

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Monday, April 20, 2020 7:00 PM**

Page

1. CALL TO ORDER	
2. O CANADA	
3. APPROVAL OF AGENDA	
a) Additions, Deletions or Amendments All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.	
4. DECLARATION OF PECUNIARY INTEREST	
a) Pecuniary Interest Form	4
5. APPROVAL OF MINUTES	
a) Previous Meeting Minutes - April 6, 2020	5 - 7
b) Special Meeting Minutes - April 6, 2020	8 - 9
6. PRESENTATIONS AND DELEGATIONS	
7. NEW BUSINESS	
a) Staff Reports	
i. Amend - Interim Tax By-Law 02-2020 (L.McDonald)	10 - 12
ii. Engineer's Report - Clarence Grant Drain (L.McDonald)	13 - 16
iii. High Water Bill Adjustment Program (L. McDonald)	17 - 20
iv. Modernization Funding Re-Allocation for Budget 2020 (T. Mills)	21 - 23
v. Glen Walter Waterfront Property (E.MacDonald)	24 - 25

vi.	<u>Pickup Truck Tender 07-2020 (E. MacDonald)</u>	26 - 27
vii.	<u>Letter of Support to Bell to Increase High Speed Internet Access-CRTC Broadband Fund (J. Haley)</u>	28 - 30
viii.	<u>Natural Gas Expansion- Submission to Enbridge Gas Inc. (J. Haley)</u>	31 - 42
ix.	<u>11-2020 Clean Yard By-Law 3rd Reading (V. Brunet)</u>	43 - 68
x.	<u>13-2020 Fence By-Law- 3rd Reading (V. Brunet)</u>	69 - 89
xi.	<u>Grass Cutting & Road Side Cutting Proposal (R. Ladouceur)</u>	90 - 99
b) Other Business		
i.	<u>April 15 Rules for Planning Act Applications Appeal Periods and Notices of Decision (J. Haley)</u>	100 - 103
ii.	<u>CIP Update and Request for Direction (J. Haley)</u>	104
iii.	<u>Modifications to Current Burn Ban (D. Robertson)</u>	105
c) Committee Reports		
i.	<u>Connectivity Committee Minutes - March 19, 2020</u>	106 - 108
ii.	<u>Committee of Adjustment Meeting Minutes March 16, 2020</u>	109 - 112
d) For Information Only		
i.	<u>Departmental Update to Council</u>	113 - 128
ii.	<u>Leaf & Yard Waste</u>	129
iii.	<u>2021 - Budget Dates</u>	130
iv.	<u>2020 Building Permit Activity as of 31-March 2020</u>	131
v.	<u>Resolution - Support for Electronic Delegations (Grey Highlands)</u>	132
8. UNFINISHED BUSINESS		
a)	<u>Unfinished Business Listing - April 20, 2020</u>	133 - 135
9. CLOSED SESSION		
10. CONFIRMING BY-LAW		

a) [Confirming By-law 23-2020](#)

136

11. ADJOURNMENT



DECLARATION OF PECUNIARY INTEREST

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

Signature

MINUTES

THE REGULAR MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD AS AN ELECTRONIC MEETING IN THE EVENING ON APRIL 6, 2020

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson.

1. CALL TO ORDER

Resolution No. 109-2020

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council Meeting of the Township of South Glengarry now be opened at 7:02 pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Resolution No. 110-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

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

Items moved to Other Business

7.d) i. Corporate Services – Impact of COVID

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

- a) Pecuniary Interest Form - I, Lyle Warden, declare a pecuniary interest on Agenda Item(s) for the meeting of Monday April 6th, 2020: Staff Report 46-2020 Warden Site Plan Amendment. The applicants are my parents.

5. APPROVAL OF MINUTES

- a) Previous Meeting Minutes - March 16, 2020

Resolution No. 111-2020

Moved by Councillor Lang

Seconded by Deputy Warden

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on March 16, 2020 be adopted as circulated.

CARRIED

- b) Special Meeting - March 15, 2020

Resolution No. 112-2020

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Minutes of the Special Meeting of the Council of the Township of South Glengarry held on March 15, 2020 be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

7. NEW BUSINESS

a) Staff Reports

i) Public Works Facility Location Study Peer Review

Resolution No. 113-2020

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED that Staff Report 43-2020 be received and that Council direct Administration to proceed with issuing the Tender for a new Public Works Facility to be located on Airport Road where the current Winter Material Facility is located.

CARRIED

ii) William Street Reconstruction Tender

Resolution No. 114-2020

Moved by Deputy Warden

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry receive Staff Report 44-2020 and that the Tender for the Reconstruction of William Street be awarded to Malyon Excavation Ltd. as per their submission of \$974,347.23 plus HST, and furthermore; that the Mayor and Clerk be authorized to sign any relevant documents.

CARRIED

iii) Second Reading Proposed Clean Yards By-Law

Resolution No. 115-2020

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report No. 37-2020 be received and that By-law 11-2020, being a by-law to provide for the maintenance of land in a clean, clear and safe condition in the Township of South Glengarry be read a second time this 6th day of April, 2020.

CARRIED

iv) Proposed Fence By-Law

Resolution No. 116-2020

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT Staff Report 38-2020 be received and that By-law 13-2020, being a by-law to regulate fences, be read a first and second time this 6th day of April, 2020.

CARRIED

v) Appointment of Deputy Fire Chief

Resolution No. 117-2020

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 45-2020 be received and that By-law 19-2020, being a by-law to appoint a deputy fire chief, be read a first, second and third time, passed, signed and sealed in Open Council this 6th day of April, 2020.

CARRIED

vi) To Amend the Approved Site Plan Control Agreement for Karen and John Warden

Resolution No. 118-2020

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 46-2020 be received and that the Council of the Township of South Glengarry approves By-Law 20-2020, and the amended Site Plan Control Agreement for the property legally described Part Lot 18, Concession 2, I. L. and Being Parts 3 and 4 on

Reference Plan No. 14R6088, in the geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 6275 Boundary Road and authorizes the Mayor and Clerk to execute the amended Site Plan Control Agreement.
CARRIED

b) Other Business

i) Corporate Services - Impact of COVID

Resolution No. 119-2020

Moved by Councillor Jaworski

Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry accepts the items presented on the agenda as Committee Reports and For Information Only.

CARRIED

c) Committee Reports

d) For Information Only

i) CIP 2020 Update

ii) Letter - Thank You from Williamstown Santa Claus Parade

iii) Notice - Line Fences Act

iv) Resolution - Supporting 100 Canadian Wines Excise Exemption Grey County

v) Resolution - Support for Conservation Authorities Sault Ste. Marie

vi) Consent Summary 2020

vii) Consent Application B-23-20

viii) Notice of Consent Decision

8. UNFINISHED BUSINESS

a) Unfinished Business Listing - April 6, 2020

9. CONFIRMING BY-LAW

Resolution No. 120-2020

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT By-law No. 21-2020 to adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, passed, signed, and sealed in Open Council.

CARRIED

10. ADJOURNMENT

Resolution No. 121-2020

Moved by Deputy Warden

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:27pm.

CARRIED

Mayor

Clerk

MINUTES

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AS AN ELECTRONIC MEETING ON APRIL 6, 2020

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

STAFF PRESENT: CAO Tim Mills, Deputy Clerk Kaylyn MacDonald, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan MacDonald, Fire Chief Dave Robertson.

1. CALL TO ORDER

Resolution No. 104-2020

Moved by Deputy Warden
Seconded by Councillor Lang

BE IT RESOLVED THAT the Special Meeting of the Township of South Glengarry now be opened at 6:32pm.

CARRIED

2. SUSPEND RULES OF PROCEDURE

Resolution No. 105-2020

Moved by Councillor McDonell
Seconded by Councillor Jaworski

WHEREAS on March 17, 2020 the Province of Ontario declared an emergency under s 7.0.1 (1) the Emergency Management and Civil Protection Act; and

WHEREAS On March 19th, 2020 the Province enacted Bill 187, the Municipal Emergency Act, 2020 to amend the Municipal Act, 2001 to provide that, during emergencies, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum; and

WHEREAS on March 28th, 2020 the Province of Ontario has prohibited gatherings of more than 5 people; and

WHEREAS the Corporation of the Township of South Glengarry is taking proactive measures to limit the spread of the virus and to protect our residents, businesses, visitors and staff which includes social distancing and encouraging that people stay at home; and

WHEREAS Council desires to ensure the continued operation of the municipality;

NOW THEREFORE Council waives the provisions in its By-law No. 59-16, being a By-law to Govern the Calling, Place and Proceedings of Meetings, to summon a Special Meeting of Council to amend By-law No. 59-16

This motion requires 2/3 of the vote of the members present, is non-debatable and cannot be amended.

CARRIED

3. APPROVAL OF AGENDA

Resolution No. 106-2020

Moved by Councillor Lang
Seconded by Councillor McDonell

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

4. DECLARATION OF PECUNIARY INTEREST – None.

5. NEW BUSINESS

a) Staff Reports

- i) Amendment to Bylaw 59-16 Procedural Bylaw - Electronic Participation During Emergencies

Resolution No. 107-2020

Moved by Deputy Warden
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff report 42-2020 be received and By-law 18-2020 being a by-law to amend By-law 59-16 Rules of Procedure be read a first, second and third time passed, signed and sealed in open Council this 6th day of April, 2020
CARRIED

3. ADJOURNMENT

Resolution No. 108-2020

Moved by Councillor McDonell
Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair.
CARRIED

Mayor

Clerk



STAFF REPORT

S.R. 47-2020

PREPARED BY: L. McDonald, GM of Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Amend - Interim Tax By-Law 02-2020

BACKGROUND:

- 1. In an effort to keep the residents and staff of South Glengarry healthy and safe, and in response to the Government of Canada’s recommendations for social distancing in an effort to contain the potential spread of the Coronavirus disease (COVID-19), administration recommended and Council resolved on March 15, 2020 to postpone the due date for the first installment of the interim tax levy from March 31, 2020 to April 30, 2020.
- 2. The result of postponing the due date has been that preauthorized payments scheduled to be withdrawn on March 31, 2020 will be withdrawn on April 30, 2020. The second instalment for the interim tax will remain due May 29, 2020. To make a payment, administration continues to encourage property owners to utilize internet or telephone banking options through their banking institutions.
- 3. Alternatively, property owners can also submit payment by cheque by using the drop box outside Town Hall’s front door. Post-dated cheques are accepted.

ANALYSIS:

- 4. Passing this amendment will formally support and encourage residents to stay home and perform social distancing thereby supporting the health and safety of our residents and staff.

IMPACT ON 2020 BUDGET:

- 5. By postponing the interim tax due date, it was necessary to cancel adding all penalty or interest for all tax accounts. On a monthly basis, the addition of penalty and interest generally adds between \$35,000 to \$40,000 depending on the amounts past due.

ALIGNMENT WITH STRATEGIC PLAN:

Nil.



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 47-2020 be received and that the Council of Township of South Glengarry approves By-law 22-2020, being a by-law to amend By-law 02-2020, establishing an interim tax levy, be read a first, second, and third time, passed, signed, and sealed in Open Council this 16th day of April, 2020.

Recommended to Council for
Consideration by:
CAO – TIM MILLS

SG-C-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 22-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO AMEND BY-LAW 02-2020, INTERIM TAX LEVY

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

AND WHEREAS the Municipal Act, 2001, c. 25 s. 5 (3) provides that the powers of every council shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council did, on the 13th day of January 2020 pass By-law No. 02-2020, being a by-law to establish an interim tax levy;

AND WHEREAS Council of the Township of South Glengarry deems it necessary to amend By-law No. 02-2020 approving a revised due date.

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

1. That By-law No. 02-2020, paragraph 2 be amended to accommodate the changed due date: "2. The said interim tax levy shall become due and payable in two instalments due and payable on the 30th day of April and the 29th day of May 2020 and non-payment of the amount on the dates stated in accordance with the is section shall constitute default.

3. This by-law shall be deemed to come into force and effect on January 1, 2020 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 16TH DAY OF APRIL, 2020.***

MAYOR: _____ CLERK: _____



STAFF REPORT

S.R. 48-2020

PREPARED BY: G. MacDonald, Drainage Superintendent
L. McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Engineer's Report - Clarence Grant Drain

BACKGROUND:

1. The Clarence Grant Drain outlets into the Raisin River approximately 500 feet west of the intersection of County Road #27 with South Branch Road (County Road 19 Lot 14, Concession 2 SSRR). The drain extends westerly some 8,500 feet, crosses Holly Hill Road; and ends at the west end on property described as Lot 20 Concession 2 SSRR.
2. The drain was made municipal in 1963, however, there is no record of the Engineers' Report in the Township drain files. Charlottenburgh Township's drain superintendent contacted Stidwill Engineering's office in 1988 to obtain a copy of the report but was informed that no copies of the Drainage Report were available (see February 5, 1988 copy attached).
3. The Drainage Superintendent was recently contacted by landowner, Keith Wells, (who owns two separate properties and rents two properties abutting the Clarence Grant Municipal Drain) of the need to deepen the drain and review the crossings on the drain for capacity. Mr. Wells' written request is attached hereto.
4. Mr. Wells' concern was that, as this is an old 1963 report, it was not designed deep enough for tile drainage. He stated: "with the price of land being what it is today, you can't have your tiles operating under water." He also felt that as this 1963 report called for bridges, there is a need to look at the crossings that have been put in place over the years. As one goes downstream, some of the crossings are getting smaller when they should be increasing in size; some are old tanks, and many are too short for today's equipment, so Mr. Wells felt the issue of crossings needs to be addressed. A field inspection on the drain indicated that all of Mr. Wells' concerns were valid.



ANALYSIS:

5. In order to comply with the requirements of the Drainage Act, an Engineer must be appointed to produce an improvement report on the Clarence Grant Drain. A report will design a deeper grade line to better accommodate the tile outlets, size all the culverts to ensure that they have adequate length and capacity and prepare an updated assessment schedule to allocate costs.
6. The cost of construction, the culverts, and the cost of a report are all eligible for a 1/3 grant on agricultural properties. All costs will be borne by the landowners within the watershed of the Clarence Grant Municipal Drain.

IMPACT ON 2020 BUDGET:

7. No impact as the turnaround time will be at least one year. A culvert replacement will likely be required on the green road running northerly from Holly Hill Road at the expense of the Township Road Department. The cost would be in the \$4,000 range, therefore impacting the 2021 budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 23-2020 be received and that the Council of the Township of South Glengarry direct administration to request RFPs from drainage engineering firms for the production of a report on the Clarence Grant Municipal Drain under Section 78(1) of the Drainage Act, R.S.O. 1990 Chapter D. 17.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

March 25, 2020

To: The Mayor and Council
Township of South Glengarry

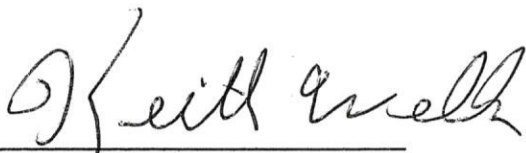
Re: The need for an updated Engineers Report to allow for improvements
on the Clarence Grant Municipal Drain

The Clarence Grant Drain runs through my property on the E 1/2 of Lot 18 and the W 1/2 of Lot 19 Concession 2 SSRR, as well as through Lots 15 and the E 1/2 of Lot 20, which I rent and cultivate. The drain was made municipal in 1963 and as such was not designed to accommodate tile drainage. Although much of the land adjoining the drain is now tile drained, the depth of the drain is such that the tiles are near the bottom of the drain; and with insufficient freeboard the tiles do not work as they should. There is also the need to have proper culverts sized to ensure sufficient capacity, as the ones currently in place are not an engineered design.

I am therefore requesting that the Township Council appoint an engineer to prepare an updated report under Section 78 of the Drainage Act on the Clarence Grant Municipal Drain which will:

- improve (deepen) the gradeline to allow tile outlets to work as they should
- size all of the culverts
- update the assessment schedule

Thank you in advance for your attention to this matter.



Keith Wells

STIDWILL & ASSOCIATES LIMITED

CONSULTING CIVIL ENGINEERS

CORNWALL, ONTARIO

L. P. STIDWILL, P.ENG., O.L.S.
L. G. SMITH, P.ENG., O.L.S.
K. L. STIDWILL, P.ENG., O.L.S.
J. D. STIDWILL, P.ENG.
G. B. MULHERN

107-109 SYDNEY ST.
P.O. BOX 1001
K6H 5V1
(613) 932-7424

February 5, 1988

Mr. Hilton Cryderman
54 St. Euphemie Street
Box 710
Casselman, Ontario
K0A 1M0

Dear Sir:

As requested, you will find enclosed copies of the plan and profile on the Clarence Grant Drain, and the profile on the Wood's Drain, in Charlottenburgh Township. I regret that the Engineer's Reports on these drainage projects are no longer available.

Trusting this to be satisfactory, I remain,

Yours very truly,

STIDWILL & ASSOCIATES LIMITED

GL/jh
Encl.


G. B. MULHERN, P.ENG., O.L.S.
Drainage Supervisor



STAFF REPORT

S.R. 49-2020

PREPARED BY: L. McDonald, GM Corporate Services
PREPARED FOR: Council of the Township of South Glengarry
COUNCIL DATE: April 20, 2020
SUBJECT: High Water Bill Adjustment Program

BACKGROUND:

1. Our current water by-law has a schedule, "Schedule F to By-Law 39-09 – Procedure to allow for the adjustment of abnormally high water/sewer invoices" that was passed on March 8, 2010.
2. That by-law allowed relief of 75% of the sewer component if it was proven that the water did not return to our system (i.e. hose leaking outside, etc.)
3. The high-water bill policy has historically been utilized for qualifying users as water usage can escalate quickly from seemingly innocuous sources.
4. During the Council meeting on February 18, 2020 Council discussed their preference to have an adjustment that:
 - Provides the possibility for a one-time conditional write-off (no limit)
 - Is administered through Council
5. The requests from Council aligned most with the North Glengarry High Water Policy (2007) and administration has used that as a basis for the new policy.
6. The former policy is attached as is the new one for comparison. They are not necessarily comparable, so it is difficult to highlight the changes with track changes like Corporate Services usually does.

ANALYSIS:

7. If Council would oblige, administration recommends that the adjustment policy be administered by the GM of Corporate Services in consultation with the Director of Water/Wastewater and CAO because it would remove it from the political realm and streamline the procedure. Should an applicant for relief be refused, a



mechanism could be included whereby an appeal could be made to be considered by Council in Closed Session.

8. Inasmuch, the terms should be outlined clearly so that Council has confidence in the implementation of the amended policy.

IMPACT ON 2020 BUDGET:

9. With the conditional write-off policy our exposure is unlimited but realistically \$500 to \$5,000 per year would be the estimated impact.

ALIGNMENT WITH STRATEGIC PLAN:

10. Nil

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 49-2020 be received and that the Council of the Township of South Glengarry rescind the 2009 schedule "F" to By-Law 39-09 and that it be replaced by the new 2020 schedule "F" for By-Law 39-09

A handwritten signature in black ink, appearing to read 'T. Mills', is written over a horizontal line.

Recommended to Council for
Consideration by:
CAO – TIM MILLS

Schedule "F" to By-Law 39-09 (Amended 2020-04-16)

Procedure to allow for the adjustment of abnormally high water/wastewater invoices.

- 1) Only persons which are the actual names on the invoices can make a request for relief of the water and sewer invoice.
- 2) All requests are to be in writing and must state the reason for the request and the circumstances that led to the situation.
- 3) All requests are to be addressed to the Director of Water and Wastewater and shall be considered by a Committee including the Treasurer, CAO and Director of Water and Waste Water.
- 4) The Director of Water and Wastewater will investigate all requests and present a report to the Committee with water use history attached and provide a recommendation regarding any relief of water/sewer invoices.
- 5) The Committee will consider invoice relief under special circumstances only. Preventative maintenance items will not be considered "special circumstance" under this policy.
- 6) All requests for relief are to be dealt with by the Committee for approval.
- 7) Customers will only have one adjustment of abnormally high water/sewer invoice granted (it is one-time relief only; any future charges shall be paid for in full by the property owner).
- 8) If a customer contests the meter and the meter is proven to be correct, the customer is charged the cost to ship, install, uninstall, and test the meter.
- 9) If the Committee refuses the request, it can be appealed to be discussed at Council in Closed Session.
- 10) The person(s) appealing the Committee decision must attend the corresponding Closed Session meeting.

The committee may determine:

- That all or part of the invoice may be waived, however, historical use cannot be waived.

Appendix 1 to Schedule "F" of By-Law 39-09

I, _____ hereby request an adjustment to my water & sewer invoice dated _____ (YYYY/MM/DD) for Account #: _____.

The reason for the request is:

The circumstances that led to my situation is:

Furthermore, I hereby declare and agree to the following:

1. I consider the above invoice to be abnormally high and have not intentionally or knowingly contributed to this high usage.
2. I agree that, upon the sale of the property to which this affidavit applies, this agreement shall become null and void and all outstanding balances at the time of the sale will be paid in full.
3. I also acknowledge the fact that this provision to adjust a water/sewer invoice will be available to me only once in a lifetime at any location.

Dated this ____ day of _____, 20__

Owner/Tenant

Witness



STAFF REPORT

S.R.50-2020

PREPARED BY: Tim Mills, Chief Administration Officer
 Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Modernization Funding Re-Allocation for Budget 2020

BACKGROUND:

1. The Township of South Glengarry received \$602,025 of modernization funding from the Ontario Government in 2019.
2. In early budget deliberations in November 2019, Council approved the following:

Account	Transfer In (2019)	Transfer Out (2020)
Planning Dept. Reserve	\$70,000	\$70,000
Fire Dept. Reserve	\$200,000	\$200,000
Balance to General Reserve	\$332,025	

3. In finalizing the 2020 budget, Council further approved \$80,000 for Recreation Facility Expansion Study:

Item	2020
Recreation Master Plan	\$70,000
Fire Communications Upgrade	\$200,000
Recreation Expansion Review	\$80,000
Balance to General Reserve	\$252,025

4. Given the COVID-19 situation and changing priorities, administration is recommending that South Glengarry:
 - Defers the Recreation Master Plan until 2021
 - Removes the Fire Communications Upgrade and fund from Fire Reserves
 - The project is no longer imminent and Fire Reserves are scheduled to cover the costs when the project returns
 - Defer the Recreation Expansion Review until 2021



Item	2020	2021
Recreation Master Plan		\$70,000
Fire Communications Upgrade	Transfer to General	
Recreation Expansion Review		\$80,000
Balance to General Reserve	\$452,025	

5. Furthermore, administration is recommending the following use of modernization funding in 2020.

Item	2020	2021
Recreation Master Plan		\$70,000
Recreation Expansion Review		\$80,000
Route Optimization Study	\$40,000	
Accessibility Plan Projects	\$50,000	
Modern Technology Projects	\$75,000	
Balance to General Reserve	\$287,025	

6. With Council having supported the Public Works Facility at Airport Road, this optimization study will review our service delivery model under the following conditions:

- Continued deployment from North Lancaster and Airport Road
- Airport Road Only (supported by use of winter materials from County Shed in Green Valley)

7. Our accessibility plan (Staff Report 21-2020) has a number of projects that are easy wins that will improve accessibility and modernize our facilities. Pursuing modern technology projects will result in better remote participation, improve accessibility for residents and Township staff and transparency of Council meetings.

ANALYSIS:

8. The optimization study is expected to be a table-top exercise because our road system lacks the complexity of other roads systems (i.e. Downtown Ottawa with traffic, transit, and grids vs. rural roads and small subdivisions).
9. The study will ensure our Roads operations are delivered efficiently.
10. COVID-19 has changed the expectation for sanitation needs and in reviewing some of the projects on the accessibility plan, we can modernize our facilities while also insuring they meet the current accessibility standards.



11. Modern technology will allow for more efficient operations and improved safety.

IMPACT ON 2020 BUDGET:

As these projects draw from modernization funding, it will have no direct impact on the 2020 budget.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Invest in infrastructure and its sustainability

Goal 2: Strengthen the effectiveness and efficiency of our organization

Goal 3: Improve quality of life in our community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 50-2020 be received and that the Council of the Township of South Glengarry approve: 1) returning \$200,000 from fire reserves to general reserves, 2) the deferment of the Recreation Master Plan and Recreation Expansion Plan until 2021, and 3) the transfer of \$165,000 for projects outlined in this staff report (Route Optimization, Accessibility Plan Projects, and Modern Technology Projects).

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 51-2020

PREPARED BY: Ewen MacDonald – General Manager Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Glen Walter Waterfront Property

BACKGROUND:

1. Council hosted a meeting on March 3rd, 2020, with the property owners adjacent to the Township Lands in Glen Walter where docks and other amenities have been built/installed.
2. The options that were discussed were as follows:
 - Do Nothing
 - Reclaim the lands for public use
 - Reclaim a portion of the lands for public use
 - Lease lands
 - Declare lands as surplus and sell.
3. A spreadsheet showing an estimated value for each of the parcels was presented to the residents in attendance.
4. The residents present expressed that their preference would be to purchase the lands and that they understood that they would be invoiced for the costs for the survey and legal work.
5. Subsequent to the meeting, a letter was sent to the residents asking that they confirm their interest in purchasing the property and acknowledge that a condition of the purchase of this property will include payment of survey and legal costs.

ANALYSIS:

6. Responses have been received from 6 of the 8 property owners who were sent letters in follow up to the meeting.



7. There would appear to be sufficient interest to proceed with the survey and legal documents to sell the lands as per Council's direction
8. The next step would be to declare the lands as surplus as per the provisions of the Purchase and Sale of Land By-Law 11-18.
9. Administration would recommend that a lawyer review the responses to ensure that the acknowledgment would be considered a legal contract or if a more formal legal agreement should be signed by the property owners.

IMPACT ON 2020 BUDGET:

10. The sale of the lands could potentially generate approximately \$200,000.00 in revenue.

RECOMMENDATION:

BE IT RESOLVED THAT the Council of the Township of South Glengarry pursuant to By-Law 11-18 for the Purchase and Sale of Land, hereby declare land legally described as CON 1 BF IL PT LOTS 8,9 INCL; RP14R3229 PART 1 as surplus to the Township needs save and except the portion Council wishes to retain for the public use.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 52-2020

PREPARED BY: Ewen MacDonald – General Manager Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Pickup Truck Tender 07-2020

BACKGROUND:

1. An Invitational Tender was issued for a New Pickup Truck for the Recreation Department.
2. The Tender was forwarded to 5 local Dealers and closed on April 15th, 2020.
3. A May 1st Delivery Date was required so that the truck would be available for the summer season to assist with the COVID-19 Situation and ensure that staff are not pairing or sharing vehicles.
4. There were two submissions received as follows:

Dealer	Cost Plus HST
Roy's Chevrolet Buick GMC Inc.	\$37,537.00
Miller Hughes Ford Sales	\$50,398.00

ANALYSIS:

5. The Low Bidder's Pickup scored the highest in the evaluation of the submissions and specifications.

IMPACT ON 2020 BUDGET:

6. The funds for the purchase of the Pickup Truck are to be drawn from the Fleet Reserve.



ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 52-2020 be received and that the Council of the Township of South Glengarry award Tender #07-2020 to Roy's Chevrolet, Buick GMC Inc as per their submission of \$37,537.00 Plus HST and furthermore; that the Mayor and Clerk be authorized to sign any relevant documents.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



STAFF REPORT

S.R. 53-2020

PREPARED BY: Joanne Haley- GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Letter of Support to Bell to Increase High Speed Internet Access- CRTC Broadband Fund

BACKGROUND:

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

ANALYSIS:

5. CRTC's Goals are as follows:
 - The CRTC's universal service objective for fixed Internet access service is that all Canadians have access to at least 50 megabits per second (Mbps) download and 10 Mbps upload, with an option of unlimited data.
 - The CRTC's goal is to achieve 90% coverage by the end of 2021 and 100% as soon as possible within the next decade.



- The universal service objective for mobile wireless services is that all Canadians have access to the latest generally deployed mobile wireless technology (currently LTE). It should be accessible in homes, businesses and along major roads.
6. By providing a letter of support to Bell, Bell's proposal to CRTC will include the Township of South Glengarry as an area they can serve. This letter of support will request CRTC to consider their proposal in hopes that as many of our residents as possible can be connected subject to approvals. Please see the attached draft letter of support.

IMPACT ON 2020 BUDGET:

Nil

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Enhance Economic Growth and Prosperity

Goal 4: Improve Quality of Life in our Community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 53-2020 be received and that the Council of the Township of South Glengarry directs the Mayor to execute a letter to Bell to support their submission to CRTC RFP for the Broadband Fund in hopes to improve broadband access in South Glengarry.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



Township of South Glengarry

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

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

www.southglengarry.com

April 21, 2020

Broadband Fund
Canadian Radio-television and Telecommunications Commission
Les Terrasses de la Chaudière
1 Promenade du Portage
Gatineau, Québec
J8X 4B1

Re: Support for Bell's Application to CRTC Broadband Fund

To whom it may concern;

We are pleased to express our support for Bell's application to the CRTC Broadband Fund to bring high-speed Internet to our community as we believe the proposed project will have meaningful and lasting beneficial impacts on South Glengarry.

Access to high-speed Internet is a priority for our residents and Council. As an underserved rural community, the lack of high-speed Internet access has prevented residents from taking advantage of the many opportunities afforded by the digital era. By making faster Internet speeds available in our community, the proposed project will allow households, businesses and community institutions to keep pace with changing technology and to fully participate in the digital economy. The on-going impacts of the Corona virus- Covid 19, have proven that access to high-speed internet is imperative to all residents of all ages for a variety of needs.

For the reasons outlined above, we support Bell's application to the CRTC Broadband Fund and hope that they will be awarded the funding required to make better connectivity a reality for our community.

Yours truly,

Frank Prevost, Mayor
Township of South Glengarry



STAFF REPORT

S.R. 54-2020

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Natural Gas Expansion- Submission to Enbridge Gas Inc.

BACKGROUND:

1. In December 2019, the Ministry of Energy, Northern Development and Mines, announced that the provincial government will make available \$130 million to support new natural gas projects that can be reasonably expected to commence construction between 2021 and 2023. They require the Ontario Energy Board (OEB) to report back to the Ministry by August 31, 2020 with information on potential projects to expand access to natural gas for new customers
2. On March 11, 2020, Mayor Prevost received a letter from Enbridge Gas Inc. inviting South Glengarry to submit a project for consideration as part of the current Natural Gas Expansion Program and was provided 10-15 business days to complete the submission, therefore the last day for submission was April 1, 2020. (Letter is appended to this report.)

ANALYSIS:

3. On March 19, 2020 a meeting with the Township's Connectivity Committee via teleconference was convened to review Enbridge's letter, their requirements for a complete submission and to develop a list of priority areas in the Township where our residents would benefit from having access to natural gas. The minutes of this meeting can be found in the Information Reports of this Council Agenda.
4. During this meeting; the committee established the following priority areas:
 - Bainsville



- Creg Quay
 - Glendale Subdivision
 - Lancaster to Curry Hill (South Side)
 - Martintown
 - Summerstown Station/Airport Road
 - Lancaster Heights
5. Since the Committee wishes to see natural gas expansion in South Glengarry, their recommendation was to submit more than one project area despite the letter stating, “a project”. When preparing for the submission, it was difficult to determine if Enbridge would accept more than one project area. After several conversations with Enbridge, the OEB and the office of the Associate Minister of Energy we learned on March 27, 2020 that it was possible to submit more than one project area, however, it will be up to Enbridge to determine if our project areas are priority areas for their company. After further dialogue with the committee via e-mail, the following priority areas were chosen:
- Bainsville
 - Curry Hill
 - Lancaster to Curry Hill (South Side which includes Creg Quay, Redwood Estates, campgrounds and other residential and commercial development)
 - Summerstown Station/Airport Road
6. Due to restrictions in place to mitigate the spread of Covid-19, it was difficult to reach the required individuals to obtain the information needed to complete our submission; we were very fortunate that Enbridge provided us an extension to April 7, 2020 and our submission was filed on April 6, 2020.
7. Our submission included two project areas (maps area appended):
- a. Project Area #1: Bainsville/Curry Hill- this area included lands east of Lancaster beyond the current serviced area which included the campgrounds, existing dwellings fronting on the South Service Road, Creg Quay, Redwood Estates, Curry Hill- both sides of the Highway 401 to capture the proposed and existing commercial development and the village of Bainsville
 - b. Project Area #2: Cornwall Regional Airport and Area- the focus on this area was the airport and the possible future commercial and industrial development. The existing residents were included also.
8. Our submission requirements were as follows:
- 1) Map of desired service area, including:
 - a. Residential dwellings within the potential service area
 - b. Commercial dwellings within the potential service area



- c. Industrial properties (excluding farms) within the potential service area
 - d. Farms and agri-businesses (grain elevators, feed manufacturing, etc.) within the potential service area
 - e. Institutional buildings (municipal facilities, schools, hospitals, etc.) within the potential service area
- 2) Information regarding the primary heating source in your community, including:
- a. Number of properties currently heated using electric baseboard
 - b. Number of properties currently heated using electric forced air
 - c. Number of properties currently heated with propane
 - d. Number of properties currently heated with oil
 - e. Number of properties currently heated with wood
9. In order to prepare the submission, site visits were completed in the priority areas to determine the number of dwellings, heating sources, the different types of current and potential development. In keeping with restrictions enacted due to Covid-19, door to door visits to obtain more accurate information such as; heating sources, was not an option therefore, some assumptions had to be made. If our project areas are chosen by Enbridge, there will be an opportunity to submit more detailed information in the future.
10. Although Enbridge Gas Inc. is not currently aware of any requirement for municipal financial contributions to qualify for grant funding under the Natural Gas Expansion Program, the Company believes that a municipality's contribution toward project costs (e.g., equivalent to the municipal portion of property taxes recovered on the new infrastructure being built for a period of 10 years) would demonstrate the community's support for the proposed project. How this contribution is made is up to the discretion of the municipality in consultation with Enbridge Gas Inc. This will not impact 2020's budget as the program is for projects with installations between 2021 and 2023. There will be time for administration to work with Enbridge to determine future budgeting requirements if any.
11. Ideally, a submission like this would be prepared following a committee meeting, then a report to Council, obtain direction from Council, complete the submission, submit accordingly and report back to Council. As you can see from the timelines described above, there was unfortunately inadequate time to follow that path. This submission preparation was completed with the support of the Connectivity Committee which includes 2 members of Council- Councillor



Jaworski and Councillor McDonell as well as with the support of our Mayor. In moving forward, ideally, we will seek the support and direction of the entire Council when time permits.

IMPACT ON 2020 BUDGET:

Nil

ALIGNMENT WITH STRATEGIC PLAN:

- Goal 1: Enhance Economic growth and Prosperity
- Goal 2: Invest in Infrastructure and its Sustainability
- Goal 4: Improve Quality of Life in our Community

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 54-2020 be received and that the Council of the Township of South Glengarry receives and files this Staff Report.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS



Enbridge Gas Inc.
400 Coventry Road
Ottawa, ON
K1K 2C7

April 14, 2020

Mayor Frank Prevost
Township of South Glengarry
6 Oak St., Box 220
Lancaster, ON
K0C 1N0

Dear Mayor Prevost and Members of Council,

Re: Natural Gas Expansion Program Update

In December 2019, the Government of Ontario announced its plans to further increase access to natural gas by making financial support available for new expansion projects. The Government's Natural Gas Expansion Program offers an opportunity to drive economic development and enhance the quality of life and prosperity of families and businesses across Ontario. As your Regional Director for Enbridge Gas Inc., I'm writing to provide an update on next steps, and how we can work together to bring natural gas to unserved communities in Ontario.

Enbridge Gas will submit project proposals to the Ontario Energy Board (OEB) based on Guidelines that are currently under development. The OEB will review project submissions and provide a report to the Ministry of Energy, Northern Development and Mines later this year recommending potential natural gas expansion projects that the Ontario government could consider as candidates for financial support. The Ministry of Energy, Northern Development and Mines will review the recommendations of the OEB along with other considerations and issue a decision on future natural gas expansion projects eligible to receive financial support.

Your municipality expressed interest in the 2017 Natural Gas Grant Program and may have a project that you would like to submit for consideration as part of the current Natural Gas Expansion Program. The Guidelines to be issued by the OEB are expected to indicate that project submissions will require certain information to be provided to be considered complete – a summary of expected submission requirements is included with this letter. We ask that you confirm your interest to bring natural gas to your municipality by providing a letter of support returned to us within 10-15 business days of receiving this letter. A sample letter of support is also included for your consideration.

For more than 170 years, Enbridge Gas has been delivering the energy that Ontarians need and want. With our long history, anchored in our commitment to operational excellence and strong safety performance, Enbridge Gas is in the best position to bring natural gas to currently unserved areas. We have a number of expansion projects underway, and we are committed to building on this success. If you have any questions, please do not hesitate to contact me or your Municipal Advisor, Sonia Fazari, at Sonia.fazari@enbridge.com.

Sincerely,

Ian Ross
Director, Eastern Region Operations
Enbridge Gas Inc.
613-748-6810



Township of South Glengarry

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

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

www.southglengarry.com

April 6, 2020

Enbridge Gas Inc.
Attn: Mr. Ian Ross
Director – Eastern Region Operations
400 Coventry Road
Ottawa, ON, K1K 2C7

Dear Mr. Ian Ross,

Re: Expression of Support for Natural Gas Expansion to the Township of South Glengarry

In December 2019, the Government of Ontario announced plans to further increase access to natural gas by making financial support available for new service expansion projects. This Natural Gas Expansion Program will unlock financial support needed to expand natural gas service to areas across Ontario that are not economically feasible without support. Our municipality is one such area, and we are eager to bring this affordable, reliable fuel source to our residents and businesses.

On behalf of the Township of South Glengarry, I would like to formally express our interest to have two projects included on Enbridge Gas' list of projects being proposed to the Ontario Energy Board (OEB) for consideration for financial support through the Natural Gas Expansion Program. These two projects are: Bainsville/Curry Hill area, and the Cornwall Regional Airport and area.

Based on the draft guidelines issued by the OEB (EB-2019-0255), we are aware that Enbridge Gas Inc. may be required to include support for the proposed project from local government, as applicable, demonstrated through a written expression of support and/or a commitment to financial support in its project submissions. Please find attached our summaries for the Township of South Glengarry's two priority project areas; these summaries provide the necessary information as per your submission requirements.

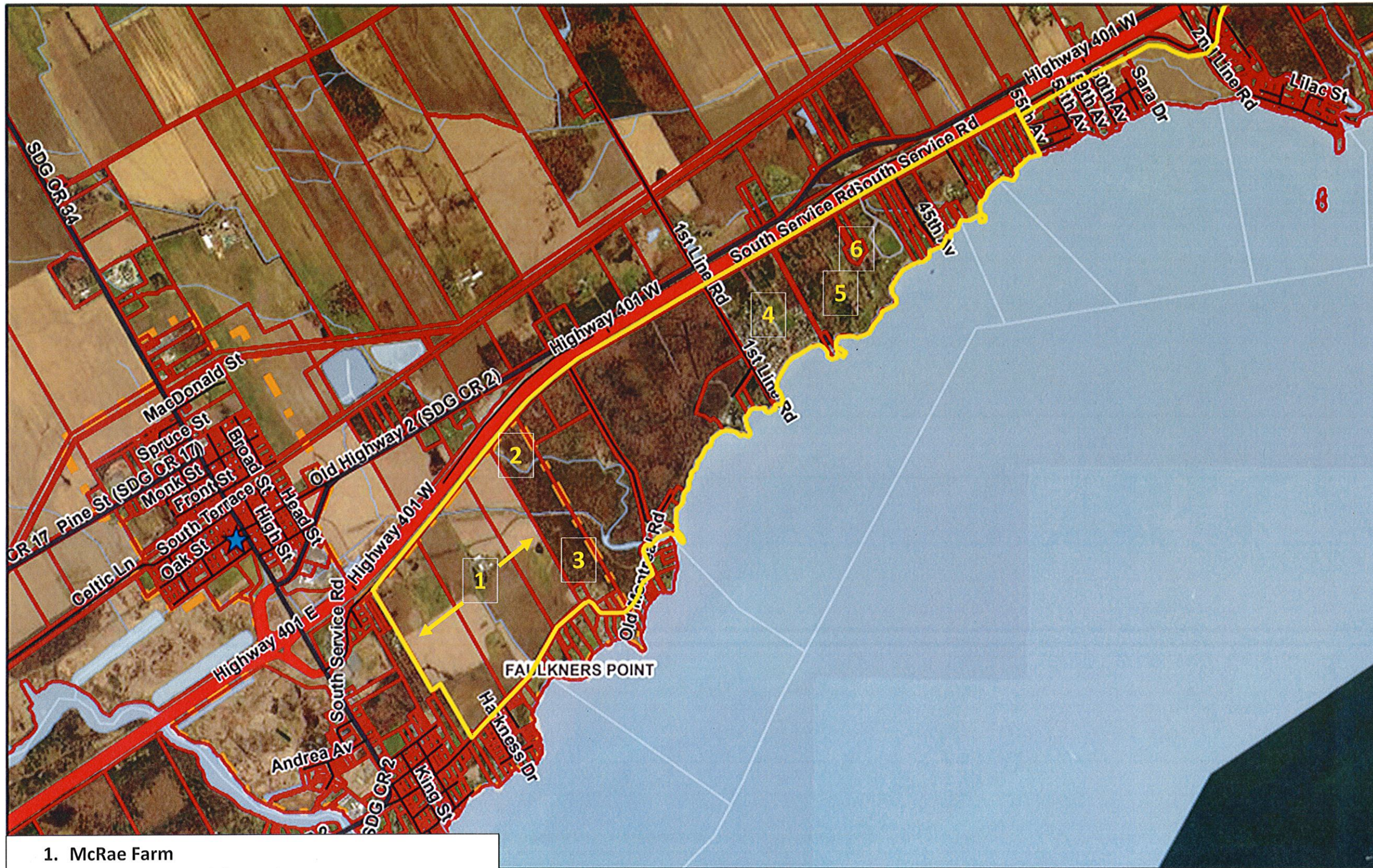
Natural gas is the most common, affordable heating fuel in Ontario. We fully support the efforts of Enbridge Gas Inc., the OEB and the Ministry of Energy, Northern Development and Mines. We look forward to working together to expand natural gas access in our community to attract new opportunities, help create jobs and lower monthly costs for our residents.

Please contact Joanne Haley, General Manager - Community Services if you require further information on the project areas. Joanne can be reached via email at jhaley@southglengarry.com. The Township of South Glengarry looks forward to working with Enbridge to expand natural gas in our community.

Sincerely,


Frank Prevost, Mayor
Township of South Glengarry

Project Area # 1: Bainsville/Curry Hill Area Map A



East of Lancaster:

Residential:

- Propane: 19
- Other: 2
- Undeveloped: 5

Commercial/Industrial:

- Propane: 3
- Undeveloped: 1

- 1. McRae Farm
- 2. Future Commercial Development
- 3. Future Residential Development
- 4. Lancaster Park Campground
- 5. St. Lawrence Parks Commission – Glengarry Park
- 6. Anglican Church

Project Area #1: Bainsville/Curry Hill Area Map B



Bainsville Area:

Residential:

- Propane: 12
- Other: 2
- Undeveloped: 16

Redwood Estates Subdivision:

Residential:

- Propane: 29
- Undeveloped: 7

Institutional:

- Municipal Water Treatment Plant

Creg Quay Subdivision:

Residential:

- Propane: 90

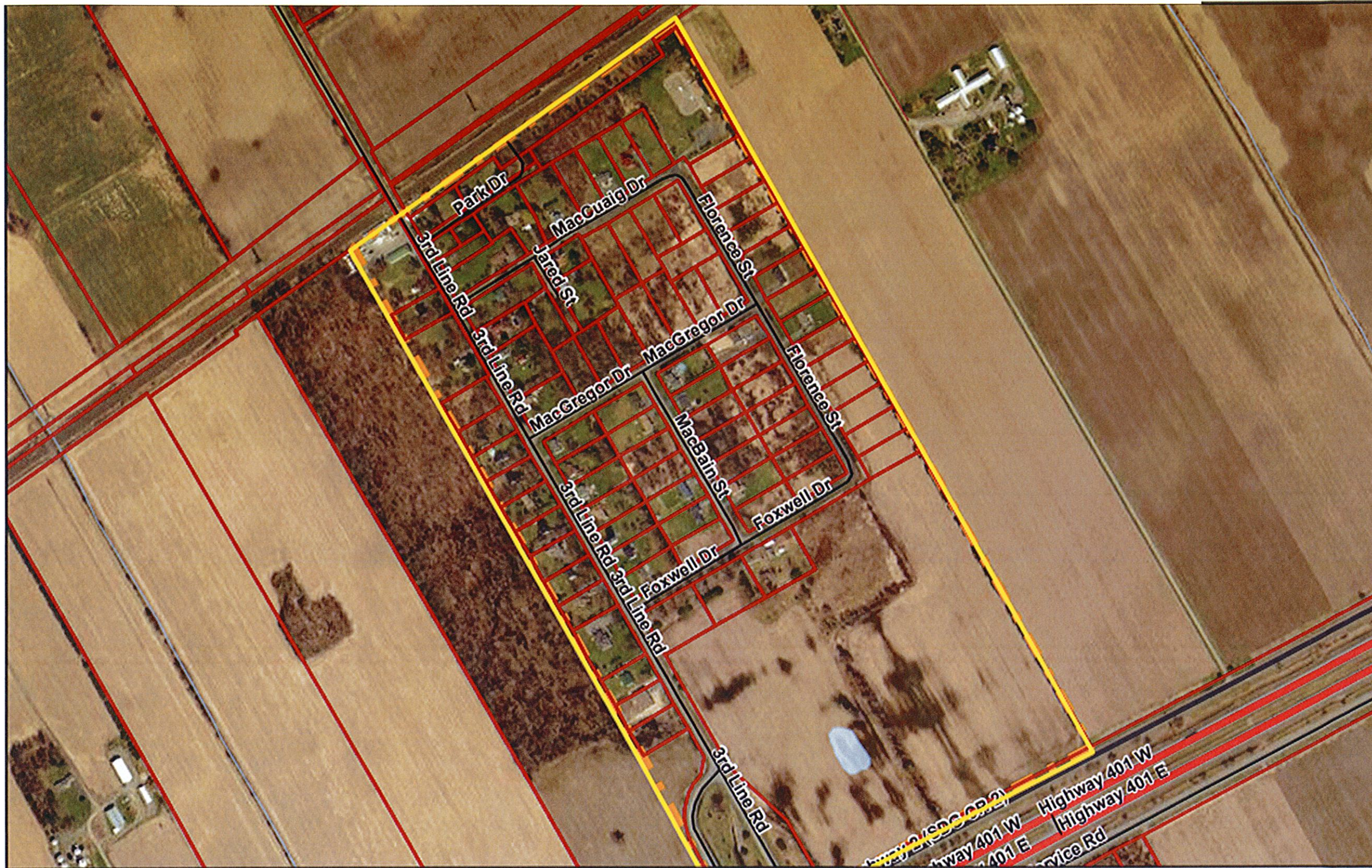
Institutional:

- Community Hall

Commercial:

- Marina/ Restaurant

Project Area #1: Bainsville/Curry Hill Area Map C



Bainsville Hamlet:

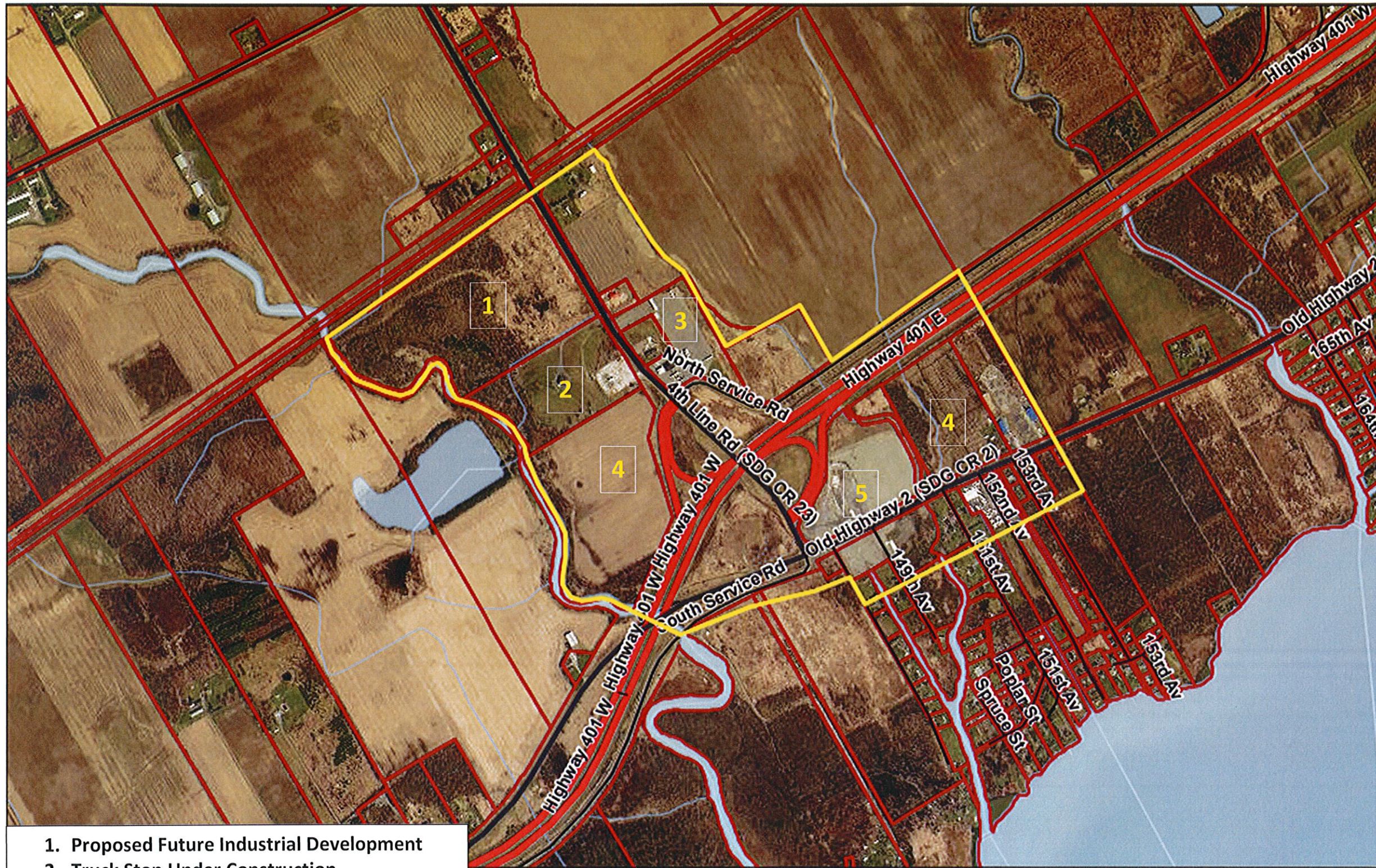
Residential:

- Propane: 35
- Other: 11

Commercial:

- Propane: 1

Project Area #1: Bainsville/Curry Hill Area Map D



- 1. Proposed Future Industrial Development
- 2. Truck Stop Under Construction
- 3. Existing Truck Stop
- 4. Proposed Future Commercial Development
- 5. Proposed Future Husky Truck stop

Curry Hill:

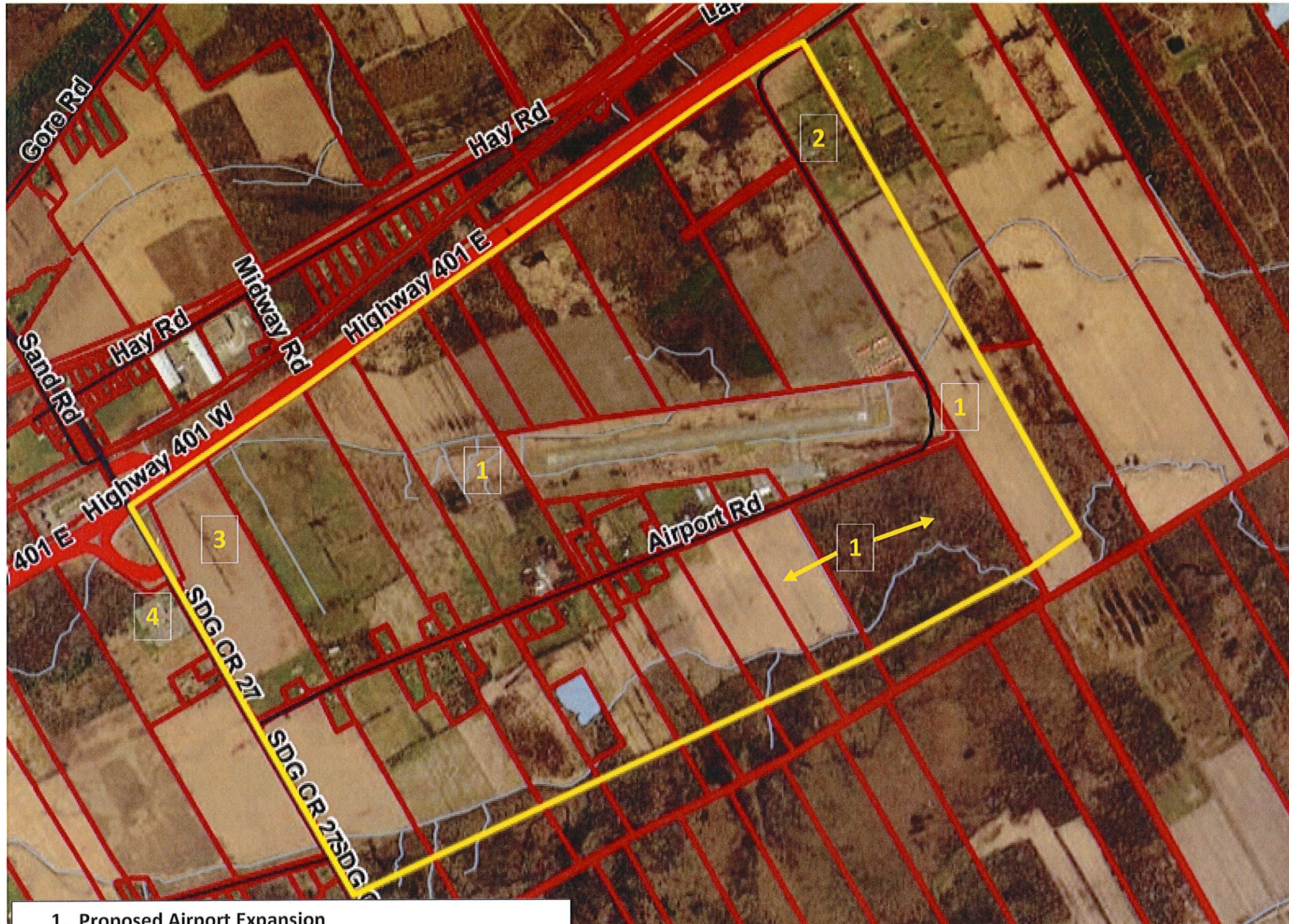
Residential:

- Propane: 6
- Undeveloped: 2

Commercial/Industrial:

- Propane: 7
- Undeveloped: 6

Project Area #2: Cornwall Regional Airport & Area



Airport Area:

Residential:

- Propane: 11
- Other: 16

Industrial:

- Cornwall Regional Airport
- Undeveloped: 13

1. Proposed Airport Expansion
2. Proposed Municipal Garage to be Constructed in 2021
3. Proposed Industrial Development
4. Existing Petro-Can Card Lock Truck Stop



STAFF REPORT

S.R. 55-2020

PREPARED BY: Véronique Brunet- Manager of Municipal Law Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: 11-2020 Clean Yard By-Law 3rd Reading

BACKGROUND:

1. Following the feedback received during the 1st and 2nd readings of the proposed 11-2020 Clean Yard By-Law, administration has revised the by-law in order to better reflect the goals Council would like to achieve.

ANALYSIS:

2. Revisions:

a) **Definitions:**

Section 1.1 f):

Replace: “Domestic Waste” means any debris, rubbish, refuse or garbage of any type arising from a residence, belonging to or associated with a house or use of a house or residential property, including but not limited to garbage, discarded material or things, yard waste, broken or dismantled things and materials or things exposed to the elements and deteriorating or decaying on a property due to exposure to the weather.

With: “Domestic Waste” means any debris, rubbish, refuse or garbage of any type arising from the subject residence, belonging to or associated with the subject house or use of the subject house or residential property, including but not limited to garbage, discarded material or things, yard waste, broken or dismantled things and materials or things exposed to the elements and deteriorating or decaying on a property due to exposure to the weather.



Section 1.1 g):

Add: “Forested” means a full or partial cover of land with forest; plants and trees.

Section 1.1 x):

Add: “Yard” means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.

b) Vegetation:

Section 2.1 b) ii:

Replace: (Section 2.2) Notwithstanding Section 2.1 all Naturalized Areas shall maintain a buffer strip equal to or more than 1.5m from all property lines cut to a maximum of 20cm.

With: Notwithstanding section 2.1 b) i all Naturalized areas shall maintain a buffer strip equal to or more than 1.5m from all property lines cut to a maximum of 20cm.

Section 2.1 b) iii :

Replace: (Section 2.1 b) ii) For property located in any zone outside of those mentioned in sub-paragraph 2.1 b) i. to keep all vegetation within 1.5m of any property line cut to a height of equal to or less than 20cm, except;

1. ornamental plants;
2. shrubs or trees;
3. cultivated fruits or vegetables; or
4. plants buffering or otherwise protecting a natural feature such as a watercourse.

With: For property of 2.5 hectares or less that is developed or a vacant property of 4000m² or less, located in any zone outside of those mentioned in sub-paragraph 2.1 b) i. to keep all vegetation within 1.5m of any property line cut to a height of equal to or less than 20cm, except;

1. ornamental plants;
2. shrubs or trees;
3. cultivated fruits or vegetables; or
4. plants buffering or otherwise protecting a natural feature such as a



- watercourse;
- 5. forested area of property.

c) **Waste**

Section 2.2 a):

Replace: (2.3 a) Every owner or occupant of property shall keep the boulevard adjacent to their property free and clear of all waste.

With: Every owner or occupant of property shall keep the boulevard adjacent to their property free and clear of all domestic waste.

Section 2.6 b):

Replace: (2.7 b) not allowed to accumulate for longer than 10 days.

With: not allowed to accumulate for longer than 14 days.

Section 2.6 c):

Add: Notwithstanding section 2.6, all waste accumulated on a property due to construction must be properly disposed of in a dumpster or similar container for the duration of a building permit or to a maximum of 3 months for construction where a permit is not required; unless otherwise authorized by the Manager due to the type of construction.

IMPACT ON 2020 BUDGET:

- 3. No impact.

ALIGNMENT WITH STRATEGIC PLAN:

- Goal 3: Strengthen the effectiveness and efficiency of our organization
- Goal 4: Improve quality of life in our community
- Goal 5: improve internal and external communications

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 55-2020 be received and that By-law 11-2020, being a by-law to provide for the maintenance of land in a clean, clear and safe condition in the Township of South Glengarry be read a third time, passed, signed and



sealed in Open Council this 20th day of April, 2020 and furthermore that By-law 28-03 as amended, be rescinded.

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

**Recommended to Council for
Consideration by:
CAO – TIM MILLS**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 11-2020
FOR THE YEAR 2020**

***BEING A BY-LAW TO PROVIDE FOR THE MAINTENANCE OF LAND IN A CLEAN,
CLEAR AND SAFE CONDITION***

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

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

AND WHEREAS Section 8 of the *Municipal Act*, 2001, S.O. 2001, c.25 (hereinafter referred to as the "*Municipal Act*") provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS pursuant to Section 11(2) of the *Municipal Act*, a municipality may pass by-laws respecting the environmental well-being of the municipality, the health, safety and well-being of the persons and the protection of persons and property;

AND WHEREAS pursuant to Section 127 of the *Municipal Act*, a municipality may define what constitutes debris and refuse and may require the owner or occupant of land to clean and clear land, to clear refuse or debris from the land, to regulate how cleaning and clearing is to be done and to prohibit the depositing of refuse or debris without the consent of the owner or occupant of the land;

AND WHEREAS pursuant to Section 128 of the *Municipal Act*, a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS pursuant to Section 131 of the *Municipal Act*, a municipality may prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

AND WHEREAS pursuant to Section 425 of the *Municipal Act*, a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

AND WHEREAS pursuant to Section 426 of the *Municipal Act*, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act;

AND WHEREAS pursuant to Section 436 of the *Municipal Act*, a By-Law Enforcement Officer may enter upon any land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this by-law;

AND WHEREAS pursuant to Section 446(1) of the *Municipal Act*, a municipality may direct or require a person to do a matter or thing and that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

AND WHEREAS pursuant to Section 446(3) of the *Municipal Act*, a municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed

or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

NOW THEREFORE the council of the Corporation of the Township of South Glengarry hereby enacts the following as a by-law;

SHORT TITLE

This by-law may be referred to as the “Clean Yard By-Law”.

PART 1 - DEFINITIONS

1.1 In this by-law;

- a) “Boulevard” means that portion of a highway between the Town property line and roadway, which is not used or intended for use for vehicular travel by the general public and includes any landscaped areas that are separated from private property by sidewalks.
- b) “Buffer Strip” means a maintained clearance of 1.5m from the property line.
- c) “Compost” means the natural decomposition of organic materials to produce humus in a compost container, pile or digester.
- d) “Council” means the Council for the Corporation of the Township of South Glengarry
- e) “Derelict Motor Vehicle” means a motor vehicle having, missing, or damaged components or parts, including tires, bodywork or glass or a motor vehicle that does not bear a valid licence plate including a current validation sticker.
- f) “Domestic Waste” means any debris, rubbish, refuse or garbage of any type arising from the subject residence, belonging to or associated with the subject house or use of the subject house or residential property, including but not limited to garbage, discarded material or things, yard waste, broken or dismantled things and materials or things exposed to the elements and deteriorating or decaying on a property due to exposure to the weather.
- g) “Forested” means a full or partial cover of land with forest; plants and trees.
- h) “Ground Cover” means one or more species of grass or suitable vegetation.
- i) “Industrial Waste” means any debris, rubbish, refuse or garbage of any type arising from an industrial or commercial operation, or belonging to or associated with industry or commerce or industrial or commercial property including but not limited to garbage, discarded material or things, broken or dismantled things, yard waste, materials or things exposed to the elements and deteriorating or decaying on a property due to exposure to the weather.
- j) “Landscape Feature” means a fence, retaining wall, gazebo, trellis and similar decorative features.
- k) “Manager” means the Township’s Manager of Municipal Law Enforcement and his or her designate or successor;
- l) “Motor Vehicle” means an automobile, truck, motorcycle, snowmobile, trailer, recreational vehicle and any other vehicle propelled or driven by other than muscular power, but does not include the cars of an electric or steam railway or other vehicles running solely upon rails or a traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended.

- m) “Naturalized Area” means a natural or ecological succession when land is not mowed, ploughed or cut, with the absence of noxious weeds. For the purposes of this By-Law a Naturalized area refers to vacant lots.
- n) “Normal Farm Practice” refers to the definition in the Farming and Food Production Act.
- o) “Noxious weed” means a plant that has been listed in the Schedule of Noxious Weeds found in Regulation 1096 made under the Weed Control Act.
- p) “Officer” means an officer of the Township responsible for enforcement of by-laws.
- q) “Owner” means the registered owner of land, the owner in trust, a mortgagee in possession and includes a person, firm, partnership, corporation, company, association or organization of any kind and its principal(s).
- r) “Principal Building” means a building which, by reason of its use, constitutes the primary purpose for which the lot is used.
- s) “Property” means any land within the Township of South Glengarry including yards and vacant lots.
- t) “Rural Settlement Areas” means all areas as defined by the Township’s Comprehensive Zoning By-Law.
- u) “United Counties” means the United Counties of Stormont, Dundas and Glengarry.
- v) “Urban Settlement Area” means all areas as defined by the Township’s Comprehensive Zoning By-Law.
- w) “Waste” means a substance or material that is unusable or unwanted and includes but is not limited to:
 - (i) animal feces;
 - (ii) broken or discarded material;
 - (iii) disconnected appliances and parts of such appliances;
 - (iv) firewood not stacked neatly;
 - (v) indoor furniture;
 - (vi) inoperative machinery, inoperative motor vehicles, parts of such machinery not packaged for immediate shipment or parts of vehicles not packaged for immediate shipment;
 - (vii) material resulting from construction, demolition, repair or renovation projects,
 - (viii) piping, ducting, tubing, conduits, cable, wire and fittings or related accessories not packaged for immediate shipment;
 - (ix) torn or cut twigs or branches;
 - (x) waste lumber,
 - (xi) domestic, yard, or industrial waste.
- x) “Yard” means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.
- y) “Yard Waste” includes grass clippings, trees or parts thereof, brush and leave.

PART 2 - GENERAL PROVISIONS

Vegetation

- 2.1** Every owner or occupant of property shall keep vegetation in the yard of their property clean and cleared up.
- a) Paragraph 2.1 does not apply to any normal farm practice.
 - b) For the purposes of paragraph 2.1, to “clean” or “clear up” means:
 - i. For property located inside Rural and Urban Settlement Areas to keep all vegetation cut to a height of equal to or less than 20 cm, except:
 1. ornamental plants;
 2. shrubs or trees;
 3. cultivated fruits or vegetables;
 4. plants buffering or otherwise protecting a natural feature such as a watercourse; or
 5. naturalized areas.
 - ii. Notwithstanding section 2.1 b) i all Naturalized areas shall maintain a buffer strip equal to or more than 1.5m from all property lines cut to a maximum of 20cm.
 - iii. For property of 2.5 hectares or less that is developed or a vacant property of 4000m² or less, located in any zone outside of those mentioned in sub-paragraph 2.1 b) i. to keep all vegetation within 1.5m of the property line cut to a height of equal to or less than 20cm, except;
 1. ornamental plants;
 2. shrubs or trees;
 3. cultivated fruits or vegetables; or
 4. plants buffering or otherwise protecting a natural feature such as a watercourse;
 5. forested area of property.
 - iv. to remove all noxious weeds; and
 - v. to maintain the yard so as to prevent instability including but not limited to the erosion of the soil.

Waste

- 2.2** Every owner or occupant of a property shall keep the yard of their property free and clear of all waste.
- a) Every owner or occupant of property shall keep the boulevard adjacent to their property free and clear of all domestic waste.
 - b) Every owner or occupant of a property shall keep all hedges and trees adjacent to a public sidewalk or roadway cut and trimmed to allow safe unhindered passage.
- 2.3** No person shall use the yard of any property within the Township for depositing of any waste.
- 2.4** Subject to paragraph 2.4 paragraphs 2.2 and 2.3 do not apply to:
- a) property used by the Township for the purpose of depositing waste; or
 - b) property used for the purpose of depositing waste under federal, provincial or municipal authority.

- 2.5** No person other than the Township or a person with federal, provincial or municipal authority shall deposit waste on property described in subparagraph 2.4 b).
- 2.6** Every owner or occupant of a property shall ensure that all waste which accumulates on their property is:
- a) when not placed out for collection in accordance with applicable Township by-laws, in containers:
 - i. made of rigid, watertight construction;
 - ii. provided with a tight-fitting cover, which may be removed only when the container is empty or is being actively loaded;
 - iii. maintained in good condition without holes or spillage; and
 - iv. closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or waste; and
 - v. kept in a side or rear yard located against a building, structure, fence or retaining wall and arranged in an orderly manner; and
 - b) not allowed to accumulate for longer than 14 days.
 - c) Notwithstanding section 2.6, all waste accumulated on a property due to construction must be properly disposed of in a dumpster or similar container for the duration of a building permit or to a maximum of 3 months for construction where a permit is not required; unless otherwise authorized by the Manager due to the type of construction.

Compost

- 2.7** No owner shall establish one or more compost piles or structures except in accordance with the following:
- a) the compost pile or structure is for the sole use of the owner or occupant of the property on which the compost pile or structure is located;
 - b) that only acceptable compostable material as outlined by the Ontario Ministry of the Environment and local health authorities are placed within the compost pile or structure;
 - c) the compost pile or structure is no larger than 1 square metre (10 square feet) in area or 1.8 metres (6 feet) in height;
 - d) the compost pile or structure is not located in any front yard as defined in the Township Zoning By-Law and not located closer than 0.6 metres (2 feet) from any side or rear property line;
 - e) the compost pile or structure is enclosed on all sides by concrete block or lumber or a similar material or within a commercial plastic container designed for composting;
 - f) the compost material is kept covered with yard waste, soil or humus at all times;
 - g) the compost pile or container is maintained so as to not attract vermin or animals or create a nuisance by way of offensive odours.

Drains

- 2.8 Every owner or occupant of property on which there is a private drain shall keep their drain operational and in good repair.
- 2.9 No owner or occupant of property shall obstruct or permit the obstruction of a private drain on their property.
- 2.10 No owner or occupant of property shall obstruct, or cause or permit the obstruction of a watercourse on their property.

Swimming Pool, Hot Tub, Artificial Ponds

- 2.11 Every owner or occupant of property shall ensure that water from a swimming pool, hot tub, artificial pond, rain barrel or similar water container is not drained on to an adjacent property.
- 2.12 Every owner or occupant of property containing a swimming pool, hot tub, wading pool or artificial pond shall maintain such swimming pool, hot tub, wading pool or artificial pond in good repair and working condition and free of standing water.

Unsafe or Hazardous Conditions

- 2.13 Every owner or occupant of property shall ensure that any well, cistern, cesspool, privy vault, pit or excavation:
 - a) in active use, is secured by a fence with a warning sign;
 - b) not in active use, is permanently sealed or secured by a fence, cover or other means.
- 2.14 Every owner or occupant of property shall keep the surfaces of steps, walks, driveways, parking spaces and similar areas of their property maintained and free of snow and ice so as to afford safe passage under their normal use.
- 2.15 Every owner or occupant of property shall keep the yard of their property clean and free from any objects or conditions that might create a health, fire or accident hazard or an unsafe condition.

PART 3 - ADMINISTRATION AND ENFORCEMENT

- 3.1 This by-law shall be enforced on a basis of written complaints, unless the Manager is aware of an obvious unsafe condition warranting correction.
- 3.2 The Manager will not inspect the entire premises or suite but will inspect only those items which are the subject of the written complaint.
- 3.3 Notwithstanding 3.2, the Manager may inspect other areas or items believed to be unsafe.
- 3.4 The Manager is authorized to administer and enforce this By-law including but not limited to:
 - a) arranging for:
 - i. the assistance or work of Township staff, or Township agents;
 - ii. the making of orders or other requirements and the imposition of conditions as authorized under this By-law;
 - iii. the obtaining of court orders or warrants as may be required;
 - iv. the commencement of such actions on behalf of the Township to recover costs or restrain contravention of this By-law as deemed necessary; and
 - b) prescribing the format and content of any forms or other documents required under this By-law.

- 3.5** The Manager may assign Officers to enforce this By-law and Officers so assigned or appointed by Council to enforce this By-law shall have the authority to:
- a) carry out inspections;
 - b) make orders or other requirements as authorized under this By-law; and
 - c) give immediate effect to any orders or other requirements made under this By-law.
- 3.6** The Manager may assign duties or delegate tasks under this By-law to be carried out in the Manager's absence or otherwise.

Entry and Inspections

- 3.7** An Officer may enter on land at any reasonable time and in accordance with the conditions set out in sections 435 and 437 of the *Municipal Act*, 2001 for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
- a) this By-law;
 - b) a direction or order made under this By-law;
 - c) an order made under s. 431 of the *Municipal Act*, 2001.
- 3.8** An Officer may, for the purposes of the inspection under Section 3.7 and in accordance with the conditions set out in section 436 of the *Municipal Act*, 2001:
- a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information in writing or otherwise as required by the Officer from any person concerning a matter related to the inspection; or
 - d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 3.9** An Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of the *Municipal Act*, 2001, in accordance with the conditions set out in that section, where he or she has been prevented or is likely to be prevented from carrying out an inspection under Sections 3.7 and 3.8.
- 3.10** No Person shall interfere with or obstruct an Officer while performing their duties under this by-law.

Orders including Delivery

- 3.11** If an Officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the property on which the contravention occurred to do work to correct the contravention.
- 3.12** An order under Section 3.11 shall set out:
- a) reasonable particulars of the contravention adequate to identify the contravention and the location of property on which the contravention occurred;
 - b) the work to be completed;
 - c) the date or dates by which the work must be completed; and
 - d) notice that if the order is not complied with, then the work may be done at the expense of the owner;
 - e) notice that if the cost of work plus administration fees are not paid in time, they may be recovered by adding the amount to the tax roll for the Property.

- 3.13** Delivery of an order to discontinue a contravening activity made under Section 3.11 or an order to do work made under Section 3.12 may be given personally or by registered mail to the last known address of:
- a) the owner; and
 - b) such other persons affected by the order as an Officer determines.

Delivery by registered mail shall be deemed to have taken place on the fifth day after the date of mailing.

- 3.14** In addition to delivery in accordance with Section 3.13, an order to discontinue contravening activity made under Section 3.11 or an order to do work made under Section 3.9 may be delivered by an Officer placing a placard containing the order in a conspicuous place on the property where the contravention occurred.
- 3.15** Where a time frame is set out in an order for carrying out any action, an Officer may extend the time for compliance beyond the established time frame provided such extension is required and is acceptable to the Officer.

Township Carrying Out Work

- 3.16** Where a person does not comply with a direction or a requirement within an order, under this By-law to do a matter or thing, the Manager, in addition to all other remedies, may cause the Property to be brought into compliance with this by-law. For this purpose, the Manager with such assistance by others as may be required, may enter onto the Property at any reasonable time without further notice to the Owner in order to do such work necessary to achieve compliance with this by-law at the person's expense.
- 3.17** In the event that an order has been served on a person in accordance with Section 2.1 of this by-law, such order shall serve to be notice requiring compliance with this by-law for the entire calendar year.
- 3.18** The Township may recover the costs of doing a matter or thing under Section 2.1 by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an administration fee of 30 per cent (30%). The amount of the Township's costs, including interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

Penalties

- 3.19** Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to:
- a) a set fine as set out in Schedule "A"; or
 - b) a fine as provided for in section 61 of the Provincial Offences Act, R.S.O 1990, c. P.33.
- 3.20** Where a person is convicted of an offence under this by-law, the Ontario court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

Validity and Severability

- 3.21** If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

3.22 Where a provision of this by-law conflicts with the provision of another by-law in force within the Township, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

Repeal

3.23 On the date this by-law comes into effect, By-Law 28-03 as amended shall be hereby repealed.

3.24 This By-law shall come into force upon the date of passing by Council.

***READ A FIRST TIME MARCH 2, 2020.
READ A SECOND TIME APRIL 6, 2020.
READ A THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL
APRIL 20, 2020***

MAYOR: _____ ***CLERK:*** _____

SCHEDULE 'A'

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
Set Fine Schedule
Part 1 Provincial Offences Act**

By-Law No.11-2020: Clean Yard By-law

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Fail to keep vegetation less than 21 cm.	2.1 b) i	\$250.00
2	Fail to keep vegetation less than 21 cm within 1.5m of property line.	2.1 b) ii	\$250.00
3	Fail to keep vegetation less than 21 cm within 1.5m of property line.	2.1 b) iii	\$250.00
4	Fail to remove noxious weeds.	2.1 b) iv.	\$250.00
5	Fail to keep yard free of waste.	2.2	\$250.00
6	Fail to keep waste stored in containers.	2.6 a)	\$250.00
7	Allow waste to accumulate for more than 14 days.	2.6 b)	\$250.00
8	Fail to keep compost pile to less than 1sqm in area.	2.7 c)	\$250.00
9	Fail to keep compost pile to less than 1.8m in height.	2.7 c)	\$250.00
10	Fail to keep compost pile at least 0.6m from property line.	2.7 d)	\$250.00
11	Fail to keep compost pile enclosed.	2.7 e)	\$250.00
12	Fail to keep compost pile maintained.	2.7 g)	\$250.00
13	Obstruct or permit to obstruct a private drain on property.	2.9	\$250.00
14	Allow water to drain from a swimming pool, hot tub, wading pool, or similar water container onto an adjacent property.	2.11	\$250.00
15	Fail to maintain swimming pool, hot tub, wading pool, or similar water container in good repair.	2.12	\$250.00
16	Fail to protect pit, excavation, or well in active use.	2.13 a)	\$350.00
17	Fail to protect pit, excavation, or well not in active use.	2.13 b)	\$350.00
18	Obstructing an Officer.	3.10	\$350.00

Note: The general penalty provision for the offences listed above is Section 3.16 of By-law no. 11-2020, a certified copy of which has been filed and s. 61 of the Provincial Offences Act, R.S.O. 1990, c.P.33

SCHEDULE 'B'

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
By-Law No.11-2020: Clean Yards By-law**

Service Use and Activity Charges

Item	Service or Activity Fee	Fee
1.	1st Order. Where the informal notice has not been complied with, for the first Order issued in respect to any property.	\$ 50.00
2.	Subsequent Orders. Where there has been a previous Order issued, each subsequent Order issued thereafter.	\$ 350.00
3.	Township undertakes to complete the work. Where the Township undertakes to complete the work required to comply with any final order.	Cost of the work performed plus an administrative fee of 30%
4.	Certificate of Compliance. Where after inspecting a property, an Officer, may on the request of the Owner, issue the Owner a certificate of compliance.	\$25.00

**SOUTH
GLENGARRY**



Ontario's Celtic Heartland

Proposed Clean Yard By-Law 3rd Reading Presentation

By: Véronique Brunet

Township of
South Glengarry

Ontario's Celtic Heartland

Clean Yard By-Law

The Township of South Glengarry's Community Services Staff has reviewed the comments brought forward by the members of council during the 2nd reading of the proposed Clean Yards By-Law.



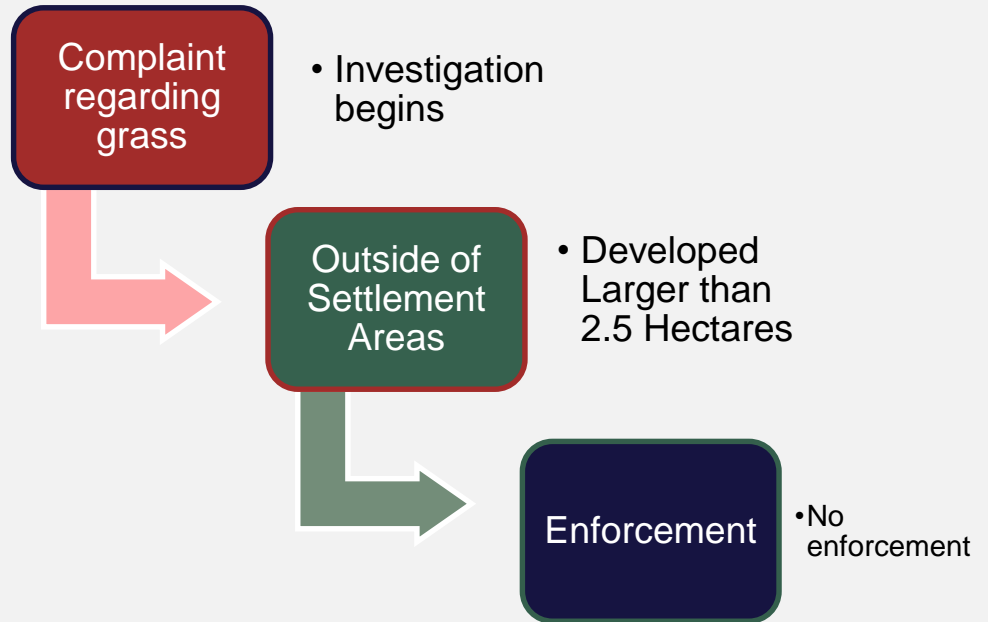
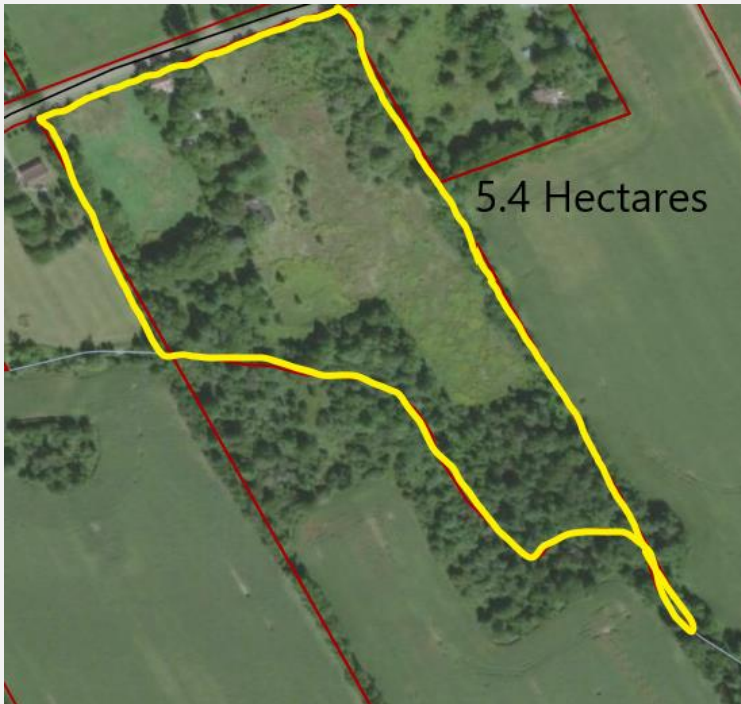
Municipal Act 2001 allows the Township to create a By-law that regulates the cleaning and clearing of yards.

SOUTH GLENGARRY

Ontario's Celtic Heartland

Clean Yard By-Law

Outside of Settlement Areas

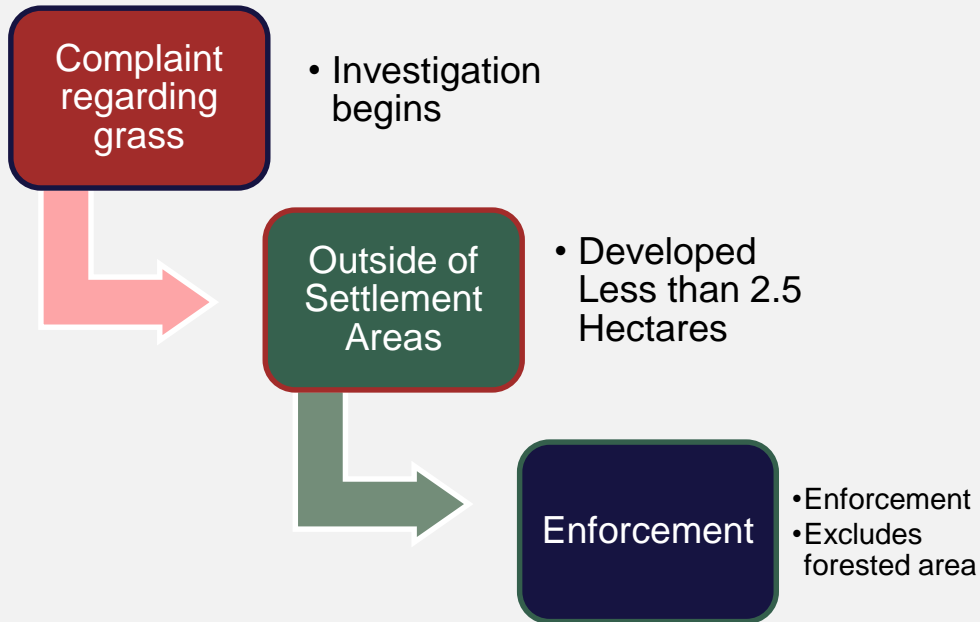


SOUTH GLENGARRY

Ontario's Celtic Heartland

Clean Yard By-Law

Outside of Settlement Areas

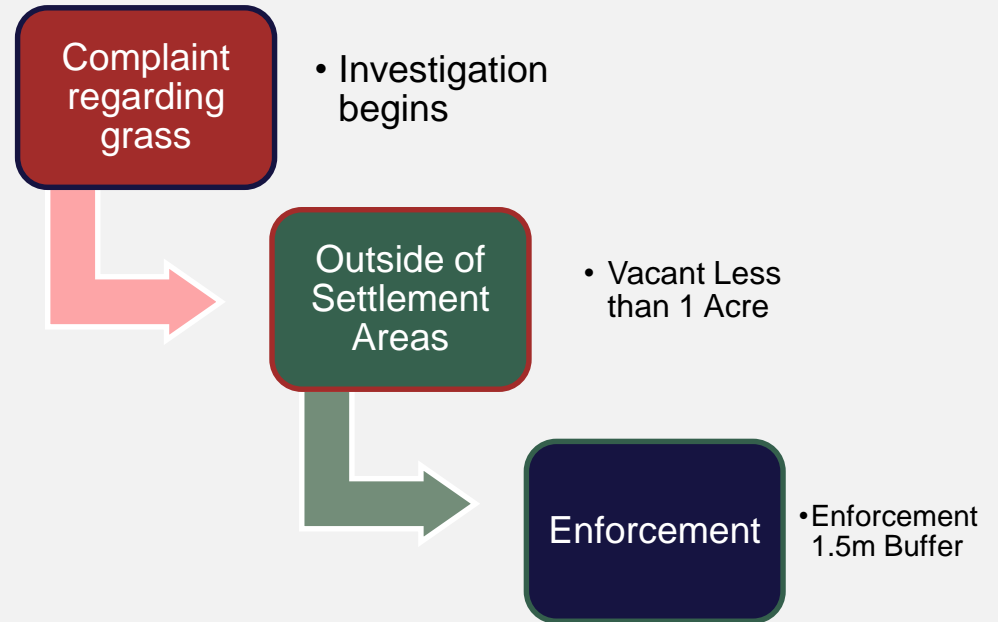


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Ontario's Celtic Heartland

Clean Yard By-Law

Outside of Settlement Areas



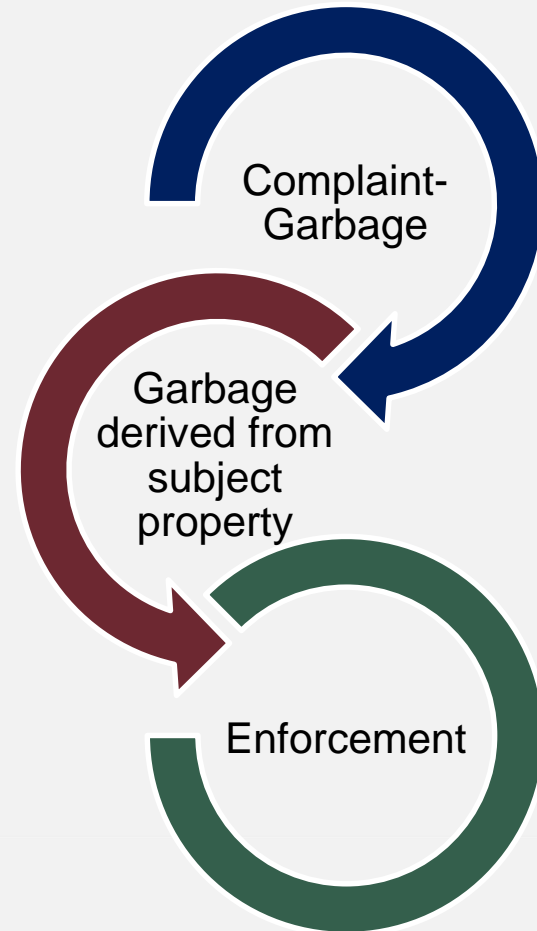
SOUTH GLENGARRY

Ontario's Celtic Heartland

Clean Yard By-Law



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Clean Yard By-Law

- 1
 - Complaint
 - Garbage for 1 month
- 2
 - Accumulated more than 14 days
- 3
 - Enforcement



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Clean Yard By-Law

Construction Receptacles

With a Permit:
Permitted for Duration
of Construction

No Permit Required:
Max. of 3 Months

Complaint

Is there current
construction?

○ Proper Container?

○ Over 3 Months or
type of Construction?



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SOUTH GLENGARRY

Ontario's Celtic Heartland

Clean Yard By-Law

The proposed by-law will be able to address the unique variation of lands within our Township, such as; Urban Settlement Areas and Rural Settlement Areas

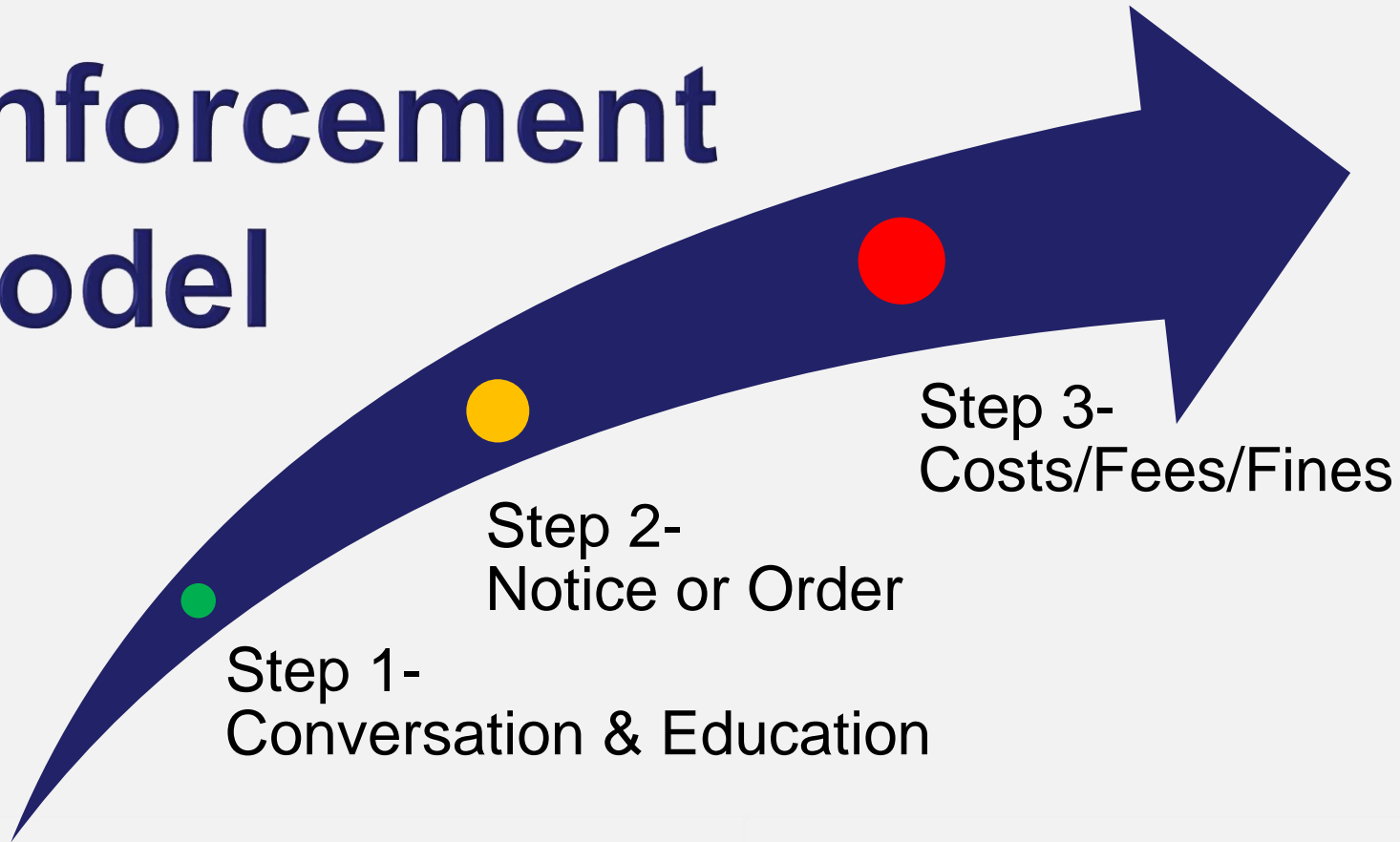


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Clean Yard By-Law

Enforcement Model



SOUTH GLENGARRY

Ontario's Celtic Heartland



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Ontario's Celtic Heartland



STAFF REPORT

S.R. 56-2020

PREPARED BY: Véronique Brunet- Manager of Municipal Law Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: 13-2020 Fence By-Law- 3rd Reading

BACKGROUND:

1. Following the feedback received during the 1st and 2nd readings of the proposed 13-2020 Fence By-Law administration has revised the by-law in order to better reflect the goals Council would like to achieve.

ANALYSIS:

2. Alterations:

a) Definitions:

- b) Add: "Residential Use" means any property lawfully used for primary or seasonal human habitation that contains a dwelling, including a single detached, a semi-detached or multi residential as approved by the Township's Comprehensive Zoning By-Law but does not include an agricultural use.

c) PART 2:

Section 2.1a):

Replace: snow fencing as part or in place of fencing, unless said fencing is used to temporarily control snow, and or, to protect property undergoing construction for which an approved Township permit is in effect. Such snow fencing shall be removed upon completion of construction;

With: snow fencing as part or in place of fencing, unless said fencing is used to temporarily control snow, used to temporarily control a crowd, and or, to protect property undergoing construction for which an approved Township permit is in effect. Such snow fencing shall be removed upon completion of construction;



d) PART 3

Replace: FENCES IN RESIDENTIAL, RURAL AND AGRICULTURAL ZONES

With: FENCES IN RESIDENTIAL AND RURAL ZONES FOR RESIDENTIAL USE

Section 3.1:

Replace: No person shall have, erect, construct, maintain a fence on a lot in a residential or rural zone, except in accordance with the following regulations:

With: No person shall have, erect, construct, maintain a fence on a lot in a residential or rural zone for residential use, except in accordance with the following regulations:

Section 3.1 d):

Replace: Notwithstanding Sections 3.1 c) the maximum height of an agricultural fence located in a front yard or exterior side yard shall be 1.83 m (6 ft.).

With: Retracted.

Section 3.2:

Replace: Where a fence located on a property in a rural or residential zone which abuts a property in a non-residential zone, the non-residential fence height provisions will apply to the portion of the fence abutting the non-residential property.

With: Where a fence located on a property in a residential or rural zone for residential use which abuts a property in a non-residential zone, the non-residential fence height provisions will apply to the portion of the fence abutting the non-residential property.

IMPACT ON 2020 BUDGET:

No Impact.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community



Goal 5: Improve internal and external communications

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report No. 56-2020 be received and that By-law 13-2020, being a by-law to regulate Fences in the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 20th day of April, 2020 and furthermore that By-law 28-03 as amended, be rescinded.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

**SOUTH
GLENGARRY**



Ontario's Celtic Heartland

Proposed Fence By-Law 3rd Reading Presentation

By: Véronique Brunet 2020

Township of
South Glengarry

Ontario's Celtic Heartland

Fence By-Law

The Township of South Glengarry's Community Services Staff has reviewed the concerns brought forward by the members of council during the 2nd reading of the proposed by-law for Fence regulations



Municipal Act 2001 allows the Township to create a By-law in respects to structures including fences.

SOUTH GLENGARRY

Ontario's Celtic Heartland

Fence By-Law



SOUTH GLENGARRY

Ontario's Celtic Heartland

Fence By-Law



Section 3

FENCES IN RESIDENTIAL, RURAL AND AGRICULTURAL ZONES

Addressed
Residential
&
Rural
&
Agricultural



FENCES IN RESIDENTIAL AND RURAL ZONES FOR RESIDENTIAL USE

Addresses
Residential
&
Rural for
Residential
Use



SOUTH GLENGARRY

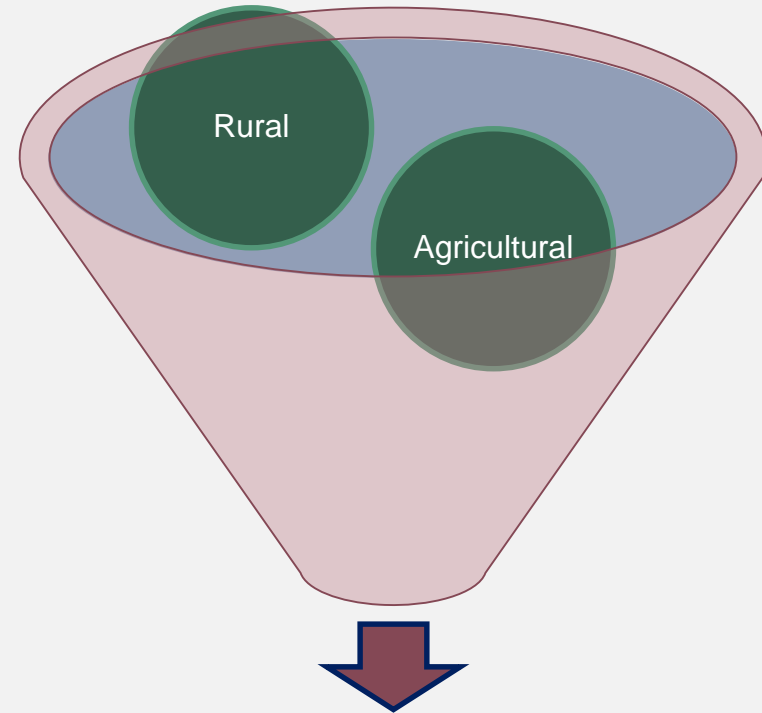
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Fence By-Law

Under Section 3-



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No Enforcement

SOUTH GLENGARRY

Ontario's Celtic Heartland

Fence By-Law

- RURAL with a RESIDENTIAL USE means:
“Residential Use” means any property lawfully used for primary or seasonal human habitation that contains a dwelling, including a single detached, a semi-detached or multi residential as approved by the Township’s Comprehensive Zoning By-Law but does not include an agricultural use.

SOUTH GLENGARRY

Ontario's Celtic Heartland

Fence By-Law

The proposed by-law will be able to address the unique variation of lands within our Township, it does so by addressing permitted uses as approved in the Township's Zoning By-Law.

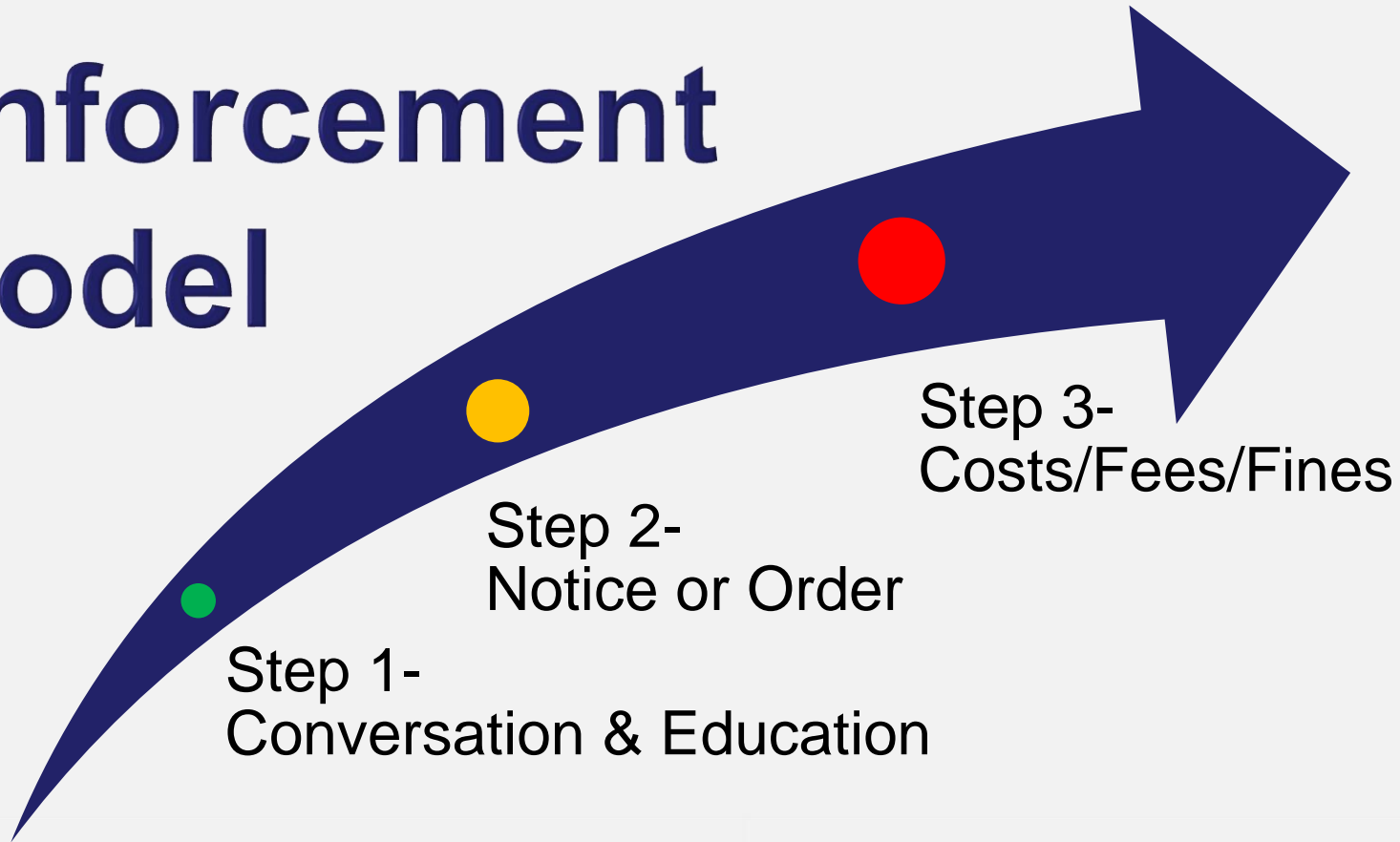


SOUTH GLENGARRY

Ontario's Celtic Heartland

Fence By-Law

Enforcement Model



SOUTH GLENGARRY

Ontario's Celtic Heartland



SOUTH GLENGARRY

Ontario's Celtic Heartland

SG-I-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 13-2020
FOR THE YEAR 2020**

BEING A BY-LAW TO REGULATE FENCES

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

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

AND WHEREAS Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 (hereinafter referred to as the "*Municipal Act*") provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 11 (3) of the *Municipal Act*, as amended, authorizes a municipality to pass a By-law respecting structures including fences;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS pursuant to Section 425 of the *Municipal Act*, a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

AND WHEREAS pursuant to Section 426 of the *Municipal Act*, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act;

AND WHEREAS pursuant to Section 436 of the *Municipal Act*, a By-Law Enforcement Officer may enter upon any land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this by-law;

AND WHEREAS pursuant to Section 446(1) of the *Municipal Act*, a municipality may direct or require a person to do a matter or thing and that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

AND WHEREAS pursuant to Section 446(3) of the *Municipal Act*, a municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

NOW THEREFORE the council of the Corporation of the Township of South Glengarry hereby enacts the following as a by-law;

SHORT TITLE

This by-law may be referred to as the "*Fence By-Law*".

PART 1 - DEFINITIONS

1.1 In this by-law;

- a) "Agricultural Fence" means a fence located on a property zoned Rural (RU) or Agricultural (AG) as per the Township's Comprehensive Zoning By-Law used for agricultural purposes.
- b) "Building" means a structure, whether permanent or temporary, consisting of a wall, roof, and floor, or any of them.
- c) "Manager" means the Township's Manager of Municipal Law Enforcement and his or her designate or successor;
- d) "Farm" means an agricultural operation as defined in the Farming and Food Production Protection Act, 1998 and includes such an operation that is not carried on with the expectation of gain but otherwise meets the definition in that Act;
- e) "Fence" includes:
 - i. a railing, wall, line of posts, wire, gate, boards, pickets, latticework, natural stone fence, or any combination thereof, or other similar erection used for the purposes of enclosing or dividing in whole or in part a lot, safeguarding, retaining, or establishing a lot line or providing privacy (this does not include a hedge);
 - ii. a see-through screen erected to contain a recreational activity such as a chain-link fence erected around a tennis court;
 - iii. a Privacy screen means a solid wall at least 2.6m in height located on a deck, designed to conceal a portion of the lot from the public.
- f) "Height", unless otherwise defined in this By-law, means the vertical distance measured between the finished ground adjacent to a fence and the highest point of the fence, provided that where a fence is located on top of a retaining wall, "height" means the vertical distance measured between the top of the retaining wall and the highest point of the fence;
- g) "Lot" means a parcel of land which can be legally conveyed pursuant to the provisions of the Planning Act;
- h) "Lot line" means the boundary of a lot including the vertical projection thereof;
- i) "Maintain" includes "have", "construct" or "repair";
- j) "Officer" means an officer of the Township of South Glengarry responsible for enforcement of by-laws.
- k) "Residential Use" means any property lawfully used for primary or seasonal human habitation that contains a dwelling, including a single detached, a semi-detached or multi residential as approved by the Township's Comprehensive Zoning By-Law but does not include an agricultural use.
- l) "Township" means the Township of South Glengarry
- m) "Zone" means any land use zone established in the Comprehensive Zoning By-Law of the Township and passed under the Planning Act or any predecessor or successor Act.

PART 2 - GENERAL FENCE PROVISIONS

2.1 No person shall have, erect, construct, maintain the following:

- a) snow fencing as part or in place of fencing, unless said fencing is used to temporarily control snow, used to temporarily control a crowd, and or, to protect property undergoing construction for which an approved Township permit is in effect. Such snow fencing shall be removed upon completion of construction;
- b) a fence comprised of sheet metal or corrugated metal panel members;
- c) a fence that contains or is constructed of any hazardous material such as razor wire or barbed wire.
- d) a fence that contains any other sharp projections capable of causing physical injury to humans;
- e) a fence or any attachment to a fence which may be used as a conductor of an electrical current.
- f) a fence that uses materials not usually intended for use in permanent fencing, unless specifically permitted by this By-law or any other Township By-law (i.e. tires or corrugated plastic);
- g) a gate within a portion of a fence that abuts land owned by the Township; and
- h) a fence on any lands owned by the Township, or on a highway, or road allowance opened or unopened, or Township right-of-way, or Township easement;

2.2 Notwithstanding Subsection 2.1 c), the use of barbed wire or other barbed or sharp materials fencing shall only be permitted:

- a) On agriculturally zoned lands which necessarily require the use of barbed wire on fences as a part of active agricultural activity;
- b) For fences located in an industrial zone and provided that such materials are used at a height of at least 2.4 m (8 ft) above the finished grade. The barbed wire shall project inwards to the area enclosed by the fence; and on top of a fence erected for security purposes, around any facility owned, operated or maintained by a municipal, provincial or federal government or their respective agencies or a utility provider.

2.3 Notwithstanding Subsection 2.1 e), a fence or any attachment to a fence may be used as a conductor of an electrical current on properties which necessarily require such fence as part of active agricultural activity.

PART 3 – FENCES IN RESIDENTIAL AND RURAL ZONES WITH A RESIDENTIAL USE

3.1 No person shall have, erect, construct, maintain a fence on a lot in a residential or rural zone with a residential use, except in accordance with the following regulations:

Fences in Rear and Side Yards

- a) The maximum height of a fence in a rear or side yard shall be 2.0 m.
- b) Notwithstanding Section 3.1 a), in the case of a corner lot where a rear yard abuts a front yard of an adjacent lot the maximum height of a fence shall be 1 m in height.

Fences in Front Yards and Exterior Side Yards

- c) The maximum height of a fence located in a front or exterior side yard shall be 1m.

3.2 Where a fence located on a property in a residential or rural zone with a residential use which abuts a property in a non-residential zone, the non-residential fence height provisions will apply to the portion of the fence abutting the non-residential property.

Entranceways/Ornamental Gateways

3.3 Section 3.1 c) does not apply to the erection of an ornamental gateway, entranceway or similar structure located in a residential or rural zone.

Pool Enclosures

3.4 Where a fence is located on a property for the purposes of enclosing an above ground pool, in-ground pool, artificial pond, hot tub or other similar bodies of water, it shall be in compliance with the Township's Pool Enclosure By-Law.

PART 4 – FENCES IN NON-RESIDENTIAL ZONES

4.1 No Person shall have, erect, construct, or maintain a fence on a lot in a non-residential zone which for the purposes of this By-law includes; commercial, industrial, institutional, and open space zones, except in accordance with the following regulations:

- a) The maximum height of a fence located in a non-residential zone shall be 3.0 m.
- b) Notwithstanding subsection 4.1a), the maximum height of a fence located within a 6.0 m setback of the front property line shall be 1.2 m.
- c) The maximum height of a fence that encloses a sports field or court shall be 4.25 m.

PART 5 - EXISTING FENCES

5.1 Despite the provisions of this By-law, a fence that was in existence prior to the date this By-law comes into force, and was in compliance with the applicable fence regulations in force under the Township's applicable by-laws at the time the fence came into existence, shall be deemed to comply with this By-law for so long as such fence continues to be the same height, length and width and comprised of the same material.

PART 6 - PRIVACY SCREENS

6.1 No Person shall have, erect, construct, or maintain a privacy screen except in accordance with the following regulations:

- a) where a privacy screen is located on a raised deck or platform it shall be less than 2.6m in height.

PART 7 - CONSTRUCTION AND MAINTENANCE

Restrictions

7.1 Every fence or privacy screen, shall be designed and installed in such a manner as to meet its intended function.

7.2 All surfaces (fence or privacy screen) that have been previously painted, stained, varnished or which have received other similar protective finishes shall be maintained without visible deterioration.

7.3 Every fence or privacy screen shall be maintained in a structurally sound condition and in good repair.

7.4 Every fence or privacy screen must not present an unsightly appearance to the neighbouring environment.

Graffiti

7.5 No Person shall place graffiti or cause or permit graffiti to be placed on any fence or privacy screen.

7.6 Every owner shall at all times maintain their fence or privacy screen free of graffiti.

Temporary Fencing - Unsafe

7.7 Where, in the opinion of the Manager, a property contains an unsafe situation or hazard to the public the Manager may require the owner to erect such fencing as the Manager deems appropriate to the circumstance.

PART 8 - ADMINISTRATION AND ENFORCEMENT

8.1 This by-law shall be enforced on a basis of written complaints, unless the Manager is aware of an obvious unsafe condition warranting correction.

8.2 The Manager will not inspect the entire premises or suite but will inspect only those items which are the subject of the written complaint.

8.3 Notwithstanding 8.2, the Manager may inspect other areas or items believed to be unsafe.

8.4 The Manager is authorized to administer and enforce this By-law including but not limited to:

- a) arranging for:
 - i. the assistance or work of Township staff, or Township agents;
 - ii. the making of orders or other requirements and the imposition of conditions as authorized under this By-law;
 - iii. the obtaining of court orders or warrants as may be required;
 - iv. the commencement of such actions on behalf of the Township to recover costs or restrain contravention of this By-law as deemed necessary; and
 - b) prescribing the format and content of any forms or other documents required under this By-law.
- 8.5** The Manager may assign Officers to enforce this By-law and Officers so assigned or appointed by Council to enforce this By-law shall have the authority to:
- a) carry out inspections;
 - b) make orders or other requirements as authorized under this By-law; and
 - c) give immediate effect to any orders or other requirements made under this By-law.

8.6 The Manager may assign duties or delegate tasks under this By-law to be carried out in the Manager's absence or otherwise.

Entry and Inspections

- 8.7** An Officer may enter on land at any reasonable time and in accordance with the conditions set out in sections 435 and 437 of the *Municipal Act, 2001* for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
- a) this By-law;
 - b) a direction or order made under this By-law;
 - c) an order made under s. 431 of the *Municipal Act, 2001*.
- 8.8** An Officer may, for the purposes of the inspection under Section 8.7 and in accordance with the conditions set out in section 436 of the *Municipal Act, 2001*:
- a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information in writing or otherwise as required by the Officer from any person concerning a matter related to the inspection; or
 - d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 8.9** An Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of the *Municipal Act, 2001*, in accordance with the conditions set out in that section, where he or she has been prevented or is likely to be prevented from carrying out an inspection under Sections 8.7 and 8.8.
- 8.10** No Person shall interfere with or obstruct an Officer while performing their duties under this by-law.

Orders including Delivery

- 8.11** If an Officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the property on which the contravention occurred to do work to correct the contravention.
- 8.12** An order under Section 8.11 shall set out:
- a) reasonable particulars of the contravention adequate to identify the contravention and the location of property on which the contravention occurred;
 - b) the work to be completed;
 - c) the date or dates by which the work must be completed; and
 - d) notice that if the order is not complied with, then the work may be done at the expense of the owner.
- 8.13** Delivery of an order to discontinue a contravening activity made under Section 8.11 or an order to do work made under Section 8.12 may be given personally or by registered mail to the last known address of:
- a) the owner; and
 - b) such other persons affected by the order as an Officer determines.
- Delivery by registered mail shall be deemed to have taken place five days after the date of mailing.
- 8.14** In addition to delivery in accordance with Section 8.13, an order to discontinue contravening activity made under Section 8.11 or an order to do work made under Section 8.8 may be delivered by an Officer placing a placard containing the order in a conspicuous place on the property where the contravention occurred.

8.15 Where a time frame is set out in an order for carrying out any action, an Officer may extend the time for compliance beyond the established time frame provided such extension is required and is acceptable to the Officer.

Township Carrying Out Work

8.16 Where a person does not comply with a direction or a requirement within an order, under this By-law to do a matter or thing, the Manager, with such assistance by others as may be required, may carry out such direction or requirement at the person's expense.

8.17 The Township may recover the costs of doing a matter or thing under Section 8.16 by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an administration fee of 30 per cent (30%). The amount of the Township's costs, including interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.

Penalties

8.18 Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to:

- a) a set fine as set out in Schedule "A"; or
- b) a fine as provided for in section 61 of the Provincial Offences Act, R.S.O 1990, c. P.33.

8.19 Where a person is convicted of an offence under this by-law, the Ontario court of Justice or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the continuation or repetition of the offence by the person convicted.

Validity and Severability

8.20 If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

8.21 Where a provision of this by-law conflicts with the provision of another by-law in force within the Township, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

8.22 This By-law shall come into force upon the date of passing by Council.

***READ A FIRST TIME THIS 6TH DAY OF APRIL 2020.
READ A SECOND AND THIRD TIME THIS 20TH DAY OF APRIL, 2020***

MAYOR: _____ CLERK: _____

SCHEDULE 'A'
CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
Set Fine Schedule
Part 1 Provincial Offences Act
By-Law No.13-2020: Fence By-law

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Failed to remove temporary snow fence.	2.1a)	\$150.00
2	Erect fence with sheet metal.	2.1b)	\$150.00
3	Erect fence with corrugated metal panels.	2.1b)	\$150.00
4	Erect fence with hazardous material.	2.1c)	\$150.00
5	Erect fence with electrical current.	2.1e)	\$150.00
6	Erect fence with material not usually intended for use in permanent fencing.	2.1f)	\$150.00
7	Erect fence on lands owned by Township.	2.1h)	\$150.00
8	Erect fence in residential or rural zone with a residential use exceeding permitted height.	3.1a)	\$150.00
9	Erect fence in front or exterior side yard in residential or rural zone with a residential use exceeding permitted height.	3.1c)	\$150.00
10	Erect fence in non-residential zone exceeding permitted height.	4.1a)	\$150.00
11	Erect fence in non-residential zones exceeding permitted height within the setback.	4.1b)	\$150.00
12	Erect privacy screen on property other than on a deck.	6.1	\$150.00
13	Erect privacy screen exceeding permitted height.	6.1a)	\$150.00
14	Fail to maintain fence surfaces.	7.2	\$150.00
15	Failed to maintain fence in good repair.	7.3	\$150.00
16	Fail to erect temporary Security Fence.	7.7	\$150.00
17	Obstructing an Officer.	8.10	\$350.00

Note: The general penalty provision for the offences listed above is Section 8.18 of By-law no 13-2020, a certified copy of which has been filed and s. 61 of the Provincial Offences Act, R.S.O. 1990, c.P.33

SCHEDULE 'B'
CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
By-Law No. 13-2020: Fence By-law
Service Use and Activity Charges

Item	Service or Activity Fee	Fee
1.	1st Order Where the informal notice has not been complied with, for the first Order issued in respect to any property.	\$ 50.00
2.	Subsequent Orders Where there has been a previous Order issued, each subsequent Order issued thereafter.	\$ 350.00
6.	Inspections where Owner fails to comply with an Order Owner who failed to comply with a confirmed Order shall pay the fee for each inspection to determine if contraventions of this By-law observed on an initial inspection have been corrected where the contraventions have not been remedied by the time provided for in the said Order.	\$75.00 per inspection
10.	Township undertakes to complete the work Where the Township undertakes to complete the work required to comply with any final order.	Cost of the work performed plus an administrative fee of 30%
11.	Certificate of Compliance Where after inspecting a property, an Officer, may, or on the request of the Owner, issue the Owner a certificate of compliance.	\$25.00



STAFF REPORT

S.R. 57-2020

PREPARED BY: Rick Ladouceur – Director of Recreation & Facilities
 Tim Mills - Chief Administrative Officer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 20, 2020

SUBJECT: Grass Cutting & Road Side Cutting Proposal

BACKGROUND:

1. The past five years the Township of South Glengarry have tendered the Parks & Facility grass cutting and have also hired a contractor on an hourly rate to enhance the roadside mowing program. The service has been good with minimal complaints, but costs have risen from 21% to 24% over the last three years. See below:

	2017	2018	2019	Grand Total
Grand Total P/Y	83,325	101,150	125,469	423,747

2. Administration has been asked by Council to look at short/long term efficiencies within our departments. More importantly to find ways to enhance the quality and level of service for the residents of the Township.

ANALYSIS:

3. Grass needs to be cut because the roots will become diminished and your lawn weakens, making it susceptible to weeds, insects and diseases.
4. Roadside mowing is essential to maintain adequate clear zones for safety and the program also controls the growth of noxious weeds and improves drainage by clearing the vegetation from the ditches.
5. Chart “A” identifies several components for two years 2020 & 2021 for the South Glengarry’s staff to perform the grass and ditch cutting.

- a. Current Inventory



- b. Staff Required
 - c. Equipment Required
 - d. Leased Vehicle Required
 - e. Total
6. The proposal eliminates the use of contractors for both grass cutting & roadside mowing. The Township staff from the Recreation and Roads departments and summer students (if necessary) will perform all of the work required.
 7. The proposal will employ students and/or adults from the area which would meet with favourable response in these “unique circumstances”.
 8. South Glengarry’s weather during June, July and August reaches 25 degrees Celsius daily and the average rain fall is approximately eight days in each month. Our climate causes the grass to grow rapidly with some areas needing more lawn maintenance and cutting (i.e. soccer fields, parks etc.). By utilizing South Glengarry’s own staff, administration can deploy staff to an area at a moment’s notice should the need be required.
 9. Chart “B” provides the amount of time to complete the grass cutting for the Township. The estimations are what administration believes it might take to complete but we feel very confident it can be accomplished in a shorter period after two or three weeks of learning the terrain.
 10. The South Glengarry cutting program is to include priorities such as special times and certain days for cutting. The height of grass should not exceed 4” at any time. Typically, a cutting frequency of every seven (7) days is required, however, during the fast-growing periods, an accelerated cutting frequency will be necessary. Trimming of grass and weeds is to be completed for all areas of the property including around buildings, parking areas, etc. Our staff will be responsible for pickup of grass clippings caused by excessive grass height due to any delay in cutting, etc. and the disposal. We will be responsible for the moving of apparatus (i.e. bleachers) if necessary, to trim grass to meet required height.
 11. The four (4) cemeteries (location Nos.) are to be cut bi-weekly starting in May and ending in September (approximately 10 cuts).
 12. Township staff can also be deployed when weather conditions are favourable which may lessen damage to Township property and redeployed to other tasks at times when the conditions are poor or the weather has been too dry to necessitate cutting.



IMPACT ON 2020 BUDGET:

13. The projected impact on the budget would amount to approximately \$54,000-\$66,000 in savings in 2020 and \$76,000-\$102,000 in 2021

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the Effectiveness and Efficiency of our Organization
Goal 4: Improve Quality of Life in our Community.

RECOMMENDATION:

BE IT RESOLVED THAT Council receives Staff Report 57-2020 and approves the recommendation of administration for all grass cutting and roadside mowing to be completed by Township staff.

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

Recommended to Council for
Consideration by:
CAO – TIM MILLS

	A-1	A-2	A-3	A-4	A-5	A-6	Total Area A
	Paul Rozon Memorial Park	Char-Lan Rec Centre	Nor'Westers and Loyalist Museum	Cenotaph Williamstown	Municipal Office Williamstown	Williamstown Fire Hall	
Level of Effort to Main Cut and Trim Sites (Hours)	2.00	2.00	2.00	1.00	1.00	1.00	9.00
Level of Effort to Secondary Cut and Trim Sites (Hours)							0.00
Total Area A	9.00	Total Area B	11.50	Total Area B	3.00	Total Area C	6.00
Total Area A	0.00	Total Area B	0.00	Total Area B	0.50	Total Area C	0.50

**GRASS CUTTING
2020**

LOCATIONS

B-1	B-2	B-3	B-4	B-5	B-6	B-7	B-8
Smithfield Park	Library Park Lancaster	Lan-Char Medical Centre	Lancaster Pumping Station	Lancaster Sewer Plant Old Montreal Road	Lancaster Sewer Plant Beech Street	Lancaster Water Treatment Plant	Lancaster Old Water Plant
3.00	1.00	1.00		0.50	0.50	1.00	0.50
			0.50				
Total Area D	4.00	Total Area E	7.00	Total Area E	3.50	Total Area F	3.50
Total Area D	0.00	Total Area E	1.50	Total Area E	2.50	Total Area F	2.50

B-9	B-10	Total Area B	C-1	C-2	C-3	Total Area C	D-1	D-2
Municipal Office Lancaster	Glen Gordon Park		Martintown Community Park	MCC/Fire Hall	United Church Cemetery		Green Valley Park Charlotte St.	Green Valley Water Plant Conc. 8
1.00	3.00	11.50	3.00	3.00		6.00	0.50	0.50
		0.50			0.50	0.50		
Total Area G	0.00	Total Area H	2.50	Totals	43.50			
Total Area G	3.00	Total Area H	0.00	Totals	8.00			

D-3	D-4	Total Area D	E-1	E-2	E-3	E-4	E-5	Total Area E	F-1	F-2
Green Valley Water Plant Cty Road 34	Green Valley Community Centre		Glen Walter Regional Park	Glen Walter Fire Hall	Glen Walter Water Plant	Glen Walter Pumping Station	Waterfront Park		North Lancaster Park	Bernie McDonell Park
1.00	2.00	4.00	5.00	1.00	1.00			7.00	3.00	
		0.00				0.50	1.00	1.50		1.50

F-3	F-4	F-5	Total Area F	G-1	G-2	G-3	Total Area G
North Lancaster Fire Hall	Baptist Church Cemetery	Protestant Cemetery		Bainsville Women's Institute	Jack Danaher Park	Waterfront Trail Kiosk	
0.50			3.50				0.00
	0.50	0.50	2.50	1.00	1.50	0.50	3.00

			Total # Hrs.
LOCATIONS			
H-1	H-2	Total Area H	
Glenore Cemetery	Empey-Poirier Park		
0.50	2.00	2.50	43.50
		0.00	8.00

April 15 Rules for Planning Act Applications: Appeal Periods and Notices of Decision

Posted on April 15, 2020 by [Tony Fleming](#)

On April 15, 2020 the Province published Regulation 149/20 to establish special rules for Planning Act applications related to appeal periods and notices of decision. We were hoping for guidance to allow the planning process to continue and to establish innovative methods to keep applications moving forward. Instead, the Province has confirmed our earlier interpretation of Regulation 73/20 – **all**



limitation periods in the Planning Act are effectively suspended. The difference is that this new Regulation makes it clear that it applies to the Planning Act – no more confusion, just no solutions.

The Regulation expressly states that Regulation 73/20 does not apply – and is deemed to never have applied – to the Planning Act. Regulation 149/20 is the only Regulation that affects limitation periods under the Planning Act during the COVID-19 emergency.

If you gave notice of a decision on or after February 26, 2020 and before April 15, 2020 the Regulation deems that notice to **NOT** have been completed. The notice must now be given within 15 days after the emergency is terminated.

After March 2, 2020 and before April 15, 2020, any notice that was required (whether it was completed or not) is ineffective and must be given again within 15 days after the emergency is terminated. Any notice that has not been given before April 15, 2020 must be given within 15 days of the emergency being terminated.

The notices that these rules apply to are:

- 17(23 and (35);
- 22(6.6);
- 34(10.9) and (18);
- 51(37) and (45);
- 53(17) and 24); and
- 10(13) of Regulation 173/16 (Community Planning Permits)

For decisions under section 45 made after February 26, 2020 and before April 15, 2020, the Committee of Adjustment shall send out the notice of decision not later than 10 days after the emergency is terminated. The notice of appeal deadline is 20 days after the notice is served. The Regulation contains the precise language that must be contained in the notice and specifies the effective date of service for different types of service.

It is important to note that this Regulation does not prohibit public meetings or decisions under the Planning Act; municipalities may still hold public meetings (if they conform to the prohibition on public gatherings and comply with the requirement to afford people an opportunity to make representations at the public meeting). Municipalities may also still issue notices of decision, and may do so before the emergency is terminated (knowing that a further notice of decision is still required after the emergency is terminated). The decision will not be effective until after the appeal period lapses, which is now extended until after the emergency is terminated.

A notice of appeal may still be filed at any time up to the date of the extended limitation period. Appeals for failure to make a decision within the prescribed time period filed after March 17, 2020 and before April 15, 2020 are deemed NOT to have been filed.

The period of time the emergency is in place is also not counted in calculating the 1 year period within which conditions of a consent must be satisfied (s. 53(41)) or the 2 year period of time to register the deed after the certificate of official is issues (s. 53(43)). Similarly, the time periods for subdivisions (notice of completion and registration after final approval) are extended for the duration of the emergency. Lapsing provisions contained within draft plan of subdivision approvals are not suspended by this Regulation and will continue to apply unless extended by the municipality. Given the new direction that Regulation 73/20 is deemed not to have applied to the Planning Act, municipalities that were relying on that Regulation as authority to suspend lapsing provisions must now expressly extend such conditions.

If you have any questions about how to proceed in these uncertain times please give us a call at 613-542-9814. [Our team](#) is able to fully support your needs remotely, as needed.

You can find updates and information on COVID-19 and how it is impacting our community at our resource page [here](#).

This update is provided as a courtesy for your general information and does not constitute legal advice. Every organization is unique and may also be subject to other laws not contemplated in this update. This update should not be relied on as a substitute for legal advice which necessarily must be specific to your organization, your objects, your operations, and your structure. If you have any questions about this information please contact one of the lawyers listed above.

Related Areas

[Municipal Law](#)

Related Lawyers

[Lisa Scheulderman](#)

[David Munday](#)

SEARCH

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INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: April 20, 2020

SUBJECT: CIP Update and Request for Direction

PREPARED BY: Joanne Haley- GM Community Services

A community improvement plan (CIP) is a tool that allows a municipality to direct funds and implement policy initiatives toward a specifically defined project area. The Community Improvement Plans are intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, South Glengarry's CIP allows Council to provide grants to assist in the rehabilitation of lands and/or buildings within the defined Community Improvement Project Area.

Council approved \$60,000 in the 2020 budget for the CIP program. Following budget approval in March, 2020 administration proceeded to establish intake dates for applications to be submitted. Our first intake date was scheduled for Monday May 4th, 2020, however, this was put on hold due to Covid-19. We had some business/property owners that were looking forward to filing a CIP application at the spring intake, however, this may have changed and we could have many business/property owners that would not have the funds to invest given our current economic situation.

Administration looks forward to discussing this program with Council to determine our next steps.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: April 20, 2020

SUBJECT: Modifications to Current Burn Ban

PREPARED BY: Dave Robertson, Fire Chief

On March 19, 2020, a total burn ban for all outdoor residential, rural and agricultural burning was implemented for all residents and landowners of South Glengarry.

The purpose of implementing the burn ban was not related to fire risk but an effort to limit any non-essential responses for Fire Department staff. This measure has proven successful in limiting Fire Station activations and allowing Fire Services staff to continue physical distancing as directed.

Currently, if a burn complaint is received by our Dispatch Centre, only the Fire Chief and senior officers are advised. They will then investigate and respond accordingly. If there is any concern for life or property safety, we will respond with our regular response protocols. Most residents are aware of the burn ban as a result of our various communication means, though we have responded to approximately 10-15 reports of burning per week since the ban's inception.

The agricultural community has expressed a desire to resume limited burning events in order to clear brush and vegetation that is impeding the upcoming spring planting season. Such burning is normal farming practice. It is our intention to allow these burn events to resume as of April 22nd, 2020, with the following limitations:

- All requests must be made directly to the Fire Chief and will be authorized on an individual basis after determining size, location and material type.
- Only vegetation piles that are impeding cropping and/or livestock operations will be permitted.

The Township and Fire Services recognize that all residents are using this early spring weather to clean their yards of wood and vegetation debris. We ask that these residential and rural properties continue to compost or stockpile this material within their yards in advance of the Leaf and Yard Waste Collection during the week of May 11th or the burn ban being lifted.

Residential and rural burn permits will remain subject to the burn ban.

The South Glengarry Fire Service continues to monitor current public health concerns closely and will lift the burn ban as soon as the situation warrants.



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

March 19, 2020

MINUTES OF
CONNECTIVITY COMMITTEE

Township of South Glengarry

A meeting of the Connectivity Committee was held at 5:00pm on March 19, 2020 via a conference call due to the COVID-19 Pandemic.

Committee Members present: Sam McDonell, Stephanie Jaworski, Sylvain Lemire, Corey Kalsi, and Lisa Severson

Township of South Glengarry Staff present: Joanne Haley and Meagan Bingley

Meeting was called to order at 5:00 pm

Welcome and Purpose of the Connectivity Committee:

The purpose of the Township of South Glengarry's Connectivity Committee is to develop a work plan to encourage high speed internet, natural gas opportunities and cell phone coverage.

Terms of Reference:

Terms of Reference were included and reviewed.

Appointment of Committee Chair

Call for Nominations

MOVED BY: Lisa Severson nominated Sam McDonell

SECONDED BY: Corey Kalsi

Lisa Severson moved to nominate Sam McDonell as the Chair of the Connectivity Committee; no other nominations were received.

BE IT RESOLVED THAT Sam McDonell has been appointed as the Chair for the Connectivity Committee.



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CARRIED

Purpose of March 19, 2020 Meeting:

The Mayor of South Glengarry received an email from Enbridge on March 11th. The letter stated that the Government of Ontario had announced plans to further increase access to natural gas by making financial support available for new expansion projects. The Government's Natural Gas Expansion Program offers an opportunity to drive economic development and enhance the quality of life and prosperity of families and businesses across Ontario. The Township and Connectivity Committee are looking at identifying areas that are a priority area in South Glengarry to expand natural gas to.

Roundtable Discussion: Determining Priority Areas in South Glengarry

- Corey Kalsi mentioned that we need to focus on the economic viability, that we should be looking at high density areas
- Sam McDonnell mentioned that farms would benefit greatly from the expansion of natural gas. That chicken farms and pig farms (any farm with heat-controlled livestock) would be great candidates. He also mentioned that he would like to see a focus where development/re-development can occur. Sam mentioned Bainsville, Creg Quay, Glendale Subdivision, Lancaster to Curry Hill, and Martintown. It was mentioned that some of these expansions would have to go under the 401
- Lisa Severson mentioned that the MTO is taking a significant amount of time to process approvals (upwards of two years)
- Stephanie Jaworski mentioned that she would be interested in exploring Summerstown Station/Airport road. She mentioned the possibility of development in that area. She also mentioned Bainsville, Creg Quay, Glendale Subdivision, Lancaster to Curry Hill, Martintown and potentially Lancaster Heights as areas to consider
- There was discussion about taking a regional approach, to look at cross-provincial projects (Ontario and Quebec), Bainsville borders the Quebec border. We are checking to see if this would be of interest
- Joanne Haley mentioned the Township's thoughts on key potential locations for development:
 - o Glendale Subdivision: due to the number of existing dwellings and the potential for further development (both commercial and residential), the property in the subdivision is currently being under utilized. If we can bring in natural gas, it could open up many new opportunities
 - o Bainsville: there is room for expansion, Creg Quay, Redwoods Estates and the possibility of development or re-development. There could be approximately 150 homes that could be serviced
 - o Property directly East of Lancaster: there is a commercial owner who is hoping to develop that land. He is looking to develop multiple structures that can be leased to others



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Summarize List of Priority Areas

- Bainsville
- Creg Quay
- Glendale Subdivision
- Lancaster to Curry Hill (South Side)
- Martintown
- Summerstown Station/Airport Road
- Lancaster Heights

Prioritize List of Priority Areas to Respond to Letter:

The Connectivity Committee asked for further clarity regarding the funding.

- 1) Are we permitted to submit more than one project area for the funding?
- 2) Will Enbridge favour projects with a regional based focus that will link to either other municipalities in SD&G or into the province of QC?

The Township will submit the above questions to Enbridge and will inform the committee of the response.

Update: Future Connectivity Committee Meetings:

The Connectivity Committee would like to schedule an in-person meeting to focus on highspeed internet in South Glengarry. Suggestions were made to connect with Jason St. Pierre from Bell and Michael Hennessy who works for Cogeco to see if they would be interested in being a guest speaker.

The committee also discussed the potential that the Township may have to investigate the need to invest money and partner with organizations to help push connectivity further.

Adjournment

Meeting was adjourned at 6:48 pm.



March 16, 2020

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00 pm on March 16, 2020 in the Council Chambers at the municipal building in Lancaster, Ontario.

Committee Members present were: Deputy Mayor Lyle Warden (Chairperson), Councillor Sam McDonell, Councillor Martin Lang, Councillor Stephanie Jaworski and Secretary-Treasurer- Joanne Haley

Regrets: Mayor Frank Prevost,

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of March 16, 2020 is hereby called to order.

CARRIED

Meeting was called to order at 6:00 pm

Approval of Agenda

MOVED BY: Martin Lang
SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Sam McDonell
SECONDED BY: Martin Lang



BE IT RESOLVED THAT the Minutes of the February 3, 2020 meeting be approved as presented.

CARRIED

Members of the public at this meeting were as follows:

Gary Senecal –applicant- A-04-20

Review of Application:

Application A-04-20 Senecal

Gary Poupart provided to the Committee the following information:

- Subject Property:
- Part of Lot 35 and Part of Lot 36, Concession 1 in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry also known as 20500 Old Montreal Rd
- Proposed Minor Variance:
 - The applicant proposes to construct a single-family dwelling, the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 23.49 meters to the south east corner of the proposed dwelling
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 28.49 meters to the south west corner of the proposed dwelling
 - Part 3.39 (7) – to reduce the watercourse setback (on side of the property) from 30 meters to 12.78 meters to the south east corner of the proposed dwelling
 - The property is designated Residential District and is located in the Urban Settlement Area in the County Official Plan. This application conforms to the general intent of the Official Plan
 - The property is zoned Residential Two (R2) Flood Plain Holding (FP-H)
 - Planning staff can support the following requested variances as they are not less than 15meters:
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 23.49 meters to the south east corner of the proposed dwelling
 - Part 3.39 (7) – to reduce the watercourse setback from 30 meters to 28.49 meters to the south west corner of the proposed dwelling
 - Planning staff cannot support the following requested variance as it is less than 15 meters:



- Part 3.39 (7) – to reduce the watercourse setback (on side of the property) from 30 meters to 12.78 meters to the south east corner of the proposed dwelling
- This application was circulated to applicable municipal staff; including the RRCA
- The RRCA recommends the following:
 - Approval of the 23.49 m and 28.49 m setbacks; and
 - Denial of the 12.78 m setback as 15 m is the minimum attainable setback with supporting technical studies.
 - Excluding legally non-conforming rights, 30 m is generally the acceptable minimum setback for newly proposed site alterations and development. Keep in mind this is not only due to the watercourse/water quality, aquatic and fish habitat, or the coastal wetland, but flood and erosion hazards as well.
- I have received no formal comments from the public to date

Discussion:

Mr. Senecal explained the proposed development and the professional firms he retained to address the RRCA's concerns such as a geotechnical, a coastal wetland etc.

Member Martin Lang asked Mr. Senecal if the existing house would come down, Mr. Senecal informed him that the house will be relocated as opposed to demolished.

Mr. Senecal walked the Committee through the site plan to identify the existing structure, the proposed structure, the 1:100 year floodplain and the 15 meter setback from the 1:100 year floodplain.

Member Stephanie Jaworski asked Mr. Senecal what he would have to do to be able to meet the minimum 15 meter setback. Mr. Senecal explained that he would have to redesign the house, specifically a bathroom. Ms. Jaworski suggested adjusting the design of the home to reach the required setback.

Chair Lyle Warden expressed concern with the timing of the receipt of the comments from the RRCA.

MOVED BY: Sam McDonell

SECONDED BY: Frank Prevost

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

CARRIED



Next Meeting date: March 30, 2020

Adjournment

BE IT RESOLVED THAT the meeting of March 16, 2020 be adjourned to the call of the Chair @ 6:34 p.m.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: April 20, 2020

SUBJECT: Departmental Update to Council

PREPARED BY: Tim Mills, CAO

1. The Management Team for the Township of South Glengarry have collaborated and developed a 12 month “Plan of Action” for their respective departments.
2. Quarterly goals were created during the Strategic Planning Workshop attended by Management in February.
3. Within the Departmental Action Plans are specific goals that are aligned with the Township’s Strategic Plan. The objective of the action plan is to help identify responsibilities and timeframes for departmental actions.
4. The progress of the plans are measured by CAO Tim Mills on an ongoing basis. Attached to this report is a 12-month Action Plan and Critical Path for each department.
5. Every department manager is responsible for updating their respective Critical Path document which allows us to track the progress of each department and their goals on a monthly basis.
6. Given the circumstances surrounding the COVID-19 pandemic, some departmental action items have been deferred until further notice as we have had to adapt our strategy.
7. As outlined in the Strategic Planning sessions, Council requested that management staff provide quarterly updates on their departmental plans. The next update will be in June.
8. We continue to reevaluate these actions within the strategic plan to ensure they are aligned with the 2020 budget.




TOWNSHIP OF SOUTH GLENGARRY STRATEGIC PLAN 2019-2022

Our Values

Accountability ~ Innovation ~ Excellence ~ Trust ~ Respect





- GOAL 1**
- 1.1 Establish a branding strategy
 - 1.2 Facilitate industrial park-like development
 - 1.3 Champion a regional approach to an economic development and tourism strategy
 - 1.4 Pursue opportunities to develop a connected community to extend services to grow residential, agricultural and industrial development (ie. Internet, cell coverage, natural gas).
 - 1.5 Initiate the development of a business plan for the Cornwall Regional Airport
- GOAL 2**
- 2.1 Improve and implement asset management plans based on capital condition assessments
 - 2.2 Pursue funding sources and partnerships to maintain our infrastructure
 - 2.3 Develop an internal financing strategy to support infrastructure sustainability (development charges, reserves, debt financing)
 - 2.4 Review and assess levels of service provided through municipal infrastructure (roads, fire, parks, facilities, etc.)
- GOAL 3**
- 3.1 Initiate an organizational review
 - 3.2 Evaluate the configuration of our office space
 - 3.3 Strengthen cross-training among staff positions
- GOAL 4**
- 4.1 Update the Master Recreation Plan
 - 4.2 Promote the Active Living Charter
 - 4.3 Enhance environmental advocacy and waste diversion strategies
 - 4.4 Develop and implement a series of beautification plans for the hamlets/villages
 - 4.5 Identify and support the closure of commercial and retail gaps in the community
- GOAL 5**
- 5.1 Develop a strategy for internal and external communication
 - 5.2 Diversify communications methods
 - 5.3 Explore opportunities to enhance and improve the delivery of customer service
 - 5.4 Develop meaningful partnerships with community stakeholders (schools, municipalities, provincial ministries, etc.)


														
CORPORATE SERVICES & CLERKS OFFICE		Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	On-going							
Activity			January	February	March	April	May	June	July	August	September	October	November	December
<small>Developing and implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps in a successful Facility and Operations.</small>														
Accessibility training (docs, website)	Deputy Clerk Kaylyn McDonald & Communications Coordinator Meggin Roberts	In Progress	In Progress	In Progress	In Progress									
Organize files to meet retention by-law	Deputy Clerk Kaylyn McDonald	In Progress	In Progress	In Progress	In Progress									
Work with communication coordinator on "Council Update" to send out externally after meetings (external communications).	Deputy Clerk Kaylyn McDonald & Communications Coordinator Meggin Roberts	In Progress	In Progress	In Progress	In Progress									
Successful grant application (FCM) to offset consultant costs for AMP (Asset condition ratings).	Manager of Corporate Services & Treasurer Lachlan McDonald	In Progress	In Progress	Nearing Completion	Nearing Completion									
Advocate for thoughtful investments in community. "Level of service"	Manager of Corporate Services & Treasurer Lachlan McDonald	In Progress	In Progress	In Progress	In Progress									
Provide and improve on service excellence	Manager of Corporate Services & Treasurer Lachlan McDonald	In Progress	In Progress	In Progress	In Progress									
Water Rate Review	Manager of Corporate Services & Treasurer Lachlan McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Staff reports that reflect life-cycle costing; so that council, staff and community is financially confident in our long term thinking	Manager of Corporate Services & Treasurer Lachlan McDonald	In Progress	In Progress	In Progress	In Progress									
Improve internal and external documents to meet AODA standards	Deputy Clerk Kaylyn McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Improve file storage and research paperless	Deputy Clerk Kaylyn McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
AMP student	Manager of Corporate Services & Treasurer Lachlan McDonald	Researching/Planning	Researching/Planning	Nearing Completion	Completed									
Support infrastructure for major infrastructure grant applications	Manager of Corporate Services & Treasurer Lachlan McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Asset management plan	Manager of Corporate Services & Treasurer Lachlan McDonald	In Progress	In Progress	In Progress	In Progress									
Work with other departments to meet retention standards	Deputy Clerk Kaylyn McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Improve accessibility of documents across all department	Deputy Clerk Kaylyn McDonald	In Progress	In Progress	In Progress	In Progress									
Reserve policy. Re-align reserves to fund entire municipality instead of silo driven reserves	Manager of Corporate Services & Treasurer Lachlan McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Long term financial plan that ties AMP to budget	Manager of Corporate Services & Treasurer Lachlan McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Investment policy to help finance infrastructure projects	Manager of Corporate Services & Treasurer Lachlan McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Work with departments to make sure meeting accessibility guidelines	Deputy Clerk Kaylyn McDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									



FIRE SERVICES		Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	On-going												
Activity			January	February	March	April	May	June	July	August	September	October	November	December					
<i>Developing and implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines of strategic steps to a successful Facility and Operations</i>																			
Posting & hiring of position	Fire Chief Dave Robertson	Researching/Planning	Researching/Planning	Completed	Completed														
Initial requirements developed	Fire Chief Dave Robertson	Researching/Planning	Completed																
Designing & onboarding deputy chief/training officer role	Fire Chief Dave Robertson	Researching/Planning	Researching/Planning	In Progress	In Progress														
Assess historical staff training	Fire Chief Dave Robertson	Researching/Planning	In Progress	In Progress	In Progress														
Design & implement training plan for all staff	Fire Chief Dave Robertson & Training Officer James Walker	Researching/Planning	In Progress	In Progress	In Progress														
Implement tools to track training of staff	Training Officer James Walker	Researching/Planning	In Progress	In Progress	In Progress														
Develop staff communication tool for volunteers	Fire Chief Dave Robertson & Training Officer James Walker	Researching/Planning	In Progress	In Progress	In Progress														
Onboard all Township staff to tracking tool for training	Training Officer James Walker	Researching/Planning	In Progress	In Progress	In Progress														
Report on deliverables	Fire Chief Dave Robertson & Training Officer James Walker	Researching/Planning	In Progress	In Progress	In Progress														
Evaluate growth & achievement of benchmarks	Fire Chief Dave Robertson & Training Officer James Walker	Researching/Planning	In Progress	In Progress	In Progress														

													
Infrastructure Services		Researching/Planning	In Progress	Nearing Completion	Completed	On-going							
Activity		January	February	March	April	May	June	July	August	September	October	November	December
<small>Developing and implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan within all strategic areas to a successful Facility and Operations.</small>													
Secure approval for Public Works Garage	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	In Progress	Completed								
Finalize Glen Walter master servicing plan	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	Nearing Completion	Nearing Completion								
Deploy COMTRACK system for complaints	General Manager Infrastructure Services Ewen MacDonald	In Progress	In Progress	Completed	Completed								
Compile asset management data	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan MacDonald	Researching/Planning	In Progress	In Progress	In Progress								
Consolidation asset management capital plans	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning								
Complete roads capital projects.	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress								
Review waste management program and tenders	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress								
Provide training to water staff to update certification	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	In Progress	In Progress								
Transition plan for GM	CAO Tim Mills & General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning								
Asset management risk assessment	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning								
Complete public works facility project	General Manager Infrastructure Services Ewen MacDonald	Researching/Planning	Researching/Planning	Researching/Planning	In Progress								
Prioritize asset management plan and risk assessment with defined levels of service	General Manager Infrastructure Services Ewen MacDonald & Manager of Corporate Services Lachlan MacDonald & CAO Tim Mills	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning								

 PLANNING, BUILDING & ENFORCEMENT Activity		Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	On-going	January	February	March	April	May	June	July	August	September	October	November	December
Building & By Law																			
Continue training and cross-training	General Manager Community Services Joanne Haley		On-going																
Implement new & service request management software	General Manager Community Services Joanne Haley		Implemented new Building Permit Software- service request management software is on-going																
Introduce new by-laws for building and fees, fences, clean yards, etc.	General Manager Community Services Joanne Haley	In Progress	In Progress	Clear Yards By-law will receive a third and final reading on April 26, 2020 and it is anticipated on being approved	Fence By-Law will receive a third and final reading on April 26, 2020 and it is anticipated on being approved														
Transition planning and staff retention	General Manager Community Services Joanne Haley		On-going																
Maintain and improve on service excellence	General Manager Community Services Joanne Haley		On-going																
Improvement file management	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Land Use Planning																			
Maintain and improve on service excellence	General Manager Community Services Joanne Haley		On-going																
CIP	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress														
Cross training	General Manager Community Services Joanne Haley		On-going																
Complete flood plain mapping project	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	Completed for the purposes of the CIP														
Improve file management	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Communicate new flood plain mapping	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	In Progress														
Assess staffing levels	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Housekeeping By-Law amendment	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress														
Review planning application fees	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	In Progress														
Cultural and heritage planning	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Look at expanding services (i.e. subdivision, consents)	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Re-evaluate the need for GIS and purchase software	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Research application software	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Economic Development																			
Awards Gala	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	Cancelled														
CIP & RIP	General Manager Community Services Joanne Haley		On-going																
Establish and foster relationships with business community	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	In Progress														
Develop a plan to implement BR&E	General Manager Community Services Joanne Haley	In Progress	In Progress	In Progress	On Hold due to Covid 19														
Connectivity Committee commence	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Completed	Completed														
Plan business events for support & training for business community	General Manager Community Services Joanne Haley		On-going																
Work with CAO with promotion of airport	General Manager Community Services Joanne Haley		On-going																
Establish & implement branding strategy	General Manager Community Services Joanne Haley		On-going																
Promote tourism & events in South Glengarry	General Manager Community Services Joanne Haley		On Hold due to Covid 19																
with Non Profit & volunteers for promotion and advertising	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Continue to increase social media presence	General Manager Community Services Joanne Haley		On-going																
Community sign policy	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	In Progress	In Progress														
Create a vacant land inventory	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Organize files to meet retention By Law and filing System	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Implement BR&E	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	On Hold due to Covid 19														
Evolve Connectivity Committee	General Manager Community Services Joanne Haley		On-going																
Strategize locations and designs for industrial parks/areas	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Identify areas needing municipal services to expand commercial & industrial uses	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Monitor and update vacant land inventory	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Develop draft designs for industrial parks/areas	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Establish a new approach for the committee and Awards Gala	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Plan for land uses/business for existing vacant land & new industrial park	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Emergency Planning																			
Monitor significant events threats and possible emergencies	General Manager Community Services Joanne Haley		On-going																
Participate in training, if and when offered	General Manager Community Services Joanne Haley	On-going	On-going	On-going	On-going														
Appoint an alternate EP	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Meet with EP Committee to establish 2020 plan	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	In Progress														
Participate in EP Week	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Assess needs & areas to improve	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Schedule exercise and annual training	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Update EP plan	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	On-going	On-going														
Complete exercise & annual training	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Complete year end annual compliance	General Manager Community Services Joanne Haley	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														

														
Recreation, Parks & Facilities		Responsibility	Researching/Planning	In Progress	Nearing Completion	Completed	On-going							
Activity			January	February	March	April	May	June	July	August	September	October	November	December
Developing and Implementing a Strategic Action Plan - short and long term actions & goals Critical Path Plan outlines all strategic steps to a successful Facility and Operations														
Recreation Research														
Competitive analysis	Program Coordinator Natalie Charette	In Progress	In Progress	In Progress	Nearing Completion									
Each community demographics	Program Coordinator Natalie Charette	In Progress	Completed		Nearing Completion									
Programs surrounding communities (partners)	Program Coordinator Natalie Charette	In Progress	In Progress	In Progress	Nearing Completion									
3 similar communities offerings/cost	Program Coordinator Natalie Charette	In Progress	In Progress	In Progress	Nearing Completion									
Local & similar communities staffing	Program Coordinator Natalie Charette	In Progress	In Progress	In Progress	Nearing Completion									
Engaging the Community														
Schools	Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	Nearing Completion									
Create a SG recreation working committee	Director of Recreation Rick Ladouceur	In Progress	In Progress	Nearing Completion	Nearing Completion									
Create a SG recreation working committee terms of reference	Director of Recreation Rick Ladouceur	In Progress	In Progress	Nearing Completion	Nearing Completion									
Meet with stakeholders	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress									
SOP's/Operations														
Writing standardized operating procedures	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress									
Organizing & laminating SOP's	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Create emergency section in SOP binder	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Testing & improvement of SOP's	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Implement the audits, SOP's, LOGS & checklist	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Opening/closing	Director of Recreation Rick Ladouceur	In Progress	Completed											
Tool inventory	Director of Recreation Rick Ladouceur	In Progress	In Progress	Nearing Completion	Nearing Completion									
Log books	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress									
Incident reports	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed										
Work order system	Director of Recreation Rick Ladouceur	Nearing Completion	Nearing Completion	Completed										
Asset management software	Director of Recreation Rick Ladouceur	In Progress	In Progress	Nearing Completion	Nearing Completion									
Staffing & Scheduling														
Scheduling	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress									
Safety courses	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Staff meeting	Director of Recreation Rick Ladouceur	In Progress	Completed	In Progress	On-going									
Job descriptions review	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress									
Lead hand/maintenance job description	Director of Recreation Rick Ladouceur	In Progress	Nearing Completion	Completed										
Orientation staff/students	Cathy	Researching/Planning	Researching/Planning	Researching/Planning	In Progress									
Performance reviews	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	In Progress									
Uniforms	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	In Progress									
Summer maintenance list	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Nearing Completion	Completed									
Winter maintenance list	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Nearing Completion	Nearing Completion									
Training														
Operations manual staff	Director of Recreation Rick Ladouceur & Human Resources Advisor Cyndi DeVries	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Orientation agenda and event planning	Director of Recreation Rick Ladouceur & Human Resources Advisor Cyndi DeVries	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Job shadow checklist	Director of Recreation Rick Ladouceur & Human Resources Advisor Cyndi DeVries	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									
Tracking training certificates	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Completed										
Casual staff training and development	Director of Recreation Rick Ladouceur & Human Resources Advisor Cyndi DeVries	Researching/Planning	In Progress	Completed										
Training for staff	Director of Recreation Rick Ladouceur & Human Resources Advisor Cyndi DeVries	Researching/Planning	Researching/Planning	In Progress	In Progress									
CIT program	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	In Progress									
Budget														
Review budget/ understanding the numbers	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning									

Accounting software	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress														
Start coding	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed															
EMS system	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress														
Pricing/services	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	In Progress	In Progress	In Progress	In Progress														
Facility vs. recreation separation	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress														
H&S																			
Health & Safety facility inspections (AED, fire extinguisher, and water fountain)	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	In Progress														
Employee board	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Completed															
2 Way Radio's	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed															
Recreational Programs																			
Grant opportunities/local contact/assigned point person	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Program audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Community engagement	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Community Centre's North Lancaster																			
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Medco Key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Facility Issues																			
Canapy	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Garbage container	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Paint job	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Beach volleyball sand	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Internet	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Coat hanger	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Completed															
Ball diamond	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Green Valley																			
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Medco key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Bainville																			
Roof & play structure	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Medco key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Park/sports facilities audit	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Paul Rozon																			
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Medco key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Park/sports facilities audit	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														

Splash pad	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Martintown																			
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress															
Medco key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Good Timers	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Completed															
Park/sports facilities audit	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Smithfield																			
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Medco key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Park/sports facilities audit	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Construction	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress														
Glen Walter																			
Scheduling	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Medco key	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	Nearing Completion														
Facility audits	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Website information	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Programming	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Park/sports facilities audit	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Wharf	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
SG Arena																			
Rec director office	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed															
Expansion plans	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Ice sales manual	Director of Recreation Rick Ladouceur	In Progress	In Progress	Nearing Completion	Completed														
Rental contracts	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Completed															
Medco key	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	Nearing Completion														
Canteen contract	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
RFP	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning														
Operated by rec/analysis	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning															
Server/one drive back up	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed															
Arena Hall																			
Programming	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	In Progress														
Bar procedures	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	In Progress														
Event security	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	In Progress														
Jr. B Rebels																			
Bar procedures	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	In Progress														
Bar pay-out	Director of Recreation Rick Ladouceur & Recreation Facilitator Cathy MacDonell	Researching/Planning	Researching/Planning	In Progress	In Progress														
Regularly scheduled meetings	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Events																			
Possibilities (i.e. wrestling, teen skate, kilt skate, circus, etc.)	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
EAP																			
Emergency action plan procedures (indoor/outdoor)	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Facilities																			
Asset management program	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														
Asset management program data entries	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress														

Asset management program training	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress													
Asset management program what reports??	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress													
Tour	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	In Progress	In Progress													
Create audits	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress	In Progress													
Fob access	Director of Recreation Rick Ladouceur	Researching/Planning	Researching/Planning	Researching/Planning	Researching/Planning													
Additional 2020 Budget Items																		
Backhoe	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed														
Brush Cutter	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed														
Trailer	Director of Recreation Rick Ladouceur	In Progress	Completed															
TV's	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed														
Medco Key System	Director of Recreation Rick Ladouceur	In Progress	In Progress	In Progress														
Radios	Director of Recreation Rick Ladouceur	Nearing Completion	Completed															
Sweeper	Director of Recreation Rick Ladouceur	In Progress	In Progress	Completed														



0-3 Month Actions (January - March)

Recreation	Community Services	Corporate Service	CAO
Implement work order system	Continue training and cross-training	Accessibility training (docs, website)	Identify what council needs to move infrastructure projects forward. The nonnegotiable
Create facility audits	Implement new permit software	Organize files to meet retention by-law	Review capital and operational budgets for efficiencies
Purchase all budget allocations i.e., brush cutter, T.V.'s, sweeper, backhoe	Introduce new by-laws for building and fees, fences, clean yards and live stock.	Work with communication coordinator on "Council Update" to send out externally after meetings (external communications).	Initiate and accelerate asset management and capital priorities plans
Implement new ice manual to stake holders	Evaluate office space	Successful grant application (FCM) to offset consultant costs for AMP (Asset condition ratings)	Training Officer (Fire)
Open house arena (expansion upgrades and accessibility).	Hire staff (CBO retires 2021)	Continue cross-training	Evaluate role (Job description)
Complete competitive analysis	Maintain and improve on service excellence	Advocate for thoughtful investments in community. "Level of service"	Devise tools to track training of staff
Asset management data input	RIP	Continue and improve on "Make me feel special culture"	Develop staff communication tool
Meet with all stake holders	Cross Training	Staff reports that reflect life-cycle costing; so that council, staff and community is financially confident in our long term thinking	Develop training plans
Reviewing staffing and job descriptions and deploy differently.	Complete Flood Plain Mapping Project		

Recreation	Community Services	Infrastructure	Executive Assistant
6-8 month planning for recreation in S.G. with staff.	Improvement File Management	Finalize glen water master servicing plan.	learn as much about the services and departments. (Roles, responsibilities, duties, workflows).
	Awards Gala	Secure approval for public works garage.	Create organized folders (shared to assist with sharing information with the departments).
	CIP & RIP	Deploy comtrack system for complaints.	
	Establish/Foster Relationships with business community		
	Development a plan to implement BR&E		
	Connectivity Committee Commence		
	Plan Business Events for Support & Training for business community		
	Work with CAO with promotion of airport		
	Establish & Implement Branding Strategy		
	Promote tourism & Events in South Glengarry		
	To Work closely with Non Profit & Volunteer for promotion & Advertising opportunities		
	Continue to Increase Social Media Presence		

	Community Services		
	Monitor Significant Events Threats and possible emergencies		
	Participate in training, if & when offered		



Ontario's Celtic Heartland

4-6 Month Actions (April - June)

Recreation	Community Services	Corporate Service	CAO
Create SOP's for facilities	Communicate New Flood Plain Mapping	Improve internal and external documents to meet AODA standards	Initiate review for security, health and safety, asset management, capital plan, I.T. and digital
Key/FOB/security review and recommendations	Assess Staffing Levels	Improve file storage and research paperless	Consolidate files such as contracts (i.e., snow, grass, copiers, leases) consulting (i.e., bridges, water) and regular ongoing bills
Consolidate open ice ideas	Housekeeping By-Law Amendement	AMP student	Evaluate configuration of our office space (township hall, other options)
RFP arena expansion	Review planning Application Fees	Support infrastructure for major infrastructure grant applications	Align performance evaluation process for managers with departmental and strategic plans
Use competitive analysis for future program decisions.	Community Sign Policy	Help AR prepare final taxes	Training Officer (Fire)
Create reports on asset management to assist in departments/council	Create a Vacant Land Inventory	Infrastructure	Assess all staff
Review summer operations/program audits	Organize Files to meet retention By Law and Filing System	Compile asset management Data	Implement training plan
Visit all facilities completing audits	Implement BR&E	Consolidation asset management capital plans	
Rec committee approved by council and conduct first meeting	Evolve Connectivity Committee	Complete roads capital projects	Executive Assistant
Staff training review and recommendations	Appoint an Alternate	Review waste management program and tenders	Collaborate with CAO and managers to help with internal communication. Can we modernize how we communication with the office to be more efficient
	Meet with EP Committee to establish 2020 plan		
	Participate in EP Week		
	Assess needs & Areas to improve		



7-9 Month Actions (July - September)

Recreation	Community Services	Corporate Service	CAO
Review master plan. (Rec committee counsel, etc....)	Improve access to digital records	Asset management plan	Professional learning plans by department (i.e., office, water, fire, roads, rec)
Implement SOP's.	Communicate New Flood Plain Mapping	Work with other departments to meet retention standards	Initiate the development of business plan for the Cornwall regional airport
Review R&P's submissions.	Cultural & Heritage Planning	Improve accessibility of documents across all department	School partnerships and youth engagement strategy
Asset management budget and planning.	Look at Expanding Services (i.e. subdivision, consents)	Infrastructure	Internal financing strategy to support infrastructure sustainability
	Create a Vacant Land Inventory	Provide training to water staff to update certification	
	Strategize locations and designs for industrial parks/areas	Transition plan for GM	Training Officer (Fire)
	Identify areas needing municipal services to expand commercial & industrial uses		Bring in other department staff to system
	Schedule exercise and annual training		
	Update EP Plan		Executive Assistant
			Be flexible and open to new tasks and assignments to be the best asset with strategic plan (i.e., innovative, creative, observant and open to learning)



10-12 Month Actions (October - December)

Recreation	Community Services	Corporate Service	CAO
RFP - in progress	Re-evaluate the need for GIS and Purchase Software	Reserve policy. Re-align reserves to fund entire municipality instead of silo driven reserves	Establish a branding strategy
Update critical path	Research Application Software	Long term financial plan that ties AMP to budget	Connectivity and community. Pursue - Opps to extend services, internet, water, cell, natural gas
	Monitor/Update Vacant Land Inventory	Investment policy to help finance infrastructure projects	Strategy for internal/external communication. Diversify communication methods.
	Develop Draft designs for industrial parks/areas	Work with departments to make sure meeting accessibility guidelines	Staff recognition strategy/plan. Celebrations (When? How?)
	Identify areas needing municipal services to expand commercial & industrial uses	Infrastructure	Improve and implement asset management plans based on capital condition assessments.
	Establish A new approach for the committee and Awards Gala	Complete public works facility project	
	Plan for Land Uses/Business for Existing Vacant Land & New Industrial Park	Retire!	Training Officer (Fire)
	Complete Exercise & Annual Training		Report on deliverables
	Complete Year End Annual Compliance		Evaluation growth
			Executive Assistant
			N/A

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** April 20, 2020**SUBJECT:** Leaf & Yard Waste**PREPARED BY:** Ewen MacDonald – General Manager
Infrastructure Services

The annual leaf and yard waste collection is scheduled for the week of May 11th, 2020.

With the current COVID-19 Pandemic, many residents are at home and spending time cleaning their yards.

Staff has investigated and reviewed options to add an additional leaf and yard waste collection or to move the date up for the collection.

The cost for an additional leaf and yard waste collection would be \$12,690.00. There will be financial challenges as a result of the COVID-19 Pandemic over the next couple of years and with the collection scheduled to commence in 3 weeks, the cost for an additional collection would not be warranted.

The Contractor has offered to move the week for collection up to May 4th. This option has also been discussed by Staff and changing the date would be confusing at this point given that the collection is included on the Collections Calendar and posted on our website.

Staff will post options for residents that do not wish to wait for the May 11th collection that would advise them that they can take leaf and yard waste to the landfill site for disposal and that there is no tipping fee. We will also provide information on options to compost or mulch leaf and yard waste.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



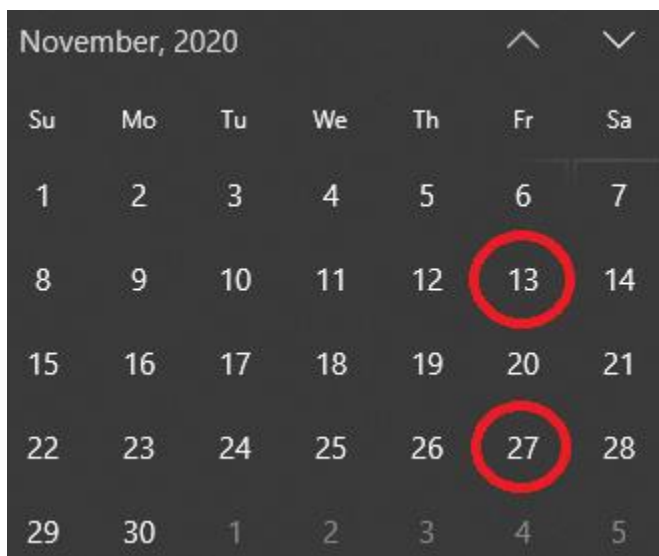
MEETING DATE: April 20, 2020

SUBJECT: 2021 - Budget Dates

PREPARED BY: L. McDonald, GM of Corporate Services

Administration would like to set Friday, November 13, 2020 and Friday, November 27, 2020 as Budget deliberation dates for the 2021 Budget.

Setting these dates helps prepare administrative deadlines.



If Council would like to see these dates revised, please pull this report from For Information Only Information Reports to discuss alternate dates.

INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** April 20, 2020**SUBJECT:** 2020 Building Permit Activity as of 31-March 2020**PREPARED BY:** Gary Poupart, Director of Development & Chief Building Official

This report is intended to provide an update regarding permit activity for the first quarter of 2020.

The table below shows issued permits from January 1st to March 31th for the current year and a comparison to the previous 3 years for the same period.

For Period Ending March 31 Construction Class	Issued Permits			
	2017	2018	2019	2020
Institutional	1	2	1	3
Commercial	2	2	5	0
Agricultural	0	4	0	2
Residential				
New Dwelling	3	3	4	5
Addition/Renovation	12	8	10	6
Accessory Buildings & Other	1	6	1	4
Wood Stove	3	0	1	1
Demolition	3	10	0	6
On-Site Sewage Systems	4	7	4	4
Temporary Buildings / Tents	0	0	0	0
Swimming Pool	1	0	0	2
TOTAL	30	42	26	33*
Total Construction Value	\$1,544,000	\$2,211,000	\$2,520,700	\$3,169,400
Total Permit Fees	\$23,736.62	35,412.99	\$32,586.11	\$26,782.57
Total Permit Applications	34	53	37	33

*10 of the permits issued were applications submitted in 2019

I understand that Council would like to see a direct comparison of building permit applications to our neighbouring municipality, however, this information is not available from each municipality and therefore is not available at this time.

As always, I would be willing to present further information if requested to do so.

April 2, 2020

RE: Support for Ministers to allow for Electronic Delegations

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held March 4, 2020, passed the following resolution:

2020-192

Moved by Dane Nielsen, Seconded by Cathy Little

That Council receive the resolution from the Township of Puslinch related to support of Electronic Delegations; and

That Grey Highlands sends a letter of support in principle with respect to the Township of Greater Madawaska's Council resolution calling for electronic delegations for small and rural municipalities as this Provincial Government has requested municipalities be respectful of taxpayers' money, and that the technology has improved to a state where this can and should be done; and

**That this letter be circulated to all Ministers of the Provincial and Federal government and all Ontario Municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands

UNFINISHED BUSINESS REPORT
Presented to Council April 20, 2020

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	Summer 2020	Ongoing	Met with Residents on Tuesday March 3 rd . Will pursue option of selling lands to adjacent property owners. Letter sent to property owners to follow up and acknowledge acceptance of conditions. Responses have been received and will be reported to Council at the April 20 th Meeting
2.	Fire Protection Ponds	MAY 2016	Summer 2020	Ongoing	Design completed for Richmond Road Pond. Awaiting confirmation from PacTiv for a meeting to discuss project. Further discussion on the options for the Midway Pond to be scheduled in May/June.
3.	Municipal Servicing from City of Cornwall	MAY 2016	Fall 2020	Ongoing	Township to present a report to an upcoming City of Cornwall Council Meeting. Consultant to complete review of Watson and EVB Reports by end of April. Will provide report on their findings for the May 4 th Council Meeting.

4.	Private Roads (development of document)	FEB 2017	Fall 2020	Ongoing	Will collect and review Policy's from other Municipalities over the summer and draft Policy for Council review in the fall.
5.	Williamstown Garage & Fire Hall	MAY 2018	Spring 2020	Ongoing	Funding approved in Budget. Location approved at the April 6 th Council Meeting Design of Building to be completed and provided to Council in early May prior to the issue of the Tender
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2020	Ongoing	Met with Cornwall Electric on February 20 to review LED Street Light Project. Will follow up with inventory and costs for ongoing discussions.
11.	Review of Waste Management program	Dec 2019	Fall 2020	Ongoing	Landfill/Environment Committee to review tender documents in 2020. Have requested one-year extensions on current contracts for waste and recycling collection SDG County Waste Management Strategy RFP closing on April 15 th . Report to Council on Scope of Project for the May 4 th Meeting
COMMUNITY SERVICES					
12.	Hamlet Signage Policy	JUNE 2019	JUNE 2020		Sign It is completing the final drafts of the signage including the SDG tagline. We hope to have the policy completed in June.
CORPORATE SERVICES					
12.	Review of Water Rates	APR 2019	Spring 2020	Ongoing	Report will be going to Council on May 19, 2020
14.	Water Bill Design	AUG 2019	Spring 2020	Ongoing	Report will be going to Council on May 19, 2020

15.	Strategic Plan – Action Plans	JUNE 2019	Spring 2020		Update on this agenda
FIRE					
16.	Civic Signage Project	JUNE 2019	Spring 2020	Ongoing	By-law in final review

SG-M-20

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 23-2020
FOR THE YEAR 2020**

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

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

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

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

1. **THAT** the action of the Council at its regular meeting of March 16th, 2020 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 20th DAY OF APRIL 2020.***

MAYOR:

CLERK: