

**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING OF COUNCIL
Council Chambers, Municipal Office
Tuesday, October 22, 2019 7:00 PM**

Page

1. CALL TO ORDER

2. O CANADA

3. APPROVAL OF AGENDA

a) Additions, Deletions or Amendments

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

4. DECLARATION OF PECUNIARY INTEREST

a) [Pecuniary Interest Form](#)

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5. APPROVAL OF MINUTES

a) [Previous Meeting Minutes – October 7, 2019](#)

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b) [Public Meeting Minutes - October 7, 2019](#)

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c) [Special Meeting Minutes - October 15, 2019](#)

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6. PRESENTATIONS AND DELEGATIONS

a) [Glen Walter Area Master Plan Update - EVB Engineering](#)

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b) [Water and Waste Water Operations - EVB Engineering](#)

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7. NEW BUSINESS

a) **Staff Reports**

i. [Glengarry County Archives - Purchasing Policy \(L. McDonald\)](#)

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ii. [Charlebois Zoning By-law Amendment \(J. Haley\)](#)

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iii.	<u>Drinking Water Quality Management Standard V7 Endorsement (E. MacDonald)</u>	71 - 72
b)	Other Business	
i.	<u>2020 - Budget Meeting (L. McDonald)</u>	73
ii.	<u>Review - Per Diem and Reimbursement Policy (L. McDonald)</u>	74 - 78
iii.	<u>Child and Youth Safety and Well-being Proclamation</u>	79 - 80
c)	Committee Reports	
i.	<u>Committee of Adjustment Minutes - October 7, 2019</u>	81 - 83
d)	For Information Only	
i.	<u>2019 Volunteer Appreciation Event (J. Haley)</u>	84
ii.	<u>Statement of Revenues and Expenses (L. McDonald)</u>	85 - 92
iii.	<u>Consent Application B-83-19</u>	93 - 96
iv.	<u>Consent Application B-86-19</u>	97 - 100
v.	<u>Consent Summary</u>	101 - 102
vi.	<u>Letter - Minister for Municipal Affairs and Housing - AMO Delegation</u>	103 - 104
vii.	<u>Letter - Minister for Seniors and Accessibility - Remembrance Day Ceremonies</u>	105
viii.	<u>Letter - Stewardship Ontario - Municipal Blue Box Recycling Program</u>	106
ix.	<u>Resolution - Conservation Authorities (Municipality of Grey Highlands)</u>	107 - 108
x.	<u>Resolution - Integrity Commissioner Matters (Town of The Blue Mountains)</u>	109
xi.	<u>Resolution - Menstrual Products in City Facilities (St. Catharines)</u>	110
xii.	<u>Resolution - Municipal Amalgamation (Town of Penetanguishene)</u>	111 - 113

8. UNFINISHED BUSINESS

- a) [Unfinished Business Listing - October 22, 2019](#)

114 - 115

9. CLOSED SESSION

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

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

(d) labour relations or employee negotiations;

-Staff Report 124-2019

-CAO Position – Identifiable Individuals

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

-Staff Report 125-2019

10. CONFIRMING BY-LAW

- a) [Confirming By-law 68-2019](#)

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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 IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON OCTOBER 7, 2019.

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

REGRETS: Deputy Mayor Lyle Warden

STAFF PRESENT: Clerk Kelli Campeau, GM Community Services Joanne Haley, GM Infrastructure Services Ewen MacDonald, GM Corporate Services Lachlan McDonald, Fire Chief Dave Robertson, Deputy Clerk Kaylyn MacDonald, Director of Water & Wastewater Shawn Killoran, Water Treatment Operator Dillen Seguin.

1. CALL TO ORDER

Resolution No. 337-2019

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the October 7, 2019 Council Meeting of the Township of South Glengarry now be opened at 7:00 pm.

CARRIED

2. O CANADA

3. APPROVAL OF AGENDA

Resolution No. 338-2019

Moved by Councillor Jaworski

Seconded by Councillor Lang

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

-Deleted from agenda - 7.b.iv. Burn By-law Review

-Added to Agenda – 7.b.iv. Hamilton Island Emergency Services Access

-Moved from Information Only to Other Business - 7.d.xiii. Resolution – Pupil Accommodation Review Guideline (North Glengarry)

CARRIED

4. DECLARATION OF PECUNIARY INTEREST - None

5. APPROVAL OF MINUTES

a) Previous Meeting Minutes - September 16, 2019

Resolution No. 339-2019

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Minutes of the Regular Meeting of the Council of the Township of South Glengarry held on September 16, 2019, including the Closed Session Minutes, be adopted as circulated.

CARRIED

6. PRESENTATIONS AND DELEGATIONS

- a) William Street Reconstruction - Kevin MacCulloch EVB Engineering
Mr. MacCulloch presented options for the proposed reconstruction of William Street. Council expressed interest in moving forward with option A as presented (project pending budget approval).

7. NEW BUSINESS

a) Staff Reports

i) Glengarry Sports Palace Agreement

Resolution No. 340-2019

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 113-2019 be received and that By-law 62-2019, being a by-law to enter into an agreement with the Corporation of the Township of North Glengarry for the administration and operation of the Glengarry Sports Palace be read a first, second and third time, passed, signed and sealed this 7th day of October, 2019.

CARRIED

ii) Appointment of Deputy Clerk

Resolution No. 341-2019

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 114-2019 be received and that By-law 64-2019, being a by-law to appoint Kaylyn MacDonald as Deputy Clerk for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 7th day of October 2019.

CARRIED

iii) Appointment of Lottery Licence Issuer

Resolution No. 342-2019

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 115-2019 be received and that By-law 65-2019, being a by-law to appoint Kaylyn MacDonald as a Lottery Licence Officer for the Corporation of the Township of South Glengarry, be read a first, second and third time, passed, signed and sealed in Open Council this 7th day of October, 2019.

CARRIED

iv) Revised Job Description - Deputy Chief Building Official

Resolution No. 343-2019

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 116-2019 be received and that the Council of the Township of South Glengarry approves the job description of the Deputy Chief Building Official.

CARRIED

v) Drinking Water Quality Management Standard Endorsement

Resolution No. 344-2019

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT Staff Report 117-2019 be received and that the Council of the Township of South Glengarry receive the Drinking Water Quality Management System Operation Manual Version 7, revised September 12, 2019.

CARRIED

vi) Place St. Laurent Phase 5 Capacity Allocation

Resolution No. 345-2019

Moved by Councillor McDonell

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 68-2019 be received and that the Council of the Township of South Glengarry hereby approves capacity for 20 lots for Place St. Laurent Phase 5 as per the request of the developer.
CARRIED

vii) Procurement 10-2019 Glengarry Nor'Westers & Loyalist Museum
Bathroom Renovations

Resolution No. 346-2019

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 119-2019 be received and that Council award Tender 10-2019 for the renovations to the washrooms at the Glengarry Nor'Westers & Loyalist Museum to Grant Marion Construction Ltd. as per their submission of \$48,900.00 plus HST and furthermore, that the Mayor and Clerk be authorized to sign any relevant documents.
CARRIED

viii) Stone Dust Quotation

Resolution No. 347-2019

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 120-2019 be received and that the Quotation for the supply of winter stone dust be awarded to Cornwall Gravel Company Ltd as per their quote of \$11.95 per tonne for the Airport Road Site and to COCO Group as per their quote of \$11.75 per tonne for the North Lancaster Patrol Yard.
CARRIED

b) Other Business

i) Draft Tree Canopy and Natural Vegetation Policy

Council requested that a Special Meeting be held at a later date to discuss the matter further and provide direction to Administration.

ii) Martintown Mill Harvest Dinner - Request for Donation

Resolution No. 348-2019

Moved by Councillor McDonell

Seconded by Councillor Lang

BE IT RESOLVED THAT the Council of the Township of South Glengarry approves the donation request for \$170 to the Martintown Mill Preservation Society from the Council Grants and Donations Discretion fund.
CARRIED

iii) Notice of Motion for Consideration At This Meeting - Provincial Electronic Delegations

Resolution No. 349-2019

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Township of Larder Lake and requests that Provincial Ministers and the Premier offer electronic delegations to small and rural municipalities that do not have sufficient budgets to attend conferences and furthermore that this resolution be sent to the Premier, all Provincial Ministries and the Township of Larder Lake.

CARRIED

- iv) Hamilton Island Emergency Services Access
Verbal update provided by Chief Robertson.

- v) Resolution - Pupil Accommodation Review Guideline (North Glengarry)
Resolution No. 350-2019 Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Township of North Glengarry regarding proposed changes to the Pupil Accommodation Review Guideline, being:

1. That the economic impact of a school closure on a municipality be considered before a school is closed.
2. That there be proven value to the student when considering a school closure, including greater access to amenities, services, and learning opportunities (ie. after school work, co-op programs, etc.)
3. That multiple options be allowed to be considered during the Pupil Accommodation Review Process.
4. That students being removed from their community be the absolute last resort, with all efforts being exhausted for school boards to share amenities and space before a child is transported out of their community.

AND FURTHERMORE that this resolution be forwarded to the Township of North Glengarry, Minister Stephen Lecce, Ministry of Education and Premier Doug Ford.

CARRIED

- Resolution No. 351-2019** Moved by Councillor McDonell
Seconded by Councillor Lang

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

CARRIED

- c) Committee Reports
- i) Committee of Adjustment Meeting Minutes - September 16, 2019
- d) For Information Only
- i) Fall Planning and Building Open House and Information Session
- ii) Hazardous Waste Day
- iii) Consent Application B-78-19
- iv) Consent Application B-79-19
- v) Consent Application B-82-19
- vi) Notice of Consent Decision
- vii) Consent Summary 2019
- viii)SDG Council September Newsletter
- ix) OGRA Newsletter
- x) Letter - Building Code Services Transformation
- xi) Letter - Proposed Changes to the Aggregate Resources Act
- xii) Joint and Several Liability Consultation (Township of Springwater)
- xiii)Resolution - Bill 108 (Newmarket)

- xiv) Resolution - Legal Aid Funding Cuts (Chatham-Kent)
- xv) Resolution - Mandatory Septic Reports (Hastings Highlands)
- xvi) Resolution - Upper Thames River Conservation Authority (Township of Zorra)
- xvii) Support Resolution - Reducing Litter (Mississippi Mills)

8. UNFINISHED BUSINESS

- a) Unfinished Business Listing - October 7, 2019

9. CLOSED SESSION

Resolution No. 352-2019

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 8:34 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

-Legal Advice – Identifiable Individual

CARRIED

Resolution No. 353-2019

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 9:06 pm into Open Session without reporting.
CARRIED

10. CONFIRMING BY-LAW

Resolution No. 354-2019

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT By-law 66-2019 adopt, confirm and ratify matters dealt with by resolution, be read a first, second and third time, signed, sealed and passed in Open Council.
CARRIED

11. ADJOURNMENT

Resolution No. 355-2019

Moved by Councillor Lang

Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:07 pm.
CARRIED

Mayor

Clerk

PUBLIC MEETING MINUTES

A PUBLIC MEETING OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE EVENING AT THE TOWNSHIP OFFICE, LANCASTER ON OCTOBER 7, 2019 AT 6:30 PM.

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

STAFF PRESENT: Clerk Kelli Campeau, GM Community Services
Joanne Haley

OPEN PUBLIC MEETING

The meeting was opened at 6:30 pm.

Ms. Haley provided an overview of the public meeting process and advised that any person may attend and make verbal or written submissions.

1. PRESENTATIONS AND DELEGATIONS

a) Charlebois Zoning By-law Amendment

Ms. Haley advised that the purpose of this zoning amendment is to rezone the subject property, Part of Lot 24, Concession 8, NRR in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry from Agriculture (AG) to Agriculture – Exception Twenty Three (AG-23) to reduce the minimum lot area from 20 hectares to 13.35 hectares and to prohibit residential construction.

Ms. Haley advised that no formal or written comments have been received to date.

Councillor McDonell inquired if a building permit could be acquired for this property if approved. Ms. Haley advised that there could not be a building permit, the zoning would allow for agricultural purposes only (could still build a dairy farm).

Councillor Jaworski inquired why an exception is required. Ms. Haley advised this method is permitted under the Provincial Policy Statement and that a smaller lot needed to be created to achieve compliance with the by-law.

2. ADJOURNMENT

The meeting was adjourned at 6:40 PM.

Mayor

Clerk

MINUTES

THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY WAS HELD IN THE MORNING AT THE TOWNSHIP OFFICE, LANCASTER ON OCTOBER 15, 2019 AT 9:00 AM.

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

STAFF PRESENT: Clerk Kelli Campeau

1. CALL TO ORDER

Resolution No. 356-2019

Moved by Councillor Jaworski

Seconded by Councillor Lang

BE IT RESOLVED THAT the October 15, 2019 Special Meeting of the Township of South Glengarry now be opened at 9:00 am.

CARRIED

2. APPROVAL OF AGENDA

Resolution No. 357-2019

Moved by Deputy Warden

Seconded by Councillor McDonell

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

CARRIED

3. DECLARATION OF PECUNIARY INTEREST - None

4. CLOSED SESSION

Resolution No. 358-2019

Moved by Councillor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry convene to Closed Session at 9:01 am to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001:

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

(d) labour relations or employee negotiations;

-CAO Position – Identifiable Individuals

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

-Existing Litigation

CARRIED

Resolution No. 359-2019

Moved by Councillor McDonell

Seconded by Deputy Warden

BE IT RESOLVED THAT the Council of the Township of South Glengarry now rise and reconvene at 12:43 pm into Open Session without reporting.

CARRIED

Resolution No. 360-2019

Moved by Councillor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the Council of the Township of South Glengarry direct solicitor Eldon Horner to carry out all actions as specified in the Closed Session Minutes.
CARRIED

5. ADJOURNMENT

Resolution No. 361-2019

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 12:44 pm.
CARRIED

Mayor

Clerk



Glen Walter Area Master Plan Update

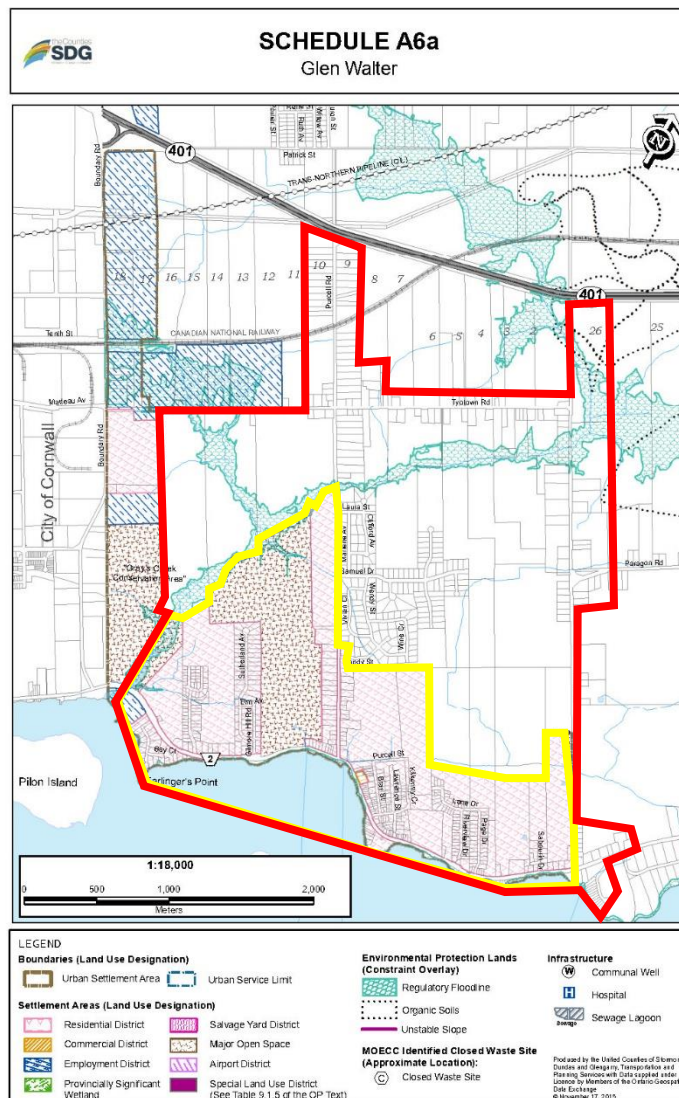
October 22 , 2019



Purpose of Presentation

- The Project Steering Committee met on August 1, 2019
 - Direction provided to develop options for providing municipal service to the entire study area.
- This presentation provides recommendations concerning
 1. Future Growth Rates
 2. Estimate for cost of water and wastewater treatment
 3. Phasing of municipal services

Glen Walter & Area Defined



- Study Area is contained in red outlined area.
- Urban Settlement Boundary defined in Official Plan and shown in yellow outlined area.
- Urban Settlement Area = Municipal Services
- Rural Settlement Area = Private Services

Ontario Provincial Policy Statement under the Planning Act

- 1.6.6.2 – Municipal sewage and water services are the preferred form of servicing
- 1.6.6.3 – Small communal systems are the next preferred servicing method
- 1.6.6.4 – Private services shall be provided where the above options cannot.
- 1.6.6.5 – Partial services shall only be permitted in specific situations (not preferred).
- 1.6.6.6 – Uncommitted Capacity Reserve Calculation

Municipal Act

Section 86 Mandatory Supply

- Despite section 19, a municipality shall supply a building with a water or sewage public utility if:
 - The building lies along a supply line of the municipality for the public utility;
 - In the case of a water public utility, there is a sufficient supply of water for the building;
 - In the case of a sewage public utility, there is sufficient capacity for handling sewage from the building; and
 - The owner, occupant, or other person in charge of the building requests the supply in writing.
- The above does not apply if the supply of the public utility to a building or to the land on which the building is located would contravene an official plan under the Planning Act.

Growth Rates

WSP's Previous Work

- WSP's memo carried forward growth forecast from the Glen Walter Water and Wastewater Servicing Master Plan (2008).
- 20-Year Growth rate is about 2% per year.

Historical Growth Rate

- Based on issued residential building permits, the Growth Rate is about 2% per year in the serviced area.
- For comparison, the Village of Long Sault has experienced a growth rate of 4.1% within their serviced area (not restricted by uncommitted reserve capacity).

Uncommitted Reserve Capacity Calculation

Capacity of Existing Infrastructure

Infrastructure	Committed Lots	Uncommitted Lots	Total Lots
Water	75	103	178
Wastewater	72	5	77

Based on 2% Growth:

- Only committed lots can be developed within the service area
- Glen Walter WTP next expansion will be required within 19 years
- Glen Walter WWTP next expansion will be required within 7 years

NOTE:

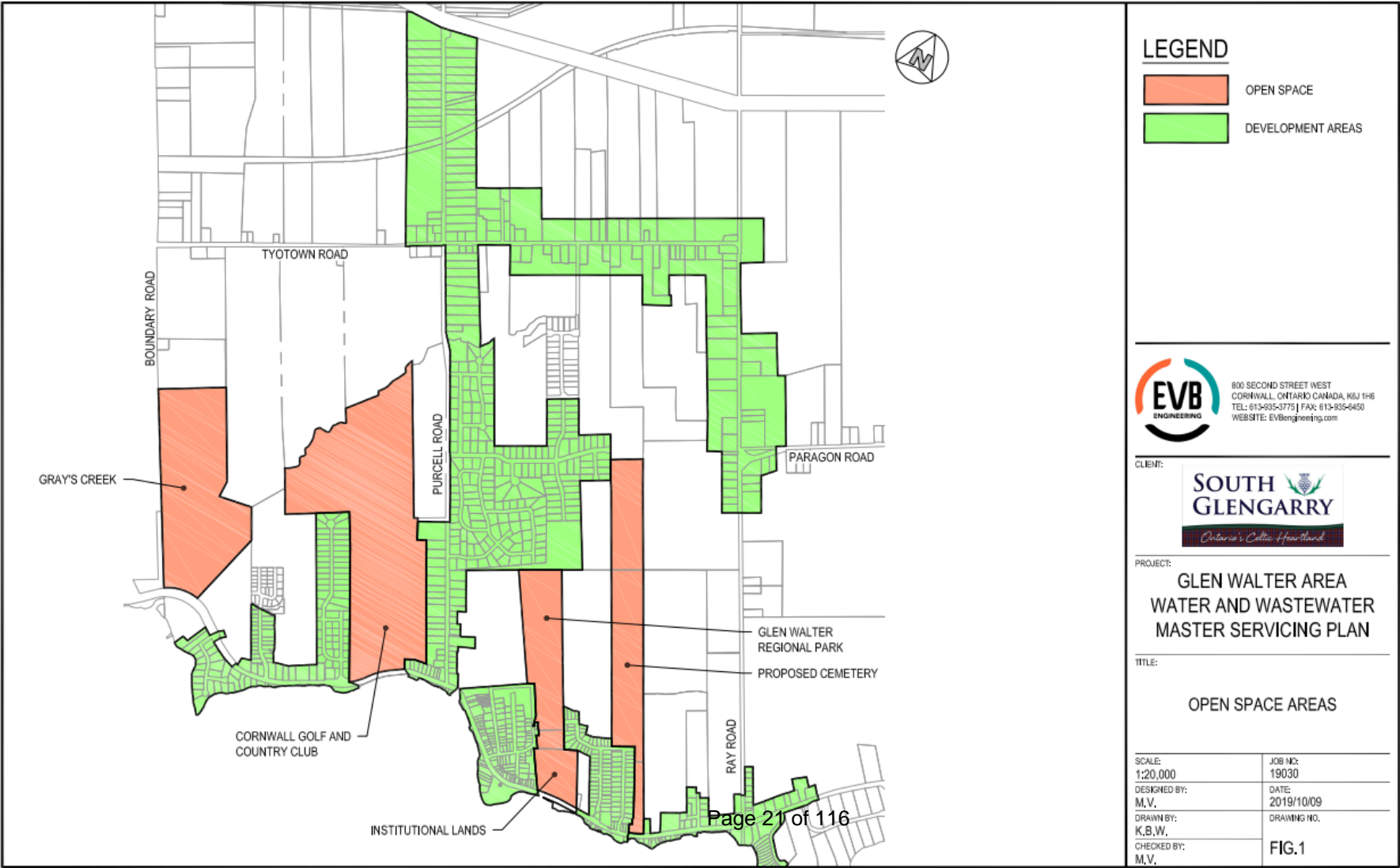
- WWTP Capacity restricts future growth
- WTP Capacity allows for phasing of projects

Growth Forecast Assumptions

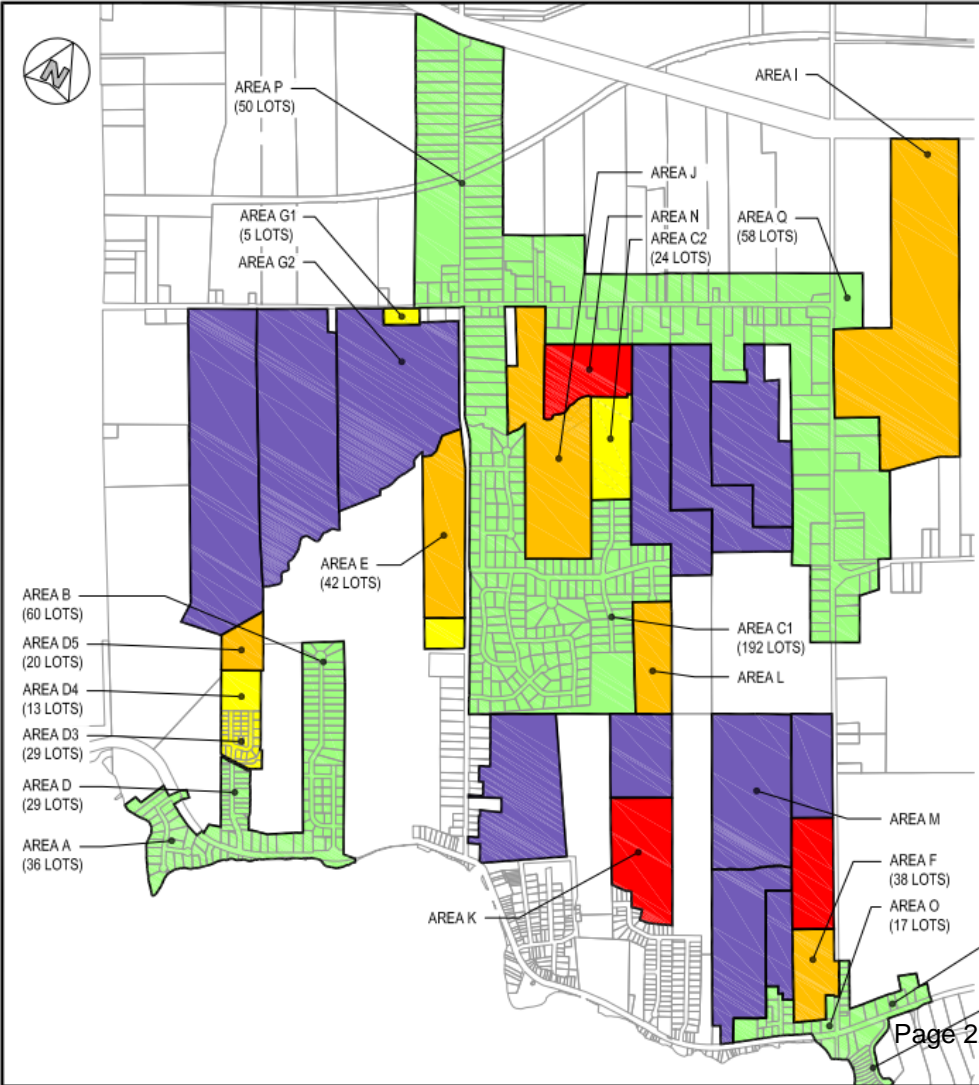
- Use existing Plans of Subdivisions (if available)
- Industry Standard:
 - 3.5 persons per lot
 - 350 litres of water per person per day with a maximum day factor of 1.5
 - 450 litres of wastewater per day per person
- Where no Plan of Subdivision exists

Development Basis	Low Density (Estate Lots)	High Density (combination of single and duplex lots)
Lots per Hectare	5.8	14.3
Persons per Hectare	20	50

Glen Walter & Area Open Spaces



Glen Walter and Area Developments



Area	DEVELOPMENT AREA	DESCRIPTION	STATUS
	Glen Walter Core	Serviced (W/WW)	Existing
Area A	Farlinger Point	Water Service Only	Existing
Area B	Sutherland Subdivision	Private Services	
Area C1	Sapphire Hills	Private Services	
Area C2	Sapphire Hills	Private Services	
Area D	Place St. Lawrence	Serviced	Phase 1
Area D3	Place St. Lawrence	Serviced	Phase 3
Area D4	Place St. Lawrence	Serviced	Phase 4
Area D5	Place St. Lawrence	Serviced	Phase 5
Area E	Country Club Estates	Serviced	
Area F	Edgewater Subdivision	Private Services	Phase 1
	Edgewater Subdivision	Private Services	Phase 2
Area G	Grant Subdivision	Private Services	Phase 1
	Grant Subdivision	Private Services	Phase 2
Area I	Rae Rd North	Private Services	Phase 1
Area J	Area J	Private Services	Phase 1
	Area J	Private Services	Phase 2
Area K	Area K	Private Services	
Area L	Area L	Private Services	
Area M	Area M	Private Services	
Area N	Area N	Private Services	
Area O	Sabourin Subdivision	Private Services	Existing
Area P	Purcell North	Private Services	Existing
Area Q	Tyotown East	Private Services	Existing
Area R	Rae Rd East	Private Services	Existing
Area S	Craig Road Subdivision	Private Services	Existing

LEGEND

- EXISTING
- NEAR TERM (WITHIN 5 YEARS)
- MID TERM (WITHIN 10 YEARS)
- LONG TERM (WITHIN 20 YEARS)
- VERY LONG TERM (OVER 20 YEARS)



800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

GLEN WALTER AREA
WATER AND WASTEWATER
MASTER SERVICING PLAN

TITLE:

DEVELOPMENT AREAS
WITHIN THE STUDY AREA

SCALE:

1:20,000

DESIGNED BY:

M.V.

DRAWN BY:

K.B.W.

CHECKED BY:

M.V.

JOB NO:

19030

DATE:

2019/10/09

DRAWING NO.

FIG.2



Existing Population

Area	Development Area	Number of Lots	Number of Lots	Total Number of Lots	Number of Persons	Total Area Population
MUNICIPAL WATER/WASTEWATER SERVICE						
	Glen Walter Core	364 ¹	339 ²	339	667 ²	667
Area A	Farlinger Point	36	36 ²	375	79 ²	746
Area D3	Place St. Lawrence	29	29	404	101.5	848
Area D4	Place St. Lawrence	13	13	417	45.5	893
EXISTING PRIVATE SERVICED DEVELOPMENTS						
Area B	Sutherland Subdivision	60	60	60	210	210
Area C1	Sapphire Hills	192	192	252	672	882
Area O	Sabourin Subdivision	17	17	269	59.5	942
Area P	Purcell North	50	50	319	175	1,117
Area Q	Tyotown East	58	58	377	203	1,320
Area R	Rae Rd East	15	15	392	52.5	1,372
Area S	Craig Road Subdivision	15	15	407	52.5	1,425
APPROVED PLANS OF SUBDIVISION						
Area C2	Sapphire Hills	24	24	24	84	84
Area D5	Place St. Lawrence	20	20	44	70	154
Area G1	Dr. Gatién Subdivision	5	5	49	18	172
Area E	Country Club Estates	42	42	91	147	319
Area F	Edgewater Subdivision	19	19	110	66.5	386
Area F	Edgewater Subdivision	19	19	129	66.5	452

1 Based on number of lots serviced by wastewater
 2 From WSP Report

Development Areas

Area	DEVELOPMENT AREA	Number of Lots	Area (HA)	LOW DENSITY			
				Number of Lots	Total Number of Lots	Number of Persons	Total Area Population
Area I	Rae Rd North		53.1	303	432	1062	1,062
Area J	Area J		26.09	149	581	521.8	1,584
	Area J		11.42	65	646	228.4	1,812
Area L	Area L		7.98	46	692	159.6	1,972
Area K	Area K		19.63	112	804	392.6	2,364
Area N	Area N		11.88	68	872	237.6	2,602
Area G2	Grant Subdivision		23.54	135	1,007	470.8	3,073
Area M	Area M		23.62	135	1,142	472.4	3,545
Area	DEVELOPMENT AREA	Number of Lots	Area (HA)	HIGH DENSITY			
				Number of Lots	Total Number of Lots	Number of Persons	Total Area Population
Area I	Rae Rd North		53.1	759	888	2,655	2,655
Area J	Area J		26.09	373	1,261	1,305	3,960
	Area J		11.42	163	1,424	571	4,531
Area L	Area L		7.98	114	1,538	399	4,930
Area K	Area K		19.63	280	1,818	982	5,911
Area N	Area N		11.88	170	1,988	594	6,505
Area G2	Grant Subdivision		23.54	336	2,324	1,177	7,682
Area M	Area M		23.62	337	2,661	1,181	8,863

Municipal Service Area

Design Population for Entire Area

Area	Urban Settlement Boundary		Entire Area	
	Low Density	High Density	Low Density	High Density
Municipal Water/Wastewater Service	893		893	
Existing Privately Serviced Development	270		1,425	
Approved Plans of Subdivision	70		452	
Regional Growth	686	1,261	3,545	8,863
TOTAL POPULATION	1,919	2,494	6,315	11,633
Growth Rate	1.68%	2.58%	3.4%	5.52%

Cost of Private Servicing for New Lots

- Groundwater Well: \$12,000 to \$20,000
- The operation of private water systems may have annual operating costs related to water softening salt, filters, UV lamps, etc.
- Septic System: \$30,000
- Septic tanks are required to be pumped of their solids on a bi-annual basis, with a 30-year life expectancy of the leaching bed.
- Limits the number of lots per hectare to 5.8 lots per hectare compared to 14.3 lots per hectare for municipally serviced lots

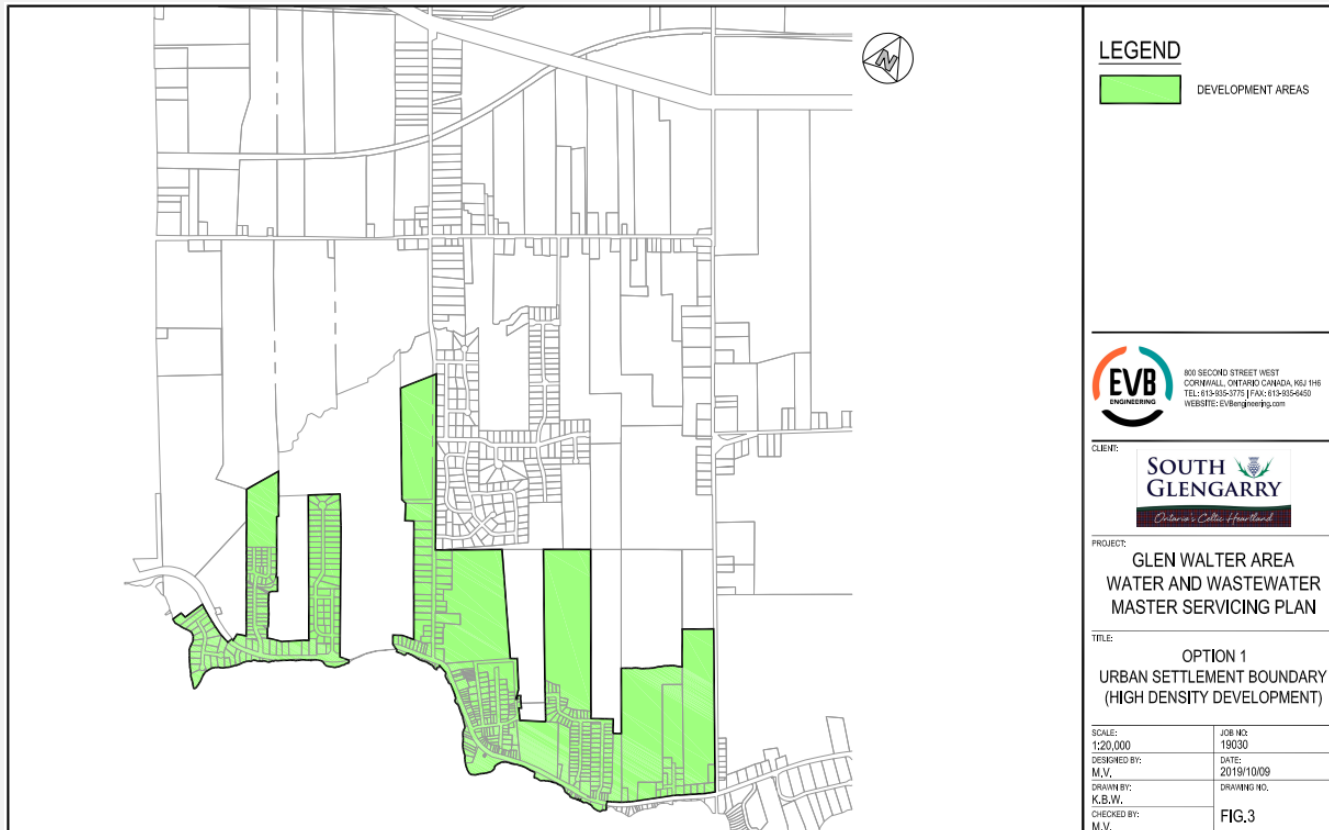
Cost of Municipal Services

- Water Treatment and Distribution:
 - Costs for Water Treatment Plant Expansion
 - Costs for Water Storage
 - Costs for Water Transmissions
 - Costs for Water Distribution Mains
- Wastewater Collection and Treatment
 - Costs for Wastewater Collection Sewers
 - Costs for Sewage Pumping Stations and Forcemains
 - Costs for Wastewater Treatment Plant Expansion
- Land Acquisition (if required)

Cost of Municipal Services / Evaluation Criteria

- Preliminary costing for treatment infrastructure provided
 - Vertical infrastructure costs based on Ontario Ministry of Infrastructure's publication "Water and Wastewater Asset Cost Study"
 - Potential for funding from high level of governments available
1. Construction Cost
 2. Operational Issues
 3. Realistic Growth Rates
 4. Land Acquisition
 5. Phasing

Summary of Servicing Options: Option 1

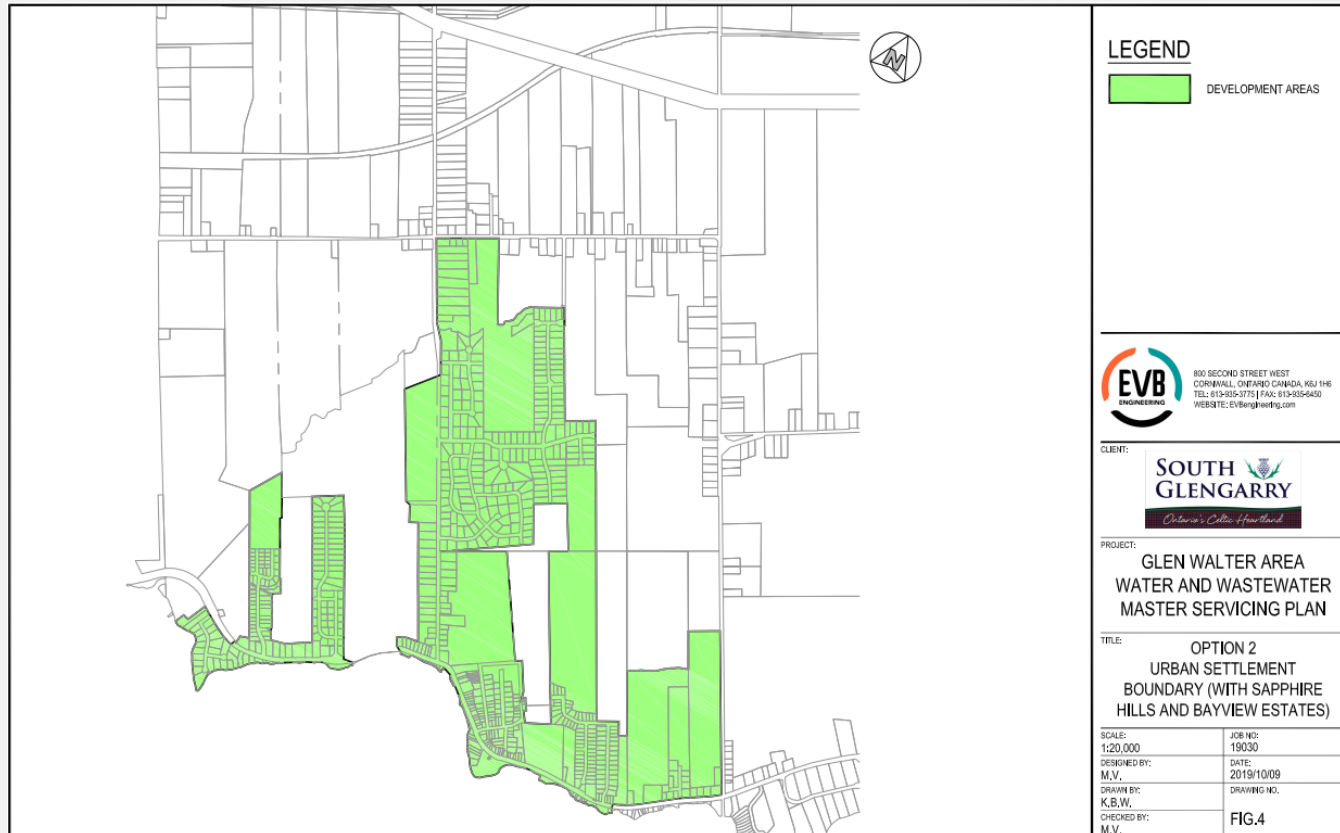


Development Type	Urban Settlement Boundary (High Density Development)
Base Population	1,163
Growth Population	1,332
Growth Rate	2.58%
Total Design Population	2,494
WTP Design MDF (m ³ /d)	1,351
WWTP Design ADF (m ³ /d)	1,265
WTP Cost	\$ 10,174,000
Water Storage Cost	\$ 1,721,000
WWTP Cost	\$ 11,198,800
Total Treatment Cost	\$ 23,093,800
Cost Per Lot	\$32,409

Summary:

- Includes existing service area, Farlinger Point, Sutherland Subdivision, Place St. Laurent, Edgewater Subdivision, Sabourin Subdivision, etc.
- Linear infrastructure is not included in the estimate presented.

Summary of Servicing Options: Option 2

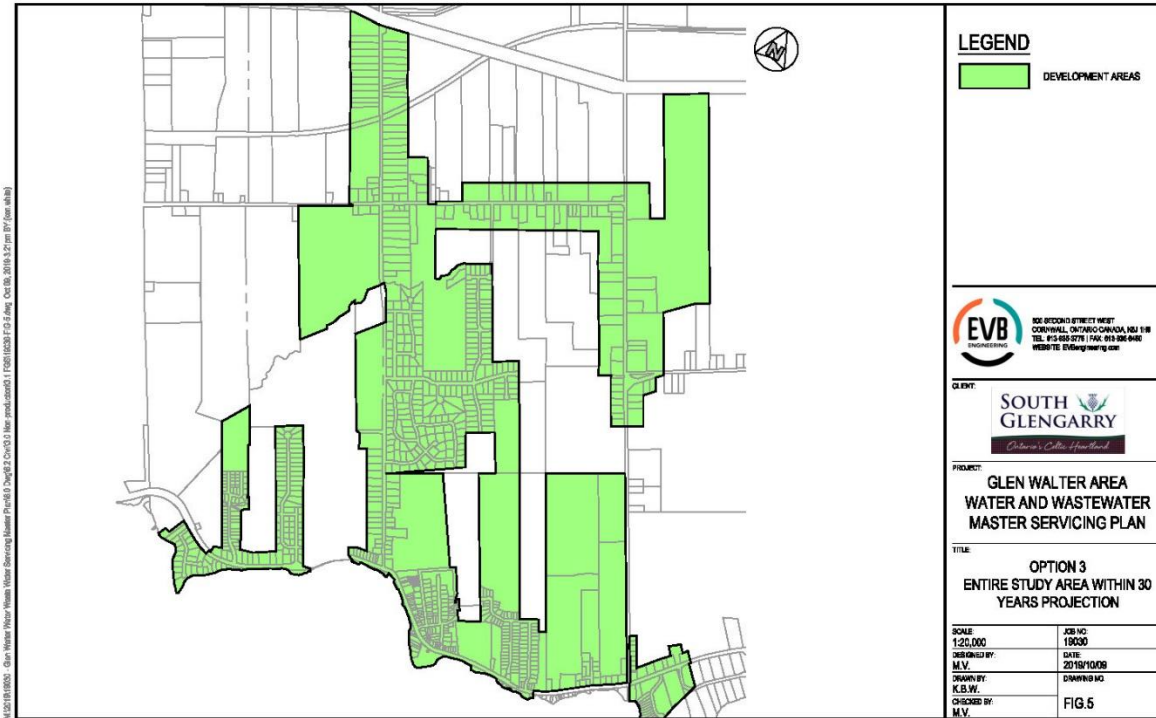


Development Type	Urban Settlement Boundary + Sapphire Hills & Bayview Estates (High Density Development)
Base Population	1,835
Growth Population	4,284
Growth Rate	4.10%
Total Design Population	6,119
WTP Design MDF (m ³ /d)	2,901
WWTP Design ADF (m ³ /d)	2,594
WTP Cost	\$ 17,237,000
Water Storage Cost	\$ 2,727,000
WWTP Cost	\$ 23,172,000
Total Treatment Cost	\$ 43,136,000
Cost Per Lot	\$24,675

Summary:

- Includes Option 1 service area plus Bayview Estates, Sapphire Hills, Areas C2, J, and N
- Linear infrastructure is not included in the estimate presented.

Summary of Servicing Options: Option 3



Development Type	Entire Study Area (Option 2 + Low Density in Remaining Area)
Base Population	2,318
Growth Population	6,307
Growth Rate	2.67%
Total Design Population	8,625
WTP Design MDF (m ³ /d)	4,000
WWTP Design ADF (m ³ /d)	3,500
WTP Cost	\$ 22,432,00
Water Storage Cost	\$ 3,306,000
WWTP Cost	\$ 29,642,000
Total Treatment Cost	\$ 55,380,000
Cost Per Lot	\$22,474

Summary:

- Includes all properties that are identified on Figure 5.
- Linear infrastructure is not included in the estimate presented.

Next Steps

Recommendations:

1. Proceed with a hybrid servicing plan (30-year plan):
 - Design for $\frac{1}{2}$ of the Capacity of Option 2 with the ability to twin each plant such that all of Option 2 can be serviced in the future.
 - Provides flexibility with an additional 53 homes (over option 1) plus the ability to reassign the capacity of servicing Sutherland Subdivision (60 homes) to another area if so desired.
 - Allows for 2.83% growth per year for 30 years.
2. Proceed with consideration for long-term servicing plan to provide municipal services to the entire study area over a 50-year plan.
3. Approach the City of Cornwall with water and wastewater requirements to service the options for the 30-year and 50-year planning period.

Municipal Servicing Option Summary

Development Type	30-Year Plan	50-Year Plan
Base Population	1,163	2,318
Growth Population	1,520	6,307
Planning Period	30	50
Growth Rate	2.83%	2.67%
Total Design Population	2,683	8,625
WTP Design MDF (m ³ /d)	1,450	3,963
WWTP Design ADF (m ³ /d)	1,350	3,504
WTP Cost	\$ 10,780,000	\$ 22,432,000
Water Storage Cost	\$ 1,770,000	\$ 3,306,000
WWTP Cost	\$ 13,883,000	\$ 29,642,000
Total Treatment Cost	\$ 26,433,000	\$ 55,380,000 ¹

1 Cost estimate to implement treatment system for 50-year plan today.



Water and Wastewater Operations

October 22 , 2019



Review Water and Wastewater Operations

- Two Options
 - Provide services with own forces; or
 - Contract services to private entity.



Local Systems

Service Provider	Own Forces	Contracted
Local Municipalities	Brockville Cardinal/Edwardsburg Cornwall Hawkesbury Kingston North Glengarry North Grenville Perth Russell Smiths Falls South Dundas South Glengarry Westport	Alfred-Plantagenet Carleton Place Casselman Champlain Clarence-Rockland East Hawkesbury Gananoque Merrickville Mississippi Mills Nation Municipality North Dundas Prescott South Stormont

Service Providers

- **Aquatech Water Management Services**
(Larger Presence in Quebec, Closest Operation is Chalk River)
- **Caneau Water and Sewage Operations**
(Presence in Eastern Ontario)
- **Ontario Clean Water Agency**
(Presence in Eastern Ontario)
- **Veolia Operations**
(Closest Operation is Bancroft)

Comparison

- Contracts vary greatly from municipality to municipality.
- Some operations contracts include the supply of chemicals, payment for utilities, laboratory costs, etc.
- Budget Comparison is based on wages & benefits, vehicle cost and equipment (includes equipment purchases and rentals).

Comparison

Municipality	South Glengarry	Prescott	South Stormont	North Dundas ¹
Operating Facilities ²	3 WTP, 3 WWTP, SPS, 11 Small Systems	1 WTP, 1 WWTP, 5 SPS, 1 Small System	1 Regional WTP (LS), 1 WWTP (LS), SPS, WR	6 Wells, WDS, 2 WT, 2 WR, 2 WWTP
# of Connections	1,150	2,900	1,500	1,850
Operating Staff	(1) Operations Manager, (3) Operators	(1) Operations Manager, (3) Operators, (0.5) Lab Tech/QMS Rep	(1) Operations Manager, (2.5) Operators, (0.5) Lab Tech/QMS Rep	Not Provided
Operating Authority	Township	OCWA	Caneau	OCWA
1	OCWA Contact includes chemical costs and potentially other cost items. North Dundas was not explored any further.			
2	WTP - Water Treatment Plant, WWTP - Wastewater Treatment Plant, SPS - Sewage Pumping Station, WR - Water Reservoirs			

Comparison

Municipality	South Glengarry ¹	Prescott	South Stormont	North Dundas ²
Wages + Benefits	\$361,695	\$367,821	\$322,020	\$759,130
Vehicle Costs	\$24,560	\$47,404	³	
Equipment	\$14,124	\$24,641	\$9,000	\$53,000
Cost for WDS and WWC ^{4,5,6}	Included	Non Included	\$74,100	Unknown
Annual Cost	\$400,379	\$439,866	\$405,120	\$812,130

1 Wages + Benefits for Administration staff have been removed.

2 OCWA Contract includes chemical costs and potentially other cost items. I did not explore North Dundas Contract any further.

3 Caneau's vehicle cost is rolled into wages + benefits

4 Includes wages, benefits and fleet costs associated with the services.

5 WDS - Water Distribution System, WWC - Wastewater Collection System

6 In South Stormont, the Public Works Department maintains WDS and WWC

Advantages and Disadvantages

Operations	Municipal Staff	Contracted Services
Advantages	<ul style="list-style-type: none"> • Maintain control of overtime hours • Maintain control of vehicle costs • Maintain control of data and its management • Flexibility in staffing • Continuity of operations • Existing staff operates treatment, collection, distribution, locate service 	<ul style="list-style-type: none"> • May provide additional human and equipment resources • Shared risk
Disadvantages	<ul style="list-style-type: none"> • Maintain all risk • Maintain and manage adequate staffing levels • Difficult to transition into and out of outsourcing • Labour relations (Union Contract) 	<ul style="list-style-type: none"> • Potential added costs for capital work management • If scope of contract is not well defined, there is a potential for increased costs • Contractor may use proprietary software for data management • Potential lay-offs • May need to train public works/recreation staff to maintain small systems

Overall Findings

- There are equally the number of municipalities in Eastern Ontario that operate their water and wastewater systems utilizing their own forces as compared to contracted services
- Article 27:04 of the current Collective Agreement (expires April 30th, 2022) reads:
 - For such time as this Collective Agreement continues to operate, the Employer agrees that there shall not be contracting out that results in a reduction of regular hours of work or a layoff of present members of the bargaining unit.
- The Township's current operating costs are comparable to other municipalities who have contracted out the services.



STAFF REPORT

S.R. No. 121-2019

PREPARED BY: Lachlan McDonald, GM Corporate Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 22, 2019

SUBJECT: Glengarry County Archives - Purchasing Policy

BACKGROUND:

1. In 2019 the Township of South Glengarry (SG) and the Township of North Glengarry (NG) committed to a new home for the Glengarry County Archives (GCA) in Alexandria (28 Kenyon Street East). Inasmuch, we have a shared municipal asset.
2. The GCA building requires significant renovations and a procurement policy should be followed for their purchases.

Estimates (from GCA Archivist) include:

- Stone Work - \$60,000 (request to do in a non-competitive manner)
 - Electrical - \$20,000
 - Ramp - \$30,000-35,000
 - Construction - \$150,000
3. In conversations with the CAO and Treasurer of NG, it was determined to use our policy.
 4. If Council supports this Staff Report, a similar report will be presented to the NG Council on October 28, 2019.

ANALYSIS:

5. Although the asset is ours and our procurement policy clearly sets \$50,000 as the threshold for non-competitive processes, the work will be undertaken with non-taxpayer money.



6. Since it is non-taxpayer money (the GCA is undertaking an ambitious fundraising campaign), there may be a case to apply the Procurement Policy Section 5.3 – Special Circumstances:

Subject to the requirements of the applicable trade agreements, when Council is of the opinion that a “Special Circumstance” warrants a non-competitive purchase, the Council may authorize the purchase of such goods and services as is considered necessary to remedy the situation without regard to the requirements of this By-Law.

7. We would be compliant under both applicable trade agreements:
 - a. Canadian Free Trade Agreement (CFTA) is \$252,700 or greater for construction
 - b. Canada-Europe Union Comprehensive and Trade Agreement (CETA) is \$9,100,000 for construction
8. At this time, the section for Special Circumstances is requested for the stone work only and the rest of the renovation will be brought forward later for consideration.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 121-2019 is received and that the Council of the Township of South Glengarry support the use of the Township of South Glengarry Purchasing Policy (33-18) for activities concerning the Glengarry County Archives and furthermore, support the use of the Section 5.3 -Special Exceptions to allow the Glengarry County Archives to sole source stone work for the renovation of 28 Kenyon Street East.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

SG-I-18

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 33-18
FOR THE YEAR 2018**

***BEING A BY-LAW TO ESTABLISH A PURCHASING POLICY FOR THE
TOWNSHIP OF SOUTH GLENGARRY.***

***NOW THEREFORE THE COUNCIL FOR THE TOWNSHIP OF SOUTH
GLENGARRY HEREBY ENACTS THE FOLLOWING BY-LAW:***

1. SHORT TITLE

- 1.1. This By-law may be cited as the "Procurement By-Law" or "Procurement Policy".

2. PURPOSE/OBJECTIVES

- 2.1. The objectives of this By-law are:
- 2.1.1. to provide direction to Administration on the proper steps to follow in procurement while allowing enough flexibility to promote innovative procurement processes that provide best value for the Township;
 - 2.1.2. to obtain best value when purchasing goods and services for the Township while treating all suppliers fairly;
 - 2.1.3. to ensure purchases are made using a competitive process that is open, transparent and fair to all suppliers;
 - 2.1.4. to ensure public accountability.

3. DEFINITIONS

- 3.1. In this By-Law,
- "Administration"* means those having the authority under this Procurement By-Law to conduct procurement processes;
- "Agreement"* means a binding contract between two or more parties that create an obligation to do or not to do a particular thing;
- "Award"* means authorization to proceed with the purchase of goods and services from a chosen supplier;
- "Best Value"* means the optimal balance of all factors, both cost and non-cost;
- "CAO"* means the Chief Administrative Officer of the Township or designate;
- "Council"* means the Council of The Township of South Glengarry;
- "General Manager"* means the person responsible for the operation of a Division and includes: General Manager – Infrastructure Services, General Manager – Community Services, General Manager – Corporate Services, and Fire Chief;
- "Manager/Director"* means the person responsible for the operation of a Department and includes: Manager – Roads, Manager – Property Standards & Enforcement, Director – Water & Wastewater, Director – Development, & Clerk ;
- "Professional Services"* means services requiring the skills of professionals for a defined service requirement including:

- a. architects, engineers, designers, management and financial consultants; and,
- b. firms or individuals having specialized competence in environmental, planning, information technology or other disciplines;

"*Province*", as the term is used in this By-Law either means the Province of Ontario or the Canadian provinces collectively, including the Federal Government and territorial governments;

"*Purchase*" means to acquire goods or services by purchase, rental, lease or trade;

"*Respondent*" means a supplier providing a submission in response to a solicitation;

"*Routine Occurrence*" means an activity that occurs at least three times per term of Council;

"*Solicitation*" means a formal request for submissions;

"*Special Circumstance*" means a) an event that is exceptional or could not be foreseen and is a threat to the health, safety or welfare of the public, or b) an event that could cause loss or damage to public or other property or c) an event that has disrupted essential services that need to be re-established without delay, or d) where Council declares in an open meeting by resolution that a special circumstance exists, such declaration to be done by citing the special circumstance clause of this By-Law;

"*Standing Offer*" means an offer from a supplier that allows the Township to purchase frequently ordered goods or services from suppliers at prearranged prices, under set terms and conditions, when and if these are requested but no contract exists until the Township places an order against the Standing Offer;

"*Submission*" means an offer or bid from a Respondent in response to a solicitation;

"*Substantive Objection*" means a written objection provided to the Clerk or the General Manager responsible for the procurement by an interested party that could potentially affect the integrity of the procurement process, giving specific reasons for the objection and subject to the provision that the objection is not precluded by legislation or applicable trade agreements;

"*Successful Respondent*" means a Respondent that has signed an Agreement;

"*Township*" means The Corporation of the Township of South Glengarry;

"Township Management Team" means the Chief Administrative Officer, General Managers, Fire Chief, and Managers/Directors.

4. **ADMINISTRATION RESPONSIBILITIES AND AUTHORITIES**

- 4.1. **Sufficient Funds:** The exercise of authority by Administration to enter into an Agreement is subject to the identification and availability of sufficient funds in appropriate accounts within the budget.
- 4.2. **Insufficient Funds:** Where a requirement exists to initiate a project for which goods or services are required and funds are not contained in appropriate accounts within the budget to meet the proposed expenditure, Administration shall, prior to the commencement of solicitation, unless it is a Request for Information, submit a report to Council containing:
 - 4.2.1. information surrounding the requirement to obtain the goods or services;

- 4.2.2. information on the availability of the funds within the budget which were originally approved for other purposes or on the requirement for additional funds.
 - 4.3. **General Managers** have responsibility for procurement activities within their Divisions and are accountable for achieving the specific objectives of the procurement project.
 - 4.4. **The Treasurer** is authorized to pay all accounts for which funds are budgeted and the expenditure is properly approved by the Manager/Director, General Manager, Chief Administrative Officer or by Council resolution. Where funds are not budgeted the Treasurer is authorized to pay the account if it has been approved by Council resolution.
 - 4.4.1. **The CAO** has the responsibility for procurement activities other than those the General Managers are responsible for;
 - 4.4.2. **Compliance with Applicable Trade Agreements:** ensuring that the Township complies with the basic principles of the procurement chapters of the trade agreements, including those set out in Schedule A;
 - 4.4.3. **Special Interest:** subject to the requirements of the applicable trade agreements, authority for procurement activities deemed by the CAO to be of special interest to the Township;
 - 4.4.4. **Not To Enter Into An Agreement:** authority to instruct Administration not to enter into an Agreement and to submit recommendations to Council for approval;
 - 4.4.5. **Additional Restrictions:** authority to provide additional restrictions concerning procurement;
 - 4.4.6. **Standard Procurement Documents:** responsibility to maintain standard procurement documents reflecting recent jurisprudence and best practices;
 - 4.4.7. **Review Substantive Changes:** responsibility to review and approve all substantive changes to standard clauses in solicitations and template documentation;
 - 4.4.8. **Give Direction:** responsibility, in order to maintain consistency, to provide directions to Administration on procurement policies and procedures and on the structure, format and general content of procurement documentation;
 - 4.4.9. **Cancel Solicitation:** authority to cancel a solicitation at any time prior to entering into an Agreement;
 - 4.4.10. **Overview:** authority and responsibility to overview the procurement process in order to maintain its integrity;
5. **COUNCIL RESPONSIBILITIES AND AUTHORITIES**
 - 5.1. Despite any other provision of this By-Law, the following Agreements are subject to Council approval prior to execution:
 - 5.1.1. any Agreement requiring approval from the Ontario Municipal Board;
 - 5.1.2. any Agreement prescribed by Statute to be made by

Council;

- 5.1.3. where a Substantive Objection emanating from the solicitation has been received;
 - 5.1.4. where a major irregularity (ie, one that makes the Submission substantially non-compliant) precludes the award of a tender to the supplier submitting the lowest responsive bid;
 - 5.1.5. where Council, by resolution, requires that an Agreement be subject to Council approval;
 - 5.1.6. where authority to approve has not been expressly delegated;
 - 5.1.7. Agreements in excess of \$30,000, or \$20,000 for non-routine Agreements.
- 5.2. **Insufficient Funds:** Council shall approve all procurement where a requirement exists to initiate a project for which goods or services are required and funds are not contained in appropriate accounts within the budget to meet the proposed expenditure.
- 5.3. **Special Circumstances:** Subject to the requirements of the applicable trade agreements, when Council is of the opinion that a “Special Circumstance” warrants a non-competitive purchase the Council may authorize the purchase of such goods and services as is considered necessary to remedy the situation without regard to the requirements of this By-Law.
- 5.4. **Co-operative Purchasing:** Council shall have the responsibility to approval participation with other government agencies or public authorities in Co-operative Purchasing if such procurement has not already been done co-operatively during the term of Council or if the quantities or process for the procurement has changed substantially (the policies of one of the government agencies or public authorities calling the co-operative tender are to be the accepted policy for that particular procurement).
- 5.5. Subject to the requirements of the applicable trade agreements, Council may, by resolution, exercise any powers and duties conferred by this By-Law upon Administration.
6. **TOTAL PROJECT COST**
 - 6.1. No requirement may be divided into two or more parts to avoid the application of the provisions of this By-Law.
 - 6.2. The estimated value of a solicitation is to be calculated before taxes.
7. **NOTIFICATION OF PROCUREMENT OPPORTUNITIES**
 - 7.1. **Less than \$50,000:** For solicitations with an estimated value of less than \$50,000 Administration may provide notification by inviting submissions provided that all eligible Respondents from similar solicitations in the last 24 months are invited, all eligible and known persons with the capabilities and experience to provide the goods or services within the Township of South Glengarry are invited, at least three persons in total are invited to provide submissions (unless there are less than three person with the capabilities and experience to provide the goods or services), and the solicitation is posted on southglengarry.com.

7.2. **Greater than \$50,000:** For solicitations with an estimated value of \$50,000 or more, or as an alternative notification for solicitations with a value of less than \$50,000, Administration shall place an advertisement in at least one local newspaper (e.g.: Standard Freeholder, Glengarry News, etc.), on the Corporate website, and on an electronic bulletin board designated under any applicable trade agreement, as described in Schedule B.

7.3. In addition, the thresholds for covered procurements under the *Canadian Free Trade Agreement* (CFTA) and the *Canada-European Union Comprehensive and Trade Agreement* (CETA) are set out in Schedule C.

8. **PROCUREMENT TYPE TO BE USED**

8.1. **Request for Quotation or Request for Tender** may be used where:

8.1.1. a requirement can be fully defined and best value for the Township can be achieved by an award selection made on the basis of the best price;

8.1.2. services, for which the requirement can be described in specific terms, minimum qualifications clearly defined, and best value achieved by selecting the best submission.

8.2. **Request for Proposal** may be used where any of the following apply:

8.2.1. to achieve best value, the award selection will be made on an evaluation involving a combination of mandatory and desirable requirements;

8.2.2. the requirement is best described in a general performance specification;

8.2.3. innovative solutions are sought.

8.3. **Request for Standing Offer** may be used where a need is anticipated for a range of goods and services for a specific purpose but the actual demand is not known at the outset and delivery is to be made when a requirement arises; the following shall apply in such circumstances:

8.3.1. to establish prices and select sources, Administration shall employ the provisions contained in this By-Law for the acquisition of goods and services;

8.3.2. more than one supplier may be selected where it is in the best interests of the Township;

8.3.3. the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage;

8.3.4. a call-up against a standing offer is considered to be an individual Agreement, and the normal award limits apply;

8.3.5. the requirements of the applicable trade agreements will apply.

8.4. In accordance with the CFTA, the Township may limit tenders to pre-qualified suppliers provided that the prequalification process is

consistent with the requirements of the CFTA. A request for prequalification inviting interested suppliers to apply for inclusion on a prequalification list must be published in a tender notice annually on one of the tendering websites or systems designated by the Province and must include:

- 8.4.1. the criteria that will be used to prequalify suppliers, unless those requirements are included in the qualification documentation;
- 8.4.2. a statement that only the suppliers on the prequalified list will receive further notices of procurement covered by the list; and
- 8.4.3. the period of validity of the list, or if the period of validity is not provided, an indication of the method by which notice will be given of the termination of use of the list.
- 8.5. Notwithstanding Section 8.4, where a prequalification list will be valid for three years or less, the Township may publish the request for prequalification only once, at the beginning of the period of validity of the list, provided that the request for prequalification states the period of validity and that further requests will not be published.
- 8.6. The Township must allow all prequalified suppliers to participate in a specific procurement unless the Township states in its request for prequalification any limitation on the number of suppliers that will be permitted to tender and the criteria for selecting the limited number of suppliers.
- 8.7. Other procurement process types, including negotiations, may be used with the approval of the CAO provided it complies with this By-Law and the applicable trade agreements. Negotiations may be conducted provided they are in accordance with the requirements of the Canadian Free Trade Agreement (CFTA) as set out in Schedule D.
- 9. The goals for each procurement process as defined above shall be additional objectives of this By-Law.

10. NON-COMPETITIVE PURCHASES

- 10.1. The requirement for notification and/or competitive solicitation for goods and services may be waived by the CAO and replaced with negotiations by Administration under the following circumstances:
 - 10.1.1. for legal services provided that the CAO shall report to Council once per term on the use of such services;
 - 10.1.2. where the estimated value of the solicitation is expected to be less than \$5,000, or less than \$40,000 for professional services;
 - 10.1.3. where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
 - 10.1.4. where only one source of supply would be acceptable and cost effective;
 - 10.1.5. where the nature of the requirement is such that it would not be in the public interest to solicit competitive submissions, as in the case of security or confidentiality matters;

- 10.1.6. where the possibility of a follow-on Agreement was identified in the original solicitation;
 - 10.1.7. where delivery time is critical;
 - 10.1.8. where the requirement is for a utility for which there exists a monopoly;
 - 10.1.9. where a professional has knowledge of relevant document(s) which will therefore limit research or affords continuity.
- 10.2. In addition to the above, the *Canadian Free Trade Agreement* sets out:
- 10.2.1. a number of **exclusions** from the requirement to comply with the procurement chapter of the CFTA. The main exclusions are set out in Schedule E.
 - 10.2.2. a number of **exceptions** (limited tendering) from the requirement to comply with the procurement chapter of the CFTA. The Township may use limited tendering in the circumstances set out in Schedule F.
- 10.3. When a non-competitive process is used Administration shall continue to take steps to ensure best-value for the Township.

11. SUBMISSION OPENINGS

- 11.1. In the case of Request for Quotations and Request for Tenders, Submissions will be opened at the appointed time in the presence of any member of the public in attendance for the opening. Submissions will be opened by a member of the Township Management Team in the presence of one other staff.

12. AUTHORITY TO ENTER INTO AGREEMENTS

- 12.1. Administration has the authority to enter into an Agreement with the successful Respondent if the estimated value of the solicitation is expected to be less than \$30,000. Authority to enter into Agreements is as follows:
 - 12.1.1. **The CAO** may, for and in the name of the Corporation, enter into any Agreement of routine occurrence involving any single expenditure that is estimated to be less than **\$30,000**;
 - 12.1.2. **General Managers** may, for and in the name of the Corporation, enter into any Agreement of routine occurrence involving any single expenditure that is estimated to be less than **\$20,000**;
 - 12.1.3. **Managers/Directors** may, for and in the name of the Corporation, enter into any Agreement of routine occurrence involving any single expenditure that is estimated to be less than **\$10,000**;
 - 12.1.4. **Delegated Authority** to enter into any Agreement may be provided by a Manager/Director, General Manager, or the CAO to any employee or Deputy Fire Chief for any expenditure that is less than **\$2,500**.
 - 12.1.5. **Non-Routine Agreements** with an estimated value of less than **\$20,000** may be approved by the CAO;

- 12.1.6. **Council** shall have authority to enter into any other Agreement and delegates its authority to the Mayor (or Deputy Mayor when acting for the Mayor) and Clerk (or Deputy Clerk when acting for the Clerk) jointly to enter into any Agreement for and in the name of the Corporation provided that a resolution of Council authorizing the Mayor and Clerk to sign the Agreement has been passed by Council. Council retains the authority to name in the resolution any other individual(s) to enter into an Agreement on behalf of the Township.

13. **NO ACCEPTABLE SUBMISSIONS RECEIVED**

- 13.1. In the event there are no acceptable submissions, Council may waive the need for a revised solicitation and the Township may enter negotiations with the Respondent with the best submission; the CAO shall have such authority if the Agreement is expected to have a value less than \$30,000.

14. **EMERGENCIES**

- 14.1. Notwithstanding this By-Law, in an emergency which, in the opinion of a General Manager, constitutes an imminent danger to life or property, authorization may be given to the aforementioned General Manager by the Mayor or Chief Administrative Officer for the purchase of goods or services where the estimated value of the solicitation is not expected to exceed \$50,000.
- 14.2. Notwithstanding this By-Law, subject to the requirements of the applicable trade agreements, in an emergency which, in the opinion of a General Manager, constitutes an imminent danger to life or property, authorization may be given to the aforementioned General Manager jointly by the Mayor and Chief Administrative Officer for the purchase of goods or services where the estimated value of the solicitation is not expected to exceed \$100,000.
- 14.3. All emergency authorizations shall be reported to Council at the following Council meeting by the General Manager responsible for the purchase of the goods or services.
- 14.4. Emergency purchases, while not bound by the provisions of this By-Law will, nevertheless, have regard to this By-Law and will be handled as swiftly and as cost effectively as possible.

15. **RESPONDENT DISQUALIFICATION**

- 15.1. The Township may disqualify any Respondent or prospective Respondent, or successful Respondent for failure to meet quality, service, project budget, or failure to meet specifications, requirements, after sales service and to materially comply with the terms of an Agreement in the following circumstances:
 - 15.1.1. convicted of a criminal offence for attempting to obtain a contract with the Township;
 - 15.1.2. material breach of any term of the Agreement, including unwillingness to perform in accordance with the terms and conditions of the Agreement;
 - 15.1.3. any unsatisfactory performance on one or more agreements with the Township in accordance with the terms and conditions, or in accordance of specifications or both;

- 15.1.4. inappropriate gift – ie, one that is intended to attempt to influence, as determined by an objective person – offered to any Member of Council, official, agent or employee of the Township.

16. SUCCESSFUL RESPONDENTS CONFIDENTIALITY

- 16.1. Successful Respondents are required to maintain confidentiality with respect to any and all work conducted for or on behalf of the Township. Successful Respondents will direct any and all inquiries regarding the Agreement or the performance of the Agreement to the Township.

17. TREATMENT OF TENDERS AND AWARD OF CONTRACTS

- 17.1. The Township must receive, open, and treat all tenders under procedures that guarantee the fairness and impartiality of the procurement process, and the confidentiality of tenders.
- 17.2. The Township must not penalize any supplier whose tender is received after the final date and time specified for receiving tenders if the delay is due solely to mishandling on the part of the Township.
- 17.3. If the Township provides a supplier with an opportunity to correct unintentional errors of form between the opening of tenders and the awarding of the contract, the Township must provide the same opportunity to all participating suppliers.
- 17.4. To be considered for an award, a tender must be submitted in writing and must, at the time of opening, comply with the essential requirements set out in the tender notices and tender documentation and be from a supplier that satisfies the conditions for participation.
- 17.5. Unless the Township determines that it is not in the public interest to award a contract, the Township must award the contract to the supplier that the Township had determined to be capable of fulfilling the terms of the contract and that, based solely on the evaluation criteria specified in the tender notices and tender documentation has submitted:
 - a. the most advantageous tender, or
 - b. if the price is the sole criterion, the lowest price.
- 17.6. If the Township receives a tender from a supplier with a price that is abnormally lower than the prices in other submitted tenders, it may verify with the supplier that it satisfies the conditions for participation and is capable of fulfilling the terms of the contract.

18. TRANSPARENCY OF INFORMATION

- 18.1. Township must promptly inform participating suppliers of its contract award decisions, and, on the request of a supplier, will do so in writing. On request, the Township must provide an unsuccessful supplier with an explanation of the reasons why the Township did not select its tender.
- 18.2. No later than 72 days after the award of each contract covered by this By-Law, the Township must publish a notice on one of the tendering websites or systems designated by the Province. The information must remain readily accessible for a reasonable period of time. The notice must include at least the following:
 - (a) a description of the goods or services procured;

- (b) the name and address of the procuring entity;
- (c) the name and address of the successful supplier;
- (d) the value of the successful tender;
- (e) the date of award; and
- (f) if limited tendering was used, the conditions and circumstances described in Schedule F that justified its use.

19. **OTHER**

- 19.1. The interests of the municipality, the public and persons participating in a procurement process are protected with the clearly defined notification requirements, responsibilities and authorities laid out in this By-Law.
- 19.2. This By-Law will be reviewed by Administration at least once per term of Council to evaluate effectiveness.
- 18.3. If any portion of this By-Law is ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of the By-Law shall remain valid and binding.

20. **ENACTMENT**

- 20.1. This By-Law shall come into force and effect upon final passing.
- 20.2. By-Law No. 39-07 is repealed and any other bylaw relating to the purchasing policies of the Township of South Glengarry upon the final passing of this By-law.

READ A FIRST AND SECOND TIME IN OPEN COUNCIL THIS 22ND DAY OF MAY, 2018.

MAYOR

CLERK

READ A THIRD AND FINAL TIME IN OPEN COUNCIL THIS 18TH DAY OF JUNE, 2018.

MAYOR

CLERK

Schedule A

Canadian Free Trade Agreement

General Principles

1. The Township shall provide open, transparent, and non-discriminatory access to covered procurement to all suppliers covered under the Canadian Free Trade Agreement (CFTA) and shall accord such suppliers equal treatment.
2. The following are illustration of practices considered to be inconsistent with the principles described in 1:
 - a. according a preference for local goods, services, or suppliers;
 - b. scheduling events in the tendering process in order to prevent suppliers from submitting tenders;
 - c. specifying quantities of, or delivery schedules for, the goods or services to be supplied in order to prevent suppliers from meeting the requirements of the procurement;
 - d. using price discounts or preferential margins in order to favour particular suppliers;
 - e. limiting participation in a procurement only to suppliers that have previously been awarded one or more contracts by a procuring entity;
 - f. requiring prior experience if not essential to meet the requirements of the procurement;
 - g. providing information to one supplier in order to give that supplier an advantage over other suppliers; and
 - h. adopting or applying any registration system or qualification procedure with the purpose or the effect of creating unnecessary obstacles to the participation of suppliers of any other Party in its procurement.

Schedule B

Notices

1. The Township must publish a tender notice for each covered procurement on one of the tendering websites or systems designated by its Province.
2. Each Province must notify the Secretariat of those designated tendering websites or systems on the effective date. A province must notify the Secretariat of any amendment to its notification.
3. The Provinces recognize that the Government of Canada will be developing an electronic Canada-wide single point of access ("SPA") in accordance with international obligations.
4. Once developed, the Government of Canada will consult with the Provinces in order to determine how to adapt the SPA for the purposes of the CFTA. Once all Provinces agree that the SPA is suitable for the purposes of the CFTA, a procuring entity must make its tender notices for each covered procurement directly accessible through the SPA.
5. All tender notices must be available to suppliers free of charge.
6. Each tender notice must include:
 - a. the name and address of the Township and other information necessary to contact the Township and obtain all relevant documents relating to the procurement, and their cost and terms of payment, if any;
 - b. a brief description of the procurement;
 - c. the nature and the quantity, or estimated quantity, of the goods or services to be procured unless those requirements are included in tender documentation;
 - d. the address and final date for the submission of tenders;
 - e. the date, time, and place for any public opening of tenders;
 - f. a list and brief description of any conditions for participation of suppliers, including any requirements for specific documents or certifications to be provided by suppliers, unless those requirements are included in tender documentation that is made available to all interested suppliers at the same time as the tender notice; a statement that the procurement is subject to the procurement chapter of the CFTA;
 - g. the time-frame for delivery of goods or services, or the duration of the contract;
 - h. a description of any options, unless those requirements are included in tender documentation;
 - i. the procurement method that will be used, and whether it will involve negotiation or electronic auction;
 - j. if a procuring entity intends to select a limited number of qualified suppliers to be invited to tender, the criteria that will be used to select them and, if applicable, any limitation on the number of suppliers that will be permitted to tender, unless the criteria and any limitations are included in the tender documentation; and

- k. the language or languages in which tenders or responses to requests for prequalification may be submitted, if they may be submitted in a language other than that of the tender notice.

Schedule C

Thresholds for Covered Procurements

Canadian Free Trade Agreement (CFTA):

The thresholds applicable to the Township under the CFTA as of January 1, 2018, are as follows:

- a) \$101,100 or greater for goods or services, excluding construction; or
- b) \$252,700 or greater for construction.

Note that these thresholds are adjusted for inflation each year (in accordance with the formula described in Annex 504.4). The adjustment takes effect each year on January 1 every two years, and is publicized on the website of the Internal Trade Secretariat for the CFTA at:

<https://www.cfta-alec.ca/procurement/covered-procurement-thresholds/>

Canada-European Union Comprehensive and Trade Agreement (CETA):

The thresholds applicable to the Township under CETA as of January 1, 2018, are as follows:

Goods	Services	Construction
\$237,700	\$237,700	\$9.1 million

Schedule D

Negotiation

1. The Township may conduct negotiations with suppliers if:
 - . (a) it has indicated its intent to conduct negotiations in the required tender notice;
 - . (b) it appears from the evaluation that no tender is obviously the most advantageous in terms of the specific evaluation criteria set out in the tender documentation.
2. The Township must ensure that any elimination of suppliers participating in negotiations is carried out in accordance with the evaluation criteria set out in the tender documentation, and must:
 - (a) if negotiations are conducted concurrently with multiple suppliers, provide a common deadline for the participating suppliers to submit any new or revised tenders; or
 - (b) negotiations are conducted consecutively with one supplier at a time, provide a deadline for the participating supplier to submit any new or revised tender prior to proceeding to negotiate with the next ranked supplier.
3. In the course of negotiations, the Township must not give an unfair advantage to, or discriminate against, a supplier.

Schedule E

Non-Application (Exclusions)

The procurement chapter of the CFTA does not apply to:

- (a) public employment contracts;
- (b) non-legally binding agreements;
- (c) any form of assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives;
- (d) a contract awarded under a cooperation agreement between a procuring entity and an international cooperation organization if the procurement is financed, in whole or in part, by the organization, only to the extent that the agreement includes rules for awarding contracts that differ from the obligations of the procurement chapter of the CFTA;
- (e) acquisition or rental of land, existing buildings, or other immovable property, or the rights thereon;
- (f) measures necessary to protect intellectual property, provided that the measures are not applied in a manner that would constitute a means of arbitrary or unjustifiable discrimination where the same conditions prevail or are a disguised restriction on trade;
- (g) procurement or acquisition of:
 - a. fiscal agency or depository services;
 - b. liquidation and management services for regulated financial institutions; or
 - c. services related to the sale, redemption, and distribution of public debt, including loans and government bonds, notes, and other securities;
- (h) procurement of:
 - a. financial services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution;
 - b. health services or social services;
 - c. services that may, under applicable law, only be provided by²¹ licensed lawyers or notaries; or
 - d. services of expert witnesses or factual witnesses used in court or legal proceedings; or
- (i) procurement of goods or services:
 - a. financed primarily from donations that require the procurement to be conducted in a manner inconsistent with the;
 - b. by a procuring entity on behalf of an entity not covered by the CFTA's procurement chapter;
 - c. between enterprises that are controlled by or affiliated with the same enterprise, or between one government body or enterprise and another government body or enterprise;

- d. by non-governmental bodies that exercise governmental authority delegated to them;
- e. from philanthropic institutions, non-profit organizations, prison labour, or natural persons with disabilities;
- f. under a commercial agreement between a procuring entity which operates sporting or convention facilities and an entity not covered by the CFTA's procurement chapter that contains provisions inconsistent with the CFTA's procurement chapter;
- g. conducted for the specific purpose of providing international assistance, including development aid, provided that the procuring entity does not discriminate on the basis of origin or location within Canada of goods, services, or suppliers; or
- h. conducted:
 - i. under the particular procedure or condition of an international agreement relating to the stationing of troops or relating to the joint implementation by the signatory countries of a project; or
 - ii. under the particular procedure or condition of an international organization, or funded by international grants, loans, or other assistance, if the procedure or condition would be inconsistent with the CFTA's procurement chapter.

The procurement chapter of the CFTA also excludes 'set-asides' from the application of the chapter, as per the following:

"The procurement chapter does not apply to procurement that is part of a small business set-aside program provided that the program is fair, open, transparent, and does not discriminate on the basis of origin or location within Canada of goods, services, or suppliers."

Schedule F

Limited Tendering (Exceptions)

The Township may use limited tendering in the following circumstances:

(a) if:

- (i)) no tenders were submitted or no suppliers requested participation;
 - (ii) no tenders that conform to the essential requirements of the tender documentation were submitted;
 - (iii) uppliers satisfied the conditions for participation; or
 - (iv) he submitted tenders were collusive,
- provided that the requirements of the tender documentation are not substantially modified,

(b) if the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons:

- a. the requirement is for a work of art;
- b. the protection of patents, copyrights, or other exclusive rights;
- c. due to an absence of competition for technical reasons;
- d. the supply of goods or services is controlled by a supplier that is a statutory monopoly;
- e. to ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative;
- f. work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- g. work is to be performed on a leased building or related property, or portions thereof, that may be performed only by the lessor; or
- h. the procurement is for subscriptions to newspapers, magazines, or other periodicals;

(c) for additional deliveries by the original supplier of goods or services that were not included in the initial procurement, if a change of supplier for such additional goods or services:

23

a) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and

b) would cause significant inconvenience or substantial duplication of costs for the procuring entity;

(d) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the procuring entity, the goods or services could not be obtained in time using open tendering;

(e) for goods purchased on a commodity market;

(f) if a procuring entity procures a prototype or a first good or service that is developed in the course of, and for, a particular contract for research,

experiment, study, or original development. Original development of a first good or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the good or service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs;

(g) for purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular suppliers;

(h) if a contract is awarded to a winner of a design contest provided that:

. (i) the contest has been organized in a manner that is consistent with the principles of this Chapter, in particular relating to the publication of a tender notice; and

. (ii) the participants are judged by an independent jury with a view to a design contract being awarded to a winner; or

(i) if goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.



STAFF REPORT

S.R. No. 122-2019

PREPARED BY: Joanne Haley, GM Community Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 22, 2019

SUBJECT: Charlebois Zoning By-law Amendment

BACKGROUND:

Site Location:

1. The subject property is legally described as Part of Lot 24, Concession 8, in the former Township of Lancaster, now in the Township of South Glengarry, County of Glengarry.

Owner/Applicant:

2. Real Charlebois

Description of Site and Surroundings:

3. The subject site is located on the south side of the Concession 8 Road. The subject site is 13.35 hectares in size.
4. A consent was recently granted to dispose of the surplus dwelling from the farming operation; therefore, the site is vacant and is used for agricultural purposes.
5. The surrounding lands are characterized as family farms, with very few single detached dwellings and large tracts of farm land.

Summary of Requested Zoning Proposal:

6. On August 26, 2019, the Township accepted a zoning amendment application; said application was deemed complete on September 3, 2019. The purpose of this application is to reduce the minimum lot area from 20 hectares to 13.35 hectares and to prohibit residential construction.



ANALYSIS:

7. The United Counties of SDG recently adopted a new Official Plan (OP) in 2017 which was approved by the Ministry of Municipal Affairs and Housing with modifications in February 2018 and was appealed by both the United Counties and the Township of South Glengarry; therefore, some of the schedules of the former Official Plan are still in effect.
8. The subject property is designated Agricultural Resource in the former and the new Official Plan and is subject to policies in the new Official Plan. The former OP and the current OP serve as the Township's OP.

Planning Rationale:

Provincial Policy Statement

9. The Planning Act requires that all Township planning decisions be consistent with the Provincial Policy Statement (PPS), 2014, a document that provides further policies on matters of Provincial interest related to land use development.
10. The recommended Zoning By-law amendment is considered to be consistent with the matters of Provincial interest as outlined in the Planning Act and is in keeping with the PPS, 2014, specifically section 2.3, subsection 2.3.4.1. c) 2. by prohibiting residential construction.

Official Plan Designation

11. The subject property is designated Agriculture Resource in the United Counties Official Plan. This zoning amendment application conforms to the Agricultural Resource Lands section 5.3 and to section 8.12.13.3.7 iii. in the United Counties Official Plan

Zoning By-law:

12. The subject property is currently zoned Agricultural in the Township's Zoning By-law 38-09. Agricultural uses are permitted.
13. The Township's Zoning By-law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2014.



Public Consultation:

14. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site. It was also advertised in the Glengarry News. A public meeting was held on October 7, 2019 - no members of the public spoke in opposition or support of this proposed amendment nor were any written comments received.
15. The Ontario Planning Act was recently amended due to Bill 108. Previously, all complete zoning Amendment applications were required to be processed and a decision to be made within 150 days of receipt of a complete application. Bill 108 requires all zoning amendment applications to be processed and a decision made within 90 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 57.
16. This proposed Zoning By-law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2014 and it conforms to the United Counties Official Plan. The proposed amendment is appropriate for the site as the subject property is large enough to accommodate an agricultural operation and residential construction is prohibited.
17. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
18. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal. If the decision of Council is appealed, the Local Planning Appeal Tribunal (LPAT) must have consideration to the decision of Council.

IMPACT ON 2019 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A



RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 122-2019 be received and By-law 67-2019, being a by-law to amend By-law 38-09, the Comprehensive Zoning By-Law for the Township of South Glengarry for the property legally described as Part of Lot 24, Concession 8, in the former Township of Lancaster, now in the Township of South Glengarry, County of Glengarry to be rezoned from Agricultural (AG) to Agricultural - Exception Twenty Three (AG-23) to reduce the Minimum Lot Area from 20 hectares to 13.35 hectares and to prohibit residential construction be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of October, 2019. The Council of the Township of South Glengarry confirms that no public comments were received on this application therefore there was no effect on the decision.

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

SG-G-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 67-2019
FOR THE YEAR 2019**

***BEING A BY-LAW TO AMEND BY-LAW 38-09, THE COMPREHENSIVE
ZONING BY-LAW FOR THE TOWNSHIP OF SOUTH GLENGARRY***

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

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

AND WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, as amended, Council of the Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to amend by-law 38-09, a by-law that regulates the use of land and the use and erection of buildings and structures, as thereafter set forth;

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

1. **THAT** the area affected by this by-law is legally described as Part of Lot 24, Concession 8, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry as indicated on Schedule “A” attached hereto and forming part of this by-law.
2. **THAT** the property located at Part of Lot 24, Concession 8, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, be rezoned from Agricultural (AG) to Agricultural – Exception Twenty Three (AG-23) to reduce the minimum lot area from 20 hectares to 13.35 hectares and to prohibit residential construction.
3. **THAT** all other applicable provisions of By-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 22ND DAY OF OCTOBER, 2019.***

MAYOR: _____ CLERK: _____

BY-LAW 67-2019
EXPLANATORY NOTE

This is an amendment to zoning By-law 38-09, which is the zoning by-law of the Township of South Glengarry. The purpose of this Amendment is to rezone the subject property from Agriculture (AG) to Agriculture – Exception Twenty-Three (AG-23) to reduce the Minimum Lot Area from 20 hectares to 13.35 hectares and to prohibit residential construction.

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Schedule “A”



Lands to be zoned to
Agricultural - Exception
Twenty Three (AG-23)

**This is Schedule “A” to By-law 67-2019
Adopted this 22nd day of October, 2019**

**Township of
South Glengarry**

Mayor

Clerk

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STAFF REPORT

S.R. No. 123-2019

PREPARED BY: Ewen MacDonald, GM Infrastructure Services

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: October 22, 2019

SUBJECT: Drinking Water Quality Management Standard V7
Endorsement

BACKGROUND:

1. Council received a copy of the Drinking Water Quality Management Standard (QMS) at the October 7th Council Meeting.
2. A presentation on the QMS was provided Dillen Seguin - Senior Water Operator.
3. Element 3 requires the Commitment and Endorsement of Council for the QMS as part of their role as the owner of the systems.

ANALYSIS:

1. Element 3 of the QMS states that:

The Mayor and Councilors of South Glengarry, representing the Owner, acknowledge their responsibility to ensure the provision of all necessary resources for the maintenance of:

*The waterworks infrastructure, and
The Quality Management System*

4. The External Audit for the QMS is scheduled for the 11th of November. This is an offsite Audit.
5. Drinking Water Quality Management Standard V7 is the document that the Auditor will be reviewing.

IMPACT ON 2019 BUDGET:

N/A



ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization

Goal 5: Improve internal and external communications

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 123-2019 be received and that the Council of the Township of South Glengarry approves the Drinking Water Quality Management Standard V7 and furthermore, that the Mayor and Clerk be authorized to sign the Commitment and Endorsement on Behalf of the Owner for Element 3 of the QMS.

A handwritten signature in black ink, reading 'Kelli Campeau', written over a horizontal line.

Recommended to Council for
Consideration by:
KELLI CAMPEAU - CLERK

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 22, 2019

SUBJECT: 2020 - Budget Meeting

PREPARED BY: Lachlan McDonald, GM Corporate Services



Internally, the budget is near completion and will be reviewed in the subsequent weeks by staff.

As a result, a special meeting for budget deliberations should be scheduled. Suggested dates are Friday, November 29, 2019 or subsequently, Friday, December 13, 2019.

2019 NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	Council Meeting	5	6	7	8	9
10	Remembrance Day	12	13	14	15	16
17	Council Meeting	19	20	21	Council Meeting	23
24	25	26	27	28	Suggested Date	30
Staff Unavailable						

2019 DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Council Meeting	3	4	ER Planning Meeting	Christmas Party	7
8	9	10	11	12	Alternative Suggested Date	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry
MEETING DATE: October 21, 2019
SUBJECT: Review - Per Diem and Reimbursement Policy
PREPARED BY: Lachlan McDonald, GM Corporate Services

The Township's Reimbursement Policy (90-14) and Per Diem Policy (95-14) are subject to review every 5 years. The policies are up for review this year; both policies are attached to this report.

In reviewing the policies, Council should consider:

- Do the rates seem appropriate?
- Does the present reimbursement system work?

If both questions are affirmative, we can keep our current policy.

Please find a summary of both documents below:

Per diem

(Activities = conferences, workshops, seminars and professional development)


- Activities under 2 hours - \$60
- Activities for ½ a day - \$100
- Activities for a whole day - \$175

Reimbursement

While at conferences we provide your expenses: conference or registration fees, personal meals, gratuities, accommodations, travel, parking, and incidentals.

- Meals with a receipt – if no receipt: \$15 (breakfast), \$20 (lunch), \$40 (supper)
 - We do not compensate if meals are provided
- If accommodations are secured with a family member \$50/night
- Travel by car at \$0.465/km
- Travel by bus, **train**, or plane at **economy** fare
- Must take most economical means of transportation, unless exceptional circumstances exist
- Spouses/companions can accompany members but will not be eligible for compensation

Note: One item that came up was Council's wishes to travel by train in business class.

South Glengarry			POLICY
Policy and Procedural Manual		Page Number:	1 of 3
Policy Number:	90-14	Review Frequency:	Every 5 Years
Approved By:	Bryan Brown - CAO	Date Approved:	August 11, 2014
		Revision Date:	August 11, 2014
Subject:	Conference and Training Re-imbursement of Expenses Policy for Council Members and Staff		

LEGISLATIVE AUTHORITY

The Municipal Act, S.O. 2001, c.25, s.283 (2) despite any Act, a municipality may only pay the expenses of the members of its council of the municipality and of the officers and employees of the municipality if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

POLICY STATEMENT

The policy establishes re-imbursement processes that will ensure efficient and effective re-imbursement of conference and training for council members and staff in an open, fair, and accountable environment.

APPLICATION

This conference and training re-imbursement of expenses policy for council members and staff applies to all conferences and training by all departments of the Township of South Glengarry.

CONFERENCE AND TRAINING RE-IMBURSEMENT GOAL

The Township of South Glengarry does not presently have a formal policy that establishes the parameters regarding the reimbursement of expenses made by staff and Members of Council when they are involved in conducting business on behalf of the

Township. Historically the Township has had a past practice in this regard, whereby members of staff and Council have been provided with an allowance of \$1,250 per conference or workshop attended. The allowance is intended to provide monies to offset the cost of food, accommodations, tips, parking, etc. while attending the conference or workshops. Registration for such events is paid directly by the Township.

In a review of this practice and policies that other municipalities use to address the matter of reimbursing expenses made by members of staff and Council, it became apparent that the Township requires a formal policy on this matter in order to ensure fairness, transparency and consistency in this practice.


GENERAL CONDITIONS


The policy set out herein shall apply to the extent that budgets are available to cover anticipated expenses. Should annual budgets for conference/conventions, seminars/workshops/training courses, or meetings and other similar events be exhausted or insufficient to meet expenses, then Council's authorization for over-expenditure shall be required before attendance at an event and a claim for the reimbursement of expenses related to that event will be considered.

Members of Council and staff shall be entitled to reimbursement for reasonable costs associated with the conduct of business of the Township as set out below;

1. Conference or course registration fees
2. Personal meals
3. Gratuities
4. Accommodation
5. Travel
6. Parking
7. Incidental or out-of-pocket expenses subject to the following parameters;
 - a) Expenses for personal meals on a daily basis are not to exceed \$15 for breakfast, \$20 for lunch and \$40 for supper. Any meal related expenses that are claimed in excess of the allowances must be accompanied by a receipt or the allowance maximum for that meal will be reimbursed. Should any meals be provided as part of the registration to a conference or workshop, no allowance for reimbursement will be provided for that meal.
 - b) Accommodations' shall be reimbursed typically for a standard single room. If accommodations are secured with family and friends, staff and Council are entitled to claim \$50/per night.
 - c) When travelling by car, travel expenses shall be based on the current rate by Council, and be based on the return travel distance from Lancaster to the location of the event. Council members cannot claim for mileage within the

- Township. However, Council will be provided with an annual stipend for such travel as determined by Council during the Budget process.
- d) When travelling by bus, train or plane, reimbursement shall be based on economy fare. Transfer and costs for taxis shall be eligible when using this form of travel.
 - e) Reimbursement for travel expense shall be based on the most economical and practical option for travelling to and from the event. Unless exceptional circumstances exist, charges for use of a personal vehicle for long distance travel shall not exceed the equivalent cost of economy airfare plus airport parking and transfers.
 - f) Spouses/companions may accompany members of Council to events and functions but costs for the spouse or companion shall not be eligible for reimbursement.

 ***Receipts required for registration fees, meals in excess of daily amount of \$15 for breakfast, \$20 for lunch and \$40 for supper, accommodations (except when staying with family or friends), parking and taxis etc...***

Township of South Glengarry			POLICY
Policy and Procedural Manual		Page Number:	1 of 1
Policy Number:	95-14	Review Frequency:	Every 5 Years
Approved By:	COUNCIL	Date Approved:	September 8, 2014
		Revision Date:	
Subject:	Per Diem for Council Members		

The Mayor and Members of Council will be compensated for representing the business interests of the Township of South Glengarry. These activities shall be compensated for upon submission and approval of an of an expense claim upon completion of the activities.

In addition, to enhance the effectiveness of their Council positions, there are conferences/ workshops / seminars /professional development sessions that members of Council may wish to attend.

Following attendance at a conference or workshop / seminar / professional development session, the attending member of Council is to provide a report to Council with regard to the event(s) or co-author such a report with other attendees of the same event(s).

An annual budget will be established for attendance at such conferences/workshops/seminar/professional development sessions with an allotment being provided to the Mayor and Members of Council.

The per diem rates that are eligible for claim shall be as follows for the time incurred for the approved activities:

- a) Activities under 2 hours - \$60.00
- b) Activities for ½ a day - \$100.00
- c) Activities for a whole day - \$175.00

The per diem rates paid to members of Council shall be reviewed every 5 (five) years.

The effective date of this policy will be September 8th, 2014



August 21, 2019

Mr. Frank Prevost
Township of South Glengarry
19740 John Street
Williamstown, ON K0C 2J0

Dear Mr. Prevost:

October is an awareness month and our focus is on promoting safety and well-being for children and youth. This month is more commonly referred to in the community as our "Purple Ribbon campaign". Each year, The Children's Aid Society of the United Counties of Stormont, Dundas & Glengarry runs a public awareness campaign to increase participation in our efforts to provide safety and well-being for our children and youth, thereby strengthening the community in which we live. The Children's Aid Society of S. D. & G. wishes to highlight the month of October in order to bring greater awareness in our communities.

To help paint our town **purple**, we would like to ask the municipal office to light up **purple** for the month of October to show your commitment to this very important campaign. During the month of October, we will also be promoting our **"Dress Purple Day"** on October 24th. We invite you and the staff at the township to **dress purple to unite in keeping kids safe**. You will be in good company with the rest of Ontario as the campaign is now province wide. Please feel free to include any communication regarding this campaign on your internal Info Site, Calendars or Facebook page.

On behalf of the Children's Aid Society of the United Counties of Stormont, Dundas and Glengarry, I would like to request your support for our campaign through an official proclamation recognizing **October as Child and Youth Safety and Well-Being Month**. I have attached a template proclamation for your review.

Thank you in advance for your support and kind attention to this matter.

Sincerely,

Chelsea Lefebvre
Purple Ribbon Campaign Lead
613-937-7422

**We are here to help.
On est ici pour aider.**

CHILD AND YOUTH SAFETY AND WELL-BEING PROCLAMATION

Whereas, The Children's Aid Society of the United Counties of Stormont, Dundas & Glengarry is mandated to protect every child and youth and their right to safety and well-being, the Society invites all citizens to join in a collective effort to help protect our children; and

Whereas, it is a community problem and finding solutions depends on involvement among people throughout the community; and

Whereas, the effects are felt by whole communities, and need to be addressed by the entire community; and

Whereas, effective awareness prevention programs succeed because of partnerships created among social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community; and

Whereas, all citizens should become more aware of the negative effects on our children and youth when safety and well-being is compromised its prevention lies within the community, and become involved in supporting parents to raise their children in a safe, nurturing environment; and

Now Therefore Be It Resolve That, I, Frank Prevost, Mayor of South Glengarry, do hereby proclaim October 2019 as "*Child and Youth Safety and Well-Being Month*" in the township of South Glengarry and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to protect children and youth, thereby strengthening the community in which we live.

Frank Prevost



October 7, 2019

MINUTES OF
COMMITTEE OF ADJUSTMENT

Township of South Glengarry

A meeting of the Committee of Adjustment was held at 6:30 pm on October 7, 2019 in the Council Chambers at the municipal building in Lancaster, Ontario.

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

Absent: Deputy Mayor Lyle Warden

Mayor Frank Prevost assumed the role of Chair for this meeting.

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski

BE IT RESOLVED THAT the Committee of Adjustment meeting of October 7, 2019 is hereby called to order.

CARRIED

Meeting was called to order at 6:05 pm

Approval of Agenda

MOVED BY: Sam McDonell

SECONDED BY: Martin Lang

BE IT RESOLVED THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

MOVED BY: Martin Lang

SECONDED BY: Stephanie Jaworski



BE IT RESOLVED THAT the Minutes of the September 16, 2019 meeting be approved as presented.

CARRIED

Members of the public at this meeting were as follows:

Michel Fontaine- Applicant- A-05-19

Review of Application:

Application A-05-19 MacDonald

J Haley provided to the Committee the following information:

Explained why application A-05-19 was only recently processed due to receipt of complete information on the existing septic system.

- Subject Property:
- Part of Lot 18, Concession 1 Front in the Geographic Township of Charlottenburgh, now in the Township of South Glengarry, County of Glengarry also known as 18939 County Road 2
- Proposed Minor Variance:
 - The applicant is proposing to construct a new portion of a deck that will be added to and will lengthen the existing deck that will be across the entire front of the dwelling
 - Part 10.2- to reduce the Front Yard setback from 15 meters to 5 meters to the proposed deck
 - 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; the application conforms to the general intent of the zoning by-law
- This application was circulated to applicable municipal staff; and the United Counties of SDG; there are no concerns with this application.
- I have received no formal comments from the public to date

Discussion:



Applicant Mike Fontaine explained the location of the septic tank and field bed; how the proposed deck would add value and improve the usage of the deck which provides a view of the St. Lawrence River.

Member Martin Lang asked for clarification on how much wider and longer the deck will be in which Mr. Fontaine explained the proposed construction.

MOVED BY: Martin Lang

SECONDED BY: Sam McDonell

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

CARRIED

Next Meeting date: To be Determined

Adjournment

BE IT RESOLVED THAT the meeting of October 7, 2019 be adjourned to the call of the Chair @ 6:20 p.m.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 22, 2019

SUBJECT: 2019 Volunteer Appreciation Event

PREPARED BY: Joanne Haley, GM Community Services

The Township's Volunteer Appreciation Event has been held in the past on Giving Tuesday to recognize the efforts of our tireless volunteers and to promote the cause. Giving Tuesday is a global movement for giving and volunteering. It's a time when charities, organizations and individuals join together and rally for favourite causes. Giving Tuesday harnesses the potential of social media and the generosity of people around the world to bring about real change in their communities. Across Canada and around the world, Giving Tuesday unites communities by sharing our capacity to care for and empower one another.

This event is to be held on Tuesday, December 3, 2019 from 6:00 to 8:00 pm at the Char-Lan Recreation Centre, Tartan Hall to recognize our hundreds of volunteers in South Glengarry. Invitations will be sent in the beginning of November. All of Council is welcome and we request your assistance in encouraging our volunteers to attend to ensure they are recognized.

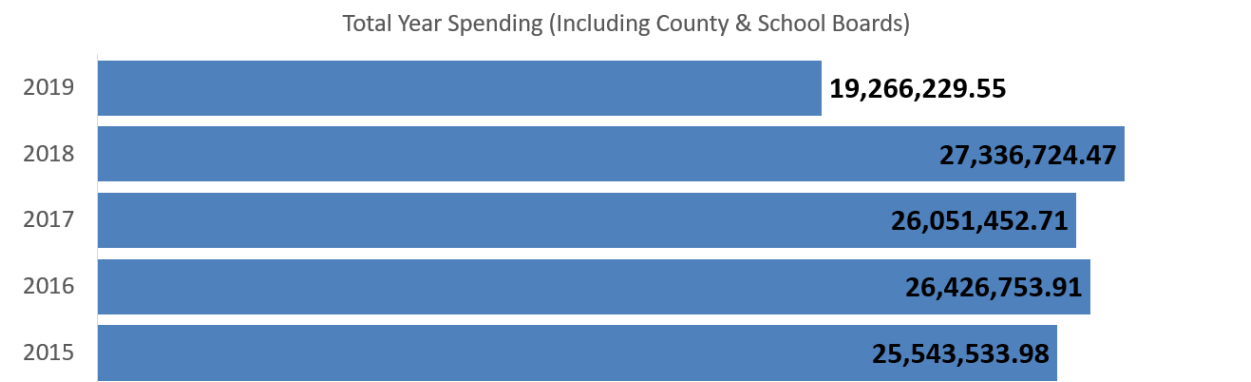
INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry
MEETING DATE: October 21, 2019
SUBJECT: Statement of Revenues and Expenses
PREPARED BY: Lachlan McDonald, GM Corporate Services

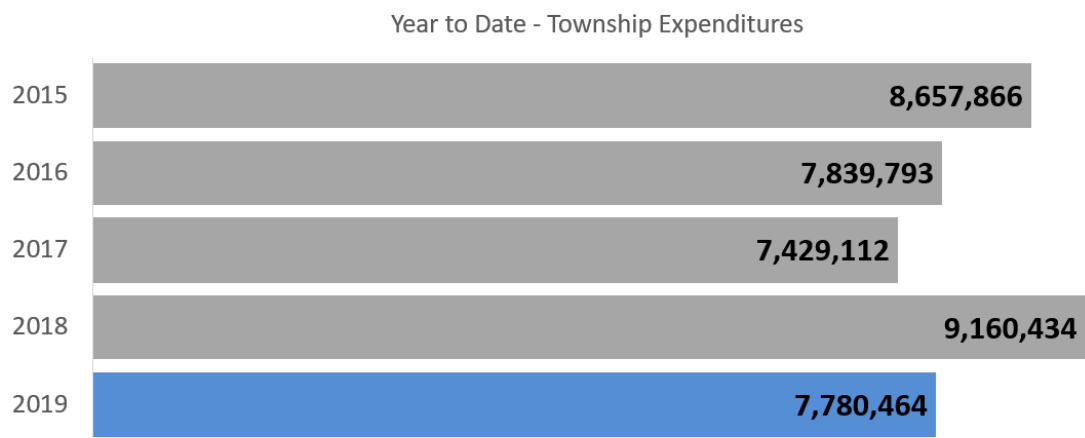


This report will have some graphic representation of where we are as of the end of September, quarterly expenditure comparators and tax history. Additionally, you'll find an overview of our revenues and expenses attached.

Total Expenditures:

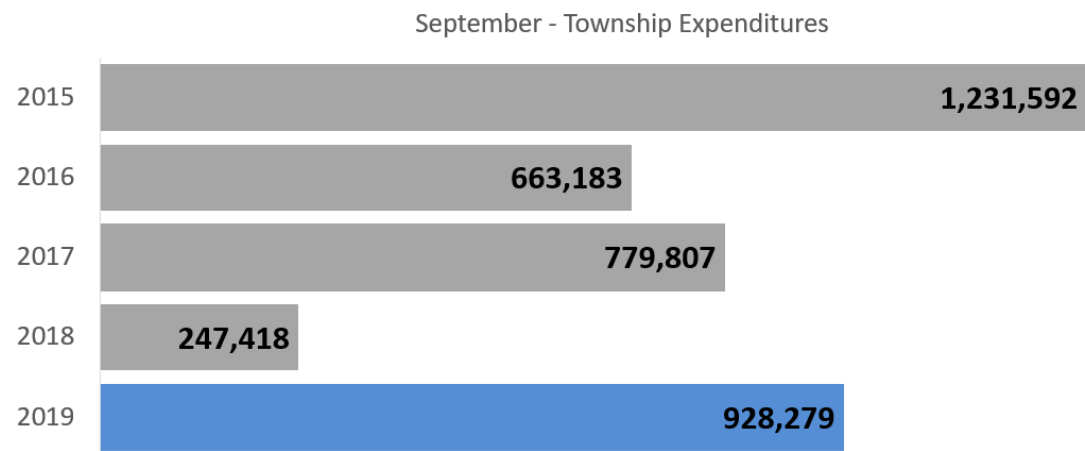


Township Expenditures:



Date

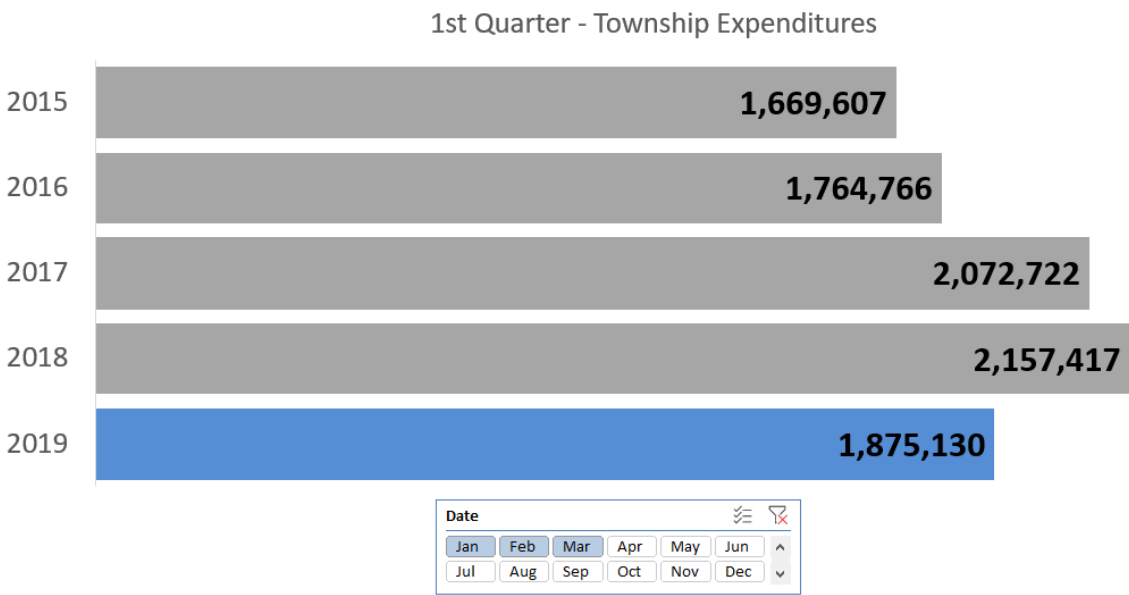
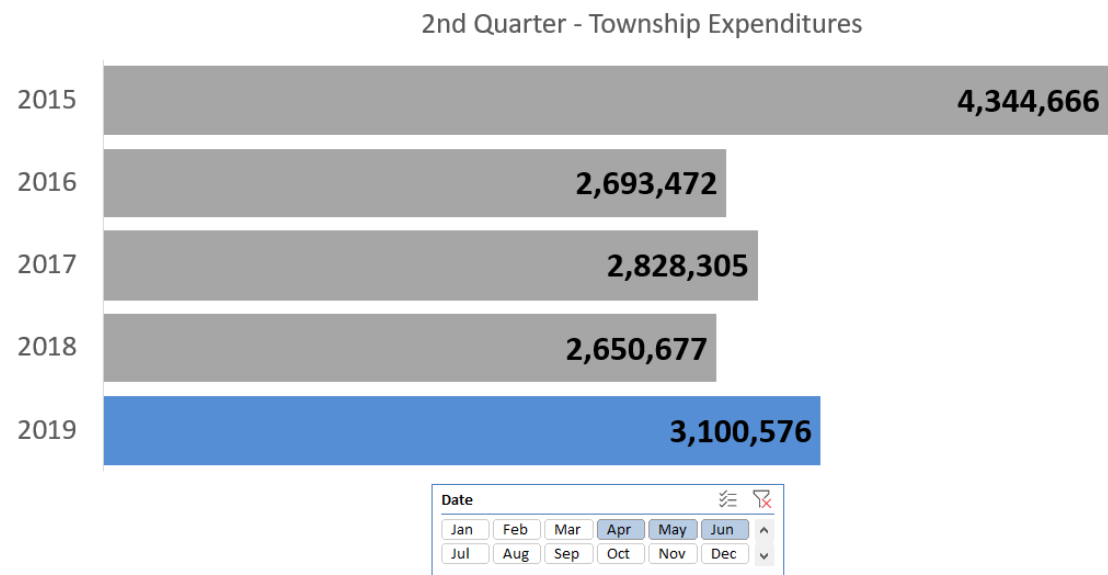
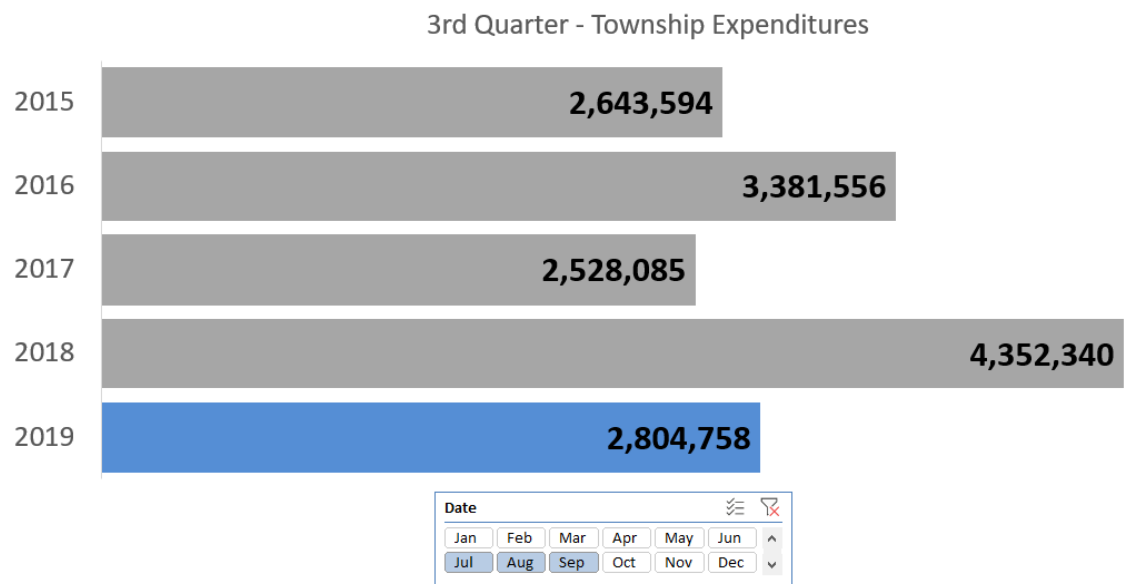
JanFebMarAprMayJunJulAugSepOctNovDec



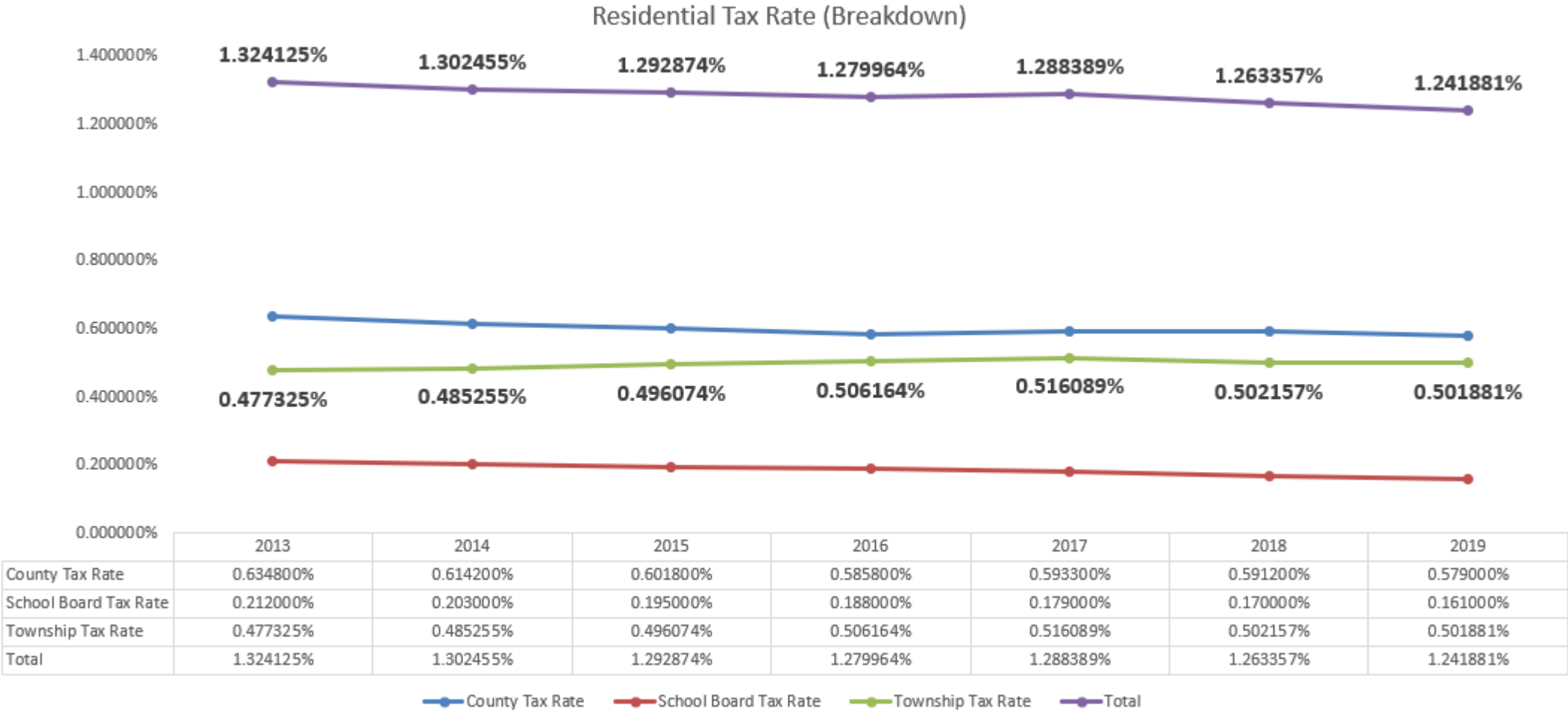
Date

JanFebMarAprMayJunJulAugSepOctNovDec

Quarterly Expenditures:



Tax History:



The overall tax rate has consistently declined (save and except 2017) and the Township has recently started to decline too (2018 and 2019). This decrease in tax rate has not resulted in less revenues because it is applied to an increasing assessment. In 2013 the residential assessment was at \$1.095 billion and now (2019) it is \$1.446 billion.

Financial Statement

Statement of Revenue and Expenses (L1 Modified)

For Period Ending 31-Dec-2019



	PREVIOUS BUDG	PREVIOUS ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	\$ DIFF B/N BDG & ACT	% OF BUDGET SPENT
General Fund						
Revenues						
Taxation - Residential & Farm	(19,482,822.00)	(19,482,576.85)	(20,171,681.00)	(20,171,692.48)	(11.48)	100.00
Taxation - Commercial	(2,062,893.00)	(2,062,892.79)	(2,112,791.00)	(2,112,791.14)	(0.14)	100.00
Taxation - Industrial	(1,878,168.00)	(1,878,413.44)	(1,906,703.00)	(1,906,703.29)	(0.29)	100.00
Taxation - Other Charges - Street Ligh	(220,000.00)	(225,477.18)	(223,000.00)	(218,926.08)	4,073.92	98.17
Taxation - Other Charges - Tile Draina	(37,500.00)	(27,160.00)	(32,500.00)	(19,605.74)	12,894.26	60.33
Taxation - Other Charges - Green Valle	(85,000.00)	(93,060.00)	(95,000.00)	(106,920.00)	(11,920.00)	112.55
Taxation - Other Charges - Kennedy Wat	(32,000.00)	(33,671.30)	(34,000.00)	(35,639.83)	(1,639.83)	104.82
Taxation - Other Charges - Nesel & Dry	(4,976.00)	(4,975.70)	(4,975.00)	(4,975.70)	(0.70)	100.01
Taxation - Supplementary - Residential	0.00	(91,301.17)	(35,000.00)	0.00	35,000.00	0.00
Taxation - Supplementary - Commercial	0.00	(14,390.69)	0.00	0.00	0.00	0.00
Taxation - Supplementary - Industrial	0.00	(590.36)	0.00	0.00	0.00	0.00
Fees & User Charges - Administration	(535,950.00)	(645,944.78)	(541,141.00)	(733,644.50)	(192,503.50)	135.57
Fees & User Charges - Building Dept	(249,700.00)	(250,103.59)	(229,700.00)	(200,455.07)	29,244.93	87.27
Fees & User Charges - Prop. Stnd & Byl	(18,500.00)	(14,241.88)	(19,100.00)	(7,650.00)	11,450.00	40.05
Fees & User Charges - Fire Dept	(10,000.00)	(19,958.78)	(12,500.00)	(9,194.24)	3,305.76	73.55
Fees & User Charges - Roads Dept	(15,000.00)	(28,507.12)	(20,000.00)	(2,850.00)	17,150.00	14.25
Fees & User Charges - Waste Disposal	(15,200.00)	(17,228.83)	(15,300.00)	(830.00)	14,470.00	5.42
Fees & User Charges - Beaverbrook Site	(40,000.00)	(48,202.00)	(40,000.00)	(39,190.00)	810.00	97.98
Fees & User Charges - North Lancaster	(32,150.00)	(41,850.72)	(37,500.00)	(49,548.33)	(12,048.33)	132.13
Fees & User Charges - Glen Walter Syst	(396,000.00)	(561,444.32)	(506,500.00)	(393,975.65)	112,524.35	77.78
Fees & User Charges - Lancaster System	(543,500.00)	(657,359.85)	(663,500.00)	(528,956.21)	134,543.79	79.72
Fees & User Charges - Medical Centre	(33,000.00)	(33,840.16)	(33,000.00)	(24,876.21)	8,123.79	75.38
Fees & User Charges - Ambulance Bay	(16,800.00)	(16,800.00)	(16,800.00)	(14,000.00)	2,800.00	83.33
Fees & User Charges - Recreation	(1,000.00)	(784.00)	(1,000.00)	(169.50)	830.50	16.95
Fees & User Charges - Recreation Progr	(46,500.00)	(50,790.62)	(44,000.00)	(47,386.88)	(3,386.88)	107.70
Fees & User Charges - Char-Lan Rec. Ce	(213,000.00)	(210,089.21)	(215,000.00)	(144,384.10)	70,615.90	67.16
Fees & User Charges - Martintown Comm.	(9,200.00)	(6,105.99)	(6,200.00)	(7,245.13)	(1,045.13)	116.86
Fees & User Charges - Ball Fields	(2,950.00)	(5,092.77)	(3,000.00)	(2,568.00)	432.00	85.60
Misc Revenue - Peanut Line	0.00	0.00	0.00	0.00	0.00	0.00
Fees & User Charges - Planning Dept	(30,000.00)	(46,590.48)	(34,000.00)	(28,050.00)	5,950.00	82.50
Fees & User Charges - Economic Develop	(10,000.00)	(4,420.00)	(8,000.00)	(64,078.12)	(56,078.12)	800.98
Fees & User Charges - Tile Drainage	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Other Municipalities	0.00	0.00	0.00	0.00	0.00	0.00
Payments in Lieu	(144,660.00)	(159,825.87)	(145,150.00)	(18,885.03)	126,264.97	13.01
Ontario Grants	(1,891,562.00)	(1,562,557.77)	(1,494,000.00)	(1,198,085.85)	295,914.15	80.19
Canada Grants	(10,000.00)	(60,011.83)	(15,400.00)	(16,510.00)	(1,110.00)	107.21
Transfers from Reserves	(1,755,000.00)	(2,431,236.13)	(2,347,181.00)	(1,604,911.71)	742,269.29	68.38
Gains on Sale of Assets - PSAB	0.00	(16,410.43)	0.00	0.00	0.00	0.00
Total Revenues	(29,823,031.00)	(30,803,906.61)	(31,063,622.00)	(29,714,698.79)	1,348,923.21	95.66
Expenses						
General Government - Legislative	148,500.00	153,371.13	167,500.00	147,115.20	(20,384.80)	87.83
General Government - Administration	1,163,650.00	1,690,877.82	1,360,400.00	787,166.52	(573,233.48)	57.86

Financial Statement

Statement of Revenue and Expenses (L1 Modified)

For Period Ending 31-Dec-2019



	PREVIOUS BUDG	PREVIOUS ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	\$ DIFF B/N BDG & ACT	% OF BUDGET SPENT
General Fund						
General Government - Legion	42,500.00	51,159.26	27,800.00	14,715.93	(13,084.07)	52.94
General Government - Celtic Music Hall	6,000.00	11,917.09	6,000.00	3,371.06	(2,628.94)	56.18
General Government - Lancaster Library	26,100.00	16,006.50	13,600.00	13,622.65	22.65	100.17
General Government - Special Projects	66,000.00	40,031.86	14,500.00	11,400.00	(3,100.00)	78.62
General Government - Grants to Others	41,750.00	39,271.13	52,000.00	32,220.62	(19,779.38)	61.96
Glengarry County Archives	21,000.00	21,925.94	21,000.00	86,190.72	65,190.72	410.43
Tax Write Off - Residential & Farm	45,000.00	119,192.57	45,000.00	32,868.33	(12,131.67)	73.04
Tax Write Off - Commercial	15,000.00	40,341.66	15,000.00	8,413.12	(6,586.88)	56.09
Tax Write Off - Industrial	2,000.00	0.00	2,000.00	0.00	(2,000.00)	0.00
Building Inspection Dept	455,700.00	467,422.21	511,950.00	321,750.47	(190,199.53)	62.85
Raisin Region Conservation Authority	116,000.00	115,883.62	123,000.00	122,025.09	(974.91)	99.21
Property Standards & By-Law Enforcemen	109,100.00	23,254.80	107,830.00	11,183.15	(96,646.85)	10.37
Line Fence Act Expenses	0.00	0.00	0.00	100.12	100.12	0.00
Emergency Management Co-ordinator	16,450.00	13,159.68	17,550.00	8,022.12	(9,527.88)	45.71
Fire - Administration	1,637,250.00	1,587,589.65	1,472,300.00	601,887.48	(870,412.52)	40.88
Fire - Stn 1 - Glen Walter	113,500.00	101,646.06	85,800.00	6,349.53	(79,450.47)	7.40
Fire - Stn 2 - Martintown	110,500.00	95,825.28	69,500.00	11,492.79	(58,007.21)	16.54
Fire - Stn 3 - Williamstown	79,000.00	71,159.47	61,500.00	4,737.44	(56,762.56)	7.70
Fire - Stn 4 - Lancaster	88,000.00	66,775.41	71,500.00	12,290.80	(59,209.20)	17.19
Fire - Stn 5 - North Lancaster	73,000.00	90,248.66	67,500.00	13,991.53	(53,508.47)	20.73
Fire - Training Facilities	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00
2018 (1) Spartan Pumper	0.00	0.00	4,750.00	6,209.46	1,459.46	130.73
1997 (2) GMC Pumper	0.00	0.00	4,750.00	4,408.99	(341.01)	92.82
1997 (3) GMC Pumper	0.00	0.00	4,750.00	2,413.63	(2,336.37)	50.81
1996 (4) Freightliner Pumper	0.00	0.00	4,750.00	5,844.63	1,094.63	123.04
2001 (5) GMC Pumper	0.00	0.00	5,250.00	5,772.66	522.66	109.96
1997 (1) GMC Tanker	0.00	0.00	4,250.00	1,077.99	(3,172.01)	25.36
2015 (2) Inter Tanker	0.00	0.00	4,250.00	1,615.34	(2,634.66)	38.01
1996 (3) XXX Tanker	0.00	0.00	4,250.00	464.13	(3,785.87)	10.92
2017 (4) Inter Tanker	0.00	0.00	4,250.00	1,235.28	(3,014.72)	29.07
2016 (5) Inter Tanker	0.00	0.00	4,250.00	3,707.38	(542.62)	87.23
1993 (1) XXX Rescue	0.00	0.00	4,750.00	545.91	(4,204.09)	11.49
2000 (2) Ford Ambulance	0.00	0.00	4,750.00	1,213.86	(3,536.14)	25.55
2014 (4) Spartan Rescue	0.00	0.00	5,750.00	1,195.19	(4,554.81)	20.79
2000 (5) Ford Ambulance	0.00	0.00	4,750.00	64.29	(4,685.71)	1.35
2014 (Chief) GMC Pickup	0.00	0.00	7,100.00	8,347.61	1,247.61	117.57
Auxiliary Vehicles (3)	0.00	0.00	1,000.00	810.94	(189.06)	81.09
Street Lights	133,000.00	225,477.18	138,000.00	87,502.09	(50,497.91)	63.41
Airport	13,000.00	12,192.16	17,220.00	21,709.52	4,489.52	126.07
Roads - Administration	927,000.00	732,701.26	928,000.00	491,455.05	(436,544.95)	52.96
Roads - Buildings & Yards	703,000.00	793,373.78	1,610,000.00	155,673.29	(1,454,326.71)	9.67
Roads - Patrol	35,000.00	32,000.28	30,000.00	36,934.63	6,934.63	123.12
Roadside Maintenance - Mowing	130,000.00	146,978.53	154,000.00	158,593.75	4,593.75	102.98
Roadside Maintenance - Ditching & Drai	57,000.00	38,297.96	50,000.00	66,099.47	16,099.47	132.20
Roadside Maintenance - Brushing	85,000.00	74,978.55	90,000.00	96,972.76	6,972.76	107.75

Financial Statement

Statement of Revenue and Expenses (L1 Modified)



For Period Ending 31-Dec-2019

	PREVIOUS BUDG	PREVIOUS ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	\$ DIFF B/N BDG & ACT	% OF BUDGET SPENT
General Fund						
Roadside Maintenance - Debris & Litter	35,000.00	28,891.99	30,000.00	14,594.84	(15,405.16)	48.65
Roads - Culverts Maintenance & Replace	116,000.00	104,325.71	108,000.00	64,869.22	(43,130.78)	60.06
Roads - Hardtop Patching	70,000.00	62,974.44	100,000.00	46,909.51	(53,090.49)	46.91
Roads - Hardtop Sweeping	20,000.00	20,372.55	20,000.00	18,792.58	(1,207.42)	93.96
Roads - Hardtop Shouldering	40,000.00	44,747.86	48,000.00	24,131.80	(23,868.20)	50.27
Roads - Hardtop Crack Sealing	20,000.00	21,222.17	0.00	0.00	0.00	0.00
Roads - Hardtop Line Painting	20,000.00	14,608.83	20,000.00	0.00	(20,000.00)	0.00
Roads - Sidewalk Maintenance	10,000.00	653.30	10,000.00	2,019.94	(7,980.06)	20.20
Roads - Loosetop Grading	125,000.00	126,004.28	130,000.00	119,100.91	(10,899.09)	91.62
Roads - Loosetop Dust Control	180,000.00	149,446.50	150,000.00	157,827.94	7,827.94	105.22
Roads - Loosetop Resurfacing	475,000.00	456,947.66	440,000.00	400,384.09	(39,615.91)	91.00
Roads - Signs & Safety Devices	43,000.00	23,490.71	45,000.00	36,810.08	(8,189.92)	81.80
Roads - Guiderails	42,000.00	0.00	23,500.00	0.00	(23,500.00)	0.00
Roads - Railway Crossings	30,000.00	26,885.76	30,000.00	19,199.66	(10,800.34)	64.00
Rds & Rec Community Services	1,500.00	189.84	1,500.00	659.85	(840.15)	43.99
Roads - Miscellaneous	13,000.00	69,758.52	12,000.00	26,010.04	14,010.04	216.75
Roads - Winter Control - Plowing & San	650,000.00	843,160.80	765,000.00	663,812.54	(101,187.46)	86.77
Roads - Winter Control - Ice Blading	23,000.00	20,324.07	22,000.00	11,724.19	(10,275.81)	53.29
Roads - Sidewalks - Snow Removal	48,500.00	59,428.80	58,000.00	42,227.35	(15,772.65)	72.81
Roads - Winter Control - Flood Control	5,000.00	8,667.43	10,000.00	19,542.74	9,542.74	195.43
Roads - 1st Line Culvert	0.00	0.00	0.00	0.00	0.00	0.00
Bridge & Culvert Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Kraft Bridge Reconstruction	0.00	0.00	0.00	0.00	0.00	0.00
Repository of Past Roads Projects	0.00	0.00	0.00	0.00	0.00	0.00
Conc 3 Bridge	575,000.00	616,351.30	0.00	152.64	152.64	0.00
Beaupre Rd (2.56km) 2x Surf Treat & Pa	0.00	86,602.71	135,000.00	138,512.45	3,512.45	102.60
3rd Line Rd Bridg (SN 30001) - Evaluat	0.00	0.00	0.00	0.00	0.00	0.00
2nd Line Bridge (SN 33043) - Design	0.00	0.00	35,000.00	23,066.98	(11,933.02)	65.91
Loyalist Road - Surface Treat (2.75km)	127,500.00	157,424.57	0.00	0.00	0.00	0.00
Fairview Extension	100,000.00	4,249.75	0.00	0.00	0.00	0.00
Street Rd. - 2xSurface Treat (5.79km)	477,000.00	390,100.82	0.00	0.00	0.00	0.00
Nine Mile Rd - 2xSurface Treat (X.XXkm)	617,000.00	748,366.22	0.00	54,946.98	54,946.98	0.00
William Street (0.68km) - Reconstructi	0.00	0.00	25,000.00	15,868.34	(9,131.66)	63.47
Purcell Road (0.70km) - Pad & Overlay	0.00	0.00	75,000.00	0.00	(75,000.00)	0.00
Kraft Road (0.40km) - Pulverize & Pave	0.00	0.00	50,000.00	11,986.38	(38,013.62)	23.97
Cashion Rd - Bridge (SN0011)	0.00	0.00	0.00	0.00	0.00	0.00
Frog Hollow (3.72km) 2xSurf Treat & Pa	0.00	0.00	155,000.00	165,787.19	10,787.19	106.96
Roads - Equipment Purchases & Reserves	505,000.00	478,850.76	265,000.00	230,000.00	(35,000.00)	86.79
Water Reserve Upgrades - Boundary Rd	0.00	0.00	0.00	0.00	0.00	0.00
Roads - Miscellaneous Construction	55,000.00	25,532.58	25,000.00	51,059.04	26,059.04	204.24
Rd Eqp. Maint. - 10 Cat Grader	38,500.00	95,513.73	49,000.00	58,473.10	9,473.10	119.33
Rd Eqp. Maint. - 94 Champion Grader	30,500.00	29,797.36	30,500.00	5,763.93	(24,736.07)	18.90
Rd Eqp. Maint. - 09 1T Dodge (NL)	24,000.00	12,331.08	21,000.00	4,623.16	(16,376.84)	22.02
Rd Eqp. Maint. - 02 FL- 4 Ton (Patch)	22,500.00	30,924.27	23,500.00	14,740.49	(8,759.51)	62.73
Rec Eqp. Maint. - 06 GMC 1 Ton (Will)	14,000.00	17,151.60	14,000.00	5,734.47	(8,265.53)	40.96

Financial Statement

Statement of Revenue and Expenses (L1 Modified)



For Period Ending 31-Dec-2019

	PREVIOUS BUDG	PREVIOUS ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	\$ DIFF B/N BDG & ACT	% OF BUDGET SPENT
General Fund						
Rd Eqp. Maint. - 17 JD Tractor (Lease)	29,500.00	42,185.29	27,500.00	27,357.33	(142.67)	99.48
Rd Eqp. Maint. - 93 - 955 Tractor (Rec)	2,100.00	3,087.52	3,200.00	1,895.27	(1,304.73)	59.23
Rd Eqp. Maint. - 16 Inter Tandem	18,000.00	27,286.21	18,000.00	9,844.14	(8,155.86)	54.69
Rd Eqp. Maint. - Truck (Rec)	35,000.00	51,963.87	35,000.00	21,838.54	(13,161.46)	62.40
Rd Eqp. Maint. - 13 Mack Tndm (R Blade	34,000.00	37,686.85	34,000.00	10,286.72	(23,713.28)	30.26
Rd Eqp. Maint. - 08 Ford Tndm (Shoulder	38,000.00	61,584.35	41,000.00	7,994.97	(33,005.03)	19.50
Rd Eqp. Maint. - 99 Volvo Tndm (Shoulder	40,000.00	33,693.20	39,000.00	24,019.64	(14,980.36)	61.59
Rd Eqp. Maint. - 04 Inter Tndm (R Blade	41,000.00	40,817.61	31,000.00	14,214.39	(16,785.61)	45.85
Rd Eqp. Maint. - 11 Inter Tandem	26,000.00	37,533.95	26,000.00	21,511.19	(4,488.81)	82.74
Rd Eqp. Maint. - 10 Inter Tndm (H20 Tn	35,000.00	53,108.35	41,000.00	35,208.45	(5,791.55)	85.87
Rd Eqp. Maint. - 12 Chev 1T (Rec)	8,000.00	10,723.09	8,000.00	1,677.00	(6,323.00)	20.96
Rd Eqp. Maint. - 08 GMC PU (Lead Hand)	11,000.00	11,864.15	16,000.00	10,415.42	(5,584.58)	65.10
Rd Eqp. Maint. - 2009 GMC PU (Rd Mngr)	16,500.00	14,446.82	17,500.00	9,892.85	(7,607.15)	56.53
Rd Eqp. Maint. - 2010 Chev Silverado (Re	15,500.00	11,476.23	17,500.00	9,759.09	(7,740.91)	55.77
Rd Eqp. Maint. - 2003 Cat Backhoe	23,000.00	36,333.85	29,500.00	11,897.48	(17,602.52)	40.33
Rd Eqp. Maint. - 2013 Silverado	5,700.00	1,484.15	1,700.00	0.00	(1,700.00)	0.00
Rd Eqp. Maint. - 2018 Inter Tandem	0.00	731.31	21,000.00	16,143.04	(4,856.96)	76.87
Rds Equip. Maint. - 2016 Tractless	21,000.00	26,765.39	22,500.00	18,701.43	(3,798.57)	83.12
Rds Equip. Maint. - Misc. Equipment Re	70,000.00	58,160.20	66,500.00	44,602.97	(21,897.03)	67.07
Rds Equip. Rental - Cat Grader #1 2010	(75,000.00)	(81,177.00)	(80,000.00)	(68,133.00)	11,867.00	85.17
Rds Equip. Rental - Champ Grader 1994	(50,000.00)	(37,764.00)	(40,000.00)	(25,206.00)	14,794.00	63.02
Rds Equip. Rental - Dodge 1 Ton 2009	(35,000.00)	(29,430.00)	(30,000.00)	(21,982.50)	8,017.50	73.28
Rds Equip. Rental - Freightliner 4 Ton	(40,000.00)	(23,315.00)	(30,000.00)	(33,335.00)	(3,335.00)	111.12
Rds Equip. Rental - New Holland Tractor	(35,000.00)	(31,290.00)	(30,000.00)	(44,340.00)	(14,340.00)	147.80
Rds Equip. Rental - 955 Tractor 1993	0.00	0.00	0.00	0.00	0.00	0.00
Rds Equip. Rental - Inter. Single Axle	(30,000.00)	(40,053.00)	(40,000.00)	(33,717.00)	6,283.00	84.29
Rds Equip. Rental - Inter Tandem 2002	(40,000.00)	(43,383.00)	(45,000.00)	(22,737.00)	22,263.00	50.53
Rds Equip. Rental - Inter Tandem 1994	(40,000.00)	(30,843.00)	(35,000.00)	(25,857.00)	9,143.00	73.88
Rds Equip. Rental - Ford Tandem 2008	(30,000.00)	(31,272.00)	(30,000.00)	(26,298.00)	3,702.00	87.66
Rds Equip. Rental - Volvo Tandem 1999	(26,500.00)	(33,405.00)	(30,000.00)	(27,645.00)	2,355.00	92.15
Rds Equip. Rental - Inter Tandem 2004	(15,000.00)	(24,780.00)	(20,000.00)	(25,860.00)	(5,860.00)	129.30
Rds Equip. Rental - Inter Tandem 2012	(25,000.00)	(36,462.00)	(35,000.00)	(24,978.00)	10,022.00	71.37
Rds Equip. Rental - Inter Tandem 2010	(55,000.00)	(47,693.75)	(50,000.00)	(32,678.75)	17,321.25	65.36
Rds Equip. Rental - Cat Backhoe 2003	(25,000.00)	(33,294.00)	(25,000.00)	(34,836.00)	(9,836.00)	139.34
Rds Equip. Rental - Tractless Tractor	(60,000.00)	(71,379.00)	(60,000.00)	(61,851.00)	(1,851.00)	103.09
Garbage Collection	450,000.00	487,534.12	490,000.00	348,405.71	(141,594.29)	71.10
Garbage Disposal - Landfill Sites Gene	178,800.00	185,946.49	181,800.00	186,799.75	4,999.75	102.75
Beaverbrook Landfill Site	141,500.00	161,147.57	129,500.00	91,962.94	(37,537.06)	71.01
North Lancaster Landfill Site	138,000.00	133,672.11	138,000.00	98,323.55	(39,676.45)	71.25
Recycling	340,500.00	306,353.21	310,000.00	188,264.60	(121,735.40)	60.73
County Rd 27 Landfill Site	2,000.00	7,927.11	2,500.00	0.00	(2,500.00)	0.00
Environmental Cleanups	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Ponds -M & R	1,000.00	3,322.47	3,000.00	0.00	(3,000.00)	0.00
Fire Protection Ponds - Dry Con	2,500.00	10,309.91	8,000.00	4,180.60	(3,819.40)	52.26
Water/Sewer Plants Sharable Operations	0.00	0.00	0.00	268,331.78	268,331.78	0.00

Financial Statement

Statement of Revenue and Expenses (L1 Modified)



For Period Ending 31-Dec-2019

	PREVIOUS BUDG	PREVIOUS ACTUAL	CURRENT BUDGET	CURRENT ACTUAL	\$ DIFF B/N BDG & ACT	% OF BUDGET SPENT
General Fund						
Glen Walter Water/Sewers	396,000.00	561,444.32	1,248,781.00	241,381.07	(1,007,399.93)	19.33
Lancaster/South Lancaster Water/Sewers	543,500.00	661,541.95	663,500.00	160,419.99	(503,080.01)	24.18
Green Valley Sewers	85,000.00	93,060.00	95,000.00	23,658.89	(71,341.11)	24.90
Kennedy Redwood Subdivision Water	32,000.00	33,671.30	34,000.00	19,555.27	(14,444.73)	57.52
Regional Water Project	0.00	0.00	0.00	0.00	0.00	0.00
Lan-Char Medical Centre	60,800.00	54,290.83	51,500.00	41,320.67	(10,179.33)	80.23
Ambulance Lancaster Base	0.00	0.00	16,800.00	16,800.00	0.00	100.00
Recreation - Administration - General	316,600.00	301,023.73	390,190.00	325,111.70	(65,078.30)	83.32
Recreation Administration - Management	40,000.00	39,747.31	40,000.00	31,501.78	(8,498.22)	78.75
Recreation Levy to Others	0.00	0.00	0.00	0.00	0.00	0.00
Recreation Programs	64,200.00	43,639.08	68,100.00	46,082.51	(22,017.49)	67.67
Char-Lan Community Centre	474,390.00	550,079.64	738,100.00	629,340.13	(108,759.87)	85.26
Martintown Community Centre	71,100.00	87,373.51	46,100.00	35,170.35	(10,929.65)	76.29
Green Valley Community Centre	16,500.00	22,364.11	16,500.00	8,823.55	(7,676.45)	53.48
North Lancaster Optimist Comm. Centre	11,000.00	22,136.22	10,000.00	5,606.32	(4,393.68)	56.06
Nor'westers Museum	76,000.00	71,867.27	46,000.00	41,475.32	(4,524.68)	90.16
Parks Maintenance - General Admin	78,000.00	79,659.77	68,000.00	55,602.46	(12,397.54)	81.77
Danaher Park	8,900.00	8,589.47	9,000.00	6,529.44	(2,470.56)	72.55
North Lancaster Park	10,500.00	14,008.75	10,500.00	8,158.20	(2,341.80)	77.70
Smithfield Park	20,000.00	79,441.39	261,000.00	30,589.74	(230,410.26)	11.72
Empey Poirier Park	4,600.00	3,484.71	4,500.00	2,468.23	(2,031.77)	54.85
Martintown Community Park	39,000.00	39,090.06	5,000.00	7,766.86	2,766.86	155.34
Paul Rozon Park	127,000.00	125,608.96	26,000.00	29,193.82	3,193.82	112.28
Glen Walter Park	21,000.00	19,844.76	21,000.00	14,914.77	(6,085.23)	71.02
Charlottenburgh Park	0.00	0.00	0.00	0.00	0.00	0.00
South Lancaster Wharf	10,000.00	6,905.03	8,000.00	5,167.48	(2,832.52)	64.59
Peanut Line Trail	20,500.00	13,186.42	29,500.00	14,639.04	(14,860.96)	49.62
Cairnview Park	15,000.00	3,275.15	10,000.00	0.00	(10,000.00)	0.00
Planning & Zoning	261,800.00	154,691.91	322,300.00	175,780.68	(146,519.32)	54.54
Economic Development	169,050.00	126,565.35	288,350.00	186,822.26	(101,527.74)	64.79
Municipal Drains	45,000.00	60,056.56	61,000.00	38,639.32	(22,360.68)	63.34
Tile Drainage	40,000.00	28,640.96	32,500.00	37,362.80	4,862.80	114.96
United Counties Levy	10,366,357.00	10,345,658.48	10,680,696.00	10,680,696.00	0.00	100.00
School Board Levy - Upper Canada Distr	2,358,518.00	2,351,453.11	2,387,072.00	2,387,072.00	0.00	100.00
School Board Levy - Ecole Pub. Est Ont	257,598.00	257,024.05	236,953.00	236,953.00	0.00	100.00
School Board Levy - Catholic Bd. East	726,028.00	726,111.17	740,990.00	740,990.00	0.00	100.00
School Board Levy - Ecole Catholique E	910,400.00	908,409.18	886,940.00	886,940.00	0.00	100.00
Change in Capital Assets - PSAB	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	29,830,441.00	30,803,906.61	31,063,622.00	24,006,723.20	(7,056,898.80)	77.28
Total General Fund	7,410.00	0.00	0.00	(5,707,975.59)	(5,707,975.59)	0.00

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 22, 2019

SUBJECT: Consent Application B-83-19

PREPARED BY: Joanne Haley, GM Community Services

RE: B-83-19
Part of Lot 18 & 21, Plan # 101
Rochon

Type of Consent: Lot Addition

Subject:

The subject property is located on Part of Lot 18 & 21, Registered Plan 101 in the Urban Settlement Area of Glen Walter on the north side of County Road 2.

The purpose of this application is to sever approximately .42 acres of developed land and merge it to the abutting property owner. The proposed severed lands contain a shed that straddles the lot line of the subject property and the abutting property, as well as a larger shed.

If this severance is approved, it will correct the title of both the subject property and the abutting property as now the shed will be entirely on the owner's property.

Official Plan Designations:

The subject property is designated Urban Settlement Area- Residential District, in the County Official Plan. The proposed consent conforms to the Official Plan.

Zoning By-law:

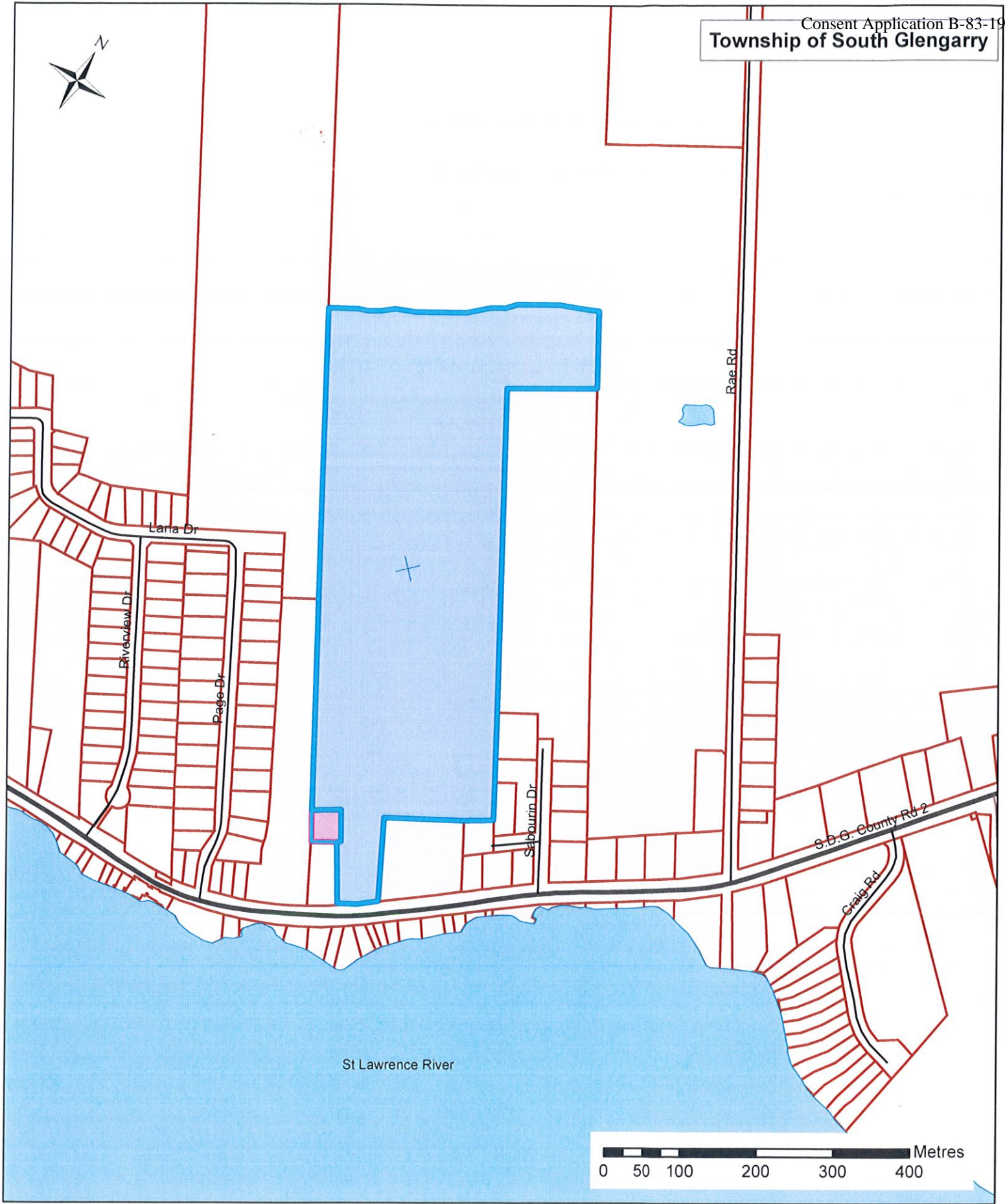
The subject property is zoned Residential One (R-1) in the Township of South Glengarry's Zoning By-law. This proposed consent only conforms to the Zoning By-law in part, as the larger shed exceeds the maximum residential garage size and will now be used strictly for residential purposes.



A minor variance will be required to be applied for and approved to increase the maximum permitted gross floor area and the proposed residential use.

Proposed Recommendation:

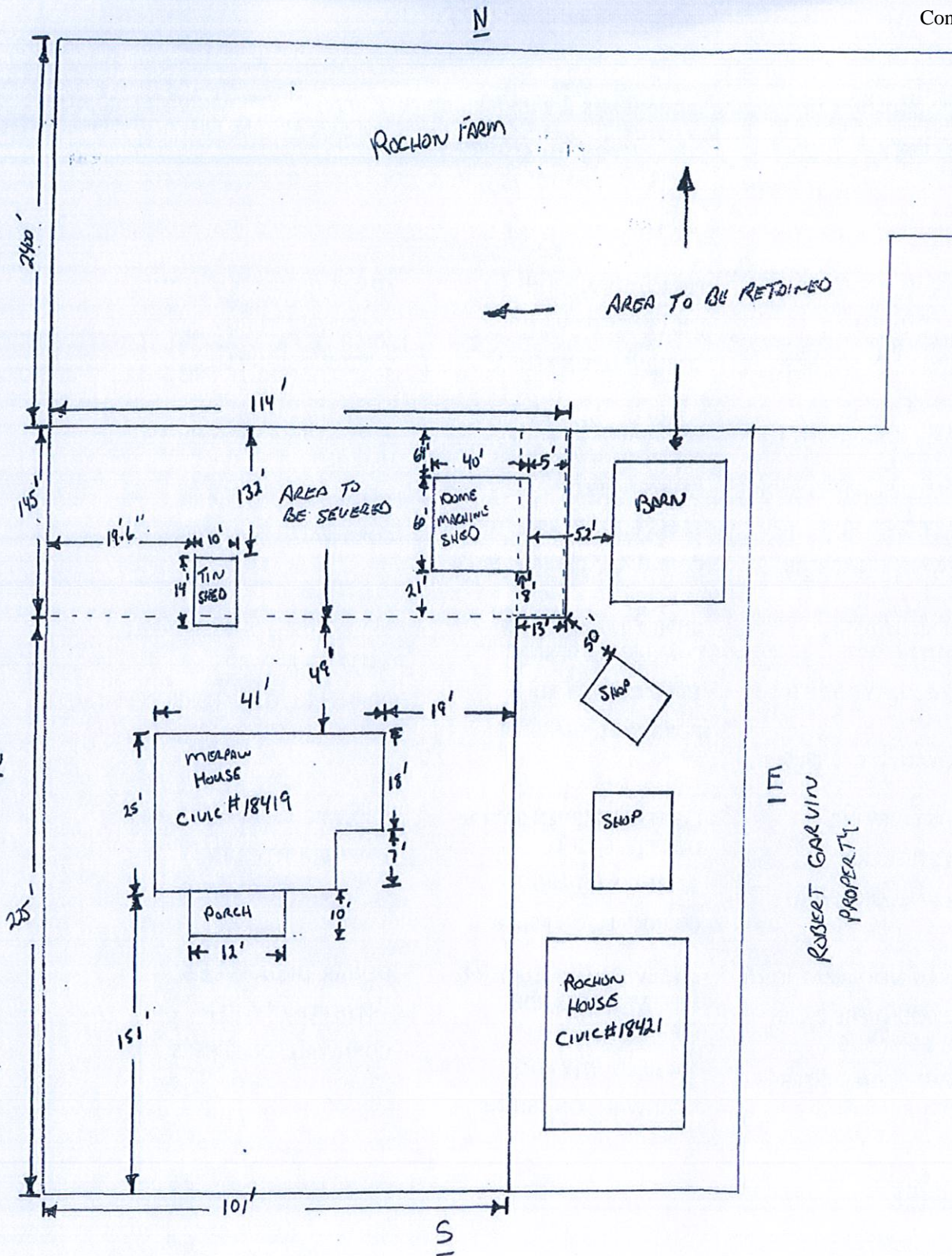
That the United Counties of SDG Manager of Planning approves this application for consent as it conforms to the Official Plan and the PPS. This consent will be subject to the following conditions:

1. A \$200.00 review fee must be paid to the Township of South Glengarry.
2. A minor variance must be applied for and approved to increase the maximum permitted gross floor area and the proposed residential use of the existing machine shed that is located within the proposed lot addition.



-  Retained ~ 42.6 acres
-  Severed ~ 0.42 acres

Application Number: B-83-19



INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: October 22, 2019

SUBJECT: Consent Application B-86-19

PREPARED BY: Joanne Haley, GM Community Services

RE: B-86-19
Part Lot 38, Concession 9
Former Township of Lancaster
Laframboise

Type of Consent: To Create a Building Lot for a future Commercial use

Subject:

The subject property is located on part of lot 38, Concession 9, on the east side of County Road 34. The purpose of this application is to create a building lot proposed to be approximately 9 acres in size for a future commercial use.

Official Plan Designations:

The subject property is designated Rural in the County Official Plan. Commercial uses are permitted in the Rural designation. This proposed consent conforms to the Official Plan.

Zoning By-law:

The subject property is zoned Rural in the Township's Zoning By-law. A zoning amendment will need to be applied for and approved to rezone the subject property to a commercial zone.

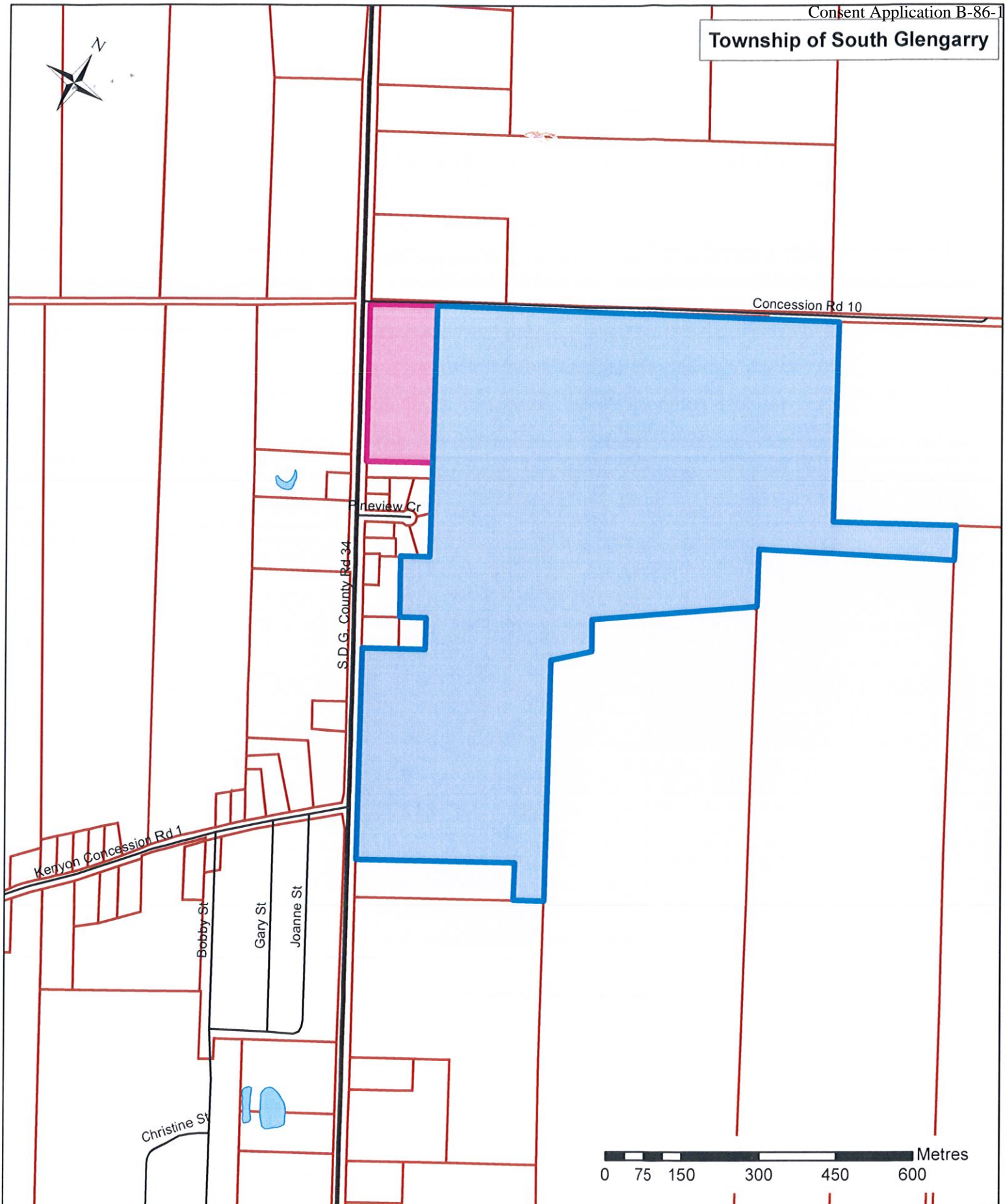
Proposed Recommendation:

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

1. A review fee of \$200.00 must be paid to the Township for each application.
2. A Parkland fee of \$1,000.00 must be paid to the Township for each application.

3. The Township of South Glengarry will complete a site visit of the severed and retained lands to confirm that there are no issues with proposed septic systems. Further information may be required from the applicant once the site visit is completed. The applicant will be required to attend to the Township office to apply for a site visit and to file a fee of \$170.00.
4. A zoning amendment must be applied for and approved to rezone the subject property from Rural to Commercial.

Township of South Glengarry



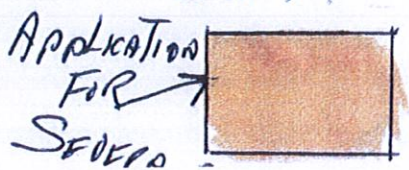
Retained ~ 156.00 acres



Severed ~ 9.0 acres

Application Number: B-86-19

Page 99 of 116



INFORMATION REPORT**REPORT TO:** Council of the Township of South Glengarry**MEETING DATE:** October 22, 2019**SUBJECT:** Consent Summary**PREPARED BY:** Joanne Haley, GM Community Services**CONSENT APPLICATIONS SUMMARY- 2015**

Application #	Recommendation	Decision
B-121-15	Recommended	

CONSENT APPLICATIONS SUMMARY- 2019

# of Applications	Application #	Recommendation	Decision
1	B-14-19	Recommended	Approved
2	B-23-19	Recommended	Approved
3	B-28-19	Recommended	Approved
4	B-29-19	Recommended	Approved
5	B-37-19	Recommended	Approved
6	B-48-19	Recommended	Approved
7	B-53-19	Recommended	
8	B-64-19	Recommended	
9	B-78-19	Recommended	
10	B-79-19	Recommended	
11	B- 82-19	Recommended	

12	B-83-19	Recommended	
13	B-86-19	Recommended	

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



19-004163

SEP 30 2019



Your Worship
Mayor Frank Prevost
Township of South Glengarry
6 Oak Street
Lancaster, ON K0C 1N0

Dear Mayor Prevost:

Frank

I would like to thank you and staff, for taking the time to meet with my Parliamentary Assistant Jim McDonnell at the 2019 Association of Municipalities of Ontario (AMO) Conference in Ottawa. Maintaining a strong relationship with our municipal partners is a top priority for our government as your input and knowledge of local matters are important as we tackle big challenges ahead.

PA McDonnell shared with me your concerns with the Building Code such as ensuring contractors are more accountable, implementing fewer mandatory requirements and increasing voluntary options, and correcting issues with products that meet Canadian standards but not Ontario standards.

I am committed to always maintaining protections for people's health and safety. Every decision our government makes, we are putting people first. The Building Code is updated regularly to reflect technological advancements, expert research, and input from our partners like yourselves. Large-scale reviews are undertaken approximately every five years to align with regular updates to the National Construction Codes. Changes to the Building Code will help to ensure that buildings in Ontario continue to be among the safest and most accessible in North America.

As part of its commitment to reducing regulatory burden and barriers to interprovincial trade, Ontario is working with its federal and provincial counterparts on cross-country harmonization of construction codes.

Throughout the conference, including in many delegation meetings, we discussed the one-time Municipal Modernization Fund payment. If you have projects you would like to share with us, we are happy to work together with you. As you have information on your progress, we are always interested to hear from you.

If you or your staff would like to discuss these matters further, ministry staff would be pleased to assist. Please feel free to contact Brandon Forrest, Manager of Local Government and Housing in the Eastern Municipal Services Office at 613-545-2126 or Brandon.Forrest@ontario.ca. You can also contact my Senior Policy Advisor for Municipal Affairs, Alex Barbieri, (Alex.Barbieri@ontario.ca).

Once again, thank you for meeting with PA McDonell at the 2019 AMO Conference. Municipalities are on the front lines and play a vital role in the lives of people across the province. I am committed to working with you and know how important it is that we continue to listen and work together.

Sincerely,



Steve Clark
Minister

- c. Jim McDonell, Parliamentary Assistant to the Minister of Municipal Affairs and Housing (Municipal Affairs)

**Minister for Seniors and
Accessibility**

Minister

College Park, 5th Floor
777 Bay St.
Toronto ON M7A 1S5

**Ministre des Services aux
aînés et de l'Accessibilité**

Ministre

College Park, 5^{ème} étage
rue 777 Bay
Toronto ON M7A 1S5



Dear Friends:

As Remembrance Day approaches, communities across Ontario are planning events to honour the brave men and women who have served and continue to serve our country. In addition, memorial ceremonies are held year-round for first responders who have lost their lives in the line of duty.

A wide range of Ontarians attend these events, including veterans, people with disabilities, seniors with accessibility requirements and families with strollers. If you are holding a Remembrance Day or memorial ceremony, it is important to keep accessibility in mind to ensure everyone can fully participate.

To assist you with your planning, I am pleased to provide you with two documents:

- [Creating Accessible Remembrance Day and Memorial Ceremonies](#)
- [Planning Accessible Events](#)

Both documents contain information on how you can make your event welcoming to all Ontarians.

If you have any questions, please contact our Accessibility for Ontarians with Disabilities Act Contact Centre (ServiceOntario) at:

Email: accessibility@ontario.ca

Phone: 416-849-8276 or 1-866-515-2025

TTY: 416-325-3408 or 1-800-268-7095

Thank you for your on-going efforts to pay tribute to the men and women who have given their lives for the peace and freedom we enjoy.

Sincerely,

Hon. Raymond Cho
Minister for Seniors and Accessibility



September 30, 2019

SOUTH GLENGARRY, TOWNSHIP OF
6 Oak St.
Lancaster ON
K0C 1N0

RE: Industry funding for Municipal Blue Box Recycling for the second quarter of the 2019 Program Year

Dear Mayor and Members of Council:

Stewardship Ontario provides payments to municipalities and First Nations equal to 50% of the total net costs incurred by those communities as a result of the Blue Box Program. Payments are made on a quarterly basis. The funding for these payments comes from companies that produce, import and sell packaging and printed paper to Ontario residents.

RPRA is responsible for setting payments to individual communities. Further details with respect to the RPRA Board's determination of the 2019 obligation and the allocation to individual municipalities and First Nations is available on the RPRA website (www.rpra.ca/blue-box).

Thank you for your ongoing dedication to resource recovery and reutilization.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Pearce', is located below the 'Sincerely,' text.

David Pearce
Supply Chain Officer
Stewardship Ontario



**The Corporation of the Municipality of
Grey Highlands**

206 Toronto Street South, Unit 1, Box 409
Markdale, ON N0C 1H0
Tel.: 519-986-1216

October 02, 2019

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
5th Floor 777 Bay St.
Toronto, ON M7A 2J3

Sent via email: jeff.yurek@pc.ola.org

To Minister Yurek,

Re: Grey Highlands Resolution 2019-603

Please be advised that the following resolution was passed at the October 02, 2019 meeting of the Council of the Municipality of Grey Highlands.

2019-603

Cathy Little, Dane Nielsen

Whereas the Municipality of Grey Highlands is a member of the Grey Sauble Conservation Authority (GSCA), the Nottawasaga Valley Conservation Authority (NVCA) and the Saugeen Valley Conservation Authority (SVCA) and has a representative on each board of directors; and

Whereas each board of directors determines the policies, priorities and budget of their respective Conservation Authority (CA); and

Whereas each CA provides the Municipality of Grey Highlands with expert advice on the environmental impact of land use planning proposals and that the Municipality does not have staff with comparable expertise or experience; and

Whereas the CAs provide programs and services to the residents of Grey Highlands and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures;

Therefore be it resolved that the Municipality of Grey Highlands supports continuation of the programs and services of the three CAs, both mandatory and non-mandatory, and that no programs or services of GSCA, NVCA and SVCA or of other CAs in Ontario be "wound down" at this time; and

That the Minister of Environment, Conservation and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

That this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Bill Walker, the Association of Municipalities of Ontario, the Grey Sauble Conservation Authority, the Nottawasaga Valley Conservation Authority, the Saugeen Valley Conservation Authority, Conservation Ontario and all Ontario municipalities.

CARRIED.

If you require anything further, please contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Raylene Martell".

Raylene Martell
Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

Cc:

Premier Doug Ford – premier@ontario.ca

MPP Bill Walker – bill.walker@pc.ola.org

Association of Municipalities of Ontario – amo@amo.on.ca

Grey Sauble Conservation Authority – d.robinson@greysauble.on.ca

Nottawasaga Valley Conservation Authority – hferguson@nvca.on.ca

Saugeen Valley Conservation Authority – j.hagan@svca.on.ca

Conservation Ontario – info@conservationontario.ca

Ontario Municipalities



Town of The Blue Mountains
32 Mill Street, Box 310
THORNBURY, ON N0H 2P0
<https://www.thebluemountains.ca>

OFFICE OF: Mayor Alar Soever
Email: asoever@thebluemountains.ca
Phone: 519-599-3131 Ext 400

Sent via E-mail

October 4, 2019

Ministry of Municipal Affairs and Housing
Hon. Steve Clark | Minister | minister.mah@ontario.ca
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark,

RE: Integrity Commission Matters

Since the Province required all municipalities to have Integrity Commissioners ("ICs"), we have noted that although this is a quasi-judicial role, few if any decisions by Integrity Commissioners refer to British Common Law precedents, or any precedents for that matter.

In addition, there seems to be quite a difference of opinion on matters between Integrity Commissioners. As an example, our IC takes the position that in all cases the Complainant should never be named in a report, even when they are another member of Council, while at the County level, our County IC, states that she would almost always name the complainant in these circumstances, unless it was a personal matter. Her test would be whether it was a matter of public interest.

As a result of this confusion on behalf of the Town of The Blue Mountains, please note the following resolution passed by Council on September 30, 2019:

Moved by: Rob Potter Seconded by: Peter Bordinon

WHEREAS the system of justice in Ontario is based on the British system of Common Law which bases decisions on legal precedents;

AND WHEREAS the decisions of Integrity Commissioners in settled cases could provide guidance to all involved in Municipal Government in Ontario as well as to the people they serve;

BE IT THEREFORE RESOLVED that the Code of Conduct Sub-Committee recommends that the Council of the Town of The Blue Mountains requests that the Ontario Ministry of Municipal Affairs and Housing create a searchable database of all matters placed before all Integrity Commissioners within the province and the resolution of such matters;

AND FURTHER BE IT RESOLVED THAT this resolution be circulated to all municipalities in Ontario via the Association of Municipalities of Ontario, Carried.

Please do not hesitate to contact me if you have any questions or comments.

Yours Truly,

A handwritten signature in cursive script that reads "Alar Soever".

Mayor Alar Soever
Town of The Blue Mountains

CC: Mayor and Council, Town of The Blue Mountains (via e-mail)
Shawn Everitt, CAO, Town of The Blue Mountains (via email)
Municipalities in Ontario (via-email)



October 8, 2019

To: All Ontario Municipalities
Sent Via Email

**Re: Menstrual Products in City Facilities
Our File No. 16.6.99**

At its meeting of September 23, 2019, St. Catharines City Council supported the implementation of a pilot project to provide free menstrual products at City Facilities. The pilot project will run from January until June 2020 and will include the installation of dispensing units in washrooms at locations to be determined by staff.

Below is the full motion which was approved by St. Catharines City Council at its meeting held on September 23, 2019:

That Council support the implementation of Option 1 for a pilot project on free menstrual products in City Facilities, beginning in January 2020 until June 2020 and with the results of the pilot project to be reviewed; and

That a cap be put in place as determined by staff; and

That the Budget Standing Committee include this pilot project in its draft 2020 budgets. FORTHWITH

A previous motion on this matter directed that any decisions related to this pilot project be shared with all Ontario municipalities and school boards.

If you have any questions, please contact the Office of the City Clerk at extension 1524.

A handwritten signature in blue ink, appearing to read 'Bonnie Nistico-Dunk'.

Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:kn



October 2, 2019

Hon Doug Ford
Premier of Ontario
Premier's Office - Room 281
Legislative Building - Queen's Park
Toronto, ON M7A 1A1

Delivered by Email to:
doug.ford@pc.ola.org

BY EMAIL ONLY

Dear Premier;

RE: Resolution from the Town of Penetanguishene – Municipal Amalgamation

As you are aware, the Town of Penetanguishene, Township of Tay and Township of Tiny provided a [joint letter response on June 5, 2019](#) regarding the Regional Governance Review.

Please also be advised that the Council of the Town of Penetanguishene, during their September 25, 2019 Council meeting and at the request of the Township of McKellar, adopted the following resolution:

"WHEREAS there are 444 municipalities in Ontario that are very efficient and well governed, and who respond quickly to ratepayer's needs;

AND WHEREAS in the 1990's the Conservative Government forced many municipalities to amalgamate on the guise they would become more efficient, effective, save money, lower taxes and ultimately reduce the provincial deficit;

AND WHEREAS there has never been a valid evidence-based study that supported these outcomes;

AND WHEREAS forced amalgamation actually accomplished just the opposite: ill feelings, increased animosity and mistrust, job losses, rise in local taxes and an increase in the provincial deficit;

AND WHEREAS there are many positive examples of small rural and northern municipalities working together in a collaborate and cooperative manner via, shared agreements that responds to local needs without amalgamation and provincial interference;



AND WHEREAS the Provincial Government has a large deficit due to their own decision-making;

AND WHEREAS recently the same Conservative Government recently reduced one large regional municipal government by 50%, without "consultation";

AND WHEREAS this same Conservative Government is presently reviewing other provincial regional governments through a purported "consultative" approach with a view to reduce or eliminate them;

AND WHEREAS the Provincial Government should investigate all other internal ways of reducing their deficit and becoming more fiscally responsible over time rather than downloading to the one level of government that is the most efficient, has the lowest cost and is closest to the electorate which will not put a dent in the provincial deficit;

AND WHEREAS the Province could look at what other provinces have done to reduce the debt with one singular education system, organizing unorganized municipalities, controlling OPP costs, substantially increase fines, and find a way to collect millions and millions of dollars in unpaid fines and instead, invest in the north to create jobs and stimulate and enhance economic development;

NOW THEREFORE BE IT RESOLVED THAT before the Provincial Government forces amalgamation in any of the 444 municipalities in Ontario, our AMO organization go beyond requesting "consultation" and "demand" that the Provincial Government do the following:

1. Hold a local referendum letting the citizens decide to amalgamate or not.
2. Conduct an evidence-based study to show that amalgamation actually saves costs, jobs, lowers taxes and reduce the provincial deficit.
3. Allow those municipalities to work out their own local collaborative agreement that best suit their local needs and to be permitted to do so on their own time line and volition.
4. To ensure that there is absolutely no conflict of interest in this consultative process.
5. To emphasize the political reality of forcing amalgamation on the many rural and northern municipalities across Ontario.

AND FURTHER THAT a copy of this resolution be sent to Doug Ford, Premier of



Ontario; Christine Elliott, Deputy Premier; Steve Clark, Minister of Municipal Affairs; Andrea Horwath, Leader of the New Democratic Party; and all MPPs in the Province of Ontario;

AND FURTHER THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipalities Association (ROMA), Federation of Northern Ontario Municipalities (FONOM), and all Ontario municipalities for their consideration."

Please let me know if you have any questions or concerns.

Sincerely,

Stacey Cooper, Clerk
Town of Penetanguishene

- c. Hon. Christine Elliott, Deputy Premier
Hon. Steve Clark, Minister of Municipal Affairs
MPP's in the Province of Ontario
Association of Municipalities of Ontario (AMO)
Northwestern Ontario Municipal Association (NOMA)
Rural Ontario Municipalities Association (ROMA)
Federation of Northern Ontario Municipalities (FONOM)
All Ontario Municipalities

UNFINISHED BUSINESS REPORT
Presented to Council October 22, 2019

INFRASTRUCTURE SERVICES					
No.	Item	Date Added	Expected Completion	Status	Update
1.	Docks on Township Property	JAN 2016	Fall 2019	Ongoing	-Will schedule a meeting with property owners in early November.
2.	Fire Protection Ponds	MAY 2016	Fall 2019	Ongoing	-Met with business representatives on Midway Road to discuss fire pond. -Will be following up with investigation on volume of water in the pond and capacity of the current pumps. -Meeting with Pactiv on Richmond Road to review design upgrades.
3.	Municipal Servicing from City of Cornwall	MAY 2016	Fall 2019	Ongoing	-Met with City to discuss servicing. Will be following up with meeting with BVD to review costs and feasibility for project.
4.	Private Roads (development of document)	FEB 2017	Fall 2019	Ongoing	-No update
5.	Williamstown Garage & Fire Hall	MAY 2018	2020	On Hold	-Have received appraisal for lands and will include the land sale on the November 6 th Airport Commission meeting agenda.
6.	LED Streetlights (Glen Walter)	MAR 2019	Fall 2019	Ongoing	-Contacted Fortis (Cornwall Electric) for update on the request for LED conversion for the South Glengarry street lights.
7.	Andrea Ave. Traffic Concerns	APR 2019	FALL 2019	Ongoing	-Will arrange meeting with owners of Tim Horton's to review changes to parking as approved by Council.
8.	Review of	JULY 2019	JAN 2020	Ongoing	-Procurement Workshop scheduled for

	Procurement By-law				January 17, 2020.
9.	Peanut Line Bridge	AUG 2019	TBD	Ongoing	-Ongoing evaluation by Township engineer to provide report in October.
10.	Smithfield Park Building	SEPT 2019	2020	Ongoing	-Reviewing design and tender process and will retender for the building by the end of 2019.
COMMUNITY SERVICES					
11.	Hamlet Signage Policy	JUNE 2019	TBD	Ongoing	-Report and presentation of draft signage to be included on November 4 th Council agenda.
CORPORATE SERVICES					
12.	Review of Water Rates	APR 2019	FALL 2019	Ongoing	-Information has been sent, meeting with Engineer has occurred and review is underway by EVB.
13.	Water Service Delivery Review	AUG 2019	FALL 2019	Ongoing	-Presentation from EVB at October 22 nd Council meeting.
14.	Water Bill Design	AUG 2019	FALL 2019	Ongoing	-Delayed on billing – will go out with December bill instead of October. -Request expected completion date to change to December 2019.
15.	Cornwall Golf & Country Club Request	AUG 2019	FALL 2019	On Hold	-No update
16.	Strategic Plan – Action Plans	JUNE 2019	FALL 2019	On Hold	-No update – on hold until new CAO in place to guide development of action plans.
FIRE SERVICES					
17.	Lancaster Fire Hall Generator Purchase	DEC 2018	AUG 2019	Ongoing	-No update
18.	Farm 911/Emily Project	JUNE 2019	Fall 2019	Ongoing	-No Update

SG-M-19

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 68-2019
FOR THE YEAR 2019**

***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 October 22, 2019 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 22ND DAY OF OCTOBER, 2019.***

MAYOR: CLERK: