

TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL AGENDA

Monday, December 18, 2023, 7:00 PM
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

| | Pages |
|---|--------------|
| 1. CALL TO ORDER | |
| 2. O CANADA | |
| 3. DISCLOSURE OF PECUNIARY INTEREST | |
| 4. APPROVAL OF AGENDA | |
| Additions, Deletions or Amendments | |
| All matters listed under the Consent agenda, 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. | |
| 5. APPROVAL OF MINUTES | |
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| 5.b Public Meeting Minutes - December 4, 2023 | 9 |
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| 9. ITEMS FOR CONSIDERATION | |
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| 10.d Departmental Update - Fire Services (November 2023) | 23 |
| 10.e Departmental Update - Infrastructure Services (November 2023) | 24 |

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| 10.f | Departmental Update - Finance (November 2023) | 30 |
| 10.g | 2024 Committee Processes and Handbook (K. Campeau) | 32 |
| 10.h | 2024 Cornwall Recycling Fee Increase (S. McDonald) | 43 |
| 10.i | MINUTES - Committee of Adjustment - October 16 2023 | 45 |
| 10.j | MINUTES - Committee of Adjustment - December 4 2023 | 51 |
| 10.k | MINUTES - Committee of Adjustment - November 6 2023 | 54 |
| 11. | CLOSED SESSION | |
| | BE IT RESOLVED THAT Council convene to Closed Session pursuant to Section 239 (2) of the Municipal Act S.O. 2001; | |
| | (2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is; | |
| | (e) litigation or potential litigation | |
| | Specifically: litigation | |
| | (f) advice that is subject to solicitor-client privilege | |
| | Specifically: legal advice, litigation | |
| 12. | CONFIRMING BY-LAW | |
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| 13. | ADJOURNMENT | |

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**December 4, 2023, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang and Councillor Stephanie Jaworski.

STAFF PRESENT: CAO Doug Robertson, GM Corporate Services/Clerk Kelli Campeau, GM Finance/Treasurer Kimberley Goyette, GM Infrastructure Services Sarah McDonald, GM Planning, Building & Enforcement Joanne Haley, GM Parks, Recreation & Culture Sherry-Lynn Servage and Deputy Clerk Kayce Dixon.

1. CALL TO ORDER

Resolution No. 345-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the December 4th, 2023 Council Meeting of the Township of South Glengarry now be opened at 7:02 pm

CARRIED

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Items pulled from the Consent agenda for discussion:

-10.c. Letter - RRCA 2024 Draft Budget

Resolution No. 346-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

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

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 347-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

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

- Previous Meeting Minutes - November 20th, 2023
- Committee of the Whole Meeting Minutes - November 27th, 2023

CARRIED

- 5.1 Previous Meeting Minutes - November 20, 2023
- 5.2 Committee of the Whole Minutes - November 27, 2023

6. PRESENTATIONS AND DELEGATIONS

- 6.1 Storm Internet Community Update - Birket Foster
- 6.2 Cairnview Park Concept - Thinc Design
- 6.3 2023 OSIM Summary - Jacobs Engineering

7. ACTION REQUESTS

- 7.1 2023 OSIM Report Acceptance - Bridges and Structural Culverts (S. McDonald)

Resolution No. 348-2023

Moved by Councillor Jaworski
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT Staff Report 135-2023 be received and that the Council of the Township of South Glengarry receive and accept the 2023 Ontario Structural Inspection Manual (OSIM) Summary Report detailing the current condition of the municipality's bridges and structural culverts.

CARRIED

8. BY-LAWS

- 8.1 Bainsville Shared Well Agreement (S. Servage)

Resolution No. 349-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 136-2023 be received and By-law 80-2023, being a by-law to enter into an agreement with Eric Taylor and Shanti Kalfon regarding the shared well located at 21479 MacCuaig Drive, Bainsville, be read a first, second and third time, passed, signed and sealed in open council this 4th day of December 2023.

CARRIED

9. ITEMS FOR CONSIDERATION

- 9.1 Notice of Motion - Enbridge Gas Support

Resolution No. 350-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

WHEREAS Enbridge Gas has shared with the Township of South Glengarry key messages regarding the Ontario Energy Board's Leave to

Construct (LTC) process, entitled “reducing red tape for more cost-effective, timely energy connections in Ontario.”

AND WHEREAS the Township of South Glengarry supports and wishes to endorse the recommendations put forward by Enbridge Gas in order to expedite the installation of natural gas to rural, remote or underserved communities such as the Township of South Glengarry;

NOW THEREFORE BE IT RESOLVED THAT the Township of South Glengarry petition the Ontario Government to expedite the implementation of the following recommendations:

i) THAT the Government of Ontario move to modernize the Ontario Energy Board’s (OEB) Leave to Construct (LTC) process for smaller pipeline projects in order to bring reliable, affordable energy options to communities, homes and businesses in a more cost-effective and timely manner;

ii) AND THAT the LTC cost threshold be updated from \$2M to \$10M for hydrocarbon lines (by amending Ontario Regulation O.Reg.328/03) while maintaining current requirements and expectations for Indigenous consultation and environmental review for projects greater than \$2M and less than \$10M;

iii) AND THAT these outdated regulations are causing the LTC to apply far more broadly than intended when it was established over 20 years ago due to increased regulatory and cost pressures, as well as inflation, virtually all gas pipeline projects are now greater than \$2M rendering the threshold meaningless;

iv) AND THAT roughly 0.5 KM pipe in urban settings now often exceeds the \$2M threshold;

v) AND THAT modernizing these outdated regulations would reduce delays and costs for economic development initiatives including transit projects, community expansion projects, housing developments, connections for low carbon fuel blending (e.g., renewable natural gas, hydrogen) as well as residential and business customer connections;

vi) AND THAT based on OEB’s performance standards, this proposal would save approx. 5-7 months of regulatory process which is in addition to the time needed to undertake Indigenous consultation and environmental review and prepare an application to the OEB;

vii) AND THAT the cost of preparing and having a LTC application heard ranges from approx. ~\$50,000 to ~\$200,000, which is passed on to customers;

viii) AND THAT while no cost-based threshold exists for electricity lines, there are a range of exemptions ensuring that LTC is only required for significant electricity projects and the proposed changes would help ensure that, consistent with electricity projects, LTC for hydrocarbon lines would only be required for significant projects;

ix) AND THAT increasing the cost threshold to \$10M would closer align Ontario with other Canadian jurisdictions;

AND FURTHERMORE THAT this resolution be circulated to the President of AMO, Premier Doug Ford, the Minister of Energy, the Minister of Finance, and MPP Nolan Quinn requesting support of the proposed changes regarding reducing red tape for more cost-effective, timely energy connections in Ontario.

CARRIED

9.2 Notice of Motion - Support for Tax Credit for Firefighters

Resolution No. 351-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Municipality of Wawa and calls upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000;

AND FURTHERMORE THAT a copy of this resolution be shared with the Association of Fire Chiefs of Ontario, the Association of Municipalities of Ontario, MP Eric Duncan and the Municipality of Wawa.

CARRIED

9.3 Letter - RRCA Draft 2024 Budget

10. CONSENT AGENDA

Resolution No. 352-2023

Moved by Councillor Jaworski
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT Council accepts the items listed on the Consent Agenda.

CARRIED

- 10.1 Parks, Recreation and Culture Department - Final 2023 Projects Update (S. Servage)
- 10.2 Committee of the Whole Summary - November 27, 2023 (S. McDonald)
- 10.3 Letter - RRCA Draft 2024 Budget
- 10.4 RRCA Board of Directors Meeting Highlights - November 16, 2023
- 10.5 RESOLUTION - Support for declaring gender-based and intimate partner violence an epidemic in Ontario (North Dundas)
- 10.6 RESOLUTION - Provincial Consideration for Amendments to the Residential Tenancies Act (Town of Aylmer)
- 10.7 RESOLUTION - Conservation Officer Reclassification (Township of Coleman)
- 10.8 RESOLUTION - Infrastructure Funding Grant Programs (Municipality of Tweed)
- 10.9 RESOLUTION - Ontario Works Financial Assistance Rates (Town of Orangeville)
- 10.10 RESOLUTION - Permit-by-rule (Prince Edward County)
- 10.11 RESOLUTION - Septage Letter (Municipality of South Bruce)
- 10.12 RESOLUTION - Unnecessary Noise - Engine Brakes (Municipality of Shuniah)

11. CLOSED SESSION

Resolution No. 353-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council convene to Closed Session at 8:15 pm pursuant to Section 239 (2) of the Municipal Act, 2001;

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

(b) personal matters about an identifiable individual

Specifically: Staffing Matter

(e) litigation or potential litigation

Specifically: Litigation

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by the municipality

Specifically: instructions for negotiations

CARRIED

Councillor Trevor Bougie joined the Closed Session meeting electronically at 8:17 pm.

Councillor Sam McDonell joined the Closed Session meeting electronically at 8:23 pm.

Councillors Bougie and McDonell exited the meeting at 9:34 pm.

Resolution No. 354-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council rise and reconvene at 9:34 pm into open session without reporting.

CARRIED

Resolution No. 355-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

12. CONFIRMING BY-LAW

Resolution No. 356-2023

Moved by Councillor Jaworski
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT By-law 81-2023, being a by-law 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 this 4th day of December, 2023.

CARRIED

12.1 Confirming By-law 81-2023

13. ADJOURNMENT

Resolution No. 357-2023

Moved by Deputy Mayor Lang
Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:35 pm.

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
PUBLIC MEETING MINUTES**

**December 4, 2023, 6:30 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald, Deputy Mayor Martin Lang and Councillor Stephanie Jaworski.

STAFF PRESENT: GM Planning, Building & Enforcement Joanne Haley, Community Planner Maxwell Irwin, GM Corporate Services/Clerk Kelli Campeau, CAO Doug Robertson and Deputy Clerk Kayce Dixon.

1. CALL TO ORDER

Moved by: Councillor Jaworski

Seconded by: Deputy Mayor Lang

THAT the meeting be opened at 6:34 pm.

CARRIED

2. APPROVAL OF AGENDA

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 ZBLW-15-2023 - Stadelmann Farms Inc.

Ms. Haley advised that the purpose of the proposed amendment is to rezone the subject property, legally described as Part of Lot 21, Concession 6, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, surrounding the lands located at 21255 Concession 5 Road from Agricultural to Agricultural - Exception Thirty-Six (AG-36) to reduce the minimum lot area from 20 hectares to 14.33 hectares and to prohibit residential construction.

There were no members of the public present and therefore no comments submitted at the meeting.

5. ADJOURNMENT

Moved by: Deputy Mayor Lang

Seconded by: Councillor Jaworski

THAT the meeting be adjourned at 6:40 pm.

Mayor

Clerk

Between January 1st 2022 to November 15th 2023

South Glengarry Twp

SD&G

| | 2022 | 2023 | Diff | 2023 | Avg | Diff |
|------------------|------|------|------|-------|------|------|
| Collision | 280 | 154 | -45% | 1117 | 186 | -17% |
| R.I.D.E | 56 | 64 | 14% | 513 | 86 | -25% |
| Over80 | 25 | 14 | -44% | 99 | 17 | -15% |
| | | | | | | |
| B&E | 16 | 11 | -31% | 90 | 15 | -27% |
| Fraud | 32 | 35 | 9% | 184 | 31 | 14% |
| Mischief | 33 | 30 | -9% | 182 | 30 | -1% |
| Theft | 105 | 42 | -60% | 305 | 51 | -17% |
| | | | | | | |
| Assault | 32 | 22 | -31% | 181 | 30 | -27% |
| Sex Assault | 13 | 12 | -8% | 76 | 13 | -5% |
| | | | | | | |
| Domestic Dispute | 46 | 56 | 22% | 323 | 54 | 4% |
| Family Dispute | 55 | 45 | -18% | 290 | 48 | -7% |
| Drug Offences | 4 | 3 | -25% | 26 | 4 | -31% |
| Threat/MHA | 39 | 39 | 0% | 285 | 48 | -18% |
| | | | | | | |
| Overall CFS | 3617 | 3769 | 4% | 25753 | 4292 | 15% |



STAFF REPORT

S.R. No. 137-2023

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: December 18, 2023

SUBJECT: To Constitute and Appoint a Committee of Adjustment for 2024

BACKGROUND:

1. Section 44 (1) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states, “the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable.”
2. Section 44(3) of the Ontario *Planning Act*, Chapter P.13, R.S.O as amended states, “The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually”.
3. Section 44 of *The Planning Act*, Chapter P.13, s.44 (4) R.S.O. 1990, as amended, permits Councils of a Municipality to appoint a member(s) of Council annually to sit on the Committee of Adjustment Committee.
4. The Committee of Adjustment is empowered by by-law to grant minor variances from the Township’s zoning by-law in respect of the land, building or structure, or use thereof providing in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained as per section 45 (1) of the Ontario *Planning Act*.

ANALYSIS:

5. Since 2019, the Committee of Adjustment has been comprised of all 5 members of Council.
6. The attached by-law hereby appoints all members of Council to the Committee of Adjustment for the year of 2024 as per the Ontario Planning Act. This by-law will come into effect on January 1, 2024.

IMPACT ON 2023 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 137-2023 be received and By-law 83-2023, being a by-law to constitute and appoint all members of Council to the Committee of Adjustment for the Township of South Glengarry for the year of 2024, be read a first, second and third time, passed, signed and sealed this 18th day of December 2023.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 83-2023
FOR THE YEAR 2023**

***BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE
OF ADJUSTMENT FOR THE YEAR OF 2024.***

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 pursuant to Section 44(1) of the *Planning Act, R.S.O. 1990, c. P. 13*, as amended (the Planning Act), the council of a municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable;

AND WHEREAS pursuant to Section 44(3) of the Planning Act, the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under Section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development of use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

AND WHEREAS pursuant to Section 45(3) of the Planning Act, the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan;

AND WHEREAS the Council of the Corporation of the Township of South Glengarry deems it expedient to constitute and appoint a Committee of Adjustment for the year of 2024.

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

1. THAT the Committee of Adjustment for the Corporation of the Township of South Glengarry is hereby constituted and the following persons, all of whom are members of Council, are hereby appointed as its members for the year of 2024:

- (i) Mayor Lachlan McDonald
- (ii) Deputy Mayor Martin Lang
- (iii) Councillor Stephanie Jaworski
- (iv) Councillor Sam McDonell
- (v) Councillor Trevor Bougie

- 2. THAT the Committee of Adjustment shall be hereby empowered with the authority to grant minor variances from the provisions of any by-law of the municipality that implements an official plan.

- 3. THAT the Clerk of the Township of South Glengarry is hereby appointed as the Secretary-Treasurer of the Committee of Adjustment. The Clerk may delegate to the General Manager of Planning, Building and Enforcement or the Community Planner of the Township all or a portion of the duties of Secretary-Treasurer of the Committee of Adjustment.

- 4. THAT By-law 75-2022 shall hereby be repealed effective December 31, 2023.

- 5. THAT this by-law shall come into force and effect on January 1, 2024.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 18TH DAY OF DECEMBER 2023

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

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 18, 2023

SUBJECT: Departmental Update – Corporate Services
(November 2023)

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

ADMINISTRATION:

- Prepared agenda packages, minutes and attended various Council and committee meetings:
 - Regular Council Meetings (2)
 - Public Meeting (1)
 - Committee of the Whole (1)
 - SDG Accessibility Committee (1)
- CAO – introductory meetings with various department heads, staff and community stakeholders.
- Onboarded new Chief Administrative Officer and GM Finance/Treasurer.
- CAO and Clerk provided support and participated in meetings of the Emergency Control Group related to multi-structure fire incident.
- Continued implementation of StoneShare electronic records management system.
- Participated in Elections Ontario voter management portal onboarding (Clerk's division).
- Met with solicitors to address various legal/litigation matters.
- Communications/Social Media Campaigns:
 - Plaid Friday Shop Local (content prepared by EcDev)
 - Municipal Grants and Donations deadline.
 - Cairnview Park Public Engagement (content prepared by Rec)
- Daily preparation of website and social media content.
- Clerk's division continued services such as commissioning, issuance of marriage and lottery licences and marriage solemnization.

TRAINING & EVENTS:

Chief Administrative Officer:

- Nov 14th – Special County Council Meeting
- Nov 23rd – AMCTO Zone 6 Fall Meeting
- Nov 28th – South Glengarry Volunteer Appreciation Wine and Cheese

GM Corporate Services/Clerk:

- Nov 2nd – SDG Annual Emergency Planning Exercise
- Nov 14th – Special County Council Meeting
- Nov 15th – SDG Regional Clerk's Meeting
- Nov 16th – Labour and Employment Law Breakfast Seminar
- Nov 21st – Workshop - Unlocking the Leadership Toolbox
- Nov 23rd – AMCTO Zone 6 Fall Meeting
- Nov 28th – South Glengarry Volunteer Appreciation Wine and Cheese

Deputy Clerk:

- Nov 2nd – SDG Annual Emergency Planning Exercise
- Nov 15th – SDG Regional Clerk's Meeting
- Nov 23rd – AMCTO Zone 6 Fall Meeting
- Nov 30th – StoneShare Super User Training

COMMUNICATIONS STATS:

- YouTube Stats
 - +6 Subscribers (total 213)
 - 456 Video Views
 - Most Watched Videos:
 - November 6th Public Meeting – 117 Views
 - November 6th Regular Meeting – 92 Views
 - November 20th Regular Meeting – 85 Views
 - November 6th Committee of Adjustment – 37 Views
 - October 16th Regular Meeting – 26 Views
- Website
 - 253 Unique Searches
 - Most Popular Searches
 - Tenders (14)
 - Municipal Grants and Donations (9)
 - Lancaster Christmas Parade (5)
 - Cairnview Park Concept Plan Project (4)

- Plaid Friday Shop Local (3)
- Facebook Stats
 - Overall Reach: 22,394
 - Total Followers: 5,676 (+39)
 - Posts with Highest Reach:
 - Structure Fire Road Closure (12.4K)
 - Structure Fire Rd. Closure Update (6.7K)
 - Plaid Friday Staff Photo (5.1K)
 - Special Weather Advisory (4.6K)
 - Lancaster Santa Parade (3.8K)

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 18, 2023

SUBJECT: Departmental Update – Planning, Building & Enforcement (October & November 2023)

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement

Planning

- Received, processed and reviewed consent, minor variance and zoning amendment applications
- Prepared staff reports and information reports for Council meetings
- Conducted pre-consultation meetings with members of the public for planning inquiries
- Reviewed draft staff/info reports
- Prepared staff reports and info reports
- Conducted site visits
- Attended and organized public meetings
- Attended Committee of Adjustment Meetings
- Attended Council meetings
- Worked on land acquisition and disposition
- Worked on site plan control circulations and agreements
- Worked on a subdivision agreement
- Worked on a vacant land condominium file
- Completed road tour for new zoning by-law
- Participated in RRCA Road Tour and learned about the RRCA's role in the Watershed
- Attended OACA Seminar
- Conducted site visits for MDS Calculations and installing public notice signs for planning applications
- Attended a presentation regarding an easement mapping solution offered by Teranet
- Participated in Source Water Protection Municipal Working Group
- Participated in website planning headed by Economic Development Officer

Building

- Received and processed building permit applications
- Conducted pre-consultation sessions with members of the public for building permit inquiries

- Attended various walk-in appointments with the public
- Conducted building inspections
- Completed Site Plan Control reviews
- Prepared work order reports for lawyers
- Conducted septic system file searches
- Prepared statistical reports for Tarion, MPAC, CMHC, and Statistics Canada
- Received applications for and assigned civic addresses
- Ordered and distributed civic address signs and posts
- Applied, reviewed, and issued building permits via Cloudpermit
- Assigned civic addresses to new residential dwellings
- Inspected open legacy building permits as a result of work order requests
- Trained Building Official One on inspections and plans review
- Attended SDG and South Glengarry Annual Emergency Planning Training and Exercise
- Staff successfully completed the MMAH House – 2012 (Erica Rose Burgess), Onsite Site Sewage Systems (Mike Hodge) and Complex Buildings (Chris Raabe) examinations
- Assisted Economic Development Officer with ideas for website updates

GIS & Planning

- Performed duties as Building Information Officer (BIO)
- Prepared minor variance mailout, minutes, decisions, and meeting agenda
- Prepared zoning amendment mail out
- Prepared maps for staff as required (Building, Planning)
- Commissioned documents as required
- Coded and uploaded department invoices and credit card statements
- Attended GIS meeting with SDG County Staff
- Attended meeting for website review
- Created survey for Food Cycler program
- Directed pest control contractor
- Responded to property inquiries and phone calls
- Attended EOGUG conference
- Troubleshoot GPS antenna unit setup
- Took statement for animal attack
- Performed inspections as Health and Safety representative
- Responded to OPP request
- Attended Health and Safety meeting
- Updated Snow Plow maps (ongoing)
- Assisted fire extinguisher contractor for yearly inspections
- Updated floor plan for health and safety

By- Law Enforcement

- Responded and investigated By-law complaints
- Arranged and attended meetings with the public
- Responded to inquiries from the public
- Addressed reports of building without a permit
- Closed several complaints files
- Investigated Animal Attack Reports
- Issued and inspected Pool Permits
- Attended Ontario East By-Law meeting
- Tour of South Glengarry for rezoning
- Closed several complaints files
- Responded to inquiries from the public

Economic Development

- Planned, coordinated, and promoted a Shop Local event
- Created an electronic gift guide (retailer promotion)
- Planned and attended business openings
- Attended business breakfasts in Alexandria & Cornwall
- Meetings with community partners (SLC & Cornwall & Area Chamber of Commerce)
- Worked on the RED Grant project
- Attended monthly SDG Counties Economic Development Officer Working Group meetings
- Attended EOTB Labour Market Planning Session
- Responded to property/site selection inquiries
- Produced monthly business newsletter
- Responded to grant and funding inquiries
- Visited local businesses

Emergency Planning

- Monitored all EMO situation reports and updates
- Attended the annual training and emergency exercise
- Activated the Emergency Plan for a multi structure fire and organized operation cycles for 1.5 days
- Commenced annual report for EMO

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 18, 2023

SUBJECT: Departmental Update – Parks, Recreation and Culture (November 2023)

PREPARED BY: Sherry-Lynn Servage, GM of Parks, Recreation and Culture

CURRENT PROJECTS

- Peanut Line Options Analysis
- Building Condition Assessments
- Nor'Westers Museum Kitchen Renovation
- Cairnview Park – Concept Plan Project
- Cairn Island Interpretation Site
- CLRC Drainage Project
- Empey-Porier Park Playground Project – playground installed week of Nov. 6

ADMINISTRATION

- Research and development of the 2024 departmental capital and operating budget
- Departmental website updates
- Bainsville Property – Shared Well - research
- Facility bookings and coordination – 40 invoices created (does not include bookings added to existing invoices)
- CLRC – addressing and monitoring user group concerns
- CLRC – Refrigeration plant water treatment research
- Community Emergency Preparedness Grant – Application Support
- SDG Counties – Library Lease Agreement – Working Group
- Cooper Marsh Biodiversity – Working Group
- Cairnview Park Consultation
- Volunteer Wine and Cheese Event

OPERATIONS

- Tartan Hall bar operations – 6 Licenced Events

- Facility hall operations – 155 bookings
- Zamboni repairs
- Furnace Install – Lancaster Dentist
- Preparing cenotaphs for Remembrance Day
- Tree management – Peanut Line and Glen Gordon Park
- Outdoor rink repairs and maintenance for upcoming season
- Peanut Line inspections
- Ongoing maintenance requests
 - Lancaster library
 - Lan-Char Medical Centre/Dentist
 - Loyalist and Nor'Westers Museum

HEALTH AND SAFETY

- Building and site inspections continue
- SDG Annual Emergency Planning Training and Exercise – November 2, 2023
- Emergency Event – Support – November 9, 2023

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 18, 2023

SUBJECT: Departmental Update – Fire Services
(November 2023)

PREPARED BY: Dave Robertson, Fire Chief

OPERATIONS AND RESPONSES: 19

- Motor Vehicle Collisions:5
- Alarms:2. Medical:2
- Burn Complaint / Unauthorized Burns: 0
- Fire – Structural:6, Brush / Grass:0, Vehicle:1, Other: 1
- False:2, Public Hazard:0
- Rescue:
- Incidents of note.
 - Malibu Lane – 3 structure fire events.
 - CR 18 - Commercial property structure fire,

TRAINING:

- Station Training topics
 - Carbon monoxide emergencies
 - Medical scenarios, 1st Aid, Basic Life Support annual training,
- Staff attended an Electric Vehicle fire training seminar.
- Joint training session on water supply with Cornwall Fire Services, South Stormont Fire Rescue.

FIRE PREVENTION:

- Property inspections

HEALTH AND SAFETY:

- Building inspections continue.

ADMINISTRATION:

- Emergency Planning event – SDG Counties
- Building Condition assessment site visits
- Attended Provincial Mutual Aid Co-Ordinators meeting – Virtual,
- Discussions with Cornwall Fire Services and SDG Counties regarding hazardous materials response agreement.
- Site Appraisal – Former Fire Station, 19652 John St.



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: December 18, 2023

SUBJECT: Departmental Update – Infrastructure Services (November 2023)

PREPARED BY: Sarah McDonald, GM Infrastructure Services

Department Highlights




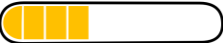






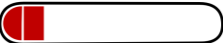





Township Roads Department

Infrastructure Capital Work

The status of Infrastructure Services Capital Projects, as of November 30, 2023, is summarized in the following table. Generally, road capital projects are on-schedule.

| Division | Project | Progress | Notes |
|----------|------------------------------------|------------------------|--|
| Bridges | 30011, Major Rehabilitation Design | <div><div></div></div> | Engineering Deferred August 8, 2023 |
| | 30018, Concrete Repairs | <div><div></div></div> | Engineering Complete Construction Deferred August 8, 2023 |
| | 30044, Expansion Joint Replacement | <div><div></div></div> | Engineering Complete Construction Deferred August 8, 2023 |
| | 30050, Renewal Options Analysis | <div><div></div></div> | Completed |
| Roads | Warren Reconstruction | <div><div></div></div> | Completed |

| Division | Project | Progress | Notes |
|--------------|--|--|---|
| | Sabourin / Anderson Resurfacing |  | Deficiency Work Outstanding |
| | MacDonald Road Extension |  | Completed |
| | Westley Creek @ Concession 2 |  | Completed |
| Engineering | Streetlight Conversion - Phase 2 |  | In-Progress |
| | Summerstown Wharf Options |  | Not Started |
| | Active Transportation Plan |  | RFP In Development |
| | Building Condition Assessments |  | In-Progress <i>Led by Recreation</i> |
| | Road Rationalization Study |  | Complete |
| | Filion Drain Engineers Report |  | Complete |
| Water | GW Expansion EA |  | On Hold |
| | GW Water Tower Design and Construction |  | In-Progress |
| | Lancaster Lagoon Dredging |  | Complete |
| Fleet | Backhoe Replacement |  | Purchased March 2023 |
| | Valve Trailer |  | Purchased March 2023 |
| Waste Mngmnt | - | - | - |

Infrastructure Operations

Road Operations

During the reporting period, Road Operations completed routine maintenance, with a focus on:

- Roadside Brushing
- Loosetop Grading
- Preparation for Winter

There were two snow events during the month of November.

Water Operations

General Operations

- Building Assessments
- Finished winterizing hydrants
- Mandatory Course Taken by Operators for Future Licence Upgrades and Renewals
- DWSP Ministry Samples
- Emergency Locate(s)
- Filter Media Depth/Inspections

Glen Walter

- Empty/Clean Raw Sewage Pit and Blowers
- Insulated pipe work / valves

Green Valley and Redwood

- Quiet month

Lancaster

- Pull Sewage Pump At Lancaster Water Plant/
Clogged Pump
- Clean Lagoon Blower Station/Aluminum Sulfate
Containment Area

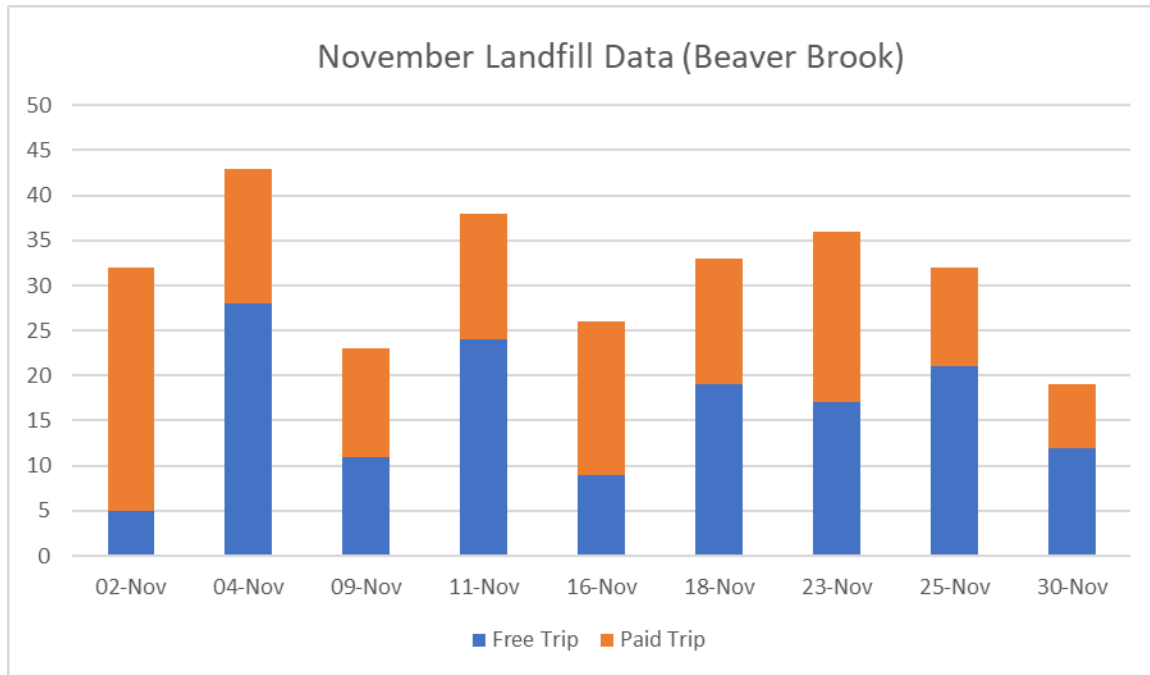
Lancaster

- WTP Blowing Fuses
 - Electrician on Site and could not find any issues in the PLC.
 - Issue resolved itself.
- WTP Continues Blowing Fuses....
 - Replace Bray Valve for Backwash Discharge Water (Due to Water Damage Observation)
 - Wires In PLC inspected for “Lose” wire connections
- PLC back up and running as designed.

Waste Management Operations

Landfill Operating During Reporting Period: Beaver Brook

The number of trips to the landfill during the reporting period are summarized in the chart below. The free trips are residents using one of their households two free annual landfill trips that replaced the “free dump days” historically held in May / June.



Infrastructure Administration

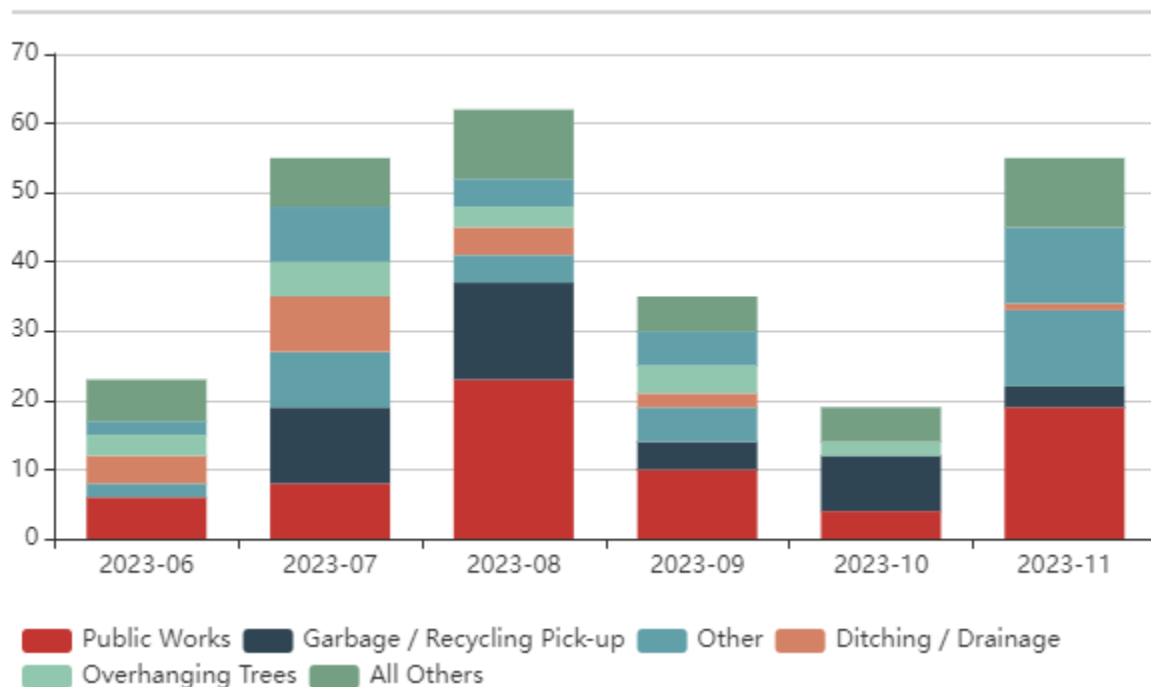
Customer Service

Infrastructure Services logs all written complaints (and many verbal complaints) through the Access E11 platform. The *Public Works* category is a catch-all which the public often uses when submitting through the online platform (<https://form.foreaction.cloud/submit/south-glengarry>). The *All Others* category includes low volume complaints which currently include missing signage, potholes, streetlights, and snow removal.

It is estimated that written submissions through E11 is capturing <30% of complaints and concerns that are handled through the administrative part of Infrastructure Services – with many being received and handled by phone or in-person.

During November, there was a high volume of calls related to potholes and brushing.

Case Volume by Category (Open/Closed)



Special Projects

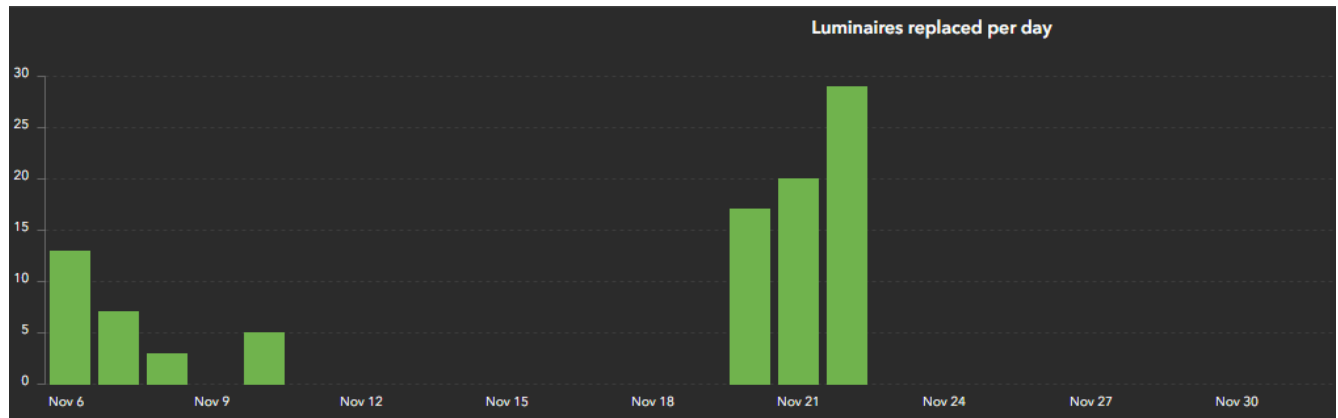
Special projects are activities that took multiple days of administrative staff time during the reporting period.

- Environment Committee – GLF Tour!
- Completion of 2024 Waste Calendar
- Tire Removal – Alternate Hauler
- AHSIP Follow-up (no permits yet!)
- Streetlight Upgrade Project
- Traffic Count Collection and Speed Survey
- Budget Preparation
- Asset Management

Streetlight Project Update

The streetlight conversion project is underway with a few equipment delays. Progress continues through December 2023 and January 2024. Locations completed include the Glen Dale Subdivision, Summerstown Estates, and parts of Riverview Subdivision.

- **Total Streetlights to Convert:** 395
- **Streetlights Converted in November:** 94



Highlights

| Health, Safety, Environment | Committees | Training |
|-----------------------------|--|--|
| - | <p>Environment Committee Toured GFL Landfill in mid November.</p> <p>Regional Waste Management Group Meeting (end of November)</p> | <ul style="list-style-type: none"> • Hours of Service (Roads) • Municipal Engineers Conference (S. McDonald) • Bridges and Structure Inspection (S. McDonald) • Emergency Planning (S. McDonald and D. Smeall) |

Requests from Council

| ID | Reference | Item | Status |
|---------|-------------------------|--|--------------------|
| 2021-01 | Council Mtg Oct 4, 2021 | Traffic Calming Policy | In Progress |
| 2022-01 | Council Mtg Jun 6, 2022 | Berish Purcell Agreement Drain | On Hold |
| 2023-01 | Council Mtg Jun 5, 2023 | Public Equipment on Private Road | In Progress |
| 2023-02 | Council Mtg Aug 8, 2023 | 30050, Low-level crossing consideration | Closed Oct 2, 2023 |
| 2023-03 | Council Mtg Oct 2, 2023 | 30050, Low-level crossing estimate from local contractor | Complete |

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: December 18, 2023

SUBJECT: Departmental Update – Finance (November 2023)

PREPARED BY: Kimberley Goyette, GM Finance/Treasurer

FINANCE DEPARTMENT

Audit 2022:

- The auditors (KPMG) have committed to attending December 6th to 15th to complete the audit.
- Staff has been accommodating in collecting data for the audit requests.
- Auditors have been requested to have this complete by the end of December but this is dependent on the Finance department having all the required information and schedules to them.
- Auditors have been advised of the urgency of the completion of the Financial Information Return (FIR).
- Final audited statements of the Airport have also been identified as an urgent need for completion.

Year End and Audit 2023:

- Finance staff have been and will continue to be busy with year end processing to have a clean cut off of 2023.
- Transfers to/from reserves will be coming to Council soon for part of year end process.
- 2023 audit is hoping to be scheduled for April 2024.
- The last accounts payable run is scheduled for the third week of December.

2024 Budget:

- The Senior Management Team (SMT) has been provided with capital, operating and budget overview documents.
- Meetings will be set up mid January with each Manager to review these.
- The total draft budget will be put together and reviewed by SMT prior to presentation to Council.

2024:

- The assessment roll book for 2024 is due to be delivered in early December.
- The Municipal Property Assessment Corporation (MPAC) has frozen assessment values again for 2024 so any changes in assessment and subsequent increase in tax revenues will simply be due to growth which causes a bit of a budget burden.

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: November 6th, 2023

SUBJECT: 2024 Committee Processes and Handbook

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

To enhance consistency amongst the various Committees of Council, the Corporate Services division will be standardizing our administrative approach to committee meetings and processes.

To facilitate this transition, a “Committee of Council Handbook” has been developed, and is appended to this report, to be provided to all committee members. This handbook outlines committee roles and responsibilities as well as meeting format/procedures.

Part of this project will involve implementing the use of the eScribe meeting management platform for the preparation of committee meeting agendas and minutes. This will result in a consistent format for all committee documents. We will be training our staff resources for the various committees and provide ongoing support through the Corporate Services division for eScribe.

Our goal with this process is to have all committees begin using this new meeting format on eScribe starting in January 2024.

Committees of Council Handbook

December 2023



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1. Introduction

Welcome to the Township of South Glengarry as a committee member!

Committees are established by Council for the purpose of encouraging community participation in specified areas. Volunteers who choose to serve on these Committees are an essential part of running an effective and efficient local government. These bodies play an important role in the corporate decision-making process by providing advice and recommendations to the Council of the Township of South Glengarry.

As you put your time and talent to work, it is critical that you keep the public interest in mind. The Township of South Glengarry appreciates your efforts and Committee involvement to improve the Township. Our elected officials and staff are looking forward to working with you! In this handbook we have included some materials that may assist you along the way.

2. Purpose

The purpose of this manual is to assist in guiding newly appointed committee members to understand their role and responsibilities. This document outlines a fair and transparent approach and process for the establishment and operation of Committees.

This is an introductory handbook that contains basic information and should be used in conjunction with materials specific to your Committee, such as a Terms of Reference.

Some Committees are mandated by the province, while others are established by Council for guidance and advice. You will find a complete list of current Committees on our website.

3. Definitions

3.1 Chair

Means the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair (except when disqualified) shall vote on all questions.

3.2 Clerk

Means the Clerk of the Township of South Glengarry, or his/her delegate.

3.3 Committee

Means any advisory, standing, subcommittee, or similar entity of which has been established by Council with a Terms of Reference and has at least one Member of Council.

3.4 Council

Means the Council of the Township of South Glengarry.

3.5 Confidential Information

Includes information in the possession of the Township, in which they are prohibited from disclosing under the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act and other applicable legislation. Confidential Information also means any information that is of a personal nature to municipal employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the Township or could give the person to whom it is disclosed an advantage. Confidential Information includes items disclosed or discussed at closed sessions of Council and Committee meetings.

3.6 Debate

Means discussion on the merits of a question/motion and whether the proposed action should or should not be taken.

3.7 Delegation

Means a person/group making a presentation for the purposes of providing information or making a request.

3.8 Gift

Includes any cash or monetary equivalent fee, object of value, service, forbearance, preferential treatment, or personal benefit received from a third party.

3.9 Improper Conduct

Means conduct that obstructs in any way the deliberations and/or proper action of Committee or Council.

3.10 Meeting

Means any regular, special, or other meeting of Council, or a local board or committee or either of them, where:

- (a) A quorum of members is present; and
- (b) Members discuss or otherwise deal with any other matter in a way that materially advances the business or decision-making of the council, local board or committee.

3.11 Member

Means a member of the Council or a Committee of Council and shall include the Mayor.

3.12 Minutes

Means a record of the proceedings of a meeting and shall be made by the staff liaison without note or comment.

3.13 Motion

Means a Resolution of Council or a Recommendation of a Committee that is under debate by Council or a Committee.

3.14 Order of Business

Means the sequence of business under consideration at a meeting that has been duly called and constituted.

3.15 Pecuniary Interest”

Includes a direct or indirect pecuniary interest of a member in accordance with the *Municipal Conflict of Interest Act*.

3.16 Quorum

Means a majority of the eligible voting Members required to present at the meeting.

3.17 Resolution

Means a motion that has been passed.

4. Council

Council is composed of the Mayor, Deputy Mayor and three (3) Councillors and is the final decision-making body for the Township. Council typically meets twice per month, on the first and third Monday, in accordance with the annual meeting schedule. Committee meeting minutes and recommendations are considered by Council for approval and action. There is at least one member of Council assigned to each respective committee. The Mayor is an ex officio member of all committees.

5. Terms of Reference

Each Committee operates within a Council-approved terms of reference that provides a framework for the function of the committee. The Terms of Reference establish the committee mandate. The committee mandate sets forth the topics and areas of jurisdiction that your committee may discuss and provide advice to Council on. Review your committee mandate and if you have questions you may connect with your Clerk or the Committee Chair for further clarification.

The terms of reference may also include:

- The name of the committee
- The responsibilities of the committee
- The ideal composition of committee members
- The frequency of meetings

An amendment to the terms of reference can be recommended by the committee but all amendments require Council's approval.

Each committee operates in accordance with its terms of reference and applicable legislation, primarily the *Municipal Act, 2001*. The terms of reference include certain procedural requirements, while the balance is found in the Township's Procedural By-law. Any questions concerning matters of procedure should be directed to the Clerk.

6. Appointment/Application Procedure

Following a municipal election or throughout the duration of the term, when there are vacant positions to be filled, the Clerk publishes a public notice inviting residents of South Glengarry to apply. The notice will list the committees for which applicants are being solicited and will set a deadline for receiving applications. Vacancies for citizen appointments shall be publicly advertised. Applicants must be 18 years of age or older, own, rent or be the spouse of an owner or tenant of land in the Township and legally entitled to work in Canada, unless otherwise noted in the Committee's Terms of Reference.

Council will review the list of candidates in closed session, followed by a resolution in open session to announce the successful candidates. The Clerk will follow-up with all applicants.

Where there are vacancies on a committee, either because the number of initial applicants for a committee is insufficient or where members have resigned or otherwise become incapable of filling the role, the Clerk will provide a subsequent notice calling for applicants to fill these vacancies. Committee members are encouraged to identify individuals within the community who may be interested to serve on the committee and encourage these interested individuals to submit an application for Council's consideration.

7. Council Member Appointees

A Council Member is appointed to sit on each committee. Council Appointees shall be active, participating Committee Members while having due regard to their role as a Councillor.

8. Mayor as Ex-Officio

The Mayor Township is an ex-officio member of every Committee.

As an ex-officio member, the Mayor may attend and participate in all committee meetings; however, cannot serve as a committee Chair, does not count towards quorum and cannot vote when attending a meeting as an ex-officio member.

9. Roles and Responsibilities of a Committee Member

As a member of a Committee of the Township of South Glengarry, you are expected to represent the Township in a professional, mindful matter at all times. Although each individual Committee has their own specific mandate, it is your role to represent the interests of the community and to advise Council of such.

Following being appointed to a Committee, it is your responsibility to attend regular meetings and provide the necessary skills and knowledge that you were chosen for. If you are unable to attend a meeting, it is your responsibility to advise the Staff Liaison and the Chair of the Committee that you cannot attend. If you miss three (3) consecutive meetings, without

justification, the Chair of the Committee, along with the Staff Liaison, will ask the member if they wish to remain on the Committee or if they wish to resign.

It is also the responsibility of each individual member to make decisions that best reflect interests of the Township and be sure not to make decisions for personal gain. All Board and Committees are expected to obey and comply with all the requirements of any applicable laws, including municipal By-Laws.

10. Chair of the Committee

The leadership skills of the Chair of a Committee can be a critical factor in determining the overall effectiveness of the meeting. The Chair must maintain high levels of personal integrity and confidentiality at all times.

As the Chair of a Committee, your duties consist of (but are not limited to):

- Facilitate the meeting while adhering to all municipal policies and by-laws;
- Participate as an active, voting member, encouraging participation by all Committee Members;
- Maintain decorum and ensure fairness and accountability;
- Works with the Staff Liaison to set the agenda;
- Attend any training sessions offered by the Township.

11. Staff Liaisons

Each Committee will be provided a Staff Liaison to assist with the administration of the Committee. The Staff Liaison will be required to work closely with the Chair to ensure effective meeting management.

Prior to Committee Meetings, the Staff Liaison, in consultation with the Chair, shall prepare the meeting agendas and other relevant materials, distribute materials to all Committee Members, arrange for set up of meeting areas and determine if quorum is met. During the meeting the Staff Liaison is responsible for recording minutes and to offer procedural and process advice to the Chair and Committee members. Following the meeting the Staff Liaison will finalize meeting minutes, distribute to Committee members and follow-up with any resolutions of the Committee that require action.

More specifically, the Staff Liaison is responsible for:

- Providing guidance and general advice to the Committee;
- Providing timely meeting minutes to the Clerk for inclusion in the appropriate Council

agenda package;

- Working with the Chair to ensure that there is appropriate follow-up regarding any decisions made;
- Remaining impartial with all members;
- Refraining from voting;
- Advising the committee in the event that any of the recommendations proposed by the committee that may conflict with the Township's budget, by-laws, policies and procedures;
- Reporting the resignation of any committee members to the Clerk;
- Reporting any procedural irregularities of the committee to the Clerk for follow-up.

12. Clerk's Office

The Clerk is available to answer questions and provide guidance and training as may be required to ensure the efficient functioning of the Committee in compliance with the Procedural By-Law, the committee's terms of reference, and any legislative requirements.

The Clerk's Office:

- Provides advice and guidance to the Staff Liaisons as it relates to the preparation of the agenda and/or resolutions;
- Ensures the agenda package is published to the municipal website;
- Keeps all committee records, including all agendas, minutes and resolutions;
- Carries out the direction of Council with respect to the recruitment of committee members and filling of vacancies;
- Prepares the relevant documentation, information and notification to committees of any legislative changes that may impact the committee;
- Distributes committee meeting minutes to Council.

13. Agenda Processes

It is recommended that all Committees of Council of the Township of South Glengarry are consistent and accountable. It is necessary to have consistency in order to capture all recommendations to Council in a formal manner.

The following components are to be included in the agenda, where specific subject items are described in each component:

1. Date, time, location of meeting
2. Call to Order
3. Confirmation of Agenda
4. Disclosure of Pecuniary Interest
5. Adoption of previous minutes
6. Presentations/Delegations
7. New Business and Reports
8. Other Business
9. Next meeting.
10. Adjournment.

14. Minutes

The minutes of all Township of South Glengarry Committees must be recorded without note or comment and should be uniform. The minutes must contain the date, the time, the location, members present, and members absent. It is also recommended that the Committee minutes briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. Comments, requests and recommendations to Council shall be submitted on the Report Template.

15. Open and Closed Meetings

To meet legislative requirements, the expectation is that all committee meetings will be held in open session. The public are welcome to attend committee meetings, whether held in person or virtually.

Rarely, it may be necessary to hold a meeting in closed session where the public and press are not permitted to attend. Committees are permitted to hold all or part of a meeting in closed session pursuant to the provisions outlined in Section 239 (2) of the *Municipal Act, 2001*.

Voting is not conducted while in closed session unless it is for procedural matters only –the purpose of a closed meeting is to receive information or give direction or instructions to staff.

If the Chair determines that there is a matter on the Agenda which may be required to be held in a closed session the Chair shall contact the Clerk's Office immediately for advice.

16. Accessibility

The Township shall ensure that the needs of persons with disabilities are met, including meeting formats, communications, and conduct of meetings.

In accordance with Ontario Regulation 191/11: Integrated Accessibility Standards Section 80.49, every person who is an employee of, or a volunteer with the Township of South Glengarry must receive training about the provision of the Township's goods, services or facilities to persons with disabilities.

The training must include a review of the purposes of the Act and instruction about:

- How to interact and communicate with persons with various types of disability.
- How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
- How to use equipment or devices available on the Township's premises or otherwise provided by the Township that may help with the provision of goods, services or facilities to a person with a disability.
- What to do if a person with a particular type of disability is having difficulty accessing the provider's goods, services or facilities.

All Township Committee members will receive accessibility training as soon as practicable following their appointment to a committee.

17. List of Current Committees of Council

- Accessibility Advisory Committee of SDG
- Agricultural Resource Committee
- Committee of Adjustment / Property Standards Committee
- Community Improvement Plan Advisory Committee
- Connectivity Committee
- Environment Committee
- Heritage Advisory Committee

18. Resources

It is important for Committee members to understand each of the following documents as they outline the roles, responsibilities, and expectations for all Township of South Glengarry committee members.

- Procedural By-law No. 33-2022
- Policy HR-200-02 – Employee Code of Conduct

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: December 18, 2023

SUBJECT: City of Cornwall – Recycling Processing Fee Increase

PREPARED BY: Sarah McDonald, P. Eng., GM Infrastructure

1. The Township of South Glengarry entered into an agreement with the City of Cornwall for processing of recyclable materials January 1, 2020.

Item 7.a)ii of December 16, 2019 Council Agenda:

https://www.southglengarry.com/en/municipal-services/resources/Documents/2019-Agendas/2019-12-16_Meeting-Package.pdf

2. The agreement automatically renews at the end of every calendar year.
3. The agreement provided a price per tonne of \$301.00, with a clause that allows for an annual increase to cover the cost of processing materials.
4. The price remained \$301 / tonne in 2020, 2021, 2022, and 2023.
5. The City of Cornwall has notified the Township that this fee is increasing on January 1, 2024 to \$340 / tonne (attached).
6. Assuming similar recycling tonnages to 2022 and 2023 (weekly pick-up), the increase to the 2024 recycling program is approximately \$35,000.
7. The Township will be transitioning to extended producer responsibility for the blue box program on January 1, 2025, at which time the Township will no longer be responsible for the blue box program.
8. Given the other additional benefits of the agreement with the City of Cornwall (South Glengarry resident drop-off of recycling and household hazardous waste), short timeframe, and imminent transfer of the blue box program, Administration has not pursued other options for recycling processing during the 2024 calendar year.



DEPARTMENT OF
INFRASTRUCTURE AND MUNICIPAL
WORKS
ENVIRONMENTAL DIVISION
P.O. Box 877
861 Second Street West
Cornwall, Ontario, K6H 5T9
613-937-1777

DÉPARTEMENT DE
L'INFRASTRUCTURE ET DES SERVICES
MUNICIPAUX
DIVISION DE L'ENVIRONNEMENT
C.P. 877
861 deuxième rue ouest
Cornwall, Ontario, K6H 5T9
613-937-1777

November 14, 2023

To whom it may concern,

As approved by Cornwall City Council at the September 11, 2023, Regular Meeting of Council, the Cornwall landfill as of January 1st 2024 has restructured it's landfill tipping fee structure.

The table below outlines all other tipping fees and any associated changes that will be applied January 1st 2024.

| Item | Sorted Waste Rate | Unsorted Waste Rate |
|----------------------------------|-------------------|---------------------|
| IC&I Waste | \$164.00 | \$246.00 |
| Residential Waste | \$95.00 | \$142.50 |
| Minimum Load (less than 105 kgs) | \$10.00 | \$15.00 |
| Scrap Metal | \$95.00 | N/A |
| Wood Waste | \$65.00 | N/A |
| Mixed Recycling (over 200 kgs) | \$340.00 | N/A |
| Mattresses and Box Springs | \$15.00 per item | N/A |
| Commercial leaf and yard waste | \$10.00 | N/A |

Please find attached information regarding the upcoming requirements and fee structure, as well of a list of prohibited materials.

For more information on tipping fees please visit <https://www.cornwall.ca/en/live-here/waste-management-facilities.aspx> or call 613-937-1777 for more information.

Should you have any questions or comments regarding these changes please do not hesitate to contact the Waste Management Division at 613-937-1777 or by email at wm@cornwall.ca.

Regards,

David Kuhn
Waste Management Supervisor
Environmental Division
dkuhn@cornwall.ca

October 16, 2023

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00pm on October 16, 2023, in the Council Chambers located at the Tartan Hall, Char Lan Recreation Centre, 19740 John Street, Williamstown.

Committee Members present were: Lachlan McDonald (Chairperson), Martin Lang, Stephanie Jaworski (via Zoom), Sam McDonell, Trevor Bougie, Clerk Kelli Campeau, Secretary-Treasurer Joanne Haley, Deputy Secretary Treasurer Maxwell Irwin

MOVED BY: Trevor Bougie

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of October 16, 2023, is hereby called to order.

CARRIED

Meeting was called to order at 6:00pm

Chair Lachlan McDonald confirmed that there were no additions to the agenda.

Approval of Agenda

MOVED BY: Sam McDonell

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Agenda of the October 16, 2023, meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None

Approval of Minutes

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the October 2, 2023, meeting be approved as presented.

CARRIED

Members of the public that attended this meeting were as follows:

- Rita & Dale Boisvenue- Beaupre Rd – Applicant A-18-23
- Pierre Menard & Jean-Shago Menard – 6341 78th Ave – Applicant/Owner-A-17-23
- Jean-Louis Poirier & Linda Poirier- 18325 County Rd 2 – A-19-23
- F Lalonde – 18329 County Rd 2 – A-19-23

General Business and Reports:

1. Application A-17-23- Menard

- **Planning Act Preamble**
 - Maxwell Irwin explained that this is a hearing under Section 44 of the Planning Act as well as appeal rights, that members of the committee have reviewed the application, and continued to explain the process/steps for the meeting.
- **Subject Property:**
 - Part of lot 23, Concession 1, being part 1 of RP 14R5611, and part 2 of RP 14R6280, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6332 78th Ave located at Nadeau's Point.
 - The subject property is approximately 0.21 acres in area.
- **Proposed Minor Variance:**
 - Maxwell Irwin explained that the owner is proposing to demolish an existing cottage and construct a single detached dwelling on the subject property, 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 20.3 meters to the proposed dwelling
 - Part 6.2 – To reduce the front yard setback from 6 meters to 1.4m meters to the north east corner of the proposed dwelling and 0.4m to the south east corner of the proposed dwelling
 - Part 6.2 – to increase the maximum lot coverage from 20% to 21%
- **Planning:**
 - Maxwell Irwin explained that the property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Floodplain Holding (FP-H) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - Maxwell Irwin explained that this application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
 - This application was also circulated to the RRCA and they have no objections to the minor variance as the proposed dwelling is located in a similar area to the previous cottage, the susceptibility of the hazard is not increased and a new hazard is not created.

- A permit from the RRCA's office will be required prior to the issuing of a building permit from the Township.
- Planning and Building Departments support this application and recommend it to be approved.

- **Discussion:**

- Chair Lachlan McDonald asked if the committee had any questions, there were none. He then asked if anyone in attendance had any questions.
- Pierre Menard & Jean-Shago Menard of 6341 78th Ave introduced themselves with no comments or questions.
- Chair Lachlan McDonald enquired about the 0.4m setback and if there was risk of snow being pushed onto their property with that setback.
- Mrs. Joanne Haley explained that she wanted the Menards' to respond once she had completed her response. This is unique as the existing structure is already very close to the road allowance and is a private road. The request to the water is 20.3m and people may wonder why not go closer as it is often permitted to go up to 15m. In this case they are entirely located within a flood plain and we are obligated to recognize the existing structure and the existing footprint of that structure. Our by-law permits an addition or footprint to be expanded up to 25% of the existing main structure. This limits the developability of this property. They are building almost exactly the same footprint with some exceptions. She referenced the image being shown as part of the explanation. It is to be noticed that the setbacks are not all that small around the property, simply that point. In the photos it may have been noticed that there is grass and not gravel that goes to the 0.4m, there is still a little bit of space between the structure and the travel portion of the road is. She then asked the Menards to explain about the snow removal as they are the last property on the point.
- Pierre Menard explained saying the snow plow does not go all the way to the point, it stops at that corner. The existing building is actually closer than what they are proposing to the property line. The drawing shows the gravel part is farther away from the building. There is a hydro pole right at the corner which would limit the snow plow from going there. There is a powerline there and the new shape of the building tries to stay away from it. He does not think there would be any issues with the snow plow.
- Member Stephanie Jaworski mentioned that she missed it was entirely in the flood plain. The proposed building is not any worse than what is there. She asked if building a structure entirely in a flood plain, if it introduces any liability from the Township.
- Mrs. Joanne Haley referred to the Raisin Region Conservation Authority (RRCA) comments on the file as their main mandate is to look at development and redevelopment in a natural hazard area. They look at the existing hazard and the proposed change and if that hazard is going to increase or worsen. In their opinion it is not. Ideally, we would not permit development in a flood plain, however in this case we cannot take away the grandfathering rights. If this was a completely vacant lot they would not be able to build today because they cannot meet the policies. They are really benefiting from that existing footprint. In terms of incurring any liability, it is a very difficult question to answer. There will not be a lot of change between then and now. When redevelopment is happening a permit from the RRCA is required to support the development and often times the

structure will be flood proofed. They will often work with the landowner to see what the best way to flood proof is.

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

CARRIED

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

2. Application A-18-23- Boisvenue

- **Subject Property:**
 - Part of lot 7, concession 8, being part 4 of RP 14R313, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 20047 Beaupre Rd.
 - The subject property is approximately 5.82 acres in area.
- **Proposed Minor Variance:**
 - Maxwell Irwin explained that the owner is proposing to establish an Agricultural Use, specifically an apiary, on the subject property, the following relief from the Zoning By-Law 38-09 is requested:
 - Part 10.2 - to permit an Agricultural Use on an existing lot that is 2.36 Hectares (5.82 acres) in size and to limit the agricultural use to an apiary
- **Planning:**
 - Maxwell Irwin explained that the property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Rural (RU) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - Maxwell Irwin explained that this application was circulated to all abutting property owners within 60 meters and applicable municipal staff; we have not received any written or verbal comments to date.
 - Planning and Building Departments support this application and recommend it to be approved providing the use of the property is solely used for the purposes of an apiary until such time a single detached dwelling is constructed.
- **Discussion:**
 - Chair Lachlan McDonald asked if the committee had any questions.
 - Member Stephanie Jaworski asked Mrs. Joanne Haley, which redirected the question to Maxwell Irwin, do they need to do the minor variance because of the size of the lot, if it was a bigger property, would they still require a variance?
 - Maxwell Irwin responded stating the variance is to reduce the minimum size for agricultural use. The required size is 2.5 hectares and the property is smaller than the required size.

MOVED BY: Martin Lang
SECONDED BY: Sam McDonell

CARRIED

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

3. Application A-19-23- Poirier

- **Subject Property:**
 - Part of lot 7, Concession 1 I.L., in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located on the south side of County Road 2 across from 18327 County Road 2.
 - The subject property is approximately 0.1 acres in area.
- **Proposed Minor Variance:**
 - Maxwell Irwin explained that the owner has removed an existing shed and wishes to construct a new shed (6ft x 8ft) in a similar area on the subject property, 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 3.35 meters, to reduce the front yard setback from 8 meters to 3.04 meters and to reduce the rear yard setback from 8 meters to 3.35 meters to the proposed shed.
- **Planning:**
 - Maxwell Irwin explained that the property is designated Residential District and is located in the Urban Settlement Area of Glen Walter in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Open Space (OS) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - Maxwell Irwin explained that this application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
 - This application was also circulated to the Transportation Department of SDG who have no comments or concerns regarding the proposed variance.
 - This application was also circulated to the RRCA and they have no objections to the proposed minor variance as the susceptibility of the hazard is not increased and no new hazard is created.
 - Planning and Building Departments support this application and recommend it to be approved.
 - Mrs. Joanne Haley added that it has been noticed, based on the changes in the OBC, that do not require permits for sheds that are 15 square meters or less, there seems to be an opinion by the public that they do not need to meet planning approvals. As it can be seen, the entire property is developed and they are using this portion of the property for accessing their dock. The RRCA had noted the work being done and notified us. We then worked with the applicant which is why

the garage has been removed, as can be seen on the most recent photos. We are requesting to recognize what is existing that will allow them to improve the space and clean it up with new landscaping and replace the shed.

- **Discussion:**

- Chair Lachlan McDonald asked if the committee had any questions, none were voiced.
- Chair Lachlan McDonald asked if the members of the audience had any questions, none were voiced.

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

CARRIED

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

Chair Lachlan McDonald discussed the next meeting to be November 6, 2023. Joanne Haley stated there were currently 2 applications.

Chair Lachlan McDonald called for adjournment.

MOVED BY: Trevor Bougie

SECONDED BY: Sam McDonell

CARRIED

Adjournment

BE IT RESOLVED THAT the meeting of October 16, 2023, be adjourned to the call of the Chair @ 6:23pm

December 4, 2023

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00pm on December 4, 2023, in the Council Chambers located at the Tartan Hall, Char Lan Recreation Centre, 19740 John Street, Williamstown.

Committee Members present were: Lachlan McDonald (Chairperson), Martin Lang, Stephanie Jaworski, Clerk Kelli Campeau, Secretary-Treasurer Joanne Haley, Deputy Secretary-Treasurer Maxwell Irwin

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of December 4, 2023, is hereby called to order.

CARRIED

Meeting was called to order at 6:05pm

Chair Lachlan McDonald confirmed that there were no additions to the agenda.

Approval of Agenda

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Agenda of the December 4, 2023, meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None

Approval of Minutes

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the November 6, 2023, meeting be approved as presented.

CARRIED

Members of the public that attended this meeting were as follows:

- Ron & Lea Allen – 1099 Luesby Cres, Orleans, ON – Neighbour – A-23-23
- Michel Fournier & Mylene Lefebvre – 734 Saint Isidore Rd, Casselman, ON – Applicant/Owner – A-23-23

General Business and Reports:

1. Application A-23-23- Fournier Lefebvre

- **Planning Act Preamble**

- Maxwell Irwin explained that this is a hearing under Section 44 of the Planning Act as well as appeal rights, that members of the committee have reviewed the application, and continued to explain the process/steps for the meeting.

- **Subject Property:**

- Maxwell Irwin described the property as Part of Lot 24, Concession 1, being Part 1 of RP 14R4012, in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry, located at 19159 Beaver Brook Rd.
- The subject property is approximately 1.33 acres in area.

- **Proposed Minor Variance:**

- Maxwell Irwin explained that the owner is proposing to construct a single detached dwelling on the subject property, 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 19.73m meters from the proposed dwelling to the drain.

- **Planning:**

- Maxwell Irwin explained that the subject property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
- The property is zoned Rural (RU) and conforms to the general intent of the Zoning By-law.

- **Consultation:**

- Maxwell Irwin explained that this application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
- This application was circulated to Gary MacDonald who has confirmed that they have no concerns with the variance as proposed.
- Planning and Building Departments support this application and recommend it to be approved.

- **Discussion:**

- Chair Lachlan McDonald asked if the committee had any questions.
- Member Stephanie Jaworski asked either Mr. Irwin or Mrs. Haley about what is specific about being a drain or watercourse or is it simply a municipal drain.
- Mr. Maxwell Irwin explained that in the zoning by-law, the definition comes from the PPS (Provincial Policy Statement), whatever can be direct or indirect fish habitat would be considered a watercourse. In this case, DFO (Department of Fisheries and Oceans Canada) has it classed as a Class F drain which is intermittent. DFO does not recognize it as fish habitat however it does not mean it does not meet the PPS

definition of fish habitat. In this case the proposed setback does not appear to have any threat to the natural heritage features.

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

CARRIED

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

Chair Lachlan McDonald discussed the next meeting as Joanne Haley stated tentatively December 18 2023 or in the new year.

Chair Lachlan McDonald called for adjournment.

MOVED BY: Stephanie Jaworski

SECONDED BY: Martin Lang

CARRIED

Adjournment

BE IT RESOLVED THAT the meeting of December 4, 2023, be adjourned to the call of the Chair @ 6:11pm

November 6, 2023

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:00pm on November 6, 2023, in the Council Chambers located at the Tartan Hall, Char Lan Recreation Centre, 19740 John Street, Williamstown.

Committee Members present were: Lachlan McDonald (Chairperson), Martin Lang, Stephanie Jaworski, Sam McDonell, Trevor Bougie, Clerk Kelli Campeau, Secretary-Treasurer Joanne Haley, Deputy Secretary-Treasurer Maxwell Irwin

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Committee of Adjustment meeting of November 6, 2023, is hereby called to order.

CARRIED

Meeting was called to order at 6:01pm

Chair Lachlan McDonald confirmed that there were no additions to the agenda.

Approval of Agenda

MOVED BY: Stephanie Jaworski

SECONDED BY: Trevor Bougie

BE IT RESOLVED THAT the Agenda of the November 6, 2023, meeting be approved as presented.

CARRIED

Declaration of Pecuniary Interest

None

Approval of Minutes

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Minutes of the October 16, 2023, meeting be approved as presented.

CARRIED

Members of the public that attended this meeting were as follows:

- Sam Quraini – 20440 Lakeview St – Neighbour – A-22-23
- Normand Huneault – 6276 Willow Dr – Neighbour – A-20-23
- Sheila Marcoux – 6272 Willow Dr – Neighbour – A-20-23
- David and Lynn Albee – 6279 Sumac St – Neighbour – A-20-23
- Brock Wilson (Wilson Architectural Design Inc.) – Applicant/Agent – A-22-23
- Sherry and Andrew Arbic – 20446 Lakeview St – Applicant/Owner – A-20-23
- Lynne and Stephane Campeau – 6275 Sumac St – Applicant/Owner-A-20-23
- Volailles Lancaster Inc. Representatives – 2807 County Rd 3 – Applicant/Owner- A-21-23
- Thomas and Michael Hagen – 21050 Conc 5 Rd – Neighbour – A-21-23

General Business and Reports:

1. Application A-20-23- Campeau

- **Planning Act Preamble**
 - Maxwell Irwin explained that this is a hearing under Section 44 of the Planning Act as well as appeal rights, that members of the committee have reviewed the application, and continued to explain the process/steps for the meeting.
- **Subject Property:**
 - Maxwell Irwin described the property as Part of Lot 24, Concession 1, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry located at 6275 Sumac Street, Westley's Point.
 - The subject property is approximately 0.46 acres in area.
- **Proposed Minor Variance:**
 - Maxwell Irwin explained that the owner proposes to demolish the existing cottage and to construct a new single detached dwelling in a different location on the subject property, therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 17.02m meters from the canal to the northern wall of proposed dwelling building envelope and 12.51m from the NE corner of the proposed dwelling building envelope.
- **Planning:**
 - Maxwell Irwin explained that the property is designated Rural District in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Limited Service Residential (LSR) and Floodplain-Holding (FP-H) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - Maxwell Irwin explained that this application was circulated to the Raisin Region Conservation Authority (RRCA) who have provided comments including the following recommendation:
 - "The RRCA does not object to the minor variance at this time since the single detached dwelling location is proposed to be located in a similar area to the previous cottage and the susceptibility of the hazard is not increased, and a new hazard is not created as advised through pre-consultation"
 - This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.

- Planning and Building Departments support this application and recommend it to be approved.
- **Discussion:**
 - Chair Lachlan McDonald asked if the committee had any questions, there were none. He then asked if anyone in attendance had any questions, there were none.

MOVED BY: Sam McDonell

SECONDED BY: Stephanie Jaworski

CARRIED

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

2. Application A-21-23- Bourdon-Grenier

- **Subject Property:**
 - Maxwell Irwin described the property as part of Lots 24, Concession 5, being parts 1 and 2 of RP 14R2862 and parts 1 and 2 of RP14R3972, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, also known as 21092 County Road 18.
 - The subject property is approximately 4.43 acres in area.
- **Proposed Minor Variance:**
 - Maxwell Irwin explained that the owner proposes to construct a new poultry barn to be located directly south of the 2 existing poultry barns, the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.24 (c) - to reduce the Minimum Distance Separation II from
 - 18 meters to 3 meters to the nearest lot line, and;
 - 361 meters to 120 meters to the North Lancaster Settlement Area Boundary, and;
 - Part 10.2- to increase the Maximum Lot Coverage from 20% to 28%
- **Planning:**
 - Maxwell Irwin explained that the property is designated Rural Settlement Area and Agricultural Resource Lands in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Agricultural (AG) and Light Industrial (ML) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - Maxwell Irwin explained that this application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
 - Planning and Building Departments support this application and recommend it to be approved.
- **Discussion:**
 - Chair Lachlan McDonald asked if the applicants had anything to add. There were none.
 - Chair Lachlan McDonald asked if the committee had any questions.

- Member Stephanie Jaworski asked Mrs. Joanne Haley, if the new barn would impact the situation negatively based on what is already there.
- Mrs. Joanne Haley explained that it is staying the same by simply adding a third chicken barn to the property, the use is staying the same. Anytime a new barn or manure structure is constructed, the Minimum Distance Separation (MDS) guidelines are calculated. The barn is being constructed so far back, she did not see any negative impacts
- Thomas and Michael Hagen neighbours on the west side, were not opposed to the barn however they were concerned that 3 meters is very close, for insurance purposes or fire, how would they access or for building.
- Volailles Lancaster Inc. representative stated the barn would be more than 3 meters as the lot is 120 feet wide and the barn will be 70 feet wide. There will also be a road on each side of the barn.
- The second representative of Volailles Lancaster Inc. further explained the existing barns are closer to the lot lines, the new proposed barn will be more centered.

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

CARRIED

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

3. Application A-22-23- Wylie-Arbic (Wilson Architectural Design Inc.)

- **Subject Property:**
 - Maxwell Irwin described the property as Block 3, Lots 5 & 6, on Registered Plan 42, in the Geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry located at 20446 Lakeview Street, Lancaster.
 - The subject property is approximately 0.66 acres in area.
- **Proposed Minor Variance:**
 - Maxwell Irwin explained that the owner proposes to demolish the existing single detached dwelling and to construct a new single detached dwelling in a different location on the subject property, therefore the following relief from the Zoning By-Law 38-09 is requested:
 - Part 3.39 (7) (c) - to reduce the Watercourse Setback from 30 meters to 22.86 meters from the St. Lawrence River to the proposed single detached dwelling.
- **Planning:**
 - Maxwell Irwin explained that the property is designated Residential District in the Urban Settlement Area of Lancaster in the County Official Plan. This application conforms to the general intent of the Official Plan.
 - The property is zoned Residential Two (R2) and Floodplain-Holding (FP-H) and conforms to the general intent of the Zoning By-law.
- **Consultation:**
 - Maxwell Irwin explained that this application was circulated to the Raisin Region Conservation Authority (RRCA) and they have provided comments and the following recommendation:

- “The RRCA does not object to the minor variance at this time since the single detached dwelling location is proposed to be outside of the RRCA regulated area.”
- This application was circulated to all abutting property owners within 60 meters and applicable municipal staff; I have not received any written or verbal comments to date.
- Planning and Building Departments support this application and recommend it to be approved.
- **Discussion:**
 - Chair Lachlan McDonald asked if the applicant had any questions.
 - Brock Wilson of Wilson Architectural Design Inc. confirmed that they are asking for the 22.8 meter setback. The additional setback is for landscape features and retaining wall.

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

CARRIED

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

Chair Lachlan McDonald discussed the next meeting as Joanne Haley stated she was not sure at this point if there would be a meeting on November 20 2023.

Chair Lachlan McDonald called for adjournment.

MOVED BY: Stephanie Jaworski

SECONDED BY: Trevor Bougie

CARRIED

Adjournment

BE IT RESOLVED THAT the meeting of November 6, 2023, be adjourned to the call of the Chair @ 6:21pm

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 84-2023
FOR THE YEAR 2023**

***BEING A BY-LAW 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

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;

**NOW 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 December 18th, 2023 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 18th DAY OF DECEMBER 2023.***

MAYOR: _____ **CLERK:** _____