage (%)	Upcoming Milestones
Municipal collection	~95%	~95%	<p>➤ Collection is undertaken by a local contractor</p> <p>➤ Collection contract expires in March 2015</p> <p>➤ Approximately 300 households are on private roads do not receive curbside collection in the winter months</p>
Drop-off (at landfill or depot)	100%	100%	<p>➤ All residents can access the local landfills</p> <p>➤ The landfills have approved capacity for approximately 25-30 years</p>
How are services financed?		Waste	Recycling
		Tax base	Tax base and WDO funding
Where are recyclables taken after collection?		Recyclage Alexandria Recycling Équipe (R.A.R.E.) in North Glengarry	

## 7.6 Existing Program Costs

Based on the published 2010 WDO Datacall information, the net<sup>3</sup> recycling cost for the Township was \$279,538. This equates to \$367 per tonne, \$24 per capita or about \$49 per household.

A comparison of the Township's financial performance to that of the average net recycling cost for its respective municipal group (Rural Collection – South) is presented in Table 9. As can be seen, in 2010, the Township had a net annual recycling cost about the same as the municipal group average.

**Table 9 - Existing Program Costs**

Net Residential Recycling Costs (2010)	Net Cost/Year <sup>1</sup>	Net Cost/Tonne <sup>1,2</sup>
Township of South Glengarry	\$279,538	\$367
Rural Collection - South Municipal Group (Average)	\$204,011	\$363

<sup>1</sup> Source: 2010 WDO Datacall ([www.wdo.ca](http://www.wdo.ca))

<sup>2</sup> Per marketed tonne

## 7.7 Anticipated Future Waste Management Needs

The Township's population is anticipated to grow over the next ten (10) years by approximately 1.6% annually. Table 10 below depicts the expected growth rates for solid waste generation and recyclable material recovery over the same ten (10) year period. The projections are based on the Township's historical growth between 2006 and 2011, as reported by Statistics Canada<sup>4</sup>.

<sup>3</sup> Net recycling costs is calculated by subtracting the Gross recycling costs from any revenue, rebates or subsidies received

<sup>4</sup> <http://www12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/Facts-csd-eng.cfm?LANG=Eng&GK=CSD&GC=3501005>



**Table 10 - Future Needs**

	<b>Current Year (2010)</b>	<b>2015</b>	<b>2020</b>
<b>Population</b>	11,781	13,394	13,688
<b>Total Waste (tonnes)</b>	4,009	4,558	4,658
<b>Recyclable Material Available (tonnes)</b>	1,487	1,691	1,728

## 8. Recycling Options - Summary

The following is a summary of the Options considered to be Priority Initiatives and Future Initiatives. While the Township is not bound to consider only the Options listed below, it is felt that these Options provide the greatest opportunity to increase recycling performance, reduce program costs and implement Best Practices.

Category	Option Description	Approx. Diversion Potential (tonnes, first year)	Approx. Net Operational Cost (first year)
Priority Options	Regional Goals, Targets and Inter-Municipal Committee	NA	NA
	Training of Key Staff	NA	NA
	Promotion & Education (P&E) Plan	95 <sup>1</sup>	\$21,400 <sup>2</sup>
	Provide Free/Subsidized Blue Boxes	69	\$15,400
	Provide Free/Subsidized Backyard Composters	100	\$70,000
2012 - 2013	Clear Bags for Recyclables	348	\$78,200
	Expand Eligible Blue Box Material List	41	\$9,200
2013 - 2015	Following GAP (Procurement and Contract Management)	NA	NA
	Multi-Municipal Collection and Processing	NA	NA
	Weekly Recycling Collection Frequency	297	\$66,800
	Public Space Diversion and Recycling	NA	NA
	Enhance Recycling Depots at Landfills	118	\$2,900 <sup>3</sup>
	Recycling for Residents on Private Roads	20	\$4,600
2015 - 2017	Landfill/Curbside Bans	73	\$16,200
	Bag/Container Limit for Garbage	36	\$8,100
	Full User Pay for Garbage	392	\$45,100
	Bale Wrap Recycling	NA	NA
	Leaf and Yard Waste Curbside Collection	61	\$1,200

NA refers to either insufficient data to provide an accurate assessment of diversion potential or cost; however, these Options, if implemented, are likely to increase the Township's diversion performance and municipal funding allocation

<sup>1</sup> Diversion potential based on implementing both broad and targeted P&E campaigns

<sup>2</sup> Operational cost to manage the additional tonnes; does not include the cost to produce the campaigns or the additional cost to operate the P&E Plan according to Best Practices (i.e. \$1 per household per year)

<sup>3</sup> Processing cost only (collection costs are not applicable and excludes capital construction costs)

The approximate diversion and operational costs are estimates based on the reported performance of each Option in similar communities to that of South Glengarry. While every effort has been made to accurately as possible quantify the impact that the various Options will have for the Township, ultimately, the performance through the adoption of any Option(s) is dependent on the ability of the Township to



clearly communicate the Option to residents, provide each household with the necessary “tools” to ensure they can fully participate and equally and fairly enforce the Option(s). Similarly, the success of each Option is dependent on the residents’ ability to understand and appreciate the rationale for the Option. The diversion and cost potentials should be used as planning estimates.

## 9. Recycling Options - Detail

While all of the Options were assessed to determine their respective blue box recycling diversion potential and cost, a few of the Options depend on social dynamics, public acceptance and support. As such, the operational and financial impacts of those specific Options can be difficult to project. Nonetheless, each of the Options are recommended for implementation as part of this WRS since they would provide opportunities to improve economies of scale, support regionalization (where applicable), address Best Practices, improve Performance, reduce Costs and potentially increase the Township’s municipal funding.

### 9.1 Priority Initiatives

These Options would support the Township’s recycling program, but are subject to Council discretion and direction. These Options are likely to increase the Township’s blue box recovery, strengthen existing partnerships and, in general, benefit the Township over both the short- and long-term. However, in order for these Options to be effective, Township residents will need to be provided with the “tools” necessary to re-direct the materials to the diversion programs and be supported by the Promotion & Education Plan.

These Options include:

#### Regional Goals, Targets and Inter-Municipal Committee

While this WRS has produced goals and targets for the Township, engaging with neighbouring communities with respect to broader, county-wide goals and targets could serve to strengthen waste diversion efforts. Continued participation in Eastern Ontario initiatives (including WDO’s Eastern Ontario Region Diversion Network Study) is critical to the identification of regional synergies and opportunities. In doing so, the Township would be in a position to potentially capitalize on future diversion opportunities.

For example, regional synergies could produce measurable increases to overall waste diversion when applied to joint communication materials which could serve to reduce confusion to residents across municipal boundaries regarding municipal program differences.

By preparing and implementing this WRS (even though it is not a regional strategy), the Township has developed goals, objectives and targets and sets out to measure and review performance against them. As such, this Option addresses Best Practice questions 1 and 2, which account for 37.5% of the Township’s Best Practice score.

Similarly, working with neighbouring communities can identify when and where synergy opportunities exist as knowing when the operational contracts for neighbouring communities are coming up for renewal can provide for an opportunity to collectively tender for services. The Township currently provides its residents with contracted services for processing and collection. Consideration should be given to engaging with municipal neighbours to determine the extent to which joint tendering opportunities exist.

#### Training of Key Staff

This Option is unlikely to increase the amount of recyclable materials diverted or reduce net program costs; however, as a Best Practice and linked to municipal funding, the Township should adopt a program whereby key program staff attend recycling-specific workshops/courses.

As cited in the *Blue Box Enhancement and Best Practices Report*<sup>5</sup>, “training acts as an enabler of performance, facilitating the achievement of objectives in a cost effective manner”. By training key staff, it is reasonable to conclude that they will be sufficiently educated and informed on key program elements and requirements (in addition to having broader knowledge and context about recycling issues). When applied to interactions with the public, this knowledge can lead to greater program participation, increased diversion and program funding.

There are a number of opportunities for training, both inside and outside of Ontario. Training organizations include Stewardship Ontario and the Solid Waste Association of North America (SWANA).

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<sup>5</sup> Training of Key Program Staff in Core Competencies, KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, page 44



While some of the training opportunities do not have a registration fee, depending on the training course, costs would include staff time, travel, accommodations and meals.

This Option addresses Best Practice question 6, which accounts for 8.3% of the Township's Best Practice score.

#### Promotion and Education (P&E) Plan

In 2010, the Township allocated approximately \$2,200 (of its overall Promotion and Education budget) on P&E for the recycling program. This equates to approximately \$0.39 per household. As noted in the *Blue Box Enhancement and Best Practices Report*, spending approximately \$1 per household for existing programs (i.e. programs that are not being changed) is appropriate.

As presented in Appendix C, a P&E Plan has been prepared and will be implemented in 2012. This is a strategic document and practical guide for the communication of the recycling program to the Township residents and addresses many of the Options presented in this WRS.

The Plan outlines the current situation; sets goals and objectives; defines the target audience; outlines potential messages and messaging frequency; outlines the potential tools to be employed; includes a draft budget and considers likely evaluation strategies. This Plan addresses both Broad and Target communication efforts and, if implemented successfully, could divert approximately 95 additional tonnes of blue box recyclables.

By implementing this Option, Best Practice question 6 would be addressed; which accounts for 8.3% of the Township's Best Practice score.

#### Providing Free/Subsidized Blue Box

A non-monetary Best Practice<sup>6</sup> is to provide free or subsidized recycling boxes as it has been shown to increase capture rates. While the Township currently provides free recycling boxes to new homeowners, residents requesting additional or replacement boxes are required to either purchase them through a retail outlet or from the Township at a cost of \$7 each.

From the Township's 2010 WDO Datacall submission, approximately half of the available blue box recyclable material was not recovered. Possible causes of this include the current bi-weekly collection frequency (i.e. being too infrequent) and/or an inadequate amount of storage capacity.

Studies undertaken to assess capture rate data in municipalities<sup>7</sup> that provide additional blue boxes have shown an increase in tonnage collected by an average of 9%. Applying this to South Glengarry, an estimated additional 69 tonnes could be recovered.

Responses to the Township's E-survey showed that over 90% of residents set out their recycling boxes collection every collection day (i.e. every two weeks). However, when asked if the current blue box size is adequate for their recycling needs, 63.5% of the respondents said they would prefer either an additional box or a larger box. This suggests that the recyclable material storage capacity should be addressed.

This Option should be considered alongside the Option of using clear bags for blue box materials. As the Township's current blue box processor accepts recyclable materials set out in clear plastic bags (as well as loose material, i.e. from the blue box), there is merit implementing one, or both, of the Options. Details on clear bags for recyclables are provided in Section.

Implementation of *this* Option would address the first part of Best Practice question 7; this part accounts for approximately 12.5% of the Township's Best Practice score 9.2.

#### Providing Free/Subsidized Backyard Composters

In addition to the Option of providing free/subsidized blue boxes, and as part of a broader effort to increase waste diversion, the Township could also consider the provision of free/subsidized backyard composters.

Backyard composters are an effective tool to divert organic material from disposal and in so doing, serve to reduce greenhouse gases and lower the carbon footprint.

<sup>6</sup> Established and Enforced Policies that Induce Waste Diversion, KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, page 64

<sup>7</sup> EWSWA E&E Project 262 [http://www.stewardshipontario.ca/bluebox/pdf/eefund/reports/262/262\\_report\\_w\\_apendices.pdf](http://www.stewardshipontario.ca/bluebox/pdf/eefund/reports/262/262_report_w_apendices.pdf)



While responses to the Township's E-survey showed that over 55% of respondents already use a backyard composter, it also showed that 17.5% of respondents would be interested in using one. Applied to the Township's 2010 number of households, this equates to approximately 1,000 households. If all of these households used a backyard composter, it would translate to diverting approximately 100 tonnes of material from landfill, which would increase the overall diversion rate by approximately 2.5 % (i.e. from 21.3% to 23.8%, refer back to Table 5).

## 9.2 Future Initiatives – Near Term

The following Options are recommended for implementation between 2012 and 2013 as they support the Priority Initiatives as well as provide program synergies with the Township's current recyclable material processor (R.A.R.E). Similarly, these Options are likely to have a measurable impact on the Township's blue box capture and diversion rates.

### Clear Bags for Recyclables

Currently, the Township directs its blue box recyclables to R.A.R.E in North Glengarry. This processing facility is a single stream operation whereby fibre products and container products can be set out for collection in the same receptacle. While the P&E Plan (Appendix C) addresses how the Township should direct its communication efforts related to material set out requirements and in addition to the Option of the provision of free/subsidized additional blue boxes, this Option addresses an alternative solution whereby blue box recyclables could be set out for collection in clear plastic bags.

Even though the Township's recycler accepts recyclables set out for collection in clear plastic bags, the Township currently does not actively promote this. Similar to the provision of free or subsidized blue boxes, the utilization of clear bags for recyclables would increase storage capacity and as a secondary benefit, is likely to reduce road-side litter.

There are a number of communities across Canada that currently use clear bags for recyclables; however, their recycling programs differ from Ontario's. This is particularly due to the different provincial deposit return programs for container products (i.e. plastics, metals and glass). In Ontario, there are a couple of examples of municipalities that employ a bag based recycling program; however, the program recovery performance and cost differ widely.

That said, in comparing the Township's blue box capture rate to that of a neighbouring municipality that is currently sending their recyclables to R.A.R.E and who are actively promoting the use of clear bags as an acceptable collection set out method, the Township's is recovering 61 kilograms per household per year less<sup>8</sup>. Applying this value to the Township's 2010 reported number of households, approximately 348 additional tonnes of recyclable material could be recovered. Based on the Township's current collection and processing contractual obligations, recovering these additional tonnes would cost approximately (net) \$78,200. However, if these additional tonnes were recovered, the Township's diversion rate would increase by approximately 9.2 % (i.e. from 21.3% to 30.5%).

This Option, depending on its implementation method, could be considered akin to the provision of free or subsidized blue boxes. If so, this Option would also address the first part of Best Practice question 7; which accounts for approximately 12.5% of the Township's Best Practice score.

### Expand the list of Eligible Blue Box Recyclable Materials

Standardizing the Township's communicated acceptable material listing with that of the recyclable materials the recycling facility (R.A.R.E.) accepts would serve two (2) purposes. First, it would recover additional tonnes and second, it could serve to reduce mixed messages.

The Township's recycling communication materials state that "drinking boxes" (a.k.a. Aseptic and Tetra Pack containers) and "film plastic" (a.k.a. plastic bags) are not acceptable; however, these are acceptable at R.A.R.E.

Since the Township does not have specific waste composition audit data available from which to estimate how much of these materials are available to be captured, an estimate can be derived by applying a reasonable composition estimate<sup>9</sup> to that of the Township's current garbage generation tonnage.

<sup>8</sup> Per 2010 Datacall (blue box tonnage data), difference in kg/hh/yr between North Glengarry and South Glengarry

<sup>9</sup> Stewardship Ontario Waste Audit Program – Single Family waste audit for North Glengarry  
<http://www.stewardshipontario.ca/stewards/library/single-family-waste-audit-program#sf2007>



Using the reasonable composition estimate, Aseptic and Tetra Pack containers represent approximately 0.2% of the waste stream and plastic bags represent approximately 1.1% of the waste stream. Applying these percentages to the Township's 2010 garbage tonnes (3,155), if these material types were "added" to the list of eligible materials, an additional 41 tonnes would be recovered. Taking into account the Township's current collection and processing contractual obligations, these additional tonnes would cost approximately (net) \$9,200. The recovery of these additional tonnes would increase the Township's recovery rate by approximately 1.0 % (i.e. from 21.3% to 22.3%).

### 9.3 Future Initiatives – Intermediate Term

The following Options are recommended for implementation between 2013 and 2015 as they would support the Options noted previously, are likely to have a measurable impact on the Township's blue box capture and diversion rates and would serve to address several aspects of the municipal funding model; namely the Best Practice and Performance sections.

#### Following Generally Accepted Principles (GAP) for Procurement and Contract Management

The Township has the following operational contracts:

1. The blue box processing contract with R.A.R.E. expires August 2013;
2. The garbage and yard waste collection contract with Tomlinson Environmental Services Ltd. expires November 2014; and
3. The blue box collection contract with Cruickshank Construction Limited expires March 2015.

As these contracts all have different end dates, the Township has a few options. With respect to the R.A.R.E. contract, either an extension to the current term could be sought (so that this contract ends at the same time as Cruickshank contract) or the Township could issue a new, short-term processing Request for Proposal (RFP)/Tender for blue box recycling processing services with an end date that matches with the Cruickshank contract. If the Township were to issue a new RFP/Tender, it should be prepared in accordance with Best Practice question 4 so that the Township can respond affirmatively to the question and thus, attain a higher Best Practice score. Best Practice question 4 accounts for 12.5% of the Best Practice score.

Similarly, it is recommended that either the current contract with Tomlinson be extended to end at the same time as the Cruickshank contract or a short-term RFP/Tender for garbage collection be issued with an end date that matches with that of the Cruickshank contract. If the contract end date of the garbage collection contract were to match that of the recycling collection contract, it would enable the Township to issue a single collection RFP/Tender and in doing so, could lead to increased service levels, increased performance and potentially reduce overall costs. Provided that the RFP/Tender documents were prepared by procurement professional or were developed following a GAP method, this would address Best Practice question 4 and serve to attain a higher Best Practice score. Best Practice question 4 accounts for 12.5% of the Best Practice score.

As noted in the Option, "*Regional Goals, Targets and Inter-Municipal Committee*", the Township should be exploring joint procurement opportunities with its municipal neighbours to determine if synergy opportunities to increase economies of scale. As well, if a joint tendering opportunity exist (either for processing or collection) and were acted upon, the Township could respond positively to Best Practice question 3 which could further increase the Township's municipal funding. Best Practice question 3 accounts for 8.3% of the Best Practice score.

It is recommended that the blue box processing RFP/Tender and the collection RFP/Tender should continue to be separate documents. This process allows the collection contractors to focus their proposals on collection service by removing the processing variable and facilitates direct comparison of collection proposals based on a common processing facility.

During the future RFP/Tendering process however, the Township needs to consider and take into account the possibility that full Extended Producer Responsibility (EPR) for blue box recyclables may be implemented in the province. As well, if implemented, the Eastern Ontario Region Diversion Network could have an impact on the available service delivery model and if implemented would need to be taken into consideration during this process.



## Weekly Blue Box Collection

An identified 'Best Practice' is to provide a blue box recycling collection frequency that is either equal to or greater than the frequency of garbage collection<sup>10</sup>. Currently, Township residents receive garbage collection every week and receive blue box recycling collection bi-weekly (i.e. every two weeks).

Similar to the Options of providing Free/Subsidized Blue Boxes and using Clear Bags for Recyclables, a weekly blue box collection frequency would serve a number of purposes including increasing the homeowner's storage capacity. By increasing the collection frequency to weekly, the Township would be, essentially, "doubling" the storage capacity. As the Township is currently capturing approximately 51% of the available blue box material, every Option to increase recovery should be explored in order to reach the defined targets.

As the Township's current blue box collection contract does not discuss how changes to the level of service could be implemented, the Township has a couple of options. Either the collection contractor could be approached to discuss the possibility of increasing the collection frequency (taking into account any applicable adjustment to the financial terms and operational details) during the term of the current contract or this Option could be included as the future collection RFP/Tender (as discussed previously).

Increasing blue box collection to weekly has been shown to increase capture rates by 41%<sup>11</sup>. For the purposes of this analysis, if this Option were implemented, based on the Township's current (2010) program, an additional 297 tonnes of blue box recyclables could be recovered. Applying the current costs to the recovery and diversion of these additional tonnes, the net cost to the Township would be approximately \$66,800. These additional tonnes would increase the Township's recovery rate by approximately 7.4 % (i.e. from 21.3% to 28.7%).

Even though 68.3% of E-survey respondents stated that they are satisfied with the current bi-weekly blue box collection frequency, responses to other survey questions seem to contradict this, namely:

- When asked if the Township is doing enough to divert recyclables through its curbside collection program, only 30% of respondents agreed; and
- When asked if the current recycling program is effective at diverting recyclable materials from disposal, only 35% of respondents agreed.

While the E-survey responses show a general agreement for the current collection frequency, many of the comments left by the respondents are in favour of weekly collection. Furthermore, as shown by the Township's current capture and diversion rates, performance could be improved if the blue box collection frequency were increased to weekly. That said and further to the previously discussed Options of Free/Subsidized Blue Boxes and Clear Bags for Recyclables, increasing capture rates and improving the diversion rate could be achieved through the implementation of a combination of Options.

The implementation of this Option would address the second part of Best Practice question 7 (as it is a policy that induces waste diversion) and serve to obtain a higher Best Practice score. Best Practice question 7 accounts for approximately 25% of the Best Practice score.

## Enhancing the Township's Public Space Recycling Program

Municipalities across the province are increasing their usage of public space recycling as a means to improve overall recycling rates. Public space recycling involves placing recycling receptacles alongside waste receptacles at various locations, such as parks, community centres, retail establishments, etc. While the potential to increase the recycling recovery rate is potentially significant, the challenges of material quality (i.e. contamination) and collection cost needs to be carefully considered and evaluated.

In addition to program roll-out, a number of pilot studies<sup>12</sup> have been undertaken to assess the viability of public space recycling programs. While results vary (in terms of acceptance, P&E requirements, material quality, etc.), it is clear that open space recycling is an extension of the curbside program and that where projects have shown to be successful, a change in social behaviour towards recycling "outside the home" is required.

<sup>10</sup> Factors Contributing to Good and Poor Performance, KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, page 22

<sup>11</sup> Comparison of 2009 capture rates differences between municipalities providing weekly and bi-weekly blue box collection in the Rural Collection – South municipal group (Dufferin County)

<sup>12</sup> Stewardship Ontario E&E Fund project #44, Continuous Improvement Fund (CIF) projects #159, 202, 248, 268, 564.7 and 567.7



The Township currently has public space recycling stations in a select number of locations. However, due to the variability in program performance and cost across Ontario and within the Township, the direct impact of this Option on the Township's overall capture rate and diversion is difficult to assess. However, as part of the Township's program, this Option should continue to be monitored and assessed to determine the participation and performance and, when and where appropriate, expand the program to recover additional tonnes.

### Enhancing the Recycling Depot at the Township's Landfills

The Township has recycling depots located at its two (2) active landfills. By following best practices, the capture rate of materials can be increased that will serve to increase diversion and potentially reduce program costs.

Recycling depots are an alternative to, and are complementary of, curbside recycling programs as they offer an additional outlet for residents to divert materials from landfill. As well, they can be effective in jurisdictions where seasonal or weekend increases to population occur. However, challenges can exist with respect to recovery rates and operational costs if the signage, capacity, layout, convenience, promotional information or program enforcement at the depot is limited.

The *Blue Box Enhancement and Best Practices Report*<sup>13</sup> identified a number of key attributes of an effective and efficient depot system, including:

- Situated in a safe and accessible location;
- Convenient to use, ensuring smooth traffic flow;
- Designed to limit the potential for contamination and illegal dumping;
- Attractive and well-maintained;
- Appropriate signage with clear instructions to residents;
- Adequate promotion and education to enhance awareness of residents;
- Robust record keeping processes; and
- Optimized container design and transportation system.

In addition to the key attributes, ensuring that depot staff are trained and knowledgeable about the details of the entire waste management program is essential.

Published studies<sup>14</sup> that have assessed capture rate performance of residents who receive both curbside collection and have access to a supplemental depot (considered to be operating based on depot best practices) divert approximately 105 kg/capita/year. Based on the Township's 2010 Datacall submission, the Township residents are diverting at approximately 65 kg/capita/year. By applying the difference (40 kg/capita/year) to the percentage of the Township's population and assuming a participation rate increase of 25%, if the depots were publicized and were operating at best practice levels, an addition 118 tonnes of recyclable material could be recovered. Based on the Township's 2010 costs to process recyclables, it would cost approximately \$2,900 to manage these additional tonnes. Assuming these additional tonnes are recovered, the Township's recovery rate would increase by approximately 2.9 % (i.e. from 21.3% to 24.2%).

It should be noted, however, that according to the E-survey, approximately 62% of respondents stated that they were not aware that the Township had recycling depots at the landfills and approximately 86% of respondents stated that they do not use the recycling depots.

### Curbside Collection for Residents on Private Road

There are approximately 300 homes on private roads within the Township. Of these, each receives a varied level of service: from year-round curbside collection to seasonal collection to the required use of a communal drop-off location. In general, private roads are either too narrow or are maintained at a different standard from municipal roads which either prevent the collection contractor from physically driving on, or in some rare cases, are prohibited from driving on to collect materials. For the residents that do not receive curbside collection service, they are required to deliver their waste and recyclables to either of the Township's landfills and recycling depots or bring the materials to the designated communal location.

<sup>13</sup> Best Practices in the Use of Recycling Depots, KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, page 108

<sup>14</sup> Quinte Waste Solutions Depot Review, E&E project #45



Studies<sup>15,16</sup> have been undertaken comparing the participation, capture rate and diversion rate of residents that receive curbside collection to those that do not receive curbside collection (in the same municipality). Residents that receiving curbside collection divert approximately 51% more material than those that do not receive curbside collection. Applying this to the 300 households on private roads, if these households were to receive curbside collection service, an additional 20 tonnes of recyclable material could be recovered. These additional tonnes would cost the Township approximately (net) \$4,600, using the current costs. If these additional tonnes were recovered, the Township's recovery rate would increase by approximately 0.5 % (i.e. from 21.3% to 21.8%).

As with the previous Options, consideration could be given to expanding service to residents residing on private roads year-round if the collection contractors could accommodate it with either a smaller vehicle or with physical improvements to the roads. However, consideration for the operational and financial impacts would need to be taken into account if providing curbside collection service to residents on private roads were adopted as part of the current collection contracts. The provision of curbside collection on these roads could be included as a service requirement in the future collection RFP/Tender process.

## 9.4 Future Initiatives – Long Term

The following Options are recommended for implementation between 2015 and 2017 as they have either the potential to be (individually) contentious or require significant capital and/or operational expenditure.

### Landfill and Curbside Material Bans

This Option is one where specific materials are designated as not being allowed to be set out for garbage collection (i.e. blue box recyclables would be prohibited from disposal, in the same way that hazardous or electronic waste is not permitted in the garbage).

The enactment of disposal bans has been shown to increase the participation in the recycling program but it requires a level of enforcement by the community. The preferred approach would be to support this Option with a public education campaign that reinforces the recycling program as a means to increase diversion and reduce overall waste management costs. In other words, the campaign would be put in place, as per the P&E Plan, remind residents that they have the means to fully participate in the recycling program.

Assuming that the Township has provided the residents with the “tools” to fully participate in the waste diversion programs (as described in previous Options and including the curbside yard waste collection program Option described below), this Option would serve to reinforce and remind residents that they have the means to manage their waste.

Even without enforcement, this Option, is known to have an impact on recycling performance, and in conversations with various municipalities across Ontario, an increase of up to 10% in recycling capture rates has been shown. It is generally thought that there are people who, when they are made aware that such a ban exists, tend to abide with what they believe is the law.

Curbside enforcement can be accomplished in a number of ways by both the collection contractor and Township staff. Staff would almost certainly be able to detect, by sound or possibly by weight, the presence of, for example, blue box recyclables in the garbage stream. Staff could then, for instance, leave a notice at the property indicating that after a certain date, garbage set out for collection containing recyclable materials will no longer be collected. Some municipalities conduct targeted or seasonal audits of the garbage stream to assess its contents and compliance with the policy and to assess performance against their targets. Properly planned audits are those that include ensuring that proper personal protective equipment is worn when undertaking the work and include re-bagging or disposing of the contents after the audit has completed.

Applying a potential 10% increase in capture rates for this Option to the Township's current recovery would result in approximately 73 additional tonnes. These additional tonnes would cost the Township (net) \$16,200, using the current costs and excluding the costs for enforcement and auditing. If these additional tonnes were recovered, the Township's recovery rate would increase by approximately 1.8 % (i.e. from 21.3% to 23.1%).

<sup>15</sup> Sault North Waste Management Council [http://www.wdo.ca/cif/pdf/reports/171/171\\_report.pdf](http://www.wdo.ca/cif/pdf/reports/171/171_report.pdf)

<sup>16</sup> Waste Management Master Plan CIF 120 [http://www.wdo.ca/cif/pdf/reports/120/120\\_report.pdf](http://www.wdo.ca/cif/pdf/reports/120/120_report.pdf)



The implementation of this Option would address the second part of Best Practice question 7 (and serve to obtain a higher Best Practice score. Best Practice question 7 accounts for approximately 25% of the Best Practice score.

### Bag/Container Limits for Garbage

Currently, the Township has an “informal” curbside garbage bag/container limit of eight (8) per collection day. To improve upon the Township’s current capture rate and diversion rate and to achieve the targets set by this WRS, implementing this Option could serve as an incentive to waste diversion. It has been demonstrated in communities across the province that this Option is most often received favourably when phased-in and when residents are provided with sufficient advanced notice and when they are provided with the “tools” necessary to effectively participate in the diversion programs.

In communities that do not offer a Green Bin program<sup>17</sup> but offer weekly garbage and other diversion programs (such as weekly recycling collection, regular yard waste collection, access to facilities to drop off hazardous and electronic waste, etc), a two (2) or three (3) garbage bag/container limit is typical. It is recommended that the Township consider phasing in a reduction in the permitted number of garbage bags/containers set out for collection to two (2) or three (3) by the end of the WRS period (2017). The phase-in timing should be supported through research and analysis undertaken as part of the P&E Plan as well as in combination with the annual assessments of the effectiveness of the other Options implemented as part of this WRS.

A conclusion drawn by the *Blue Box Enhancement and Best Practices Report*<sup>18</sup> was that, “municipalities with lower weekly garbage bag/container limits tend to exhibit higher recovery rates”. In communities that employ a two (2) garbage bag/container limit per week<sup>19</sup> (and are supported by other diversion programs) a 5% increase in blue box capture rate is possible. For the purposes of this analysis, if a two (2) garbage bag/container limit were implemented and using the Township’s current (2010) program performance, an additional 36 tonnes of blue box recyclables could be recovered. Using the current program costs to the diversion of these additional tonnes would result in approximately \$8,100 in net costs. These additional tonnes would increase the Township’s recovery rate by approximately 0.9 % (i.e. from 21.3% to 22.2%).

Similar to the Weekly Blue Box Collection Option, implementation of this Option could be discussed with the current collection contractor to determine if there would be any operational or financial impacts. If it is determined that this Option could not be practically implemented at this time, this Option should be included as a service level option in the future collection RFP/Tender process (as discussed previously).

The implementation of this Option would address the second part of Best Practice question 7 (as it is a policy that induces waste diversion) and serve to obtain a higher Best Practice score. Best Practice question 7 accounts for approximately 25% of the Best Practice score.

### Full User-Pay for Garbage

A User-Pay system for garbage (also known as “Pay-As-You-Throw”, PAYT) is one that requires garbage bags/containers that are set out for curbside collection to have a “bag tag” or other approved, identifiable marker affixed. There are a variety of PAYT methods used by municipalities across the province, ranging from full user pay (where each and every bag/container set out requires a “bag tag” to partial user pay (where only the bags/containers set out for collection above a certain limit require a “bag tag”. The Township currently does not employ either a partial or full user-pay system.

One of the conclusions of the *Blue Box Enhancement and Best Practices Report*<sup>20</sup> is that lower garbage bag/container limits produce higher recycling rates. Similarly, a correlation has been drawn between the number of acceptable garbage bags/containers permitted to be set out under a full PAYT system and recycling recovery rate. For the communities that utilize a full PAYT program for all garbage set out for collection<sup>21</sup>, increases in recycling rates have been shown to range from 22% to 86% (average 54%) and quantity of garbage set out for collection has been shown to decrease by up to 60%.

<sup>17</sup> Green Bin program involves the separation of food (organic) waste from the garbage stream for collection, to be composted

<sup>18</sup> KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, page 21

<sup>19</sup> Comparison of 2009 capture rates differences between municipalities with in the Rural Collection – South municipal group (Dufferin County)

<sup>20</sup> Established and Enforced Policies that Induce Waste Diversion, KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, pages 64 through 68

<sup>21</sup> Analysis of User-Pay System Costs in Ontario, Stewardship Ontario Effectiveness and Efficiency (E&E) fund project 191



If the Township were to implement a full PAYT program and assuming this resulted in an increase in recyclable tonnage of 54%, the Township could recover an additional 392 tonnes of blue box material. Applying the current costs to the diversion of these additional tonnes, this Option is estimated to cost approximately \$45,100. If these additional tonnes were recovered, the Township's recovery rate would increase by approximately 9.8 % (i.e. from 21.3% to 31.1%).

Similar to the previous two Options, implementation of this Option could be discussed with the current collection contractor to determine if there would be any operational or financial implications. If it is determined that this Option could not be practically implemented at this time, this Option should be included as a service level option in the future collection RFP/Tender process (as discussed previously).

To ensure public acceptance of this Option, a comprehensive consultation and phase-in process would be warranted. Similar to the Bag/Container Limit for Garbage Option, a phase-in approach should be considered and the implementation of this Option should be supported by research and analysis as undertaken through the P&E Plan and in combination with the regular assessments of the effectiveness of the other Options implemented as part of this WRS. In order to achieve public acceptance and buy-in, concerns should to be addressed in advance to ensure a smooth implementation.

The implementation of this Option would address the second part of Best Practice question 7 (and serve to obtain a higher Best Practice score. Best Practice question 7 accounts for approximately 25% of the Best Practice score.

### Bale Wrap Recycling

The Township, like many other rural communities, tends to have a significant number of working farms and many of these would require the deposition of Bale Wrap. However, Bale Wrap, like several other material types, is mostly volume and minimal weight. When it comes to financing waste management programs, a balance should be made between cost and service.

This Option could be investigated by the Township as part of the P&E Plan and possibly included in the Option of enhancing the depots. While there are a number of possible Bale Wrap processors available, in order to have this material diverted (or divertible), a number of variables would need to be known before offering this service to ensure the program is affordable. The first step would be to determine the quantity of Bale Wrap that is potentially available for collection. Assuming the material collected meets with the quality standards of the processing facilities, an estimated processing cost could be determined. However, in order to determine the operational cost to manage the Bale Wrap prior to shipment to the processor, a number of other items would need to be determined, including:

- The quality of the material delivered to the Township's depot (i.e. how much dirt, etc. is physically attached to the material and the physical size of the material delivered);
- The amount of effort required by Township staff to get the delivered material to the processors specifications (i.e. cleaning the bale wrap and cutting the material to the required dimensions);
- The amount of storage space required at the depots to hold the material until there is a sufficient material to ship to the recycler;
- The type(s) of equipment needed to load the material into the transfer vehicles; and
- The terms and conditions of a hauling contract (i.e. to get the material from the depots to the recycling facility).

As part of the P&E Plan, the Township should investigate, via surveys and/or audits, the quantity of bale wrap requiring management. Following this, an assessment of the operational, logistical and financial impacts of the program could be developed to determine if diversion is viable.

### Curbside Yard Waste Collection Program

In many communities, it is common practice to offer curbside leaf and yard waste collection as it can be an effective tool to increasing overall waste diversion. Currently, the Township does not divert leaf and yard waste as part of its curbside collection but does offer residents the outlet of diverting leaf and yard waste via drop off at the landfills. If residents have leaf and yard waste and require its deposition via curbside collection, it is permitted to be set out for collection as garbage.

The Township's current garbage collection contract provides for the option of a separate leaf and yard waste collection service, at the Township's option. If this collection service were offered, based on the terms and conditions set out in the collection contract, it would cost approximately \$4 per household (based on the 2010 household count and schedule of prices in the collection contract). Using



performance statistics from a neighbouring municipality of similar size and characteristics<sup>22</sup> and applying them to South Glengarry, if a Township-wide program were offered, approximately 61 tonnes of leaf and yard waste could be recovered. If these tonnes of leaf and yard waste were removed from the garbage stream, the net collection cost for a Township-wide program is estimated at \$1,200.

Before a collection program could be offered, the Township would require a contract with a composting facility (as composting this material at the landfills may not be viable); processing costs would be in addition to the collection cost noted above. As well and further to the P&E Plan, prior to launching a Township-wide curbside collection program, it may be prudent to first consider a pilot program in the more densely populated areas to determine potential recovery, program acceptance and actual costs.

## 10. Implementation Steps

Tables 11 and 12 outline the implementation steps for the Options.

**Table 11 – Priority Options**

Option	Steps	Timeline
Regional Goals, Targets and Inter-municipal Committee	Engage with neighbouring municipalities to determine where synergy opportunities exist Participate in regional workshops/conferences aimed at addressing waste management issues in Eastern Ontario	Q2 2012 - 2015
Training of Key Staff	1. Identify training opportunities, costs and locations 2. Develop training budget 3. Offer and encourage staff to attend training opportunities	2012/Annual Next Budget Cycle On-going
P&E Plan	1. Review current campaign and consider possible alterations designed to increase recovery of recyclables and inform residents about new program 2. Develop detailed budget and submit for budget deliberations 3. Develop and launch campaigns, including engaging in regular open houses and stakeholder meetings to solicit feedback 4. Measure and monitor performance of new programs considering feedback from stakeholders and spikes/increases in tonnes	Q2–Q3 2012  Next Budget Cycle  2012 & On-going  Quarterly or Annually
Provision of free/subsidized blue boxes and backyard composters	1. Explore potential funding sources (WDO, Federation of Canadian Municipalities, etc.) 2. Prepare Council report outlining the process, costs and expected outcomes for review and approval 3. Issue Request for Proposal for supply and delivery of new recycling boxes (consider synergy with City of Cornwall) 4. Have new recycling boxes delivery to coincide with P&E campaign and implementation of other Options 5. Conduct set-out and capture rate reviews (i.e. audits) to assess the increase in participation and recovery as compared to the goals and targets	Q3 2012  Q3 2012  Q4 2012  Q4 2012  Quarterly or Annually

<sup>22</sup> Comparison of South Glengarry to South Stormont, 2010 Datacall Organics



**Table 12 – Future Initiatives Options Implementation Steps**

Options	Steps	Timeline
Clear Bags for Recyclables and Expanded List of Acceptable Materials	<ol style="list-style-type: none"> <li>1. In accordance with the P&amp;E Plan and with the Township's recyclable material processor, update the current promotional materials to include clear bags for recyclables and acceptable materials</li> <li>2. Measure and monitor performance of new programs considering feedback from stakeholders and spikes/increases in tonnes</li> </ol>	Q2–Q4 2012
GAP Procurement, Contract Management and Multi-Municipal Collection and Processing	<ol style="list-style-type: none"> <li>1. Discuss with municipal neighbours opportunities for joint tendering</li> <li>2. Extend the current contracts so that they all have the same end date</li> <li>3. Issue blue box processing RFP/Tender</li> <li>4. Issue collection RFP/Tender</li> <li>5. Measure and monitor performance</li> </ol>	2012 – 2014  2013 – 2014  Q3 2014 Q3 2014 2015 & annually
Weekly Recycling Public Space Recycling Recycling Depots Private Roads	Based on the results of either discussions with current collection contractors or the prices received as part of the RFP/Tender process, implement P&E plan for the Options to be employed	Q4 2014 – Q1 2015
Landfill/Curbside Bans Bag/Container Limits PAYT Bale Wrap Recycling Leaf and Yard Waste Collection	Based on the performance of the previous Options implemented and/or as a result of other factors/influences, implement per P&E Plan	2015 – 2017



## 11. Contingencies

It is recognized that planning can be delayed by a variety of unforeseen circumstances. Predicting and including contingencies can help to ensure that these risks are managed effectively. Table 13 below identifies potential risks and contingencies for each of the Options.

**Table 13 - Contingencies**

<b>Risk</b>	<b>Contingency</b>
Limited opportunities to develop Regional planning	Ensure the Township's plan is as comprehensive as possible to divert materials in the short term
Collaboration restricted due to contractual obligations	Identify end dates of other jurisdiction's contracts and plan ahead to align and collectively tender
Residential complaints	Ensure P&E Plan and staff have sufficient knowledge to explain the program and to ensure they have the "tools" necessary
Budget constraints	Defer until funding obtained or obtain alternative funding
<b>Other Risks</b>	<b>Contingency</b>
Full Extended Producer Responsibility (EPR) and Eastern Ontario Regionalization	Timeline is unknown but even if either becomes a reality, implementation may take several years. This may create an opportunity for municipal recyclers to recover most if not all of their expenses, and may also cause municipal recyclers to act as contractors to Stewardship Ontario.

## 12. Monitoring and Reporting

The monitoring and reporting of the Township's recycling program is considered a Blue Box program fundamental 'Best Practice' and will be a key component of this WRS. Once this strategy is implemented, the program's performance should to be monitored and measured against the baseline data (2010). Once results are measured, they should be reported to Council and the public on a regular basis (i.e. at least annually). The approach for monitoring the Township of South Glengarry's program is outlined in Table 14 below.

**Table 14 - Monitoring and Reporting**

<b>Monitoring Topic</b>	<b>Monitoring Tool</b>	<b>Frequency</b>
Diversion goals and targets achieved	Conduct regular reviews of performance to assess progress towards goals and targets	Quarterly and/or annually
Program participation	Conduct set-out studies and waste audits to assess program performance	Quarterly and/or annually
Resident satisfaction	Conduct surveys to understand their views regarding the Township's program and delivery	Semi-annually or annually
Opportunities to improve	Conduct WDO Datacall based comparisons to other similar programs; Identify poor performing materials and collection areas;	Annually
Waste Recycling Strategy reviews	Periodic reviews of the WRS to report on progress of the implemented options to demonstrate continual improvement and enable planning for the following year's budget	Annually
Public/Stakeholder updates and meetings	Hold regular meetings with the public and stakeholders to gather information on their attitudes and perceptions	Annually



## 13. Conclusions

The Township initiated this Waste Recycling Strategy (WRS) to develop a plan to increase the efficiency and effectiveness of its recycling programs and maximize the amount of blue box material diverted from disposal. The WRS will help the Township meet Waste Diversion Ontario (WDO) Best Practices requirement to have established recycling targets and a plan that specifically targets recycling performance and performance measurement.

This WRS has identified opportunities to increase recycling recovery through operational, policy and promotional approaches. WDO funding is difficult to predict since part of the funding is based on relative factors, specifically the performance of other municipalities in the Township of South Glengarry's WDO municipal grouping, but the recommended actions in this report do have the potential to result in increased funding that may help offset related expenditures.

Respectfully submitted:

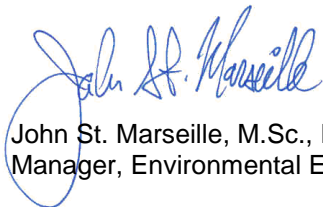
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Appendix A

Waste Recycling Options

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### WRS Options and Evaluation Matrix

The following Options were presented to the Steering Committee for consideration in the development of the WRS. The objective was to review the List and discuss each with the purpose of producing a final list of Options to be analyzed, in detail, to determine the respective diversion potential and cost of each. The Options were not scored but were identified as 'Yes – to be evaluated' or 'No – not to be evaluated'.

	Y/N	Options and Descriptions	Evaluation Criteria (Score out of 5)							Total Criteria Score
			% Waste Diverted	Proven Results	Reliable Market/ End Use	Economically Feasible	Accessible to Public	Technical Ease of implementation	Political Ease of implementation	
Programs and Operations										
1		<b>Adopt annual per household disposal rate target (kg)</b> A public goal to reduce annual waste generation from the current x kg, reduce the amount disposed (x) or increase the amount diverted (x) would be adopted and tracked as goals. Sub-goals would target any of the several waste streams.								
2		<b>Inter-Municipal Committee</b> A committee comprised of TOSS, City and other municipalities can work toward common regional goals. Committee members can identify opportunities for beneficial collaborations between municipalities and can provide support and feedback on each other's waste diversion programs.								
3		<b>Multi-Municipal Collection and Processing of Recyclables</b> Small municipalities often face considerable cost and capital challenges when looking to collect and process recyclables from its residents. However, working collaboratively with other municipalities to provide these services can increase economies of scale and allow for the sharing of resources.								
Policy Approaches										
4		<b>Landfill / Curbside Bans</b> Enact a policy that prohibits the disposal of recyclables at the landfill and that residents will be required to deposit recyclables into the bins provided								



Y/N	Options and Descriptions	Evaluation Criteria (Score out of 5)							Total Criteria Score
		% Waste Diverted	Proven Results	Reliable Market/ End Use	Economically Feasible	Accessible to Public	Technical Ease of implementation	Political Ease of implementation	
5	<b>Clear Bags for Garbage</b> Residents are required to place all garbage in a clear bag that can be scrutinized by the collection crew and left behind if containing recyclable materials. Can include an "Oops" sticker tag-and-leave program								
6	<b>Container Limits for Garbage</b> Bag limits restrict the number of bags of garbage a resident can dispose of per collection. This encourages residents to divert more recyclable materials in order to not exceed the bag limit.								
7	<b>Full User Fees for Garbage (Pay-as-you-Throw)</b> By-law to stipulate that residents must fix a "bag tag" for each garbage bag/container set out for collection or taken to the landfill								
<b>Programs and Operations</b>									
8	<b>Following Generally Accepted Principles for Effective Procurement and Contract Management</b> A considerable number of municipalities in contract out the collection and processing of recyclables. To ensure that municipalities obtain good value for money, municipalities should follow generally accepted principles (GAP) for effective procurement and contract management. Key aspects of GAP include planning the procurement well in advance, issuing clear RFPs, obtaining competitive bids, and including performance-based incentives.								
9	<b>Collection Frequency</b> Currently, recycling is collected bi-weekly. Weekly collection offers greater opportunity to increase capture rates as once the container capacity is reached; the default is to direct recyclables to the garbage stream.								
10	<b>Expanded the list of eligible blue box materials</b> Ensure that the Township's acceptable material listing is the same as Cornwall's and if not, expand it to include the same.								



Y/N	Options and Descriptions	Evaluation Criteria (Score out of 5)							Total Criteria Score
		% Waste Diverted	Proven Results	Reliable Market/ End Use	Economically Feasible	Accessible to Public	Technical Ease of implementation	Political Ease of implementation	
11	<b>Enhancement of Recycling Depot at Landfills</b> Review recycling depot at the landfill and implement best practices to maximize capture of blue box materials. Recycling depots provide an inexpensive means to divert recyclable materials.								
12	<b>Provision of Free Recycling Boxes and Backyard Composters</b> Providing free helps to ensure that residents have sufficient storage capacity and outlets for materials. Many municipalities offer free boxes to new residents or residents moving into new homes. Some municipalities also offer one extra free box for residents per year.								
13	<b>Capacity review / enhancement (blue boxes, nets, carts)</b> Reviewing the household capacity to recycle, specifically whether more blue/black boxes should be distributed.  If the container's capacity is too small for the quantity of recyclables available for set out, the default action is to direct the recyclables to the garbage stream								
14	<b>Public space diversion and recycling</b> Work with other CIF to install and collect recycling containers in high traffic areas, especially where evidence of container use is pronounced. Includes outdoor parks, trails, and public facilities.  Township establishes policy or incentives for events coordinators and contractors to make recycling available at special events								
15	<b>Possible Leaf and Yard Waste collection</b> Providing collection, at least to the 'urban' areas could result in increased waste diversion								



	Y/N	Options and Descriptions	Evaluation Criteria (Score out of 5)							Total Criteria Score
			% Waste Diverted	Proven Results	Reliable Market/ End Use	Economically Feasible	Accessible to Public	Technical Ease of implementation	Political Ease of implementation	
Public Engagement and Education										
16		<b>Broad based Public Education and Promotion Program</b> Public education and promotion programs are crucial for ensuring the success of recycling programs. Well-designed and implemented P&E programs can have impacts throughout the recycling program, including participation, collection, processing, and marketing of materials. Furthermore, having a P&E plan contributes toward the amount of WDO funding a municipality receives as identified in best practice section of the WDO municipal datacall.								
17		<b>Targeted P&amp;E</b> Regular "blitzes" of P&E reminding /saying to residents "did you know that ..."								
18		<b>Training of Key Program Staff</b> Well-trained staff can lead to greater cost and time efficiencies and improved customer service. Knowledgeable staff (including both front line staff and policy makers) have a greater understanding of the programs and can perform their responsibilities more effectively. There are a number of low-cost training options available.  If staff have recently attended SO or MWA or other waste management training, this may not be needed								
19		<b>Recycling Performance Opportunities at Multi-Residential buildings</b>								



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## Appendix B

### Electronic Survey Report

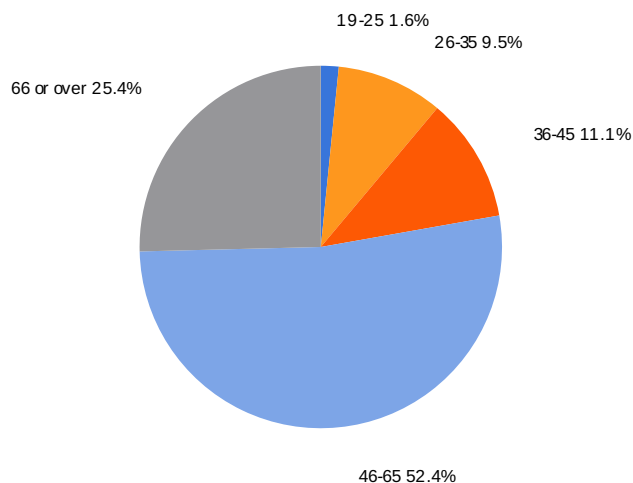
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## TSG WRS Survey - Run Date Jan 30, 2012

Survey: South Glengarry Waste Recycling Strategy

I am:



## 1. I am:

Value	Count	Percent %
19-25	1	1.6%
26-35	6	9.5%
36-45	7	11.1%
46-65	33	52.4%
66 or over	16	25.4%
Under 18	0	0%

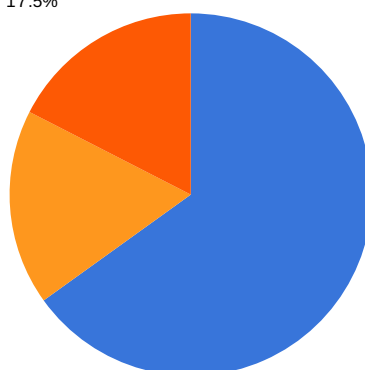
## Statistics

Total Responses	63
Sum	3,001.0
Average	47.6
StdDev	12.64
Max	66.0

My residence (seasonal or permanent) is in a:

area (subdivision, town) within the Township of South Glengarry 17.5%

built up area within the Township of South Glengarry 17.5%



Rural area within the Township of South Glengarry 65.1%

## 2. My residence (seasonal or permanent) is in a:

Value	Count	Percent %
Rural area within the Township of South Glengarry	41	65.1%
Hamlet, strip development or built up area within the Township of South Glengarry	11	17.5%

## Statistics

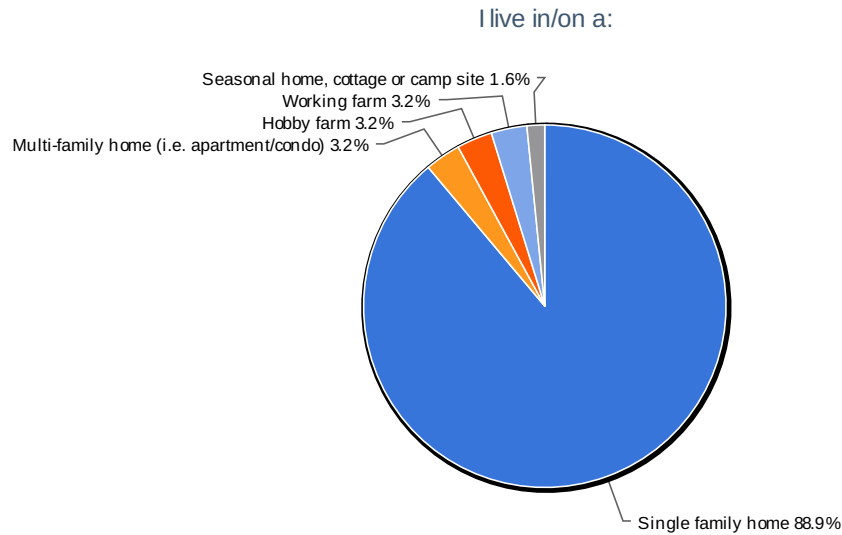
Total Responses	63
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Urban area (subdivision, town) within the Township of South Glengarry

11

17.5%

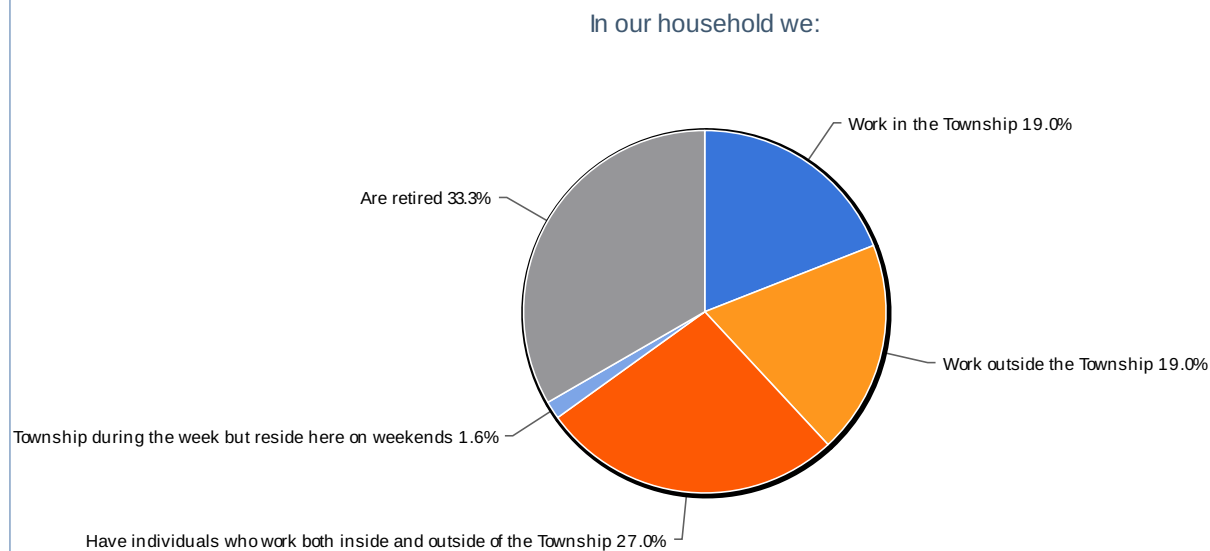


### 3. I live in/on a:

Value	Count	Percent %
Single family home	56	88.9%
Multi-family home (i.e. apartment/condo)	2	3.2%
Hobby farm	2	3.2%
Working farm	2	3.2%
Seasonal home, cottage or camp site	1	1.6%

#### Statistics

Total Responses	63
-----------------	----



### 4. In our household we:

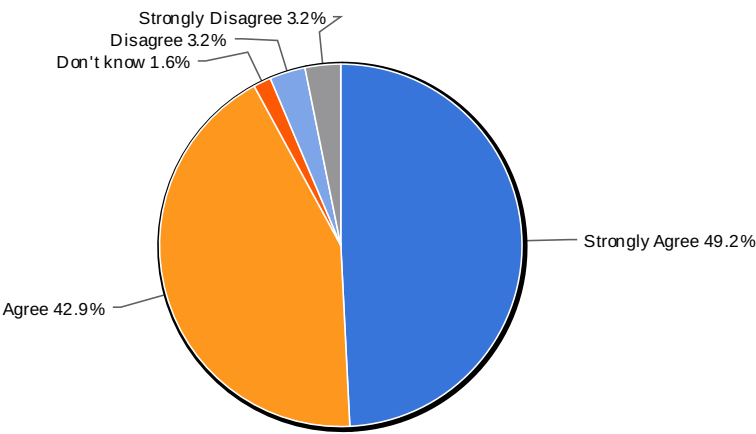
Value	Count	Percent %
Work in the Township	12	19%
Work outside the Township	12	19%
Have individuals who work both inside and outside of the Township	17	27%
Live and work outside the Township during the week but reside here on weekends	1	1.6%
Are retired	21	33.3%
Live and work outside the Township but reside here seasonally	0	0%

#### Statistics

Total Responses	63
-----------------	----



I am/we are satisfied with our garbage collection frequency:

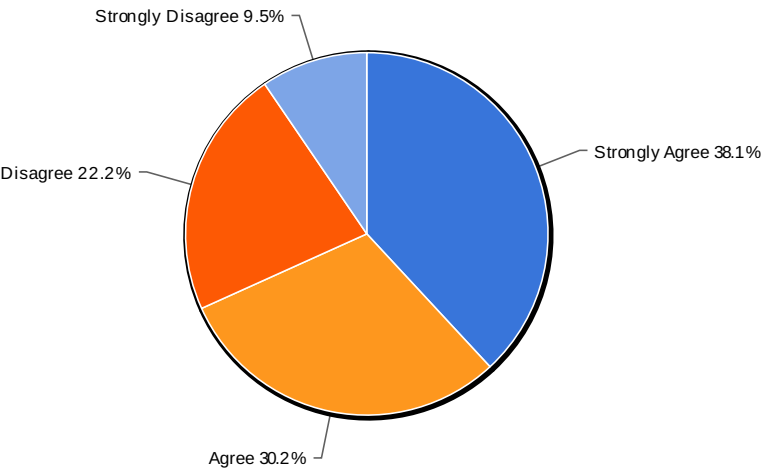


5. I am/we are satisfied with our garbage collection frequency:

Value	Count	Percent %
Strongly Agree	31	49.2%
Agree	27	42.9%
Don't know	1	1.6%
Disagree	2	3.2%
Strongly Disagree	2	3.2%

Statistics	
Total Responses	63

I am/we are satisfied with our recycling collection frequency:



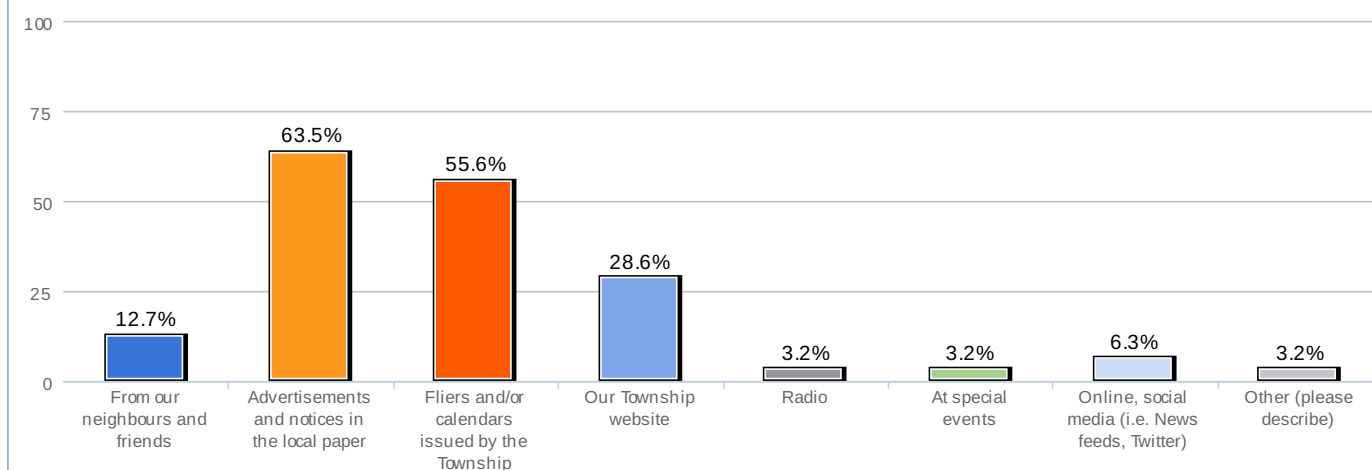
6. I am/we are satisfied with our recycling collection frequency:

Value	Count	Percent %
Strongly Agree	24	38.1%
Agree	19	30.2%
Disagree	14	22.2%
Strongly Disagree	6	9.5%
Don't know	0	0%

Statistics	
Total Responses	63



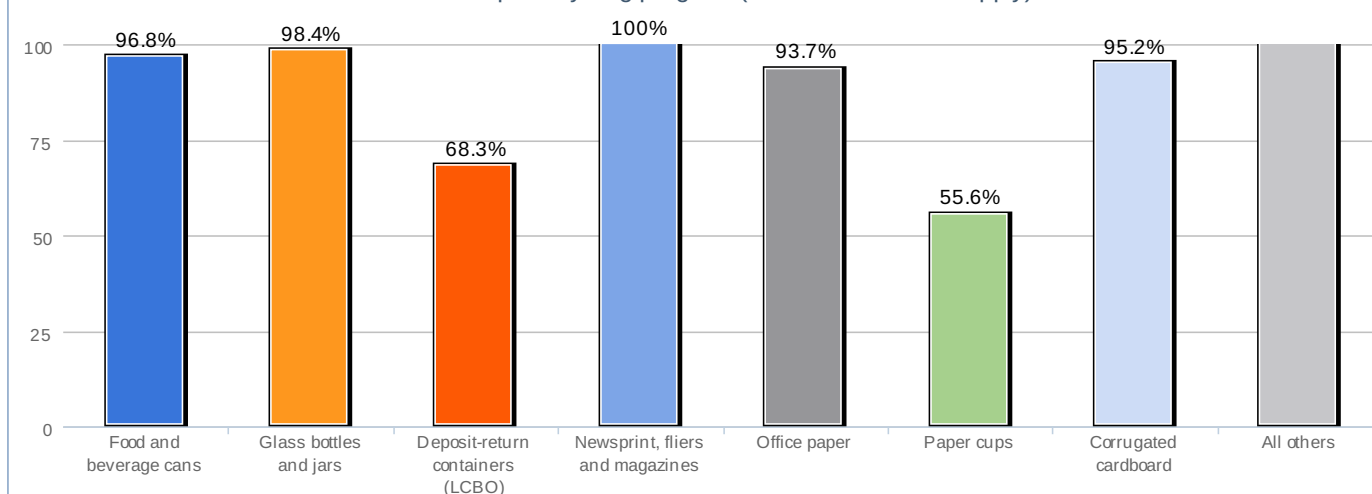
I/we currently get information about our recycling and waste diversion programs from (check all those that apply):



7. I/we currently get information about our recycling and waste diversion programs from (check all those that apply):

Value	Count	Percent %	Statistics	
From our neighbours and friends	8	12.7%	Total Responses	63
Advertisements and notices in the local paper	40	63.5%		
Fliers and/or calendars issued by the Township	35	55.6%		
Our Township website	18	28.6%		
Radio	2	3.2%		
At special events	2	3.2%		
Online, social media (i.e. News feeds, Twitter)	4	6.3%		
Other (please describe)	2	3.2%		
From our kids	0	0%		

It is my/our understanding that the following materials are accepted as part of the Township's recycling program (check all those that apply):



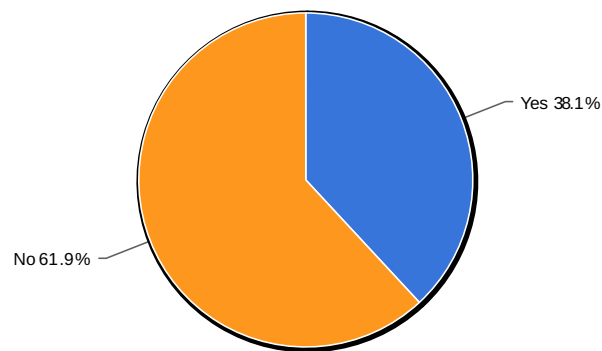
8. It is my/our understanding that the following materials are accepted as part of the Township's recycling program (check all those that apply):

Value	Count	Percent %	Statistics	
Food and beverage cans	61	96.8%	Total Responses	63
Glass bottles and jars	62	98.4%		
Deposit-return containers (LCBO)	43	68.3%		



Newsprint, fliers and magazines	63	100%
Office paper	59	93.7%
Paper cups	35	55.6%
Corrugated cardboard	60	95.2%
Boxboard (cereal boxes, etc)	63	100%
Gable Top containers (milk, etc)	33	52.4%
Aseptic and Tetra Pak containers	26	41.3%
Plastic bottles and jugs (water bottles, laundry jugs)	62	98.4%
Other types of rigid plastics (i.e. clamshell packaging for fruits)	45	71.4%
Polystyrene (meat trays, Styrofoam cups)	11	17.5%
Film plastic (grocery bags, milk bags)	30	47.6%
Empty paint cans	25	39.7%
Empty aerosol cans	22	34.9%
Other (please describe)	7	11.1%

Are you aware that there is a recycle/reclamation area located at the Beaver Brook Road and North Lancaster landfill sites?



**9. Are you aware that there is a recycle/reclamation area located at the Beaver Brook Road and North Lancaster landfill sites?**

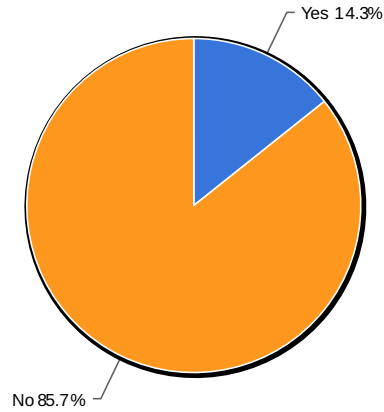
Value	Count	Percent %
Yes	24	38.1%
No	39	61.9%

**Statistics**

Total Responses	63
-----------------	----



Do you use the recycle/reclamation area located at the Beaver Brook Road and/or North Lancaster landfill sites?



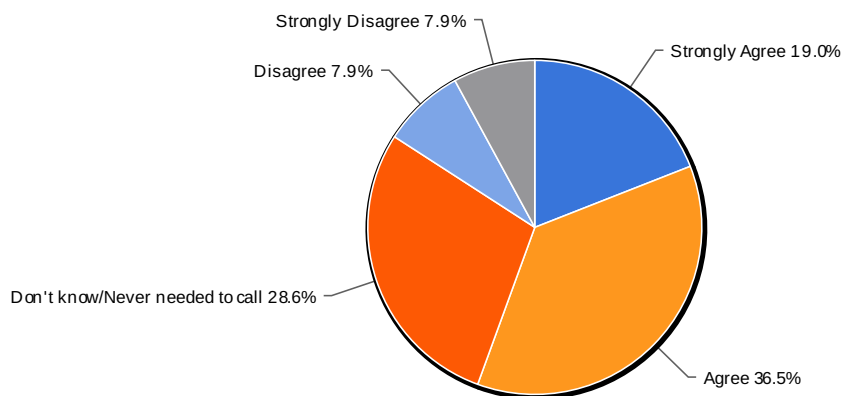
**10. Do you use the recycle/reclamation area located at the Beaver Brook Road and/or North Lancaster landfill sites?**

Value	Count	Percent %
Yes	9	14.3%
No	54	85.7%

**Statistics**

Total Responses	63
-----------------	----

I/we know who to contact if I/we have questions about curbside or depot recycling and waste management services:



**11. I/we know who to contact if I/we have questions about curbside or depot recycling and waste management services:**

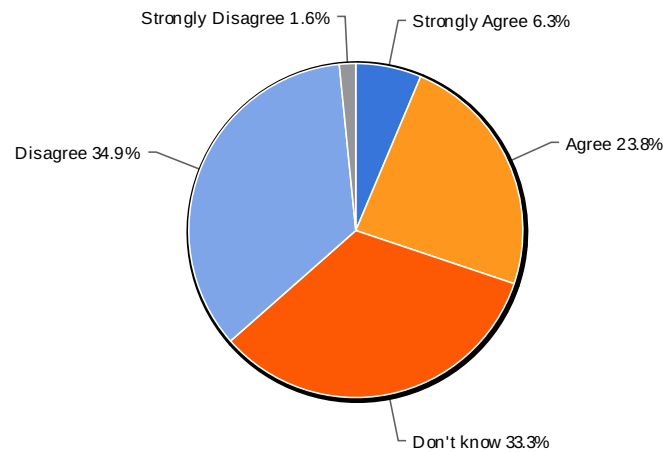
Value	Count	Percent %
Strongly Agree	12	19%
Agree	23	36.5%
Don't know/Never needed to call	18	28.6%
Disagree	5	7.9%
Strongly Disagree	5	7.9%

**Statistics**

Total Responses	63
-----------------	----



Our Township is doing enough to divert recyclables from disposal through its curbside collection program:



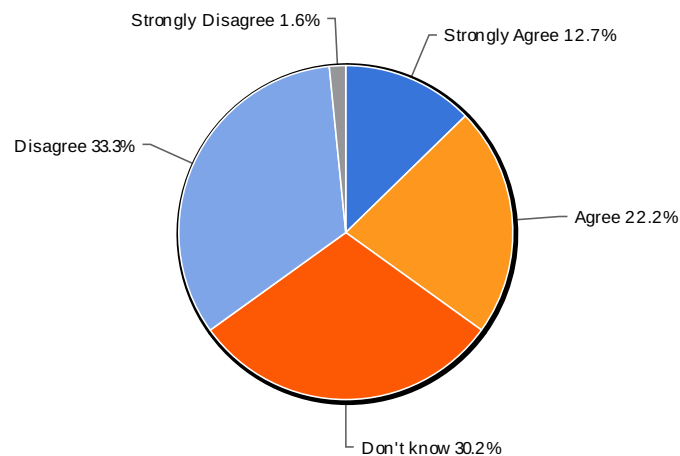
## 12. Our Township is doing enough to divert recyclables from disposal through its curbside collection program:

Value	Count	Percent %
Strongly Agree	4	6.3%
Agree	15	23.8%
Don't know	21	33.3%
Disagree	22	34.9%
Strongly Disagree	1	1.6%

### Statistics

Total Responses	63
-----------------	----

The current recycling program is effective in diverting recyclable material from disposal:



## 13. The current recycling program is effective in diverting recyclable material from disposal:

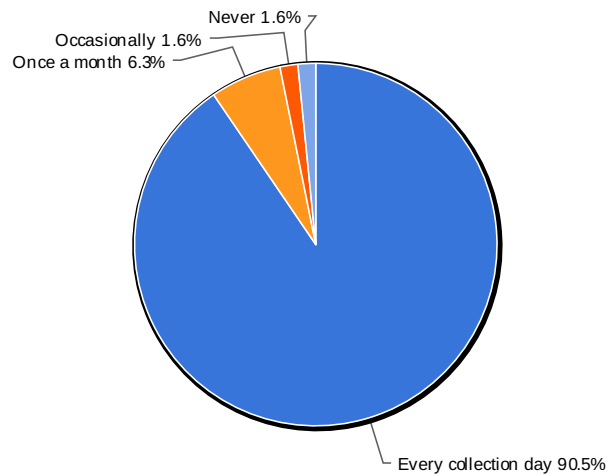
Value	Count	Percent %
Strongly Agree	8	12.7%
Agree	14	22.2%
Don't know	19	30.2%
Disagree	21	33.3%
Strongly Disagree	1	1.6%

### Statistics

Total Responses	63
-----------------	----



In our household, I/we put out our recycling box(es):



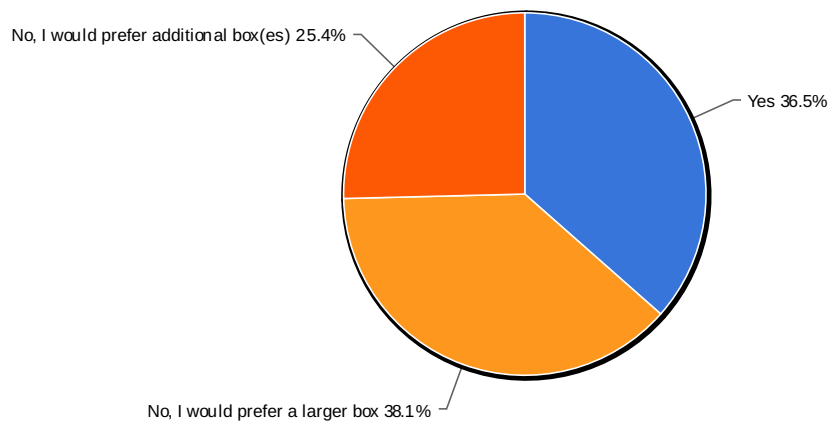
#### 14. In our household, I/we put out our recycling box(es):

Value	Count	Percent %
Every collection day	57	90.5%
Once a month	4	6.3%
Occasionally	1	1.6%
Never	1	1.6%

#### Statistics

Total Responses	63
-----------------	----

Is the current blue box size adequate for your household's recycling needs?



#### 15. Is the current blue box size adequate for your household's recycling needs?

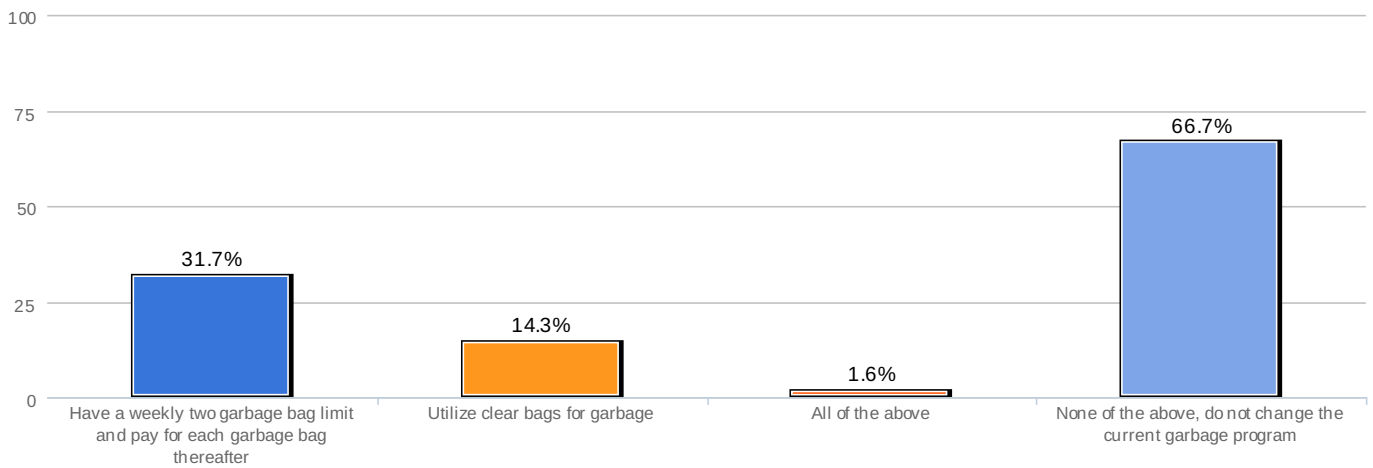
Value	Count	Percent %
Yes	23	36.5%
No, I would prefer a larger box	24	38.1%
No, I would prefer additional box(es)	16	25.4%
No, I would prefer a smaller box	0	0%

#### Statistics

Total Responses	63
-----------------	----



To improve the Township's recycling rate, I/we would be willing to (check only the box(es) that apply):



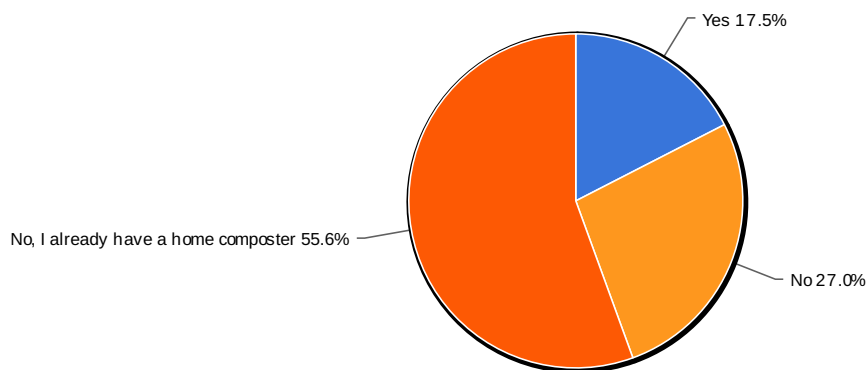
**16. To improve the Township's recycling rate, I/we would be willing to (check only the box(es) that apply):**

Value	Count	Percent %
Have a weekly two garbage bag limit and pay for each garbage bag thereafter	20	31.7%
Utilize clear bags for garbage	9	14.3%
All of the above	1	1.6%
None of the above, do not change the current garbage program	42	66.7%
Pay for each garbage bag set out for collection or dropped off at the landfill	0	0%

## Statistics

Total Responses	63
-----------------	----

I/we would be interested in using a home composter if the Township subsidized the cost:



**17. I/we would be interested in using a home composter if the Township subsidized the cost:**

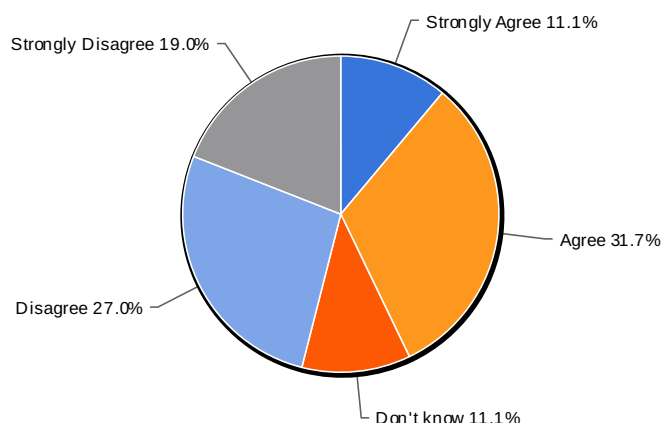
Value	Count	Percent %
Yes	11	17.5%
No	17	27%
No, I already have a home composter	35	55.6%

## Statistics

Total Responses	63
-----------------	----



If a cost savings for overall waste management services were to result, and I/we received weekly collection of recyclables, I/we would be willing to consider a curbside garbage collection frequency of once every two weeks:

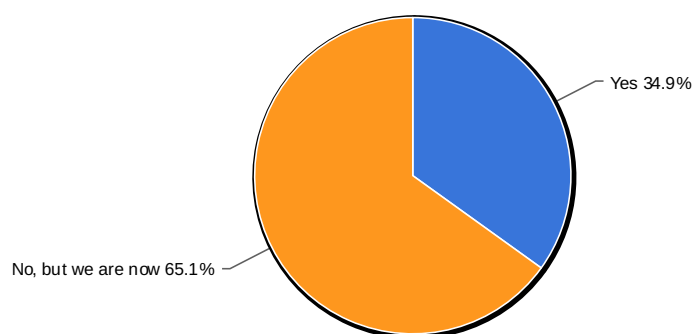


**18. If a cost savings for overall waste management services were to result, and I/we received weekly collection of recyclables, I/we would be willing to consider a curbside garbage collection frequency of once every two weeks:**

Value	Count	Percent %
Strongly Agree	7	11.1%
Agree	20	31.7%
Don't know	7	11.1%
Disagree	17	27%
Strongly Disagree	12	19%

Statistics	
Total Responses	63

If we are aware that a Public Information Centre (PIC) event (to share the development of the Waste Recycling Strategy) is being held at the Township Hall on Monday, January 23, 2012 from 5 p.m. to 7 p.m.:

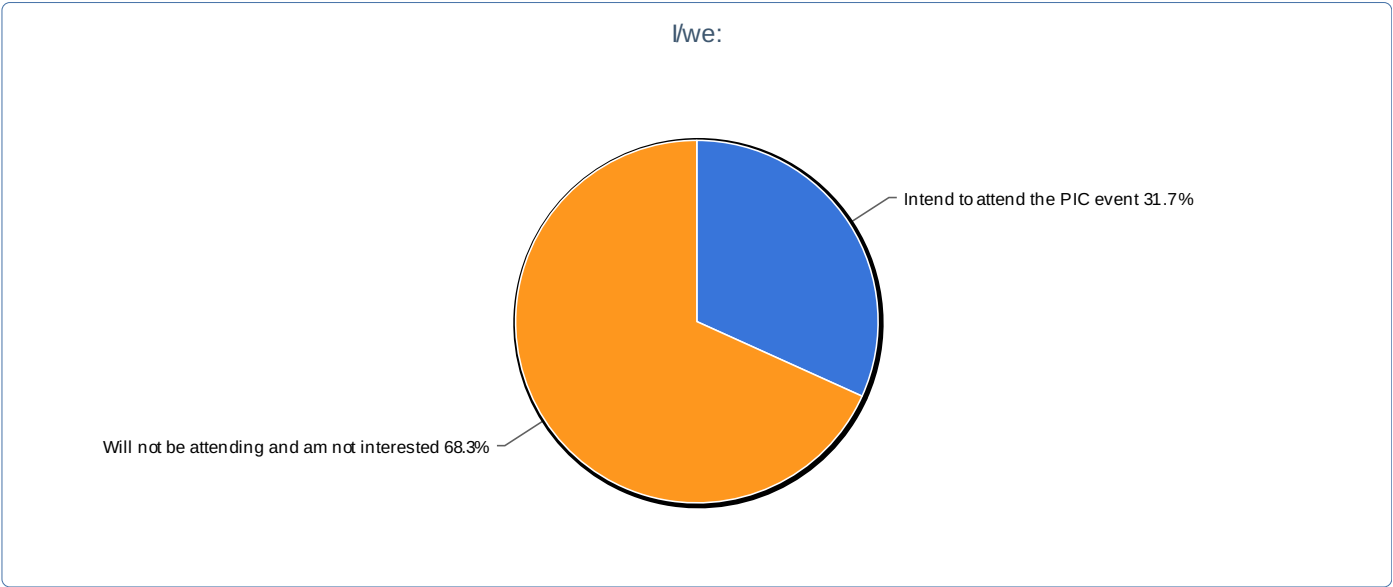


**19. If we are aware that a Public Information Centre (PIC) event (to share the development of the Waste Recycling Strategy) is being held at the Township Hall on Monday, January 23, 2012 from 5 p.m. to 7 p.m.:**

Value	Count	Percent %
Yes	22	34.9%
No, but we are now	41	65.1%

Statistics	
Total Responses	63





20. I/we:

Value	Count	Percent %
Intend to attend the PIC event	20	31.7%
Will not be attending and am not interested	43	68.3%

Statistics	
Total Responses	63



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Appendix C

Promotion and Education (P&E Plan)

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## **The Corporation of the Township of South Glengarry Promotion and Education (P&E) Plan**



**March 2012**

Prepared for:  
The Township of South Glengarry  
6 Oak Street  
PO Box 220  
Lancaster, ON  
K0C 1N0

Prepared by:  
GENIVAR Inc.  
1345 Rosemount Avenue  
Cornwall, ON K6J 3E5

Project No. 111-19431-00



## Table of Contents

INTRODUCTION AND BACKGROUND .....	1
MISSION STATEMENT.....	1
GOAL.....	1
OBJECTIVE.....	1
TARGETS.....	1
TOWNSHIP CHARACTERISTICS .....	1
TARGET AUDIENCE .....	2
KEY MESSAGES .....	2
COMMUNICATION TOOLS .....	2
COMMUNICATION STRATEGIES .....	3
PRINT MATERIALS .....	4
INTERNAL COMMUNICATIONS .....	4
PUBLIC COMMUNICATIONS.....	4
PERFORMANCE MEASUREMENT .....	5
BUDGET .....	5



## Introduction and Background

The Township of South Glengarry (Township) has prepared this Promotion and Education (P&E) Plan to support and enhance its waste management programs and increase its waste diversion efforts. This Plan will support all of the Township's waste management services and will serve as an integral part of its Waste Recycling Strategy (WRS).

The Township is responsible for the recycling and garbage collection and for the development and distribution of Promotion and Education (P&E) materials. Currently, the Township provides weekly garbage collection and bi-weekly recycling collection. Supporting the curbside program, the Township has a recycling depot at each of its two (2) active landfills.

## Mission Statement

Working with Council, stakeholders and the public, the Township will provide informative and practical guidance for waste management issues. The programs and services offered will consider social, economic and environmental factors.

The main objective of this P&E Plan is to enhance the understanding and appreciation for the Township's waste management services.

## Goal

To improve the Township's Best Practice Score, Performance Factor and Net Cost by maximizing the diversion and capture of materials through the blue box program.

## Objective

To support the WRS targets of increasing the blue box diversion rate by 10% annually and blue box capture rate by 6% annually (2010 baseline year). Specifically, to effectively communicate and educate the public with respect to the current and future programs and services offered. This will be achieved by providing residents with instructions and with current informative program information addressing acceptable materials and set out instructions.

## Targets

The targets established by the Waste Recycling Strategy (WRS) were:

Blue Box Diversion rate	Blue Box Capture rate
<ul style="list-style-type: none"><li>By year end 2012, 21%</li><li>By year end 2013, 23%</li><li>By year end 2014, 25%</li><li>By year end 2015, 28%</li><li>By year end 2016, 31%</li></ul>	<ul style="list-style-type: none"><li>By year end 2012, 54%</li><li>By year end 2013, 58%</li><li>By year end 2014, 61%</li><li>By year end 2015, 65%</li><li>By year end 2016, 69%</li></ul>

## Township Characteristics

The Township (2010) comprises approximately 11,800 residents. The majority of the population is between the ages of 35 and 64, 47%. Residents under 34 represent approximately 37% and the rest of the Township is comprised of residents over 65, or 16%.

By understanding the age demographics of our community, we will be better equipped to communicate effectively using the most appropriate medium.

The Township (2010) has approximately 5,700 households; virtually all of which are rural, single family dwellings.



## Target Audience

While the Target Audience of the broad messaging for this P&E Plan will be for all Township residents via broad based messaging. However, specific groups will be the subject of specific, targeted campaigns when specific events or reminders are warranted or during seasonal events and changes.

## Key Messages

For the broad and targeted campaigns, we will strive to have focused and memorable key messages. These “bytes” of information will be those that we want the target audience to know and remember. The various campaign messaging will provide the key facts and figures on the topic and include of the purpose of the campaign, its benefits, expected outcomes and provide information on how residents can provide feedback. The key messages will work towards building a rapport with the target audience and will be derived from the Mission Statement.

Examples key messages would be:

- We provide waste management services to all residents and stakeholders
- We will strive to balance the social, economical and environmental factors behind every action
- We will work to provide practical, effective and efficient solutions for our waste management needs
- We are dedicated to providing cost efficient and effective waste diversion programs and services
- We will work to remove any barriers that may exist as we strive forward

## Communication Tools

The following communication tools will be considered for use for each campaign (both broad based and targeted efforts) and the appropriate mix of utilized to achieve maximum return:

Print	Electronic	Social
<ul style="list-style-type: none"> <li>■ Annual Calendar</li> <li>■ Brochures</li> <li>■ Informational Column in community newspapers</li> <li>■ Ads in community newspapers</li> <li>■ Press Releases</li> <li>■ Roadside and Facility Signage</li> <li>■ New Resident Package</li> <li>■ CAN/OCNA Linage</li> <li>■ Newsletters</li> </ul>	<ul style="list-style-type: none"> <li>■ Township Website</li> <li>■ Online Surveys</li> <li>■ Social Media</li> </ul>	<ul style="list-style-type: none"> <li>■ Surveys</li> <li>■ Facility Tours</li> <li>■ Customer Service Line</li> <li>■ Media Interviews</li> </ul>

When Township staff engages, and is engaged, with the media, our approach will be amenable and cooperative as effective media relations will be a key component of both our broad and targeted communications. To provide accurate and timely information, to foster relationships and gain positive media coverage, the Township will:

**Be Accessible** by designating spokespersons who are knowledgeable and trained to speak on subjects within their responsibility

**Be Prompt** by always returning phone calls / emails in a timely fashion (even if it is to say, “let’s talk later”

**Be Honest** by always telling the truth

**Be Knowledgeable** by keeping up-to-date with current events to ensure that if asked (either internally or externally by the media) communication will be effective

**Be Helpful** by being a good source before being interviewed

**Be Reliable** by making commitments and following through



## Communication Strategies

The Township will use the following regular communication strategies as part of its normal program and service delivery:

Action	Medium(s)	Frequency	Purpose	Monitoring	By Who
Provide up-to-date information via <a href="http://southglengarry.com">http://southglengarry.com</a>	Township Website	Monthly	To provide residents with up-to-date information on schedules, events, activities, and reminders. Content will promote the “do’s and don’ts” of the program and communicate successes achieved.	Website “hits” will be tracked and compared to the same period in the previous period	Communications Coordinator
Provide current information via an Annual Waste Management Calendar	Print, direct mailing	Annually	To increase participation in all waste management programs to ensure residents are provided with current information on what is and is not recyclable, how to sort and scheduling.	Analysis of tonnage, capture rates and event/location participation rates of current year to previous	Communications Coordinator General Manager
Promote General Participation	Print, Internet and Social	Monthly	To maintain / increase participation in curbside programs; the Ads will provide information on acceptable materials, tips and FAQ’s. Will also direct residents to the Township Website.	Track Website “hits” after the Ads and follow-up with residents to inquire as to how the message was received	Communications Coordinator
Promote Material Specific Participation	Print, Internet and Social	Monthly	To maintain / increase participation in other diversion programs (WEEE, MHSW, depot usage, etc), the Ads will provide information on acceptable materials, provide tips and answer FAQ’s. Will also direct residents to the Website.	Track Website “hits” after the Ads and follow-up with residents inquire as to how the message was received	Communications Coordinator

The Township will use the following communication strategies as part both broad based and targeted campaigns:

Action	Medium(s)	Frequency	Purpose	Monitoring	By Who
Promote programs via ONA/OCNA Linage	Print	As required	To promote the curbside programs, special events and depot operations. Will provide a forum to address concerns, provide reminders, highlight successes and promote events. Will direct residents to the Website.	Website “hits” will be tracked and compared to the same period in the previous publication period	Communications Coordinator
Press Releases and Public Announcements	Print, Internet and Social	As required	Likely as part of targeted campaigns, to be used to communicate concerns, provide reminders, highlight successes and promote events. Will direct residents to the Website	Website “hits” will be tracked and compared to the same period in the previous publication period	Communications Coordinator
School presentations, facility tours and community events	Print, Internet and Social	As required	To raise awareness of the services offered and for sharing and explaining, first-hand, the purpose, rationale, etc of the programs.	Tracking the participation, obtaining feedback via surveys and Website “hits” following the events	Communications Coordinator
Gather “how we are doing” information via surveys (print and on-line)	Print, Radio, Internet and Social	Quarterly	To gather specific information on the opinions and perceptions of stakeholders on the programs and services offered.	Track survey completions and analyze the comments for continuous improvement	Communications Coordinator



## Print Materials

Item	Frequency	Purpose	Projected Costs	By Who
Curbside collection calendar	Annual	To communicate the collection schedule across the Township inclusive of acceptable materials, set out requirements and other pertinent waste management and community information.	Design & Production . \$5,700  Distribution via direct mail outs with tax bill	Communications Coordinator
Brochure <ul style="list-style-type: none"> <li>Blue Box</li> <li>Garbage</li> <li>Composting</li> <li>MHSW &amp; WEEE</li> </ul>	Annual	To provide up-to-date information on how to sort, acceptable materials, set out requirements, restrictions, event days and depot information. Township contact information will be provided to ensue residents know who to contact for further information.	Design & Production . \$1,000  Distribution via direct mail outs with tax bill	Communications Coordinator
Notice / "Oops" stickers	Annual	For use by collection drivers to communicate to residents why their material was not collected (i.e. improper set out, non-recyclable material, etc). Will include Township contact information.	Design & Production \$1,000	Communications Coordinator Contractor

## Internal Communications

Action	Method	Frequency	Purpose	Monitoring	By Who
Complaint database	Electronic	Daily	To track and categorize issues raised by the public for use during broad or targeted campaigns.	Caller contact information will be recorded to trend and track potential problem areas and specific issues	Communications Coordinator Township Receptionist
Contractor meetings	In-person	Monthly	To dialogue and exchange information with the collection contractor regarding curbside issues. To ensure the drivers are following the Township's program rules to guarantee consistent messaging is delivered to residents.	Ensure contractor buy-in and are following and equally applying the Township's rules	General Manager Communications Coordinator
Staff meetings	In-person	Monthly	To dialogue and exchange information with Township staff about issues, opportunities for improvement and challenges to address continuous improvement.	Ensure efficient use of staff time and resources to effectively deliver programs and services	General Manager

## Public Communications

Item	Frequency	Purpose	Projected Costs	By Who
Surveys	Seasonal	To gather residents opinions on current programs and services offered and to solicit feedback on ways to improve	Electronic and In-person \$2,000	Communications Coordinator



## Performance Measurement

By building and identifying the measurement benchmarks before a campaign begins, we will be able to identify how successful the efforts were both during and after the campaign.

For example, surveys distributed before, during and after a campaign can identify how opinions on different topics or issues change, either positively or negatively, which will be useful in determining how, or if, a particular program or service is offered.

For quantitative results, we will rely, in part, on Waste Diversion Ontario (WDO) Datacall figures for importation information on material tonnages, capture rates, diversion rates, etc.

The information will be used to measure the program successes (i.e. quarterly or annually). P&E efforts account for a portion of the overall results and any improvement in processing or collection statistics would have to be accounted for and objectives would be re-adjusted accordingly.

We will be able to track short term results based on feedback from those in the public that are responding to our messages via their interactions with us (via the Website, surveys, phone calls, etc) and records from our waste management facilities.

## Budget

As noted in the *Blue Box Enhancement and Best Practices Report*<sup>1</sup>, spending approximately \$1 per household for existing programs is appropriate to ensure maximum P&E messaging to maintain a capture rate of above 60% when programs are not undergoing any specific or dramatic change. In 2010, the Township spent approximately \$0.39 per household on P&E.

To assist in achieving the WRS targets, it will be necessary to increase our investment in P&E spending.

Based on 2010 household statistics, the Township should be spending approximately \$5,700 annually on P&E. This allocation would provide residents with accurate and detailed information regarding the Township's programs and services, acceptable materials and set out requirements. Furthermore, this level of spending would assist in breaking down any barriers (real or perceived) to increased program participation.

Per the WRS Option implementation plan, in the years when enhanced levels of service are to be offered or where changes to the program requirements are put into effect, approximately \$3 per household will be allocated to P&E spending. In these years, and based on the baseline year household count, this would equate to approximately \$17,100. This increased P&E spending will be more frequent use, and possibly multiple mediums, to inform and educate residents of the changes that are scheduled to take place, the schedule of events leading up to the implementation of the change and the specifics of how to fully participate.

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<sup>1</sup> Established and Enforced Policies that Induce Waste Diversion, KPMG Final Report, July 2007, Stewardship Ontario Effectiveness and Efficiency (E&E) Fund project #226, page 64



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## Appendix D

### Project Meeting Agendas, Minutes and Comments

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## South Glengarry Waste Recycling Strategy

## Project Initiation Meeting

## Agenda



Date: July 19, 2011  
 Location: Township Office  
 Time: 1pm

Attendees:  
 South Glengarry: Ewen MacDonald, Marilyn Lebrun, Anne Leduc  
 Genivar: John St. Marseille, Jennifer Brown-Hawn, Shaun Spalding

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Overview of the WRS process	Shaun
3.	Township Objectives <ul style="list-style-type: none"> <li>➤ Blue Box program</li> <li>➤ Bale wrap and any other materials to be investigated?</li> </ul>	South Glengarry
4.	Review of Proposal Activities <ul style="list-style-type: none"> <li>➤ Work plan</li> <li>➤ WRS worksheets</li> </ul>	All
5.	Provision of Documentation <ul style="list-style-type: none"> <li>➤ Current contract(s) and program information</li> <li>➤ Historical studies and waste audits</li> <li>➤ Historical survey of resident's waste habits</li> <li>➤ Historical tonnages</li> <li>➤ Relevant reports to Council</li> <li>➤ Relevant reports from contractor(s)</li> <li>➤ If possible, hard copy of 2009 WDO Datacall submission</li> <li>➤ If possible, information on the Cornwall MRF study</li> </ul>	South Glengarry
6.	Discussion on the Public Engagement – opportunities and challenges <ul style="list-style-type: none"> <li>➤ Stakeholder group and Council               <ul style="list-style-type: none"> <li>▪ Story Boards, form and content</li> </ul> </li> <li>➤ Communication Plan               <ul style="list-style-type: none"> <li>▪ Media choices and frequency of delivery</li> <li>▪ Locations for distribution of handouts (i.e. Fairs, Landfills, Town Hall, etc)</li> <li>▪ Twitter account</li> </ul> </li> <li>➤ E-survey               <ul style="list-style-type: none"> <li>▪ Dufferin County example (perceptions, attitudes, demographics)</li> <li>▪ Question development</li> <li>▪ Form and content development</li> <li>▪ Hard copy handouts (for locations)</li> </ul> </li> </ul>	All
7.	Review of Project Timelines <ul style="list-style-type: none"> <li>➤ Date for Client Meetings #2 and #4</li> <li>➤ Date for Stakeholder Workshop</li> </ul>	All
8.	Next Steps and Wrap Up	All



## Meeting Record



Attendees:  
 South Glengarry: Ewen MacDonald  
 Genivar: John St. Marseille, Jennifer Brown-Hawn, Shaun Spalding

X:\2011\111-19431-00\Meeting\MR - Client Meeting #1.docx



7.	<p>Review of Project Timelines</p> <ul style="list-style-type: none"> <li>➤ Date for Client Meetings #2 (Conference Call) September 13, 2011 at 10 a.m.</li> <li>➤ Date for Client Meeting #3 (Presentation to Council) September 26, 2011</li> <li>➤ Date for Client Meeting #4 (Conference Call) October 2011</li> <li>➤ Date for Stakeholder Workshop October 17, 2011 at Martintown Community Centre or Char-Lan Recreation Centre</li> </ul>	
8.	<p>Next Steps and Wrap Up</p> <ul style="list-style-type: none"> <li>➤ Initiation Notice for the Glengarry News</li> <li>➤ Complete Questionnaire</li> <li>➤ WRS Forms</li> <li>➤ Start Council presentation boards</li> </ul>	<p>SS</p> <p>SS</p> <p>SS</p> <p>JBH</p>





## South Glengarry Waste Recycling Strategy

### Meeting No. 1

### Agenda



Date: Tuesday, October 11, 2011

Attendees:

Location: Township Office

South Glengarry: Ewen MacDonald, Marilyn Lebrun, Roger Lapierre,  
Anne Leduc, member(s) of council

Time: 1:30 p.m.

GENIVAR: John St. Marseille, Jennifer Brown-Hawn,  
Shaun Spalding

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Overview of the WRS process	Shaun
3.	Township Objectives <ul style="list-style-type: none"> <li>➤ Blue Box program               <ul style="list-style-type: none"> <li>○ Increase diversion</li> <li>○ Minimal costs</li> <li>○ Rate payer satisfaction</li> <li>○ Greater funding</li> </ul> </li> <li>➤ Bale wrap and any other materials to be investigated?</li> <li>➤ Other opportunities and challenges</li> </ul>	South Glengarry
4.	Review of Proposal Activities <ul style="list-style-type: none"> <li>➤ Work plan schedule               <ul style="list-style-type: none"> <li>○ Date for Client Meetings #2 (Conference Call)</li> <li>○ Date for Client Meeting #3 (Presentation to Council)</li> <li>○ Date for Client Meeting #4 (Conference Call)</li> <li>○ Date for Stakeholder Workshop at Martintown Community Centre or Char-Lan Recreation Centre</li> </ul> </li> <li>➤ WRS worksheets 1 through 6 should be completed prior to Council meeting</li> <li>➤ WRS worksheet 4 Public Consultation Options; Possible public consultation formats include</li> <li>➤ Review of long list WRS options</li> </ul>	All
5.	Provision of Documentation <ul style="list-style-type: none"> <li>➤ Current contract(s) and program information</li> <li>➤ Historical studies and waste audits</li> <li>➤ Historical survey of resident's waste habits</li> <li>➤ Historical tonnages</li> <li>➤ Relevant reports to Council</li> <li>➤ Relevant reports from contractor(s)</li> <li>➤ If possible, hard copy of 2009 WDO Datacall submission</li> <li>➤ If possible, information on the Cornwall MRF study</li> </ul>	South Glengarry
6.	Discussion on the Public Engagement – opportunities and challenges <ul style="list-style-type: none"> <li>➤ Stakeholder group and Council               <ul style="list-style-type: none"> <li>▪ Story Boards, form and content</li> </ul> </li> <li>➤ Communication Plan               <ul style="list-style-type: none"> <li>▪ Newspaper Notice – Glengarry News</li> <li>▪ Locations for distribution of handouts (i.e. Fairs, Landfills, Township Office, Community Centre, Recreation Centre)</li> <li>▪ Twitter account, FaceBook</li> </ul> </li> <li>➤ E-survey</li> </ul>	All



	<ul style="list-style-type: none"> <li>■ Question development. ML to provide previous questionnaire</li> <li>■ Form and content development</li> <li>■ E-survey available on Township website, Twitter, FaceBook</li> <li>■ Hard copy handouts (for Fairs, Landfills, Township office, Community Centre, Recreation Centre)</li> </ul>	
7.	Next Steps and Wrap Up	All





## South Glengarry Waste Recycling Strategy

### Meeting Record

#### Project Meeting No. 1



Date: Tuesday, October 11, 2011

Location: Township Office

Time: 1:30 p.m.

#### Attendees:

South Glengarry: Ewen MacDonald, Anne Leduc

GENIVAR: John St. Marseille, Jennifer Brown-Hawn,  
Shaun Spalding

Unavailable: Marilyn Lebrun (TSG), Roger Lapierre (TSG),  
Member(s) of council (TSG)

Agenda Item #	Discussed:	Action By:
1.	Welcome and Introductions	
2.	Overview of the WRS process	
3.	Township Objectives <ul style="list-style-type: none"> <li>➤ Blue Box Program               <ul style="list-style-type: none"> <li>○ Increase diversion</li> <li>○ Minimal costs</li> <li>○ Rate payer satisfaction</li> <li>○ Greater funding</li> </ul> </li> <li>➤ Bale wrap to be investigated</li> </ul>	
4.	Review of Proposal Activities <ul style="list-style-type: none"> <li>➤ Work plan schedule               <ul style="list-style-type: none"> <li>○ Meeting No. 2, November 3, 2011. Include review of survey, present findings thus far, review WRS options, review presentation to Council</li> <li>○ Meeting No. 3, November 28, 2011. Possible PIC as well as Council presentation</li> <li>○ Stakeholder workshop, December 15, 2011. To be held at Martintown Community Centre or at Char-Lan Recreation Centre</li> <li>○ Meeting No. 4, date to be determined. Conference call</li> <li>○ PIC tentatively scheduled for January 23, 2012</li> <li>○ Draft WRS document to be available to public for review/comment in late January 2012</li> </ul> </li> <li>➤ WRS worksheets will be completed by SS. Worksheets 1 through 6 should be completed prior to Council meeting</li> <li>➤ WRS worksheet 4 Public Consultation Options; Possible public consultation formats include: SS will be in contact with Anne Leduc.</li> </ul>	SS
5.	Provision of Documentation <ul style="list-style-type: none"> <li>➤ Current contract(s) and program information</li> <li>➤ Historical studies and waste audits – Not completed</li> <li>➤ Historical survey of resident's waste habits</li> <li>➤ Historical tonnages</li> <li>➤ Relevant reports to Council – Not completed</li> <li>➤ Relevant reports from contractor(s)</li> <li>➤ If possible, hard copy of 2009 WDO Datacall submission</li> <li>➤ If possible, information on the Cornwall MRF study</li> </ul>	South Glengarry
6.	Discussion on the Public Engagement – opportunities and challenges <ul style="list-style-type: none"> <li>➤ Stakeholder group and Council               <ul style="list-style-type: none"> <li>▪ Stakeholder group to include: Lisa Chalmers (MOE), ICI,</li> </ul> </li> </ul>	SS, JBH









## South Glengarry Waste Recycling Strategy

### Meeting No. 2

#### Agenda



Date: Thursday, November 10, 2011 Attendees:

Location: GENIVAR Office

Time: 10:00 a.m.

South Glengarry: Ewen MacDonald, Marilyn Lebrun, Roger Lapierre, Anne Leduc

GENIVAR: John St. Marseille, Jennifer Brown-Hawn, Shaun Spalding (by teleconference)

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Review Meeting No. 1 Meeting Record	All
3.	Review WRS Options and CIF Worksheets	Shaun
4.	Work plan schedule <ul style="list-style-type: none"> <li>➤ Client Meeting #3 (Presentation to Council) Monday, November 28, 2011</li> <li>➤ Stakeholder Workshop at Martintown Community Center or Char-Lan Recreation Center Thursday, December 15, 2011</li> <li>➤ Date for Client Meeting #4 (Conference Call)</li> </ul>	All
5.	Provision of Documentation <ul style="list-style-type: none"> <li>➤ Current contract(s) and program information</li> <li>➤ Historical tonnages</li> <li>➤ Relevant reports from contractor(s)</li> <li>➤ If possible, hard copy of 2009 and 2010 WDO Datacall submission</li> <li>➤ If possible, information on the Cornwall MRF study</li> </ul>	South Glengarry
6.	Discussion on the Public Engagement – opportunities and challenges <ul style="list-style-type: none"> <li>➤ Stakeholder group and Council               <ul style="list-style-type: none"> <li>▪ Story Boards, form and content</li> </ul> </li> <li>➤ Communication Plan               <ul style="list-style-type: none"> <li>▪ Newspaper Notice – Glengarry News</li> <li>▪ Locations for distribution of handouts (i.e. Landfills, Township Office, Community Centre, Recreation Centre)</li> <li>▪ FaceBook</li> </ul> </li> <li>➤ E-survey               <ul style="list-style-type: none"> <li>▪ Question development. ML to provide previous questionnaire</li> <li>▪ Form and content development</li> <li>▪ E-survey available on Township website, FaceBook</li> <li>▪ Hard copy handouts (Landfills, Township office, Community Centre, Recreation Centre)</li> </ul> </li> </ul>	All
7.	Next Steps and Wrap Up	All





## South Glengarry Waste Recycling Strategy

### Meeting No. 2

### Meeting Record



Date: Thursday, November 10, 2011 Attendees:

Location: GENIVAR Office

Time: 10:00 a.m.

South Glengarry: Ewen MacDonald, Anne Leduc

GENIVAR: John St. Marseille, Jennifer Brown-Hawn,  
Shaun Spalding (by teleconference)

Unavailable: Marilyn Lebrun (TSG), Roger Lapierre (TSG)

Item #	Description	Who
1.	Welcome and Introductions	
2.	Review Meeting No. 1 Meeting Record	
3.	Review WRS Options and CIF Worksheets <ul style="list-style-type: none"> <li>➤ All 20 WRS options were carried forward for further review</li> <li>➤ Add to the options list promotion of at home composting and composters available through the Township</li> <li>➤ Add to the options list to review leaf and yard waste collection</li> <li>➤ Options list to be revised as a draft implementation schedule for stakeholder meeting</li> </ul>	SS
4.	Work plan schedule <ul style="list-style-type: none"> <li>➤ Client Meeting #3 (Presentation to Council) Monday, November 28, 2011</li> <li>➤ Stakeholder Workshop at Char-Lan Recreation Center Thursday, December 15, 2011 at 10:30 a.m. – 2:00 p.m.</li> <li>➤ Client Meeting #4 (Conference Call) Tuesday, January 10, 2012 at 10:00 a.m.</li> <li>➤ Revised schedule into March 2012 (See attached)</li> </ul>	JSTM, SS  All All
5.	Provision of Documentation <ul style="list-style-type: none"> <li>➤ Current contract(s) and program information</li> <li>➤ Historical tonnages</li> <li>➤ Relevant reports from contractor(s)</li> <li>➤ If possible, hard copy of 2010 WDO Datacall submission</li> <li>➤ If possible, information on the Cornwall MRF study</li> <li>➤ Information regarding campsite recycling</li> <li>➤ Current collection contracts (Cruickshank and Tomlinson)</li> </ul>	AL
6.	Discussion on the Public Engagement – opportunities and challenges <ul style="list-style-type: none"> <li>➤ Stakeholder group and Council <ul style="list-style-type: none"> <li>▪ Story Boards, form and content</li> </ul> </li> <li>➤ Communication Plan <ul style="list-style-type: none"> <li>▪ Newspaper Notice – Glengarry News</li> <li>▪ Locations for distribution of handouts (i.e. Landfills, Township Office, Community Centre, Recreation Centre)</li> <li>▪ FaceBook</li> </ul> </li> <li>➤ E-survey <ul style="list-style-type: none"> <li>▪ Question development. ML to provide previous questionnaire</li> <li>▪ Form and content development</li> <li>▪ E-survey available on Township website, FaceBook</li> <li>▪ Hard copy handouts (Landfills, Township office, Community Centre, Recreation Centre)</li> </ul> </li> </ul>	JSTM/JBH  AL  JBH/SS/AL



7.	<p>Next Steps and Wrap Up</p> <p>Next meeting: Presentation to Council Monday, November 28, 2011 7:00 p.m.</p>	JSTM/SS
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**Township of South Glengarry  
Waste Recycling Strategy (WRS)**



**Stakeholder Meeting**

**Agenda**

Date: Thursday, December 15, 2011  
Location: Char-Lan Recreation Centre  
Time: 10:30 a.m.

**Attendees:**

South Glengarry: Councilor Frank Prevost, Ewen MacDonald (General Manager-Infrastructure Services), Marilyn Lebrun (Clerk), Roger Lapierre (Roads Manager), Anne Leduc (Development and Communications Coordinator)

**GENIVAR:**

John St. Marseille (Project Manager), Jennifer Brown-Hawn (Sr. Environmental Technician, Shaun Spalding (WRS Specialist)

**Guests:**

Ron McElhone (Landfill Attendant), J.P. Charbonneau (Cruickshank Construction Ltd), Steven Reynolds (Tomlinson Environmental Services), Linda Andrushkoff (R.A.R.E.), Angie Parker (TSG Environment Committee), Michael Madden (TSG Environment Committee), Michael Cartwright (TSG Environment Committee), Gerry Rose (Demo Plus), Tony Vogel (Agricultural Community Rep.), Recycle Truck Operator (Cruickshank Construction Ltd.), Garbage Truck Operator (Tomlinson Environmental Services)

Item #	Description	Who
1.	Welcome/Introductions and Objectives	All
2.	Review WRS Options and CIF Worksheets	GENIVAR
3.	Discussion with Stakeholders ➤ Metals, white goods ➤ Propane canisters ➤ Site operations ➤ Waste collection ➤ Plastics, cans, cardboard, paper ➤ Multi-residential ➤ ICI needs/opportunities/trends	All





**Township of South Glengarry  
Waste Recycling Strategy (WRS)**



**Stakeholder Session  
Meeting Record**

Date: Thursday, December 15, 2011  
Location: Char-Lan Recreation Centre  
Time: 10:30 a.m.

**Attendees:**

South Glengarry: Councilor Frank Prevost, Ewen MacDonald (General Manager-Infrastructure Services), Marilyn Lebrun (Clerk), Roger Lapierre (Roads Manager), Anne Leduc (Development and Communications Coordinator)

**GENIVAR:**

John St. Marseille (Project Manager), Jennifer Brown-Hawn (Sr. Environmental Technician, Shaun Spalding (WRS Specialist)

**Guests:**

Ron McElhone (Landfill Attendant), Martin Seguin (Cruickshank Construction Ltd), Steven Reynolds (Tomlinson Environmental Services), Linda Andrushkoff (R.A.R.E.), Michael Madden (TSG Environment Committee), Gerry Rose (Demo Plus), Tony Vogel (Agricultural Community Rep.), Larry Gunn (Recycle Truck Operator, Cruickshank Construction Ltd.), Jeff Handy, (Garbage Truck Operator, Tomlinson Environmental Services)

**Unavailable**

Angie Parker (TSG Environment Committee), Michael Cartwright (TSG Environment Committee)

Item #	Description	Who
1.	Welcome/Introductions and Objectives	
2.	Review WRS Options and CIF Worksheets <ul style="list-style-type: none"> <li>➤ WRS Options 1 – 4 and 6 – 18 carried forward for further review</li> <li>➤ WRS Option 5 revised to indicate Clear Bags For Recycling</li> <li>➤ WRS Option 19 removed from list and replaced with Seasonal and Private Road Performance Opportunities</li> <li>➤ WRS Option 6: Garbage to be set out in a container; limits should be phased in</li> <li>➤ WRS Option 7: EM to send procurement policy to SS for review</li> <li>➤ WRS Option 14: Role out indoor recycling program in public space then phase in outdoor open space program</li> <li>➤ WRS Option 15: Look at separating leaf and yard waste at the landfill, then sending it to City of Cornwall Landfill site or other site</li> </ul>	EM
3.	Discussion with Stakeholders <ul style="list-style-type: none"> <li>➤ Metals, white goods</li> <li>➤ Propane canisters</li> <li>➤ Site operations               <ul style="list-style-type: none"> <li>➤ Paint can disposal to City of Cornwall or HHW day if full or to recycling (R.A.R.E.) if empty</li> <li>➤ Diesel to City of Cornwall or HHW day</li> <li>➤ Collaboration between North and South Glengarry on HHW days</li> </ul> </li> <li>➤ Waste collection</li> </ul>	



	<ul style="list-style-type: none"><li>➤ Plastics, cans, cardboard, paper<ul style="list-style-type: none"><li>➤ R.A.R.E. to provide recycling stream brochure to Marilyn as part of P&amp;E program</li></ul></li><li>➤ Multi-residential</li><li>➤ ICI needs/opportunities/trends</li></ul>	
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## South Glengarry Waste Recycling Strategy

### Meeting No. 4

#### Agenda



Date: Friday, January 13, 2012

Location: GENIVAR Office

Time: 10:00 a.m.

Attendees:

South Glengarry: Ewen MacDonald, Marilyn Lebrun, Roger Lapierre, Anne Leduc

GENIVAR: John St. Marseille, Jennifer Brown-Hawn, Shaun Spalding (by teleconference)

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Review Stakeholder Meeting Record	All
3.	Review WRS Short List Options	Shaun
4.	Public Information Centre/Council Presentation Update (Monday, January 23, 2012, 5-7 p.m.) <a href="#">↗</a> Story Boards, form and content <a href="#">↗</a> Notice in Newspaper (Glengarry News) and Township website	All
5.	E-survey Update	Shaun
6.	Work plan schedule <a href="#">↗</a> Client Meeting #5 (Conference Call)	All
7.	Next Steps and Wrap Up	All





## South Glengarry Waste Recycling Strategy

### Meeting No. 4

### Meeting Record



Date: Friday, January 13, 2012

Location: GENIVAR Office

Time: 10:00 a.m.

Attendees:

South Glengarry: Ewen MacDonald, Anne Leduc

GENIVAR: John St. Marseille, Jennifer Brown-Hawn,  
Shaun Spalding (by teleconference)

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Review Stakeholder Meeting Record	All
3.	Review WRS Short List Options ➤ Include in the Non-Blue Box Program the collection of Christmas trees	SS
4.	Public Information Centre/Council Presentation Update (Monday, January 23, 2012, 5-7 p.m.) ➤ Story Boards, form and content ➤ Drop in starting at 5 p.m., followed by presentation at 6:30 p.m. and wrap up at 7 p.m.	All
5.	E-survey Update	SS
6.	Work plan schedule ➤ Client Meeting #5 (Conference Call) scheduled for February 29, 2012 time to be confirmed	All
7.	Next Steps and Wrap Up ➤ Public Information Centre (Monday, January 23, 2012) ➤ Complete draft WRS report (February – March 2012)	All





## South Glengarry Waste Recycling Strategy

### Meeting No. 5

### Agenda



Date: Wednesday, March 27, 2012 Attendees:

Location: Conference Call

South Glengarry: Ewen MacDonald, Anne Leduc

Time: 10:00 a.m.

GENIVAR: John St. Marseille, Jennifer Brown-Hawn,  
Shaun Spalding

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Review January 13, 2012 Meeting Record	All
3.	Review WRS Final Draft Report	All
4.	Promotion and Education Plan	Shaun
5.	Work plan schedule ➤ Present Final WRS to Council (April 10, 2012)	All
6.	Next Steps and Wrap Up	All





## South Glengarry Waste Recycling Strategy

### Meeting No. 5

### Meeting Record



Date: Wednesday, March 27, 2012 Attendees:

Location: Conference Call

South Glengarry: Ewen MacDonald, Anne Leduc

Time: 10:00 a.m.

GENIVAR: John St. Marseille, Jennifer Brown-Hawn,  
Shaun Spalding

Item #	Description	Who
1.	Welcome and Introductions	All
2.	Review January 13, 2012 Meeting Record	All
3.	Review WRS Final Draft Report <ul style="list-style-type: none"> <li>➤ Update population data information and associated tables</li> <li>➤ Define diversion and recycling rate within report</li> <li>➤ Indicate WEEE and MHSW waste collected by Township is collected by a contractor</li> <li>➤ Other comments/suggestions will be forwarded</li> <li>➤ Changes will be implemented in the final draft report</li> </ul>	Shaun
4.	Promotion and Education Plan <ul style="list-style-type: none"> <li>➤ Remove the option to advertise on the radio</li> <li>➤ Minor edits will be implemented in the final P&amp;E Plan</li> </ul>	Shaun
5.	Work plan schedule <ul style="list-style-type: none"> <li>➤ Present Final WRS to Council (Tuesday, April 10, 2012, 7 p.m.)</li> </ul>	All
6.	Next Steps and Wrap Up	All



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## Appendix E

### WDO Datacall Best Practice Questions

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## Best Practice Questions for Inclusion in 2009 Municipal Datacall

Note: Responses to questions in bold will be used for purposes of best practice funding in 2011.  
Remaining questions solicit supporting details and will not be used to calculate best practice funding.

<b>1. Development and implementation of an up-to-date blue box recycling plan as part of a Waste Diversion System or Integrated Waste Management System</b>	12.5%				
<b>a. Does the municipality have a blue box recycling plan that has been prepared or revised between the years of 2005 and 2009? <sup>1</sup></b>	NO	--	--	--	YES
b. Title of recycling or waste management plan	Text Box				
c. By-law / Council resolution or board report reference number / link to public document of this plan	Text Box				
d. By-law / Council resolution / board report reference date	Text Box				
<b>e. Does the plan define and establish Blue Box Program goals and objectives that are in line with the overall waste diversion system plan or the overall integrated waste management system?</b>	NO	--	--	--	YES
<b>f. Does the plan set Blue Box diversion targets?</b>	NO	--	--	--	YES
g. What is the Blue Box diversion target for 2009?	Numerical Box				
<b>h. Does the plan require performance monitoring against Blue Box diversion targets?</b>	NO	--	--	--	YES
i. Date of most recent Blue Box recycling plan where performance monitoring is tracked	Numerical Box				
<b>j. Is there a review process (e.g. quarterly, annual reviews) to monitor and evaluate performance against the Blue Box Program goals and objectives stated in the Waste Diversion System Plan or the Integrated Waste Management Plan?</b>	NO	--	--	--	YES
k. Was a monitoring report presented to Council/Committee/board in 2009?	NO	--	--	--	YES
l. Please provide the by-law resolution, committee or board report, or council resolution number of the document or link to public document of this monitoring report	Text Box				
<b>2. Establishing defined performance measures including diversion targets, monitoring objectives and a continuous improvement program</b>	25%				
<b>a. Does your program set defined objectives and targets for recycling programs that are implemented and evaluated within a defined time period, and part of a defined recycling plan?<sup>2</sup></b>	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document, or link to public document	Text Box				

<sup>1</sup> Key elements of this plan must include: (1) collection method rationale/ efficiencies (2) processing method rationale/efficiencies (3) promotion and education plan (4) methods of enforcement for diversion policies (5) capture rate targets (6) diversion targets.

<sup>2</sup> Defined performance measurements include capture rates, participation rates, residue rates, set-out rates, and waste audits/compositions. **Set-out Rate** is the percentage of households that put Blue Boxes (or specified collection containers) out for collection on a given collection cycle. It is calculated by dividing the total number of Blue Boxes set out for collection in the area by the total number of residential units in the area that could possibly have set out a recycling container. **Participation Rate** is the percentage of households that put Blue Boxes (or specified collection containers) out for collection during the study period in the study area. **Capture Rate** is the percent of the total waste stream that is collected in Blue Box collection system. **Residue Rate** is the percent of residual waste left over after Blue Box materials have been processed at the MRF.



## Best Practice Questions for Inclusion in 2009 Municipal Datacall

Note: Responses to questions in bold will be used for purposes of best practice funding in 2011.  
Remaining questions solicit supporting details and will not be used to calculate best practice funding.

<b>b. Does your program collect specific program data to evaluate the effectiveness of recycling programs before and after implementation?</b>	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document, or link to public document	Text Box				
<b>c. Have the results of the monitoring been used to identify and analyze the factors that influence your program's ability to meet established objectives and targets within the years of 2005 to 2009?</b>	NO	--	--	--	YES
<b>3. Multi-municipal planning approach to collection and processing of recyclables</b>	8.3%				
a. Is your municipality a(n) _____ tiered municipality		Upper	Lower	Single	
<b>b. Does your municipality deliver and/or provide recyclable material collection services jointly with one or more other municipalities through an agreement?</b>	NO	--	--	--	YES
If so, with what municipality(ies) do you share the collection services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
<b>c. Does your municipality deliver and/or provide Blue Box recyclable material processing services jointly with one or more other municipalities through an agreement?</b>	NO	--	--	--	YES
If so, with what municipality(ies) do you share the processing services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
<b>d. Does your municipality deliver and/or provide Blue Box recyclable material transfer/depot services jointly with one or more other municipalities through an agreement?</b>	NO	--	--	--	YES
If so, with what municipality(ies) do you share the transfer/depot services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
<b>e. Does your municipality deliver and/or provide Blue Box material marketing services jointly with one or more other municipalities through an agreement?</b>	NO	--	--	--	YES
If so, with what municipality(ies) do you share the marketing services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				



## Best Practice Questions for Inclusion in 2009 Municipal Datacall

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<b>f. Does your municipality deliver and/or provide Blue Box public education services jointly with one or more other municipalities through an agreement?</b>	NO	--	--	--	YES
If so, with what municipality(ies) do you share the public education services with? List one example.	Text Box				
If so, provide the agreement, contract, by-law resolution, committee or board report, or council resolution number of the document containing the agreement	Text Box				
<b>g. If none of these services (collection, processing, depot/transfer, marketing, and promotion and education) are currently being delivered and/or provided jointly with another municipality, has your program synchronized the expiry date of its recycling contract with the recycling contracts of neighbouring municipalities?</b>	NO	--	--	--	YES
<b>h. Has your municipality approached other municipalities about jointly providing recycling (collection, processing, depot/transfer, marketing, and/or promotion and education) services?</b>	NO	--	--	--	YES
If not, provide the By-law/Council resolution reference number and date wherein the other municipality(ies) rejected the concept of providing recycling services jointly with your municipality	Text Box				
<b>4. Optimization of operations in collections and processing by following generally accepted principles (GAP) for effective procurement and contract management</b>	12.5%				
<b>a. Are any of your collection services municipally operated?</b>	NO	--	--	--	YES
<b>If so, has your program conducted a comprehensive assessment of collection inefficiencies within the past two years?</b>	NO	--	--	--	YES
<b>If so, have the recommendations been documented and assessed, or are the recommendations being added to a future collection contract?</b>	NO	--	--	--	YES
<b>Have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to collection optimization projects?</b>	NO	--	--	--	YES
<b>Has your municipality undertaken a review of your Blue Box program in relation to the Blue Box Program Enhancement and Best Practices Assessment Project Report?</b>	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document containing the review of your Blue Box program	Text Box				
<b>b. Are any of your processing services municipally operated?</b>	NO	--	--	--	YES
<b>If so, has your program conducted a comprehensive assessment of MRF inefficiencies within the past two years?</b>	NO	--	--	--	YES
<b>If so, have the recommendations been documented and assessed, or are the recommendations being added to a future processing contract?</b>	NO	--	--	--	YES
<b>Have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to MRF optimization projects?</b>	NO	--	--	--	YES



## Best Practice Questions for Inclusion in 2009 Municipal Datacall

Note: Responses to questions in bold will be used for purposes of best practice funding in 2011.  
Remaining questions solicit supporting details and will not be used to calculate best practice funding.

<b>Has your municipality undertaken a review of your Blue Box program in relation to the Blue Box Program Enhancement and Best Practices Assessment Project Report?</b>	NO	--	--	--	YES
If so, provide the by-law resolution, committee or board report, or council resolution number of the document	Text Box				
c. Are any of your collection services provided by a contractor?	NO	--	--	--	YES
<b>If so, was your last tender/RFP developed using a recycling tender/procurement tool such as the Stewardship Ontario Model Tender Tool?</b>	NO	--	--	--	YES
If so, provide the tender/RFP number or the council resolution number of the latest tender/RFP successfully issued	Text Box				
If so, provide the award date of the latest RFP successfully tendered using the Stewardship Ontario Model	Numerical Box				
d. Do you own your own collection capital?	NO	--	--	--	YES
<b>If so, have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to collection optimization projects?</b>	NO	--	--	--	YES
e. Are any of your processing services provided by a contractor?	NO	--	--	--	YES
<b>If so, was your last tender/RFP developed using a recycling tender/procurement tool such as the Stewardship Ontario Model Tender Tool?</b>	NO	--	--	--	YES
If so, provide the tender/RFP number or the council resolution number of the latest tender/RFP successfully issued	Text Box				
If so, provide the award date of the latest RFP successfully tendered using the Stewardship Ontario Model	Numerical Box				
f. Do you own your own MRF?	NO	--	--	--	YES
<b>If so, have you worked with, or applied for funding through the Effectiveness and Efficiency Fund or the Continuous Improvement Fund pertaining to MRF optimization projects?</b>	NO	--	--	--	YES
<b>5. Training of key program staff in core competencies</b>	8.3%				
a. <b>Within 2007, 2008 and 2009, have staff responsible for blue box recycling attended recycling-specific workshops or courses totaling 4 days or more, individually or collectively?</b>	NO	--	--	--	YES
b. <b>Was the training received from a workshop/course provided by an industry association, post-secondary educational institution or recognized body which, based on successful completion of the course and/or course assessment, offers a certificate of completion or certification?</b>	NO	--	--	--	YES



## Best Practice Questions for Inclusion in 2009 Municipal Datacall

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<b>c.</b>	<b>Was the course/workshop primarily dedicated to blue box recycling (minimum 50% by content and/or time)?</b>	NO	--	--	--	YES
<b>d.</b>	<b>On the basis of the training profile described in questions 5a through 5c, namely blue box recycling-specific, industry or post secondary level, and certificate based, which of the following areas of training were received.</b>	Check Mark Box (list all) <sup>3</sup>				
	If any fields checked: who provided the training? How many days of training were taken by staff collectively? Certificate of training received?	Text Box				
<b>6.</b>	<b>Appropriately planned, designed, and funded promotion and education program</b>	8.3%				
<b>a.</b>	<b>Does your program currently have a communications plan<sup>4</sup> (either a stand-alone plan or as part of a larger plan document), with identified goals and measurable objectives that is regularly updated ?</b>	NO	--	--	--	YES
<b>b.</b>	<b>Does your plan include a monitoring and evaluation component (an example would be: identification of 'spikes' in recovery or overall annual tonnages coinciding with specific P&amp;E efforts)?</b>	NO	--	--	--	YES
<b>7.</b>	<b>Established and enforced policies that induce waste diversion</b>	25%				
<b>a.</b>	<b>Does your program provide Blue Boxes (or the equivalent) or replacement Blue Boxes (or the equivalent) free of charge, or below cost?</b>	NO	--	--	--	YES
<b>b.</b>	<b>Does your program have <u>any</u> of the following policies in place</b>					
	Bag limits	NO	--	--	--	YES
	Pay As You Throw (PAYT) program	NO	--	--	--	YES
	Garbage collection frequency less than recycling collection frequency	NO	--	--	--	YES
	Recycling incentive program for households that rewards increased recycling, set-out, and participation	NO	--	--	--	YES
	Has your program commenced a reduction in garbage collection frequency or requirement for clear bags in the last year?	NO	--	--	--	YES
	A tag and leave policy for unacceptable blue box (or the equivalent) set-outs?	NO	--	--	--	YES
<b>Total Best Practice Funding Distribution Points</b>		<b>100%</b>				

<sup>3</sup> Check mark box will include: broad based training, planning, collection, processing, depot/transfer, material marketing, promotion and education, municipal policy support, data management, contract management, system optimization, other (please specify).

<sup>4</sup> Key elements of a communications plan must include: (1) a multi-tiered approach to promotion and education which includes radio components, TV, calendars, or website offerings, (2) measurements of the effectiveness of the communications plan, (3) a work plan that will be monitored and revised annually.



## INFORMATION REPORT



**REPORT TO:** Council of South Glengarry

**MEETING DATE:** May 24, 2016

**SUBJECT:** MTO Summerstown Dome

**PREPARED BY:** Ewen MacDonald GM Infrastructure

In 2015 the MTO advised the Township about structural concerns with the winter material domes at the Summerstown Patrol Yard. A letter was received in December (attached) to notify the Township of the MTO plans to replace the domes.

The Township has used the north dome at the Summerstown Patrol Yard for many years for storage of winter stone dust. We also purchase salt from the Area Maintenance Contractor from this site.

At the August 2015 meeting of Council Administration was directed to work with the MTO on the design and development of a new storage facility and a long term lease agreement for the Summerstown Site.

The MTO has completed a preliminary design (attached) for the new cover all style storage facilities and has met with the Township a number of times to discuss our needs and the continued use of this site by the Township.

This site is located in a geographically strategic location for deployment and response to winter events and the shared use of the facility is both efficient and economically beneficial.

The MTO has stated at the meetings that they would be requesting a financial contribution from the Township for the Capital Cost of the new storage facility and have now formalized this request in a letter received in April 2016 (attached). The cost to the Township is estimated at \$375,000.

Administration has attempted to convince the MTO that a shared facility would be more cost effective however the MTO has liability concerns and has designed 2 separate storage facilities. Both storage facilities would require sufficient space to store and load all winter materials inside. The Township will continue to negotiate with the MTO to consider one stand alone facility that would be shared.

Administration has also advised the MTO that we do not agree with having to contribute financially to the capital costs as we have a long standing agreement for the use of the



facility and that the main objective should be to provide the best possible service to the users of our roads and highways.



**Ministry of Transportation**

Operations Office  
 Eastern Region  
 1355 John Counter Blvd  
 PO Box 4000  
 Kingston, ON K7L 5A3  
 Tel.: 613-545-4672  
 Fax: 613-547-1772

**Ministère des Transports**

Bureau des opérations  
 Région de l'est  
 1355, boulevard John Counter  
 Case postale 4000  
 Kingston (Ontario) K7L 5A3  
 Tél.: 613-545-4672  
 Téléc. 613 547-1772



December 22, 2015

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

Re: Summerstown Patrol Yard

Dear Mr. MacDonald,

As you're aware, the existing sand/salt domes at the Ministry's Summerstown Patrol Yard are in relatively poor condition, and capital investment is required to continue winter maintenance operations from the site. As previously discussed, MTO have decided to demolish the existing dome structures and construct a new, larger materials storage facility. The larger structure will provide the space to accommodate the storage of our winter maintenance materials as well as the handling and loading of those materials within the envelope of the building. This will bring our operations on the site in line with the Best Practices we've established for storage and handling of winter maintenance materials.

The Township of South Glengarry has been using the north dome on the site for a number of years. It's understood that the Township would like to continue to use a portion of the Summerstown Patrol Yard site as a base for your roadway maintenance operations. The Ministry is agreeable to accommodating your need to utilize the site, although to do so, it will be necessary for the Township to contribute to the capital investments required for your operations.

Planning and design efforts have begun for the construction of one new structure to meet the needs of the Ministry's highway maintenance operations from the patrol yard. If the Township is still interested in using a portion of the Summerstown Patrol Yard for your roadway maintenance operations, we'd like to bring you and your staff in to the planning and design process to ensure that your operational needs can be incorporated into site developments. We'd also like to begin negotiations regarding cost-sharing for the construction phase of the project.



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April 28, 2016

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

Re: Summerstown Patrol Yard Cost Sharing and Construction Estimate

---

Dear Ewen,

Further to our previous conversations and the meeting that you attended at the Summerstown Patrol Yard with Tom Kelly and Steve Bruce, I'd like to take this opportunity to confirm our proposal for the construction of new storage facilities on the site.

Based on the available space on the site, and our movement to best practices in materials handling, we will be building a new 80 ft. by 140 ft. (24 m x 43 m) structure to accommodate the Ministry's winter maintenance needs. It's understood that the Township requires a new 80 ft. by 120 ft. (24 m x 36 m) structure to accommodate its needs for winter maintenance operations from the site.

As discussed, we are prepared to share in the cost of construction to achieve economies of scale for both MTO and the Township during construction. If South Glengarry Township is in agreement to pay the capital costs for the structure, the estimate costs for the Township's share of the project would be approximately \$375,000. The Township's share of the construction costs includes the storage facility and asphalt pavement within the structure. Although this is a preliminary cost estimate, our experience with constructing these types of facilities provides a reasonable estimate for construction.

The projected schedule is to have the construction completed by September of 2017 so that winter materials can be delivered to the storage facilities in time for 2017-18 winter maintenance operations.

One thing that you should be aware of is that although the Township would be making a capital investment for the construction of the storage facility, the building would become the



MINISTRY OF TRANSPORTATION AND COMMUNICATIONS ONTARIO

**SOILS SURVEY DATA**  
DATE OF SURVEY: July 23, 1985  
TYPE OF SURVEY: Power & Hand Auger  
**NOTES**  
1. The moisture and surface conditions apply only to the time of the survey.  
2. The boundaries between soil strata and also the earth-rock contact have been established only at bore hole locations. Between bore holes the boundaries are assumed from geological evidence and may be subject to error.

9+810	44.0 Rt
0-450	Granular
450-2.65	Br Si Cl Grly with Cobs
2.65	NFP BR
9+865	14.0 Rt
0-1.70	Br Si Cl Moist Firm
9+872	41.0 Rt
0-400	Granular
400-1.30	Earth (Fill)
1.30-2.90	Br Si Cl Moist Firm
2.90-3.20	Gry Cl Si

CO. GLENGARRY  
TWP CHARLOTTENBURGH

CON 2 FROM THE LAKE  
LOT 14

SITE AREA - 3.455 ha

9+887	55.0 Rt
0-400	Granular
400-1.50	Earth (fill)
1.50-3.20	Gry Si Cl Moist Firm
9+890	10.0 Rt
0-1.00	Br Si Cl
1.00	NFP BR
9+900	50.0 Rt
0-400	Granular
400-1.70	Earth (fill)
1.70-3.30	Br Si Cl Moist Firm

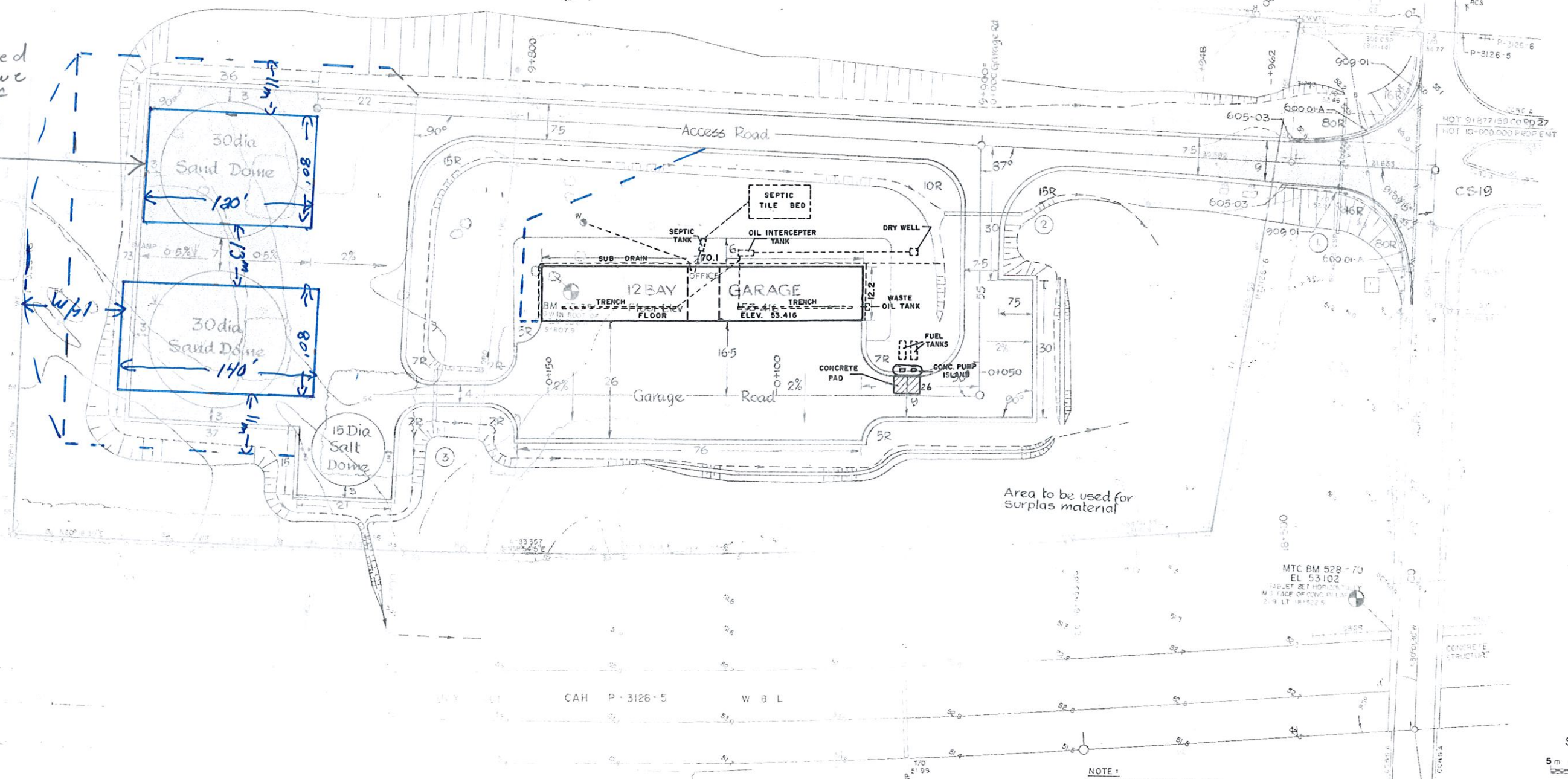
**METRIC**  
DIMENSIONS ARE IN METRES  
AND/OR MILLIMETRES  
UNLESS OTHERWISE SHOWN

PLATE No  
**CONT No 86-400**  
**WP No 2710-82-02**  
**SITE PLAN OF**  
**SUMMERSTOWN**  
**PATROL YARD**

**SHEET**  
**4**

NOTE: SITE DEVELOPMENT TO BE CARRIED  
OUT UNDER CONTRACT BY OTHERS

Distance needed  
to go back if we  
ad onto back of  
MTO Buidig  
240'  
min. mum.



NOTE:  
ALL MTC MONUMENTS ARE SIB'S  
UNLESS OTHERWISE NOTED

HOT 18-525.189 HWY 401  
HOT 10-000 000 CO RD 27



## INFORMATION REPORT



<b>REPORT TO:</b>	<b>Council of South Glengarry</b>
<b>MEETING DATE:</b>	May 24, 2016
<b>SUBJECT:</b>	Notice of Consent Decisions
<b>PREPARED BY:</b>	<b>Joanne Haley- GM- Community Services</b>

### **RE: Notice of Decision**

Please find attached Three “Notice of Decision” letters from the United Counties of Stormont, Dundas, and Glengarry.

The recommendations and conditions requested have been included.

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





## TRANSPORTATION &amp; 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-10/16****NAME:** Pierre Menard & Jean Shago-Menard**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:** May 22<sup>nd</sup>, 2016

**Date of giving of this notice is:** May 2<sup>nd</sup>, 2016

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



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on **Monday, May 2, 2016**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-10/16**

**OWNER: Pierre Menard & Jean Shago- Menard**

**MUNICIPALITY: South Glengarry**

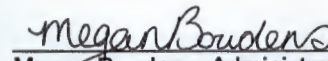
Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the administrative Assistant-Planning.
2. The Township will complete a site visit of the severed and retained lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and file a fee of \$170.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
4. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$210.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF, TIF or DWG format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

  
Alison McDonald, MSc  
Manager of Planning

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

  
Megan Boudens, Administrative Assistant

**NOTE:** The Planning Act provides that where conditions are imposed and the applicant(s) has/have not fulfilled the conditions to the satisfaction of the Secretary **WITHIN ONE YEAR** after notice was given, the application for consent shall thereupon be deemed to be refused. **THE LAST DAY TO SUBMIT DOCUMENTS TO THE ADMINISTRATIVE ASSISTANT-PLANNING TO SHOW THAT THE CONDITIONS HAVE BEEN FULFILLED IS:**  
**May 02, 2017**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: MAY 22, 2016**



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on **Monday, May 2, 2016**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-11/16**

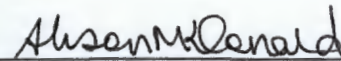
**OWNER: G.Menard, G.Meanrd-Killoran & J.C. Menard**

**MUNICIPALITY: South Glengarry**

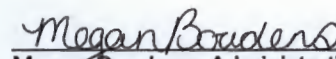
Provided that the following conditions are fulfilled to the satisfaction of the Administrative Assistant-Planning:

1. A review fee of \$200.00 must be paid to the Township. The Township of South Glengarry will clear the condition with the administrative Assistant-Planning.
2. The Township will complete a site visit of the severed and retained lands to confirm that there are no issues with the existing septic system. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and file a fee of \$170.00. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
3. A Minor Variance must be applied for and approved prior to final consent to reduce the minimum lot area of the retained land. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. That the land being severed by this consent shall be conveyed as an addition to abutting property and shall be held in identical ownership as said abutting property and the Administrative Assistant-Planning shall be provided with a copy of the abutting property owner's deed for verification. The provisions of Subsections 3 or 5 of Section 50 of the Planning Act, R.S.O., 1990, as amended, shall apply to any subsequent conveyance relating to the said lot.
5. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$210.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF, TIF or DWG format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

  
Alison McDonald, MSc  
Manager of Planning

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

  
Megan Boudens, Administrative Assistant

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

**May 02, 2017**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: MAY 22, 2016**





## 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) • [www.sdgcounties.ca](http://www.sdgcounties.ca)



# NOTICE OF DECISION

### APPLICATION NO. B-11/16

**NAME:** G. Menard, G. Menard-Killoran & J.C. Menard

**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:** May 22<sup>nd</sup>, 2016

**Date of giving of this notice is:** May 2<sup>nd</sup>, 2016

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



The Approval Authority for the United Counties of Stormont, Dundas and Glengarry, did on **Thursday, May 12, 2016**, decide that **PROVISIONAL CONSENT WILL BE GIVEN** to:

**APPLICATION NO. B-16/16**

**OWNER: Donald Mac Lachlan & Paul Syrduk**

**MUNICIPALITY: South Glengarry**

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

1. That the review fee of \$200.00 be paid to the Township prior to final approval. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
2. A minor variance must be applied for and approved prior to final consent to reduce the minimum lot frontage from 9 meters to 8.35 meters on the retained portion. The Township of South Glengarry will clear the condition with the Administrative Assistant- Planning.
3. A qualified designer under the Ontario Building Code must review the existing semi-detached dwelling and report to the Township as to Ontario Building Code compliance and separation of units. A building permit will be required for any proposed /required construction/renovations. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
4. An additional lateral will be required to be installed for the second dwelling unit which is subject to the approval of the Township. The Township of South Glengarry will clear the condition with the Administrative Assistant-Planning.
5. That the Administrative Assistant-Planning be provided with a description of the land to be conveyed that is consistent with the application and sufficient and equal to that required for the registration of a deed or other conveyance of land under the provisions of the Registry Act. Three (3) copies of the new deed for the severed parcel are to be provided to the Administrative Assistant-Planning for the issuance of the certificate of the Secretary, and the stamping fee of \$210.00 must accompany the deeds. Upon providing a paper copy of the Deposited Reference Plan to the Administrative Assistant-Planning, a digital copy, which can be emailed, in a PDF, TIF or DWG format must also be submitted.

**OFFICIAL RENDERING THE ABOVE DECISION:**

*Alison McDonald*

Alison McDonald, MSc  
Manager of Planning

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

*Megan Boudens*

Megan Boudens, Administrative Assistant

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

**May 12, 2017**

**THE LAST DAY TO SUBMIT AN APPEAL AGAINST THIS DECISION IS: JUNE 01, 2016**





## TRANSPORTATION &amp; 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-16/16****NAME:** Donald Mac Lachlan & Paul Syrduk**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:** June 1<sup>st</sup>, 2016

**Date of giving of this notice is:** May 12<sup>th</sup>, 2016

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



**INFORMATION REPORT**

**REPORT TO:** Council of South Glengarry

**MEETING DATE:** May 24, 2016

**SUBJECT:** 2015 & 2016 Consent Summary Report

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

**CONSENT APPLICATIONS SUMMARY- 2015**

<b>Application #</b>	<b>Recommendation</b>	<b>Decision</b>
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>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>	<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-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>	February 9, 2016
<b>Recommendation</b>	Recommended providing the applicant owns the land
<b>Decision</b>	
<b>Date of Decision</b>	

### **CONSENT APPLICATIONS SUMMARY- 2016**

	<b>Application #</b>	<b>Recommendation</b>	<b>Decision</b>
1	B-07-17	Recommended	Approved
2	B-10-16	Recommended	Approved
3	B-11-16	Recommended	Approved
4	B-14-16	Recommended	



5	B-15-16	Recommended	
6	B-16-16	Recommended	Approved
7	B-19-16	Recommended	
8	B-21-16	Recommended	
9	B-28-16		
10	B-29-16		
11	B-34-16		

<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>	Approved
<b>Date of Decision</b>	April 21, 2016

<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>	Approved
<b>Date of Decision</b>	May 2, 2016

<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>	Approved
<b>Date of Decision</b>	May 2, 2016

<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>	March 29, 2016
<b>Recommendation</b>	Recommended
<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>	March 29, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	
<b>Date of Decision</b>	

<b>Application Number</b>	B-16-16
<b>Date Accepted by SDG</b>	February 18, 2016
<b>Date Received by TWP</b>	February 23, 2016
<b>Date TWP Received Revised Application</b>	March 31, 2016
<b>Name</b>	Don Mac Lachlan & Paul Syrduk
<b>Legal</b>	Lot 28, Registered Plan # 26
<b>To Council</b>	April 11, 2016
<b>To Counties</b>	April 12, 2016
<b>Recommendation</b>	Recommended
<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>	Quesnel
<b>Legal</b>	Part Lot 34, Concession 7



<b>To Council</b>	March 28, 2016
<b>To Counties</b>	March 29, 2016
<b>Recommendation</b>	Recommended
<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>	March 29, 2016
<b>Recommendation</b>	Recommended
<b>Decision</b>	Approved
<b>Date of Decision</b>	May 12, 2016

<b>Application Number</b>	B-26-16
<b>Date Accepted by SDG</b>	March 17, 2016
<b>Date Received by TWP</b>	March 22, 2016
<b>Name</b>	Kerr & Beauchamp
<b>Legal</b>	Part Lot 22, Concession 1
<b>To Council</b>	April 11, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	



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

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

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

<b>Application Number</b>	B-40-16
<b>Date Accepted by SDG</b>	May 3, 2016
<b>Date Received by TWP</b>	May 10, 2016
<b>Name</b>	Levesque
<b>Legal</b>	Part Lot 21, Concession 2, S.S.R.R.
<b>To Council</b>	June 13, 2016
<b>To Counties</b>	
<b>Recommendation</b>	
<b>Decision</b>	
<b>Date of Decision</b>	



**Municipal Resolution on Anti-Human Trafficking Task Force  
and Bill 158, *Saving the Girl Next Door Act, 2016***

WHEREAS human trafficking is a heinous crime that has been referred to as modern day slavery; and

WHEREAS traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour; and

WHEREAS it is one of the fastest growing crimes that starts and stays in Canada, targeting victims – 90 percent of which are Canadian-born and predominantly female, averaging the age of 14; and

WHEREAS Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario; and

WHEREAS human trafficking is in our neighbourhoods and our communities;

THEREFORE BE IT resolved that the Council of (name of municipality) support Bill 158, *Saving the Girl Next Door Act, 2016*, support MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies; and

That a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.



- Create a tort or civil action of human trafficking, allowing victims to sue their traffickers for damages and an accounting of profits; and
- Amend the definition of “sex offender” under *Christopher’s Law (Sex Offender Registry)*, 2000 to include criminal offences for trafficking of victims under the age of 18 years.

In May of last year, I also received unanimous support for a motion asking the Government of Ontario to immediately create a provincial task force to combat human trafficking in Ontario.

The task force would have a similar structure and funding model to the Guns and Gangs Task Force. A multi-jurisdictional task force made up of specially-trained police officers, Crown prosecutors, judges, and frontline workers would coordinate information sharing, and collaboratively work to apprehend criminals and rescue victims. Training and education would also have to be specialized not only for law enforcement and the justice system, but for victims’ services, health care workers, schools and businesses.

The task force was endorsed by the Select Committee on Sexual Violence and Harassment, which I had the honour of co-chairing.

The two recommendations are as follows:

57. The Ontario government provide resources for the development of a coordinated approach to help victims of human trafficking, allowing providers of support services and the criminal justice system to share information and work collaboratively.

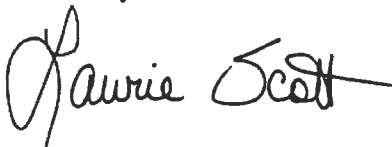
58. The Ontario government develop a multi-ministerial, province-wide strategy on human trafficking.

Ontario is far behind other provinces when it comes to combatting human trafficking and taking significant action. For instance, in Manitoba, they have enacted legislation as far back as 2012, which has seen multiple victims rescued and traffickers put behind bars for breaching protection orders.

I ask that you and your council members consider putting forward a resolution to support the following attached draft resolution.

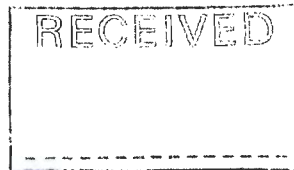
I look forward to your support.

Sincerely,



Laurie Scott, MPP  
Haliburton-Kawartha Lakes-Brock





**Laurie Scott, MPP**  
Haliburton-Kawartha Lakes-Brock

**Queen's Park Office:**  
Rm. 434, Main Legislative Bldg.  
Queen's Park  
Toronto, Ontario M7A 1A8  
Tel. (416) 325-2771  
Fax (416) 325-2904  
E-mail: laurie.scott@pc.ola.org

**Constituency Office:**  
14 Lindsay St., North  
Lindsay, Ontario K9V 1T4  
Tel. (705) 324-6654  
1-800-424-2490  
Fax (705) 324-6938  
E-mail: laurie.scottco@pc.ola.org

April 7, 2016

Mayor Mike Konoval  
Township of Carling  
2 West Carling Bay Rd RR 1  
Nobel, ON P0G 1G0

Dear Mayor Konoval,

I write to you today to ask you to support my efforts as MPP and PC Critic for Women's Issues, to call on the provincial government to take immediate steps to combat human trafficking in Ontario and to raise public awareness of this horrid crime.

Human trafficking is a heinous crime that has been referred to as nothing short of modern day slavery. It is one of the fastest growing crimes, and starts and stays in Canada – over 90 percent of victims are Canadian-born. Worse, Ontario is a major hub for human trafficking in Canada, as the proximity to cities along the Highway 401 corridor provides an accessible thoroughfare for traffickers, and the ability to keep victims isolated. Victims are lured over the internet, meaning that this crime is in our neighbourhoods, our communities and our towns.

Victims – predominantly girls averaging the age of 14, and shockingly as young as 11 – are lured into a nightmare that they can almost never escape on their own. Traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour.

On February 18, 2016, the Legislative Assembly of Ontario unanimously supported Bill 158 on Second Reading, which aims to take immediate steps against human trafficking in Ontario.

The bill provides as follows:

- Declare February 22<sup>nd</sup> as Human Trafficking Awareness Day in Ontario;
- Allow for an application to be brought by a parent of a trafficking victim under the age of 18, a trafficking victim aged 18 or over or an authorized agent such as Covenant House to obtain a protection order from a judge to prohibit the trafficker from contacting or approaching the victim. Such an order would remain in place for a minimum of three years;

*Council*



coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

*Carried.*

If you require further information, please do not hesitate to contact the undersigned at 705-342-5856 ext. 404 or [mbonenfant@carlingtownship.ca](mailto:mbonenfant@carlingtownship.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Megan Bonenfant', with a stylized flourish at the end.

Megan Bonenfant  
Deputy Clerk

CC: Ontario MPPs  
Ontario Municipalities





The Corporation of  
**THE TOWNSHIP of CARLING**

2 West Carling Bay Road, Nobel, ON P0G 1G0  
Phone: 705-342-5856 • Fax: 705-342-9527

May 10, 2016

Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock  
Rm 434, Main Legislative Bldg.  
Queen's Park  
Toronto ON M7A 1A8

Dear Ms. Scott:

RE: Anti-Human Trafficking Task Force and Bill 158, *Saving the Girl Next Door Act, 2016*

---

At the regular meeting of Council for the Township of Carling held May 9, 2016, Council passed the following resolution as part of Consent Agenda Resolution 16-054 moved by Councillor Crookshank and seconded by Councillor Gilbert, regarding your request to support Bill 158, *Saving the Girl Next Door Act, 2016*:

a. Anti-Human Trafficking Task Force and Bill 158, Saving the Girl Next Door Act, 2016

WHEREAS human trafficking is a heinous crime that has been referred to as modern day slavery; and

WHEREAS traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour; and

WHEREAS it is one of the fastest growing crimes that starts and stays in Canada, targeting victims - 90 percent of which are Canadian-born and predominantly female, averaging the age of 14; and

WHEREAS Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario; and

WHEREAS human trafficking is in our neighbourhoods and our communities;

NOW THEREFORE BE IT RESOLVED that Council of the Township of Carling does hereby support Bill 158, *Saving the Girl Next Door Act, 2016*, supports MPP Laurie Scott's motion for a multijurisdictional and





That a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

CARRIED

Thank you for receiving our correspondence and considering this request.

Sincerely,



Paul Gowing  
Warden

cc Municipalities Ontario

**OFFICE OF THE WARDEN**

Corporation of the County of Huron, 1 Court house Square, Goderich, Ontario N7A 1M2 CANADA

Tel: 519.524.8394 Fax: 519.524.2044 Toll Free: 1.888.524.8394 (519 area only)

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





6 May, 2016

All Members of the Provincial Parliament  
Legislative Bldg, Rm 104  
111 Wellesley St W  
Toronto ON M7A 1A2

Attention of:  
Deborah Deller  
Legislative Clerk

Dear Members:

Please be advised that the Council of the Corporation of the County of Huron passed the following motion at the Sixth Session of Council on 4 May, 2016:

**MOTION: #118-16**

Moved by: Councillor Donnelly and Seconded by: Councillor Steffler

**THAT:**

The Council of the County of Huron supports the following resolution:

Whereas human trafficking is a heinous crime that has been referred to as modern day slavery; and

Whereas traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour; and

Whereas it is one of the fastest growing crimes that starts and stays in Canada, targeting victims - 90 percent of which are Canadian-born and predominantly female, averaging the age of 14; and

Whereas Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario; and

Whereas human trafficking is in our neighbourhoods and our communities;

Therefore be it resolved that the Council of the Municipality of Trent Lakes support Bill 158, Saving the Girl Next Door Act, 2016, support MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies; and

**OFFICE OF THE WARDEN**

Corporation of the County of Huron, 1 Court house Square, Goderich, Ontario N7A 1M2 CANADA

Tel: 519.524.8394 Fax: 519.524.2044 Toll Free: 1.888.524.8394 (519 area only)

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



**TOWNSHIP OF GILLIES RR#1, 1092 Hwy. 595, Kakabeka Falls, Ontario P0T 1W0**

Tel: (807) 475-3185 . Fax: (807) 473-0767 . E-Mail: [gillies@tbaytel.net](mailto:gillies@tbaytel.net) . [www.gilliestownship.com](http://www.gilliestownship.com)

May 5<sup>th</sup>, 2016

MPP Laurie Scott  
Rm. 434, Main Legislative Bldg.  
Queen's Park  
Toronto, Ontario  
M7A 1A8

Re: Bill 158

Please be advised that the Council of The Township of Gillies, on April 25th 2016, supported the following resolution:

**RESOLUTION NO. 2016/096**

Moved by Councillor Wright; Seconded by Councillor Groenheide

BE IT RESOLVED that the Council of the Township of Gillies supports Bill 158, *Saving the Girl Next Door Act, 2016*, support MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims services and frontline agencies

AND THAT a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities

**CARRIED**

If you require further information, please do not hesitate to contact the undersigned at 807-475-3185 or [gillies@tbaytel.net](mailto:gillies@tbaytel.net).

Sincerely,



Shara Lavallée  
Clerk

cc:

- all Members of Provincial Parliament
- All municipalities in Ontario



**Attendu** le trafic humain est dans notre voisinage et dans notre communauté. **Whereas** human trafficking is in our neighbourhoods and our communities.

**Qu'il soit résolu** d'appuyer le projet de Loi 158, *Loi de 2016 sur la sauvegarde des jeunes filles*, de la députée provinciale Laurie Scott pour établir un groupe de travail multi-juridictionnel composé d'organismes responsables de l'application de la loi, de procureurs de la Couronne, de juges, d'agences offrant des services aux victimes et de premières lignes, et;

**Be it resolved** to support Bill 158, *Saving the girl Next door Act, 2016* and MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies, and;

**Qu'il soit également résolu** d'envoyer cette résolution à tous les députés provinciaux et aux municipalités.

**Be it also resolved** that a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

Adoptée

Carried.

  
Christine Groulx  
Greffière/Clerk



Extrait de la réunion ordinaire du 25 avril 2016

Extract of the minutes of the Regular meeting held on April 25, 2016

**Demande d'appui – Assemblée législative de l'Ontario, réf. : anti-trafic humain et Loi de 2016 sur la sauvegarde des jeunes filles et Projet de loi 158**

**R-191-16**

Proposé par Daniel Lalonde  
avec l'appui Michel Thibodeau

**Request for support – Ontario Legislative Assembly, Re : Anti-Human Trafficking Task Force and Saving the Girl Next Door Act 2016 and Bill 158**

**R-191-16**

Moved by Daniel Lalonde  
Seconded by Michel Thibodeau

**Attendu** que le trafic humain est un crime odieux qui est considéré comme de l'esclavage moderne, et;

**Whereas** human trafficking is a heinous crime that has been referred to as modern day slavery, and;

**Attendu** les trafiquants recrutent, transportent, hébergent et contrôlent les jeunes filles aux fins d'exploitation sexuelle ou de travail forcé, et;

**Whereas** traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour, and;

**Attendu** qu'il est l'un des crimes le plus progressif qui a débuté au Canada et qui est toujours présent, ciblant les victimes – dont 90 pour cent sont d'origine canadienne et de prédominance féminine, avec une moyenne de 14 ans, et;

**Whereas** it is one of the fastest growing crimes that starts and stays in Canada, targeting victims – 90 percent of which are Canadian-born and predominantly female, averaging the age of 14, and;

**Attendu** l'Ontario est une plaque tournante pour le trafic humain au Canada et les victimes sont arnaquées, manipulées et contraintes, souvent par l'entremise de l'internet de toutes les régions de l'Ontario, et;

**Whereas** Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario, and;



May 4, 2016

Mr. Grant Crack  
MPP for Glengarry-Prescott-Russell  
151 Main Street East  
Hawkesbury, Ontario  
K6A 1A1

**SUBJECT: *Saving the Girl Next Door Act, 2016***

Sir:

Please find enclosed resolution R-191-16 supporting MPP for Haliburton-Kawartha Lakes-Brock Laurie Scott's motion.

Sincerely,



Christine Groulx  
Clerk

CG/sg

Encl.

cc Laurie Scott, MPP  
Local municipalities



Background information:

Lowest Gasoline Price on Monday, April 25<sup>th</sup> via Gasbuddy.com (NEOMA region) (16.6 cent volatility within region)

Timmins	109.6
Hearst	112.5
Kapuskasing	111.7
Smooth Rock Falls	106.9
Cochrane	109.9
Iroquois Falls	106.9
New Liskeard	96.9
Kirkland Lake	95.9

Other Northern Communities (21 cent volatility compared to Timmins) (13.0 cent volatility within region)

Sudbury	104.9
Sault Ste Marie	96
Thunder Bay	91.9
North Bay	94.7
Parry Sound	98.6
Kenora	98.5
Sturgeon Falls	95.4
Espanola	97.3

Other communities in Southern Ontario (26 cent volatility relative to Timmins) (11.2 cent volatility within region)

Ottawa	97.9
Kingston	94.9
St Catharines	97.9
Hamilton	98.6
Niagara Falls	98.5
Windsor	92.7
Toronto	94.9
London	97.9
ST Thomas	95.2
Peterborough	87.6
Sarnia	98.8



Background information:

Lowest Gasoline Price on Wednesday April 13<sup>th</sup> via Gasbuddy.com (NEOMA region) (20 cent volatility within region)

Timmins	111.6
Hearst	102.9
Kapuskasing	102.9
Smooth Rock Falls	102.9
Cochrane	102.9
Iroquois Falls	102.9
New Liskeard	92.9
Kirkland Lake	91.9

Other Northern Communities (21 cent volatility compared to Timmins) (15.6 cent volatility within region)

Sudbury	105.9
Sault Ste Marie	99.9
Thunder Bay	91.9
North Bay	90.7
Parry Sound	98.6
Kenora	92.9
Sturgeon Falls	92.9
Espanola	90.3

Other communities in Southern Ontario (26 cent volatility relative to Timmins) (13.2 cent volatility within region)

Ottawa	98.5
Kingston	97.9
St Catharines	97.9
Hamilton	94.6
Niagara Falls	93.9
Windsor	93.9
Toronto	92.9
London	86.3
St Thomas	86.3
Peterborough	85.6
Sarnia	85.3



# Price Regulation

The Canadian government has constitutional authority to regulate gasoline prices only in an emergency. However, provinces and territories can regulate prices, and Quebec and the Atlantic provinces do so.

Provinces regulate gasoline prices to reduce price volatility -- high up or down price changes -- and to protect small independent retailers.

## Quebec

Quebec sets minimum prices weekly based on its estimate of the acquisition cost of gasoline. The price includes an estimate of transportation costs and can include a minimum retail margin at the discretion of the regulating body, the Régie de l'énergie du Québec.

## New Brunswick

In New Brunswick, the Energy and Utilities Board sets the maximum price every Thursday based on a formula that links the price to the New York Harbour price, with allowances made for other factors such as retail margins. No minimum price is set.

## Nova Scotia

Nova Scotia also uses New York Harbour spot prices to set a benchmark price. Wholesale prices are set 6 cents a litre higher than the benchmark, and a transportation allowance is included in the price, ranging from 0.2 to 2.0 cents per litre, depending on the zone. Retailers are allowed a margin of 5.5 cents per litre and cannot sell below a margin of 4 cents per litre.

## Prince Edward Island

In Prince Edward Island, prices are set by the Island Regulatory Appeals Commission. The Commission has full discretion in setting prices and tracks a wide variety of trends in determining the price level. In practice, it also uses New York Harbour prices to drive changes in the regulated price. Prices on the New York Mercantile Exchange (NYMEX) are averaged over a two week period and the new maximum and minimum prices are usually announced on the first and 15th of every month. Wholesalers have the right to apply for a decrease in their wholesale price. In theory, this could result in different prices from one brand to another. In practice, any such differences are rare and short-lived.

## Newfoundland and Labrador

In Newfoundland and Labrador, the price of gasoline is set by the Board of Commissioners of Public Utilities. The Board sets a benchmark price based on spot market prices and adds on various factors such as wholesale and retail margins, transportation and taxes to arrive at a maximum price. The province is divided into 18 zones to accommodate differing transportation costs. Prices are revised monthly.



<b>Ontario Regular Unleaded Gasoline Prices // Prix de l'essence ordinaire en Ontario - 2016 (cents/litre)</b> <b>Source: <a href="http://www.energy.gov.on.ca/en/fuel-prices/?fuel=REG&amp;yr=2016">http://www.energy.gov.on.ca/en/fuel-prices/?fuel=REG&amp;yr=2016</a></b>													
Date	Ottawa	Tor W	Tor E	Windsor	London	Sudbury	SS Marie	Thdr Bay	Nrth Bay	Timmins	ON Avg	S. Avg	N. Avg
04-Jan	89.5	101.8	100.5	92.3	92.8	104.4	103.9	104.4	98.8	107.9	98.2	97.5	103.9
11-Jan	86.5	92.9	94.2	93.8	87.7	102.4	101.9	100.5	97.6	107.1	92.7	91.6	101.5
18-Jan	83.4	92.8	91.4	86	84.8	94.4	100.9	99.8	96.4	103.9	90.3	89.3	98.2
25-Jan	84.6	94.8	93.4	83.8	85.4	91.4	98.4	94.6	93.1	99.9	91.2	90.7	94.5
01-Feb	81.5	94.8	92.5	82.4	86.5	95.4	97.9	90.9	97	98.9	90.4	89.8	94.9
08-Feb	76.9	90.4	87.8	83.7	79.8	93.4	97.9	89.5	94.4	97.7	86.3	85.4	93.4
16-Feb	87.5	91.8	89.4	80.5	81.4	92.8	95.9	86.7	92.6	93.9	88.9	88.5	91.5
22-Feb	84.6	87.8	86.2	81.3	78.9	93.4	95.9	86.7	91.6	97.1	86.2	85.4	91.9
29-Feb	86.5	89.8	87.9	76.8	79.7	92.4	95.9	93.2	90.8	96	87.6	86.9	93.3
07-Mar	87	91.3	89.2	74.2	80.8	91.4	95.9	92.6	90	96	88.4	87.8	92.7
14-Mar	91.5	95.3	93.7	85.7	85.9	94.4	95.9	99	89.4	99.9	93	92.6	95.9
21-Mar	91	94.3	92.7	84.4	85.9	97.3	95.9	104	89.2	102.9	92.5	91.8	98.6
28-Mar	95.4	99.3	97.9	84.2	89.5	97.4	103.9	104	89.2	102.7	96.7	96.3	99.9
04-Apr	94.9	98.3	97.2	92.5	88.5	95.4	102	100	87.9	102	96.2	96	97.5
11-Apr	98.2	102.3	100.6	91.1	92.5	95.5	99.9	100	94.8	102	99.2	99.4	98.1
18-Apr	99.6	102.2	101.5	95.9	92.7	106.4	106.9	106.9	99.2	111.5	100.9	100.2	106.1
25-Apr	100.9	104.3	103	95.3	103.8	106.4	106.9	106.9	98.9	110	103	102.6	106
Year	89.4	95.5	94.1	86.1	86.9	96.7	99.8	97.6	93.6	101.7	93	92.5	97.5
<b>Note: Retail pump prices are a mix of full-serve and self-serve prices. Prices include all applicable taxes. // Noté : Les prix repré sentent un échantillon de stations avec et sans service et incluent toutes les taxes applicables.</b>													

Comparing the blue highlighted prices - On March 7, 2016 price of gas in Windsor was 74.2c/L and in North Bay 90c/L for a diffe month later, on April 4, it became cheaper to buy gas in North Bay as price of gas in Windsor was 92.5c/L and the price in North between the two municipalities have fluctuated by 21 cents in less than a month.

Comparing the purple highlighted prices - On Jan 11, Toronto East was 94.2c/L and Sudbury 102.4c/L. Price fluctuated by 13 cents by April 11 where Toronto East paid 100.6c/L and Sudbury paid 95.5c/L.

**Comparing the averages between Northern and Southern municipalities of Ontario in red font - On Jan 11 it was cheaper, on average, to buy gas in Northern Ontario than it was to buy gas in Southern Ontario.**



# The Corporation of the City of Timmins

## RESOLUTION

Moved by Councillor Wawrzaszek

16-154

Seconded by Councillor Doody

**Whereas** the price of fuel is critical to the day to day cost of living for all residents of Ontario;

**And Whereas** the price of fuel plays a large role in establishing a competitive business climate;

**And Whereas** some regions in Ontario have consistently experienced higher fuel costs that go beyond the cost difference of transporting fuel;

**And Whereas** the fuel sales industry is quick to raise fuel prices as the price of oil increases but fuel prices do not adjust as quickly when the price of oil decreases;

**And Whereas** history has shown that fuel prices increase for long weekends and holidays;

**And Whereas** the Province of Ontario has the ability to regulate fuel prices;

**Now Therefore Be it Resolved** that Council for the City of Timmins hereby petitions the Government of Ontario to regulate fuel prices to the levels that are affordable and profitable as in jurisdictions within Ontario that have lower fuel prices;


**Be it Further Resolved** that this resolution and the background information are forwarded for support to all Municipalities in Ontario;

**And Further That** all resolutions of support are returned to the City of Timmins for submission to the Premier of Ontario, the Minister of Finance, the Association of Municipalities of Ontario, Timmins - James Bay MPP Gilles Bisson and the Ontario Good Roads Association.

CARRIED.

	YEAS	NAYS
<b>MAYOR</b>		
S. Black		
<b>COUNCILLORS</b>		
P. Bamford		
J. Campbell		
M. Doody		
R. Dubeau		
A. Grzela		
A. Marks		
N. Rinaldo		
W. Wawrzaszek		

CERTIFIED TRUE COPY  
OF RESOLUTION 16-154

  
Steph Palmateer, City Clerk  
Carried \_\_\_\_\_

Defeated \_\_\_\_\_

Deferred or Tabled \_\_\_\_\_

Date \_\_\_\_\_ April 27, 2016





220 Algonquin Boulevard East, Timmins, ON P4N 1B3  
[www.timmins.ca](http://www.timmins.ca)

May 4, 2016

**TO: ALL ONTARIO MUNICIPALITIES**

Dear Sir/Madam:

**Re: City of Timmins Resolution – Regulate Gas Prices in Ontario**

Attached hereto please find a certified true copy of City of Timmins Resolution 16-154 passed on April 27, 2016 for your review and support.

If your municipality supports this resolution, please forward a copy of your resolution to the City of Timmins.

Thank you.

Yours truly,

A handwritten signature in blue ink, appearing to read "SPC", is written over a horizontal line.

**STEPH PALMATEER, AMCT**  
City Clerk

SP/jc



**TIMMINS**

I'M IN. | J'Y TIENS. | VdU

OFFICE OF THE CITY CLERK

Telephone: (705) 360-2602

Fax: (705) 360-2674

E-mail: [steph.palmateer@timmins.ca](mailto:steph.palmateer@timmins.ca)

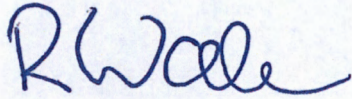


The Hon. Dr. J. Philpotts and  
The Hon. Dr. E. Hoskins  
Lyme Disease  
May 9, 2016  
Page 2

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Please do not hesitate to contact me should you have any questions.

Yours truly,

A handwritten signature in blue ink, appearing to read 'R Walton', is shown on a light blue rectangular background.

Ralph Walton  
Regional Clerk

cc: The Honourable K. Wynne, Premier of Ontario *Sent via email: kwynne.mpp@liberal.ola.org*  
W. Gates, MPP (Niagara Falls) *Sent via email: w gates-co@ndp.on.ca*  
The Honourable R. Nicholson, MP (Niagara Falls) *Sent via email: rob.nicholson@parl.gc.ca*  
T. Hudak, MPP (Niagara West) *Sent via email: tim.hudakco@pc.ola.org*  
D. Allison, MP (Niagara West) *Sent via email: dean.allison@parl.gc.ca*  
The Honourable J. Bradley, MPP (St. Catharines) *Sent via email: jbradley.mpp.co@liberal.ola.org*  
C. Bittle, MP (St. Catharines) *Sent via email: chris.bittle@parl.gc.ca*  
C. Forster, MPP (Welland) *Sent via email: cforster-op@ndp.on.ca*  
V. Badawey, MP (Niagara Centre) *Sent via email: vance.badawey@parl.gc.ca*  
All Ontario Municipalities *Sent via email*





## Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-685-4225 Toll-free: 1-800-263-7215 Fax: 905-687-4977

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

May 9, 2016

The Honourable Dr. Jane Philpotts  
Health Canada  
70 Colombine Driveway  
Tunney's Pasture  
Ottawa, ON K1A 0K9

*Sent via email:*

[hon.jane.philpott@canada.ca](mailto:hon.jane.philpott@canada.ca)

The Honourable Dr. Eric Hoskins  
Ministry of Health and Long Term Care  
10<sup>th</sup> Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, ON M7A 2C4

*Sent via email:*

[ehoskins.mpp@liberal.ola.org](mailto:ehoskins.mpp@liberal.ola.org)

**RE: Lyme Disease**  
**Minute Item 9.3, CL 6-2016, April 28, 2016**

Dear Ministers:

Regional Council at its meeting held on April 28, 2016, passed the following resolution:

Whereas the number of cases of ticks positive for Lyme disease is increasing throughout Ontario and specifically in Niagara Region;

Whereas the laboratory testing for and diagnosis of Lyme disease is sub-optimal; and

Whereas there are chronic sufferers of long term consequences of this disease.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **REQUEST** the Province of Ontario to increase funding for research aimed to enhance the testing for Lyme disease;
2. That Niagara Region **REQUEST** the Government of Canada to increase funding for research aimed to enhance the testing for Lyme disease and determine better treatment for long term outcomes of Lyme disease;
3. That this resolution **BE FORWARDED** to all Municipalities in Ontario for their endorsement; and
4. That this resolution **BE FORWARDED** to the Premier of Ontario, the Minister of Health and local Members of Provincial Parliament.

.../2





## The Corporation of the Township of Perry

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: May 4, 2016

Resolution No.: 2016- 169

Moved By: Les Rowley Seconded By: Norm Hofstetter

**WHEREAS** the Office of Boating Safety, which administers the Vessel Operation Restriction Regulations (VORRS) pursuant to the Canada Shipping Act, 2001, has advised that the issue of "No Wake" is currently addressed by limiting the speed or power of a vessel;

**AND WHEREAS** the Office of Boating Safety has advised that "No Wake" is not a restriction found in the Canada Shipping Act, 2001, or its regulations and therefore is not enforceable restriction;

**AND WHEREAS** a boat's wake can do a great deal of damage, including:

- The erosion of shorelines
- The swamping of nests of loons and other waterfowls
- The damaging of docks and vessels moored at docks and at marina gas pumps
- The danger to swimmers
- The interference with safe navigation
- The disruption of wetland habitat
- The upsetting of canoes and small boats, especially in narrow channels

**BE IT RESOLVED THAT** the Council of the Township of Perry requests the Honourable Marc Garneau, Minister of Transport, to address this dangerous and harmful situation, by implementing legislation that would provide authorities with the ability to enforce a "No Wake" restriction in Ontario's navigable waters;

Carried: ☒ Defeated: ☐

Norm Hofstetter  
Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
<b>Councillors</b> Jim Cushman		
Margaret Ann MacPhail		
Jeff Marshall		
Les Rowley		
<b>Mayor</b> Norm Hofstetter		



## The Corporation of the Town of Tillsonburg

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**Date:** May 10, 2016

**From:** Donna Wilson, Town Clerk

**RE: Bill 180, Workers Day of Mourning Act**

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Please be advised that Tillsonburg Town Council at its meeting held on May 9, 2016, passed the following resolution:

THAT the Town of Tillsonburg supports Bill 180, Workers Day of Mourning Act, 2016;

AND THAT a copy of this support resolution be sent to MP, Dave MacKenzie, MPP, Ernie Hardeman, AMO, all Ontario Municipalities and the Oxford Regional Labour Council.

Carried

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,



Donna Wilson  
Town Clerk

Cc: The Honourable MP Dave MacKenzie *Sent via email:* dave.mackenzie.c1a@parl.gc.ca  
The Honourable MPP Ernie Hardeman *Sent via email:* Hardeman@execulink.com  
Association of Municipalities Ontario *Sent via email:* amo@amo.on.ca  
Ontario Regional Labour Council *Sent via email:* oxfordlabourcouncil@gmail.com





Ms. Marilyn Lebrun  
Clerk  
Township of South Glengarry  
6 Oak Street, PO Box  
Lancaster, ON K0C 1N0

May 13, 2016

The South Lancaster Fish and Game Club will be hosting their Annual Kids Fishing Derby at the South Lancaster Wharf on Saturday, July 2nd, 2016 beginning at 9am. The purpose of this event is to invite youth to come and experience the joys of being outside and possibly reeling in a catch, all being free of charge to them and their parents.

We would like to formally invite Mayor McLeod and members of Council of The Township of South Glengarry to this event to catch a glimpse of how the South Lancaster Wharf is enjoyed by kids and adults of all ages throughout the summer.

The Friends of the Lancaster Wharf and the South Lancaster Fish and Game Club are thrilled to be working together to host this successful event, that has seen tremendous growth over the years.

We hope that you can join us for this event.

Kind Regards,

Shawna Rousseau  
President  
South Lancaster Fish and Game Club  
Friends of the Lancaster Wharf

South Lancaster Fish and Game Club  
PO Box 48  
South Lancaster ON  
K0C 2C0



**SG-M-16**

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW No. 45-16  
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 May 24, 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 24<sup>th</sup> DAY OF MAY 2016.***

**MAYOR:** **CLERK:**